

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

STANDING RULES

Approved June 5, 2018  
Amended Feb 2019

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## MANUAL OF ADMINISTRATIVE OPERATIONS AND APPENDICES

Policies and Procedures reviewed by committees and approved by Presbytery

Adopted by Presbytery

Manual of Administrative Operations (G-3.0106)

Appendix A	Presbytery §____ Nov. 10, 2009 Sections Relocated from Previous Standing Rules	Focus & Priorities  June 5, 2018
Appendix B	Committee on Ministry Policies §	Jan. 11, 2005
Appendix C	Guidelines for Examining & Receiving Ministers of Word and Sacrament (5 policies)	May 8, 2007
Appendix D	Policy on Commissioned Ruling elders §_____	June 25, 2006
Appendix E	Steps and Procedures in the Preparation for Ministry Process §_____	March 12, 2013
Appendix F	Sexual Misconduct Prevention Policy	Nov. 17, 2007
Appendix G	Nominating & Electing Commissioners to General Assembly §_____	Jan. 29, 2013
Appendix H	Personnel Policies §____, §_____	May 13, 2003 <u>(under review)</u>
Appendix I	Communications & Meetings Information Distribution Guidelines §_____	Jan. 10, 2006
Appendix J	Reconciliation & Dismissal of Congregations	June 25, 2013
<i>Appendix K</i>	<i>Finance &amp; Property Oversight §_____</i>	<u><i>(under review)</i></u>
<i>Appendix L</i>	<i>Budget Process §_____</i>	<u><i>(under review)</i></u>

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

References to the Book of Order are cited from the 2017-2019 version and noted as G-reference #.

## CHAPTER 1

### **Presbytery Membership and Meetings**

- 1.1 **Membership** in the Presbytery shall be determined according to the provisions of G-3.0301 and 3.0306 and the Bylaws.
- 1.2 The Presbytery shall meet at least quarterly.
- 1.3 **Worship** shall be observed at each meeting and the Sacrament of the Lord's Supper shall be celebrated at least annually.
- 1.4 The November meeting shall be the **Annual Meeting** of the Corporation, at which time the Moderator, Vice Moderator, (or Co-Moderators), moderators/chairs and members of permanent committees, and members of the Permanent Judicial Commission shall be elected. All corporate officers and others elected shall ordinarily assume office on January 1. (see 3.1 and 6.1.5 for exceptions) New officers shall be installed at the next meeting of Presbytery following election.
- 1.5 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 Presbytery in the Manual of Administrative Operations.
- 1.6 The Moderator and/or Vice Moderator (or Co-Moderators) and Stated Clerk of Presbytery, together with the pastor of the congregation at which a meeting is to be held and the Moderator of the Presbytery Meetings Working Group shall have the responsibility for making arrangements for that meeting.
- 1.7 The Stated Clerk shall cause to have prepared the **minutes** of the presbytery which shall be presented and approved at the next meeting of the presbytery.
- 1.8 The **electronic 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. Permission to vote on new business at the meeting when presented requires a two-thirds vote of those present with a quorum as minimum.
- 1.9 **Special meetings** may be called by the Presbytery Mission & Vision Leadership Committee or by a written request to the Stated Clerk from at least five Ministers of Word and Sacrament and five ruling elders, together representing at least eight congregations—one of which will host the special meeting. Notice of time, place and matter(s) to be heard shall be electronically sent and posted at least seven days prior to the date of the meeting.

- 1.10 A **quorum** for a presbytery meeting, stated or special, shall be at least 10% of the Minister of Word and Sacrament members of Presbytery and at least an equal minimum number of ruling elder commissioners together representing at least ten congregations.  
ByLaws changed to provide for minimum number of congregations.

## CHAPTER 2

### Presbytery Officers

- 2.1 The term of office of the **Moderator and Vice Moderator** (or Co-Moderators) shall ordinarily be from their installation to installation of their successor.
- 2.1.1 The Moderator shall preside at meetings of the Presbytery and may request the Vice Moderator to preside. If there are Co-Moderators they shall negotiate alternating presiding. In the absence of both, the Moderator (Co-Moderators) may appoint a previous Moderator to moderate--or Mission and Vision Leadership Committee shall appoint a Moderator pro tem to convene and moderate the meeting. G-3.0104
- 2.2 The **Stated Clerk** shall be elected to a term ordinarily not more than three years when initially elected. Following the first term, the Stated Clerk may be re-elected for an indefinite number of three year terms. Election shall occur during the final year of the term of office. The Stated Clerk shall ordinarily assume office as soon as convenient after adjournment of the meeting at which elected.
- 2.2.1 If the Stated Clerk is unable to perform the duties of the office, the Personnel Working Group shall provide for the temporary service of an Acting Stated Clerk.
- 2.3 The Personnel Working Group shall provide for a **Recording Clerk** who shall be responsible for recording the minutes of presbytery meetings for the Stated Clerk.
- 2.4 The Stated Clerk shall perform the duties as stated in 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 Minister of Word and Sacraments and ruling elder commissioners in accordance with G-3.0301. The process for doing so shall be included in the Manual of Operations.
- 2.5 The term of office of the **Treasurer** shall be up to three years and s/he may be reelected for subsequent terms. Election shall normally occur at the November meeting of Presbytery. The Treasurer shall ordinarily assume office after adjournment of the meeting at which elected. 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 Committee.

### **Organization of Presbytery**

The Presbytery may, from time to time, create such committees, commissions, project teams, working groups, task forces or other bodies to carry out the mission responsibilities and powers assigned the presbytery by G-3.0301a,b,c, G-3.0106, and G-3.0303.

Presbytery shall create and maintain a Manual of Administrative Operations which contains all policies, procedures, and responsibilities of specific entities of presbytery. G-3.0106.

## CHAPTER 3

### **Rules of Operation**

- 3.1 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 Manual of Administrative Operations (including approved Policies and Procedures.) Meetings shall ordinarily be conducted in accordance with the most recent edition of Robert's Rules of Order.
- 3.2 All committees, commissions, and other groups, unless otherwise provided, are accountable to Presbytery, and their members are elected by Presbytery.
- 3.3 Unless otherwise stated, quorum at a meeting of a committee, commission, or other group shall be a majority of the elected or appointed voting members.
- 3.4 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.
- 3.5 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.
- 3.6 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.
  - 3.7 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.
  - 3.8 No Committee or Commission which has had constitutional powers delegated to it may delegate that power to another group.
  - 3.9 These Standing Rules supersede any previously adopted.

## CHAPTER 4

### **Standing Committees**

***["A committee shall study and recommend action or carry out decisions already made by presbytery." G-3.0109]***

- 4.1 The Presbytery may establish and staff such standing committees as it deems effective to fulfill its mission (G-3.0109).
  - 4.1.1 Members of Committees shall be divided into three equal classes. Except where otherwise specified, committees will consist as far as possible of equal numbers of Ministers of Word and Sacrament and members of congregations (G-3.0109).
  - 4.1.2 Members shall normally be elected to a three-year term and may be re-elected to a second full or partial term. No member may serve more than six consecutive years on the same committee.
  - 4.1.3 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).
  - 4.1.4 Committee moderators/chairs may serve up to four one-year terms.
  - 4.1.5 Members and moderators/chairs of all Standing Committees (except the Nominating Committee), shall be nominated by the Nominating Committee and elected by Presbytery.
  - 4.1.6 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.
  - 4.1.7 If any committee begins acting upon issues that will benefit existing committee members or their congregation, those persons shall recuse themselves from any discussion and from voting on the issue.
  - 4.1.8 The Presbytery Pastor(s) and Stated Clerk are ex-officio members of

Standing Committees unless otherwise stated.

- 4.1.9 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.

## **4.2 Presbytery Mission & Vision Leadership Committee**

- 4.2 The Presbytery Mission & Vision Leadership (MVL) Committee (G-3.0109) shall provide strategic vision and direction to help the Presbytery realize its purposes (as described in G-3.0303 and The Presbytery Mission Statement and Priorities.). The Mission & Vision Leadership Committee reports to Presbytery and has the following responsibilities:
- 4.2.a Regularly lead the whole Presbytery in discussions of our vision and recommend to Presbytery priorities for action consistent with that vision.
  - 4.2.b Recommend to Presbytery the Standing Committee structure and staff design that is best suited to realize the above priorities;
  - 4.2.c Promote the formation of partnerships among congregations and between congregations and ministries;
  - 4.2.d Expand the understanding in the Presbytery of our diversity and our gifts in order to become a healthier body of Christ;
  - 4.2.e Develop a strategy for Presbytery-wide communication;
  - 4.2.f Communicate with Ministers of Word and Sacrament and sessions the story of the work of the Presbytery;
  - 4.2.g Facilitate the sharing of stories of the mission of congregations;
  - 4.2.h Develop a written budget process, and recommend by the November meeting of Presbytery an annual budget that reflects the Presbytery priorities per 4.1.1 and 4.1.2;
  - 4.2.i Nominate to Presbytery members of the Nominating Committee and its moderator/chair, reflecting the diversity of Presbytery;
  - 4.2.j Provide strategy and direction for Presbytery meetings;

- 4.2.1 Members of the Presbytery Mission & Vision Leadership Committee shall be Ministers of Word and Sacraments and ruling elders. The MVL shall consist of the following members, each with voice and vote:

Presbytery Pastor for Mission and Vision who shall moderate;

Officers of the Corporation for the duration of their terms,

The Immediate Past Moderator/Co-Moderators;

Six At-Large members, divided into three classes; 3 Ministers of Word and Sacrament and 3 ruling elders

One member appointed annually by the Finance and Property Oversight Committee and one by the Committee on Ministry.

Other staff may be invited to attend with voice but with no vote.

- 4.2.2 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, ethnic and geographic diversity.

- 4.2.3 The MVL shall convene at least quarterly, ordinarily coordinating its schedule to meet at least three weeks prior to the upcoming Presbytery meeting.
- 4.2.4 If there are good and sufficient reasons or time constraints, the Mission and Vision Leadership Committee may act as a commission of Presbytery provided the provisions of G-3.0109 and 3.0109b are observed.

### **4.3 Bills and Overtures Committee**

4.3 The purpose of the Bills and Overtures Committee is to review overtures to the General Assembly and Proposed Amendments from the General Assembly and offer recommendations for Presbytery action.

4.3.1 The Committee shall consist of the commissioners and Advisory Delegates to the most recent General Assembly with the Stated Clerk as staff.

4.3.2 If there are fewer than four previous commissioners available for service, the Stated Clerk may appoint sufficient numbers of commissioners from next most recent General Assembly to insure at least four members on the Committee.

(Session Records shall continue to be reviewed under current provisions of Standing Rules until January 1, 2019, after which they will be governed by 6.2 of these Standing Rules.)

### **4.4 Bills, Overtures and Session Records Committee (BOSR): (deleted effective January 1, 2019.)**

### **4.5 Committee on Ministry (COM):**

4.5 The purpose of the Committee on Ministry is to enable the presbytery to fulfill the responsibilities and powers assigned the presbytery by G-3.0301, .G-3.0303 and G-3.0307 and may function as a commission when given specific powers.\*.

#### **Additional specific responsibilities are included in the Manual of Administrative Operations.**

- \*4.5.a Interview potential minister members of Presbytery, review calls and recommend action to presbytery G-3.0109b(3)
- \*4.5.b Counsel with congregations' Pastor Nominating Committees (PNC) regarding calls for pastoral leadership and approving terms of calls;
- \*4.5.c Approve installation and ordination commissions.
- \*4.5.d Visit congregations reported to be affected with disorder, inquiring into and settling difficulties. G-3.0109b(5) (respecting G-2.0901.)

\*4.5.e Designate moderators of sessions/congregations without installed pastors and/or when installed pastor is unable to designate a moderator—and may designate a Ruling Elder as Moderator for a single meeting when circumstances dictate.

4.5.1 Presbytery shall elect up to thirty persons for membership on the **Committee on Ministry**. Half of these shall be Ministers of Word and Sacrament and half ruling elders.

4.5.2 The committee as a whole will meet **at least annually** 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 Ministers of Word and Sacrament and congregations in their assigned region.

4.5.3 The committee shall be governed by Presbytery's adopted COM policies (Operating Manual) and denominational guides and handbooks.

4.5.4 The Committee may recruit other members of Presbytery (including both Ministers of Word and Sacrament and members of congregations) to be trained and called on to assist congregations in specific tasks and responsibilities.

4.5.5 The Committee may provide for an Executive Committee of Moderators/Chairs and others to regularly review the work of commissions and sub-groups, develop strategy for specific situations, and approve items of business from subcommittees.

4.5.6 The Committee may create, in cooperation with the Committee on Preparation for Ministry, a Working Group to oversee the training, placement, mentoring, and oversight of Commissioned Ruling elders.

[The following approved September 2018 Presbytery]:

**Committee on Ministry (COM):**

The purpose of the Committee on Ministry is to enable the presbytery to fulfill the responsibilities and powers assigned the presbytery by G-3.0301, 3.0303, and 3.0307, and MAY function as a commission of the presbytery when engaged in carrying out the following functions:

- Examining and receiving ministers of Word and Sacrament into membership in the presbytery;
- Approving all calls and changes in terms of call;
- Validating Ministries;
- Approving Ordination and Installation Commissions;
- Visiting congregations reported to be affected with disorder, inquiring into and settling difficulties (respecting G-2.0901);

Provided all such actions are reported to the next meeting of the presbytery. Additional responsibilities are enumerated in the Manual of Operations.

#### 4.6 **Committee on Preparation for Ministry (CPM):**

- 4.6 The purpose of the Committee on Preparation for Ministry is to prepare candidates for ordination as Ministers of Word and Sacrament. [Other specific responsibilities are included in the Manual of Administrative Operations.]
- 4.6.a Enter into covenant relationship with seekers, inquirers and candidates preparing for the ministry of Word and Sacrament and meet with them at least annually;
  - 4.6.b Present Inquirers to Presbytery when recommending them to become Candidates.
  - 4.6.c When appropriate, recommend transfer of covenant relationship;
  - 4.6.d When appropriate, recommend ending the covenant relationship;
  - \*4.6.e Certify candidates as ready for examination and report the certification to Presbytery.
- 4.6.1 Presbytery shall elect up to fifteen persons for membership on the **Committee on Preparation for Ministry**. Half of these shall be ruling elders and half shall be Ministers of Word and Sacrament.
- 4.6.2 The Committee shall be governed by the Presbytery approved policies (Operating Manual--Steps and Procedures in the Preparation for Ministry Process) and by denominational handbooks.

#### 4.7 **Committee on Representation (COR):**

- 4.7 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.
- 4.7.1 Presbytery shall elect up to nine persons for membership on the **Committee on Representation**. Half of these shall be Ministers of Word and Sacrament and half members of congregations.
- 4.7.2 The committee shall consult regularly with Presbytery's Nominating Committee, Mission & Vision Leadership Committee, and Personnel Working Group.

#### 4.8 **Finance and Property Oversight Committee (FPOC):**

- 4.8 The purpose of the Finance and Property Oversight Committee (Trustees) is to provide fiduciary oversight of the finances and property of the Presbytery to insure wise and appropriate use of such resources. Responsibilities include:
- 4.8.a Oversee income and expenses relative to the annual budget, report financial status at each Presbytery meeting, recommend budget revisions;
  - 4.8.b Develop procedures for the payment of budgeted expenses;

- 4.8.c Recommend Presbytery Per Capita Apportionment amounts to the Mission & Vision Leadership Committee for Presbytery approval;
- 4.8.d Develop procedures and oversee the expenditures of special funds, designated gifts and grants;
- 4.8.e Assist congregations or Presbytery committees with budget and financial control when requested;
- 4.8.f Oversee capital assets, including real property used by congregations in accordance with G-4.02;
- 4.8.g Secure prudent and reasonable levels of insurance for the Presbytery and report coverage to presbytery at least annually.
- 4.8.h Recommend loan approvals, lease agreements, etc., and advise congregations regarding property use and management;

4.8.1 Arrange for an annual full financial review in consultation with the Treasurer and shall present the results for Presbytery approval. (3,0113)

4.8.2 Presbytery shall elect up to fifteen persons for membership on the **Finance and Property Oversight Committee**. Half of these shall be Ministers of Word and Sacrament and half shall be Ruling elders.

4.8.2.a On matters pertaining to the corporation, the officers of the corporation shall also be members.

4.8.3 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 Committee.

4.8.4 As required by G-4.0206, the committee shall review and recommend to Presbytery action on all requests from congregations 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.

4.8.5 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 review by an attorney and recommendation by the committee.

4.8.6 The committee shall elect one of its members to serve on the Mission and Vision Leadership Committee, per section 4.2.

4.8.7 Any staff member(s) charged with financial management shall be ex-officio members with voice but without vote.

#### **4.9 Nominating Committee:**

4.9 The purpose of the Nominating Committee is to nominate officers, the members and moderators/chairs of committees and commissions (except Nominating and as noted), and others as directed, reflecting the diversity of the Presbytery and the gifts and skills best suited for the positions.

- 4.9.1 A list of positions to be filled shall be maintained by the committee.
- 4.9.2 Presbytery shall elect up to twelve persons for membership on the **Nominating Committee**. Half of these shall be Ministers of Word and Sacrament and half members of congregations.
- 4.9.3 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.
- 4.9.4 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.
- 4.9.5 The members and moderator of the Nominating Committee shall be nominated by the MVL and elected by the Presbytery.

## CHAPTER 5

### **Working Groups, Task Forces, and Project Teams**

The purpose of **Working Groups** is generally to fulfill an administrative purpose in the life of the Presbytery. Working Groups are created and dissolved by--and are accountable to --the Mission & Vision Leadership Committee or other committees and have no set termination date. A full description of such groups shall be included in the Manual of Administrative Operations.

Presbytery (and its Committees) may also create and dissolve **Task Forces and Project Teams** (defined end date), and other temporary groups necessary to carry out the mission priorities of the presbytery. A full description of such groups shall be included in the Manual of Administrative Operations.

- 5.1 Such groups (except Personnel shall be defined in the Manual of Administrative Operations. { ed note: Communications, Partnerships, and Presbytery Meeting Group now in Manual of Operations.})
- 5.1.1 Members may be Ministers of Word and Sacrament or members of congregations and ordinarily serve three-year, renewable terms.
- 5.2 **Personnel Working Group:** The purpose of the Personnel Working Group is to provide support and oversight for all staff and supervise the Pastor for Mission and Vision and the Stated Clerk on behalf of the Presbytery.
- 5.2.1 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.

- 5.2.2 The Presbytery shall elect up to seven members of this Working Group.
- 5.2.3 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.
- 5.2.4 This Working Group assists MVL in fulfilling the responsibilities shown in 4.1.4.
- 5.2.5 The Presbytery Pastor for Mission and Vision shall be Head of Staff and shall be an ex-officio member, with voice but without vote.
  - 5.2.5.1 The Head of Staff shall supervise all optional employees of the presbytery.

## CHAPTER 6

### Commissions, On-Going and Short-Term

#### **6.1 Permanent Judicial Commission:**

- 6.1 The purpose of the **Permanent Judicial Commission** (PJC) is to fulfill the responsibilities defined by the Rules of Discipline.
  - 6.1.1 There shall be nine members of the Presbytery PJC. Election and terms of officers shall be as defined by the Rules of Discipline.
  - 6.1.2 When an investigating committee is needed to address a disciplinary allegation, the Stated Clerk, Moderator, and Vice Moderator (or Co-Moderators) shall appoint one in accordance with "Rules of Discipline" D-10.0201b and report the names of the members at the next meeting of the presbytery.
  - 6.1.3 When a committee of counsel is needed to address a remedial complaint, the Stated Clerk, Moderator and Vice Moderator (or co-moderators) shall appoint one in accordance with the Rules of Discipline.
  - 6.1.4 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 Session Records Review Commission (beginning January 2019)**

- 6.2 The purpose of the Session Records Review Commission is to coordinate the annual review of Session records and training Clerks of Session.
  - 6.2.1 Upon nomination from the Stated Clerk, the Presbytery shall elect up to six individuals to the Session Records Review Commission. There may be an unequal number of Ministers of Word and Sacrament and ruling elders, elected to staggered three-year terms and members may be commissioned up to a total of six years of service.

6.2.2 The Commission shall provide for review of 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.

6.2.3 The Commission shall (under the provisions of G-3.0108b “Special Administrative Review”) report to the appropriate committees or officers of Presbytery any findings that merit attention.

6.2.4 The Commission may adopt its own procedures for carrying out these responsibilities in a manner intended to engage all sessions in the process. (SR 9.4)

### **6.3 Other Administrative Commissions**

6..3 The Presbytery may form other commissions (G-3.0109b) to consider and conclude matters referred to it by Presbytery as stated specifically in the scope of the commission’s powers and any restrictions on those powers. The commission shall be dismissed by the Presbytery on completion of the task assigned.

6.3.1 Commissions shall be composed of Ministers of Word and Sacrament and ruling elders from different congregations in numbers as nearly equal as possible and sufficient to accomplish their work. (G-3.0109b) Ordination and Installation commissions shall have a minimum of five members including the Moderator/Co-Moderators or his/her/their designee

6.3.2 An Administrative Commission shall normally be elected by the Presbytery. In cases of time constraints, the Stated Clerk, Moderator, and Vice Moderator (or Co-Moderators) or the MVL Committee may appoint an Administrative Commission and report such action to the next meeting of Presbytery.

6.3.3 From time to time, Presbytery may need to appoint an Administrative Commission to resolve differences within or difficulties affecting a particular congregation, (G-3.0109b). (see SR 6.3.04 above)

6.3.4 When an Administrative Commission has been appointed to work with a congregation, Presbytery committees responsible for the Minister of Word and Sacrament and the ministry there shall work collaboratively with the Administrative Commission.

6.3.5 When an Administrative Commission is in place, it shall report the status of its work to the Presbytery at regular intervals and upon completion of its work.

6.3.6 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:**

**7.1** 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 Committee, and at least one Minister of Word and Sacrament 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 at least two shall be racial/ethnic persons.

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## CHAPTER 8

### **The Corporation**

8.1 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.

8.2 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.

- 8.3 As permitted by Section 9210(b) of the California Corporations Code, the members of the Presbytery of San Francisco (Section 1.1 and Article 2 of By-Laws) shall be the Board of Directors of the corporation. From time to time and as specifically now or hereafter authorized in these Standing Rules, the Board of Directors may delegate certain of its corporate powers to a Board of Trustees (G-4.0101), always reserving the right of final review and decision to itself.

8.3.1 The Board of Trustees shall be the members of the Finance Property Oversight Committee which shall perform all of the duties required by the Bylaws, Standing rules, and the Book of Order according to the provisions of G-4.0101 regarding trustees..

8.3.2 Such responsibilities shall include (but not be limited to) the power to receive, hold, encumber, manage and transfer property, real or personal, for the corporation, provided that in buying, selling, and mortgaging real property, the trustees shall act only after the approval of the Board of Directors; to accept and execute deeds of title to such property; to hold and defend title to such property; and to manage any permanent special funds for the furtherance of the purpose specified and according to any restrictions.

- 8.4 The officers of the corporation shall be the Moderator of Presbytery (President), Vice-Moderator of Presbytery (Vice-President), Stated Clerk (Secretary), and Treasurer (Treasurer.) (If Co-Moderators, one shall be designated by Presbytery as President and one as Vice President of the Corporation.) Any two officers may sign any legal documents on behalf of the corporation as approved by the Board of Directors.

## CHAPTER 9

### Presbytery Personnel

- 9.1 Presbytery shall employ staff as needed for carrying out its vision for mission and conducting its affairs.
- 9.2 Exempt Presbytery personnel shall be elected by the Presbytery and include, but are not limited to, the Presbytery Pastor(s) for Mission and Vision and Stated Clerk.
- 9.2.1 The Presbytery Pastor(s) for Mission and Vision and Stated Clerk shall be accountable to the Presbytery through the Personnel Working Group.
- 9.2.2 Other exempt staff shall be accountable to the Presbytery through the immediate supervisor, and in consultation with the Personnel Working Group.
- 9.3 The non-exempt staff and contract staff shall be employed, compensated, and

supervised in accordance with Presbytery Personnel Policies (Operating Manual).

- 9.4 The Presbytery Personnel Policies shall include a system of performance planning and evaluation and a plan for personal development.

## CHAPTER 10

### **Amendments and Suspension of Rules**

- 10.1 Amendments to the Standing Rules shall be proposed to the Presbytery by the Presbytery Mission & Vision Leadership 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 may be amended by a 60% favorable vote of members present and voting.
- 10.2 A Manual of Operations shall be compiled by the Stated Clerk in consultation with MVL. Subsequent revision may be proposed to the Presbytery by the Stated Clerk, MVL, or relevant committee. Operating Manual documents can be amended by a simple majority vote at the second stated meeting following submission.
- 10.3 Bylaws may be amended as provided in the Bylaws. (2/3<sup>rd</sup> vote)
- 10.4 Standing Rule 2.8 and Chapter 12 may only be suspended upon notification in the Presbytery packet for the meeting and a three-fourths vote of members registered for the meeting. All other Standing Rules and Presbytery Policies may be suspended by a two-thirds vote of members present and voting upon notification of such a waiver request in the Presbytery packet for a specific meeting.

## CHAPTER 11

### **Presbytery Personnel**

- 11.1 Presbytery shall employ staff as needed for carrying out its mission and conducting its affairs.
- 11.2 Exempt Presbytery personnel shall be elected by the Presbytery and include, but are not limited to, the Presbytery Pastor(s) and Stated Clerk.
- 11.2.1 The Presbytery Pastor(s) and Stated Clerk shall be accountable to the Presbytery through the Personnel Committee.
- 11.2.2 Other exempt staff shall be accountable to the Presbytery through the immediate supervisor, and in consultation with the Personnel Committee.

- 11.3 The non-exempt staff and contract staff shall be employed, compensated, and supervised in accordance with Presbytery Personnel Policies (see Appendix H).
- 11.4 The Presbytery Personnel Policies shall include a system of performance planning and evaluation and a plan for personal development.

## CHAPTER 12

### **Amendments and Suspension of Rules**

- 12.1 Amendments to the Standing Rules shall be proposed to the Presbytery by Presbytery Mission & Vision Leadership. 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 may be amended by a 60% favorable vote.
- 12.2 New or revised or amendments to the Manual of Administrative Operations (Presbytery Policies) shall be proposed to the Presbytery by the relevant committee. The Manual and Policies can be amended by a simple majority vote at the second stated meeting following submission.
- 12.3 Standing Rule 8 and Chapter 10 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 of members present and voting upon notification of such a waiver request in the Presbytery packet for a specific meeting.

**MANUAL OF ADMINISTRATIVE OPERATIONS**  
**INCLUDING POLICIES**

## I. MISSION AND VISION LEADERSHIP

### Additional Responsibilities

- I.A. .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.
- I.B. To encourage coordination and communication, each MVL member may act as liaison to one or more Presbytery committee or working group.
- I.C. The MVL will delegate some of its responsibilities to Working Groups as defined in Section II.
- I.D. 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.

## II. Working Groups

The purpose of Working Groups is generally to fulfill an administrative purpose in the life of the Presbytery. Working Groups are created by and are accountable to the Mission & Vision Leadership Committee or other committees.

- II.A. Members may be teaching elders ministers 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.
- II.B. Members of working groups of the MVL are nominated by the MVL and elected by Presbytery. The ongoing working groups of the MVL are Communications, Partnership, and Presbytery Meetings.
- II.C. Members of working groups of other committees are nominated by the committee and elected by Presbytery.
- II.D. **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.

- II.D.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.
- II.D.2 The Presbytery shall elect up to seven members of this working group.
- II.E. 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.
- II.E.1 This working group assists the Mission & Vision Leadership in fulfilling the responsibilities shown in 3.1.3 and 3.1.4.
- II.E.2 The Presbytery shall elect up to fifteen members of this working group.
- II.F 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.
- II.F.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.
- II.F.2 The Presbytery shall elect up to seven members of this working group.
- II.F.3 The Presbytery Moderator, Vice Moderator and Stated Clerk serve ex-officio with voice and vote.