

PRESBYTERY OF SAN FRANCISCO

Presbyterian Church (U.S.A.)

STANDING RULES

Approved June 5, 2018

Amended February 2019

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MANUAL OF ADMINISTRATIVE OPERATIONS AND APPENDICES (pending revision)

Policies and Procedures reviewed by committees and approved by Presbytery

Adopted by Presbytery

Manual of Administrative Operations (G-3.0106)

Appendix A	Presbytery §____ Sections Relocated from Previous Standing Rules	Focus & Priorities Nov. 10, 2009 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
Appendix K	<i>Finance & Property Oversight §____</i>	<u>(under review)</u>
Appendix L	<i>Budget Process §____</i>	<u>(under review)</u>

References to the Book of Order are cited from the 2023-2025 version and noted as G or F-reference #.

These Standing Rules supersede any previously adopted.

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 of the San Francisco Presbytery, a California religious corporation (“Corporation”).
- 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), members of permanent committees, and members of the Permanent Judicial Commission shall be elected. The Moderator and Vice Moderator (or Co-Moderators) shall ordinarily assume office on January 1 following election. The Moderator and Vice Moderator (or Co-Moderators) shall be installed at the next meeting of Presbytery following election. New corporate officers shall assume their corporate duties upon 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 Chair 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 quorum (at the time of the vote) and a two-thirds vote of those present.
- 1.9 **Special meetings** may be called by the Coordinating Cabinet 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. The meeting may be held electronically. Notice of time, place and matter(s) to be considered 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 in validated ministries and at least an equal minimum number of ruling elder commissioners together representing at least ten congregations.
- 1.11 **Electronic Meetings.** Meetings of Presbytery, Committees, Commissions, Working Groups, and other groups provided for by the Presbytery, may meet electronically, provided all members receive at least one-week prior notification of the meeting, business before the meeting, instructions for joining the meeting, and may hear other participants in real time and may participate in real time.

CHAPTER 2

Presbytery Officers

- 2.1 The term of office of the **Moderator and Vice Moderator** (or Co-Moderators) shall ordinarily be from January 1 after the meeting at which they are elected to the commencement of their successor's term. The Moderator and Vice Moderator shall serve one-year terms. Co-Moderators shall serve staggered two-year terms.
 - 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 the Coordinating Cabinet shall appoint a Moderator pro-tem to convene and moderate the meeting. G-3.0104
 - 2.1.2 Should the offices of Moderator and Vice Moderator (or Co-Moderators) become vacant due to resignation, death, disability or otherwise unable to act, such vacancies shall be filled by the provisions of 4.9.
 - 2.1.3 The Moderator shall serve as Vice President of the Corporation. If Co-Moderators are elected, one shall be designated by Presbytery as Vice President of the Corporation.
 - 2.1.4 The Moderator and Vice Moderator (or Co-Moderators) shall be members of the Coordinating Cabinet with voice and vote.
- 2.2. **Executive Presbyter.** The Presbytery shall call and elect an Executive Presbyter through a search and call process established by the Personnel Committee. The Executive Presbyter shall serve as head of staff, subject to oversight by the

Personnel Committee. The Executive Presbyter serves at the pleasure of the Presbytery, in accordance with G-3.0110. The Executive Presbyter shall be the President and ex officio chief executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation subject to any consents or approvals as may be required under these Standing Rules or the Constitution of PC(USA). The President may sign, with the secretary or any other proper officer of the Corporation authorized by the Coordinating Cabinet or Standing Committee, any deeds, mortgages, bonds, contracts or other instruments that the Coordinating Cabinet or Standing Committee has authorized to be executed, except in cases where the signing and execution thereof has been specially designated in the Bylaws or Standing Rules or by statute to some other officer or agent of the Corporation; and in general the Executive Presbyter shall perform all duties incident to the office of the chief executive officer and such other duties as may be prescribed from time to time by the board of directors.

- 2.3 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. The Stated Clerk shall serve as Secretary of the Corporation and as the corporate Secretary shall keep or cause to be kept the minutes of the meetings of the board of directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of the Bylaws and these Standing Rules or as required by law; be custodian of the corporate records and of the seal of the corporation; see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of the Bylaws; and in general perform all duties incident to the office of secretary and such other duties as pertain to the office or as prescribed from time to time by the board of directors of the Corporation.
- 2.3.1 If the Stated Clerk is unable to perform the duties of the office, the Coordinating Cabinet in consultation with the Personnel Committee shall appoint an Acting Stated Clerk.
- 2.3.2 The Personnel Committee shall provide for a **Recording Clerk** who shall be responsible for recording the minutes of presbytery meetings for the Stated Clerk.
- 2.3.3 The Stated Clerk shall perform the duties as stated in the Constitution and the Presbytery's job description. The Stated Clerk shall be a member of the Coordinating Cabinet, with voice and vote. The Stated Clerk shall be an ex-officio member, with voice but without vote, of the Finance and Property Committee.

2.3.3.1 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 Administrative Operations.

2.4 The term of office of the **Treasurer** shall be up to three years and they 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. If the Treasurer is unable to perform the duties of the office, the Coordinating Cabinet shall provide for the temporary service of an Acting Treasurer. The Treasurer shall serve as the chief financial officer of the Corporation.

2.4.1 The Treasurer shall be responsible for all funds of Presbytery, when so designated.

2.4.2 The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions. The Treasurer shall send or cause to be given to the directors such financial statements and reports as are required to be given by law, by the Bylaws or these Standing Rules or by the Coordinating Cabinet. The books of account shall be open to inspection by any member of the Coordinating Cabinet as a director of the Corporation at all reasonable times.

2.4.3 The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Coordinating Cabinet may designate; shall disburse the Corporation's funds as the Coordinating Cabinet may order; shall render to the president, chairman of the board and the board, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation; and shall have such other powers and perform such other duties as the Coordinating Cabinet, the Bylaws or these Standing Rules may prescribe.

2.4.4 The Treasurer shall perform the responsibilities noted above in consultation with the Chair of the Finance and Property Committee and with the Executive Presbyter.

2.4.5 The Treasurer shall be an ex-officio member, with voice but without vote, of the Finance and Property Committee

2.4.6 The Treasurer shall be a member of the Coordinating Cabinet with voice and vote.

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 presently serving on the committee, commission or other group.
- 3.4 All committees, commissions and other groups (except for Nominating) shall have the right to elect their own chairs/moderator(s) and report such action to the Presbytery, and 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 requirements for an electronic meeting of Presbytery shall be consistent with Section 1.11, and may not apply to emergency meetings.
- 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 Any Committee or Commission may recruit other members of Presbytery and congregations to assist in specific tasks and responsibilities.
- 3.9 No Committee or Commission which has had constitutional powers delegated to it may delegate that power to another group.

CHAPTER 4

Standing Committees

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

{For purposes of these Standing Rules, Commissioned Pastors/Commissioned Ruling Elders shall be considered as “Ruling Elders” for equalization requirements.}

- 4.1 The Presbytery may establish and staff such standing committees as it deems necessary to fulfill its mission of creating and sustaining vital congregations. (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 elected by the Committee/ Commission/ Working Group may serve up to four one-year terms.
 - 4.1.5 Members of all Standing Committees (except the Nominating Committee), shall be nominated by the Nominating Committee and elected by Presbytery.
 - 4.1.5.1 Standing Committees may recruit additional members beyond those specified in these Standing Rules provided additional members are reported to the Nominating Committee for election by the 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 Executive Presbyter and Stated Clerk are ex-officio members of Standing Committees unless otherwise stated.
 - 4.1.9 Any committee may appoint persons to and/or delegate some of its work to 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 Coordinating Cabinet¹

- 4.2 The Coordinating Cabinet is responsible for the overall mission of the Presbytery. It shall serve as the coordinating body for all Committees of the Presbytery, providing a forum for reporting on the work of Committees, approving proposed actions going to the Presbytery, making recommendations to the Presbytery

¹ The word “Cabinet” is used instead of “Council” because the Book of Order uses “Council” exclusively to refer to the 4 governing bodies of the denomination.

regarding proposals for actions by the presbytery, setting the docket for Presbytery meetings, acting as the Presbytery on exigent and imminent matters or matters assigned or delegated by the Presbytery, between meetings of the Presbytery, and providing oversight and accountability for all Committees of the Presbytery. Subject to the Constitution of the PC(USA), Articles of Incorporation, Bylaws, and Standing Rules, the Coordinating Cabinet has the following responsibilities and powers:

- a. Recommend to Presbytery the Standing Committee structure and staff design that is best suited to realize the mission and vision priorities.
- b. Promote partnerships among congregations and between congregations and ministries, including New Worshiping Communities.
- c. Expand the understanding in the Presbytery of its diversity and its gifts toward the goal of more vital congregations.
- d. Develop strategies for Presbytery-wide communications- especially the ministries of particular congregations.
- e. Tell the story of the mission and ministries of the Presbytery;
- f. Review the Budget proposals from Finance and Property Committee at its August/September meeting, make proposals for modifications, and approve the Budget to go to the November/December meeting of Presbytery.
- g. Nominate to Presbytery members of the Nominating Committee (and its chair) and the Visioning Team (as provided for in Sec. 4.3.1), reflecting the diversity of Presbytery.
- h. It may create and dissolve such working groups, task forces, commissions and other groups necessary to carry out the mission priorities of the presbytery, reporting all such actions to Presbytery.
- i. **Corporate Authority.** Subject to the provisions of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, the Constitution of the PC(USA), Articles of Incorporation, Bylaws, and Standing Rules (“Governing Documents”) the business and affairs of the Corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Coordinating Cabinet acting as the board of directors. Without prejudice to these general powers, and subject to the same limitations, the board of directors shall have power to:
 - 1) Select and remove all officers, agents and employees of the corporation; prescribe any powers and duties for them that are consistent with law and with the Governing Documents; and fix their compensation in consultation with the Personnel Committee.
 - 2) Change the principal executive office or the principal business office in the State of California from one location to another; cause the corporation to be qualified to do business in any other state, territory, dependency or country and conduct business within or outside the State of California; and designate any place within or outside the State of California for the holding of any meeting or meetings, including annual meetings.

- 3) Borrow money and incur indebtedness on behalf of the Corporation and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations and other evidences of debt and securities.
- 4). The Coordinating Cabinet, except as otherwise provided in the Governing Documents, may authorize any officer or officers, or any agent or agents, to enter into any contract or execute any instrument in the name and on behalf of the Corporation, and such authority may be general or confined to specific instances; and unless so authorized by the board of directors, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or in any amount.

4.2.1 Members of the Coordinating Cabinet shall be Ministers of Word and Sacrament and ruling elders (each with voice and vote). The Coordinating Cabinet shall consist of the following members: Chair/Co-Chair (one person) of each Standing Committee (except for the Visioning Team and the Bills and Overtures Committee) or their appointed representative;; Immediate Past Moderator (Co-Moderator)—who shall be Moderator of the Cabinet—and current Moderator and Vice Moderator/Co-Moderators; three At-Large members selected to staggered three-year terms, nominated by the Nominating Committee—with emphasis on balancing the Cabinet for size of churches represented, geography of churches represented, specialized ministries, as well as representation of racial and ethnic constituencies as provided for in F-1.0404. The Executive Presbyter, Stated Clerk and Treasurer shall be ex officio members with voice and vote.

A member of the Visioning Team shall attend Coordinating Cabinet meetings with voice but without vote.

- 4.2.2 The Coordinating Cabinet shall convene at least quarterly, ordinarily at least three weeks prior to the Presbytery meeting.
- 4.2.3 If there are good and sufficient reasons or time constraints or other exigent circumstances, the Coordinating Cabinet may act as a commission of Presbytery, provided the provisions of G-3.0109 and 3.0109b are observed.
- 4.2.4 The Coordinating Cabinet shall receive, review and recommend to Presbytery action on all matters related to the Corporation. The Cabinet may authorize Officers to sign documents not requiring legal advice.
- 4.2.5 The Presbytery Legal Counsel shall report to the Cabinet and be directed between meetings of the Cabinet by the Executive Presbyter or other corporate officers as designated by the Coordinating Cabinet from time to time

4.3 Visioning Team

- 4.3 The Visioning Team (equivalent of a Committee) shall provide strategic vision and direction to help the Presbytery become aware of and respond to emerging shifts in theological and cultural understandings—and propose “best practices” for creatively addressing such changes.
- 4.3.1 The Committee shall be composed of 9 individuals elected in three staggered three-year terms, with the Executive Presbyter, the Presbytery Cabinet, and the Nominating Committee nominating one individual per each staggered term. All members shall be elected by Presbytery. In addition, the Executive Presbyter shall serve on the Committee with voice and vote.
 - 4.3.2 The Committee shall regularly lead the whole Presbytery in conversations about our mission and vision and recommend to the Presbytery Cabinet priorities for actions consistent with that vision.
 - 4.3.3 The Committee shall regularly engage the Presbytery in conversations about emerging shifts in theological and cultural understandings and how the Presbytery might address them.
 - 4.3.4 Assist the Presbytery in carrying out the challenges of being a Matthew 25 Presbytery.
 - 4.3.5 Provide workshops, gatherings, and opportunities for pastors and congregations, introducing emerging authors and influencers in the areas of theology and the church.
 - 4.3.6 Act as a Committee for evaluating and providing a program audit of the existing and planned mission of the Presbytery—and recommending to the Presbytery Cabinet ways the Presbytery could more effectively carry out its ministry mission.
 - 4.3.7 This Committee shall have no authority or responsibilities except as provided for above, but it shall have its own budget line item.
 - 4.3.8 The Committee shall select a member to attend Cabinet meetings, without vote.

4.4 Committee on Ministry (COM):

- 4.4 The purpose of the Committee on Ministry is to enable the Presbytery to fulfill the responsibilities and powers assigned to the Presbytery by G-3.0301, G- 3.0303 and G-3.0307, except those assigned to another committee. It MAY function as a commission of the Presbytery when engaged in the following functions:
- a. Examining and receiving Ministers of the Word and Sacrament into membership in the Presbytery.

- b. Approving all calls and changes in terms of call.
- c. Validating Ministries.
- d. Approving Ordination and Installation Commissions.
- e. Visiting congregations reported to be affected with disorder, inquiring into and settling difficulties (respecting G-3.0303d. and e. and 3.0109b.(5)).
- f. Designating moderators of sessions/congregations without installed pastors and/or when an installed pastor is unable to designate a moderator—and may designate a Ruling Elder as Moderator for a single meeting when circumstances dictate.

Any or all of the above actions must be reported at the next meeting of the Presbytery.

- 4.4.1 Presbytery shall elect up to 18 members to the Committee on Ministry. Half of these shall be Ministers of Word and Sacrament and half Ruling Elders.
- 4.4.2 The Committee as a whole shall meet at least **annually** to review policy and procedures, receive training, and plan for its work.
- 4.4.3 The Committee may meet in smaller groupings, to facilitate fulfilling its responsibilities.
- 4.4.4 The Committee shall be governed by Presbytery's adopted Operating Manual and denominational guides and handbooks.
- 4.4.5 The Committee may form a Coordinating Team which shall include at least one member of a smaller grouping and presbytery staff liaison. The Coordinating Team may organize agendas, plan future meetings, and make recommendations to the full committee, but shall not make decisions on its own or override decisions made by the full committee.
- 4.4.6 The Committee shall fulfill all assignments required of it by the Presbytery's Sexual Misconduct Prevention Policy. The Committee shall provide for a Sexual Misconduct Prevention Response Team per the requirement of the Sexual Misconduct Prevention Policy. The Policy will be reviewed and updated as needed. The Office of the Stated Clerk and the Committee on Ministry will be responsible for the monitoring, implementation and enforcement of the Policy.

- 4.4.7 Certain working groups, including the Commissioned Pastors/Elders Working Group and the Mediation Management Working Group, fall under the auspices of COM and each working group shall have at least one member of COM on it.

a. Commissioned Pastors/Elders Working Group.

The Committee shall create, in cooperation with the Committee on Preparation for Ministry (CPM), the Commissioned Pastors/Elders Working Group to oversee the education, training, placement, mentoring, and oversight of Commissioned Pastors/Elders. Members are elected through the Nominating Committee with COM and CPM each providing at least one representative to the Working Group. The COM representative shall ensure their involvement when and where necessary—including examination for membership before the Presbytery.

This Working Group is accountable to the COM and CPM and shall provide copies of its Minutes to those Committees. It shall provide its budget recommendations to COM.

It shall create and maintain a manual of policies and procedures approved by COM and CPM. Any changes to this manual must be approved by COM and CPM to assure consistency with their procedures. COM may direct that the manual be updated to align with COM policies.

It shall keep a detailed list of Commissioned Pastors/Elders with their date(s) of Commissioning and meetings with supervisors.

b. Mediation Management Working Group.

The COM shall cause to be formed a Mediation Management Working Group of persons trained (or to be trained) in Conflict Management Skills and Mediation. Members shall be named by the COM and the Team shall be accountable to the COM and funds provided through the COM budget for training and expenses. Presbytery shall assign a staff person to this team.

The task of this team is to provide skilled, sensitive intervention when conflict emerges within congregations. Ideally the Team shall be invited to come alongside the congregation/session/pastor—but may intervene under the provisions of the Book of Order and when so assigned by the COM.

4.5 Committee on Preparation for Ministry (CPM):

- 4.5 The purpose of the Committee on Preparation for Ministry is to prepare candidates for ordination as Ministers of Word and Sacrament. Its responsibilities include:

- a. Enter into covenant relationship with applicants, inquirers and candidates preparing for the ministry of Word and Sacrament. This includes meeting with them at least annually.
 - b. Help prepare Inquirers for examination on the floor of presbytery and present them, with recommendation, for examination to become Candidates.
 - c. When appropriate, recommend transfer of Covenant Relationship.
 - d. When appropriate, recommend ending the Covenant Relationship.
 - e. Certify candidates as ready for examination and report the certification to Presbytery.
 - f. Be a part of the process for preparing Ruling Elders to become Commissioned Pastors/Commissioned Ruling Elders.
- 4.5.1 Presbytery shall elect up to twelve persons for membership on the **CPM**. Half of these shall be Ministers of Word and Sacrament, and half shall be ruling elders.
- 4.5.2 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.
- 4.5.3 **Commissioned Pastors/Commissioned Ruling Elders Working Group (see Sec. 4.4.7a)**

The Committee shall help create, in coordination with the Committee on Ministry, the Commissioned Pastors/Commissioned Ruling Elders Working Group to oversee the education, training, placement, and mentoring, and oversight of Commissioned Pastors/Commissioned Ruling Elders. It shall provide at least one representative to the Working Group. This representative shall ensure the Committee's involvement when and where necessary—including examination for Certification.

4.6 Healthy Congregations Committee

- 4.6 The purpose of the Healthy Congregations Committee is to provide resources and support for creating thriving congregations engaged in meaningful ministry and mission in their corner of God's vineyard. Working with the Stated Clerk, the Committee shall be responsible for the provisions of G-3.0106. The first task of this Committee will be to create its definition of healthy congregations.
- a. The Committee shall have tri-annual assessments with Sessions, and once a year share a report on the outcome of these visits to the Committee on Ministry (COM).
 - b. The Committee shall assist congregations in finding local and national resources that aid in developing a healthy congregation; i.e. workshops, seminars, websites, specialists, etc. This information will be provided to all

Clerks of Session, Commissioned Pastors, and Ministers of the Word and Sacrament.

- c. The Committee shall encourage leadership development by identifying existing leadership training/church development opportunities or creating new events. They will also encourage Pastors and congregations to participate in said events as well as assist them (as able) in finding funding to attend.
- d. In collaboration with COM, the Committee shall assist congregations in preparing and carrying out mission studies and the formulation of mission strategy, including discernment of the kind of leadership the congregation needs to be healthy.
- e. The Committee shall receive grant and loan applications from congregations and, in consultation with COM, make recommendations to Finance and Property Committee.
- f. The Committee shall coordinate with the COM and the Finance and Property Committee, as well as with the Executive Presbyterian staff on its work with congregations. As/when necessary (and in cooperation with the COM), the committee may recommend intervention by the Mediation Management Working group. The committee may recommend the formation of an Administrative Commission to investigate difficulties, assist Sessions, or help congregations explore the possibility of closure.

- 4.6.1 Presbytery shall elect up to twelve persons for membership on the Healthy Congregations Committee, following all the guidelines of the Presbytery. One member may be assigned from the COM.

4.7 Finance and Property Committee (FPC):

- 4.7 The purpose of the Finance and Property Committee (Trustees) is to provide fiduciary oversight of the finances and property of the Presbytery to ensure wise and appropriate stewardship of such resources. G-4.0201 “The property of the Presbyterian Church (U.S.A.), of its councils and entities of its congregations, is a tool for the accomplishment of the mission of Jesus Christ.” The Committee shall perform the following responsibilities under the provisions of Sec. 8.3:

- a. Create and implement a budgeting process that engages all Committees and Working Groups—and present (through the cabinet) to the Fall meeting of Presbytery, a proposed budget for the coming year—with the Presbytery approving the final budget at its final meeting of the year.
- b. Oversee income and expenses relative to the annual budget, report financial status at each Presbytery meeting, recommend budget adjustments/revisions;
- c. Develop fiduciarily responsible internal controls.
- d. Recommend to the Cabinet the Presbytery Per Capita Apportionment required by the proposed budget presented to the Presbytery for approval.

- e. Develop procedures and oversee the expenditures of special funds, designated gifts and grants.
 - f. Assist congregations or Presbytery committees with budget and financial/internal controls when requested or needed.
 - g. Oversee capital assets, including real property used by congregations in accordance with G-4.02.
 - h. Secure prudent and reasonable levels of insurance for the Presbytery including Errors and Omissions Coverage, Employment Practices Liability, and Officers and Directors Insurance--and report amount of coverage and carrier(s) to presbytery at least annually.
 - i. Recommend loan approvals, lease agreements, etc., and advise congregations regarding property use and management.
 - j. Provide the Healthy Congregations Committee a quarterly accounting of all grants and loans to congregations.
 - k. Coordinate with the Healthy Congregations Committee and/or Committee on Ministry, and with the Executive Presbyter on its work supporting congregations.
 - l. Arrange for an annual full financial review in consultation with the Coordinating Cabinet and present the results for Presbytery review and adoption. (G-3.0113).
- 4.7.1 Presbytery shall elect up to fifteen persons for membership on the **Finance and Property Committee**. Half of these shall be Ministers of Word and Sacrament and half shall be Ruling elders. The Executive Presbyter, Treasurer and Secretary of the Corporation (Stated Clerk) shall be ex-officio members, with voice but without vote.
- 4.7.2 The Presbytery shall not consider any proposal that will change the budget(s) of the Presbytery without prior consultation with the Finance and Property Committee or Coordinating Cabinet.
- 4.7.3 Consistent with 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 assist congregations in the acquisition, construction, renovation, or disposition of property.
- 4.7.4 The Committee shall receive, review and recommend to Presbytery through the Coordinating Cabinet actions related to property and finance, and no legal documents pertaining to finance and/or property will be executed by the officers on behalf of Presbytery without review by an attorney---and recommendation by the committee when time permits.

4.8 **Personnel Committee**

- 4.8 The purpose of the Personnel Committee is to provide support and oversight for all administrative staff and to supervise the Executive Presbyter on behalf of the Presbytery. The Stated Clerk shall be accountable to the Presbytery through the Transitional Executive Presbyter, and then through the Personnel Committee.
- 4.8.1 It shall develop a Personnel Policy Manual and an Employee Handbook and shall recommend needed changes in such policies and Handbook. Consistent with G-3.0110, it shall make provision in the Manual of Administrative Operations (3.0106) for the process of electing Executive staff and hiring of other staff, the description of responsibilities of the positions, the method of performance review and the manner of termination of employment. It shall develop and recommend salary ranges and annual salary adjustments, and oversee annual performance reviews.
- 4.8.2 Presbytery shall elect up to seven members to this Committee. The Executive Presbyter shall be an ex-officio member of the Committee with voice but without vote.
- 4.8.3 The Committee shall fulfill all Book of Order (F-1.0403, G-3.0106) and regulatory requirements regarding equal employment opportunity and the principles of inclusiveness and diversity.
- 4.8.4 The Executive Presbyter shall supervise all Presbytery employees.

4.9 Nominating Committee

- 4.9 The purpose of the Nominating Committee is to nominate officers, the members 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 The Committee shall fill vacancies on committees, commissions and Moderator/Vice Moderator (or Co-Moderators) in a timely manner, welcoming nominations from committees or commissions.
- 4.9.2 The Committee shall maintain a table of positions to be filled along with names of Committee members for the previous nine years.
- a. The Committee shall work with Presbytery staff to create and maintain a list of all ordained pastors, Commissioned Pastors/Commissioned Ruling Elders, and clerks of session—identifying their congregational affiliation and contact information. This information may be shared with the Committee on Ministry, Committee on Preparation for Ministry, New Worshiping Communities Committee, Healthy Congregations Committee, and the Committee on Representation, Belonging and Empowerment.

- 4.9.3 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.
- 4.9.4 The Committee shall seek potential nominees without prejudicial regard to theological perspective (other than consistent with the Reformed tradition), race, ethnic origin, age, sex, physical limitations, gender identity, or geography. The committee shall consult regularly with the Committee on Representation, Belonging and Empowerment.
- 4.9.5 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.
- 4.9.6 The members and moderator of the Nominating Committee shall be nominated by the Coordinating Cabinet and elected by the Presbytery.

4.10 Committee on Representation, Belonging and Empowerment (CORBE)

- 4.10 The purposes of the Committee on Representation, Belonging and Empowerment 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.
- 4.10.1 Presbytery shall elect up to nine persons for membership on the Committee on Representation, Belonging and Empowerment.
- 4.10.2 The committee shall consult regularly with Presbytery's Nominating Committee and Personnel Committee.

4.11 Bills and Overtures Committee

- 4.11 The purpose of the Bills and Overtures Committee is to review overtures to the General Assembly and Proposed Amendments from the General Assembly and to offer recommendations for Presbytery action. The Committee shall recommend amendments to the Standing Rules to reflect amendments to the Constitution.
- 4.11.1 The Committee shall consist of the commissioners and Advisory Delegates to the most recent General Assembly with the Stated Clerk as staff.
- 4.11.2 If there are fewer than four commissioners available for service, the Stated Clerk may appoint sufficient numbers of commissioners from the next most recent General Assemblies to ensure at least four members on the Committee.
- 4.11.3 This Committee has no representation on the Coordinating Cabinet.

4.12 New Worshiping Communities Committee

4.12 The New Worshiping Communities Committee shall oversee the formation of all New Worshiping Communities (NWC) (as in G-3.01301b), shall monitor NWC's through the various stages of formation and operation, shall evaluate and recommend to Presbytery the ministries of the NWC's including (in cooperation with the Finance and Property Committee) the need for financial support and ways to incorporate the NWC's into the life of the Presbytery.

4.12.1 All proposals (including financial) for NWC's shall be approved by this Committee and reported to the Presbytery.

4.12.2 This Committee shall consist of nine members, elected by Presbytery. The numbers of Ministers of Word and Sacrament and members of congregations do not have to be equal. Members shall be elected to staggered three-year terms and no member may serve for more than six consecutive years.

4.12.3 In addition, the Committee shall include one person from the Committee on Ministry (COM) who shall be voting members.

a. This person shall ensure the involvement of COM where appropriate and necessary in the selection and mentoring of pastoral leadership for NWC's. The Committee shall seek the services of a member of Healthy Congregations Committee when a NWC is seeking to transition to a chartered congregation.

4.12.4 Presbytery shall provide staffing for this Committee.

4.12.5 If a NWC determines it desires to become a congregation of the Presbyterian Church (U.S.A.), this Committee shall request of the Coordinating Cabinet permission to form an Administrative Commission for working with the NWC toward chartering as a congregation.

4.12.6 The work of the Committee shall be regularly reviewed by the COM and Healthy Congregations Committee to ensure that it aligns with COM and Healthy Congregations Committee policies and procedures.

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 Coordinating Cabinet or 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 **Commissions, 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 Members may be Ministers of Word and Sacrament or members of congregations and ordinarily serve three-year, renewable terms.

5.2 **Presbytery Meeting Working Group.** The Cabinet shall appoint up to six people to plan and coordinate Presbytery meetings.

5.3 **Partnerships and Justice Working Group.** The Cabinet shall appoint up to six people to the Working Group.

CHAPTER 6

Commissions, Ongoing 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 Church Discipline provisions in the Constitution (Church Discipline).

6.1.1 There shall be at least nine members of the Presbytery PJC. Election and terms of officers shall be as defined by Church Discipline. In addition, at the beginning of each term, the PJC shall elect an alternate moderator and an alternate clerk to serve if/when the moderator and/or clerk are not available to serve.

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 Church Discipline ([D-7.0501](#)) 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 Church Discipline.

6.1.4 Decisions of the Permanent Judicial Commission are included in the minutes of the Presbytery and are part of the Presbytery's permanent record. Other records from judicial proceedings shall be saved for a minimum of five years.

6.2 Session Records Review Commission

- 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. Failure to present records for three consecutive years shall result in an automatic Administrative Commission to assume original jurisdiction of the session.
- 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. These procedures shall be included in the Manual of Operations.

6.3 Other Administrative Commissions

- 6.3 The Presbytery may form other commissions (G-3.0109b) to consider and conclude matters referred to it. Presbytery shall state specifically 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 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 Coordinating Cabinet 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 4.6.f 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 of that congregation 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 and process 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 Committee or the Coordinating Cabinet, 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 Committee (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. They shall be nominated by the Nominating Committee.

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. These Standing Rules shall be consistent with the Bylaws and Articles of Incorporation. The Stated Clerk shall review the Standing Rules every five years for conformity with the Bylaws.
- 8.3 As permitted by Section 9210(b) of the California Corporations Code, the Coordinating Cabinet of the Presbytery of San Francisco (Section 4.2 and Article 2 of Bylaws) 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 and Property 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 are provided in Chapter 2 of these Standing Rules.

CHAPTER 9

Presbytery Personnel

- 9.1 Presbytery shall employ staff as needed to carry out its vision for mission and conduct of its affairs.

- 9.2 Presbytery personnel who are elected by the Presbytery shall include, but not be limited to, the Executive Presbyter and Stated Clerk.
- 9.2.1 The Executive Presbyter and the Stated Clerk shall be accountable to the Presbytery through the Personnel Committee.
- 9.2.2 Other staff shall be accountable to the Presbytery through the immediate supervisor, and in consultation with the Personnel Committee.
- 9.3 Presbytery staff shall be employed, compensated, disciplined and terminated in accordance with the Presbytery Employee Handbook and the Manual of Administrative Operations.
- 9.4 The Presbytery Personnel Policies and Employee Handbook 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 Coordinating Cabinet. 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 at the second stated meeting.
- 10.2 A Manual of Administrative Operations shall be compiled by the Stated Clerk in consultation with the Coordinating Cabinet. Subsequent revision may be proposed to the Presbytery by the Stated Clerk, Coordinating Cabinet, 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 for in the Bylaws. (2/3rd vote)
- 10.4 Standing Rules, except for those that pertain to corporate governance and legal requirements, may only be suspended upon notification in the Presbytery packet for the meeting and a three-fourths vote of members registered and in attendance at the meeting. 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.