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06/05

Presbytery of Geneva

#### THE PURPOSE OF GENEVA PRESBYTERY

Is to empower and help its local congregations to organize for mission in obedience to the Lordship of Christ, thus fulfilling their unique ministry of sharing the Gospel, by placing the entire resources of the congregation effectively in the service of Christ.

The Presbytery provides resources, guidance and encouragement.

The Presbytery helps its churches relate with each other and denominational structures.

The Presbytery works to provide appropriate forms of education, training, evangelism, stewardship development, social concern, and participation in mission.

The Presbytery initiates, interprets and implements these functions within the Presbytery as well as within its constituent congregations.

The Presbytery strives to provide care, guidance, discipline and nurture in regards to its relationship with its ministers, candidates, and congregations.

The Presbytery endeavors to relate to local organizations of other communions and church organizations, as well as with interdenominational and community organizations.

#### VISION STATEMENT

*Together*, we pray, play and energize our congregations to live out the Good News of Jesus Christ.

*Together*, we lift up each other in love.

*Together*, we call others into the circle of God's grace.

## **INTRODUCTION**

The Presbytery of Geneva of the Synod of the Northeast and the Presbyterian Church (USA) (comprising all the Presbyterian churches in the Counties of Wayne, Seneca, Yates, Schuyler, Chemung, Steuben, Allegany except the town of Cuba which is in the Presbytery of Western New York; Ontario except the town of Victor which is in the Presbytery of Genesee Valley, and the town of Spencer which is in Tioga County, and the town of Trumansburg, which is in Tompkins County, all in the State of New York) recognizes that the Form of Government and the Rules of Discipline of the Presbyterian Church (USA) are in all their provisions obligatory upon it and upon its members.

The Presbytery of Geneva, being a governing body incorporated under the Religious Corporations Law of the State of New York, recognizes that the Religious Corporations Law of the State of New York is in all its provisions obligatory upon its members.

The Presbytery of Geneva hereby adopts Robert's Rules of Order Newly Revised, and the following By-Laws as obligatory upon it and its members, its General Council, and its Committees.

### **I. MEMBERSHIPS AND MEETINGS**

#### **Membership 1.01**

All ministers on the Roll of Presbytery and the Elder Commissioners elected by the sessions shall be members of Presbytery. Other ministers meeting the requirements of G-11.0404 shall be enrolled temporarily as members of Presbytery upon recommendation of the Committee on Ministry. In addition, Elders who are members of the General Council or Chairpersons of Presbytery Committees shall be full members of Presbytery.

#### **Stated Meetings 1.02**

There shall be five stated meetings held each year at an hour and place to be set by the General Council as follows:

Last Saturday of January (usually 9:30am ) – Annual Meeting  
Fourth Tuesday of March (usually 2:00pm)  
Fourth Tuesday of May (usually 2:00pm)  
Fourth Tuesday of September (usually 2:00pm)  
Third Saturday of November (usually 9:30am)

#### **Notification 1.03**

The date and hour of the stated meetings may be changed by Presbytery or by General Council, provided ten days notice is given to all members. Insofar as is practical, notice of all stated, adjourned and special meetings shall be communicated by mail or electronic mail to ministers, clerks of session, annual delegates and other members of Presbytery ten days before each meeting.

#### **Quorum 1.04**

A quorum shall consist of at least four ministers and four elder members who are members of different churches.

#### **Docket 1.05**

The docket for stated meetings shall be prepared by the Stated Clerk under the direction of the General Council and mailed or electronically sent to all ministers, clerks of session, annual delegates and other members of Presbytery ten days before each meeting.

#### **Attendance 1.06**

**Church:** Every church not represented by an elder at three consecutive stated meetings of Presbytery without satisfactory reason shall be reported by the Stated Clerk to the Committee on Strategy.

**Minister:** Every minister, in active service and laboring within the bounds of Presbytery, not attending three consecutive stated meetings of Presbytery without excuse, shall be reported by the Stated Clerk to the Committee on Ministry. A funeral, his or her own personal illness, an emergency (i.e. illness or death) within her or his immediate family, approved study leave, special responsibilities on behalf of this Presbytery, or responsibility to a higher judicatory shall constitute a valid excuse for a minister.

**Early Leave:** Early leave of absence from a stated meeting of Presbytery for ministers or elders shall be granted for personal illness, immediate family emergency, or in the case of a pastor, emergency within her or his congregation.

**Specialized/Retired Ministers:** Ministers not occupying pastoral positions shall report to the Stated Clerk in December. This report shall be referred to the Committee on Ministry for review and appropriate action.

#### **Worship 1.07**

Every meeting shall be opened and closed with prayer. At the January meeting there shall be a memorial service for ministers and elders who have died during the previous year, and the Sacrament of the Lord's Supper shall be celebrated. Other Worship Services, at the other Presbytery meetings, shall be arranged by the Worship Committee of General Council.

#### **Recommendations 1.08**

All General Council and committee recommendations to be presented on the floor of Presbytery shall normally be submitted in writing to the members of Presbytery.

#### **Minutes 1.09**

Unless otherwise requested and directed by Presbytery, the minutes of each meeting shall be examined and reviewed by a commission composed of the members of the General

Council. The commission shall present its report to the following stated meeting of Presbytery.

## **II. OFFICERS**

### **Officers 2.01**

The Officers of Presbytery shall be: Moderator, Vice-Moderator, Stated Clerk, Assistant Stated Clerk, Chairperson of General Council, Executive Presbyter, and Trustees.

### **Duties 2.02**

#### **Moderator & Vice- Moderator 2.021**

The Moderator shall perform the duties of the office as set forth in the Constitution. Vice-Moderator will be elected to serve a two year term, upon conclusion of 1<sup>st</sup> year, the Vice-Moderator shall become Moderator. Vice-Moderator will serve on General Council.

#### **Stated Clerk & Assistant Stated Clerk 2.022**

The Stated Clerk shall perform the following functions: Prepare, under the direction of the General Council, and mail or electronically mail ten days in advance, a docket of business of Stated Meetings and the emphasis, when special, to all ministers, clerks of session, members of General Council and committee chairpersons; receive all communications addressed to Presbytery and present the same to Presbytery or refer to the proper committee; notify members of special committees and task forces of their appointment or election; notify the Commissioners to General Assembly and to Synod of their election and any specific duties and provide them with necessary credentials; keep all minutes and records of the Presbytery and present them to Synod; distribute to ministers and clerks of session a list of officers and members of committees promptly after the Annual Meeting; serve as necrologist and maintain a rotation list of ministers and churches. The Assistant Clerk shall act under the direction of the Stated Clerk.

#### **Chairperson of General Council 2.023**

The Chairperson of the General Council and of the Trustees of Presbytery shall be the person elected by the Presbytery upon nomination of the Presbytery Nominating Committee from those who have served on the General Council within the past five years.

#### **Executive Presbyter 2.024**

The Executive Presbyter shall have the duties and responsibilities outlined G-9.0701 and the Presbytery Administrative Manual. In addition, the Executive Presbyter, in cooperation with the General Council and appropriate committees will encourage discussion and formulation of general strategy for promotion of the mission of the Church within the Presbytery. The Executive Presbyter shall make an annual report to the Annual Meeting, report at other meetings at her or his discretion.

## **Trustees 2.025**

The General Council shall be the Trustees. The Trustees are authorized and empowered to take and receive on behalf of the Presbytery, and in its name, for religious, educational, benevolent or charitable purposes, such gifts, devises, bequests, grants and conveyances of real and personal estate, as in their judgment shall be proper, and to make such applications and provisions as in their discretion they shall deem advisable, for the purpose of carrying out the performing the trusts upon which such gifts, devises, bequests, grants or conveyances may be received. The Trustees are hereby authorized and empowered, from time to time, to invest any and all funds, which are now in their possession or which may hereafter come into their possession, and which funds are not restricted by contract, will or agreement to the contrary in such real or personal property, of any kind or nature, as they, in their joint discretion, shall deem satisfactory, even though the same may not be of the character permitted by the ordinary rules of law. The Trustees shall not suffer liability of any nature, whatsoever, either jointly or severally, by reason of the above investments.

### **III. THE GENERAL COUNCIL**

#### **Members 3.01**

There shall be a General Council as provided in G-11.0301. It shall be composed of the following: The chairperson, the Moderator and Immediate Past Moderator of Presbytery, the Vice-Moderator, the Presbytery Representative to the Synod Mission Council, the Chairperson or surrogate of the Committee on Finance, the Committee on Budget, the Chairperson of the Presbytery Nominating Committee, six persons who shall be nominated and elected from among those who have served on a Presbytery unit in the last three years, the Stated Clerk (without vote) and Executive (without vote).

#### **Chairperson/Secretary 3.02**

The Chairperson of the General Council and Trustees of Presbytery shall be elected for a two year term upon nomination of the Presbytery Nominating Committee from among those who have served on the General Council within the past five years. In the case of an absence, the General Council shall elect a chairperson pro tem. The Stated Clerk of the Presbytery shall be Secretary of the General Council.

#### **Power/Duties 3.03**

The General Council shall have the following powers and duties:

1. Guide Financial Matters
  - a. Consider and report upon all proposals and appeals for money.
  - b. Present to the churches the budget of the mission and benevolent causes and agencies as adopted by the Synod and General Assembly.
  - c. Develop, prepare, and propose the Presbytery Operations Budget.
2. Direct the work of administrative personnel.
3. Review the work of the Presbytery in the light of the goals and priorities and directions developed by the Synod and the General Assembly and to recommend

- to the Presbytery appropriate directions for strategy and mission within the Presbytery.
4. Fill, on a temporary basis between meetings of Presbytery, vacancies that occur in the committees of Presbytery.
  5. Approve the sale, mortgage, lease, or other encumbrance of the real property of Presbytery or any congregation, upon the recommendation of the session of that congregation and the Committee on Strategy of the Presbytery.
  6. Organize or dissolve churches, and adjust difficulties in particular churches, after appropriate action by the Presbytery.

### **General 3.031**

Additional permissive powers added by the General Assembly shall become effective only upon specific action of the Presbytery. The Stated Clerk shall present these changes for Presbytery action no later than the next Annual Meeting.

### **Trustees 3.032**

The General Council shall be the Trustees (section II).

### **Planning 3.033**

The General Council shall assume responsibility for the on-going planning, budgeting, and evaluation for the Presbytery.

### **Budgeting Procedures 3.034**

The General Council shall receive budget proposals and recommendations for the program committees and mission budgets from the annual Program Budget Consultation of the units of the Presbytery and the Mission Projects Committee of the Presbytery. Amendments and adjustments to those budget proposals will be negotiated with the annual Program Budget Consultation Group and the Mission Projects Committee before being proposed to the Presbytery, recognizing the final authority and responsibility for the budget proposal rests with General Council.

### **Funding 3.035**

The General Council shall endorse or reject proposals by a Presbytery Unit to seek funding outside that provided in the Presbytery budget or other church sources.

### **Overtures 3.036**

The General Council shall receive, review, or initiate overtures to be presented to the Presbytery. It may make referrals of overtures to appropriate committees.

### **Recommendations 3.037**

The General Council shall also review committee and task group recommendations to be presented to the Presbytery, except those having to do with candidates, reception of ministers, pastoral calls, and vacant pulpits. Exception to the above review may be

granted by a two-thirds vote of the Presbytery. Committee and task force chairpersons or their surrogates shall have access to the General Council for the purpose of presenting their recommendation(s), if necessary.

### **Meetings/Minutes 3.04**

The General Council shall meet before each Stated Meeting of Presbytery and at other times as it deems necessary. Special meetings may be called under provisions similar to those governing the calling of a special meeting of the Presbytery.

Minutes of the General Council meetings may be approved at the close of each meeting or at a subsequent meeting. Minutes of the meetings shall be circulated to all members of General Council.

### **Nominations 3.05**

The General Council shall have a Standing Committee on Nominations composed of nine members, who shall be elected for three year term each, one third to be elected each year. The Committee shall be composed of one-third ministers, one-third laywomen and one-third lay men. It shall be broadly representative of the churches of the Presbytery. The General Council shall name the Chairperson annually. The Stated Clerk, the Representative to the Synod Permanent Nominating Committee, and the Executive shall be members ex officio and without vote. At its November Meeting, the General council shall nominate members to take office at the close of the Annual Meeting of Presbytery. The Presbytery shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life, in accordance with G-4.0403 in the Book of Order.

### **Budget/Finance 3.06**

The General Council shall have a Standing Committee on Budget and Finance. There shall be nine elected members. The Chairperson or surrogate shall be a member of the General Council. The Committee shall have these responsibilities:

1. To monitor monthly income and expense statements and report the same to Council.
2. To provide for, review, and make recommendations concerning the annual audit of Presbytery's financial records and report to the first Council meeting after the completion of the audit report.
3. To review and have control of computer accounting and bookkeeping procedures.
4. To prepare an easily understood reporting form for financial statements for Council and Presbytery.
5. To develop a budget format which separates program costs and administrative costs, and shows the division of per capita costs.
6. To assist the Council as it carries out Budget Procedure in their role as Trustees.
7. To represent Presbytery in its dialogue with units of Presbytery and Sessions concerning budget, per capita, budget timelines, etc.

8. To recommend to Council the per capita budget based on requests received from committees.

### **Camp Whitman Property 3.07**

The General Council shall have a Standing Committee on Camp Property consisting nine elected members. This committee shall be responsible for the maintenance and development of the property at Camp Whitman. The Chairperson shall have access to General Council. The Committee shall relate to General Council in all corporate matters.

### **Worship 3.08**

The General Council shall have a Standing Committee on Worship. There shall be six elected members nominated by Council. The Chairperson or surrogate shall be a member of the General Council. The Committee shall have the responsibilities of arranging Presbytery Services of Worship according to By-Law 1.07.

## **IV. GENERAL COMMITTEE INFORMATION**

### **Membership 4.01**

Each committee shall have the number of members specified in these standing rules, with approximately equal representation of ministers and lay members. Only elders and ministers shall serve on the Committee on Ministry and on the Permanent Judicial Commission.

In addition to elected members, a committee may have such co-opted members as it may see fit. The Stated Clerk shall be a member of the Committee on Ministry (ex-officio and without vote).

### **Terms 4.02**

Election to committees is for a term of three years, unless otherwise specified by the Presbytery.

### **Chairperson 4.03**

Chairpersons of the committees shall be proposed by the Nominating Committee and elected by Presbytery for term concurrent with the individual's terms on a particular committee.

Elders elected as chairpersons of committees shall be permanent members of the Presbytery during their term of office.

### **Meetings 4.04**

Committees shall establish their own regular schedule of meetings. Adequate notice shall be given to all members of all meetings, regular and special. Absence from two consecutive meetings without valid excuse shall constitute an automatic resignation.

Each committee shall keep accurate minutes, properly approved, of all meetings. Minutes shall be circulated to all members of the committees.

## **V. ECCLESIASTICAL COMMITTEES RESOURCING THE CONGREGATION**

The Ecclesiastical Committees for Resourcing the Congregation which shall serve the Presbytery shall include at least the following:

The Committee on Ministry  
The Committee on Strategy  
The Committee on Polity and Review  
The Committee on Presbytery and Church Employed Personnel  
The Committee on Preparation for Ministry  
The Committee on Representation

### **Committee on Ministry 5.01**

The Committee on Ministry shall consist of sixteen elected members, not more than eight being either ministers or elders, and shall have responsibility for Presbytery's oversight of congregations and pastors. The committee shall confer with the Committee on Strategy, and make use of the resources of other committees of the Presbytery as deemed expeditious to the end that the health of congregations, pastoral relationships, and the mission of the church through its several congregations might be maintained and advanced.

#### **1. Visitation and Counseling 5.011**

Direct access to the Committee shall be had at all times by all ministers in the Presbytery, by all sessions and by any elder in active service.

The Committee shall be available at all times to all churches in the Presbytery. This Committee has authority to visit and counsel with churches and ministers of the Presbytery as to their spiritual and temporal welfare (G-11.0502a). This Committee shall visit and counsel with churches in which differences have risen (G-11.0502i).

#### **2. Care and Oversight of Ministers and Families 5.012**

The Committee on Ministry shall be responsible for the care and oversight of all Presbytery's ministers with or without pastoral charge including those who are in teaching, chaplaincy, executive or other judicatory-related ministries, those laboring outside the bounds of Presbytery, as well as those who are retired, together with spouses and children of deceased ministers within the bounds of Presbytery in the following ways:

A. By providing for the pastoral support of all ministers within the Presbytery so that the various aspects of their life and work may be meaningful and significant both to them and the Church.

B. Acting between meetings of Presbytery to fulfill the privileges and responsibilities granted in G-11.0502g and G-14.0507 in the dissolution of pastoral relations which the

church and pastor agree, finding calls in order, approving the examination of ministers transferring from other presbyteries, and other related items in the dissolution of a pastoral relation.

C. By providing pastoral care for ministers, spouses and children. This shall include such concerns as the annual review of their terms of call, counseling and consideration of the various aspects of retirement. The Committee is empowered to renegotiate changes in call/compensation with the sessions of particular churches.

D. By encouraging participation in study leave and by administering study leave funds.

E. By assuming Presbytery's responsibility in all pension matters and serving as a liaison between the Board of Pensions and Presbytery.

F. By reviewing the annual reports of all ministers who are serving in non-parish ministries, laboring outside the bounds of Presbytery or are engaged in secular employment. The Committee shall recommend approval, counsel qualification of said employment as an appropriate extension of ministry for said ministers.

### **3. Care of Congregations Without Pastors 5.013**

The Committee shall have the care and oversight of churches without pastors. Such oversight shall be exercised in the following ways:

A. By consulting with the session and nominating to the Presbytery a moderator of the session.

1. In those churches actively pursuing the calling of a new pastor, the moderator may be a member of the Committee on Ministry, and would then be liaison person between the church and the Committee. Moderators of churches without pastors will normally be named from the same geographical region as the church being moderated.
2. In churches where for any reason there is not current pursuit of calling a pastor, the Committee shall recommend a moderator to Presbytery. Such appointments will be for one year, and may be renewed upon review by the Committee each year. The Committee will report to Presbytery at each Stated Meeting on its recommendations for such moderatorships.
3. A Presbytery-appointed moderator shall receive travel remuneration from the Presbytery at the current rate recommended by the Committee on Ministry and approved by the Presbytery.
4. The Presbytery ordinarily shall not approve a minister's being called as pastor or appointed as stated supply of a church which that minister has served as Temporary supply unless a period of six months has elapsed between the ending of the temporary supply relationship and the issuing of a call to the pastor or the appointment as stated supply. For reasons which seem good and sufficient to the Committee on Ministry and recommended to the presbytery, the presbytery by three-fourths vote of the members present may approve the

issuing of a call or the appointment as stated supply without the lapse of the six month's period. Reasons for this action shall be spread upon the minutes of the presbytery. The prohibition shall not apply to a candidate who has been serving as temporary supply.

B. By conferring with the Committee on Strategy and with the session of each church needing aid in the support of a pastor and/or program before recommending that a minister be called a pastor or named as stated supply in said church.

C. By consulting with the session in defining the session's responsibility and authority in filling the pulpit during the vacancy with a temporary supply, stated supply or interim pastor. Said pulpit supplies shall be reimbursed for service and travel costs at the rate recommended by the Committee on Ministry and approved by Presbytery.

D. By counseling the session as to correct procedures for the selection of a PASTOR NOMINATING COMMITTEE for the congregation.

E. By counseling the pastor nominating committee concerning correct procedures for seeking and calling a pastor.

F. By counseling with the pastor nominating committee regarding the suitability of a candidate before the candidate's name is presented to the congregation.

G. By presenting the congregational call of the candidate to Presbytery for action.

H. No person who is a candidate/nominee for a pastoral vacancy in Geneva Presbytery shall be permitted to come on the field to begin work until the candidate/nominee has met with and been examined by the Committee on Ministry or its representatives and that Committee is prepared to recommend the person's reception into the presbytery. In case of a candidate not previously ordained, the prior examination by the Committee on Preparation for Ministry shall precede the examination and recommendation of the Committee on Ministry.

#### **4. Other Professional Staff 5.014**

The Committee shall confer and advise the pastor and session of a church concerning the call of an Associate Pastor or other professional staff or the dissolution of such a call or contract relationship.

#### **5. Other Responsibilities and Authority 5.015**

The Committee on Ministry has delegated responsibility and authority to represent the Presbytery in:

A. Processing requests for dissolution of pastoral calls and temporary supply, stated supply, or interim pastors contracts.

B. Acting between meetings of presbytery to fulfill privileges and responsibilities granted in (G-11.0502h) and (G-14.0507) in the dissolution of pastoral relations when the church

and pastor agree, finding calls in order, approving the examination of ministers transferring from other presbyteries, and other related items.

C. Assisting sessions in developing and approving position descriptions and person descriptions for pastoral and other professional staff.

D. Examining each Presbyterian minister who seeks membership in his or her Christian faith and views in the theology, the sacraments, and the government of this church. (G-11.0402). The Committee on Ministry shall appoint a panel to examine each minister who seeks membership according to the requirements of the Book of Order (G-11.0402). This panel will consist of representatives of the Committee on Ministry and Strategy

### **5. Other Responsibilities and Authority 5.015 (cont.)**

Committee as well as the Presbytery Executive. At least two members of the panel shall be ordained ministers. The Committee on Ministry is given the authority to approve this examination, according to the Book of Order: G-11.0502(h) and the Standing Rules of the Presbytery. There will be no examination of the ministers on the floor of Presbytery when they are transferring their membership to the Presbytery. However, new members shall be presented to Presbytery and given an opportunity to address it briefly.

E. Relating to all actions concerning emergency financial assistance to ministers, surviving spouses, or congregations.

F. Counseling and guiding the ministers of Presbytery and monitoring the relocation process. This will include speaking for the Presbytery in all counsel and correspondence with the General Assembly's Vocation Agency and its Office of Personnel Services concerning personal information forms of Presbytery's ministers.

G. Administering the Maintenance of the Ministry Fund and the Emergency Fund for ministers and their families.

H. Assuming Presbytery's responsibility in training, commissioning, oversight, and renewal of commissions for all lay preachers and lay pastors within its bounds.

I. Liaison between Board of Pensions and Sessions.

J. Develop various task groups to study and recommend policies to Presbytery having to do with the quality of the relationships within churches (pastor and people/session, people to people, people and session) and with Presbytery.

### **6. Marriage, Divorce and Remarriage 5.016**

Committee on Ministry shall represent the Presbytery as a review body to which any matters may be referred concerning marriage and remarriage of divorced persons, including clergypersons.

## **COMMITTEE ON STRATEGY 5.02**

The Committee on Strategy shall consist of twelve elected persons who shall be responsible, in consultation with the churches of the Presbytery, for the development of long and short range strategies for witness, programming, and service in relation to the wider community, other denominations, and other Presbyterian churches.

### **Visitation and Counseling 5.021**

- A. The Committee shall be directly accessible at all times to all ministers in the Presbytery, and to all sessions and to any ruling elder in active service in the Presbytery.
- B. This Committee shall exercise its concerns for mission strategy in individual congregations and the Presbytery as a whole, through consultation, negotiation, and recommendation.
- C. The Committee shall stay abreast of current insurance coverage issues and be available to churches for consultations.

### **2. Care of Congregations Without Pastors 5.022**

The Committee shall assist and cooperate with the Committee on Ministry in the care and oversight of churches without pastors. Such assistance and cooperation shall be exercised in the following ways:

- A. By appointing a member of the Committee as liaison person to provide guidance, in cooperation with Committee on Ministry liaison person and moderator, in churches whose pulpits are vacant.
- B. By assisting the church in doing a mission self-study if deemed necessary by the Committee. The Committee shall recommend to the Committee on Ministry what this Committee deems to be an appropriate strategy for this congregation in regard to pastoral ministry and mission.
- C. By conferring with the Committee on Ministry and with the session of each church needing aid in the support of a pastor and/or program before recommending that a minister be called as pastor or named as stated supply in said church.
- D. By advising and counseling sessions in planning strategies for future ministry and mission in vacant churches which are not actively seeking a pastor, or in churches which have temporary or stated supplies.

### **3. Congregational Strategy for Community and Area 5.023**

The Committee shall develop and make strategy recommendations to the General Council to aid the Presbytery in the most effective utilization of its resources as it is involved in total mission of the church.

- A. By assessing as extensively as possible the needs and problems of the churches of the Presbytery, and their resources, potential, and alternatives in mission.
- B. By seeking people in target or pilot churches who will actively serve on task forces to detail local strategies, and by utilizing those persons to carry out local

- and area strategies within Presbytery and in cooperation with other denominations.
- C. By gathering and coordinating information.
  - D. By making specific recommendations to the General Council and/or Presbytery concerning strategy in local churches or areas of the Presbytery.

#### **4. Ecumenical Cooperation 5.024**

The Committee shall foster ecumenical cooperation in developing strategy and performing mission through close interdenominational relationships on a continuing basis.

#### **5. Purchase, Expansion or Sale of Real Property 5.025**

Churches contemplating purchase, expansion or sale of their real property, and any financial undertaking involving the borrowing of money, shall consult with the Committee as to the effect such change will have upon the church's mission, shall provide all requested information, and shall secure the prior written permission of this Committee and the Presbytery or the General Council before acting (G-8.0501).

The Church contemplating the expenditure of the principal sum of endowments or bequests for any purpose shall consult with this Committee before taking the proposed action.

If churches sell their manse, proceeds from such sales shall be invested and set aside, with the income used for housing allowance or pastoral support. The investment objective of these funds should include the growth of principle as well as current income. The income of these funds shall not be used for any other purpose except by permission of Presbytery. No part of the principle of the proceeds from the sale of manse may be disbursed for any reason without permission of the Presbytery.

#### **6. Significant Congregational Maintenance Work of Purchases 5.026**

Congregations considering significant maintenance work or significant purchases shall submit proposals for such work to the Committee for its approval and Presbytery's approval. Significant maintenance work or significant purchases are hereby defined as meaning any type of congregational maintenance or purchases that incur costs equal to or exceeding 25% of the congregation's previous year's operating budget.

#### **COMMITTEE ON POLITY AND REVIEW 5.03**

The Committee shall consist of nine elected members who shall be responsible for the following:

- A. The annual review of Session Records and Church Registers.
- B. Reporting to the Committee on Ministry any problems affecting the pastoral relation or the health of the particular congregation.
- C. Reporting to the Presbytery any failure to conform to the provisions of the Form of Government or the book of Church Discipline.

D. Where appropriate, suggesting to the sessions proper procedure and/or necessary action.

E. Arranging for the adequate training of Clerks of Session as related to their particular responsibility to their Session and Presbytery.

F. Reviewing all overtures originating in the Presbytery as to the propriety of their form and constitutional implications of their content. This will normally take place prior to submission to General Council and Presbytery.

#### **COMMITTEE ON PERSONNEL 5.04**

The Personnel Committee shall consist of six members of whom, when possible, at least one shall be a lay employee of the church. The Committee shall be responsible for:

A. Serving as the Personnel Committee for the Presbytery in accordance with the Personnel Covenant and Practices for the Presbytery of Geneva” [*Standing Rules, Addendum B*]

B. Recruiting and hiring Presbytery staff, in consultation with General Council and, where required, by the Presbytery.

C. Reviewing and evaluating the work of the members of the Presbytery staff at least annually.

D. Reviewing, and updating as necessary, the job descriptions of all Presbytery staff members on an annual basis.

E. Conducting an annual compensation review with the Presbytery staff and submission of a recommendation for the next budget cycle to the Presbytery.

F. Serving the churches through counsel and guidance to congregations and their personnel committees, and by interpreting to them personnel guidance from governing bodies.

G. Encouraging churches and assisting them as requested, in the development of policies and practices for the recruitment, supervision, and support of their lay employees and volunteers.

#### **COMMITTEE ON PREPARATION FOR MINISTRY 5.05**

The Committee on Preparation for Ministry shall consist of six members. The Committee shall have as its responsibilities:

A. Receiving applications and recommending enrollment of inquirers.

B. Conducting annual consultations for all inquirers and candidates under care of Geneva Presbytery, providing guidance, support and direction toward the fulfillment of all requirements for ordination, as specified by the Form of Government of the PCUSA and by the policies of Geneva Presbytery.

C. Reviewing the evidence of the inquiry phase and making a recommendation regarding candidacy.

D. Providing a committee liaison to each inquirer and candidate of the presbytery.

## **COMMITTEE ON PREPARATION FOR MINISTRY 5.05 (Cont.)**

- E. Conducting the final assessment of candidates and making a recommendation regarding readiness to be examined for ordination to the Ministry of Word and Sacrament, pending a call.
- F. Maintaining files on each inquirer/candidate under the care of Geneva Presbytery.
- G. Recommending readers for standard ordination exams.
- H. Administering the Candidates Aid Fund.

## **COMMITTEE ON REPRESENTATION 5.06**

The Committee on Representation shall consist of seven elected members and, as far as possible, shall meet the requirements of G-9.0105. The Committee shall be responsible for:

- A. The annual review of the way the committees of the Presbytery are representative of racial ethnic members, women, different age groups, and person with disabilities.
- B. Providing names of possible candidates for office and committee membership to the Presbytery Committee on Nominations from any of the above designated groups.
- C. Reporting annually to the Synod and compliance of the Presbytery with the principle of participation and representation.

## **VI. PROGRAM COMMITTEES RESOURCING THE CONGREGATIONS**

The program committees which provide resourcing to the congregations shall include at least the following:

- Camp Whitman on Seneca Lake Program Committee
- The Committee on Church Education
- The Committee on Women and the Church
- The Committee on Interpretation and Stewardship
- The Committee on Mission Projects
- The Committee on the Resource Center
- The Committee on Evangelism
- The Committee on Self-Development of People
- The Committee on Church in the World
- ..and any programmatic task forces.

## **CAMP WHITMAN ON SENECA LAKE PROGRAM COMMITTEE 6.01**

The Camp Whitman on Seneca Lake Program Committee is a joint committee with members from both Geneva and Genesee Valley Presbyteries. The Camp Whitman on Seneca Lake Program Committee will consist of six elected members who shall be responsible for the planning and implication of the Camp Whitman on Seneca Lake Summer Camp Program.

## **COMMITTEE ON CHURCH EDUCATION 6.02**

The Committee on Church Education shall consist of fifteen elected members who shall be responsible for:

- A. Aiding the churches in developing programs of education.
- B. Conference program
- C. Leadership Development
- D. Church Officer Development

## **COMMITTEE ON WOMEN AND THE WOMEN 6.03**

The Committee on Women and the Church shall consist of nine elected members who shall be responsible for:

- 1. Keeping before the Presbytery the concerns of women in the church.
- 2. Advising pastor nominating committees regarding the Presbyterian Church (USA) equal opportunity position.
- 3. Providing education programs.

## **COMMITTEE ON INTERPRETATION AND STEWARDSHIP 6.04**

The Committee on Interpretation and Stewardship shall consist of nine members who shall be responsible for:

- A. Interpretation of Presbytery, Synod and General Assembly General Mission within the Presbytery and its congregations.
- B. Promotion of Stewardship commitment within the Presbytery and its congregations.
- C. Promotion of stewardship education and techniques within the Presbytery and its congregations.
- D. Promotion of authorized special offerings within the Presbytery and its congregations.
- E. Encouragement of sharing of the perspectives of international visitors and overseas personnel.
- E. Educating of Presbyterian serving in or traveling to other countries concerning sensitivity to mission and Christian concerns in relating to other nations and cultures.

## **COMMITTEE ON MISSION PROJECTS 6.05**

The Committee on Mission Projects shall consist of nine elected members who shall have responsibility for the oversight and guidance of the Presbytery's witness of its congregations to their communities and to the world.

The Committee on Mission Projects shall enable mission in various forms to take place within the bounds of the Presbytery through financial aid and other appropriate forms of support of projects of religious and humanitarian agencies:

## **COMMITTEE ON MISSION PROJECTS 6.05 (cont.)**

A. By receiving and reviewing mission proposals, recommending appropriations for the mission budget of the Presbytery for the General Council. This shall include all projects initiated through a session(s), the General Council or the committees and units of Presbytery.

B. By careful investigation and evaluation of all projects for which Presbytery aid is requested, both those initiated by sessions and congregations and those initiated by the Presbytery or its committees.

C. By recommending mission projects to the Presbytery for its approval.

D. By showing a continuing interest and concern for the approved projects throughout the time of Presbytery's support. The Committee shall develop interpretive materials for use in the Presbytery meetings and by congregations, describing the scope and nature of the projects sponsored and funded through the Presbytery.

E. By giving highest priority in its considerations to the development of new congregations and the redevelopment of existing congregations, and those mission projects of the congregations and presbytery units which provide mission services which only the church can or will provide.

F. By reporting regularly to the General Council and the Presbytery on the mission income and mission expenditures of the Presbytery.

## **RESOURCE CENTER 6.06**

The Committee on the Resource Center shall consist of six elected persons. The Resource Center Coordinator shall be ex-officio member of the committee and serve as its staff person. The committee shall be responsible for:

A. Purchasing resources and equipment for the center.

B. Informing the churches about the resources available for borrowing from the center.

C. Establishing and maintaining operating policy guidelines for the center.

D. Exercising care and oversight over the Center, its resources, equipment, and its management.

## **COMMITTEE ON EVANGELISM 6.07**

The Committee on Evangelism shall consist of nine elected members who shall be responsible for training and equipping congregations for carrying out the Great Commission (Matt. 28:19-20) through deepening spiritual life, sharing our faith, becoming more welcoming.

We will fulfill this mission by visiting churches, providing resources, tools and training encouraging congregations to recognize and use their own gifts for the ministry of evangelism.

## **COMMITTEE ON SELF-DEVELOPMENT OF PEOPLE 6.08**

The Committee on Self-Development of People shall consist of eleven members elected by the Presbytery to fulfill the responsibilities stated in Addendum R. Members of the committee shall, as nearly as possible, meet the requirements of the National Committee on the Self-Development of People.

## **COMMITTEE ON CHURCH IN THE WORLD 6.09**

The Committee on Church in the World shall consist of twelve elected members who shall encourage the Presbytery and its congregations to promote involvement in the world.

The Committee shall have three subcommittees and as such task forces from time to time that the committee wishes to form: (1) Hunger; (2) Peacemaking; (3) Social Concerns.

The Committee is responsible for:

- A. Holding the matter of Hunger before the Presbytery and its congregations.
- B. Providing resources to the congregations as they seek to respond to the needs of the hungry and to hunger-related issues and concerns.
- C. Promote hunger-related offerings such as 2 cents a Meal.
- D. Holding the many concerns of peacemaking before the Presbytery and its congregations.
- E. Providing resource to the congregations as they seek to fulfill their peacemaking responsibilities.
- F. Promoting the annual peacemaking offering.
- G. Encouraging the application of the gospel of our Lord Jesus Christ by the Presbytery, the churches and individuals to the persons and structures of the communities and world in which they live.
- H. Encourage the Presbytery and its congregations to be involved in the society as advocates for truth, justice and peace.

## **VII. ELECTIONS**

### **ANNUAL MEETING 7.01**

Election of all officers, General Council members, committee members and committee chairpersons shall occur at the November Meeting of Presbytery. Election of Commissioners to General Assembly and Synod shall occur at the November meeting.

### **NOMINATIONS 7.02**

Nominations for all elective positions except the Nominating Committee shall be made by the Committee on Nominations and shall be sent to the members of Presbytery in advance of the November Meeting. Exceptions shall be the nominating and electing of Presbytery Staff, which shall be governed by the procedures established by the Book of

Order. The Executive Presbyter shall be elected for a five year term and be eligible for re-election.

Voting members of the Nominating Committee shall not be eligible for nomination by the Committee to the position of Moderator, member-at-large of the General Council, member of the Committee on Ministry, representative to a Synod unit, Commissioner to the Synod or General Assembly. They may be nominated from the floor for any such position.

The Committee on Nominations shall be nominated and elected according to the procedures already established in these Standing Rules (see Chapter III. E.)

In proposing persons for Vice-Moderator, the Nominating Committee shall rotate among the four categories of male clergy, female clergy, male elder, and female elder (necessarily in that order), and Vice-Moderator will become Moderator during the second year of the term. In proposing persons for Vice-Moderator, the Nominating Committee shall conscientiously search for people who represent the rich diversity of our membership as listed in the Book of Order, G-4.0403

Only one nominee shall be represented for each position, but additional nominations may always be made from the floor of Presbytery. In nominating commissioners to General Assembly and Synod, the Committee shall designate a principal for each position and alternates in sufficient number to see that the Presbytery is fully represented. Additional nominations for commissioner or alternates may always be made from the floor.

Nominations for Youth Advisory Delegates to General Assembly and Synod shall be made by the Church Education Committee which shall solicit nominations from the churches and present one nomination for each principal and alternate position. In the event neither principal nor alternate Youth Advisory Delegate is able to attend, the Stated Clerk, Chairperson of the Nominating Committee and Chairperson of the Church Education Committee shall be empowered to fill the vacancy.

A. In elections, those receiving the highest number of votes shall be declared elected and those receiving the next highest number shall be alternates in the order of the number of votes they receive.

### **EFFECTIVE DATES 7.03**

In the event a vacancy shall occur in the Presbytery's delegation, which because of the short time prior to the meeting cannot be filled by alternates or the calling of a special meeting of Presbytery to elect additional commissioners, the Moderator and the Stated Clerk, in consultation with the Chairperson of the Nominating Committee, shall be empowered to designate a minister or ruling elder to fill the vacancy.

### **TERMS OF OFFICE 7.04**

All elected persons shall assume office at the conclusion of the January Meeting unless elected to fill a vacancy except: Presbytery Staff, who shall assume office on a date

designated by the Presbytery; Commissioners to General Assembly and to Synod, who shall assume office at the opening sessions of the annual meeting of those judicatories.

**Terms of Office:**

A. The Vice-Moderator shall be elected for a term of two year, upon the conclusion of the first year, shall become Moderator.

B. The Stated Clerk, the Assistant Stated Clerk, elected members of the General Council and the Director of Auburn Seminary shall be elected for three years.

C. Committee members, including members at large of General Council, shall be elected for terms of three years, except where nominations are made to fill unexpired term vacancies.

D. Elected members of committees and General Council shall not serve for more than six years in succession.

E. Commissioners to Synod shall be elected for a two-year term. Half of the delegation shall be elected each year. Commissioners shall not be eligible for a second consecutive term.

F. Members of the Permanent Judicial Commission shall be elected for a six-year terms, each class to be elected in the even numbered years, and they may not succeed themselves for a second consecutive term.

The Permanent Judicial Commission shall be convened by the Stated Clerk subsequent to the election of a new class for instruction in procedure and the election of a Moderator and Clerk.

G. Vacancies occurring in any elective position except those of Presbytery staff shall be filled by the Presbytery upon nomination of the Committee on Nominations.

H. Presbytery staff shall serve at the convenience of the Presbytery, according to the terms of each specific contract.

**VIII. COMMISSIONS**

**PERMANENT JUDICIAL COMMISSION 8.01**

There shall be a Permanent Judicial Commission of seven members which shall be elected and organized as provided in Standing Committee Rule VII 7.04 F

**REVIEW MINUTES 8.02**

There shall be a Standing Commission on Review of Presbytery Minutes which shall be composed of the members of the General Council and shall function as provided in Standing Rule I 1.09

**ADMINISTRATIVE COMMISSIONS 8.03**

From time to time the Presbytery may constitute Administrative Commissions which shall be composed of at least three ministers and three ruling elders from different churches. These Commissions shall function as provided in G-9.0503.

## **SPECIAL DISCIPLINARY COMMITTEE 8.04**

In order to meet the requirements of the Book of Order for a Special Disciplinary Committee, the Presbytery shall elect seven members from whom the Stated Clerk and Moderator may select a committee of not more than three to function as specified in D-7.000. The Stated Clerk, Executive or members of the Permanent Judicial Commission shall not be members of the Special Disciplinary Committee.

## **IX. STAFF**

### **PRESBYTERY EXECUTIVE 9.01**

The Presbytery shall elect an Executive Presbyter as provided in Standing Rule 7.02. The Executive Presbyter shall have the responsibilities outlined in these Standing Rules.

### **OTHER STAFF 9.02**

The Presbytery, at its pleasure, may elect other staff who shall have the responsibilities assigned by the Presbytery or the Executive Presbyter. They shall be elected as provided in G-9.0702.

### **SECRETARIAL/ADMINISTRATIVE 9.03**

The Presbytery shall provide for adequate secretarial and administrative assistance for its staff. These persons shall be selected and reviewed by the Committee on Presbytery and Church Employed Personnel of the Presbytery in consultation with the Executive Presbyter.

## **X. OTHER**

### **SYNOD UNITS 10.01**

The Presbytery shall nominate persons to serve on Synod Committees according to the By-Laws of the Synod of the Northeast. Election shall be by the Synod. The presentation of a name for nomination shall be the responsibility of the Nominating Committee of Presbytery. Additional names may be proposed from the floor.

### **DIRECTOR OF AUBURN THEOLOGICAL SEMINARY 10.02**

The Presbytery shall elect a Director of Auburn Seminary who is a member of the Program Consultation, and who shall report to the General Council once a year and to the Presbytery at the Council's discretion.

### **TASK GROUPS 10.03**

The Presbytery, General Council, or committees of the Presbytery may create task forces to accomplish a purpose of the constituting unit. Funding for the Task Groups' work shall come from the Presbytery budget of the unit to which it is responsible. Any other funding is subject to the provision of Standing Rules III.C.

Unless otherwise provided, task groups are administratively responsible to Council. Council will fund them from the time of creation until the Program Consultation can make recommendations regarding their share of the Presbytery budget and the share of the budget is determined by Presbytery.

Task groups shall be created for a specific period of time, not to exceed three years. At the end of the specific life of the task group it may be extended following review and evaluation for a specific period of time. Any task group in existence for six years shall be either made a standing committee or terminated.

There shall be an annual report and review of each task force to and by the Council. In addition, each task group shall report to each meeting of the Council.

#### **OVERTURES 10.04**

Any committee of the Presbytery may initiate an Overture to Synod or General Assembly. All such Overtures, not originating in the Committee on Polity, shall be reviewed by the Committee on Polity as to the propriety of its form and its constitutional implication. This will normally take place prior to the Overture's submission to General Council and to Presbytery.

### **XI. SUSPENSION AND AMENDMENT**

#### **SUSPENSION 11.01**

These Standing Rules, with the exception of those that are included in this Article XI, may be suspended at any meeting of Presbytery by a two-thirds vote of those present and voting.

#### **AMENDMENT 11.02**

These Standing Rules may be amended in this manner:

- A. Proposed amendments shall be presented to the General Council for study and recommendations.
- B. The General Council shall report the proposed amendment to the Presbytery with recommendations at the next Stated Meeting.
- C. The Presbytery may adopt the amendment at the next Stated Meeting by a two-thirds vote of those present and voting.

### **XII. ADDENDA**

#### **ADDENDUM 12.00**

When duly adopted by Presbytery, addenda shall be treated as having the same force as the Standing Rules and may be suspended or amended only as provided in Article XI of these Standing Rules.