**Standing Rules**

**The Presbytery of Sheppards & Lapsley**

 8-15-14

Amended 5-14-15

 Adopted 8-14-15

Amended 11-12-15

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Presbytery of Sheppards and Lapsley: **Our Statement of Purpose**

As believers, our faith flows from living water *as we seek to fulfill the Great Commission: “All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey all things that I have commanded you.” (Matt. 28:18-20)* This living water runs through the stories of our lives as God’s covenant people and through the life of the Presbytery of Sheppards and Lapsley. From creation and baptism to the Congo and the Cahaba, we are connected by life-giving water. We are refreshed by it; we are nurtured by it; we are saved by it. Living water is our past, our present and our future.

As covenant people, we are life-sharing people. It is through our shared life together that we live in relationship with God and with each other. This shared life is lived out through our congregations, which are the primary agents of God’s mission in the world. As the connectional expression of the Presbyterian Church (USA) in central Alabama, we are called by grace to life-giving service to our congregations, engaging, equipping, nurturing and empowering them in their collective witness to God’s for all people in Jesus Christ.

As believers reformed and always being reformed *according to the Word of God*, we are participants in God’s ongoing creation, embracing the transformative power of God’s saving grace through Jesus Christ. In our shared life as the Presbytery of Sheppards and Lapsley, we are challenged by the radical call of the Gospel to boldly, consciously and intentionally live out this transformation with imagination and joy.

As the expression of our shared and transformed life together, the Presbytery of Sheppards and Lapsley commits, with God’s help to:

* Support congregations both large and small by serving as a resource for and an enabler of their ministries in their communities and throughout the world.
* Equip our lay and ordained leaders, and partner with them, to created and sustain healthy and growing worshipping communities that are faithful and vital witnesses of Jesus Christ.
* Nurture and enhance the many and various gifts God has given the members of our congregations and engage those gifts in the service of the wider church and all God’s people, which affirms the relational connection of the Presbyterian Church (USA).
* Empower our congregations and our leaders to be flexible in structure, dynamic in practice and imaginative in their service of the Gospel in a changing world.

To further these purposes, the Presbytery of Sheppards and Lapsley will itself need to be transformed by *the Holy Spirit as it creates* new structures, redirecting its mission, reconnecting its members and refreshing its leaders to better serve God’s people in this time and place.

*Rationale: This would place the Statement of Purpose within the Standing Rules, which is the Presbytery’s manual of administrative operations, so that it serves the purpose of guiding and informing our shared life as a Presbytery.*

**SR-1.01 Chapter I.**

This council (G 3.01) shall be known as the Presbytery of Sheppards and Lapsley of the Presbyterian Church (USA). It shall consist of all the teaching elders who have been received into its membership and the churches within its geographical boundaries. It is established by the authority of the General Assembly of the Presbyterian Church (USA) and the Synod of Living Waters, and shall have those duties, authorities, powers and responsibilities as specified by the *Book of Order* (G-3.01, G-3.03)*.*

**SR-2.01 Chapter II. Authority, Amendments, and Suspension**

SR-2.0101 These Standing Rules shall establish the basic organization of the Presbytery and provide for its functioning, both during and between meetings of the Presbytery.

SR-2.0102 This document shall be known as the Standing Rules of the Presbytery of Sheppards and Lapsley, Presbyterian Church (USA), and is created by the action of the Presbytery of Sheppards and Lapsley as authorized by the Constitution of the Presbyterian Church (USA), which Constitution is hereby acknowledged as supreme and applicable in all affairs of this Presbytery.

SR-2.0103 These Standing Rules shall serve as the Manual of Administrative Operations for the Presbytery. A chart outlining items that shall ordinarily occur at stated meetings of Presbytery (see Appendix I) are attached to the Standing Rules.

SR-2.0104 These Standing Rules may be amended as follows: A proposed amendment shall be presented in writing to the Executive Council, which in turn shall present the proposal to the next meeting of Presbytery with its recommendations. To become effective, an amendment must be approved by two-thirds of the votes cast at one meeting of Presbytery and adopted without further revision by two-thirds *of* the vote*s cast* at the next meeting.

SR-2.0105 These Standing Rules, including paragraph SR-2.0104, may be suspended by two-thirds of the votes cast at any meeting of Presbytery.

SR-2.0106 Policies adopted by Presbytery will automatically be added to the appendix to these Standing Rules.

*Rationale: Doing so ensures that policies adopted by Presbytery are duly recorded and become part of our Manual of Administrative Operations for future reference and execution. (Note: The revised Standing Rules adds to the appendix two policies previously adopted, one by Presbytery and one by the Executive Council.)*

**SR-3.01 Chapter III. Meetings and Organization**

SR-3.0101 Each year the Presbytery shall ordinarily have four stated meetings**.** The moderator of Presbytery shall call special meetings at the request of, or with the concurrence of, two teaching elders and two ruling elders, representing four different congregations. Should the Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call. Notice of a called meeting shall be sent not less than 10 days in advance to each teaching elder and the session of each congregation. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.

SR-3.0102 The Presbytery shall be governed in its meeting and in the action of all its agencies by the Constitution of the Presbyterian Church (USA), the Standing Rules of the Presbytery, and where none of these applies, by *Robert’s Rules of Order, Newly Revised -- 11th Edition.*

SR-3.0103 Ruling elders are elected *as*commissioners to Presbytery in accordance with the provisions of the *Book of Order* G-3.0301 *and* as prescribed within the Standing Rules.

a. Churches with 500 or fewer members shall be represented by one ruling elder commissioned by the session, preferably for a one-year term. Churches with membership over 500 shall be represented as follows:

 501-1,000 – 2 elders

1,001-1,500 – 3 elders

1,501-2,000 – 4 elders

2,001-3,000 – 5 elders

b. Ruling elders serving as commission or committee moderators, chair of the Board of Trustees, members of theExecutiveCouncil, Commissioned Ruling Elder to a particular church or validated ministry, moderator of Presbyterian Women, and moderators of Youth Council who are ruling elders shall be members of Presbytery and shall have the privilege of voice and vote for the duration of their terms. Persons serving in these positions who are not ruling elders shall have privilege of voice for duration of their term.

c. Any ruling elder elected by Presbytery as *general* presbyter or associate presbyter shall be enrolled as a member of the Presbytery for the duration of service in such staff position, whether or not commissioned by his or her session.

d. In accordance with G-3.0301, to achieve numerical parity of teaching elders and ruling elders to be enrolled as voting members at any stated or called presbytery meeting, the Stated Clerk shall use the following method:

1. Determine the total number of active teaching elders.

2. Determine the total number of *active* ruling elders allotted by SR-3.0103a.

3. Add to the total number of participating ruling elders the following: ruling elders who are officers of the Presbytery and/or Executive Council members during their period of service; a ruling elder who is chair of the Board of Trustees; ruling elders commissioned to a particular church or other validated ministry; ruling elders who are Certified Christian Educators in active ministry (G-2.1103b).

4. After these totals have been calculated, if there are more teaching elders than ruling elders, the Stated Clerk shall determine and recommend to Presbytery which of its churches shall be allowed an additional ruling elder commissioner. According to the Department of Constitutional Services of the General Assembly it is permissible to have more ruling elders than teaching elders but not more teaching elders than ruling elders.

e. Certified Christian Educators in active ministry, in accordance with the Book of Order (G-2.1103b) are entitled to the privilege of voice only at all presbytery meetings, and in the case of Certified Christian Educators in active ministry who are ruling elders, the privilege of voice and vote.

SR-3.0104 A quorum of *a* stated meetingof the Presbytery shall be 20 teaching elders and 20 ruling elders, representing at least 20 congregations. *A* quorumof a called meeting of the Presbytery shall be 15 teaching elders and 15 ruling elders, representing at least 15 congregations.

SR-3.0105 Requests by teaching elders to be excused from a Presbytery meeting, together with the reason for the request, shall be submitted to the Stated Clerk prior to the meeting.

SR-3.0106 Clerks of session shall forward to the Stated Clerk of Presbytery the full names, email and mailing addresses, and telephone numbers of the duly elected commissioners in order that commissioner packets may be sent to them in preparation for the meeting. All alternate ruling elder commissioners shall have the privilege of the floor without vote.

SR-3.0107 Should a question arise concerning the status of a commissionerto a Presbytery meeting*,* the Presbytery shall resolve the matter upon recommendation of the Stated Clerk**.**

SR-3.0108 The format for any meeting of Presbytery, including the docket and the time, shall be prepared by the Executive Council upon the recommendation of the Stated Clerk, and then recommended at the opening of the meeting.

SR-3.0109 Provision shall be made for temporary committees as may be required. Members of temporary committees shall be elected by the Presbytery upon nomination by the Moderator *or* the ExecutiveCouncil. The floor shall be open for further nominations.

**SR-4.01 Chapter IV. Officers**

The Officers of the Presbytery shall be: the Moderator, the Stated Clerk, Recording Clerk, and the Treasurer. Expenses, honoraria, and job descriptions of the Officers will be recommended by *the* Executive Council and approved by Presbytery.

SR-4.0101 Moderator

a. The Presbytery shall elect a Moderator for the following year at the last stated meeting of Presbytery each year. The newly elected Moderator assumes the position at the meeting at which she/he is installed.The term shall be for one year or until his/her successor is installed. The office of Moderator shall ordinarily be filled alternately by ruling elders and teaching elders. The Moderator shall serve on the Executive Council.The Moderator shall serve according to the provisions of the *Book of Order* (G3.0104 and G-3.0105).

b. The Moderator will:

1. Moderate meetings of Presbytery.

2. Send a one-page synopsis of the Presbytery meeting to the Presbytery office within one week of the meeting. It will be forwarded to all teaching elders, commissioners and churches.

3. Whenever possible, participate in installations and ordinations.

4. Each year, at the end of his/her term, nominate for election by Presbytery one teaching elder and two ruling elders, one male and one female, to the Committee *on* Nominating and Representation. The moderator of the Committee on Nominating and Representationwill be nominated by the outgoing Moderator of Presbytery from among the Committee on Nominating and Representation.

 *5. At the first meeting of the year, the incoming moderator will nominate three*

 *persons for election to the Bills and Overtures Committee to serve for a period*

 *of one year. The nominations will consist of one male teaching elder****,*** *one*

 *female teaching elder, and one ruling elder. The three nominees shall not all*

 *be from the same race or ethnicity. If by reason of absence or other*

 *circumstance, a member cannot serve at a given meeting, the moderator will*

 *nominate for election a replacement to serve at that meeting only.*

6. Nominate replacements to fill unexpired terms, honoring the membership balance, on the Committeeon Nominating and Representation as they occur.

c. The Presbytery shall elect a vice moderator at the last stated meeting of Presbytery each year. The vice moderator will ordinarily be nominated to serve as Moderator the next year. The vice moderator will preside over a stated meeting of Presbytery in the absence of the Moderator. The office of vice moderator shall ordinarily be filled alternately by ruling elders and teaching elders. The vice moderator shall serve on the Executive Council*.*

SR-4.0102 Stated Clerk and Recording Clerk

a. The Presbytery shall elect a Stated Clerk to serve a term of three years, and she/he shall be eligible for re-election for a maximum of three terms. The Stated Clerk shall serve according to the provisions of the *Book of Order (G-3.0104, G-3.0305 and D-11.0700)* and according to the more specific duties outlined in the Stated Clerk’s Handbook provided by the Office of the General Assembly. The Stated Clerk shall serve as parliamentarian and shall be available to assist individuals and groups with advice regarding presentation of matters to the governing body, and shall see that session records are reviewed in accordance with G-3.0108. When the Stated Clerk is absent or unable to function, the ExecutiveCouncil shall appoint a temporary Stated Clerk until a permanent Stated Clerk is elected.

b. The Stated Clerk will:

1. Inform churches of their per capita assessment at the beginning of each year. The assessment shall ordinarily be due on January 1 and delinquent after March, unless being paid monthly.
2. Give notice at least 10 days in advance of each Presbytery meeting; have prepared and distributed to all appropriate participants a packet containing a proposed docket and all known business coming before Presbytery; enroll Presbytery’s members prior to the opening of each meeting; certify the presence of a quorum to the Moderator at each Presbytery meeting; see that accurate minutes are kept of each Presbytery meeting (minutes are to be reviewed by the Stated Clerk and the moderators of the Executive Council and Presbytery and then made available to the Presbytery); annually submit minutes to the Synod for review.
3. Distribute and receive and report to Presbytery the Annual Statistical Report forms and submit them to Synod and General Assembly.

c. The Presbytery may elect a Recording Clerk to serve a term of three yearsand she/he shall be eligible for re-election for a maximum of three terms.

SR-4.0103 Treasurer

a. The Presbytery shall elect a Treasurer to serve a term of three years, and she/he shall be eligible for re-election for a maximum of three terms. She/he shall account for all funds and shall present an annual report to the Presbytery.

b. The Treasurer shall

1. Receive and disburse all funds of the Presbytery and funds channeled

 through Presbytery; shall keep a strict and accurate count thereof and,

 in consultation with the Executive Council, shall arrange for an annual audit of

 all accounts.

2. The Treasurer shall ordinarily present a full financial report of the previous year at the February stated meeting of Presbytery and may, if deemed expedient, disseminate reports of the financial situation at other times.

3. At the end of each year, the Treasurer shall give each church a statement of its giving to and through the Presbytery during the year.

 *(Rationale: This is covered elsewhere under financial policies that are part of the Standing Rules, so it doesn’t need to be repeated here.)*

*4.* The Treasurer shall provide a monthly financial report to theExecutive

Council giving the status of actual expenditures versus budgeted accounts.

 The report shall indicate the general state of actual cash receipts to date

 compared to projected receipts for the presbytery as a whole.

*5.* The Treasurer shall function in accordance with the attached Financial Policy

 and accounting procedures dated January 24, 2011, and approved by the

 presbytery at its February 17, 2011, meeting.

**SR-5.01 Chapter V. Staff**

SR-5.0101 The role of the Presbytery staff shall be to facilitate and enable the entire work of the Presbytery of Sheppards and Lapsley. The staff is expected to serve in ways that will enable the component parts of the connectional system to work together.

Presbytery staff shall ordinarily serve only as advisory members of any committee or commission~~s~~, with voice but without vote*.*

SR-5.0102 The Presbytery staff shall consist of such professional and office staff as are authorized by action of Presbytery (G-3.0103 and G-3.0110).

SR-5.0103 The General Presbyter shall supervise all staff in consultation with the Personnel Committee of the ExecutiveCouncil. Personnel policies and job descriptions will be approved by the ExecutiveCouncil. Personnel policies shall include provisions as stated in G-3.0110.

SR-5.0104 When a vacancy occurs in any of the Presbytery’s professional staff positions, the Executive Council shall be responsible for ensuring that essential functions of the Presbytery continue, and for assessing the mission and needs of the Presbytery. The Executive Council shall have the power to retain temporary and/or interim staff members. When the Executive Council determines that the needs of the Presbytery require a permanent General Presbyter or Associate Presbyter staff position, they shall submit a job description to the

Presbytery for approval, and ask the Committee on Nominating and Representation to nominate a search committee. The Presbytery shall approve any General Presbyter or Associate Presbyter search committee, with nominations permitted from the floor. After a search, the search committee shall present a candidate to the Presbytery for approval.

*(Rationale: This provision is intended to clarify procedures to ensure continuity of Presbytery’s operation during staff transitions and the process required to fill staff vacancies. Without such a provision, the Presbytery found itself in a position of having to wait a few months for the next meeting to approve a transition plan following the departure of the last Executive Presbyter. This provision allows for transitional leadership to begin without such delays.)*

**SR-6.01 Chapter VI. Agencies of Presbytery**

The agencies of Presbytery shall be all councils, commissions, committees, and other work groups elected in classes by the Presbytery to accomplish its work. Task teams will be formed to fill a specific purpose.

SR-6.0101 Unless otherwise provided for in the *Book of Order* (see D-5.0105) or by these Standing Rules, a person elected to serve any agency of the Presbytery shall serve a three-year term, or, if needed, to fill a vacancy, a portion thereof. A person shall be eligible to serve two full terms consecutively. Ordinarily, no person shall serve on more than one commission, committee or task team of Presbytery at the same time. Any member of the ExecutiveCouncil, or committee or commission of Presbytery, elected by Presbytery, who, without prior excuse, fails to attend a majority of meetings held in any year, or any two consecutive meetings, shall cease to be a member of said unit. Moderators of commissions, committees *or* task teamsshall report to *the* ExecutiveCouncil any non-participating members. Upon notification by the ExecutiveCouncil, the Committee on Nominating and Representation will then present names for replacements at the next stated meeting of Presbytery (see SR-6.0402d).

SR-6.02 The Executive Council

The purpose of the Executive Council is to direct, coordinate, assist and promote all of the programmatic work of the Presbytery.

*The* Executive *Council will engage itself in two primary areas: propulsion and navigation.*

*Propulsion: This area of responsibility is about the recurring tasks related to being a Presbytery: planning Presbytery meetings, receiving reports from constitutionally required committees and commissions, and from committees and task teams of the Executive Council; receiving and presenting General Assembly amendments to Presbytery; and bringing action items to Presbytery.*

*Navigation: This area of responsibility is about keeping Presbytery on course with its stated vision through ongoing discernment: setting our short- and long-term goals, making small or large adjustments to reach those goals, evaluating ministries, structures and functions,*

*dismissing entities which are no longer needed, and encouraging and blessing new ministries, functions and structures.*

*(Rationale: John 6:16-21: “When evening came, his disciples went down to the lake, got into a boat, and started across the lake to Capernaum. It was now dark, and Jesus had not yet come to them. The lake became rough because a strong wind was blowing. When they had rowed about three or four miles, they saw Jesus walking on the lake and coming near the boat, and they were terrified. But he said to them, ‘It is I; do not be afraid.’ Then they wanted to take him into the boat, and immediately the boat reached the land towards which they were going.” This nautical text illustrates that (positive/missional/God-centered) movement requires the presence of Jesus and two other actions/mechanisms: propulsion and navigation. The disciples must keep rowing the boat, and they must make navigational adjustments. When all three are present, the boat of the Presbytery of Sheppards and Lapsley will reach the lands to which Jesus is leading us.)*

The ExecutiveCouncil is empowered to create such committeesandtask teamsas are necessary to accomplish its work. The ExecutiveCouncil is empowered to create ExecutiveCouncil committees (either chaired by voting members of the ExecutiveCouncil or reporting tocouncilthrough a member liaison), and task teams (ordinarily chaired by voting members of the ExecutiveCouncil). Such committees and task teams will report at each meeting of the ExecutiveCouncil. The committee on Nominating and Representation shall present a slate of names for committee membership for election by the Presbytery while the Executive Council will have the authority to appoint members of task teams.

The Executive Council **may** recruit a Mission and Outreach Coordinator who shall report directly to Council and have such duties as Council assigns in keeping with its mission.

SR-6.0201 The ExecutiveCouncil shall oversee the implementation of Presbytery policy and assign responsibility relating to the work of Presbytery. Within the guidelines established, committees and task teams shall be expected to, and are authorized to, function in the way they deem best to accomplish their assigned work. Their actions are always subject to review and confirmation by theExecutiveCouncil, with final approval placed with the Presbytery. Matters that require administrative decisions shall be referred to the ExecutiveCouncil with recommendations for appropriate action.

SR-6.0202 The ExecutiveCouncil shall be responsible for Presbytery meetings, selecting meeting dates and places, providing worship, and presenting the docket.

SR-6.0203 The ExecutiveCouncil shall also be responsible for communication, stewardship development, and personnel, andshall develop, for Presbytery’s approval, the annual budget and provide for an audit and review of all Presbytery records and minutes.

SR-6.0204 The Executive Council shall receive and approve nomination of persons who belong to churches in the Presbytery to the Living River Board of Directors and shall present the nominations to Presbytery for election. The ExecutiveCouncil shall appoint one of its own members to serve on the Living River Board of Directors.

SR-6.0206 The voting membership of the ExecutiveCouncil shall be as follows:

 *a.* Moderator and vice-moderator of Presbytery*.*

 *b.* Ten members at-large, one of whom would serve as moderator of the Executive Council, two of whom would ordinarily serve as moderators of the personnel and finance committees of the Executive Council, and one of whom would serve on the Living River Board of Directors. The members at-large must have been members of this Presbytery or of a church within this Presbytery for at least two full years, and will be elected in as equal numbers as possible based on age, gender, ethnicity, geographic location, size of congregation, ruling elders and teaching elders. The members at-large shall be elected in three classes, serving three-year terms.

 *c*. Professional staff and Stated Clerk shall serve as advisory members of the Executive Council, with voice but without vote. The Executive Council shall have the right to meet in executive session outside the presence of staff as needed.

SR-6.0207 The ExecutiveCouncil shall ordinarily meet monthly and on the call of the moderator of the ExecutiveCouncil.

SR-6.0208 A quorum shall consist of a majority of the voting membership.

*(Rationale: Restructuring the Presbytery Council as the Executive Council is intended to create a more streamlined body with specific responsibilities for executing Presbytery policy and the ongoing discernment of its vision. The Executive Council would function like a congregational Session. The number of members would be reduced from more than 25 to 12 plus professional staff in advisory roles, and the frequency of meeting from quarterly to monthly. The current size of the Presbytery Council and frequency of meeting are no longer effective for providing oversight of and direction to Presbytery’s mission and work. It has been the experience of the Temporary Executive Board that the smaller size better facilitates discussion, and a more frequent meeting schedule provides more opportunity for effectively carrying out the work entrusted to it by Presbytery. A significant portion of the Executive Council’s focus will be devoted to discerning God’s vision for our Presbytery and directing its energies in pursuit of that vision. This has not been the case with the current Council structure.)*

 *(Rationale: Eliminating Divisions as an agency of Presbytery is another step in streamlining the function and work of Presbytery. Over time, the effectiveness of the Division structure and quarterly meeting schedule has diminished. The Nominating Committee struggles to fill and maintain the full 18-member requirement for each of three Divisions (a total of 54 teaching and ruling elders). While some committees of the Divisions function effectively, others do not. The Executive Council’s discernment and visioning focus combined with the task team format would allow Presbytery to be more flexible in responding to its missional and programmatic needs without having to maintain formalized structures, which the Temporary Executive Board believes will be better stewardship of our human resources. Committees that are currently functioning effectively, or that have fiduciary responsibilities, would continue their work within the task team format under the guidance of professional staff and would report to the Executive Council.)*

SR-6.0209 The Executive Council may take electronic votes if an item for council action is

best addressed before its next meeting. (See Appendix IV)

SR-6.03 Presbytery Commissions

SR-6.0301 There shall be three standing commissions of Presbytery. Each commission will be composed as described below. The term of service shall be three years. Members are eligible for re-election to one additional term. Ordinarily, each commission of Presbytery shall recommend to the Committee on Nominating and Representation annually by September 1 one of its members to serve as moderator for the upcoming year, and the moderator of each Commission shall be elected annually by the Presbytery upon nomination by the Committee on Nominating and Representation.

Commissions are responsible to Presbytery and shall report to the Presbytery. They shall establish their own operating guidelines, which shall be approved by the Executive Council, which also shall approve any changes.

SR-6.0302 Commission on Ministry

The Commission on Ministry (COM) shall function in accordance with the provisions of the *Book of Order* (G-3.0306, G-3.0307, G-2.0702, G-2.0504b, G-2.0902, G-2.1103b and G-2.1001-1002). The Commission will be composed of no fewer than 18 members (half teaching elders and half ruling elders) nominated by the Nominating Committee and elected by the Presbytery.

The Commission may divide functions among its membership into Pastoral Relationships and Congregational Relationships as detailed in the current Advisory Handbook for Ministry and the handbook entitled “On Calling a Pastor.

*(Rationale: Dividing responsibilities between members into these two major categories will allow for a more proactive ministry with our congregations and better support pastoral leadership. It distributes more evenly the work of the Commission among the 18 members.)*

The Commission on Ministry shall:

a. Visit regularly and consult with each minister in the presbytery; report to presbytery the type of work in which each minister is engaged; require an annual report of each teaching elder engaged in validated ministries outside a congregation (G-2.0503a).

b. Make recommendations to the presbytery regarding calls for the services of its teaching elders.

c. Review annually the status of Members-at-Large [G-2.0503(a) (b)] (G-2.0508) and recommend to Presbytery changes in status when necessary.

d. Examine and sustain the preaching part of the examination for candidates being ordained and make that a part of the motion for presbytery approval.

e. Visit with each session of the presbytery at least once each year. (G-3.0303 and G-3.0307) and stay in regular contact with each assigned church session as needed throughout each year.

f. Counsel with churches regarding calls for permanent pastoral relations. Oversee the Pastor Nominating Committee process from the time the pulpit is vacant through installation of the next pastor; recommend Commission for Ordination/Installation at the same time the motion is provided to ordain/install a candidate for membership (G-2.0504a) (G-2.0801) (G-2.0805) (W-4.4006)

g. Counsel with churches regarding temporary pastoral relations, providing lists of available teaching elders, ruling elders, and ministers of another Christian Church after constitutional requirements have been met(G-2.0504b) (G-2.0505) (G2.0506), to supply vacant pulpits. Rationale*: Wording better states the position of the cited references.*

h. Approve temporary pastoral relationships, including designated pastors, and approve moderators for sessions. (G-1.0504) (G-3.0104)

i. Provide for the implementation of equal employment opportunity for teaching elders and candidates, and report to presbytery the steps taken by each calling group to implement equal employment opportunity. (G-2.0104) (G-3.0106)

j. Find in order calls issued by churches, approve and present calls, approve examination of teaching elders transferring from other presbyteries, dissolve pastoral relationships, grant permission to labor outside the bounds of presbytery, and dismiss teaching elders to other presbyteries and report actions to Presbytery. [G-3.0301 (a)(b)(c)]

k. Provide care and oversight of the presbytery’s Commissioned Ruling Elder program, including recommendation for commissioning. (G-2.1001 – G-2.1004)

l. Promote the peace and harmony of the churches.

m. Counsel with sessions regarding difficulties in the congregation, act as mediator in conflict situations, and/or act to correct difficulties in conflict situations when asked to do so by the parties involved or when authorized by presbytery to do so. [G-3.0303d(1)(2)(3)]

n. Respond to conflict situations within congregations or where congregations, or leaders within, find themselves in conflict with their ordination vows to be governed by church polity and to abide by its discipline in accordance with the Response/Review Commission guidelines.

o. Approve Teaching Elders as Parish Associates with annual review and the stipulation that the relationship ends when the current installed pastor leaves.

p. Recommend to Presbytery the number of members on the Commission on Ministry, with equal numbers of ruling and teaching elders, providing for diversity and adequate members per geographical area for liaison purposes.

q. Provide pastoral care for teaching elders, ruling elders commissioned to pastoral service and Certified Christian Educators. (G-3.0307 and G-2.1103) (W-6.1003 and W-6.3000)

r. Provide a support system and a visitation program for retired teaching elders inactive because of health problems.

SR-6.0303 Commission on Preparation for Ministry

The Commission on Preparation for Ministry (CPM) shall function in accordance with the provisions of the *Book of Order* (G-2.06). It shall have no fewer than 12 members (half teaching elders and half ruling elders) nominated by the Committee *on Nominating and Representation* and elected by the Presbytery.

The Commission on Preparation for Ministry shall:

a. Have the authority to take Inquirers under care of the commission; to recommend to the presbytery that an Inquirer, after at least a year under care, become a Candidate; and to certify a Candidate ready to receive a call after at least a year as a Candidate.

b. Have the authority to establish requirements for the process of preparation for ministry.

SR-6.0304 Permanent Judicial Commission

The Permanent Judicial Commission (PJC) shall fulfill all those duties and responsibilities delineated in the *Book of Order* (Rules of Discipline, Chapter 5) of the Permanent Judicial Commission. The PJC shall be composed of four teaching elders and five ruling elders. They shall be elected to serve in three classes to terms of six years as provided in the *Book of Order* (D-5.0102, D-5.0103 and D-5.0105).

**SR-6.04 Presbytery Committees**

SR-6.0401 Trustees

The Board of Trustees shall fulfill all those duties and responsibilities in the *Book of Order* (G-4.00-4.0208). The Board of Trustees shall be composed of nine persons elected by the Presbytery through the Committee on Nominating and Representation. The Board will appoint its own Chair from the membership elected.

The duties of the Trustees shall be to:

a. Hold and convey title in the name of the Presbytery of any real property belonging to the Presbytery, as directed by the Presbytery. Has Presbytery authority to list and negotiate any property transactions assigned in accordance with G-4.0205 of the Book of Order.

b. Administer funds as Presbytery’s agent, when directed by Presbytery;

c. Be responsible for the care and oversight of all properties owned and operated by the Presbytery.

d. Upon request, advise Presbytery and its churches on property matters.

e. Presbytery has directed that any contract, loan or grant entered into by Presbytery over the amount of $5,000 will require the signature of at least one trustee. Further, that any contract, loan, or grant regarding real property requires trustee signatures in accordance with the above provisions of the Book of Order.

f. Presbytery has approved a “fast-track” process for routine property matters, stating as follows: “If authorized by the Board of Trustees and the Executive Council, a Standing Commission of Presbytery may be authorized to make decisions on behalf of presbytery for real property matters valued under $25,000 and/or due to mandatory governmental jurisdiction. The protection of church and presbytery financial interest will be the Trustee’s primary concern in all such approval.

g. Presbytery approval has been given the Trustees to advise sessions and Administrative Commissions on how church property is handled and the procedures for approving encumbrances, dissolving or dismissing a church in accordance with Appendix III of these Standing Rules noting that costs associated with the activities involved shall be paid by the individual church.

SR-6.0402 Committee on Nominating and Representation

The Committee on Nominating and Representation shall function in accordance with the *Book of Order* (G-3.0111, *F-1.0403, F-3.0106, G-2.0104 and G-3.0103), providing for inclusive membership in the makeup of all functions to which it is asked to nominate persons.* It shall have nine members: three teaching elders and six ruling elders. The term of office shall be three years and eligibility ends after one term. Nominations to the Committee on Nominating and Representation are made in accordance with SR-4.0101b 4 & 5.

a. The Committee shall be responsible for nominating to the Presbytery qualified persons to serve in all elected positions in the various Agencies, Commissions, Committees and the ExecutiveCouncil of Presbytery, except as provided by the Presbytery Response/Review/Commission Process.

*b.* The Committee shall be responsible for nominating Commissioners and Advisory Delegates to Synod and General Assembly according to criteria developed by the Committee and approved by the ExecutiveCouncil.

 *c.* The Committee shall receive recommendations for Youth Council representatives from the current Youth Council and present them to Presbytery for its approval.

*d*. The Committee shall nominate a person to fill any vacancy for an unexpired term on any Commission or Committee and the Board of Trustees and present the nomination at the next meeting of the Presbytery for its approval. Service ends at the normal scheduled end of the term being filled. The person would be eligible *to serve two full consecutive terms.*

*(Rationale: Combining the responsibilities of the Committee on Representation with those of the Nominating Committee recognizes that this is a function of the nominating process as it is currently practiced in our Presbytery. It also is yet another step in streamlining our organizational structure, eliminating the need for a separate committee to inform the nominating process and hold it accountable to the standards for representation set out in the Book of Order.)*

**SR-7.01 Chapter VII. Election of Trustees of Institutions**

SR-7.0101 Institutions for which the Presbytery is to elect Trustees shall submit nominees through the Committee *on* Nominating and Representationfor election by the Presbytery.

SR-7.0102 All suggestions for nominations submitted by the institutions are to be in conformity with the Provisions of the *Book of Order* and these Standing Rules.

**SR-8.01 Chapter VIII. Book of Order Changes**

When by General Assembly action, changes are made to portions of the Book of Order Referenced in these Standing Rules, such changes shall be automatically inserted into the Standing Rules by the Stated Clerk and notification shall be made at the next appropriate meeting of Presbytery.

Appendix I.

The following items shall ordinarily occur at the corresponding stated meeting of Presbytery:

**Meetings of Presbytery**

(Ordinarily meet the third Thursday of month)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Presbytery Meetings** | **February** | **May** | **August** | **November** |
| **Worship** | **\*** | **\*** | **\*** | **\*** |
| **Communion** | **\*** | **\*** | **\*** | **\*** |
| **Action of Stated Clerk** |  |  |  |  |
| **Necrology** | **\*** |  |  |  |
| **Minister Memorials (when needed)** |  **\*** |  **\*** | **\*** | **\*** |
| **Announce Per Capita Amounts** |  |  |  | **\*** |
| **Announce Meeting Sites for Coming Year** |  |  |  | **\*** |
| **Receive Executive Council Approval of Meeting Docket *at least* two weeks before meeting** | **\*** | **\*** | **\*** | **\*** |
| **Provide Schedule for Review of Session Minutes** | **\*** |  |  |  |
| **Action of Moderator** |  |  |  |  |
| **Install New Moderator**  | **\*** |  |  |  |
| **Report from Retiring Moderator** | **\*** |  |  |  |
| **Moderator Chooses Committee *on Nominating and Representation*** |  |  |  | **\*** |
|  **Reports** |  |  |  |  |
| **Committee on Nominating and Representation** **Report** |  |  |  | **\*** |
| **\*Fill Committee Vacancies** | **\*** | **\*** | **\*** | **\*** |
| **GA Commissioners Report** |  |  |  **\*** |  |
| **Synod Commissioners Report** | **\*** |  |  |  |
| **PW Moderator Report** |  | **\*** |  |  |
| **Budget/Finance** **Financial Report on Prior Year** | **\*** |  |  |  |
| ***General* Presbyter Report** | **\*** | **\*** | **\*** | **\*** |
|  **Votes** |  |  |  |  |
| **Vote on Amendments** | **\*** |  |  |  |
| **Vote on minimum salary requirements**  |  |  |  | **\*** |
| **Elections** |  |  |  |  |
| **Elect GA Commissioners** |  |  |  | **\*** |
| **Elect Synod Commissioners** |  |  |  | **\*** |
| **Elect Presbytery Moderator and Vice Moderator** | **\*** |  |  |  |

Appendix II

**Manual of** **Financial Policy and Accounting Procedures**

*(approved by Presbytery 02-17-2011)*

**I. Overview:**

Financial contributions from the presbytery’s member churches for ministries of the Presbyterian Church (U.S.A.) are accounted for by means of a restricted/designated fund, referred to as **Mission Treasury Services (MTS)**. The accounting system shall be protected by using a password composed of both letters and numbers. The password is to be available only to the Bookkeeper, the Treasurer, and the General Presbyter.

All monies received are deposited in a specific interest bearing bank account, currently maintained with Wells Fargo Bank. As instructed by the Treasurer of Presbytery, the Bookkeeper forwards such monies to the various receiving agencies on a monthly basis in accordance with the churches’ instructions, advising those agencies as to the donor church.

Reports detailing contributions for the year to date, by agency and date of gift are to be mailed to each church quarterly by the Bookkeeper. The reports are to be mailed both to the Church Treasurer and the Moderator of Session at different addresses.

At the end of each month, a summary of receipts is recorded on a form entitled **Mission Treasury Receipts** and entered in the accounting system by journal entry. In order to forward these funds to receiving agencies, all monies received each month are transferred to the general checking account at the close of the month, and a **Mission Treasury Payables** disbursement voucher is prepared to authorize payments to the appropriate agencies.

**II. Internal Controls/Receipts:**

**A. Receiving and Depositing Funds:**

Incoming mail is to be opened by the Office Manager. Deposit slips are to be completed listing all checks received and initialed by two persons for verification. All remittances are to be stamped with the Presbytery’s endorsement. Financial contributions from presbytery’s member churches are deposited in the **Mission Treasury** account. For funds to be deposited in this account, a copy of the deposit slip and copies of the checks to be deposited are to be attached to the remittance forms which accompany church contributions and deposited by the Office Manager. Bank reconciliations are to be done monthly by the Presbytery Treasurer and signed to assure that all funds received have been properly deposited and accounted for.

**B. Recording Procedure:**

Receipts are entered by the bookkeeper into presbytery’s records maintained on the bookkeeper’s computer using the Microsoft Access data base/software. The icon to access the program is called “Revenue”. This will open to the “Revenue Processing” screen [Main Menu]. To enter the deposits for a day, click on the “Enter Daily Work” button. Use the drop down box to look up the church pin number or type the pin number. Tab and enter the check number, tab and enter the check amount, tab and enter the deposit date. The special codes box is for Presbyterian Women, for individuals’ checks to be credited to a church, or for direct payment to an agency. “R” is the default for a regular check from a church.

Click on the “Continue” button, enter the agency code, then tab and enter the amount to credit to that agency. If the amount is an allocated one the program will automatically do the allocation and those amounts will appear under the agencies which will receive the funds. Anytime the allocation amounts change, such as at year end, it will be necessary to enter the “Work with Agency File” button, find the appropriate code and type in the new percentages. Tab to enter more funds, one per line. When entering an agency that is not on the list, add one by double clicking on the agency code field. When finished adding the agency, then click to close the agency master window. The “Oops” button is to be used to go back to the previous page and correct any errors. When finished the amount left to disperse will be at 0.00, then click “Return”.

Enter each church separately and when all for the day have been entered, click “Print Proof of Daily Work” on the “Revenue Processing” screen. This prints a report to allow for visually matching totals. If something appears to be in error, go back to the “Enter Daily Work” button and enter the data again. The program will find the data entered earlier and allow adjustments. Reprint the Proof of Daily Work to make sure it matches the deposit slip. The Proof of Daily Work should be discarded when all is correct.

Next click on the “Post Daily” button. This moves all data to the appropriate tables. The report that it prints is the one that should be kept with that day’s deposit slips. After posting daily, it is not possible to go back and easily access that data. After the data is posted, a screen will come up with prompts for the month and year being entered. Then a sum of the month’s deposits will appear so that it can be checked against the deposits, making sure that all deposits have been posted. Click on “File” and “Close” to close this window and go back to the “Revenue Processing” screen. The “Restore Temporary Backup (if necessary)” button can only restore the data from the previous posting.

**C. Report Selection Screen:**

All of these use the criteria shown on the screen to produce the reports. Therefore, it is possible to print the report for one day, one church, one agency or all or a range of each. 000001 and 99999 are the defaults for all churches. A001 and Z999 are the defaults for all agencies. Note that Allocated Giving and Mission Treasury just need a date input.

*Church Statement* – prints the per capita assessment that can be folded and placed in a window envelope to be mailed to the church. The appropriate percentages must be entered in the agency code A200. Make sure that the membership for each church has been corrected to correspond with the statistical report for the prior year. Then put letter head paper in the printer.

*Church Statement* – prints the statement of church giving for the period selected. Print on letterhead,

*Summary Church* – revenue by church summary.

*Summary Agency* – revenue by agency summary.

*Detail by Church* – revenue by church.

*Detail by Agency* – revenue by agency.

*Allocated Giving* – allocated giving by churches.

*Mission Treasury* – unified giving plus Alabama Campus Ministry giving as compared with total giving and any pledged giving.

After each month is entered, print a *Summary Agency, Detail by Agency* [making sure the totals equal the total for the month’s deposits plus direct payments], A*llocated Giving*, and *Mission Treasury (MTS)*. These reports are used to determine the distribution of funds received. The forms for entering MTS in the accounting module are on file in the Accounting Office along with the voucher form for MTS Payables.

**III. Internal Controls/Expenditures:**

**A. Spending Procedures:**

All expenditures shall be validated by at least two authorized signatures: one on the check and a different signature on the authorizing voucher. Authorized signatures are those of the Office Manager, the Treasurer, and the ~~Executive~~ *General* Presbyter, or his/her designee. Access to bank accounts is limited to those signatories. An authorized signature on a voucher may be that of the committee chair or staff person. Approval of vouchers and signatures on the checks shall be based on funds being available, the expenditure being for a valid Presbytery purpose, and the expenditure being charged to the proper account in the budget approved by Presbytery. In no case shall a check made out to an individual be signed by that same individual, and no check shall be made out to "Cash." All checks over five thousand dollars ***($5,000)*** are to have two (2) authorized signatures, one of them to be either that of the Treasurer or of the General Presbyter.

The Bookkeeper shall provide monthly to each chair a report of all expenditures charged to the budgetary accounts of that committee. The chair shall review all such reported expenditures and indicate to the Treasurer his/her approval of, or questions regarding, the expenditures.

Ordinarily, checks shall be written on Wednesdays before noon for signature by the Office Manager, with payroll checks being written on or about the 12th and the 27th of each month. Checks may be issued at other times in emergencies or to preserve discounts and avoid penalties with specific approval of either the Treasurer or General Presbyter.

**B. Credit Card Controls:**

In addition to the above approvals, the Bookkeeper will review monthly all credit card payments and all payments to third parties which specifically benefit a single staff member (i.e. travel, in-service education, etc.). All credit card purchases shall have been documented by receipts showing the exact item purchased and the amount charged and shall be further documented to show the account number to which it is to be charged. Any item questioned by the Bookkeeper shall be referred to the Treasurer. If in the Treasurer's judgment the item cannot be justified as a legitimate Presbytery expense, it shall be referred to the appropriate Committee for review. If it is not deemed to be a legitimate expense it shall be reimbursed to the Presbytery by the purchaser, unless subsequently approved by the Executive Council's Finance Committee.

**C. Insurance and Audit:**

The funds of the Presbytery shall be protected by full coverage of all funds under the terms of the Presbytery's Insurance Program. Employee dishonesty coverage shall be reviewed every three years. The Finance Committee of the Executive Council and the Treasurer shall be responsible for annual audits/reviews of all Presbytery funds as provided in *The Book of Order* of the Presbyterian Church (U.S.A.). The annual audit/review is to be completed by July 15 of the following year.

**IV. Restricted Funds**

**A. Types of Funds**

Restricted funds of the Presbytery are those that have been designated by action of the Presbytery or the ExecutiveCouncil to be used for specific purposes and shall be continued from year to year. All requests for solicitation of special funds shall be submitted to the ExecutiveCouncil for approval/disapproval and for final action/authorization. Restricted funds may be designated as short term funds, mission funds, or long term funds.

The funds listed below are the existing restricted funds of the Presbytery as of January 1, 2010. The purpose of each fund is described and the authority to disburse from each fund is given. Expenditures from any restricted account or fund will be made only after submission of a voucher to which is attached a copy of the Minutes, or an excerpt thereof, recording the action authorizing the disbursement.

**B. Short Term Designated Funds**

Short term designated funds are those contributed for specific ministries/programs of the Presbytery. They may be disbursed upon the authorization of the Presbytery entity responsible for the ministry or program for which a specific account was established when such authorization is recorded in the Minutes of that entity.

**General Presbytery Funds**

**810200. General Exchange –** Temporary holding account for all funds managed by the Treasurer of Presbytery.

**810205. Prepaid Per Capita** - Temporary holding account for per capita assessments remitted in advance by the churches. Disbursements from this account are authorized by the Stated Clerk.

**810210. Stated Clerk Reserve -** Temporary holding account for per capita funds remitted by the churches. Disbursements from this account are authorized by the Stated Clerk.

**810215. Building/Equipment Reserve.**

**810220. Candidates Reserve** - Funds to be used for financial aid, consultations, and retreats in support of candidates preparing for ministry. The Committee on Preparation for Ministry authorizes disbursements from this account.

**810230. Resource Center Catalog/Gifts** - Funds to be used in support of the Presbytery Resource Center. The Resource Committee and/or the Executive Councilauthorize disbursements from this account.

**810235. Co-Op Video Library -** Funds to be used to purchase and maintain resources for the Cooperative Video Library. The Resource Committee and/or the Executive Council authorize disbursements from this account.

**810240. Disaster Relief-Presbytery -** Holding account for funds donated for disaster Relief within the Presbytery. The ExecutiveCouncil is authorized to disburse funds from this account.

**810250. CLP Training Fees -**

**810280. Dan Stephen's Study Rollover** - Holding account for funds provided for the named Staff person's Continuing Education. Disbursement is made upon the authorization of the Personnel Committee of the Executive Council.

**810282. Robert Hay Study Rollover** - Holding account for funds provided for the named staff person's Continuing Education. Disbursement is made upon the authorization of the Personnel Committee of the Executive Council.

**810290. Ministers' Fund-** Holding fund designated to meet particular needs of individual ministers of Presbytery. The GeneralPresbyter authorizes disbursements from this Fund at his/her discretion.

**810295. Living River** - Clearing account for funds donated to the Presbytery designated for the Living River Retreat. The Treasurer is authorized to transfer these funds to Living River.

**810299. General Presbytery Misc./one-time**

**Development Funds**

**810420. NCD Donations** - Holding account for funds received from churches or individuals for New Church Development within the Presbytery. The Executive Councilauthorizes disbursements from this account to NCDs approved by the Presbytery.

**810430. Hispanic Ministry** - Holding account for funds contributed by the churches for Hispanic ministry projects within the Presbytery. The Executive Council authorizes disbursements from this account.

**810435. Hispanic Ministry/Minister** - Holding account for funds contributed by the churches for remuneration of an Hispanic minister within the Presbytery. The Executive Council authorizes disbursements from this account.

**810440. Hispanic NCD Grant/2006-2011** - Holding account for funds received from the General Assembly and the Synod of Living Waters for a Hispanic NCD. Funds from this account are disbursed by the Hispanic New Church Development Committee and/or the Treasurer of Presbytery. [This account will be closed after February 2011.]

**810499. Development Misc./ one-time**

**Mission Funds**

**810600. Missional Development** - Holding account for grants received from the Independent Presbyterian Church Foundation Grant that supports the Presbytery staff position of Associate Executive Presbyter for Missional.Development. The Treasurer is authorized to make regular disbursements from this account.

**810605. Self Development of People/Grants** - Pass-through account for grant funds appropriated for approved denominational SDOP projects. The Treasurer is authorized to forward funds to grant recipients.

**810610. Hunger Reserve** - Funds collected by churches through Cents-ability Offerings to be used to match church’s gifts to hunger agencies of their choice. The Peace, Justice, and Hunger Committee and/or Executive Councilauthorize disbursements from this account and approves changes to disbursement policies.

**810620. Peacemaking Reserve** - Holding account for funds from the annual PCUSA Peacemaking Offering. The Peace, Justice, and Hunger Committee and/or the Executive Council authorize disbursements from this account.

**810625. Habitat House Fund/Bham** - Holding account for funds that Birmingham-area churches contribute toward the annual Habitat House build in Birmingham. The Treasurer is authorized to make disbursements from this account per invoices received from Habitat for Humanity.

**810630. Prison Ministry** – Holding account for funds contributed by the Oak Grove Missionary Church. The Treasurer is authorized to make disbursements from this account upon the request of the State prison in North Alabama.

**810670. Congo Partnership-General Fund** - Holding account for donations from churches for the use of Presbytery's Congo Team. The Congo Team authorizes disbursements from this account.

**810675. Congo Donations** - Holding account for donations from churches and individuals for miscellaneous projects in Congo. Funds in this account are designated by the donors. Presbytery's Associate Executive for Missional Development authorizes disbursements to the PC(U.S.A.) several times a year.

**810680. MMOA Special Gifts** - Holding account for donations for Presbytery's Oaxaca Partnership. The Mexican Partnership Committee and/or Executive Council authorize disbursements from this account.

**810685. MMOA/Oaxaca Water Project** - Holding account for Living Waters for the World Installations in Oaxaca. The Mexican Partnership Committee and/or Executive Council authorize disbursements from this account.

**810699. Mission Division Misc./ one-time**

**Nurture Funds**

**810800. Camp Scholarship Fund** - Funds available for camper scholarships for Presbytery residential camps. The Camp Committee and/or Executive Councilauthorize disbursements from this account.

**810805. Day Camps-Birmingham** - Funds given to support Presbytery day camping programs in the Birmingham area. The Camp Committee and/or the Executive Council authorize disbursements from this account.

**810810. Day Camps-Montgomery** - Funds given to support Presbytery day camping programs in the Montgomery area. The Camp Committee and/or the Executive Councilauthorize disbursements from this account.

**810815. Youth University** - Funds given to support the Youth University Program. The Youth Committee and/or the Executive Councilauthorize disbursements from this account..

**810820. Main Event** - Holding account to be used for the Main Event Leadership Training and Development Program. The Leadership Training and Development Committee and/or the Executive Councilauthorize disbursements from this account.

**810825. Westminster Campus Fellowship -**- Holding account for campus ministry efforts in Birmingham. The College Committee and/or the Executive Councilauthorize disbursement from this account.

**810830. Young Adult** - Funds received from churches to carry out Young Adult ministry. The Young Adult Committee and/or the Executive Councilauthorize disbursements from this account.

**810840. Small Church Fund** - Holding account for grants made by the Synod to provide retreats for pastors of small membership churches. The Small Church Committee and/or the ExecutiveCouncilauthorize disbursements from this account.

**810850. ConEd Scholarship Fund** - Funds given to support youth leaders attending continuing educations events. The Youth Committee and/or the Executive Councilare authorized to make disbursements from this account.

**810899. Nurture Misc./one-time**

**Health FSA Accounts**

**820000. Health FSA-L Burrowes** - Holding account to be used to reimburse named staff person for federally approved health related expenses. The Treasurer is authorized to disburse these funds upon receipt of itemized statements and an approved voucher.

**820005. Health FSA-D Stephens** - Holding account to be used to reimburse named staff person for federally approved health related expenses. The Treasurer is authorized to disburse these funds upon receipt of itemized statements and an approved voucher

**C. Mission Treasury Fund**

Mission Treasury Funds are those budgeted from congregational mission giving for carrying out the mission of the General Assembly of the Presbyterian Church (U.S.A.), the Synod of Living Waters, and Presbytery. Expenditures of Mission Treasury funds are authorized through the Annual Budget adopted by Presbytery and are to be regularly disbursed to agencies of the PC(U.S.A.) by the Treasurer.

**Mission Treasury Clearing Accounts**

**830100. GA Unified**

**830110. GA Selected**

**830120. GA Per Capita**

**830200. Synod Unified**

**830210. Synod Selected**

**830220. Synod Per Capita**

**830300. Presbytery Unified**

**830310. Presbytery Selected**

**830320. Presbytery Per Capita**

**830400. APCM Designated -** Funds to be used by the Alabama Presbyterian Campus Ministry Board in support of campus ministries. The Treasurer is authorized to remit funds from this account monthly according to the amount budgeted by the Presbytery.

**D. Long Term Designated Funds**

Long Term Designated Funds allow the Presbytery to do mission above and beyond the ministries supported by Mission Treasury funds and by short term designated accounts. Proposed grants and/or loans from these funds in excess of $20,000 shall require an action of the Presbytery.

**Revolving Loan Fund** - This fund was established to provide loans to churches for construction, renovation, and plant improvement. Loan requests are reviewed by the Grants and Loans Committee of the Executive Councilin consultation with the Trustees of Presbytery. The Executive Councilmay approve and authorize disbursement of funds for a loan up to $20,000. Larger loans must be approved and authorized by action of the Presbytery. All loans are to be secured by promissory note and appropriate collateral. The interest rate is to be the prime rate in effect at the time of the approval of the loan.

**880100 – Revolving Fund**

**Development Grant Fund** - This fund was established to provide grants for New Church Development and for existing church development, growth, and vitality. Grant proposals are reviewed by the Grants and Loans Committee of the Executive Council. The Executive Councilmay approve and authorize disbursement of a grant up to $20,000. Larger grants require the action of the Presbytery.

**880200. Development Fund**

**880205. Mummert Fund**

**880210. King Trust Interest**

**880215. Robinson Mission Fund Interest**

**880220. Hispanic NCD Presby Grant/2006-2011**

**First, Opelika Fund** - These funds, received from the sale of the Opelika First Church property were designated as a term of the dissolution of the church for mission in the Opelika area. Funds are disbursed only by action of the Presbytery.

**880295 -- First, Opelika Fund**

**Metro-Urban Fund** - This fund was established to provide for Presbytery mission to metro-urban areas of the Presbytery. Projects constituting valid uses of these funds are to be recommended by the Executive Council. Disbursements from this Fund require the action of Presbytery.

**880300 – Metro-Urban Fund**

**PSL Uncommitted Operating Reserve Fund** - This is a loan fund established so that funds are available to meet cash flow shortages during a given year. The Treasurer, in consultation with the GeneralPresbyter, is authorized to make disbursements from this fund to pay operating expenses in the event of a cash short fall. Ordinarily, loans from this fund shall be repaid by the end of the calendar year in which they were used.

**880900 - PSL Uncommitted Reserve**

Appendix III

**Property Encumbrances / Dismissal Procedures (Approved by Presbytery 11-20-2014)**

**Reference SR-6.0401g**

**Procedures for Church Real Property, Loans, Mortgages, Leases, or Sells**

1. Review the church deed noting any restrictions of use.

2. Review a Title policy noting any encumbrances with restrictions.

3. Verify with local tax authority for consequences if change of use.

4. Have a specific property surveyed and contract drafted by legal counsel.

5. Approved by session and a duly constituted congregational meeting.

 (CAUTION: contracts cannot be finalized until next item complete)

6. Have encumbrances reviewed by presbytery trustees, noting that property transactions may

 require presbytery approval.

7. Have a real estate qualified attorney record the appropriate documents at the county courthouse.

**Procedures for Dissolving or Dismissing a Church with Property**

Deed: Clarify any restrictions on property use and ownership. Same with Endowments.

Survey/appraisal: Clarify property in questions and estimate value.

Contracts: Clarify with presbytery legal counsel noting all liabilities and property

Recording any presbytery interest.

Records: Provide all church records to Presbytery.

Sign documents: Upon verification, sign as directed by Presbytery or Administrative Commission.

Appendix IV

Email voting policy for the Executive Council (Adopted by the Executive Council 01-09-2015)

1. In some instances, Executive Council actions may be taken by email by an affirmative vote of a majority of the members.

2. If an item for council action is best addressed before the next meeting, the following factors will be considered by the council moderator before determining whether to ask for an action by email.

 a. How soon a decision is required.

 b. Whether the decision would be better made after further discussion and/or whether

 alternatives should be considered.

 c. Whether all council members have sufficient information to make an informed

 decision.

3. If after considering the above factors, the council moderator determines it would be best to take the action by email, the council moderator will email the proposed action to all members at their respective email addresses.

4. The mailed proposal does not require that a member declare that he or she is making the motion or for another member to declare a second to the motion. A quorum for an email vote is seven members.

5. The emailed proposal shall allow for discussion among council members by email reply to all members, with a timeframe set by the moderator.

6. The email shall request that each member vote by email reply to all members that he or she:

 a. is in favor of the proposed action or

 b. is opposed to the proposed action or

 c. requires such additional information or consideration that the action be tabled until the

 next meeting; three council members making this request would trigger such a delay.

7. If the action is approved by an affirmative vote of a majority of members, all members shall be sent immediate notice of the approval including the text of the proposed action and its effective date and time.

8. At the first council meeting following the email vote, the proposed action and the list of votes shall be recorded in the minutes of that meeting.