



**PRESBYTERY  
OF  
NEW YORK CITY**

**STANDING RULES**

**Presbytery of New York City  
475 Riverside Drive – Suite 1270  
New York, New York 10115  
212-870-2221  
[www.nycpresbytery.org](http://www.nycpresbytery.org)**

Effective June 8, 2021

# Table of Contents

I.	IDENTITY AND PURPOSE.....	4
II.	PARLIAMENTARY AUTHORITY .....	4
III.	THE PRESBYTERY AND ITS CONSTITUENTS .....	4
IV.	THE ECCLESIASTICAL PRESBYTERY AND ITS OFFICERS AND STAFF.....	5
V.	MEETINGS.....	6
A.	GENERAL .....	6
B.	MEETINGS OF THE ECCLESIASTICAL PRESBYTERY .....	7
VI.	PROCEDURES .....	10
A.	ANNUAL BUDGET.....	10
B.	POLICY DOCUMENTS.....	11
C.	PROVISIONS FOR ELECTRONIC MEETINGS.....	11
VII.	NOMINATIONS AND ELECTIONS.....	13
A.	NOMINATIONS IN GENERAL.....	13
B.	NOMINATIONS FROM THE FLOOR OF PRESBYTERY.....	14
C.	EXECUTIVE AND ADMINISTRATIVE STAFF .....	14
D.	COMMISSIONERS TO THE GENERAL ASSEMBLY.....	15
E.	OVERTURE ADVOCATES.....	15
F.	COMMISSIONERS TO THE SYNOD OF THE NORTHEAST.....	15
VIII.	THE PRESBYTERY AND ITS STRUCTURES.....	16
A.	THE ECCLESIASTICAL PRESBYTERY .....	16
B.	THE PRESBYTERY AS A CIVIL CORPORATION.....	18
C.	COMMISSIONS AND COMMITTEES: GENERAL.....	19
D.	GENERAL CABINET .....	21
E.	COMMISSION ON MINISTRY.....	22
F.	COMMISSION ON PREPARATION FOR MINISTRY .....	24
G.	COMMITTEE ON PREPARATION FOR LAY MINISTRY .....	25
H.	COMMITTEE FOR CONGREGATIONAL MINISTRY AND NURTURE .....	26
I.	JUSTICE MINISTRIES COMMITTEE.....	28
J.	PERSONNEL COMMITTEE .....	28
K.	COMMITTEE ON SESSION RECORDS .....	30
L.	COMMITTEE ON STANDING RULES AND OVERTURES .....	31
M.	COMMITTEE ON NOMINATIONS.....	31
N.	COMMITTEE ON REPRESENTATION .....	33
O.	PERMANENT JUDICIAL COMMISSION .....	34

P.	COMMISSION ON MISSION, BUDGET AND CORPORATE RESPONSIBILITY/ BOARD OF TRUSTEES.....	34
Q.	SELF-DEVELOPMENT OF PEOPLE COMMITTEE.....	37
R.	ADMINISTRATIVE COMMISSIONS; INVESTIGATING COMMITTEES AND COMMITTEES OF COUNSEL.....	38
IX.	AMENDMENT AND INTERPRETATION OF THESE STANDING RULES .....	39
X.	GLOSSARY OF TERMS.....	39

**STANDING RULES of the ecclesiastical  
PRESBYTERY OF NEW YORK CITY  
Effective November 27, 2018**

I. IDENTITY AND PURPOSE

- A. The Presbytery of New York City is a particular Presbytery of the Presbyterian Church (U.S.A.), and is governed by that Church's *Constitution*<sup>1</sup> as is each of the member congregations, missions, fellowships, or other components of the Presbytery of New York City.
- B. These Standing Rules are set forth in accordance with G-3.0301.
- C. The Mission of the Presbytery of New York City is to embody God's gracious love in Jesus Christ through the Presbytery's ministries, its congregations, its partnerships, its service and witness, and its common life together. As a manifestation of Christ's body, the Presbytery proclaims God's Word and promotes God's justice to all persons and in all places, public and private, throughout New York City, striving to grow in faith and size so that all may hear and experience the Good News of Jesus Christ.

II. PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of *Robert's Rules of Order Newly Revised* shall be a guide for the meetings of the Presbytery in all cases in which they are applicable and not inconsistent with the Constitution or these Standing Rules [G-3.0105].

III. THE PRESBYTERY AND ITS CONSTITUENTS

- A. The Presbytery is comprised of all the congregations and ministers of the Word and Sacrament within the district of New York City [G-3.0301].
- B. Each session is responsible to elect, as commissioners to the Presbytery, ruling elders from the congregation in accordance with G-3.0202.a.

---

<sup>1</sup> All citations, whether bracketed or plaintext, refer to the *Book of Order* as it is routinely published from time to time by the Office of the General Assembly.

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

- A. The elected officers of the ecclesiastical Presbytery shall be: Moderator, Moderator-elect, and Stated Clerk [G-3.0104].
- B. The Moderator and Moderator-elect shall be a continuing member of, or a commissioner to, the Presbytery [G-3.0104] and shall ordinarily be elected annually. The Moderator shall not hold a position on any commission or committee of the Presbytery during his or her service, *except* that the Moderator shall be the Chair of the General Cabinet.
- C. The Executive Presbyter and the Stated Clerk shall be elected by Presbytery in accordance with the procedures set forth in VII.C. below and the provisions of G-3.0104, as applicable, with recommendation as to compensation. The Controller and Associate Presbyters, if any, shall be elected by the General Cabinet upon nomination by a search committee elected by the Presbytery.
- D. The Moderator shall preside at meetings of the Presbytery during the Moderator's term of office in accordance with G-3.0104 and G-3.0105.
- E. 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 ordinarily be elected Moderator following the term of the Moderator, and assume the duties of the office of Moderator at the close of her or his installation as Moderator.
- F. The Moderator and the Moderator-Elect shall be elected at the *December* stated meeting of the Presbytery. See VIII.M.5.c. below. The term of the Moderator and the Moderator-Elect shall begin, and the Moderator and Moderator-Elect shall assume the duties of their respective positions, on January 1 of the year next following such *December* meeting, and shall continue until December 31 of such year.
- G. The Stated Clerk shall have the duties set forth in the *Form of Government* [G-3.0104] and the *Rules of Discipline*, and such other duties as may be assigned by the Personnel Committee as approved by the Presbytery.
- H. The Executive Presbyter shall have the duties set forth in the position description prepared by the Personnel Committee and approved by the Presbytery.
- I. The Controller shall have the duties set forth in a position description

prepared by the Personnel Committee and approved by the Presbytery.

- J. The Executive Presbyter and Stated Clerk shall assist the commissions and committees of Presbytery as the Personnel Committee directs, in consultation with the applicable commissions and committees.

## V. MEETINGS

### A. GENERAL

1. The *Constitution* of the Presbyterian Church (U.S.A.), the current *Standing Rules* of the ecclesiastical Presbytery of New York City and, subject to the provisions of II above, the most recent edition of *Robert's Rules of Order Newly Revised* comprise the general rules for the conduct of meetings of the ecclesiastical Presbytery [G-3.0105 and G-3.0304].
2. All meetings held under the auspices of the Presbytery shall be opened and closed with prayer [G-3.0105].
3. All stated meetings of the ecclesiastical Presbytery shall include a service of worship that includes the Sacrament of the Lord's Supper [G-3.0301b].
4. All meetings of entities of the Presbytery shall ordinarily be open to attendance by any minister-member or session 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; provided, however, that meetings of the following shall be closed except by specific invitation:
  - a. The Commission on Ministry
  - b. The Commission on Preparation for Ministry
  - c. The Committee on Preparation for Lay Ministry
  - d. The Committee on Nominations
  - e. The Personnel Committee
  - f. Each Administrative Commission that is not doing an ordination or an installation.
  - g. Each Investigating Committee
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 [see B.4. below] and the Board of Trustees (Commission on Mission, Budget and Corporate Responsibility) [see By-Laws of the Presbytery] shall be one-half (1/2) of the membership of the entity (commission, committee, General Cabinet, etc.) plus one member.
7. The minutes of each meeting of the Presbytery shall be included in the Call Packet for, and shall be approved at, the next subsequent stated meeting of the Presbytery, or at a meeting of the Presbytery called for that reason.
8. The General Cabinet and each commission (including the Permanent Judicial Commission and each Administrative Commission), and each committee, of the ecclesiastical Presbytery shall keep minutes and records of its proceedings, in sufficient detail to allow review and understanding of its work by others. These minutes and records shall be either open or closed, to the extent that meetings of the entity are open or closed, respectively. The Stated Clerk shall be designated as the official repository who shall maintain these minutes and records, with the exception of those needed for the current work of the respective entity. This provision shall not be construed so as to preclude review of minutes and records in cases of judicial discipline; and in such case the Stated Clerk shall certify the records, upon orderly request.
9. Any member of each of the commissions and committees, and the General Cabinet, absent from three (3) consecutive meetings without excuse will, after a good faith attempt by the chairperson thereof to reach the absent member, 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 Committee on Nominations, which shall prepare nominations to fill such vacancy for the next stated meeting of the Presbytery in writing or by electronic transmission.

#### B. MEETINGS OF THE ECCLESIASTICAL PRESBYTERY

1. **Meetings and Elections.** In accordance with a motion approved by the Presbytery at its stated meeting on March 17, 2018, the stated meetings of the Presbytery shall be held as follows:

March	First Saturday of March
June	First Tuesday of June (Annual Meeting)
September	Fourth Saturday of September (Budget Presented)

December     First Tuesday of December (Budget Approved/Elections)

The *June* stated meeting shall be the Annual Meeting of the Presbytery. The nomination and election of officers, and members of the commissions, committees, the General Cabinet, the Permanent Judicial Commission, the Board of Trustees, and other entities provided for in these *Standing Rules* shall take place at the *December* stated meeting, except as otherwise provided in these *Standing Rules*.

2.     **Term of Office**. The term of each officer, and of each member of a commission, a committee, the General Cabinet, the Permanent Judicial Commission, the Board of Trustees, and any other entity, who is nominated and elected at the *December* stated meeting of the Presbytery, shall begin, and each such officer and member shall assume the duties of her or his position, on January 1 of the year next following such *December* stated meeting and shall continue in such position for such number of years as is set forth in VIII.A.4. of these *Standing Rules*. As a matter of clarification: Those officers and committee and commission members whose terms would otherwise have terminated at the May 2019 stated meeting of the Presbytery will have terms that extend to December 31, 2019, and those officers and committee and commission members whose terms terminate in any subsequent year will have terms that terminate on December 31 of such subsequent year.
3.     **Force Majeure**. Anything herein to the contrary notwithstanding, any scheduled stated meeting of the Presbytery may be postponed due to a Force Majeure, as defined in the Glossary.
  - a. In the event of the occurrence or threat of a Force Majeure, the Stated Clerk, in consultation with the Executive Presbyter, the Chair of the General Cabinet, the Moderator and the Moderator-Elect, shall be authorized to postpone the affected stated meeting to a later date.
  - b. A postponement of the scheduled date of a stated meeting may necessitate a change in venue from the originally scheduled host venue. Should such a venue change be necessary or appropriate, the Stated Clerk, in consultation with the Executive Presbyter, the Chair of the General Cabinet, the Moderator and the Moderator-Elect, shall be authorized to select the replacement venue.



- c. In the event of any postponement or change referred to in a. or b. above, the Stated Clerk shall communicate such postponement or change to the minister-members and the session-commissioners of the Presbytery as quickly as possible using any appropriate means (including, but not limited to, email, text, Facebook, and telephone).
4. **Quorum.** A quorum shall consist of 20 minister-members and 25 session elder-members, with the session elder-members representing not less than 25 churches. Members of the Presbytery shall include, but not be limited to, the Moderator, the Moderator-Elect, the Executive Presbyter, the Stated Clerk and all ruling elders elected as officers of the Presbytery.
5. **Items for Action or Notices.** All items requiring Presbytery action at, or giving notice to the Presbytery for, any stated meeting of the Presbytery shall be delivered to the Stated Clerk at least ten (10) days before such stated meeting. All such items received by the Stated Clerk at least ten (10) days before such stated meeting shall be included in the Call Packet for such stated meeting. No other items may be docketed, with the exception of items introduced under New Business with the express consent of the Presbytery, as provided in the next succeeding paragraph. Other items shall be considered by the Moderator and the Stated Clerk at the beginning of the meeting when the docket is approved, but shall be referred to the next stated meeting *unless* it is determined by the Moderator and Stated Clerk that the business should not wait until the next stated meeting, in which case such new business shall be docketed at the end of the meeting and require a two-thirds majority vote of the Presbytery to approve.
6. **Call Packets.** Call Packets for all stated or called meetings of the Presbytery shall be made available on the Presbytery's website at least seven (7) days before the meeting. Additional copies of the Call Packet shall be made available at the applicable meeting, for members to use.
7. **Text of Motion or Amendment.** The text of any main motion or amendment [see *Robert's Rules of Order Newly Revised*, §§ 10, 12, 34, *et alia*] must be delivered to the Stated Clerk in writing or by electronic transmission before a vote to decide such motion or amendment may be taken.

8. **Parliamentarian**. The Stated Clerk shall serve as parliamentarian, with responsibilities as set forth in G-3.0104 and the most recent edition of *Robert's Rules of Order Newly Revised*, § 47 (Parliamentarian). In case of the absence, inability or disqualification of the Stated Clerk, the Moderator shall appoint another person to serve as parliamentarian in the Stated Clerk's stead, with confirmation by vote of the Presbytery.
9. **Presbytery Minutes**. The Presbytery's minutes of its meetings are published by being printed and made available to the membership.

## VI. PROCEDURES

### A. ANNUAL BUDGET

1. The annual budget shall be submitted to the Presbytery as part of a Call Packet.
2. The Commission on Mission, Budget and Corporate Responsibility/Board of Trustees shall present the budget at the *September* stated meeting for a first read by the Presbytery, and shall present the budget at the *December* stated meeting for approval by the Presbytery.
3. Presbytery members shall have a comment period of at least forty (40) days, to review and comment on the budget. During this time, the Commission on Mission, Budget and Corporate Responsibility/Board of Trustees shall make arrangements to be available during such period to receive comments from the members of the Presbytery.
4. One week before the closing of the comment period an electronic notice will be sent to the Presbytery stating the closing date. The Commission on Mission, Budget and Corporate Responsibility/Board of Trustees shall consider each comment it receives and make changes to the budget as it deems appropriate.
5. All changes made to the budget as a result of comments received will be provided in a clear and distinct fashion as part of a Call Packet for the next stated meeting for members of the Presbytery to review.
6. No amendments or substitute motions shall be considered at the meeting in which the vote takes place, unless the proposed amendment or substitute motion was presented and considered by the Commission on Mission, Budget and Corporate Responsibility/Board of Trustees during the comment period.

7. Congregations that have settled during the year their negative outstanding balance of apportionments of previous years shall not be shown in the schedule of apportionment balances as having an outstanding balance.

## B. POLICY DOCUMENTS

1. Any document that establishes a policy for the Presbytery shall be submitted to the Presbytery as part of a Call Packet.
2. The responsible commission or committee shall present the document at an appropriate stated meeting of the Presbytery for a first read, and shall present the document at the next stated meeting for approval by the Presbytery.
3. Presbytery members shall have at least a forty (40) day comment period within which to review and comment on the document. The responsible commission or committee shall make arrangements to be available during such period to receive comments from the members of the Presbytery.
4. One week before the closing of the comment period an electronic notice will be sent to the Presbytery stating the closing date. The responsible commission or committee shall consider each comment it receives and make changes to the document as deemed appropriate.
5. All changes made to the document as a result of comments received will be provided in a clear and distinct fashion as part of a Call Packet for the next stated meeting for members of the Presbytery to review.
6. No amendments or substitute motions shall be considered at the meeting in which the vote takes place, unless the proposed amendment or substitute motion was presented and considered by the responsible committee during the comment period.

## C. PROVISIONS FOR ELECTRONIC MEETINGS

1. An electronic meeting is a meeting consisting of persons located in one or more places participating with others located in one or more other places via two-way electronic means.

2. An electronic meeting may be convened by the General Cabinet, any commission or any committee at any time to conduct the business-at-hand.
3. The chair of the General Cabinet, any commission or any committee, as applicable, may call an electronic meeting, and shall do so upon the request of three members of the General Cabinet, such commission or such committee, as applicable.
  - a. Notice of such electronic meeting shall be given at least three (3) days (in an emergency, 24 hours) prior to the meeting.
  - b. Such notice shall include the purpose of the meeting and instructions on how to participate electronically, with specifically relevant coordinates or “dial-in numbers.”
  - c. Such notice may also include, or the chair or the chair’s delegate may send to the members later prior to the meeting, any information and materials necessary or relevant to conduct the meeting.
4. An electronic meeting shall:
  - a. Be conducted using a means of two-way electronic communication available to all members of the General Cabinet, commission or committee, as applicable.
  - b. Provide, at a minimum, simultaneous audio communication among all participants in order to allow for two-way participation in the discussion of the issue or issues being considered.
    - i. Collaborative technologies such as telephone conference calls, web-based Go To Meeting, Skype, and interactive video teleconferences satisfy the necessary requirements, as well as any new form of “two-way media” developed from time to time that enables all participants to hear and be heard.
  - c. Accommodate guest participation, as in a regular meeting.
  - d. Be conducted with the required quorum. See V.A.6.above.
  - e. Open and close with prayer.
  - f. Keep minutes (or a synopsis) of meeting actions.

- g. Conduct voting when applicable.
  - i. Votes may be conducted by voice vote.
  - ii. In the event of an indistinguishable voice vote, the chair shall call for a second voice vote.
    - A. If the second voice vote again produces an indistinguishable result, the chair shall conduct the voting by calling the roll.
    - B. The chair shall vote last and break any ties.
  - iii. There shall not be any voting by secret ballot during an electronic meeting.
- 5. Motions shall be processed in the standard manner of any regular meeting.
- 6. The chair shall:
  - a. Give careful consideration to technological issues that might impact the ability of a member (or guest) to fully participate.
  - b. Ensure that all members are included in the discussion.
  - c. Monitor whether any members are no longer present due to a technological disruption.

## VII. NOMINATIONS AND ELECTIONS

### A. NOMINATIONS IN GENERAL

- 1. All nominations shall comply with the diversity provisions of the Book of Order (currently G-3.0103).
- 2. All such nominations shall reflect a balance, as much as possible, of (i) gender identity and sexual orientation, (ii) race, (iii) borough representation, and (iv) ordination status (i.e., minister of the Word and Sacrament, ruling elder, commissioned lay pastor, deacon, and other members in good standing).
- 3. The Book of Order sets term limits for members serving on commissions and committees.

B. NOMINATIONS FROM THE FLOOR OF PRESBYTERY

1. When a nomination is made from the floor of a Presbytery meeting, whether the commission or committee presenting nominations has made a nomination for the slot or not, (a) the person or persons so nominated shall be present at the Presbytery meeting and (b) the nomination shall be referred to the Committee on Nominations (or General Cabinet, in the case of the committees nominated by the General Cabinet) in writing or by electronic means.
2. After the nomination process, the Committee on Representation shall review each nominee's fulfillment of the full participation and representation guidelines of G-3.0103 and of these *Standing Rules*. The report of such review shall be presented to the Stated Clerk for inclusion in the Call Packet distributed prior to the next stated meeting of the Presbytery for action.

C. EXECUTIVE AND ADMINISTRATIVE STAFF

1. Nominations for the Moderator and the Moderator-Elect shall be prepared by the Committee on Nominations.
2. Nominations for the Executive Presbyter and the Stated Clerk and all other elected staff of the Presbytery shall be prepared by a search committee elected by the Presbytery.
3. If any search committee established to nominate a staff member needs funds for its search, the Commission on Mission, Budget and Corporate Responsibility/Board of Trustees shall budget funds for that purpose, upon notification of anticipated needs from the Committee on Nominations or the applicable search committee or the Personnel Committee.
4. 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 for such election. The notice shall include appropriate information about each nominee's experience and qualifications for the position.
5. The nomination and voting upon election shall be the order of the day.

6. Election shall be by ballot.
7. In the case of resignation, removal, disability or death of the Moderator-Elect, Executive Presbyter, Stated Clerk or other elected staff member, the General Cabinet has the authority and power to appoint a temporary replacement until election at the next stated meeting of the Presbytery having due notice of the pending election of the person replaced.
8. In the case of resignation, removal, disability, or death of the Moderator, the Moderator-Elect will become, and will assume the duties and responsibilities of, the Moderator.
9. Those elected shall assume office on the date specified in their call or contract.

D. COMMISSIONERS TO THE GENERAL ASSEMBLY

1. The Committee on Nominations shall prepare and provide to the presbyters of the Presbytery and the clerks of session slates of nominees for the number of principal and alternate commissioners – both ministers of the Word and Sacrament and ruling elders – to the next General Assembly to which the Presbytery is entitled.
2. The Committee on Nominations shall ensure that over the course of successive years those nominated as commissioners and delegates reflect the diversity of the Presbytery as described in G-3.0103.
3. The report of the Committee on Nominations shall be docketed for presentation at a reasonable time shortly after the convening of the March meeting of the Presbytery. This report shall be the order of the day.

E. OVERTURE ADVOCATES

The Presbytery will elect Advocates for Overtures which originate in the Presbytery or to which the Presbytery concurs.

F. COMMISSIONERS TO THE SYNOD OF THE NORTHEAST

1. The Committee on Nominations shall prepare and provide to the presbyters of the Presbytery and the clerks of session slates of nominees for commissioners to the Synod of the Northeast according to

the schedule prepared by the Synod of the Northeast for the number of commissioners – both ministers of the Word and Sacrament and ruling elders –which the Presbytery is entitled to elect, and an equal number of alternates.

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 prescribed in G-3.0103.
3. Synod commissioners are eligible to serve three consecutive terms of two (2) years, aggregating not more than six (6) years.
4. The Synod determines on a rotating cycle which presbyteries also are eligible to send a Young Advisory Delegate to each Synod Assembly.
5. The Synod requests each presbytery to nominate up to three (3) persons to be considered by the Synod's Committee on Representation to serve a two-year term on the Synod Mission Council as the presbytery's representative.

## VIII. THE PRESBYTERY AND ITS STRUCTURES

### A. THE ECCLESIASTICAL PRESBYTERY

1. The ecclesiastical Presbytery includes the following entities as required by the Book of Order:
  - a. Committee on Representation [G-3.0103, G-3.0111, F.1.0403]
  - b. Permanent Judicial Commission [G-3.0109a]
  - c. Commission on Mission, Budget and Corporate Responsibility/Board of Trustees [G-4.0101 and G-3.0113]
2. The ecclesiastical Presbytery also includes the following entities whose functions are required or commended by the Book of Order:
  - a. Commission on Ministry [G-3.0301c and G-3.0307]
  - b. Commission on Preparation for Ministry [G-2.06]
  - c. Committee on Preparation for Lay Ministry [G-2.10]
  - d. Committee on Nominations [G-3.0111 and F-1.0403]
  - e. General Cabinet [G-3.0109]
  - f. Committee for Congregational Ministry and Nurture [G-3.0301, G-3.0303, and G-3.0307]
  - g. Justice Ministries Committee [G-3.0109]
  - h. Personnel Committee [G-3.0109]
  - i. Committee on Session Records [G-3.0108]
  - j. Committee on Standing Rules and Overtures [G-3.0109]



3. Each of these entities in VIII.A.1 and VIII.A.2 shall be responsible to and report directly to the ecclesiastical Presbytery, following such polity and procedures as are set forth in these Standing Rules.
4. Unless otherwise specifically provided herein, 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.
  - b. The chairperson and recording secretary of each commission or committee shall be elected by such commission or committee from among its membership *before* the installation of each new class of members, and such commission or committee shall report such election to the Presbytery. Continuing and newly elected members are eligible to be elected chairperson or recording secretary, provided that each agrees to the attendant responsibilities if elected. Elections may be by ballot, and shall be run by persons not seeking another position. Rounds of voting will continue until the commission or committee reaches a majority vote.
  - c. Elected members of entities shall serve terms of three (3) years, with eligibility (except for members of the Personnel Committee) 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, however*, (i) that no person shall be eligible to serve terms, full or partial, aggregating more than six (6) years and (ii) elected members of the Permanent Judicial Commission shall serve terms of six (6) years, as set forth in VIII.O.1.. A person, having exhausted eligibility on any given entity, shall be ineligible for election to the same entity until one (1) year shall have elapsed from the end of the person's term of service.
5. All entities of the ecclesiastical Presbytery may establish sub-committees from among their elected membership and may appoint additional members from the Presbytery or its constituent congregations to membership in order to perform particular functions within their larger work. Such sub-committees shall wherever possible be established for a specific purpose and for a proposed specified term, and shall be directly accountable to the commission, committee or other entity that created them. Any commission, committee or other entity establishing any such subcommittee shall report its establishment to the Presbytery. The establishing entity shall supervise the work and review annually the need for the continuance of its sub-committees. Such entity shall report annually to Presbytery the composition of all its sub-committees.

6. Each entity listed under Section VIII.A.1 and VIII.A.2. of these *Standing Rules* shall have a manual of operations, which shall describe the operations and workings of the entity. The ecclesiastical Presbytery shall approve the manual of all entities and any amendments thereto. The entity shall review annually its manual of operations and make any recommendations for amendment to the ecclesiastical Presbytery for its approval.
7. Each member of each entity referred to in VIII.A.1. and VIII.A.2., and each member of each administrative commission and investigating committee of the Presbytery, shall avoid conflicts of interest. In that regard, no such member shall advocate for herself or himself, or shall advocate for her or his congregation, in connection with any matter considered by any such entity, administrative commission or investigating committee.

#### B. THE PRESBYTERY AS A CIVIL CORPORATION

1. The civil corporate expression of the Presbyterian Church (U.S.A.) in New York City is the New York not-for-profit corporation under the name "Presbytery of New York City."
2. The members of the civil corporation of Presbytery of New York City are comprised of the members of the ecclesiastical Presbytery of New York City. Such corporation shall have *Bylaws* for ordering its structure and the management of its business.
3. The directors of the civil corporation Presbytery of New York City are a Board of Trustees consisting of eighteen (18) persons elected in three equal classes, after nomination by the Committee on Nominations of the ecclesiastical Presbytery, together with the Treasurer, who serves *ex officio* with voice and vote, all as further described in VIII.P.1 below.
4. Other corporate relationships
  - a. The Presbytery of New York City is one of three presbyteries (the other two (2) presbyteries being the Presbytery of Hudson River and the Presbytery of Long Island) that are active in the Holmes Presbyterian Camp & Conference Association in accordance with its By-laws, and shall elect four (4) persons (who may be either ruling elders or ministers of the Word and Sacrament) to serve as members of, and members of the Board of Directors of, the Presbyterian Conference Association, Inc. (also known as Holmes Presbyterian Camp and Conference Association), for two year terms and eligible to

serve three consecutive terms if reelected, all in accordance with the By-laws of the Presbyterian Conference Association, Inc.

- b. The Synod. The Presbytery of New York City is a presbytery that is under the jurisdiction of, and operates within, the Synod of the Northeast, and shall elect at least one ruling elder and one minister of the Word and Sacrament to serve as commissioners to such Synod, all in accordance with G-3.0401 and VII.F. above.
- c. The General Assembly. The Presbytery of New York City is a presbytery that is under the jurisdiction of, and operates under, the General Assembly, which is the council that is representative of the unity of the synods, presbyteries, sessions, and congregations of the Presbyterian Church (U.S.A.). The Presbytery of New York City shall elect such numbers of ruling elders and ministers of the Word and Sacrament as shall be specified in G-3.0501 and VII.D. above.

#### C. COMMISSIONS AND COMMITTEES: GENERAL

- 1. The Presbytery may designate by its own rule such commissions and committees as the Presbytery deems necessary and helpful for the accomplishment of the mission of the church. [G-3.0109]
  - a. Commission: A commission is empowered to consider and conclude matters referred to it by the Presbytery in these *Standing Rules* or otherwise. [G-3.0109] Each commission shall keep a full record of its proceedings and shall submit that record to the Presbytery for incorporation into its records. [G-3.0109b] Actions of a commission shall be regarded as actions of the Presbytery; provided, however, that (i) any commission that takes an action shall notify the Presbytery of such action not later than ten (10) business days after such commission took such action and (ii) the Presbytery may rescind or amend any action of a commission in the same way actions of the Presbytery may be modified [G-3.0109b]. A commission may be assigned additional duties as a committee, which duties shall be reported and handled as the report of a committee. [G-3.0109b]
  - b. Committee: A committee shall study and recommend action to the Presbytery, or shall carry out decisions already made by the Presbytery. A committee shall make a full report to the Presbytery, and its recommendations shall require action by the Presbytery. [G-3.0109]
- 2. Officers: Each of the commissions and committees of the Presbytery shall elect annually its own chairperson and recorder or secretary (clerk) from among its membership in accordance with VIII.A.4.b. above. The election

shall be reported to the Presbytery and to the General Cabinet.

3. Organization

- a. Each of the commissions and committees of the Presbytery shall develop and recommend for approval to the Presbytery a manual of operations in accordance with VIII.A.6. above.
- b. Each of the commissions and committees shall set annual goals and objectives for its work, consistent with and designed to further the goals of the Presbytery, and report them to the General Cabinet.
- c. Each of the commissions and committees shall conduct an annual review of its work and progress. On request, it may receive the assistance of the General Cabinet, or of other persons, in this review. Its results shall be reported to the General Cabinet.

4. Meetings

- a. Each of the commissions and committees of the Presbytery shall establish a schedule of stated meetings, adequate to enable such commission or committee to do its work, and shall publish that schedule to the Presbytery and, where appropriate, to the congregations of the Presbytery.
- b. Any stated meeting of a commission or committee may be canceled or postponed by general consent of members of such commission or committee if there is no significant business to be conducted.
- c. Where the needs of the Presbytery require it, each of the commissions and committees shall hold called meetings upon its own motion, upon the call of its chairperson, or at the direction of the Presbytery.

#### D. GENERAL CABINET

1. Membership: the Moderator of the Presbytery as Chair of the General Cabinet, with voice and vote; the Moderator-elect, *ex officio* with voice and vote; one representative from and designated by each of the entities listed in VIII.A.1 and VIII.A.2 of these *Standing Rules*, with voice and vote, *except* that no representative from the Permanent Judicial Commission shall serve on the General Cabinet; and one representative from and designated by each of the New York City Committee of Presbyterian Women and the New York City Committee of Presbyterian Men, with voice and vote. Ordinarily each of the designated representatives shall be the same person from meeting to meeting, in order to facilitate continuity and participation.

The membership shall also include nine (9) members-at-large divided into three (3) classes of three (3) each, divided 5-4 between ministers of the Word and Sacrament and ruling elders, the majority alternating each year by adjusting the number of each elected. The members-at-large shall be elected to serve for a term of three (3) years. The Executive Presbyter and the Stated Clerk shall be advisory members without vote. The General Cabinet may invite other members of the Presbytery staff to attend as resource persons.

2. The General Cabinet shall meet regularly preceding each stated meeting of the Presbytery and upon its own call as its agenda dictates.
3. The responsibilities of the General Cabinet are:
  - a. In consultation with the entities listed in VIII.A.1 and VIII.A.2 of these *Standing Rules*, to develop, update as needed, and recommend to Presbytery a mission statement and goals for the Presbytery and a means for evaluating the work of the Presbytery toward the achievement of these goals [G-3.0301].
  - b. To prepare the docket, in consultation with the entities listed in VIII.A.1 and VIII.A.2 of these *Standing Rules*, and to prepare plans for services of worship, for meetings of the Presbytery; receive invitations for hosting meetings of the Presbytery; and set the place for each meeting of the Presbytery. The General Cabinet shall designate three of its at-large members, along with the Moderator of the Presbytery, the Executive Presbyter, and the Stated Clerk, to constitute the Docket and Worship Committee, which shall have

charge of these responsibilities, with the Moderator as Chair.

- c. To call special meetings of the Presbytery when so directed by the Presbytery or when requested by a two-thirds (2/3) vote of the membership of any commission or committee.
  - d. To annually nominate for election by the Presbytery the members of the Committee on Nominations, the Committee on Representation, and the Personnel Committee, such nominations for election to be at the *December* stated meeting of the Presbytery.
  - e. To elect the Controller and Associate Presbyters, if any, in accordance with IV.C.
  - f. To appoint a temporary replacement of the Moderator, Moderator-Elect, Executive Presbyter, Stated Clerk or other elected staff member in the case of resignation, removal, disability or death thereof, in accordance with VII.C.7.
  - g. To create additional committees with the approval of the Presbytery, in accordance with the provisions of VIII.C.
  - h. To dissolve or consolidate committees, with the approval of the Presbytery.
- 4. The General Cabinet'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.
  - 5. The General Cabinet 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 General Cabinet's report and such report of any Administrative Commission or other agent, acting under the General Cabinet's authority, as may properly be presented. The Presbytery shall then vote to confirm, modify, or terminate the action of the General Cabinet.

#### E. COMMISSION ON MINISTRY

- 1. Membership: Twenty-one (21) members in three classes, in as nearly as equal numbers of ruling elders and ministers of the Word and Sacrament. No members shall be elected to a term of more than three (3) years nor shall a member serve more than six (6) consecutive years. In circumstances in which the

strategic mission of the Presbytery dictates, a member may complete an assignment on behalf of and in full communication with the Commission after reaching six (6) consecutive years of service on the Commission.

2. Meetings: The Commission meets monthly as a full Commission at least eleven (11) times a year.
3. Organization: The Commission organizes itself into topical committees to make recommendations to the full Commission which approves, amends or disapproves. These committees may be reorganized by majority vote of the Commission and communicated to the Presbytery.
4. Functions: The particular functions of the Commission are set forth in G-2.0101 through G-2.0104; G-2.0501 through G-2.0509; G-2.0701 through G-2.0704; G-2.0801 through G-2.0805; G-2.0901 through G-2.0905; G-2.1002 through G-2.1004; G-2.1101 through G-2.1103. They include the following:
  - a. Approve calls for ministers of the Word and Sacrament, Commissioned Lay Pastors, and Certified Christian Educators and, if any such minister of the Word and Sacrament is to become a member of the Presbytery, present such minister of the Word and Sacrament to the Presbytery for election as a member of the Presbytery.
  - b. Visit with each session within the Presbytery at least once a year.
  - c. Counsel with congregations and their Pastor Nominating Committees regarding calls or terms of service for installed and temporary pastoral relationships.
  - d. Collaborate with the Committee for Preparation of Lay Ministry and the Committee for Congregational Ministry and Nurture in the commissioning of ruling elders to particular pastoral ministry or to ministry beyond the bounds of the congregation.
  - e. Appoint moderators of sessions where the pulpit is vacant due to resignation, dissolution or disability.
  - f. Recommend dissolution of pastoral relationships in appropriate situations, grant permission to labor within or

outside the bounds of Presbytery for extended periods of time, dismiss ministers to other presbyteries, and approve retirements.

- g. Counsel with sessions regarding difficulties within congregations, collaborating with other commissions and committees of Presbytery as prudent.
- h. Receive ministers of the Word and Sacrament who are in good standing from other presbyteries and who have received ministerial call or other terms of service to a congregation or to a ministry beyond the bounds of a congregation, as duly approved by the Commission, and, if any such minister of the Word and Sacrament is to become a member of the Presbytery, present such minister of the Word and Sacrament to the Presbytery for election as a member of the Presbytery.
- i. Appoint Administrative Commissions to ordain and/or install ministers of the Word and Sacrament who have received a duly approved call.
- j. Approve calls for ministers of the Word and Sacrament under the Formula of Agreement and those serving Immigrant Fellowships, New Worshipping Communities and New Church Developments.
- k. Report all actions taken to the Presbytery.

#### F. COMMISSION ON PREPARATION FOR MINISTRY

- 1. Membership: Eighteen (18) members, divided equally between ministers of the Word and Sacrament and ruling elders.
- 2. The responsibilities of the Commission on Preparation for Ministry are set forth in G-2.06, including interviewing and enrolling inquirers; evaluating, approving, and enrolling qualified inquirers as candidates; and certifying candidates as ready to receive a call.
  - a. The date of enrollment as candidate shall be the date on which the Commission votes to enroll the inquirer as a candidate. The Chair or designee shall ask the candidate to answer the Constitutional Questions and conclude the interview with prayer. Written or electronic notification of the committee's action shall be sent to the keeper of the Candidate Rolls.



- b. Each candidate will be introduced at a Presbytery meeting subsequent to his or her enrollment as Candidate. Such candidate will speak on his or her sense of call and respond to questions from the floor of Presbytery regarding such call. The Moderator of Presbytery will offer a prayer and a charge to the candidate to conclude the reception of the candidate.
- 3. The Commission shall elect readers of the denomination's Standard Examinations for Ordination at the request of the Presbyteries' Cooperative Committee on Examinations for Candidates [G-3.0302b].
- 4. The Commission will bring requests for an alternative exam process to the Presbytery for the required three-fourths vote according to G-2.0610.

G. COMMITTEE ON PREPARATION FOR LAY MINISTRY

- 1. Membership: Nine (9) members, divided between ministers of the Word and Sacrament (4) and ruling elders (4).
- 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 ministries in general all its forms within the bounds of the Presbytery, in consultation with the Committee for Congregational Ministry and Nurture and the Commission on Ministry.
- 3. The work of the committee is governed and shaped by the provisions of G-2.10.
- 4. The responsibilities of the Committee on Preparation for Lay Ministry include:
  - a. to encourage the Presbytery and its congregations to consider Commissioned Lay Pastors (CLPs) in places where this is a suitable form of ministry;
  - b. to develop processes and criteria for the training of ruling elders desiring to serve as CLPs, for approval by the Presbytery;
  - c. to oversee the preparation and training of those seeking to become CLPs in accordance with those criteria;

- d. to examine them regarding their readiness to be commissioned in accordance with the provisions of G-2.1002, and certify those found ready for placement and commissioning to the Commission on Ministry.

## H. COMMITTEE FOR CONGREGATIONAL MINISTRY AND NURTURE

1. This Committee shall be composed of twelve (12) members divided into three (3) classes of four (4) each, with at least one half the members being laypersons (G-3.0307).
2. Responsibilities [G-3.0301 and G-3.0303]:
  - a. Church development and transformation
    - (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) Assist small or marginalized congregations and the Presbytery to pastorally and realistically assess various options for ministry, including but not limited to transformation, shared ministry, merging, tent-making, and dissolving.
    - (4) Work with selected congregations to develop a strategy to determine how to use buildings and property now and in the future in consultation with the Commission on Mission, Budget and Corporate Responsibility/Board of Trustees for preservation, rehabilitation, rebuilding, or alternative uses.
    - (5) Whenever requested by the Commission on Mission, Budget and Corporate Responsibility/Board of Trustees or any other committee or commission of the Presbytery, and at all other times prescribed by Presbytery policy, make determinations as to whether or not a congregation is viable.
  - 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 into the community beyond the world of the Presbyterian Church (U.S.A.).
    - (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 congregations of the Presbytery.
  - (6) Provide means, opportunities, and/or guidance to the member congregations of the Presbytery in developing youth programs.
  - (7) Organize the Presbytery's representation for the Presbyterian Youth Triennium.
- c. Congregational Support
  - (1) Work with developing congregations in accordance with Presbytery policy. 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, immigrant fellowships, immigrant congregations, new worshiping communities, communities of color, and LGBTQ communities within the bounds of the Presbytery, guided by the Presbytery policy for immigrant congregations.
  - 3) Provide opportunities, guidance and training to such congregations and their leaders in the reformed theological principles and the procedures of the Constitution of the Presbyterian Church (U.S.A.).
  - (4) Develop increased awareness in all congregations and new worshiping communities of the need for inclusiveness and participation by all persons and congregations in the work of Christ's Church and of the Presbytery.
- d. Cooperate with the other committees and the commissions of the Presbytery.
- e. Provide such other services as may be assigned to it by the Presbytery.

## I. JUSTICE MINISTRIES COMMITTEE

1. This Committee shall be composed of twelve (12) members divided into three (3) classes of four (4) each, with at least one half the members being laypersons (G-3.0109 and G-3.0301).
2. Responsibilities:
  - a. Assist the Presbytery's member congregations to address social justice issues at the congregational and neighborhood levels, helping congregations to establish linkages or cooperative efforts.
  - b. Assist the Presbytery to be an agent of corporate mission for addressing those social and economic justice issues which are appropriately addressed on an inter-congregation or Presbytery- wide level.
  - c. Assist the Presbytery to establish and maintain those ecumenical and interfaith relationships which will enlarge the life and mission of the church within the bounds of the Presbytery.
  - d. Cooperate with the other commissions and committees of the Presbytery.
  - e. Interpret to the congregations 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.
  - f. Provide such other services as may be assigned to it by the Presbytery.

## J. PERSONNEL COMMITTEE

1. Membership: Six (6) members divided into three (3) classes of two (2) each, with each class composed of one (1) minister of the Word and sacrament and one (1) ruling elder. The members of the Personnel Committee shall be nominated by the General Cabinet. No member of the Personnel Committee may hold any other membership or office in the ecclesiastical Presbytery or any of its entities or in any of the Presbytery's corporations. The chairperson and members of the Personnel Committee may serve full or partial terms aggregating three

(3) years only, after which they shall be ineligible for reelection to this Committee until one (1) calendar year shall have passed. The members of the Personnel Committee shall be persons who have skills and/or experience in personnel management in the civil or corporate world, or in the work of the Presbyterian Church (U.S.A.).

2. Nominations: The members of the Personnel Committee shall be nominated by the General Cabinet.

3. Duties:

- a. To establish, review, and revise a personnel manual for all presbytery employees, exempt and non-exempt, with approval by the Presbytery, and to request each employee to receive and abide by such manual.
- b. To counsel with and advise the elected Executive Presbyter and the elected Stated Clerk concerning his or her own work and the work of the professional and support staff (G-3.0104, G-3.0106, G-3.0110).
- c. To review with the Executive Presbyter the compensation of the members of the staff and prepare budget recommendations for the Board of Trustees.
- d. In consultation with appropriate representatives of entities of the Presbytery and the Executive Presbyter and the Stated Clerk, to prepare or revise job descriptions for the Controller and other Presbytery staff and make recommendations to the Presbytery.
- e. To receive and review all proposals for job descriptions prepared by other entities of the Presbytery for exempt staff in consultation with Executive Presbyter.
- f. When a vacancy occurs for exempt or non-exempt staff or when a new exempt or non-exempt Presbytery staff position is created, to recommend to the Presbytery a procedure for filling the position, in accordance with and subject to the provisions of VII.C. above and taking into account Equal Employment Opportunity and Affirmative Action.
- g. When a vacancy occurs for the Executive Presbyter or the Stated Clerk, recommendation shall be to the Presbytery. The Personnel Committee and a representative of other relevant

entities or corporations of the Presbytery shall be represented on any search committee proposed by the Personnel Committee.

- h. To recommend to the Presbytery or the General Cabinet, as appropriate, the terms of call or employment for exempt and non-exempt Presbytery staff being newly employed and any annual adjustment in terms.
- i. To establish procedures for the annual review of the work of the Presbytery's Executive Presbyter and the Stated Clerk, in consultation with relevant entities, and to provide a summary of the review to the Presbytery.
- j. To assure procedures are followed for the annual review of the work of Presbytery.

#### K. COMMITTEE ON SESSION RECORDS

- 1. Membership: Fifteen (15) members, including no less than three (3) ministers of the Word and Sacrament and no more than twelve (12) ruling elders, equally distributed in three classes.
- 2. The Committee on Session Records shall discharge Presbytery's responsibilities as set forth in G-3.0107.
- 3. The Committee shall report on the sessions of the Staten Island and Bronx churches at the March stated meeting of the Presbytery, of the Brooklyn churches at the June stated meeting, of the Queens churches at the September stated meeting, and of the Manhattan churches at the December stated meeting, with all session minutes to be submitted according to a schedule adopted by the Committee and distributed to the clerks of session. The Committee's reports may include recommendations to other entities of the Presbytery. The Committee shall report to the Presbytery regarding sessions' compliance with the Constitution of the Presbyterian Church (U.S.A.). The Committee shall assure that information from session records relevant to the work of the Presbytery is shared with the appropriate entities of Presbytery [G-3.0108].

L. COMMITTEE ON STANDING RULES AND OVERTURES

1. Membership: Nine (9) members elected by the Presbytery in three (3) equal classes for terms of three (3) years.
2. The Committee on Standing Rules and Overtures shall assist the Presbytery and the General Cabinet 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-3.0106.
3. The Committee will be a resource to the Presbytery as it considers proposed amendments to the Book of Order or additions to the Book of Confessions.
4. This Committee shall review and present to the full Presbytery for discussion and approval proposed overtures to the General Assembly from Presbytery entities and sessions. This Committee will work with the Presbytery entity or session proposing the overture and the Stated Clerk to ensure that proposed overtures from this Presbytery receive the required concurrence from at least one other presbytery.
5. This Committee will process requests from other presbyteries requesting concurrence and bring them for review and presentation to the full Presbytery for approval.
6. The Committee will respect the deadlines set by the General Assembly for proposing to the General Assembly any overture for discussion and approval.

M. COMMITTEE ON NOMINATIONS

1. Membership: Nine (9) ministers of the Word and Sacrament, three (3) women ruling elders and three (3) male ruling elders, divided into three classes. The members of the Committee on Nominations shall be nominated by the General Cabinet. The members of the Committee may serve full or partial terms aggregating three (3) years only, after which they shall be ineligible for re-election to this Committee until one (1) year shall have passed.
2. For a period of one (1) year after their term has ended, members of this Committee may not be elected to the office of Moderator or Moderator-elect or the General Cabinet.

3. The Executive Presbyter or a member of the Presbytery staff appointed by the Executive Presbyter shall be invited to sit with the Committee as an advisory member without vote. In advance of any meeting of the Committee to nominate members or members-at-large of any entity of the Presbytery, the Committee may seek the advice of the chair or president of such entity or of any executive staff member assigned to such entity.
4. Nominations: The members of the Committee on Nominations shall be nominated by the General Cabinet.
5. The responsibilities of the Committee on Nominations are:
  - a. The Committee on Nominations shall serve as the nominating committee both of the ecclesiastical Presbytery and of the corporate Presbytery.
  - b. The Commission on Ministry will receive priority consideration in the Presbytery's nominating process.
  - c. The Committee shall, in accordance with a motion approved by the Presbytery at its stated meeting on March 17, 2018, present nominations for Moderator and Moderator-elect, and shall nominate the current Moderator-elect for the office of Moderator, at the *December* stated meeting.
  - d. The Committee shall, in accordance with a motion approved by the Presbytery at its stated meeting on March 17, 2018, present nominations for the following offices for regular terms at the *December* stated meeting of the Presbytery:
    - (1) The members of the General Cabinet and the Permanent Judicial Commission.
    - (2) The members of all commissions and committees (*except* the Committee on Representation, the Committee on Nominations, and the Personnel Committee) enumerated in VIII.A.1 and VIII.A.2 of these *Standing Rules*.
    - (3) The Presbytery's portion of the members or directors of any inter-presbytery corporations or organizations of which the Presbytery is a part, including but not limited to members of, and members of the Board of Directors of, the Presbyterian Conference Association, Inc. as set forth in VIII.B.4.a. of these *Standing Rules*.
    - (4) The representatives of this Presbytery on all inter-Presbytery, ecumenical and interreligious agencies on which the Presbytery has representation.



- (5) The President and the Treasurer of the Board of Trustees of the civil corporation Presbytery of New York City, as recommended by the Board of Trustees.
- e. The President, the Treasurer, and the members of the Board of Trustees of the corporate Presbytery shall be elected by the ecclesiastical Presbytery sitting as the membership of the civil corporation Presbytery of New York City at the *December* stated meeting of the Presbytery. They shall assume the duties of their offices in accordance with the provisions set forth in V.B.2. of these *Standing Rules*.
- f. The Committee shall present nominations for commissioners and Youth Advisory Delegates to the next General Assembly, and for commissioners – both ministers of the Word and Sacrament and ruling elders – and Youth Advisory Delegates to the next Synod of the Northeast Assembly, at the *December* meeting of the Presbytery.
- g. The Committee shall receive reports of vacancies of any and all entities referred to in V.A.9. above by absences without excuse from any such entities, and shall present nominations to fill those vacancies.

#### N. 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/Caribbean, Hispanic, LGBTQ, youth members, persons with disabilities, and members-at-large. Youth, LGBTQ, persons with disabilities, and members-at-large may also be representative of another group listed above. The membership shall be divided into three (3) classes of four (4) each. At least one (1) member of each class, but not more than two (2) members, shall be ministers of the Word and Sacrament.
- 2. Nominations: The members of the Committee on Representation shall be nominated by the General Cabinet.
- 3. Purpose: In accord with G-3.0103, the councils of the church shall give full expression to the rich diversity of the church's membership and shall provide for full participation and access to representation in decision- making and employment practices [F-1.0403]. In fulfilling this commitment, councils shall give due consideration to both the gifts and requirements for ministry [G-2.0104] and the right of people in congregations and councils to elect their officers [F-3.0106]. Each council shall develop procedures and mechanisms

for promoting and reviewing that body's implementation of the church's commitment to inclusiveness and representation.

4. The responsibilities of the Committee on Representation are set forth in G-3.0103. In addition, the Committee on Representation shall certify for the official records of the Presbytery when it is found that the participation of necessary persons cannot be secured and an exception must be made to the provisions of inclusive representation. The Committee on Representation shall annually review the diversity of those persons elected by commissions, committees and other entities of the Presbytery to serve as chairs and report to the Presbytery.

O. PERMANENT JUDICIAL COMMISSION

1. Membership: nine (9) persons; four (4) ruling elders, four (4) ministers of the Word and Sacrament, and a ninth who may be a ruling elder or a minister of the Word and Sacrament, divided into three (3) classes, with at least one (1) minister of the Word and Sacrament and (1) ruling elder in each class, elected according to the provisions of the *Book of Order, Rules of Discipline*, Chapter V [D-5.0101]. No more than one (1) ruling elder or one (1) minister of the Word and Sacrament shall be a member of or associated with the same constituent church. The term of each member of the Permanent Judicial Commission shall be six (6) years.
2. To avoid the appearance of a conflict of interest, when serving on the Permanent Judicial Commission, a member shall not serve or be eligible to serve on any other commission or committee of the Presbytery.
3. Two (2) of the members of the Permanent Judicial Commission shall be designated to review any petition for review of the procedures of the investigating committee while the investigation in a disciplinary case is in process [D-10.0204] and to review any petition for review of the decision not to file charges [D-10.0303]. These two (2) members shall not take part in any subsequent trial. A session shall refer either form of petition to the Permanent Judicial Commission.
4. If there is a lack of quorum of the Permanent Judicial Commission for a particular case, the Commission shall follow the procedures set forth in D-5.0206.

P. COMMISSION ON MISSION, BUDGET AND CORPORATE RESPONSIBILITY/BOARD OF TRUSTEES

1. Membership: Eighteen (18) members divided into three (3) classes, with three classes of six (6) members, with each class elected to serve three (3) year

terms and eligible to serve additional terms aggregating to no more than six (6) consecutive years, with each class drawn from among the membership of the ecclesiastical Presbytery or of its constituent congregations, and elected by the membership of the ecclesiastical Presbytery and the corporate Presbytery sitting simultaneously as the membership of the ecclesiastical and corporate Presbytery, after nomination by the Committee on Nominations of the ecclesiastical Presbytery. The Treasurer shall serve *ex officio* with voice and vote. This Commission shall elect its recording secretary from among its members.

2. The members of this Commission shall serve as the members of the corporate Board of Trustees of the civil corporation of the Presbytery of New York City and shall be accountable to the ecclesiastical Presbytery (G-4.0101).

3. Officers:

- a. The chairperson of this Commission, who shall also serve as the President when this Committee convenes as the corporate Board of Trustees, and the Treasurer are elected by the membership of the ecclesiastical Presbytery, when they are sitting as the membership of the civil corporation Presbytery of New York City, after nomination by the Committee on Nominations of the ecclesiastical Presbytery.
- b. The Treasurer is the chief financial officer of the corporate Presbytery and, working with and through the Executive Presbyter, shall be responsible for cash flow management, internal financial controls, and financial support and money management services.

4. Responsibilities

- a. In fulfillment of G-3.0301, the Commission shall assist the Presbytery to fulfill its responsibilities of mission and administration by developing its capacity for developing and funding its mission from a variety of sources (individuals, foundations, corporations, and other governing bodies).
- b. 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 at the *September* stated meeting preceding the budget year and for approval by the Presbytery at the following *December* stated meeting [G-3.0113]. The Commission shall receive the advice of the Executive Presbyter, and the Treasurer of the civil corporation Presbytery of New York City, in this work and may ask the counsel of other persons or entities as it deems helpful.

- c. Prepare concise statements of current and projected income and expenses.
- d. Monitor the annual budget of the ecclesiastical Presbytery after its approval by the Presbytery and to prepare and recommend to the ecclesiastical Presbytery adjustments to the annual budget of the Presbytery.
- 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. Review the receipt of, and remind local congregations of, per capita apportionments.
- g. Cooperate where appropriate with the other entities of the Presbytery.
- h. Receive, review and approve requests from the congregations of the Presbytery for permission, as required under G-3.0303f and G-4.02 of the Book of Order, to sell, mortgage, or otherwise encumber any real property, or to acquire any real property subject to an encumbrance or condition, or to lease any real property used for purposes of worship, or to lease for more than five years any of its other real property, subject to the requirement to report all actions to the Presbytery as provided in Standing Rule VIII. C.I.a.
- i. In addition, this Commission shall have the following responsibilities, including any provided under the New York Religious Corporations Law and the New York Not-For-Profit Corporation Law:
  - (i) Oversee and manage the Presbytery's insurance and investments (including, without limitation, the endowment investments of the Presbytery). The Board of Trustees may assess an administrative fee of 1.30% per annum or lower on all endowment funds managed by the Board of Trustees to be charged on a quarterly basis on the last business day of March, June, September and December and to be based on the market value of the endowments of the last business day of the quarter. Such fee will be charged pro-rata, based on the value of each of the designated endowment funds.
  - (ii) Oversee and manage the Presbytery's real or personal properties (including, without limitation, the sale or the mortgaging or other encumbering such properties); provided, however that any sale or mortgaging or other encumbering of

- any real property of the Presbytery shall require the approval of the Presbytery.
- (iii) Administer mortgages and loans to the congregations within the Presbytery made by, and on behalf of, the Synod of the Northeast or the General Assembly; and
  - (iv) Provide for an annual audit of the finances and assets of the Presbytery of New York City [G-3.0113], to be presented to the Presbytery at the Annual Meeting of the Presbytery.
  - (v) Ensure that each member of the Commission each year signs and delivers to the recording secretary of the Commission disclosure statements, in accordance with the Commission's Conflicts of Interest Policy for Trustees, Officers and Senior Managers.

## Q. SELF-DEVELOPMENT OF PEOPLE (SDOP) COMMITTEE

### 1. Membership

- a. The SDOP Committee shall consist of no less than 5 (five) members and no more than 7 (seven) members.
- b. The majority of members of the SDOP Committee shall be people of color.
- c. The SDOP Committee shall have either (A) a Mid Council staff member who meets with the SDOP Committee and who is ex-officio and without vote, or (B) at least one Presbyterian clergy person as a member.
- d. Members of the SDOP Committee will be elected or appointed mainly because of their skills/experience with, understanding of, and sensitivity to, people in need, and/or because of their previous experience with efforts of self-development.
- e. Members of the SDOP Committee shall be trained in partnership with the Presbyterian Church (U.S.A.) National SDOP Committee.
- f. Members of the SDOP Committee shall be free of conflict-of-interest. No such member will be a paid staff member or a board member of any organization whose project would be under consideration by the SDOP Committee. No committee or commission of the Presbytery should benefit financially from any of the grants made by the SDOP Committee.

2. Functions – The Presbytery’s SDOP Committee shall work with the Presbyterian Church (U.S.A.) National SDOP Committee to:
  - a. Identify and assist potential eligible projects within the bounds of the Presbytery to apply for funding from the Presbytery’s SDOP Committee; eligible projects must satisfy the SDOP Committee’s funding criteria of project members directly benefitting from, owning and controlling the project;
  - b. Collaborate with the National SDOP Committee to identify and assist potential eligible projects to apply for funding from the National SDOP Committee; eligible projects must satisfy the National SDOP Committee’s funding criteria of project members directly benefitting from, owning and controlling the project; and
  - c. Promote the One Great Hour of Sharing Offering.
3. The Presbytery’s SDOP Committee shall be certified by the Presbyterian Church (U.S.A.) National SDOP Committee.

The SDOP Committee itself shall not be represented in the General Cabinet.

R. ADMINISTRATIVE COMMISSIONS; INVESTIGATING COMMITTEES AND COMMITTEES OF COUNSEL

1. Administrative Commissions.

The members of an Administrative Commission shall be appointed within thirty (30) days after approval or election by the Presbytery or the General Cabinet, and shall be so appointed by a committee consisting of the Moderator as Chair, Moderator-elect and the immediately preceding Moderator of the Presbytery. Such committee may consult with the Executive Presbyter and the Stated Clerk and shall consult with the chair of the requesting entity of the Presbytery for guidance regarding any requirements for the Administrative Commission members. If extenuating circumstances require more than thirty (30) days, the Moderator shall request an extension from the chair of the requesting entity of the Presbytery.

2. Investigating Committees and Committees of Counsel.

The Moderator, Moderator-elect and immediately preceding Moderator of the Presbytery in consultation with the Executive Presbyter and the Stated Clerk shall work together 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.

## IX. AMENDMENT AND INTERPRETATION OF THESE STANDING RULES

- A. These *Standing Rules* may be amended by a two-thirds (2/3) majority vote of the members of the Presbytery present and voting at a stated meeting whose Call Packet shall include notice of the vote. Any such proposed amendment may be further amended (including by use of substitute motion) during the course of the meeting at which the amendment is being voted upon.
- B. Anything herein to the contrary notwithstanding, the Committee on Standing Rules and Overtures may at any time and from time to time amend the references in these *Standing Rules* to the citations of the Book of Order in order to conform such references to the current citations in the Book of Order, all without approval of the Presbytery.
- C. These *Standing Rules* of the Presbytery may not be amended contrary to the provisions of the *Constitution* of the Presbyterian Church (U.S.A.).
- D. If the *Constitution* of the Presbyterian Church (U.S.A.), 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.

## X. **GLOSSARY OF TERMS** As used in the foregoing *Standing Rules*, the following terms have the following meanings (such meanings to be equally applicable to both the singular and the plural forms of the terms defined):

**“Call Packet”** means a packet of items and other documents that are used in connection with a stated meeting of the Presbytery in accordance with V.B.5. and 6. (p. 9), VI.A.1. and 5. (p. 10), VI.B.1. and 5. (p. 11).

**“Commission”** has the meaning set forth in V.C.1.a. (p. 19).

**“Committee”** has the meaning set forth in V.C.1.b. (p. 19).

**“Entity”** means any commission, committee or other organization or unit having an identity separate from its members, including without limitation, the New York City Committee of Presbyterian Men and the New York Committee of Presbyterian Women.

**“Force Majeure”** means a hurricane, blizzard, tornado, flood, earthquake, power blackout, local or national emergency, other disruptive event, in each case which (i) is outside human control and (ii) would materially adversely affect transportation to the location of the stated meeting of the Presbytery.

**“Presbytery”** means the Presbytery of New York City, a New York not-for-profit corporation organized under the New York Not-for-Profit Corporation Law.

**“Task Force”** means an entity specially organized to work on a single defined task or activity.

**“Year”** means calendar year.