

DEFINITIONS

0.0 Definitions

0.1 By-laws

By-laws contain only the most basic rules that govern the Presbytery and its organization. By-laws are not easily changed and require prior notification and a two-thirds majority of voting members in attendance to amend.

0.2 Standing Rules

Standing Rules contain operational details and can be changed by a majority vote (unless otherwise stipulated) and can be suspended for a particular meeting by a two-thirds majority vote. They are intended to remain in effect for future operations unless intentionally changed.

0.3 Manual of Administrative Operations

Manual of Administrative Operations is a collection of guidelines, policies and administrative procedures that can each stand alone without reference to any other. New documents or revisions must take into account their impact on existing guidelines, policies, or administrative procedures.

1.0 Meetings

CHAPTER I: MEETINGS

1.1 Stated Meetings

There shall be four stated meetings of Presbytery each calendar year, the first of which shall be deemed as the annual meeting. All stated meetings shall be held at places and times approved by Presbytery, The dates of the stated meetings of the presbytery for each year shall be established at the second stated meeting of the previous year.

1.2 Special Meetings

Special meetings may be called as specified in the Book of Order. The place, time and purpose of special meetings shall be designated in the call of the meeting.

2.0 Organization

CHAPTER II: ORGANIZATION

2.1 Coordinating Council

The Coordinating Council shall include the Chair, the Moderator of Presbytery, a Vice Moderator (chosen from among the at-large members by the Coordinating Council), and six at-large members- elected for three year terms divided into three classes of two members each. Members shall be Ruling or Teaching Elders. The Stated Clerk and the Treasurer, will serve as ex officio members with voice but no vote.

2.2 Standing Committees

The Standing Committees are Commission on Ministry, Committee on Preparation for Ministry, Committee on Representation, Personnel Committee, Nominating Committee, Mission Committee, the Trustees and the Bills and Overtures Committee.

2.3 Terms of Service

The Board of Trustees shall be the Trustees of the Corporation. All members of standing committees shall serve for terms of three years. Terms shall be divided into three classes, one class to be elected each year.

2.4 Advisory members

No member of Presbytery Council or a standing committee shall serve consecutive terms, either full or partial, aggregating more than six years; and having so served, any such member shall be ineligible for another term until one year has elapsed.

Any standing committee may enlarge its membership for advisory (non-voting) purposes.

2.5 Vacancies

When a member of a Standing Committee or the Coordinating Council is deemed by the Chair to be a nonparticipant as concurred in by the remaining members, the Coordinating Council may declare the position vacant and direct the nominating Committee to request that the congregation responsible for filling that position nominate an alternate to be elected by the Presbytery.

2.6 One Committee Rule

Ordinarily a person shall serve on only one standing committee at a time. No two persons from the same congregation may serve on the same Standing Committee or the Coordinating Council.

3.0 Coordinating Council

CHAPTER III: COORDINATING COUNCIL

The purpose of Coordinating Council is to develop and propose for implementation the mission strategy of Presbytery including its meetings.

3.1 Purpose

3.2 Meetings

Coordinating Council shall meet at least once during any month when the Presbytery does not meet, excepting July and December and upon the call of its chair on his/her own authority or whenever requested by two members of Council.

Through its oversight it seeks to guide the Presbytery in fulfilling the mission established in the Book of Order. In exercising this responsibility it shall:

3.3 Responsibilities

- A. Develop missional focus of the presbytery that encourages congregations to witness to Jesus Christ and inspires and supports the growth of leaders and congregations in their own mission and ministry
- B. To initiate and respond to correspondence with Synod and General Assembly;
- C. To report at each regular meeting of the Presbytery the business transacted by the Council. Its decisions shall be immediately

operative wherever power has been conferred, but may be reviewed and reversed by the Presbytery.

- D. Develop, with the support of the Board of Trustees, a proposed annual budget to be submitted for approval at the fourth meeting of the Presbytery each year. Approve, on behalf of the Presbytery, the end of the year financial statement.

3.4 Specific Authority

The Presbytery specifically confers on the Coordinating Council the authority to act on behalf of the Presbytery in between meetings to take the following actions:

- A. To consider and act upon requests from congregations to take actions regarding real property as described in Book of Order based on recommendations of the Board of Trustees;
- B. To appoint Administrative Commissions based on recommendations of the Stated Clerk and Commission on Ministry as may be required to assume original jurisdiction in accordance with Book of Order;
- C. To designate an acting chair of a standing committee, usually a member of that committee, when the chair position is vacated, until a replacement can be elected using regular election procedures.
- D. Establish a search process for, as needed, and nominate the Treasurer and Stated Clerk at the fourth meeting of the year in which their terms are completed.

3.5 Resignations

A Council member may resign by giving written notice to the Stated Clerk of Presbytery. Vacancies occurring through death, resignation, or other causes shall be filled by election of Presbytery after nomination by the Presbytery Nominating Committee.

4.0 Officers and Staff

CHAPTER IV: OFFICERS AND STAFF

4.10 Moderator

The Moderator, shall be elected and installed at the conclusion of the annual meeting. The Moderator shall serve until the succeeding moderator is installed. Duties shall be those described in the Book of Order

4.11 Vice Moderator

The Vice moderator shall be elected from among the at-large Coordinating Council members at the first meeting following the Presbytery annual meeting. and shall serve until a replacement is elected. This person shall perform the functions of the Moderator when requested by the Moderator or when, in the judgment of the Stated Clerk, the Moderator is unable to serve.

4.12 Rotation

A Teaching Elder and Ruling Elder shall alternate in the offices of Moderator.

- 4.13 Moderator unavailable** If the Moderator is unavailable to moderate either a stated or special meeting of the Presbytery or an installation commission, the Vice Moderator will become the Moderator for that meeting. If neither the Moderator nor the Vice Moderator is available, the Moderator shall appoint an acting Moderator who shall have been a previously serving moderator.
- 4.2 Stated Clerk** The Stated Clerk shall be elected at the fourth stated meeting of the year in which the terms is completed and shall serve for five years beginning January 1st. They shall be eligible for re-election. They shall be eligible for membership in the Presbytery. They shall be nominated by the Coordinating Council.
- 4.21 Election**
- 4.22 Office of the Stated Clerk** The Office of the Stated Clerk shall consist of the Stated Clerk,-and the Administrative Coordinator.
- 4.23 Duties of Office of Stated Clerk** The duties of the Stated Clerk are defined in the Book of Order In particular, the Office of the Stated Clerk is responsible for:
- 4.23a Minutes** A. Transcribing the minutes of each meeting of the presbytery which upon approval shall constitute the official record of Presbytery, and shall serve as the official custodian of these and other significant files not in current use, as well as minutes and records of any congregations that are dissolved, agencies and special ministries
- 4.23b Rolls** B. Maintain an accurate roll of Presbytery’s churches, members, commissioned workers, candidates under care, inquirers, and certified church educators, other persons with church certification, and attendance at Presbytery and former commissioners to GA and Synod, including a record of all calls and all changes in terms of call for all ministers and commissioned lay pastors.
- 4.23c Communications** C. Issue the following communications and others as directed by Presbytery
1. Notices of the meetings of Presbytery and the docket of the meetings as prepared by the Presbytery Council;
 2. Notification of the election or appointment of members of Presbytery committees;
 3. To process on behalf of Presbytery all calls, contacts, dissolutions and transfers, governing body correspondence, annual reports, the AA/EEO process and reports and all matters relating to judicial process;
 4. Actions of General Assembly and the Synod which require special notices;
 5. The annual statistical forms from the offices of General Assembly, to each session within the Presbytery

4.23d Secretary

D. The Stated Clerk shall serve as Secretary of Presbytery Council ex officio and without vote; The Stated Clerk shall be the Secretary of the Corporation and thus the Board of Trustees

4.23e Support Work of Presbytery Committees

- E. Support the work of the committees of Presbytery by:
1. Transmitting papers received from other agencies to the proper committee of Presbytery
 2. Advising committees of Presbytery on appropriate times for reports and recommendations
 3. Convening the Bills and Overtures Committee as needed;
- F. Receive and report to the Nominating Committee resignations and vacancies of officers, council members, committee members, chairs of working groups or appointees of Presbytery;

4.23g Annual Reports

- G. Report at the annual meeting of Presbytery
1. The annual General Assembly statistical summary based on reports from churches
 2. Balance of minister/elder members of Presbytery and a recommendation to reduce imbalances;
 3. Necrology report for the previous calendar year of the deaths of Minister and elders.

4.23h Session Record Review

H. Arrange for review of Session Records per Book of Order

4.23i Interpret Book of Order

I. The Stated Clerk shall serve as interpreter of the Book of Order, the By-Laws and Standing Rules of the Presbytery and the policies and actions of the Presbytery, its councils, committees, and, when requested to do so, the congregations, sessions and members of Presbytery, and to serve as the parliamentarian of the Presbytery and Presbytery Council during their stated and special meetings.

4.23j Orient Commissioners

J. Orient commissioners to General Assembly and Synod

4.23k Meeting Logistics

K. Insure appropriate logistical arrangements are made for Presbytery and Presbytery Council meetings

4.23l Meeting Resources

L. Have available at all Presbytery meetings: minutes for the past two years, copies of the current Book of Order, By-Laws, Standing Rules, manuals of operations, docket and all written reports to be presented at the meeting.

4.3 Treasurers

The treasurers, who shall be active members in good standing of the PC (U.S.A.), shall be elected at the fourth stated meeting of the Presbytery of the year in which their terms are completed and shall serve for three years beginning January 1st. They shall be eligible for re-election. They will be nominated by the Coordinating Council.

4.31 Bonding

The Treasurer shall be bonded.

4.32 Treasurer Duties

The duties of the Treasurer shall be:

4.32a Oversight of funds

A. To have oversight of all funds and securities of Presbytery;

4.32b Pay bills

B. To pay bills and obligations incurred by Presbytery;

4.32c Accounting of funds

C. To present a full and accurate account of all funds and securities

to Presbytery Coordinating Council and Presbytery, as requested by those bodies, including an annual report to be presented at the Annual Meeting of Presbytery;

4.32d Record Inspection

D. To submit all treasury records for inspection at any time to Presbytery Coordinating Council or such persons as may be designated by Presbytery;

4.32e Financial Review

E. To submit all records for a financial review annually. An audit shall be conducted, upon a change in bookkeeper, and as directed by the Board of Trustees or Presbytery Coordinating Council.

4.32f Treasurer of the Corporation

F. To be the Treasurer of the Corporation;

4.32g Per Capita Notification

G. To provide timely notification to the churches of the approved per capita apportionments due for Presbytery, Synod, and General Assembly;

4.32h Second signature

H. To obtain a second signature for checks of \$5,000 or more from an assistant treasurer or the chair of the Trustees.

4.32i Financial Reports

I. Be responsible for providing to Presbytery regular reports on the financial condition of the presbytery, including statements of the operating fund and all other funds. It shall report to Presbytery policies for receiving and disbursing of all accounts, accounting, bookkeeping, and keeping financial records;

4.32j Year end Statement

J. Recommend to the Presbytery Coordinating Council for action the end of the fiscal year financial statement.

4.33 Assistant Treasurer

The Assistant Treasurer shall have the authority to assume the duties of the Treasurer in the event the Treasurer is unable to perform her/his duties. The Assistant Treasurer will act only rarely, and only in the event the Treasurer is unable to act.

4.34 Second Assistant Treasurer

The Second Assistant Treasurer shall have the authority to assume the duties of the Treasurer in the event that neither the Treasurer nor the Assistant Treasurer is able to perform her/his duty. The Second Assistant Treasurer will act only rarely and only in the event both the Treasurer and Assistant Treasurer are unable to act.

4.4 Resignations

Any officer may resign at any time by giving thirty days' notice to the Stated Clerk, except that the Stated Clerk shall resign to the Moderator. Vacancies shall be filled by regular election procedures. Presbytery Council shall have power to make temporary appointments to the office of Stated Clerk and Treasurer in the event that either office should be vacated between meetings of Presbytery. Ordinarily the person appointed as Treasurer will be the Assistant Treasurer. Such appointment is subject to approval by Presbytery, and Presbytery shall in a regular manner elect a Stated Clerk or Treasurer at its earliest convenience.

- 4.5 Officer Expenses** Presbytery shall make provision for the expenses of the Moderator, Vice-Moderator, Stated Clerk, and Treasurer, and shall provide remuneration for the services of the Stated Clerk, and the Treasurer. The amount of remuneration shall be determined annually by Presbytery based on recommendations by the Personnel Committee.
- 4.6 Resource Presbyter** There may be a Resource Presbyter, who shall have the responsibilities and lines of accountability as specified in Presbytery's most recent position description for that position.
- 4.7 Administrative Coordinator** An Administrative Coordinator (AC) shall be the primary contact person in the Presbytery Office for all administrative matters. Specific duties and responsibilities are specified in the Operations Manual. The AC shall be supervised by the Stated Clerk.
- 4.10 Officer Boundaries** Elected Officers (Moderator, Vice Moderator, Stated Clerk, Treasurer, First Assistant Treasurer and Second Assistant Treasurer) may hold only one office at time. Further, elected officers shall not serve as voting members of committees during their term of office, but may be invited by committee chairs to serve as advisors to the committees.
- 5.0 Committees and Permanent Commissions** CHAPTER V: COMMITTEES AND PERMANENT COMMISSIONS
- 5.10 Committee and Commission Chairs** Committee and permanent commission chairs, excepting the Nominating Committee Chair, shall be elected annually by Presbytery, on nomination by the Presbytery Nominating Committee. The Nominating Committee shall be elected annually by Presbytery on nomination by Coordinating Council.
- 5.11 Committee Responsibilities** Committees and permanent commissions shall have the responsibility to study, initiate, develop, and, upon approval by Presbytery or by authority herein granted, execute plans for the functions of Presbytery in the area of concern and mission assigned to them.
- 5.12 Committee Reports to Council** Committees shall report to the Coordinating Council regarding their efforts to support the mission and ministry of the Presbytery including recommending actions to Presbytery through the Coordinating Council. Commissions shall inform the Coordinating Council of their actions.
- 5.13 Committee Actions** Committee recommendations requiring action by Presbytery shall be made in writing for the Coordinating Council so the Council can recommend a response. These recommendations and the Council's recommended response shall be distributed with the notice of the Presbytery meeting.

5.14 Committee and Commission Membership

Membership on the standing committees and permanent commissions shall consist of laypersons and Teaching Elders with at least one half of the members being laypersons. However, only Ruling Elders and Teaching Elders may serve on the Commission on Ministry and the Coordinating Council.

5.15 Committee and Commission Classes

Committees and permanent commissions shall be divided into three classes, each class serving a three year term. Members may serve no more than two consecutive terms. Committee and permanent commission membership shall not include more than one member from any given church.

5.16 Committee and Commission Member Resignations

A committee or permanent commission member may resign by giving written notice to the Stated Clerk of Presbytery. Vacancies occurring through death, resignation, or other causes shall be filled by normal election procedures.

Persons not elected to a particular committee may be invited by that committee to serve without vote.

5.19 Committee and Commission Budgets

Each of the committees and permanent commissions shall submit a programmatic budget request to the Coordinating Council. The Coordinating Council shall develop and present to Presbytery-a budget for the next two fiscal years at the fourth meeting of the year with the proposed budget being distributed as part of the call to that meeting. Each chair shall approve committee expenses.

5.2 Permanent Administrative Commission (PAC) on Ministry

The **COMMISSION ON MINISTRY (COM)** shall be a permanent administrative commission of the Presbytery. The commission shall consist of 12 (twelve) members.-The commission will supply a written report to the Coordinating Council of actions taken and recommendations for Presbytery consideration. The commission shall prepare an annual report to be presented at the annual meeting of the Presbytery.

5.21-PAC Organization

There shall be fair representation of Teaching Elders and Ruling Elders. Interviews with candidates for pastoral office shall be five members with at least two ruling elders and two teaching elders. The chair of Committee on Preparation for Ministry may attend Commission meetings ex officio.

5.22 PAC Responsibilities

The primary role of the Commission is to provide that the Word of God may be truly preached and heard and to provide that the sacraments be rightly administered and received. This is achieved by promoting the welfare of congregations and those in pastoral duties through communication, the provision of support and resources, and compassionate and fair intervention in times of difficulty. It shall maintain oversight of congregations without pastors, provide resources for temporary pastoral services, assist congregations and pastors in times of

transition, and make recommendations to Presbytery of retirement requests. It shall accomplish these responsibilities by:

5.22a Liaisons

Liaisons - Liaisons support relationships with congregations and pastors through ongoing and regular communication, including visits every three years at minimum to discuss the mission and ministry of the particular congregation and to encourage the full participation of each Session and congregation in the life and work of the Presbytery and the larger church. The liaison work shall also include annual consultation with pastors and serving as guide during times of transitions in leadership.

5.22b Commissioned Ruling Elders for Pastoral Service (CRE)

Commissioned Ruling Elders for Pastoral Service (CRE) - The Commission is responsible for oversight of ruling elders commissioned to pastoral service through promotion and support of professional development, annual evaluation opportunities, and appointment of a mentor.

5.22c Conflict Intervention

Conflict Intervention - Commission will authorize teams to act on *its* behalf in situations of conflict and with issues of leadership transitioning, calling on outside resources as needed and appropriate.

5.22d Counselor to Pastors

Counselor to Pastors - The Commission will support pastors in their ministries providing resources as needed and counseling with pastors as they enter and leave parishes, including the review and approval of sabbatical requests.

5.212e Session Moderators

Moderators - The Commission shall appoint moderators of congregations annually and at other times as needed by the congregation and circumstance with the provision that such actions be reported at the next stated meeting of Presbytery. If the Moderator is not the Pastor, the Session shall reimburse the designated Moderator mileage at the IRS rate.

5.22f Administrative Commissions

Administrative Commissions - Specific administrative commissions may be recommended to Presbytery for the purposes of pastoral installation, dissolution of congregations, and other instances deemed appropriate by the Commission.

5.23 Specific Authority

Specific Authority - When the Presbytery is not scheduled to meet in a manner that avoids undue delay, the Commission on Ministry is authorized to:

5.23a Calls by and for Congregations
5.23b Examine TEs

find in order calls issued by congregations;
approve and present calls for services of pastors;
approve the examination of Teaching Elders transferring from other

5.23bc Pre-Examine Ordination Candidates	presbyteries; conduct preliminary examination of candidates for ordination called to service within the Presbytery;
5.23d Examine/Approve CREs	approve the examination of Ruling Elders Commissioned to Particular Service;
5.23e Dissolve Pastoral Relationships	dissolve the pastoral relationship between pastor and congregation in cases where both parties concur;
5.23f Permission to labor within/out bounds	As a courtesy, it will grant permission to labor within or outside the bounds of Presbytery in a pastoral capacity;
5.23g Dismiss TE	dismiss teaching elders to other presbyteries,
5.23h Report to Presbytery	all with the provision that such actions be reported at the next stated meeting of Presbytery.
5.24-Administrative Compliance	The Commission on Ministry, in order to ensure compliance with the Book of Order and the rules and policies of the Presbytery of Northern New York, working with the Stated Clerk provides administrative oversight of the Pastors and Congregations. These responsibilities include:
5.24a BOP Resource	<u>Board of Pensions</u> - The Commission serves as the source of information about the Board of Pensions and benefits for members of Presbytery. This includes interfacing with the Regional Representative as well as disseminating information about annual consultations, retirement seminars, and financial workshops. The Commission will also be available to review options for pastors serving churches in less than-full time positions for health care and pension benefits.
5.24b Minimum Salaries	At the second stated Presbytery meeting the Commission shall make recommendations for the following calendar year of minimum salary requirements for full-time Teaching Elders and Sunday supply compensation. It shall also develop minimum salary standards for ruling elders commissioned to pastoral service and other temporary pastoral relationships for review and approval by Presbytery.
5.24c Review Terms of Call	The Commission will conduct an annual review of all pastoral terms of call within the Presbytery and provide said information annually to the Presbytery for approval.
5.24d Review Temporary Supply Contracts	The Commission shall provide for the annual review of contracts for all temporary pastoral relationships within the Presbytery, which are to be affirmed by the Session, agreed upon by the pastor, approved by the Commission on Ministry, and presented at the first stated meeting of the Presbytery each year.
5.24e Oversee other than Installed and Temporary Supply Pastor members	The Commission will provide oversight of members of presbytery engaged in validated ministries beyond the jurisdiction of the church including authority to approve such a ministry as validated and of the at-

large members of Presbytery. This oversight shall include an annual review of the member and his/her particular ministry. The Commission will annually review and maintain a list with updated contact information of all honorably retired Teaching Elders who are members of the Presbytery of Northern New York.

5.24f Salary Partnership Grants

The Commission will have oversight of the Salary Partnership Grant program, including approval of grants as per Presbytery guidelines.

5.24g List of recommended Pulpit Supplies

The Commission will develop guidelines for Sunday Supplies and will maintain a list of available supplies along with updated contact information. Persons on the list will be approved by the Commission annually, their names presented at the first Presbytery meeting of the year, and information relayed to the Presbytery Office.

5.24h Review/Approve RE to serve Lord's Supper

Upon request from the Session of a congregation, the Commission is authorized to approve Ruling Elders to serve the Lord's Supper in a particular setting upon completion of appropriate training, such approval being renewed annually.

5.24i Authorize Background Checks

The Commission is responsible for requesting background checks for prospective candidates and other parties. Requests are to be made to the Stated Clerk, who will provide the results.

5.24j Schedule/Coordinate Boundary Awareness

The Commission will be responsible for scheduling boundaries workshops every three years. All persons serving in pastoral position as well as those who work with children are required to undergo this training at three year intervals.

5.25 Commission Minutes

Minutes of the Commission shall be provided to the Stated Clerk for inclusion in the minutes of the Presbytery.

5.3 Committee on Preparation for Ministry

The **COMMITTEE ON PREPARATION FOR MINISTRY** shall consist of six members including laypersons and Teaching Elders. The chair shall serve ex officio on Commission On Ministry. It shall work with and encourage sessions to identify individuals who may have a call to offices of leadership, especially Teaching Elders, educators, campus ministers, chaplains, and Commissioned Ruling Elders and preachers; to screen persons for suitability for the above offices; and to train and equip persons to serve in the above offices. It shall:

5.3a Inquirers and Candidates

A. Perform according to the guidelines and requirements in Book of Order

5.3b Exam Readers

B. Nominate annually to Presbytery at its second stated meeting readers as specified by the Presbyteries' Cooperative Committee on Examinations for Candidates of the General Assembly, to serve as a

reader of ordination exams.

5.4 Committee on Representation

The **COMMITTEE ON REPRESENTATION** shall consist of six members with the membership satisfying the requirements in the Book of Order. Its responsibilities will be guided by the Book of Order;

5.5 Mission Program Committee

The **MISSION COMMITTEE** shall initiate, support and oversee the outreach ministries of the Presbytery. In initiating new outreach ministries, the committee shall oversee them from origination to final maturation, where possible, as self-supporting. These shall include, for example, Watertown Urban Mission, Ministries In the North Country, and International Partnerships.

This Committee is expected to evaluate mission opportunities and to recommend priorities in light of Presbytery resources and its current focus. It shall:

5.5a Membership
5.5b Annual Report

- A. Consist of six members;
- B. Prepare an annual report to Presbytery, apprising it on its outreach ministries relate to the current focus of the presbytery including recommendations to Coordinating Council on the amount and kind of support Presbytery should provide.

5.6 Nominating Committee

Coordinating Council shall nominate and Presbytery shall elect a **NOMINATING COMMITTEE** broadly representative of the member churches of Presbytery with a membership of three persons: two laypersons and one Teaching Elder. Its responsibilities are defined in the Book of Order, and shall include the nomination of committee chairs annually. The Nominating Committee is responsible to present nominations to Presbytery to fill all vacancies.

5.7 Acting Chairs of Committees

In the event a committee chair is unable to complete his/her term, the Council shall designate a member of that committee to act as chair until a replacement is elected.

5.8 Personnel Committee

The **PERSONNEL COMMITTEE** shall consist of three members, and shall supervise and regularly review all Presbytery staff, Additionally it shall serve as a grievance committee and recommend to the Coordinating Council annual compensation for the Treasurer and Stated Clerk.

5.9 Board of Trustees
5.9a Vice Chairman

The **BOARD OF TRUSTEES** shall consist of six members. It shall:

5.9b Property Acquisition

- A. Elect a vice-chair from among its members;
- B. Have the power to acquire, purchase, receive, hold and take by devise, bequest, or gift without limitation, real, personal, mixed or any other type of property committed to it by Presbytery or by any unit of Presbytery empowered by Presbytery to make such

commitments, or by donors, and to invest, reinvest, sell, lease, mortgage, grant or otherwise deal in and dispose of all such property;

5.9c Property Disposition

C. Receive, administer, and dispose of all such property, whether real or mixed, in accordance with the direction given it by Presbytery, or any unit of Presbytery empowered by Presbytery to give such directions, in accordance with any restrictions wherewith a gift was impressed by the donor;

5.9d Funds Investment

D. Be responsible for the investment of all funds committed to it by Presbytery or by the donors as the Board of Trustees in their joint discretion shall deem satisfactory and in accordance with the policies of Presbytery; and further, the members of the Board of Trustees shall not suffer any personal liability whatsoever, either jointly or separately, by reason of such investments;

5.10 Bill and Overtures

BILLS AND OVERTURES COMMITTEE shall consist of the General Assembly and Synod Commissioners, Alternates and the Young Adult Advisory Delegates.

Its responsibilities include:

5.10a Proposed Overtures

A. Review proposed overtures to be submitted by the Presbytery prior to the Presbytery voting on them

5.10b Review Overtures

B. Reviewing proposed overtures to the General Assembly and Synod of the Northeast Assembly prior to those meetings.

5.10c Report Actions

C. Reviewing actions taken by the General Assembly and Synod Assembly following their meetings and present a report on these actions to the Presbytery

5.10d Recommend Actions

D. Make recommendations to the Presbytery regarding proposed changes to the Constitution of the Presbyterian Church (U.S.A.) [Book of Order and Book of Confessions] prior to those being voted upon.

6.0 PJC and AC

CHAPTER VI: PERMANENT JUDICIAL COMMISSION AND ADMINISTRATIVE COMMISSIONS

6.1 Permanent Judicial Commission

There shall be a Permanent Judicial Commission of Presbytery, in accord with the Rules of Discipline of the Book of Order. The commission shall consist of nine members. Elections will be in even-numbered years, at the last meeting of the year, with terms to begin January 1.

6.2 Administrative Commissions

Presbytery may appoint Administrative Commissions in accordance with the Book of Order.

7.0 Presbyterian Women

CHAPTER VII: PRESBYTERIAN WOMEN

7.1 Purpose

Presbyterian Women's Purpose: "Forgiven and freed by God in Jesus Christ and empowered by the Holy Spirit, we commit ourselves: To nurture our faith through prayer and Bible study, to support the mission of the church worldwide, to work for justice and peace, and to build an inclusive, caring community of women who strengthen the Presbyterian Church (U.S.A.) and witnesses to the promise of God's Kingdom."

7.2 Organization

Presbyterian Women of the Presbytery of Northern New York (PWP) is the official organization uniting the women of the churches of the Presbytery. It shall adopt its own bylaws; elect its own officers, including an elder commissioner to Presbytery; and be accountable to Presbytery

7.3 Reports

Presbyterian Women shall report regularly to Coordinating Council. It shall report annually to Presbytery, including a financial report, and whenever scheduled by Presbytery Council. Reports requiring action by Presbytery shall be in writing for the body and distributed with the notice of the Presbytery meeting.

8.0 Teaching Elders

CHAPTER VIII: TEACHING ELDERS

8.1 Presbytery Membership

Every minister employed by congregations within the Presbytery shall be a member of Presbytery. All ministers who are on the roll of presbytery (those who are serving active pastorates, other validated ministries, members at-large, honorably retired, and those laboring beyond the bounds of presbytery) shall be reviewed annually by the Commission on Ministry. (Book of Order)

8.2 Reception

Ministers shall ordinarily be received by Presbytery either on recommendation of the Commission on Ministry or by the Commission on Ministry on behalf of the Presbytery, after examination on theology and polity (Book of Order).

8.3 Affiliate Membership

There may be Affiliate members of Presbytery who are Teaching Elders in the Presbyterian Church (U.S.A.), members of denominations with whom the Presbyterian Church (U.S.A.) is in full communion, or members of denominations within the family of Reformed Churches and who for particular reasons choose to retain their membership in the governing bodies other than the Presbytery of Northern New York and who reside within the bounds of the Presbytery.

Such individuals shall meet with the Commission on Ministry and be received by the Presbytery upon examination by the Presbytery on theology and polity.

Affiliate members may have voice but not vote.

9.3 Attendance

It shall be the duty of all minister members of Presbytery to attend the Stated Meetings unless excused. Moderators of Sessions and Congregations should not schedule meetings of sessions or boards of their churches on dates which have been set for the Stated Meetings of Presbytery. If any minister shall be absent from Stated Meetings without requesting to be excused, it shall be the responsibility of the Commission on Ministry to counsel with the minister and any session concerned, and to report the fact to Presbytery. Retired ministers are deemed excused without any formal notification.

8.4 Resignation

Any minister member proposing to resign from a ministry in this Presbytery shall notify the chair of the Commission on Ministry before resigning and shall seek the Commission’s counsel.

8.5 Continuing Education and Sabbatical Leave

When calling a pastor, Pastor Nominating Committees should consult Presbytery policies on Continuing Education of Pastors and Sabbatical Leave.

8.6 Relationship to former Congregations

When any pastoral relationship with a congregation is dissolved, the Presbytery’s policy of “Relationship of Ministers to their Former Congregations” shall be reviewed by both the departing pastor and the congregation.

9.0 Lay Preachers and CREs

CHAPTER IX: LAY PREACHERS AND COMMISSIONED RULING ELDERS

9.1 Lay Preachers

Lay Preachers in the Presbytery of Northern New York are elders who have met the educational and ecclesiastical requirements of the Commissioned Ruling Elder Training Program of the Presbytery of Northern New York and have been certified by the Committee on Preparation for Ministry as ready to receive a commission, but do not currently have a commission to serve a congregation or other validated ministry.

9.11 Training

It is the responsibility of the Committee on Preparation for Ministry to provide training, mentoring, and supervision, leading to certification of Commissioned Ruling Elder Candidates. It is the responsibility of the Commission on Ministry to provide mentoring, supervision and continuing education opportunities for Commissioned Ruling Elders.

9.12 Voice

Lay Preachers shall have voice, but no vote at Presbytery meetings.

9.2 Commissioned Ruling Elders

Commissioned Ruling Elders (CREs) in the Presbytery of Northern New York are those who have met the educational and ecclesiastical requirements of the Commissioned Ruling Elder Training Program in the

Presbytery of Northern New York, have met the requirements of the Book of Order in accordance with areas listed in, and have received a commission from Presbytery to serve a congregation or other validated ministry.

An application form is available through the Presbytery office. Candidates for Commissioned Ruling Elder shall work under the auspices of the Committee on Preparation for Ministry until they have been certified as ready for commissioning. Once commissioned, they come under the authority of the Commission on Ministry through the Commissioned Ruling Elder Liaison.

9.21 Commissioning

CREs are commissioned by the Presbytery of Northern New York to one of the following:

- a specific congregation,
- a specific group or cluster of cooperating congregations,
- a new church development,
- a validated ministry of the Presbytery

9.22 Mentors

Presbytery through the COM shall appoint a Teaching Elder to serve as mentor and supervisor for each. CRE.

9.23 Sacraments

Each CRE may be authorized to perform the sacraments of baptism and communion, in accordance with Book of Order in the ministerial context to which he/she has been commissioned.

9.24 Voice and Vote

CREs shall have both voice and vote in Presbytery meetings, and shall be seated as elder commissioners, distinct from the elder commissioner(s) from the CRE's church of membership.

9.25 Marriages

Commissioned Ruling Elders who have completed the practicum related to Christian Weddings may be authorized by presbytery upon the recommendation of the Commission on Ministry to perform services of marriage within the community of the congregation or area of service to which they are commissioned.

9.26 Moderate Session

A CRE may be appointed to serve as moderator of the session of the congregation to which he/she has been commissioned by Presbytery, as long as they are not a member of that congregation according to Book of Order. In this and all work the Commissioned Ruling Elder shall be supervised by the mentor appointed by presbytery.

9.27 Benefit Plans

A CRE may participate in retirement, health, and all other benefits plans made available by the Board of Pensions of the Presbyterian Church (USA) if there is agreement between the Commissioned Ruling Elder, session and Commission on Ministry.

9.28 Commissioning

Whenever a Lay Preacher is commissioned, Presbytery shall utilize the questions in Book of Order during a meeting of Presbytery, to recognize the covenant established between the pastor and people, in commissioning the elder to the particular work or validated ministry.

9.29 Relationships with former congregations

When any pastoral relationship with a congregation is dissolved, the Presbytery’s policy of “Relationship of Ministers to their Former Congregations” shall be reviewed by both the departing pastor and the congregation.

CHAPTER XI: CHURCH SESSIONS

10.0 Session

10.1 Moderator

The moderator of a Session, unless it is voted otherwise by Presbytery, is the pastor. In the case of a new relationship, the pastor, designated pastor, stated supply pastor, interim pastor, or commissioned ruling elder becomes the moderator upon the effective date of service, unless otherwise voted by Presbytery. It shall be the duty of each church session to be represented at each meeting of Presbytery. In order to assure continuing representation and realize the value of repeated attendance, each session is encouraged to elect a commissioner(s) and alternate(s) to presbytery for at least one year, and preferably two or three. Each session shall adopt and forward through its clerk to the Stated Clerk of Presbytery the following annual reports: (A) The General Assembly Statistical Report; (B) A statement submitted before the annual meeting of Presbytery that prior to the adoption of the annual budget of the church, the session has reviewed their compensation with the pastor(s) and other members of the staff; and (C) Any additional information or statistics required by presbytery.

10.2 Record Review

Session records will be reviewed annually. The contents of session records shall be governed by the standards set forth in the Book of Order.

CHAPTER XI: CHURCHES

11.0 Churches

11.1 New Church Development

The Presbytery of Northern New York shall be responsible for the strategy and planning of new Presbyterian churches within its bounds.

11.2 Per Capita

Each church shall pay its annual apportionment by February 1st or quarterly upon arrangement with the Presbytery Treasurer. The per capita amount is established by Presbytery, the Synod, and the General Assembly on the basis of the number of active members reported to Presbytery at the beginning of the previous calendar year. New church development(s) shall be excused from the payment of the apportionment in the calendar year in which they are organized. From these funds, the Presbytery meets its

expenses as an ecclesiastical body and bears its share of the corresponding expenses of the Synod and the General Assembly.

11.3 Delinquency

No member of a church delinquent for more than a year in the payment of per capita apportionment shall be considered for nomination as commissioner to Synod or General Assembly.

In consultation with each employee, churches shall pay the salary(ies) of its pastor(s) and any other full-time staff persons, at least monthly in regular installments. Each church served by an ordained full-time pastor shall pay its pastor at least the minimum salary established by Presbytery.

11.4 Worker Compensation

Contractual obligations require that all church workers be paid regularly and that all staff compensation be reviewed annually. If, for any reason, the church does not satisfy its obligations to its pastor for a period longer than one month, the pastor and the clerk of the session shall immediately inform the Committee on Ministry, so the Committee on Ministry can seek to be a help to the church in meeting its obligations.

11.5 Financial Obligations

No church of Presbytery, whether self-supporting or aid-receiving, shall be permitted to engage a new pastor until it has fulfilled its financial obligations to its former pastor. When pulpits are vacant or when pastors are absent, churches should compensate guest preachers using Presbytery's most recent "Guidelines for Guest Preachers."

11.6 Pastoral Benefits Plan

The call to any pastor or associate pastor, or the invitation to other ministerial services, or services as a commissioned church worker within the Presbytery, shall always contain provision for participation of both the minister or commissioned church worker and the employing organization in the pension and benefits plan of the Presbyterian Church (U.S.A.) and or its successor organization/corporation. Churches are encouraged to enroll other church workers in the same plan.

11.7 Alternative Benefits Plan

Churches, ministers, and commissioned ruling elders who are ineligible to participate in the pensions and benefits plan of the Presbyterian Church (U.S.A.), because of the part-time nature of the position, shall receive guidance from the Committee on Ministry on providing alternative benefits.

11.8 Pension Obligations

No pastoral relationship shall be established until all of the pension obligations to the pension and benefits plan of the Presbyterian Church (U.S.A.) or its successor organization/corporation, on account of the predecessor have been met

11.9 PC(USA) Benefits Plan

All of the churches should consider membership in the Presbyterian Church (U.S.A.) benefits plan or its successor organization/corporation as continuous, with organization dues being paid during the period of pulpit vacancy or service by a non-participating minister, based on the salary last paid, with the exception of a pastor serving a federated church and the non-participating minister being enrolled in the pension plan of other denominations recognized in the federation. Each church shall report quarterly to Presbytery through the Commission on Ministry any delinquency on its part in the payment of pension dues, together with a statement as to its plan for paying the delinquent dues.

11.10 Insurance

Every church shall maintain insurance for the adequate protection of its property, and, in addition, shall carry public liability insurance in an amount recommended by the Presbytery Trustees and shall provide Worker's Compensation coverage as required by State law for both paid and volunteer workers. Book of Order.

11.11 Real Property

When a church contemplates the selling or leasing of its real property or the acquisition of property or the borrowing of money for any purpose, any of which will involve the encumbrance of its property, it shall, through its session, first secure the permission of Presbytery as required by the Book of Order

A request for such permission to encumber, sell, or lease real property must be filed by the church on approved forms in duplicate with the Stated Clerk at least 30 days before the meeting of Presbytery at which action is to be taken. The Stated Clerk shall refer the request to the Commission on Ministry, which will make a recommendation to the Board of Trustees, which in turn will recommend action by Presbytery.

11.12 Incorporation & Bylaws

Every church shall have on file with the Stated Clerk a copy of its current bylaws and articles of incorporation. Book of Order.

11.13 Financial Review

Each congregation is required to conduct an annual financial review. Procedures for this review are available from the Presbytery Office.

12.0 GA Commissioners

CHAPTER XII: GENERAL ASSEMBLY COMMISSIONERS

Commissioners, youth advisory delegates and alternates to the General Assembly shall be elected at the third stated meeting of Presbytery in the year preceding General Assembly.

12.1 Election

12.2 Nominations

Nominations of minister commissioners to the General Assembly shall be made by the Presbytery Nominating Committee. The Stated Clerk shall provide a list of continuing minister members of presbytery, along with their dates of ordination, dates of service as General Assembly commissioner, and record of attendance at Presbytery.

Having this information, the Nominating Committee shall nominate to Presbytery one principal teaching elder and ruling elder commissioner and one first alternate teaching elder and ruling elder commissioner.

Nominations may be made from the floor and need not be restricted by the list presented by the Nominating Committee. Normally the principle alternates elected for a previous General Assembly shall be given first consideration by the Nominating Committee.

The Stated Clerk shall provide a list of member churches of presbytery, including: dates of incorporation, the most recent date of sending an elder commissioner to General Assembly, elder representation at Presbytery within the last 12 months, status of per capita apportionment payment (i.e. churches delinquent for more than a year shall be noted). If there are nominations from the floor, election shall be by secret ballot taken separately for teaching elder commissioners, ruling elder commissioners, and young adult advisory delegates. Election shall be by a simple majority.

**12.3 Youth Young Adult
Advisory Delegate**

There shall be a young adult advisory delegate to the General Assembly. The Presbytery Nominating Committee shall request suggestions of active members according to General Assembly age guidelines from the churches of Presbytery, and shall nominate a principal delegate and one first alternate-delegate. Nominations from the floor are restricted by the guidelines above.

12.4 Ineligible for Reelection

A commissioner or young adult advisory delegate shall be ineligible for re-election to the succeeding General Assembly.

12.5 Term of Service

For the sake of continued interpretation, the Presbytery's commissioners and delegate to the General Assembly shall be deemed to continue in office until the next stated meeting of General Assembly convenes.

**12.6 Bills and Overtures
Committee**

Commissioners, Alternates and the Young Adult Advisory Delegate are expected to serve on the Bills and Overtures Committee from their election until their term expires.

13.0 Synod Commissioners

CHAPTER XIII: SYNOD COMMISSIONERS

13.1 Election

Commissioners consisting of one teaching elder, one ruling elder, two at large members and a young adult (age 17-22) to the Synod Assembly shall be elected at the second stated Presbytery meeting of the year in which the Synod Assembly convenes. It is encouraged that one of the commissioners not including the young adult be below the age of thirty-five. on the date the Synod Assembly convenes. The nomination procedure shall be the same as for General Assembly commissioners, except that commissioners to Synod shall be elected for a two-year term. A youth advisory delegate shall be elected to a one-year term to Synod Assembly, according to Synod

of the Northeast age. Synod Commissioners and the Young Adult Advisory Delegate are expected to serve on the Bills and Overtures Committee.

13.2 Terms

A commissioner shall be ineligible for re-election until one year has elapsed after the close of a person's latest term. guidelines. The term of office of Synod Commissioners will continue until their replacement is elected

13.3 Secret Ballot

If there are nominations from the floor, election shall be by secret ballot taken separately for minister commissioners, elder commissioners, and youth advisory delegates. Election shall be by a simple majority.

14.0 Suspension and Amendments

CHAPTER XIV: SUSPENSION OF RULES AND AMENDMENTS

Any of these Standing Rules of the Presbytery of Northern New York, except for this chapter, may be suspended by a two-thirds vote of the members present at a stated meeting only. All proposed Standing Rule changes shall be submitted to Presbytery Coordinating Council for review prior to presentation to Presbytery for action.

14.1 Suspension

14.2 Amendments

Amendments to these rules may be made by a majority vote of the members present at any stated meeting, provided that written notice of the proposed change shall have been presented at a previous stated meeting.