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**PRESBYTERY
OF
NEW YORK CITY**

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STANDING RULES

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**Presbytery of New York City
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New York, New York 10115
212-870-2221
www.nycpresbytery.org**

Updated through
May 18, 2010 Stated Meeting

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**STANDING RULES of the ecclesiastical
PRESBYTERY OF NEW YORK CITY
[Updated through May 18, 2010]**

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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.

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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-1 I .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 Board of 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

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

112 required to do so. The imbalance shall be redressed by inviting a
113 number of churches, equal to the number of required elders, to each
114 elect one additional elder commissioner for a one-year term to end
115 with the next subsequent Annual Meeting of the Presbytery. In the
116 initial year of this procedure, the churches invited shall be the
117 topmost on a list of all member churches of the Presbytery, in
118 ascending alphabetical order by church name only as published in
119 the annual *Statistics* of the General Assembly, and in subsequent
120 years, those invited shall be those next on a rotating basis
121 repeatedly through the list; provided that no church shall be eligible
122 to elect an additional elder commissioner which has not been
123 represented by an elder commissioner at half or more of the
124 preceding year's Presbytery meetings. The Stated Clerk shall each
125 year ascertain the number of additional elder commissioners
126 required to correct the imbalance and which churches are both next
127 in turn and eligible by previous representation to elect them, and
128 report the same to the Annual Meeting of the Presbytery, which shall
129 issue the invitation by vote. If the invitation is not voted, the
130 Presbytery shall decide how the imbalance shall be corrected.
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133 III. THE PRESBYTERY AND ITS STRUCTURES

134 A. THE ECCLESIASTICAL PRESBYTERY

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137 1. The ecclesiastical Presbytery shall include the following entities (the
138 first four of which are hereafter sometimes referred to as the
139 "permanent committees"):
140
141 a. The entities of the Presbytery fulfilling the requirements of the
142 *Constitution*:
- 143 (1) Committee on Ministry [G-14.0500]
 - 144 (2) Committee on Preparation for Ministry [G-14.0300]
 - 145 (3) Committee on Representation [G-9.0105]
 - 146 (4) Committee on Nominations [G-9.0800]
 - 147 (5) General Council [G-11.0103v]
 - 148 (6) Permanent Judicial Commission [D-4.0100]
- 149
150 b. Committee on Preparation for Lay Ministry [G-6.0304, G-
151 11.0103z, and G-14.0800]
- 152
153 c. Three Ministry Councils:
- 154 (1) Council for Congregational Ministry and Nurture
 - 155 (2) Council for Witness in Society and the World
 - 156 (3) Council for Administrative and Support Services
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- d. The Personnel Committee
- e. The Committee on Session Records [G-11.0103x]
- f. 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 and the three 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

204 Presbytery. The establishing entity shall supervise the work and review
205 annually the need for the continuance, of all committees or sub-
206 committees under its auspices. Such entity shall report annually to
207 Presbytery the composition of all such committees and sub-committees.
208

- 209 4. Each permanent entity listed under Section II.A.I of the Standing Rules
210 of the Presbytery of New York City shall have a manual of operations,
211 which shall describe the operations and workings of the entity. The
212 ecclesiastical Presbytery shall approve the manual of all entities and
213 any amendments thereto. The entity shall review annually its manual of
214 operations and make any recommendations for amendment to the
215 ecclesiastical Presbytery for its approval.
216

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218 B. THE PRESBYTERY'S CORPORATIONS

- 219
220 1. Two corporations have been established by the Presbytery of New
221 York City under the laws of the State of New York. They are:

- 222
223 a. The civil corporation Presbytery of New York City.
224
225 b. Presbyterian Senior Services.
226

227 Each of these corporations shall be responsible to, and report
228 directly to, the ecclesiastical Presbytery, following such procedures
229 as are or may be set forth in these *Standing Rules* or in the *Bylaws*
230 or *Standing Rules* of the respective corporations.
231

- 232 2. The memberships of both corporations are comprised of the
233 members of the ecclesiastical Presbytery of New York City. Each
234 corporation has *Bylaws* for ordering its structure and the
235 management of its business.
236
- 237 3. The directors of the civil corporation Presbytery of New York City are
238 a Board of Trustees consisting of eighteen (18) persons elected in
239 three equal classes, after nomination by the Committee on
240 Nominations of the ecclesiastical Presbytery, together with the
241 Treasurer, who serves *ex officio* with voice and vote, all as further
242 described in III.M.1 below.
243
- 244 4. The directors of Presbyterian Senior Services shall be not less than
245 eleven (11) and not more than twenty-four (24) persons elected to a
246 term of three (3) years, after nomination by the Committee on
247 Nominations of the ecclesiastical Presbytery.
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- 249 5. Other corporate relationships

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- 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)];

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- (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 dismissal 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].

342 E. COMMITTEE ON PREPARATION FOR LAY MINISTRY
343

- 344 1. Membership: Chairperson, elected by the Presbytery for a term
345 of one year renewable for two subsequent terms, and nine (9)
346 members, divided between ministers (4) and elders (5).
347
- 348 2. The purpose of the committee on Preparation for Lay Ministry is
349 a. to promote and strengthen Commissioned Lay Ministry
350 within the bounds of the Presbytery, and
351 b. to promote and strengthen lay ministry in general within
352 the bounds of the Presbytery, in consultation with the
353 Council for Congregational Ministry and Nurture and the
354 Committee on Ministry.
355
- 356 3. The work of the committee is governed and shaped by the
357 provisions of G- 6.0304, G-11.0103z, and G-14.0800 of the Book
358 of Order.
- 359 4. The responsibilities of the Committee on Preparation for Lay
360 Ministry are:
361 a. to encourage the Presbytery and its congregations to
362 consider commissioned lay ministry in their settings;
363 b. to develop processes and criteria for elders desiring to
364 serve as CLPs, for approval by the Presbytery
365 c. to oversee the preparation and training of those seeking to
366 become Commissioned Lay Pastors in accordance with
367 those criteria
368 d. to examine them regarding their readiness to be
369 commissioned in accordance with the provisions of G-
370 14.0801(a), and certify those found ready to the
371 Committee on Ministry as available for commissioning
372

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374 F. COMMITTEE ON REPRESENTATION
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- 376 1. Membership: Twelve (12) members equally divided between males
377 and females, one male and one female from each of the following
378 groups: Anglo, Asian, Black, Hispanic, Youth members,² and
379 Members-at-large.³ Youth and At-large members shall come from
380 two (2) different groups; e.g., if one is Asian, the other shall be

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

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

381 Black, Anglo or Hispanic. The membership shall be divided into
382 three (3) classes of four (4) each. At least one member of each
383 class, but not more than two (2), shall be ministers. Chairperson,
384 (one of the twelve) elected by the Presbytery for a term of one year
385 renewable if class term permits”
386

- 387
- 388 2. Nominations: The Committee on representation shall be nominated
389 by the General Council. Members shall be elected annually at the
390 meeting of the Presbytery next following the Annual Meeting. The
391 chairperson and recording secretary shall be elected by the
392 Committee on Representation from among its membership at their
393 first meeting following the installation of each new class of members.
394
- 395 3. Purpose: the Presbytery represents itself to the world at large, and
396 to itself, through the choices it makes regarding who shall serve and
397 lead it [G-4.0401]. While it may be impossible for each entity of the
398 ecclesiastical Presbytery or the directors of each Presbytery
399 corporation to be inclusive of every constituent of the Presbytery, it
400 is the purpose of the Committee on Representation to ensure that
401 every entity of the ecclesiastical Presbytery and the directors of
402 each Presbytery corporation shall be substantially representative of
403 the whole Presbytery, in both spirit and substance displaying
404 diversity and inclusion.
405
- 406 4. The responsibilities of the Committee on Representation are set
407 forth in G-9.0105. In addition, the Committee on Representation
408 shall certify for the official records of the Presbytery when it is found
409 that the participation of necessary persons cannot be secured and
410 an exception must be made to the provisions of inclusive
411 representation [G-9.0106].
412

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414 G. COMMITTEE ON NOMINATIONS
415

- 416 1. Membership: Chairperson, elected by the Presbytery for a term of
417 one year renewable for two subsequent terms; and three (3)
418 ministers, three (3) women elders and three (3) male elders, divided
419 into three classes. The Chairperson and members of the Committee
420 on Nominations shall be nominated by the General Council. The
421 members of the Committee may serve full or partial terms
422 aggregating three (3) years only, after which they shall be ineligible
423 for re-election to this Committee until one calendar year shall have
424 passed. For a period of one (1) year after their term has ended,
425 members of this Committee may not be elected to:
426

- a. the office of Moderator or Moderator-elect;
- b. the General Council;
- c. the office of chairperson of any of the Ministry Councils or permanent committees of the Presbytery, or of President of the Board of Trustees.

The Executive Presbyter or a member of the Presbytery staff appointed by the Executive Presbyter shall always be invited to sit with the Committee as an advisory member without vote. In advance of any meeting of the Committee to nominate chairpersons, officers, directors, members, or members-at-large of one or more entities or corporations of the Presbytery, the advice of the chair or other presiding officer of such entity or corporate board and any executive staff member assigned to it shall be sought.

2. The responsibilities of the Committee on Nominations are set forth in G- 9.0800. In addition:

- a. The Committee on Nominations shall serve as the nominating committee both of the ecclesiastical Presbytery and of the Presbytery's corporations [III.B.1].
- b. The Committee on Ministry will receive priority consideration in the Presbytery's nominating process.
- c. The committee shall present nominations for Moderator and Moderator-elect, and shall ordinarily nominate the current Moderator-elect for the office of Moderator, at the March stated meeting. The committee shall present nominations for the following offices for regular terms at the March meeting of the Presbytery:
 - (1) The attendance clerks of the Presbytery; the members of the General Council, Ministry Councils, and of the Board of Trustees; and the members of the Permanent Judicial Commission.
 - (2) The chairperson and members of all committees (not including Committee on Representation, Committee on Nominations, and Personnel Committee) enumerated in III.A.1. of these Standing Rules.
 - (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 Trustees of the civil corporation Presbytery of New York City.

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- d. The President and members of the Board of Trustees or Board of Directors 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 least 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 three Ministry Councils, the Board of Trustees of the

519 corporate Presbytery, ex officio with voice and vote; the New York
520 City Council of Presbyterian Women and the New York City Council
521 of Presbyterian Men, with voice and vote. Ordinarily, each of these
522 designated representatives shall be the same person from meeting
523 to meeting, in order to facilitate continuity and participation. [**The**
524 **membership shall also include**] and nine (9) members-at-large
525 divided into three (3) classes of three (3) each, divided 5-4 between
526 ministers and elders, the majority alternating each year by adjusting
527 the number of each elected. The members-at-large shall be elected
528 to serve for a term of three (3) years. The Executive Presbyter and
529 the Stated Clerk shall be advisory members without vote. The
530 General Council may invite other members of the Presbytery staff to
531 attend as resource persons.

- 532
- 533 2. The General Council shall meet regularly preceding each stated
534 meeting of the Presbytery and upon its own call as its agenda
535 dictates.
- 536
- 537 3. The responsibilities of the General Council are set forth in general
538 terms in G-9.0902a and 11.0103v. In particular, they are:
- 539 a. In consultation with the Ministry Councils and permanent
540 committees of the ecclesiastical Presbytery and the Board of
541 Trustees of the corporate Presbytery, to develop, update as
542 needed, and recommend to Presbytery a mission statement
543 and goals for the Presbytery and a means for evaluating the
544 work of the Presbytery toward the achievement of these
545 goals.
- 546 b. To prepare the docket (in consultation with the Ministry
547 Councils, permanent committees, and the Personnel, Session
548 Records and Standing Rules Committees of the ecclesiastical
549 Presbytery and the Board of Directors of the corporate
550 Presbytery) and plans for services of worship for meetings of
551 the Presbytery; receive invitations for hosting meetings of the
552 Presbytery; and set the place for each meeting of the
553 Presbytery. The General Council shall designate three of its
554 at-large members, along with the Moderator of the
555 Presbytery, the Executive Presbyter, and the Stated Clerk, to
556 constitute the Docket and Worship Committee, which shall
557 have charge of these responsibilities, with the Moderator as
558 Chair.
- 559 c. In addition to the provisions of G-11.0201, to call special
560 meetings of the Presbytery when so directed by the
561 Presbytery or when requested by a two-thirds (2/3) vote of
562 the absolute membership of a Ministry Council.
- 563 d. To annually nominate for election by the Presbytery the
564 chairpersons and members of the Committee on

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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 twelve
(12) members divided into three (3) classes of four (4) each, with
each class composed of two (2) ministers and two (2) elders.
Chairperson, (one of twelve) elected by the Presbytery for a term of

610 one year renewable if class term permits. The Treasurer of the
611 corporate Presbytery shall also be a member *ex officio* of the
612 Council for Administrative and Support Services, with voice but
613 without vote.

614
615 2. Officers:

- 616 a. Chairperson of each Ministry Council elected by the
617 Presbytery for a term of one year renewable.
618
619 b. Each Ministry Council shall elect annually its own Recorder
620 (Clerk) from among its membership. The election shall be
621 reported to the Presbytery and to the General Council.
622

623 3. Organization

- 624 a. Each Ministry Council shall develop and recommend for
625 approval to the Presbytery, after review by the General
626 Council, guidelines by which it desires to organize its own
627 operations to best do its work.
628
629 b. Each Ministry Council shall set annual goals and objectives
630 for its work, consistent with and designed to further the goals
631 of the Presbytery, and report them to the Presbytery.
632
633 c. Each Ministry Council shall conduct an annual review of its
634 work and progress. On request, it may receive the assistance
635 of the General Council, or of other persons, in this review. Its
636 results shall be reported to the Presbytery.
637

638 4. Meetings

- 639 a. Each Ministry Council shall establish a schedule of stated
640 meetings, adequate to enable each Ministry Council to do its
641 work, and shall publish that schedule to the Presbytery and
642 its other entities, the Presbytery's corporations, and where
643 appropriate to the churches of the Presbytery.
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645 b. Any stated meeting of a Ministry Council may be canceled or
646 postponed by general consent of members of the Council if
647 there is no significant business to be conducted, with notice
648 to the General Council.
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650 c. Where the needs of the Presbytery require it, each Council
651 shall hold called meetings upon its own motion, upon the call
652 of its Chair, or at the direction of the Presbytery by vote.
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654 K. COUNCIL FOR CONGREGATIONAL MINISTRY AND NURTURE
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- 1. 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 Board of Trustees 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 Board of Trustees 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 Board of Trustees 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 unchurched 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.

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- (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. 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.

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- 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. COUNCIL FOR ADMINISTRATIVE AND SUPPORT SERVICES

- 1. Responsibilities:
 - a. Assist the Presbytery to develop its capacity for funding its mission from a variety of sources (individuals, foundations, corporations, and other governing bodies).
 - b. 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 Council shall receive the advice of the Executive Presbyter, the Treasurer, and the President of the Board of Trustees 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.
 - c. Prepare and recommend to the ecclesiastical Presbytery adjustments to the annual budget of the Presbytery.

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- d. 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.
- e. Provide consultation to churches to enhance their own efforts in mission, stewardship, and financial and property management (in which work the Council may request the assistance of the Board of Trustees of the corporate Presbytery).
- f. Oversee and encourage the prompt payment of apportionments by local churches.
- g. Cooperate where appropriate with the other Councils of the Presbytery.
- h. Provide such other services as may be assigned to it by the Presbytery.

N. BOARD OF TRUSTEES OF THE CORPORATE PRESBYTERY [The material in this Section M covering the Board of Trustees and the responsibilities of the corporate Presbytery acting under their direction is included here for reference purposes only.]

1. Membership: Eighteen (18) members divided into three (3) classes of six (6) each serving three-year terms, with each class including at least one (1) minister of the Word and Sacrament, drawn from among the membership of the ecclesiastical Presbytery or of its constituent churches, and elected by the membership of the ecclesiastical Presbytery, sitting as the membership of the corporate Presbytery, after nomination by the Committee on Nominations of the ecclesiastical Presbytery, together with the Treasurer, who serves *ex officio* with voice and vote. The Stated Clerk of the ecclesiastical Presbytery shall serve the Board of Trustees as recording secretary without vote.
2. The members of the Board of Trustees are the directors of the civil corporation Presbytery of New York City.
3. Officers:
 - a. The President of the Board of Trustees and the Treasurer are elected by the membership of the ecclesiastical Presbytery, sitting as the membership of the civil corporation Presbytery

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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. The responsibilities of the Board of Trustees are as provided under civil law and in the *Bylaws* of the corporate Presbytery and include the following by way of example:
- a. Oversee the Presbytery's properties, insurance, investments, loans, and mortgages.
 - b. Receive and review requests from the churches of the Presbytery for permission, as required under G-8.0501 and 8.0502. to sell, mortgage, lease, or purchase 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 the Board's recommendations to the ecclesiastical Presbytery.
 - c. Monitor the annual budget of the ecclesiastical Presbytery after its approval by the Presbytery.
 - d. Administer mortgages and loans on behalf of the Synod of the Northeast and the General Assembly.
 - e. Provide cash flow management, internal financial and accounting control systems, and financial support services (including investment and money management services) to the ecclesiastical Presbytery.
 - f. Prepare concise statements of current and projected income and expenses and assist the ecclesiastical Presbytery's Council for Administrative and Support Services with budget development.
 - g. Provide for an annual audit of the finances of the Presbytery.
 - h. Recommend annually to the ecclesiastical Presbytery's Committee on Nominations persons to be nominated as President of the Board of Trustees and Treasurer, for election by the Presbytery as described in III.M.3.a. above.

- 882 i. Discharge such other legal corporate obligations as may be
883 required under the laws of the State of New York.
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886 O. PERSONNEL COMMITTEE
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- 888 1. Membership: Chairperson, elected by the Presbytery for a term of
889 one year, renewable for two subsequent terms; and six (6) members
890 divided into three (3) classes of two (2) each, with each class
891 composed of one (1) minister and one (1) elder. No member of the
892 Personnel Committee may hold any other membership or office in
893 the ecclesiastical Presbytery or any of its entities or in any of the
894 Presbytery's corporations. The chairperson and members of the
895 Personnel Committee may serve full or partial terms aggregating
896 three (3) years only, after which they shall be ineligible for reelection
897 to this Committee until one calendar year shall have passed. The
898 members of the Personnel Committee shall be persons who have
899 skills and/or experience in personnel management in the civil or
900 corporate world, or in the work of the Presbyterian Church (USA).
901

902 2. Duties:

- 903 a. To counsel with and advise the Executive Presbyter about the
904 work of the professional staff and the support staff.
905
906 b. To review with the Executive Presbyter the compensation of
907 the members of the staff and prepare budget
908 recommendations for the Council for Administrative and
909 Support Services.
910
911 c. In consultation with appropriate representatives of entities and
912 corporations of the Presbytery and the Executive Presbyter,
913 to prepare or revise job descriptions for all Associate
914 Executive Presbyters and the Associate for Finance
915 (Controller) and make recommendations to the Presbytery.
916
917 d. To receive and review all proposals for job descriptions
918 prepared by other entities of the Presbytery in consultation
919 with the Executive Presbyter, any Associate Presbyter or the
920 Associate for Finance (Controller), as appropriate, and all
921 appropriate entities and corporations of the Presbytery, for all
922 exempt staff.
923
924 e. When a vacancy occurs for exempt Presbytery staff (except as
925 noted below) or a new exempt Presbytery staff position is
926 created, to recommend to the General Council a procedure
927 for filling the position, while taking into account Equal

928 Employment Opportunity and Affirmative Action. When a
929 vacancy occurs for the Executive Presbyter, recommendation
930 shall be to the Presbytery. The Personnel Committee and a
931 representative of other relevant entities or corporations of the
932 Presbytery shall be represented on any search committee
933 proposed by the Personnel Committee.
934

- 935 f. To recommend to the Presbytery or the General Council, as
936 appropriate, the terms of call for exempt Presbytery staff
937 being newly employed and any annual adjustments in terms.
938
- 939 g. To establish procedures for the regular, periodic review of the
940 work of the Presbytery's executive staff and of the Stated
941 Clerk, and to report those procedures to the Presbytery; and
942 to conduct reviews according to those procedures at least
943 annually, in consultation with the Executive Presbyter and
944 relevant entities, and report their results to the Presbytery.
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947 P. COMMITTEE ON SESSION RECORDS
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- 949 1. Membership: Chairperson, elected by the Presbytery for a term of
950 one year renewable for two subsequent terms; and fifteen members,
951 including no less than three (3) ministers and no more than twelve
952 (12) elders, equally distributed in three classes.
953
- 954 2. The Committee on Session Records shall discharge Presbytery's
955 responsibilities as set forth in G-11.0103x.
956
- 957 3. The Committee shall report on the session of Bronx churches at the
958 March stated meeting of the Presbytery, Brooklyn and Staten Island
959 churches at the May stated meeting, Queens churches at the
960 September stated meeting, and Manhattan churches at the
961 November stated meeting, with all session minutes to be submitted
962 according to a schedule adopted by the Committee and distributed
963 to the clerks of session. The Committee's reports may include
964 recommendations to other Councils or Committees of the
965 Presbytery. The Committee shall report to the Presbytery regarding
966 sessions' compliance with the Constitution of the Presbyterian
967 Church (USA). The Committee shall assure that information from
968 session records relevant to the work of the Presbytery is shared with
969 the appropriate entities of Presbytery.
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972 Q. COMMITTEE ON STANDING RULES AND OVERTURES
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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.

- 1018 b. Based upon the annual review, the General Council may
1019 recommend to the Presbytery the dissolution of any Task
1020 Force.
1021
1022 c. To continue beyond three years, a Task Force must receive
1023 annual Presbytery approval, upon General Council
1024 recommendation.
1025

1026 IV. THE ECCLESIASTICAL PRESBYTERY AND ITS OFFICERS AND STAFF
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- 1028 A. The elected officers of the ecclesiastical Presbytery shall be: Moderator,
1029 Moderator- elect, and Stated Clerk.
1030
1031 B. The Moderator and Moderator-elect shall ordinarily be elected annually.
1032
1033 C. The exempt administrative staff of the ecclesiastical Presbytery shall
1034 consist of the Executive Presbyter, Associate Executive Presbyters for
1035 Congregational Ministries and Witness in the Society and the World; and
1036 the Associate for Finance (Controller).
1037
1038 D. The Executive Presbyter and the Stated Clerk shall be elected by
1039 Presbytery in accordance with the procedure set forth in VI.A. below and
1040 the provisions of G- 9.0203, 9.0701 and 9.0703 as appropriate, with
1041 recommendation as to compensation. The Associate Presbyters and the
1042 Associate for Finance (Controller) shall be elected by the General Council.
1043 Vacancies shall be filled by election by the Presbytery or the General
1044 Council, as appropriate, upon nomination by a search committee elected
1045 by the Presbytery upon nomination by the Committee on Personnel.
1046
1047 E. The Moderator shall discharge the duties assigned in G-9.0200 and
1048 9.0300. The Moderator shall be an advisory member of all Councils,
1049 corporations, permanent committees and other entities of the Presbytery.
1050
1051 F. The Moderator-elect shall assist the Moderator in the duties of the
1052 Moderator's office and shall preside at meetings of the Presbytery in the
1053 absence of the Moderator, or when requested to do so. The Moderator-
1054 elect shall present the report of the General Council at meetings of the
1055 Presbytery. The Moderator-elect shall ordinarily be elected Moderator for
1056 the term next succeeding the term as Moderator-elect; and shall be elected
1057 at the March stated meeting, and assume the duties of office at the close of
1058 her/his installation as Moderator-elect.
1059
1060 G. The Stated Clerk shall have the duties set forth in the *Form of Government*
1061 and the *Rules of Discipline*, and such other duties as may be assigned by
1062 the Presbytery. The Stated Clerk shall serve as the Recording Secretary of

1063 the civil corporation Presbytery of New York City, and as the Secretary of
1064 the Presbyterian Senior Services Corporation.

1065
1066 H. The Executive Presbyter shall have the duties set forth in G-9.0701, and
1067 such other responsibilities as may be assigned by the Presbytery.

1068
1069 I. The Executive Presbyter and Stated Clerk shall assist the councils of
1070 Presbytery as the councils may request.

1071
1072 J. The Associate Presbyters and the Associate for Finance (Controller) shall
1073 have the duties set forth in position descriptions approved by the
1074 Presbytery and such other responsibilities as may be assigned by the
1075 Presbytery.

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1078 V. MEETINGS

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1080 A. GENERAL

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1082 1. The *Constitution* of the Presbyterian Church (USA), the most recent
1083 edition of *Robert's Rules of Order Newly Revised*, and the current
1084 *Standing Rules* of the ecclesiastical Presbytery of New York City,
1085 comprise the general rules for the conduct of meetings of the
1086 ecclesiastical Presbytery.

1087
1088 2. All meetings held under the auspices of the Presbytery shall be
1089 opened and closed with prayer.

1090
1091 3. All stated meetings of the ecclesiastical Presbytery shall include a
1092 service of worship.

1093
1094 4. All meetings of entities of the Presbytery shall ordinarily be open to
1095 attendance by any minister or elder member of the ecclesiastical
1096 Presbytery, unless the entity votes to adjourn to executive session
1097 for the conduct of business of a sensitive or confidential nature, the
1098 general nature of such business being stated in the motion to
1099 adjourn; except that meetings of the following shall be closed except
1100 by specific invitation:

- 1101
1102 a. The Committee on Ministry
1103 b. The Committee on Preparation for Ministry
1104 c. The Committee on Representation
1105 d. The Committee on Nominations
1106 e. The Committee on Session Records
1107 f. The Personnel Committee
1108 g. The Permanent Judicial Commission

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1111 5. The roll at meetings of the Presbytery shall be taken by registration.
1112
1113 6. A quorum for the conduct of business of all entities except the
1114 Presbytery itself shall be one-half (1/2) the membership of the entity
1115 (committee, Council, etc.) unless the entity shall have previously
1116 designated a different quorum by vote and reported that designation
1117 to the Presbytery or, in the case of a Presbytery corporation, another
1118 number shall have been fixed by civil law or the bylaws of the
1119 corporation; except that a quorum of the Committee on Ministry shall
1120 be at least a majority of the membership of the Committee [G-
1121 11.0501b].
1122
1123 7. The minutes of each meeting of the Presbytery shall be circulated
1124 with the call for, and shall be approved at, the next subsequent
1125 stated meeting, or at a meeting called for that reason.
1126
1127 8. All items requiring Presbytery action which have been received by the
1128 Stated Clerk at the time of the mailing of the call to a stated meeting shall
1129 be mailed out with the call. No other items of business may be docketed,
1130 with the exception of items introduced under miscellaneous business with
1131 the express consent of the Presbytery, as provided below.
1132 1. Must be docketed at the beginning of the meeting when the docket
1133 is approved;
1134 2. Shall be referred to the next stated meeting; unless
1135 3. It is determined by the moderator and stated clerk that the
1136 business should not wait until the next stated meeting, then such
1137 new business shall be docketed at the end of the meeting and
1138 require a 2/3 majority vote to approve
1139
1140 9. The written text of any main motion or amendment [see *Robert's*
1141 *Rules of Order Newly Revised*, §§ 10, 12, 34, *et alia*] must be
1142 delivered to the Stated Clerk before a vote to decide that motion
1143 may be taken.
1144
1145 10. Each entity of the ecclesiastical Presbytery shall keep minutes and
1146 records of its proceedings, in sufficient detail to allow review and
1147 understanding of its work by others. These minutes and records
1148 shall be either open or closed, to the extent that meetings of the
1149 entity are open or closed, respectively. The Stated Clerk shall be
1150 designated as the official repository who shall maintain these
1151 minutes and records, with the exception of those needed for the
1152 current work of the respective entity. This provision shall not be
1153 construed so as to preclude review of minutes and records in cases
1154 of judicial discipline; and in such case the Stated Clerk shall certify
1155 the records, upon orderly request.

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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.

1176 B. Meetings of the Ecclesiastical Presbytery

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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)
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, 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

1202 adoption or modification of a mission statement shall consist of 50
1203 ministers and 50 elders, with the elders representing not less than
1204 40 churches.

- 1205
- 1206 5. The Stated Clerk shall serve as parliamentarian, with responsibilities
1207 as set forth in the most recent edition of *Robert's Rules of Order*
1208 *Newly Revised*, § 46. In case of the inability or disqualification of the
1209 Stated Clerk, the Moderator shall appoint another person to serve in
1210 the Stated Clerk's stead, with confirmation by vote of the Presbytery.
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1213 VI. NOMINATIONS AND ELECTIONS

1214

1215 A. EXECUTIVE AND ADMINISTRATIVE STAFF

- 1216
- 1217 1. Nominations for all elected staff of the Presbytery shall be prepared
1218 by a search committee elected by the Presbytery.
1219
- 1220 2. Any search committee established to nominate elected staff shall
1221 employ a confidential corresponding secretary, not a member of, nor
1222 in any way related to a member of, this Presbytery, who shall serve
1223 the search committee only. The Council on Administrative and
1224 Support Services shall budget funds for this purpose, upon
1225 notification of anticipated need by the Personnel Committee.
1226
- 1227 3. Notice of a pending election of an Executive Presbyter or Stated
1228 Clerk shall be mailed to the presbyters of the Presbytery and the
1229 clerks of session of the churches at least ten (10) days in advance of
1230 the meeting of the Presbytery at which it is proposed to elect. The
1231 notice shall include appropriate information about each nominee's
1232 experience and qualifications for the position.
1233
- 1234 4. The nomination and voting upon election shall be the order of the
1235 day.
1236
- 1237 5. Election shall be by secret ballot.
1238
- 1239 6. Those elected shall assume office on the date specified in their call
1240 or contract.
1241

1242 B. COMMISSIONERS TO THE GENERAL ASSEMBLY

- 1243
- 1244 1. The Committee on Nominations shall prepare and mail to the
1245 presbyters of the Presbytery and the clerks of session, at least ten
1246 (10) days prior to the January stated meeting of the Presbytery,
1247 slates of nominees for the number of principal and alternate minister

1248 and elder commissioners to the next General Assembly to which the
1249 Presbytery is entitled. It shall also prepare and send in the same
1250 mailing nominations for the youth delegates and their alternates to
1251 which the Presbytery is entitled.
1252

- 1253 2. The Committee shall ensure that over the course of successive
1254 years, those nominated as commissioners and delegates reflect the
1255 diversity of the Presbytery as described in III.E.3 above.
1256
- 1257 3. The incoming Moderator of the Presbytery shall be nominated by the
1258 Committee on Nominations and elected by the Presbytery as one of
1259 the principal commissioners. The incoming Moderator-elect shall be
1260 nominated by the committee and elected by the Presbytery as one
1261 of the alternate commissioners, but shall serve as principal
1262 commissioner only in case of the inability of the Moderator; provided
1263 that in such case the Moderator-elect shall hold the same ordination
1264 as the Moderator.
1265
- 1266 4. The report of the Committee on Nominations shall be docketed for
1267 presentation at a reasonable time shortly after the convening of the
1268 March meeting of the Presbytery. This report shall be the order of
1269 the day.
1270

1271 C. COMMISSIONERS TO THE SYNOD OF THE NORTHEAST 1272

- 1273 1. The Committee on Nominations shall prepare and mail to the
1274 presbyters of the Presbytery and the clerks of session at least ten
1275 (10) days prior to the January stated meeting of the Presbytery,
1276 slates of nominees according to the schedule prepared by the
1277 Synod of the Northeast for the number of minister and elder
1278 commissioners which the Presbytery is entitled to elect, and an
1279 equal number of alternates, for terms of three (3) years. It shall also
1280 prepare nominations for youth advisory delegates, and a list of
1281 nominees to fill vacancies.
1282
- 1283 2. The Committee shall ensure that over the course of successive
1284 years, those nominated as commissioners and delegates reflect the
1285 diversity of the Presbytery as described in III.E.3 above.
1286
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1289 VII. PARLIAMENTARY AUTHORITY 1290

1291 The rules contained in the most recent edition of *Robert's Rules of Order Newly*
1292 *Revised* shall govern meetings of the Presbytery in all cases in which they are

1293 applicable and not inconsistent with the Constitution or these Standing Rules [G-
1294 9.0302].
1295
1296

1297 VIII. AMENDMENT AND INTERPRETATION OF THESE STANDING RULES
1298

- 1299 A. These Standing Rules may be amended by a majority vote of the members
1300 of the Presbytery present and voting at a stated meeting whose call shall
1301 include notice of the vote; provided that a full reading of the proposed
1302 amendment(s) shall have been made at a previous stated meeting or a
1303 printed distribution of the same shall have been made in connection with
1304 the call of the meeting at which the amendment is being voted upon. Any
1305 such proposed amendment may be further amended (including by use of
1306 substitute motion) during the course of the meeting at which the
1307 amendment is being voted upon.
1308
- 1309 B. These *Standing Rules* of the Presbytery may not be amended contrary to
1310 the provisions of the *Constitution* of the Presbyterian Church (USA).
1311
- 1312 C. If the *Constitution* of the Presbyterian Church (USA), or the civil law of the
1313 State of New York, shall be changed or interpreted so as to render any
1314 provision of these *Standing Rules* invalid, all other provisions of these
1315 *Standing Rules* shall continue in full force and effect. To this intent, the
1316 provisions of these *Standing Rules* are severable.
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1324 S/CORNELL A. EDMONDS
1325 Rev. Cornell A. Edmonds
1326 Stated Clerk
1327 The Presbytery of New York City
1328 September 25, 2010
1329
1330
1331
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1334 **DIGEST OF AMENDMENTS**
1335

1336 **DATE** **SECTION** **MINUTES PAGE**
1337 **10-05-18** **III.P.3**
1338

1339	10-01-26	V.A.8	
1340	10-01-26	V.A.9	
1341	09-03-28	III.A.4.	8561
1342	09-01-27	III.A.1.	8473
1343	08-01-29	III.I.1	8117

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PRESBYTERY ADOPTED POLICIES

8. INTERIM PARITY

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1385 The Special Interim Parity Commission has ruled that, for determining the parity of elders
1386 to minister members in New York City Presbytery, the following shall apply as of the
1387 November 17, 2009, meeting of presbytery in order to achieve a parity of 142 elders in
1388 compliance with the number of resident ministers calculated at 142:
1389

1390 1. The Book of Order formula for elder commissioner representation in G-11.0101 shall
1391 be used to determine the number of elders for each congregation. Each local church is
1392 entitled to one elder commissioner. From churches with more than 500 members which
1393 are entitled to more than one elder commissioner Brick shall have four; Fifth Avenue,
1394 five; First/Manhattan, three; Jamaica, two; Madison Avenue, two.
1395

1396 2. Elders serving as committee/counsel chairs who shall have voice and vote in
1397 presbytery meetings from November 2009 through March 2010 are James Parson,
1398 CASS; Ena Malone, Trustees; Ian Amritt, Personnel; Chung-Sam Kim, Nominations;
1399 Norman Bumgardner,** CPLM; Myra Hutchins, Session Records; and Adolfo Griffith,
1400 COR. General Council members-at-large who shall have voice and vote are Mildred
1401 McGee, Carlos Ledee, Daniel Amiot-Priso, Sara Mack, Michael Ellis, and Hope
1402 DeRogatis. Elders who are exempt staff who shall have voice and vote are David
1403 Richardson, Annie Rawlings, and Janet Pearson. [****Elder Bumgardner is a**
1404 **commissioner from his congregation and is counted only once.**]
1405

1406 3. Eighteen congregations shall be entitled to name one additional elder commissioner
1407 for the period from November 2009 through March 2010. These shall be selected by
1408 using an alphabetical listing, beginning at the start of the alphabet and extending to the
1409 eighteenth congregational name.
1410

1411 Per the settlement agreement, this report made according to the agreement by the
1412 Special Interim Parity Commission shall be deemed to be conclusive pending the first
1413 parity report pursuant to the agreed procedures in March 2010. The second phase of the
1414 Settlement Agreement will be the first parity report in March 2010 done by the Stated
1415 Clerk of Presbytery.
1416

1417 Following the Stated Clerk's report to Presbytery in March 2010 a new set of names shall
1418 be generated. It is assumed that these can be selected following the same procedures
1419 employed from November 2009, i.e., using the count for additional commissioners in G-
1420 11.0101 for congregations over 500 members; giving voice and vote in Presbytery to
1421 chairs of all committees/councils represented in the General Council and to all elders
1422 who are members-at-large of the General Council; and assigning congregations one
1423 more elder commissioner for one year based on the additional number needed to match
1424 the number of ministers counted for parity, these congregations being selected from an
1425 alphabetical list beginning where the previous year's selection process stopped. The
1426 determinations made in March 2010 shall apply beginning with the May 2010 Presbytery
1427 meeting and extending through the Presbytery meeting of March 2011. **(Stated**
1428 **Meeting, 11/17/09, page 8798-8799)**
1429

1430
1431 **7. PRESBYTERY MINUTES**
1432

1433 The Presbytery's minutes are published in the sense that they are often printed and
1434 made available to the membership, and are technically public documents. **(Stated**
1435 **Meeting, 05/19/09, page 8633)**
1436

1437
1438 **6. CALL PACKET**
1439

1440 The Call Packet shall be disseminated via email and made available on the Presbytery of
1441 New York City website effective March 2009. Those wishing to receive call packets via
1442 U.S. Postal mail, will make their desires known to the Presbytery by notifying the Stated
1443 Clerk. Additional copies shall be available at the meeting for members to use. **(Stated**
1444 **Meeting, 11/18/08, page 8420-8421)**
1445

1446
1447 **5. APPORTIONMENT BALANCES**
1448

1449 Churches that have settled during the year, the outstanding balance of previous year(s)
1450 should not be shown in the schedule as having outstanding balance(s) **(Stated Meeting,**
1451 **11/18/08, page 8418)**
1452

1453
1454 **4. EXECUTIVE PRESBYTER AND STATED CLERK POSITIONS**
1455

1456 **WHEREAS**, occasions may arise when, because of illness, disability or other
1457 circumstances, the Stated Clerk or EP may request to be relieved of some or all of the assigned
1458 duties of that position for a temporary period ; and it is desirable that the Presbytery adopt
1459 procedures which will permit an orderly response to such a request by the Stated Clerk or EP;
1460 and it is therefore;

1461 **RESOLVED**, that in the case of a request by the Stated Clerk or EP to be relieved of
1462 some or all of the duties of the position for a temporary period, the following procedures shall be
1463 followed:

1464 1 For partial relief of duties for a temporary period:

1465 (a) The Stated Clerk or EP shall notify the Personnel Committee of the Stated
1466 Clerk's or EP's need for partial relief of duties for a temporary period, and shall review with the
1467 Committee the Stated Clerk's need for such relief of duties. If illness or disability is the reason
1468 for the request for relief, medical documentation will be required.

1469 (b) The Personnel Committee shall review all relevant circumstances. If the
1470 Personnel Committee concurs with the Stated Clerk's or EP's request, the Personnel Committee
1471 shall so advise the General Council and shall create a plan for reassigning agreed-upon duties to
1472 other(s) on a temporary basis. The Personnel Committee shall consider appropriate procedures
1473 for such reassignment of duties, including utilizing new temporary part-time staff, expansion of
1474 duties of existing staff, or one or more volunteers or other procedures.

1475 (c) The Personnel Committee will report to the General Council its decision as to
1476 utilizing new temporary part-time staff, expansion of duties of existing staff, or one or more

1477 volunteers or other procedures. If the Committee deems that in order to carry out the
1478 reassignment of duties new staff is necessary, the Personnel Committee shall search for and
1479 nominate a candidate to the General Council.

1480 (d) The General Council shall then either approve or disapprove the nominee and
1481 approve, disapprove or modify the proposed terms of the position.

1482 (e) At the end of 90 days, if needed, the arrangement will be reviewed and a
1483 decision made as to whether to continue it for a longer period.

1484 2. For full-time relief of duties for a temporary period:

1485 (a) The Stated Clerk or EP shall notify the Personnel Committee of the Stated
1486 Clerk's or EP's need for full-time relief of duties for a temporary period, requesting that he/she be
1487 placed on temporary leave and that arrangements be made for the appointment of an Acting
1488 Stated Clerk or EP to assume the full-time duties of the Stated Clerk or EP for a temporary
1489 period. If illness or disability is the reason for the request, medical documentation will be
1490 required.

1491 (b) The Personnel Committee shall review all relevant circumstances. If the
1492 Personnel Committee concludes that it is appropriate for the Stated Clerk or EP to be placed on
1493 temporary leave, the Personnel Committee shall so advise the General Council and will search
1494 for and nominate to the General Council a candidate to serve as Acting Stated Clerk or Acting
1495 EP for the temporary period.

1496 (c) The General Council shall either approve or disapprove the nominee
1497 submitted by the Personnel Committee and shall approve, disapprove or modify the proposed
1498 terms of the position. If a staff person is already in place carrying out one or more functions of
1499 the Stated Clerk or EP, that person is eligible to apply for the full-time Acting Stated Clerk or
1500 Acting EP position and shall be considered in the same manner as any other candidate.

1501 (d) At the end of 90 days, if needed, the arrangement will be reviewed and a
1502 decision made as to whether to continue it for a longer period.

1503 3. Modifications in the foregoing procedures.

1504 The General Council may, by resolution, authorize modifications in the foregoing
1505 procedures in particular cases if circumstances warrant.

1506 4. Compliance with applicable provisions of Book of Order and Standing Rules.

1507 (* **This part only applies to the Stated Clerk**) The office of the Stated Clerk is a constitutional
1508 office, under Book of Order, G-9.0203b, and other provisions. All of the above procedures shall
1509 be carried out in a manner consistent

1510 **RESOLVED**, that in the case of resignation, removal, disability, or death of the Stated Clerk
1511 or Executive Presbyterian that the General Council be granted the power to make an temporary
1512 replacement appointment until the next meeting of Presbytery." (**Stated Meeting. 03/29/08,**
1513 **page 8160-8161**)

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1515
1516 **3. PRESBYTERY WHISTLEBLOWER POLICY**

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1518 **Whistle Blower Policy**

1519
1520 **Introduction**

1521 *Let justice roll down like waters, and righteousness like an ever flowing stream. (Amos*
1522 *5:24)*

1523
1524 *"When they deliver you up, do not be anxious how you are to speak or what you*
1525 *are to say, for what you are to say will be given to you in that hour, for it is not you who*

1526 *speak, but the Spirit of your God speaking through you.” (Matthew 10: 19)*

1527 As a community of faith, Presbyterians live in the world, but are not of it. We are a
1528 people graced and guided by the God revealed to us in Jesus Christ. To follow in His
1529 way as a serving people may place us at odds with “business as usual” in the work
1530 place. There will be situations in which we disagree with “the powers that be” and are
1531 moved to dissent from organizationally accepted ways of “going along with the crowd.”
1532 We are called to avoid complicity through silence with acts or policies that we deem
1533 contrary to law or ethics. We are called to “blow the whistle” on certain acts as a means
1534 of living and speaking the truth in Christ. The fact that we ourselves are flawed and
1535 sometimes err does not release us from the responsibility to speak up and out.

1536 Whistle blowing is a living out of the historic Presbyterian principle that “God alone
1537 is Lord of the conscience, which hath left it free from the doctrines and commandments
1538 of men...” (Book of Order G-1.0300) We are called to risk speaking, blowing the
1539 whistle, on policies, procedures and acts that are contrary to our understanding of truth
1540 and justice. Because this may involve considerable risk, a policy is necessary to protect
1541 the “whistle blower” against reprisal, real or threatened. Therefore, we have designed
1542 these procedures in the hope that they will foster justice and righteousness in our
1543 common life as the Presbytery of New York City.

1544 Set forth below is the policy of Presbytery with respect to reporting concerns
1545 about the legality or propriety of activities of Trustees, employees and members of
1546 Presbytery.

1547 **Reporting concerns:** It is the responsibility of all Trustees, employees and
1548 members of Presbytery to report suspected wrongdoing, that is, violation of commonly
1549 held ethical standards, standards of conduct of the Presbyterian Church (USA), or public
1550 laws. Anyone who suspects a violation should promptly report to the Executive
1551 Presbyter or the Stated Clerk if such violation is contrary standards of conduct in the
1552 Rules of Discipline of the Presbyterian Church (USA) in writing. If these officers are
1553 unresponsive, the individual should report his or her concern to the Moderator or Clerk of
1554 the Permanent Judicial Commission of the Presbytery of New York City.

1555 **Investigation:** All investigations of allegations of behavior contrary to the
1556 Constitution of the Presbyterian Church (USA) shall be handled pursuant to section D-
1557 10.0200 of the Book of Order. The Executive Presbyter and/or the Chair of the Board of
1558 Trustees or the Chair of the Audit Committee will act to follow up upon all reports with
1559 care and in a timely manner. The officers will act as discretely as possible, maintaining
1560 confidentiality as much as is possible in the confines of a small organization. Reports
1561 may be made anonymously, understanding that in a small organization, anonymity may
1562 be impossible to maintain.

1563 **No Retaliation:** Presbytery and its officers will not discharge, threaten or
1564 discriminate against an individual in any manner for his or her good faith reporting what
1565 he or she perceives to be wrongdoing. The Presbytery may initiate [a] disciplinary action
1566 pursuant to D-10.0000 against anyone who threatens or retaliates against an individual
1567 who makes a good faith report of suspected wrongdoing.

1568 **Types of concerns that should be reported:** Following are examples of the
1569 kinds of actions that should be reported:

- 1570 - Knowingly supplying false or misleading information on financial reports or
1571 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)**

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