

# **The Manual of the Presbytery of San Diego**

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**Presbytery of San Diego**

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## CHANGE NOTICES

Change Number	Date	Description	Page(s)
1	2/4/03	Added Stated Clerk to membership of The Executive Committee of Council	3, 35
2	11/16/04	<ol style="list-style-type: none"> <li>1. Numerous editorial changes.</li> <li>2. Revised terms for members-at-large of General Council.</li> </ol>	1, 5, 7–15, 22, 32, 33, 35–37, 39 & 40
3	10/18/05	<ol style="list-style-type: none"> <li>1. Revisions to incorporate Mission Projects and Steering Committees per the Task Force to Evaluate Mission Programs of Presbytery.</li> <li>2. Deleted the Worship Ministry Team, which was dissolved at the September 2005 Presbytery meeting.</li> <li>3. References to Presbytery commissions; clarified various types of committees' duties.</li> <li>4. Revised the size of a quorum.</li> <li>5. Changes to reflect the shift from annual to bi-annual meetings of the General Assembly.</li> <li>6. Revisions to delete the CFO position, which was eliminated at the January 2005 Presbytery meeting; converted to the staff position of Financial Director.</li> <li>7. Incorporated the concept of Commissioned Lay Pastors.</li> <li>8. Numerous minor substantive changes.</li> <li>9. Numerous editorial changes.</li> </ol>	All pages of this <i>Manual</i> are impacted by one or more of these items.

## PREFACE

The Presbytery of San Diego is structured to achieve effective ministry, establish healthy churches and pastors, and transform lives in accordance with the mission and ministry envisioned in the Presbytery of San Diego Mission Study, revised February 2000, and the final report of the Task Force to Evaluate Mission Programs of Presbytery of San Diego, issued November 2002.

Emphasis has been placed on establishing the Presbytery of San Diego as the "leadership cadre and catalyst for the churches within its boundaries, celebrating the Lordship of Jesus Christ under the authority of Scripture, empowering churches to minister to their congregations and communities, demonstrating what God intends for all humanity.

The Presbytery of San Diego used to be primarily a governing body, now is primarily a relational agency, and we hope to become primarily a mission agency.

This *Manual of the Presbytery of San Diego* replaces the previous document of the same name. Additional manuals governing the business of this Presbytery are:

- (1) Committee on Ministry (COM) Manual;
- (2) Committee on Preparation for Ministry (CPM) Manual;
- (3) Standards of Ethical Conduct;
- (4) Manual of Administrative Operations; and
- (5) Personnel Policies Manual.

*The Manual of the Presbytery of San Diego* (hereinafter referred to as "this *Manual*") provides policy guidance, operational procedures, and Standing Rules for the Presbytery structure, as presented as Figure 1. The Presbytery of San Diego has a simple structure with emphasis on a small number of Standing Committees of Presbytery and the Council's focus.

Key terms used to describe the Presbytery of San Diego's structure include:

- ❑ **Standing Committee of Presbytery** — A committee that carries out duties of the Presbytery as defined by the *Book of Order (BoO)*. Standing Committees of Presbytery are established or disestablished upon amendment of this *Manual*; specific details are provided in Chapters 5 through 11 herein.
- ❑ **Standing Committee of Council** — A committee formed to carry out a specific aspect of the administrative work of the Presbytery, under the Council. Standing Committees of Council are formed upon the recommendation of Council and amendment of this *Manual*; specific details are provided in Chapter 14 herein.
- ❑ **Ministry Teams** — groups formed to carry out specific work of the Presbytery. Ministry Teams are formed upon the recommendation of Council; specific details are provided in Chapter 15 of this *Manual*.

- ❑ **Mission Project Steering Committees** — groups formed to oversee and manage specific mission projects the Presbytery. Mission Projects are formed upon the recommendation of a Standing Committee of the Presbytery; specific details are provided in Chapter 12 of this *Manual*.
- ❑ **Executive Committee of Council** — responsible for establishing and communicating vision and strategic planning for the Presbytery of San Diego, and exercising oversight of Mission Project Steering Committees.

The Presbytery of San Diego’s structure is based on maintaining the minimum requirements for standing committees required by the *BoO*,<sup>1</sup> and establishing committees to provide focus to achieve Presbytery of San Diego Mission Study goals and objectives in Missions and Evangelism.

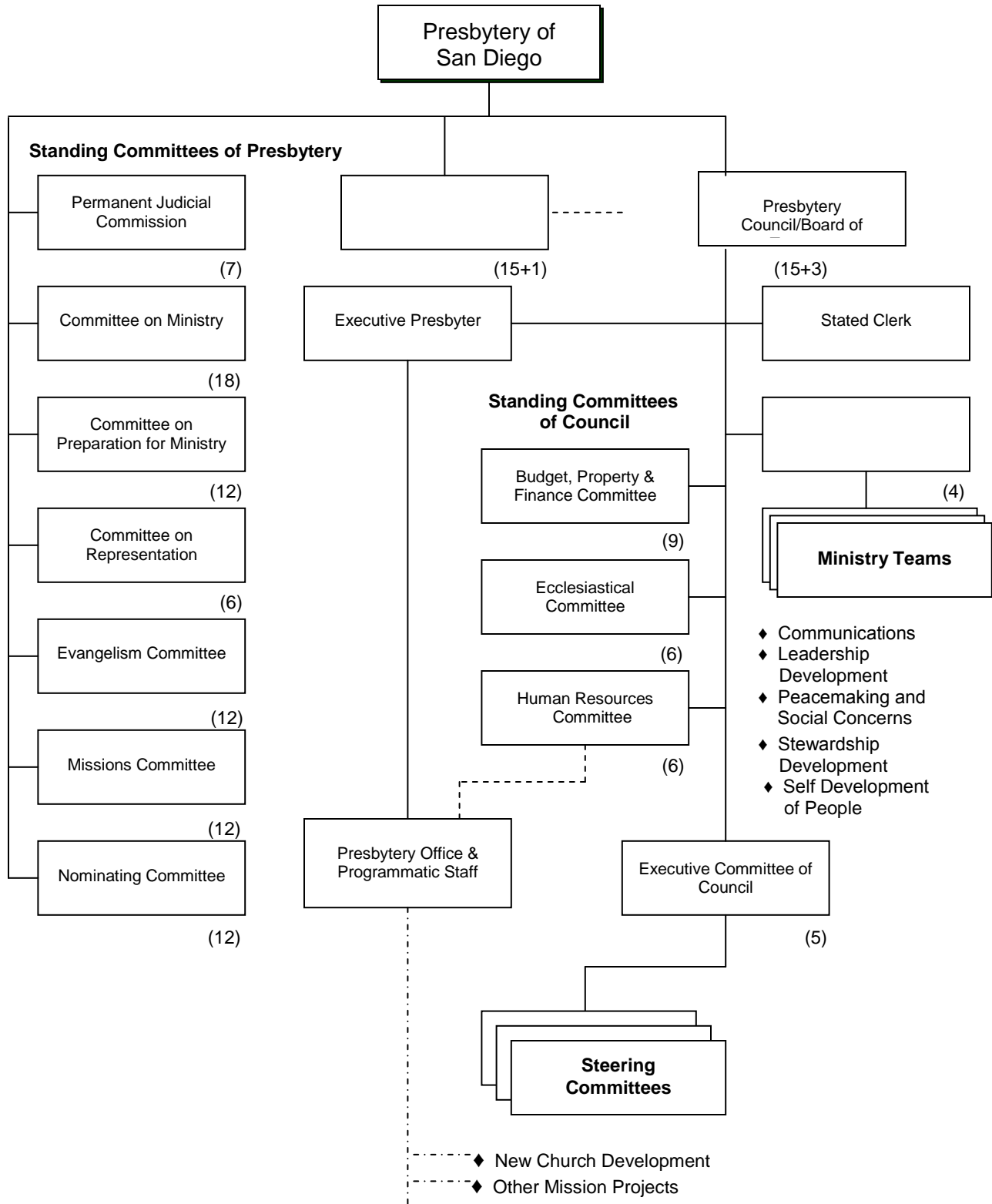
Benefits of the structure of the Presbytery of San Diego include:

- ❑ Responsive to change as the Holy Spirit leads us
- ❑ Streamlined organizational structure to enhance ministry
- ❑ Has fewer committees with a smaller number of members
- ❑ Uses Ministry Teams reporting to Council to allow the work of the Presbytery to be done more quickly and effectively
- ❑ Uses Steering Committees reporting to the Executive Committee of Council to control the work of the various organizations that carry out the Presbytery’s Mission Projects
- ❑ Encourages the Presbytery to establish clear responsibilities, delegate authority closer to the front lines of ministry, and demand accountability.

Amendments to this *Manual* may be made by a simple majority vote of members present at any Presbytery meeting, provided that written notice of the proposed changes have been included in the call of such meeting.

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<sup>1</sup> All references to the *BoO* throughout this *Manual* are to The Constitution of the Presbyterian Church (U.S.A.) Part II *Book of Order* 2009–2011.



**Figure 1. Presbytery of San Diego Organizational Structure**

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**CHAPTER ONE**  
**THE PRESBYTERY**

I. The name of this Presbytery shall be The Presbytery of San Diego.

II. Boundaries

The Presbytery of San Diego, organized on 4 January 1968, is the organizational unit and the seat of original authority of the Presbyterian Church (U.S.A.) realized by the convocation of all ministers of the Word and Sacrament and elders representing churches and ministries within the counties of San Diego and Imperial, in the State of California, with the exception of that portion of Imperial County lying east of a line beginning at a point in the Colorado River two miles west of the community of Picacho, California, and proceeding on a straight line in a southwesterly direction to a point on the United States–Mexico border, two miles west of Andrade, California; and with the exception of that portion of Imperial County lying on the extreme northwesterly corner of that county, up to four miles south from the Riverside County line and up to twelve miles east from the San Diego County line.

III. Membership of Presbytery (G-11.0101)

A. The Presbytery is a corporate expression of the church consisting of all the churches and ministers of the Word and Sacrament duly enrolled. Each church's session shall elect elder commissioner(s), with the following additional provisions:

B. Churches with membership over 500 shall elect commissioners as follows:

- 501 - 1000 - 2 elders
- 1001 - 1500 - 3 elders
- 1501 - 2000 - 4 elders
- 2001 - 3000 - 5 elders.

From 3,001 members there shall be an additional elder commissioner for each 1,000 active members or major fraction thereof (see *BoO* G-11.0101a).

C. Annually, during the month of January, the Stated Clerk shall ascertain the number of resident ministers of the Word and Sacrament who are members of Presbytery, the elders that are enrolled as members of the Presbytery pursuant to paragraph F, below, and the number of elders the churches are entitled to send as commissioners. When the number of ministers of the Word and Sacrament is larger, the Stated Clerk shall bring the imbalance to the attention of the Presbytery at its February stated meeting with a recommendation for redress, pursuant to *BoO* G-11.0101.b.

D. Presbytery shall redress the imbalance and the Stated Clerk shall invite sessions to elect additional elder commissioners. When sessions have elected these additional commissioners, they shall notify the Stated Clerk.

E. An elder elected as a commissioner shall be enrolled as a member of Presbytery upon written notification to the Presbytery Stated Clerk from the commissioner's session.

- F. An elder elected Moderator shall be enrolled as a member of Presbytery for a term of office, whether or not commissioned by his/her session.
- G. Officers of the Presbytery and chairs of the Standing Committees of Presbytery and Standing Committees of Council identified by Figure 1, and members of the Presbytery Council shall be enrolled as members of Presbytery for their respective terms of office.
- H. Commissioned Lay Pastors may be given voice and vote at the Presbytery meetings.
- I. Presbyters (ministers of the Word and Sacrament or elders) in good standing in other governing bodies of this church or any other Christian church, who are present at any meeting of the Presbytery, may be invited to sit as corresponding members, with voice but without vote (see *BoO* G-11.0203).

#### IV. Purpose, Mission, Ministry, Powers and Duties and Government

- A. The Presbytery is a governing body whose purpose is to carry out the mission, ministry, and government of the church, within its boundaries, to achieve the Great Ends of the Church (see *BoO* G-1.0200).

The Presbytery will support, nurture, and equip its churches for effective ministry in the name of Christ. The Presbytery may facilitate mission projects that are beyond the scope of individual congregations and will create a community that is a creative, contemporary expression of Presbyterian heritage and polity.

- B. We affirm that the Presbytery is the catalyst of Presbyterian life, enthusiasm, and leadership in the San Diego and Imperial Counties. Rather than do ministry on behalf of congregations, both the Presbytery's staff and its committees are called upon to enable congregations to do ministry between and among them. The mission of Presbytery is to serve its congregations so that they are healthy and vital as evidenced by their fruit in bringing others to Christ, by their vibrant worship, and by their active participation in the mission of Christ's Church.
- C. The ministry of the Presbytery is to promote the worship, fellowship, nurture, and growth of its members and congregations.
- D. The powers and duties of Presbytery shall be in accordance with *BoO* G-11.0103.
- E. Presbytery is governed primarily by applicable portions of the Constitution of the Presbyterian Church (U.S.A.) and secondarily by this *Manual*.
- F. The Presbytery, in consultation with the Synod, maintains a Manual of Administrative Operations, which is file in the Presbytery office (see *BoO* G-9.0405).
- G. Meetings of the Presbytery, commissions, and committees shall be conducted in accordance with the most recent edition of Robert's Rules of Order, except in those cases where the *BoO* provides otherwise (see *BoO* G-9.0302).

H. The Presbytery will constantly be inclusive, within the guidelines set forth in the *BoO*, particularly soliciting the contributions of disaffected minorities. This will encourage maximum use of resources across the whole Presbytery and will acknowledge the pluralistic reality of life.

## V. Meetings of Presbytery

A. There shall be at least four stated meetings of Presbytery each year, held on the third Tuesday during the months of February, May or June, September and November. The Council shall propose the meeting dates to the presbytery each year.

B. Adjourned meetings may be held as Presbytery may determine. Special meetings may be called in accordance with *BoO* G-11.0201.

C. Necessary changes in the date or place of stated or special meetings may be made by Presbytery at a preceding meeting, by the Presbytery Council or by the Presbytery Moderator in an emergency, provided notification of such intention is sent to all members and to the session of every church at least ten days prior to the earlier of the dates.

D. Notice of all meetings, other than adjourned meetings, shall be distributed to all members of the Presbytery and to the session of every church not less than ten days before meetings, specifying place, date, and hour. The Stated Clerk shall post on the Presbytery web site the call of each meeting and material appropriate for broad dissemination, no later than 10 days prior to each meeting.

E. Each stated meeting of the Presbytery shall open and close with prayer and shall include a period of worship planned by the Moderator and the Executive Committee of Council. Once a year, the Sacrament of the Lord's Supper shall be celebrated and ordinarily include a necrology report by the Committee on Ministry, assisted by the Stated Clerk, and a sermon by the retiring Moderator.

F. Minutes of each stated and special meeting shall be the responsibility of the Stated Clerk and will be distributed, in a timely manner, to the members of Presbytery. Approval of the minutes will be asked for at a succeeding stated meeting of Presbytery. Minutes of stated meetings are posted electronically on the Presbytery web site no later than 10 days prior to the next stated meeting.

G. Quorums of the Presbytery shall be any eight ministers of the Word and Sacrament members and an equal number of elder members present, provided that at least eight churches are represented by elders and the ministers serve in at least six different churches or other called positions of the Presbytery, not including the Executive Presbyter (see *BoO* G-11.0202).

H. It shall be the responsibility of each minister of the Word and Sacrament member and each elder commissioner to be present at all stated meetings of the Presbytery. Requests for excused absences from all or part of a meeting will ordinarily be submitted to the Stated Clerk no later than the Monday preceding each meeting. Sessions are responsible

for electing an alternate to attend. Ministers of the Word and Sacrament who have been granted the status of honorably retired will be automatically excused without a written request.

- I. The intent to introduce an item of new business not already docketed or to reconsider a previous Presbytery action at a stated meeting of the Presbytery, shall be made in writing to the Stated Clerk within one hour after the meeting has been called to order. The Moderator shall announce at the next appropriate interval the item to be considered.
- J. Ordinarily, reports distributed to the members shall not be read unless one-third (1/3) of the members present so request, except for those reports coming from either the Committee on Ministry or Committee on Preparation for Ministry that are the Statements of Faith from candidates applying for membership in the Presbytery or for ordination. Full opportunity will be given for any member present to ask questions on any part of the reports coming from any committee prior to action by Presbytery.

**CHAPTER TWO**  
**OFFICERS OF THE PRESBYTERY**

I. The principal officers of Presbytery shall be a Moderator, Vice-Moderator (Moderator-Elect), and Stated Clerk. All officers must reside within the bounds of the Presbytery. Those officers that are elders shall be an active member of a church of the Presbytery.

II. Mode of Election, Terms and Duties

A. Moderator and Vice-Moderator (Moderator-Elect)

1. The Moderator shall be elected at the November stated meeting of Presbytery for a term of one (1) year, to take office on the first of January.
  - (a) The Moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the Presbytery. He/She shall convene and adjourn the Presbytery and may, in an emergency, convene the Presbytery by written notice at a time and place different from that previously designated by the Presbytery. The Moderator shall also perform any other duties assigned by the Standing Rules and/or the Presbytery (see *BoO* G-9.0202).
  - (b) The outgoing Moderator shall become the Chair of the Presbytery Council beginning January 1. In the event this person cannot serve as Council Chair, the most recent past Moderator residing within the bounds of Presbytery shall be the chair.
2. The Vice-Moderator shall also be known as the Moderator-Elect. Under ordinary circumstances, such Vice-Moderator will be the only nominee for Moderator presented by the Nominating Committee for the succeeding year.
  - (a) The Vice-Moderator shall be elected at the November stated meeting of Presbytery for a term of one (1) year, to take office January 1.
  - (b) The Vice-Moderator shall serve in the absence of the Moderator or when requested by the Moderator to do so. Ordinarily, the Vice-Moderator during a year in which a General Assembly meeting is held, shall, by virtue of election, be a nominee for election as commissioner to General Assembly, or if not a commissioner, may attend General Assembly at the expense of the Presbytery.
3. In the absence of the Moderator and Vice-Moderator, the next previous Moderator present shall perform the duties of the Moderator.
4. At the September stated meeting of Presbytery, the Nominating Committee shall (**add** – “**ordinarily**”) present nominations for Moderator and Vice-Moderator, ordinarily alternating annually between ministers of the Word and Sacrament and elders. Nominations shall be made after consideration of the following criteria:

- (i) General knowledge of the Presbyterian Church (U.S.A.);
  - (ii) Tenure as a member of Presbytery;
  - (iii) Availability and adaptability to serve three consecutive years in the positions of Vice-Moderator, Moderator, and Chair of the Presbytery Council;
  - (iv) Availability to serve as a commissioner to stated and called meetings of the General Assembly;
  - (v) General knowledge of parliamentary procedures; and
  - (vi) A commitment to the Presbyterian Church (U.S.A.).
- (b) Nominations for Moderator and Vice-Moderator may be made from the floor at the September stated meeting, with the consent of the individual to be nominated, prior to adjournment of that meeting, at which time nominations shall be closed.
- (c) In the notice of the November stated meeting that is posted on the Presbytery web site, the Stated Clerk shall include written statements or printed material regarding the nominees.

#### B. Stated Clerk

1. The Stated Clerk shall be elected at a November stated meeting of the Presbytery and shall serve for a term of three (3) years, beginning 1 January following his/her election. A new Stated Clerk shall be elected to fill partial terms of one (1) year or more. The Presbytery Council shall appoint an acting Stated Clerk to fill a partial term of less than one (1) year.
  - (a) Whenever a vacancy occurs in the office of the Stated Clerk, or when the Stated Clerk Evaluation Committee recommends that the incumbent not be reelected to another term, the Presbytery shall elect a Stated Clerk Search Committee. This special committee shall be responsible to Presbytery to nominate a successor.
  - (b) The Stated Clerk Search Committee shall consist of at least five (5) and not more than seven (7) members. It shall identify and evaluate potential candidates for the position after advising the Presbytery of the individual to whom suggestions and applications should be submitted. It shall accept suggestions and applications for a period of not less than 30 days after it has been elected.
2. The duties of the Stated Clerk shall be those specified at *BoO* G-9.0203, G-11.0101, G-11.0305, G-11.0306, G-11.0401, G-11.0407, and any other *BoO* requirements, and:

- (a) Provide Council and the Presbytery with procedure expertise regarding the *BoO*, this *Manual*, and Robert's Rules of Order;
- (b) Report to Presbytery the receipt, disposition and/or referral of all correspondence and communications to the Presbytery;
- (c) Arrange with host churches for the logistics of Presbytery meetings;
- (d) Prepare and send official correspondence directed by the Presbytery;
- (e) Provide on-call resources for the Ecclesiastical Committee;
- (f) Conduct training for session clerks at least annually, in cooperation with the Ecclesiastical Committee;
- (g) Prepare with the Executive Committee of Council and the Executive Presbyter, the docket for council meetings;
- (h) Maintain a record of all Ministry Teams, including their mission statements and rosters of their membership;
- (i) Maintain a record of all Standing Committees of Presbytery and of Council and the rosters of their membership;
- (j) Maintain a record of all Steering Committees, including the Mission Project that each controls, and the rosters of their membership;
- (k) Direct the activities of the Minute Clerk;
- (l) Publish annually to Presbytery, in March, a roster of all Ministry Teams, Steering Committees, Special Committees of Presbytery, and Standing Committees of Presbytery and Council; and
- (m) Perform other tasks designated by Presbytery Council or Presbytery.

### 3. Accountability

The Stated Clerk is accountable to the Presbytery through the Presbytery Council in his/her performance of the constitutional requirements of the position. The Stated Clerk is accountable to the Executive Presbyter for performance of the administrative and programmatic responsibilities of the position.

### 4. Evaluation of Performance

There will be an annual performance review by the Human Resource Committee in consultation with the Executive Presbyter.

- (a) In the third year of his/her term, an in-depth evaluation will be conducted by a special committee of (5), nominated by the Presbytery Nominating Committee and elected by the Presbytery, to include representation from the Human Resources Committee. This Stated Clerk Evaluation Committee shall review the service of the Stated Clerk and the anticipated needs of the Presbytery for the future, with a recommendation regarding the possible re-nomination of the Stated Clerk to an additional term(s). The Evaluation Committee shall be elected no later than the spring of the final year of the stated clerk's term.
- (b) The Stated Clerk Evaluation Committee shall notify the Council no later than September 1 of the third year of the Stated Clerk's term if it will not recommend reelection or the Stated Clerk has notified the Evaluation Committee that he/she does not wish to be considered for reelection. A recommendation for reelection shall be presented to the November stated meeting.

### C. Minute Clerk

1. The Minute Clerk of Presbytery may be appointed by the Stated Clerk at the November meeting of Presbytery for a term of one (1) year, to begin service on 1 January following his/her appointment. The Minute Clerk shall work under the direction of the Stated Clerk and shall assist him/her in the following ways:
  - (a) Writing the original draft of all minutes of Presbytery and the Presbytery Council meetings;
  - (b) Maintaining proper records for all stated and called meetings that are held during the term of office.
2. An acting Minute Clerk may be appointed by the Stated Clerk, for the balance of an incomplete term, any time the office becomes vacant for any reason.
3. The appointment of the Minute Clerk or acting Minute Clerk shall be ratified by the Presbytery at its next stated meeting.

### III. Vacancies

- A. Any officer except the Stated Clerk may resign by giving at least thirty days' notice to the Stated Clerk. Any vacancy by resignation or created by death, permanent disability, disqualification, or any other cause, the balance of the term shall be filled by regular election procedures at the Presbytery's earliest convenience.
- B. The Stated Clerk shall present his/her resignation, allowing for at least thirty days' notice, to the Moderator. The Nominating Committee shall nominate a replacement to fill the unexpired portion of the Stated Clerk's term following the process described above, when a vacancy occurs in the Stated Clerk's office by any cause. The balance of the term shall be filled by regular election procedures at the Presbytery's earliest convenience. The Presbytery Council shall have the power to appoint an acting Stated Clerk in the event

that office should be vacated between meetings of Presbytery; such appointment is subject to ratification by Presbytery.

#### IV. Compensation

- A. The Presbytery shall provide remuneration for the services of the Stated Clerk and Minute Clerk, if not Volunteers in Mission. The amount of remuneration shall be determined annually by Presbytery based on the recommendation of the Human Resources Committee.
- B. In the case of a Volunteer in Mission, the Presbytery shall reimburse expenses such as mileage and telephone calls.
- C. Presbytery may make provisions for the expenses of the Moderator that are related to the office.

**CHAPTER THREE**  
**PRESBYTERY STAFF**

I. Executive Presbyter

A. The Presbytery may employ an Executive Presbyter to provide encouraging leadership for the Presbytery to fulfill its stated purpose. In providing this leadership, the Executive Presbyter shall:

1. Implement strategic partnerships between pastors, elders and congregations within the Body of Christ in the local community and throughout the world, in order to fulfill the Great Ends of the Church;
2. Coordinate the implementation of the Presbytery mission and decisions;
3. Serve as ex-officio without vote and support all Standing Committees of the Presbytery (see Figure 1) in maintaining accountability and integrity in their work;
4. Implement the church-wide plan for equal employment opportunities and the Presbytery's affirmative action plan;
5. Lead the Presbytery personnel as Head of Staff;
6. Serve as liaison to Synod and General Assembly;
7. Serve as the spiritual, business and organizational leader of the Presbytery;
8. Serve as the official spokesperson for the Presbytery; and
9. Perform any other responsibilities assigned by the Presbytery or Presbytery Council.

B. The Executive Presbyter shall be elected to serve an indefinite term.

C. An annual performance review shall be conducted by the Human Resources Committee.

D. A Special Committee of Presbytery shall be elected to search for a new Executive Presbyter should the office become vacant for any reason.

1. The Nominating Committee shall nominate a Special Committee of Presbytery of seven (7) members, to include at least one member of the Human Resources Committee. The Special Committee shall be elected by the Presbytery and conduct a broad search for a new Executive Presbyter.
2. This Special Committee shall review the duties of the Executive Presbyter and the anticipated needs of the Presbytery for the future. After completion of the search process, it shall make a recommendation to the Presbytery regarding the employment of a new Executive Presbyter.

## II. Administrative & Programmatic Staff

A. Presbytery office staff positions may be created, which are needed for the Presbytery to accomplish its purposes. Position descriptions for these staff are the responsibility of the Human Resources Committee.

1. Employment of administrative staff shall originate with the Human Resources Committee, be reported to Presbytery Council, and be confirmed by Presbytery.
2. Financial Director of the Presbytery

The Financial Director has the following responsibilities as expressly identified in the job description that is approved by the Human Resources Committee:

- (a) Review and sign designated documents on behalf of the Presbytery or Corporation;
  - (b) Provide financial oversight of, and review financial reports of, Presbytery Mission Projects for compliance with good business practices and Presbytery's financial policies, and advise the Budget, Property & Finance Committee regarding financial support for those Projects;
  - (c) Present monthly financial reports to Presbytery Council and the Presbytery and advise the bodies about financial matters;
  - (d) Maintain financial records for the Presbytery and supervise the work of the Presbytery Accounting staff;
  - (e) Serve as a resource on call to the Budget, Property & Finance Committee, the Presbytery Council/Board of Trustees, and the Standing Committees of Presbytery;
  - (f) Assure implementation of the Presbytery's Financial Policy; and
  - (g) Maintain all financial records in accordance with generally accepted accounting principles.
3. Employment of programmatic staff (*e.g.*, Mission Project staff) shall originate with the Standing Committee of Presbytery or Council that sponsors the paid programmatic staff position.
    - (a) The Committee that sponsors a position shall obtain approval of the position description by the Human Resources Committee before commencing a search to fill the position.

- (b) The Presbytery budget shall include adequate funding to provide full compensation for each full or part-time paid position before commencing a search to fill the position.
  - (c) Employment of programmatic staff shall be confirmed to the Presbytery Council.
4. Evaluation of Administrative and Programmatic Staff Performance
- (a) There will be an annual performance review of administrative staff performance by the Human Resources Committee in consultation with the Executive Presbyter.
  - (b) There will be an annual performance review of programmatic staff performance of Mission Project employees by the Project's Steering Committee, in consultation with the Human Resources Committee.
  - (c) The process of employment, the method of annual evaluation of work and the termination of employment are set forth in the Personnel Policies Manual.

### III. Presbytery Mission Project Staff

- A. Each Steering Committee for a Mission Project may create one or more paid staff positions to accomplish the work necessary to meet the Mission Project's approved mission statement. Position descriptions and terms of employment for these staff are the responsibility of the Project's Steering Committee.
  - 1. The Standing Committee of Presbytery that sponsors the Mission Project shall meet the requirements of paragraph II, above, before the Steering Committee commences a search to fill the position. Position descriptions are not required for unpaid staff members.
  - 2. Employment to fill Mission Project paid staff positions shall originate with the Steering Committee and be reported to the Executive Committee of Council, which will, in turn, report to Presbytery Council for confirmation. All calls to ministers to serve in a staff position also must be approved by the Presbytery as described in Chapter 15 of this *Manual*.
- B. The process of employment, the method of annual evaluation of work and the termination of employment are set forth in the Personnel Policies Manual.
  - 1. The Steering Committee for each Mission Project shall be responsible for conducting annual evaluations of each full-time or part-time, paid employee that is staff for that Mission Project. Evaluations are not required for unpaid staff members.
  - 2. The Steering Committee for each Mission Project shall, within guidelines set by the Human Resources Committee, establish salaries for paid mission project staff. Compensation packages for staff members that are ministers of the Word and Sacrament shall meet the requirements of Chapter 16 of this *Manual*.

#### IV. Human Resources Policies

- A. Matters concerning employment responsibilities, benefits and termination of all staff are defined in the Personnel Policies Manual on file in the Stated Clerk's Office.
- B. All paid staff members employed pursuant to this *Manual* and all Volunteers in Mission that serve the Presbytery or its committees or its Mission Projects in any capacity or manner are subject to, and shall conform to, the Standards of Ethical Conduct. Those Standards, promulgated by 210<sup>th</sup> General Assembly (1998), were reaffirmed by the Presbytery at its stated meeting in September 2005.

#### V. Accountability

- A. Administrative and Programmatic Staff, and Mission Project Staff, are accountable to the Human Resources Committee through the Executive Presbyter.
- B. Each paid Mission Project staff shall be accountable to the Human Resources Committee through the Steering Committee for that Project and also be accountable to its Steering Committee for that Project.

**CHAPTER FOUR**  
**OPERATIONAL STRUCTURE**

I. General Principles

A. In order to discharge its functions in the work of the church, Presbytery is organized with the following components:

- Board of Trustees/Presbytery Council, with its Executive Committee;
- Standing Committees of Presbytery;
- Standing Committees of Council;
- Mission Project Steering Committees; and
- Ministry Teams.

B. The fiscal year of the Presbytery shall be the calendar year.

II. Organizational Bodies

A. Presbytery Council

1. There shall be a Presbytery Council, which shall be directly accountable to Presbytery. It shall make a full report to Presbytery of its meetings and its recommendations shall require action by Presbytery for implementation (see *BoO G-9.0501*). Presbytery may, from time to time, delegate stated and specific responsibilities to Council, provided Council makes a full report of its actions to Presbytery at its next stated meeting.
2. In any calendar month in which Presbytery does not have a stated meeting, Council may, if necessary, exercise any of the responsibilities otherwise appropriate to Presbytery, with the provision that all actions so taken shall be reported to the next stated meeting of Presbytery (*BoO G-11.0103.v*).
3. The power and responsibilities of Council shall be limited to those powers and responsibilities assigned by this *Manual* in Chapter 13 or delegated by Presbytery as described above, and shall be within its approved budget.
4. The fifteen members of the Council shall serve as the Board of Trustees of the Corporation. The *ex officio* members of Council shall advise the Board of Trustees as requested.
5. The Council shall meet in the months where there is not a regular stated meeting of presbytery. The Council may choose to meet more often, and may choose not to meet in July, August, and December.

6. The Chair of the Council, in cooperation with the Executive Committee of Council, may call an emergency meeting of the Council when needed.

B. The Corporation and Trustees

1. The Presbytery shall form a Corporation or corporations under the laws of the State of California to enable it to:
  - (a) Purchase, receive, hold, encumber, lease, manage and transfer such property as may come under its jurisdiction; and
  - (b) Manage its corporate affairs as Presbytery may direct from time to time.
2. The Officers of the Board of Trustees of the Corporation shall be:
  - (a) President – Chair of Council
  - (b) Vice-President – Vice-chair of Council
  - (c) Secretary – Presbytery Stated Clerk
  - (d) Treasurer – Chair of the Budget, Property and Finance Committee.

3. Articles of Incorporation and Bylaws

A copy of the Articles of Incorporation of the Presbytery of San Diego and original Corporation Bylaws are on file with the Stated Clerk and recorded in the Official Minutes, Volume One.

4. The Board of Trustees shall from time-to-time promulgate an Authority to Act that identifies by name and/or position those individuals that are authorized to sign documents of any type on behalf of the Corporation.

C. Standing Committees of Presbytery

1. The Standing Committees of Presbytery shall be:
  - Committee on Ministry,
  - Committee on Preparation for Ministry,
  - Committee on Representation,
  - Nominating Committee,
  - Missions Committee,
  - Evangelism Committee, and
  - Permanent Judicial Commission.

2. The Standing Committees of Presbytery shall be directly accountable to Presbytery and shall report directly to Presbytery.

#### D. Standing Committees of Council

1. The Standing Committees of Council shall be:
  - Budget, Property and Finance Committee,
  - Human Resources Committee, and
  - Ecclesiastical Committee.
2. The standing committees of Council shall be accountable to the Council and shall report directly to the Council.

#### E. Ministry Teams

1. The Presbytery's Ministry Teams are formulated and as described in Chapter 15.
2. The Ministry Teams shall be accountable to Council.
3. The powers and responsibilities of the Ministry Teams shall be those expressly granted by Council, provided that such powers and responsibilities are not in conflict with the *BoO*.

#### F. Special Committees and Commissions

1. The Presbytery and Presbytery Council may appoint Special Committees, including the Chair and/or Vice-Chair as deemed necessary, to facilitate their mission or for special purposes. Such committees shall perform such duties and shall exist for such length of time as shall be determined by the appointing entity when they set up the committees.
2. Special committees shall be accountable to the body that established them.
3. The Special Committees of Presbytery that shall be routinely nominated and elected by the Presbytery, as required by this *Manual*, are:
  - (a) Executive Presbyter Search Committee (see Chapter 3, paragraph I.D);
  - (b) Stated Clerk Search Committee (elected when a vacancy in office occurs, see Chapter 2, paragraph II.B.1);
  - (c) Stated Clerk Evaluation Committee (triennial, see Chapter 2, paragraph II.B.4);and

(d) Committee to Nominate Officers of the Nominating Committee (annual, Special Committee of Council, see paragraph III.B.6, below).

4. The Presbytery may elect a commission to carry out a specific action or actions as provided for by the *BoO*. Each commission shall be elected and accountable to the Presbytery pursuant to the action of the Presbytery that established it.

#### G. Mission Projects

1. The Presbytery shall authorize each Presbytery Mission Project that is funded from the Presbytery's Shared Mission Budget. The Standing Committee of Presbytery that sponsors the Mission Project shall be identified in the authorization.
2. Presbytery Mission Projects shall be constituted and governed as described in Chapter 12. Project Steering Committees shall perform the duties described in this *Manual*. Each Steering Committee shall be accountable to the Executive Committee of Council.

### III. Organization Principles

#### A. Membership

1. All members of Council, the Standing Committees of Presbytery, the Standing Committees of Council, the Ministry Teams, the Steering Committee chairs, and any Special Committees that may be elected or appointed shall be active members of the churches of Presbytery or ministers of the Word and Sacrament on the active roll of Presbytery.
2. All members of the Council, Committee on Preparation for Ministry, Committee on Ministry, Budget Property and Finance Committee and Permanent Judicial Commission shall be either elders that are members of a church of the Presbytery or ministers of the Word and Sacrament that are enrolled in the Presbytery. The members of the Ministry Teams and of the remaining Standing Committees and Steering Committee chairs may be ministers, elders, deacons or laypersons.
3. For Standing Committees of Presbytery or Council, consideration shall be given to equal numbers of ministers and laypeople.
4. Individuals may serve on only one Standing Committee of Presbytery, Standing Committee of Council, or Ministry Team at any one time. Members of Steering Committees may be members of any other committee authorized by this *Manual* except for the Standing Committee of the Presbytery that sponsors the Mission Project.

#### B. Nomination and Election

1. The membership of Council, the Standing Committees of Presbytery and the Standing Committees of Council, with the exception of the Nominating Committee, shall be

- nominated by the Nominating Committee in accordance with the Form of Government and the requirements of this *Manual*, and be elected by a majority vote of Presbytery. Standing Committee chairs shall be elected for one-year terms to be effective 1 January, and may be re-elected for not more than one additional consecutive term.
2. The chairs of the Ministry Teams shall be nominated by Council and elected by a majority vote of Presbytery. Ministry Team chairs shall be elected for a term as described by Chapter 15 of this *Manual*.
  3. The membership of the Ministry Teams shall be nominated by the chairs of those Teams, and elected by a majority vote of Council.
  4. The Steering Committees chairs shall be nominated by the Standing Committee of the Presbytery that sponsors the Mission Project, and elected by a majority vote of the Council. Steering Committee chairs shall be elected for a one-year term to be effective 1 January, and may be re-elected for not more than five additional consecutive terms (for a total service of six (6) years).
  5. The membership of the Steering Committees shall be nominated by the chairs of the Steering Committee. Each Steering Committee shall determine its own size, length of term (if terms are used), and composition. An individual may serve on a Steering Committee without limitation on the length of time served. Membership of Steering Committees shall be reported to the Executive Committee of Council.
  6. The Chair and members of the Nominating Committee shall be elected annually by a majority vote of Presbytery following nomination by a Special Committee of Council comprised of not less than three members. The Nominating Committee Chair shall be elected for a one-year term to be effective 1 January, and may be re-elected for not more than one additional term.

#### C. Absence

When an at-large member of the Presbytery Council or a member of any committee has been absent without approved written excuse from three meetings in a one-year period, then on recommendation of the Chair of the Council, or the affected Presbytery or Council Standing Committee, or Ministry Team, Presbytery may declare the position vacant and elect another person to fill the unexpired term. The resulting vacancies will be referred by the Stated Clerk to the appropriate committee(s).

#### D. Resignation

All resignations from Council, Standing Committees of Presbytery, Standing Committees of Council, Steering Committee chairs, or Ministry Teams shall be submitted in writing to the Stated Clerk, who shall report the resignation to Presbytery and refer the resulting vacancy to the appropriate committee(s).

#### E. Conflict of Interest

1. Anyone who has a personal interest in a matter before Presbytery, Council, any commission of Presbytery, or any committee of Presbytery, including any person who has an affiliation with a congregation or community organization that is the recipient of Presbytery financial assistance or has an application before Presbytery for financial assistance for any purpose, will be regarded as having a conflict of interest. Anyone with a close family member (*i.e.*, spouse, parent, sibling or child) who has such a personal interest or affiliation shall also be considered to have a conflict of interest. “Affiliation” shall be construed to mean membership in a congregation, a community organization, or a congregation, which is connected to a community organization, or a salaried or unsalaried staff person of any such entity.
2. Any individual with a conflict of interest shall be bound by the following:
  - (a) At any meeting of any Council, or a Standing Committee of Presbytery or Council, or a Special Committee, or a Steering Committee, or a commission elected by Presbytery, or a Ministry Team of Presbytery, no person may speak about, or advocate for, matters relating to any situation in which he or she may have a conflict of interest without first disclosing to the Council, committee, commission, or Ministry Team the existence of the conflict of interest. Furthermore, a person having a conflict of interest in matters coming before Council, a committee, commission or Ministry Team shall always abstain from voting on such matters.
  - (b) At any meeting of Presbytery, no person may participate in debate upon matters relating to any situation in which he or she may have a conflict of interest without first disclosing to the presbyters the existence of the conflict of interest.
  - (c) No person may preside as Moderator of Presbytery, as Chair of Council, as chair of a Standing or Special Committee of Presbytery, or as chair of a Standing or Special Committee of Council, or as chair of a commission, or as chair of a Steering Committee, or as chair of a Ministry Team at any meeting during such time that any matter regarding which he or she may have a conflict of interest is debated and voted on, or if he/she desires to participate in the debate.
3. Any individual with a conflict of interest may not be elected to a commission of the Presbytery that is established for any purpose related to the matter that causes the conflict of interest.

**CHAPTER FIVE**  
**PERMANENT JUDICIAL COMMISSION**

I. Membership

- A. The members of the Permanent Judicial Commission shall be nominated by the Presbytery Nominating Committee and elected by majority vote of the Presbytery.
- B. The Permanent Judicial Commission shall consist of seven (7) members, three of whom shall be ministers of the Word and Sacrament and three shall be elders, broadly representative of the member churches of the presbytery. The additional member may be either a minister of the Word and Sacrament or an elder. The Commission shall be divided into three classes, two of two members and one of three members. There shall be at least one elder and one minister of the Word and Sacrament in each class.
- C. A quorum shall be a majority of the members. (see *BoO* D-5.0204)
- D. The Permanent Judicial Commission falls under the provisions of this *Manual* related to a Standing Committee of Presbytery (as opposed to those paragraphs that cite “commissions”).

II. Terms of Office

The term of office for each member of the Commission shall be six (6) years. No person having served on the Commission for a full term of six years shall be eligible for reelection until after four (4) years have elapsed (see *BoO* D-5.0105). No person shall serve on more than one Permanent Judicial Commission (*i.e.*, on the Presbytery, Synod, or General Assembly Permanent Judicial Commission) at the same time (see *BoO* D-5.0105).

III. Powers and Duties

- A. The Permanent Judicial Commission shall elect from its members a moderator and a clerk, and, in the cases transmitted to it, shall have the powers prescribed by, and shall conduct its proceedings according to, the Constitution of the Presbyterian Church (U.S.A.) and rules governing the procedure in such cases (see *BoO* D-5.0201 & D-5.0202).
- B. The Permanent Judicial Commission shall act only upon reference by the Stated Clerk or an investigating committee, in accordance with the Rules of Discipline. Its decisions, unless appealed, are final and shall be reported to Presbytery and entered in the Minutes.

IV. Accountability

The Permanent Judicial Commission shall be accountable to the Permanent Judicial Commission of the Synod through the appeal process, and shall be resourced by the Stated Clerk of Presbytery.

**CHAPTER SIX**  
**NOMINATING COMMITTEE**

I. Membership

- A. This committee shall consist of nine (9) members, broadly representative of the member churches of the presbytery, divided into three classes of three each. The membership shall be one-third ministers of the Word and Sacrament, one third laywomen, and one third laymen, all nominated by the Presbytery Council. Special attention should be given to persons who are completing terms of service on other Presbytery Committees for service on this committee. The Executive Presbyter and Stated Clerk shall serve as ex-officio without vote.

II. Accountability

- A. The Nominating Committee will consult regularly with the Committee on Representation and seek advice in implementing the principles of participation and inclusiveness in decision making of the church in order to ensure fair and effective representation of racial ethnic members, women, different age groups, marital condition (married, single, widowed or divorced), and persons with disabilities. (see *BoO* G-9.0801)
- B. The Nominating Committee shall consult with Council and each Standing Committee of Presbytery and Standing Committee of Council concerning a description of positions to be filled.
- C. The Nominating Committee shall be accountable to Presbytery and shall report directly to Presbytery in all matters.

III. Duties

The committee shall:

- A. Serve as a committee on nominations, seeking to discover and develop the most effective possible personnel for all Presbytery committees and representatives to higher governing bodies noting that, ordinarily, a member of Presbytery shall serve on only one continuing committee at a time (see Chapter 4, paragraph III.A.4, above).
- B. Nominate persons to fill all vacancies on Standing Committees of Presbytery and Council (except the Standing Committee on Nominations), Special Committees of Presbytery as provided for by this *Manual*, boards and other bodies that require election by Presbytery or Synod, on an ongoing basis, with particular emphasis on annual elections for committee members at the November meeting of Presbytery with terms of office that shall begin 1 January following the election.
- C. Nominate persons who represent the Presbytery in committees under other governing bodies, in consultation with parallel Presbytery committees where appropriate.

- D. Present nominations for Moderator and Vice-Moderator of Presbytery at the September meeting of Presbytery.
- E. Present nominations for the chairs of all Standing Committees of Presbytery and Council (except the Standing Committee on Nominations) at the November meeting of Presbytery.
- F. Maintain a list of qualified ministers, elders, deacons, and lay persons from the particular churches, who are recognized for their commitment to Jesus Christ and who are available for service at Presbytery, Synod, and General Assembly.
- G. Maintain records sufficient to ensure that no committee member serves for consecutive terms, either full or partial, aggregating more than six (6) years, and having so served, a member shall not be eligible for another term on that committee until one year has elapsed. A partial term of six (6) months or less shall not count toward the above limitation.
- H. Nominate delegates (*e.g.*, youth advisory delegates) to Synod and General Assembly in accordance with the requirements of those governing bodies.
  1. The General Assembly commissioner nominations shall be made no later than the November meeting of Presbytery for election at the first meeting of a year in which a General Assembly meeting will be held. If the first meeting of the year is after the deadline to send commissioner names to the Office of the General Assembly, the commissioners shall be elected at the November meeting of the previous year. Election for General Assembly commissioners and alternates shall be by majority vote.
  2. The Synod commissioner nominations shall be made and elected at the September Presbytery meeting. The number of commissioners shall be as determined by the Synod Bylaws. Election for Synod commissioners and alternates shall be by majority vote.
- I. Make other nominations as directed by Presbytery.

#### IV. Nominating and Election Procedures

- A. The Nominating Committee shall place in nomination only persons who have consented to serve in a particular position. The floor shall be opened for nominations as part of each election by the Presbytery; members and commissioners may make nominations provided that: (i) the person(s) nominated have consented to serve; and (ii) the nomination(s) from the floor are made prior to the Moderator of Presbytery declaring nominations to be closed for election to that position.
- B. Elections shall be by voice vote except when there are two (2) or more nominees for the same position, in which case election shall be by ballot. A majority vote shall be required to elect, with subsequent rounds of voting held until a majority is reached. When more

than 2 nominees are presented for a position, the nominee with the lowest number of votes shall be excluded from each required subsequent round of voting.

- C. Nominations to vacancies shall be made, whenever possible, no later than the stated meeting following the announcement of the vacancy by the Stated Clerk. When notified in sufficient time, nominations will be included in the notice of each stated meeting of the Presbytery that is posted on the web site.

**CHAPTER SEVEN**  
**COMMITTEE ON REPRESENTATION**

I. Membership

- A. The committee shall consist of six (6) members with equal numbers of men and women, divided into three classes of two each, and shall include persons according to the requirements of BoO G-9.0105.
- B. The Stated Clerk shall be an ex-officio member without vote.

II. Accountability

The Committee on Representation shall be accountable to Presbytery and shall report directly to Presbytery in all matters.

III. Duties

- A. The Committee on Representation shall fulfill all duties assigned to it by the Form of Government (see *BoO* G-9.0105). This shall include an annual report to Presbytery concerning the racial/ethnic distribution in all of Presbytery's elective and administrative positions.
- B. Exceptions to the above provisions of *BoO* G-9.0105 shall be allowed only if Presbytery is unable to secure the participation or representation of the necessary persons, and this fact shall be made a part of the official record of Presbytery (see *BoO* G-9.0106).
- C. An exception under *BoO* G-9.0106a may be allowed for up to one year by governing body action at a meeting pursuant to *BoO* G-9.0106b.

**CHAPTER EIGHT**  
**COMMITTEE ON MINISTRY**

I. Membership

- A. The Committee on Ministry shall consist of eighteen (18) members divided into three classes of six each. The membership of each class will be divided between elders and ministers to maintain an equal balance between each category at the time each new class is elected (to include any members elected to full unexpired terms).
- B. The Committee shall have a chair, nominated by the Nominating Committee and elected by the Presbytery. The Committee Chair will appoint the number of vice-chairs needed by the committee in order to effectively carry out their business.
- C. A quorum shall be a simple majority of the elected members.
- D. The Stated Clerk shall serve as the Committee's secretary, taking the minutes at meetings and conducting correspondence as related to calls or as requested.
- E. The Chair, in consultation with the Executive Presbyter, may appoint qualified persons to serve on subcommittees to assist in their work. Such individuals will have the privilege of voice, but not a vote, at Committee meetings, when the Committee is discussing matters with which that individual is directly related.

II. Accountability

- A. The Committee on Ministry shall be directly accountable to, and shall report directly to, Presbytery.
- B. The Committee on Ministry shall hold stated meetings and may, with due notice, hold special meetings as called by the Chair or by two (2) members of the Committee after consultation with the Executive Presbyter.

III. Duties

The committee shall:

- A. Fulfill requirements of the Form of Government (see *BoO* G-11.0502, G-11.0503 and G-11.0504);
- B. Represent the interest of the Board of Pensions in Presbytery and provide advice to members of the Benefits Plan and to the particular churches on matters relating to the Plan and the Board;
- C. Nominate to Presbytery administrative commissions for pastoral installations and report the completion of such to the next stated meeting of Presbytery following completion of the commission's work;

- D. Make an annual necrology report to the Presbytery at the first stated meeting of the new year;
- E. Maintain a pastoral relationship to all ministers, and particularly to ministerial retirees, special-need cases and to their families;
- F. Provide for appropriate recognition for ministerial members of Presbytery at the time of their retirement;
- G. Prepare annually and submit to Presbytery a report of the compensation received by ministers of the Presbytery and recommend annually to Presbytery minimum terms of compensation for its ministers of the Word and Sacrament;
- H. Confer with sessions of churches without pastors with respect to compensation and reimbursement to temporary session moderators appointed by Presbytery;
- I. Provide consultative services to congregations in the conducting of congregation mission studies;
- J. A current mission study is a prerequisite to the pastoral call process beginning and is subject to the approval of the Committee on Ministry as follows:
  - 1. The Committee on Ministry may waive, by majority vote, completion of a mission study for the call of a designated pastor. Notwithstanding the provisions of paragraph VIII.b of Chapter 15, of this *Manual*, this requirement for a mission study may be waived by a two-thirds majority vote of the Committee for all other pastoral calls; and
  - 2. Congregations are encouraged to conduct a mission study every five years and update them as appropriate;
- K. Maintain a task force for pastoral enrichment and support; and
- L. Fulfill any additional requirements specified in the Committee on Ministry Manual.

#### IV. Authority to Act

The Committee on Ministry is empowered to do the following pursuant to *BoO* G-11.0502h, provided that all such actions are reported to the next stated meeting of the Presbytery (see *BoO* G-9.0403, G-14.0534):

- A. Find in order calls issued by churches;
- B. Approve and present calls for services of ministers of the Word and Sacrament;
- C. Dissolve the pastoral relationship in cases where the congregation and the pastor concur;
- D. Grant permission to labor within or outside the bounds of Presbytery;

- E. Dismiss ministers to other Presbyteries; and
- F. Examine each minister requesting a transfer from another Presbytery on his or her Christian faith and views of theology, the Sacraments and the government of this church, as required by *BoO* G-11.0402, and make a recommendation to Presbytery. Present the minister to Presbytery for its examination prior to a vote to admit the minister into membership of the Presbytery.

**CHAPTER NINE**  
**COMMITTEE ON PREPARATION FOR MINISTRY**

I. Membership

- A. The Committee on Preparation for Ministry shall consist of twelve (12) members, divided into three classes of four each. These will be divided equally between elders and ministers. Committee members will ordinarily be encouraged to consider serving two (2) consecutive terms.
- B. The Stated Clerk of the Presbytery shall serve ex-officio on this Committee, without vote, for the purpose of conducting correspondence pertaining to this Committee, its inquirers, and candidates. The Executive Presbyter shall also serve ex-officio on this Committee.
- C. A quorum shall be a simple majority of the elected members.

II. Accountability

The Committee on Preparation for Ministry shall be directly accountable to, and shall report directly to, Presbytery.

III. Duties

The Committee on Preparation for Ministry shall:

- A. Assist Presbytery in fulfilling the functions required by the Form of Government (see *BoO* G-11.0103.1, G-11.0103.m, G-11.0404, G-14.0400 and G-14.0480 & G-14.0403;
- B. Administer scholarship funds according to the policies and directives of Presbytery;
- C. Counsel with pastors and sessions as they relate to “Inquirers” and “Candidates” from particular churches; and
- D. Fulfill any additional requirements specified in the Committee on Preparation for Ministry Manual.

**CHAPTER TEN**  
**MISSIONS COMMITTEE**

I. Membership

The Missions Committee shall consist of nine (9) members divided into three classes of three each. The membership of the Committee, as well as its subcommittees, is to be balanced as closely as possible to one-half laypeople and one-half clergy.

II. Accountability

- A. The Missions Committee shall be directly accountable to, and shall report directly to, Presbytery.
- B. The Missions Committee shall hold stated meetings and may, with due notice, hold special meetings as called by the Chair or by two (2) members of the Committee through the Executive Presbyter.

III. Duties

- A. The Missions Committee shall provide leadership in helping local congregations become more missional in their communities, and connected to missions opportunities around the world.
- B. The Missions Committee shall:
  - 1. Encourage, support and provide opportunities for mission interpretation for local Presbytery-wide mission projects.
  - 2. Upon request from individual churches or clusters of churches, provide speakers to assist in interpretation and education of the Committee's work, the work of its sponsored Mission Projects, and potential new Mission Projects.
  - 3. Provide education, awareness and assistance to PC (USA) congregations seeking guidance in determining their mission giving to Presbyterian mission efforts (local, national and global), ecumenical ministries and inter-faith services in San Diego and Imperial Counties.

IV. Presbytery Mission Projects.

- A. The Missions Committee shall coordinate with the Presbytery and the mission projects that it recommends be adopted.

**CHAPTER ELEVEN**  
**EVANGELISM COMMITTEE**

I. Membership

The Evangelism Committee shall consist of nine (9) members divided into three classes of three each. The Committee is to be balanced as closely as possible to one-half ministers and one-half laypeople. The director of each mission project sponsored by the Evangelism Committee shall serve ex-officio on this Committee, without vote, for the purpose of providing reports to the Committee on the project's activities and progress and coordinating Presbytery support for the project.

II. Accountability

- A. The Committee on Evangelism shall be directly accountable to, and shall report directly to, Presbytery.
- B. The Evangelism Committee shall hold stated meetings and may, with due notice, hold special meetings as called by the Chair or by two (2) members of the Committee through the Executive Presbyter.

III. Duties

The purpose of the Evangelism Committee is to serve as a catalyst for Presbytery-wide efforts of New Church Development (NCD) as well as the proclamation of the gospel to our community. In doing this, the Evangelism Committee shall:

- A. Lead a deliberate effort to reach out to our non-Christian neighbors in San Diego and Imperial Counties and around the world to introduce them to a personal saving faith in Jesus Christ and active discipleship in the fellowship of the church through a focus on:

- 1. NCD Mission Projects

- (a) Develop a mission statement for each proposed NCD, recommending that statement to the Presbytery for its approval in authorizing the NCD as a Presbytery Mission Project.
- (b) Work directly with NCD Mission Project Steering Committees to provide ongoing support, nurture, stability and growth of authorized NCD mission projects in the Presbytery of San Diego.
- (c) Study demographic research in San Diego and Imperial Counties identifying future NCD possibilities with an emphasis on Racial/Ethnic NCD.
- (d) Work in consultation with Budget, Property and Finance to consider future property issues.

- (e) Work in consultation with Budget, Property and Finance to determine the level of financial support to be provided from the presbytery and how much each project will need to raise for itself.
2. Support the church developers of NCD Mission Projects.
    - (a) Provide a mentor for each church developer.
    - (b) Help the NCD determine the staff that is needed to operate the NCD.
    - (c) Provide liaison between the church developers and the Presbytery.
    - (d) Work with each church developer to train potential elders and deacons to serve the NCD in its transition into a self-sustaining congregation.
  3. Church Revitalization
    - (a) Assist churches in enhancing their evangelistic outreach ministry into immediate neighborhoods.
  4. Loans and Grants
    - (a) Research and identify various funding sources through the Synod and General Assembly for NCD and Church Redevelopment.
    - (b) Research other outside funding sources for NCD and Redevelopment ministries.
- B. Report on Evangelism Activities Under Cognizance of the Evangelism Committee
1. The Evangelism committee will explore and utilize the most effective means possible to communicate with the people of the presbytery.

**CHAPTER TWELVE**  
**MISSION PROJECTS**

I. Definition of Mission Projects

- A. The Presbytery establishes Mission Projects that are included in the Shared Mission budget and the Designated Mission budget. Each Mission Project is sponsored by a Standing Committee of Presbytery and is in one of the following categories:
  - 1. New Church Development (NCD), sponsored by the Evangelism Committee.
  - 2. Other Mission Projects, sponsored by the Missions Committee.
- B. Each Mission Project shall have a clear, concise mission statement that is aligned with the theology of the Reformed Tradition, and falls within the purpose, mission and ministry of the Presbytery pursuant to section IV of Chapter 1 of this *Manual*. Such mission statements shall identify the bounds of the Mission Project, both geographically and functionally.

II. Standing Committee of Presbytery Sponsorship

- A. The Evangelism and Missions Committees shall conduct an annual review of each Project sponsored by that Committee. The review shall evaluate the Project's activities in meeting the approved mission statement and the Project's financial viability.
- B. Annual reviews shall be no later than March of every year of a Mission Project's operation. The Committee shall report to the Presbytery with a recommendation to either continue (with any recommended changes to the mission statement) or discontinue the Project.

III. Steering Committees

- A. Steering Committees serve as "boards of directors" for a Mission Projects. Each Mission Project shall have a Steering Committee that is responsible to the Missions Committee for oversight and management of all aspects of that Project.
- B. Each Steering Committee shall:
  - 1. Have at least five members serving definite-length terms. **(How long?)**
  - 2. Determine its size based on the number of people that it considers necessary to share the Committee's responsibilities. It is recommended that Steering Committees not exceed nine members.
  - 3. Include ministers and laypeople, provided they have a passion for the project.

- C. The Chair of each Steering Committee shall be nominated by the Standing Committee that Sponsors the Mission Project. The Chair shall be a member of the Presbytery or an active member of a church that is in this Presbytery. Members of the Steering Committee shall be nominated by the Chair and approved by the Committee itself.

#### IV. Mission Project Accountability

- A. The Chair of each Steering Committee shall be directly accountable to, and shall report directly to, the Missions Committee for the administration of the Mission Project and its financial status.
- B. The Director of each Mission Project shall be directly responsible for the Project's activities meeting the approved mission statement for that Project, and report to the Standing Committee of Presbytery that sponsors the Project.
- C. Each Steering Committee shall hold periodic meetings.

#### V. Duties of Steering Committees

- A. The activities of each Mission Project shall be carried out under the guidance, and with the support, of a Steering Committee that is established for that purpose.
- B. Each Steering Committee shall:
  - 1. Determine its administrative structure. It shall:
    - (a) Determine the frequency and location of its meetings.
    - (b) Prepare and report on the annual budget, receipt and disbursement of funds, and prepare financial reports as required by this *Manual*.
    - (c) Establish a written, internal process for managing, tracking and approving expenses.
    - (d) With concurrence of the Missions Committee and the Financial Director, open a checking account at a Presbytery-approved financial institution, to facilitate handling the Project's funds. The Steering Committee shall name all individuals that are authorized to sign checks drawn against the Mission Project's accounts in accordance with Chapter 13 of this *Manual*.
  - 2. Determine the staffing necessary to carry out the work of the Mission Project, as identified in the approved mission statement. Such staffing can be paid or voluntary workers. Paid positions can be full- or part-time.
    - (a) In consultation with the Human Resources Committee, develop a position description for each paid position.
    - (b) Conduct all actions required by this *Manual* for paid staff positions.

- (c) Mission Project paid staff members may be employees of the Presbytery.
  - (d) Ensure that all voluntary staff positions are filled by individuals that meet the requirements of the Presbytery pursuant to the *Standards of Ethical Conduct*.
  - (e) Identify the location at which each staff position will carry out the duties and responsibilities of that position.
3. Define the role of the director for each Mission Project.
    - (a) The director may be a paid or unpaid position.
    - (b) For NCD Mission Projects, the church developer is a minister of the Word and Sacrament or a Commissioned Lay Pastor who is expected to become the organizing pastor, with a goal of achieving the formal organization of the congregation into a self-sustaining church.
  4. Work in consultation with Budget, Property and Finance Standing Committee of Council to determine the annual budget for the Mission Project.
    - (a) The budget shall include monthly projections of expenditures and income.
    - (b) The budget shall be adequate to support the salaries of the paid staff.
  5. Develop sources of funding to support the Mission Project's annual budget. Provide funding proposals for each annual budget.
  6. Determine the facilities necessary to carry out the work of the Mission Project.
  7. Support the congregation of the NCD.
  8. Provide reports on the Mission Project.
- C. Work in consultation with churches that have an interest in a particular Mission Project .

## VI. Mission Project Paid Staff

- A. Church developers (*i.e.*, pastors- and Commissioned Lay Pastors) of NCDs and shall be the directors for those Projects.
- B. All paid staff members, both full- and part-time, may be employees of the Presbytery. If they are, they are governed by all personnel policies of the Presbytery.

**CHAPTER THIRTEEN**  
**COUNCIL**

I. Membership

A. The Presbytery Council shall consist of fifteen (15) members, nominated by the Nominating Committee, and elected by the Presbytery.

1. The members of Council are:

- (a) Chair of Council (most recent past Presbytery Moderator)
- (b) Presbytery Moderator
- (c) Presbytery Vice-Moderator
- (d) Chair of Committee on Ministry
- (e) Chair of Committee on Preparation for Ministry
- (f) Chair of Nominating Committee
- (g) Chair of Evangelism Committee
- (h) Chair of Missions Committee
- (i) Chair of Budget, Property and Finance Committee
- (j) Chair of Human Resources Committee
- (k) Chair of Ecclesiastical Committee
- (l) Member-at-Large for two-year term (elected in even-numbered years)
- (m) Member-at-Large for two-year term (elected in even-numbered years)
- (n) Member-at-Large for two-year term (elected in odd-numbered years)
- (o) Member-at-Large for two-year term (elected in odd-numbered years).

2. Ex-officio members of Council, without vote are:

- (a) Executive Presbyter
- (b) Stated Clerk
- (c) Minute Clerk

3. The Officers of Council shall be:

- (a) The most recent past Moderator, residing within the bounds of Presbytery, shall be the chair of Council assuming office immediately following the installation of the new Moderator;
  - (b) A vice-chair from the at-large members shall be appointed annually by the chair at the first Council meeting of the New Year.
- B. There will be an Executive Committee of Council consisting of the Chair of Council, the Presbytery Moderator, the Presbytery Vice-Moderator, the Stated Clerk and Executive Presbyter. This Committee will guide the direction of the Council and arrange the docket of business for meetings of Council. The Executive Presbyter and Stated Clerk are ex-officio members, without vote.
- C. Member-at-Large terms may not be served consecutively after any other term on Council. Members-at-Large that have completed a full 2-year term are not eligible for re-election to a subsequent Member-at-Large term until at least two years have passed after completion of that term. A Member-at-Large that has been elected to fill the remainder of a term, and has served for 18 months or less, is eligible for re-election to a Member-at-Large term after one year following completion of the partial term.

II. Accountability

- A. The Council shall have the following responsibilities and powers in accordance with *BoO* G-9.0403, G-9.0900 and G-11.0103(v);
- B. Arrange the docket of business for meetings of Presbytery, with the assistance of the Stated Clerk;
- C. Consider and report to Presbytery upon all new program proposals and appeals for monies;
- D. Review and evaluate the work of Presbytery in light of the goals, priorities, and directions developed by Presbytery, Synod and General Assembly;
- E. Review and comment on a preliminary budget to be presented to Presbytery by the Budget, Property & Finance Committee;
- F. Oversee and coordinate the work of the Standing Committees of Council; and
- G. Select nominees for the Nominating Committee by the following process:
  - 1. Appoint a sub-committee no later than June to present a nominee for chair of the Nominating Committee no later than the September Council meeting.

2. The sub-committee presents nominees for Nominating Committee membership no later than the October Council meeting.
3. Council present nominees for chair and membership in the Presbytery Nominating Committee to Presbytery at its November stated meeting, for election by majority vote.

### III. Additional Council Duties and Responsibilities

- A. Be open to the leading of the Holy Spirit in directing the Presbytery;
- B. Nominate chairs of Ministry Teams for election by Presbytery;
- C. Hear reports from committees and Ministry Teams, and act upon them;
- D. Act on items that have been assigned to it by the Presbytery (to be reported to Presbytery in assembly) for action between meetings of Presbytery;
- E. Support the chairs of committees and Ministry Teams in coping with issues and problems confronting them;
- F. Receive, act on, and/or refer correspondence directed to the Council;
- G. Prepare a report for each stated meeting of Presbytery including items of business transacted by the Council; and
- H. The power and responsibilities of Council shall be limited to those powers and responsibilities assigned by this *Manual* or by Presbytery and shall be within its approved budget.

### IV. Authority to Act

- A. The decisions of the Council shall become immediately operative wherever the Presbytery has conferred power. Decisions may be reviewed and reversed by the Presbytery.
- B. The Presbytery has broad power to delegate its responsibilities to the Council. Any delegation beyond that expressly identified by this *Manual* shall be made upon a majority vote of the Presbytery.
- C. The following responsibilities of the Presbytery may not be delegated to Council:
  1. The following responsibilities and powers, as enumerated at *BoO* G-11.0103, are basic to the life and work of the Presbytery:
    - Developing strategy for the mission of the church;
    - Organizing new churches and receiving or uniting churches;

- Dividing, dismissing or dissolving churches;
- Controlling the location of new churches and of churches desiring to move;
- Assuming original jurisdiction when it is determined that a session cannot exercise its authority; and
- Maintaining regular and continuing relationship to the higher governing bodies of the church, including electing commissioners to the synod and to the General Assembly.

2. Other functions:

- Electing officers;
- Electing an Executive Presbyter;
- Electing Presbytery Council and other committees exercising ecclesiastical oversight;
- Acting on overtures to, and on proposals for constitutional change received from the General Assembly; and
- Delegating any of power of the Presbytery, whether or not that power has been delegated to the Council.

V. Purpose

Council shall work with and support the congregations of Presbytery, set goals and do strategic planning for Presbytery, have general oversight of the Ministry Teams and oversee the ecclesiastical responsibilities of Presbytery as a governing body.

VI. Committees of Council

A. Standing Committees of Council

The Council shall have three Standing Committees as described in Chapter Fourteen. The three Standing Committees of Council are:

- Ecclesiastical Committee
- Human Resources Committee
- Budget, Property and Finance Committee.

B. Special Committees of Council

The Presbytery Council shall appoint special committees as needed to facilitate its mission or for special purposes. Unless otherwise provided, the Council shall name the chair and vice-chair of these special committees.

## VII. Council Expenses

Expenses of the Presbytery Council shall be provided as prescribed in this *Manual*. The Council shall submit its budget for inclusion in the annual, unified budget.

**CHAPTER FOURTEEN**  
**STANDING COMMITTEES OF COUNCIL**

- I. The Council shall have three standing committees, whose Chairs and members are nominated by the Presbytery Nominating Committee and elected by a majority vote of Presbytery. The membership of each of these committees shall be divided into three (3) classes, but the total membership, including the Chair, shall not exceed nine (9). The Vice-Chair(s) of each Standing Committee of Council shall be elected by that Committee from among its membership.
- II. Each member of a Standing Committee of Council shall be elected to a three (3) year term and shall be eligible for re-election, provided that no person shall serve on a Standing Committee of Council for more than six (6) consecutive years and shall not thereafter be eligible for re-election until one (1) year shall have passed.

III. Ecclesiastical Committee

A. Membership

1. The Ecclesiastical Committee shall consist of six (6) members, divided into three classes of two each. These will be balanced as equally as possible between ministers of the Word and Sacrament and laypersons.
2. The Stated Clerk shall be an ex-officio member without vote.
3. Accountability

The Ecclesiastical Committee is directly accountable to Presbytery but shall report through Council.

B. Duties

1. Provide training and support for the clerks of session of the churches of Presbytery in cooperation with the Stated Clerk;
2. Conduct an annual review of session minutes and registers of all churches in the Presbytery (see *BoO* G-11.0103.x) and recommend appropriate action to Presbytery;
3. Review and recommend to Presbytery approval of new or amended Bylaws and Articles of Incorporation of all churches in the Presbytery;
4. Review and recommend to Presbytery any action on bills and overtures received from within this Presbytery or from other presbyteries. Overtures to be acted on at the bi-annual meeting of General Assembly must be received by the Committee 60 days prior to the due date for submission to the General Assembly;

5. Review all overtures sent from General Assembly and recommend approval or disapproval to Presbytery;
6. Serve as the committee on review and revision of this *Manual* in accordance with changes submitted to the committee;
7. May conduct an annual review of minutes of the committees of Presbytery; and
8. Develop changes as necessary, review changes recommended by other committees, and recommend action to maintain this *Manual* current and an accurate description of Presbytery processes.

#### IV. Human Resources Committee

##### A. Membership

1. The Human Resources Committee shall consist of six (6) members, divided into three classes of two each. These will be equally divided between ministers of the Word and Sacrament and laypersons.
2. The Stated Clerk may be called upon to resource this Committee.
3. The Executive Presbyter shall serve as ex-officio without vote.
4. Care should be taken that the Committee chair has experience in personnel administration matters.

##### B. Accountability

1. The Human Resources Committee shall be guided by this *Manual* and the Personnel Policies Manual.
2. The Human Resources Committee is responsible to Presbytery but shall report through Council.

##### C. Duties

1. Be a nominating committee to Council for program staff for those positions to be elected by the Presbytery upon nomination by the Council;
2. Engage in regular evaluation and counseling with all Presbytery administrative staff and review the work of the Executive Presbyter and the work of each Presbytery administrative staff member annually; and in dealing with employment, termination, or evaluation of staff, consult with the chairperson or another representative chosen by any judicatory, board, or committee to which the staff person is related by position description;

3. Provide guidelines for administrative review of program and support staff, including procedures for appeal to the Human Resources Committee; receive and review reports of the administrative reviews; and hear appeals as needed;
4. Recommend, following consultation as prescribed above, to the Presbytery Council for Presbytery approval, the termination of employment at any time of a member of the administrative staff, elected for either a term or an indefinite period;
5. Review annually and recommend to the Budget, Property and Finance Committee, for submission to Presbytery for approval, the individual salaries of administrative staff, and a salary scale for support staff;
6. Maintain an equitable classifying and grading process for all Presbytery staff, reviewing the grading and the salary ranges annually;
7. Recommend to Presbytery Council in the event of a vacancy in the program staff, appropriate personnel for temporary employment;
8. Review personnel policies and position descriptions for each administrative staff member;
9. Assist churches of the Presbytery in the formulation and review of policies, guidelines or procedures for all non-ordained staff;
10. Provide guidelines for administrative review of paid staff members of mission projects, including appropriate salary levels for full-time and part-time staff positions that are not filled by a minister of the Word and Sacrament, procedures for appeal to the standing committee of the Presbytery that has oversight responsibility for the mission project and, if desired by either party to a dispute, the Human Resources Committee; receive and review the administrative reviews; and hear appeals as needed;
11. Receive recommendations from Standing Committees of Presbytery that sponsor Mission Projects regarding position descriptions, employment of staff members, routine personnel administration during the period of employment and, if warranted, termination of employment;
12. Review and update the Standards of Ethical Conduct as necessary to be in conformance with the standards established by the General Assembly and this Presbytery;
13. Maintain a Personnel Policies Manual that sets forth the personnel policies and practices of the Presbytery for all administrative and programmatic staff members that are Presbytery employees; and
14. Fulfill any additional requirements specified in this *Manual* and the Personnel Policies Manual.

## V. Budget, Property and Finance Committee

### A. Membership

1. The Budget, Property & Finance Committee shall consist of nine (9) members, divided into three classes of three each. These will be balanced as equally as possible to one-third ministers, one-third laymen, one-third laywomen. All laypersons must be elders.
2. Care should be taken that the Committee chair has experience in budget and finance matters.
3. The Stated Clerk and Financial Director will resource this committee as requested.
4. The Executive Presbyter will serve ex-officio without vote.

### B. Accountability

1. The Budget, Property & Finance Committee shall be subject to the rules governing process as specified in the Administrative Manual (*e.g.*, vouchers, monitoring committee budgets, how to apply for budgeted funds, unbudgeted funds).
2. The Budget, Property & Finance Committee is responsible to Presbytery but shall report through Council.

### C. Duties and Responsibilities

The committee shall prepare and present a Unified Presbytery Budget by:

1. Conferring with all Standing Committees of Presbytery and the Council concerning their respective budget needs for the following year;
2. Preparing for submission to the Council a preliminary budget divided between ecclesiastical and mission expenses, together with the recommended per capita apportionment and level of Shared Mission giving needed to fund those expenditures;
3. Publishing the preliminary budget divided between ecclesiastical and mission expenses, together with the recommended per capita apportionment and level of Shared Mission giving needed to fund those expenditures;
4. Preparing the budget for review by Council and adoption by Presbytery in November in light of responses received and early indications of Shared Mission income;
5. Consulting with particular committees regarding any significant budget revisions that affect the work of the committee;

6. Revising the budget, if necessary, after receipt of final reports on Shared Mission pledges, and presenting it to Council for review and to Presbytery for adoption in March.
7. The Committee shall manage and recommend usage of any Presbytery-owned property.
8. The Committee shall review and make recommendations to Presbytery concerning all requests from particular congregations desiring to take actions as described in Chapter 16, Section IV, paragraphs C, F and G.
9. The Committee is Presbytery's agent for dealing with particular churches regarding property and investment matters.
10. The Committee shall provide guidance to activities under the auspices or purview of the Presbytery for maintenance of records to account for the sources and expenditures of funds handled by that activity (*e.g.*, a Mission Project).
11. The Committee shall provide accounting financial consulting services to Mission Project Steering Committees. This includes the reporting framework for the Steering Committees to make the periodic financial reports required by this *Manual*.
12. The Committee shall designate those individuals, by name and position, that are authorized to sign checks drawn on, or withdraw monies from accounts maintained by, the Presbytery or any of its organizational entities, excluding individual churches.

#### D. Expenditures

1. After approval of the budget by Presbytery, transfer of funds within a committee's budget shall be allowed up to \$500.00 or 10% (whichever is the greater amount), of the program portion of its budget, exclusive of salaries, allowances and employee benefits. Such transfers shall be reported to Presbytery Council at its next meeting.
2. After approval of the budget by Presbytery, proposals for new programs or for expenditures of funds for unbudgeted items must be presented to the Presbytery Council through the appropriate committee(s). The Budget, Property and Finance Committee, after consultation with the committee(s), shall set forth the total estimated costs of funding.

#### E. Financial Records

All persons handling funds of the Presbytery, its committees, and activities under the auspices or purview of the Presbytery, shall maintain records sufficient to account for the sources and expenditures of those funds.

## F. Reports

Financial reports shall be made in sufficient detail to demonstrate that expenditures were for authorized purposes; and should be in a format sufficiently like that of the approved budget to allow comparison with that document.

## CHAPTER FIFTEEN

### MINISTRY TEAMS

- I. Presbytery may, by majority vote, establish various Ministry Teams to carry out the work and mission of Presbytery.
  - A. In the past the Presbytery has had the following ministry teams:
    1. Communications
    2. Leadership Development
    3. Peacemaking and Social Concerns
    4. Self Development of People
    5. Stewardship Development.
  - B. Additional Ministry Teams may be established by majority vote of the Presbytery upon recommendation of the Council.

#### II. Membership

- A. The membership and leadership of the ministry teams will be approved by the Presbytery Council.

#### Accountability

- A. Ministry Teams are responsible to the Council.
- B. Each Ministry Team will write its own mission statement, setting forth the scope of its work and the boundaries within which it must operate, to include a sunset clause. The mission statements and any amendments to them shall be approved by Council. All Ministry Teams shall be subject to the following boundaries:
  1. Scripture
  2. The Constitution of the Presbyterian Church (U.S.A.)
  3. This *Manual*
  4. Presbytery's Mission Statement
  5. The current Presbytery budget
  6. The fact that the Executive Presbyter speaks for Presbytery.
- C. When a Ministry Team wishes to act outside these boundaries and those established by its mission statement, it shall submit its proposal to the Council for approval before acting. When a Ministry Team needs to take a proposed action to Presbytery for approval, even though it may be within the Ministry Team's boundaries, it shall submit the proposed action to the Council for information and advice before taking it to Presbytery.

### III. Duration of Ministry Teams

Presbytery may set a termination date for the work of any Ministry Team that it establishes. If no termination date is set, the Presbytery, upon recommendation of Council, may terminate a Ministry Team at any time that it determines that the need for such Ministry Team, or its useful life, has ended.

### IV. Records and Rosters of Ministry Teams

The Stated Clerk shall maintain a record of all Presbytery Ministry Teams as described in Chapter 2 at paragraphs B.2.h & j.

**CHAPTER SIXTEEN**  
**THE STANDING RULES**

I. Standing Rules Relating to Ministers of the Word and Sacrament

A. Attendance

1. It is the duty of all ministers of the Word and Sacrament to attend the stated meetings of Presbytery unless excused in accordance with Chapter I of this *Manual*.
2. Ministers of the Word and Sacrament are directed to avoid scheduling session meetings or any other meetings that preclude their attendance or the attendance of elder commissioner(s) on dates that have been set for the stated meetings of Presbytery.

B. Presbytery Membership

1. Every minister of the Word and Sacrament shall ordinarily be a member of the Presbytery where his or her work is situated.
2. Presbytery shall determine the ministers of the Word and Sacrament who shall be its continuing members, including active members, members-at-large and inactive members. On or before 31 December of each year, Presbytery shall determine the category of membership of each continuing member in accordance with the relevant sections of *BoO* G-11.0400 and cause appropriate record of such determination to be made.
3. Active members of Presbytery may be designated as honorably retired ministers of the Word and Sacrament. This status may be granted in accordance with *BoO* G-11.0412.
4. Ministers of the Word and Sacrament who are listed as active members and members-at-large of Presbytery are entitled to speak, vote and hold office.

C. Reception

Ministers of the Word and Sacrament of the Presbyterian Church (U.S.A.) with letters of dismissal from other presbyteries shall ordinarily be received by a majority vote of Presbytery on recommendation of the Committee on Ministry, unless the presbytery chooses to delegate this to the Committee on Ministry or the Presbytery Council.

D. Stated, Interim and Temporary Supplies

Ministers of the Word and Sacrament that are members of this Presbytery may be appointed as stated, interim or temporary supplies on recommendation of the Committee on Ministry. The relationship shall be established only by permission of Presbytery and shall extend for a period not to exceed twelve (12) consecutive months without a vote on

his/her continuance being taken by both the appropriate session and Presbytery (*BoO* G-14.0550).

E. Designated Pastors, Designated Associate Pastors and Designated Co-pastor(s)

A designated pastor, associate pastor, or co-pastor is a minister of the Word and Sacrament approved by the Committee on Ministry to be elected for a term of not less than two years or more than four years, by a vote of the congregation. The rules governing this process are detailed at *BoOG*-14.0520.

F. Service Within or Beyond Jurisdiction of the Church

Ministers of the Word and Sacrament may be engaged in a validated ministry within congregations of the Presbyterian Church (U.S.A.) (*BoO* G-11.0409), in a validated ministry in other service of the Church (*BoO* G-11.0410), or a validated ministry in service beyond the jurisdiction of the Presbyterian Church (U.S.A.) but within the geographic bounds of the Presbytery (*BoO* G-11.0411). In the latter case, the minister of the Word and Sacrament may be engaged in a nondenominational religious organization or other organization in which this Church has no official participation, or may serve temporarily as pastor or in another capacity in another denomination. Before entering upon such service, the minister of the Word and Sacrament shall request permission of the Presbytery through its Committee on Ministry. Permission shall be subject to review and renewal annually.

G. Ministers of the Word and Sacrament from Other Denominations

1. An ordained minister of the Word and Sacrament of another denomination may serve as a member on the staff of a church or Mission Project in this Presbytery only if,
  - (a) He/she is a member of a denomination with which this church is in correspondence, and
  - (b) His/her employment has the approval of Presbytery.
2. This employment shall be for one year and renewable upon approval by the session of the church, or Steering Committee for the Mission Project, which he/she serves and the Presbytery.
3. Ministers of the Word and Sacrament from other denominations shall also serve and be enrolled in Presbytery in accordance with *BoO* G-11.0404.c and shall temporarily have the rights and privileges of membership.

H. Resignations

Any minister of the Word and Sacrament proposing to dissolve the relationship with any church as pastor, co-pastor, associate pastor, stated or interim supply or designated pastor or resign as director of a Mission Project in this Presbytery shall notify the chair or

secretary of the Committee on Ministry before presenting his/her resignation to that organization and shall seek the Committee's counsel.

#### I. Associate Pastors and Co-pastors

When a church issues a call for an associate pastor or co-pastor, a preliminary job analysis shall be furnished to the Committee on Ministry before that Committee recommends approval.

#### J. Directors of Mission Projects

When the Steering Committee of a Mission Project issues a call for a director that is a minister of the Word and Sacrament, a preliminary job analysis shall be furnished to the both the Committee on Ministry and the Standing Committee of the Presbytery that sponsors the Mission Project before those Committees recommend approval.

### II. Standing Rules Relating to Church Sessions

#### A. Elder Commissioners to Presbytery

1. Each church session is required to elect elder commissioners to Presbytery in the number entitled. Each session shall be urged to elect commissioners for a year, electing alternates to assure continuous representation.
2. When requested by Presbytery, church sessions shall elect an additional elder commissioner.

#### B. Reports to Presbytery

Each session shall complete, approve and forward through its clerk, to the Stated Clerk of Presbytery, the following annual reports:

1. The statistical report in the form required by the General Assembly;
2. A statement that during the year just ended the contractual provisions of the call(s) or invitation(s) to the pastor(s) have been fulfilled; and a statement that, prior to the adoption of the annual budget of the church, the session has conducted a review of their compensation with the pastor(s) and other members of the staff; and
3. A list of the names and addresses of the Moderator, Clerk of Session, and elder commissioner(s) and alternate(s) to Presbytery.

### III. Standing Rules Relating to Commissioned Lay Pastors

Reserved for future use.

### IV. Standing Rules Relating to Churches and Mission Projects

## A. Churches

1. The right to organize new churches and control the location of new churches is vested only in the Presbytery (*BoO* G-11.0103h.i.j). The strategy and planning for the location and building of new churches shall be done by Presbytery through its Evangelism Committee.
2. Presbytery has the responsibility, in consultation with churches and their members, to receive, unite, divide, dismiss and dissolve churches and to control the location of churches desiring to move.
  - (a) The session of a church seeking dismissal from the denomination, or seeking to be dissolved, first shall consult with the Committee on Ministry. The Committee on Ministry shall advise any ministers of the Word and Sacrament regarding the requested action.
  - (b) The Committee on Ministry shall make a determination if the request for dismissal or dissolution of the church has sufficient support from the members of the session and the congregation to proceed with the action.
  - (c) The Presbytery, upon recommendation of the Committee on Ministry, shall elect an administrative commission to deal with any church that is to proceed with either dismissal from the denomination or dissolution as a congregation. That commission shall determine if the action is unavoidable and, if it is, plan for the action. The commission shall make a report to Presbytery to effect any dismissal or dissolution action.
  - (d) The process to be followed is defined in the policy titled “Gracious Separation of Congregations” that was approved by the Presbytery on April 18, 2009.

## B. Churches Without an Installed Pastor

1. When the pulpit of a church becomes or is about to become vacant, the session shall immediately consult with the Committee on Ministry and cooperate with it in supplying the pulpit when authorized by Presbytery and in taking proper steps to seek and secure a new pastor.
2. Upon the election of a Pastor or Associate Pastor Nominating Committee, said Nominating Committee shall confer with the Committee on Ministry as provided in *BoO* G-11.0502.d, and when seeking an associate or co-pastor, with the pastor or any continuing co-pastor.

## C. Per Capita Apportionment

1. Each church is encouraged to pay its apportionment to the Presbytery in a timely manner, in a per capita amount previously established by Presbytery, on the basis of members on the active roll reported to Presbytery as of the beginning of the previous calendar year. From these funds, Presbytery shall meet its expenses as an

ecclesiastical body and shall bear its apportioned share of the corresponding expenses of Synod and General Assembly, with the understanding that such payments to Synod and General Assembly are voluntary.

2. The Presbytery will not make up any shortfall in the payments of per capita assessments to the Synod of Southern California & Hawaii and General Assembly, that are received from the various churches of the Presbytery.

#### D. Salaries

1. Each church shall pay the salary or salaries of its pastor(s) and any other staff persons, ordained or non-ordained, in regular, periodic payments. The Presbytery shall pay staff persons employed by Mission Projects as employees of the Presbytery.
2. The annual statistical report submitted by churches to Presbytery shall include a statement as to whether the adequacy of compensation of the pastor and of any other staff persons, ordained or non-ordained, has been reviewed with these persons in the past twelve (12) months prior to the adoption of the church budget. Any church that fails to pay regularly the salary of any of its employees, or to conduct the review when provided in the terms of call or invitation, is, in effect, breaking the contractual obligations that it assumed upon employing that individual.
3. No church in the Presbytery, whether self-supporting or aid-receiving, shall be permitted to settle a new pastor or supply, in any status recognized by the *BoO*, until it has provided for the fulfillment of its financial engagements to its former pastor.
4. When pulpits are vacant or when pastors are absent on vacation, churches should pay reasonable honorariums to ministers of the Word and Sacrament supplying them temporarily, also taking into account the necessary expense of travel incurred in rendering such service.
5. Each church shall provide a minimum of two weeks study leave and expenses on an annual basis, for each ordained pastor on its staff, and prorated for each ordained part time pastor(s) on its staff.
6. Each church shall provide at least four weeks annual vacation with normal compensation for each ordained pastor on its staff, and prorated for each ordained part-time pastor(s) on its staff.

#### E. Pension Plan Participation

1. The call to a minister of the Word and Sacrament to the position of pastor or associate pastor, or an invitation to other ministerial service within the Presbytery (*e.g.*, director of a Mission Project), shall always contain provisions for participation of the minister of the Word and Sacrament and the employing church or organization in the Presbyterian Pension Plan.

2. The establishment of any of the relationships described in paragraph I in this chapter of this *Manual* shall not be consummated in installation or otherwise until all of the pension obligations to the Presbyterian Pension Plan have been met on the account of the predecessor in that position and any other members of the staff of that church in a pastoral position.
3. All churches shall consider membership in the Presbyterian Pension Plan as continuous, unless relieved of responsibility by Presbytery. Organization dues are to be paid during the period of pulpit vacancy or service by a nonparticipating minister of the Word and Sacrament, based on the salary last paid.
4. Each church shall report quarterly to the chair of the Pension Sub-committee of the Committee on Ministry any delinquency on its part in the payment of pension plan dues, together with a statement as to its plan for paying the delinquent dues.

#### F. Insurance

##### 1. Maintenance of Insurance

The Office of Risk Management Services of the Presbyterian Church (U.S.A.) publishes “Recommended minimum standards of property and liability insurance for churches, presbyteries and synods.” [The standards are available on-line at [www.pcusa.org/risk/minimum.htm](http://www.pcusa.org/risk/minimum.htm).] Both the Presbytery and all of its member churches shall fully consider those standards in establishing amounts for risk coverage as discussed below.

- (a) Every church shall maintain insurance for the adequate protection of its assets; it shall carry property and liability insurance in each of the categories identified by the recommended standards. Evidence of this shall be filed annually with the Stated Clerk of Presbytery after approval by the Presbytery Budget, Property & Finance Committee. A statement shall be provided in those instances when the coverage does not meet the recommended minimum standards for any area of coverage, justifying coverage at a lesser amount.
- (b) Every church shall provide workers’ compensation coverage as required by state law for both paid and volunteer workers. Evidence of this shall be filed annually with the Stated Clerk of Presbytery after approval by the Presbytery Human Resources Committee.

##### 2. Blanket Coverage

When Presbytery contracts blanket coverage that insures the interests of individual churches, it shall request that every church of Presbytery participate in such blanket coverage for the common good. In the case of any church, mission, or agency, the title to whose property is held by Presbytery, it shall be required that its insurance shall be provided through the Presbytery policy to the extent that adequate coverage is available, unless the requirement is modified by the Board of Trustees of Presbytery.

### 3. Use, Rental or Lease of Church Property

Any use, rental or lease of church property to any group not sponsored by the particular church requires filing with the church and the Presbytery a Certificate of Comprehensive Liability Insurance (general operations) issued by the insurance company under which the user is insured, in which the particular church, the Presbytery and Synod (if title is held by Synod) are recognized as additional named insured. Such coverage shall be for no less than one million dollars (\$1,000,000.00) combined single limits and as respects the additional named insured shall be primary insurance with respect to such use. The policy shall include ten-day written notice to the Presbytery of any cancellation.

## G. Property Transactions

### 1. Change in Property Holding

- (a) When a particular church desires to change in any manner the holding of any real property, which includes the purchasing, selling, leasing, or acquisition of property, the borrowing of money for any purpose, the granting of easements, or major changes in grading or topography, it must submit its request to the Budget, Property & Finance Committee for the approval of Presbytery according to the Form of Government.
- (b) A particular church shall not purchase, sell, lease, mortgage or otherwise encumber any of its real property and it shall not acquire real property without the written permission of the Presbytery transmitted through the session of the particular church (see *BoO* G-8.0501).
- (c) All property held by and/or for a particular church is held in trust for the use and benefit of the Presbyterian Church (U.S.A.) (see *BoO* G-8.0201).

### 2. Outside Use of Property

A particular church shall not allow the use of its property for the purpose of worship by any group outside the particular church for more than three Sundays without requesting permission of the Presbytery through its Council. This permission of Presbytery shall be in writing and be transmitted through the session of the particular church.

### 3. Continuance of Corporation

Upon the dissolution of a church by Presbytery:

- (a) The church corporation shall be kept in existence;
- (b) If necessary, the Articles of Incorporation of the church corporation shall be brought up-to-date and be similar in principle to the Articles of Incorporation of

the Presbytery of San Diego; and the Bylaws of the church corporation shall be suitably amended so they are similar in principle to the Bylaws of the Presbytery of San Diego; and

- (c) The Board of Trustees of the Presbytery shall be elected as the trustees of the church corporation.

#### H. General Mission Remittance

It is recommended that all offerings and other appropriations for the Shared Mission be sent monthly to the Mission Treasury of Presbytery, and that these offerings be then distributed in accordance with the plan adopted annually by Presbytery, unless otherwise specifically designated.

#### I. Church Bylaws and Articles of Incorporation

Any church preparing Bylaws or Articles of Incorporation or revising the same shall submit a copy of the proposed action approved by their session to the Ecclesiastical Committee. Upon approval by the Ecclesiastical Committee, the congregation shall meet and approve the proposed actions. Upon approval by the congregation, a copy of the proposed action shall be submitted to the Presbytery for incorporation in the agenda and approval at the next stated presbytery meeting. Every church shall present to the Presbytery a copy of the Bylaws and Articles of Incorporation of the church and every church-related corporation.

#### J. Mission Projects

1. Steering Committees for Presbytery Mission Projects may be authorized to call a minister as staff to the mission project. The standing rules of this *Manual* apply to such Steering Committees in the same manner as they do to a church that calls a minister of the Word and Sacrament into any of the pastoral positions of *BoO* G-14.0500.
2. Each Mission Project with paid staff, whether full-time or part-time, shall reimburse the Presbytery for payments of the salary or salaries of its director and any other staff persons, ordained or non-ordained, in regular, periodic amounts. Reimbursement shall include Presbyterian Pension Plan funding and/or any insurance coverage provided by the Presbytery.
3. Each Mission Project with a director that is an ordained minister of the Word and Sacrament shall be governed by this chapter of this *Manual* in a manner similar to that for churches regarding the call of ministers to those positions.
  - (a) No Mission Project in the Presbytery that has a paid director who is a minister of the Word and Sacrament shall be permitted to settle a new director until it has provided for the fulfillment of its financial engagements to its former director.

- (b) Each Mission Project shall provide a minimum of two weeks study leave and expenses on an annual basis, for each ordained person its staff, and prorated for each ordained part time person on its staff.
  - (c) Each Mission Project shall provide at least four weeks annual vacation with normal compensation for each ordained person on its staff, and prorated for each ordained part-time person on its staff.
4. The establishment of a director of a Mission Project shall not be consummated until all of the pension obligations to the Presbyterian Pension Plan have been met on the account of any predecessor in that position that is a minister of the Word and Sacrament.

## V. Special Organizations

Presbyterian Women shall be recognized as an organization uniting the women of the churches of Presbytery. It shall be in a covenant relationship with the Presbytery but adopt its own bylaws, and elect its own officers, subject always to the powers of review and control vested in Presbytery by the *BoO*. It shall make a financial and activity report annually to the Missions Committee.

## VI. General Assembly Commissioners and Alternates

### A. Time of Election

Commissioners and alternates to General Assembly, in equal numbers of ministers of the Word and Sacrament and elders, shall be elected at the first stated meeting of Presbytery during years in which the General Assembly meets, the number governed by *BoO* G.13.0102.

### B. Nomination of Commissioners

Churches are encouraged to nominate either a pastor, associate pastor, or an elder to the Presbytery for consideration.

1. The Nominating Committee should be prepared to answer questions about who the commissioners were to recent Assemblies.
2. Nominations will be referred to the Presbytery Nominating Committee for consideration.
3. The Nominating Committee will evaluate all the nominations received and develop a slate of recommendations for presentation to the Presbytery at the November meeting. The Nominating Committee may nominate commissioner candidates and alternates without a referral from outside the committee. In considering persons to be nominated, their ability to function effectively as a General Assembly commissioner shall be given primary consideration.

4. The Nominating Committee will prepare a list of commissioner and alternate nominees that will be provided to the Presbytery with the agenda for its November meeting.
5. Nominations may be made from the floor of Presbytery at the November stated meeting or first stated meeting of the New Year, provided those nominated have previously agreed to serve.

#### C. Election of Commissioners and Alternates

1. The Stated Clerk shall prepare printed ballots listing the elder and minister of the Word and Sacrament nominees.
2. At the stated meeting of Presbytery of a year in which the General Assembly meets, all nominees may be afforded a limited opportunity to address the Presbytery.
3. The election shall be by secret ballot if there are more nominations than positions to be filled. .
4. If needed, election tellers in equal numbers of elders and ministers of the Word and Sacrament shall be named by the Moderator.
5. Commissioners and alternates shall be elected by plurality vote.
6. If any Commissioner cannot attend General Assembly or changes Presbytery membership, he/she shall at the earliest day possible return his/her commission to the Stated Clerk of Presbytery for designation of an alternate.
7. Commissioners shall be elected for a two-year period and shall also attend special meetings of General Assembly, for so long as it meets biannually. Should the General Assembly revert to annual stated meetings, commissioners shall be elected for a one-year period.

### VII. Synod Commissioners

#### A. Time of Election

Commissioners and alternates to Synod shall be elected at the September stated meeting.

#### B. Nomination and Election

1. Synod Commissioners and alternates shall be nominated by the Presbytery Nominating Committee. Nominations may be made from the floor at the September stated meeting.
2. An equal number of ministers of the Word and Sacrament and elders, as determined by Synod Standing Rules, shall be elected by Presbytery as commissioners to Synod, to serve for two years. An equal number of alternates shall also be elected.

3. Should an elder and/or Minister of the Word and Sacrament commissioner be unable to attend a Synod meeting, an alternate, as appropriate, shall be requested to attend. Should the list of alternates be exhausted, the Moderator of the Presbytery shall instruct the Stated Clerk to appoint additional alternates to serve. Such alternates will be reported by the Stated Clerk to the next stated meeting of the Presbytery following their appointment.

#### C. Eligibility

Any minister of the Word and Sacrament or elder within Presbytery shall be eligible for election as a Synod commissioner. A commissioner is ineligible to serve more than four continuous years until one year has elapsed.

#### D. Majority Vote

Election for Synod commissioners and alternates shall be by majority vote.

#### E. Reports to Presbytery

One of the commissioners shall be appointed by Presbytery, on an annual basis, to be Synod reporter to Presbytery. Alternate reporters shall be arranged when necessary.

### VIII. Young Adult Advisory Delegates

#### A. Nomination and Election – General Assembly Delegate

1. The General Assembly will notify the Presbytery when it is allocated a Young Adult Advisory Delegate position at a forthcoming General Assembly. That delegate shall be selected as follows.
2. Young Adult Advisory Delegate nominations to General Assembly shall be made by the Nominating Committee at the November stated meeting of Presbytery, of a year prior to a year during which the General Assembly meets. One delegate and one alternate shall be elected by the Presbytery at the first meeting of the year. Nominations may be made from the floor at the November stated meeting or first stated meeting of the year during which the General Assembly meets.

#### B. Nomination and Election – Synod Delegate

When applicable, a delegate to Synod shall be nominated by the Nominating Committee at the September stated meeting and shall be elected at the same meeting. Nominations may be made from the floor at the September stated meeting.

### IX. Amendment and Suspension of Rules

#### A. Amendments

Amendments to these Standing Rules may be made by a majority vote of the members present at any Presbytery meeting, provided that written notice of the proposed changes shall have been included in the call of such meeting.

#### B. Suspension

These Standing Rules may be suspended by a two-thirds vote of the members present at a stated Presbytery meeting. The suspension so-voted will apply only for the actions taken at that meeting.

#### X. Electronic Voting

From time to time a matter of routine business needs to be acted on between meetings of a particular Council, Committee, Commission, Ministry Team or Steering Committee. At the discretion of the Chair of the entity, it may be determined reasonable to provide for an Electronic Vote in the interest of time and efficiency. This procedure is not intended to be used casually or to circumvent healthy discussion regarding a piece of business, but rather to be an efficient means of conducting non-controversial or routine business when necessary. When an Electronic Vote is called for all members of the committee must be notified. Those having no access to a computer will be contacted by telephone. The vote must be unanimous to be valid and operational. In the case of one “no” vote it is necessary to bring the motion before the body, at the next meeting of the entity, in order to obtain a ruling. The person responsible for recording the minutes must record the results of an Electronic Vote in the next official minutes of the entity.