

PRESBYTERY OF WEST JERSEY

**BYLAWS
(with STANDING RULES attached)**

ADOPTED 9/16/86
INCLUDES AMENDMENTS MADE THROUGH SEPTEMBER 15, 2006

100 MEETINGS

110 Meetings shall be held in accordance with the Book of Order (G-11.0200) and the Standing Rules.

200 MEMBERSHIP AND ROLL

210 Membership

211 All members of clergy shall be enrolled by Presbytery in accordance with the Book of Order. The rolls of Presbytery shall include active members, members-at-large, and inactive members. Determination of classification shall be made by Presbytery upon recommendation of the Committee on Ministry in consultation with the Stated Clerk.

212 Elder commissioners elected by each Session are members and have the same rights as clergy members. Each church shall normally elect its commissioners for a term of at least one year and communicate the name(s) with address(es) to the Stated Clerk. When electing commissioners, churches should take into consideration the need for representation of racial/ethnic minorities, women, and varying age groups. When Presbytery needs to redress the imbalance of clergy to elder commissioners, its method shall take into consideration the need for representation of racial/ethnic minorities, women, and varying age groups.

213 Each elder elected Moderator shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her Session. Each elder elected an officer (other than Moderator), a chairperson of a standing committee, or a member of the Council of Presbytery shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her Session.

214 East past elder moderator shall be enrolled as a member of the Presbytery, whether or not commissioned by his or her Session. Enrollment would continue as long as the elder is a member of a constituent church of the Presbytery and shall be counted within the parity report of the Stated Clerk.

215 Commissioned lay pastors shall be enrolled as members of Presbytery for the term of their service and shall be counted as elder commissioners within the parity report of the Stated Clerk.

300 PRESBYTERY OFFICERS

310 The officers shall be: The Moderator, the Moderator-Elect, the Stated Clerk, and the Treasurer.

400 BOARD OF TRUSTEES

410 The membership of the Council of the Presbytery shall constitute the membership of the Board of Trustees of the Corporation.

500 ADMINISTRATIVE STAFF

510 The Administrative Staff shall be the Executive Presbyter.

600 PRESBYTERY COUNCIL

610 There shall be a Council for the coordination of mission and program.

620 The Presbytery Council shall be formed in accordance with the Book of Order.

700 PRESBYTERY COMMITTEES, TASK FORCES AND OTHER ORGANIZATIONS

710 The Presbytery shall organize itself for its work through committees required by the Book of Order, other permanent committees, task forces and commissions.

720 All committees, task forces and commissions shall be constituted in accordance with the Book of Order and the Standing Rules of Presbytery.

730 Committees required by the Book of Order

731 Preparation for Ministry

732 Judicial Commission

733 Ministry

734 Representation

735 Nomination

740 Other Permanent Committees

741 Christian Education

742 Church and Society

743 Evangelism/Church Growth

744 Mission

745 Interpretation and Stewardship

746 Session Records

747 Self-Development of People

750 Task Forces (Special Committees)

760 Other Organizations

761 Presbyterian Women

762 Third Century Fund

770 Committee Membership and Duties: Committee membership and duties shall be governed by the Standing Rules of the Presbytery of West Jersey.

800 AMENDMENTS

810 These Bylaws shall govern the work of the Presbytery of West Jersey and may be amended only through the following procedure.

811 Proposed amendments may be submitted only by commissioners. Written notification and the proposed new language for the Bylaws must be received by the Stated Clerk at least ten days

prior to the meeting of Presbytery at which the amendment is to be received as a first reading.

812 The Stated Clerk shall include the proposed amendment to the Bylaws in the written materials mailed to each commissioner prior to the Presbytery meetings at which the amendment is to be received for first reading and for final vote.

813 Final vote on the proposed amendment shall be at the next stated meeting after the first reading.

814 A two-thirds majority of all votes cast is required for adoption.

900 STANDING RULES

910 The Presbytery shall adopt a set of Standing Rules which shall govern the organization of its permanent committees and other organizational structures as may be deemed necessary.

920 The Standing Rules shall be adopted by a majority vote.

930 The Standing Rules shall be open to amendment or suspension at any Stated Meeting of Presbytery by a two-thirds majority of all votes cast.

STANDING RULES BEGIN ON NEXT PAGE (4)

PRESBYTERY OF WEST JERSEY

STANDING RULES

ADOPTED 9/16/86

INCLUDES AMENDMENTS MADE THROUGH SEPTEMBER 15, 2006

100 GENERAL RULES

- 110 The latest edition of Roberts Rules of Order shall be observed as the rules governing the parliamentary procedures of West Jersey Presbytery.
- 120 The rules of evidence promulgated by the Supreme Court of the State of New Jersey, insofar as they are not inconsistent with the rules of evidence contained in the Rules of Discipline, shall be observed in taking testimony in judicial cases.

200 MEETINGS

210 Stated Meetings

- 211 Stated Meetings of Presbytery shall be held on the third Tuesday of January, March, May, June, September and November. The times scheduled for the meetings are as follows:
- | | | |
|-----------|---|--------------------------------|
| January | - | Evening beginning at 7:00 p.m. |
| March | - | 4:00 - 9:00 p.m. |
| May | - | Evening beginning at 7:00 p.m. |
| June | - | Evening beginning at 7:00 p.m. |
| September | - | Evening beginning at 7:00 p.m. |
| November | - | 4:00 - 9:00 p.m. |

The format of all Stated Meetings (except May) shall be: opening prayer, formation of the roll, committee on arrangements, welcoming of new commissioners and Youth Advisory Delegates (YADs) to Presbytery, enrollment of corresponding members, reports of commissions to ordain and install, the Stated Clerk's report and presentation of the consent motion; reports of Presbytery committees and task forces and all other business which shall rightfully come to the Presbytery including elections, overtures and reports of commissioners to Synod and General Assembly, Board of Trustees, Treasurer, Presbyterian Women and Presbyterian Men. Twenty minutes shall be reserved for worship at the beginning of each Stated Meeting except by prior action of the Council. The May worship shall include the installation of the Moderator and Moderator-Elect and may be thirty minutes in length. The March and November meetings should include a dinner. Times for these meals may be flexible but should be approximately at 6:00 p.m. The May meeting shall include a Moderator's reception and the offering shall be designated to the West Jersey Academy Fund.

- 212 The Committee on Arrangements shall consist of the pastor of the host church, the Moderator of Presbytery and the Stated Clerk.
- 213 When Presbytery lacks an invitation for a meeting, the Stated Clerk shall be responsible for securing a suitable place.
- 214 There shall be a time for worship at each Stated Meeting of Presbytery to be the responsibility of the Moderator of Presbytery in consultation with the pastor or moderator of session and should generally include the singing of one or more hymns, the offering of prayers, the reading of a portion of Scripture and the receiving of an offering. The designation of this offering will be determined by the Presbytery. Worship shall be no longer than twenty minutes except when communion is celebrated and then it shall be no longer than forty-five minutes and no longer than thirty minutes for the installation of the Moderator and Moderator-Elect. The sacrament of the Lord's Supper shall be celebrated at the stated meetings of Presbytery in November and March.

215 The agenda once adopted shall be followed during the meeting. If the time allotted for a particular item of business expires, further consideration of it shall be delayed to the end of the meeting.

220 Special Meetings

221 Special Meetings shall be called in accordance with the Book of Order.

222 The charge for a Special Presbytery Meeting shall be the actual cost as determined after the event and the charge shall be paid by the entity requesting the special meeting.

300 MEMBERSHIP AND ROLL

310 Membership

311 It is the duty of all active, commissioned lay pastors, and at-large clergy members in residence to be present at all stated meetings of Presbytery. Excuses for absence from Stated Meetings shall be required from all members of clergy, except those who have been honorably retired and those laboring outside the bounds of Presbytery. Excuses from members of clergy and churches not sending elder commissioners must be made in writing to the Stated Clerk no later than seven days after the meeting in question.

312 Members of the clergy and commissioned lay pastors shall be liable to the censure of the Presbytery when they do not attend a minimum of two stated meetings in a calendar year without rendering satisfactory reasons.

313 It is the duty of each session to designate one or more elder commissioners to each stated meeting of Presbytery in accordance with the parity report of the Stated Clerk. Excuses for absence from Stated Meeting shall be required of duly elected elder commissioners and shall be made in writing to the Stated Clerk no later than seven days after the meeting in question.

314 When a church has not been represented in Presbytery by an elder at a minimum of two stated meetings in a calendar year without rendering satisfactory reasons, it shall be recorded in the minutes of Presbytery as delinquent and shall be notified of that fact by the Stated Clerk.

315 Each church shall normally pay the expenses of its pastor(s), or commissioned lay pastor, and its elder commissioner(s) to meetings of Presbytery. Application for exception shall be made to the Presbytery through the office of the Stated Clerk.

320 Roll

321 The roll at meetings shall be compiled from registration slips provided for that purpose.

322 Every member of the clergy, commissioned lay pastor, and every elder commissioner must register in order to be counted present.

400 PRESBYTERY OFFICERS AND THEIR DUTIES

410 Election

411 The Moderator-Elect, who shall be elected in March and installed at the May Stated Meeting for a term of one year, shall begin that term of office on June 1. The first name for the office shall be presented by the Nominating Committee. Additional nominations may be made from the floor.

412 The Moderator-Elect shall be installed as Moderator at the May Stated Meeting for a term of one year, beginning June 1 in keeping with the election and appointments of committee

members and chairpersons.

- 413 The Stated Clerk shall be elected for a five year term, beginning on the date of her/his election. The Personnel Committee shall nominate one person for the position. Additional nominations may be made from the floor. Compensation for the officer shall be determined by Presbytery upon recommendation by Presbytery Council.
- 414 The Treasurer shall be elected for a three year term beginning with the date of election. The Treasurer may be elected for an additional term or a total of six years. The Personnel Committee shall nominate one person for the position. Additional nominations may be made from the floor.
- 415 A majority of all votes cast shall be necessary for election of all Presbytery officers. When more than one candidate is nominated for an office, election shall be by ballot.
- 416 In case of a vacancy in the office of Moderator, the Moderator-Elect will immediately assume the office of Moderator and shall be formally installed at the next Stated Meeting of Presbytery. At that same meeting, or no later than the following Stated Meeting, the Nominating Committee shall present the name of a nominee to fill the office of Moderator-Elect. Additional nominations may be made from the floor following the report of the Nominating Committee. If the unexpired terms being filled are for less than six months, the Moderator and Moderator-Elect shall serve for a full term the following year. In all other circumstances the Moderator and Moderator-Elect shall be prohibited from serving two consecutive terms.
- 417 Vacancies in the offices of Stated Clerk and Treasurer shall be filled by elections in which the Personnel Committee makes the first nomination. Additional nominations may be made from the floor.
- 418 In case of a vacancy in the office of Stated Clerk or Treasurer, the Council shall appoint a temporary Stated Clerk or Treasurer until such time as a new Stated Clerk or Treasurer can be elected by the Presbytery in accordance with section 417.
- 420 Expenses
- 421 The expenses of the Presbytery Officers shall be paid by the Treasurer upon presentation of vouchers with supporting documentation.
- 430 The Moderator shall:
- 431 Preside at meetings of Presbytery.
- 432 Appoint members to all Committees of Council in June for a term of one year.
- 433 After consultation with the officers appoint all members of Investigating Committees which shall be composed of no more than five but no less than three members and report to the Presbytery when such an action has been taken.
- 434 Appoint all special committees and commissions unless otherwise instructed by the Presbytery.
- 435 Conduct the Commissioning Service for the commissioners to Synod and General Assembly.
- 436 Perform such other duties as prescribed in the Book of Order.
- 437 Serve as chairperson of Council.
- 440 The Moderator-Elect shall:
- 441 Serve as a voting member of Presbytery Council.

- 442 Preside at Presbytery Council in the Moderator's absence.
- 443 Preside at Presbytery meetings in the Moderator's absence.
- 444 Assist the Moderator in the Presbytery Council's committee formation, staffing, and leadership.
- 450 The Stated Clerk shall:
- 451 Conduct the official correspondence of Presbytery, serve as secretary of the Presbytery Council and Board of Trustees and assist the Council in preparing the agenda of business for each Stated Meeting of Presbytery.
- 452 Notify all members of clergy, commissioned lay pastors, elder commissioners and the clerks of sessions of all churches without installed pastors of all Stated Meetings. Notification of Special Meetings of Presbytery shall be at least ten days in advance.
- 453 Have charge of the minutes of Presbytery, furnish a copy to all members of clergy, elder commissioners, and the clerks of sessions of churches without installed pastors, record all minutes in the permanent records of Presbytery and be permitted to make editorial changes (for purposes of clarity or consistency of language) in the actions of Presbytery in the permanent minutes.
- 454 Present, at the March meeting of the Presbytery, the annual statistical report to the General Assembly and to the Synod.
- 455 Keep the rolls which list the members of clergy, commissioned lay pastors, the churches of Presbytery, members of Presbytery committees, active elders of each church and candidates under the care of Presbytery.
- 456 Notify individuals and committees of their appointments to any special duties, notify churches officially of any dissolutions of pastoral relationships and inform them of the action of Presbytery which declares their pulpits vacant and appoints Moderators of their Sessions.
- 457 Annually, in the first week of January, ascertain the number of resident members of clergy who are members of the governing body, the number of commissioned lay pastors, and the number of elders which the churches are entitled to send as commissioners to Presbytery meetings and recommend to Presbytery at its January meeting a method for redressing the imbalance, if any. The new parity formula shall take effect at the conclusion of the January Stated Meeting of Presbytery.
- 460 The Treasurer shall:
- 461 Perform the duties of treasurer as outlined in Presbytery's position description for this office.
- 462 Serve as treasurer of Presbytery, the Board of Trustees and the Third Century Fund and present monthly financial reports at each regularly scheduled Council meeting.
- 463 Supervise payment of salaries of all the employees of Presbytery in regular installments.
- 464 Report to Presbytery at the January meeting all receipts and payments for the past fiscal year, January 1, to December 31. An accredited auditor's report shall be submitted to Presbytery annually.
- 465 Be a member of Council with vote.
- 470 Alternate Signatory
- 471 The Presbytery shall authorize two alternates, who shall be the Executive Presbyter and the Stated Clerk as signatories to all accounts.

500 BOARD OF TRUSTEES

510 Membership and Officers

- 511 The Board shall be the Presbytery Council.
- 512 The Board shall elect its President and Vice-President from the nine at-large members only. The election shall take place at a meeting of the Board of Trustees held in conjunction with the June meeting of the Presbytery Council.
- 513 The President, or his or her designee, shall report the status of all Trustee-held funds, property and investments annually to Presbytery in January.
- 514 The secretary shall be the Stated Clerk of Presbytery. The secretary shall keep the minutes of meetings, carry on the correspondence and have charge of the records of the Board. These records shall be separate from those of the Council.

600 EXECUTIVE PRESBYTER

610 Election of the Executive Presbyter

- 611 When the office of the Executive Presbyter is vacant the Presbytery shall elect a task force to recommend a candidate for the position. The task force shall consist of five elders and five members of the clergy. Racial ethnic representation on this task force shall consist of at least three such persons.
- 612 The work of the task force to recommend a candidate shall be governed by the provisions of the Book of Order including all sections concerning equal employment opportunities and shall take place in consultation with the Synod.
- 613 The task force shall consult with the Presbytery Personnel Committee in setting a compensation package for the Executive Presbyter position.
- 614 When the task force has selected a candidate for the position, it shall report to the Presbytery its recommendation. Notice shall be given to the minister members and churches of Presbytery at least 15 days in advance of the meeting at which the report is to be given and the vote taken concerning the candidate. At least one hour shall be docketed to allow the candidate to address the Presbytery and for questions to be addressed to the candidate.
- 615 The task force shall present monthly written reports to the Committee on Ministry concerning its efforts to fulfill the equal employment provisions of the Book of Order and of this Presbytery. The Committee on Ministry shall report in writing to the Presbytery when the candidate is presented concerning the fulfillment of the equal employment provisions by the task force.
- 616 The vote for election of the Executive Presbyter shall be by written ballot. A two-thirds majority of all votes cast is necessary for election.
- 617 The Executive Presbyter shall be elected for an indefinite term and annual reviews shall be conducted. Major evaluations shall be conducted every five years.

620 Vacancy in the Office of Executive Presbyter

- 621 If the Executive Presbyter is unable to fulfill his or her responsibilities it shall be the duty of the Presbytery Council to recommend a course of action to the Presbytery including the possible employment of an interim Executive Presbyter in consultation with the appropriate Synod body and date for election of a task force to nominate a new Executive Presbyter.

630 Duties of the Executive Presbyter

- 631 Shall perform all duties in light of the position description and annual work objectives.

- 632 Shall serve as an ex-officio member of all Presbytery Committees and task forces except the Personnel Committee when the position of Executive Presbyter is being reviewed.
- 633 Serve as the resource person to bring the services of General Assembly and Synod to Presbytery.
- 634 Give attention to aid-receiving churches, to the need for and development of new churches and the extension of existing churches.
- 635 In cooperation with the relevant committees, counsel with pastors and sessions to encourage the largest possible participation in programs approved by the General Assembly or Synod and established by the Presbytery.

700 PRESBYTERY COUNCIL

- 710 The Council shall consist of 26 voting members as follows:
 - The Moderator
 - The Moderator-Elect
 - The Treasurer
 - Nine (9) Members-at-Large
 - Chairperson of Youth Advisory Delegates
 - Representative of Presbyterian Women
 - Twelve (12) Committee Chairpersons with one-year terms from the following committees:

Committee on Preparation for Ministry	Committee on Representation
Christian Education	Sessional Records
Church and Society	Interpretation and Stewardship
Evangelism/Church Growth	Disabled and Aging
Committee on Ministry	Self-Development of People
Committee on Mission	Nominating
- 711 If a Chairperson is unable to attend Council, the Committee may select another member as the Permanent Representative to Council for a one-year term. The Office of the Stated Clerk is to be notified of this selection by July 1st.
- 712 If either the Chair or the Representative is unable to complete a term on Council, he or she may resign from that responsibility and the Committee may select another Permanent Representative. The Office of the Stated Clerk is to be notified immediately of this change.
- 713 No individual shall serve as a voting member of Council for more than six consecutive years without a full year off unless that person will be filling a moderatorial office.
- 714 The Chairpersons and Vice-Chairs of each of the Council Committees are to be chosen only from the at-large members of Council.
- 715 The at-large members are to be divided into three classes with a balance of five Elders and four Clergy maintained.
- 716 The Youth Advisory Delegate shall not vote on corporate matters if he or she is not of age.
- 717 The Moderator of the Presbytery shall serve as Chairperson of the Council.
- 718 The Stated Clerk and the Executive Presbyter shall serve as ex-officio members of Council, with voice but no vote.
- 719 The Chairpersons of all task forces and others determined by the Council shall be invited to each Council meeting with voice but no vote.
- 720 Meetings
 - 721 Meetings shall ordinarily be held:

- 721.1 The second Tuesday of every month except July and August.
- 721.2 Upon the call of the Moderator.
- 721.3 Upon the written request of three members of Presbytery.
- 721.4 The officers may cancel one or more monthly meetings by advising members of Council that they have done so.

730 Duties and Responsibilities of Council

- 731 The Council shall coordinate the meetings of the Presbytery including the recommendation of a proposed agenda for each meeting of Presbytery.
- 732 The Council shall have oversight of the Presbytery committees and task forces giving advice and counsel to them regarding their stated duties.
- 733 The Council shall coordinate the work of the Presbytery committees and task forces as they relate to areas of mutual concern and areas of potential duplication of effort.
- 734 The Council shall have the right to approve expenditures of less than \$1,000 on behalf of the Presbytery and may delegate that responsibility to the officers of Presbytery on any month when the Council does not meet.
- 735 The Council shall review all requests for expenditures of Presbytery funds beyond those included in the annual budgets of Presbytery and report recommendations to Presbytery regarding these requests prior to their consideration by Presbytery.
- 736 Through its Personnel Committee make provision for the annual review of the performance and compensation of all Presbytery staff and report annually to Presbytery its recommendations concerning staffing and compensation.
- 737 The Council shall annually review the work of each Presbytery committee and task force and nominate annually the chairpersons of permanent committees and task forces.
- 738 The Council shall organize subcommittees and task forces responsible to Council as deemed necessary by the Council to carry out its duties and responsibilities.
- 739 The Council shall consider, at its June meeting, an administrative budget for the following calendar year and recommend to Presbytery at its June meeting an equitable apportionment among the churches to fund the administrative budget.

740 The Council shall also:

- 741 Consider all Bills and Overtures sent down by the higher governing bodies or initiated by Presbytery and refer them to the appropriate committee. Presbytery shall not take action on an Overture proposed on the floor of Presbytery until it has been referred to Council or an appropriate committee.
- 742 Review annually the Mission Budget of Presbytery and make recommendations to Presbytery.
- 743 Present nominations at the Stated Meeting of Presbytery in May of individuals willing to serve on the Nominating Committee. Between annual elections the Council shall nominate persons to fill vacancies on the Nominating Committee.
- 744 Encourage participation by the Presbytery in ecumenical ministries, communicate with ecumenical ministries existing within the bounds of the Presbytery and inform Presbytery of ecumenical concerns and programs instituted by higher governing bodies of the Church.
- 745 In conjunction with its responsibilities for the West Jersey Third Century Fund, the Council shall:

- 745.1 Nominate to Presbytery at its May meeting one name for each upcoming vacancy of the Directors of the Fund as well as nominations throughout the year for other vacancies as they occur.
- 745.2 Create a Committee on Special Gifts to identify prospective givers and establish ways of obtaining gifts to the Fund.
 - 745.21 Membership of the Committee on Special Gifts will be by election by Presbytery upon nomination by Council. The Committee will be at least six but no more than nine members divided into approximately equal classes. Members may serve full or partial terms not exceeding six years. The Committee chairperson shall be a member of Council.
- 746 Upon recommendation of Finance Committee, act upon all requests for Program Budget expenditures.
- 747 The Council shall report in writing to each regular meeting of Presbytery every item of business transacted by it.
- 750 Committees of Council
 - 751 Finance
 - 751.1 Membership: Members shall consist of Presbytery Council members and the Treasurer of the Presbytery. The chairperson of the Committee shall be an at-large member of the Council. Other members may be added at large by the direction of the Presbytery Council.
 - 751.2 Responsibilities
 - 751.21 To monitor the Mission Budget of the Presbytery.
 - 751.22 To recommend Administrative Budget changes as they are required.
 - 751.23 To prepare the coming year's Administrative Budget and propose the budget to the Council in June.
 - 751.24 To propose the Per Capita Apportionment to the Council.
 - 751.25 To have oversight over all Presbytery properties and to recommend to Council/Trustees any actions concerning acquisition, disposition or upkeep of those properties.
 - 751.26 To have responsibility for the investments of the Presbytery and the Board of Trustees.
 - 752 The Pastor Service Committee
 - 752.1 Membership: Members shall consist of Presbytery Council members and a representative of the Committee on Ministry. The chairperson of the Committee shall be an at-large member of the Council. Other members may be added at large by the direction of the Presbytery Council.
 - 752.2 Responsibilities
 - 752.21 To provide skill training meetings, retreats and events.
 - 752.22 To assist in a support network for the clergy.
 - 752.23 To encourage: (a) Professional development (b) Family enrichment (c) Personal growth (d) Spiritual renewal (e) Financial planning (f) Life planning.

753 The Strategy and Planning Committee

753.1 Membership: Members shall consist of Presbytery Council members. The chairperson of the Committee shall be an at-large member of the Council. Other members may be added at large by the direction of the Presbytery Council.

753.2 Responsibilities

753.21 To propose long range goals to the Presbytery.

753.22 To develop a strategy to meet the proposed goals.

753.23 To propose a process for monitoring and evaluating the progress of the Presbytery toward meeting those goals.

753.24 To evaluate the organizational structure and its efficacy in meeting these goals.

754 The Personnel Committee

754.1 Membership: Six members of whom at least two shall be ministers and at least two shall be elders. Two persons must be members of Presbytery Council. The chairperson of the Committee shall be an at-large member of the Council.

754.2 Responsibilities

754.21 To develop in consultation with the Executive Presbyter, the Stated Clerk, the Treasurer and the administrative support and program staff, position descriptions for recommendation to the Council.

754.22 To develop in consultation with the Executive Presbyter work objectives related to specific time periods. These shall be approved by Council.

754.23 To develop in consultation with the Executive Presbyter an annual review and evaluation process for the Executive.

754.24 Conduct a comprehensive review of the Executive Presbyter every five years seeking input from Presbytery units and report its findings to Council. Said findings shall include recommendation for continuation or termination of employment.

754.25 To conduct annual reviews of the performance of the Stated Clerk and Treasurer and a comprehensive review during the last year of the term of office seeking input from Presbytery units.

754.26 To conduct a search to determine interest of members of Presbytery in serving as Stated Clerk or Treasurer. Following evaluation of expressed candidates, the Personnel Committee shall recommend a candidate for election to each of these offices.

754.27 To establish guidelines and process for evaluation and employment for all Presbytery staff positions recognizing the obligations under the Book of Order for consultation with other governing bodies within the church.

754.28 Conduct an annual salary review of all staff and make recommendations to Council for salary adjustments.

754.29 To develop and maintain, in consultation with the Executive Presbyter and the Stated Clerk, a Manual of Administrative Operations as required by the Form of Government (G-9.0405) in accordance with the Church's Principles of Administration (G-9.0400).

800 PRESBYTERY COMMITTEES AND TASK FORCES

810 Committees required by the Book of Order

811 Preparation for Ministry

812 Judicial Commission

813 Ministry

814 Representation

815 Nominating

820 Other Permanent Committees

821 Mission

822 Christian Education

823 Church and Society

824 Evangelism/Church Growth

825 Interpretation and Stewardship

826 Sessional Records

827 Self-Development

830 Election and General Rules of Permanent Committees

831 All members of permanent committees shall be elected by Presbytery at the May meeting in three classes for terms of three years, except that the terms for members of the Judicial Commission shall be one six year term as required by the Book of Order.

832 The Presbytery Nominating Committee shall present nominees for all Presbytery committees and task forces, except the Nominating Committee. Additional nominations may be made from the floor and shall have prior consent of the nominees. The Nominating Committee shall demonstrate its commitment to the principles of participation and inclusiveness by seeking and nominating racial/ethnic members, women, persons from varying age groups, disabled persons, as well as majority male and female members.

833 All committee members and chairpersons elected by Presbytery in May shall take office on June 1.

834 Committees shall meet at regular intervals as business may require and shall report regularly to Presbytery as docketed by Council.

835 No members of permanent committees and administrative councils shall serve on the same committee or council for consecutive terms either full or partial aggregating more than six years.

836 Expenses incurred by committee members in the course of committee work shall be reimbursed by the Treasurer of Presbytery, if submitted on an approved voucher and if budgeted funds are available.

837 When elected members of any committee, council, commission or task force are absent from three consecutive meetings, upon recommendation of Council, Presbytery may vote the removal of such persons from membership on such unit.

838 Upon recommendation of Council, Presbytery may vote the removal from membership any

member of any committee, council, commission or task force provided that specific reasons are given for such removal.

839 A permanent committee may be established by a two-thirds vote of Presbytery after Council has had a period of up to three months to study the need for a new committee. The Council shall report its findings to Presbytery prior to the final vote by Presbytery.

840 Committees Required by the Book of Order

841 Preparation for Ministry

841.1 Membership shall consist of 18 persons, 9 members of the clergy and 9 elders.

841.2 Persons indicating interest in church vocations assigned to the Committee shall include inquirers, candidates under care of Presbytery, and candidates for lay preachers.

841.3 Duties shall be to:

841.31 See that all constitutional requirements are met that relate to the committee, inquirers, candidates, and commissioned lay pastors assigned to it as stipulated in the Book of Order (G-14.0300-14.0406-14.0801).

841.32 Encourage the enlistment of inquirers, particularly persons who are women and/or are of racial and ethnic minority groups.

841.33 Counsel, oversee, and give guidance to all inquirers, candidates, and commissioned lay pastors referred to the committee.

841.34 Report regularly to Presbytery regarding the status and progress of all inquirers, candidates, and commissioned lay pastors assigned to the committee; and to make recommendations with specific reasons to Presbytery regarding any change of status of each inquirer, candidate, and commissioned lay pastor.

841.35 Approve loans to inquirers and candidates from West Jersey Academy Fund; cancel indebtedness upon completion of five years ordained service in Presbyterian Church (U.S.A.) or to seek repayment of these loans.

841.36 Examine all clergy from other denominations who have received calls in the Presbytery of West Jersey and insure that all constitutional requirements are met as stipulated in G-11.0404.

841.37 Oversee and administer the application process and supervise the preparation, training, and examination of all commissioned lay pastor candidates, informing the Presbytery of candidates' readiness to serve.

842 Judicial Commission

842.1 Membership shall consist of not less than seven persons, three members of the clergy and four elders, all of whom are members of different churches.

842.2 The term of office of each member shall be six years. The members shall be elected in three classes, not more than half the members to be in one class.

842.3 Vacancies may be filled by the Presbytery at any duly called meeting by the election of a person for the unexpired term.

842.4 No person having served for a full term of six years shall be eligible for reelection until a period of four years have elapsed.

842.5 The powers and duties of this Commission shall be those granted by the Rules of Discipline.

843 Ministry

843.1 Membership shall be established in accordance with the Book of Order (G-11.0501), and shall consist of twenty-four persons, twelve members of the clergy and twelve elders. The quorum of COM meetings shall be a simple majority.

843.2 Duties shall be to:

843.21 Fulfill all responsibilities stipulated in the Book of Order (G-11.0502).

843.22 Promote the interest of the Board of Pensions.

843.23 Review the annual reports of any members of the clergy without pastoral charges and make any appropriate recommendations to Presbytery.

843.24 Review annually the adequacy of compensation throughout the Presbytery by congregations to their pastors and report to Presbytery annually through a subcommittee on compensation.

843.241 All members of the clergy who feel that the annual review of salary provision guaranteed in a Call or other agreements is not being given serious or adequate consideration, or congregations who feel they are unable to meet the minimum standard set for clergy salaries by Presbytery may seek the assistance of the Committee on Ministry.

843.25 Appoint a member of the clergy to moderate a congregational meeting when a request for dissolution of a pastoral relation is submitted to a congregation and to instruct the congregation in all matters related thereto, including proper procedure for completing the dissolution and (if applicable) procuring another pastor.

843.26 Examine on Presbytery's behalf all ordained candidates for membership in Presbytery.

843.27 Presbytery grant the authority cited in the Book of Order (G-11.0502h) to the Committee on Ministry for the months during which there is no Stated Meeting.

843.28 Consult with sessions and congregations concerning the advisability of employing a commissioned lay pastor rather than ordained clergy for pastoral leadership.

843.29 Supervise with work of all commissioned lay pastors a mandated in the Commissioned Lay Pastor Policy of the Presbytery of West Jersey.

844 Representation

844.1 Membership

844.11 That the committee be composed of the categories listed in the Book of Order, G-9.0105: (a) majority male membership, (b) majority female membership, (c) racial ethnic male membership, (d) racial ethnic female membership, (e) youth male and female membership; and that the committee have at least eight members in three year classes whose members in each class are determined by the Nominating Committee and the members may serve six consecutive years only.

844.2 Duties shall be to:

844.21 Be an advocate for the representation of racial ethnic members, women,

different age groups and persons with disabilities on the committees and task forces of Presbytery.

844.22 Be a resource to the Presbytery in implementing the principles of participation and inclusiveness to ensure fair and effective representation in the decision-making of the church.

844.23 Review the performance of the Presbytery and report to it and to the Synod with its recommendations for any needed corrective action.

844.24 Consult with the Nominating Committee of the Presbytery.

845 Nominations

845.1 Membership shall consist of nine persons, three members of the clergy, three laymen and three laywomen. Members shall be ineligible for reelection for a period of one year. Those fulfilling partial terms shall not be eligible for reelection for a period of one year.

845.2 Duties shall be to:

845.21 Prepare an accurate record of the personnel needs of the various committees.

845.22 Study the available personnel of the Presbytery, both lay and clergy, to the end that individual talents and committee responsibilities may be matched.

845.23 Present a preliminary report to Presbytery Council in April to enable Council to submit nominees for committee chairpersons in May.

845.24 Present the nominations for annual election at the Stated Meeting of the Presbytery in May.

845.25 Present the first name in nomination for Moderator-Elect at the Stated Meeting of Presbytery in May.

845.26 Provide for fair representation among the committees of Presbytery of racial and ethnic minorities, women and young people in seeking and making nominations.

845.27 Nominate persons between annual elections to fill vacancies (except for the Nominating Committee) for the unexpired terms.

845.28 Nominate a Youth Advisory Delegate to Presbytery (YAD) or YAD alternate to serve as a regular member of all committees except the Committee on Ministry, the Committee on Preparation for Ministry, the Session Records Committee, and the Judicial Commission.

845.29 Shall ensure that at least the minimum number of General Assembly and Synod commissioners and alternate nominations have been submitted to the Stated Clerk by the due date indicated in 1116.1. Principles of representation and rotation shall be observed in encouraging people to serve as commissioners, as indicated in the nominating process in section 1111.

845.30 Recommend to Presbytery, at its January meeting, the names of candidates for Presbytery's recommendation to the Synod Nominating Committee, clergy members of Presbytery and elder members of churches to serve on Synod entities in accordance with Synod's scheduled requirements.

850 Other Permanent Committees

851 Christian Education

- 851.1 Membership shall consist of nine persons, three members of the clergy and six members of the laity.
- 851.2 Duties and goals shall be to provide and promote resources and programs of education and leadership to the local churches and the Presbytery with specific attention to the following:
 - 851.21 Assisting leadership of the congregations to develop and implement an effective Christian Education program.
 - 851.22 Developing and providing training for teachers, officers, pastors, youth and other leaders of the congregations.
 - 851.23 Supporting and promoting the Presbyterian Camp, Conference and Retreat program of our area.
 - 851.24 Responding to all the indicated needs of the Presbytery with regard to Christian Education.
 - 851.25 Providing a Resource Center to supplement printed, audio-visual and human resources of the local churches.
 - 851.26 Nominating annually to the Presbytery candidates for Youth Advisory Delegates and alternates to General Assembly and Synod.
 - 851.27 Providing supervision and support to the Youth Advisory Delegates.

852 Church and Society

- 852.1 Membership shall consist of nine persons, two of whom shall be of racial or minority groups, with four being members of the clergy and five being members of the laity.
- 852.2 Duties shall be to:
 - 852.21 Study matters or questions concerning church and society.
 - 852.22 Report to Presbytery pronouncements of the higher governing bodies concerning church and society.
 - 852.23 Study racial-ethnic and women's concerns, moral issues with political and economic implications and related matters that are presented to the governing body from the Church and the world and make recommendations for Presbytery action concerning them.
 - 852.24 Approve requests for peacemaking funds according to the guidelines included in the Procedures and Policies of Council.

853 Evangelism/Church Growth

- 853.1 Membership shall consist of nine persons, four members of the clergy and five members of the laity.
- 853.2 Duties shall be to:
 - 853.21 Provide opportunities for members of the clergy and members of the churches to grow in their understanding of the work of evangelism through training programs, workshops, conferences and retreats.
 - 853.22 Assist local churches in establishing programs of evangelism and Christian witness of both a personal and social nature.

854 Mission

854.1 Membership shall consist of fifteen persons, seven members of the clergy and eight members of the laity.

854.2 Duties shall be to:

854.21 Relate to Presbytery the concerns and programs of the General Assembly and the Synod as they apply to the work of this committee.

854.22 To evaluate annually all Presbytery mission projects.

854.23 To suggest to Presbytery new opportunities for ministry and mission.

854.24 To provide planning and strategy for the development of new churches.

854.25 Supplement local resources where they are deemed insufficient to support essential work, and provide those churches with specialized and technical leadership.

854.26 Supervise all aid-receiving churches in cooperation with the Committee on Ministry; receive and consider all applications for aid to churches and make such recommendations to Presbytery as, in each case, shall appear proper. No application to Presbytery for aid shall be considered unless transmitted through this committee.

854.27 Exercise oversight of all Presbyterian summer chapels operating within the bounds of the governing body.

854.28 To present to Presbytery in June of each year an annual mission budget for adoption.

855 Interpretation and Stewardship

855.1 Membership shall consist of nine persons, four members of the clergy and five members of the laity.

855.2 Duties shall be to:

855.21 Interpret mission programs, activities and needs to the churches of the Presbytery. Explain the work of our Presbytery Mission, other units of mission within the Presbytery and those of the Synod and General Assembly.

855.22 Develop resources and programs which will provide the church support to fund these mission concerns.

855.23 Communicate the mission thrust of the church to the Presbytery of West Jersey.

855.24 Offer assistance to churches in their stewardship efforts.

856 Session Records

856.1 Membership shall consist of six persons, three members of the clergy and three elders.

856.2 Duties shall be to:

856.21 Examine the records of each church of Presbytery annually according to a schedule of presentation prepared by the committee.

- 856.22 Examine the records of certain churches when the committee may deem it necessary according to the purposes of this review, which are given in the Rules of Discipline, D-3.0200.
- 856.23 Report to Presbytery the results of its review and its recommendations regarding each church whose records indicate proceedings inconsistent with the standards set forth in the Rules of Discipline, D-3.0300. Upon appropriate action of Presbytery, the chairperson shall certify the date of the approval of the records.
- 856.24 Refer to Presbytery Council a list of churches that do not comply with requests for records.
- 856.25 Refer to Presbytery Council any situations existing within individual churches which are brought to light from this review and which it considers to be a matter for the concern of Presbytery in its oversight of churches.

857 Self-Development of People

- 857.1 The committee empowered to validate and fund self-development proposals of groups located within the bounds of this governing body shall be called The Self-Development Committee of West Jersey Presbytery.
- 857.2 This committee shall apply to The National Committee on the Self-Development of People for annual certification by October 31, each year, in accordance with that committee's Administrative Procedures as follows:
 - 857.21 A list of all the members of this committee, including name, address, race, vocation, previous connection with self-development programs, and denominational affiliation should be attached.
 - 857.22 The committee should be composed of a majority of persons who are representatives of racial/ethnic minority groups.
 - 857.23 Seventy-five percent of the members should be members of the Presbyterian Church (U.S.A.).
 - 857.24 If this committee has extreme difficulty in meeting the exact composition requirement in the re-certification process it may appeal to The National Committee on the Self-Development of People to waive either 857.22 or 857.23, but not both.
 - 857.25 The committee may seek the assistance of Presbytery's Nominating Committee to fill its complement of at least nine members, and no more than thirty members in three classes of as equal number as possible.
 - 857.26 The committee's responsibilities are:
 - 857.261 To encourage and assist potential self-development groups in the preparation of their proposals.
 - 857.262 To receive and decide upon the validation of proposals on the basis of criteria and guidelines provided by The National Self-Development of People Committee.
 - 857.263 To fund validated proposals within the limits of One Great Hour of Sharing funds available to the committee.
 - 857.264 To carry these responsibilities out free of undue influence from governing bodies, committees or individuals.
 - 857.265 To communicate with The National Self-Development of People

Committee and Presbytery regarding its actions in a manner conducive to cooperation and support.

858 New Church Development

858.1 Membership shall consist of 9 persons, as equally divided as possible between clergy and laity.

858.2 Duties shall be to:

858.21 Initiate, review, and prioritize all NCD opportunities. Recommend to Presbytery the organization of new churches within its bounds. Coordinate with and be in communication with the Mission Committee, Committee on Ministry, the Committee on Strategy and Planning, Interpretation and Stewardship Committee concerning development.

858.22 Make recommendations to the Presbytery in consultation with the Presbytery's Finance Committee regarding the purchase of church development.

858.23 Provide oversight and allocation of the Presbytery's funds for new church development in accordance with decisions of Presbytery.

858.24 Promote an awareness and understanding of the need for and context of New Church Development among the churches of the presbytery.

858.25 Maintain a long-range financial plan for NCD for up to five years that includes staff, sites, program support, and anticipated sources of funds. Make an annual status report of this plan prior to the presentation of the NCD Budget for the coming year.

858.26 Adhere to the "Basic NCD Guidelines" as approved by Presbytery, 16, 2004 in the decisions to begin new churches and in location and structure.

858.27 Review quarterly financial and progress reports from NCD projects in order to monitor and assist the project and to determine the viability of the project as a future chartered congregation.

858.28 Develop alternate sources of funding for NCD projects from sources other than the Presbytery Mission Budget. Present to Presbytery each year in May for a first reading and for adoption in June a NCD Budget for the following year.

858.29 Present an annual report to the Presbytery on the status of New Church Development at a time determined by the Presbytery.

860 Task Forces (Special Committees) of Presbytery

861 Stated principles guiding the operation of Presbytery's Task Forces (Special Committees)

861.1 The Presbytery may establish task forces to address specific concerns which may arise from time to time and which are not expediently addressed by a permanent committee. A majority vote is required to establish a task force.

861.2 Membership of any task force shall not exceed nine members. Membership size shall be determined by Presbytery upon establishment of the task force.

861.3 Upon establishment of a task force by vote of Presbytery, the Nominating Committee shall bring a slate of candidates to serve on the task force to the next meeting of Presbytery.

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- 861.4 A task force shall not ordinarily be in existence for a period of more than five years. After five years the task force shall recommend to Presbytery an extension of its existence for a specified number of years, its dismissal or its formation as a permanent committee of Presbytery.
- 861.5 The establishment of a task force by vote of Presbytery shall include a budget item for the expense of a task force and a description of its purpose for insertion in the Standing Rules.
- 861.6 Request for funding for task forces beyond the first year shall follow the established procedure for administrative budget requests.
- 861.7 Task forces shall meet at regular intervals and shall report in writing to Presbytery as docketed by Council.
- 861.8 Task Forces shall relate to Presbytery and Council as described in 732, 733, 736, and 737.

900 OTHER ORGANIZATIONS OF PRESBYTERY

910 Presbyterian Women

- 911 Purpose: Forgiven and freed by God in Jesus Christ we commit ourselves to nurture our faith through prayer and Bible study, to support the mission of the church worldwide, to work for justice and peace and to build an inclusive, caring community of women that strengthens the Presbyterian Church (U.S.A.) and witnesses to the promise of God's kingdom.
- 912 Membership: Is open to all women interested in participating in a supportive manner.
- 913 Leadership: Presbyterian Women is administered on the Presbytery level by a coordinating team and a Moderator, who shall be a member of Presbytery's Council. (Standing Rule 710).
- 914 Voice and vote at both Council and Presbytery.
- 915 In addition to its other relationships to the governing bodies, Presbyterian Women may establish a system of Enablers to further its purposes among the churches of Presbytery.

920 The West Jersey Third Century Fund and Its Directors

- 921 Purpose: The West Jersey Third Century Fund is established to provide capital for the support of Presbyterian mission as allocated by the Presbytery of West Jersey.
- 922 Directors of the Fund
 - 922.1 Three directors, the corporate trustees of the Fund, will be elected by Presbytery upon nomination by the Council.
 - 922.2 The directors shall be elected in May, one person to a class for terms of three years. They shall take office June 1 and shall be eligible to serve full or partial terms aggregating six years.
 - 922.3 The directors shall elect their own officers.
- 923 Duties of the Directors
 - 923.1 The directors shall have authority to invest and reinvest the monies of the Fund on their own initiative or in accordance with the direction of Presbytery or the terms of the gifts.
 - 923.2 The directors shall report to Presbytery Council and to Presbytery annually an estimate of the money available for distribution.

923.3 The directors shall report the status of the Fund to the Council, the Board of Trustees and to Presbytery at their January meetings and such other times as requested.

1000 CALLS, CREDENTIALS OF PASTORS AND VACANT CHURCHES

1010 Calls for Pastors

- 1011 The pastor nominating committees of vacant churches seeking pastors shall consult regularly with the Committee on Ministry regarding their work. No candidate shall be invited to appear before a congregation without the approval of the Committee on Ministry.
- 1012 All calls for Pastors, or Associate Pastors shall conform to the Compensation Policy established by Presbytery.
- 1013 After approval of a call by Presbytery, the service of ordination and/or installation shall be submitted to Presbytery through the Stated Clerk by the Pastor-elect for its approval, but only after consultation with the Moderator of Presbytery.
- 1014 A member of the clergy upon receiving an invitation to accept a call from the pastor nominating committee of a church in another Presbytery shall consult as soon as possible with the Committee on Ministry.
- 1015 Presbytery shall receive affirmative answers from the pastor and session to the following questions before granting the dissolution of a pastoral relationship:
- 1015.1 Has the pastor's salary been paid in full?
- 1015.2 Have Service Pension payments been paid in full to the date of the dissolution?
- 1015.3 Have the Session's records been approved to date?
- 1015.4 Has provision been made for repayment by the pastor of any monies owed to the church?
- 1020 A member of clergy receiving a call to a church within the bounds of Presbytery shall submit to the Committee on Ministry a written statement with the following information:
- 1021 A list of all schools or colleges and seminaries attended, giving the name of each and the degrees received or the number of semesters of study taken there.
- 1022 A list of all churches or missions served (except occasional supply appointments) and the denomination with which each is affiliated.
- 1030 The Committee on Ministry shall examine members of the clergy seeking membership in the Presbytery on behalf of the Presbytery concerning:
- 1031 Attitude toward, and support of, the doctrinal standards of the Presbyterian Church (U.S.A.).
- 1032 Attitude toward, and support of the theological seminaries, and boards and agencies of the Presbyterian Church (U.S.A.).
- 1033 Acceptance of the Constitution of the Presbyterian Church (U.S.A.) and willingness to submit in the Lord to the Government and discipline of its duly constituted governing bodies.
- 1040 A candidate for ordination receiving a call to a church within the bounds of Presbytery shall:
- 1041 Seek approval from the Committee on Ministry on the terms of call and recommendation concerning fitness of the candidate for the position.
- 1042 Petition the Committee on Preparation for Ministry for examination and completion of the ordination trials.

1050 Churches Without Pastors

- 1051 When a pastoral relationship is dissolved or if for any other reason the pastor shall be unable to serve, the Session shall apply immediately to the Committee on Ministry for appointment of a moderator.
- 1052 A church seeking a pastor shall pay the expenses of the session's moderator.
- 1053 Payment of the church's share (12%) of the Service Pension Plan shall be continued during a vacancy.

1100 COMMISSIONERS AND OBSERVERS TO GENERAL ASSEMBLY AND SYNOD

1110 Nomination of Commissioners

- 1111 The process for nominating commissioners to the General Assembly and the Synod of the Northeast is intended to be both representative and rotational with the Nominating Committee serving as the body responsible for its implementation in the following ways:
 - 1111.1 Take action to ensure that a slate of commissioner and alternate nominees is presented at its January Stated Meeting.
 - 1111.2 To ensure rotation and representation, two lists of clergy shall be developed by the Nominating Committee.
 - 1111.21 The first list shall take into account the date of ordination, the length of time served in West Jersey Presbytery, and the number of times a clergy person has served as a General Assembly commissioner.
 - 1111.22 The second list shall include clergy who are women, racial/ethnic or disabled and contain the same information as above to be used for determining General Assembly commissioner nominees.
 - 1111.23 Similar lists shall be developed for use in nominating Synod commissioners.
 - 1111.3 Two lists shall be developed for churches, one listing churches *over* 199 members and the other listing churches *under* 200 members, each showing the dates when the churches last had an elder commissioner to the General Assembly. Similar lists shall be developed for use in nominating Synod commissioners and alternates.
- 1112 The Moderator-Elect of Presbytery may be nominated as one of Presbytery's commissioners to the General Assembly. The Nominating Committee shall consult with the Moderator-Elect about his/her willingness to accept nomination as a General Assembly commissioner, and, if willing, he or she shall be nominated.
- 1113 Those serving as alternate commissioners to either General Assembly or Synod in a given year should be considered as commissioner nominees the following years.
- 1114 In contacting possible General Assembly or Synod commissioner and alternate nominees, the Nominating Committee shall make clear that attendance at the respective commissioner orientation sessions for each governing body is required.
- 1115 The Nominating Committee shall be responsible for sending Presbytery commissioners a written summary about each commissioner or alternate nominee prior to the meeting at which they will be nominated and elected.
- 1116 The above process acknowledges that nominees for General Assembly and Synod commissioners and alternates may always be made from the floor. However, to facilitate the nominating process, the Nominating Committee and all other persons wishing to nominate a candidate for commissioner to General Assembly or Synod shall observe the following procedures:

1116.1 Inform the Stated Clerk no later than 10 days in advance of the January Stated Meeting. All such nominations shall have prior consent of the nominees.

1116.2 In order for written nominating speeches to be mailed in advance, they shall be submitted to the Stated Clerk no later than one week in advance of the January Stated Meeting. The speeches shall be limited to one side of one 8-1/2 x 11" sheet of paper. All written speeches received one week in advance of the January Stated Meeting shall be reproduced by the Stated Clerk and mailed to the Presbytery.

1116.3 Candidates' written nominating speeches received later than the above deadline, may be distributed to the Presbytery at the January Stated Meeting by being placed on the information table. No oral speeches shall be permitted from the floor of the Presbytery. All candidates may meet informally with the Presbytery 30 minutes prior to the Stated Meeting in January.

1117 The commissioners to Synod shall be elected for a three year term except when a vacancy occurs.

1120 Method of Election

1121 Election of commissioners and alternates to the General Assembly and the Synod shall be by ballot.

1122 The Presbytery shall vote for nominees in number equal to the number of commissioners required.

1123 A majority of votes is required for election on the first ballot.

1124 If the number of names placed in nomination exceeds the number of commissioners required, the first ballot shall reduce the slate to twice the required number of commissioners by eliminating those nominees receiving the least number of votes.

1125 On the second ballot the election of commissioners and alternates shall be determined by the number of votes each receives in descending order.

1126 Alternates shall take the place of the principals in the following order: the person who received the largest number of votes shall fill the first vacancy; the person who received the second highest number of votes, the second vacancy; and continue in this order until all vacancies are filled.

1127 Election of commissioners to the General Assembly and Synod shall take place at the January Stated Meeting of Presbytery.

1130 Observers to General Assembly and Synod

1131 The Presbytery shall elect in January a youth advisory delegate to the General Assembly and a youth advisory delegate to the Synod.

1132 The Presbytery may choose to send to the General Assembly the Stated Clerk, the Executive Presbyter or another person of its selection to serve as resource to the commissioners.

1200 VOLUNTARY ORGANIZATIONS IN THE BOUNDS OF PRESBYTERY

1210 As provided in the Book of Order, members of a particular church or churches within the bounds of this Presbytery may associate together under regular forms of association for the purpose of:

1211 Conducting tasks of witness, service, nurture or other appropriate endeavors (G-9.0601).

1220 Subject to the powers of review and control vested by the Constitution in the Presbytery, such special organizations may:

- 1221 Choose their own names or titles.
- 1222 Adopt their own constitution.
- 1223 Elect their own officers.
- 1224 Collect and distribute money for benevolent work.
- 1230 These special organizations shall fulfill their responsibility to the Presbytery by submitting annually to the Presbytery Council for review a report which includes:
 - 1231 The organization's constitution, bylaws, rules, or if none, a statement of the purpose of the organization.
 - 1232 Names and addresses of all current officers.
 - 1233 A review of activities and programs including copies of all publications, if any.
 - 1234 A financial statement.

1300 AMENDMENTS

- 1310 These Standing Rules shall be open to amendment or suspension at any Stated Meeting of Presbytery by a two-thirds vote of the commissioners present and voting.