

# *Standing Rules*

## **Missouri Union Presbytery**

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# STANDING RULES MISSOURI UNION PRESBYTERY

## **1.00 General Principals of the Presbytery**

The mutual interconnection of the church through its councils is a sign of the unity of the church. Congregations of the Presbyterian Church (USA), while possessing all the gifts necessary to be the church, are nonetheless not sufficient in themselves to be the church. Rather, they are called to share with others, both within and beyond the congregation, the task of bearing witness to the Lordship of Jesus Christ in the world. This call to bear witness is the work of all believers. The particular responsibility of the councils of the church is to nurture, guide, and govern those who witness as part of the Presbyterian Church (USA), to the end that such witness strengthens the whole church and gives glory to God. (*Book of Order* G-3.0101)

### **1.10 Name**

The name of this mid-council shall be MISSOURI UNION PRESBYTERY, a Presbytery of the Synod of Mid-America, and of the Presbyterian Church (USA).

### **1.20 Bounds**

The geographical area of this governing body shall be marked by the boundaries of the state of Missouri on the north and east; on the south by and including all of Lincoln, Warren, Montgomery, Osage, Miller, and Camden Counties; and on the west by and including all of Pettis (including Knob Noster in Johnson County), Saline, Chariton, Carroll, Livingston, Grundy, Morgan and Mercer Counties in the state of Missouri.

### **1.30 Membership and Responsibilities**

Membership in the Presbytery shall be determined in accord with G-3.0301 and G-3.0306 in the *Book of Order*. Persons serving as officers of the Presbytery, the General Presbyter and members of the Presbytery Council (hereafter referred to as Council) shall be enrolled as members of the Presbytery for their term of office with full voice and vote. When the Presbytery meets, each church shall have commissioner(s) corresponding to the number of members as follows:

1-500 @1 Elder; 501-1000 @2 Elders; 1001-1500 @3 Elders

Certified Christian Educators who are ordained Elders are members of the Presbytery with voice and vote.

### **1.40 Meetings**

The Presbytery shall hold meetings in accord with the provisions G-3.0105 and G-3.0304 in the *Book of Order*. Meetings of the Presbytery shall be conducted according to the parliamentary procedures contained in the latest *Book of Order* and *Robert's Rules of Order, Newly Revised*.

The quorum for meetings of the Presbytery shall be ten percent of the total number of churches and active Ministers of Word and Sacrament set annually at the first stated meeting of the year by the Stated Clerk.

## **2.00 Officers**

The officers of the Presbytery shall be the Moderator, Vice-Moderator, Immediate Past Moderator, Stated Clerk, and Treasurer in accord with those provisions set forth in the *Book of Order* G-3.0104.

### **2.10 Moderator**

The Moderator of the Presbytery shall be elected at the next-to-last stated meeting of the year by the Presbytery for a term of one (1) year, shall moderate the business of the Presbytery, and shall be registered with the State of Missouri as President of the Corporation.

In the absence of the Moderator, the Vice-Moderator shall serve as Moderator. If the Vice-Moderator is not available, the Immediate Past-Moderator shall serve as Moderator. The Presbytery Council will appoint a Moderator if none of the above is available.

### **2.20 Vice-Moderator**

The Vice-Moderator of the Presbytery shall be elected at the next-to-last stated meeting of the year by the Presbytery for a term of one (1) year and shall officiate as the Moderator of the Presbytery in the Moderator's absence, and assume such other duties as the Moderator shall assign.

### **2.30 Immediate Past-Moderator**

The Immediate Past-Moderator shall be a member and serve as Vice-Moderator of the Presbytery Council.

### **2.40 Stated Clerk**

The Stated Clerk of the Presbytery shall be elected by the Presbytery for a term of three (3) years. The Nominating Committee shall nominate a candidate for election as Stated Clerk during the final year of the term at the next-to-last stated meeting of Presbytery. The Stated Clerk may be re-elected.

An annual performance review of the Stated Clerk shall be conducted by the Personnel Committee. The Stated Clerk shall keep the membership rolls and attendance of all Ministers of Word and Sacrament, Certified Christian Educators, Certified Associate Christian Educators, and Commissioned Pastors.

The Stated Clerk shall serve as Parliamentarian of the Presbytery. A Recording Clerk and a Parliamentarian may be elected to serve at a meeting of the Presbytery upon the nomination of the Stated Clerk.

The Stated Clerk shall convey to the Council recommendations for the time and place of all stated meetings of the Presbytery in the coming year to be acted upon at the final meeting of the Presbytery each year. The Moderator, Vice-Moderator, Stated Clerk, General Presbyter, and Worship Committee of the Presbytery shall coordinate the meeting arrangements with the moderator of the session and session of each host church or host committee of non-church sites.

The Stated Clerk shall be responsible for recruiting, training, and assembling a team of people to annually review session records of churches within the Missouri Union Presbytery.

The Stated Clerk will compile the *Presbytery Guide (Manual of Administrative Operations Book of Order G-3.0106)* from information submitted by moderators of the Presbytery committees. The Stated Clerk shall make copies of the completed Presbytery Guide available to the moderators of standing committees. Copies will also be made available to members of the Presbytery as requested.

## **2.50 Treasurer**

The Treasurer of the Presbytery shall be elected by the Presbytery for a term of three (3) years. The Nominating Committee shall nominate a candidate for election during the final year of the current Treasurer's term at the next-to-last stated meeting of the Presbytery. The Treasurer may serve a maximum of three (3) consecutive full terms. An annual performance review of the Treasurer shall be conducted by the Personnel Committee.

The Treasurer shall review monthly and annual financial reports; understand the posting and accounting procedures employed by the Presbytery office; and oversee internal budget control and review. The Treasurer shall be a member of the Finance Committee and Council. The Treasurer shall be bonded by the Presbytery.

## **3.00 General Presbyter**

The General Presbyter of the Presbytery shall be elected by the Presbytery upon recommendation of a General Presbyter Nominating Committee. This Committee shall be elected by the Presbytery upon the recommendation of the Nominating Committee. Position responsibilities will be as described in the Presbytery Guide (*Manual of Administrative Operations Book of Order G-3.0110*). An annual performance review shall be conducted by the Personnel Committee. The General Presbyter will serve as Moderator of the Presbytery Council with vote.

## **4.00 Corporation**

The Missouri Union Presbytery shall be incorporated under the General Not-for-Profit Corporation law of the State of Missouri. The corporation shall hold and administer all real property and receive and administer bequests and gifts. The General Presbyter shall be the registered agent for the corporation.

## **5.00 Presbytery Committees (12; Excludes Council)/Commission (1)**

The Presbytery shall elect those who are to serve on the twelve (12) standing committees and one (1) Commission. Those committees/commission are: Presbytery Council, Bills and Overtures, Youth Ministry, Commission on Ministry, Committee on Preparation for Ministry, Committee on Representation and Diversity, Finance, Leadership Development and Education; Nominating, Personnel, Sexual Misconduct Allegation Response, and Worship plus the Permanent Judicial Commission.

Presbytery approval is required when committees are created noting membership, purpose, terms and other pertinent facts. Committees and commissions shall be comprised of church and Presbytery members.

Committee moderators and members will be nominated for election by the Nominating Committee for 3-year terms; in three classes; with a maximum of two consecutive terms served unless otherwise noted. Partial terms of less than one year will not preclude election for two full three year terms.

The quorum for committee and commission meetings shall be a majority of the voting members.

### **5.05 Presbytery Council (18 members)**

The Council shall consist of the Moderator, Vice-Moderator, Immediate Past-Moderator, Stated Clerk, Treasurer, and General Presbyter; Presbytery Committee Moderators of Youth Ministry Committee, Commission on Ministry, Committee on Preparation for Ministry, Leadership Development and Education, Committee on Representation and Diversity, Worship, Finance, Personnel, Mission Team Liaison; the Moderator of Presbyterian Women and two (2) members-at-large. If a Committee Moderator is unable to attend Council, the Committee may designate another member to attend and vote pro-tem.

The General Presbyter, Immediate Past Moderator and Stated Clerk of the Presbytery shall serve as Moderator, Vice-Moderator, and Recorder of the Council, respectively.

The Council shall coordinate the Presbytery's vision, mission, and strategic goals; the work of Presbytery committees and Presbytery meetings; and serve as Trustees for the Corporation. The Council will assume responsibility for nominating the moderator/members of the Nominating Committee. Council shall also nominate moderator/members for sexual misconduct investigations of the Presbytery as needed.

### **5.10 Bills and Overtures Committee (6 members)**

The Stated Clerk shall staff the Committee as secretary and resource person with voice but without vote. General Assembly Commissioners and the Young Adult Advisory Delegate attending the most recent General Assembly may serve as a 'resource' to the Committee.

The Committee will 1) study all amendments to the Constitution of the Presbyterian Church (USA) presented to the Presbytery for a vote; 2) vote within the Committee on the amendments; and 3) inform the Presbytery of the outcome of that advisory vote. The Committee will also recommend a voting process to the Council when the Council meets to plan the Presbytery meeting when the vote will be held.

### **5.15 Youth Ministry Committee (9 members)**

The Youth Ministry Committee provides oversight and development of programming for presbytery youth retreats, mission trips, conferences, and camp experiences, assuring compliance with the presbytery's child protection policy.

### **5.20 Commission on Ministry (12 members)**

The Committee's role in the Presbytery is to shepherd and guide congregations and support open communication regarding the life and ministry of the congregations. The Commission on Ministry shall operate in accord with the *Book of Order G-3.0307 and G-2.11003b*.

### **5.25 Committee on Preparation for Ministry (6 members)**

The Committee will provide care/supervision and develop/maintain processes to guide, nurture, and oversee the preparation of 1) ministry candidates and inquirers for ordination to the Ministry of the Word and Sacrament (*Book of Order G-3.0307*); 2) Elders of the Presbyterian Church selected to become Commissioned Pastors (*Book of Order G-2.10*); and 3) those preparing for Certification as Christian Educator (*Book of Order G-2.11*)

### **5.30 Committee on Representation and Diversity (3 members)**

The Committee on Representation and Diversity shall function in an advisory and advocacy role helping to ensure balanced representation on Presbytery committees in accord with the *Book of Order G-3.0103*). The Stated Clerk shall staff the Committee as a resource person.

‘Representation and Diversity’ analysis and reporting is to include the participation classifications of 1) Ministers of Word and Sacrament and Elders; 2) Men and Women; 3) Race and Ethnicity; 4) Age; 5) Disability; 6) Congregation Locations, and 7) Theological Point-of-View, where possible.

### **5.35 Nominating Committee (6 members)**

The General Presbyter shall staff the Committee as a resource person and the Committee shall consult with the Commission on Ministry Moderator regarding nominations to the Sexual Misconduct Allegation Response Team.

At the next-to-last stated meeting of the year, the Nominating Committee shall present a slate of nominees for Officers of the Presbytery. At the last stated meeting of the year, it shall present a slate of committee members, moderators, except the members and moderator of the Nominating Committee. The slate will also include Synod Commissioners to be elected. General Assembly Commissioners, Alternate Commissioners, and the Young Adult Advisory Delegate shall be elected for one (1), two (2) year term at the last stated meeting of the year prior to the General Assembly they will attend. All officers, committee members, commissioners, and delegates shall ordinarily assume office on January 1st. The Committee may present nominations to the Presbytery during the year when vacancies occur, with those nominated assuming office when elected.

### **5.40 Finance Committee (9 members)**

The Committee will 1) oversee procedures for budgeting, depositing of receipts, payment of expenses, and investment administration working with the General Presbyter, Treasurer, and Bookkeeper; 2) develop and present to Council and Presbytery a proposed budget for the Presbytery; and 3) commission an annual financial review. The Committee will develop and revise Financial Policies and Procedures to be approved by the Presbytery Council.

### **5.45 Leadership Development and Education Committee (6 members)**

The Committee will be responsible for promoting throughout the Presbytery 1) child, youth, and adult education; 2) faith formation; and 3) leadership development/training for church officers and leaders. Additionally, the Committee will be responsible for guiding technology and communication ‘best practices’ with a primary focus on ‘small churches’ throughout the Presbytery.

### **5.50 Personnel Committee (6 members)**

Consideration shall ordinarily be given to nominating members with experience in Human Resources for adopting current 'best practices' regarding performance reviews and policies.

The Personnel Committee will conduct regular performance reviews of the General Presbyter, Stated Clerk, and Treasurer for the purpose of providing feedback helpful in encouraging the optimum performance and working relationship of the staff and the Presbytery.

### **5.55 Sexual Misconduct Allegation Response Team (6 members)**

Consideration shall ordinarily be given to 1) nominating members with experience in sexual misconduct allegations and 2) required continuing education and training for members.

The responsibilities of the Team shall be in accordance with the Appropriate Boundaries Policy adopted by the Presbytery.

The Allegation Response Team is to act as a facilitator to respond quickly and objectively in a pastoral role: for alleged victims and their families; for congregations or entities which are disturbed by difficult situations; and for alleged offenders and their families.

The General Presbyter, Stated Clerk, and Moderator will appoint on a case-by-case basis a Sexual Misconduct Allegation Investigation Team (*Book of Order D-10.0000*).

### **5.60 Worship Committee (6 members)**

The Committee will be responsible for 1) organizing and coordinating worship at Presbytery meetings and 2) exploring further opportunities for worship at the Presbytery level. Additionally, the Committee will provide resources and training for worship leadership in their local congregations.

### **5.65a Mission Teams Liaison (1)**

A Mission Teams Liaison shall be nominated by the Nominating Committee and be a member of the Presbytery Council. The Mission Team Liaison shall be responsible for the overall coordination, evaluation, and inspiration of mission and Mission Teams including 1) docket time requests for MUP meetings, 2) the budget request process, 3) submission of annual self-evaluation reports, and 4) compliance with the Standing Rules requirements for Mission Teams. The Mission Team Liaison will encourage the churches of the Presbytery to utilize the mission team process in order to reach out in mission beyond the local congregation.

### **5.65b Mission Teams**

Mission Teams will be formed to fill a specific need or support a specific cause or concern. Formation of a Mission Team requires formal action by a minimum of three (3) church sessions and by submitting an application to the Mission Team Liaison. Each of the church sessions must nominate of at least one (1) member or Minister of Word and Sacrament willing to serve on the Mission Team. Additional membership on the Mission Team will be open to all church members and Ministers of Word and Sacrament in the Presbytery.

Mission Teams shall be created for a term of one (1) year and shall be reviewed annually by the Mission Team Liaison. A recommendation to Presbytery to renew the Mission Team for another year

will be part of the annual review process.

### **5.70 Permanent Judicial Commission (9 members)**

Permanent Judicial Commission members will be elected by the Presbytery to staggered terms of six (6) years each in accord with *Book of Order D-5.0101, D-5.0102 and D-5.0103*. The meetings of the Permanent Judicial Commission shall be held in accord with *Book of Order D-5.0200*. No member shall serve on any two Permanent Judicial Commissions at one time (*Book of Order D-5.0105*).

The purpose of the Permanent Judicial Commission is to respond when a complaint of an irregularity or delinquency is filed by a person or council subject to the jurisdiction of the Presbytery according to the Rules of Discipline of the Book of Order.

### **6.00 Presbyterian Women**

Presbyterian Women seeks “to build an inclusive, caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God’s kingdom”. The Moderator shall be a member of the Presbytery Council.

### **7.00 Suspension of Rules**

In accord with Robert's Rules of Order, the Standing Rules of the Presbytery consist of Rules of Order (parliamentary procedures) and Ordinary Standing Rules (activities of the Presbytery).

Ordinary Standing Rules may be suspended in a stated meeting of the Presbytery by a 2/3 majority vote.

### **8.00 Amendment of Rules**

The Standing Rules of the Presbytery may be amended with previous notice and a two-thirds vote of the Presbytery. Previous notice means that the motion must be included in the call for the meeting and must be first read at a stated meeting before being voted upon at a second stated meeting.