

**STANDING RULES  
PRESBYTERY OF WINNEBAGO**

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**STANDING RULES**  
**PRESBYTERY OF WINNEBAGO**

**1. STATEMENT OF MISSION**

1.1 Introduction:

Many difficult issues and challenges face the Presbyterian Church as we begin a new century. Since “equipping the saints” has always been a tenet of Reformed faith, and because contemporary congregations need to be strengthened for ministry and mission, Winnebago Presbytery continues to understand **congregational development** as a primary focus for Presbytery as well as its commitment to collective concerns in mission to a world in need.

**2. GENERAL PROVISIONS**

- 2.1 The Presbytery is incorporated under the laws of the State of Wisconsin as the Presbytery of Winnebago, Presbyterian Church (USA).
- 2.2 The proceedings of Presbytery shall be in accordance with and by virtue of the authority vested in Presbytery by the Constitution of the Presbyterian Church (USA), and nothing in these Rules shall be construed as contrary to the Constitution.

**3. MEMBERSHIP**

- 3.1. Membership shall consist of:
- 3.1.1. all ministers on the roll of Presbytery;
- 3.1.2. elders delegated by the Session of each church according to the numerical provisions of the Book of Order (G-11.0101);
- 3.1.3. any elder elected by the Presbytery to serve as an officer;
- 3.1.4. any elder elected by a Session at the request of Presbytery in order to maintain a balance between ministers and elders within Presbytery;
- 3.1.5. any elder elected to serve as moderator of a committee or a member of Presbytery Council during the term of his or her office;

- 3.1.6. any elder elected to serve as a commissioner to the General Assembly, or the duration of such service.
- 3.1.7. Elders who are Certified Lay Pastors and who have been officially commissioned for particular service within the Presbytery shall have membership in Presbytery with voice and vote for the duration of their commissioned service.
- 3.2. There shall be a reasonable balance of representation of elders and ministers as specified in the Book of Order (G-11.0101).
- 3.3. There may be such Corresponding Members as provided in the Book of Order (G-11.0203).
- 3.4. Elders and laypersons who are elected members of a Presbytery commission, committee or an official representative of Presbytery shall be granted the privilege of voice in the meetings of presbytery during the period of service.

#### 4. MEETINGS

- 4.1. The meetings of the Presbytery shall be in conformity with the most recent edition of *Robert's Rules of Order, Newly Revised*, except in matters contrary to the provisions of the Book of Order.
- 4.2. A quorum for the conduct of business shall consist of any three (3) ministers of the Presbytery and the elder members present, provided that at least three churches are represented by elders (Book of Order G-11.0202).
- 4.3. There shall be four (4) stated meetings held each year. The dates will be determined by Presbytery Council at least one year in advance. Presbytery Council may cancel a stated meeting of Presbytery in the absence of sufficient business, provided that notice of such cancellation is given ten days in advance of the scheduled meeting.
- 4.4. Presbytery may adjourn a stated meeting to a specific time and place.
- 4.5. Special meetings of the Presbytery may be called as provided in the Constitution of the Presbyterian Church (USA). (Book of Order G-11.0201)
- 4.6. It shall be the duty of every member of Presbytery to be present throughout all meetings unless excused by the Presbytery.

## 5. **OFFICERS**

The officers of the Presbytery shall be a Moderator, a Vice-Moderator, a Stated Clerk, a Treasurer, and Trustees. Officers shall be members of the Presbytery at the time of election.

### 5.1. The **Moderator** shall:

- 5.1.1. be the presiding officer of the Presbytery;
- 5.1.2. be a member of Presbytery;
- 5.1.3. appoint temporary or special committees as needed, unless their appointment is otherwise specified by action of the Presbytery;
- 5.1.4. represent the Presbytery at all official functions;
- 5.1.5. perform any additional duties Presbytery may prescribe;
- 5.1.6. serve as moderator of the Presbytery Council;
- 5.1.7. appoint a clerk pro tempore in the absence of the Stated Clerk, if possible in consultation with the Stated Clerk.

### 5.2. The **Vice-Moderator** shall:

- 5.2.1. be a member of the Presbytery (an elder Vice-Moderator may also be elected as a commissioner by a Session);
- 5.2.2. discharge the duties of the Moderator when requested by the Moderator;
- 5.2.3. discharge the duties of the Moderator in the absence of the Moderator;
- 5.2.4. be a member of Presbytery Council;
- 5.2.5. perform any additional duties the Moderator of Presbytery may assign.

### 5.3. The **Stated Clerk** shall:

- 5.3.1. be a minister or elder within the Presbytery (Book of Order G-9.0203);
- 5.3.2. perform those responsibilities mandated in the Book of Order (G-9.0203) and those functions stipulated in the Manual of Administrative Operations of Presbytery.

5.4 The **Treasurer** shall:

- 5.4.1. be a member of Presbytery or a constituent church of Presbytery;
- 5.4.2. perform those responsibilities which are stipulated in the Manual of Administrative Operations of Presbytery.

5.5. The **Board of Trustees** shall:

- 5.5.1. consist of the members of a committee of Presbytery as designated in the Manual of Administrative Operations, all of whom shall be members of Presbytery or of a constituent church of Presbytery, and shall be elected by Presbytery;
- 5.5.2. meet at least annually, as part of a regular meeting, in a special meeting when called by its moderator , at the request of two (2) members, or when ordered by Presbytery, and shall provide for its own organization;
- 5.5.3. be incorporated under the laws of the State of Wisconsin . It shall hold title to all legacies and bequests of all monies and property, real and personal, of every nature that may be given, granted, devised, or bequeathed to said corporation. It shall use, manage, and convey the same under the direction of Presbytery. It shall also have the power and authority to take and hold the title to real estate or personal property, and to manage, sell, dispose of, or convey the same under the supervision and direction of Presbytery (Book of Order G-8.0000);
- 5.5.4. act and serve in accordance with these Standing Rules, the constitution of the Presbyterian Church (U.S.A.), and the laws of the State of Wisconsin;
- 5.5.5. submit to Presbytery for its review a financial statement, including the assets held by the corporation and the liabilities incurred by the corporation on behalf of Presbytery, a report of all matters committed to it and its proceedings, at least annually and at other times upon request of Presbytery.

5.6. **Terms of Office:**

- 5.6.1. nominations for each office of Presbytery to be vacated shall be made by the Nominating Committee and election shall be at the winter stated meeting. All officers shall assume their duties at the conclusion of the spring meeting.
- 5.6.2. the term of office of the Moderator shall be for one year. The Moderator shall be ineligible for immediate succession after having served for a full term of one year;

- 5.6.3. the term of office of Vice-Moderator shall be for one year. The Vice-Moderator shall be ineligible for immediate succession after having served for a full term of one year;
- 5.6.4. the term of office of the Stated Clerk shall be for three (3) years. There may be successive terms.
- 5.6.5. the term of office of the Treasurer shall be three (3) years. There may be successive terms.

## 6. **STAFF**

- 6.1. Presbytery may choose to have an Executive Presbyter (Book of Order G-9.0701).
  - 6.1.1. such a person is to be elected for an indefinite term, subject to an annual performance review and a five year comprehensive review by the Personnel Committee of the Presbytery in accordance with the provisions of the Synod and Presbytery Personnel Policies.
  - 6.1.2. such a person shall fulfill the responsibilities provided for in the Book of Order (G-9.0701) and as stipulated in the Manual of Administrative Operations of Presbytery.
- 6.2. Presbytery may choose to call such other staff as it may desire. Such staff shall be elected for a definite or indefinite term of office and shall be subject to review of Presbytery Council through its Personnel Committee and the policies described in the Manual of Administrative Operations.

## 7. **ORGANIZATION**

### 7.1. **Book of Order Mandated Committees**

#### 7.1.1. **Committee on Ministry**

- 7.1.1.1. Membership: The Committee on Ministry shall have fifteen (15) members elected by the Presbytery to serve terms of three years, in accordance with the Book of Order (G-11.0500). The members of this committee will be elected in three classes. Each committee member may serve a maximum of two (2) consecutive terms.
- 7.1.1.2. Responsibilities: The committee's responsibilities and functions shall be in accordance with the provisions of the Book of Order, and the stipulations of the *Manual of Administrative Operations* of Presbytery.

### 7.1.2. **Committee on Preparation for Ministry**

- 7.1.2.1. Membership: The Committee on Preparation for Ministry of Presbytery shall have six (6) members nominated by the Nominating Committee and elected to serve in terms of three years. There will be three classes of two persons each. Each committee member may serve a maximum of two (2) consecutive terms.
- 7.1.2.2. Responsibilities: The committee's responsibilities and functions shall be in accordance with the Book or Order, G-14.0300, and the stipulations of the *Manual of Administrative Operations* of Presbytery.

### 7.1.3. **Nominating Committee**

- 7.1.3.1. Membership: There shall be six (6) members on this committee, divided one-third ministers, one-third laywomen and one-third laymen. The committee shall consist of three classes, each serving a three-year term. Each committee member may serve a maximum of two (2) consecutive terms. The Presbytery's representative to the Synod's Nominating Committee shall be an ex officio member.
- 7.1.3.2. Nomination of the Nominating Committee: The slate for the Nominating Committee shall be presented by the Presbytery Council for election on the floor of Presbytery at the spring meeting.
- 7.1.3.3. Responsibilities: The responsibilities and functions of this committee are to be consistent with the provisions of the Book of Order (G-9.0800) and as stipulated in the *Manual of Administrative Operations* of Presbytery.

### 7.1.4. **Committee on Representation**

- 7.1.4.1. Membership: Presbytery shall have a Committee on Representation made up of six persons elected for three-year terms serving in classes of two people for a maximum of two (2) consecutive terms and in accordance with the Book of Order (G-9.0105) and its provisions for such membership and function.
- 7.1.4.2. Exemption from these provisions (G-9.0106) is allowable by the action of Presbytery only if Presbytery is unable to secure the participation or representation of the necessary persons, and this fact shall then be recorded in the permanent minutes of Presbytery and communicated to the Synod. Such action shall be reviewed by Presbytery at least once every two years and either reaffirmed or changed to compliance.
- 7.1.4.3. Responsibilities: Its main function shall be to advise Presbytery with respect to its membership and to that of its committees in implementing

the principles of participation and inclusiveness to ensure fair and effective representation in the decision making of the Church.

#### **7.1.5. Permanent Judicial Commission**

7.1.5.1. Membership: There shall be a Permanent Judicial Commission composed of seven (7) members: three ministers, three elders, and the seventh member either a minister or elder. The elder members shall each come from different constituent churches. The members shall be nominated by the Nominating Committee for election by the Presbytery and shall serve a six-year term. The Commission shall function according to the provisions of the Book of Order (D-4.000).

7.1.6. Committee Moderators: Committee moderators shall be nominated by the Nominating Committee and elected by Presbytery at its winter meeting for one-year terms.

7.1.7. Commencement of Terms of Office: All terms of office for members of committees shall begin following their election at spring Presbytery meeting.

#### **7.2. Presbytery Council**

7.2.1. The purpose of the Presbytery Council is to envision, coordinate, facilitate and evaluate the mission of the Presbytery and to administer its ongoing work. In order to do so, it is to be organized with no more than 25 individuals. These individuals shall be:

- Officers
  - Moderator (who shall preside)
  - Vice-Moderator
  - Stated Clerk (who shall serve as recorder)
  - Treasurer
  
- Staff
  - Executive Presbyter
  - Associate Executive Presbyter
  - Associate for Administration
  
- Moderators of Book of Order Mandated Committees\*
  - Committee on Ministry
  - Committee on Preparation for Ministry
  - Committee on Representation
  - Nominating Committee

- Moderators of Committees Formed by Winnebago Presbytery  
[elected and named by Presbytery and as specified in the Manual of Administrative Operations]
- Moderator of Presbyterian Women
- Immediate Past Moderator of Presbytery

[\*The fifth mandated committee is the Permanent Judicial Commission, which relates to the Council through the Stated Clerk.]

7.2.2. Responsibilities: The responsibilities and functions of Council shall be in accordance with the Book of Order (G-11.0103v) and the provisions of the Manual of Administrative Operations of Presbytery.

7.2.3. The Moderator: the Moderator of Presbytery shall be the Moderator of Council. In the absence of the Moderator, the Vice-Moderator of the Presbytery shall serve as temporary moderator. The Moderator shall report the work of the Council to the Presbytery and shall see that the committees and task forces follow through on their responsibilities.

7.2.5. Meetings: Council shall meet at least four (4) times a year, usually three (3) weeks prior to stated meetings of Presbytery.

7.2.6. Quorum: The quorum for Council shall be a majority of the members.

7.3. **Bills and Overtures**: The Presbytery may create a Bills and Overtures Task Force for amendments and recommendations coming from or going to the Synod or General Assembly.

Overtures to the General Assembly from other governing bodies will be reviewed by the Council for referral or recommendation to Presbytery.

7.4. **Special Task Forces**: Special task forces may be appointed or elected by the Presbytery, the Council, and the committees as needed to carry out the work of Presbytery. Funding and time line of operations will be set at the formation of the task force.

## 8. **AMENDMENT AND SUSPENSION OF THE STANDING RULES:**

Amendment of the Standing Rules may be made at any stated meeting by two-thirds vote of Presbytery, provided the amendment is presented in writing, and is read at the previous meeting, and is referred to the Council for a study of its constitutionality and its effect on the remaining Standing Rules. Temporary suspension of particular Standing Rules not specified in the Book of Order of the Presbyterian Church (USA) may be made at any stated meeting by a two-thirds vote for a particular rule at that meeting only.

9. **AMENDMENT OF THE MANUAL OF ADMINISTRATIVE OPERATIONS:** Amendment of the Manual of Administrative Operations of Presbytery may be made at any stated meeting by a majority vote of Presbytery as well as temporary suspension of particular provisions unless prohibited by constitutional provisions in the Book of Order.
  
10. **REVIEW OF THE STANDING RULES:** There shall be a complete review and evaluation of these Standing Rules every five years. This review shall be the responsibility of the Council with a report for the action of Presbytery.

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