

Transylvania Presbytery – Standing Rules

The Presbytery of Transylvania shall be governed by the Constitution of the Presbyterian Church (USA), Part One (The Book of Confessions) and Part Two (The Book of Order), the latest edition of Roberts Rules of Order Newly Revised and these Standing Rules. These Standing Rules and the attached appendices shall serve as the Manual of Administrative Operations of the Presbytery in accordance with the Book of Order G-9.0405

1. Name

- 1.1 The name of this organization is the Presbytery of Transylvania, hereinafter named “the Presbytery”. The Presbytery came into being as a result of a series of mergers through the years of former presbyteries, becoming the legal successor to the Presbyteries of Transylvania (several), Ebenezer, West Lexington, Lexington-Ebenezer, Buckhorn, Guerrant, Guerrant-Transylvania, Ebenezer-Transylvania, and Transylvania (Union).

2. Geographical Bounds

- 2.1 The Presbytery includes the following fifty-six (56) counties of the Commonwealth of Kentucky: Anderson, Bath, Bell, Bourbon, Boyd, Boyle, Bracken, Breathitt, Carter, Casey, Clark, Clay, Elliott, Estill, Fayette, Fleming, Floyd, Garrard, Greenup, Harlan, Harrison, Jackson, Jessamine, Johnson, Knott, Knox, Laurel, Lawrence, Lee, Leslie, Letcher, Lewis, Lincoln, McCreary, Madison, Magoffin, Martin, Mason, Menifee, Mercer, Montgomery, Morgan, Nicholas, Owsley, Perry, Pike, Powell, Pulaski, Robertson, Rockcastle, Rowan, Scott, Wayne, Whitley, Wolfe, and Woodford.

3. Meetings

3.1 Stated Meetings

There shall be four stated meetings of the Presbytery each year. The time and place of each meeting shall be determined by the Presbytery upon the recommendation of the General Council. Invitations for meetings of the Presbytery are properly addressed in writing to either the Moderator or the Stated Clerk. If circumstances dictate the date, place, and hour of a stated meeting may be changed by the Moderator in consultation with the Stated Clerk and the General Presbyter.

3.2 Meeting Dates

The Presbytery shall meet on the second Tuesday of March, the last Saturday of June, the third weekend of September and the second Tuesday of December.

3.3 Meeting Times

The March meeting shall be held at 10:00 a.m., the June meeting at 1:00 p.m., the September meeting beginning with an evening meeting on Friday and the Saturday meeting beginning at 9:00 a.m., the December meeting beginning at 11:00 a.m. The June meeting shall ordinarily be held in churches which could not host the Presbytery for a full luncheon or evening meeting but who may wish to serve a light luncheon prior to the meeting; however, no church should feel compelled to do so; the December meeting shall ordinarily be held in the Lexington area of the Presbytery.

3.4 Called Meetings

Special meetings of the Presbytery shall be held in accordance with the Book of Order, G-11.0201. In emergencies, the date, place, and hour of a special meeting may be changed by the Moderator in consultation with the Stated Clerk and the General Presbyter.

3.5 Docket for Meetings

3.5.1 A proposed docket for each stated meeting shall be drafted by the Stated Clerk in consultation with the Moderator and the General Presbyter and amended and adopted by the General Council for recommendation to the Presbytery.

3.5.2 Un-docketed new business shall be presented at the time of the adoption of the docket by the Presbytery and placed upon the docket by a vote of a simple majority of those present and voting.

3.5.3 The Sacrament of the Lord's Supper shall be celebrated at least annually at the March meeting of the Presbytery and the reading of the Necrology report shall be a part of this service of worship.

3.5.4 The docket for a Stated Meeting shall ordinarily include an omnibus motion to approve a consent agenda for recommendations deemed by the General Council to be of a routine nature. Any item may be removed from the omnibus motion by any elder commissioner or minister member of the Presbytery. Any item thus removed shall be considered during the docketed time for the report of that committee of Presbytery or other time as necessary.

3.6 Annual Meeting. The December meeting shall be the Annual Meeting of the Presbytery.

4. Officers

- 4.1 The officers of the Presbytery shall be: Moderator, Vice-Moderator, Immediate Past Moderator, Stated Clerk, Recording Clerk, and Treasurer. These officers shall be elected by and accountable to the Presbytery.
- 4.2 The Moderator shall be elected at the December meeting for a term of one year, beginning at the close of the December meeting. The Moderator shall preside over all meetings and shall appoint all committees except those specifically elected by Presbytery or otherwise named. The nominee for Moderator shall be a person who has demonstrated a commitment to and engagement in the work and mission of the Presbytery.
 - 4.2.1 The Moderator of the Presbytery, or his/her designee, shall ordinarily preside as the chair of Commissions of the Presbytery named for the purpose of ordinations and/or installations of Pastors, Associate Pastors, Co-Pastors and Designated Pastors.
 - 4.2.2 The Moderator, in consultation with the Stated Clerk, shall have the authority to appoint minister members and elders to Investigating Committees and/or Committees of Counsel as needed as called for in the Rules of Discipline (D-10.0201b and D-6.0302a). The Moderator and the Stated Clerk shall consult with the General Presbyter and/or the Chairperson of the Committee on Ministry and/or an elder member of the General Council prior to appointment.
- 4.3 The Vice-Moderator shall be elected at the Stated December meeting for a term of one (1) year. The Vice-Moderator shall be eligible for nomination as Moderator but the position shall not carry with it any right to succession.
- 4.4 The Immediate Past Moderator, having completed a one-year term as Moderator, shall serve a one year term as chair of the General Council. Should he or she be not able to serve, the vacancy shall be filled by the most recent available past moderator.
- 4.5 The Stated Clerk shall be elected at the Stated December meeting for a term of three (3) years and shall be eligible to serve for as many terms as the Presbytery may choose. The duties of the Stated Clerk are those prescribed by the Book of Order, G-9.0203 et al, and the Stated Clerk Position Description approved by the Presbytery.
- 4.6 The Recording Clerk shall be nominated by the Stated Clerk and elected by the Presbytery for a one (1) year term. The Recording Clerk shall keep an accurate record of the proceedings of the Presbytery, filing it with the Stated Clerk.

- 4.7 The Treasurer shall be elected at the Stated December meeting for a term of three (3) years and shall be eligible to serve for as many terms as the Presbytery may choose.

5. General Council

- 5.1 Membership. The General Council shall be composed of twelve voting members, as follows:

5.1.1 The Chair or representative of the Administration, Christian Formation, and Mission committees, the Committee on Ministry, the Committee on Preparation for Ministry and the Stewardship Committee; Current Presbytery Moderator, Current Presbytery Vice-Moderator, and the Immediate Past Moderator who shall serve as the Moderator of the Council; and three members-at-large elected by the Presbytery which shall insure that in so far as possible the makeup of the council reflects the makeup of the Presbytery, including at least one young adult (age 25 or under) and one representative from Presbyterian Women.

5.1.2 The General Presbyter, the Stated Clerk, and the Treasurer shall serve as advisory members of the General Council with voice and without vote. The Stated Clerk shall serve as the Secretary of the Council.

5.1.3 Terms of Office.

5.1.3.1 Those who are members by reason of their office, i.e., as the chair or representative of a committee named above, shall be members only while in office. The Members-at-large shall be elected to terms of three years in three classes and shall be subject to the general provisions for terms of office for all elected committee members.

5.2 Duties of the General Council

5.2.1 The General Council shall be responsible for seeing that decisions made by the Presbytery (the decision making body) are carried out by:

5.2.1.1 overseeing the entire scope of the work of the Presbytery, by:

- a. Cultivating and promoting the spiritual welfare of the whole Presbytery through prayer with and for the Presbytery, by assuring a good flow of communication between churches and Presbytery members, and through general oversight and guidance of all Presbytery and committee meetings.
- b. Establishing the proposed docket of each meeting of the Presbytery, with attention to needed educational components, worship, and healthy decision making;

- c. Hearing from any Committee of the Presbytery that needs to bring a report for feedback and/or guidance.

5.2.1.2 bringing matters needing attention to the Presbytery by:

- a. engaging in visioning and planning to propose, for Presbytery determination, the mission directions, goals, objectives, and priorities of the Presbytery.
- b. Providing for regular review of the relationship between Presbytery's Mission Statement and the work of each Committee of the Presbytery and forwarding any suggested recommendations to said committee, of if need be, to the Presbytery;
- c. Reviewing the Presbytery's Mission Statement at least annually and bringing any suggested recommendations for changes or action to the Presbytery;
- d. Receiving, reviewing and recommending action on overtures received by the Presbytery from either the Synod or the General Assembly;
- e. Bringing to the attention of the Presbytery any issues in need of resolution to achieve fair and effective representation in the Committees, Boards, and task groups of the Presbytery
- f. Encouraging participation at Synod and General Assembly events;

5.2.1.3 determining the best ways to facilitate and implement decisions of the Presbytery by:

- a. Overseeing the quality and timeliness of communication of actions of the Presbytery to the churches of the Presbytery, and to the committee charged with carrying out the action;
- b. Requesting and receiving reports from Committees charged with carrying out specific decisions of the Presbytery and acting to ensure that the assigned work is carried out thoroughly and in a timely manner;

5.3 Other duties of the General Council

5.3.1 The General Council shall perform such additional duties and responsibilities that may from time to time be assigned to it by the Presbytery. These duties shall include:

5.3.1.1 Review the Annual Budget prepared by the Administration Committee prior to its submission to the Presbytery for approval,

5.3.1.2 Provide for a regular review of the functional relationship between the Presbytery's structure and its mission,

5.3.1.3 When action or decision is required by a higher governing body or one of its agencies in relation to appointments, authorizations, or approvals not involving commitment of funds or major policy changes, the General Council shall be empowered to act in these matters. When such action must be taken prior to a meeting of the General Council, the Moderator, the Stated Clerk and the General Presbyter are empowered jointly to act; and, they shall report such action(s) or decision(s) at the next meeting of the General Council,

5.3.1.4 The General Council shall report at each stated meeting of the Presbytery every action taken by it. Its decisions shall be immediately operative wherever power has been conferred subject to review and revision by the Presbytery.

5.4 General Council Task Forces. The General Council may from time to time appoint Task Groups, composed of members of the Council and/or members of the churches of the Presbytery, to carry out specific functions of the Council, including but not limited to:

5.4.1 **Presbytery Worship Task Group** to plan Worship for each meeting of the Presbytery;

5.4.2 **Judicial Business Task Group** to study proposed Book of Order amendments and/or additions and make recommendations to the Council for addressing in the most helpful way those amendments/additions at a Presbytery meeting, and review resolutions and overtures which come from Sessions of the Presbytery or commissioners and make recommendations regarding appropriate actions to the Council;

5.4.3 **Planning and Evaluation Task Group** to assist the General Council in its visioning, planning, and evaluating work.

5.5 Committees of the General Council

5.5.1 Nominating (Council's Nominating Committee)

5.5.1.1 The General Council shall annually appoint a committee of three (3) persons for the express purpose of nominating to the Presbytery persons to serve on the Nominating Committee of the Presbytery.

6. Committees of the Presbytery

6.1 General provision for Membership and Chairmanship of committees

- 6.1.1 Committee members shall be elected at the December meeting of the Presbytery and shall assume office at the end of the December meeting. In the event of a vacancy for any reason, prior to the completion of a term the vacancy shall be filled by election by the Presbytery. Nominees for vacancies shall be presented to any meeting of the Presbytery by the Nominating Committee.
- 6.1.2 The terms of office shall ordinarily be three years, except as otherwise provided herein or mandated by the Book of Order, arranged in classes and ending at the close of the December meeting in the year designated for retirement. Members shall be eligible for reelection for a second three year term, but thereafter shall not be eligible for reelection until one year has elapsed.
- 6.1.3 The chairperson of each committee shall be nominated by the Committee on Nominations from among the membership of the committee and shall be elected annually by the Presbytery at the December meeting.
- 6.1.4 Any committee member away without approved excuse for three consecutive meetings of the committee shall be automatically disqualified for service on the committee. The committee shall report such suspension to the Nominating Committee and request replacement for said member.
- 6.1.5 All committees shall seek the counsel of persons, and the service of persons in general tasks or for task groups to accomplish specific duties. All committees may co-opt members of the Presbytery or its churches for service in general tasks. These persons shall serve at the discretion of the committee without vote.
- 6.1.6 Eligible members of committees shall be members in good standing as a member of any church of the Presbytery and not necessarily ordained unless so mandated by the Book of Order.

7.1 **Administration Committee**

This committee shall be composed of six (6) members. The duties of the committee shall include serving as the Trustees of the Presbytery, and shall be responsible for Accounting, Budgeting, and Staff Services. The Treasurer shall serve as an advisory member with voice and without vote.

- 7.1.1 **Trustees.** The Administration committee shall serve as Trustees for and on behalf of the Presbytery of Transylvania, Inc., a religious corporation. The Corporation shall elect the Process Agent, who is responsible for performance of the duties prescribed by the laws of the Commonwealth of Kentucky with reference to corporations. The Stated Clerk fills this office and shall also serve as Process Agent for the Trustees. The Trustees are empowered to receive, to hold, to encumber, to manage, and to transfer

property, real or personal, for the Presbytery; to accept and to execute deeds of title to such property; to hold and to defend title to such property; to manage any permanent special funds for the furtherance of the purposes of the church, when authorized to do so by the Presbytery. It is the duty of the Trustees to facilitate the management of the civil affairs of the Presbytery in keeping with the laws of the Commonwealth of Kentucky. The Trustees shall report to the Presbytery as necessary or as requested and shall function in accord with Book of Order. The Administration Committee, acting as Trustees, shall be responsible for making recommendations to the Presbytery regarding requests from Sessions in fulfillment of the provisions of the Book of Order, G-8.0501 and G-8.0502.

7.1.2 **Accounting, Budgeting.** The committee shall obtain budget recommendations from the appropriate committees of the Presbytery and develop, propose, and monitor, in consultation with the Treasurer, the Presbytery Budget, incorporate the total financial functions of the Presbytery under one single administration; maintain and supervise a single and unified accounting system subject to an annual outside audit and a simple, all inclusive financial statement whereby a comprehensive picture of the whole mission of the Presbytery can be seen.

7.1.3 **Staff Services.** The committee shall be responsible for: the supervision of the administrative staff of the Presbytery in accordance with G-11.0303. When there are staff vacancies, it shall recommend to Presbytery the process by which administrative staff are recruited, called and hired. It shall conduct annual performance reviews and evaluations and five-year comprehensive reviews. It shall make recommendations concerning matters related to the administrative staff to the General Council or to the Presbytery as circumstances determine. The committee shall provide and maintain for the Presbytery approved Personnel Policies, including a position description for all Presbytery employees.

7.2 **Committee on Ministry**

This committee shall be composed of twenty-four (24) members; half of whom shall be minister members of the Presbytery and half of whom shall be elders. As nearly as possible the committee shall be representative of both the geographical diversity of the Presbytery and the membership of the churches of the Presbytery. The committee shall serve as pastor and counselor to the ministers, Certified Lay Pastors, and Certified Christian Educators of the Presbytery and to facilitate the relations between these and congregations and the Presbytery. The committee shall co-opt former members of the committee to serve on task groups as deemed necessary by the committee. The committee shall organize itself in the way which seems to it most appropriate and expeditious to serve the Presbytery in the following ways:

- 7.2.1 The Committee on Ministry shall be responsible for the general duties of the committee as mandated by the Book of Order, with particular attention paid to the regular visitation of each Session of the Presbytery and consultation with each minister and Commissioned Lay Pastor of the Presbytery.
- 7.2.1.1 In visiting with Sessions the Committee shall review the Minutes and Rolls of the Sessions and shall report annually to the Presbytery the minutes and rolls reviewed, certifying that the rolls and minutes are being maintained in accordance with the Constitution. The Committee shall review and discuss with each Session the mission and ministry of the particular church and encouraging the full participation of each session and congregation in the life and work of the Presbytery and the larger church.
- 7.2.1.2 Shall consult with each minister and Commissioned Lay Pastor of the Presbytery (at least annually). The committee shall ascertain and report to the Presbytery the type of work in which each minister of the Presbytery is engaged, and shall require an annual report from every minister performing work which is not under the jurisdiction of the Presbytery or a higher governing body of the church.
- 7.2.1.3 The committee shall counsel with churches regarding calls for permanent pastoral relations, visiting and counseling with every committee elected to nominate a pastor or associate pastor. It shall advise with the committee regarding the merits, availability, and suitability of any candidate or minister whose name is contemplated for nomination to the congregation, and have the privilege of suggesting names to the committee.
- 7.2.1.4 The committee shall counsel with churches regarding the advisability of calling a designated pastor as defined and in accord with G-14.0520-0523.
- 7.2.1.5 The committee shall counsel with sessions regarding all options for pastoral leadership when a church is without a pastor, and it shall maintain and provide to sessions, when requested, lists of those approved by the Committee on Ministry to supply vacant pulpits.
- 7.2.1.6 The committee shall provide continuing education opportunities for Commissioned Lay Pastors and recommend and encourage participation in continuing education opportunities to all ministers, Commissioned Lay Pastors, and Certified Christian Educators.

7.2.1.7 When given the authority by the Presbytery, the committee may find in order calls issued by churches, to approve and present calls for services of ministers, to examine and approve the receipt of ministers transferring from other presbyteries required by G-11.0402, to dissolve the pastoral relationship in cases where the congregation and the pastor concur, to grant permission to labor within or outside the bounds of the Presbytery and to dismiss ministers to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the Presbytery. The committee shall work in conjunction with the Committee on Preparation for Ministry whenever the duties of the two committees overlap.

7.2.1.8 The committee shall be responsible for Presbytery's work relating to the Board of Pensions Plan of the Presbyterian Church (USA); and, shall be designated Presbytery's correspondent with these programs; shall receive request for ministerial relief, and through the joint efforts of the General Presbyter and the chairperson of the committee administer the disposition of the Church Professional Support funds provided in the operating budget for said relief.

7.2.1.9 The committee shall serve as an instrument of Presbytery for promoting the peace and harmony of the churches, especially in regard to matters arising out of relationships between ministers and churches. Its purpose shall be to mediate differences and reconcile persons, to the end that the difficulties may be corrected by the session of the church if possible, that the welfare of the particular church may be strengthened, that the unity of the body of Christ may be made manifest. The committee shall exercise wise discretion in determining when to take cognizance of information concerning such difficulties and shall be open at all times to communications with the ministers, elders who are Commissioned as Lay Pastors, elders who are members of sessions, sessions of the Presbytery and Certified Christian Educators within the bounds of the Presbytery.

7.3 **Committee on Preparation for Ministry**

The Committee on Preparation for Ministry shall be composed of twelve (12) members; half of whom shall be ministers and half of whom shall be elders. The committee shall fulfill the functions related to the process of preparation for ordination to the Ministry of Word and Sacrament as set forth in G-14.0400 and shall provide for the training of elders who apply to become Certified Lay Pastors (G-14.0560).

7.3.1 In its work with inquirers and candidates, the committee shall be guided by the advisory handbook developed by the appropriate General Assembly

agencies in consultation with the Office of the General Assembly. The committee may recommend to the Presbytery for its approval particular standards and processes that facilitate the discernment of call and the preparation of persons for ordained or commissioned ministry.

- 7.3.2 The committee shall, when granted by the Presbytery, have authority to enroll inquirers and dismiss candidates, with the provision that all such actions be reported to the next stated meeting of the Presbytery as provided by G-11.0103v.
- 7.3.3 The committee shall, on behalf of Presbytery, elect elders and ministers to serve as readers for examinations for candidates for ordination at the request of the Presbytery's Cooperative Committee on Examination of Candidates (G-11.0103v).
- 7.3.4 Shall work in conjunction with the Committee on Ministry whenever the duties of the two committees overlap.
- 7.3.5 The committee shall be responsible for administration of the Commissioned Lay Pastor Program, carrying out its responsibilities in keeping with the provisions of G-14-0801 and in accordance with the policies approved by the Presbytery.
- 7.3.6 The committee shall co-opt members of the Presbytery to assist in its tasks, particularly in assisting the committee in fulfilling its responsibility for the training of Certified Lay Pastors.
- 7.3.7 When a candidate under the care of Transylvania Presbytery or a candidate from another presbytery receives a call from a church or approved agency within the bounds of Transylvania Presbytery, the Committee on Preparation for Ministry and the Committee on Ministry shall name three persons from each committee to examine the candidate for ordination and conduct the appropriate examination for ordination on the floor of Presbytery in accordance with G-14.0481 and G-14.0482.
- 7.3.8 Examinations for Commissioned Lay Pastors shall be conducted by three persons from the Committee on Preparation for Ministry and three persons from the Committee on Ministry. If the examination is sustained, the Committee on Preparation for Ministry shall recommend the certification and the candidate shall present a personal statement of faith to the Presbytery upon request for service in a particular church.

7.4 **Mission Committee**

This committee shall be composed of twelve (12) members. The functions of this committee shall include responsibilities for Mission and Social Witness, Church Development, and Evangelism. The purpose of the committee shall be to strengthen and support congregations in their mission to their communities and to the world and to provide Presbytery-wide mission opportunities, in accord with the Presbytery's Mission priorities. The committee shall endeavor to ascertain what mission is happening in and through the congregations of the Presbytery and provide resources and training for congregations to educate and inform them about mission opportunities within the local community and world-wide. The committee shall strive to connect congregations within the Presbytery who may have common mission interests and goals. The committee shall promote and inform congregations of denominational special offerings and programs for mission.

7.4.1 **Mission and Social Witness.** The committee shall support the congregations of the Presbytery and their mission work by offering a wide variety of resources and channeling resources of the Synod and the General Assembly to local churches. The committee shall be responsible for supporting the work of congregations and the Presbytery as they witness to the love of Jesus Christ by feeding the hungry, sheltering the poor and homeless, welcoming the stranger, encouraging the care and protection of God's creation and promoting social justice. The committee shall encourage involvement by congregations in Presbytery, Synod, and General Assembly mission opportunities and such programs as Self Development of People.

7.4.2 **Church Development.** The committee shall support existing congregations by offering resources for transformation and redevelopment for the strengthening of the church, i.e., building and program needs. The committee shall also be responsible for developing new churches and church missions, including the development of new congregations, site acquisitions and pastoral leadership.

7.4.3 **Evangelism.** The committee shall function to equip and train congregations and pastors in evangelism and church growth.

7.5 **Christian Formation Committee**

This committee shall be composed of eight (8) members, with two (2) members assigned to each of the following sub-committees, and shall be responsible for coordinating the Presbytery's work in strengthening and supporting congregations in their faithful discipleship through Biblical and theological knowledge and spiritual formation. The committee shall also be responsible for the training of leaders – teachers, officers, youth, etc. -- in response to requests from

congregations, and shall work with the other committees of the Presbytery in response to the Presbytery's mission priorities and recommendations of the Presbyterian Church (USA). The Presbytery will elect six members; sub committees will be elected by the committee.

7.5.1 Coordination will concentrate in three areas with appropriate sub-committees to focus on each: Discipleship within Congregations, Young Adults and Campus Ministry, and Burnamwood.

7.5.1.1 Discipleship. The Discipleship sub-committee shall consist of six (6) members and shall encourage the use of the Presbytery's Resource Center, review current curricula and assist congregations in selecting appropriate reformed materials, and work with the congregations of the Presbytery to provide appropriate events for instruction and growth in discipleship.

7.5.1.2 Young Adult. The Young Adults sub-committee shall consist of four (4) members and shall promote campus ministry awareness and programs for young adults within the churches of the Presbytery and provide appropriate events and instruction as needed.

7.5.1.3 Youth. The Youth sub-committee shall consist of four (4) members and shall develop and implement challenging programs for youth and their leaders, shall assist local churches in developing youth leadership and youth programming. The Youth sub-committee shall also provide and promote Presbytery youth events.

7.5.1.4 Burnamwood. The Burnamwood sub-committee shall consist of twelve (12) members and shall oversee the operation of the camp and conference center by planning and implementing a year-round program of challenging programs for children, youth, and adults. The sub-committee shall promote Burnamwood as a center for retreats and conferences of the churches of the Presbytery and shall be open to hosting events proposed by the Discipleship, Young Adult, and Youth sub-committees. The sub-committee shall also assist churches in developing youth leadership and youth programming.

- 7.6 **Stewardship.** The committee shall be composed of six (6) members and shall be responsible for promoting good Stewardship in the churches of the Presbytery by providing for training, inspiration, and encouragement of good Stewardship practices, and by making denominational resources available for use by the churches. The committee shall interpret to the congregations the financial needs of the Presbytery.
- 7.7 **Nominating Committee.** The Nominating Committee shall be composed of six (6) members who shall be nominated by the General Council and elected by the Presbytery.
- 7.7.1 The committee shall nominate to the Presbytery a Moderator, a Vice-Moderator and a Treasurer, committee members and the chairpersons of all committees, members at large of the General Council, and commissioners to other governing bodies of the church. Ordinarily, the list of nominees shall be presented to the stated December meeting of the Presbytery, and at any stated meeting of the Presbytery when required by reason of resignation or removal from office. The Nominating committee shall take into consideration fair representation and active participation in the church and/or Presbytery.

7.80 Committee on Representation

In accord with G-9.0105b the committee shall advise the Council with respect to its membership and the membership of all Presbytery committees, groups, and entities, including boards and agencies to ensure fair and effective representation in the decision making bodies of the Presbytery.

8.0 Commissions of the Presbytery

8.1 Permanent Judicial Commission

The Presbytery shall cause a Permanent Judicial Commission, composed of seven (7) members, to be elected, in accord with D-5.0000-D-5.0206. The Commission shall be empowered to act for the Presbytery in all matters of judicial process, either remedial or disciplinary, according to the nature of the case. Its election and function shall be in accord with the Rules of Discipline D-5.0000-D-5.0206.

9.0 Quorum

Ordinarily, unless specified herein or elsewhere in these Guidelines or unless required by the Constitution of the Presbyterian Church (U.S.A.), a quorum of a committee shall be at least one-half of its members.

10.0 Property and funds

All property and funds which have been donated or contributed to the congregations (local churches), institutions, and agencies of the Presbytery shall continue to be held by such congregations, institutions, and agencies for the specific purposes and uses as intended by the terms of the original gift or contract and in keeping with G-8.0000.

11.0 Financial Procedures

11.1 A budgeting process with a single treasury shall be established which shall incorporate the total financial functions of the Presbytery under one single administration. Its principal duties shall be the coordinating of budgeting of the councils, the boards, the committees, the offices, and the agencies of the Presbytery. It shall provide a unified accounting system subject to an annual outside audit and a simple, all-inclusive financial statement whereby a comprehensive picture of the whole mission of the Presbytery can be seen.

12.0 Presbytery Administrative Staff

12.1 The Presbytery shall elect staff in harmony with the needs of the Presbytery and the procedures set forth in G-11.0303.

12.2 The Presbytery may employ other administrative staff to meet the needs of the Presbytery in accordance with the procedures set forth in G-11.0303.

13.0 Representatives to Other Governing Bodies and Agencies

13.1 Unless otherwise specified, representatives of the Presbytery to councils, boards, departments, committees, and task forces of other governing bodies shall be periodically invited by the General Council to report matters pertaining to their service which have special relevance to the work of the Presbytery. By the same token, they shall act as channels through which concerns of the Presbytery are related to their respective bodies. Their term of service is ordinarily determined by the governing body other than the Presbytery.

13.2 The Presbytery, through its General Council, and in consultation with representatives from the two other Presbyteries in Kentucky and representatives from the Boards of Bellewood and Presbyterian Homes and Services, shall review the covenant relations with these institutions and make recommendations to Presbytery.

14.0 Commissioners to Higher Governing Bodies

14.1 Commissioners to the higher governing bodies and alternates for each shall be elected at the stated December meeting and shall be notified by the Stated Clerk of their election.

14.2 The nomination and the election of commissioners to the General Assembly shall be subject to the following provisions:

14.2.1 Ministers.

14.2.1.1 No later than sixty (60) days prior to the meeting of the Presbytery at which commissioners are to be elected, any individual, session, or committee, of the Presbytery may suggest in writing to the Nominating Committee a minister nominee for commissioner to the General Assembly, having previously obtained that minister's consent for the suggestion to be made. The suggestion shall contain such information as will help the Nominating Committee to know why this particular person should be considered for the upcoming General Assembly. For the guidance of the Nominating Committee, the Stated Clerk shall keep two chronological lists of the ministers of the Presbytery: (1) All ministers, by year of ordination who have never attended a General Assembly as commissioner; (2) All ministers who have represented any presbytery as a commissioner to any Presbyterian General Assembly.

14.2.1.2 The following factors shall be taken into consideration in the nomination of ministerial commissioners:

- a. Whether the minister has been a member of the Presbytery for at least twenty-four (24) months prior to the date set for the elections;
- b. Whether the minister has attended a majority of the stated meetings of the Presbytery during the eighteen (18) months prior to the date of elections.

14.2.1.3 Anyone who makes a nomination from the floor must have obtained the consent of the minister who is being nominated before the nomination is made; and, in receiving the nomination, the Moderator of the meeting shall ascertain whether this has been done. The minimal requirements set forth above must also have been met; and the person who makes the nomination shall, before doing so, ascertain and report on the floor whether they have been met.

14.2.2 Elders.

No later than sixty (60) days prior to the meeting of the Presbytery at which commissioners are to be elected, any district, session, committee or individual of the Presbytery may suggest in writing to the Nominating Committee an elder nominee for commissioner to the General Assembly, having previously obtained that elder's consent for the suggestion to be made. The suggestion shall contain (1) the name, the mailing address, and the telephone number of the elder; (2) A statement that the person has consented to the suggestion to the Nominating Committee, and has also agreed to serve if elected by the Presbytery; (3) such information as will help the Nominating Committee to know why that particular person should be considered for the upcoming General Assembly.

14.3 For the guidance of the Nominating Committee, the Stated Clerk shall keep a list of those churches of the Presbytery which have provided a commissioner to a General Assembly since 1966.

14.4 The following minimal requirements must be observed in any suggestion or nomination of an elder to be a commissioner: (1) The elder must have served on a committee, a sub-committee, or a commission of the

Presbytery, or have attended at least two (2) meetings of the Presbytery, during the three (3) years prior to their nomination. (2) The church, ordinarily, must not have provided a commissioner to the General Assembly within the past seven (7) years.

14.5 The provisions relating to the nomination and election of ministers as commissioners shall apply also to the nomination and election of elders as commissioners.

14.6 Commissioners to the Synod shall be elected for three (3) year terms according to the guidelines set forth by the Synod.

14.7 Nominations from the floor shall always be in order, subject to such provisions as are specified elsewhere in this article.

15.0 **Rule of Procedures**

15.1 The meetings of the Presbytery and of its committees and commissions shall be conducted in accordance with the most recent edition of Robert's Rules of Order, except in those cases where the Constitution of the Presbyterian Church (U.S.A.) provides otherwise.

15.2 It is the consensus of the Presbytery that these Standing Rules constitute the Presbytery's manual of administrative operations.

15.3 These Standing Rules may be amended at any meeting of the Presbytery by a vote of the majority of those present and voting.

15.4 Any section or provision of these Standing Rules may be temporarily suspended for a specific purpose by a vote of the majority at any meeting of the Presbytery, provided such suspensions do not result in an action or condition contrary to the Constitution of the Presbyterian Church (U.S.A.).