

PRESBYTERY of CAYUGA-SYRACUSE
Theological Principles of Operation, Bylaws, Standing Rules

Adopted 6/22/2023
Last Amended 9/16/23

Theological Principles

*I am the true vine and my Father is the vinegrower . . .
Abide in me as I abide in you.*

Just as the branch cannot bear fruit by itself unless it abides in the vine, neither can you unless you abide in me.

I am the vine, you are the branches.

Those who abide in me and I in them bear much fruit, because apart from me you can do nothing. (John 15:1, 4-5 NRSV)

In his departing words, our Lord Jesus Christ commanded his followers to fulfill the Great Commission as found in Matthew:19-20. "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age."

We remember that Jesus is with us, directing us and guiding us as we strive to continue his work on earth.

We remember that we are part of the larger Church, to which we are called, established by God to be Christ's hands and feet in the world.

We remember that Christ is the Head of the Church, and so we seek to follow his direction, using the gifts of the Spirit which we are so freely given, and fulfilling our vows to serve God's people with energy, intelligence, imagination, and love.

In the spirit of loving service, the Presbytery of Cayuga-Syracuse has adopted the Matthew 25 Initiative of the Presbyterian Church of the United States of America (PCUSA).

³¹ 'When the Son of Man comes in his glory, and all the angels with him, then he will sit on the throne of his glory. ³² All the nations will be gathered before him, and he will separate people one from another as a shepherd separates the sheep from the goats, ³³ and he will put the sheep at his right hand and the goats at the left. ³⁴ Then the king will say to those at his right hand, "Come, you that are blessed by my Father, inherit the kingdom prepared for you from the foundation of the world; ³⁵ for I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me, ³⁶ I was naked and you gave me clothing, I was sick and you took care of me, I was in prison and you visited me." ³⁷ Then the righteous will answer him, "Lord, when was it that we saw you hungry and gave you food, or thirsty and gave you something to drink? ³⁸ And when was it that we saw you a stranger and welcomed you, or naked and gave you clothing? ³⁹ And when was it that we saw you sick or in prison and visited you?" ⁴⁰ And the king will answer them, "Truly I tell you, just as you did it to one of the least of these who are members of my family,^[a] you did it to me." ⁴¹ Then he will say to those at his left hand, "You that are accursed, depart from me into the eternal fire prepared for the devil and his angels; ⁴² for I was hungry and you gave me no food, I was thirsty and you gave me nothing to drink, ⁴³ I was a stranger and you did not welcome me, naked and you did not give me clothing, sick and in prison and you did not visit me." ⁴⁴ Then they also will answer, "Lord, when was it that we saw you hungry or thirsty or a stranger or naked or sick or in prison, and did not take care of you?" ⁴⁵ Then he will answer them, "Truly I tell you, just as you did not do it to one of the least of these, you did not do it to me."

In adopting this initiative, the Presbytery has acknowledged and embraced the unity of humanity in all its forms and variety; it has resolved to follow Christ's radical call of inclusion and service by reaching out to those whom others would reject.

We adopt the spirit of 1 Corinthians 12, to wit:

12For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. 13For in the one Spirit we were all baptized into one body – Jews or Greeks, slaves or free – and we were all made to drink of one Spirit.

14Indeed, the body does not consist of one member but of many. 15If the foot would say, "Because I am not a hand, I do not belong to the body," that would not make it any less a part of the body. 16And if the ear would say, "Because I am not an eye, I do not belong to the body," that would not make it any less a part of the body. 17If the whole body were an eye, where would the hearing be? If the whole body were hearing, where would the sense of smell be? 18But as it is, God arranged the members in the body, each one of them, as he chose. 19If all were a single member, where would the body be? 20As it is, there are many members, yet one body. 21The eye cannot say to the hand, "I have no need of you," nor again the head to the feet, "I have no need of you." 22On the contrary, the members of the body that seem to be weaker are indispensable, 23and those members of the body that we think less honorable we clothe with greater honor, and our less respectable members are treated with greater respect; 24whereas our more respectable members do not need this. But God has so arranged the body, giving the greater honor to the inferior member, 25that there may be no dissension within the body, but the members may have the same care for one another. 26If one member suffers, all suffer together with it; if one member is honored, all rejoice together with it.

We as a Presbytery move forward with a structure in conformity with the Constitution of the Presbyterian Church of the United States of American, with revised By-laws and Operating Principles, and with a commitment to recognize our essential unity with one another in service to Christ's calling.

Article I – Name

This organization is known as the Presbytery of Cayuga-Syracuse, incorporated on September 18, 1956, pursuant to Section 15 of the Religious Corporation Law of the State of New York, as filed in the County of Onondaga, State of New York, on October 9, 1956. It is the successor corporation to the former Presbytery of Cayuga and the former Presbytery of Syracuse. The Presbytery is organically a part of the Presbyterian Church (USA), whose corporate offices are in Louisville, Kentucky, and the Synod of the Northeast (or successor organization), whose corporate offices are in Syracuse, New York.

Article II – Relationships

Presbyterian congregations (PC(USA) and Joint Witness) agree to be part of a Presbytery together.

PC(USA) Presbyterians share a common theology with other Protestant Churches (ELCA Lutherans, UMC Methodists, UCC Congregationalists, RCA Reformed Churches) or established by By-Laws and Articles of Agreement with ABC Baptist, DC Disciples, and PECUSA Episcopal congregations. What unites Cayuga-Syracuse as a Presbytery is our faith in the Triune God, trust (hope) in one another, and shared desire for connection (love) in communion, mission, worship, fellowship, and accountability. While differing interpretations and cultures are present in each congregation's identity, what affects any one congregation affects the whole Presbytery, the mission, preaching, ministry, and sacraments of each are indicative of the whole of the Presbytery. Therefore, the many congregations are not alone or in competition with one another but sharing strengths and weaknesses, concerns and opportunities for building up the body of Christ together. Together we are the

Presbytery, we are one vine with many branches. The Presbytery, so conceived, emphasizes the relationship of communion and shared ministry between representatives of congregations, and between ministers, rather than as a corporate and administrative institution.

The Presbytery of Cayuga-Syracuse as defined by the Form of Government is a “council” of the Presbyterian Church. It is Composed of the 35 worshiping communities (34 congregations plus Isaiah’s Table) within the New York State counties of Cayuga, Onondaga, Madison, and Oswego.

Article III – Members and Other Participants in Meetings

Members of the Presbytery shall be:

a. All Minister Members of the Presbytery

Teaching elders in good standing of the PC(U.S.A.), retired (R), members-at-large (AL), or serving in validated ministries (VM) are members of the Presbytery with voice and vote

b. Temporary Minister Members of the Presbytery

Teaching elders in good standing in other governing bodies of the PC(U.S.A.) or in any Christian church who are currently serving congregations in temporary, non-installed pastoral relationships, or in an installed relationship under the provisions of the Formula of Agreement, may be granted temporary membership (through examination and affirmative vote of the Presbytery) and have voice and vote

c. Ruling Elder Commissioners elected by their sessions

Each church session is permitted to elect ruling elder commissioners (1 commissioner for every 400 members) to participate in meetings of the Presbytery with voice and vote; names of elected ruling elder commissioners shall be reported to the Stated Clerk annually

d. Ruling Elder Commissioners elected by governing board of Isaiah’s Table

Isaiah’s Table is permitted to elect up to 2 ruling elder commissioners to participate in meetings of the Presbytery with voice and vote; names of elected ruling elder commissioners shall be reported to the Stated Clerk annually

e. Additional Ruling Elder Commissioners

Additional elders may be appointed by the Presbytery as commissioners in order to maintain a balance of minister members and elder commissioners as required in the Book of Order and to allow elders who are committee chairs and others with similar responsibility access to the floor; additional elder commissioners will be appointed for one-year renewable terms as recommended by the Stated Clerk and approved by the Presbytery. These persons shall ordinarily include:

- i. Commissioned Ruling Elders in active (commissioned) service
- ii. Certified Christian Educators and Certified Business Administrators in active (validated) service in the Presbytery
- iii. Ruling Elders currently serving as Officers in the Presbytery
- iv. Ruling Elder members of the Coordinating Committee
- v. Ruling Elders currently serving as committee chairpersons

Commissioned Lay Pastors, Certified Christian Educators, and Certified Business Administrators who are not serving in active (commissioned/validated) service in the Presbytery shall be granted voice without vote.

Corresponding Membership shall be granted to all teaching elders or ruling elders of other PC(USA) councils, to ordained ministers/priests of other religions and Christian Denominations, and to others as the Presbytery shall determine, and shall be granted voice without vote.

Attendees who do not fit one of the above categories, including elders who are not enrolled as commissioners are considered as visitors; visitors do not have the privilege of the floor and shall not vote.

Article IV - Officers

The Officers of the Presbytery shall be: Moderator of Presbytery, Vice Moderator of Presbytery, Stated Clerk, Resource Presbyter, and Treasurer, elected with parity (fair representation) between Ministers and Elders.

Article V - Meetings

Regular Stated meetings shall be held in accordance with G-3.0105 and G-3.-0301, as scheduled by the Moderator. The Annual Meeting may normally be held in May.

The Moderator of Presbytery shall call a special meeting at the request, or with the concurrence, of two ministers and two elders from different congregations. The Presbytery shall also meet at the direction of the Synod of the Northeast (G-3.0304)

Notice of all stated and special meetings shall be communicated by mail or electronic mail to all members (as noted above) of the Presbytery and to clerks of session providing ten days' notice to all members. The date and hour of the stated meetings may be changed by presbytery or by the Coordinating Committee, provided ten days' notice is given to all members.

The docket for stated meetings and called meetings shall be prepared by the Stated Clerk in collaboration with the Resource Presbyter, Moderator, and Vice-Moderator. It ordinarily shall be mailed or electronically sent to all members of presbytery at least five days prior to the meeting.

The quorum for any regular (stated) or special (called) meeting of the Presbytery shall be a minimum of five ministers who are members of the Presbytery and five elders, from five different congregations.

All reports and recommendations to be presented on the floor of Presbytery shall ordinarily be submitted in writing prior to the meeting; these reports will be shared with the Presbytery at the same time as the docket.

Article VI – Trustees

The Chair of the Finance and Property Work Group, together with The Moderator, Vice-Moderator, and Treasurer shall act as Trustees of the Presbytery.

Article VII – Standing Committees

There are some committees and commissions that are constitutionally mandated by the Book of Order. These are:

- A. Committee on Representation (G-3.0103)
- B. Permanent Judicial Commission (G-3.0109a)
- C. Nominating Committee (G-3.0111)
- D. Committee on Ministry [not name-specific] (G-2.06, G-3.0109b, G-3.0307)

Other than these, G-3.0109 simply says that “Councils may designate by their own rule such committees and commissions as they deem necessary and helpful for the accomplishment of the mission of the church.”

The Investigative Committee on Misconduct, Committee on Preparation for Ministry, Coordinating Committee, Congregational Development and Presbytery Connections Committee, Administrative Action Commission, Social Justice Committee, and the Finance and Property Committee are those that have been deemed necessary or helpful to this Presbytery.

The Presbytery has responsibility for establishing and supervising standing committees and commissions to carry out the above functions. The Presbytery is also responsible for appointing Administrative Commissions, Investigating Committees and ad hoc committees or work groups as needed, each to be dissolved upon completion of its charge. Said ad hoc committees, commissions, or work groups may be reconstituted at the discretion of the Presbytery.

Based upon the above, the following shall be standing committees or commissions of the Presbytery:

Administrative Action Commission (AAC)
Congregational Development and Presbytery Connections Committee (CONG)
Coordinating Committee (CORD)
Nominating Committee (NOM)
Commission on Ministry (COM)
Committee on Preparation for Ministry (CPM)
Social Justice Committee (SJC)
Committee on Representation (COR)
Finance and Property Committee (FPC)
Human Resources Committee (HUM)

The Nominating Committee shall consist of up to nine (9) persons, one of whom shall serve as chair. The members of the Nominating Committee shall be nominated by the Nominating

Committee and elected by Presbytery, normally at the Annual Meeting, and serve in a three-year rotating cycle. No member shall serve more than 2 consecutive three-year terms without a one-year break.

The Presbytery shall elect a Permanent Judicial Commission of seven (7) members bi-annually, for staggered 6-year terms (D-5.0102), divided as evenly as possible between ministers and elder members. It shall meet as required, and elect a moderator and clerk (D-5.0201).

The Presbytery shall elect three to five members to the Committee on Representation, respecting parity between ministers and elders.

The Presbytery shall elect six members to the Finance and Property Committee for staggered three-year terms. Members of the FPC should ideally have some grounding in finance.

The Presbytery shall elect four persons to serve staggered 2-year terms on the Human Resources Committee. This committee shall have oversight to the functions of the Resource Presbyter, Stated Clerk, Bookkeeper, and Communications Director.

The Moderator or Vice Moderator shall appoint members to the Investigative Committee on Misconduct.

Article VIII - Government

The presbytery shall be guided by the most recent editions of the *Book of Confessions* and *Book of Order*. The presbytery has adopted *Robert's Rules of Order Newly Revised* (RONR) as its parliamentary authority. (G-3.0105)

Article IX - Amendment of By-Laws

These by-laws may be amended at any Stated Meeting by two-thirds of members present and voting, provided that notice of the proposed amendment(s) has been previously submitted to the Presbytery. The Stated Clerk shall transmit the proposed amendment(s) to members of Presbytery along with the docket, which is distributed at least **five** days in advance.

STANDING RULES

SR 1 - Definitions

1.01 The Presbytery is that body of the Church comprising all of the Presbyterian (United and Federated) congregations (as represented by particular Elders) all Ministers and Certified Personnel within a geographic area; accountable to both the particular church, the Synod, and the General Assembly.

1.02 Commissioned Lay Pastors (CLPs), also known as Commissioned Ruling Elders (CRE), are elders who are commissioned to limited pastoral service as assigned by the Presbytery, as prescribed in the *Book of Order*. (G-2.10)

SR 2 – Officers and Staff of Presbytery

2.01 Officers shall be those defined in Article IV of the By-Laws.

2.02 All officers shall be elected according to G-3.0111; election to occur at Annual Meeting of Presbytery. Installation of officers to occur the following Presbytery meeting, with the intervening time to be used for learning and transition.

2.03 The Moderator of Presbytery shall be elected for a two-year term, without renewal, and shall have authority and responsibilities according to G-3.0104, shall be a member of the Coordinating Committee, and shall have responsibility to speak on behalf of the Presbytery.

2.04 The Vice-Moderator of Presbytery shall be elected for a two-year term, without renewal, and the term of the Vice-Moderator shall not run concurrently with that of the Moderator. In the absence, or at the request, of the Moderator of Presbytery, the Vice-Moderator may discharge any or all functions of the Moderator. The Vice-Moderator shall be a member of the Coordinating Committee.

2.05 The Stated Clerk shall have the responsibilities outlined in G-3.0104. The Stated Clerk shall act as parliamentarian and a communicator within Presbytery, and to other Councils. In case of an absence of the Stated Clerk, the Moderator may appoint a minister or elder within the Presbytery to serve as Acting Clerk. The Stated Clerk is directly responsible to the Presbytery in conjunction with the Human Resources Committee (HUM).

2.06 The Treasurer shall be elected to a three-year term and shall have the responsibility for all monies collected and distributed by the Presbytery as defined by the Manual of Operations.

2.07 The Bookkeeper shall continue to be shared with neighboring Presbyteries according to the existing contract.

2.08 The CLP is defined by the CLP Manual

2.09 The Communications Coordinator is responsible for the weekly Presbytery Matters e-newsletter and maintenance of the Presbytery Website.

SR 3 – Meetings of the Presbytery

3.01 Stated Meetings of the Presbytery are specified in Article V of the By-Laws

3.02 Special Meetings of the Presbytery are called in accordance with Article V of the By-Laws. Should the Moderator be unable to act, the Vice-Moderator or Stated Clerk shall under

the same conditions issue the call. IF neither the Moderator, Vice-Moderator, nor Stated Clerk are able to act, any three ministers and three elders, being from different churches, may call a special meeting.

3.03 Notice of a special meeting shall be sent no later than ten days in advance, to minister members, to elders with vote at meetings, committee chairs, and to the sessions of every church. The notice shall set out the purpose of the meeting, providing any needed information to be prayerfully prepared to discuss and vote on the issue presented. No other business than that listed in the notice shall be transacted.

SR 4 – Electronic Meetings and Votes

4.01 Meetings of Committees and commissions may be conducted by electronic means, providing there is opportunity for simultaneous aural communication and the usual standards for providing notice of the meeting are followed. Consensus reached through the exchange of information by email (or other electronic means) shall be considered advisory until the next regular meeting of the group, when it shall be confirmed or rejected by vote. Other provisions for electronic (virtual) meetings and votes shall be governed by applicable laws and regulations of the State of New York.

SR 5 – Administrative Action Commission

5.01 The Administrative Action Commission is a standing commission of the presbytery.

5.02 The members of the AAC shall be the Moderator, Vice Moderator, Finance and Property Chair, and the Chair of COM. In cases of co-moderation, both moderators shall be members. The Resource Presbyter, Stated Clerk, and Treasurer shall ordinarily serve on the AAC with voice and vote; in the case of the Resource Presbyter, Stated Clerk, and/or Treasurer not being a member of the Presbytery of Cayuga-Syracuse, that individual shall be a member of the AAC with voice but not vote.

5.03 The presbytery Moderator shall serve as the chair and convener of all meetings of the AAC

5.04 AAC is empowered by the presbytery to review, approve, and act on all urgent matters of presbytery business when there is not sufficient time to wait for the next stated meeting of the presbytery.

5.05 AAC is empowered by the presbytery to make budgetary adjustments and approve expenditures outside of the normal budget limitation in matters when urgent action is needed and there is not sufficient time to wait for the next stated meeting of the presbytery.

5.06 AAC shall report all non-confidential actions to the presbytery at the next stated meeting following the action.

SR 6 – Congregational Development and Presbytery Connections Committee (CONG)

6.01 Congregational Development and Presbytery Connections is a standing committee of the presbytery.

6.02 The CONG resources congregations for the mission of the Gospel, builds relationships and connections among churches and presbytery members, and creates learning and missional opportunities for the presbytery.

6.03 The CONG shall promote effective communication working with our Presbytery communication specialist.

6.04 The CONG promotes, reviews, and makes recommendations to Benevolent Care Grants.

6.05 The CONG shall make use of the gifts of leaders within the presbytery to create engaging worship at presbytery meetings, in coordination with the themes determined by the Coordinating Committee.

SR 7 – Coordinating Committee

7.01 The Coordinating Committee (CORD) is a standing committee of the presbytery.

7.02 The CORD shall be composed of ruling and teaching elders as follows:

- The Moderator (ordinarily serves as chairperson of the CORD)
- The Vice Moderator (ordinarily serves as vice-chairperson of the CORD)
- The Chairperson or designee of the Congregational Development and Presbytery Connections Committee (CONG)
- The Chairperson or designee of the Commission on Ministry (COM)
- The Chairperson or designee of the Social Justice Committee (SJC)
- The Chairperson or designee of the Finance and Property Committee (FPC)
- The Chairperson or designee of the Human Resources Committee (HUM)
- The Chairperson or designee of the Committee on Preparation for Ministry (CPM)
- The Chairperson or designee of the Committee on Representation (COR)
- The Chairperson or designee of the Nominating Committee (NOM)
- Resource Presbyter (voice not vote)
- Stated Clerk (voice not vote)
- Treasurer (voice not vote)

Note: Any committee designee is expected to serve for a full year in that capacity.

7.03 The CORD is tasked with the following responsibilities:

- 07.0301 Determine the places and schedule of meetings for the presbytery; coordinate stated meeting agendas/dockets, themes, speakers, missional and educational focus; and promote transparent and clear communication between presbytery entities for the purpose of organizing and structuring stated meetings.

- 07.0302 Determine processes for the deliberation of business items including General Assembly overtures and concurrences.
- 07.0303 Provide orientation tools for presbyters to better understand and participate in meetings.
- 07.0304 Incorporate practices to increase our awareness of God's presence and voice in our midst.
- 07.0305 Monitor and evaluate the work of committees, ensuring accountability and implementation of the strategy and vision.
- 7.0306 Support the connectional relationship between the Presbytery of Cayuga-Syracuse, the Synod of the Northeast, and the PC (U.S.A.) General Assembly and promote positive ecumenical relationships.
- 07.0307 Function as a clearing house for concerns and opportunities by referring them to appropriate committees when possible.

7.04 The CORD shall provide a written report at all stated meetings of the Presbytery.

SR 8 - Commissioned Lay Pastor Program

8.01 The Presbytery shall have and maintain a Commissioned Lay Pastor (CLP) Manual, also referred to as Commissioned Ruling Elder (CRE).

8.02 The CLP Program shall be directed by a chair as described in the above-mentioned manual. Since this program is not currently functioning, the matter is referred to the COM for discussion.

SR 9 - Preparation for Ministry and Examination of Candidates

9.01 The Preparation For Ministry Committee is a standing committee of the Presbytery, defined in Article VII of the By-Laws, and shall be responsible for overseeing the following tasks:

9.02 As set forth in G-2.06 the Presbytery has the responsibility for the covenant relationship with those preparing to become ministers, their Sessions, and congregations.

9.03 Examination of Candidates for Ordination shall be done by the Presbytery at a regular Presbytery Meeting.

SR 10 - Calling, Validating Ministries, Moderators of Sessions

10.01 As set forth in G-3.0303, the Commission on Ministry (COM) has specific authority and responsibilities for relationships with ministers and sessions. COM shall have authority for fulfilling these functions and/or delegating these responsibilities to an ad hoc group as needed, reporting these actions to the Presbytery in a timely manner.

10.02 Routine business normally approved by COM in this area includes:

- 10.0201 Appointing Moderators for churches without an Installed Pastor
- 10.0202 Approving and presenting Calls for Ministry

- 453 10.0203 Transferring membership of Ministers to other Presbyteries and between
454 Denomination
455 10.0204 Dissolving Pastoral Relations in cases where pastor and congregation
456 concur
457 10.0205 Granting Permission to labor outside the geographic bounds of the
458 Presbytery
459 10.0206 Granting Validation of ministries outside the Parish
460 10.0207 Approving Ministerial and Certified Personnel compensations and
461 benefits
462
- 463 10.03 The COM will:
464 10.0301 Encourage ministers to engage in continuing education
465 10.0302 Encourage all ministers and congregations to participate in the Benefits
466 Plan of the PC(USA)
467 10.0303 Minister to widow/er/s and families' spiritual needs and well-being
468 10.0304 Assist and counsel retired ministers and spouses regarding necessary
469 changes due to retirement.
470
- 471 10.04 Business needing to be brought before the Presbytery for action includes: annually
472 publishing minimum terms of call and salaries for ministers and Certified Personnel (G-
473 3.0303c), and recommended fees for Pulpit Supply.
474
- 475 10.05 Additionally responsibilities of COM:
476 10.0501 Developing strategy for the mission of each church within the Presbytery
477 (G-3.0303a)
478 10.0502 Controlling location of congregations desiring to move, divide, dissolve,
479 or be dismissed (G-3.0303b)
480 10.0503 Counseling Sessions concerning reported difficulties within a
481 congregation (G-3.0303d)
482 10.0504 Assuming original jurisdiction when a session cannot exercise its
483 authority (G-3.0303e)
484 10.0405 In cooperation with the congregation and those exerting the Trustee
485 function within the Presbytery, acting upon requests for permission
486 regarding property (G-3.0303f) . Whenever a member congregation of the
487 Presbytery requests permission to sell or otherwise encumber property
488 entrusted to them, that congregation shall specify the disposition of any
489 funds realized from the sale. This specification shall be based on the
490 Great Ends of the Church (F-1.0304)
491 10.0506 Guiding session/councils through the Pastoral Search process
492 10.0507 Guiding congregations through the Discernment of Transitions
493 10.0508 Guiding sessions in conversations with other Denominations
494 10.0509 Investigating any question of ministerial misconduct
495 10.0510 Guiding congregations through training of Commissioned Lay Pastors,
496 Educators, Business Administrators.

497 10.0511 Maintaining a current list of approved Pulpit Supply Pastors and Lay
498 Pastors.
499

500 10.06 The Presbytery shall review, usually through the work of the COM, annually the work
501 of all ministers engaged in validated ministry outside the congregation. Initiation of Annual
502 Validation Reporting shall be the responsibility of the minister seeking validation (G-2.0508)
503 and shall occur prior to the fall meeting of the Presbytery each year.
504

505 **SR 11 - Finance and Property**

506

507 11.01 The Finance and Property Committee is a Standing Committee of the Presbytery as
508 defined in Article VII of the By-Laws, and shall be responsible for the following:

509 11.0101 As set forth in G-3.0113, the Finance and Property Committee (FPC) shall
510 be led by a member knowledgeable in finance to prepare, submit, report,
511 and review on a budget in the following way:

512 11.0102 The FPC shall receive budgetary requests from all standing and ad hoc
513 committees.

514 11.0103 The FPC shall enter into dialogue with a representative from each group
515 requesting funds.

516 11.0104 The FPC will prepare a unified budget for the following year, based on
517 stated priorities of the Presbytery, and available financial resources.

518 11.0105 In preparing the budget, the FPC will communicate to the Presbytery all
519 requests for funding along with its recommendation concerning the
520 advisability of approving each request and the amount and timing of
521 funding if approved.

522 11.0106 Following the presentation of the annual budget, and a full opportunity
523 to discuss the budget, the Presbytery shall be responsible to approve the
524 final budget, after two readings at two successive Stated Meetings

525 11.0107 A certain amount of budgetary flexibility is necessary to address changes
526 that might be needed. Therefore, the FPC may recommend changes if it
527 deems them necessary. If proposed changes exceed the budget total that
528 was approved, those changes may only be made by approval of the
529 Presbytery itself
530

531 11.02 FPC, on the recommendation of the Treasurer, shall submit financial reports and per
532 capita and mission giving reports quarterly to every church and Minister/CLP/CE/BA.
533

534 11.03 The FPC shall have a full financial review as delineated in G-3.0113
535

536 11.04 As set forth in G-4.01, the FPC, serving as Trustees of the Presbytery, has specific
537 authority and responsibilities as delineated in G-4.0101, and G-4.02. The FPC shall be led by a
538 chair and by the Treasurer of Presbytery to carry out these responsibilities in the following
539 way:

540 11.0401 The FPC shall administer the Presbytery's investments.

- 541 11.0402 The FPC shall have full authority and discretion to endorse funding
542 applications to G.A. and Synod, etc.
543 11.0403 The FPC together with the Administrative Action Commission (AAC)
544 shall have charge over all legal matters of the Presbytery, funded as
545 needed by the investments
546 11.0404 The FPC shall provide appropriate liability insurance for the Presbytery,
547 its officers and its staff.
548

549 **SR 12 – Human Resources/Personnel**

550

551 12.01 The Human Resources Committee (HUM) is a Standing Committee of the Presbytery
552 and shall be responsible for overseeing the following tasks:
553

554 12.02 Review and assess staffing needs to prepare information for the Presbytery
555

556 12.03 Provide for helpful supervision and update policies.
557

558 12.04 Conduct annual performance reviews of the Stated Clerk, Communications
559 Coordinator, Bookkeeper, and Resource Presbyter, and report the results to the Presbytery.
560

561 **SR 13 – Record Keeping and Minutes review**

562

563 13.01 Annually, the Stated Clerk shall appoint opportunities for the Sessions of local
564 churches to have their minutes and rolls reviewed.
565

566 13.02 In preparation for the first meeting of the calendar year in alternate years, the Stated
567 Clerk shall make available to every local Church, Minister, Commissioned Lay Pastor
568 proceedings of the General Assembly meeting for action of ratification by the Presbytery.
569

570 **SR 14 – Committee on Representation**

571

572 1.01 The Committee on Representation (COR) is a Standing Committee of the Presbytery
573 and shall fulfill the functions defined in G-3.0103.
574

575 1.02 The COR shall consist of at least three members of the Presbytery, elected annually, to
576 engage the Presbytery in seeking both unity and diversity: Theological, racial, gender
577 identity, education and physical abilities.
578

579 **SR 15 – Nominating Committee (NOM)**

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581 15.01 In addition to the election of officers described in AR 2.02, NOM shall present all
582 nominations to the Presbytery at its annual meeting. All terms usually begin on June 1 each
583 year. The nominations shall include:

- 584 15.0101 Members of the Permanent Judicial Commission except as otherwise
585 provided in the Standing Rules.

- 586 15.0102 Representative to Synod Nominating Committee
587 15.0103 Representatives to inter-presbytery and inter-denominational entities
588 15.0104 Ministers and elder-commissioners, and alternates, to the next General
589 Assembly
590 15.0105 Ministers, elder-commissioners, and alternates to the Synod Assembly of
591 the Synod of the Northeast, and commissioners to the Synod Ministry
592 and Mission Commission, according to the policies of the Synod
593 15.0106 Young Adult Advisory Delegates (YAADs) to the General Assembly,
594 Synod Assembly, and the Synod Ministry and Mission Commission,
595 according to the policies of each of these councils.
596 1.02 Vacancies
597 15.0201 If a vacancy is to be filled on a committee of the Presbytery, The
598 Moderator has the authority to fill that vacancy for the remainder of the
599 term, without the vote of Presbytery.
600 15.0202 If a vacancy occurs among the officers of the Presbytery, the matter shall
601 be brought before a regular meeting of Presbytery, or a special meeting of
602 the Presbytery shall be called.
603

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605

606 1.01 Members of the Permanent Judicial Commission shall be elected according to the
607 provisions of Article VII of the By-Laws.
608

609 1.02 The Commission shall have powers and responsibilities and shall conduct its
610 proceedings as prescribed in the *Book of Order*.
611
612