



Manual of Administrative Operations

Standing Rules

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**PRESBYTERY OF WYOMING
STANDING RULES (SR)**

ARTICLE I • THE PRESBYTERY

- 1.01 The Presbytery of Wyoming is a council of the Presbyterian Church (U.S.A.) subject to the Constitution of the Church. The form and organization of the presbytery is prescribed in Chapter III of the *Form of Government*. Specific duties and responsibilities are outlined in G-3.03.
- 1.02 The presbytery is incorporated under the laws of the State of Wyoming. A copy of the articles of incorporation is available for examination by a request to the Stated Clerk. Trustees manage corporation business as directed by the presbytery, and with the advice of legal counsel. (Trustees are defined in G-4.0101 and SR 3.021.)

ARTICLE II • MEMBERS, MEETINGS & OFFICERS

2.01 Members

- 2.011 Ministers of the Word and Sacrament (also called Teaching Elders and pastors) who have been received and enrolled as continuing members in accordance with provisions in the *Book of Order* (G-3.0306). The committee on ministry or the presbytery itself will examine ministers seeking membership prior to their reception. Ministers of other denominations, who qualify under the provisions of G-2.0506 shall be enrolled as temporary members for the duration of their service within the presbytery.

2.012 Election of Commissioners

Each session in the presbytery shall be represented by one elected ruling elder commissioner. Sessions elect commissioners according to provisions of the *Form of Government* (G-3.0301). Presbytery urges sessions to select commissioners and alternate commissioners for an entire year, from January through December. Names and contact information for commissioners and alternates shall be submitted to the stated clerk.

2.013 Voting Privileges

Those eligible to vote are continuing and temporary members of presbytery, commissioners elected by their respective sessions, Commissioned Ruling Elders (CREs) holding commissions from this presbytery, and elders serving as officers of presbytery, on the presbytery council, or moderators of continuing committees.

2.014 Privilege of the Floor

Privilege of the floor, with voice but not vote, shall be granted to the following persons resident within the presbytery:

Moderator (or vice moderator), Presbyterian Women in the Presbytery of Wyoming

Former moderators of the Presbytery of Wyoming
Former moderators of the Synod of the Rocky Mountains
Certified Christian Educators
Certified members of the Administrative Personnel Association
Certified members of the Presbyterian Association of Musicians
Certified members of the Presbyterian Church Business Administrators
Association

2.016 Corresponding Members & Visitors

A corresponding member is Minister of the Word and Sacrament or ruling elder, or minister, in good standing in another governing body in this or in any other Christian church, who is present at any meeting of the presbytery and may be invited to sit as corresponding members with voice but without vote. Presbytery may grant privilege of the floor to visitors, with or without voice, for all or part of the meeting as may be appropriate in each instance.

2.017 Redress of Imbalance

When the number of teaching elders entitled to vote in presbytery is greater than the number of ruling elders so entitled, the clerk shall report this imbalance and shall invite sessions (in the order of the church's date of charter) to elect an additional ruling elder commissioner until the balance is restored. The additional ruling elder term shall be for one year only (January – December).

2.02 Meetings

2.021 Stated Meetings

The presbytery will hold three stated meetings a year: Two meetings completely online and one in person. The online meetings will be business focused and take place on Saturdays, lasting no longer than four (4) hours. The in person only meeting would start on a Friday and go through no later than 2:00 pm on Saturday. The in person meeting would focus on relationship building, training/equipping members, and essential business of the Presbytery. Council will determine the time, date, and in person location of meetings.

2.022 Attendance

Ministers of the Word and Sacrament and ruling elder commissioners, and elders entitled to vote by virtue of office are expected to attend all stated and special meetings.

- a. All Ministers of the Word and Sacrament on the roll of presbytery who are honorably retired, are on approved disability through the Board of Pensions, or who are living or laboring outside the bounds of the Presbytery of Wyoming shall be excused from regular attendance.

2.023 Quorum

The quorum for a meeting of Presbytery shall be seven (7) ministers of the Word and Sacrament who are continuing or temporary members of the Presbytery and seven (7) ruling elder commissioners from seven (7) different congregations.

2.024 Place of Meeting

The place for each stated meeting shall be determined in advance by the presbytery council.

2.025 Change of Place or Time of Meeting

Whenever it becomes necessary to change the time or place of any stated meeting of the presbytery, the presbytery moderator, stated clerk, and general presbyter shall be authorized to secure another time and/or place of meeting, and to issue a call for that meeting according to the rules for calling a special meeting.

2.026 Special Meetings

Special meetings may be called by presbytery council or the committee on ministry with two weeks' notice by e-mail or letter. The business of the meeting will be specified and no other business may be held. The meeting format, date, time and location, if necessary, for special called meetings of presbytery shall be determined by the Presbytery Council or Committee on Ministry and announced with the call to the meeting.

2.027 Electronic Meetings

The presbytery may meet by electronic means if all ministers of Word and Sacrament members and ruling elder commissioners have reasonable notice of the electronic meeting and the ability to discuss, deliberate, discern the will of God, and vote on business items. The quorum for such a meeting shall be seven (7) ministers of the Word and Sacrament who are continuing or temporary members of the Presbytery and seven (7) ruling elder commissioners from seven (7) different congregations.

2.028 Proceedings

a. Worship

Each session (day) of a stated meeting begins with worship; and the first day's session concludes with a worship service. The Sacrament of the Lord's Supper shall be celebrated at each stated meeting.

b. Proceedings

Each session convenes with prayer, followed by

- Roll call
- Confirmation of a quorum
- Seating of alternate commissioners and corresponding members
- Introduction of new business for that session
- Adoption of the docket for that session.

c. Friday sessions ordinarily are devoted to events designed to enhance the ministry of the presbytery and its churches. Business ordinarily is docketed for the Saturday session.

d. Meetings of the presbytery and its units are conducted in accordance with the most recent edition of *Robert's Rules of Order*, except in cases where the *Constitution of the Presbyterian Church (U.S.A.)* provides otherwise.

e. Consent and Action Agendas

Consent Agenda

Presbytery will provide a consent agenda for the purpose of listing action items coming before presbytery. The consent agenda will be printed and distributed to members and commissioners with the call to order of the meeting session before it is due to be considered. Items will be removed from the consent agenda at the request of any voting member, and these items will be dealt with on the action agenda.

Action Agenda

Action items are presented in the form of a motion. (Motions from presbytery committees and work groups do not require a second.) Committees submitting substantive motions are encouraged to prepare face sheets in advance to be distributed with the call to the meeting packet.

2.03 Officers

The officers of the presbytery are moderator, vice moderator, stated clerk and treasurer. The moderator and vice moderator will serve one-year terms (January through December). Upon completion of the term as vice moderator, the vice moderator will become moderator. The stated clerk and treasurer will be elected to five-year terms in accordance with the personnel policies of the presbytery.

2.031 Moderator

The vice moderator is installed as the moderator of presbytery upon the election and installation of a new vice moderator at the Fall stated meeting.. The one-year term begins in January and ends in December.

Description and Expectations:

- Possess an appreciation and love for the Presbyterian Church (U.S.A.) and for the ministry and witness of the Presbytery of Wyoming.
- Provide inspiration and encouragement to commissioners, elected officers and staff.
- Represent the larger church to congregations and ecumenical agencies.
- Possess knowledge of Presbyterian polity and parliamentary procedure.
- Be available to visit congregations and ecumenical gatherings, as invited.

Responsibilities:

- Preside over presbytery meetings, guiding the presbytery in fulfilling its responsibilities
- Moderate administrative commissions as necessary.
- Visit committees as time permits and encourage members in their service.

- Visit congregations upon invitation, as time and budget allow, interpreting the mission of the whole presbytery.
- Attend denominational and ecumenical gatherings as requested by the general presbyter and presbytery.
- Appoint investigating committees and committees of counsel in consultation with the stated clerk and in accordance with requirements of the *Rules of Discipline*; and report appointments to the next stated meeting of presbytery.
- Make appointments to fill vacancies on presbytery entities (with the exception of the permanent judicial commission) and representation to ecumenical bodies between meetings of the nominating committee and presbytery.
- Arrange for worship services and oversee implementation of program plans for presbytery meetings

2.032 Vice Moderator

The vice moderator is nominated by the nominating committee and elected by presbytery during the Fall stated meeting. The one-year term begins in January and ends in December.

Description and Expectations: (same as for moderator)

Responsibilities:

- Discharge the functions of the moderator when requested by the moderator to do so, when the moderator is absent or is incapacitated, or when the moderator has moved from the bounds of the presbytery.
- Coordinate with council the program portion of presbytery meetings for the following year.

2.033 Moderator Pro Tempore

In the absence of the moderator and vice moderator, the stated clerk is authorized to name a member or commissioner present to be elected by presbytery as moderator pro tempore for that meeting.

2.034 Stated Clerk & Treasurer

Position descriptions for stated clerk and treasurer are included in the personnel section of the presbytery manual.

ARTICLE III • ORGANIZATION FOR MISSION

3.01 **Committees and Commissions**

The work of the presbytery shall be coordinated by a council and by committees and commissions. Unless otherwise required by the *Book of Order*, committees and commissions shall be composed of ministers of the Word and Sacrament and ruling elders in numbers as nearly equal as possible. Active members of congregations in the Presbytery of Wyoming may be elected for positions on the Committee on Representation and Nominations, the Budget, Finance and Stewardship Committee, and the Outreach Ministries Support and Service Committee. When a committee or commission consists of an odd number of members, the additional member may be either a minister of the Word and

Sacrament or ruling elder. When allowed by the *Book of Order*, up to one-third of the committee may be non-ordained members of presbytery. Presbytery shall elect members of all committees and commissions; and shall elect moderators of those bodies, with the following exceptions:

- a. Each permanent judicial commission shall meet and elect from its members a moderator and a clerk (D-5.0201).
- b. The committee on ministry is authorized to appoint COM members who have received appropriate training to administrative commissions to examine candidates for minister of the Word and Sacrament within the presbytery and commissioning and installing of commissioned ruling elders.
- c. In between meetings of the Presbytery, Council, on behalf of Presbytery, may approve recommendations by the Nominating Committee. Those so elected may begin service immediately.

3.011 Terms of Service

Unless otherwise required by the *Book of Order*, committees shall be organized into three classes, with each class serving a three-year term. Insofar as possible, classes shall be of equal size. Election of new classes will occur at the Fall stated meeting. Terms of service begin in January and end in December. Election of persons to fill vacancies may occur at any meeting. Persons elected to fill vacancies may begin service immediately.- No one may serve for more than six consecutive years on any committee. Persons eligible to serve may be elected to unexpired terms, provided that consecutive service does not exceed six years. Insofar as possible, committees and commissions shall reflect broad geographical representation.

3.012 Quorum for Committees and Commissions

A majority of elected members constitutes a quorum, except where different in the *Book of Order* D-5.0204. No commission or committee may conduct business without a quorum.

3.013 Electronic Voting

Committees and Commissions shall develop a policy to govern their electronic voting consistent with its other voting policies and according to the Book of Order and the Presbytery's standing rules.

3.02 Continuing Committees & Permanent Judicial Commission

3.021 Presbytery Council

The council shall be composed of nine voting members: a moderator, the moderator and vice moderator of presbytery, and six members elected at-large. At-large members shall be divided into three classes. The general presbyter, stated clerk and treasurer shall serve ex officio and without vote. The stated clerk shall record and preserve the minutes of each meeting. The presbytery shall elect a council moderator at-large for a three-year term, according to the usual nominating procedures.

Between stated meetings, council acts on behalf of the presbytery on all matters

assigned to it, in accordance with this manual.

Council members, when elected and for the duration of their terms, shall be the trustees of the Presbytery of Wyoming. Legal signatories shall be any two trustees, provided that the board shall have approved the action and shall have ordered that legal documents be signed. The president of the corporation shall be the moderator of council. For purposes of state filings, the stated clerk and treasurer of the presbytery shall be the secretary and treasurer of the corporation; and the general presbyter shall be the director.

- 3.0211 Council handles only such administrative and programmatic business as may be referred to it by the presbytery. It may make recommendations concerning administrative and programmatic business as may come to its attention between meetings of the presbytery. Council shall have no power to initiate action except as provided in Section 3.0213 below. No judicial business may be referred to the council. The council shall report at each stated meeting of the presbytery every item of business transacted by it. Its decisions shall be immediately operative wherever power has been conferred but may be reviewed and reversed by the presbytery.
- 3.0212 Issues, decisions or actions requiring Council vote that were not completed at scheduled meetings, or which the Council Moderator decides require resolution before the next scheduled Council meeting, may be decided by means of an electronic vote. Approval of a motion requires the majority of Council. However, if any Council member feels there needs to be discussion before the vote, it shall be delayed until the next Council meeting. Minutes of the next Council meeting shall include the motions and the results of any electronic vote. All electronic votes shall be reported to Presbytery at its next stated meeting.
- 3.0213 In accordance with (G-3.0307), the following powers are assigned to the council, subject to presbytery review:
- a) To develop strategy for the mission of the Church within the presbytery's geographic area, consistent with G-3.0301, and to recommend to the presbytery appropriate actions to initiate mission in light of the larger strategy of the synod and the General Assembly.
 - b) To coordinate relationships with ecumenical bodies and agencies consistent with presbytery mission strategy and recommend to presbytery new ecumenical partnerships or revisions to existing partnerships.
 - c) To validate mission projects and fund-raising projects that are consistent with presbytery mission. In so doing, council will refer requests to other appropriate units or agencies of the presbytery for their response and concurrence.
 - d) To consult with the synod concerning the overall mission needs of the synod, as well as the needs for financial assistance in maintaining staff services for the presbytery.

- e) To adjust line items in the administrative and mission budgets upon recommendation by the budget and finance committee.
- f) To approve requests for non-budgeted expenditures, upon recommendation by the budget and finance committee.
- g) To approve project grants and scholarship applications from budgeted funds.
- h) To endorse grant applications to synod and General Assembly from churches and related entities.
- i) To approve expenditures from designated or restricted funds upon recommendation from the budget and finance committee, and in accordance with the purposes established for those funds.
- j) To approve applications to the Hardy V. Ratcliff loan fund and to the church revitalization or redevelopment fund.
- k) To consider, and by a two-thirds majority, act upon requests from particular churches for permission to take actions regarding real property described in G-4.02. (Requests that fail to achieve a two-thirds majority will be referred to the presbytery.)
- l) To consider and, by a two-thirds majority, act on special requests by congregations, including but not limited to, requests for waivers, extensions, or exceptions to Book of Order requirements.
- m) To direct the work of employed administrative personnel, and to terminate or accept (between stated meetings of the presbytery) the resignation of administrative staff, in accordance with personnel policies of the presbytery and upon recommendation by the personnel subcommittee.
- n) To consider and report on all proposals and appeals for funding presbytery programs.
- o) To receive under care of the presbytery candidates for the ministry from other presbyteries, upon recommendation of the preparation for ministry committee.
- p) To approve, in between meetings of the Presbytery, recommendations by the Nominating Committee to fill vacancies.
- q) To nominate persons to serve on the presbytery's nominating committee.
- r) To make recommendations concerning bills and overtures, including proposed amendments to the *Constitution*.
- s) To propose the docket for meetings of presbytery, in consultation with the stated clerk and general presbyter; and to approve displays and dissemination of materials at presbytery meetings.
- t) To approve dates and locations for stated meetings of the presbytery.
- u) To review manuals and policies, in consultation with the stated clerk and with committees and others responsible for implementing specific areas of presbytery mission; and to recommend changes as appropriate, except in those areas assigned to another committee.

- v) To recommend contracts for the conduct of audits and financial reviews, and report results of such reviews to presbytery.
- w) To issue corporate resolutions of authority as may be necessary for the conduct of presbytery business.
- x) To provide for the maintenance of presbytery office equipment.
- y) To implement personnel policies and procedures, perform staff performance evaluations and recommend personnel actions as appropriate.
- z) To appoint temporary (ad hoc) committees and task forces to complete specific tasks within a specified period of time, at the conclusion of which they shall cease to exist. Temporary (ad hoc) committees and task forces shall report to the presbytery at least annually. Council action is required to extend the time limit set at election.

3.022 Permanent Judicial Commission (PJC)

Elections are held in even-numbered years, or to fill vacancies as needed. The permanent judicial commission shall be composed of seven members, according to the terms and organization outlined in D-5.0100 and D-5.0201. The permanent judicial commission shall handle all matters referred to it under the *Rules of Discipline*. The stated clerk staffs the commission, coordinates training for commission members, and refers matters to it as necessary

3.023 Committee on Representation and Nominations (CRN) (formerly known as Nominating Committee)

The *Committee on Representation and Nominations* shall be composed of six members, who shall be nominated by council and elected by presbytery. The committee shall be responsive to the church's commitment to diversity.

The committee publishes current information about opportunities for service, maintains current profiles on persons desiring to serve in a variety of elected positions, and encourages sessions and related entities to recommend individuals for particular service in the church. Every three years the committee will consult with Presbyterian Women regarding a ruling elder nominee for a position on council.

The committee is responsible for presenting one nominee for each position in the following categories: presbytery council, presbytery committees, permanent judicial commission, commissioners to higher governing bodies, and representatives to ecumenical organizations. The committee is also responsible for presenting one nominee for each presbytery council and committee moderator position. In presenting nominees for commissioners to higher governing bodies and representatives to ecumenical organizations, the committee will comply with guidelines established by the presbytery and by the specific governing body or organization.

3.024 Committee on Ministry (COM)

The committee on ministry shall be composed of twelve members, with as nearly as possible an equal number of ministers of the Word and Sacrament and ruling elders, as directed by the presbytery.

The committee on ministry shall perform those duties assigned in the *Book of Order* (G-3.0307), including authority to perform those functions delegated to it by the presbytery. All actions carried out by the committee as a result of delegated authority shall be reported to the presbytery at its next regular meeting. (G-3.0307)

The committee on ministry is authorized to approve and present calls for service for ministers of the Word and Sacrament, to approve the examination of ministers of the Word and Sacrament transferring from other presbyteries, to dissolve the pastoral relationship in cases where the congregation and pastor concur, to grant permission to labor within or outside the bounds of presbytery, and to dismiss ministers of the Word and Sacrament to other presbyteries, with the provision that all such actions be reported to the next stated meeting of presbytery. The committee also may appoint administrative commissions for ordination and installation of ministers of the Word and Sacrament and commissioning and installing of commissioned ruling elders. The committee also reviews and recommends policies affecting calls and contracts for a variety of pastoral and professional services.

3.025 Committee on Preparation for Ministry (CPM)

The committee on preparation for ministry shall be composed of five members, including two minister of the Word and Sacrament and two ruling elders.

The committee on preparation for ministry shall be responsible for all aspects of the care and oversight of inquirers and candidates, including authority to dismiss candidates, enroll inquirers, and certify candidates as ready for examination for ordination, with the provision that all such actions be reported to the next stated meeting of the presbytery (G-2.0605). The committee nominates readers (and alternates) from its own body for the Presbyteries' Cooperative Committee examinations (G-2.0607d). All actions carried out by the committee as a result of delegated authority shall be reported to the presbytery at its next regular meeting. (G-3.0307)

The committee on preparation for ministry also shall administer a commissioned ruling elder educational program. Upon completion of basic courses, the committee shall certify to presbytery persons ready to be commissioned as commissioned ruling elders (G-2.1001 & G-2.1002).

3.026 Budget, Finance and Stewardship Committee (B,F&S)

The budget, finance and stewardship committee shall be composed of five at-large members: The committee will develop and administer the mission and administrative budgets in consultation with appropriate committees and structures of the presbytery and presents budgets for council review and

presbytery approval. The committee recommends budget revisions as necessary and oversees financial operations of the presbytery. The committee also reviews financial statements and selected transactions, advises council and presbytery on financial matters, and recommends policies as needed. The committee is also responsible for developing and implementing a comprehensive strategy for mission support and assisting congregations in developing stewardship goals.

3.027 Outreach Ministries Support and Service Committee (OMMS)

The committee shall be composed of up to eight at-large members, half of which can be those who are not in ordered ministry. The committee's primary focus is to provide faith or leadership developmental activities and promote opportunities and programs for sharing the Good News of Jesus Christ through training and services to churches, youth and pastors. This can include but is not limited to camps, conferences, training, and faith-building experiences. Any mission or ministry opportunities that do not fall under the work of other committees of the Presbytery can be referred to this committee. This committee will also seek additional funding sources; through gifts, grants or other means, to support this work.

3.03 Temporary Committees & Task Forces

3.031 The presbytery moderator may appoint temporary committees, as needed, for the duration of a presbytery meeting. Such committees shall report before adjournment of the meeting at which they are appointed.

3.032 Presbytery, and Council on behalf of Presbytery, may appoint temporary (ad hoc) committees and task forces to complete specific tasks within a specified period of time, at the conclusion of which they shall cease to exist. Temporary (ad hoc) committees and task forces shall report to the presbytery at least annually. Presbytery or Council action is required to extend the time limit set at election.

3.033 Presbytery committees may appoint task forces as needed to complete specific tasks. Unless otherwise provided for in the budget, expenses for temporary committees and task forces are charged to the appointing body.

3.04 Investigating Committees & Committees of Counsel

3.041 The moderator of presbytery appoints investigating committees and committees of counsel in consultation with the stated clerk and in accordance with requirements of the *Rules of Discipline* (D-10.0200); and reports appointments to the next stated meeting of presbytery.

3.05 Conflicts of Interest

3.051 Mindful of potential conflicts of interest, committee and commission members may speak but are to refrain from voting on matters affecting them or the churches or enterprises with which they are connected. Committee and

commission members will not receive remuneration beyond reimbursement of expenses for duties performed in connection with their service for the unit or agency.

3.06 Resignation from Office

- 3.061 Any person who is or becomes unable to perform the duties of office shall submit a resignation to the stated clerk, who shall present the resignation to presbytery at its next stated meeting.
- 3.062 Members of presbytery agencies or units who move outside the bounds of the presbytery will be considered to have resigned from any office held (effective the date of such move) unless the person presents to the stated clerk reasons for remaining in office. Upon receipt of such a statement, the stated clerk will present it to the next meeting of the council for its consideration and recommendation to presbytery.
- 3.063 It is the responsibility of all agencies or units of the presbytery to encourage full participation of their members. A non-functioning member of any agency/unit of the presbytery (except the permanent judicial commission) may be replaced by another member elected by the presbytery (or temporarily appointed by the moderator of presbytery) at the request of the agency. Requests for such replacements shall give details of non-participation, i.e. number of unexcused absences, etc. Before appointing a temporary replacement, the moderator shall consult with the vice moderator and with the presbytery's nominating committee. Appointment of a temporary replacement shall be reported to council and presbytery.

ARTICLE IV • RELATED ENTITIES

4.01 Welsh Memorial Scholarship Committee

The Welsh Memorial scholarship committee is composed of three persons elected by the presbytery: one member from Saratoga, one from Encampment, and one from the presbytery at large. Terms are for three years and members can be reelected to serve a maximum of two consecutive terms. The committee awards scholarships annually to students from Encampment and Saratoga according to the terms of the Welsh Memorial endowment fund. The committee determines the number of scholarships to be awarded and the amount of each scholarship.

4.02 Presbyterian Women in the Presbytery of Wyoming

The primary focus of Presbyterian Women in the Presbytery of Wyoming is to provide support and network for Presbyterian women in congregations and relates to the synod and national organizations. The organization keeps presbytery and its churches informed of the work of Presbyterian Women across the denomination and around the world. PW offers excellent study resources and leadership training opportunities. From time to time, PW may recommend

to the nominating committee individuals qualified for service on presbytery continuing committees, as well as in the larger church.

4.03 Wyoming Interfaith Network (WIN)

The Wyoming Interfaith Network (WIN) fosters ecumenical ministry within the State of Wyoming. One representative is designated by Council to serve on the WIN board for a two year term. The Wyoming Interfaith Network supports a variety of ministries and coordinates chaplain services in state correctional facilities. WIN encourages socially responsible legislation.

ARTICLE V • PRESBYTERY STAFF

5.01 Presbytery employs a general presbyter and other staff deemed necessary in order to fulfill its mission. Policies governing employment and position descriptions are contained in personnel section of the presbytery manual.

ARTICLE VI • SUSPENSION AND REVISION OF MANUAL

6.01 In accordance with the *Form of Government* (G-3.0106) and in order for the Presbytery of Wyoming to have a basis for administrative procedures and understandings by which it functions, this manual of administrative operations is approved for use.

6.02 The administrative manual may be suspended or amended by a two-thirds majority of presbyters present and voting, provided that proposed amendments have been submitted in writing or electronic form at the previous stated meeting or have been distributed in written form or electronic form in connection with the call for the meeting.

6.03 When changes in the *Book of Order* occur that place this manual in contradiction, the *Book of Order* prevails.