

Grace Presbytery
Manual of Administrative Operation and Standing Rules
(Implementation January 1, 2026)
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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 includes 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 includes Cooke, Denton, Wise, Palo Pinto, Parker, Tarrant, Erath, Hood and Johnson Counties.
 - 1.4.3 East Region includes 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 includes Somervell, Ellis, Bosque, Hill, Navarro, Mills, Hamilton, McLennan, Limestone, Freestone, Falls, Bell, and Milam Counties.

2. *Presbytery Assemblies*

- 2.1 There shall be a minimum of three stated meetings of the presbytery each year announced no later than November of the prior year. The worship of God shall take place at each stated meeting to benefit the spiritual life of the members of the presbytery and call the presbytery to the service of Jesus Christ in the world. Creative use of the broad possibilities within the Directory for Worship is encouraged.
- 2.2 The Sacrament of the Lord's Supper is authorized by Grace Presbytery for Presbytery Assemblies and shall be celebrated no less than annually. Where possible, the local custom where communion is celebrated will be followed in keeping with the Directory for Worship and installed teaching elder(s) in that setting may preside. Where this is not possible, the Strategic Coordinating Commission shall take the lead in organizing the sacrament.
- 2.3 Special meetings of the presbytery may be called (1) by the Strategic Coordinating Commission, (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 by their own rule. Only business indicated in the call of a special meetings may be transacted at a special meeting.

- 2.4 Notice for presbytery assembly shall be sent at least ten days but not more than 60 days in advance directly to the session of every church and to each minister of Word and Sacrament.¹ The notice gives the purpose of any special meeting. A packet with all business coming before presbytery meetings is posted on the presbytery website at least 6 business days (Monday through Friday) in advance.
- 2.5 If a presbytery assembly 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.
- 2.6 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 Strategic Coordinating Commission is temporarily delegated the authority to act on behalf of Grace Presbytery. This authority shall be reviewed quarterly by the Strategic Coordinating Commission and returned to the presbytery at the first opportunity following such a crisis. This delegation of authority may be revoked at any time by signed petition of a quorum of Grace Presbytery (Defined in Standing Rule 2.10).
- 2.7 Dates and places for stated meetings are approved by the presbytery upon recommendation of the Strategic Coordinating Commission 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.
- 2.8 The docket for presbytery assemblies is prepared by the Stated Clerk and Executive Presbyter, reviewed by the Strategic Coordinating Commission, and proposed to the Presbytery for adoption by the Stated Clerk.
- 2.9 Presbytery assemblies shall conform to the Constitution of the Presbyterian Church (USA) and these Standing Rules.
- 2.10 A quorum for presbytery assemblies 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.
- 2.11 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-third vote of those commissioners present and voting.
- 2.12 The presbytery assembly shall consider and vote on amendments to the Constitution of the Presbyterian Church (U.S.A.) individually, in the form presented to Grace Presbytery

¹ Texas Business Organizations Code Sec. 22.156 requires notice of meetings of at least 10 days but not more than 60 days before.

by the General Assembly. All motions shall be stated in the affirmative, moving to approve the amendments. Advice or recommendations from denominational advisory committees or other bodies within Grace Presbytery may be provided and shall be provided for informational purposes only.

- 2.13 Display space at presbytery assemblies may be requested by ministries of Grace Presbytery, Synod of the Sun, and General Assembly. Displays are for the purpose of information sharing, not fundraising. Presbyterian affinity groups not under the authority of a council of the church espousing particular viewpoints or causes are welcome to have a display table. Their literature shall clearly articulate their distinctive principles or cause. 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

- 3.1 Officers of the presbytery are the Presbytery Moderator, Presbytery Vice Moderator, Strategic Coordinating Commission Moderator, Strategic Coordinating Commission Vice Moderator, Executive Presbyter, Stated Clerk, and Treasurer.
- 3.2 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.
- 3.3 The Strategic Coordinating Commission Moderator and Strategic Coordinating Commission 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. They ordinarily will be drawn from the at-large membership of the Strategic Coordinating Commission. The Strategic Coordinating Commission Moderator and Strategic Coordinating Commission Vice Moderator do not ordinarily serve consecutive terms.
- 3.4 The Stated Clerk and Treasurer are nominated by the Strategic Coordinating Commission, elected by the presbytery for a one-year term from January 1 to December 31, and may serve unlimited consecutive terms.
- 3.5 The Executive Presbyter and Associate Executive Presbyter (s) are called and elected by the following procedure: Strategic Coordinating Commission 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.
- 3.6 The positions of Executive Presbyter, Stated Clerk and Treasurer shall be filled by three different individuals.
- 3.7 The Presbytery Moderator, Presbytery Vice Moderator, Moderator of Strategic Coordinating Commission, Vice Moderator of Strategic Coordinating Commission, and Treasurer are voluntary, unpaid positions. The Stated Clerk, Executive Presbyter, and Associate Executive Presbyter are compensated positions.

- 3.8 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. The Moderator and Vice Moderator of the SCC may temporarily fulfill these roles if circumstances require it.
- 3.9 The Moderator of the Strategic Coordinating Commission presides at SCC meetings and fulfills other duties as specified in the Constitution of the Presbyterian Church (USA) and these Standing Rules. In the absence of the SCC Moderator, the SCC Vice Moderator presides at meetings and fulfills the other duties of the moderator. The Moderator and Vice Moderator of the presbytery may temporarily fulfill these roles if circumstances require it.
- 3.10 The Vice-Moderators of Strategic Coordinating Commission and the Presbytery assist the Executive Presbyter in coordinating the theme and worship life for each presbytery meeting.
- 3.11 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 recommended by the Personnel Committee and approved by the Strategic Coordinating Commission.
- 3.12 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 Strategic Coordinating Commission.
- 3.13 The Stated Clerk oversees the parliamentary, polity, and record keeping functions of the presbytery. The Stated Clerk's office maintains the presbytery's permanent records ensuring the permanent records of presbytery and dissolved congregations are archived at the Presbyterian Historical Society. The stated clerk fulfills the other responsibilities specified in the Constitution of the Presbyterian Church (USA), these Standing Rules and the job description as recommended by the Personnel Committee and approved by the Strategic Coordinating Commission.

4. Membership of Presbytery

- 4.1 Commissioners at presbytery meetings with voice and vote are the following:
- 4.1.1 All ministers of Word and Sacrament on the roll of the presbytery.
- 4.1.2 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.
- 70 members or less: 1 ruling elder commissioner
 - 71 to 200 members: 2 ruling elder commissioners
 - 201 to 1,000 members: 3 ruling elder commissioners

- 1,001 to 2,000 members: 4 ruling elder commissioners
 - 2,001 to 3,000 members: 5 ruling elder commissioners
 - 3,001 members or more: one additional ruling elder for every 1,000 members
 - 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.
- 4.1.3 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 Commission on Ministry of Grace Presbytery but are not otherwise elected as a commissioner from a session.
- 4.1.4 Ruling elder officers of the presbytery and ruling elders elected to any committee, commission, or the Strategic Coordinating Commission during their term of service, but are not otherwise elected as a commissioner from a session.
- 4.1.5 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.
- 4.1.6 Ruling elder Commissioned Pastors currently serving a commission within Grace Presbytery.
- 4.2 The following have voice, but not vote at presbytery meetings:
- One member of a New Worshipping Community registered with a PIN through the Office of the General Assembly.
 - One ruling elder elected from each new church development Steering Committee.
 - Christian educators employed by congregations of Grace Presbytery who are not certified or are not ruling elders.
- 4.2 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 and Commissions*

- 5.1 All committees, boards, administrative commissions, the Permanent Judicial Commission, and the Strategic Coordinating Commission 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.

- 5.2 Each standing committee and commission will have a moderator or co-moderators named from among its membership, nominated by the Nominating Committee, and confirmed by the Strategic Coordinating Commission. Moderators begin service on January 1 each year except as defined elsewhere in these Standing Rules. 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 Strategic Coordinating Commission shall make every effort to represent the diversity of the presbytery.
- 5.3 A quorum for committees, commissions, boards, regional administrative commissions, the Permanent Judicial Commission, the Strategic Coordinating Commission, task forces, ministry teams, work groups, subcommittees, and other organizations is fifty percent plus one of its voting members, unless otherwise specified by these Standing Rules.²
- 5.4 All committees, commissions, boards, administrative commissions, the Permanent Judicial Commission, and the Strategic Coordinating Commission shall report all actions taken at the next stated meeting of the presbytery.
- 5.5 Committees, commissions, boards, and the Strategic Coordinating Commission may appoint temporary work groups for specific tasks such as task forces, ministry teams, work groups, and subcommittees. They report to the body which created them. Committees, commissions, boards, and the Strategic Coordinating Commission 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.
- 5.6 The following commissions and committee report directly to the presbytery: Strategic Coordinating Commission and Board of Trustees as well as Administrative Commission on Property and Real Estate, Commission on Representation, Commission on Preparation for Ministry, Commission on Ministry, Permanent Judicial Commission, and Nominating Committee.
- 5.7 The following report to the presbytery through the Strategic Coordinating Commission: Congregational Vitality Committee, Stewardship and Generosity Committee, Generational Leadership Development Committee, Innovation and Support Committee, Personnel Committee, and Social Justice and Public Witness Committee.
- 5.8 All persons serving on committees, task forces, ministry teams, work groups, subcommittees, and other organizations created by the presbytery that report to the presbytery or a commission of the presbytery shall be composed of ministers of Word and Sacrament on the roll of the presbytery and members of congregations, in numbers as nearly equal as possible.
- 5.9 A commission is empowered to consider and conclude matters referred to it by the presbytery or the SCC. The presbytery or SCC shall state specifically the scope of the commission's powers and any restrictions on those powers. A commission of presbytery

² Texas Business Organizations Code Sec. 22.213 requires a quorum to be a majority.

shall be composed of ruling elders and ministers of the Word and Sacrament in numbers as nearly equal as possible and sufficient to accomplish their work.

- 5.10 Ordinarily no one serves in more than one elected position concurrently except members of the Permanent Judicial Commission, members of the Committee on Representation, Board of Trustees, and as otherwise specified by these Standing Rules.
- 5.11 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.
- 5.12 Ordinarily, no two people from the same immediate family serve on the same committee, commission, task force, ministry team, work group, and other organization created by the presbytery.
- 5.13 Terms of Service:
- 5.12.1 Members of committees, boards, administrative commissions, the Permanent Judicial Commission, and the Strategic Coordinating Commission shall not serve more than two consecutive terms without a year off.
- 5.12.2 New members of presbytery committees, commissions, boards, and the Strategic Coordinating Commission are elected by the presbytery at the last stated meeting each year with service beginning January 1, except new members of the Generational Leadership Development 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.
- 5.12.3 Resignations from committees, commissions, boards, and the Strategic Coordinating Commission should be submitted in writing to the Stated Clerk. Unexcused absence from two consecutive stated meetings of committees, commissions, boards, and the Strategic Coordinating Commission 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. A person removed from such a position must wait one year before being asked to serve again.
- 5.12.4 Vacancies for the unexpired portion of a term are filled from nominations made by the Nominating Committee and election by presbytery. Any person elected will serve until the end of the unexpired term.
- 5.13 In accordance with the requirement of *Robert's Rules of Order Newly Revised* and G-3.0105 of the *Book of Order*, Grace Presbytery, its commissions and committees, may meet electronically, provided that the technology employed allows all members present to hear and be heard simultaneously. This includes joining one or more persons electronically to an otherwise in-person meeting. Attendance and voting can be counted only where the members attending electronically are visibly active on the screen. Voting where some members are attending electronically must be conducted

by non-verbal means for an accurate assessment by the moderator. Those joining by phone must be asked to vote in a roll call manner.

- 5.14 In accordance with *Robert's Rules of Order Newly Revised* and G-3.0105 of the *Book of Order*, committees, commissions, the Strategic Coordinating Commission, task forces, ministry teams, work groups, and other organizations of the presbytery may vote via electronic mail on motions, if the following provisions have been made:
- 5.14.1 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.
 - 5.14.2 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 meeting.
 - 5.14.3 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 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.
 - 5.14.4 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 meeting.

6. *Strategic Coordinating Commission (SCC)*

- 6.1 The SCC serves as the steering team of Grace Presbytery, implementing the strategic initiatives and missional priorities of the presbytery. The SCC functions in (a) a missional mode, working to creating a presbytery-wide culture of Spirit-led willingness to embody God's initiative in all presbytery activity and actions, which, at times, will challenge historical traditions, assumptions and previously accepted operational practices (b) a strategic mode, in relationship with presbytery committees and commissions, working together to ensure that the presbytery's vision and relational ethics align with Jesus' call to seek first the kingdom of God (c) in a fiduciary mode, facilitating the management of the civil affairs of the Corporation of Grace Presbytery serving also as the Board of Trustees of Grace Presbytery Inc.
- 6.2 The ongoing duties of the SCC include:
- 6.2.1 Addressing matters between meetings of the presbytery as may be necessary or assigned.

- 6.2.2 Submitting recommendations to the presbytery concerning the mission of the presbytery.
- 6.2.3 Implementing a method for planning and evaluating the work of the presbytery.
- 6.2.4 Reviewing a docket for presbytery meetings as prepared by the Stated Clerk and Executive Presbyter.
- 6.2.5 Providing worship at presbytery meetings using a different group of persons led by the Vice-Moderators of the SCC and the Presbytery in collaboration with the Executive Presbyter to prepare worship each year.
- 6.2.6 Orienting new commissioners to presbytery meetings in consultation with the Stated Clerk and Executive Presbyter.
- 6.2.7 Reviewing and approving presbytery meeting minutes and SCC minutes as prepared by the Stated Clerk.
- 6.2.8 Monitoring the attendance at presbytery meetings of ministers of Word and Sacrament and ruling elders elected by sessions as commissioners.
- 6.2.9 Reviewing annually the actions of officers who act on behalf of the presbytery.
- 6.2.10 Receive regular reports from the Personnel Committee ensuring the proper operations of the presbytery office.
- 6.2.11 Coordinating the work of the committees and commissions which report to presbytery through the SCC.
- 6.2.12 Proposing an annual budget for adoption by presbytery upon recommendation of the Stewardship and Generosity Committee and arranging for its administration by establishing procedures for receiving and disbursing funds.
- 6.2.13 Communicating with the Synod of the Sun and General Assembly.
- 6.2.14 Receiving and making recommendations to the presbytery concerning proposed overtures to the Synod of the Sun and General Assembly. Such overtures shall be presented to the presbytery in a form to approve the overture. Advice or recommendations from the SCC may be provided and shall be provided for informational purposes only.
- 6.2.15 Promoting the ecumenical life of the presbytery.
- 6.2.16 Receiving reports from representatives to related institutions and reviewing annually the proceedings and actions of all such organizations under the direction of the presbytery.
- 6.2.17 Remaining current on issues of theology and culture that affect the presbytery.
- 6.2.18 Providing support, guidance, and directions for mission to presbytery committees as needed.

- 6.2.19 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.
- 6.2.20 Nominating for election by the presbytery persons to serve as Stated Clerk, Presbytery Treasurer, and vacancies in the Nominating Committee.
- 6.2.21 Appointing standing committee moderators, co-moderators, or vice moderators and appointing administrative commission moderators, co-moderators, or vice moderators (see Standing Rule 5.2).
- 6.3 Membership of the Strategic Coordinating Commission (SCC):
 - 6.3.1 Members of the SCC include six 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 Strategic Coordinating Commission is composed of ruling elders and ministers of Word and Sacrament elders in numbers as nearly equal as possible.
 - 6.3.2 Ex-officio members with voice and vote are the Presbytery Moderator or Presbytery Vice Moderator and the moderators or one co-moderator of those committees that report to the presbytery through the SCC: Congregational Vitality Committee, Personnel Committee, Stewardship and Generosity Committee, Social Justice and Public Witness Committee, Generational Leadership Development Committee, and Innovation and Support Committee.
 - 6.3.3 Committee moderators may annually designate another member of their committee to serve as a voting member of the Strategic Coordinating Commission in their absence.
 - 6.3.4 Ex-officio members with voice but not vote include Moderators of commissions of the presbytery, presbytery staff, Stated Clerk, and Treasurer. If the moderator and/or vice-moderator of the SCC is not a current at-large member of the SCC, they serve with voice but not vote when moderating meetings of the SCC.
 - 6.3.5 Members of the SCC serve concurrently on the Board of Trustees of Grace Presbytery, Inc.
- 6.4 A Special Meeting of the Strategic Coordinating Commission may be called by the Moderator of Strategic Coordinating Commission or by written request of members of the SCC 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 SCC three business days (Monday through Friday) before the meeting. No other business shall be conducted at a special meeting except business stated in the call of that meeting.

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 Grace Presbytery determines to constitute this board of trustees function by its own rule in keeping with G-4.0101 of the Book of Order. The corporation so formed shall have the

following powers: to receive, hold, encumber, manage, and transfer property, real or personal, for and at the direction of the presbytery. Trustees of the corporation may delegate particular property concerns to the Administrative Commission on Property and Real Estate.

- 7.3 The Board of Trustees of Grace Presbytery Inc. consists of the current members of Strategic Coordinating Commission. Matters before the Corporation are to be considered as part of their own dedicated agenda for such purposes but may be addressed within the same stated meeting as the Strategic Coordinating Commission.
- 7.4 The corporation is governed by the Constitution of the Presbyterian Church (USA), the Bylaws of the corporation, and these Standing Rules.
- 7.5 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 ensuring the responsibilities of the presbytery are fulfilled 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 Strategic Coordinating Commission. Any proceeds from the sale of property will be determined by policy set by the Strategic Coordinating Commission 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 Congregational Vitality Committee (CVC).
 - 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 Strategic Coordinating Commission.
- 7.6 The following are authorized to sign legal documents to execute decisions made by the Board of Trustees or the Strategic Coordinating Commission: any trustee, members of the Administrative Commission on Property and Real Estate, the Executive Presbyter, the Stated Clerk, the Treasurer, the Coordinator of Finance and Property, and other staff members designated by the Board of Trustees, Strategic Coordinating Commission or Executive Presbyter.
- 7.7 The elected officers of the Strategic Coordinating Commission serve at the same time as officers of the Corporation. The Corporate President is the person elected by the presbytery as the Moderator of the Strategic Coordinating Commission. The Corporate Vice-President is the person elected by the presbytery as the Vice-Moderator of the Strategic Coordinating Commission. The Corporate Treasurer is the person elected by the presbytery as Presbytery Treasurer. The Corporate Secretary is the person elected by the presbytery as Stated Clerk. Voice and vote for corporate matters is the same as for the Strategic Coordinating Commission.³

8. Administrative Commission on Property and Real Estate

- 8.1 The Presbytery's Administrative Commission on Property and Real Estate is delegated the authority by the presbytery to act on requests referred to it by the Board of Trustees for to sell, mortgage, or otherwise encumber the real property of churches in accordance with the Book of Order (G-4.0204 and G-4.0205). The Presbytery, through its Trustees, will maintain the commission specifying the kinds of requests it empowers this Commission to handle on its behalf and the procedure by which churches can appeal decisions of this Commission to the Presbytery. The ACP accomplishes its work always remembering that, the property of the Presbyterian Church (U.S.A.), of its councils and entities, and of its congregations, is a tool for the accomplishment of the mission of Jesus Christ in the world (G-4.0201).
- 8.2 The ACP concludes matters referred to it and reports their actions to the Trustees and the Presbytery.
- 8.3 This commission shall consist of two members of ISC, two members of CVC, two at-large members of the Trustees and one member of the Stewardship and Generosity Committee. The Executive Presbyter (or Designee), Stated Clerk and Corporate Secretary, and the Coordinator of Finance and Property shall serve as ex-officio members without vote.
- 8.4 The ACP shall be empowered to employ the services of an appropriate attorney as necessary to complete its assigned task(s).
- 8.5 The following congregations of Grace Presbytery exercised the property exemption provision (G-4.0208) at the time of reunion in 1983. These congregations continue to be subject to Chapter 6 of the *Book of Church Order of the Presbyterian Church in the United States* at the time of reunion (1983). As such, these properties are held in trust for

³ Texas Business Organizations Code Sec. 22.231 requires there be a President and Secretary which cannot be the same person.

the use and benefit of the Presbyterian Church (U.S.A.) as they were in the PCUS. In keeping with the PCUS Book of Church Order, this trust clause “shall not be construed to require these particular churches to seek or obtain the consent or approval of any church court above the level of the particular church in order to buy, sell or mortgage the property of that particular church in the conduct of its affairs as a church of the [PCUSA].”

- Dallas: Bentwood Trail, First, Oak Cliff, Preston Hollow,
- Denison, Hyde Park,
- Denton, First,
- Fort Worth, St. Stephen,
- Hamilton, First,
- Hooks, First,
- Kilgore, First,
- Longview: Alpine, Centre, First, St. Andrew,
- Mt. Pleasant, First,
- Paris, First,
- Rockdale, First,
- Sulphur Springs, First,
- Tyler, First

9. Commission on Representation (CoR)

9.1 The Committee on Representation exists to

- guide the presbytery on matters of inclusion, participation, and representation at all levels of church leadership and decision making in accordance with the *Book of Order*;
- advise Presbytery Council concerning diversity in employment of personnel and mid council and church leadership;
- work to support, move, and transform the church from within using a variety of strategies, including data-based storytelling, offering advice and counsel, consulting in brainstorming, and future-visioning processes of the Church; and
- promote the principle of “Unity in Diversity” from the Foundations of Presbyterian Polity (F-1.0403) which is referenced 12 times, including in the nominating process. This repetition emphasizes the committee’s level commitment in the life and witness of the presbytery and the Presbyterian Church.

9.2 The Committee on Representation consists of 3 classes with 3 members in each class representing the broad racial, ethnic, generational, gender, disability, geographical, and theological diversity of the presbytery.

9.3 Members of the committee should:

- be in relationship with the community of Grace Presbytery and the leadership and staffing needs of its committees.

- have an open mind, a sense of humility, listening ears, and be curious about the Church's engagement in the world around them.
- be willing and able to continue to learn and grow through training and education as recommended by the committee.

10. Commission on Preparation for Ministry (CPM)

- 10.1 The CPM consists of 9 members composed of Ruling Elders and Ministers of Word and Sacrament in numbers as nearly equal as possible. The Associate Executive Presbyter is an ex-officio member with voice but not vote.
- 10.2 The duties of the committee include:
- Enrolling inquirers under care of the presbytery
 - Receiving inquirers and candidates from other presbyteries
 - Dismissing inquirers and candidates to other presbyteries
 - Recommending to presbytery inquirers to be approved as candidates
 - Recommending to presbytery the removal of inquirers or candidates from the roll
 - Conducting annual consultations with inquirers and candidates
 - Giving inquirers and candidates permission to take the Bible Content Exam and the standard ordination written examinations
 - In accordance with G-2.0610, propose to the presbytery for $\frac{3}{4}$ vote any waiver of an ordination requirement required under 2.06 except that described in G-2.0607d (ordination exams).
 - In accordance with G-2.0610, propose alternate ordination exam plan for a candidate requiring such exception and submitting such proposal to the presbytery for a $\frac{3}{4}$ vote.
 - Conducting final assessments of candidates seeking ordination
 - Declaring candidates seeking ordination certified ready to receive a call and attesting them in the Church Leadership Connection Portal
 - Granting permission to candidates certified ready to receive a call, who are also ordained Ruling Elders, to preside at the Lord's Table in specific places and times.
 - Approving expenditures from the Karl Travis Scholarship, Candidates Committee Scholarship Fund and the Tom Currie Committee on Preparation for Ministry Racial/Ethnic Scholarship Fund
 - Due to the confidential nature of the care process, respond to inquiries from inquiring presbyteries concerning a candidate's standing with CPM.
 - Recommending to presbytery ordination exam readers as required by the denomination
 - Conducting examinations that include conversation about the nature of the person's call and readiness for ministry as a member of the presbytery, and with questions in the areas of biblical exegesis, theology, polity, worship and sacraments, and sermon preparation for the following:
 - Candidates seeking ordination who have a pending call as a Minister of Word and Sacrament and have fulfilled all constitutional requirements in accordance with the standards established by the presbytery

- ii. Ruling Elders seeking to become Commissioned Pastors who have fulfilled all constitutional requirements in accordance with the standards established by the presbytery

11. Commission on Ministry (COM)

- 11.1 The Commission on Ministry is responsible and provides for the oversight, encouragement, support, and guidance to congregations, Ministers of Word and Sacrament, Commissioned Pastors, and (working with the GLD Committee) Certified Christian Educators in the navigation of processes and fulfillment of requirements, approvals, and authorizations that are associated with ministry roles, relationships, settings, and transitions.
- 11.2 The COM consists of 24 members, equally divided between Ruling Elders and Ministers of Word and Sacrament. The Executive Presbyter, Associate Executive Presbyter, and Stated Clerk are ex-officio members with voice but not vote. The Commission may organize its work in Regional Teams that report back to the whole COM.
- 11.3 Subcommittees/Ministry Teams serving as part of the COM include: Commissioned Pastors, Compensation and Pensions, and Ministerial Rolls.
- 11.4 Committee on Ministry Responsibilities (full committee and/or COM Leadership Team)
 - a. Approve policies as necessary to inform the work of the Region's and the presbytery as related to COM areas of oversight
 - b. Appoint Moderators for church sessions when there is no called or temporary pastor
 - c. Approve severance agreements when pastors leave a church
 - d. Approve terms of call for new calls
 - e. Approve Ordination and/or Installation Commissions for new calls
 - f. Approve Pastors to labor outside and inside the bounds of the Presbytery
 - g. Approve Temporary Pastor and Moderator assignments for the Presbytery as a whole
 - h. Provide training and support for Commissioned Pastors
 - i. Dissolve relationships between churches and pastors
 - j. Dismiss pastors to other Presbyteries
 - k. On an annual basis, establish minimum terms of call for new calls for pastors and Certified Christian Educators for presbytery action
 - l. Make recommendations to the Presbytery Council regarding the need to establish an Administrative Commission in a church
 - m. Maintain the Occasional Supply List
 - n. Appoint a member to serve on the Presbytery Examinations Committee annually
- 11.5 The primary role of Region members is to be in relationship with the churches they serve as liaisons. Liaisons are the primary link between pastoral leaders and congregations and the Committee on Ministry and Presbytery. Liaisons will be in regular communication with their assigned churches. The goal is to be a known "face of the Presbytery" that pastors, sessions, and congregations can go to for assistance.

Actions taken in Regional Meetings are reported to the COM for information only. If necessary due to scheduling constraints, any duty normally delegated to a Region may be referred to and managed by the COM Leadership Team. When doubt exists about a Region's authority or appropriateness to act, the matter shall be referred to the COM or COM Leadership Team. Delegation of duties between the full committee and the Regions may be modified as appropriate by the COM.

Committee on Ministry Region Responsibilities:

- a. Assign liaisons to establish positive working relationships with churches and pastoral leaders
 - b. Approve terms of call within the Region
 - c. Work with congregations to ensure compliance with Minimum Terms of Call and other compensation guidelines
 - d. Assist churches in pastoral/leadership transitions
 - e. Conduct an Exit Interview with pastoral leaders and Certified Christian Educators when they leave a congregation or new worshiping community
 - f. Work with churches to conduct a Mission Study during pastoral transition or at other times as deemed necessary by the Region
 - g. Approve Mission Studies within the Region
 - h. Approve formation of PNC's and APNC's within the Region
 - i. Train and work with Pastor Nominating Committees (PNC's) and Associate Pastor Nominating Committees (APNC's) during the call process
 - j. Approve Ministry Discernment Profiles (MDP's)
 - k. Grant permission to eliminate installed positions
 - l. Work with congregations seeking a Temporary Pastor (Interim, Stated Supply, Occasional Supply with Moderator, etc.)
 - m. Work with congregations desiring to create Parish Associate positions
 - n. Approve contracts between Temporary Pastors and a congregation
 - o. Receive and Dismiss Ministers of Word and Sacrament from/to other presbyteries or denominations.
 - p. Authorize the Administration of the Lord's Supper in settings within the bounds of Grace Presbytery not covered by another council of the church.
 - q. Approve and maintain an occasional pulpit supply list.
- 11.6 Subcommittee on Commissioned Pastors Responsibilities:
- a. Approve training requests for individuals wishing to become a Commissioned Pastor (CP)
 - b. Provide training and support for CP's and CP candidates
 - c. Recommend commissioning for particular pastoral service for CPs to a congregation
 - d. Appoint a member to serve on the Presbytery Examinations Committee annually
- 11.7 Subcommittee on Ministerial Roles Responsibilities:

- a. Maintain contact with and receive annual reports of activities from members of presbytery who are laboring outside the bounds of presbytery
 - b. Validate specialized ministries and maintain records and annual certifications of pastors serving in them
 - c. On an annual basis, review the status of members-at-large within the Presbytery, renewing as appropriate
- 11.8 Subcommittee on Compensations Responsibilities:
- a. On an annual basis, propose to COM minimum terms of call for pastors and Certified Christian Educators
 - b. Review terms of call for new and continuing relationships, recommending approval or disapproval to Regions
- 11.9 After consultation with the congregation and constituency of a particular church (G-3.0303b), the COM may recommend to the Strategic Coordinating Commission that a congregation be dissolved.

12. *Permanent Judicial Commission (PJC)*

- 12.1 The Permanent Judicial Commission of Grace Presbytery fulfills its mandate as outlined in the Church Discipline section of the Book of Order. Per D-1.0301, the purpose of church discipline is:
- To honor God by making clear the significance of membership in the body of Christ;
 - To preserve the purity of the church by nourishing the individual within the life of the believing community;
 - To pursue and reveal the truth;
 - To achieve justice and compassion for all participants involved;
 - To correct or restrain wrongdoing in order to bring members to repentance and restoration;
 - To uphold the dignity of those who have been harmed by offenses;
 - To restore the unity of the church by removing the causes of discord and division; and
 - To secure the just, speedy, and economical determination of proceedings.
- 12.2 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.
- 12.3 The Permanent Judicial Commission fulfills the responsibilities specified by the Book of Order and Church Discipline (Section D).
- 12.4 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.

- 12.5 Investigative Committees and Committees of Counsel 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 Strategic Coordinating Commission or the Presbytery Moderator in accord with Church Discipline.
- 12.6 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.
- 12.7 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 confidentiality 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.

13. *Nominating Committee (NomCom)*

- 13.1 The NomCom fosters an environment of mutual support, shared mission and commitment to diversity and inclusion by nominating individuals to serve, with their permission, on presbytery committees and commissions considering the gifts, interests, and experiences needed to serve in various roles. The COR also nominates the Presbytery Moderator, Vice Moderator, Stated Clerk, and Treasurer for one-year terms.
- 13.2 The Nominating Committee consists of nine persons nominated by the Strategic Coordinating Commission and elected by the presbytery. At the last stated meeting of each year, the Strategic Coordinating Commission will nominate for election by the presbytery three members to a new class for the Nominating Committee from among the broad racial, ethnic, generational, gender, disability, geographical, and theological diversity of the presbytery. The membership is divided into three classes with two members from each of the four regions of the presbytery, one member elected at large without regard to region, and with each class consisting of a minister of Word and Sacrament, a female ruling elder, and a male ruling elder. The Executive Presbyter (or designee) shall be consulted about candidates. The EP is an ex-officio member with voice but not vote.
- 13.3 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 Strategic Coordinating Commission, Vice Moderator of Presbytery Council, for one-year terms, and (2) members to fill new classes on presbytery committees, commissions, and the Strategic Coordinating Commission giving consideration to the particular skills, abilities, interests, and experiences needed. Nominations to fill vacancies may be made at any meeting of the presbytery.
- 13.4 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).

- 13.5 For purposes of continuity, the Nominating Committee may nominate some persons to serve a second consecutive term on a committee, but ordinarily at least half of the nominated slate for every committee is made up of persons not currently serving on that committee. No person may serve more than six consecutive years on a particular committee. After two terms no person may be reelected to the same committee without a one-year lapse between terms.
- 13.6 The committee maintains a referral system to identify qualified and interested people to serve the presbytery and maintains records of service to ensure adequate rotation.
- 13.7 Nominations from the floor are permitted whenever the presbytery conducts an election. However, all nominees shall have agreed to serve and must fulfill the categories of inclusion specified in these Standing Rules. Nominations from the floor must specifically indicate which person nominated by the Nominating Committee is being challenged by the nomination from the floor.
- 13.8 A vacancy in the Nominating Committee may be filled by election at any meeting of the presbytery upon nomination by the Strategic Coordinating Commission.
- 13.9 Members of the Nominating Committee serve concurrently on the Committee on Representation.

14. *Congregational Vitality Committee (CVC)*

- 14.1 The CVC will walk, proactively, alongside congregations to examine and assess congregational health, congregational cultures and norms, trends in attendance and generosity, and financial considerations relative to budgets and facilities. The CVC will also help congregations better understand trends and changes in their communities and consider adaptable approaches to outreach. The CVC will function regionally, having one group per region (North, South, East and West) comprised of members located in the respective regions.
- 14.2 The Congregational Vitality Committee consists of a total of sixteen members. The CVC meets at least quarterly and is divided into Regional Vitality Subcommittees (RVS). The Executive Presbyter and Associate Executive Presbyter are ex-officio with voice but not vote.
- 14.3 Each subcommittee's composition is equally divided between ministers of Word and Sacrament and members of a diverse representation of congregations within that region. The Associate Executive Presbyter (or designee) is an ex-officio member with voice but no vote of all RVSs. The Regional Ministry Associate for their respective region shall be an ex-officio member with voice but no vote for their regional committee. Regions may choose to meet together as seems prudent to their work.
- 14.4 These RVSs are responsible for positive relationships among congregations and a positive relationship of those congregations with presbytery.

- 14.5 The subcommittees are to provide encouragement, oversight, support and guidance to congregations.
- 14.6 The RVs are primarily resourced by the Regional Ministry Associates of Grace Presbytery in collaboration with appropriate other staff as needed.
- 14.7 The duties include overseeing congregations without pastors, resourcing congregations in their mission and ministry, connecting congregations with best practices, and celebrating congregational life in the life of the presbytery.
- 14.8 A regular (as determined by the committee) listening session with the session of each church will be conducted.

15. Stewardship and Generosity Committee (SGC)

- 15.1 The SGC provides financial and budgetary oversight, guidance, and support to Grace Presbytery, the presbytery treasurer, and the financial operations staff. The SGC is responsible for annually preparing the presbytery's budget, keeping committees/commissions aware of the presbytery's shared financial position and monitoring the standing of the presbytery's investments making recommendations to the SCC as needed. The SGC, in concert with the Executive Presbyter, will work to create and maintain a culture of generosity within the presbytery by providing stewardship resources to congregations and increasing congregational financial support of the shared mission of Grace Presbytery.
- 15.2 The Stewardship and Generosity Committee consists of nine members. The following are ex-officio members with voice but not vote: Executive Presbyter (or appointee), Treasurer, and one member appointed by the Board of Trustees.
- 15.3 The committee provides budgetary oversight, guidance, and support to the presbytery, Treasurer, and the financial operations staff.
- 15.4 The committee's duties include:
 - 15.3.1 Soliciting suggestions from presbytery committees and staff regarding their ministry and plans for the future concerning funding needs.
 - 15.3.2 Preparing an annual presbytery budget which best meets the mission priorities established by the presbytery and submitting it through the Strategic Coordinating Commission for adoption by the presbytery during the last stated meeting of each year.
 - 15.3.3 Monitoring the income and expenditures of the presbytery and its committees with respect to the budget and recommending any changes through the Strategic Coordinating Commission to the presbytery.
 - 15.3.4 Reviewing the short-term reserve funds of the operating account and coordinating their investment.
 - 15.3.5 Reviewing the monthly financial reports.
 - 15.3.6 Periodically reviewing presbytery financial policies, procedures, and computer programs for the handling of funds and recommending any changes to Strategic Coordinating Commission.

- 15.3.7 Reviewing the annual audit.
- 15.3.8 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.

16. *Generational Leadership Development Committee (GLD)*

- 16.1 The committee will be responsible for the nurture of faith formation and development of leadership skills of people of all ages in the Presbytery. This work will be accomplished in part by:
 - Connecting Grace Presbytery to organizations within and beyond the larger church which support faith formation and leadership development
 - Implementing Presbytery-wide programs such as camps and retreats for children, youth, and young adults
 - Supporting the development of ministry leaders through hosting Presbytery-wide events and providing event scholarships and resources.
- 16.2 GLD consists of fourteen members. The composition will be determined at the last meeting of the previous year being mindful of teaching elder and member representation.
- 16.3 Functions of Generational Leadership Development Committee:
 - 16.31 To implement and support programs such as retreats, conferences, and mission trips for children, youth, and young adults throughout the Presbytery.
 - 16.32 To equip and resource multi-generational nurture of discipleship and spiritual formation throughout the Presbytery.
 - 16.33 To provide programs and events for leadership training and development for youth and adults.
 - 16.34 To encourage participation in the Presbyterian Youth Triennium and other programs of the larger church.
 - 16.35 To promote and manage scholarship funds for children and youth camps and conferences and scholarships for educational conferences or events for adults, including oversight of distributions received from Prairie Valley Legacy Fund.
 - 16.36 To nurture staff and volunteer Christian educator networking and development.
 - 16.37 To support and encourage the formation and function of collegiate ministries.
 - 16.38 To manage Connections to Larger Organizations to Support Ministry Leaders, including but not limited to:
 - Association of Partners in Christian Education (APCE)
 - Presbyterian Association of Musicians (PAM)
 - Office of Christian Formation
 - Presbyterian Older Adult Ministry Network (POAMN)
 - UKirk
 - Presbyterian Youth Workers Association

16.39 To implement Leadership Events, such as current cohort model and stand alone educational offerings

16.40 To oversee Resource Center and Other Shared Congregational Resourcing

17. *Innovation and Support Committee (ISC)*

17.1 The Innovation and Support Committee exists to foster space where new ministries in Grace Presbytery can be cultivated and nurtured in their various shapes and forms. The ISC is committed to supporting the leaders of these new ministries by connecting them to training, assessments, coaching, and grants. Additionally, the ISC works to support existing congregations and communities, and their leaders, as they discern new ways forward in their unique and contextual ministries through grants and thoughtful connection to our various ministry partners. The ISC strives to be a team that can help the whole of Grace Presbytery move toward a hopeful future of innovative, sustainable and vibrant ministry.

17.2 The ISC 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.

17.3 The Disaster Response Team is a subcommittee of the ISC.

17.4 The Committee steers grant processes to support new ministries and congregations through the following grants: 1001 NWC Program Grants, New Ministry Initiative Grants, Small Church Need Grants, Congregational Vitality and Support Policy Grants and Emergency Grants.

17.5 The committee approves expenditures from the Mission Outreach Fund.

17.6 The committee oversees and supports new church developments, fellowships, new worshiping communities, and other partnerships created by the presbytery.

17.7 The committee provides support to the churches of the presbytery throughout the lifecycle of a congregation – birth, vitality, and decline.

18. *Personnel Committee (PC)*

18.1 The PC recommends to SCC personnel policies, job descriptions, and a method of annual performance review of all staff. The PC also makes recommendations to the SGC regarding compensation of presbytery staff. When necessary, the PC also recommends nominees to the SCC to fill the presbytery positions of Stated Clerk and the Treasurer. The PC conducts annual reviews of the Executive Presbyter and Stated Clerk, as well as insuring that all open positions are advertised throughout Grace Presbytery and an open search is conducted prior to filling any position to implement the presbytery's commitment to inclusiveness. Above all else, the PC shall work in conjunction with the Executive Presbyter to promote a culture which exudes the values transparency, self-differentiation, grace, accountability and joy in the presbytery office and among the staff.

18.2 The Personnel Committee consists of six members: three current at large members of the Strategic Coordinating Commission elected by the Strategic Coordinating Commission 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.

- 18.3 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 Strategic Coordinating Commission 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) ensuring 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.
- 18.4 Compensation for the positions of Executive Presbyter, Stated Clerk, and Associate Executive Presbyter (s) is recommended by the Strategic Coordinating Commission 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.
- 18.5 The Executive Presbyter is responsible for (1) hiring and terminating coordinators, consultants, support staff and temporary employees after consultation with the Personnel Committee, (2) conducting annual performance reviews of the Associate Executive Presbyter (s) and coordinator(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.
- 18.6 All conditions for separation for installed clergy shall be compatible with the provisions of the Book of Order. All matters regarding staff separation shall be documented in writing by the Executive Presbyter with copies to the Personnel Committee. The reasons for termination shall be furnished in detail. All records regarding the proposed discharge of a Presbytery staff person shall be treated with strict confidentiality.

19. *Social Justice and Public Witness Committee (SJPW)*

- 19.1 The Social Justice and Public Witness Standing Committee exists to share the Good News for the common good by
 - Facilitating and empowering Grace Presbytery churches and their partners, through education, advocacy, and financial support for social justice and public witness work and community engagement to love and meet the needs of our most vulnerable neighbors;
 - Elevating, promoting, inspiring, and nurturing the Church's public witness for justice and love through deep connections and coalitions using the guidelines set forth in Book of Order W-5.0304
- 19.2 The Social Justice and Public Witness Committee consists of 12 members representing the broad racial, ethnic, generational, gender, disability, geographical, and theological diversity of the presbytery.
- 19.3 Members of the committee should:
 - show evidence of awareness and action of doing social justice work as public witness to the world and/or persons should represent a marginalized identity.
 - have qualities of a theological thinker, organizer, and/or community engager.

- have an open mind, a sense of humility, listening ears, and be curious about the world around them.
- be willing and able to continue to learn and grow through training and education as recommended by the committee.

20. *Ad Hoc Administrative Commissions (ACs)*

- 20.1 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 the Word and Sacrament; (2) examining and receiving into membership ministers of the Word and Sacrament seeking admission to presbytery, including approval of terms of call and commissions for ordination and installation; and receiving candidates under care; (3) developing immigrant fellowships, organizing new congregations, merging congregations, or forming union or federated congregations (G-5.05); (4) visiting congregations, or agencies over which they have immediate jurisdiction reported to be affected with disorder, and inquiring into and settling the difficulties therein, except that no commission of a presbytery shall be empowered to dissolve a pastoral relationship without the specific authorization by the designating body (G-2.0901); (6) making pastoral inquiry into persons accused of sexual abuse of another person (D-10.0401c) when jurisdiction in a judicial proceeding against such persons has ended due to death or renunciation of the accused; such inquiries shall not be understood as judicial proceedings but shall seek to reach a determination of truth related to the accusation and to make appropriate recommendations to the designating council.
- 20.2 Administrative commissions are composed of ruling elders and ministers of Word and Sacrament in numbers as nearly equal as possible but no less than 3 total. The number on the commission shall be sufficient to accomplish their work. All administrative commissions shall elect from their own membership a moderator and clerk.⁴
- 20.3 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 Commission on Ministry and Executive Presbyter and elected by the Commission on Ministry.
- 20.4 Administrative commissions for all other purposes are nominated by the Executive Presbyter, Stated Clerk, Presbytery Moderator, Moderator of the Strategic Coordinating Commission and Moderator of the Commission on Ministry, and elected by the Strategic Coordinating Commission or the presbytery at a stated or special meeting.
- 20.5 The Stated Clerk reports the names of those elected and the authority assigned to all administrative commissions at the next stated meeting of the presbytery.
- 20.6 A commission shall keep a full record of its proceedings and shall submit that record to the presbytery for incorporation into its records. Actions of a commission shall be regarded as actions of the council or councils that created it.

⁴ Texas Business Organizations Code Sec. 22.218(b) requires that all committees of this type shall have more than 2 members.

- 20.7 Grace Presbytery may rescind or amend an action of its administrative commission(s) in the same way actions of the presbytery are modified.
- 20.8 When administrative commissions complete their work, they report to the presbytery all actions taken by the commissions and request to be dissolved.

21. *Commissioners to the General Assembly and Synod of the Sun*

- 21.1 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.
- 21.2 Criteria for commissioners include knowledge of and experience serving in the mission of the presbytery.
- 21.3 Alternates are the primary pool of candidates for nomination as commissioners to the next meeting of the General Assembly or synod.
- 21.4 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.
- 21.5 Commissioners to Synod of the Sun and General Assembly report to the presbytery through the Strategic Coordinating Commission.

22. *Ecumenical Relationships*

- 22.1 Ecumenical Relationships are relationships, working agreements, or cooperative endeavors with denominations or religious groups beyond the Presbyterian Church (USA).
- 22.2 Ecumenical Relationships are coordinated and supervised by the Strategic Coordinating Commission, or those persons or committees designated by the Strategic Coordinating Commission.

23. *Suspension and Amendment of the Standing Rules*

- 23.1 These Standing Rules may be temporarily suspended at any meeting of the presbytery by a two-thirds vote of the commissioners present and voting. The period of time for suspension shall be specified.
- 23.2 These Standing Rules may be changed or amended at any meeting of the presbytery by a two-third vote of the commissioners present and voting when advanced notice as required by these Standing Rules has been given to the presbytery.