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**PRESBYTERY  
OF  
NEW YORK CITY**

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**STANDING RULES**

**Presbytery of New York City  
475 Riverside Drive – Suite 1600  
New York, New York 10115  
212-870-2221  
[www.nycpresbytery.org](http://www.nycpresbytery.org)**

Updated through May 17, 2011

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70 **STANDING RULES of the ecclesiastical**  
71 **PRESBYTERY OF NEW YORK CITY**  
72 **[Updated through May 17, 2011]**  
73

74 I. The Presbytery of New York City is a particular Presbytery of the Presbyterian  
75 Church (USA), and is governed by that church's *Constitution*<sup>1</sup>; as is each of the  
76 member congregations, missions, fellowships, or other components of the  
77 Presbytery of New York City.  
78

79  
80 II. THE PRESBYTERY AND ITS CONSTITUENTS  
81

82 A. The Presbytery is comprised of its elected officers, all ministers of the  
83 Word and Sacrament who are its continuing members, elder  
84 commissioners chosen to represent local congregations as provided in G-1  
85 I .0101, and elder commissioners chosen as provided in section D below.  
86

87 B. Each session is responsible to appoint elder commissioner(s) in  
88 accordance with G-11.0101.  
89

90 C. Where a church is without installed pastoral staff, it is the responsibility of  
91 the church's Moderator and session, or other governing authority, to  
92 provide for the church's representation in the work of the Presbytery.  
93

94 D. When the number of resident minister members of the Presbytery exceeds  
95 the number of elder commissioners, the imbalance shall be redressed  
96 through the following procedures [G-11.0101b and c]:  
97

98 1. First, all ordained elders in the Presbyterian Church (U.S.A.) serving  
99 in any of the following capacities: as elected Presbytery staff; as  
100 elected members of permanent committees, the Personnel  
101 Committee, Ministry Councils, the General Council, or the corporate  
102 Presbytery's Trustees; or as commissioners, alternates, or youth  
103 advisory delegates to the General Assembly or the Synod of the  
104 Northeast; shall be members of the Presbytery during their term of  
105 service; provided that such persons, if they are not of the age  
106 mandated in a particular case under the civil law of the State of New  
107 York, shall be ineligible to vote on corporate matters in such  
108 particular case, nor shall they hold any corporate office which the  
109 civil law reserves to persons of such age.  
110

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

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

114 number of churches, equal to the number of required elders, to each  
115 elect one additional elder commissioner for a one-year term to end  
116 with the next subsequent Annual Meeting of the Presbytery. In the  
117 initial year of this procedure, the churches invited shall be the  
118 topmost on a list of all member churches of the Presbytery, in  
119 ascending alphabetical order by church name only as published in  
120 the annual *Statistics* of the General Assembly, and in subsequent  
121 years, those invited shall be those next on a rotating basis  
122 repeatedly through the list; provided that no church shall be eligible  
123 to elect an additional elder commissioner which has not been  
124 represented by an elder commissioner at half or more of the  
125 preceding year's Presbytery meetings. The Stated Clerk shall each  
126 year ascertain the number of additional elder commissioners  
127 required to correct the imbalance and which churches are both next  
128 in turn and eligible by previous representation to elect them, and  
129 report the same to the Annual Meeting of the Presbytery, which  
130 shall issue the invitation by vote. If the invitation is not voted, the  
131 Presbytery shall decide how the imbalance shall be corrected.  
132

### 133 III. THE PRESBYTERY AND ITS STRUCTURES

#### 134 A. THE ECCLESIASTICAL PRESBYTERY

- 135
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- 137
- 138 1. The ecclesiastical Presbytery shall include the following entities (the  
139 first four of which are hereafter sometimes referred to as the  
140 "permanent committees"):
- 141
- 142 a. The entities of the Presbytery fulfilling the requirements of the  
143 *Constitution*:
- 144 (1) Committee on Ministry [G-14.0500]  
145 (2) Committee on Preparation for Ministry [G-14.0300]  
146 (3) Committee on Representation [G-9.0105]  
147 (4) Committee on Nominations [G-9.0800]  
148 (5) General Council [G-11.0103v]  
149 (6) Permanent Judicial Commission [D-4.0100]
- 150
- 151 b. Committee on Preparation for Lay Ministry [G-6.0304, G-  
152 11.0103z, and G-14.0800]
- 153
- 154 c. Mission, Budget and Corporate Responsibility Council
- 155
- 156 d. Two Ministry Councils:
- 157 (1) Council for Congregational Ministry and Nurture  
158 (2) Council for Witness in Society and the World  
159

- 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

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

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

220

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222 B. THE PRESBYTERY'S CORPORATIONS

- 223
- 224 1. Two corporations have been established by the Presbytery of New  
225 York City under the laws of the State of New York. They are:  
226
- 227 a. The civil corporation Presbytery of New York City.
  - 228
  - 229 b. Presbyterian Senior Services.

230

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

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

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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.

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### C. COMMITTEE ON MINISTRY

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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

298 authority, or on the Committee's own initiative [G-  
299 14.0801(a)];

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

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

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

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

311  
312 h. Acting on behalf of the Presbytery in the matters of:

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

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

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

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

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

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

324 (7) Constituting calls at stated meetings during the  
325 summer months when Presbytery does not meet.  
326 [11.0502h, G-9.0403, G.14.0507];

327 and reporting these actions to the Presbytery.

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

#### 331 332 D. COMMITTEE ON PREPARATION FOR MINISTRY

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334  
335 1. Membership: Chairperson, elected by the Presbytery for a term of  
336 one year renewable for two subsequent terms; and eighteen (18)  
337 members, divided equally between ministers and elders.

338  
339 2. The responsibilities of the Committee on Preparation for Ministry are  
340 set forth in G-14.0300. In addition:

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

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,<sup>2</sup> and

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

383 Members-at-large.<sup>3</sup> Youth and At-large members shall come from  
384 two (2) different groups; e.g., if one is Asian, the other shall be  
385 Black, Anglo or Hispanic. The membership shall be divided into  
386 three (3) classes of four (4) each. At least one member of each  
387 class, but not more than two (2), shall be ministers. Chairperson,  
388 (one of the twelve) elected by the Presbytery for a term of one year  
389 renewable if class term permits”  
390

- 391
- 392 2. Nominations: The Committee on representation shall be nominated  
393 by the General Council. Members shall be elected annually at the  
394 meeting of the Presbytery next following the Annual Meeting. The  
395 chairperson and recording secretary shall be elected by the  
396 Committee on Representation from among its membership at their  
397 first meeting following the installation of each new class of  
398 members.  
399
- 400 3. Purpose: the Presbytery represents itself to the world at large, and  
401 to itself, through the choices it makes regarding who shall serve and  
402 lead it [G-4.0401]. While it may be impossible for each entity of the  
403 ecclesiastical Presbytery or the directors of each Presbytery  
404 corporation to be inclusive of every constituent of the Presbytery, it  
405 is the purpose of the Committee on Representation to ensure that  
406 every entity of the ecclesiastical Presbytery and the directors of  
407 each Presbytery corporation shall be substantially representative of  
408 the whole Presbytery, in both spirit and substance displaying  
409 diversity and inclusion.  
410
- 411 4. The responsibilities of the Committee on Representation are set  
412 forth in G-9.0105. In addition, the Committee on Representation  
413 shall certify for the official records of the Presbytery when it is found  
414 that the participation of necessary persons cannot be secured and  
415 an exception must be made to the provisions of inclusive  
416 representation [G-9.0106].  
417

418 G. COMMITTEE ON NOMINATIONS  
419

- 420
- 421 1. Membership: Chairperson, elected by the Presbytery for a term of  
422 one year renewable for two subsequent terms; and three (3)  
423 ministers, three (3) women elders and three (3) male elders, divided  
424 into three classes. The Chairperson and members of the

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

425 Committee on Nominations shall be nominated by the General  
426 Council. The members of the Committee may serve full or partial  
427 terms aggregating three (3) years only, after which they shall be  
428 ineligible for re-election to this Committee until one calendar year  
429 shall have passed. For a period of one (1) year after their term has  
430 ended, members of this Committee may not be elected to:

- 431
- 432 a. the office of Moderator or Moderator-elect;
- 433 b. the General Council;
- 434 c. the office of chairperson of any of the Ministry Councils or  
435 permanent committees of the Presbytery, or of President of  
436 the Board of Directors ("Trustees.")
- 437

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

- 446
- 447 2. The responsibilities of the Committee on Nominations are set forth  
448 in G- 9.0800. In addition:
- 449
- 450 a. The Committee on Nominations shall serve as the  
451 nominating committee both of the ecclesiastical Presbytery  
452 and of the Presbytery's corporations [III.B.1].
- 453 b. The Committee on Ministry will receive priority consideration  
454 in the Presbytery's nominating process.
- 455 c. The committee shall present nominations for Moderator and  
456 Moderator-elect, and shall ordinarily nominate the current  
457 Moderator-elect for the office of Moderator, at the March  
458 stated meeting. The committee shall present nominations for  
459 the following offices for regular terms at the March meeting of  
460 the Presbytery:
  - 461 (1) The attendance clerks of the Presbytery; the members  
462 of the General Council; Mission, Budget and  
463 Corporate Responsibility Council; Ministry Councils;  
464 and the members of the Permanent Judicial  
465 Commission.
  - 466 (2) The chairperson and members of all committees (not  
467 including Committee on Representation, Committee  
468 on Nominations, and Personnel Committee)  
469 enumerated in III.A.1. of these Standing Rules.

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- (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 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*.

516 I. GENERAL COUNCIL  
517

- 518 1. Membership: the immediate past Moderator of the Presbytery as  
519 Chair of the General Council; the Moderator and Moderator-elect, *ex*  
520 *officio* with voice and vote; one representative from and designated  
521 by each of the other entities enumerated in III.A.1 of these standing  
522 rules, with the exception of the Permanent Judicial Commission:  
523 Committee on Ministry, Committee on Preparation for Ministry,  
524 Committee on Preparation for Lay Ministry, Committee on  
525 Representation, Committee on Nominations, Personnel Committee,  
526 Committee on Session Records, Committee on Standing Rules and  
527 Overtures, the two Ministry Councils, the Mission, Budget and  
528 Corporate Responsibility Council of the corporate Presbytery, *ex*  
529 *officio* with voice and vote; the New York City Council of  
530 Presbyterian Women and the New York City Council of Presbyterian  
531 Men, with voice and vote. Ordinarily, each of these designated  
532 representatives shall be the same person from meeting to meeting,  
533 in order to facilitate continuity and participation. [***The membership***  
534 ***shall also include***] and nine (9) members-at-large divided into  
535 three (3) classes of three (3) each, divided 5-4 between ministers  
536 and elders, the majority alternating each year by adjusting the  
537 number of each elected. The members-at-large shall be elected to  
538 serve for a term of three (3) years. The Executive Presbyter and the  
539 Stated Clerk shall be advisory members without vote. The General  
540 Council may invite other members of the Presbytery staff to attend  
541 as resource persons.
- 542
- 543 2. The General Council shall meet regularly preceding each stated  
544 meeting of the Presbytery and upon its own call as its agenda  
545 dictates.
- 546
- 547 3. The responsibilities of the General Council are set forth in general  
548 terms in G-9.0902a and 11.0103v. In particular, they are:
- 549
- 550 a. In consultation with the Ministry Councils and permanent  
551 committees of the ecclesiastical Presbytery and the Mission,  
552 Budget and Corporate Responsibility Council, to develop,  
553 update as needed, and recommend to Presbytery a mission  
554 statement and goals for the Presbytery and a means for  
555 evaluating the work of the Presbytery toward the  
556 achievement of these goals.
- 557
- 558 b. To prepare the docket (in consultation with the Ministry  
559 Councils, permanent committees, and the Personnel,  
560 Session Records and Standing Rules Committees of the  
561 ecclesiastical Presbytery and the Board of Directors of the

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

- 571
- 572 c. In addition to the provisions of G-11.0201, to call special  
573 meetings of the Presbytery when so directed by the  
574 Presbytery or when requested by a two-thirds (2/3) vote of  
575 the absolute membership of a Ministry Council.
- 576
- 577 d. To annually nominate for election by the Presbytery the  
578 chairpersons and members of the Committee on  
579 Nominations, the Committee on Representation, and of the  
580 and of the Personnel Committee.
- 581
- 582 e. To act on behalf of the Presbytery in designating special  
583 investigating committees in accordance with D-10.0201, and  
584 designating committees of counsel in accordance with D-  
585 6.0302, reporting the establishment of these committees to  
586 the next stated meeting of the Presbytery.
- 587
- 588 f. The General Council (GC) is authorized to act on behalf of  
589 the whole Presbytery in the interval between stated  
590 Presbytery meetings should immediate action be required in  
591 response to:
- 592
- 593 • credible report of criminal behavior by officers of  
594 a church, Presbytery agency, or the Presbytery;
  - 595 • credible report of improper sexual behavior  
596 occurring under the auspices of a church,  
597 Presbytery agency, or the Presbytery;
  - 598 • other report which obligates the Presbytery to act  
599 under its fiduciary duty without delay.
- 300

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

304

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

307 administrative commission. Any administrative  
308 commission shall operate under a specific and detailed  
309 charge, limited to the matter of the report.  
310

311 The GC shall report its action to the Presbytery, at either  
312 the next following stated meeting or at a meeting called  
313 for the purpose. The Presbytery shall hear the GC's report  
314 and such report of any administrative commission or other  
315 agent, acting under the GC's authority, as may properly  
316 be presented. The Presbytery shall then vote to confirm,  
317 modify, or terminate the action of the GC. "  
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320 J. MINISTRY COUNCILS: GENERAL  
321

- 322 1. Membership: each Ministry Council shall be composed of an even  
323 number of members divided into three (3) classes of equal  
324 numbers, with at least one half the members being laypersons (G-  
325 9.0501.b). Chairperson, shall be in a class, elected by the  
326 Presbytery for a term of one year renewable if class term permits.  
327 The Treasurer of the corporate Presbytery shall also be a member  
328 ex officio of the Mission, Budget and Corporate Responsibility  
329 Council, with voice but without vote.  
330
- 331 2. Officers:  
332 a. Chairperson of each Ministry Council elected by the  
333 Presbytery for a term of one year renewable.  
334  
335 b. Each Ministry Council shall elect annually its own Recorder  
336 (Clerk) from among its membership. The election shall be  
337 reported to the Presbytery and to the General Council.  
338
- 339 3. Organization  
340 a. Each Ministry Council shall develop and recommend for  
341 approval to the Presbytery, after review by the General  
342 Council, guidelines by which it desires to organize its own  
343 operations to best do its work.  
344  
345 b. Each Ministry Council shall set annual goals and objectives  
346 for its work, consistent with and designed to further the goals  
347 of the Presbytery, and report them to the Presbytery.  
348  
349 c. Each Ministry Council shall conduct an annual review of its  
350 work and progress. On request, it may receive the assistance  
351 of the General Council, or of other persons, in this review. Its  
352 results shall be reported to the Presbytery.

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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.

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K. COUNCIL FOR CONGREGATIONAL MINISTRY AND NURTURE

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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.

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- (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.

710 b. Education and nurture

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- (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.

729 c. Racial and ethnic ministries

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- (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

744 persons and churches in the work of Christ's Church  
745 and of the Presbytery.  
746

- 747 d. Cooperate where appropriate with the other Councils of the  
748 Presbytery.
- 749
- 750 e. Provide such other services as may be assigned to it by the  
751 Presbytery.  
752

753 L. COUNCIL FOR WITNESS IN SOCIETY AND THE WORLD  
754

- 755 1. This Council shall be composed of twelve (12) members divided into  
756 three (3) classes of four (4) each, with at least one half the  
757 members being laypersons (G-9.0501.b).  
758
- 759 2. Responsibilities:  
760
  - 761 a. Assist the Presbytery's member churches to address social  
762 justice issues at the congregational and neighborhood levels,  
763 helping congregations to establish linkages or cooperative  
764 efforts where appropriate.  
765
  - 766 b. Assist the Presbytery to be an agent of corporate mission for  
767 addressing those social and economic justice issues which  
768 are appropriately addressed on an inter-congregation or  
769 Presbytery- wide level.  
770
  - 771 c. Assist the Presbytery to establish and maintain those  
772 ecumenical relationships which will enlarge the life and  
773 mission of the church within the Presbytery's district.  
774
  - 775 d. Have particular oversight of the Presbytery's specialized  
776 ministries in areas such as  
777 (1) youth ministry  
778 (2) campus ministry  
779 (3) ministries with the aging  
780
  - 781 e. Cooperate where appropriate with the other Councils of the  
782 Presbytery.  
783
  - 784 f. Interpret to the churches of the Presbytery, to the Presbytery  
785 itself, and to civil and corporate powers the mission of the  
786 Church and its particular expression by the Presbytery and its  
787 membership.  
788

- 789 g. Provide such other services as may be assigned to it by the  
790 Presbytery.  
791  
792

793 M. MISSION, BUDGET AND CORPORATE RESPONSIBILITY COUNCIL  
794

- 795 1. Membership: eighteen (18) members divided into three (3) classes,  
796 with three classes of six (6) members, with each class elected to  
797 serve three-year terms and eligible to serve additional terms  
798 aggregating to no more than six (6) consecutive years, with each  
799 class drawn from among the membership of the ecclesiastical  
800 Presbytery or of its constituent churches, and elected by the  
801 membership of the ecclesiastical Presbytery and the corporate  
802 Presbytery sitting simultaneously as the membership of the  
803 ecclesiastical and corporate Presbytery, after nomination by the  
804 Committee on Nominations of the ecclesiastical Presbytery, sitting  
805 together with the Treasurer, who serves ex officio with voice and  
806 vote. The Stated Clerk of the ecclesiastical Presbytery shall serve  
807 as recording secretary without vote.  
808
- 809 2. The members of this Committee shall also serve as the directors of  
810 the civil corporation of the Presbytery of New York City and shall be  
811 accountable to the ecclesiastical Presbytery (G-9.0403), with the  
812 advice and consul of the General Council.  
813
- 814 3. Officers:
- 815
- 816 a. The chairperson of the committee, who shall also serve as  
817 the President when the committee convenes as the corporate  
818 Board of Directors, and the Treasurer are elected by the  
819 membership of the ecclesiastical Presbytery, when they are  
820 sitting as the membership of the civil corporation Presbytery  
821 of New York City, after nomination by the Committee on  
822 Nominations of the ecclesiastical Presbytery.  
823
- 824 b. The Treasurer is the chief financial officer of the corporate  
825 Presbytery and, working with and through the Executive  
826 Presbyter, shall be responsible for cash flow management,  
827 internal financial controls, and financial support and money  
828 management services.  
829
- 830 4. Responsibilities
- 831
- 832 a. In fulfillment of the Book of Order, sections G-9.0102 & G-  
833 11.0103, the Committee shall assist the Presbytery to fulfill its  
834 responsibilities of mission and administration by developing

335 its capacity for developing and funding its mission from a  
336 variety of sources (individuals, foundations, corporations, and  
337 other governing bodies).  
338

- 339 b. Provide consultation to churches to enhance their own efforts  
340 in mission, stewardship, and financial and property  
341 management.  
342
- 343 c. To Prepare concise statements of current and projected  
344 income and expenses.  
345
- 346 d. Following a two-year budget planning cycle, develop and  
347 prepare the annual budget of the ecclesiastical Presbytery, in  
348 consultation with the various entities of the Presbytery, for  
349 initial presentation to the Presbytery for discussion not later  
350 than the October stated meeting preceding the budget year  
351 and approval by the Presbytery not later than the following  
352 November stated meeting. The Committee shall receive the  
353 advice of the Executive Presbyter, and the Treasurer of the  
354 civil corporation Presbytery of New York City in this work, and  
355 may ask the counsel of other persons or entities as it deems  
356 helpful.  
357
- 358 e. To monitor the annual budget of the ecclesiastical Presbytery  
359 after its approval by the Presbytery and to prepare and  
360 recommend to the ecclesiastical Presbytery adjustments to  
361 the annual budget of the Presbytery.  
362
- 363 f. Provide cash flow management, internal financial and  
364 accounting control systems, and financial support services  
365 (including investment and money management services) to  
366 the ecclesiastical Presbytery.  
367
- 368 g. Review and make recommendations to the Presbytery  
369 regarding the granting of Presbytery funds for the support of  
370 local mission and church development or redevelopment,  
371 advising the Presbytery how such grants relate to the overall  
372 goals, missions, and priorities of the Presbytery.  
373
- 374 h. Oversee and encourage the prompt payment of per capita  
375 and or apportionment by local churches.  
376
- 377 i. Cooperate where appropriate with the other Councils of the  
378 Presbytery.  
379

- 380 j. Provide such other services as may be assigned to it by the
- 381 Presbytery.
- 382
- 383 k. Receive and review requests from the churches of the
- 384 Presbytery for permission, as required under G-8.0501 and
- 385 8.0502.of the Book of Order, to sell, mortgage, lease,
- 386 purchase or otherwise encumber any real property, or take
- 387 title to any real property either currently encumbered or to
- 388 become encumbered as a consequence of taking title, and
- 389 report its recommendations to the ecclesiastical Presbytery.
- 390
- 391 l. In addition the committee shall have the following
- 392 responsibilities including any provided under civil law, the
- 393 New York State Religious Corporations Law, the New York
- 394 State Not-For-Profit Corporations Law and in the Bylaws of
- 395 the corporation, Presbytery of New York City:
- 396
- 397 m. Oversee the Presbytery's properties, insurance, investments,
- 398 loans, and mortgages.
- 399
- 300 n. Administer mortgages and loans on behalf of the Synod of
- 301 the Northeast and the General Assembly.
- 302
- 303 o. Provide for an annual audit of the finances and assets of the
- 304 Presbytery of New York City.
- 305
- 306 p. Discharge such other legal corporate obligations as may be
- 307 required under the laws of the State of New York.
- 308

309 N. PERSONNEL COMMITTEE

- 310
- 311 1. Membership: Chairperson, elected by the Presbytery for a term of
- 312 one year, renewable for two subsequent terms; and six (6) members
- 313 divided into three (3) classes of two (2) each, with each class
- 314 composed of one (1) minister and one (1) elder. No member of the
- 315 Personnel Committee may hold any other membership or office in
- 316 the ecclesiastical Presbytery or any of its entities or in any of the
- 317 Presbytery's corporations. The chairperson and members of the
- 318 Personnel Committee may serve full or partial terms aggregating
- 319 three (3) years only, after which they shall be ineligible for reelection
- 320 to this Committee until one calendar year shall have passed. The
- 321 members of the Personnel Committee shall be persons who have
- 322 skills and/or experience in personnel management in the civil or
- 323 corporate world, or in the work of the Presbyterian Church (USA).
- 324
- 325 2. Duties:

- 326 a. To counsel with and advise the Executive Presbyter about the  
327 work of the professional staff and the support staff.  
328
- 329 b. To review with the Executive Presbyter the compensation of  
330 the members of the staff and prepare budget  
331 recommendations for the Mission, Budget and Corporate  
332 Responsibility Council.  
333
- 334 c. In consultation with appropriate representatives of entities and  
335 corporations of the Presbytery and the Executive Presbyter,  
336 to prepare or revise job descriptions for all Associate  
337 Executive Presbyters and the Associate for Finance  
338 (Controller) and make recommendations to the Presbytery.  
339
- 340 d. To receive and review all proposals for job descriptions  
341 prepared by other entities of the Presbytery in consultation  
342 with the Executive Presbyter, any Associate Presbyter or the  
343 Associate for Finance (Controller), as appropriate, and all  
344 appropriate entities and corporations of the Presbytery, for all  
345 exempt staff.  
346
- 347 e. When a vacancy occurs for exempt Presbytery staff (except  
348 as noted below) or a new exempt Presbytery staff position is  
349 created, to recommend to the General Council a procedure  
350 for filling the position, while taking into account Equal  
351 Employment Opportunity and Affirmative Action. When a  
352 vacancy occurs for the Executive Presbyter, recommendation  
353 shall be to the Presbytery. The Personnel Committee and a  
354 representative of other relevant entities or corporations of the  
355 Presbytery shall be represented on any search committee  
356 proposed by the Personnel Committee.  
357
- 358 f. To recommend to the Presbytery or the General Council, as  
359 appropriate, the terms of call for exempt Presbytery staff  
360 being newly employed and any annual adjustments in terms.  
361
- 362 g. To establish procedures for the regular, periodic review of the  
363 work of the Presbytery's executive staff and of the Stated  
364 Clerk, and to report those procedures to the Presbytery; and  
365 to conduct reviews according to those procedures at least  
366 annually, in consultation with the Executive Presbyter and  
367 relevant entities, and report their results to the Presbytery.  
368  
369

370 O. COMMITTEE ON SESSION RECORDS  
371

- 372 1. Membership: Chairperson, elected by the Presbytery for a term of  
373 one year renewable for two subsequent terms; and fifteen  
374 members, including no less than three (3) ministers and no more  
375 than twelve (12) elders, equally distributed in three classes.  
376
- 377 2. The Committee on Session Records shall discharge Presbytery's  
378 responsibilities as set forth in G-11.0103x.  
379
- 380 3. The Committee shall report on the session of Bronx churches at the  
381 March stated meeting of the Presbytery, Brooklyn and Staten Island  
382 churches at the May stated meeting, Queens churches at the  
383 September stated meeting, and Manhattan churches at the  
384 November stated meeting, with all session minutes to be submitted  
385 according to a schedule adopted by the Committee and distributed  
386 to the clerks of session. The Committee's reports may include  
387 recommendations to other Councils or Committees of the  
388 Presbytery. The Committee shall report to the Presbytery regarding  
389 sessions' compliance with the Constitution of the Presbyterian  
390 Church (USA). The Committee shall assure that information from  
391 session records relevant to the work of the Presbytery is shared with  
392 the appropriate entities of Presbytery.  
393  
394

395 Q. COMMITTEE ON STANDING RULES AND OVERTURES  
396

- 397 1. Membership: Chair, elected by the Presbytery for a term of one year  
398 renewable for two subsequent terms, and twelve (12) members  
399 elected by the Presbytery in three equal classes for terms of three  
000 years.  
001
- 002 2. The Committee shall assist the Presbytery and the General Council  
003 at their request in formulating those revisions to Presbytery's  
004 Standing Rules required to effectuate policies established by them  
005 in reviewing the functional relationships between Presbytery's  
006 structure and its mission in accordance with G-11.0103v.  
007
- 008 3. The Committee shall report to the Presbytery through, and as and  
009 when directed by, the General Council.  
010

011 R. TASK FORCES  
012

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

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

- 017
- 018 a. A statement of the specific need to be addressed by the  
019 creation of the Task Force and why the need cannot be  
020 addressed by an existing entity of the Presbytery.
- 021
- 022 b. A statement of purpose for the proposed Task Force.
- 023
- 024 c. A specific statement of the expected results to be achieved  
025 by the Task Force during its initial existence.
- 026
- 027 d. The specific goals and objectives of the Task Force with a  
028 timeline for their accomplishment during the initial existence  
029 of the Task Force.
- 030
- 031 e. The budget and staffing required for the Task Force during its  
032 initial existence and the sources of this support.
- 033

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

036

037 3. Review

- 038
- 039 a. Annually, using the criteria set forth in paragraph 1 above, all  
040 Task Forces shall be reviewed by the General Council.
- 041
- 042 b. Based upon the annual review, the General Council may  
043 recommend to the Presbytery the dissolution of any Task  
044 Force.
- 045
- 046 c. To continue beyond three years, a Task Force must receive  
047 annual Presbytery approval, upon General Council  
048 recommendation.
- 049

#### 050 IV. THE ECCLESIASTICAL PRESBYTERY AND ITS OFFICERS AND STAFF

- 051
- 052 A. The elected officers of the ecclesiastical Presbytery shall be: Moderator,  
053 Moderator- elect, and Stated Clerk.
- 054
- 055 B. The Moderator and Moderator-elect shall ordinarily be elected annually.
- 056
- 057 C. The exempt administrative staff of the ecclesiastical Presbytery shall  
058 consist of the Executive Presbyter, Associate Executive Presbyters for  
059 Congregational Ministries and Witness in the Society and the World; and  
060 the Associate for Finance (Controller).

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- 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

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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

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

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

163  
164 9. The written text of any main motion or amendment [see *Robert's*  
165 *Rules of Order Newly Revised*, §§ 10, 12, 34, *et alia*] must be  
166 delivered to the Stated Clerk before a vote to decide that motion  
167 may be taken.  
168

169 10. Each entity of the ecclesiastical Presbytery shall keep minutes and  
170 records of its proceedings, in sufficient detail to allow review and  
171 understanding of its work by others. These minutes and records  
172 shall be either open or closed, to the extent that meetings of the  
173 entity are open or closed, respectively. The Stated Clerk shall be  
174 designated as the official repository who shall maintain these  
175 minutes and records, with the exception of those needed for the  
176 current work of the respective entity. This provision shall not be  
177 construed so as to preclude review of minutes and records in cases  
178 of judicial discipline; and in such case the Stated Clerk shall certify  
179 the records, upon orderly request.  
180

181 11. A master calendar of meetings held under the auspices of the  
182 Presbytery or any of its entities shall be maintained in the  
183 Presbytery office, under the oversight of the Executive Presbyter.  
184 Every entity of the Presbytery shall furnish a list of its stated  
185 meetings to the person designated by the Executive Presbyter to  
186 maintain the calendar, and shall promptly give notice of any  
187 canceled, postponed, or called meeting; or of any special event of  
188 interest to other members of the Presbytery or its churches. This  
189 calendar or applicable portions of it shall be published to the  
190 Presbytery in a regular and timely way.  
191

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

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

200 B. MEETINGS OF THE ECCLESIASTICAL PRESBYTERY

- 201
- 202 1. Stated meetings of the Presbytery shall be held as follows:
- 203
- |     |           |  |
|-----|-----------|--|
| 204 | January   | Last Tuesday                                   |
| 205 | March     | Last Saturday, or second Saturday after Easter |
| 206 | May       | Third Tuesday (Annual Meeting)                 |
| 207 | July      | Fourth Saturday (Worship and Fellowship)       |
| 208 | September | Last Saturday                                  |
| 209 | November  | Third Tuesday (Budget Meeting)                 |
- 210
- 211 2. The May Meeting shall be the Annual Meeting of the Presbytery.
- 212 Nomination and election of chairpersons, officers, and members of
- 213 permanent committees, the Permanent Judicial Commission,
- 214 Ministry Councils, the General Council, the Mission, Budget and
- 215 Corporate Responsibility Council and other entities provided for in
- 216 these *Standing Rules* shall take place at the March meeting, with
- 217 the election and installation at the Annual Meeting, except as
- 218 otherwise provided in these *Standing Rules*.
- 219
- 220 3. The Sacrament of the Lord's Supper shall be celebrated at the
- 221 Annual Meeting and at such other times as may be appointed by the
- 222 Presbytery [G-9.0301b].
- 223
- 224 4. Except as otherwise stated below, a quorum shall consist of 25
- 225 ministers and 25 elders, with the elders representing not less than
- 226 20 churches. A quorum for the adoption of an amendment to these
- 227 *Standing Rules*, the election of an Executive Presbyter or the
- 228 adoption or modification of a mission statement shall consist of 50
- 229 ministers and 50 elders, with the elders representing not less than
- 230 40 churches.
- 231
- 232 5. The Stated Clerk shall serve as parliamentarian, with responsibilities
- 233 as set forth in the most recent edition of *Robert's Rules of Order*
- 234 *Newly Revised*, § 46. In case of the inability or disqualification of
- 235 the Stated Clerk, the Moderator shall appoint another person to
- 236 serve in the Stated Clerk's stead, with confirmation by vote of the
- 237 Presbytery.
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240 VI. NOMINATIONS AND ELECTIONS

242 A. EXECUTIVE AND ADMINISTRATIVE STAFF

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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.

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B. COMMISSIONERS TO THE GENERAL ASSEMBLY

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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

289 commissioner only in case of the inability of the Moderator; provided  
290 that in such case the Moderator-elect shall hold the same ordination  
291 as the Moderator.  
292

- 293 4. The report of the Committee on Nominations shall be docketed for  
294 presentation at a reasonable time shortly after the convening of the  
295 March meeting of the Presbytery. This report shall be the order of  
296 the day.  
297

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299 C. COMMISSIONERS TO THE SYNOD OF THE NORTHEAST  
300

- 301 1. The Committee on Nominations shall prepare and mail to the  
302 presbyters of the Presbytery and the clerks of session at least ten  
303 (10) days prior to the January stated meeting of the Presbytery,  
304 slates of nominees according to the schedule prepared by the  
305 Synod of the Northeast for the number of minister and elder  
306 commissioners which the Presbytery is entitled to elect, and an  
307 equal number of alternates, for terms of three (3) years. It shall also  
308 prepare nominations for youth advisory delegates, and a list of  
309 nominees to fill vacancies.  
310  
311 2. The Committee shall ensure that over the course of successive  
312 years, those nominated as commissioners and delegates reflect the  
313 diversity of the Presbytery as described in III.E.3 above.  
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316 VII. PARLIAMENTARY AUTHORITY  
317

318 The rules contained in the most recent edition of *Robert's Rules of Order Newly*  
319 *Revised* shall govern meetings of the Presbytery in all cases in which they are  
320 applicable and not inconsistent with the Constitution or these Standing Rules [G-  
321 9.0302].  
322

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324 VIII. AMENDMENT AND INTERPRETATION OF THESE STANDING RULES  
325

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

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- 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.

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**S/CORNELL A. EDMONDS**  
**Rev. Cornell A. Edmonds**  
**Stated Clerk**  
**Presbytery of New York City**  
**May 17, 2011**

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**DIGEST OF AMENDMENTS**

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

425 **PRESBYTERY ADOPTED POLICIES**  
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427  
428 **8. INTERIM PARITY**  
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430  
431 The Special Interim Parity Commission has ruled that, for determining the parity of  
432 elders to minister members in New York City Presbytery, the following shall apply as of  
433 the November 17, 2009, meeting of presbytery in order to achieve a parity of 142 elders  
434 in compliance with the number of resident ministers calculated at 142:  
435

436 1. The Book of Order formula for elder commissioner representation in G-11.0101 shall  
437 be used to determine the number of elders for each congregation. Each local church is  
438 entitled to one elder commissioner. From churches with more than 500 members which  
439 are entitled to more than one elder commissioner Brick shall have four; Fifth Avenue,  
440 five; First/Manhattan, three; Jamaica, two; Madison Avenue, two.  
441

442 2. Elders serving as committee/counsel chairs who shall have voice and vote in  
443 presbytery meetings from November 2009 through March 2010 are James Parson,  
444 CASS; Ena Malone, Trustees; Ian Amritt, Personnel; Chung-Sam Kim, Nominations;  
445 Norman Bumgardner, \*\* CPLM; Myra Hutchins, Session Records; and Adolfo Griffith,  
446 COR. General Council members-at-large who shall have voice and vote are Mildred  
447 McGee, Carlos Ledee, Daniel Amiot-Priso, Sara Mack, Michael Ellis, and Hope  
448 DeRogatis. Elders who are exempt staff who shall have voice and vote are David  
449 Richardson, Annie Rawlings, and Janet Pearson. [\*\*Elder Bumgardner is a  
450 commissioner from his congregation and is counted only once.]  
451

452 3. Eighteen congregations shall be entitled to name one additional elder commissioner  
453 for the period from November 2009 through March 2010. These shall be selected by  
454 using an alphabetical listing, beginning at the start of the alphabet and extending to the  
455 eighteenth congregational name.  
456

457 Per the settlement agreement, this report made according to the agreement by the  
458 Special Interim Parity Commission shall be deemed to be conclusive pending the first  
459 parity report pursuant to the agreed procedures in March 2010. The second phase of the  
460 Settlement Agreement will be the first parity report in March 2010 done by the Stated  
461 Clerk of Presbytery.  
462

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

471 congregations being selected from an alphabetical list beginning where the previous  
472 year's selection process stopped. The determinations made in March 2010 shall apply  
473 beginning with the May 2010 Presbytery meeting and extending through the Presbytery  
474 meeting of March 2011. **(Stated Meeting, 11/17/09, page 8798-8799)**  
475

476  
477 **7. PRESBYTERY MINUTES**  
478

479 The Presbytery's minutes are published in the sense that they are often printed and  
480 made available to the membership, and are technically public documents. **(Stated**  
481 **Meeting, 05/19/09, page 8633)**  
482

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484 **6. CALL PACKET**  
485

486 The Call Packet shall be disseminated via email and made available on the Presbytery  
487 of New York City website effective March 2009. Those wishing to receive call packets  
488 via U.S. Postal mail, will make their desires known to the Presbytery by notifying the  
489 Stated Clerk. Additional copies shall be available at the meeting for members to use.  
490 **(Stated Meeting, 11/18/08, page 8420-8421)**  
491

492  
493 **5. APPORTIONMENT BALANCES**  
494

495 Churches that have settled during the year, the outstanding balance of previous year(s)  
496 should not be shown in the schedule as having outstanding balance(s) **(Stated Meeting,**  
497 **11/18/08, page 8418)**  
498

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500 **4. EXECUTIVE PRESBYTER AND STATED CLERK POSITIONS**  
501

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

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

510 1 For partial relief of duties for a temporary period:

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

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

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

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

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

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

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

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

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

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

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

549 3. Modifications in the foregoing procedures.

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

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

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

556 **RESOLVED**, that in the case of resignation, removal, disability, or death of the Stated  
557 Clerk or Executive Presbyter that the General Council be granted the power to make an  
558 temporary replacement appointment until the next meeting of Presbytery." (**Stated Meeting.**  
559 **03/29/08, page 8160-8161**)

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562 **3. PRESBYTERY WHISTLEBLOWER POLICY**

563  
564 **Whistle Blower Policy**

565  
566 **Introduction**

567 *Let justice roll down like waters, and righteousness like an ever flowing stream. (Amos*  
568 *5:24)*

569  
570 *“When they deliver you up, do not be anxious how you are to speak or what you*  
571 *are to say, for what you are to say will be given to you in that hour, for it is not you who*  
572 *speak, but the Spirit of your God speaking through you.” (Matthew 10: 19)*

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

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

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

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

601 **Investigation:** All investigations of allegations of behavior contrary to the  
602 Constitution of the Presbyterian Church (USA) shall be handled pursuant to section D-  
603 10.0200 of the Book of Order. The Executive Presbyter and/or the Chair of the Board of  
604 Trustees or the Chair of the Audit Committee will act to follow up upon all reports with  
605 care and in a timely manner. The officers will act as discretely as possible, maintaining  
606 confidentiality as much as is possible in the confines of a small organization. Reports  
607 may be made anonymously, understanding that in a small organization, anonymity may  
608 be impossible to maintain.

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

313 who makes a good faith report of suspected wrongdoing.

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

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

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

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333 **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

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

338  
339 **1. ENDOWMENT FUND ADMINISTRATIVE FEE**

341 Effective January 1, 2007, an administrative fee of 1.75% per annum shall be assessed  
342 on all endowment funds managed by the Trustees. The fee will be charged on a  
343 quarterly basis on the last business day of March, June, September and December.  
344 The fee will be based on the market value of the endowments of the last business day of  
345 the quarter. The fee will be charged pro-rata, based on the value of each of the  
346 designated endowment funds. **(Stated Meeting. 01/30/07, page 7763-7764)**  
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349