

**PRESBYTERY OF WEST JERSEY  
BYLAWS  
(with STANDING RULES attached)**

ADOPTED 9/16/86

INCLUDES AMENDMENTS MADE THROUGH JUNE 2009

**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 Each 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 (CPM)

732 Judicial Commission

733 Ministry (COM)

734 Representation

735 Nomination

740 Other Permanent Committees

741 Leadership Education and Development (LEAD)

742 Transformation & Church Growth

743 New Church Development (NCD)

744 Mission

745 Finance and Stewardship

746 Information Systems

747 Personnel

750 Task Forces (Special Committees)

760 Other Organizations

761 Presbyterian Women

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 JUNE 19, 2009

**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 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) will include business which shall rightfully come to the Presbytery and each meeting will include a time for worship. 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.

- 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 a representative from the Worship Team from the Leadership Education and Development Committee. The designation of this offering will be determined by the Presbytery. The May meeting shall include a Moderator's reception and the offering shall be designated to the West Jersey Academy Fund. The sacrament of the Lord's Supper shall be celebrated twice a year.
- 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 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.
- 414 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.
- 415 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.
- 416 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.
- 417 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 416.
- 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 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.
- 433 Appoint all special committees and commissions unless otherwise instructed by the Presbytery.
- 434 Conduct the Commissioning Service for the commissioners to Synod and General Assembly.
- 435 Perform such other duties as prescribed in the Book of Order.
- 436 Serve as liaison between committees.

- 437 Preside at Council in absence of Executive Presbyter.
- 438 Serve as a voting member of Council
- 440 The Moderator-Elect shall:
- 441 Serve as a voting member of Presbytery Council.
- 442 Serve as liaison between committees.
- 443 Preside at Presbytery meetings in the Moderator's absence.
- 444 Assist the Moderator in the formation of special committees.
- 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 dissolution 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 President of the Trustees shall be the Chair of Finance and the Vice-President shall be elected from the voting members of the Council. 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 (EP)
- 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
- The position description of the EP shall be approved by the Presbytery and included in the Operating Manual of the Presbytery.

**700 PRESBYTERY COUNCIL**

- 710 The Council shall consist of 10 members as follows:
- Executive Presbyter
  - The Moderator
  - The Moderator-Elect
  - The Treasurer
  - President of the Board of Trustees
  - 2 Past Moderators of Presbytery 1 Clergy, 1 Elder, nominees from Nominating Committee
  - 3 Members at Large nominees from the Nominating Committee
- When Committee Chairs are present at Council they shall have ex-officio member status to Council with voice but no vote.
- 711 Duties shall be as described in the Council Manual as approved by Presbytery.
- 712 The purpose of the Council of Presbytery is to encourage and hold accountable the committees of the presbytery in their work of serving Jesus Christ and Christ's church; to coordinate and administrate the activities of presbytery as directed in the by-laws; and to prayerfully seek God's future for the presbytery through corporate discussion, visioning and planning.

- 713 The Council shall annually review the work of each Presbytery committee and task force and nominate annually the chairpersons of permanent committees and any task forces.
- 714 The Council shall consider, at its September meeting, an administrative budget for the following calendar year and recommend to Presbytery at its September meeting an equitable apportionment among the churches to fund the administrative budget.
- 715 Present nominations at the Stated Meeting of Presbytery in May of individuals willing to serve on the Nominating Committee.
- 716 The Council shall report in writing to each regular meeting of Presbytery every item of business transacted by it.

**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 Leadership Education & Development (LEAD)
- 823 Transformation & Church Growth
- 824 New Church Development (NCD)
- 825 Finance & Stewardship
- 826 Information Systems
- 827 Personnel

830 Election and General Rules of Permanent Committees & Task Forces

- 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 (CPM)
    - 841.1 Membership shall consist of 14 persons, 7 members of the clergy and 7 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 as described in the CPM Manual as approved by Presbytery.
  - 842 Judicial Commission
    - 842.1 Membership shall consist of seven persons, composed of ministers and elders as nearly equal as possible 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 has elapsed.
- 842.5 The powers and duties of this Commission shall be those granted by the Rules of Discipline.
- 843 Ministry (COM)
- 843.1 Membership shall be established in accordance with the Book of Order (G-11.0501), and shall consist of 24 persons, 12 members of the clergy and 12 elders from all geographic areas of the Presbytery. The quorum of COM meetings shall be a simple majority.
- 843.2 Duties shall be as described in the COM Manual and approved by Presbytery.
- 843.3 Fulfill all responsibilities stipulated in the Book of Order G-11.0500.
- 843.4 Examine on Presbytery's behalf all ordained candidates for membership in Presbytery as authorized in *Book of Order* G-11.0502h.
- 843.5 Be granted 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.
- 844 Representation
- 844.1 Membership: 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.
- 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 annually 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 6 persons, 2 members of the clergy, 2 laymen and 2 laywomen.
- 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 Young Adult Advisory Delegate to Presbytery (YAAD) or YAAD alternate to serve as a regular member of all committees except the Committee on Ministry, the Committee on Preparation for Ministry, the Information Systems Committee, Personnel, 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 Leadership Education & Development

The duties shall be as described in the Leadership Training Manual as approved by Presbytery.

851.2 Membership shall consist of 9 persons, 4 members of the clergy and 5 laity.

852 Transformation & Church Growth

The duties shall be as described in the Transformation Manual as approved by Presbytery.

852.2 Membership shall consist of 7 persons, 3 members of the clergy and 4 laity.

853 Mission

The duties shall be as described in the Mission Manual as approved by Presbytery.

853.1 Membership shall consist of 12 persons, 6 members of the clergy and 6 members of the laity.

854 Finance & Stewardship

The duties shall be as described in the Finance & Stewardship Manual as approved by Presbytery.

854.1 Membership shall consist of the committee chair, the Treasurer and 6 members.

855 Information Systems

The duties shall be as described in the Informational Systems manual as approved by Presbytery.

855.1 Membership shall consist of 9 persons, 4 members of the clergy and 5 Elders.

856 Personnel Committee

The duties shall be as described in the Personnel Committee manual as approved by Presbytery.

856.1 Membership shall consist of 5 persons, 2 members of the clergy and 3 laity.

857 New Church Development (NCD)

The duties shall be as described in the NCD manual as approved by Presbytery

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

860 Task Forces 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.

861.4 A task force shall not ordinarily be in existence for a period of more than four years. After four years the task force shall recommend to Presbytery, its dismissal or its continuation.

861.5 The establishment of a task force by vote of Presbytery shall include a budget item for the expense of a task force-

861.6 Request for funding for task forces beyond the first year shall follow the established procedure for administrative budget requests.

862 The Mission and Ministry Groups shall consist of the following church clusters:

- Rancocas:** Beverly, Burlington, Bustleton, Cinnaminson, Delanco, Marlton, Medford, Moorestown, Mt. Laurel, Riverton, Willingboro
- Cooper:** Audubon, Barrington, Camden-Woodland Avenue, Cherry Hill, Collingswood, Gloucester City, Haddonfield, Haddon Heights Bethany, Haddon Heights First, Merchantville
- Big Timber:** Atco, Blackwood, Grenloch, Janvier, Laurel Springs, Sewell, Sicklerville, Somerdale, Williamstown
- Delaware:** Carneys Point, Daretown, Deerfield, Elmer, Gibbstown, Pitman, Salem, Swedesboro, Wenonah, Woodbury, Woodbury Heights, Woodstown
- Maurice:** Bridgeton Bethany, Bridgeton First, Cedarville, Clayton, Glassboro, Greenwich, Millville, Vineland Bethel, Vineland First, Vineland Memorial

**Cape-Atlantic:** Absecon, Atlantic City Chelsea, Atlantic City Jethro, Atlantic City Victory First, Brigantine, Cape May, Cold Spring, Hammonton, Mays Landing, Ocean City, Pleasantville, Wildwood.

**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 Leadership: Presbyterian Women is administered on the Presbytery level by a coordinating team and a Moderator.

913 The Moderator of Presbyterian Women shall have voice and vote at Presbytery.

**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 commissioners 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 Young Adult Advisory Delegate (YAAD) to the General Assembly and a YAAD 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.