

Standing Rules

The Presbytery of Sheppards & Lapsley

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Presbytery of Sheppards and Lapsley:

Identity Statement – adopted by Executive Council May 2016

“To partner with and equip present and emerging PC(USA) faith communities in Central Alabama to serve Christ and our neighbors.”

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 everything that I have commanded you.”* (Matt. 28:18b-20a NRSV) 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 love 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 create 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.

SR-1.01 Chapter I. The Presbytery

This council shall be known as the Presbytery of Sheppards and Lapsley of the Presbyterian Church (USA). It shall consist of all the Ministers of Word and Sacrament who have been received into its membership and the PC(USA) 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-2.01.01 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-2.01.02 These Standing Rules shall establish the basic organization of the Presbytery and provide for its functioning, both during and between meetings of the Presbytery. These Standing Rules shall serve as the Manual of Administrative Operations for the Presbytery.

SR-2.01.03 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 votes cast at the next meeting.

SR-2.01.04 These Standing Rules, including paragraph SR-2.01.03, may be suspended by two-thirds of the votes cast at any meeting of Presbytery.

SR-2.01.05 Policies adopted by Presbytery will automatically be added to the appendix to these Standing Rules.

SR-3.01 Chapter III. Meetings and Organization

SR-3.01.01 Each year the Presbytery shall ordinarily have four stated meetings. A chart outlining items that shall ordinarily occur at stated meetings of Presbytery is attached to the Standing Rules (see Appendix I).

SR-3.01.02 The moderator of Presbytery shall call special meetings at the request of, or with the concurrence of, two Ministers of Word and Sacrament and two ruling elders, representing four different congregations. Notice of a called meeting shall be sent not less than 10 days in advance to each Minister of Word and Sacrament 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-3.01.03 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*.

SR-3.01.04 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 these Standing Rules.

- a. Churches with 150 or fewer members shall be represented by one ruling elder commissioned by the session, preferably for a one-year term. Churches with membership above 150 shall be represented as follows:

151-500	- 2 elders
501-1000	- 3 elders
1001 and above	- 4 elders
- b. Ruling elders serving as moderators of presbytery commissions or committees, chair of the Board of Trustees, officers of Presbytery (SR 4.01), members of the Executive Council, Commissioned Ruling Elders to particular churches or validated ministries, General Assembly commissioners, moderator of Presbyterian Women, and moderators of Youth Council shall be members of presbytery and shall have the privilege of voice and vote for the duration of their terms.
- 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. Certified Christian Educators who are ruling elders engaged in active ministry (G-2.1103b) shall be members of presbytery and shall have the privilege of voice and vote for the duration of their ministry.
- e. Annually, in accordance with G-3.0301, to achieve numerical parity of Ministers of Word and Sacrament 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 Ministers of Word and Sacrament enrolled in the presbytery.
 2. Determine the total number of ruling elders allotted by SR-3.01.04 a,b,c and d.
 3. After these totals have been determined, if there are more Ministers of Word and Sacrament than ruling elders, the Stated Clerk shall determine and recommend to Presbytery which of its churches shall be allowed an additional ruling elder commissioner for the calendar year. (According to the Department of Constitutional Services of the General Assembly it is permissible to have more ruling elders than Ministers of Word and Sacrament but not more Ministers of Word and Sacrament than ruling elders.)
- f. Persons serving in positions in 3.01.04 b,c,or d, who are not ruling elders, are entitled to the privilege of voice only at all presbytery meetings

SR-3.01.05 A quorum of a stated meeting of the Presbytery shall be 20 Ministers of Word and Sacrament and 20 ruling elders, representing at least 20 congregations. A quorum of a called meeting of the Presbytery shall be 15 Minister of Word and Sacrament and 15 ruling elders, representing at least 15 congregations.

SR-3.01.06 Requests by Ministers of the Word and Sacrament 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-3.01.07 Clerks of session shall forward to the Stated Clerk of Presbytery the full names and contact information 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-3.01.08 Should a question arise concerning the status of a commissioner to a Presbytery meeting, the Presbytery shall resolve the matter upon recommendation of the Stated Clerk.

SR-3.01.09 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-3.01.10 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 Executive Council. The floor shall be open for further nominations.

SR-4.01 Chapter IV. Officers

The Officers of the Presbytery shall be the Moderator, the Vice Moderator, the Stated Clerk, the 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-4.01.01 Moderator

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 installed. The term shall be for one year or until the successor is installed. The office of Moderator shall ordinarily be filled alternately by ruling elders and Ministers of Word and Sacrament. The Moderator shall serve as a member of the Executive Council and will ordinarily be nominated to serve as the Chair of Executive Council the following year. The Moderator shall serve according to the provisions of the *Book of Order* (G3.0104 and G-3.0105).

The Moderator will:

- a. Moderate meetings of Presbytery.
- b. 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 Ministers of Word and Sacrament, commissioners, and churches.
- c. Whenever possible, participate in installations and ordinations.
- d. At the first meeting of the year, 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 teaching elder, and two ruling elders (one male and one female.) 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.
- e. Each year, at the end of his/her term, nominate a class to the Committee on Nominating and Representation, for election by Presbytery, one Minister of the Word and Sacrament and two ruling elders, one male and one female. The moderator of the Committee on Nominating and Representation will be nominated by the outgoing Moderator of Presbytery from among the Committee on Nominating and Representation. (See Section SR-6.01.03.02 for description.) Nominate replacements to fill unexpired terms, honoring the membership balance, on the Committee on Nominating and Representation as they occur.
- f. When disciplinary charges are filed with the Stated Clerk between meetings of the Presbytery, the Moderator, with the consent of the Stated Clerk, has the authority to appoint an Investigative Committee to investigate an allegation and determine whether formal charges should be filed. The Committee will be made up of three to five persons (Book of Order D-10.0201a and b) with due consideration-of race, ethnicity, age, gender, disability, geography, and theological conviction. (F-1.0403 Book of Order) and shall elect its own chair. The Stated Clerk will report any action taken at the next meeting of Presbytery.

SR.4.01.02 Vice Moderator

The Presbytery shall elect a Vice Moderator for the following year at the last stated meeting of Presbytery each year. The newly elected Vice 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 Vice Moderator shall ordinarily be filled alternately by ruling elders and Ministers of Word and Sacrament. The Vice Moderator shall ordinarily be

nominated to serve as the Moderator the following year and as Moderator of Executive Council the third year.

- a. The Vice Moderator will assume the duties of the Moderator in the absence of the Moderator.
- b. The vice moderator shall serve on the Executive Council.

SR-4.01.03 Stated Clerk and Recording Clerk

The Presbytery shall elect a Stated Clerk to serve a term of three years and 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. When the Stated Clerk is absent or unable to function, the Executive Council shall appoint a temporary Stated Clerk until a permanent Stated Clerk is elected.

- a. The Stated Clerk will:
 1. Serve as parliamentarian.
 2. Assist individuals and groups with advice regarding presentation of matters to the governing body.
 3. See that session records are reviewed in accordance with G-3.0108.
 4. 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.
 5. 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.
 6. Plan Presbytery meetings in coordination with Executive Council.
 7. Distribute, receive, and report to Presbytery the Annual Statistical Report forms and submit them to Synod and General Assembly.
 8. Fulfill the responsibilities regarding the Child and Youth Protection policy.
 - i. Secure background checks on all Presbytery staff, pastors and educators as indicated in the Child and Youth protection policy.
 - ii. Secure background checks on chaperones and other leaders to Presbytery events involving children and youth as indicated in the Child & Youth Protection Policy.
- b. The Presbytery may elect a Recording Clerk to serve a term of three years and shall be eligible for re-election. The Recording Clerk shall record and distribute a full and accurate record of Executive Council and Presbytery meetings.

SR-4.01.04 Treasurer

The Treasurer shall be nominated by the Nominating Committee and elected by the Presbytery to serve a term of three years and shall be eligible for re-election.

The Treasurer shall

- a. Receive and disburse all funds of the Presbytery and funds channeled through Presbytery; shall keep a strict and accurate account thereof and, in consultation with the Executive Council, shall arrange for an annual audit of all accounts.
- b. 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.
- c. 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.
- d. The Treasurer shall provide a monthly financial report to the Executive 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.
- e. The Treasurer shall function in accordance with the Financial Policy and accounting procedures (Appendix II).
- f. The Treasurer shall serve on the Finance Committee of Executive Council.

SR-5.01 Chapter V. Staff

SR-5.01.01 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 commissions, with voice but without vote.

SR-5.01.02 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-5.01.03 The General Presbyter shall supervise all staff in consultation with the Personnel Committee of the Executive Council. Personnel policies and job descriptions will be recommended by the Personnel Committee and approved by the Executive Council. Personnel policies shall include provisions as stated in G-3.0110.

SR-5.01.04

- a. 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, Associate Presbyter, or Stated Clerk 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, with due consideration of race, ethnicity, age, gender, disability, geography, and theological conviction (F-1.0403).
- b. The Presbytery shall approve any General Presbyter, Associate Presbyter, or Stated Clerk search committee, with nominations permitted from the floor. After a search, the search committee shall present a candidate to the Presbytery for approval.
- c. Hires for other staff positions shall be recommended by the General Presbyter, in consultation with the Personnel Committee and authorized by the Executive Council.

SR-5.02 Designated Volunteer Positions

SR-5.02.01 In some cases it may prove helpful or appropriate for certain volunteer positions in the Presbytery to be given a special designation or title such as "Coordinator." These volunteer coordinators are Presbytery staff, valued and integral to the ministry and mission of the Presbytery. They are not employees of the Presbytery.

SR-5.02.02 Designated Volunteer Positions carry out their work under the direction of the General Presbyter in consultation with the Executive Council and are reviewed annually by the General Presbyter. The General Presbyter recommends the appointment, continuation, or discontinuation of Designated Volunteer Positions to the Executive Council. The Executive Council annually authorizes all Designated Volunteer Positions.

SR-5.02.03 In some cases Designated Volunteer Positions may be given an honorarium as a show of appreciation and to offset any expenses incurred. This honorarium may be provided in a lump sum or broken out into several disbursements. The General Presbyter recommends the amount of the honorarium to the Executive Council. The Executive Council annually authorizes all honorariums for Designated Volunteer Positions.

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 and report directly to Presbytery. Task teams may be formed to fill a specific purpose.

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. Ordinarily a person's term of service on an Agency of Presbytery will begin in January of the calendar year following the November meeting at which they are elected. The term of service will ordinarily end in December of the Class year designated at election. A person shall be eligible to serve two full terms consecutively. Ordinarily, no person shall serve on more than one commission or committee of Presbytery at the same time. Any member of the Executive Council, or committee or commission of 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 teams shall report to the Executive Council any non-participating members. Upon notification by the Executive Council, the Committee on Nominating and Representation will then present names for replacements at the next stated meeting of Presbytery (see SR-6.01.03.02d). One exception provided for in the Book of Order (see D-5.0102 and D-5.0105) relates to Permanent Judicial Commission.

The agencies of Presbytery are:

SR-6.01.01 The Executive Council

The purpose of the Executive Council is to direct, coordinate, assist and promote all the programmatic work of the Presbytery, constantly evaluating long and short-term goals, ministries, structures and functions, dismissing entities which are no longer needed, and encouraging and blessing new ministries, functions, and structures. The Executive Council shall oversee the implementation of Presbytery priorities and 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 the Executive Council, with final approval placed with the Presbytery. Matters that require administrative decisions shall be referred to the Executive Council with recommendations for appropriate action.

SR-6.01.01.01 The duties of the Executive Council include:

- a. Addressing matters between meetings of the Presbytery as may be necessary or assigned;
- b. Communicating with the Synod of Living Waters and the General Assembly;
- c. Receiving and making recommendations to the presbytery concerning proposed overtures to the Synod of Living Waters and General Assembly, and proposed amendments to the Constitution of the Presbyterian Church (USA);
- d. Promoting the ecumenical life of the presbytery;
- e. Planning Presbytery meetings, selecting meeting dates and places, providing worship, and presenting the docket, in coordination with the Stated Clerk;
- f. Developing, for Presbytery's approval, the annual budget and providing for an audit and review of all Presbytery records and minutes;
- g. Receiving and approving nomination of persons who belong to churches in the Presbytery to the Living River Board of Directors and presenting the nominations to Presbytery for election. (The Executive Council shall appoint one of its own members to serve on the Living River Board of Directors);

- h. Monitoring compliance of the Child and Youth Protection policy. As part of this role, the Executive Council will periodically request and review a report from the Stated Clerk as to compliance with the Policy provisions for which Stated Clerk has responsibility.
 - 1. The Executive Council shall review a report submitted by a retreat supervisor after each Presbytery retreat or event regarding compliance with the policy.
 - 2. The Executive council shall review with the Trustees periodically the Presbytery's insurance program concerning events involving children and youth and recommend changes.
 - 3. The Executive Council shall appoint members of the Safe Child Response Team and arrange for their training.

SR-6.01.01.02 The voting membership of the Executive Council shall be as follows: Presbytery Moderator, vice-moderator, and immediate past moderator who will ordinarily serve as Moderator of Executive Council and will begin serving in February after the installation of the newly elected Moderator of Presbytery. Nine members at-large, three of whom ordinarily serve as moderators of the Personnel; Finance; and Equip, Nurture and Connect (ENC) committees of the Executive Council, and one of whom will 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 with consideration of race, ethnicity, age, gender, disability, geography, and theological conviction (F-1.0403), size of congregation, ruling elders, and Ministers of Word and Sacrament. The members-at-large shall be elected in three classes, serving three-year terms. A member may be elected to two three-year terms. Professional staff and Presbytery officers 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-6.01.01.03 The Executive Council shall ordinarily meet monthly and on the call of the moderator of the Executive Council.

SR-6.01.01.04 A quorum shall consist of a majority of the voting membership.

SR-6.01.01.05 The Executive Council may make use of electronic meetings and take electronic votes. (See Appendix IV)

SR-6.01.01.06 Executive Council Committees shall be:

- a. Personnel – The Personnel Committee will have the responsibility to provide oversight, evaluation, and review of the employees of Presbytery. It will recommend stipends to the Finance Committee, keep job descriptions current, establish an appropriate process for review and evaluation of the employees, and conduct an annual evaluation. The Personnel Committee shall be at least five persons. The committee will ordinarily be chaired by an elected voting member of the Executive Council. The other members of the Personnel Committee will be nominated by the Nominating Committee with due consideration of race, ethnicity, age, gender, disability, geography, and theological conviction (F-1.0403) and will be elected for three-year terms. Members will be allowed to serve two consecutive terms or a total of six consecutive years.
- b. Finance – The Finance committee has responsibility for oversight of the Presbytery Financials. This includes preparation of the annual budget, an annual financial review of Presbytery funds by an outside party, and oversight and maintenance of the Presbytery Financial Policy and Accounting Procedures found in Appendix II of these Standing Rules. The Finance Committee membership shall be at least 5 persons. The committee will normally be chaired by an elected voting member of the Executive Council. The current Presbytery Treasurer will also be a member. The other three members will be

nominated by the Nominating Committee of Presbytery with due consideration of race, ethnicity, age, gender, disability, geography, and theological conviction (F-1.0403) and will be elected for three-year terms. Members will be allowed to serve two consecutive terms or a total of six consecutive years.

- c. Equip, Nurture and Connect (ENC) will have the responsibility for faith formation and leadership development. Its purpose is to provide educational opportunities for strengthening faith across all age groups, in settings which may not be available to congregations on their own. Equipping persons in leadership development while strengthening connections with peer groups, with the community and with new ideas will be the primary focus of the ENC. The ENC will normally be chaired by an elected voting member of the Executive Council. Membership of ENC shall be at least 5 persons other than the chair, representing the program areas of ENC and a representative from Youth Council. With the exception of the Youth Council representative (elected by presbytery for Youth Council), they are to be nominated by the Nominating Committee of Presbytery with due consideration of race, ethnicity, age, gender, disability, geography, and theological conviction (F-1.0403) and elected for a three-year term. Advisory members of the ENC may include professional staff and Living River Executive Director, with voice but without vote.
 - 1. Presbytery Youth Council has the responsibility for planning and carrying out events, retreats and activities for the youth of the Presbytery. Membership on Youth Council will include both adults and youth. Adult membership will be six adults in three classes, elected by the Presbytery upon nomination by the Nominating Committee. Youth membership will have an unspecified number of youth in two classes, Junior and Senior year of high school, elected by the Presbytery upon nomination by the Nominating Committee. Total youth membership shall not normally exceed 18. The term of membership for both youth and adults follows the academic calendar (June - May), with election normally occurring at the May Presbytery meeting. The adult membership shall recommend to the Nominating Committee the slate of youth members as determined by an application process, with due consideration of gender, racial, and geographic diversity.
 - 2. Committee Task Forces, Planning Teams, or Steering committees may be organized for events and training opportunities for the program areas of ENC (i.e. Small Church, Children, Camp scholarships, Leadership Training, Campus Ministry including UKirk Bham, etc.). These committees and teams will be selected by ENC members for specific programs to carry out the mission of the ENC.
- d. Bills and Overtures Committee
 - 1. Will have the responsibility of receiving all overtures and amendments which have been referred to Presbytery and providing advice to the Executive Council regarding the action on such overtures and amendments.
 - 2. Will have the responsibility of receiving new business brought to the floor of a Presbytery meeting and make recommendations to the Presbytery.
 - 3. The committee shall be nominated by the Moderator of Presbytery according to SR-4.01.01d

SR-6.01.02 Presbytery Commissions

There shall be the following constitutional 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 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. There may be other commissions as needed for specific purposes.

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-6.01.02.01 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 Ministers of Word and Sacrament and half ruling elders) nominated by the Nominating Committee, with due consideration of race, ethnicity, age, gender, disability, geography, and theological conviction (F-1.0403) 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."

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 Ministers of Word and Sacrament.
- 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. Examine and sustain the preaching part of the examination for candidates being ordained and make that a part of the motion for presbytery approval.
- d. 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.
- e. 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-4.0404)
- f. Counsel with churches regarding temporary pastoral relations, providing lists of available Ministers of Word and Sacrament, ruling elders, and ministers of another Christian Church after constitutional requirements have been met (G-2.0504b) (G-2.0505) (G-2.0506), to supply vacant pulpits.
- g. Approve temporary pastoral relationships, including designated pastors, and approve moderators for sessions. (G-1.0504) (G-3.0104)

- h. Provide for the implementation of equal employment opportunity for Minister of Word and Sacrament and candidates, and report to presbytery the steps taken by each calling group to implement equal employment opportunity. (G-2.0104) (G-3.0106)
- i. Find in order calls issued by churches, recommend and present calls to Presbytery, examine Ministers of Word and Sacrament transferring from other presbyteries, dissolve pastoral relationships, grant permission to labor outside the bounds of presbytery, and dismiss Minister of Word and Sacrament to other presbyteries and report actions to Presbytery. [G-3.0301 (a)(b)(c)]
- j. Provide care and oversight of the presbytery's Commissioned Ruling Elder program, including recommendation for commissioning. (G-2.1001 – G-2.1004)
- k. Promote the peace and harmony of the churches.
- l. Counsel with sessions regarding difficulties in their 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)]
- m. 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. Approve Ministers of Word and Sacrament as Parish Associates with annual review and the stipulation that the relationship ends when the current installed pastor leaves.
- n. Provide pastoral care for Ministers of Word and Sacrament, ruling elders commissioned to pastoral service and Certified Christian Educators. (G-3.0307 and G-2.1103)
- o. Provide a support system and a visitation program for retired Ministers of Word and Sacrament inactive because of health problems.

SR-6.01.02.02 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 Ministers of Word and Sacrament and half ruling elders) nominated by the Committee on Nominating and Representation, with due consideration of race, ethnicity, age, gender, disability, geography and theological conviction (F-1.0403) 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-6.01.02.03 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 Ministers of Word and Sacrament and five ruling elders, with due consideration of race, ethnicity, age, gender, disability, geography and theological conviction (F-1.0403). 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-6.01.02.04 Administrative Commissions

Presbytery shall designate Administrative Commissions as deemed necessary. (G-3.0109b)

SR-6.01.03 Presbytery Committees

SR-6.01.03.01 Trustees

The Board of Trustees shall fulfill all those duties and responsibilities in the *Book of Order* (G-4.0101-G-4.03). The Board of Trustees shall be composed of nine persons (closely balanced between Ministers and members of churches) elected by the Presbytery through the Committee on Nominating and Representation, with due consideration of race, ethnicity, age, gender, disability, geography, and theological conviction (F-1.0403). The Board will appoint its own Chair from the membership elected.

The duties of the Trustees shall be to:

- a. As directed by Presbytery, hold and convey title of any real property belonging to the Presbytery and 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. Any contract, loan or grant entered into by Presbytery over the amount of \$5,000 will require the signature of at least one trustee. Any contract, loan, or grant regarding real property requires trustee signatures in accordance with the above provisions of the Book of Order.
- f. 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. Consult 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.
- h. Routine maintenance expenses for properties reverted to Presbytery by dismissal or dissolution shall be paid from the proceeds of the sale or rent of the property.

SR-6.01.03.02 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 in three classes of one Minister of the Word and Sacrament and 2 ruling elders, with due consideration of race, ethnicity, age, gender, disability, geography, and theological conviction (F-1.0403). The term of office shall be three years and eligibility will end after one term. Nominations to the Committee on Nominating and Representation are made by the Moderator in accordance with SR-4.01.01e.

- 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 Executive Council 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 Executive Council, with due consideration of race, ethnicity, age, gender, disability, geography, and theological conviction (F-1.0403).
- c. The Committee shall receive recommendations for Youth Council representatives from the current Youth Council and present them, with due consideration of race, ethnicity, age, gender, disability, geography and theological conviction (F-1.0403) 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 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. After serving, the person would then be eligible to serve two full consecutive terms.

SR-6.01.03.03 Anti-Racism Committee

The Anti-Racism Committee is established as a permanent Committee of Presbytery in order to advocate for racial justice and to develop curriculum, identify potential trainers, and coordinate training events for the Presbytery. The Nominating Committee shall appoint the members of the Committee based on recommendations from the Committee and others. The Anti-Racism Committee shall make regular reports on their activities to Executive Council and Presbytery.

- a. The Anti-Racism Committee shall maintain a size of no less than nine members and no more than 13 at any given time.
- b. The Anti-Racism Committee shall be composed of a balanced number of Ministers of the Word and Sacrament and lay congregants (either Elders or parishioners).
- c. The Anti-Racism Committee shall be composed of a balanced number of members with consideration of race, ethnicity, age, gender, disability, geography, and theological conviction (F-1.0403)
- d. The Anti-Racism Committee shall try to include members from small and geographically remote congregations where possible.
- e. Members may serve up to two three-year terms with the option to be nominated after one year of absence.
- f. The Anti-Racism Committee may recommend policy statements to Presbytery based on occurrences, issues, or actions of injustice, hatred, or racism within the Presbytery, State of Alabama, or the nation if such occurrences, issues, or actions are deemed offensive or

detrimental to the quality of life, health, and safety of groups against which said actions are intended or perpetrated.

- g. The Anti-Racism Committee may partner or engage with other anti-racism groups within the Presbyterian Church USA, or joint ecumenical groups with a similar purpose and scope to strengthen the message of intolerance to racism and injustice on a local, national, and global platform.
- h. The Anti-Racism Committee shall present a proposed budget to Executive Council of Presbytery in September of each year to be voted on and approved for inclusion in Presbytery's Annual Budget.

SR-7.01 Chapter VII. Election of Trustees of Institutions

SR-7.01.01 Institutions for which the Presbytery is to elect Trustees shall submit nominees through the Committee on Nominating and Representation for election by the Presbytery.

SR-7.01.02 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.