PRESBYTERY
OF
NEW YORK CITY

STANDING RULES

Presbytery of New York City
475 Riverside Drive – Suite 1600
New York, New York 10115
212-870-2221
www.nycpresbytery.org

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TABLE OF CONTENTS

I. IDENTITY 3

II. THE PRESBYTERY AND ITS CONSTITUENTS 3

III. THE PRESBYTERY AND ITS STRUCTURES 4
- A. THE ECCLESIASTICAL PRESBYTERY 4
- B. THE PRESBYTERY'S CORPORATIONS 6
- C. COMMITTEE ON MINISTRY 7
- D. COMMITTEE ON PREPARATION FOR MINISTRY 8
- E. COMMITTEE ON PREPARATION FOR LAY MINISTRY 9
- F. COMMITTEE ON REPRESENTATION 9
- G. COMMITTEE ON NOMINATIONS 10
- H. PERMANENT JUDICIAL COMMISSION 12
- I. GENERAL COUNCIL 13
- J. MINISTRY COUNCILS: GENERAL 15
- K. COUNCIL FOR CONGREGATIONAL MINISTRY AND NURTURE 16
- L. COUNCIL FOR WITNESS IN SOCIETY AND THE WORLD 18
- M. COUNCIL FOR MISSION, BUDGET AND CORPORATE RESPONSIBILITY 19
- N. PERSONNEL COMMITTEE 21
- O. COMMITTEE ON SESSION RECORDS 23
- P. COMMITTEE ON STANDING RULES AND OVERTURES 23
- Q. TASK FORCES 23

IV. THE ECCLESIASTICAL PRESBYTERY AND ITS OFFICERS AND STAFF 24

V. MEETINGS 25
- A. GENERAL 25
- B. MEETINGS OF THE ECCLESIASTICAL PRESBYTERY 28

VI. NOMINATIONS AND ELECTIONS 28
- A. EXECUTIVE AND ADMINISTRATIVE STAFF 28
- B. COMMISSIONERS TO THE GENERAL ASSEMBLY 29
- C. COMMISSIONERS TO THE SYNOD OF THE NORTHEAST 30

VII. PARLIAMENTARY AUTHORITY 30

VIII. AMENDMENT AND INTERPRETATION OF THESE STANDING RULES 30

STANDING RULES of the ecclesiastical PRESBYTERY OF NEW YORK CITY

[*Updated through May 17, 2011*]

I. The Presbytery of New York City is a particular Presbytery of the Presbyterian Church (USA), and is governed by that church's *Constitution*[1]; as is each of the member congregations, missions, fellowships, or other components of the Presbytery of New York City.

II. THE PRESBYTERY AND ITS CONSTITUENTS

A. The Presbytery is comprised of its elected officers, all ministers of the Word and Sacrament who are its continuing members, elder commissioners chosen to represent local congregations as provided in G-11.0101, and elder commissioners chosen as provided in section D below.

B. Each session is responsible to appoint elder commissioner(s) in accordance with G-11.0101.

C. Where a church is without installed pastoral staff, it is the responsibility of the church's Moderator and session, or other governing authority, to provide for the church's representation in the work of the Presbytery.

D. When the number of resident minister members of the Presbytery exceeds the number of elder commissioners, the imbalance shall be redressed through the following procedures [G-11.0101b and c]:

1. First, all ordained elders in the Presbyterian Church (U.S.A.) serving in any of the following capacities: as elected Presbytery staff; as elected members of permanent committees, the Personnel Committee, Ministry Councils, the General Council, or the corporate Presbytery's Trustees; or as commissioners, alternates, or youth advisory delegates to the General Assembly or the Synod of the Northeast; shall be members of the Presbytery during their term of service; provided that such persons, if they are not of the age mandated in a particular case under the civil law of the State of New York, shall be ineligible to vote on corporate matters in such particular case, nor shall they hold any corporate office which the civil law reserves to persons of such age.

2. Second, if the above procedure does not achieve balance, the Stated Clerk shall determine the number of additional elders required to do so. The imbalance shall be redressed by inviting a

[1] All citations, whether bracketed [*sic*] or plaintext, refer to the *Book of Order* as it is routinely indexed.

number of churches, equal to the number of required elders, to each elect one additional elder commissioner for a one-year term to end with the next subsequent Annual Meeting of the Presbytery. In the initial year of this procedure, the churches invited shall be the topmost on a list of all member churches of the Presbytery, in ascending alphabetical order by church name only as published in the annual *Statistics* of the General Assembly, and in subsequent years, those invited shall be those next on a rotating basis repeatedly through the list; provided that no church shall be eligible to elect an additional elder commissioner which has not been represented by an elder commissioner at half or more of the preceding year's Presbytery meetings. The Stated Clerk shall each year ascertain the number of additional elder commissioners required to correct the imbalance and which churches are both next in turn and eligible by previous representation to elect them, and report the same to the Annual Meeting of the Presbytery, which shall issue the invitation by vote. If the invitation is not voted, the Presbytery shall decide how the imbalance shall be corrected.

III. THE PRESBYTERY AND ITS STRUCTURES

A. THE ECCLESIASTICAL PRESBYTERY

1. The ecclesiastical Presbytery shall include the following entities (the first four of which are hereafter sometimes referred to as the "permanent committees"):

   a. The entities of the Presbytery fulfilling the requirements of the *Constitution*:
      (1) Committee on Ministry [G-14.0500]
      (2) Committee on Preparation for Ministry [G-14.0300]
      (3) Committee on Representation [G-9.0105]
      (4) Committee on Nominations [G-9.0800]
      (5) General Council [G-11.0103v]
      (6) Permanent Judicial Commission [D-4.0100]

   b. Committee on Preparation for Lay Ministry [G-6.0304, G-11.0103z, and G-14.0800]

   c Mission, Budget and Corporate Responsibility Council

   d. Two Ministry Councils:
      (1) Council for Congregational Ministry and Nurture
      (2) Council for Witness in Society and the World

e. The Personnel Committee

f. The Committee on Session Records [G-11.0103x]

g. The Committee on Standing Rules [G-11.0103v]

Each of these entities shall be responsible to, and report directly to, the ecclesiastical Presbytery, following such procedures as are or may be set forth in these Standing Rules.

2. Unless otherwise specifically provided herein under, the terms of service for Chairpersons and for elected members of these entities shall be as follows:

   a. Chairpersons shall serve terms of one year, with eligibility for re-election to two subsequent terms for a maximum of three (3) years. When a person has served as Chairperson of an entity for a term of any length, that person shall not be eligible for election to service as a member of that entity until one year shall have elapsed from the end of the person's term of service as Chairperson.

   b. Elected members of entities shall ordinarily serve terms of three (3) years, with eligibility for re-election to one subsequent three-year term; or may serve partial terms in the place of other persons resigned or otherwise unable to complete their term; provided that no person shall be eligible to serve terms, full or partial, aggregating more than six (6) years. A person, having exhausted eligibility on any given entity, shall be ineligible for election to the same entity until one year shall have elapsed from the end of the person's term of service. When a person with one or more years remaining in his or her term as elected member of an entity is elected Chair of such entity, the position of member shall automatically become vacant and can be filled at the same or a subsequent meeting.

3. All entities of the ecclesiastical Presbytery may establish committees or sub-committees from among their elected membership in order to perform particular functions within their larger work. The General Council; the Mission, Budget and Corporate Responsibility Council; and the two Ministry Councils may also appoint other members of Presbytery or of its constituent churches to membership on their respective committees or sub-committees. Such committees or sub-committees shall wherever possible be established for a specified purpose and for a specified term. Any entity establishing any such

committee or sub-committee shall report its establishment to the Presbytery. The establishing entity shall supervise the work and review annually the need for the continuance, of all committees or sub-committees under its auspices. Such entity shall report annually to Presbytery the composition of all such committees and sub-committees.

4. Each permanent entity listed under Section II.A.I of the Standing Rules of the Presbytery of New York City shall have a manual of operations, which shall describe the operations and workings of the entity. The ecclesiastical Presbytery shall approve the manual of all entities and any amendments thereto. The entity shall review annually its manual of operations and make any recommendations for amendment to the ecclesiastical Presbytery for its approval.

B. THE PRESBYTERY'S CORPORATIONS

1. Two corporations have been established by the Presbytery of New York City under the laws of the State of New York. They are:

   a. The civil corporation Presbytery of New York City.

   b. Presbyterian Senior Services.

   Each of these corporations shall be responsible to, and report directly to, the ecclesiastical Presbytery, following such procedures as are or may be set forth in these *Standing Rules* or in the *Bylaws* or *Standing Rules* of the respective corporations.

2. The memberships of both corporations are comprised of the members of the ecclesiastical Presbytery of New York City. Each corporation has *Bylaws* for ordering its structure and the management of its business.

3. The directors of the civil corporation Presbytery of New York City are a Board of Trustees consisting of eighteen (18) persons elected in three equal classes, after nomination by the Committee on Nominations of the ecclesiastical Presbytery, together with the Treasurer, who serves *ex officio* with voice and vote, all as further described in III.M.1 below.

4. The directors of Presbyterian Senior Services shall be not less than eleven (11) and not more than twenty-four (24) persons elected to a term of three (3) years, after nomination by the Committee on Nominations of the ecclesiastical Presbytery.

5. Other corporate relationships

a. The Presbytery of New York City participates in the following inter-judicatory bodies:

(1) Presbyterian Camp and Conference Association
(2) United Presbyterian and Reformed Adult Ministries

b. The ecclesiastical Presbytery shall annually elect representatives to these bodies' corporate membership and/or Board of Directors, by the method and in the number called for in the corporate *Bylaws* or other corporate rules of the respective body, upon nomination by the Committee on Nominations of the ecclesiastical Presbytery.

C. COMMITTEE ON MINISTRY

1. Membership: Chairperson, elected by the Presbytery for a term of one year renewable for two subsequent terms; and thirty (30) members in three classes, each class equally divided between elders and ministers.

2. The particular duties of the Committee on Ministry are set forth in G-11.0500. In addition, the Committee on Ministry shall have the following duties:

a. Taking special oversight of churches without pastors [G-11.0103k].
b. Examining all those seeking minister membership or ministerial service in the Presbytery [G-11.0402].
c. Recommending who shall be continuing members of the Presbytery [G-11.0403].
d. Providing training and consultation to congregations preparing mission reviews.
e. Reporting at least annually on changes in ministers' terms of call.
f. Developing and recommending required standards for ministers' compensation and pension for adoption by the Presbytery [G-14.0506, 14.0507].
g. Overseeing the work of Commissioned Lay Pastors in the following ways:
(1) to determine the appropriateness of a particular setting being served by a CLP at the request of the setting's moderator, session, or other responsible

authority, or on the Committee's own initiative [G-14.0801(a)];

(2) to determine the suitability of a particular candidate for service in that particular setting, in consultation with CPLM;

(3) to recommend to Presbytery that a suitable candidate be commissioned to service in that setting;

(4) to provide for oversight of the CLP in accordance with G-4.0801(d); and

(5) to review annually the work of the CLP, and make appropriate recommendations to the Presbytery [G-14.0801(b)].

h. Acting on behalf of the Presbytery in the matters of:

(1) Appointing moderators of session [G-10.0103];

(2) Approving plans for services of ordination or installation [G-14.0404, 14.0405];

(3) Dissolving pastoral relationships when the congregation and pastor concur [G-14.0602h];

(4) Dismissing ministers to other Presbyteries, where no impediment to their dismission exists [G-11.0502h];

(5) Establishing Interim Pastor relationships at the request and with the counsel of sessions [G-14.0513b]; and

(6) Establishing Stated Supply relationships with the counsel of sessions [G-14.0513a];

(7) Constituting calls at stated meetings during the summer months when Presbytery does not meet. [11.0502h, G-9.0403, G.14.0507];

and reporting these actions to the Presbytery.

i. Preparing and maintaining a manual of the Committee's procedures, which shall be published to the membership of the Presbytery.

D. COMMITTEE ON PREPARATION FOR MINISTRY

1. Membership: Chairperson, elected by the Presbytery for a term of one year renewable for two subsequent terms; and eighteen (18) members, divided equally between ministers and elders.

2. The responsibilities of the Committee on Preparation for Ministry are set forth in G-14.0300. In addition:

a. The Committee shall nominate readers of the denomination's Standard Examinations for Ordination at the request of the

Presbyteries' Cooperative Committee on Examination of Candidates, for election by the Presbytery [G-11.0103m].

E. COMMITTEE ON PREPARATION FOR LAY MINISTRY

1. Membership: Chairperson, elected by the Presbytery for a term of one year renewable for two subsequent terms, and nine (9) members, divided between ministers (4) and elders (5).

2. The purpose of the committee on Preparation for Lay Ministry is
   a. to promote and strengthen Commissioned Lay Ministry within the bounds of the Presbytery, and
   b. to promote and strengthen lay ministry in general within the bounds of the Presbytery, in consultation with the Council for Congregational Ministry and Nurture and the Committee on Ministry.

3. The work of the committee is governed and shaped by the provisions of G- 6.0304, G-11.0103z, and G-14.0800 of the Book of Order.

4. The responsibilities of the Committee on Preparation for Lay Ministry are:
   a. to encourage the Presbytery and its congregations to consider commissioned lay ministry in their settings;
   b. to develop processes and criteria for elders desiring to serve as CLPs, for approval by the Presbytery
   c. to oversee the preparation and training of those seeking to become Commissioned Lay Pastors in accordance with those criteria
   d. to examine them regarding their readiness to be commissioned in accordance with the provisions of G-14.0801(a), and certify those found ready to the Committee on Ministry as available for commissioning

F. COMMITTEE ON REPRESENTATION

1. Membership: Twelve (12) members equally divided between males and females, one male and one female from each of the following groups: Anglo, Asian, Black, Hispanic, Youth members,[2] and

[2]Youth members shall be age 25 or under and communicant members of a member congregation of the Presbytery of New York City.

Members-at-large.[3] Youth and At-large members shall come from two (2) different groups; e.g., if one is Asian, the other shall be Black, Anglo or Hispanic. The membership shall be divided into three (3) classes of four (4) each. At least one member of each class, but not more than two (2), shall be ministers. Chairperson, (one of the twelve) elected by the Presbytery for a term of one year renewable if class term permits"

2. Nominations: The Committee on representation shall be nominated by the General Council. Members shall be elected annually at the meeting of the Presbytery next following the Annual Meeting. The chairperson and recording secretary shall be elected by the Committee on Representation from among its membership at their first meeting following the installation of each new class of members.

3. Purpose: the Presbytery represents itself to the world at large, and to itself, through the choices it makes regarding who shall serve and lead it [G-4.0401]. While it may be impossible for each entity of the ecclesiastical Presbytery or the directors of each Presbytery corporation to be inclusive of every constituent of the Presbytery, it is the purpose of the Committee on Representation to ensure that every entity of the ecclesiastical Presbytery and the directors of each Presbytery corporation shall be substantially representative of the whole Presbytery, in both spirit and substance displaying diversity and inclusion.

4. The responsibilities of the Committee on Representation are set forth in G-9.0105. In addition, the Committee on Representation shall certify for the official records of the Presbytery when it is found that the participation of necessary persons cannot be secured and an exception must be made to the provisions of inclusive representation [G-9.0106].

G. COMMITTEE ON NOMINATIONS

1. Membership: Chairperson, elected by the Presbytery for a term of one year renewable for two subsequent terms; and three (3) ministers, three (3) women elders and three (3) male elders, divided into three classes. The Chairperson and members of the

[3]Members-at-large shall be selected as representatives of other identifiable constituencies such as elderly or disabled, but not limited to these constituencies.

(3) The directors of all of the Presbytery's corporations and the Presbytery's portion of the members or directors of any inter-Presbytery Corporations or organizations of which this Presbytery is a part.

(4) The representatives of this Presbytery on all inter-Presbytery and interdenominational agencies on which the Presbytery has representation.

(5) The President and Treasurer of the Board of Directors ("Trustees") of the civil corporation Presbytery of New York City.

d. The President and members of the Board of Directors ("Trustees") of the Presbytery's corporations shall be elected by the ecclesiastical Presbytery sitting as the membership of the civil corporation Presbytery of New York City.

e. Election of the officers described above shall take place at the time of the March stated meeting of the Presbytery. They shall assume the duties of their offices following their installation at the Annual Meeting of the Presbytery.

f. The committee shall present nominations for minister and elder commissioners and youth advisory delegates to the next General Assembly, and for minister and elder commissioners and youth advisory delegates to the Synod of the Northeast, at the January meeting of the Presbytery.

g. The committee shall receive reports of vacancies created under V.A.14. of these Standing Rules by unexcused absences from the Councils and committees of the Presbytery, and shall present nominations to fill those vacancies.

H. PERMANENT JUDICIAL COMMISSION

1. Membership: nine (9) persons; four (4) elders, four (4) ministers, and a ninth who may be an elder or a minister, divided into three (3) classes, with at lease one (1) minister and (1) elder in each class, elected according to the provisions of the *Book of Order*, *Rules of Discipline*, Section 5.

2. The responsibilities of the Permanent Judicial Commission are set forth in the *Rules of Discipline*.

I. GENERAL COUNCIL

1. Membership: the immediate past Moderator of the Presbytery as Chair of the General Council; the Moderator and Moderator-elect, *ex officio* with voice and vote; one representative from and designated by each of the other entities enumerated in III.A.1 of these standing rules, with the exception of the Permanent Judicial Commission: Committee on Ministry, Committee on Preparation for Ministry, Committee on Preparation for Lay Ministry, Committee on Representation, Committee on Nominations, Personnel Committee, Committee on Session Records, Committee on Standing Rules and Overtures, the two Ministry Councils, the Mission, Budget and Corporate Responsibility Council of the corporate Presbytery, ex officio with voice and vote; the New York City Council of Presbyterian Women and the New York City Council of Presbyterian Men, with voice and vote. Ordinarily, each of these designated representatives shall be the same person from meeting to meeting, in order to facilitate continuity and participation. [***The membership shall also include]*** and nine (9) members-at-large divided into three (3) classes of three (3) each, divided 5-4 between ministers and elders, the majority alternating each year by adjusting the number of each elected. The members-at-large shall be elected to serve for a term of three (3) years. The Executive Presbyter and the Stated Clerk shall be advisory members without vote. The General Council may invite other members of the Presbytery staff to attend as resource persons.

2. The General Council shall meet regularly preceding each stated meeting of the Presbytery and upon its own call as its agenda dictates.

3. The responsibilities of the General Council are set forth in general terms in G-9.0902a and 11.0103v. In particular, they are:

   a. In consultation with the Ministry Councils and permanent committees of the ecclesiastical Presbytery and the Mission, Budget and Corporate Responsibility Council, to develop, update as needed, and recommend to Presbytery a mission statement and goals for the Presbytery and a means for evaluating the work of the Presbytery toward the achievement of these goals.

   b. To prepare the docket (in consultation with the Ministry Councils, permanent committees, and the Personnel, Session Records and Standing Rules Committees of the ecclesiastical Presbytery and the Board of Directors of the

corporate Presbytery) and plans for services of worship for meetings of the Presbytery; receive invitations for hosting meetings of the Presbytery; and set the place for each meeting of the Presbytery. The General Council shall designate three of its at-large members, along with the Moderator of the Presbytery, the Executive Presbyter, and the Stated Clerk, to constitute the Docket and Worship Committee, which shall have charge of these responsibilities, with the Moderator as Chair.

c. In addition to the provisions of G-11.0201, to call special meetings of the Presbytery when so directed by the Presbytery or when requested by a two-thirds (2/3) vote of the absolute membership of a Ministry Council.

d. To annually nominate for election by the Presbytery the chairpersons and members of the Committee on Nominations, the Committee on Representation, and of the and of the Personnel Committee.

e. To act on behalf of the Presbytery in designating special investigating committees in accordance with D-10.0201, and designating committees of counsel in accordance with D-6.0302, reporting the establishment of these committees to the next stated meeting of the Presbytery.

f. The General Council (GC) is authorized to act on behalf of the whole Presbytery in the interval between stated Presbytery meetings should immediate action be required in response to:

- credible report of criminal behavior by officers of a church, Presbytery agency, or the Presbytery;
- credible report of improper sexual behavior occurring under the auspices of a church, Presbytery agency, or the Presbytery;
- other report which obligates the Presbytery to act under its fiduciary duty without delay.

The GC may meet by telephone or video conference call in which all participants are able simultaneously to hear and take part in the entire discussion.

The GC's action may include, but is not limited to, the institution of legal action or the election of an

administrative commission. Any administrative commission shall operate under a specific and detailed charge, limited to the matter of the report.

The GC shall report its action to the Presbytery, at either the next following stated meeting or at a meeting called for the purpose. The Presbytery shall hear the GC's report and such report of any administrative commission or other agent, acting under the GC's authority, as may properly be presented. The Presbytery shall then vote to confirm, modify, or terminate the action of the GC. "

J. MINISTRY COUNCILS: GENERAL

1. Membership: each Ministry Council shall be composed of an even number of members divided into three (3) classes of equal numbers, with at least one half the members being laypersons (G-9.0501.b). Chairperson, shall be in a class, elected by the Presbytery for a term of one year renewable if class term permits. The Treasurer of the corporate Presbytery shall also be a member ex officio of the Mission, Budget and Corporate Responsibility Council, with voice but without vote.

2. Officers:
   a. Chairperson of each Ministry Council elected by the Presbytery for a term of one year renewable.

   b. Each Ministry Council shall elect annually its own Recorder (Clerk) from among its membership. The election shall be reported to the Presbytery and to the General Council.

3. Organization
   a. Each Ministry Council shall develop and recommend for approval to the Presbytery, after review by the General Council, guidelines by which it desires to organize its own operations to best do its work.

   b. Each Ministry Council shall set annual goals and objectives for its work, consistent with and designed to further the goals of the Presbytery, and report them to the Presbytery.

   c. Each Ministry Council shall conduct an annual review of its work and progress. On request, it may receive the assistance of the General Council, or of other persons, in this review. Its results shall be reported to the Presbytery.

4. Meetings

a. Each Ministry Council shall establish a schedule of stated meetings, adequate to enable each Ministry Council to do its work, and shall publish that schedule to the Presbytery and its other entities, the Presbytery's corporations, and where appropriate to the churches of the Presbytery.

b. Any stated meeting of a Ministry Council may be canceled or postponed by general consent of members of the Council if there is no significant business to be conducted, with notice to the General Council.

c. Where the needs of the Presbytery require it, each Council shall hold called meetings upon its own motion, upon the call of its Chair, or at the direction of the Presbytery by vote.

K. COUNCIL FOR CONGREGATIONAL MINISTRY AND NURTURE

1. This Council shall be composed of eighteen (18) members divided into three (3) classes of six (6) each, with at least one half the members being laypersons (G-9.0501.b).

2. Responsibilities:

a. Church development and redevelopment

(1) Provide liaison between congregations and the support resources of the Presbytery and the larger church.

(2) Make recommendations to the Presbytery regarding the application of the Presbytery's resources to the most promising points of ministry.

(3) Develop a system to help congregations locate, call, and establish compensation for the most promising pastoral leadership available.

(4) Assist small or marginalized congregations and the Presbytery to pastorally and realistically assess various options: redevelopment, yoking, merging, tentmaking, or dissolving.

(5) Develop a strategy to determine how to use buildings now and in the future in consultation with the Mission, Budget and Corporate Responsibility Council of the corporate Presbytery in relation to issues regarding the use of buildings: preservation, rehabilitation, rebuilding, or alternative uses.

(6) Keep a current survey of church properties in the Presbytery.

(7) Working in conjunction with the Mission, Budget and Corporate Responsibility Council of the corporate Presbytery, be available to counsel with churches facing difficult building problems and arrange for in-service training regarding aspects of property management and repair.

(8) Recommend to Presbytery, in consultation with the Mission, Budget and Corporate Responsibility Council of the corporate Presbytery, policies and programs for building care of church properties in the Presbytery.

b. Education and nurture

(1) Prepare evangelism training for new member recruitment and spiritual renewal to be available to all congregations.

(2) Develop and implement a program of witness (evangelism) for reaching the un-churched and delinquent members.

(3) Develop resources and guidance for congregational programs of worship vitalization.

(4) Provide means, opportunities, and/or guidance to the member churches or the Presbytery in their programs of education.

(5) Provide means, opportunities, and/or guidance for the training of lay leadership in the member churches of the Presbytery.

(6) Provide means, opportunities, and/or guidance to the member churches of the Presbytery in developing youth programs.

c. Racial and ethnic ministries

(1) Guide the Presbytery to systematically focus on the development and expansion of ministry toward the ethnically diverse residents of New York City.

(2) Assist the Presbytery with the development of ethnically-based congregations within the bounds of the Presbytery.

3) Provide means, opportunities, and/or guidance and training to such congregations and their leaders in the principles, Constitutional requirements, and procedures of Reformed and Presbyterian faith and order, and in the polity of the Presbyterian Church (USA).

(4) Develop increased awareness in all congregations of the need for inclusiveness and participation by all

persons and churches in the work of Christ's Church and of the Presbytery.

d. Cooperate where appropriate with the other Councils of the Presbytery.

e. Provide such other services as may be assigned to it by the Presbytery.

L. COUNCIL FOR WITNESS IN SOCIETY AND THE WORLD

1. This Council shall be composed of twelve (12) members divided into three (3) classes of four (4) each, with at least one half the members being laypersons (G-9.0501.b).

2. Responsibilities:

a. Assist the Presbytery's member churches to address social justice issues at the congregational and neighborhood levels, helping congregations to establish linkages or cooperative efforts where appropriate.

b. Assist the Presbytery to be an agent of corporate mission for addressing those social and economic justice issues which are appropriately addressed on an inter-congregation or Presbytery- wide level.

c. Assist the Presbytery to establish and maintain those ecumenical relationships which will enlarge the life and mission of the church within the Presbytery's district.

d. Have particular oversight of the Presbytery's specialized ministries in areas such as
(1) youth ministry
(2) campus ministry
(3) ministries with the aging

e. Cooperate where appropriate with the other Councils of the Presbytery.

f. Interpret to the churches of the Presbytery, to the Presbytery itself, and to civil and corporate powers the mission of the Church and its particular expression by the Presbytery and its membership.

g. Provide such other services as may be assigned to it by the Presbytery.

M. MISSION, BUDGET AND CORPORATE RESPONSIBILITY COUNCIL

1. Membership: eighteen (18) members divided into three (3) classes, with three classes of six (6) members, with each class elected to serve three-year terms and eligible to serve additional terms aggregating to no more than six (6) consecutive years, with each class drawn from among the membership of the ecclesiastical Presbytery or of its constituent churches, and elected by the membership of the ecclesiastical Presbytery and the corporate Presbytery sitting simultaneously as the membership of the ecclesiastical and corporate Presbytery, after nomination by the Committee on Nominations of the ecclesiastical Presbytery, sitting together with the Treasurer, who serves ex officio with voice and vote. The Stated Clerk of the ecclesiastical Presbytery shall serve as recording secretary without vote.

2. The members of this Committee shall also serve as the directors of the civil corporation of the Presbytery of New York City and shall be accountable to the ecclesiastical Presbytery (G-9.0403), with the advice and consul of the General Council.

3. Officers:

   a. The chairperson of the committee, who shall also serve as the President when the committee convenes as the corporate Board of Directors, and the Treasurer are elected by the membership of the ecclesiastical Presbytery, when they are sitting as the membership of the civil corporation Presbytery of New York City, after nomination by the Committee on Nominations of the ecclesiastical Presbytery.

   b. The Treasurer is the chief financial officer of the corporate Presbytery and, working with and through the Executive Presbyter, shall be responsible for cash flow management, internal financial controls, and financial support and money management services.

4. Responsibilities

   a. In fulfillment of the Book of Order, sections G-9.0102 & G-11.0103, the Committee shall assist the Presbytery to fulfill its responsibilities of mission and administration by developing

its capacity for developing and funding its mission from a variety of sources (individuals, foundations, corporations, and other governing bodies).

b. Provide consultation to churches to enhance their own efforts in mission, stewardship, and financial and property management.

c. To Prepare concise statements of current and projected income and expenses.

d. Following a two-year budget planning cycle, develop and prepare the annual budget of the ecclesiastical Presbytery, in consultation with the various entities of the Presbytery, for initial presentation to the Presbytery for discussion not later than the October stated meeting preceding the budget year and approval by the Presbytery not later than the following November stated meeting. The Committee shall receive the advice of the Executive Presbyter, and the Treasurer of the civil corporation Presbytery of New York City in this work, and may ask the counsel of other persons or entities as it deems helpful.

e. To monitor the annual budget of the ecclesiastical Presbytery after its approval by the Presbytery and to prepare and recommend to the ecclesiastical Presbytery adjustments to the annual budget of the Presbytery.

f. Provide cash flow management, internal financial and accounting control systems, and financial support services (including investment and money management services) to the ecclesiastical Presbytery.

g. Review and make recommendations to the Presbytery regarding the granting of Presbytery funds for the support of local mission and church development or redevelopment, advising the Presbytery how such grants relate to the overall goals, missions, and priorities of the Presbytery.

h. Oversee and encourage the prompt payment of per capita and or apportionment by local churches.

i. Cooperate where appropriate with the other Councils of the Presbytery.

j. Provide such other services as may be assigned to it by the Presbytery.

k. Receive and review requests from the churches of the Presbytery for permission, as required under G-8.0501 and 8.0502.of the Book of Order, to sell, mortgage, lease, purchase or otherwise encumber any real property, or take title to any real property either currently encumbered or to become encumbered as a consequence of taking title, and report its recommendations to the ecclesiastical Presbytery.

l. <u>In addition the committee shall have the following responsibilities including any provided under civil law, the New York State Religious Corporations Law, the New York State Not-For-Profit Corporations Law and in the Bylaws of the corporation, Presbytery of New York City:</u>

m. Oversee the Presbytery's properties, insurance, investments, loans, and mortgages.

n. Administer mortgages and loans on behalf of the Synod of the Northeast and the General Assembly.

o. Provide for an annual audit of the finances and assets of the Presbytery of New York City.

p. Discharge such other legal corporate obligations as may be required under the laws of the State of New York.

N. PERSONNEL COMMITTEE

1. Membership: Chairperson, elected by the Presbytery for a term of one year, renewable for two subsequent terms; and six (6) members divided into three (3) classes of two (2) each, with each class composed of one (1) minister and one (1) elder. No member of the Personnel Committee may hold any other membership or office in the ecclesiastical Presbytery or any of its entities or in any of the Presbytery's corporations. The chairperson and members of the Personnel Committee may serve full or partial terms aggregating three (3) years only, after which they shall be ineligible for reelection to this Committee until one calendar year shall have passed. The members of the Personnel Committee shall be persons who have skills and/or experience in personnel management in the civil or corporate world, or in the work of the Presbyterian Church (USA).

2. Duties:

a. To counsel with and advise the Executive Presbyter about the work of the professional staff and the support staff.

b. To review with the Executive Presbyter the compensation of the members of the staff and prepare budget recommendations for the Mission, Budget and Corporate Responsibility Council.

c. In consultation with appropriate representatives of entities and corporations of the Presbytery and the Executive Presbyter, to prepare or revise job descriptions for all Associate Executive Presbyters and the Associate for Finance (Controller) and make recommendations to the Presbytery.

d. To receive and review all proposals for job descriptions prepared by other entities of the Presbytery in consultation with the Executive Presbyter, any Associate Presbyter or the Associate for Finance (Controller), as appropriate, and all appropriate entities and corporations of the Presbytery, for all exempt staff.

e. When a vacancy occurs for exempt Presbytery staff (except as noted below) or a new exempt Presbytery staff position is created, to recommend to the General Council a procedure for filling the position, while taking into account Equal Employment Opportunity and Affirmative Action. When a vacancy occurs for the Executive Presbyter, recommendation shall be to the Presbytery. The Personnel Committee and a representative of other relevant entities or corporations of the Presbytery shall be represented on any search committee proposed by the Personnel Committee.

f. To recommend to the Presbytery or the General Council, as appropriate, the terms of call for exempt Presbytery staff being newly employed and any annual adjustments in terms.

g. To establish procedures for the regular, periodic review of the work of the Presbytery's executive staff and of the Stated Clerk, and to report those procedures to the Presbytery; and to conduct reviews according to those procedures at least annually, in consultation with the Executive Presbyter and relevant entities, and report their results to the Presbytery.

O. COMMITTEE ON SESSION RECORDS

1. Membership: Chairperson, elected by the Presbytery for a term of one year renewable for two subsequent terms; and fifteen members, including no less than three (3) ministers and no more than twelve (12) elders, equally distributed in three classes.

2. The Committee on Session Records shall discharge Presbytery's responsibilities as set forth in G-11.0103x.

3. The Committee shall report on the session of Bronx churches at the March stated meeting of the Presbytery, Brooklyn and Staten Island churches at the May stated meeting, Queens churches at the September stated meeting, and Manhattan churches at the November stated meeting, with all session minutes to be submitted according to a schedule adopted by the Committee and distributed to the clerks of session. The Committee's reports may include recommendations to other Councils or Committees of the Presbytery. The Committee shall report to the Presbytery regarding sessions' compliance with the Constitution of the Presbyterian Church (USA). The Committee shall assure that information from session records relevant to the work of the Presbytery is shared with the appropriate entities of Presbytery.

Q. COMMITTEE ON STANDING RULES AND OVERTURES

1. Membership: Chair, elected by the Presbytery for a term of one year renewable for two subsequent terms, and twelve (12) members elected by the Presbytery in three equal classes for terms of three years.

2. The Committee shall assist the Presbytery and the General Council at their request in formulating those revisions to Presbytery's Standing Rules required to effectuate policies established by them in reviewing the functional relationships between Presbytery's structure and its mission in accordance with G-11.0103v.

3. The Committee shall report to the Presbytery through, and as and when directed by, the General Council.

R. TASK FORCES

1. Task Forces of the Presbytery with Presbytery-wide responsibilities shall be approved by the Presbytery upon recommendation by the

General Council. The recommendation to the General Council with respect to any Task Force shall include the following:

a. A statement of the specific need to be addressed by the creation of the Task Force and why the need cannot be addressed by an existing entity of the Presbytery.

b. A statement of purpose for the proposed Task Force.

c. A specific statement of the expected results to be achieved by the Task Force during its initial existence.

d. The specific goals and objectives of the Task Force with a timeline for their accomplishment during the initial existence of the Task Force.

e. The budget and staffing required for the Task Force during its initial existence and the sources of this support.

2. All members of any Task Force shall be elected by Presbytery after nomination by the Committee on Nominations.

3. Review

a. Annually, using the criteria set forth in paragraph 1 above, all Task Forces shall be reviewed by the General Council.

b. Based upon the annual review, the General Council may recommend to the Presbytery the dissolution of any Task Force.

c. To continue beyond three years, a Task Force must receive annual Presbytery approval, upon General Council recommendation.

IV. THE ECCLESIASTICAL PRESBYTERY AND ITS OFFICERS AND STAFF

A. The elected officers of the ecclesiastical Presbytery shall be: Moderator, Moderator- elect, and Stated Clerk.

B. The Moderator and Moderator-elect shall ordinarily be elected annually.

C. The exempt administrative staff of the ecclesiastical Presbytery shall consist of the Executive Presbyter, Associate Executive Presbyters for Congregational Ministries and Witness in the Society and the World; and the Associate for Finance (Controller).

D. The Executive Presbyter and the Stated Clerk shall be elected by Presbytery in accordance with the procedure set forth in VI.A. below and the provisions of G- 9.0203, 9.0701 and 9.0703 as appropriate, with recommendation as to compensation. The Associate Presbyters and the Associate for Finance (Controller) shall be elected by the General Council. Vacancies shall be filled by election by the Presbytery or the General Council, as appropriate, upon nomination by a search committee elected by the Presbytery upon nomination by the Committee on Personnel.

E. The Moderator shall discharge the duties assigned in G-9.0200 and 9.0300. The Moderator shall be an advisory member of all Councils, corporations, permanent committees and other entities of the Presbytery.

F. The Moderator-elect shall assist the Moderator in the duties of the Moderator's office and shall preside at meetings of the Presbytery in the absence of the Moderator, or when requested to do so. The Moderator-elect shall present the report of the General Council at meetings of the Presbytery. The Moderator-elect shall ordinarily be elected Moderator for the term next succeeding the term as Moderator-elect; and shall be elected at the March stated meeting, and assume the duties of office at the close of her/his installation as Moderator-elect.

G. The Stated Clerk shall have the duties set forth in the *Form of Government* and the *Rules of Discipline*, and such other duties as may be assigned by the Presbytery. The Stated Clerk shall serve as the Recording Secretary of the civil corporation Presbytery of New York City, and as the Secretary of the Presbyterian Senior Services Corporation.

H. The Executive Presbyter shall have the duties set forth in G-9.0701, and such other responsibilities as may be assigned by the Presbytery.

I. The Executive Presbyter and Stated Clerk shall assist the councils of Presbytery as the councils may request.

J. The Associate Presbyters and the Associate for Finance (Controller) shall have the duties set forth in position descriptions approved by the Presbytery and such other responsibilities as may be assigned by the Presbytery.

V. MEETINGS

A. GENERAL

1. The *Constitution* of the Presbyterian Church (USA), the most recent edition of *Robert's Rules of Order Newly Revised*, and the current *Standing Rules* of the ecclesiastical Presbytery of New York City, comprise the general rules for the conduct of meetings of the ecclesiastical Presbytery.

2. All meetings held under the auspices of the Presbytery shall be opened and closed with prayer.

3. All stated meetings of the ecclesiastical Presbytery shall include a service of worship.

4. All meetings of entities of the Presbytery shall ordinarily be open to attendance by any minister or elder member of the ecclesiastical Presbytery, unless the entity votes to adjourn to executive session for the conduct of business of a sensitive or confidential nature, the general nature of such business being stated in the motion to adjourn; except that meetings of the following shall be closed except by specific invitation:

   a. The Committee on Ministry
   b. The Committee on Preparation for Ministry
   c. The Committee on Representation
   d. The Committee on Nominations
   e. The Committee on Session Records
   f. The Personnel Committee
   g. The Permanent Judicial Commission

5. The roll at meetings of the Presbytery shall be taken by registration.

6. A quorum for the conduct of business of all entities except the Presbytery itself shall be one-half (1/2) the membership of the entity (committee, Council, etc.) unless the entity shall have previously designated a different quorum by vote and reported that designation to the Presbytery or, in the case of a Presbytery corporation, another number shall have been fixed by civil law or the bylaws of the corporation; except that a quorum of the Committee on Ministry shall be at least a majority of the membership of the Committee [G-11.0501b].

7. The minutes of each meeting of the Presbytery shall be circulated with the call for, and shall be approved at, the next subsequent stated meeting, or at a meeting called for that reason.

8. All items requiring Presbytery action which have been received by the Stated Clerk at the time of the mailing of the call to a stated

meeting shall be mailed out with the call. No other items of business may be docketed, with the exception of items introduced under miscellaneous business with the express consent of the Presbytery, as provided below.

1. Must be docketed at the beginning of the meeting when the docket is approved;
2. Shall be referred to the next stated meeting; unless
3. It is determined by the moderator and stated clerk that the business should not wait until the next stated meeting, then such new business shall be docketed at the end of the meeting and require a 2/3 majority vote to approve

9. The written text of any main motion or amendment [see *Robert's Rules of Order Newly Revised,* §§ 10, 12, 34, *et alia*] must be delivered to the Stated Clerk before a vote to decide that motion may be taken.

10. Each entity of the ecclesiastical Presbytery shall keep minutes and records of its proceedings, in sufficient detail to allow review and understanding of its work by others. These minutes and records shall be either open or closed, to the extent that meetings of the entity are open or closed, respectively. The Stated Clerk shall be designated as the official repository who shall maintain these minutes and records, with the exception of those needed for the current work of the respective entity. This provision shall not be construed so as to preclude review of minutes and records in cases of judicial discipline; and in such case the Stated Clerk shall certify the records, upon orderly request.

11. A master calendar of meetings held under the auspices of the Presbytery or any of its entities shall be maintained in the Presbytery office, under the oversight of the Executive Presbyter. Every entity of the Presbytery shall furnish a list of its stated meetings to the person designated by the Executive Presbyter to maintain the calendar, and shall promptly give notice of any canceled, postponed, or called meeting; or of any special event of interest to other members of the Presbytery or its churches. This calendar or applicable portions of it shall be published to the Presbytery in a regular and timely way.

12. Any member of the Presbytery's Councils, Committees, or Commissions absent from two consecutive meetings without excuse will be presumed to have resigned, and the chairperson of such entity shall report the vacancy to the Stated Clerk, who shall report the vacancy to the next stated meeting of the Presbytery and to the

Committee on Nominations, which shall prepare nominations to fill such vacancy for the next stated meeting of the Presbytery.

B. MEETINGS OF THE ECCLESIASTICAL PRESBYTERY

1. Stated meetings of the Presbytery shall be held as follows:

January	Last Tuesday
March	Last Saturday, or second Saturday after Easter
May	Third Tuesday (Annual Meeting)
July	Fourth Saturday (Worship and Fellowship)
September	Last Saturday
November	Third Tuesday (Budget Meeting)

2. The May Meeting shall be the Annual Meeting of the Presbytery. Nomination and election of chairpersons, officers, and members of permanent committees, the Permanent Judicial Commission, Ministry Councils, the General Council, the Mission, Budget and Corporate Responsibility Council and other entities provided for in these *Standing Rules* shall take place at the March meeting, with the election and installation at the Annual Meeting, except as otherwise provided in these *Standing Rules*.

3. The Sacrament of the Lord's Supper shall be celebrated at the Annual Meeting and at such other times as may be appointed by the Presbytery [G-9.0301b].

4. Except as otherwise stated below, a quorum shall consist of 25 ministers and 25 elders, with the elders representing not less than 20 churches. A quorum for the adoption of an amendment to these *Standing Rules*, the election of an Executive Presbyter or the adoption or modification of a mission statement shall consist of 50 ministers and 50 elders, with the elders representing not less than 40 churches.

5. The Stated Clerk shall serve as parliamentarian, with responsibilities as set forth in the most recent edition of *Robert's Rules of Order Newly Revised*, § 46. In case of the inability or disqualification of the Stated Clerk, the Moderator shall appoint another person to serve in the Stated Clerk's stead, with confirmation by vote of the Presbytery.

VI. NOMINATIONS AND ELECTIONS

A. EXECUTIVE AND ADMINISTRATIVE STAFF

1. Nominations for all elected staff of the Presbytery shall be prepared by a search committee elected by the Presbytery.

2. Any search committee established to nominate elected staff shall employ a confidential corresponding secretary, not a member of, nor in any way related to a member of, this Presbytery, who shall serve the search committee only. The Council on Administrative and Support Services shall budget funds for this purpose, upon notification of anticipated need by the Personnel Committee.

3. Notice of a pending election of an Executive Presbyter or Stated Clerk shall be mailed to the presbyters of the Presbytery and the clerks of session of the churches at least ten (10) days in advance of the meeting of the Presbytery at which it is proposed to elect. The notice shall include appropriate information about each nominee's experience and qualifications for the position.

4. The nomination and voting upon election shall be the order of the day.

5. Election shall be by secret ballot.

6. Those elected shall assume office on the date specified in their call or contract.

B. COMMISSIONERS TO THE GENERAL ASSEMBLY

1. The Committee on Nominations shall prepare and mail to the presbyters of the Presbytery and the clerks of session, at least ten (10) days prior to the January stated meeting of the Presbytery, slates of nominees for the number of principal and alternate minister and elder commissioners to the next General Assembly to which the Presbytery is entitled. It shall also prepare and send in the same mailing nominations for the youth delegates and their alternates to which the Presbytery is entitled.

2. The Committee shall ensure that over the course of successive years, those nominated as commissioners and delegates reflect the diversity of the Presbytery as described in III.E.3 above.

3. The incoming Moderator of the Presbytery shall be nominated by the Committee on Nominations and elected by the Presbytery as one of the principal commissioners. The incoming Moderator-elect shall be nominated by the committee and elected by the Presbytery as one of the alternate commissioners, but shall serve as principal

commissioner only in case of the inability of the Moderator; provided that in such case the Moderator-elect shall hold the same ordination as the Moderator.

4. The report of the Committee on Nominations shall be docketed for presentation at a reasonable time shortly after the convening of the March meeting of the Presbytery. This report shall be the order of the day.

C. COMMISSIONERS TO THE SYNOD OF THE NORTHEAST

1. The Committee on Nominations shall prepare and mail to the presbyters of the Presbytery and the clerks of session at least ten (10) days prior to the January stated meeting of the Presbytery, slates of nominees according to the schedule prepared by the Synod of the Northeast for the number of minister and elder commissioners which the Presbytery is entitled to elect, and an equal number of alternates, for terms of three (3) years. It shall also prepare nominations for youth advisory delegates, and a list of nominees to fill vacancies.

2. The Committee shall ensure that over the course of successive years, those nominated as commissioners and delegates reflect the diversity of the Presbytery as described in III.E.3 above.

VII. PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of *Robert's Rules of Order Newly Revised* shall govern meetings of the Presbytery in all cases in which they are applicable and not inconsistent with the Constitution or these Standing Rules [G-9.0302].

VIII. AMENDMENT AND INTERPRETATION OF THESE STANDING RULES

A. These Standing Rules may be amended by a majority vote of the members of the Presbytery present and voting at a stated meeting whose call shall include notice of the vote; provided that a full reading of the proposed amendment(s) shall have been made at a previous stated meeting or a printed distribution of the same shall have been made in connection with the call of the meeting at which the amendment is being voted upon. Any such proposed amendment may be further amended (including by use of substitute motion) during the course of the meeting at which the amendment is being voted upon.

B. These *Standing Rules* of the Presbytery may not be amended contrary to the provisions of the *Constitution* of the Presbyterian Church (USA).

C. If the *Constitution* of the Presbyterian Church (USA), or the civil law of the State of New York, shall be changed or interpreted so as to render any provision of these *Standing Rules* invalid, all other provisions of these *Standing Rules* shall continue in full force and effect. To this intent, the provisions of these *Standing Rules* are severable.

S/CORNELL A. EDMONDS

Rev. Cornell A. Edmonds
Stated Clerk
Presbytery of New York City
May 17, 2011

DIGEST OF AMENDMENTS

DATE	SECTION(S)	MINUTES PAGE
11-03-26	III.M	
11-03-26	V.B.1	
10-11-16	III.J.1 and 2	
	III.K.1 and 2	
	III.L.1 and 2	
	III.M.1 and 2	
10-05-18	III.P.3	
10-01-26	V.A.8	
10-01-26	V.A.9	
09-03-28	III.A.4.	8561
09-01-27	III.A.1.	8473
08-01-29	III.I.1	8117

PRESBYTERY ADOPTED POLICIES

8. INTERIM PARITY

The Special Interim Parity Commission has ruled that, for determining the parity of elders to minister members in New York City Presbytery, the following shall apply as of the November 17, 2009, meeting of presbytery in order to achieve a parity of 142 elders in compliance with the number of resident ministers calculated at 142:

1. The Book of Order formula for elder commissioner representation in G-11.0101 shall be used to determine the number of elders for each congregation. Each local church is entitled to one elder commissioner. From churches with more than 500 members which are entitled to more than one elder commissioner Brick shall have four; Fifth Avenue, five; First/Manhattan, three; Jamaica, two; Madison Avenue, two.

2. Elders serving as committee/counsel chairs who shall have voice and vote in presbytery meetings from November 2009 through March 2010 are James Parson, CASS; Ena Malone, Trustees; Ian Amritt, Personnel; Chung-Sam Kim, Nominations; Norman Bumgardner,** CPLM; Myra Hutchins, Session Records; and Adolfo Griffith, COR. General Council members-at-large who shall have voice and vote are Mildred McGee, Carlos Ledee, Daniel Amiot-Priso, Sara Mack, Michael Ellis, and Hope DeRogatis. Elders who are exempt staff who shall have voice and vote are David Richardson, Annie Rawlings, and Janet Pearson. [**Elder Bumgardner is a commissioner from his congregation and is counted only once.]

3. Eighteen congregations shall be entitled to name one additional elder commissioner for the period from November 20009 through March 2010. These shall be selected by using an alphabetical listing, beginning at the start of the alphabet and extending to the eighteenth congregational name.

Per the settlement agreement, this report made according to the agreement by the Special Interim Parity Commission shall be deemed to be conclusive pending the first parity report pursuant to the agreed procedures in March 2010. The second phase of the Settlement Agreement will be the first parity report in March 2010 done by the Stated Clerk of Presbytery.

Following the Stated Clerk's report to Presbytery in March 2010 a new set of names shall be generated. It is assumed that these can be selected following the same procedures employed from November 2009, i.e., using the count for additional commissioners in G-11.0101 for congregations over 500 members; giving voice and vote in Presbytery to chairs of all committees/councils represented in the General Council and to all elders who are members-at-large of the General Council; and assigning congregations one more elder commissioner for one year based on the additional number needed to match the number of ministers counted for parity, these

congregations being selected from an alphabetical list beginning where the previous year's selection process stopped. The determinations made in March 2010 shall apply beginning with the May 2010 Presbytery meeting and extending through the Presbytery meeting of March 2011. **(Stated Meeting, 11/17/09, page 8798-8799)**

7. PRESBYTERY MINUTES

The Presbytery's minutes are published in the sense that they arte often printed and made available to the membership, and are technically public documents. **(Stated Meeting, 05/19/09, page 8633)**

6. CALL PACKET

The Call Packet shall be disseminated via email and made available on the Presbytery of New York City website effective March 2009. Those wishing to receive call packets via U.S. Postal mail, will make their desires known to the Presbytery by notifying the Stated Clerk. Additional copies shall be available at the meeting for members to use. **(Stated Meeting, 11/18/08, page 8420-8421)**

5. APPORTIONMENT BALANCES

Churches that have settled during the year, the outstanding balance of previous year(s) should not be shown in the schedule as having outstanding balance(s) **(Stated Meeting, 11/18/08, page 8418)**

4. EXECUTIVE PRESBYTER AND STATED CLERK POSITIONS

WHEREAS, occasions may arise when, because of illness, disability or other circumstances, the Stated Clerk or EP may request to be relieved of some or all of the assigned duties of that position for a temporary period ; and it is desirable that the Presbytery adopt procedures which will permit an orderly response to such a request by the Stated Clerk or EP; and it is therefore;

RESOLVED, that in the case of a request by the Stated Clerk or EP to be relieved of some or all of the duties of the position for a temporary period, the following procedures shall be followed:

1 For partial relief of duties for a temporary period:

(a) The Stated Clerk or EP shall notify the Personnel Committee of the Stated Clerk's or EP's need for partial relief of duties for a temporary period, and shall review with the Committee the Stated Clerk's need for such relief of duties. If illness or disability is the reason for the request for relief, medical documentation will be required.

(b) The Personnel Committee shall review all relevant circumstances. If the Personnel Committee concurs with the Stated Clerk's or EP's request, the Personnel Committee shall so advise the General Council and shall create a plan for reassigning agreed-upon duties

to other(s) on a temporary basis. The Personnel Committee shall consider appropriate procedures for such reassignment of duties, including utilizing new temporary part-time staff, expansion of duties of existing staff, or one or more volunteers or other procedures.

(c) The Personnel Committee will report to the General Council its decision as to utilizing new temporary part-time staff, expansion of duties of existing staff, or one or more volunteers or other procedures. If the Committee deems that in order to carry out the reassignment of duties new staff is necessary, the Personnel Committee shall search for and nominate a candidate to the General Council.

(d) The General Council shall then either approve or disapprove the nominee and approve, disapprove or modify the proposed terms of the position.

(e) At the end of 90 days, if needed, the arrangement will be reviewed and a decision made as to whether to continue it for a longer period.

2. For full-time relief of duties for a temporary period:

(a) The Stated Clerk or EP shall notify the Personnel Committee of the Stated Clerk's or EP's need for full-time relief of duties for a temporary period, requesting that he/she be placed on temporary leave and that arrangements be made for the appointment of an Acting Stated Clerk or EP to assume the full-time duties of the Stated Clerk or EP for a temporary period. If illness or disability is the reason for the request, medical documentation will be required.

(b) The Personnel Committee shall review all relevant circumstances. If the Personnel Committee concludes that it is appropriate for the Stated Clerk or EP to be placed on temporary leave, the Personnel Committee shall so advise the General Council and will search for and nominate to the General Council a candidate to serve as Acting Stated Clerk or Acting EP for the temporary period.

(c) The General Council shall either approve or disapprove the nominee submitted by the Personnel Committee and shall approve, disapprove or modify the proposed terms of the position. If a staff person is already in place carrying out one or more functions of the Stated Clerk or EP, that person is eligible to apply for the full-time Acting Stated Clerk or Acting EP position and shall be considered in the same manner as any other candidate.

(d) At the end of 90 days, if needed, the arrangement will be reviewed and a decision made as to whether to continue it for a longer period.

3. Modifications in the foregoing procedures.

The General Council may, by resolution, authorize modifications in the foregoing procedures in particular cases if circumstances warrant.

4. Compliance with applicable provisions of Book of Order and Standing Rules.

(* This part only applies to the Stated Clerk) The office of the Stated Clerk is a constitutional office, under Book of Order, G-9.0203b, and other provisions. All of the above procedures shall be carried out in a manner consistent

RESOLVED, that in the case of resignation, removal, disability, or death of the Stated Clerk or Executive Presbyter that the General Council be granted the power to make an temporary replacement appointment until the next meeting of Presbytery." **(Stated Meeting. 03/29/08, page 8160-8161)**

3. PRESBYTERY WHISTLEBLOWER POLICY

Whistle Blower Policy

Introduction

Let justice roll down like waters, and righteousness like an ever flowing stream. (Amos 5:24)

"When they deliver you up, do not be anxious how you are to speak or what you are to say, for what you are to say will be given to you in that hour, for it is not you who speak, but the Spirit of your God speaking through you." (Matthew 10: 19)

As a community of faith, Presbyterians live in the world, but are not of it. We are a people graced and guided by the God revealed to us in Jesus Christ. To follow in His way as a serving people may place us at odds with "business as usual" in the work place. There will be situations in which we disagree with "the powers that be" and are moved to dissent from organizationally accepted ways of "going along with the crowd." We are called to avoid complicity through silence with acts or policies that we deem contrary to law or ethics. We are called to "blow the whistle" on certain acts as a means of living and speaking the truth in Christ. The fact that we ourselves are flawed and sometimes err does not release us from the responsibility to speak up and out.

Whistle blowing is a living out of the historic Presbyterian principle that "God alone is Lord of the conscience, which hath left it free from the doctrines and commandments of men..." (Book of Order G-1.0300) We are called to risk speaking, blowing the whistle, on policies, procedures and acts that are contrary to our understanding of truth and justice. Because this may involve considerable risk, a policy is necessary to protect the "whistle blower" against reprisal, real or threatened. Therefore, we have designed these procedures in the hope that they will foster justice and righteousness in our common life as the Presbytery of New York City.

Set forth below is the policy of Presbytery with respect to reporting concerns about the legality or propriety of activities of Trustees, employees and members of Presbytery.

Reporting concerns: It is the responsibility of all Trustees, employees and members of Presbytery to report suspected wrongdoing, that is, violation of commonly held ethical standards, standards of conduct of the Presbyterian Church (USA), or public laws. Anyone who suspects a violation should promptly report to the Executive Presbyter or the Stated Clerk if such violation is contrary standards of conduct in the Rules of Discipline of the Presbyterian Church (USA) in writing. If these officers are unresponsive, the individual should report his or her concern to the Moderator or Clerk of the Permanent Judicial Commission of the Presbytery of New York City.

Investigation: All investigations of allegations of behavior contrary to the Constitution of the Presbyterian Church (USA) shall be handled pursuant to section D-10.0200 of the Book of Order. The Executive Presbyter and/or the Chair of the Board of Trustees or the Chair of the Audit Committee will act to follow up upon all reports with care and in a timely manner. The officers will act as discretely as possible, maintaining confidentiality as much as is possible in the confines of a small organization. Reports may be made anonymously, understanding that in a small organization, anonymity may be impossible to maintain.

No Retaliation: Presbytery and its officers will not discharge, threaten or discriminate against an individual in any manner for his or her good faith reporting what he or she perceives to be wrongdoing. The Presbytery may initiate [a] disciplinary action pursuant to D-10.0000 against anyone who threatens or retaliates against an individual

who makes a good faith report of suspected wrongdoing.

Types of concerns that should be reported: Following are examples of the kinds of actions that should be reported:

- Knowingly supplying false or misleading information on financial reports or other financial or property documents;
- Providing false information to or withholding material information from the auditors of Presbytery;
- Embezzlement, self-dealing, private inurnment and private benefit (i.e. Presbytery revenue or assets being used for personal gain);
- Violations of Presbytery fiscal or investment policies;
- Violations of public criminal codes;
- Payment for services or goods that are not delivered;
- Facilitating or concealing any of the above or similar actions.

Acting in Good Faith: Anyone making a report of suspected wrongdoing must be acting in good faith and have reasonable grounds for believing the information being reported is true and shows clear evidence of wrongdoing. Any allegations that prove to be unsubstantiated and that prove to have been made maliciously will be viewed as a serious disciplinary offense. **(Stated Meeting. 05/15/07, pages 7970-7971)**

2. PRESBYTERY SALARY STRUCTURE

Position	Level	Minimum	Median	Maximum
Executive Presbyter	12	$100,000	$125,000	$150,000
Stated Clerk	11	86,389	107,986	129,583
Assoc. – Finance, Property Management	10	74,630	93,288	111,945
Assoc., CPM, CMN, CWSW	9	64,472	80,590	96,708
	8	55,697	69,621	83,545
	7	48,116	60,145	72,174
Assist. To Exec. Presbyter	6	41,567	51,958	62,350
Assistant to SC, Finance	5	35,909	44,886	53,863
Assist. To AEP, Program Staff	4	31.021	38,776	46,532
Secretary/Receptionist	3	26,799	33,499	40,198
	2	23,151	28,939	34,727
	1	20,000	25,000	30,000

Stated Meeting. 03/31/07, page 7815, 7819, 7842)

1. ENDOWMENT FUND ADMINISTRATIVE FEE

Effective January 1, 2007, an administrative fee of 1.75% per annum shall be assessed on all endowment funds managed by the Trustees. The fee will be charged on a quarterly basis on the last business day of March, June, September and December. The fee will be based on the market value of the endowments of the last business day of the quarter. The fee will be charged pro-rata, based on the value of each of the designated endowment funds. **(Stated Meeting. 01/30/07, page 7763-7764)**