

Standing Rules of Lehigh Presbytery

(Approved 4.26.2016)

A. Members

1. Churches shall elect ruling elder commissioners as follows:

100 or fewer members	1 ruling elder
101 - 350 members	2 ruling elders
351 - 1500 members	3 ruling elders
1501 - 2000 members	4 ruling elders
2001 - 3000 members	5 ruling elders

From 3,001 members there shall be an additional ruling elder representative for each 1,000 additional active members or major fraction thereof.

2. Each January, the Stated Clerk of the Presbytery shall ascertain the number of Ruling Elders which the Churches are entitled to send as Commissioners to the Presbytery meetings.

When the number of resident Teaching Elders is greater than the number of Ruling Elder Commissioners, the Stated Clerk shall bring the imbalance to the attention of the Presbytery at its first meeting of the year. The Presbytery shall redress the imbalance by inviting Sessions of particular Churches to elect additional Ruling Elder Commissioners with special attention to the concerns of Presbyterian Church (U.S.A.) Book of Order F-1.0403 and G-3.0103.

3. Each Ruling Elder elected an officer, a chairperson of a standing committee, or a member of the Presbytery Lead Team shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her Session. This member shall be taken into account in the formation of the roll in January and in redressing any membership imbalance.
4. Each Clerk of Session shall report to the Stated Clerk of the Presbytery the name(s) and terms of service of the Commissioner(s) and Alternate(s) elected by that Session prior to their service as commissioners.
5. A Session may elect one or more Alternate Commissioners who, when not serving as Commissioner, may participate in Presbytery meetings with voice but without vote.

B. Meetings

1. The Presbytery Lead Team may (see F1b) call for a stated meeting of Lehigh Presbytery to be held on a day other than as stated above (in Bylaws) by announcing any change by the first stated meeting of the Presbytery each year.
2. The moderator shall call a special meeting at the request, or with the concurrence, of two teaching elders and two ruling elders, the ruling elders being of different churches. Should the moderator be unable to act, the stated clerk shall, under the same conditions, issue the call. If both moderator and stated clerk are unable to act, any three teaching elders and three ruling elders, the ruling elders being of different churches, may call a special meeting. The synod may direct the presbytery to convene a special meeting for the transaction of designated business. Notice of a special meeting shall be sent not less than ten days in advance to each teaching elder and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.
3. A quorum shall be any three teaching elder members and the ruling elder members present, provided that at least three churches are represented by ruling elders. (G-3.0304).
4. The Docket for Stated Meetings.
 - a. The Docket for the stated meetings of the Presbytery shall be prepared by the Presbytery Lead Team with the assistance of the Stated Clerk and approved by majority vote of the Presbytery.

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- b. In order that Commissioners be fully informed of actions coming before the stated meeting, and that sufficient time be given to read background papers and consider the proposed action, all reports requiring action of the Presbytery shall be made available to the Commissioners along with the Call for the meeting and the Docket at least ten days prior to the Presbytery meeting.
 - c. No action shall come before the Presbytery without this prior distribution except on vote of the Commissioners present and voting at the time the Docket is approved by the Presbytery.
5. Privilege of the Floor. The Presbytery may vote to give individuals the right to speak at any particular Presbytery meeting.
- C. Officers
1. Moderator and President of the corporation
 - a. Preside at all meetings of the Presbytery and convene and adjourn the Presbytery.
 - b. Preside at ordinations, installations, and other similar occasions, but may, at discretion, delegate these duties to the Vice Moderator, a past Moderator, Stated Clerk, or Teaching Presbyter.
 - c. Serve on the Presbytery Lead Team while moderator and for one additional year
 - d. Execute official documents and actions on behalf of the corporation as authorized by the Presbytery Lead Team or the Presbytery as appropriate.
 - e. Fulfill such other duties as the Presbytery may assign.
 2. Vice Moderator
 - a. Fulfill the role of Moderator when the Moderator is not able to do so or when the Moderator wishes to speak to a topic of discussion at a Presbytery meeting.
 - b. Serve on the Presbytery Lead Team.
 - c. Fulfill such other duties as the Presbytery may assign.
 3. Stated Clerk
 - a. Be the Ecclesiastical Officer of the Presbytery.
 - b. Be the Secretary of the corporation.
 - c. Record the transactions of the Presbytery.
 - d. Keep the rolls of membership and attendance.
 - e. Preserve the records carefully, furnishing extracts from them when required by another Council (G-3.0107).
 - f. Provide advice and counsel concerning matters of Presbyterian polity and the Constitution of the Presbyterian Church (USA).
 - g. Facilitate all processes involved in judicial cases as specified in the Rules of Discipline.
 - h. Oversee the annual review of session minutes in accordance with G-3.0108a.
 - i. Provide such other services as the Presbytery may assign.
 4. Treasurer
 - a. Provide for adequate records to reflect all financial transactions.
 - b. Report the financial activities of the Presbytery to the Presbytery Lead Team and the Presbytery at each of their stated meetings..
 - c. Provide for a full financial review of all books and records once a year by a certified public accountant.
 - d. Provide such other services as the Presbytery Lead Team may assign.

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D. Staff

1. Calling the Teaching Presbyter

- a. When a vacancy occurs in the office of Teaching Presbyter, the Presbytery shall elect a Search Committee consisting of an equal number of teaching and ruling elders, elected in accordance with the principles of participation and representation (G-3.0103). The Committee shall elect its own moderator from its membership and shall begin its work by consulting the appropriate councils and agencies.
- b. The Committee shall prepare person and position descriptions and information about the Presbytery in consultation with the Presbytery Lead Team. The Committee shall advertise the position in accordance with the principles of participation and representation (G-3.0103), and the Presbytery's AAEEEO guidelines.
- c. When the Search Committee is prepared to present a nomination, the Committee shall report to a stated meeting or a special meeting of the Presbytery with recommendation from the Committee on Ministry as appropriate according to the policies of the Presbytery. Information regarding the proposed terms of call and the qualifications of the candidate shall be communicated with the call to the meeting.

2. Filling Staff Positions

- a. When staff positions other than the Teaching Presbyter are created or vacancies occur, the Teaching Presbyter shall develop a position description in consultation with the Presbytery Lead Team and others related to the responsibilities of the position.
- b. After the position description is approved by the Presbytery Lead Team and funding for the position is assured, the Presbytery Committee on Shared Gifts shall present a slate of nominees for a Search Committee for approval by the Presbytery.
- c. The Committee on Ministry shall appoint a liaison to the Search Committee. If the person chosen is a Teaching Elder, the terms of employment shall be presented for approval to the Presbytery with recommendation from the Committee on Ministry as required by the Book of Order G-3.0103. If the person chosen is a member of a church, the Search Committee shall present the terms of employment for approval to the Presbytery.

E. Rules of the Presbytery

1. The Standing Rules shall be amended by the Presbytery only at a stated meeting provided written notice is included with the docket material sent to all teaching and ruling elder commissioners prior to the stated meeting. Amendments shall be approved by a simple majority vote of the members present and voting.
2. All meetings of the Presbytery, its standing commissions and committees, shall be governed by the most recent edition of Robert's Rules of Order, except when the Constitution of the Presbyterian Church (U.S.A.) provides otherwise or Presbytery has adopted special rules where it is permitted to do so.
3. Permanent Committees of the Presbytery. The General Rules for Committees are as follows:
 - a. Members shall be nominated by the Committee on Shared Gifts, elected by the Presbytery in November, and begin their terms the following January.
 - b. Committees shall consist of members of churches and Teaching Elders with at least one half the members being church members. (G-3.0109).
 - c. Each committee shall be organized in three classes with as near as possible to an equal number of members in each, elected for a term of three years with eligibility to serve no more than two successive full or partial terms.
 - d. A quorum shall consist of a majority of the elected members of the committee.

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- e. With the exception of the Presbytery Lead Team, the Permanent Judicial Commission and the Committee on Shared Gifts, the Chairpersons shall be nominated from among the committee members by the Committee on Shared Gifts for election by the Presbytery, annually.
- f. A committee may co-opt persons with the approval of the Presbytery Lead Team to serve with voice but without vote, in capacities of particular expertise for a term of one year with the option of being co-opted for one additional year. A committee may co-opt no more than a number equal to the number of elected members.
- g. When close cooperation between committees is needed, a member of one committee may be appointed liaison to the other committee with the approval of both committees. An elected member of a committee shall not serve as liaison to another committee to which he/she is an elected member. When serving as liaison, a person shall have voice but without vote on the committee to which he/she is liaison.
- h. Committees may organize subcommittees. A subcommittee is a small group assigned to be responsible for a portion of the committee's work. Subcommittees shall be chaired by an elected member of the parent committee.
- i. The Presbytery may act at any meeting to fill a vacancy on any committee by election of a person nominated by the Committee on Shared Gifts to serve the unexpired term.
- j. A member of a committee who has had three or more unexcused absences may be removed by majority vote of the committee and confirming action by the Presbytery Lead Team.
- k. Committees which have responsibility for disbursing funds from the mission budget shall be accountable to the Presbytery Lead Team.
- l. A conference call vote is permissible as long as there has been an opportunity for discussion of the item.
- m. An electronic vote is permissible following guidelines established by the Presbytery Lead Team.

F. Organization of the Presbytery

1. The Presbytery Lead Team The purpose of the Presbytery Lead Team is to provide oversight and guidance to the Presbytery, but not to actively manage the detailed affairs which are performed by staff and other elements of the Presbytery organization.
 - a. Responsibilities
 - 1) Interpret the mission of the Presbytery.
 - 2) Recommend to the Presbytery appropriate direction for strategic planning and mission within the Presbytery.
 - 3) Promote and monitor the implementation of the short-range strategy and goals of Lehigh Presbytery:
 - 4) Prepare the Docket of the meetings of the Presbytery, with assistance of the Stated Clerk.
 - 5) Establish the Service of Worship for the Presbytery.
 - 6) Provide oversight of all personnel matters, including a process of annual review of all employees, and preparation and review of job descriptions.
 - 7) Create and approve all Task Groups, Working Units, and Care Teams and provide procedures for establishing them and reviewing their work annually. (Standing Committees may create and approve their own Task Groups.)
 - 8) Allocate the program funds to meet the priorities of the Presbytery.

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- 9) Develop annual consolidated budgets of the Presbytery and present the budgets to the Presbytery for approval.
- 10) Act in the name of the Presbytery when authority has been delegated by the Presbytery, subject to later review and reversal by the Presbytery.
- 11) Report at each Stated Meeting of the Presbytery all business transacted since its last report.
- 12) Provide for a comprehensive review of goals, organization, bylaws and standing rules of the Presbytery at least every 5 years.
- 13) Nominate the chairperson of the Committee on Shared Gifts for election by Presbytery at the February Stated Meeting of Presbytery.
- 14) Perform such duties as are required by non-profit corporation laws of the Commonwealth of Pennsylvania;
- 15) Oversee the financial accounting and reporting procedures for the Presbytery with the assistance of the Treasurer, including the routine functions of the Bookkeeper and an annual audit;
- 16) Provide oversight of Presbytery investments;
- 17) Manage the properties of the Presbytery;
- 18) Prepare the per capita and percentage distribution of undesignated mission funds each year;
- 19) Provide oversight of the property matters of the Presbytery churches;

b. Membership

- 1) Consists of the current Moderator and Vice Moderator, the immediate past Moderator, the Teaching Presbyter, and nine members at large. Presbytery Lead Team Chair (elected from among Lead Team members annually, by paper ballot if more than one nominee). In addition the Stated Clerk and Treasurer serve with voice and vote.
- 2) The members-at-large shall be in classes of three years.
- 3) Quorum shall be a majority of the voting members, which includes at least two Teaching Elders and two Ruling Elders from two different churches.

c. Meetings

Generally, meets monthly on the first Tuesday.

2. Committee on Ministry (G-2.05 and G-3.0307).

a. Responsibilities

- (1) Oversee the Pastoral Call process with the congregations.
- (2) Oversee all pastoral relationships in accordance with G-3.0307.
- (3) Guide and train congregations in the development of their ministry and mission.
- (4) Care for the relationship of the pastors to the churches of the Presbytery.
- (5) Manage and train for constructive handling of conflict situations.
- (6) Support all validated Teaching Elders using annual reports and personal contact. Annual reports shall be required for non-parish Teaching Elders to be considered for the administration of the Sacraments in accordance with G-3.0301b
- (7) Provide for moderators when a session is without a moderator for reasons of vacancy or inconvenience, in accordance with G-3.0201
- (8) Review and make recommendations for congregational grant proposals when requested.
- (9) Fulfill the responsibilities, which are enumerated in the Book of Order G-3.0307.

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- (10) Initiate, promote, encourage and support the recruitment, training and placement of Commissioned Ruling Elders to Particular Pastoral Service (G-2.10).
- (11) Communicate as needed with the Presbytery Lead Team.
- b. Membership
 - (1) Consists of eighteen members comprised of an equal number of ruling elders and teaching elders elected into classes of three years.
 - (2) Includes the Stated Clerk as an ex-officio member with voice but without vote.
- c. Commission of Presbytery
 - (1) Be designated as an Administrative Commission of the Presbytery under the guidelines of the Book of Order. G-3.0109b.
 - (2) Be limited to examining and receiving teaching elders from another presbytery where no controversy exists, the dismissal of teaching elders to another presbytery when no judicial matters are pending, and approval of plans for a Service of Installation including the appointment of an Installation Commission.
- d. Meetings

Meets as determined by the body.
3. Committee on Preparation for Ministry (G-2.06).
 - a. Responsibilities
 - (1) Fulfill the responsibilities to inquirers and candidates for Teaching Elder mandated by the Book of Order.
 - (2) Communicate as needed with the Presbytery Lead Team.
 - b. Membership

Consists of seven elected members in classes of three years.
 - c. Commission of Presbytery
 - (1) Be designated as an Administrative Commission of the Presbytery under the guidelines of the Book of Order. G-3.0109b.
 - (2) Be limited to the approval of plans for a Service of Ordination and Installation including appointment of an Ordination Commission
 - d. Meetings

Meets as determined by the body.
4. Committee on Shared Gifts (F-1.0403 and G-3.0103)
 - a. Responsibilities
 - (1) Maintain a file of names of persons with particular expertise or experience within the Presbytery and its congregations which can be used in making nominations for elected office, recruiting membership on Committees and providing names of persons for co-opted membership on committees;
 - (2) Nominate persons to fill all vacancies that require election by the Presbytery;
 - (3) Maintain records of Presbytery representation in Higher Councils and present nominations for election of commissioners as needed
 - (4) Nominate or recommend concurrence with nominations for membership on continuing committees, councils, and other entities of higher governing bodies;

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- (5) Seek to be inclusive of various groups in the Presbytery, including women and men, lay and clergy, racial/ethnic persons, people of various age groups, persons with disabilities as well as those with special gifts, skills, and insights.
- (6) Advise the Presbytery with respect to its membership and that of its Committees, Task Groups and Care Teams in implementing the principles of participation and inclusiveness to insure fair and effective representation in the decision-making of the church;
- (7) Serve both as an advocate and as a continuing resource for the representation of racial/ethnic members, women, different age groups, and persons with disabilities; Review the performance of the Presbytery in these matters and report annually to it and to Higher Councils as required recommendations for needed corrective action;
- (8) Advise the Presbytery on the employment of personnel, in accordance with the principles of participation and representation (G-4.0403), and in the fulfillment of AA/EEO requirements, and this fact shall be made a part of the official record of the Presbytery.
- (9) Communicate as needed with the Presbytery Lead Team.

b. Membership

Consists of seven elected members, broadly representative of the congregations of the Presbytery.

c. Meetings

Meets as determined by the body.

5. Permanent Judicial Commission (D5.0000)

a. Responsibilities

Fulfill the responsibilities, which are vested in it by the Book of Order regarding remedial or disciplinary cases or appeals.

b. Membership

- (1) Consists of nine members elected to six-year terms. Four members shall be ministers, four members shall be ruling elders and the ninth member may be either. Not more than one of its ruling elder members may be from any one of the churches of the Presbytery. (D-5.0101) No person who has served on this commission for a full term of six years shall be eligible for reelection until after four years have elapsed. (D-5.0105)
- (2) Elect from its members a Moderator and a Clerk. The term of office shall be fixed at two years, with eligibility to succeed one's self until one's membership on this commission is concluded, with the provision that the terms of both offices should not conclude in the same year.

6. Task Groups

a. Responsibilities

- (1) Implement specific projects of limited duration, arising from work and issues identified by the standing committees, the Presbytery Lead Team, the congregations, and/or staff.
- (2) Make use of the resources of the Presbytery, human and financial, as available.
- (3) Be evaluated annually for consistency with the vision and mission of the Presbytery.

b. Membership

Consists of members appointed by a Standing Committee or the Presbytery Lead Team and shall not ordinarily require approval of the Presbytery Lead Team.

7. Working Units

a. Responsibilities

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- (1) Manage areas arising from work and issues identified by the Presbytery Lead Team, which require specialized expertise, such as personnel, technology, finances, et al.
 - (2) Make use of the resources of the Presbytery, human and financial, as available.
 - (3) Be evaluated annually for consistency with the vision and mission of the Presbytery.
- b. Membership
- Consists of members appointed by the Presbytery Lead Team. Membership is not time-bound as long as the need for specialized expertise continues.
8. Care Teams
- a. Responsibilities
- (1) Implement projects that are more open-ended in their goals and of longer duration and consistent with the vision and mission of the Presbytery.
 - (2) Make use of the resources of the Presbytery, human and financial, as available.
 - (3) Consists of teaching elders and ruling elders in numbers as nearly equal as possible; when there is an odd number, the additional member may be either a teaching elder or a ruling elder. (G-90504b)
 - (4) Composition shall be in accordance with G-3.0109.
 - (5) Provide information for annual evaluation by the Presbytery Lead Team to determine consistency with the vision and mission of the Presbytery.
- b. Membership
- Consists of members who are self-selecting, in classes of three years and will be expected to bring their vision and plan to the Presbytery Lead Team for approval.
9. Administrative Commission
- a. Responsibilities
- Act in the name of the Presbytery in specific matters in accordance with Book of Order G-3.0109b.
- b. Membership
- Elected by the Presbytery to serve until their duties are completed.
10. Ex Officio Appointments
- a. Members elected to office in the Presbytery may be named ex officio to permanent boards and committees by the Presbytery Lead Team. When serving in this capacity, they shall have voice but no vote in the body to which they are named unless otherwise specifically stated in these Standing Rules.