



THE PRESBYTERY OF
Los Ranchos

THE STANDING RULES

OF

The Presbytery of Los Ranchos

COMPLETE REVISION

APPROVED MAY 17, 2008

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STANDING RULES FOR THE PRESBYTERY OF LOS RANCHOS

SYNOD OF SOUTHERN CALIFORNIA & HAWAII

{Throughout this document, “Vision Manual,” “Vision for Mission,” etc. are used as “place holders” until such time as The Odyssey Group completes its work and the presbytery adopts whatever recommendations and documents are proposed for governing the presbytery. At that time, appropriate wording will be inserted and deleted as EDITORIAL REVISIONS—including references to supporting documents & procedures such as Policy Manuals, Administrative Manuals, Personnel Policies, etc..}

1.0 GENERAL PROVISIONS

1.1 Standing Rules and Constitution

This document shall be known as the Standing Rules of the Presbytery of Los Ranchos, a California Corporation. This Presbytery is an entity of the Presbyterian Church (U.S.A.) (Hereinafter known as the PCUSA). These Standing Rules were adopted by The Presbytery of Los Ranchos on May 16, 2009. The Presbytery of Los Ranchos shall be governed by the Constitution¹ of the PCUSA and, as consistent with that constitution, by these Standing Rules. It is the intent and purpose of these Standing Rules to avoid repetition of provisions of the Constitution.

1.2 Geographical Definition

The Presbytery of Los Ranchos, organized January 4, 1968, is an organizational unit and governing body of the Presbyterian Church (USA) realized by the convocation of all ministers and elder members representing churches and ministries in the County of Orange, California and in those portions of the County of Los Angeles, California described as follows: Commencing at the intersection of the Pacific Ocean and the westerly city limits of Long Beach; then along the westerly city limits of Long Beach, Compton, Lynwood, South Gate, Huntington Park and Vernon; then easterly along the northerly city limits of Vernon to the Los Angeles River; then northerly along the Los Angeles River to Alhambra Avenue; then easterly along Alhambra Avenue to Daly Street; then southerly along Daly Street to Mission Road; then northeasterly along Mission Road to Valley Boulevard; then easterly along Valley Boulevard to Indiana Street; then southerly along Indiana Street to Medford Street; then easterly along the southerly city limits of Los Angeles to the westerly city limits of Monterey Park; then southerly and easterly along the city limits of Monterey Park to Pomona Boulevard; then easterly and southerly along the northerly and easterly city limits of Montebello to the Whittier Narrows Dam; then easterly along the Whittier Narrows Dam to the San Gabriel River; then northerly along the San Gabriel River to the crest of the Puente Hills; then southeasterly along the crest of the Puente Hills (including all of the City of La Habra Heights) to Fullerton Road; and then southerly along Fullerton Road to the Orange County line; And including Catalina Island.

1.3 Responsibilities. (Reference the Book of Order ON PRESBYTERIES.)

As a corporate expression of the church consisting of all the churches and ministers of the Word and Sacrament within the area defined in section 1.1 of these Standing Rules, The Presbytery of Los Ranchos is responsible for the mission and government of the PCUSA churches throughout its geographical district. It therefore has the responsibilities and powers as defined in the Constitution, including the power to delegate any power so permitted by the Constitution.

¹ The “Constitution” consists of Part I, The Book of Confessions and Part II, The Book of Order.

41 **2.0 MEMBERSHIP**

42 **2.1 Membership of Presbytery**

43 The members of the Presbytery of Los Ranchos shall be 1) all Ministers of the Word and Sacrament
44 (including honorably retired and members-at-large) on the active rolls of the presbytery; 2) commissioned
45 lay pastors, 3) elder commissioners elected by sessions of the churches of this presbytery (in accordance
46 with 2.2) and 4) all persons certified by organizations as provided for in the constitution (but without
47 vote).

48 **2.2 Elder Members**

49 a) Each church shall be represented by elder members commissioned as provided for in the Form of
50 Government:

51 Churches with membership up to 500 shall have one elder member representative:

52 501 to 1,000 : 2 elders

53 1,001 to 1,500 : 3 elders

54 1,501 to 2,000 : 4 elders

55 2,001 to 3,000 : 5 elders

56 Above 3,000 members, there shall be an additional elder representative for each 1,000 additional
57 members.

58 b) In addition, elders elected to or serving on Council and Trustees shall be named as commissioners;

59 c) Additional elder members may be commissioned by sessions of churches identified by presbytery
60 if an annual January determination by the Stated Clerk indicates that the number of resident and
61 able-to-attend Ministers of the Word and Sacrament members exceeds the number of elder
62 commissioners identified in “a” and “b”. The following process will be used to identify such
63 sessions and to redress any imbalance:

64 One additional ruling elder commissioner shall be added from each congregation in descending
65 order of the congregations’ membership until balance is achieved.

66 d) The Stated Clerk shall notify sessions of the total number of their elder commissioners on or
67 before the first presbytery meeting of the year, with all elder commissioners seated February 2 to
68 February 1 of the following year. The Stated Clerk shall report this information to the first presbytery
69 meeting of the year. Notification of additional commissioners shall include a request that churches
70 give consideration to representational concerns. (G-4.0403)

71 **2.2.1 Elder Representation**

72 a) Each church session is invited to commission an elder or elders as members of presbytery
73 as described above.

74 b) Elder members of presbytery shall normally be elected and commissioned for a term of
75 one year. [Sessions may elect “rotating commissioners” (different elder for each
76 meeting) provided they so indicate when informing the presbytery of commissioners].

77 c) Elder members of presbytery shall be enrolled by written notice from the session to the
78 Stated Clerk of the name of the commissioner and of the alternate commissioner,
79 complete with mailing address, **email address**, and telephone number.

80 d) If an elder commissioner is unable to attend a specific meeting, the alternate may attend,
81 OR session may elect another elder to attend as alternate, provided presbytery is notified
82 prior to the meeting of presbytery.

83 2.3 Corresponding Members

84 Presbyters (Ministers of the Word and Sacrament or elders) in good standing in other governing bodies,
85 who are present at any meeting of the presbytery, may be invited to sit as *corresponding members*, with
86 voice but without vote.

87 2.4 Ministers

88 Active members are expected to attend all Stated Meetings of presbytery. Ministers should avoid
89 business and personal time conflicts with presbytery Stated Meetings.

90 3.0 THE CORPORATION

91 3.1 Corporation

92 The presbytery shall be incorporated under the laws of the State of California to enable it to:

- 93 a) Receive, hold, encumber, manage and transfer such property and assets as may come under its
94 jurisdiction.
- 95 b) Manage its corporate business affairs as presbytery may direct from time to time.

96 3.2 Members

97 Members of the corporation of Los Ranchos Presbytery shall consist of the members of the presbytery.
98 [7.1] *{ed note: see G-8.0202 for this and following section}*
99

100 3.3 Board of Trustees

101 There shall be a “Board of Trustees” of the presbytery, properly constituted according to civil
102 requirements and elected by the corporation. The roles, responsibilities, and terms of the Board may be
103 incorporated into the work of an administrative body of the presbytery according to the following
104 provisions:

105
106 **3.3.1 Membership.** The Board shall consist of twelve members, nominated by the Nominating
107 Committee and elected by the members of the corporation, up to six of whom shall be Ministers of the
108 Word and Sacrament. Elder members of LRP churches, if not members of presbytery, become members
109 by reason of election to the board. The corporation shall elect the President and Treasurer upon
110 nomination by the Trustees.

- 111 a) The president of the corporation shall be the moderator of the Board.
- 112 b) The Stated Clerk of the presbytery shall be the Corporate Secretary, ex officio, without vote.

113 **3.3.2 Responsibilities.** The board shall be responsible for securing and maintaining corporate and not
114 for profit status and for serving as the legal/fiduciary agent of the corporation in civil matters. These
115 include, but are not limited to a) holding title to property, b) oversight of the financial integrity of the
116 corporation; c) examining and making recommendations of all instruments involving legal transactions
117 requiring presbytery approval; d) signing all legal documents necessary to implement presbytery
118 decisions, e) securing legal counsel as necessary. The President and Corporate Secretary shall sign all
119 legal documents unless otherwise provided for by specific action.

120 3.4 TERMS OF OFFICE

121 Officers and directors hold office for their designated term (normally three consecutive years, six
122 consecutive years maximum) and until their successor is elected.

123

124 **4.0 PRESBYTERY GATHERINGS**

125 4.1 **PRESBYTERY GATHERINGS**

126 The Presbytery of Los Ranchos shall gather four times a year, normally in February, May, September, and
127 November.

128 4.1.1 **Location.** Gatherings shall be held on a rotating basis at sites deemed suitable by the Council.
129 Presbytery shall reimburse the host site for use of space. Participants shall share in the cost of a catered
130 dinner.

131 4.1.2 **Schedule.** Gatherings shall normally be built around the following suggested timeframe:
132 3 Hour **Open Space.** Organized by the Strategic Coordinating Team of Council. Affinity groups,
133 activities, ceremonies, mission teams, ethnic ministries, conversations (formal and informal), prayer,
134 discernment, theological speakers, discussion, partnerships, learning opportunities in plenary, breakout
135 and workshop environments. Activities may be organized by any group recognized by Council or by
136 individuals if function is approved by Council. Multiple options will be provided at each meeting. A
137 schedule of events and activities shall be posted on the presbytery's web site at least two weeks prior to
138 the gathering and updated regularly.

139 1 ½ Hour **Meal and Worship** Common meal; catered; at cost. Worship provided through Council
140 2 Hour **Stated (Fiduciary) Meeting:** Only Presbytery Pastor's Report and action items of business (i.e.
141 examining candidates, retirements, vote on amendments, equalize commissioners, elections, budgets,
142 property/loans, receiving reports, session records, honorable retirements, formalizing partnership
143 agreements, challenged pastoral dissolutions, dissolutions of congregations, organize congregations, set
144 per capita, merge congregations, change by-laws, create policies.)

145 4.1.3 **Stated Meetings**

146 The docket for Stated Meetings of the presbytery shall be established by Council and posted on the
147 presbytery website and the date, time, and location for the next meeting shall be included at the end of
148 each docket.

149 4.2 **Adjourned Meetings**

150 Adjourned meetings may be held as presbytery (or its Council) determines the need. (Robert's Rules of
151 Order, current edition)

152 4.3 **Special Meetings**

153 Special meetings of presbytery may be called according to the provisions of the Constitution or by the
154 Moderator of presbytery in consultation with the Council. Paper and/or electronic notice of a special
155 meeting shall be sent not fewer than ten days in advance to each minister, commissioner, and to the
156 session of every church in the presbytery.

157 4.4 **Documents**

158 The docket and all papers related to items to be voted on are to be established by Council and
159 electronically communicated to commissioners and/or posted on the web site at least seven days prior to
160 the meeting. Items for action received late must be treated as New Business.

161 **4.5 Quorum**

162 One fifth of the membership shall be required for a quorum at any stated meeting of the presbytery. At
163 special meetings of presbytery, a quorum shall be twelve minister members and twelve elder members,
164 provided that at least six churches total are represented. If challenged, a quorum must be registered and
165 present.

166 **4.6 Worship**

167 Each Stated Meeting of presbytery shall be opened and closed with prayer, and worship shall be provided
168 by Council during the Gathering or immediately preceding the Stated Meeting.- The Sacrament of the
169 Lord's Supper shall be celebrated at least annually.

170 **4.7 Minutes**

171 Council shall read, correct and approve the complete minutes of the Stated Meeting at the first meeting of
172 Council following the Stated Meeting. The Stated Clerk is responsible for creating the minutes and shall
173 summarize the meeting online, and shall, when requested, provide members of presbytery the complete
174 minutes.

175 **5.0 OFFICERS AND STAFF**

176 **5.1 Positions**

177 The principal officers of the presbytery as an ecclesiastical organization shall be a moderator, a
178 moderator-elect, and a Stated Clerk. The presbytery staff shall include Presbytery Pastor/Head of Staff
179 (hereinafter "Presbytery Pastor") and such other exempt and non-exempt personnel as shall be determined
180 from time to time by the presbytery.

181 **5.2 Officer Election, Terms, Duties**

182 **5.2.1 Moderator**

183 The Moderator of presbytery shall ordinarily assume that role after having served as Moderator-elect and
184 been elected by presbytery and shall be installed at the first Stated Meeting of the calendar year.

185 She or he shall moderate presbytery in accordance with the current Book of Order and the current
186 Robert's Rules of Order. The Moderator normally moderates ordinations and installations and shall serve
187 as Vice-Moderator of Council.

188 **5.2.2 Moderator-Elect**

189 The Moderator-Elect of presbytery shall be elected by presbytery for a term of one year at the last stated
190 meeting of the calendar year and installed at the first stated meeting of the new year. The Nominating
191 Committee shall nominate a candidate for the position of Moderator-Elect. Nominations from the floor
192 require prior consultation with, and agreement by, the proposed nominees.

193 The Moderator-Elect shall perform the functions of the Moderator when requested by the Moderator or if
194 the Moderator is unable to serve. If the Moderator ceases to be a member of the presbytery, the
195 Moderator-Elect shall serve as Moderator and be eligible to be elected as Moderator the following year.
196 If the Moderator-Elect replaces the Moderator or is otherwise unable to complete their term, the
197 presbytery shall elect another Moderator-Elect.

198 5.2.3 Rotation

199 Ordinarily, the positions of Moderator and Moderator-elect shall rotate among Ministers of the Word and
200 Sacrament and elders.

201 5.2.4 Stated Clerk

202 The Stated Clerk is the primary ecclesiastical officer of presbytery. He or she shall normally be elected at
203 presbytery's last Stated Meeting of the year for a term of up to three years to begin the first day of January
204 following the election. If the Stated Clerk also is elected to serve in an executive staff position, the terms
205 of the positions shall be coterminous. The Stated Clerk must be an ordained elder or Minister of the Word
206 and Sacrament.

207 5.2.4.1 Responsibilities

208 The responsibilities of the office of the Stated Clerk shall be those set forth in the Constitution and in the
209 personnel policies of the presbytery including maintenance of all official documents and current, master
210 copies of Standing Rules, Policies and Procedures, and The Odyssey Group Report.

211 The Stated Clerk also shall perform such additional duties as may from time to time be assigned by the
212 presbytery, its appropriate committees, or the Presbytery Pastor.

213 5.2.4.2 Minute Clerk

214 The presbytery may appoint or contract with a minute clerk to assist the Stated Clerk in taking and
215 creating minutes for presbytery, Council and the Committee on Ministry (or its equivalent).

216 5.2.5 Treasurer

217 The presbytery's Treasurer may be a volunteer or paid position and shall be elected by the Corporation.

218 Responsibilities:

219 a) To consult with the appropriate presbytery body in the preparation of the ecclesiastical budget and
220 in recommending the per capita apportionment needed to support this budget;

221 b) To be an ex-officio member of the presbytery body responsible for budgets.

222 c) To sign checks, review bank reconciliations, provide for annual audit, and such other duties as
223 provided for in the Personnel Manual or assigned by Committee on Staff Relations.

224 5.2.6 Officer Vacancies

225 a) Any officer vacancy created through any cause shall be filled by election procedures as stipulated
226 in these Standing Rules.

227 b) When the Stated Clerk is unable to fulfill her or his duties, the Moderator of presbytery, with
228 Council concurrence, shall appoint a temporary Stated Clerk to fulfill those responsibilities.

229 5.3 Staff Election, Terms, Duties

230 The Committee on Staff Relations shall, from time to time, recommend to the presbytery, through
231 Council, the need for specific exempt and non-exempt staff positions. When doing so, they shall present
232 a staffing rationale, position description for each specific position, and a financial impact statement
233 indicating the effect on the appropriate budget(s). Once approved by presbytery, these positions shall
234 continue until such time as the Committee on Staff Relations and/or Council recommends, and presbytery
235 approves, modifications or elimination.

236 **5.3.1 Presbytery Pastor**

237 The Presbytery Pastor shall be the chief administrator, Head of Staff, and pastor for the presbytery, and
238 shall be accountable to the presbytery, through the Council, for the implementation of presbytery mission
239 as well as matters of strategy, program, and allocation of resources. The Presbytery Pastor shall provide
240 other staffing services as set forth in the Manual of Administrative Operations or assigned by Council or
241 The Odyssey Group Report and shall be responsible (in consultation with Committee on Staff Relations)
242 for employing and terminating the employment of non-exempt staff.

243 The Presbytery Pastor shall be called and elected by secret ballot following nomination by a special
244 nominating committee elected by presbytery in accordance with the call for diversity in the Constitution,
245 the provisions of the Manual of Administrative Operations, and, when required, in consultation with
246 synod. A two-thirds vote shall be required for election and issuance of a call. The Presbytery Pastor shall
247 be installed for a definite term.

248 **5.3.2 Other Presbytery Staff**

249 The presbytery may employ exempt and non-exempt staff as required to fulfill the connectional,
250 supportive, and missional responsibilities of presbytery as determined through staffing rationales and The
251 Odyssey Group Report.

252 All staff shall be governed by the personnel policies administered by the Committee on Staff Relations.

253 **5.4 Staff Vacancies**

254 Staff vacancies, other than the position of Presbytery Pastor, shall be filled in accordance with presbytery
255 personnel policies and Manual of Administrative Operations..

256 **6.0 ORGANIZATION**

257 **6.1 Organizational Components**

258 To facilitate proper discharge of its various functions, presbytery is organized with the following
259 components:

260 ✓ Council

261 ✓ Corporation (Board of Trustees)

262 ✓ Nominating Committee

263 ✓ Committee on Staff Relations

264 ✓ Such program, mission, and administrative groups as the presbytery shall from time to time
265 determine are necessary to carry out its vision for mission and the requirements of the Form of
266 Government.

267 **6.2 Election And Terms: Council, Committees, and Corporation Members**

268 **6.2.1 Terms of Office**

269 The term of office for elected members of the Council, any standing committees, and for the Board of
270 Trustees shall be three years and/or until reelected or their successor shall be elected. In each instance,
271 membership shall be divided into three approximately equal classes, with one class to be elected each
272 year.

273 6.2.2 Limitations

274 No person on the Council, on the Trustees, or on a presbytery standing committee, shall serve in that
275 capacity for more than six consecutive years. Any person having served six consecutive years shall be
276 ineligible for another term in the same office until at least one year has elapsed. Ordinarily a member of
277 presbytery shall serve on only one standing committee at a time.

278 Program, mission, and administrative groups created or validated to fulfill particular presbytery strategies
279 are not subject to the limitations of 6.2.1 or 6.2.2.

280 6.2.3 Elections

281 Annual elections shall be held at presbytery's last stated meeting of the year. Terms of office shall begin
282 on the first day of January next following election (or, where applicable, when installed).

283 Persons may be elected at other times of the year in order to fill vacancies and shall take office as soon as
284 elected.

285 6.2.4 Advisory Membership on Presbytery Committees

286 Any committee of presbytery may enlarge its membership for advisory purposes by co-opting members
287 without vote. Such co-opted members do not have to be ordained.

288 6.2.5 Absenteeism

289 If a member is absent from three consecutive meetings of the Council or a standing committee, or 5 or
290 more meetings in a given year, that group may declare the position vacant and request election of a person
291 to fill the unexpired term.

292 6.2.6 Quorum

293 The quorum for the Council, the Trustees, and standing committees of the presbytery shall be one half the
294 membership unless otherwise stipulated in these Standing Rules.

295 6.3 Delegated Powers

296 Powers delegated by presbytery to a program, mission, or administrative group may NOT be delegated to
297 another body.

298 7.0 COUNCIL

299 Moderator and Moderator Elect of Presbytery, most recent former Moderator of Presbytery, Presbytery
300 Pastor, Executive Staff (non voting), nine at large members nominated by the Nominating Committee and
301 elected by presbytery, one person from each Council Team (three), and Moderator of Staff Relations.

302 The nine at large members will serve rotating, three year terms and may be elected to second terms but
303 may not serve more than six consecutive years, with at least two years off Council before being eligible
304 for election again.

305 7.1 Powers

306 Council serves as the primary leadership body of the presbytery. Its functions include:

- 307 a. Provides preliminary study, recommendation, and planning of strategic missions and
308 fulfilling presbytery's commitment to developing healthy, missional congregations;
- 309 b. Oversees fiduciary responsibilities of presbytery;

- 310 c. Aligns presbytery life to its Vision for Mission;
311 d. Evaluates presbytery effectiveness and faithfulness;
312 e. Designs Presbytery Gatherings;
313 f. Calls special meetings of the presbytery.
314 g. Names Moderators of Council Teams
315 h. Nominates new members of the Nominating Committee for Presbytery election.
316 i. Brings Proposed Amendments from GA to presbytery—reviews and recommends action to
317 Presbytery regarding overtures from Sessions to GA.
318 j. Negotiates and arbitrates processes, responsibilities, and functions of other groups and
319 committees

320 Council is empowered to fulfill all functions charged to it by the Constitution, Standing Rules, and Vision
321 for Mission—or delegated to it by presbytery.

322 Acting between meetings of presbytery, it shall act as a commission having all delegated powers
323 permitted by the Constitution, with the provision that such actions shall be reported at the next meeting of
324 presbytery. The right of administrative review is reserved to the presbytery.

325 **7.2 Moderator**

326 The immediate past Moderator of Presbytery shall be the Moderator of Council. If the Moderator of
327 Council is unable to moderate or unavailable to moderate, the Moderator of Presbytery shall moderate. If
328 both the immediate past Moderator of Presbytery and the Moderator of Presbytery are unable to moderate,
329 the Council shall elect a Moderator from among its members for the period of the meeting.

330 **7.3 Reports**

331 The Council shall report all business transacted by Council via the website and also through the Omnibus
332 Motion presented at each stated meeting of presbytery.

333 **7.4 Docket Committee**

334 The Moderator and Moderator-Elect of Presbytery, the Presbytery Pastor and Stated Clerk, and two
335 members of Council elected by Council shall constitute the Docket Committee. Its responsibility is to
336 expedite the work of Council by setting the docket for the Council and recommending the docket for the
337 Stated Meeting portion of Presbytery Gatherings. It may provide advisory recommendations to Council
338 on matters coming before Council

339 The Docket Committee is also empowered to name a Committee of Counsel, appoint an Administrative
340 Commission or Investigating Committee, and to contract for legal services on behalf of the presbytery
341 when time constraints so demand it is in the best interests of the presbytery to do so, provided such
342 actions are reported to Council electronically as soon as convenient and appropriate and reported at the
343 next meeting of Council and/or presbytery.

344 **7.5 Meetings**

345 Council shall normally meet six times per year at a working dinner. It shall meet four times within 25
346 days prior to the Stated Meeting of presbytery and twice a year at days of its choosing to focus on the
347 Generative work of the presbytery.

348 Special Meetings. The Moderator of Council may convene special meetings of Council and shall convene
349 a special meeting of Council at the request of any four members of Council representing not fewer than
350 three churches. Notice of such meetings must be provided all members at least five days prior to the
351 meeting.

352 **7.6 Open Meetings**

353 Council shall follow the open meeting policies of the denomination, reserving the right to go into
354 executive session as necessary for personnel or legal reasons, or for reasons related to the strategic best
355 interests of the presbytery.

356 **8.0 BUDGETS**

357 **8.1 Presbytery Budgets**

358 The Council shall present budgets to presbytery. These include a General Mission Budget and an
359 Ecclesiastical Budget (the latter supported through per capita apportionment).

360 **8.2 General Mission Budget**

361 **8.2.1 Preparation**

362 The General Mission Budget shall be prepared by the Trustees under the oversight of Council, and in
363 consultation with the appropriate mission/administrative group(s), from requests for support of the
364 mission needs of presbytery submitted by the various program, mission, partnership, network, and
365 administrative groups of presbytery. The General Mission Budget is based on the presbytery portion of
366 Shared (Unified) Mission giving and designated contributions.

367 **8.2.2 Budget Adoption**

368 The presbytery shall adopt a General Mission Budget after consideration of Council recommendations.
369 Ordinarily, the final form (second reading) of this budget will be adopted by presbytery no later than the
370 final Stated Meeting of the year and finalized by presbytery when mission pledges from congregations
371 have been received.

372 **8.2.3 Shared (Unified) Mission Remittances**

373 All contributions for the Shared (Unified) Mission of the PCUSA shall be sent to presbytery for
374 distribution to the appropriate governing bodies. For budget management purposes, it is hoped
375 transmittals from congregations will be made monthly.

376 **8.2.4 Reallocation of Budgeted Funds**

377 After presbytery's final approval of a General Mission Budget, the program, mission, partnership,
378 network or administrative group responsible for specific expenditures may adjust line items, provided the
379 group's total expenditures do not exceed the group's budgeted total.

380 **8.2.5 Restricted Giving**

381 All donor restricted receipts will be applied in accordance with "Generally Accepted Accounting
382 Principles".

383 **8.3 Ecclesiastical Budget**

384 **8.3.1 Preparation**

385 The Ecclesiastical Budget shall be prepared by the Trustees under the oversight of Council, and in
386 consultation with the appropriate program, mission or administrative group(s), and the Presbytery Pastor.
387 Funding for the ecclesiastical functions of the presbytery shall be derived from a presbytery approved
388 apportionment of church members.

389 8.3.2 Remittance

390 Each church in the presbytery is expected to pay to the Treasurer of presbytery, on or before February 1 of
391 each year, its per member apportionment (Per Capita) in an amount approved by presbytery. These funds
392 pay for ecclesiastical expenses and the presbytery bears its apportioned-share of synod and General
393 Assembly operational expenses.

394 A church with a financial hardship may request (prior to February 1) permission to budget per capita
395 payments over six months. Approval by presbytery must be obtained.

396 8.3.3 Presentation

397 The Trustees shall present to the Council, a proposal for an Ecclesiastical Budget and for its related
398 apportionment. Normally, this shall be done so as to permit publication of proposed per member
399 apportionment in time for congregations to budget accordingly. Council shall present the Ecclesiastical
400 Budget for presbytery final approval no later than presbytery's final Stated Meeting of the year.

401 9.0 COMMISSIONS & JUDICIAL PROCESS**402 9.1 Investigating Committee**

403 When the need arises for an Investigating Committee and/or committee of counsel, procedures provided
404 for in the Rules of Discipline shall be followed. The Stated Clerk, in consultation with the Docket
405 Committee, may appoint an Investigating Committee or committee of counsel, provided the composition
406 of the committee is reported at the next meeting of presbytery.

407 9.2 Commissions

408 Presbytery may appoint and empower commissions for the consideration and conclusion of specific
409 aspects of presbytery's tasks, but each commission's actions shall require full review by presbytery, and
410 shall require timely accomplishment of assignments. Procedures for creating and the functioning of
411 commissions are provided for in the Form of Government and Rules of Discipline.

412 When time constraints demand it, the Docket Committee, in consultation with Council, may appoint a
413 commission, provided the composition and powers of the commission are reported at the next meeting of
414 presbytery which may exercise administrative review.

415 9.3 Judicial Commissions

416 A permanent judicial commission shall be created and maintained as required by the Constitution to
417 consider and decide cases brought under the requirements of the Rules of Discipline.

418 9.4 Operational Criteria: Commissions**419 9.4.1 Membership**

420 Membership on and quorum for commissions shall be governed by the provisions of the Constitution.

421 9.4.2 Expenses

422 Normally, all necessary expenses of a presbytery commission shall be accommodated within
423 presbytery's Ecclesiastical Budget and its supporting apportionment.

424 **9.4.3 Decisions**

425 The decision of a presbytery commission shall be the action of presbytery from the time of its
 426 completion by the commission and the announcement, where required, of the action to parties
 427 affected by it. Such decision shall be transmitted in writing to the Stated Clerk of presbytery, who
 428 shall report it to presbytery at the next meeting of presbytery. The Rules of Discipline and other
 429 applicable portions of the Constitution of the Presbyterian Church (USA) shall govern judicial
 430 commissions.

431 **9.4.4 Records**

432 Each commission shall keep a full record of its proceedings, submitting them to the Stated Clerk for
 433 preservation. Decisions of commissions shall be recorded in presbytery minutes as actions of
 434 presbytery itself.

435 **10.0 ADMINISTRATIVE, STRATEGIC, AND GENERATIVE TEAMS**

436 Section 10 shall be reviewed by Council at least every three years to determine which ministries and
 437 programs are most critical and which are least critical to its *Vision for Mission*, and which ones continue
 438 to be administratively necessary.

439 **10.1 Committees Accountable Directly to the Presbytery:**

440 **10.1.1 Ministerial Relations** (24 members)

441 All functions presently assigned by the Form of Government to the Committee on Ministry (or, if
 442 adopted, those in the *Revised Form of Government*) governing members of presbytery, ministerial
 443 relations, and calls to ministry. Responsibilities which may be delegated to Ministerial Relations
 444 by presbytery as provided for in the Form of Government are considered so delegated.

445 **10.1.2 Preparing for Ministry** (15 members)

446 All functions presently assigned to the Committee on Preparation for Ministry (or if adopted,
 447 those in the *Revised Form of Government*) for providing care and oversight of those preparing for
 448 ordained and commissioned ministry. Responsibilities which may be delegated to Preparing for
 449 Ministry by presbytery as provided for in the Form of Government are considered so delegated.

450 **10.1.3 Nominating Committee** (9 members)

451 Identify and secure leadership for Ministerial Relations, Preparing for Ministry, Council, the
 452 Permanent Judicial Commission, and the “Teams” of Council.

453 **10.1.4 Permanent Judicial Commission** (9 members).

454 All responsibilities as required by the Constitution and Standing Rules.

455 **10.1.5: Sexual Misconduct Response Team** (9 members)

456 All responsibilities assigned to the Response Team by the Prevention and Response Policy:
 457 Sexual Misconduct of the Presbytery of Los Ranchos.

458 **10.2 Function Groups Accountable to, and Under the Direction of, the Council**

459 **10.2.1 Administrative Team**

460 **10.2.1.1 Trustees** (functions assigned to) (12 members + Treasurer) (Moderator on Council)

461 Responsible for ecclesiastical and civil financial & fiduciary matters, including loans, property,
 462 budget (preparation and management), accounting, management of resources, investments,
 463 endowment, interface with civil and legal authorities. Elected by the Corporation.

464 **10.2.1.2 Committee on Staff Relations** Personnel and staff support (nine)

465 10.2.1.2.1 Membership

466 The Committee shall be composed of nine persons nominated by Council and elected by the
 467 Presbytery. The Council shall elect one of these nine persons to serve as Moderator. No
 468 member may be a member of any other official body of presbytery. The Presbytery Leader for
 469 Vision and Mission shall be a member ex officio without vote and serves as Staff to the
 470 committee.

471 10.2.1.2.2 Responsibilities

- 472 a.) To ensure that presbytery has personnel policies and practices which are consistent
 473 with those established in other governing bodies of the Presbyterian Church (USA).
 474 [The presbytery's personnel policies and practices shall incorporate Affirmative
 475 Action/Equal Employment Opportunity requirements, using denominational
 476 guidelines.]
- 477 b) To implement personnel policies and practices as established by presbytery and to
 478 provide all presbytery staff with support, guidance and counsel,
- 479 c) To present nominations to the presbytery, through the Council, for exempt members
 480 of the staff, together with the terms of the call and to select and hire non exempt
 481 administrative staff as needed and in consultation with the Presbytery Pastor,
- 482 d) To review with the Presbytery Pastor the schedule of compensation for staff members
 483 and prepare budget recommendations for the appropriate budget committees,
- 484 e) To make an annual review of the work and compensation of the Presbytery Pastor
 485 and of each staff person, and to provide a summary report to the Council,
- 486 f) To conduct end of term comprehensive reviews of the Stated Clerk and Presbytery
 487 Pastor and provide a summary report to the Council.

488 10.2.1.3 Records Review.

489 An Annual Review of Records shall be provided by an Administrative Commission appointed
 490 annually by the Stated Clerk and confirmed by Council. To fulfill all constitutional requirements
 491 for administrative review of congregational records. Stated Clerk staffs.

492 **10.2.1.4 Bills and Overtures.** Commissioners to the most recently completed General Assembly shall
 493 comprise the Bills and Overtures Committee. It shall present recommendations on all GA
 494 Proposed Amendments and overtures from Session to the Council. Stated Clerk Staffs.

495 **10.2.1.5 Stated Clerk's Office.** Records, Corporate Responsibilities, Ecclesiastical & Constitutional
 496 functions

497 **10.2.3 STRATEGIC COORDINATING TEAM** (functions assigned to) (18 members) (Moderator on
 498 Council)

499 Shall have authority over and responsibility for those functions called for in the Vision for
 500 Mission and Mission Goals of the Presbytery through

- 501 ○ Helping create, maintain, support, and sustain partnerships of congregations
- 502 ○ Brokering resources for creating healthy congregations and for leader development
- 503 ○ Coordinating Presbytery Gatherings
- 504 ○ Coordinating Kenya Partnership for Presbytery
- 505 ○ Encouraging, facilitating, and supporting affinity and professional networks
- 506 ○ Providing resources to maintain and encourage ethnic ministries and NCD's.

507 These functions may be carried out through the use of teams, partnerships, committees, task
 508 forces, commissions, or any other organization type body needed to fulfill the mission. In doing
 509 so, it shall make every effort to clarify and make public the membership of the group, leadership

510 of the group, accountability for the group, responsibilities/tasks of the group, duration of the
511 group, staff needs of the group, procedures for evaluation of effectiveness, and financial support
512 needed for the group. The Team shall have power to act, including to disburse funds, consistent
513 with its assigned responsibilities so long as (a) it reports such actions to the next meeting of
514 Council and (b) any expenditures do not exceed amounts granted to it by the budget in a given
515 year.

516 **10.2.4 GENERATIVE CATALYST TEAM** (functions assigned to) (nine) (Moderator on Council)

517 **10.2.4.1 Responsibilities:**

518 This group is responsible for adaptive thinking, evaluation, interpretation, aligning budget,
519 challenging presbytery and congregations. Oversight of media and communication for the
520 presbytery. Providing theological reflection and guidance. Balcony view, big picture group, long
521 view group. Presbytery Pastor staffs.

522 **10.2.4.2 Membership:**

523 Three members appointed by Presbytery Pastor, three members appointed by a Moderator, (one
524 per year), three members nominated by Council and elected by presbytery. Appointed members
525 serve only for three years—but may be reappointed for a second three year term.

526 **10.3 VALIDATED ORGANIZATIONS**

527 Other groups, not directly accountable to presbytery or Council, but with special interests or
528 constituencies consistent with the presbytery's mission, and composed of Los Ranchos
529 congregations and/or their members, may be validated **by** the Council and report **to** Council.

530 **10.4 Flexibility**

531 Presbytery and its generative, strategic and administrative groups shall organize to fulfill presbytery's
532 missional vision design-

533 **10.5 Reports**

534 Each generative, strategic, and administrative group shall report to Council and presbytery as its assigned
535 mission shall require.

536 **10.6 Expenses**

537 All necessary administrative expenses of programmatic, mission, and administrative groups shall be
538 accommodated within the approved ecclesiastical (operating) budget and its supporting per capita
539 apportionment.

540 **10.7 Fifty-Mile Limitation**

541 Travel greater than 50 miles round-trip without church reimbursement (for presbytery and generative,
542 strategic, and administrative groups) will be paid for by presbytery at then current IRS rates.

543 **10.8 Representation and Diversity**

544 Consistent with the Constitution, the Nominating Committee and all generative, strategic, and
545 administrative groups shall seek to reflect the diversity of races, ages, ethnic groups, and cultures in this
546 presbytery and insure compliance with Constitutional requirements for diversity. All groups shall seek a
547 balance between male and female, minister and elder, theological diversity, and geographical
548 representation.

549 **{Endowment Fund and Committee to Polity Manual}**

550 **10.8.1 Committee on Self-Development of People and Committee on Representation**

551 Responsibilities for Committee on Representation and Committee on Self-Development of People
552 activities shall be assigned by Council to an appropriate group on an “as needed” basis.

553 **11.0 CHURCH SESSIONS**

554 **11.1 Reports To Presbytery**

555 The Presbytery shall provide for an annual review of the records of the proceedings of each session.
556 Presbytery shall determine from these whether the session is complying with the constitutional standards
557 enumerated in a presbytery-provided checklist.

558 Each church shall present to the presbytery a copy of the current Articles of Incorporation and a copy of
559 the current bylaws/standing rules of each church-connected corporation, and shall likewise provide a copy
560 of revisions or rewrites of each such document.

561 **12.0 CONGREGATIONS**

562 **12.1** The mission and ministry of each congregation should, ideally, be reviewed every five years.
563 When requested, the presbytery shall provide individuals to assist in this process.

564 In addition, there may be times when a special review is required.

565 1) When a congregation dissolves a pastoral relationship and before it calls a new, installed pastor.

566 2) When a congregation is planning on a change in its real property or a change in its
567 encombrances, it must consult with the presbytery and receive approval for those transactions
568 specified in the Constitution.

569 **{Sections on Calls and Board of Pensions to Policy Manual}**

570 **12.2 Insurance**

571 Each church is “to obtain property and liability insurance coverage to protect the facilities, programs, and
572 officers, including members of the session, staff, Board of Trustees, and deacons”. [G-10.0102.o.] All
573 Los Ranchos congregations are covered by Covenant Presbyterian Insurance Program unless they have
574 notified presbytery and provided proof of “in force”-alternative insurance.

575 **13.0 PROPERTY MATTERS**

576 **13.1 Leasing worship space**

577 A particular church shall not lease or encumber the use of church property for purposes of worship by any
578 group outside the particular church for more than three consecutive weeks without written permission of
579 the presbytery. Permission may be obtained by the session of a particular church by application
580 submitted to the Presbytery’s Trustees. *{See Policy Manual for how presbytery decides}*

581 **13.2 Property Governed by Constitution**

582 Property of churches is governed by the Constitution of the PCUSA and the policies of the presbytery.
583 Pastors, congregations, sessions and presbyteries have a fiduciary responsibility to abide by these
584 provisions. All loans and encumbrances approved by presbytery shall include a reversionary clause in the

585 terms of approval.

586 **14.0 COMMISSIONERS TO HIGHER GOVERNING BODIES**

587 Presbytery shall establish policies for the election of commissioners to higher governing bodies which
588 shall be part of the presbytery's Policy Manual.

589 **15.0 AMENDMENTS AND SUSPENSION OF RULES**

590 **15.1 Amendments (“Two Readings Rule”)**

591 Changes to these Standing Rules may be made by two-thirds vote of members present at any Stated
592 Meeting, provided that written notice of the proposed change is made at the previous Stated Meeting.

593 **15.2 Suspension**

594 Any portion of these Standing Rules may be suspended for a particular meeting or vote, by a three-fourths
595 vote of the members registered at a Stated Meeting only.

596 **16.0 APPROVAL AUTHORITY AND REVISION HISTORY**

597 **16.1 These Standing Rules totally revised and updated May 2009**

STANDING RULES: THE PRESBYTERY OF LOS RANCHOS

598

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Total Number of Nominations for Which Nominating Committee is Responsible:

Council: 9 at large

Ministerial Relations 24

Preparing for Ministry 15

~~Nominating~~—9

PJC 9

Trustees 12

Strategic Coordinating Team ~~46~~ 18

Generative Catalyst Team 3

Sexual Misconduct Response Team 9

TOTAL: ~~106~~ 99

ⁱ In this document, capitalization follows the format of denominational documents: presbytery and session are not capitalized unless named; titles of individuals are capitalized; moderator is not capitalized; official documents are capitalized when referring to a specific document.