

**STANDING RULES FOR
THE PRESBYTERY OF SAN FERNANDO
Revised November 21, 2009**

CHAPTER I GENERAL PRINCIPLES

SECTION 1.10 TERRITORY

The Presbytery of San Fernando, organized on January 4, 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 and elders representing churches and ministries within the State of California in that portion of Los Angeles County lying northerly of the following described line: commencing at the intersection of the Pacific Ocean and Mulholland Highway; thence northerly and easterly along Mulholland Highway to its intersection with Mulholland Drive; thence easterly along Mulholland Drive (excluding the Bel Air Presbyterian Church) to the Hollywood Freeway; thence southeasterly along the Hollywood Freeway to Franklin Avenue; thence easterly along Franklin Avenue to Western Avenue; thence southerly along Western Avenue to Sunset Boulevard; thence easterly along Sunset Boulevard to Fountain Avenue; thence easterly along Fountain Avenue to Hyperion Avenue to Rowena Avenue; thence southeasterly along Rowena Avenue to Fletcher Drive; thence northeasterly along Fletcher Drive to the Southern Pacific Railroad; thence northwesterly along the Southern Pacific Railroad to the southerly city limits of Glendale; thence easterly along the southerly and easterly city limits of Glendale to the city limits of Pasadena; thence northerly along the westerly city limits of Pasadena to the southerly boundary of the Angeles National Forest; thence easterly along the southerly boundary of the Angeles National Forest to the San Bernardino County Line.

1.20 GOVERNMENT

The Presbytery is governed primarily by applicable portions of *The Constitution of the Presbyterian Church (U.S.A.)* and secondarily by the following *Standing Rules* adopted at the first stated meeting of Presbytery on January 4, 1968, and last revised in 2009, and guided by the *Standing Rules of the Synod of Southern California and Hawaii*, and *Robert's Rules of Order*.

1.30 FUNCTIONS

The Presbytery is a corporate expression of the Church consisting of all the churches and ministers of the Word within the district specified in Section 1.10. It is responsible for the mission and government of the Church throughout its geographical district. It has all the responsibility and power specified in the *Book of Order* G-11.0103.

CHAPTER II MEMBERSHIP & MEETINGS

SECTION 2.10 MEMBERSHIP

2.11 MINISTER MEMBERS

Every minister of the Word whose work is situated within the geographical limits of Presbytery shall be a member of Presbytery. Ministers of the Word who labor outside the Presbytery or whose work is not under the jurisdiction of the Presbytery may be permitted by Presbytery to be members. Members of Presbytery who are granted the status of honorably retired may

continue as members of Presbytery. Members at large may be admitted as members of Presbytery on application recommended by the Committee on Ministry. Inactive members may not speak, vote, hold office or serve on committees (*Book of Order* G-11.0406c).

2.12 ELDER MEMBERS

Each church within the geographical limits of Presbytery shall be represented by an elder commissioned by the Session of the particular church. Churches with membership over 500 shall be entitled to commission the following numbers of elder representatives. It shall be the duty of all elder members to attend the meetings of Presbytery unless excused.

<u>Membership</u>	<u>Elders</u>
501-1000	2
1001-1500	3
1501-2000	4
Over 2000	5

Each elder elected Moderator Elect, or Moderator, or Past Moderator shall be enrolled as a member of Presbytery for the term of office and need not be commissioned by a Session.

In accordance with *Book of Order* G-11.0101b, the Presbytery shall elect additional elder commissioners to redress any imbalance in membership of ministers of the Word and elders. For this purpose the Presbytery may elect as commissioners to Presbytery, in addition to the regular commissioners, any presbytery elder who serves as committee chair, vice chair, member of Presbytery Council, vice chair of Planning and Evaluation Committee of Presbytery Council, Synod Commissioners, the Stated Clerk, Minute Clerk, the Moderator and Clerk of the Permanent Judicial Commission. The election of these persons and additional elders necessary to correct the imbalance shall take place at the February meeting of Presbytery.

Members of presbytery committees not elected as commissioners to Presbytery shall have the privilege of the floor without vote.

2.20 MEETINGS

2.21 CALENDAR

There shall be four (4) stated meetings of Presbytery each year, held on the fourth Tuesday of the months of February, May, September and November.

2.22 TIME AND PLACE

All stated meetings shall be held at hours determined by the Presbytery Council and in churches or places determined by Presbytery at a preceding meeting. The time and place of a meeting shall be designated in the call.

2.23 ADJOURNED MEETINGS AND SPECIAL MEETINGS

Adjourned meetings may be held from time to time as Presbytery may determine. Special meetings may be called in accordance with the provisions of *Book of Order* G-11.0201. Persons requesting a special meeting of the Presbytery may be required to reimburse the Presbytery for the cost of calling such a meeting, at the time of the request. The Property and Finance Committee of the Corporation shall be authorized to set the cost of calling a special meeting.

2.24 CHANGES

Necessary changes in the date or place of stated meetings may be made by Presbytery at a preceding meeting or by the Presbytery Council, provided that notification of such intention is sent by mail to all members at least ten days prior to the earlier date.

2.25 NOTICES AND BUSINESS

Notice of all meetings, other than adjourned meetings, shall be sent to all members not less than ten days before meetings, and shall specify the place, day and hour. All elder members elected for a year and all committee members shall receive direct notices of meetings. All new business at Presbytery meetings shall be submitted in writing to the Stated Clerk and announced to the Presbytery by the end of the docketed reading period or at the time of the adoption of the docket if there is no docketed reading period.

2.26 WORSHIP

Each stated meeting shall include a period of worship. At the November meeting the Lord's Supper shall be observed, and the worship shall ordinarily include a sermon by the retiring Moderator.

2.27 MILEAGE EXPENSE

The Presbytery shall provide for the expenses incurred by its members in attending meetings of presbytery or its committees by granting mileage allowances based on specific recommendations by the Property and Finance Committee of the Corporation.

2.28 MINUTES

Minutes of each stated meeting shall be recorded by the Stated Clerk and copies mailed to the members of presbytery within thirty (30) days after adjournment, with formal approval given at the succeeding meeting of Presbytery.

CHAPTER III OFFICERS**SECTION 3.10 TITLES**

Titles of officers of Presbytery shall be Moderator, Moderator Elect, Past Moderator, Stated Clerk, Minute Clerk, Executive Presbyter, and Associate Executive Presbyter.

3.20 MODE OF ELECTION: TERMS: DUTIES**3.21 MODERATOR**

The Moderator shall be installed at the February meeting and shall serve for one year. In the event the Moderator is unable to serve, the Moderator Elect will succeed to the office of Moderator. The Moderator shall be a member of the Presbytery Council with vote. The duties of the Moderator shall be those described in the *Book of Order* G-9.0202.

3.22 MODERATOR ELECT

The Moderator Elect shall be elected to a 3 year term at the November meeting of Presbytery. If the Moderator Elect is unable to serve, the Presbytery shall elect another person to take office. The Moderator Elect shall be a member of Presbytery Council with vote. The duties of the Moderator Elect shall be those assigned by the Moderator.

3.23 PAST MODERATOR

The Moderator becomes Past Moderator upon the installation of a new Moderator. The Past Moderator shall be a member of Presbytery Council with vote, and shall serve as Chair of the Presbytery Council while serving as Past Moderator. Additional duties may be assigned to the Past Moderator by the Moderator or the Presbytery Council. If the Past Moderator is unable to serve, the Presbytery shall elect another person to take the office.

3.24 STATED CLERK

The Stated Clerk shall be elected at the November meeting of Presbytery and shall serve for a term of three years beginning January first following election. Duties are defined in *Book of Order* G-9.0203. In particular:

1. Transcribe the minutes of each meeting of Presbytery which upon approval shall constitute the official record of Presbytery, and serve as custodian of these and other significant files not in current use by one of the committees of Presbytery;
2. Maintain an accurate roll of Presbytery's members and churches, certified church educators, parish associates, and candidates under care;
3. Issue the following communications and others as directed by Presbytery;
 - a. Notices of the meetings of Presbytery as set forth in these rules, together with the docket of the meetings as prepared by the Presbytery Council;
 - b. Notification of the election or appointment of members of Presbytery committees;
 - c. Correspondence concerning the reception or dismissal of members of the Presbytery.

- d. Actions of General Assembly and Synod which require special notices;
- e. The annual statistical report from the Office of the General Assembly to each session;
4. Serve as the secretary of the Presbytery Council.
5. Provide appropriate services for the work of the committees of the Presbytery, e.g.;
 - a. Transmit papers received from other agencies to the proper committee;
 - b. Counsel committees on appropriate times for reports and recommendations;

3.25 MINUTE CLERK

The Minute Clerk of Presbytery shall be elected for a one-year term at the November meeting of Presbytery to begin service on January first following election and shall assist the Stated Clerk in the following ways:

1. Writing the original draft of all minutes;
2. Filing all papers received during meetings;
3. Serving as Stated Clerk pro tem at the request of the Stated Clerk.

3.26 TREASURER

The Treasurer is a voluntary position elected by the Presbytery from the membership of the Property and Finance Committee. The Treasurer may be reelected yearly. The Treasurer is accountable to the Presbytery through the Presbytery Executive and the Property and Finance Committee of the Corporation. The duties of the Treasurer are:

1. Be available on a weekly basis to sign checks under the direction of the Property and Finance Committee.
2. Serve on the Property and Finance Committee and be a member of the Presbyterian Church.
3. Help with the audit when requested by the Property and Finance Committee..

3.27 VACANCIES

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. Any vacancy so created, or created by death, permanent disability, disqualification, or any other cause, shall be filled by regular election procedures. The Presbytery Council on recommendation of the Personnel Committee shall have the power to make temporary appointment to the office of Stated Clerk or Minute Clerk, in the event the office should be vacated between meetings of Presbytery. Such appointment is subject to approval by Presbytery, and Presbytery shall in regular manner elect such persons at its earliest convenience.

3.28 COMPENSATION

Presbytery shall make provision for the remuneration and expenses of the Presbytery officers and staff. The amount of the remuneration shall be determined annually by Presbytery on recommendation of the Personnel Committee.

3.29 EXECUTIVE PRESBYTER

An Executive Presbyter may be elected and employed to serve for an indefinite term as chief administrator and is accountable to the Presbytery through the Personnel Committee. The Executive Presbyter is elected by the Presbytery in consultation with Synod. The duties, responsibilities, and election of the Executive Presbyter shall be as enumerated in *Book of Order* G-9.0701, 9.0704, 9.0104 and 11.0303 and as defined in the Presbyter approved position description. The Executive Presbyter shall be ex-officio member, without vote, on Presbytery Council and all committees. The Executive Presbyter may have additional presbytery and synod assignments. An annual review shall be conducted by the Personnel Committee.

3.30 ASSOCIATE EXECUTIVE PRESBYTER

An Associate Executive Presbyter may be elected and employed for an indefinite term to provide staff leadership to the Presbytery of San Fernando and its congregations. The Associate Executive shall be accountable to the Executive Presbyter as head of staff and to the Presbytery of San Fernando through the Personnel Committee. The Associate Executive shall be an ex-officio member, without vote, on Presbytery Council and on all committees indicated by his/her job description. An annual review shall be conducted by the Personnel Committee.

3.31 SYNOD STAFF

The Synod staff may serve as counselors to the committees of Presbytery as invited. Each of them, if not a member of this Presbytery, shall be given permanent status as a corresponding member. If ordained as a minister of the Word, the person may, at the invitation of the Committee on Ministry, moderate sessions and perform all the offices of a pastor.

CHAPTER IV ORGANIZATION

SECTION 4.10 COMPONENTS

Presbytery is organized with the following components: a Presbytery Council, a Corporation, and several committees.

4.20 ELECTION AND TERMS OF SERVICE

- 4.21** All members of Presbytery Council, Trustees, and committees shall serve terms of three years, and shall be divided into approximately equal classes, one class to be elected each year.
- 4.22** No member shall serve consecutive terms, either full or partial, aggregating more than six years, and having so served, shall be ineligible for another term until one year has elapsed.
- 4.23** Annual elections shall be held at the November meeting of Presbytery. Terms of office shall begin January first following election.

- 4.24** Vacancies occurring by death, resignation or other causes shall be filled by election of Presbytery after nomination by the Nominating Committee.
- 4.25** When a member of the Presbytery Council, Trustees, or the committees of Presbytery has been absent without excuse for three consecutive meetings, the member shall be considered to have resigned by that body. The vacancy shall be reported after appropriate contact by the chair of that body to the Stated Clerk, who shall direct the Nominating Committee to nominate another person to fill the unexpired term.

CHAPTER V PRESBYTERY COUNCIL

SECTION 5.10 MEMBERS

The Presbytery shall elect a Presbytery Council for the coordination of mission programs (*Book of Order* G-9.0902). The Presbytery Council shall consist of nineteen (19) voting members as follows:

1. Chairperson -- the immediate Past Moderator of the Presbytery
2. Vice-Chairperson -- elected from the at-large members
3. Youth representative
4. Christian Formation Committee Chairperson
5. Committee on Ministry Chairperson
6. Committee on Preparation for Ministry Chairperson
7. Committee on Representation Chairperson
8. Communication and Church Support Committee Chairperson
9. Evangelism and Church Growth Committee Chairperson
10. Property and Finance Committee Chairperson
11. Nominating Committee Chairperson
12. Personnel Committee Chairperson
13. Polity and Records Committee Chairperson
14. Presbyterian Women Moderator
15. Presbyterian Men Moderator
16. Moderator of the Presbytery
17. Moderator Elect of the Presbytery
18. At-large member
19. At-large member

The Stated Clerk shall be an ex-officio member without vote and serve as secretary of the Presbytery Council. The Executive Presbyter and the Associate Executive Presbyter shall also be ex-officio members without vote.

5.11 LIAISONS WITH THE SYNOD

Two of the Synod Commissioners (as liaison with the Synod), one minister and one elder, shall be appointed by the Moderator with the concurrence of the Council. These commissioners shall

be ex-officio members, without vote, of the Presbytery Council. The Presbytery's representatives to the Synod Council shall be ex-officio members of the Council without vote.

5.20 POWERS

The Presbytery Council shall have the following powers:

1. Prepare the docket for the meeting of Presbytery with the assistance of the Stated Clerk;
2. Correspond with the Councils of Synod of the General Assembly;
3. Review and endorse the Property and Finance Committee of the Corporation's annual budget recommendations prior to presentation to Presbytery for approval;
4. Appoint committees from its own membership for special purposes;
5. Nominate members for the Nominating Committee to be elected by Presbytery (7.58);
6. Review regularly the functional relationship between Presbytery's structure and its mission and recommend action to Presbytery;
7. Coordinate the work of the committees of Presbytery to increase Presbytery efficiency through preliminary study and planning;
8. Coordinate the long and short range planning processes of the Presbytery.

5.30 EXPENSES

Expenses of the Presbytery Council shall be provided as prescribed in these *Standing Rules* (7.30).

5.40 MEETINGS

The Presbytery Council shall meet regularly at least two weeks prior to each stated meeting of Presbytery; upon call of the chairperson or any two members of the Council; and upon its own adjournment.

5.50 PRESBYTERY COUNCIL COMMITTEES

5.51 EXECUTIVE

There shall be an Executive Committee of Presbytery Council for the purpose of preparing Council agenda, drafting proposed Presbytery dockets for Council consideration, and performing such tasks as may be assigned to it by the Council or the Presbytery. The Committee shall be composed of the Past Moderator serving as the Chair of the Council, the Moderator and Moderator Elect of Presbytery, the Executive Presbyter and the Stated Clerk.

5.52 PRESBYTERY MEETING PLANNING

There shall be a Presbytery Meeting Planning Committee of Presbytery Council for the purpose of planning, preparing, and recruiting participants for the major nurturing portions of Presbytery's meeting. This portion includes theological reflections, theme selection, greetings and expectations, storytelling, brief worship responses, closing reflections, and prayers for the world, etc. The committee shall be composed of the Moderator, Moderator-elect, Clerk of Presbytery, Executive Presbyter, and four at-large members appointed by the Chair of Council.

One of these four shall chair the Committee. The Committee shall serve for one year beginning in September. The Committee shall present its meeting preparation to the Executive Committee of Council.

5.53 PLANNING AND EVALUATION

There shall be a committee of Presbytery Council for the purpose of coordinating the planning for the immediate and long range goals evaluating present and past programs and budgets in light of these goals. The Vice-Chairperson of the Presbytery Council shall be the Chairperson of the Planning and Evaluation Committee. The other two at-large members of the Presbytery Council shall serve as members of this committee. The Committee may enlist other persons from the Presbytery to serve as members with the approval of the Presbytery Council. The Committee, through the Presbytery Council, shall report yearly to the Synod on the state of the Presbytery in the light of its goals, reflecting the present total life of the Presbytery.

CHAPTER VI THE CORPORATION

SECTION 6.10 FORMATION AND DUTIES

The Presbytery shall form a Corporation (or corporations) under the laws of the State of California to enable it to:

1. Receive, hold, encumber, manage and transfer such property as may come under its jurisdiction, subject to the approval of Presbytery.
2. Manage its corporate affairs as Presbytery may direct from time to time;
3. Establish the fiscal year as the calendar year.

SECTION 6.11 PROPERTY AND FINANCE COMMITTEE OF THE CORPORATION

1. Membership

The Committee shall consist of nine (9) members selected in accordance with the provisions of sections 7.23, 7.24 and 7.41 and elected by the Presbytery. The membership shall be divided into three classes of three (3).

Three members of the Committee shall be elected by the Committee to the positions of President, Vice-President and Secretary to serve as Officers of the Corporation.

The nine members of the Property and Finance Committee of the Corporation are elected to serve as Trustees of the Corporation.

2. Functions

The Committee shall relate to both the financial management and property management of the Presbytery with the following functions:

- a. Develop a process for short and long range budget planning and evaluating;
- b. Coordinate the financial management program of the Presbytery, and be responsible for the receipt and disbursement of all presbytery funds;

- c. Formulate and coordinate the total budget processes of Presbytery. Budget recommendations shall be presented to Council for review and endorsement prior to presentation to Presbytery. The proposed budget will be mailed to all Presbyters prior to presentation to Presbytery;
 - d. Present a report of the financial condition of the Presbytery at each stated meeting of Presbytery and an annual report;
 - e. Design and implement an accounting system; provide proper authorization for payment of obligations;
 - f. Make recommendations for the amount of per capita apportionment to meet the ecclesiastical expenses in consultation with appropriate committees, Executive Presbyter and Stated Clerk, and present to Presbytery through the Presbytery Council (Section 11.30);
 - g. Notify churches, through the Presbytery, of the amount of per capita apportionment due for Presbytery, Synod and General Assembly, and collect and disburse all such apportionments;
 - h. Recommend mileage allowances to Presbytery, (Section 2.27);
 - i. Consult with committees on program budget recommendations and monitor the status of those funds;
 - j. Direct committees to adjust expenditure plans when financial reports indicate a substantial budget variance;
 - k. Monitor churches' mission giving;
 - l. Consult with Personnel Committee regarding salary changes.
 - m. Provide for the management and usage of property owned by Presbytery;
 - n. Be responsible for an impartial audit of Presbytery accounts and those of all related organizations;
 - o. Review particular churches' insurance coverage (Section 11.60);
 - p. Make recommendations to Presbytery concerning requests relating to property of congregations (Section 12.70).
3. Presbytery Budget
- Presbytery shall initiate the budget through its Property and Finance Committee of the Corporation to assure provisions for the distribution of mission funds in the light of:
- a. Church-wide policies, goals, objectives and priorities;
 - b. Church-wide urgent needs and issues;
 - c. Presbytery goals and mission responsibilities;
 - d. Other income of the governing bodies; and
 - e. The potential for other income.
4. Reserve Funds
- The Committee shall recommend a reserve funds policy for Presbytery budget according to policies adopted by Presbytery.
5. Reports
- The Committee shall share its actions with the Executive Presbyter and report all recommendations to Presbytery for action.

SECTION 6.20 ARTICLES

Copies of the Articles of Incorporation of the Presbytery and Corporation By-Laws are on file in the Office of the Presbytery.

CHAPTER VII PRESBYTERY COMMITTEES**SECTION 7.10 DEFINITION**

7.11 The committees of Presbytery shall be of the following three types:

1. Permanent committees with responsibility for the recurring concerns and functions of Presbytery;
2. Standing committees with responsibilities usually limited to each stated meeting of Presbytery; and
3. Special committees with membership, terms and duties specified by Presbytery in each instance.

7.20 GENERAL PRINCIPLES FOR COMMITTEES

7.21 Committees shall have the responsibilities as defined in *Book of Order* G-9.0501 with authority herein granted to execute plans for the better function of Presbytery in the areas of concern assigned to them.

7.22 Each permanent committee shall report annually and at other times as provided in the docket by the Presbytery Council.

7.23 The Presbytery, through its Nominating Committee, shall nominate ministers of the Word and Sacrament and laypersons in approximately equal numbers to serve on its committees. Consideration shall be given to the nomination of equal numbers of ministers of the Word and Sacrament, laymen and laywomen (i.e., one-third each).

7.24 Annually the chair of each committee shall be elected by the Presbytery, and a vice chair shall be appointed by the committee. These persons, if not clergy, shall be elders.

7.30 EXPENSES

7.31 All expenses of Presbytery committees shall be accommodated within the Presbytery Budget.

7.40 MEMBERSHIP

7.41 A committee may appoint an executive committee or subcommittee and task forces. A committee may co-opt advisory members who shall have the privilege to deliberate and advise, but not vote. The number of advisory members shall not exceed one-half of the committee.

7.42 A quorum for a meeting of the Presbytery Council, a committee, or an agency of the Presbytery shall be at least one-half of its members, unless specifically stated otherwise. A quorum for the

Committee on Ministry shall be a simple majority of its members, except for called meetings, at which a quorum will be one-third plus one of its members. Every report to Presbytery shall indicate that a quorum was present or shall request hearing the report prepared without a quorum.

7.50 PERMANENT COMMITTEES

There shall be the following permanent committees:

1. Christian Formation (7.51)
2. Committee on Ministry (7.52)
3. Committee on Preparation for Ministry (7.53)
4. Committee on Representation (7.54)
5. Communication and Church Support (7.55)
6. Evangelism and Church Growth (7.56)
7. Property and Finance Committee of the Corporation (6.10)
8. Nominating (7.58)
9. Personnel (7.59)
10. Polity and Records (7.60)

7.51 CHRISTIAN FORMATION COMMITTEE

1. Membership
Committee shall consist of four (4) members, selected in accordance with the provisions of sections 7.23, 7.24, and 7.41.
2. Functions
 - a. Maintain the Resource Center including purchase of materials and publicity;
 - b. Schedule, plan and publicize an annual Church Officer Development Event for the Presbytery; provide worship seminars and workshops as needed; network with Synod, other presbyteries, and ecumenical organizations on educational and worship events;
 - c. Provide oversight for a Triennium planning team, YAD selection, use of continuing education funds for educators, ministries in higher education, camping ministries, and assistance for church sponsored youth events open to the Presbytery at large.
3. Structure
Committee will appoint sub-committees and/or task forces in the major areas of responsibility. Each sub-committee or task force shall have one elected member and a minimum of three co-opted members. The Committee will approve all co-opted members who will serve as long as needed to complete the task. Sub-committees/task forces may authorize the expenditure of funds allocated by the committee for the work of the sub-committee/task force.

7.52 COMMITTEE ON MINISTRY

1. Membership
Committee shall consist of eighteen (18) members, and equal number of ministers of the Word and Sacrament and elders, selected in accordance with the provisions of sections 7.23, 7.24 and 7.41.

2. Functions

- a. Committee shall have all the responsibilities set forth in the *Book of Order* G-11.0501 to 11.0504 and W-1.4002;
- b. Shall examine each minister who seeks membership in the Presbytery and shall make recommendations to enable Presbytery to determine who shall be continuing members of Presbytery. In this function it shall follow the criteria and procedures set forth in *Book of Order* G-11.0401 to 11.0416;
- c. Arrangements for installation of pastors shall be approved by the Committee on Ministry and Presbytery;
- d. Express the concern of Presbytery for chaplains within the bounds of or related to Presbytery or its churches;
- e. Procure and preserve the biographical records of deceased minister members of Presbytery; and shall make an annual necrology report at the February meeting, to include the names of clergy and elder members of Presbytery deceased during the past calendar year.
- f. Be the source of information and services pertaining to pensions and welfare assistance for minister members, and name one of its members as pensions chair. The committee is responsible for securing assistance for individuals from denomination's welfare funds;
- g. Recommend annually to the Presbytery the minimum minister's salary (base salary plus housing).
- h. Shall have the authority to find in order calls issued by churches, to approve and present calls for services of ministers, to approve the examination of ministers transferring from other presbyteries required by G-11.0402, to dissolve the pastoral relationship in cases where the congregation and pastor concur, and to dismiss ministers to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the Presbytery (G-11.0502h, G-9.0404, G-14.0507).

7.53 COMMITTEE ON PREPARATION FOR MINISTRY

1. Membership

Committee shall consist of fourteen (14) members, and equal number of ministers of the Word and Sacrament and elders, selected in accordance with sections 7.23, 7.24 and 7.41.

2. Functions

- a. Basic duties of this committee are enumerated in *Book of Order* G-14.0301-14.0314; 14.0400-14.0403.
- b. Be responsible for the enlistment, registration and care of persons interested in church vocations;
- c. Be responsible for relationships with theological seminaries.
- d. When a call to an ordained position is received for the services of a candidate, the committee shall refer the call to the Committee on Ministry.

7.54 COMMITTEE ON REPRESENTATION

1. Membership

Committee shall consist of not less than six (6) members, selected in accordance with the provisions of section 7.23, 7.24 and *Book of Order* G-9.0105. The Committee on

Representation shall have a majority of members from the racial ethnic groups within the Presbytery and shall include persons from each of the following categories:

- a. majority male membership
- b. majority female membership
- c. racial ethnic male membership
- d. racial ethnic female membership
- e. youth male and female membership

Its membership shall consist of equal numbers of men and women. Other committees shall consist of lay persons and ministers with at least one-half of the members being laypersons.

2. Functions

- a. Advise the Presbytery with respect to its membership and committees implementing the principles of participation and inclusiveness to ensure fair and effective representation in decision making in accordance with *Book of Order* G-9.0105-9.0106;
- b. Report annually to Presbytery and Synod recommendations for needed corrective action;
- c. Consult with the Nominating Committee regarding the need in particular categories for increased representation; and with racial ethnic members, sessions, nominating committees, and women's constituencies;
- d. Consult with the Personnel Committee on the employment of presbytery staff.

7.55 COMMUNICATION AND CHURCH SUPPORT

1. Membership

Committee shall consist of four (4) members selected in accordance with the provisions of sections 7.23, 7.24 and 7.41.

2. Functions

- a. Develop and coordinate a program for stewardship promotion and missions interpretation (including production of Presbytery newsletter); encourage increased mission support of the Presbyterian Church (U.S.A.);
- b. Coordinate and serve as liaison with the Presbyterian Foundation, so its services and resources may be made known and available to the churches and members;
- c. Interpret and implement, when possible, the programs of the denomination, including justice and peace, the National Council of Churches, and the World Council of Churches.

3. Structure

Committee will appoint sub-committees and/or task forces in the major areas of responsibility. Each sub-committee or task force shall have one elected member and a minimum of three co-opted members. The Committee will approve all co-opted members who will serve as long as needed to complete the task. Sub-committees/task forces may authorize the expenditure of funds allocated by the committee for the work of the sub-committee/task force.

7.56 EVANGELISM AND CHURCH GROWTH COMMITTEE

1. Membership

Committee shall consist of eighteen (18) members selected in accordance with the provisions of sections 7.23, 7.24 and 7.41.

2. Functions
 - a. Develop training opportunities for evangelizing unchurched and for renewal within the congregation.
 - b. Provide counsel and assistance to congregations, and develop programs for Christian commitment for members;
 - c. Provide evangelism interpretation and resources to presbytery.
 - d. Share and promote the meaning of evangelization.
 - e. Provide support and evaluation services to existing congregations in the development of their mission strategy;
 - f. Establish new congregations within the boundary of the Presbytery;
 - g. Provide assistance to congregations in places of urban change, particularly those in need of redevelopment;
 - h. Develop strategy for racial/ethnic ministries and congregations;
 - i. Give guidance to churches in the development of mission studies (Section 11.21). Specific area of assistance shall be to coordinate with Committee on Ministry the validation of the mission design of a congregation (Section 11.11);
 - j. Provide counsel and assistance to congregations in need of financial aid, grants, or loans;
 - k. Review plans and advise churches regarding the building or improvement of property in consultation with the Property and Finance Committee of the Corporation.

7.57 UNUSED

7.58 NOMINATING COMMITTEE

1. Membership

Committee shall consist of nine (9) members selected in accordance with the provisions of sections 7.23, 7.24 and 7.41. Nominations for membership consisting of one third ministers, one third laywomen and one third laymen, shall be made by council for election by Presbytery.
2. Functions
 - a. Discover and nominate personnel for presbytery, synod committees and synod departments; consideration to equal numbers of ministers, laywomen and laymen;
 - b. Present nominations for all officers, the chair and members of permanent committees, Council and its committees, commissioners to Synod and Synod Council members.
 - c. Present nominations for Minister Commissioner(s) to General Assembly in at least twice the number allowed by the membership count of the Presbytery by the General Assembly in order to allow the election of commissioners and alternate commissioners.
 - d. Present nominations for members to serve on the Permanent Judicial Commission.
 - e. Consult, when requested, on names of persons to serve on and/or to be chair of administrative commissions.

7.59 PERSONNEL COMMITTEE

1. Membership

Committee shall be composed of six (6) members selected in accordance with the provisions in sections 7.23, 7.24 and 7.41. The chair or a member of the committee shall be Presbytery's nominee to Synod's Personnel Committee.

2. Functions
 - a. Perform duties described in the Personnel Policy statement of the Presbytery;
 - b. Present to Council for nomination any exempt staff to be elected by Presbytery. Non-exempt staff are employed by the Personnel Committee.
 - c. Conduct regular conferences with all presbytery staff, including an annual review and evaluation.
 - d. Conduct annual salary reviews with presbytery staff and determine recommendations in consultation with the appropriate committees.
 - e. Report to Presbytery annually on the review of staff performance.

7.60 POLITY AND RECORDS COMMITTEE

1. Membership

Committee shall consist of six (6) members, selected in accordance with the provisions of sections 7.23, 7.24 and 7.41.
2. Functions
 - a. Review all proposals for amendments to the *Book of Order* transmitted by the General Assembly for Presbytery vote and recommend appropriate action by this Presbytery.
 - b. Review communications received from other governing bodies which request concurrence with proposals made to higher governing bodies and recommend appropriate action by this Presbytery.
 - c. Under authority of the Book of Discipline, Chapter III, the Polity and Records Committee shall provide for the annual review of the minutes and registers of all particular churches of Presbytery, including the general review of the minutes of Council and all standing and special committees of Presbytery on behalf of Presbytery, and shall submit a full report of the reviews to Presbytery.
 - d. Review and recommend changes in Presbytery's *Standing Rules*.
 - e. Every church shall present to Presbytery through the Polity and Records Committee a copy of its Articles of Incorporation, a copy of its By-Laws and By-Laws of related corporation. Every church preparing or revising Articles or By-Laws shall submit a copy of the proposed revision to Presbytery for review by the Polity and Records Committee prior to adoption of the changes by the congregation.

7.70 STANDING COMMITTEES

7.71 ARRANGEMENTS COMMITTEE

The moderator of the session of the church where a meeting of Presbytery is to be held, Presbytery Moderator and Stated Clerk, shall constitute a committee on arrangements.

7.72 LEAVE OF ABSENCE COMMITTEE

The Stated Clerk and the Minute Clerk shall serve as the committee on Leave of Absence from Presbytery meetings.

CHAPTER VIII - PRESBYTERY COMMISSIONS

SECTION 8.10 DEFINITION

8.11 The Commissions of Presbytery shall be of the following two types (See G-9.0503):

1. Administrative
2. Judicial

8.20 GENERAL PRINCIPLES FOR COMMISSIONS

8.21 Commissions shall have responsibilities as defined in *Book of Order* G9.-0502.

8.22 Members and chairs of administrative commissions

1. Nominations for members to serve on administrative commissions shall be made by the Presbytery committee most closely responsible for the related ministry such as the Committee on Ministry (for ordinations, installations, session oversight), the Evangelism and Church Growth Committee (for ethnic ministries, new church development/redevelopment), Property & Finance Committee (for property matters), etc.
2. Chairs for newly formed commissions will be named by the nominating body at the time the commission is formed and will serve for the first year. Commissions continuing more than one year shall elect their own chair annually.
3. The Nominating Committee of Presbytery may be consulted for names of persons to serve on and/or be chair of administrative commissions.

8.23 Members and chair of the Presbytery Permanent Judicial Commission

The Permanent Judicial Commission shall consist of seven (7) members, four (4) ministers and three (3) elders, elected in three classes, for a term of six (6) years. No more than one elder member shall be from any one of its constituent churches. No member having served a full term of six years shall be eligible for re-election until four years have elapsed. The commission shall elect its own moderator and clerk. The powers and responsibilities of the commission shall be as specified in the *Book of Order* D-4.0100-4.0500.

CHAPTER IX SPECIAL ORGANIZATIONS

SECTION 9.10 PRESBYTERIAN WOMEN OF PRESBYTERY

The Presbyterian Women of Presbytery shall be recognized as the official organization uniting the women of the churches of Presbytery. It shall adopt its own by-laws and elect its own officers, subject always to the powers of review and control vested in Presbytery by *Book of Order* G-9.0601-9.0602. It shall make an annual report to Presbytery and a financial report to the Property and Finance Committee of the Corporation.

9.20 PRESBYTERY MARINERS

The Presbytery Mariners shall be recognized as the official organization uniting the couples of the churches of Presbytery. It shall adopt its own by-laws and elect its own officers, subject always to the powers of review and control vested in Presbytery by *Book of Order* G-9.0601-9.0602. It shall be related to Presbytery through the Christian Formation Committee. It shall make an annual report to Presbytery and a financial report to the Property and Finance Committee of the Corporation.

9.30 PRESBYTERIAN MEN'S COUNCIL

The Presbyterian Men's Council shall be recognized as the official organization uniting the men of the churches of Presbytery. It shall adopt its own by-laws and elect its own officers, subject always to the powers of review and control vested in Presbytery by *Book of Order* G-9.0601-9.0602. It shall be accountable to Presbytery through the Christian Formation Committee and shall make an annual financial report to the Property and Finance Committee of the Corporation.

CHAPTER X MINISTERS**SECTION 10.10 ATTENDANCE**

It shall be the duty of all ministers to attend the meetings of Presbytery unless excused. Ministers are to avoid scheduling meetings of sessions, boards, or committees on dates which are meetings of Presbytery.

10.20 PRESBYTERY RESPONSIBILITY

It is expected that every minister in the Presbytery, if nominated and elected, shall serve on a council or committee of the Presbytery or Synod.

CHAPTER XI CHURCH SESSIONS**SECTION 11.10 ELDER REPRESENTATION**

11.11 Each church session is required to elect elder commissioner(s) to attend each meeting of Presbytery in numbers according to Section 2.12. Each session is urged to elect elder commissioner(s) for a year, and to elect alternate(s);

11.12 The Presbytery may request a session to elect elder commissioner(s) in addition to those provided for in Section 2.12, generally for the purpose of balancing elder/minister representation in Presbytery.

11.20 REPORTS TO PRESBYTERY

Sessions shall adopt and forward to the Stated Clerk of Presbytery the following annual reports:

1. The statistical report in the form required by General Assembly as soon as practicable after the first of January;
2. The annual review of pastor's salary and any other changes in terms of call to be reported to the Committee on Ministry after the annual meeting of the congregation.
3. A current listing of ecclesiastic and corporate officers of the church following the annual meeting.
4. The review of session records shall be in accordance with *Book of Order* G-9.0203, G-10.0102r, G-10.0300, G-11.0103x, D-3.0100c, D-3.0300, D-3.0400.

CHAPTER XII CHURCHES

SECTION 12.10 NEW CONGREGATIONS

New congregations may be established by the Presbytery upon study and recommendation by the Evangelism and Church Growth Committee in consultation with the Synod of Southern California and Hawaii.

12.20 MISSION STUDY FOR CHURCHES

12.21 Each church within the bounds of the Presbytery of San Fernando shall complete a mission study at least once every four years under the supervision of the Evangelism and Church Growth Committee. The committee shall report yearly to Presbytery a follow-up evaluation of these mission studies;

12.22 Churches receiving aid shall conduct a mission study in order to receive continuing aid. These studies are to be updated every two years, or at the request of the Evangelism and Church Growth Committee;

12.23 A church with a vacant pulpit shall complete a mission study before its Pastor Nominating Committee begins to work. This study shall be supervised by the Committee on Ministry and approved by that committee. If a mission study was completed one year before the pulpit is declared vacant, only an update may be required.

12.30 PER CAPITA APPORTIONMENT

12.31 Presbytery, Synod and General Assembly meet expenses as an ecclesiastical body from per capita funds.

12.32 Each church shall pay to the Presbytery on or before February 1 of each year its apportionment as follows:

1. Based on the number of active members reported to Presbytery as of the end of the previous calendar year;
2. New churches formally organized on or after July 1 shall be excused from payment of the apportionment in the first year after organization;
3. New churches organized previous to July 1 shall be assigned an apportionment based on one-half the enrollment at the time of organization;
4. Churches delinquent in payment of per capita apportionments shall not be eligible to nominate commissioners to General Assembly;
5. No church may pay any amount of its apportionment in installments without permission of the Property and Finance Committee of the Corporation.

12.40 SALARIES

12.41 Each church shall pay the salary or salaries of its pastors and any other staff persons, ordained or unordained, in regular monthly or semi-monthly installments.

12.42 In the dissolution of pastoral relationships, churches shall be in compliance with the Presbytery's Policy for Termination of Pastors, Associate Pastors, and Assistant Pastors adopted November 29, 1983.

12.43 A new pastor or supply may not be installed until the church fulfills its financial obligations to the former minister.

12.44 Pastors and any other staff persons, ordained or unordained, shall normally take vacation in the year it is earned. With prior approval of the Session, vacation time may be carried over for one (1) year. Vacation may not be accrued in excess of two years accumulation.

12.50 PENSION PLAN PARTICIPATION

12.51 A pastoral call shall always contain provision for participation of both the minister, and the employing organization in the Presbyterian Pension Plan.

12.52 Churches shall continue to pay dues to the Presbyterian Pension Plan during a period of pulpit vacancy.

12.53 The Committee on Ministry shall counsel with churches delinquent on payment of Pension Plan dues and develop a plan for payment.

12.60 INSURANCE

12.61 Every church shall maintain insurance for the adequate protection of its property, and public liability insurance in an amount recommended by Presbytery, and provide Workers Compensation coverage as required by state law for all employees and volunteer workers;

12.62 Every church of the Presbytery is required to participate in blanket insurance coverage as recommended by the Property and Finance Committee of the Corporation.

12.63 Property held by Presbytery shall be insured adequately as required by the Property and Finance Committee of the Corporation.

12.70 PROPERTY TRANSACTIONS

When a congregation contemplates the selling or leasing of its real property, or the acquisition of property or the borrowing of money for any purpose which involves the encumbering of property, it shall, through its session, first secure the permission of Presbytery as required by *Book of Order* G-8.0500. A request for such permission to encumber, sell or lease real property must be filed by the church with the Property and Finance Committee of the Corporation on approved forms in duplicate, at least thirty days before the meeting of Presbytery at which time action is to be taken. The Property and Finance Committee of the Corporation as the Board of Trustees, shall, after due consideration and consultation with the Evangelism and Church Growth Committee, present the request to Presbytery with its recommendations.

12.80 MISSION REMITTANCES

It is recommended that all offerings and funds for the mission of the church be sent monthly to the Presbytery of San Fernando, and that these funds be distributed in accordance with the plan adopted annually by Presbytery, unless otherwise specifically designated.

CHAPTER XIII GENERAL ASSEMBLY COMMISSIONERS

SECTION 13.10 TIME AND MANNER OF ELECTION

The commissioners to General Assembly shall be elected not later than the February meeting of Presbytery. The Presbytery shall be represented by equal numbers of elders and ministers as specified in *Book of Order* G-13.0102. At least twice the specified number shall be nominated and shall be elected commissioners and alternates. A majority vote is required for election which shall be by ballot taken separately for ministers and elder commissioners.

13.20 NOMINATION OF COMMISSIONERS

13.21 MINISTERS

1. Before election of commissioners, the Stated Clerk shall present in writing a list of active members and members-at-large, the format identical with that of Presbytery's report to General Assembly, except that the names shall be listed chronologically according to last commissioning to G.A., or ordination, whichever is more recent.
2. Any minister who meets the following criteria shall be eligible for nomination:
 - a. Has not attended General Assembly as a commissioner representing any presbytery within the five preceding calendar years.

- b. Has been a member of this Presbytery for at least three years as of the date of the General Assembly meeting.
3. Minister Commissioner(s) to General Assembly shall be nominated by the Presbytery Nominating Committee in number allowed by the membership count of the Presbytery by the General Assembly. These nominations shall be based on qualification to deal with the particular issues coming before G.A., faithfulness in the work of Presbytery, and the chronological data. Ministers who are nominated shall provide a one-page statement stating why they are qualified and called to be a General Assembly Commissioner. This statement shall be received by the Presbytery Office two weeks before the election.
4. Any commissioner who cannot attend General Assembly shall at the earliest opportunity return the commission to the Stated Clerk, who shall deliver it to an alternate, observing the order of the highest votes received.

13.22 ELDERS

1. Before the election of elder commissioners, the Stated Clerk shall present in writing a list of churches in order of the longest time since a member has been elected as commissioner to General Assembly; or, if they have not been represented, since their organization. This notification to the churches shall be given at least sixty days prior to the February meeting. Nominations of elder commissioners shall then be made from the floor.
2. Sessions nominating a candidate for Elder Commissioner shall submit a statement of qualifications, which should include information on the service of the particular elder to this Presbytery and the congregation in which the elder is a member. In addition, an elder candidate shall provide up to a one-page statement in response to the question, "Tell us about your relationship with God and the Church". These statements shall be received by the Presbytery Office two weeks before the election.
3. Any elder elected commissioner who cannot attend General Assembly shall at the earliest opportunity return the commission to the Stated Clerk, who shall deliver it to an alternate, observing the order of the highest votes received.

13.23 YOUTH ADVISORY DELEGATES

Youth Advisory Delegates shall be nominated by the churches, and shall be elected by the presbytery at the same time and in the same manner as commissioners.

13.24 NOMINATIONS FROM THE FLOOR

In each of the above provisions regarding minister or elder commissioners or youth advisory delegates, in addition to those nominated, further nominations may be made from the floor provided that any such nominee shall have given prior consent.

13.25 BALLOTING

Election shall be by ballot taken separately for minister, and elder commissioners, and for youth delegates.

CHAPTER XIV SYNOD COMMISSIONERS

SECTION 14.10 TIME OF ELECTION

Commissioners to Synod shall be elected at the May meeting of Presbytery .

14.20 NOMINATION AND ELECTION

- 14.21** An equal number of ministers and elders shall be elected by Presbytery as commissioners to Synod, to serve for two years. Approximately one-half of the commissioners shall be elected each year. The Presbytery shall be represented by one minister and one elder for each 2000 church members or major fraction thereof, the number to be determined by the Stated Clerk of the Synod. Two of the Synod Commissioners, one minister and one elder shall be appointed by the Moderator, with the concurrence of the Council, to have responsibility for a liaison relationship between the Presbytery Council and the Synod. The Commissioners shall be ex-officio members of the Presbytery Council, without vote (5.11).
- 14.22** Two youth advisory delegates, between the ages of 15 and 21, shall be elected at the same time as commissioners. Candidates shall be chosen by sessions for nomination.
- 14.23** A minimum of two elders and two ministers shall be elected by Presbytery as alternates for a two year term. They may serve in place of regular commissioners when so authenticated by the Stated Clerk of Presbytery.
- 14.24** Any minister or elder within Presbytery shall be eligible for this election, except that a commissioner shall be ineligible for re-election until one year has elapsed.

CHAPTER XV REPRESENTATIVES TO SYNOD COUNCIL

SECTION 15.10 TIME OF SELECTION

Representatives to Synod Council shall be appointed at the September meeting of Presbytery Council.

15.20 NOMINATION AND APPOINTMENT

- 15.21** One minister and one elder shall be recommended by the Nominating Committee and appointed by the Presbytery Council as representatives to the Synod Council, to be elected by the Synod Assembly, to serve for three years. One representative will be appointed in each of two years; there will be no appointment in the third year, when both representatives are within their terms. Both representatives shall be ex-officio members of the Presbytery Council, without vote (5.11)

15.22 Any minister or elder within the Presbytery shall be eligible for this appointment and is eligible for a second consecutive term, but in no case may serve more than six years, until a period of at least one year shall have elapsed.

CHAPTER XVI AMENDMENT AND SUSPENSION OF RULES

SECTION 16.10 AMENDMENTS

Amendments to these rules may be made by two-thirds vote of members present at any stated meeting, provided that written notice of the proposed change shall have been made at the previous stated meeting. Proposed changes shall be reviewed by the Polity and Records Committee, per provisions of Section 7.60.

16.20 SUSPENSION

These rules may be suspended by a two-thirds vote of the members present at a stated meeting only.