

Grace Presbytery
Standing Rules and Manual of Administrative Operations
9/29/23

Table of Contents

| | | |
|-----|--|----|
| 1. | General Rules | 2 |
| 2. | Meetings | 2 |
| 3. | Officers | 4 |
| 4. | Membership of Presbytery..... | 5 |
| 5. | Organization of Committees..... | 6 |
| 6. | Electronic Voting..... | 8 |
| 7. | Presbytery Council | 9 |
| 8. | Committees and Commissions | 11 |
| 9. | Committee on Ministry..... | 12 |
| 10. | Examinations Committee..... | 12 |
| 11. | Committee on Preparation for Ministry | 13 |
| 12. | Committee on Representation | 14 |
| 13. | Church Development Committee..... | 14 |
| 14. | Congregational Support Committee..... | 15 |
| 15. | Children and Youth Ministry Committee..... | 15 |
| 16. | Budget and Finance Committee | 16 |
| 17. | Personnel Committee | 17 |
| 18. | Permanent Judicial Commission | 18 |
| 19. | Nominating Committee..... | 18 |
| 20. | Young Adult Ministry Committee | 19 |
| 21. | Administrative Commissions | 20 |
| 22. | Investigating Committees and Committees of Counsel | 21 |
| 23. | Commissioners to the General Assembly and Synod of the Sun | 21 |
| 24. | The Corporation of Grace Presbytery, Inc. | 22 |
| 25. | Ecumenical Relationships | 24 |
| 26. | Suspension and Amendment of the Standing Rules..... | 24 |

1. General Rules

1. General Rules

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

2. Meetings

- 1.4.5. There shall be four stated meetings of the presbytery each year.
- 1.4.6. Special meetings of the presbytery may be called (1) by the Presbytery Council, (2) Presbytery Moderator with the concurrence of two ministers of Word and Sacrament and two ruling elders, with the teaching elders and ruling elders being from different churches, (3) Stated Clerk with the concurrence of two ministers of Word and Sacrament and two ruling elders, with the teaching elders and ruling elders being from different churches, or (4)

the Synod of the Sun. Only business indicated in the call of special meetings may be transacted at a special meeting.

- 1.4.7. Notice for presbytery meetings shall be sent at least ten days in advance to the session of every church and each minister of Word and Sacrament. The notice gives the purpose of the meeting. A packet with all business coming before presbytery meetings is posted on the presbytery website at least ten days in advance.
- 1.4.8. If a presbytery meeting needs to be cancelled or delayed for any reason, it will be announced on the Grace Presbytery website, eNews and through other electronic media. The decision to cancel or delay the start of a presbytery meeting will be made by the Moderator of the Presbytery in consultation with the Executive Presbyter and Stated Clerk. Rescheduling a cancelled meeting is the responsibility of the Stated Clerk in consultation with the Moderator and Executive Presbyter.
- 1.4.9. In the event of a natural disaster, a state of emergency, or other situation which would delay, postpone, or cancel a meeting of the presbytery, the Presbytery Council is delegated the authority to act on behalf of Grace Presbytery, and the Board of Trustees is authorized to conduct corporate business on behalf of Grace Presbytery, Inc.
- 1.4.10. Dates and places for stated meetings are approved by the presbytery upon recommendation of the Presbytery Council during the first half of the preceding year. Changes may be approved at any meeting of the presbytery. Dates are as evenly spaced throughout the year as is feasible.
- 1.4.11. The docket for presbytery meetings is prepared by the Stated Clerk and Executive Presbyter, reviewed by the Presbytery Council, and proposed to the Presbytery for adoption by the Stated Clerk.
- 1.4.12. Presbytery meetings shall conform to the Constitution of the Presbyterian Church (USA) and these Standing Rules.
- 1.4.13. A quorum for presbytery meetings is ten percent of the ministers of Word and Sacrament currently on the roll of the presbytery and one ruling elder commissioner from ten percent of the congregations on the roll of the presbytery.
- 1.4.14. New business presented at stated meetings of the presbytery shall be referred to the appropriate committee of the presbytery (by the Stated Clerk) for review and recommendation at the next stated meeting of the presbytery. New business will not be considered at the meeting in which it is presented unless approved by a two-thirds vote of those commissioners present and voting.

1.4.15. Display space at presbytery meetings may be requested by ministries of Grace Presbytery, Synod of the Sun, and General Assembly. Displays are for the purpose of information sharing, not fund raising. A common table may be provided for congregations to place materials about their ministries. Exceptions to these guidelines require approval by the Stated Clerk or Executive Presbyter.

3. Officers

1.4.16. Officers of the presbytery are the Presbytery Moderator, Presbytery Vice Moderator, Presbytery Council Moderator, Presbytery Council Vice Moderator, Executive Presbyter, Stated Clerk, and Treasurer.

1.4.17. The Presbytery Moderator and Presbytery Vice Moderator are nominated by the Nominating Committee and elected by the presbytery for a one-year term annually with service beginning immediately after election and installation and concluding with the election and installation of their successors. The Presbytery Moderator and Vice Moderator do not ordinarily serve consecutive terms.

The Presbytery Council Moderator and Presbytery Council Vice Moderator are nominated by the Nominating Committee and elected by the presbytery for a one-year term with service from January 1 to December 31. The Presbytery Council Moderator and Council Vice Moderator do not ordinarily serve consecutive terms.

The Stated Clerk and Treasurer are nominated by the Presbytery Council, elected by the presbytery for a one-year term from January 1 to December 31, and may serve unlimited consecutive terms.

1.4.18. The Executive Presbyter and Associate Executive Presbyter (s) are called and elected by the following procedure: Presbytery Council shall nominate a Search Committee to be elected by the presbytery. The Search Committee shall nominate a candidate to be called and elected by the presbytery to an open-ended term.

1.4.19. The positions of Executive Presbyter, Stated Clerk and Treasurer shall be filled by three different individuals.

1.4.20. The Presbytery Moderator, Presbytery Vice Moderator, Moderator of Presbytery Council, Vice Moderator of Presbytery Council, and Treasurer are voluntary, unpaid positions. The Stated Clerk and Executive Presbyter are compensated positions.

- 1.4.21. The Moderator of Presbytery presides at presbytery meetings and fulfills other duties as specified in the Constitution of the Presbyterian Church (USA) and these Standing Rules. In the absence of the Presbytery Moderator, the Presbytery Vice Moderator presides at meetings and fulfills the other duties of the moderator.
- 1.4.22. The Executive Presbyter is the head of the presbytery staff and performs the responsibilities specified in the Constitution of the Presbyterian Church (USA), these Standing Rules, and the job description as approved by the Presbytery Council.
- 1.4.23. The Treasurer is responsible for the general oversight of the financial operations of the presbytery and fulfills the other responsibilities specified in these Standing Rules, and the job description as approved by the Presbytery Council.
- 1.4.24. The Stated Clerk serves as parliamentarian, polity advisor, and recording secretary at presbytery meetings, custodian of permanent records ensuring the permanent records of presbytery and dissolved congregations are archived at the Presbyterian Historical Society, and fulfills the other responsibilities specified in the Constitution of the Presbyterian Church (USA), these Standing Rules and the job description as approved by the Presbytery Council.

4. *Membership of Presbytery*

2. Membership of Presbytery

- 2.1. Commissioners at presbytery meetings with voice and vote are the following:
- 2.1.1. All ministers of Word and Sacrament on the roll of the presbytery.
- 2.1.2. At least one ruling elder elected by the session of each congregation on the roll of the presbytery in accordance with the membership size of the church. Sessions are encouraged to elect ruling elder commissioners to serve a one-year term in order to ensure continuity and full participation by the ruling elders.
- 2.1.2.1. 50 members or less: 1 ruling elder commissioner
- 2.1.2.2. 51 to 250 members: 2 ruling elder commissioners
- 2.1.2.3. 251 to 1,000 members: 3 ruling elder commissioners
- 2.1.2.4. 1,001 to 1,500 members: 4 ruling elder commissioners
- 2.1.2.5. 1,501 to 2,000 members: 5 ruling elder commissioners
- 2.1.2.6. 2,001 to 3,000 members: 6 ruling elder commissioners

- 2.1.2.7. 3,001 members or more: one additional ruling elder for every 1,000 members
- 2.1.2.8. Congregations with more than one installed pastor may elect as many ruling elder commissioners as there are installed pastors or as many as the membership would permit, whichever is higher.
- 2.1.3. Ruling elder Certified Christian Educators and Certified Associate Christian Educators during their term of service in an educational ministry under the jurisdiction of Grace Presbytery, Synod of the Sun, the General Assembly, or a ministry approved by the Committee on Ministry of Grace Presbytery but are not otherwise elected as a commissioner from a session.
- 2.1.4. Ruling elder officers of the presbytery and ruling elders elected to any committee, commission, or the Presbytery Council during their term of service, but are not otherwise elected as a commissioner from a session.
- 2.1.5. Ruling elder commissioners to the General Assembly and young adult advisory delegates during their term of service but are not otherwise elected as a commissioner from a session.
- 2.1.6. Ruling elder Commissioned Pastors currently serving within Grace Presbytery.
- 2.2. The following have voice, but not vote at presbytery meetings:
 - 2.2.1. One ruling elder elected from each new church development Steering Committee.
 - 2.2.2. Christian educators employed by congregations of Grace Presbytery who are not certified or are not ruling elders.
- 2.3. The presbytery shall adopt a plan at the first stated meeting of each year to fulfill the requirements of G-3.0301 concerning numerical parity of ministers of Word and Sacrament and ruling elders as well as a method to fulfill the principles of participation and representation found in F-1.0403 and G-3.0103.

5. *Organization of Committees*

3. Organization of Committees

- 3.1. All committees, boards, regional administrative commissions, the Permanent Judicial Commission, and the Presbytery Council are divided into three classes, with members in numbers as nearly equal as possible, serving three-year staggered terms, unless otherwise specified by these Standing Rules.
- 3.2. A quorum for committees, commissions, boards, regional administrative commissions, the Permanent Judicial Commission, the Presbytery Council, task forces,

ministry teams, work groups, subcommittees, and other organizations is fifty percent of its voting members, unless otherwise specified by these Standing Rules.

- 3.3. All committees, commissions, boards, regional administrative commissions, the Permanent Judicial Commission, and the Presbytery Council shall report all actions taken at the next stated meeting of the presbytery.
- 3.4. Committees, commissions, boards, and the Presbytery Council may appoint temporary work groups for specific tasks such as task forces, ministry teams, work groups, and subcommittees. These groups shall be given any necessary authorization as delegated by the committee, commission, board, or council. They report to the body which created them. Committees, commissions, boards, and the Presbytery Council may invite nonmembers who have special expertise to assist temporarily in specific tasks. Such individuals have voice but not vote in the committee, commission, board, or council.
- 3.5. The following report directly to the presbytery: Presbytery Council, Committee on Ministry, Committee on Preparation for Ministry, Examinations Committee, Permanent Judicial Commission, Regional Administrative Commissions, Committee on Representation, Nominating Committee and Board of Trustees.
- 3.6. The following report to the presbytery through the Presbytery Council: Personnel Committee, Budget and Finance Committee, Children and Youth Ministry Committee, Young Adult Ministry Committee, Church Development Committee, and Congregational Support Committee.
- 3.7. All persons serving on committees, commissions, task forces, ministry teams, work groups, subcommittees, and other organizations created by the presbytery shall be composed of ministers of Word and Sacrament on the roll of the presbytery or members of a congregation on the roll of the presbytery.
- 3.8. Ordinarily no one serves in more than one elected position concurrently except members of the Permanent Judicial Commission, members of the Committee on Representation, and as otherwise specified by these Standing Rules.
- 3.9. Ordinarily no one serves as moderator or chairperson of committees, commissions, task forces, ministry teams, work groups, and other organizations created by the presbytery for more than three consecutive years.
- 3.10. Ordinarily no two people from the same immediate family serves on the same committee, commission, task force, ministry team, work group, and other organization created by the presbytery.
- 3.11. Terms of Service
 - 3.11.1. New members of presbytery committees, commissions, boards, and the Presbytery Council are elected by the presbytery at the last stated meeting each year with service beginning January 1, except new members of the

Children and Youth Ministry Committee, who are elected during the first half of the year with service beginning July 1. The Presbytery Moderator and Presbytery Vice Moderator begin service immediately after election and installation.

- 3.11.2. Resignations from committees, commissions, boards, and the Presbytery Council should be submitted in writing to the Stated Clerk. Unexcused absence from two consecutive stated meetings of committees, commissions, boards, and the Presbytery Council constitutes a resignation. When this takes place, the moderator of the committee, commission, board, or council shall notify the person involved as well as the Stated Clerk indicating that the person has been removed from membership of the committee, commission, board, or council.
- 3.11.3. Vacancies for the unexpired portion of a term are filled from nominations made by the Nominating Committee and election by presbytery. Any person so elected will serve until the end of the unexpired term.

6. *Electronic Voting*

3.12. Electronic Voting

- 3.12.1. In accordance with *Robert's Rules of Order Newly Revised* and in accordance with the 216th General Assembly authoritative interpretation of F-3.0205, committees, commissions, the Presbytery Council, task forces, ministry teams, work groups, and other organizations of the presbytery may vote electronically on motions, if the following provisions have been made:
 - 3.12.1.1. All members of the committee must have access to a compatible email system.

If a member does not have email, the moderator or clerk must send the motion to the member via United States Postal Service or other means of delivery. A reasonable deadline for response must be included with the communication. At least a quorum of members must respond by the deadline.
 - 3.12.1.2. If a member wishes to raise a parliamentary question (such as a point of order), the member should communicate the question to the moderator or clerk. If the member wishes to challenge the ruling of the chair concerning the parliamentary question, the motion must be postponed until the next face-to-face, video or telephone conference meeting.
 - 3.12.1.3. Members should reply with one of following: (1) yes to the motion, (2) no to the motion, (3) abstention, (4) a request to discuss the motion in a face-to-face, video or telephone conference call meeting, or (5) a request to deal with a parliamentary question at the next face-to-face, video or telephone conference meeting. Members should reply only to the moderator or clerk (and

should not reply to all members) in order for earlier voters not to influence later voters.

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

7. *Presbytery Council*

4. Presbytery Council

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

- 4.2.11. Coordinating the work of the committees and commissions which report to presbytery through the Presbytery Council.
- 4.2.12. Proposing an annual budget for adoption by presbytery upon recommendation of the Budget and Finance Committee and arranging for its administration by establishing procedures for receiving and disbursing funds.
- 4.2.13. Communicating with the Synod of the Sun and General Assembly.
- 4.2.14. Receiving and making recommendations to the presbytery concerning proposed overtures to the Synod of the Sun and General Assembly, and proposed amendments to the Constitution of the Presbyterian Church (USA).
- 4.2.15. Promoting the ecumenical life of the presbytery.
- 4.2.16. Receiving reports from representatives to related institutions and reviewing annually the proceedings and actions of all such organizations under the direction of the presbytery.
- 4.2.17. Remaining current on issues of theology and culture that affect the presbytery.
- 4.2.18. Providing support, guidance, and directions for mission to presbytery committees as needed.
- 4.2.19. Nominating for election by the presbytery three members to a new class for the Nominating Committee at the last presbytery stated meeting of each year.
- 4.2.20. Nominating for election by the presbytery persons to serve as Stated Clerk, Presbytery Treasurer, and vacancies in the Nominating Committee.
- 4.2.21. Appointing standing committee moderators, co-moderators, or vice moderators and appointing administrative commission moderators, co-moderators, or vice moderators (see Standing Rule 5.1).

4.3. Membership of the Presbytery Council:

- 4.3.1. Members of the Presbytery Council include nine members at large. The members at large should ordinarily not be from the same congregation. At large members shall include at least one person from each of the four Regions. The Presbytery Council is composed of ruling elders and ministers of Word and Sacrament elders in numbers as nearly equal as possible.
- 4.3.2. Ex-officio members with voice and vote are the Presbytery Moderator, Presbytery Vice Moderator, Presbytery Council Moderator, the most recent past Presbytery Council Moderator, and the moderators of the Committee on Ministry, the Nominating Committee, Budget and Finance Committee, Personnel Committee, Church Development Committee, Congregational Support Committee, Children and Youth Ministry Committee, Young Adult

Ministry Committee, Committee on Representation, and Committee on Preparation for Ministry. Committee moderators may annually designate another member of their committee to serve as a voting member of the Presbytery Council in their absence.

- 4.3.3. Ex-officio members with voice but not vote include the Executive Presbyter, Associate Executive Presbyter (s), Stated Clerk, and Treasurer.
- 4.3.4. The Vice Moderator of the Presbytery Council is elected by the presbytery upon nomination by the Nominating Committee for a one-year term. The Vice Moderator of the Presbytery Council will serve as Moderator of the Presbytery Council the following year.

4.4 Special Meetings and E-mail Polls

4.4.1 A Special (Called) Meeting of the Presbytery Council may be called by the Moderator of Presbytery Council or by written request of members of the council in numbers equal to or greater than the number for a quorum. The purpose of the special meeting shall be stated in the call, which shall be sent to members of the Council three days before the meeting. No other business shall be conducted at a special meeting except business stated in the call of that meeting.

4.4.2 E-mail polls may be taken by the Moderator of Council between meetings and shall only be used for reasons of timely decisions of a perceived non-controversial nature that cannot wait for a stated or special meeting of the Presbytery Council. The tallied poll must be reported and ratified at the next stated meeting of the Presbytery Council. The period for an e-mail poll shall be no fewer than three days. During the e-mail polling period, any member may request a deliberative meeting. Such a request voids the e-mail poll and a special meeting in person or electronically with provision for live interaction of all gathered shall be called by the Moderator of Council.

8. Committees and Commissions

5. Committees and Commissions

- 5.1. Each committee and commission will have a moderator or co-moderators named from among its membership and appointed by the Presbytery Council. Moderators begin service on January 1 each year. A committee or commission may request a Vice Moderator who is appointed in a similar manner. When appointing standing committee moderators, co-moderators, or vice moderators and when appointing administrative commission moderators, co-moderators, or vice moderators, the

Presbytery Council shall make every effort to represent the diversity of the presbytery.

9. *Committee on Ministry*

5.2. Committee on Ministry

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

10. *Examinations Committee*

5.3. Examinations Committee

- 5.3.1. The Examinations Committee consists of six members nominated by the Nominating Committee and elected by the presbytery and three ex-officio members with voice and vote appointed annually (one from each of the following committees: the Committee on Ministry, the Subcommittee on Commissioned Pastors, and the Committee on Preparation for Ministry). The Executive Presbyter (or designee) is an ex-officio member with voice but not vote.
- 5.3.2. The Examinations Committee examines and recommends to the presbytery (1) candidates seeking ordination who have a pending call as a minister of Word and Sacrament and who have fulfilled all constitutional requirements in accordance with the standards established by the presbytery, (2) ruling elders seeking to become Commissioned Pastors who have fulfilled all constitutional requirements in accordance with the standards established by the presbytery, (3) all ministers referred from the Committee on Ministry including any minister of Word and Sacrament from another presbytery in the Presbyterian Church (USA) and any clergy from other denominations seeking membership or temporary membership in the presbytery.

11. Committee on Preparation for Ministry

5.4. Committee on Preparation for Ministry

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

Cooperative Committee on Examinations for Candidates, (12) recommending to presbytery the removal of inquirers or candidates from the roll, and (13) approving expenditures from the Candidates Committee Scholarship Fund and the Tom Currie Committee on Preparation for Ministry Racial/Ethnic Scholarship Fund.

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

12. Committee on Representation

5.5. Committee on Representation

- 5.5.1. The Committee on Representation consists of a minimum of seven persons: ministers of Word and Sacrament, ruling elders, and other church members representing the broad racial, ethnic, generational, gender, disability, geographical, and theological diversity of the presbytery. The Executive Presbyter (or designee) is an ex-officio member with voice but not vote.
- 5.5.2. The committee is responsible for the implementation of the presbytery's commitment to inclusiveness, diversity, and representation as specified in G-3.0103 and F-1.0403.
- 5.5.3. The committee advises the Presbytery Council regarding the implementation of principles of unity and diversity found in scripture, advocates for diversity in leadership, and consults with the Presbytery Council on the employment of personnel.
- 5.5.4. The committee fulfills all other duties as assigned in the Book of Order.

13. Church Development Committee

5.6. Church Development Committee

- 5.6.1. The Church Development Committee consists of twelve members. A majority of members must be ruling elders and ministers of Word and Sacrament. The Executive Presbyter (or designee) is an ex-officio member with voice but not vote.

- 5.6.2. The committee oversees and supports new church developments, fellowships, new worshiping communities, and other partnerships created by the presbytery.
- 5.6.3. The committee provides support to the churches of the presbytery throughout the lifecycle of a congregation – birth, vitality, and decline.

14. Congregational Support Committee

5.7. Congregational Support Committee

- 5.7.1. The Congregational Support Committee consists of twelve members. The Executive Presbyter (or designee) is an ex-officio member with voice but not vote. The Disaster Response Team chair (or designee) is an ex-officio member of the committee with voice but not vote.
- 5.7.2. The Disaster Response Team is a subcommittee of the Congregational Support Committee.
- 5.7.3. The committee encourages and advances the spiritual development and connectional relationships between the presbytery and its congregations, ministers of Word and Sacrament, ruling elders, educators, and congregation members.
- 5.7.4. The committee focuses primarily on six areas of ministry to support congregations, ministers of Word and Sacraments, educators, ruling elders, and congregational members through: (A) Leadership development; (B) Grants: congregational ministry and emergency; (C) Resources: assess needs and offer connections to resources for congregational, educational, and spiritual support; (D) Education: Staff and volunteer Christian educator networking and support, scholarships for educational conferences or events, oversight of the Resource Center; (E) Disaster Response Team: coordination of disaster preparedness and responses; (F) International Peacemaker program: coordination and oversight.
- 5.7.5. The committee oversees a high-quality Resource Center.
- 5.7.6. The committee approves expenditures from the Mission Outreach Fund.

15. Children and Youth Ministry Committee

5.8. Children and Youth Ministry Committee

- 5.8.1. The Children and Youth Ministry Committee consists of twelve adult members and fifteen youth members (high school sophomore through first year college freshman). The Executive Presbyter (or designee) is an ex-officio member with voice but not vote.
- 5.8.2. The committee provides for the nurture, faith development, and leadership skills of children and youth in the presbytery, as well as the adults who work with youth. It is responsible for conducting programs, retreats, and events that affirm youth as children of the Covenant and enables and challenges youth to minister to others.
- 5.8.3. The committee duties include:
 - 5.8.3.1. Implementing programs for (1) children, junior high and middle school youth, including but not limited to events such as KidQuakes, GAP, YouthFest, and Youth Connection, (2) senior high youth including but not limited to events such as Senior High Youth Connection.
 - 5.8.3.2. Coordinating children and youth mission trips and projects.
 - 5.8.3.3. Conducting ministries that reach out and include college age young people in the work of the presbytery.
 - 5.8.3.4. Providing opportunities for leadership training and development for youth and adult leaders of youth.
 - 5.8.3.5. Encouraging participation in the General Assembly Youth Triennium and the Synod Youth Workshop sponsored by the Synod of the Sun.

16. Budget and Finance Committee

5.9. Budget and Finance Committee

- 5.9.1. The Budget and Finance Committee consists of nine members. The following are ex-officio members with voice but not vote: General Presbyter (or appointee), Treasurer, and one member appointed by the Board of Trustees.
- 5.9.2. The committee provides budgetary oversight, guidance, and support to the presbytery, Treasurer, and the financial operations staff.
- 5.9.3. The committee duties include:

- 5.9.3.1. Soliciting suggestions from presbytery committees and staff regarding their ministry and plans for the future concerning funding needs.
- 5.9.3.2. Preparing an annual presbytery budget which best meets the mission priorities established by the presbytery and submitting it through the Presbytery Council for adoption by the presbytery during the last stated meeting of each year.
- 5.9.3.3. Monitoring the income and expenditures of the presbytery and its committees with respect to the budget and recommending any changes through the Presbytery Council to the presbytery.
- 5.9.3.4. Reviewing the short-term reserve funds of the operating account and coordinating their investment.
- 5.9.3.5. Reviewing the monthly financial reports.
- 5.9.3.6. Periodically reviewing presbytery financial policies, procedures, and computer programs for the handling of funds and recommending any changes to Presbytery Council.
- 5.9.3.7. Reviewing the annual audit.
- 5.9.3.8. Reviewing and making recommendations to the Presbytery Council concerning insurance, tax issues, asset inventories, special offerings and funds, and other matters involving the expenditure of funds.

17. Personnel Committee

5.10. Personnel Committee

- 5.10.1. The Personnel Committee consists of six members: three current at large members of the Presbytery Council elected by the Presbytery Council and three members nominated by the Nominating Committee and elected by the presbytery. The Executive Presbyter (or designee) is an ex-officio member with voice but not vote.
- 5.10.2. The committee duties include (1) recommending to Presbytery Council personnel policies, job descriptions for staff, and a method of annual performance review of all staff, (2) recommending to the Presbytery Council a person to nominate to the presbytery to fill the positions of Stated Clerk and Treasurer, (3) conducting the annual review of the Executive Presbyter and Stated Clerk, (4) insuring that all open positions are advertised throughout the presbytery and an open search is conducted prior to filling any position in order to implement the presbytery's commitment to inclusiveness.

5.10.3. Compensation for the positions of General Presbyter, Stated Clerk, and Associate Executive Presbyter (s) is recommended by the Presbytery Council after consultation with the Personnel Committee and approved by the presbytery. Compensation for all other staff positions is recommended by the Executive Presbyter and approved by the presbytery when it adopts the annual budget.

5.10.4. The Executive Presbyter is responsible for (1) hiring and terminating directors, consultants, support staff and temporary employees after consultation with the Personnel Committee, (2) conducting annual performance reviews of the Associate Executive Presbyter (s) and director(s), (3) ensuring annual performance reviews of the rest of the staff, and (4) fulfilling all other duties specified by the Constitution of the Presbyterian Church (USA), and these Standing Rules and the position description.

18. Permanent Judicial Commission

5.11. Permanent Judicial Commission

5.11.1. The Permanent Judicial Commission consists of nine members elected in odd numbered years for six-year terms. The Stated Clerk is an ex-officio member with voice but not vote.

5.11.2. The Permanent Judicial Commission fulfills the responsibilities specified by the Book of Order, and Church Discipline.

19. Nominating Committee

5.12. Nominating Committee

5.12.1. The Nominating Committee consists of nine persons nominated by the Presbytery Council and elected by the presbytery. At the last stated meeting of each year, the Presbytery Council will nominate for election by the presbytery three members to a new class for the Nominating Committee. The membership is divided into three classes with two members from each of the four regions of the presbytery, one member elected at large without regard to region, and with each class consisting of a minister of Word and Sacrament, a female ruling elder, and a male ruling elder. The Executive Presbyter is an ex-officio member with voice but not vote. The Moderator of the Committee on Representation (or designee) is an ex-officio member with voice but not vote.

5.12.2. At the last stated meeting of each year, the committee will nominate for election by presbytery (1) a Presbytery Moderator, Presbytery Vice

Moderator, Moderator of Presbytery Council, Vice Moderator of Presbytery Council, for one-year terms, and (2) members to fill new classes on presbytery committees, commissions, and the Presbytery Council giving consideration to the particular skills, abilities, interests, and experiences needed. Nominations to fill vacancies may be made at any meeting of the presbytery.

- 5.12.3. When making nominations, the committee will ensure the following principles are followed: (1) representation of the broad theological, racial, ethnic, gender, disability, geographical, and generational diversity of the presbytery, and all other inclusivity requirements of the Book of Order (2) competence of nominees in their area of service, (3) willingness of nominees to work in a collaborative and collegial manner, (4) commitment of nominees to the inclusiveness and diversity of the presbytery, and (5) commitment of nominees to the mission of the presbytery and the Presbyterian Church (USA).
- 5.12.4. For purposes of continuity, the Nominating Committee may nominate some persons to serve a second consecutive term on a committee, but ordinarily at least half of the nominated slate for every committee is made up of persons not currently serving on that committee. No person may serve more than six consecutive years on a particular committee. After two terms no person may be reelected to the same committee without a one-year lapse between terms.
- 5.12.5. The committee maintains a referral system to identify qualified and interested persons to serve the presbytery and maintains records of service to ensure adequate rotation.
- 5.12.6. Nominations from the floor are permitted whenever the presbytery conducts an election. However, all nominees shall have agreed to serve and must fulfill the categories of inclusion specified in these Standing Rules. Nominations from the floor must specifically indicate which person nominated by the Nominating Committee is being challenged by the nomination from the floor.
- 5.12.7. A vacancy in the Nominating Committee may be filled by election at any meeting of the presbytery upon nomination by the Presbytery Council.

20. *Young Adult Ministry Committee*

5.13. Young Adult Ministry Committee

- 5.13.1. The Young Adult Ministry Committee shall consist of nine young adults who do not necessarily need to be ruling elders or ministers of Word and Sacrament, though efforts will be made to include both. The Executive Presbyter (or designee) is an ex-officio member with voice but not vote.

- 5.13.2. The committee explores and initiates ministries and events with young adults to deepen their faith, to explore mission interests and opportunities, and to engage in shared learning about faith and service.

21. *Administrative Commissions*

5.14. Administrative Commissions

- 5.14.1. Administrative commissions are elected to consider and conclude matters referred to them by and with the authority of the presbytery in accordance with G-3.0109b including the following matters: (1) ordaining and installing ministers of Word and Sacrament, (2) organizing new congregations, merging congregations, or forming union or federated congregations, (3) visiting congregations or agencies over which presbytery has jurisdiction affected with disorder, inquiring into the trouble, and settling the difficulties, included dissolving a pastoral relationship when specifically authorized, and taking original jurisdiction of a session when the provisions of G-3.0303e are met.
- 5.14.2. Administrative commissions are composed of ruling elders and ministers of Word and Sacrament in numbers as nearly equal as possible and sufficient to accomplish their work. All administrative commissions shall elect from their own membership a moderator and clerk.
- 5.14.3. Administrative commissions for ordaining and installing ministers of Word and Sacrament or conducting a commissioning service for a Commissioned Pastor are nominated by the Moderator of the Committee on Ministry and Executive Presbyter and elected by the Committee on Ministry.
- 5.14.4. Four Regional committees for the consideration of dissolving congregations consisting of nine persons each nominated by the Nominating Committee and elected by the presbytery with members divided into three-year staggered terms. The Executive Presbyter (or designee) is an ex-officio member with voice and vote in each committee. The Four Regional committees are responsible for the implementation of the presbytery Policy on Dissolving Congregations within their region. The Regional committee may constitute an Administrative Commission (of themselves and/or others within their region) to Dissolve a Congregation when it receives its commission for a particular congregation from the Presbytery Council. All other reporting requirements of an Administrative Commission apply to such regionally formed commissions as well. These commissions shall not initiate the dissolution of a congregation without a documented consultation with the congregation and a vote of Presbytery Council. Attention to a viable mission and ministry of the presbytery in that context shall be a central focus for these committees and commissions.

- 5.14.5. Administrative commissions for all other purposes are nominated by the Executive Presbyter, Stated Clerk, Presbytery Moderator, Moderator of the Presbytery Council and Moderator of the Committee on Ministry, and elected by the Presbytery Council or the presbytery at a stated or special meeting.
- 5.14.6. The Stated Clerk reports the names of those elected and the authority assigned to all administrative commissions at the next stated meeting of the presbytery.
- 5.14.7. When administrative commissions complete their work, they report to the presbytery all actions taken by the commissions and request to be dissolved.

22. Investigating Committees and Committees of Counsel

5.15. Investigating Committees and Committees of Counsel

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

23. Commissioners to the General Assembly and Synod of the Sun

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

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

Expenses of synod commissioners are paid by the synod. One half of the expenses of alternates are paid by the presbytery. Limited scholarships for the remaining amount are available.
- 6.5. Commissioners to Synod of the Sun and General Assembly report to the presbytery through the Presbytery Council.

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

7. The Corporation of Grace Presbytery, Inc.

- 7.1. Grace Presbytery is incorporated as a non-profit corporation under the laws of the state of Texas.
- 7.2. The corporation is governed by the Constitution of the Presbyterian Church (USA), the Bylaws of the corporation, and these Standing Rules.
- 7.3. In accordance with the Bylaws and the policies of the Presbytery Council, the management of the affairs of the corporation is vested in a Board of Trustees which shall receive, hold, encumber, manage and transfer property, and facilitate the management of the civil affairs of the corporation in such manner as may be directed by the corporation from time to time. The other duties and authority of the Board of Trustees include:
 - 7.3.1. managing the investments of the presbytery.
 - 7.3.2. ensuring a full financial review is conducted annually in accordance with G-3.0113.
 - 7.3.3. fulfilling the responsibilities of the presbytery concerning property as specified in G-4.02, including the property trust clause in G-4.0203.
 - 7.3.4. receiving title to property on behalf of the presbytery when a congregation is dissolved, when property is donated to the presbytery, or whenever

property of a congregation ceases to be used for the ministry of a congregation of the Presbyterian Church (USA) in accordance with G-4.0204 and G-4.0205.

- 7.3.5. acquiring, managing, supervising, and protecting property owned by the presbytery by taking necessary actions to provide for insurance, maintenance, repairs, payment of taxes, and the satisfaction of other obligations.
 - 7.3.6. disposing of property owned by the presbytery – however, if the property was used for worship purposes the presbytery will decide on the disposition of the property upon recommendation of the Board of Trustees or Presbytery Council. Any proceeds from the sale of property will be determined by policy set by the Presbytery Council or the presbytery.
 - 7.3.7. advising congregations concerning property matters.
 - 7.3.8. approving requests from congregations concerning selling, purchasing, mortgaging, encumbering, or leasing property as specified in G-4.0206 and G-4.0208.
 - 7.3.9. approving loan requests from congregations upon recommendation of the Committee on Ministry.
 - 7.3.10. approving renewals or extensions of existing congregational loans with the same lender.
 - 7.3.11. negotiating the purchase or disposition of property, the leasing of property (including mineral leases), the approval of easements, and the sale of timber.
 - 7.3.12. doing all things necessary to accomplish any transaction directed by the Presbytery Council.
- 7.4. The following are authorized to sign legal documents to execute decisions made by the Board of Trustees or the Presbytery Council: any trustee, members of Administrative Commissions charged with dissolving a congregation, the Executive Presbyter, the Stated Clerk, the Treasurer, the Director of Property and Real Estate, and other staff members designated by the Board of Trustees, Presbytery Council or Executive Presbyter.
 - 7.5. The Board of Trustees consists of the Moderator of Presbytery Council, at least three trustees, but no more than fifteen trustees. Trustees are either ministers of Word and Sacrament or ruling elders. The Corporate Treasurer is the person elected by the presbytery as Presbytery Treasurer. The Stated Clerk is an ex-officio member of the Board of Trustees with voice and vote and also serves as the Secretary of the Board of Trustees. The Executive Presbyter, Presbytery Treasurer, and the Director of

Property and Real Estate are ex-officio members of the Board of Trustees with voice but not vote.

25. Ecumenical Relationships

8. Ecumenical Relationships

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

26. Suspension and Amendment of the Standing Rules

9. Suspension and Amendment of the Standing Rules

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