

# **STANDING RULES OF THE PRESBYTERY OF WABASH VALLEY\*\***

## **MISSION\***

**The Presbytery of Wabash Valley creates, connects  
and nurtures congregations to fulfill Christ's mission.**

## **VISION\***

**The Presbytery of Wabash Valley lives out its love for God by connecting congregations and creating and nurturing:**

- **Openness to fresh movements of the Spirit**
- **A dynamic network of Christ-centered partnerships**
- **Healthy congregations**
- **An atmosphere which fosters vibrant leadership**
- **An environment in which diversity thrives and can be celebrated**
- **Open and collaborative communication**
- **An abundance of opportunities and resources**
- **A forum for sharing of faith stories and celebrations of fruitful ministries**

## **VALUES\***

- **Centers in Christ**
- **Proclaims the Gospel**
- **Pursues God's justice**
- **Fosters spiritual maturity**
- **Nurtures trusting relationships**
- **Cultivates diversity**
- **Embraces faithful change**
- **Gathers in the Holy Spirit**
- **Serves and cares for its congregations and their members**
- **Values and cares for its lay and ordained pastors and Certified Christian Educators**
- **Strategizes with congregations for spiritual growth**

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## **Article 1. NAME OF THE PRESBYTERY**

The name of this corporation shall be THE PRESBYTERY OF WABASH VALLEY, INC.

## **Article 2. INCORPORATION OF THE PRESBYTERY**

### ***Section 2.01 Corporate Purposes***

This corporation is formed for the purposes set forth in the Constitution of the PRESBYTERIAN CHURCH (U.S.A.) (*Book of Confessions* and *Book of Order*), and as further set forth in THE MISSION STATEMENT and THE VISION AND VALUES STATEMENTS which are displayed as a preamble to these Standing Rules.

### ***Section 2.02 Right to Hold Property & Conduct Corporate Affairs***

In accordance with the laws of the State of Indiana, this corporation shall have the right to receive, hold, and transfer property, and to facilitate the management of the corporate affairs of the Presbytery of Wabash Valley in such manner as may be directed by the Presbytery of Wabash Valley from time to time.

### ***Section 2.03 Directors/Trustees of the Corporation***

The members of the Council of the Presbytery (Article 11, Section 11.01.) shall be the Directors/Trustees of the Corporation. The Moderator of Presbytery shall be the President of the Corporation, the Vice Moderator shall be the Vice President of the Corporation, the Stated Clerk shall be the Secretary of the Corporation, and the Treasurer shall be the Treasurer of the Corporation.

### ***Section 2.04 Council's Corporate Duty***

The Council, acting as the Directors/Trustees, shall:

- (a) Maintain the Corporation of the Presbytery under the laws of the State of Indiana,
- (b) Be the official agent of the Presbytery in all corporate matters;
- (c) Hold title to all of the property of the Presbytery.

## **Article 3. COMPOSITION OF THE PRESBYTERY**

### ***Section 3.01 Presbytery Membership***

This Presbytery of Wabash Valley includes all the ministers on the roll of Presbytery, ministers of corresponding denominations while serving as Pastors or Stated Supplies of churches in this Presbytery and at least one elder from each congregation of the Presbyterian Church (U.S.A.) in the following counties of the State of Indiana:

Benton, Boone, Carroll, Cass, Clinton, Dekalb, Elkhart, Fountain, Fulton, Howard, Huntington, Jasper, Kosciusko, LaGrange, Lake, LaPorte, Marshall, Miami, Montgomery, Newton, Noble, Porter, Pulaski, St. Joseph, Starke, Steuben, Tippecanoe, Wabash, Warren, White, and Whitley.

### **Section 3.02          Subdivision of the Presbytery**

For the purpose of equal representation, the Presbytery shall be further divided into subdivisions known as Quadrants.

(a) Quadrants: The Quadrants of the Presbytery shall be designated as Northeast, Northwest, Southeast and Southwest.

(b) Quadrant Membership by Churches

#### **NORTHEAST**

Albion	Granger	Plymouth
Angola	Howe	South Bend, First
Auburn	Hudson	South Bend, Memorial
Avilla	Kendallville	South Bend, Ridgedale
Columbia City, First	Lagrange	South Bend, Sunnyside
Columbia City, Troy	Ligonier	South Bend, Westminster
Elkhart	Mishawaka	Walkerton
Garrett	Nappanee	Winona Lake
Goshen	Pierceton	

#### **NORTHWEST**

Chesterton	Kouts	Ogden Dunes
Crown Point	Lake Station	Portage
Dyer	LaPorte	Rensselaer
Hammond	Lake Village	Schererville
Hebron	Lowell	Schneider
Highland	Merrillville	Union Mills
Hobart	Michigan City	Valparaiso
	Munster	Winfield

#### **SOUTHEAST**

Burrows	Kokomo, Faith	Pulaski
Cutler	Kokomo, First	Rochester
Deer Creek	Logansport, Bethlehem	Rockfield
Delphi	Logansport, Calvary	Royal Center
Flora	Monticello	Wabash
Huntington	Peru	Winamac, First

#### **SOUTHWEST**

Attica-Williamsport	Geetingsville	Oxford
Brookston	Kentland	Rossville
Crawfordsville, Bethel Shannondale	Ladoga	Rossville, Pleasant Hill
Crawfordsville, Milligan Memorial	Lafayette, Bethany	Thorntown
Crawfordsville, Wabash Avenue	Lafayette, Central	West Lebanon
Dayton	Lafayette, Elston	West Lafayette, Covenant
Earl Park	Lafayette, Hope Chapel	West Lafayette, Faith
Fowler	Lebanon	West Lafayette, Korean
Frankfort	Marshfield	Wolcott

### ***Section 3.03 Elders in Membership of Presbytery***

Elders serving as officers, members of Council, committee moderators, ministry team moderators, or as Executive or Associate Executive Presbyter(s), shall be members of Presbytery during their term of office. Elders serving as General Assembly Commissioners shall be members of Presbytery until the next General Assembly convenes. Elders serving as Synod Commissioners shall be members of Presbytery during their year(s) of service.

### ***Section 3.04 Clergy/Elder Balance***

When the number of resident ministers entitled to vote in the Presbytery is greater than the number of elders so entitled, the stated clerk shall redress this imbalance annually whenever possible, paying attention to the Presbytery's philosophy of inclusivity. (Book of Order, G-11.0101). The Stated Clerk shall consider whether remedying a numerical imbalance is necessary when active participation of honorably retired minister members is considered. "Active participation" shall be defined as attendance at a minimum of two Assembly meetings in any given year.

## **Article 4. THE MEETINGS OF PRESBYTERY**

### ***Section 4.01 Four Stated Meetings A Year***

The Presbytery shall hold at least four (4) stated meetings each year. Meetings shall be held in the months of February, May, September and November according to a schedule determined annually by the Council, setting the time, place and date.

### ***Section 4.02 Special (Called) Meetings***

Special meetings shall be called in accordance with the Book of Order (G-11.0201).

### ***Section 4.03 Adjourned Meetings***

Adjourned meetings of Presbytery, if necessary, may be called in accordance with Robert's Rules of Order Newly Revised.

### ***Section 4.04 Attendance***

Attendance at the stated meetings of the Presbytery Assembly is expected of every presbyter. When ill, hospitalized, vacationing, laboring outside the bounds of Presbytery with permission, performing necessary service for a governing body of the Church, or involved in unavoidable pastoral or vocational duties, members of the Presbytery may be excused from a stated meeting of Presbytery Assembly upon their own request to the Presbytery office. An absence of an honorably retired member shall be considered excused.

### ***Section 4.05 Quorum***

The quorum for any meeting of the Presbytery Assembly shall be the moderator, stated clerk, ten minister members and ten elder commissioners.

### ***Section 4.06 Presbytery Minutes***

In lieu of reading the minutes prior to the adjournment of Presbytery, the Stated Clerk shall publish the minutes of each meeting on the Presbytery's Internet Web Site with appropriate safeguards and the Vice Moderator shall appoint one Elder Commissioner and one Minister to read the minutes and report to the next Stated Presbytery Assembly with the recommendation to amend and/or approve the minutes. A printed copy of the minutes will be supplied to any Commissioner upon request.

### ***Section 4.07 Non-Member Pastors Right to Speak***

Pastors who are not members of the Presbytery of Wabash Valley but are serving congregations of this Presbytery, shall have the right to speak in Presbytery Assemblies, but shall not have the right to vote.

### ***Section 4.08 Committee and Ministry Team Report Deadline***

All Standing Committees and Ministry Teams wishing their reports distributed to the Presbytery prior to the Assembly must have them in the Presbytery Office at least three (3) weeks prior to the date of the Assembly. Those received after that date will be distributed to the commissioners at the opening of the Assembly. Ordinarily no action will be taken on standing committee and ministry team matters not included in reports in the published packet for the Assembly.

### ***Section 4.09 First Readings***

Overtures to higher governing bodies, the annual Presbytery budget, changes to the Standing Rules, and policy changes shall be presented for a first reading at a stated meeting of the Presbytery Assembly. Debate and vote on these matters (the afore mentioned proposals) will be docketed for next Stated Meeting of the Assembly.

## **Article 5. OFFICERS OF PRESBYTERY**

### ***Section 5.01 Presbytery Officers***

The officers of Presbytery shall be the Moderator, Vice-Moderator, Stated Clerk, Treasurer, and Recording Clerk.

### ***Section 5.02 Nomination***

The Moderator, Vice Moderator and Recording Clerk shall be elected annually through the process of nomination.

### ***Section 5.03 Officer Election and Installation***

Notice of the election shall be included on the docket of the May Stated Assembly. Officers, Moderators, and Vice Moderators shall be elected at the May Assembly and installed at the November Assembly.

### ***Section 5.04 Moderator/Vice-Moderator's Duties***

- (a) The duties of the Moderator shall be those provided for in the Constitution of the Presbyterian Church (U.S.A.) and these Standing Rules. The moderator shall:
  - (i) Open all stated, special and adjourned meetings of the Presbytery Assembly during her or his term of office and shall preside until a new moderator is elected (G-9.0301a) and installed.
  - (ii) Serve as Moderator of the Council in the year following her/his year of service as Moderator of Presbytery.
  - (iii) The Moderator and Vice Moderator in consultation with the Stated Clerk, appoint an Investigating Committee when informed by the Stated Clerk that a statement of an alleged offense has been received (D-10.0103)

- (iv) The Moderator and Vice-Moderator, in consultation with the Stated Clerk appoint a Committee of Counsel when informed by the Stated Clerk that the Presbytery has become a respondent in a remedial case (D-6.0302).
- (v) The Moderator and Vice-Moderator, in consultation with Committee on Ministry, appoint Administrative Commissions in accordance with the Book of Order (G-9.0500)
- (vi) Detailed duties of the Moderator are included in the Presbytery of Wabash Valley Policy Manual.
- (b) The Vice-Moderator shall assume the duties of the Moderator when the Moderator is unavailable or unable to act.
  - (i) The Vice-Moderator may attend as an observer meetings of the General Assembly held during his or her term of office. When able the Presbytery of Wabash Valley will bear the expense.
  - (ii) Detailed duties of the Vice-Moderator are included in the Presbytery of Wabash Valley Policy Manual.
- (c) Both the Moderator and Vice Moderator shall serve on the Response Coordinating Team (See Section 7.01 (d)).

### ***Section 5.05 Office of The Stated Clerk***

The Stated Clerk shall be elected for a term of two (2) years unless a vacancy occurs requiring immediate election for the unexpired term. The Stated Clerk shall be eligible for re-election. The Stated Clerk shall receive compensation which is to be recommended by the Administrative Ministry Team and approved by Presbytery. Presbytery shall meet all budgeted expenses of the office and such other expenditures as may be approved by the Council or Presbytery. The Stated Clerk shall fulfill those duties prescribed by the Book of Order and shall serve as clerk for the Council, Committee on Ministry, and staff the Committee on Preparation for Ministry.

The Stated Clerk shall maintain a roll of ministers and congregations for determining General Assembly Commissioner nominations. The eligibility of ministers shall be determined by the date of their ordination or the date of their last elected representation to General Assembly, and by the other qualifications listed in these Standing Rules of the Presbytery (see Article 8, Section (8.01,iv)). The eligibility of congregations shall be determined by the date an elder from the congregation was last elected a Commissioner to General Assembly, and by the other qualifications listed in these Standing Rules.

### ***Section 5.06 Moderator, Stated Clerk Ex Officio Committee Members***

The Moderator and Stated Clerk may serve as members, ex-officio, of each committee and ministry team of Presbytery at the invitation of the committee or team moderator. They shall not serve on any entity of Presbytery as voting members except as provided by these Standing Rules.

### ***Section 5.06 Recording Clerk***

The Recording Clerk shall be elected for a one (1) year term unless a vacancy occurs requiring immediate election for an unexpired term. The Recording Clerk shall be eligible for reelection.

***Section 5.07 Other Clerks Possible***

Other clerks shall be elected, as needed, by the Presbytery upon the recommendation of the Stated Clerk.

***Section 5.08 Office Of The Treasurer***

The Treasurer shall be elected for a period of two (2) years unless a vacancy occurs requiring immediate election for an unexpired term. The Treasurer shall be eligible for reelection. The Treasurer shall receive for services rendered an amount to be recommended by the Administrative Ministry Team and approved by Presbytery. Presbytery shall meet all budgeted expenses of the office and such additional expenses as may be approved by the Council. The Treasurer shall be a member of the Presbytery staff and be accountable to the Presbytery through the Administrative Ministry Team.

**Article 6. STAFF**

***Section 6.01 Staff Services***

Staff services for the Presbytery shall be provided by the General Presbyter and other staff elected by the Presbytery in consultation with the Synod. Duties and responsibilities shall be in accordance with the *Book of Order*, G-9.0701 and G-11.0303 and the Mission Statement of the Presbytery. All staff (i.e. Associate Presbyters, Part-time, Contract and Support persons) shall be responsible to the General Presbyter.

***Section 6.02 Terms of Office***

The term of office for the Presbytery Staff shall be indefinite in accordance with the *Book of Order*, G-9.0101, G-9.0404, and G-9.0701.

***Section 6.03 Staff Review***

Review and accountability of the work of the Presbytery Staff shall be in accordance with the *Book of Order*, G-9.0701 and the personnel policies of the Presbytery.

***Section 6.04 Staff Compensation***

The annual salaries of the staff shall be that amount recommended by the Administrative Ministry Team and approved by Presbytery.

***Section 6.05 EEO***

The General Presbyter shall be responsible for the implementation of the church-wide plan for equal employment opportunity for members of racial and ethnic minorities and women.

***Section 6.06 Other Administrative Staff***

All staff shall be supervised by the General Presbyter as Head of Staff.

**Article 7. COMMITTEES AND MINISTRY TEAMS OF PRESBYTERY**

***Section 7.01 Committees and Ministry Teams***

(a) The Committees of Presbytery shall be *those required by the Book of Order*:

Nominating Committee  
Committee on Ministry

Committee on Preparation for Ministry  
Committee on Representation

(b) The Ministry Teams of the Presbytery shall be:

Administrative Ministry Team  
Church Development Ministry Team  
Geneva Center Ministry Team  
Communications Ministry Team  
Interim Ministry Team

(c) Committee of Counsel

Investigating Committee

Should the need arise for a Committee of Council (D-6.0302, D-6.0302a) or an Investigating Committee (D-10.0103, D-10.0201b) the Moderator and Moderator of Council shall appoint persons to those respective committees. This appointment shall be reported at the next Presbytery Assembly (D-10.0103).

(d) Response Coordinating Team

### ***Section 7.02 Committee and Ministry Team Membership***

(a) Membership of the Committees of Presbytery shall be divided equally between ministers and elders (G-9.0501b); Membership of ministry teams shall be divided, as equally as possible, between ministers and members of congregations. Moderators of Ministry Teams shall be elders or minister members.

(b) While adhering as much as possible to equal representation from the Quadrants of the Presbytery as stipulated by Article 3, Section 3.02, the Nominating Committee may sometimes cross Quadrant boundaries to fill vacancies on any Presbytery committee or ministry team.

(c) The membership of the Committee on Representation shall comply with the *Book of Order*, G-9.0105a.

(d) Persons from The Presbytery of Wabash Valley serving on General Assembly and/or Synod units shall be ex-officio members, without vote, of the corresponding unit(s) of this Presbytery.

### ***Section 7.03 Terms of Office***

Committee and ministry team members may be elected for a term of no more than three years. Committee and team members may serve consecutive terms, either full or partial, for an aggregate of no more than six years. After serving six years, a committee or ministry team member shall be ineligible for election to the same committee or ministry team for a period of at least one year. (Modeled after Book of Order G-14.0201a).

### ***Section 7.04 Committee and Ministry Team Moderators***

A moderator, and in the case of Committee on Ministry, a vice moderator, who shall be a member of the committee or ministry team, shall be nominated from the Presbytery at large by the Presbytery Nominating Committee for a term of three (3) years, or a portion thereof, once renewable.

### ***Section 7.05 Election***

Presbytery shall elect committee and ministry team members at the September Assembly. Vacancies shall be filled by election at other assemblies as they occur and as the Nominating Committee brings nominations.

### ***Section 7.06 Committee and Ministry Team Meeting Schedules***

Each committee and ministry team shall set an annual schedule of its meetings. This schedule shall be sent to the Stated Clerk following the first meeting of the committee or ministry team each year, but no later than the first day of March. Conference calls and/or electronic meetings may be held.

### ***Section 7.07 Committee and Ministry Team Reports***

Each committee and ministry team shall keep a record of its proceedings including conference calls and/or electronic meetings. A copy of these minutes shall be sent to the Stated Clerk upon approval of the committee or ministry team.

### ***Section 7.08 Committee and Ministry Team Reports to Presbytery***

Each committee shall be responsible for informing Presbytery of the decisions related to their particular area of responsibility which have been made by Synod and General Assembly, and of the implications of the decisions for the life, ministry and mission of the particular churches of this Presbytery.

### ***Section 7.09 Committee and Ministry Team Augmentation***

Committees and ministry teams may co-opt additional persons, drawn from the congregations of the Presbytery, for specific tasks. Committees and ministry teams may establish work groups to carry out their responsibilities.

### ***Section 7.10 Committee and Ministry Team Member Attendance***

Members of committees and ministry teams are expected to participate in the work of the committee or ministry team by at least regular attendance. When a voting member of the committee or ministry team has had three (3) unexcused absences from consecutive meetings of the committee or ministry team, the member shall have been deemed to have resigned. The moderator of the committee or ministry team shall notify, in writing, the committee or ministry team, the Stated Clerk, and the Moderator of the Nominating Committee of the vacancy. When a vacancy occurs, the Nominating Committee shall make a nomination at the next Presbytery Assembly or as soon as possible.

### ***Section 7.11 Conflict of Interest***

In order to avoid the appearance of any conflict of interest, when Presbytery committees or ministry teams are discussing or voting on matters that involve or affect committee or ministry team members, particular churches of which they are or have been members or pastors, such member or members shall be excused from the meeting room. Persons presenting a request, petition or appeal to a committee and who are related in a possible conflict of interest as outlined above, shall be excused following their presentation.

## **Article 8. COMMITTEE COMPOSITION AND RESPONSIBILITIES**

### ***Section 8.01 Nominating Committee***

- (a) The Nominating Committee comprised of ministers and elders shall consist of twelve (12) members and a moderator.
- (b) The Nominating Committee shall have as its responsibilities to present to Presbytery nominations for the following:
  - (i) Officers of the Presbytery, each year at the September Stated Meeting of the Assembly. These nominations shall be published with the call for the September Stated Assembly;
  - (ii) Elected members and moderators of Presbytery committees and ministry teams. (See Article 7, Sections 7.04 and 7.05);
  - (iii) Positions on the committees, boards, and agencies of Synod and General Assembly and;
  - (iv) Commissioners and youth advisory delegates to the General Assembly to be elected at the September Stated Assembly of the year preceding a General Assembly according to the following process:
    - 1) Minister Commissioners to General Assembly
      - a) The Stated Clerk of Presbytery shall compile a list of ordained ministers who are members of this Presbytery in good standing indicating the date of ordination, and the date(s), if any, of attendance at General Assembly as a commissioner.
      - b) The Nominating Committee shall be guided in nominations by the information provided by the Stated Clerk of Presbytery, the constitutional requirements for inclusiveness, fairness, and equal representation, and the record of service to the church of the individuals under consideration.
      - c) Any minister in good standing may be considered by the Nominating Committee for nomination as a commissioner to General Assembly. Members who have not attended at least four (4) of the last six (6) Stated Assemblies preceding the meeting at which nomination is to be made shall not be nominated.
      - d) The Nominating Committee shall place in nomination, at the September Stated Assembly of the year preceding a General Assembly, a slate of names with exactly the number of minister commissioners to which the Presbytery is entitled. And there shall be one female and one male nominee, with special consideration for the principles of G-4.0403. The Nominating

Committee shall also present a slate of two nominees as minister commissioner alternates.

2) Elder Commissioners to General Assembly

a) The Stated Clerk of Presbytery shall compile a list of churches indicating date(s), if any, when an elder from each particular church attended General Assembly as a commissioner and indicating which churches have been represented by an elder commissioner at least four (4) of the last six (6) Stated Presbytery Assemblies preceding the meeting at which nomination is to be made.

b) Sessions may submit to the Nominating Committee names of elders as candidates for nomination as commissioners to General Assembly with a record of their service to the church.

c) The Nominating Committee shall place in nomination, at the September Stated Assembly of the year preceding General Assembly, a slate of names with exactly the number of elder commissioners to which the Presbytery is entitled. And there shall be at least one female and one male nominee, with special consideration for the principles of G-4.0403. The Nominating Committee shall also present a slate of two nominees as elder commissioner alternates.

3) Youth Advisory Delegates to General Assembly

Sessions may submit to the Nominating Committee names of youth as Youth Advisory Delegates to General Assembly with a record of their service to the church. The Nominating Committee shall place in nomination, at the September Stated Assembly of the year preceding a General Assembly, the name of the nominee, with special consideration for the principles of G-4.0403. The Nominating Committee shall also present the name of an alternate Youth Advisory Delegate.

4) Procedure for Publishing Nominations

The Nominating Committee shall publish with the call for the September Meeting of the Assembly at which the election is to occur its slate of nominees for General Assembly commissioners and youth advisory delegate(s). With the nominations, the Nominating Committee shall present biographical information and record of service to the church for each of the nominees. Nominations from the floor are in order. Nominations from the floor should include the same information in written form.

Those nominated shall be designated as Commissioner or Youth Advisory Delegate, or as alternate Commissioner or Youth Advisory Delegate, on the basis of the number of votes received. The specified number of Commissioners and Youth Advisory Delegates will be the nominated ministers, elders, and youth, receiving the highest number of votes. The other nominees will serve as alternates in order of the number of votes received; the person with the highest number of votes being the first alternate.

(v) Synod Commissioners

The Nominating Committee shall be guided in nominating Synod Commissioners by the specific skills needed by the Synod, the experience and service within the Presbytery, and Constitutional requirements for inclusiveness, fairness and equal representation.

**Section 8.02 Committee on Ministry**

The Committee on Ministry (COM), comprised of an equal number of elders and ministers plus the moderator shall consist of fifteen (15) members including a moderator and vice moderator, all elected by the Presbytery. The membership of this committee shall strive to be representative of the Presbytery's diversity, specifically with regard to church size and geography.

The members shall be nominated and elected under provisions of Article 3 Section 3.02 and Article 7 section 7.02-7.05.

(a) The Committee on Ministry shall have the responsibilities and structure specified in the Book of Order, *G-9.0504.3a(1)*, *G-10.0203b [administrative commissions to ordain/install]* *G-11.0500*, *G-14.0502* and shall have the authority to act for Presbytery in the matters listed in *G-11.0502h* *G-14.0513*, *G-14.0801*, and other delegations of authority made by Presbytery specified in the Presbytery of Wabash Valley Policy Manual and shall report same to the next stated meeting of Presbytery Assembly.

**Section 8.03 Committee on Preparation for Ministry**

(a) The Committee on Preparation for Ministry (CPM) comprised of an equal number of elders and ministers shall consist of eight (8) members and a moderator. The members shall be nominated and elected under provisions of Article 3, Section 3.02 and Article 7, Section 7.02-7.05.

(b) The Committee shall serve the Presbytery through the care and oversight of inquirers and candidates for church occupations in accordance with the *Book Of Order*, *G-14.0300* and shall have the authority to enroll inquirers, *G-14.0303e*.

**Section 8.04 Committee on Representation**

(a) The Committee on Representation (COR) shall consist of at least seven (7) members and a Moderator. The majority of the members shall be selected from the

(b) racial ethnic groups (such as Presbyterians of African, Hispanic, and Asian descent and Native Americans) within the Presbytery, and shall include persons from each of the following categories:

1. majority male membership
2. majority female membership
3. racial ethnic male membership
4. racial ethnic female membership
5. youth male membership
6. youth female membership
7. person(s) with disabilities

The members shall be nominated under provisions of Article 3, Section 3.02 and Article 7,

Section 7.02-7.05.

(c) The main function of the Committee on Representation shall be to advise the Presbytery with respect to its membership and to that of its committees and agencies and other units in implementing the principles of participation and inclusiveness to ensure fair and effective representation in the decision making of the Presbytery.

(d) The Committee on Representation shall serve both as advocate for the representation of racial ethnic members, both sexes, different age groups, persons with disabilities, diverse geographical groups, different theological positions consistent with the Reformed tradition, as well as different marital conditions (married, single or divorced), and as a continuing resource to the Presbytery in these areas. The Committee on Representation shall review the performance of the Presbytery in these matters and shall report annually to it and the Synod of Lincoln Trails with recommendations for any needed corrective action. The Committee on Representation shall consult with the Presbytery Nominating Committee.

## **Article 9. PERMANENT JUDICIAL COMMISSION**

The Presbytery shall elect a Permanent Judicial Commission (PJC) following the requirements outlined in the *Book Of Order*, D-5.0000. Nominations shall be made by the Nominating Committee. It shall have the power and duties specified in the *Book Of Order* (D-5.0000ff).

The members shall be nominated under provisions of Article 3, Section 3.02 and Article 7, Section 7.02-7.05.

## **Article 10. MINISTRY TEAM COMPOSITION AND RESPONSIBILITIES**

### ***Section 10.01 Administrative Ministry Team***

(a) The Administrative Ministry Team shall be composed of nine members, one of whom shall serve as Moderator. The members shall be nominated and elected under provisions of Article 3, Section 3.02 and Article 7, Section 7.02-7.05.

(b) Members shall be nominated on the basis of their knowledge of current Presbytery goals and operations, expertise in personnel work, and/or expertise in financial management. The ministry team shall include at least two (2) persons associated with local churches having multiple staffs. The General Presbyter and Treasurer of the Presbytery shall serve as staff to the Administrative Ministry Team.

(c) The responsibilities of the Administrative Ministry Team shall include:

- (i) Determining personnel guidelines and policies for approval by the Council and presentation to the Presbytery.
- (ii) Reviewing annually the Presbytery staff, using an appropriate written instrument which includes a review of goals and objectives for the year mutually agreed upon by the staff member and the Ministry Team. (Presbytery staff shall include all those

elected or hired and compensated with Presbytery funds.)

- (iii) Making recommendations concerning remuneration of Presbytery staff, based upon annual evaluations, to the Council no later than the August meeting.
  - (iv) Present to Council for *its* consideration by the Presbytery committees and the Council with response to be made by the October meeting of Council, at the September 3rd quarter meeting, a preliminary budget including any proposed changes in per capita for the following year. Council may make adjustments and shall present the budget to the Presbytery for a first reading at the September Stated Meeting of the Assembly. Presbytery shall adopt a final budget at the November Stated Meeting of the Assembly. A revision, taking into consideration the comments by the various concerned units, shall be presented to Council, at the October meeting, for consideration and recommendation to the Presbytery at the fall Stated Meeting.
  - (v) Reviewing regularly the financial position of Geneva Center and making recommendations to the Geneva Center Ministry Team on financial policies and financial operations. The Geneva Center Ministry Team shall furnish the Administrative Ministry Team with monthly financial reports on a timely basis.
  - (vi) Maintaining accurate records of each church's indebtedness, reporting annually at the September Assembly.
  - (vii) Arranging for an external audit of the Presbytery's books and the books of Geneva Center at least annually.
  - (viii) Serving as an internal audit and review committee, hearing reports at least twice a year from the Presbytery staff on the current state of the Presbytery's budget and finances.
  - (ix) Making recommendations to staff on financial management matters.
  - (x) Making recommendations to the Council and Presbytery relating to the financial life of the Presbytery
  - (xi) Recommending to Council and Presbytery appropriate action on the sale, purchase, or encumbrance of church property as referred to in the *Book of Order* G-8.0100-8.0600.
  - (xii) Advising the Council on all matters related to Conservation of Property, as referred to in the *Book of Order*, G-8.0100 - 8.0600, except as otherwise provided in these Standing Rules.
- (d) All matters pertaining to property and finances shall be subject to review and approval by the Council in accordance with the provisions in Article 2.
- (e) A recommendation of any Presbytery committee or ministry team which will materially affect the financial condition of the Presbytery, beyond the approved budget shall be communicated to the Administrative Ministry Team at least six (6) weeks prior to

the Presbytery Assembly at which action is sought. The Administrative Ministry Team shall have the right to comment on the recommendation to the originating committee or ministry team, and/or to Council, and/or Presbytery.

### ***Section 10.02 Church Development Ministry Team***

(a) The Church Development Ministry Team shall consist of eight (8) members and a moderator. The members shall be elected from the Presbytery at large based upon their expertise in congregational development. The members shall be nominated and elected under provisions of Article III Section 2 and Article VII section 2.3.

(b) The responsibilities of the Church Development Ministry Team shall include:

#### **(i) New Church Development**

- 1) Serving the Presbytery as its agent in establishing new congregations by selecting and purchasing sites, proposing organizing pastors, recommending chartering, and overseeing the development of these congregations following their chartering, until such time as the Ministry Team, the Session of the new congregation, and the organizing pastor concur that the congregation is no longer to be considered a new church development.
- 2) Recommending budget items related to new church development and ~~to~~ authorizing the expenditure of Church Development funds for support of new church developments.

#### **(ii) Church Transformation**

- 1) Serving the Presbytery as its agent in transforming existing congregations.
- 2) Establishing guidelines by which existing congregations can be accepted as transformation projects.
  - 3) Overseeing the development of mission designs, project descriptions, goals and objectives, and the implementation of such designs, descriptions, and objectives for church transformation projects.
  - 4) Recommending budget items related to church transformation projects, and authorizing the expenditure of Church Development funds for support of transformation projects.
  - 5) Working in partnership with the Committee on Ministry to provide guidance and support for congregations involved in transformation projects.

#### **(iii) Ministry Groups**

The Church Development Ministry Team may delegate any of its responsibilities to a particular New Church development Ministry Group or Transformation Ministry Group according to Council Policy.

(iv) Recognition

The Ministry Team shall prepare suitable celebrative occasions within the Presbytery when either new church developments or church transformation projects are released from the oversight of the Ministry Team.

***Section 10.03 Geneva Center Ministry Team***

- (a) The Geneva Center Ministry Team shall consist of fifteen members including a youth and a moderator. Twelve members, to include the moderator and a youth, shall be nominated and elected by the Presbytery of Wabash Valley. The members shall be nominated and elected under provisions of Article 3, Section 3.02 and Article 7, Section 7.02-7.05. Three members shall be elected from the Presbytery of Whitewater Valley.
- (b) The responsibilities of the Geneva Center Ministry Team shall include the following:
- (i) providing programs of Christian education and spiritual nurture for children, youth and adults in support of the churches of the Presbyteries of Wabash Valley and Whitewater Valley.
  - (ii) providing facilities and program support to any and all entities of the Presbytery of Wabash Valley.
  - (iii) providing hospitality to churches of all denominations and to non-profit organizations who wish to use the facilities for conferences and retreats while providing their own program and leadership.
  - (iv) developing, promoting, and providing an annual Christian summer camping program for children, youth, adults, and families
  - (v) providing and supporting non-religious programs and community service consistent with the nature and purpose of the Church.
  - (vi) developing, promoting, and providing the Presbytery's youth ministry program focusing on senior highs and middle school students
  - (vii) establishing a Personnel Sub-committee and in consultation with the Administrative Ministry Team recommend to Presbytery Personnel Policies for Geneva Center that are in accord with Presbytery Personnel Policies wherever practicable.
  - (viii) reporting to each Stated Meeting of the Administrative Ministry Team Geneva Center's financial transactions.
  - (ix) submitting for Presbytery's approval, with recommendations from the Administrative Ministry Team, the annual operating budget for Geneva Center.

***Section 10.04 Communications Ministry Team***

- (a) Communications Ministry Team shall be formed by the Council and composed of six members, serving three year terms, once renewable, in three classes with one (1) minister and one (1) elder in each class, one of whom shall serve as a moderator. The members shall be nominated and elected under provisions of Article 3, Section 3.02 and Article 7, Section 7.02-7.05. Members shall be chosen from the Presbytery at large by the Council Nominating Committee and elected at the last stated meeting of the Council each year. The Moderator of the Committee shall be named annually from the membership of the Committee by the Council following the election of Committee members.
- (b) The responsibilities of the Communications Ministry Team shall include:
  - (i) coordinating all communications.
  - (ii) overseeing the Presbytery computer network system.
  - (iii) enhancing communication between the churches and the Presbytery especially through the use of technology.
  - (iv) encouraging and advocating for good communications through the structure, officers, and staff of the Presbytery.

### ***Section 10.5 Interim Ministry Team***

- (a) The Interim Ministry Team shall consist of seven to nine members, and be responsible to the Council.
- (b) The responsibilities of the Interim Ministry Team, working in collaboration with the Interim General Presbytery, shall include the following:
  - (i) help focus the Presbytery (its staff, officers, ministry teams, and other program groups) on the interim tasks,
  - (ii) be a channel of effective two-way communication among various ministry groups, and between the presbytery and its congregations and their leaders, and
  - (iii) ensure a structure and process that will provide continuity between the learning of the interim period and the arrival of the new Presbyter.
- (c) Shall ensure the effective completion of the five developmental tasks of the interim period and the arrival of the new Presbyter.
- (d) Shall help the Interim Presbyter and presbytery leaders identify “possible issues, questions and opportunities that need to be addressed during the interim.”
- (e) Serve as focal point of interim process providing clear direction and strong leadership for the presbytery’s future. (Others, specifics in Tasks” for Interim Ministry Team.)

## **Article 11. COUNCIL**

### ***Section 11.01 Membership***

- (a) The Council is composed of the following voting members:
  - (i) The officers of the Presbytery: Moderator, Vice-Moderator, Stated Clerk, Treasurer and Recording Clerk.

- (ii) The Immediate Past Moderator of the Presbytery serving as Council Moderator.
  - (iii) The Moderators of the Standing Committees.
  - (iv) The Moderators of the Ministry Teams.
  - (v) Twelve members-at-large in three classes serving three year terms
- (b) The General Presbyter, the Associate Presbyter(s), one Commissioner to Synod, elected by the Synod Commissioners, and persons from the Presbytery of Wabash Valley serving on the General Assembly Council shall be non-voting members.
- (c) When a member of Council has had three (3) consecutive unexcused absences the member shall be deemed to have resigned.

### ***Section 11.02 Meetings***

The Council shall meet in five (5) Stated Meetings each year, the schedule of which shall be determined by the first Council meeting of the calendar year.

### ***Section 11.03 Special (Called) Meetings***

Special meetings of the Council shall be called by the Council Moderator or if the moderator is unable to act by the Stated Clerk at the request of a Standing Committee, Ministry Team or three Council members (a combination of ministers and elders). Notice of the meeting shall be given at least one week in advance. The meeting notice shall set out the purpose of the meeting, and no other business shall be transacted. Special meetings may be held by conference call, provided actions are recorded in the minutes of the Council

### ***Section 11.04 Authority***

- (a) The Council is accountable to the Presbytery Assembly.
  - (i) The Council shall have all the general and specific duties provided for in the *Book of Order*, including those in G-11.0103v and G-14.0507. It is understood that the adoption of these Standing Rules grants this authority to Council.

### ***Section 11.05 Responsibilities***

The Council shall:

- (i) Oversee the spiritual life of the Presbytery
- (ii) Be responsible for all the business of the Presbytery which must be decided between the stated meetings of the Presbytery Assembly.
- (iii) Propose mission goals each year to the May meeting of Presbytery Assembly.

- (iv) Act as coordinator of the committees, ministry teams, and ministry groups, of the Presbytery.
- (v) Design Presbytery Assembly. This responsibility shall be delegated to a group composed of two at large members of the Council, the Presbytery Moderator, Presbytery Vice-Moderator, Stated Clerk and General Presbyter. This group shall be constituted at the last Council meeting of the year.
- (vi) The Council shall make recommendations for communications with other governing bodies when necessary.
- (vii) Authorize its Moderator to annually, at the first stated Council meeting of the year, appoint a Task Force for the specific purpose of securing new Nominating Committee members, who will be presented to Presbytery Assembly for election.

## **Article 12. GENERAL RULES FOR PRESBYTERY**

### ***Section 12.01 Robert's Rules of Order***

The most recent General Assembly approved edition of Robert's Rules of Order Newly Revised, except in those cases where the Constitution provides otherwise, shall govern all meetings of this Presbytery and its units.

### ***Section 12.02 Session Bears Commissioner's Expense***

A session shall pay the expenses (meals and travel) of its minister(s) and elder commissioner(s) to all Presbytery Assemblies. Payment for meals shall be received at each meeting of the Assembly.

### ***Section 12.03 Extra Ministerial Expenses***

A session requiring the service, for any purpose of a minister other than its own shall pay the travel expenses and compensation for that services on a schedule provided by the Committee on Ministry.

Moderators of sessions of congregations without installed pastors shall be reimbursed at a rate established by the Committee on Ministry.

### ***Section 12.04 Creation of Elected Presbytery Staff Positions***

Elected Presbytery Staff positions may be established by recommendation of the Administrative Ministry Team in consultation with the Synod. The recommendation must be approved by a 2/3 vote of the Presbytery Assembly.

### ***Section 12.05 Quorum for Presbytery Committees, Ministry Teams and Council***

Except as otherwise provided by the Book of Order, the quorum for Presbytery committees, Ministry Teams and Council shall be the Moderator, or his or her designee, plus one half (1/2) of the currently serving membership.

## **Article 13. AMENDMENTS**

Recommended amendments to these Standing Rules shall be included in the Presbytery packet and presented for a first reading. Debate and vote will be docketed for the next Presbytery Assembly and

the amendment again included in the Presbytery packet. Approval of the amendment shall require a 2/3 vote of all members present and voting.

## **Article 14. SUSPENSION OF STANDING RULES**

These Standing Rules, except Article 13, may be suspended for a definite purpose at any Stated Assembly of the Presbytery, without previous notice, by a two-thirds (2/3) vote of all members present and voting.