

PRESBYTERY OF SAN FRANCISCO
Presbyterian Church (U.S.A.)

STANDING RULES

Approved September 10, 2013

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APPENDICES

Policies recently reviewed by committees and approved by Presbytery

		Adopted by Presbytery
Appendix A	Presbytery Focus & Priorities §3.1	Nov. 10, 2009
Appendix B	Committee on Ministry Policies §5.3.3	Jan. 11, 2005
Appendix C	Guidelines for Examining & Receiving Teaching Elders (5 policies)	May 8, 2007
Appendix D	Policy on Commissioned Ruling Elders §5.3.3	June 25, 2006
Appendix E	Steps and Procedures in the Preparation for Ministry Process §5.4.2	March 12, 2013
Appendix F	Sexual Misconduct Prevention Policy	Nov. 17, 2007
Appendix G	Nominating & Electing Commissioners to General Assembly §5.7.07	Jan. 29, 2013
Appendix H	Personnel Policies §4.4, §10.3	May 13, 2003 <u>(under review)</u>
Appendix I	Communications & Meetings Information Distribution Guidelines §4.5	Jan. 10, 2006
Appendix J	Reconciliation & Dismissal of Congregations	June 25, 2013
<i>Appendix K</i>	<i>Finance & Property Oversight §5.6</i>	<u>(under review)</u>
<i>Appendix L</i>	<i>Budget Process §3.1.8</i>	<u>(under review)</u>

Section numbers (§) refer to the Standing Rules for the committee to which the appendix applies.

CHAPTER 1

Presbytery Meetings

- 1.1 The Sacrament of the Lord's Supper shall be celebrated at least annually. The Moderator shall have the responsibility of making arrangements for the celebration of this sacrament.
- 1.2 The November meeting shall be the Annual Meeting of the Corporation, at which time the Moderator, Vice Moderator, chairs and members of committees, and members of the Permanent Judicial Commission shall be elected. All officers and others elected shall ordinarily assume office on January 1. New officers shall be installed at the next meeting of Presbytery.
- 1.3 It is the duty of each session to elect ruling elder commissioners to attend, participate in, and report on the deliberations of each meeting of Presbytery in accordance with G-3.0202. The number of ruling elder commissioners is set by the parity formula adopted by Presbytery.
- 1.4 The Moderator and/or Vice Moderator and Stated Clerk of Presbytery, together with the pastor of the church at which a meeting is to be held, shall have the responsibility for making arrangements for that meeting.
- 1.5 The Presbytery Meetings Working Group shall establish the time at which each meeting of Presbytery shall be convened and the proposed docket for each meeting of Presbytery.
- 1.6 At each meeting of Presbytery, the Moderator shall appoint one teaching elder member and one ruling elder commissioner to examine and correct the minutes of the meeting before they are presented for adoption by the Presbytery.
- 1.7 The posting date for the notice, docket, and reports for all meetings of Presbytery shall ordinarily be no less than ten days before the date of the Presbytery meeting. Business not included in the packet will be treated as new business, which shall ordinarily be briefly introduced and referred. Proceeding to immediate action requires a two-thirds vote.
- 1.8 Special meetings may be called by the Presbytery Mission & Vision Leadership or by a written request to the Stated Clerk from at least five teaching elders and five ruling elders from five congregations. Notice of time, place and matter to be heard shall be sent and posted at least ten days prior to the date of the meeting.

References to the Book of Order are cited from the 2013-2015 version.

CHAPTER 2

Presbytery Officers

- 2.1 The term of office of the Moderator and Vice Moderator shall be one calendar year.
- 2.1.1 The Moderator shall preside at meetings of the Presbytery and may request the Vice Moderator to preside. In the absence of both, the Moderator or another officer shall appoint a Moderator pro tem to convene the stated meeting.
- 2.2 The Stated Clerk shall be elected to a term ordinarily not less than three years or more than five when initially elected. Following the first term, the Stated Clerk may be re-elected for an indefinite number of terms. Election shall occur during the final year of the term of office. The Stated Clerk shall assume office on January 1 or at a time mutually agreed upon by the Stated Clerk and the Personnel Working Group.
- 2.2.1 In the event that the Stated Clerk-elect cannot assume office on January 1, the Personnel Working Group shall provide for the temporary service of an acting clerk until the Stated Clerk-elect assumes office.
- 2.3 The Stated Clerk may appoint a Recording Clerk for each meeting of Presbytery.
- 2.4 The Stated Clerk shall perform the duties as stated by the Constitution and the Presbytery's job description.
- 2.4.1 The Stated Clerk shall annually present to a stated meeting a recommendation for the election of additional ruling elder commissioners to achieve a reasonable parity between teaching and ruling elder commissioners in accordance with G-3.0301.
- 2.5 The term of office of the Treasurer shall be three years, and s/he may be reelected for subsequent terms. Election shall occur at the November meeting of Presbytery. The Treasurer shall assume office on January 1. Duties of the Treasurer shall be:
 - 2.5.1 To be responsible for all funds of Presbytery, when so designated.
 - 2.5.2 To supervise the receipt, custody and disbursement of all Presbytery funds; to advise on investment policies; to review all financial statements related to the budget(s); all in consultation with the Finance and Property Oversight Committee and with Presbytery staff.
 - 2.5.3 To be an ex-officio member, with voice but without vote, of the Finance and Property Oversight Committee.
 - 2.5.4 To be a member of the Presbytery Mission & Vision Leadership.

CHAPTER 3

Presbytery Mission & Vision Leadership

- 3.1 The Presbytery Mission & Vision Leadership (MVL) shall provide strategic vision and direction to help the Presbytery realize its purposes (as described in G-3.0303 and Appendix A). The Mission & Vision Leadership reports to the Presbytery and has the following responsibilities:
- 3.1.1 Regularly lead the whole Presbytery in discussions of our vision and recommend to Presbytery priorities for action that fit our purpose;
 - 3.1.2 Recommend to Presbytery the committee structure and staff design that is best suited to realizing the priorities;
 - 3.1.3 Promote the formation of partnerships among congregations and between congregations and ministries;
 - 3.1.4 Expand the understanding in the Presbytery of our diversity and our gifts in order to become a healthier body of Christ;
 - 3.1.5 Develop a strategy for Presbytery-wide communication;
 - 3.1.6 Communicate with ministers and sessions the story of the work of the Presbytery;
 - 3.1.7 Facilitate the sharing of stories of the mission of congregations;
 - 3.1.8 Develop a written budget process, and recommend an annual budget that reflects the Presbytery priorities to the Presbytery by the November meeting;
 - 3.1.9 Nominate to Presbytery members of the Nominating Committee and its chair, reflecting the diversity of Presbytery; and
 - 3.1.10 Provide strategy and direction for Presbytery meetings.
- 3.2 Members of the Presbytery Mission & Vision Leadership shall be teaching elders or ruling elders. The MVL shall consist of the following members, each with voice and vote:
- Moderator, Vice Moderator, and Treasurer, for the duration of their terms;
 - Immediate Past Moderator;
 - Nine At-Large members, divided into three classes; and
 - One member appointed annually by the Finance and Property Oversight Committee.
- 3.2.1 Effort should be made to have fair representation from small, medium, and large congregations and specialized ministries, as well as fair representation of Presbytery's theological and ethnic diversity.
- 3.2.2 The following persons shall serve on Presbytery Mission & Vision Leadership with voice but without vote: the Presbytery Pastor(s) and the Stated Clerk. The Presbytery Pastor for Mission & Vision shall chair the MVL.
- 3.3 The MVL shall convene at least quarterly, ordinarily coordinating its schedule in order to meet three or four weeks prior to the upcoming Presbytery meeting.

- 3.3.1 Whenever practicable, the MVL and chairs of all Presbytery committees shall meet at least annually for a retreat focused on community-building and strategic visioning.
- 3.4 To encourage coordination and communication, each MVL member shall act as liaison to one or more Presbytery committee or working group.
- 3.5 The MVL will delegate some of its responsibilities to Working Groups as defined in Chapter 4.
- 3.6 From time to time, the MVL may recruit and authorize short-term Project Teams to undertake specific tasks. Such teams shall organize themselves and shall report their work and any recommendations to the MVL.

CHAPTER 4

Working Groups

- 4.1 The purpose of Working Groups is generally to fulfill an administrative purpose in the life of the Presbytery. Working Groups are created by and accountable to the Mission & Vision Leadership or other committees.
- 4.1.1 Members may be teaching elders or members of congregations and ordinarily serve three-year terms. Mission & Vision Leadership liaisons shall maintain regular communication with and may serve as ex officio members of their assigned working groups.
- 4.1.2 Members of working groups of the MVL are nominated by the Nominating Committee and elected by Presbytery. The ongoing working groups of the MVL are Communications, Partnership, Personnel, and Presbytery Meetings.
- 4.1.3 Members of working groups of other committees are nominated by the committee and elected by Presbytery.
- 4.2 Communications Working Group:** The purpose of the Communications Working Group is to communicate and interpret to congregations and teaching elders the actions and vision of the Presbytery, its congregations, and committees, and of the larger church. It will facilitate effective communication (through website, email, social media, presbytery meetings, etc.) within the Presbytery and among our congregations and teaching elders.
- 4.2.1 This working group assists the Mission & Vision Leadership in fulfilling the responsibilities shown in 3.1.4, 3.1.5, 3.1.6, and 3.1.7.
- 4.2.2 The Presbytery shall elect up to seven members of this working group.
- 4.3 Partnership Working Group:** The purpose of the Partnership Working Group is to encourage the formation of partnerships that support congregations in carrying out their mission.
- 4.3.1 This working group assists the Mission & Vision Leadership in fulfilling the responsibilities shown in 3.1.3 and 3.1.4.
- 4.3.2 The Presbytery shall elect up to fifteen members of this working group.

4.4 Personnel Working Group: The purpose of the Personnel Working Group is to provide support for all staff and to supervise the Presbytery Pastor(s) and Stated Clerk on behalf of the Presbytery.

It shall develop a Personnel Policy Manual and shall recommend needed changes in such policies; it shall develop and recommend salary ranges, position descriptions, and annual salary adjustments, and shall oversee annual performance reviews.

4.4.1 The Presbytery shall elect up to seven members of this working group.

4.4.2 The working group shall fulfill all Book of Order (F-1.0403, G-3.0106) and regulatory requirements regarding equal employment opportunity and principles of inclusiveness and diversity.

4.4.3 This working group assists the Mission & Vision Leadership in fulfilling the responsibilities shown in 3.1.2.

4.4.4 The Presbytery Pastor serving as Head of Staff shall be an ex-officio member, with voice but without vote.

4.5 Presbytery Meetings Working Group: The purpose of the Presbytery Meetings Working Group is to recommend an effective agenda in order for the Presbytery to make necessary decisions, build community and share the story of the ministry and mission of our congregations. This working group establishes the convening time, location, and proposed docket for each meeting. It coordinates worship; promotes relationship-building during meetings; and regularly reviews the format of the meetings to insure that they are effective in realizing the purposes of the Presbytery.

4.5.1 This working group assists the Mission & Vision Leadership in fulfilling the responsibilities shown in 3.1.4, 3.1.7 and 3.1.10.

4.5.2 The Presbytery shall elect up to seven members of this working group.

4.5.3 The Presbytery Moderator, Vice Moderator and Stated Clerk serve ex-officio with voice and vote.

CHAPTER 5

Committees

- 5.1 The Presbytery may establish such committees and commissions as it deems effective to fulfill its mission (G-3.0109).
- 5.1.1 Committee members shall be divided into three equal classes. Except where otherwise specified, committees will consist as far as possible of equal numbers of teaching elders and members of congregations (G-3.0109).
- 5.1.2 Committee members should reflect to the greatest extent possible the full breadth and diversity of the Presbytery's membership and the church's commitment to diversity (F-1.0403).
- 5.1.3 Members on all committees may ordinarily serve up to two three-year terms. Committee chairs may serve up to four one-year terms.
- Members elected within the first year of a multi-year term will be considered as having served for a full term. Members elected to serve after the first full year of a multi-year term is completed are considered to have served a partial term.
- 5.1.4 Members and chairs of all committees (except the Nominating Committee), commissions, and working groups of the MVL shall be nominated by the Nominating Committee and elected by Presbytery.
- 5.1.5 Elections conducted at the November meeting of Presbytery shall be effective on January 1. Elections held at other times shall be effective immediately unless otherwise specified.
- 5.1.6 If any committee begins acting upon issues that will benefit existing committee members or their congregation, those persons shall remove themselves from any discussion and from voting on the issue.
- 5.1.7 Ordinarily one person shall not be elected to serve on more than one committee or the Mission & Vision Leadership. Exceptions to this policy are members of the Committee on Representation, search committees, commissions (including the Permanent Judicial Commission), project teams, working groups, commissioners to higher councils, and inter-presbytery committees.
- 5.1.8 The Presbytery Pastor(s) and Stated Clerk are ex-officio members of committees unless otherwise stated. They shall serve for their related term of office or employment and shall serve with voice but without vote.

- 5.1.9 Each committee and the Mission & Vision Leadership should present annually to the Nominating Committee an outline of expectations and time commitment to be used to inform nominees.
- 5.1.10 All committees and the Mission & Vision Leadership should design and implement orientation and training programs for their members in order to provide them with appropriate knowledge, attitudes, skills and work habits.
- 5.1.11 Any committee may appoint persons or delegate some of its work through Working Groups (for on-going tasks) or Project Teams (for short-term or specific assignment). Such working groups or project teams shall organize themselves and report their work and any recommendations to their source committee.
- 5.1.12 Staff services shall be provided to the committees, commissions and the MVL as appropriate.
- 5.2 Bills, Overtures and Session Records Committee (BOSR):** The purposes of the Bills, Overtures and Session Records Committee include coordinating the annual review of Session records and training Clerks of Session; reviewing overtures from Sessions, Presbytery committees and other entities to the General Assembly and offering recommendations for Presbytery action; and reviewing proposed amendments to the constitution coming from the General Assembly and offering recommendations for Presbytery action.
- 5.2.1 Presbytery shall elect up to twelve persons for membership on the **Bills, Overtures, and Session Records Committee**. Six of these shall be teaching elders and six shall be members of congregations.
- 5.2.2 The committee shall review the minutes and records of the Session of each congregation in accordance with the requirements of G-3.0107 and G-3.0108 and shall make an annual report of its findings to Presbytery.
- 5.2.3 The committee shall report to the appropriate committees or officers of Presbytery any findings that merit their attention.

- 5.3 Committee on Ministry (COM):** The purpose of the Committee on Ministry is to attend to the health and vitality of congregations, serve as pastor and counselor to teaching elders, and promote productive relationships between congregations, teaching elders, and the Presbytery (G-3.0307). Additional responsibilities include:
- 5.3.01 Consult with congregations regularly to strengthen their relationship to Presbytery;
 - 5.3.02 Offer training opportunities for teaching elders and congregational leaders;
 - 5.3.03 Settle differences between sessions, congregations, and teaching elders on behalf of Presbytery when possible and expedient;
 - 5.3.04 Recommend minimum compensation for teaching elders;
 - 5.3.05 Interview potential teaching elder members of Presbytery and recommend their membership;
 - 5.3.06 Annually review teaching elders' type of work and membership status and recommend changes of membership category as needed;
 - 5.3.07 Counsel with congregations' Pastor Nominating Committees (PNC) regarding calls for pastoral leadership and make recommendations regarding terms of calls;
 - 5.3.08 Assist congregations in mission studies;
 - 5.3.09 Provide counsel and assist congregations in finding temporary and permanent pastoral leadership, and provide session moderators as needed;
 - 5.3.10 Visit with each session at least once every three years;
 - 5.3.11 Solicit and expend funds for Deacons Fund and Salary Supplement Fund;
 - 5.3.12 Coordinate welcome of new teaching elders at Presbytery meetings;
 - 5.3.13 Coordinate ministerial gatherings for relationship building;
 - 5.3.14 Support and mentor First Call / Newly Ordained Pastors; and
 - 5.3.15 Train and support commissioned ruling elders, and regularly review their commissions.
- 5.3.1 Presbytery shall elect up to forty persons for membership on the **Committee on Ministry**. Half of these shall be teaching elders and half ruling elders. The teaching elders shall include women in proportion to the number of women who are members of Presbytery.
- 5.3.2 The committee as a whole will meet to review policy and procedures, provide training and orientation to committee members, and plan for its work. The committee may meet as regional subcommittees, each authorized to bring recommendations to the Presbytery regarding teaching elders and congregations in their assigned region.
- 5.3.3 The committee shall be governed by Presbytery's adopted policies. (See Appendices B, C and D.)

5.3.4 The committee shall recruit other members of Presbytery (including both teaching elders and members of congregations) who will be trained and can be called on to assist congregations in developing Mission Studies.

5.4 Committee on Preparation for Ministry (CPM): The purpose of the Committee on Preparation for Ministry is to prepare candidates for ordination as teaching elders. Responsibilities include:

5.4.01 Enter into covenant relationship with seekers, inquirers and candidates preparing for the ministry of Word and Sacrament and meet with them at least annually;

5.4.02 Orient sessions to their role in care for those preparing for ministry;

5.4.03 Exercise responsibility for the spiritual growth, academic course of study, and practical training of inquirers and candidates; provide guidance in the faith and polity of the church;

5.4.04 Approve plans for taking ordination examinations;

5.4.05 Monitor the covenant among Presbytery, sessions, and inquirers and candidates;

5.4.06 When appropriate, recommend transfer of covenant relationship;

5.4.07 When appropriate, recommend ending the covenant relationship;

5.4.08 Solicit and expend funds for the Candidate Scholarship Fund;

5.4.09 Conduct a final assessment of readiness for ministry; and

5.4.10 Certify candidates when ready for examination and report the certification to Presbytery.

5.4.1 Presbytery shall elect up to twenty-four persons for membership on the **Committee on Preparation for Ministry**. Half of these shall be ruling elders and half shall be teaching elders.

5.4.2 The Committee shall be governed by Appendix E – Steps and Procedures in the Preparation for Ministry Process.

5.5 Committee on Representation (COR): The purposes of the Committee on Representation are to advocate for diverse representation throughout the Presbytery and to offer diversity training for the Presbytery and its constituent groups, in accordance with G-3.0103 and F-1.0403.

5.5.1 Presbytery shall elect up to ten persons for membership on the **Committee on Representation**. Half of these shall be teaching elders and half members of congregations.

5.5.2 The committee shall consult regularly with Presbytery's Nominating Committee, Mission & Vision Leadership, and Personnel Working Group.

- 5.6 Finance and Property Oversight Committee (FPOC):** The purpose of the Finance and Property Oversight Committee is to provide oversight of the finances and property of the Presbytery to insure appropriate use of both. Additional responsibilities include:
- 5.6.01 Oversee income and expenses relative to the annual budget, report financial status at each Presbytery meeting, recommend budget revisions;
 - 5.6.02 Develop procedures for the payment of budgeted expenses;
 - 5.6.03 Recommend Per Capita Apportionment amounts to the Mission & Vision Leadership for Presbytery approval;
 - 5.6.04 Develop procedures and oversee the expenditures of special funds, designated gifts and grants;
 - 5.6.05 Assist congregations or Presbytery committees with budget and financial control when requested;
 - 5.6.06 Oversee capital assets, including real property used by congregations in accordance with G-4.02;
 - 5.6.07 Secure appropriate levels of insurance for the Presbytery;
 - 5.6.08 Recommend loan approvals, lease agreements, etc., and advise congregations regarding property use and management;
 - 5.6.09 Act as the Board of Directors of the Presbytery between meetings of the Presbytery, when so directed; and
 - 5.6.10 Arrange for annual audit in consultation with the Treasurer and present the audit for Presbytery approval.
- 5.6.1 Presbytery shall elect up to twelve persons for membership on the **Finance and Property Oversight Committee**. Half of these shall be teaching elders and half shall be ruling elders.
- 5.6.2 The Presbytery shall not consider any proposal that will affect the budget(s) of the Presbytery without prior consultation with the Finance and Property Oversight Committee and/or Presbytery Mission & Vision Leadership.
- 5.6.3 As required by G-4.0206, the committee shall review and recommend to Presbytery action on all requests from churches relating to selling, encumbering or leasing of church property. The committee shall provide assistance to congregations in the acquisition, construction, renovation, or disposition of property.
- 5.6.4 The committee shall receive, review and recommend to Presbytery action on all matters required to be acted on by the Corporation, and no legal documents will be executed by the officers on behalf of Presbytery without such review and recommendation.
- 5.6.5 The committee shall appoint one of its members to serve on Mission & Vision Leadership, per section 3.2.

5.6.6 The Treasurer and any staff members charged with financial or operational management shall be ex-officio members with voice but without vote. On matters pertaining to the corporation, the Moderator, Vice Moderator and Stated Clerk shall also be ex-officio members in their roles as corporate officers.

5.7 Nominating Committee: The purpose of the Nominating Committee is to nominate officers, the members of committees (except Nominating), and others as directed, reflecting the diversity of the Presbytery and the gifts and skills best suited for the positions.

The Committee shall nominate:

5.7.01 The Moderator, Vice Moderator, and Treasurer;

5.7.02 At-Large Members of the Mission & Vision Leadership;

5.7.03 Members and chairs of all Presbytery committees except the Nominating Committee;

5.7.04 Members and chairs of the Working Groups of the Mission & Vision Leadership;

5.7.05 Members of the Permanent Judicial Commission;

5.7.06 All persons serving on inter-presbytery committees as needed;

5.7.07 Commissioners and Alternates to General Assembly, following the process shown in Appendix G;

5.7.08 Commissioners and Alternates to the Synod of the Pacific;

5.7.09 Search Committees; and

5.7.10 Other entities, when so directed by the Presbytery or its officers.

5.7.1 Presbytery shall elect up to twelve persons for membership on the **Nominating Committee**. Half of these shall be teaching elders and half members of congregations.

5.7.2 The committee shall seek potential nominees without prejudicial regard to theological perspective consistent with the Reformed tradition, race, ethnic origin, age, sex, physical limitations, or geography. The committee shall consult regularly with the Committee on Representation.

5.7.3 The committee shall encourage each congregation to provide a pool of potential nominees from its congregation equal to the number of elder commissioners eligible to attend and vote at Presbytery meetings.

5.7.4 A person who has served on the Nominating Committee shall ordinarily not be nominated for any office of Presbytery or for service on any committee of Presbytery for a period of one year following that person's last year of service on the Nominating Committee.

5.7.5 The members and chair of the Nominating Committee shall be nominated by the MVL and elected by the Presbytery.

CHAPTER 6

Commissions, On-Going and Short-Term

- 6.1 Permanent Judicial Commission:** The purpose of the **Permanent Judicial Commission** (PJC) is to fulfill the responsibilities outlined in the Rules of Discipline. Responsibilities of the PJC include:
- 6.1.01 Promote the purposes of discipline as described in the Preamble to the Rules of Discipline;
 - 6.1.02 Determine when to issue a stay of enforcement;
 - 6.1.03 Conduct trials and hearings; and
 - 6.1.04 Make decisions on ecclesiastical judicial matters and communicate their determinations per the Rules of Discipline.
- 6.1.1 The Presbytery shall elect five ruling elders and four teaching elders (serving in three classes) to serve one six-year term on the PJC.
- 6.1.2 The Permanent Judicial Commission shall elect one of its members to serve as moderator and another to serve as clerk in accordance with D-5.0201.
- 6.1.3 When an investigating committee is needed to address a disciplinary allegation, the Stated Clerk, Moderator, and Vice Moderator shall appoint it in accordance with D-10.0201b.
- 6.1.4 When a committee of counsel is needed to address a remedial complaint, the Stated Clerk, Moderator and Vice Moderator shall appoint it in accordance with D-6.0302a.
- 6.1.5 Decisions of the Permanent Judicial Commission are included in the minutes of the Presbytery and are part of our permanent record. Other records from judicial proceedings shall be saved for a minimum of five years.

- 6.2 New Church Development Administrative Commission (NCDAC):** The purpose of the NCDAC is to provide oversight and support for the Presbytery's new church developments. Responsibilities include:
- 6.2.01 Create and train Steering Committees for each New Church Development;
 - 6.2.02 Recommend to the Presbytery an Organizing Pastor for each New Church Development;
 - 6.2.03 Oversee, supervise, and direct the work of Organizing Pastors and Steering Committees;
 - 6.2.04 Represent the Presbytery in consultation with the MVL and/or the Personnel Working Group regarding employment issues for each Organizing Pastor;
 - 6.2.05 Provide for the care and nurture of Organizing Pastors;
 - 6.2.06 Order public worship until a Steering Committee is in place;
 - 6.2.07 Authorize the celebration of sacraments;
 - 6.2.08 Keep accurate rolls of participants and potential charter members on behalf of the Presbytery;
 - 6.2.09 Keep the MVL and the Presbytery fully informed of the status and progress of each New Church Development;
 - 6.2.10 Make recommendations to the Presbytery regarding changes to the status of the NCD (to continue, close, charter, etc.);
 - 6.2.11 Transfer the names on the participants roll to the newly established congregation at the time of chartering;
 - 6.2.12 Establish the annual budget in consultation with each Steering Committee; and
 - 6.2.13 Determine the distribution of the church's benevolence, and order offerings for Christian purposes, providing full information to the Presbytery in consultation with each Steering Committee.
- 6.2.1 The Presbytery shall elect at least seven members to the NCDAC, representing when possible Committee on Ministry, Finance and Property Oversight Committee, and Personnel Working Group. All members shall be teaching or ruling elders (from different congregations) in as nearly equal numbers as possible. The NCDAC shall invite, as appropriate, one member from each New Church Development steering committee to participate with voice but not vote.

- 6.3 The Presbytery may form short term commissions (G-3.0109) to act on behalf of the Presbytery based on the purpose for which they were created and the specific powers given in the authorizing motion. The commission shall be dismissed by the Presbytery on completion of the task assigned.
- 6.3.1 Commissions shall have a minimum of seven members, except in the case of ordination and installation commissions where the minimum is five and shall include the Moderator or his/her designee. Members are teaching elders and ruling elders (from different congregations) in as nearly equal numbers as possible. The authorizing motion sets out any requirements for members and the means by which the members of the commission are appointed or elected.
- 6.4 From time to time, Presbytery may need to appoint an Administrative Commission to resolve differences within or difficulties affecting a particular congregation, (G-3.0109*b*). In making such appointments, Presbytery shall follow the provisions in 6.3 and 6.3.1.
- 6.4.1 When an Administrative Commission has been appointed to work with a congregation, Presbytery committees responsible for the teaching elders and ministry there shall work collaboratively with the Administrative Commission.
- 6.4.2 When an Administrative Commission is in place, it shall report the status of its work to the Presbytery at specified intervals and upon completion of its work.
- 6.4.3 At the first meeting of the Administrative Commission, the Stated Clerk shall meet with the Commission to train them in the polity issues involved, as well as the scope and limitations of their authority. The Stated Clerk and other staff are available upon request to advise the Administrative Commission.

CHAPTER 7

Inter-Presbytery Committees

- 7.1 Anne Penke Memorial Fund Advisory Committee:** The purpose of this committee is to allocate annually the earnings of the Anne Penke Memorial Fund to mission projects recommended by and within the bounds of the Presbyteries of San Francisco, San Jose and the Redwoods.
- 7.1.1 The committee shall be composed of members from the Presbyteries of San Francisco, San Jose and Redwoods.
- 7.1.2 Three members will be elected from Presbytery of San Francisco and shall serve for three years, in staggered terms. The members elected from San Francisco shall provide appropriate representation and include at least one person from the Finance and Property Oversight Committee or the Mission & Vision Leadership, and at least one teaching elder and one member of a congregation.
- 7.1.3 The operations of this committee are governed by the Anne Penke Memorial Fund Deed of Trust.
- 7.2 Self Development of People (SDOP):** The purpose of this committee is to allocate SDOP funds to selected projects within the bounds of the presbyteries of San Francisco, San Jose and Redwoods.
- 7.2.1 The committee shall be composed of nine members, three each from the presbyteries of San Francisco, San Jose and Redwoods. The three members from Presbytery of San Francisco shall serve for three years, in staggered terms; and all three shall be racial/ethnic persons.

CHAPTER 8

Organization and Rules

- 8.1 Presbytery shall conduct its business following this priority order of sources of authority: Constitution of the Presbyterian Church (U.S.A.): the Book of Confessions and the Book of Order; Bylaws of the Presbytery of San Francisco; Standing Rules of the Presbytery of San Francisco; and Presbytery-approved Policies and Procedures. Meetings shall ordinarily be conducted in accordance with the most recent edition of Robert's Rules of Order.
- 8.2 All committees, commissions, and other groups, unless otherwise provided, are accountable to Presbytery, and their members are elected by Presbytery.
- 8.3 Unless otherwise stated, quorum at a meeting of a committee, commission, or other group shall be a majority of the elected and appointed voting members.
- 8.4 All committees, commissions, and other groups shall have the right to make rules for the internal conduct of their business, consistent with sources of authority listed above.
- 8.5 Committees, commissions, and other groups may meet by video or audio teleconference. All other requirements for a meeting shall be met, including the requirement that all participants in the meeting are able to communicate simultaneously with all others present.
- 8.6 While committees, commissions, and other groups are expected to be responsible and sensitive to crisis situations in local congregations, they shall emphasize helping congregations to avoid crises and to anticipate needed shifts in ministry.
- 8.7 Representatives of the Presbytery of San Francisco to boards or agencies affiliated with or accountable to the Presbytery shall be nominated and elected or appointed according to Presbytery procedures. Such representatives are encouraged to be in regular relationship with a Presbytery committee, commission, or other group.
- 8.8 These Standing Rules supersede any previously adopted.

CHAPTER 9

The Corporation

- 9.1 As directed by G-4.0101, the Presbytery of San Francisco has caused to be formed a corporation under the laws of the State of California to enable it to receive, hold and transfer property and to facilitate the management of its corporate affairs in such a manner as the Presbytery may from time to time direct.
- 9.2 The name of said corporation is The Presbytery of San Francisco. The Articles of Incorporation and the Bylaws of said corporation as adopted are approved by the Presbytery of San Francisco as being the powers and purposes of this corporation.
- 9.3 As permitted by Section 9210(b) of the California Corporations Code, the members of the Presbytery of San Francisco shall be the governing body (board of directors) of the corporation. From time to time and as specifically now or hereafter authorized in these Standing Rules, the governing body may delegate certain of its powers to subordinate units or committees, always reserving the right of final review and decision to itself.

CHAPTER 10

Presbytery Personnel

- 10.1 Presbytery shall employ staff as needed for carrying out its mission and conducting its affairs.
- 10.2 Exempt Presbytery personnel shall be elected by the Presbytery and include, but are not limited to, the Presbytery Pastor(s) and Stated Clerk.
 - 10.2.1 The Presbytery Pastor(s) and Stated Clerk shall be accountable to the Presbytery through the Personnel Working Group of the Mission & Vision Leadership.
 - 10.2.2 Other exempt staff shall be accountable to the Presbytery through the immediate supervisor, and in consultation with the Personnel Working Group.
- 10.3 The non-exempt staff and contract staff shall be employed, compensated, and supervised in accordance with Presbytery Personnel Policies (see Appendix H).
- 10.4 The Presbytery Personnel Policies shall include a system of performance planning and evaluation and a plan for personal development.

CHAPTER 11

Amendments and Suspension of Rules

- 11.1 Amendments to the Standing Rules shall be proposed to the Presbytery by Presbytery Mission & Vision Leadership. New or revised Presbytery Policies shall be proposed to the Presbytery by the relevant committee. There shall be two readings of the proposal(s) at consecutive stated meetings of Presbytery, the first reading being for information only and non-debatable. These Standing Rules or Policies can be amended by a simple majority vote at the second stated meeting.
- 11.2 Standing Rule 1.8 and Chapter 11 may only be suspended by a three-fourths vote, and upon notification in the Presbytery packet for the meeting. All other Standing Rules and Presbytery Policies may be suspended by a two-thirds vote upon notification of such a waiver request in the Presbytery packet for a specific meeting.