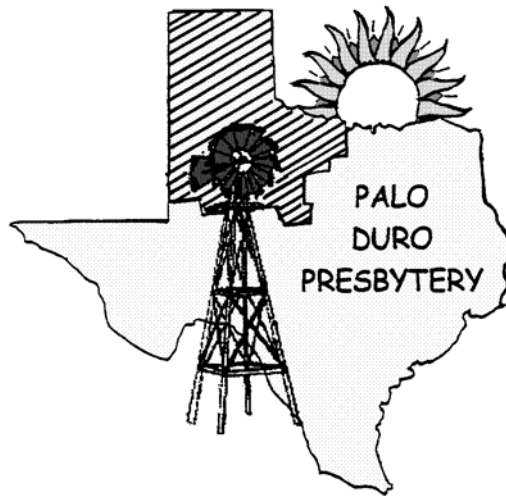


# Standing Rules & Manual of Operations



## Palo Duro Presbytery Lubbock, Texas

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**Standing Rules  
PALO DURO PRESBYTERY**

Approved: February 26, 1999

**Chapter I - Definitions**

- 1.000 This Presbytery is known as Palo Duro Presbytery of the Presbyterian Church (U.S.A.).
- 1.010 The area of Palo Duro Presbytery includes the following Counties of the State of Texas: Archer, Armstrong, Bailey, Baylor, Borden, Briscoe, Brown, Callahan, Carson, Castro, Childress, Clay, Cochran, Coleman, Collingsworth, Comanche, Cottle, Crosby, Dallam, Dawson, Deaf Smith, Dickens, Donley, Eastland, Fisher, Floyd, Foard, Garza, Gray, Hale, Hall, Hansford, Hardeman, Hartley, Haskell, Hemphill, Hockley, Hutchinson, Jack, Jones, Kent, King, Knox, Lamb, Lipscomb, Lubbock, Lynn, Mitchell, Montague, Moore, Motley, Nolan, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Scurry, Shackelford, Sherman, Stephens, Stonewall, Swisher, Taylor, Terry, Throckmorton, Wheeler, Wichita, Wilbarger, Yoakum, Young.
- 1.020 Palo Duro Presbytery operates under the Constitution of the Presbyterian Church (U.S.A.) which consists of the *Book of Confessions* and the *Book of Order*.

**Chapter II - Presbytery in Session (Meetings) (G.-9.0102; 9.0300; 11.0000)**

- 2.010 Officers and Quorum (G.-9.0200, G.-11.0202)  
The officers of the Presbytery shall be the Moderator, Vice-Moderator, Stated Clerk, Assistant Clerk, and Treasurer. All officers shall be nominated only after their consent has been obtained.
- 2.011 A Moderator shall be elected at the last stated meeting each year. The term of office shall be one (1) year, beginning at the opening of the first stated meeting following election. The Moderator may be nominated for a second term of one year.
- 2.012 A Vice-Moderator shall be nominated to the Presbytery by the Moderator upon taking office.
- 2.013 An Assistant Clerk shall be nominated by the Stated Clerk and elected by the Presbytery.
- 2.014 A quorum for a meeting of the Presbytery shall consist of at least three (3) ministers and the elders of at least three (3) congregations.

**Standing Rules of Palo Duro Presbytery**

- 2.020 Meetings (G.-11.0200)
- 2.021 Number of meetings  
Presbytery shall hold three (3) stated meetings per year and adjourned or special meetings according to the provisions of the *Book of Order*.
- 2.022 Date and Time of Meetings  
Stated meetings of Palo Duro Presbytery shall take place at the date and time determined and approved by the presbytery.
- 2.023 Place of Meetings  
The place for stated meetings shall be selected by the Presbytery. Ordinarily, the Presbytery shall meet in each of the four (4) areas in rotation.
- 2.024 Procedure (G.-9.0302)  
The Presbytery shall be governed in its meetings by the *Book of Order*, and the most recent revision of *Robert's Rules of Order*.
- 2.025 Agenda and Schedule of Activity  
Presbytery shall adopt its agenda and schedule of activities at each meeting upon recommendation of the Coordinating Council. The first stated meeting each year shall include a meeting of the Corporation of the Presbyterian Home for Children in Amarillo, the election of Trustees of that Corporation and a report on the program of the Home.
- 2.026 Membership (G.-11.01 01)  
When the Presbytery meets, each resident minister of the Word shall be present. Each Session shall be represented by elders commissioned by the Session, according to membership as follows:
- |             |          |
|-------------|----------|
| up to 250   | 1 elder  |
| 251 - 500   | 2 elders |
| 501 - 1000  | 3 elders |
| 1001 - 1500 | 4 elders |
| 1501 - 2000 | 5 elders |
| 2000 +      | 6 elders |
- 2.027 Expenses of Commissioners (G.-9-0303)  
Each Church is responsible for the expenses of its ministers and Session commissioners for meetings of Presbytery.
- 2.028 Papers for Meetings  
All overtures, recommendations, resolutions, reports, etc. shall be in the Stated Clerk's hands at least two (2) weeks before the date of each stated meeting for distribution to Sessions and ministers ten (10) days prior to the meeting. Because of the nature of their work, the Committee on Ministry and the Committee on Preparation for Ministry are specifically exempted from this rule. By a two-thirds (2/3) vote at any stated meeting,

## **Standing Rules of Palo Duro Presbytery**

Presbytery may receive an overture, recommendation, resolution or report which has not met this time requirement.

### **2.029 Committees (G.-9.0500)**

Palo Duro Presbytery will do its work through a committee structure. Committees will consist of: Committee on Ministry, Committee on Preparation for Ministry, Committee on Representation, Coordinating Council, Nominating Committee and any other necessary committees determined by the Presbytery and the Coordinating Council. Ad hoc interim committees may also be appointed by the Presbytery from time to time for specific purposes. Size and responsibilities of each of these committees will be included in an operations manual.

### **2.030 Other Commissions and Committees (G.-9.0500)**

The Presbytery shall name Administrative Commissions or Judicial Commissions as may be necessary and advisable to act for Presbytery in the organization of churches, the ordination and installation of ministers, and adjudication of disputes within particular congregations, and any other situations which may arise and may be constitutionally delegated to a commission. The Presbytery shall be responsible for setting the size of each commission, mandating the scope of its powers, and electing the persons to serve.

## **Chapter III – Staff**

### **3.000 Presbytery's Staff (G-9.0700)**

3.010 There shall be an Executive Presbyter, called by Presbytery, in consultation with appropriate governing bodies in accordance with the provisions set forth in the Constitution. The Executive Presbyter shall be responsible to Presbytery through the Coordinating Council for oversight of Presbytery's office and staff operations. The position is for an indefinite term.

3.011 There may be other professional staff as determined by Presbytery, in consultation with appropriate governing bodies. All other staff shall be under the supervision of the Executive Presbyter and responsible to Presbytery through the Coordinating Council.

3.012 The Presbytery shall elect a Stated Clerk and Treasurer of Presbytery (See Appendix B, C for guidelines).

3.013 The Executive Presbyter position and other staff positions shall be reviewed yearly with a complete evaluation and review by the Coordinating Council every five years. The results of the review shall be reported to Presbytery.

## **Chapter IV - Presbytery's Office**

4.010 The Presbytery shall have one (1) central office location. It should deploy its program opportunities, resources and meetings across the geography of the Presbytery.

## **Standing Rules of Palo Duro Presbytery**

- 4.011 Taking into account the factors of geographical centrality and accessibility of public transportation, especially air travel, the Presbytery office shall be located in Lubbock, Texas.
- 4.012 **Manuals of Operations**  
An operations manual shall be written and submitted to Presbytery by each of the following: Palo Duro Presbytery, Coordinating Council, Committee on Ministry, Nominating Committee, and Committee on Representation. Upon approval, the manuals shall guide the operations of these Presbytery units. (G.-9.0405)

### **Chapter V - The Corporation of Palo Duro Presbytery**

- 5.010 The Presbytery shall cause a non-profit corporation to be formed according to the laws of the State of Texas.
- 5.011 The Presbytery shall elect three (3) Trustees of the Corporation who shall serve for three (3) years and may be re-elected. They shall take office upon election.
- 5.012 The Stated Clerk shall serve as Secretary of the Corporation.
- 5.013 The Trustees shall receive, hold, encumber and transfer property and facilitate the civil affairs of the Presbytery as the Presbytery may from time to time direct, and are hereby vested with such authority as may be necessary to execute on behalf of the Corporation deeds, contracts, leases and all other types of legal documents. The Trustees shall function as an ongoing task group of the Coordinating Council and shall report their actions through the Coordinating Council.

### **Chapter VI - Suspension and Amendment**

- 6.010 Any Standing Rule of Presbytery, except that providing for the amendment of the Standing Rules, may be suspended for a particular meeting upon the consent of two-thirds (2/3) of those present, provided the rule be specifically cited.
- 6.020 Any proposed amendment to the Standing Rules must be presented in writing to the Coordinating Council before being considered by Presbytery. The Coordinating Council shall include the proposed amendment in its report to Presbytery with a recommendation. The amendment must be approved at two (2) successive stated meetings of Presbytery before becoming effective.

**Manual of Operations**  
**PALO DURO PRESBYTERY**  
**Approved : October 21, 2000 (amended 022506)**

**Chapter I - Statement of Purpose (G.-4.0400)<sup>1</sup>**

- I.1.0 Affirming that Christ has established the Church as a unified body with diverse parts, Palo Duro Presbytery has as a primary purpose the unification and coordination of the rich diversity of interests and abilities in its congregations and communicants. (G-4.0401) Believing that the work of the Church is primarily accomplished in the work of the congregations, it is a high priority of Palo Duro Presbytery to strengthen its congregations for their life and work. The Presbytery shall assist congregations as they plan for their work by offering them resources of persons, materials and funds; and by supporting them through a pastoral concern and action in the unique opportunities and problems which confront them. (G-9.0400)
- Many areas of the life and work of the church require the combined efforts of more than one congregation. The Presbytery shall bring together congregations for a wider Christian fellowship and to discover those areas of service which require the congregations to work together for their accomplishment. (G-3.0000)
- I.2.0 Vital and healthy ministers of the Word are necessary for an effective and dynamic congregational and Presbytery life. An important task of Palo Duro Presbytery is to assist congregations in seeking out and maintaining ministers who can lead the Church effectively; and to establish a relationship between Presbytery and individual ministers which will bring an awareness of pastoral concern and support, and creative guidance to aid the minister in his/her life and tasks. The Presbytery's care for ministers should foster a bond of unity and a sense of corporate endeavor within the Church of Jesus Christ. (G-6.0200; G-14.0103; G-11.0500)
- I.3.0 We affirm that the reason for the call and creation of the Church is to give witness and service in the name of Jesus Christ to the purposes of God among all persons. We hold with equal fervor the command of our Lord to his disciples to minister to and serve the hungry, thirsty, stranger, naked, sick, and prisoner, (Matthew 25: 35 ff); and his command to go "...to all peoples everywhere and make them disciples..." (Matthew 28:1-9). Palo Duro Presbytery recognizes that God has given to us persons of differing interests and abilities in carrying out the mission of the Church. We commit ourselves to a strategy of mission which is inclusive rather than exclusive, seeking to support and encourage the diversity of sensitivity and conviction which God has made a part of this body of believers. A high priority for the work of Palo Duro Presbytery, for the commitment of the resources of persons and funds, is to engage in a continuing discovery of the ministry and service into which God's Spirit seeks to lead us. (G-3.0000).
- I.4.0 Palo Duro Presbytery Mission Statement (approved 2/26/2000)
- In faithfulness to the Reformed tradition, Palo Duro Presbytery is called by God prayerfully to develop vital congregations, to unite people, to serve the needy, to witness to God's love, and to teach and learn that Jesus Christ is Lord and Savior to all.
- In response to this call, we seek:*

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<sup>1</sup> "G" refers to the "Form of Government" contained in the *Book of Order* of the Presbyterian Church (U.S.A.). See these references for additional information or requirements.

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To create and model a climate of trust in which all of its churches can feel empowered by the Holy Spirit to do their unique ministry, developing mutual respect and acknowledging differences.

To create a network of connected people and congregations for the purpose of a unified witness to Jesus Christ as revealed in the Scriptures.

To use our resources to develop vital congregations and adequate pastoral leadership to serve them; and to encourage our congregations to share their financial and human resources.

To encourage every congregation to continually assess the changes and challenges of the demographics of its locale and to respond with creative vision.

To be an agent of mission in our geographical region.

To affirm the historic importance of education in the Reformed tradition.

### **Chapter II - Presbytery in Session (G-9.0102; 9.0300; 11.0000)**

II.1.0 Meetings of Presbytery give a unique opportunity for sharing hopes and concerns for the evaluation of the effectiveness of the work of congregations, ministers and Presbytery as a whole; and for projecting together the directions in which the work should go in the future. Presbytery encourages its Sessions and communicants to communicate with Presbytery through overtures or resolutions on matters concerning the work and welfare of the Church. (G-11.0103b,c,f)

The Presbytery shall take care that its meetings contain a variety of activities of worship, fellowship, discussion and giving information, which will stimulate a sharing of views, faith, and experience out of which creative decisions can be made. (G-9.0301)

The work of Presbytery should not remain static, but should be reviewed periodically to determine whether proper emphases are being maintained. It shall be the responsibility of Presbytery to act together to conduct such a review and to determine anew the emphases for the future. (G-9.04024)

The effectiveness of Presbytery depends on the involvement and sharing of responsibility of both laity and clergy in mutual esteem and trust. It is the responsibility of Presbytery, in partnership with its Sessions, to help train elders for effective representation in Presbytery meetings and for work in the Presbytery structures, which implement its decisions and programs. (G.-10.0102o.; 11.0103f)

#### II.2.0 Election of Moderator

- a. Any Session or any area of the Presbytery may submit the name of a nominee to the Stated Clerk of Presbytery between January 1 and July 31.
- b. If the Stated Clerk has received no such nominations by July 31, the Presbytery Nominating Committee shall be informed, and shall move to nominate one or more persons for the office of Moderator.
- c. The names of all persons nominated for the office under either procedure above, shall be circulated to the Presbytery in the mailing which precedes the last stated meeting of the year.
- d. Nominations may be made from the floor at the appropriate time in the last stated meeting of the year.

## Manual of Operations

- e. No person shall be nominated for the office of Moderator by any of the above procedures, unless prior consent has been secured from the person to be nominated, and the person has indicated willingness to serve if elected.
- f. In the event of multiple nominations, a majority of those present and voting is required for election.

### **Chapter III - Presbytery's Organization and Structure (G-9.0400)**

#### **III.1.0 Coordinating Council (G-11.0103v)**

##### **III.1.1 Membership & Election**

The Coordinating Council shall be composed of nineteen (19) persons. These 19 shall be the Presbytery Moderator, Vice Moderator, Presbyterian Women Moderator, the Executive Presbyter, the Stated Clerk and the moderators of Committee on Ministry, Committee on Preparation for Ministry, Nominating Committee, Education Committee, Evangelism Committee, Administration Committee, Mission & Congregational Development Committee, Social Witness Committee, Communications and Technology Committee, and the Worship Committee. In addition there shall be one at-large member from each of the four geographical areas. Each at-large member shall serve for a three (3) year term, and may serve for no more than three successive years. All 19 shall have voice and vote.

##### **III.1.2 Officers and Quorum**

The Moderator and the Vice-Moderator of the Council shall be elected annually by the Presbytery at the last regular meeting of the year, shall take office upon election, and may not serve more than three (3) successive years in the respected offices. A quorum of 10 persons shall be necessary to conduct business. The Associate Executive/Stated Clerk shall serve as Clerk of the Coordinating Council.

##### **III.1.3 Functions: It shall be the responsibility of the Coordinating Council to:**

- a. Coordinate and administer the total program, ministry and financial resources of the Presbytery; and to secure annually an independent audit of receipts and expenditures.
- b. Be responsible for and supervise Presbytery's staff.
  - 1) Recommend to Presbytery the call of professional staff.
  - 2) Employ other persons (secretary(s), bookkeeper(s), etc.) as necessary.
- c. Maintain and oversee all properties owned by Presbytery, and include all such assets in the annual report.
- d. Oversee committees charged with fulfilling the goals and objectives as established by Presbytery and coordinate and supervise the work of these committees.
- e. Recommend to Presbytery a budget for the work of the Church through the Synod, General Assembly and the Presbytery.
- f. Challenge the congregations of the Presbytery to greater involvement in the mission program of the whole Church.
- g. Recommend to the Presbytery participation in, funding of and representation to ecumenical agencies and organizations. (G-11.0103u)
- h. Dismiss ministers, establish ordination and/or installation commissions, to give permission for clergy to labor inside or outside of the bounds of Palo Duro

Presbytery, to appoint moderators of vacant churches, to find in order calls issued by churches, to approve and present calls for services to ministers, to approve the examination of ministers transferring from other presbyteries required by G-11.0402, and to approve temporary pastoral relationships between meetings of presbytery when it is not timely for the Committee on Ministry to act and only when specifically requested to do so by the moderator of the Committee on Ministry or the Committee on Ministry moderator's delegate, with the provision that all such actions be reported at the next stated meeting of the presbytery.

III.1.4 Operations: Coordinating Council shall:

- a. Organize its own internal operation to accomplish its functions, subject to the Standing Rules and the Manual of Operations adopted by Presbytery.
- b. Meet prior to each stated meeting of Presbytery and upon the call of the Moderator of the Council if necessary.
- c. Recommend a docket for presbytery meetings.
- d. Oversee the work of its committees.
- e. Publish and distribute the actions and minutes of the Coordinating Council to its members, to ministers and to Session commissioners in Presbytery packet mailings.
- f. Maintain awareness of emerging values and guiding principles and assist the Presbytery in formulating consensus on its mission directions.
- g. Lead the Presbytery in setting goals and priorities and conducting formal and informal data gathering directed toward short-range, mid-range, and long-range planning.
- h. Formulate specific but tentative mission directions and program proposals for affirmation by congregations, the Presbytery, and its committees.
- i. Submit all of its actions for the review and approval of Presbytery at each stated meeting.

III.1.5 Coordinating Council Committees:

- a. Committees may co-opt persons to assist them with their work and form sub-committees as needed.
- b. At the first meeting of the year, each committee shall plan its activities and work for the year and be prepared to report their plans to the Coordinating Council at its first meeting of the year.
- c. Committees

**1. Education Committee**

a. Membership, Election, Officers and Quorum

The Presbytery shall elect eight (8) persons (four (4) ministers and four (4) elders) to serve on the Education Committee. Ordinarily two persons should be elected from each of the four geographical areas of the presbytery. The members shall serve for three (3) year terms and are eligible for no more than six (6) successive years. A quorum of one-half of the membership of the committee plus one shall be necessary to conduct business. The Moderator of the Education Committee shall be elected annually by the Presbytery from among the eight (8) members and may serve no more than two (2) consecutive years as Moderator. A Vice-Moderator shall be elected annually by the Committee.

b. The moderator of the Educator Network shall also be a member of the Education Committee with voice and vote, thus raising the total number of persons on the committee to nine.

c. Functions

This committee shall be responsible for:

1. Oversight, planning, implementation and evaluation of events and programs to strengthen congregational life through the church's educational ministry.
2. Oversight of the presbytery camping program.
3. Development of church officer training programs.
4. Oversight of presbytery youth activities and programs.
5. Oversight of the presbytery resource centers and their operations.
6. All other matters pertaining to Christian education.

**2. Evangelism Committee**

a. Membership, Election, Officers and Quorum

The Presbytery shall elect eight (8) persons (four (4) ministers and four (4) elders) to serve on the Evangelism Committee. Ordinarily two persons should be elected from each of the four geographical areas of the presbytery. The members shall serve for three (3) year terms and are eligible for no more than six (6) successive years. A quorum of one-half of the membership of the committee plus one shall be necessary to conduct business. The Moderator of the Evangelism Committee shall be elected annually by the Presbytery from among the eight (8) members and may serve no more than two (2) consecutive years as Moderator. A Vice-Moderator shall be elected annually by the Committee.

b. The moderator of Cursillo Council shall also be a member of the Evangelism Committee with voice and vote, thus raising the total number of persons on the committee to nine.

c.. Functions

This committee shall be responsible for:

1. Oversight, planning, implementation and evaluation of events and programs which express the church's commitment to proclaim the Gospel and to make disciples.
2. Oversight of church development and redevelopment programs as deemed appropriate by the presbytery.
3. All other matters pertaining to evangelism.

**3. Administration Committee**

a. Membership, Election, Officers and Quorum

The Presbytery shall elect eight (8) persons (four (4) ministers and four (4) elders) to serve on the Administration Committee. Ordinarily two persons should be elected from each of the four geographical areas of the presbytery. The members shall serve for three (3) year terms and are eligible for no more than six (6) successive years. A quorum of one-half of the membership of the committee plus one shall be necessary to conduct business. The Moderator of the Administration Committee shall be elected annually by the Presbytery from among the eight (8) members and may serve no more than

two (2) consecutive years as Moderator. A Vice-Moderator shall be elected annually by the Committee.

b. Functions

This committee shall be responsible for:

1. Oversight of office facilities and operations.
2. Oversight of staff (professional and support), the maintenance of job descriptions of all staff positions, performance reviews, and all matters related to personnel.
3. Oversight of the financial operations of the presbytery and all matters relating to finance.
4. Recommending an annual budget to the presbytery.

**4. Mission and Congregational Development Committee**

a. Membership, Election, Officers and Quorum

The Presbytery shall elect eight (8) persons (four (4) ministers and four (4) elders) to serve on the Mission and Congregational Development Committee. Ordinarily two persons should be elected from each of the four geographical areas of the presbytery. The members shall serve for three (3) year terms and are eligible for no more than six (6) successive years. A quorum of one-half of the membership of the committee plus one shall be necessary to conduct business. The Moderator of the Mission & Congregational Development Committee shall be elected annually by the Presbytery from among the eight (8) members and may serve no more than two (2) consecutive years as Moderator. A Vice-Moderator shall be elected annually by the Committee.

b. Functions

This committee shall be responsible for:

1. Oversight, development, and implementation of strategies, programs, and events to inform, interpret, and enlist participation and support of our common mission (global, ecumenical, and local) by the churches of Palo Duro Presbytery.
2. Overseeing a mission itineration program within the Presbytery on a yearly basis, if possible.
3. Recommending appropriate levels of funding for mission projects submitted by the congregations of Palo Duro Presbytery.
4. Oversight of ministry support grants to the smaller membership congregations of Palo Duro Presbytery.
5. Coordinating all matters relating to ministry with small membership churches.

**5. Worship Committee**

a. Membership, Election, Officers and Quorum

The Presbytery shall elect eight (8) persons (four (4) ministers and four (4) elders) to serve on the Worship Committee. Ordinarily two persons should be elected from each of the four geographical areas of the presbytery. The members shall serve for three (3) year terms and are eligible for no more than six (6) successive years. A quorum of one-half of the membership of the committee plus one shall be necessary to conduct business. The

Moderator of the Worship Committee shall be elected annually by the Presbytery from among the eight (8) members and may serve no more than two (2) consecutive years as Moderator. A Vice-Moderator shall be elected annually by the Committee.

b. Functions

This committee shall be responsible for:

1. Oversight, planning, implementation and evaluation of worship services in the presbytery meetings as well as other worship experiences within the bounds of the presbytery.
2. Being a resource to congregational worship committees upon request with worship and music materials.

**6. Communications and Technology Committee**

a. Membership, Election, Officers and Quorum

The Presbytery shall elect four (4) persons to serve on the Communications and Technology Committee. The members shall serve for three (3) year terms and are eligible for no more than six (6) successive years. A quorum of one-half of the membership of the committee plus one shall be necessary to conduct business. The Moderator of the Communications and Technology Committee shall be elected annually by the Presbytery from among the four (4) members and may serve no more than two (2) consecutive years as Moderator. A Vice-Moderator shall be elected annually by the Committee.

b. Functions

This committee shall be responsible for:

1. Developing recommendations for effective communication in the vast distances of the geographical area comprising Palo Duro Presbytery.
2. Advising the presbytery on the technology and innovations which can facilitate effective communication within the presbytery.

**7. Social Witness Committee**

a. Membership, Election, Officers and Quorum

The Presbytery shall elect eight (8) persons (four (4) ministers and four (4) elders) to serve on the Social Witness Committee. Ordinarily two persons should be elected from each of the four geographical areas of the presbytery. The members shall serve for three (3) year terms and are eligible for no more than six (6) successive years. A quorum of one-half plus 1 shall be necessary to conduct business. The Moderator of the Social Witness Committee shall be elected annually by the Presbytery from among the eight (8) members and may serve no more than two (2) consecutive years as Moderator. A Vice-Moderator shall be elected annually by the Committee.

b. Functions

The committee shall be responsible for:

1. Oversight, development, and implementation of strategies, programs, and events designed to inform, interpret, and enlist participation in and support of common social justice concerns of Palo Duro Presbytery and the PCUSA by the churches of the presbytery.

**III.2.0 Committee on Ministry (G.-11.0500)**

### III.2.1 Membership and Election

The Presbytery shall elect twenty (20) persons (ten (10) ministers and ten (10) elders) to serve on the Committee on Ministry. The four (4) areas should have equal membership on this committee. The members shall serve for three (3) year terms and are eligible for no more than six (6) successive years. A quorum of one-half of the membership of the committee plus one shall be necessary to conduct business.

The Moderator of the Committee on Ministry shall be elected annually by the Presbytery from among the twenty (20) members and may serve no more than two (2) consecutive years as Moderator. A Vice-Moderator shall be elected annually by the Committee. The Moderator or his/her delegate shall be a voting member of the Coordinating Council.

### III.2.2 Functions

- a. The Committee on Ministry shall carry out all the functions provided for it in the Constitution of the Presbyterian Church (U.S.A.) (G-11.0500; G-14.0705) with particular attention to its assigned role as "pastor and counselor to the ministers of the Presbytery," and other functions assigned by Presbytery.
- b. The Moderator of the Committee on Ministry shall be responsible for reporting the work of the Committee to Presbytery and shall attend or delegate a member to attend meetings of the Coordinating Council, for purposes of coordination/communication.
- c. The Committee on Ministry shall meet at least bimonthly in stated meetings. It shall also meet upon call of its Moderator if necessary.
- d. The Committee on Ministry shall determine its own internal operations and procedures in accordance with its Manual of Operations as adopted by the Presbytery.
- e. All actions of the Committee on Ministry shall be published and distributed to its members.
- f. The Committee on Ministry shall be responsible for accurate and regular reports of its work to the Presbytery and shall submit for record those actions of the Committee requiring either approval or ratification.
- g. Responsibility for liaison with the denominational pension board is lodged with the Committee on Ministry.
- h. In accordance with the provisions of the *Book of Order*, G-14.0602, in cases where a pastor and congregation have concurred, the Committee on Ministry shall have authority to dissolve a pastoral relationship, and shall inform the Stated Clerk of Presbytery of the action, who may then dismiss the pastor to another Presbytery.
- i. In accordance with the provisions of the *Book of Order* G-11.0401b and G-11.0502h, the Committee on Ministry shall have authority to grant permission to labor within or outside the bounds of Presbytery, with the provision that all such actions be reported to the next stated meeting of Presbytery.
- j. In accordance with the provisions of the *Book of Order* G-11.0103 v. The Committee on Ministry shall have the authority to appoint an installation and/or ordination commission, to appoint moderators of vacant churches, to find in order calls issued by churches, to approve and present calls for services to ministers, to

approve the examination of ministers transferring from other presbyteries required by G-11.0402, and to approve temporary pastoral relationships, with the provision that all such actions be reported to the next stated meeting of the presbytery.

**III.3.0 Committee On Preparation For Ministry (G-14.0300; G-9.0902a)**

**III.3.1 Membership and Election**

The Presbytery shall elect eight (8) persons (four (4) ministers and four (4) elders) to serve on the Committee on Preparation for Ministry. The four (4) areas should have equal membership on this committee. The members shall serve for three (3) year terms and are eligible for no more than six (6) successive years. A quorum of one-half of the membership of the committee plus one shall be necessary to conduct business.

The Moderator of the Committee on Preparation for Ministry shall be elected annually by the Presbytery from among eight (8) members and may serve no more than three (3) consecutive terms as Moderator. The Committee shall elect additional officers as deemed necessary. The Moderator or his/her delegate shall be a voting member of the Coordinating Council.

**III.3.2** When requested to do so by the Presbyteries' Cooperative Committee on Examinations for Candidates, the Committee on Preparation for Ministry shall elect readers of examinations for candidates for ordination. (G-11.0103m)

**III.3.3** The Committee on Preparation for Ministry shall be responsible to satisfy itself as to each candidate's readiness in all respects for ordination to the Office of Minister of the Word and Sacrament.

**III.3.4** The Committee on Preparation for Ministry's inquiry shall include but not be limited to the following:

- a. Discussion with the candidate of the results of his/her trials for ordination thus far.
- b. His/her plans for continuing study and growth.
- c. The acceptability of the candidate's view within the confessional standards of the Church.
- d. His/her understanding of the import of the vows required for ordination.
- e. His/her commitment to the Office of Ministry of the Word within the discipline of the Presbyterian Church (U.S.A.).

**III.3.5** When the inquiry has been completed, the Committee on Preparation for Ministry shall report the facts to the Presbytery and present the candidate for trial for ordination. (G-14.0400)

**III.3.6** The committee shall be responsible for:

- a. The organization and coordination of the training program for commissioned lay pastors.
- b. The support, oversight and presentation to presbytery of trained persons for approval for commissioning as Commissioned Lay Pastors.

**III.3.7** The Committee on Preparation for Ministry shall determine its own internal operations and procedures in accordance with *The Book of Order* and its Manual of Operations as adopted by the Presbytery.

**III.4.0 Committee on Representation (G-9.0105)**

**III.4.1 Membership and Election**

The Presbytery shall elect a Committee on Representation consisting of eight (8)

persons, four (4) female persons and four (4) male persons. When nominating persons to COR, Presbytery's Nominating Committee shall endeavor to recommend persons who represent the racial ethnic constituency of the Presbytery. The composition of the Committee shall meet other requirements of G-9.0105. Members shall be elected for three (3) year terms and are eligible for re-election. Each area of the Presbytery should be represented on the Committee.

III.4.2 A quorum of one-half of the membership of the committee plus one shall be necessary to conduct business.

III.4.3 Functions

The Committee on Representation shall fulfill the functions of G-9.0105, assisting the Nominating Committee and other units of the Presbytery in implementing principles of participation and inclusiveness and fair representation. (G-11.0302).

### III.5.0 **Nominating Committee**

III.5.1 Membership and Election

The Nominating Committee, consisting of twelve (12) persons, shall be chosen and constituted in the following manner:

- a. Each area of the Presbytery shall elect annually (during the last stated meeting of the calendar year) a representative to serve on the Nominating Committee for a three (3) year term, to achieve a committee of twelve (12) persons comprised of 1/3 laywomen, 1/3 laymen and 1/3 ministers. Members are not eligible for re-election.
- b. The Moderator of the Nominating Committee shall be elected annually by the Presbytery from the membership of the Committee and may serve up to three (3) years. The Moderator or his/her delegate shall be a voting member of the Coordinating Council.
- c. A quorum of one-half of the membership of the committee plus one shall be necessary to conduct business.

III.5.2 Functions

The Nominating Committee shall be a personnel resource for Presbytery and shall be responsible for nominating members and, as appropriate, the Moderator to the following bodies:

- a. Coordinating Council (19 in number; 15 designated, 4 at-large members).
- b. Committee on Ministry (20 in number).
- c. Committee on Representation (8 in number).
- d. Committee on Preparation for Ministry (8 in number)
- e. Bills & Overtures Committee (8 in number; 4 designated, 4 at-large members)
- f. Trustees (3 in number).
- g. General Assembly commissioners and alternates (clergy and lay) and Youth Advisory Delegate.
- h. Synod Delegates and other Synod personnel.
- i. Education Committee (9 in number)
- j. Evangelism Committee (9 in number; 1 designated, 8 at-large members))
- k. Administration Committee (8 in number)
- l. Worship Committee (8 in number)
- m. Mission & Congregational Development Committee (8 in number)
- n. Communications and Technology Committee (4 in number)

- o. Social Witness Committee (8 in number)
  - p. Permanent Judicial Commission
  - q. Other committees or task groups as directed by the Coordinating Council
  - r. Other personnel as directed by the Presbytery.
- III.5.3 The Nominating Committee shall take care to maintain representation from all four (4) areas among the persons it nominates for Presbytery's work and shall observe the requirements of G-9.0801 and other sections of the Form of Government there referenced, to assure implementation of principles of participation, inclusiveness and fair representation (G-9.0104; 11.0103d; 11.0501; 12.0102d)
- III.5.4 The Nominating Committee should devise ways to involve Sessions in identifying capable leaders for the work of Presbytery and maintain an active file of leadership in Presbytery's office.
- III.5.5 Schedule of Nominations
- a. At the last regular meeting of the calendar year - Moderator of Presbytery; at large members of the Coordinating Council; Synod representatives, members of all committees, the Permanent Judicial Commission and Trustees.
  - b. In the year prior to the year in which the General Assembly will be meeting, GA commissioners, including Youth Advisory Delegates, shall be elected at the last regular Palo Duro Presbytery meeting of the year. Nominees shall rotate among the 4 areas of the presbytery, and emphasis will be given to diversity and inclusiveness when selecting/electing GA commissioners in compliance with the Book of Order (G.9-0104a.). Alternate commissioners will not automatically become the commissioner at the next GA meeting. Nominations from the floor of presbytery will be accepted provided the nominee has agreed prior to the meeting, and a biography of the nominee is distributed to the body.
  - c. At any meeting - nominees to any other group as requested by the Presbytery and vacancies caused by resignations.
  - d. All committee members begin their terms on January 1 and conclude their terms on December 31. The only exception to this is that GA commissioners do not begin their terms on the Bills and Overtures Committee until they have served at General Assembly, and they stay on the Bills and Overtures Committee until the next GA Commissioners serve at the next General Assembly.
- III.6.0 **Bills & Overtures Committee**
- III.6.1 Membership and Election
- The presbytery shall elect eight (8) persons (four (4) ministers and four (4) elders) to serve on the Bills & Overtures Committee. The most recent General Assembly commissioners and the alternate commissioners shall serve on this committee. In addition there shall be four (4) others, preferably from the geographical areas not represented by the commissioners or alternates. The members shall serve for a one (1) year term. A quorum of one-half of the membership of the committee plus one shall be necessary to conduct business. The moderator shall be appointed upon recommendation of the Presbytery's Nominating Committee. All eight shall have voice and vote.

## Manual of Operations

### III.6.2 Functions:

- a. The Committee shall review and present recommendations to the presbytery concerning action on bills and overtures made by the General Assembly, sessions, and/or individuals within the bounds of Palo Duro Presbytery.
- b. The Committee shall consult with and assist individuals and sessions in preparing proper overtures for submission to the Committee.

### III.7.0 **Presbytery's Staff** (G-9.0700)

III.7.1 There shall be an Executive Presbyter as per the "Standing Rules of Palo Duro Presbytery."

III.7.2 There shall also be an Associate Executive Presbyter/ Stated Clerk/ Treasurer called in consultation with appropriate governing bodies in accordance with the constitutional provisions set forth in the Constitution. This position is for an indefinite term.

III.7.3 The Presbytery staff should have especially the following competencies:

- a. Leadership development especially in creating an open style of decision-making, as used in the planning process for the Presbytery.
- b. Pastoral concern for ministers as well as congregations.
- c. Collegial approach to ministry.
- d. Administrative ability.
- e. Ecclesiastical experience.

## Chapter IV- Area Operations

IV.1.0 The presbytery shall be divided into four (4) areas as follows:

AREA 1: Amarillo, First, Covenant, St. Luke, Westminster; Borger, First; Canadian, First; Canyon, First; Clarendon, First; Dalhart, First; Dumas, First; Hereford, First; Pampa, First; Perryton, Trinity; Spearman, Grace;

AREA 2: Brownfield, First; Lamesa, First; Levelland, First; Littlefield, First; Lubbock, First, Covenant, Grace, Westminster; Plainview, First, Post, First, Snyder, First; Tulia, First

AREA 3: Bowie, First; Childress, First; Graham, First; Iowa Park, First; Jacksboro, First; Nocona, First; Quanah, First; Seymour, First; Vernon, First; Wichita Falls, First, Christ United, Fain, Trinity.

AREA 4: Abilene, First Central, Westminster; Albany, Matthews Memorial; Baird, First; Breckenridge, First; Brownwood, Union; Cisco, First; Coleman, United; Colorado City, First; Cross Plains, First; Eastland, First; Haskell, First; Santa Anna, First; Stamford, Central; Sweetwater, First; Throckmorton, First.

### IV.2.0 Area Coordinator

- a. Each area of the Presbytery shall have an Area Coordinator. The Area Coordinator shall be a minister or lay person named by the Coordinating Council from its membership.
- b. Area Coordinators shall be appointed each year at the first meeting of the Coordinating Council.

IV.3.0 The purpose and functions of the four areas of the presbytery shall include but are not limited to the following:

## Manual of Operations

- a. Development of a sense of community and support among the ministers, Churches and the Presbytery through ministerial and congregational interaction and special occasions (for example: installation of ministers, dedication of Churches, and other special occasions in the lives of congregations and ministers.
  - b. Cooperative and concerted planning, strategy development, action and program where it is advisable and feasible.
  - c. Cooperative leadership development and training.
  - d. Continuing education and inspiration of ministers and lay persons (for example: retreats, special studies, etc.)
  - e. Worship opportunities.
  - f. Interpretation of the total program of the Church.
  - g. Examination of Session minutes and records.
  - h. Other purposes determined by the area.
- IV.4.0 Each area shall elect one representative annually to the Presbytery Nominating Committee, alternating between ministers, laywomen and laymen, to serve a three year term and not eligible to succeed themselves. This election shall occur at a meeting of ministers and elder commissioners during the last stated meeting of the calendar year of the Presbytery.

## Chapter V - Suspension and Amendment

- V.1.0 Any provision of the “Manual of Operations of Palo Duro Presbytery” may be suspended by the Presbytery for a particular meeting upon majority vote of those present, provided the rule be specifically cited.
- V.2.0 Any proposed amendment to the “Manual of Operations of Palo Duro Presbytery” must be presented in writing to the Coordinating Council before being considered by Presbytery. The Coordinating Council shall include the proposed amendment in its report to Presbytery with a recommendation. *Changes in the Operations Manual of Palo Duro Presbytery do not require that the changes be read at two successive meetings.*
- V.3.0 If any provisions of the Manual of Operations of a committee conflict with what is contained within this document, this document (Palo Duro Presbytery’s Manual of Operations), shall take precedence.

02/25/06

**A COVENANT BETWEEN PRESBYTERIAN HOME FOR CHILDREN  
IN AMARILLO AND  
PALO DURO PRESBYTERY**

I. The Nature of the Covenant

A. Definition

This covenant is a voluntary agreement between the Presbyterian Home for Children in Amarillo (here called the "Home") and Palo Duro Presbytery (here called the "Presbytery") to make explicit a historic and continuing relatedness between the two bodies. We choose the term "covenant" as a way of indicating that the Home and the Presbytery are related to each other in a unique way and as a way of stating the seriousness of our intentions and hopes. Both the Home and the Presbytery recognize that upon adoption and ratification, this will become the written affirmation of our relationship.

B. Purpose

The purposes of this covenant are:

- To clarify the relationship between the Home and the Presbytery.
- To maintain the relationship through regular review and renewal.
- To provide a means of resolving practical and legal questions in the future about the relationship.
- To affirm mutual trust, concern, and mission.

C. Parties to the Covenant and Their History

The Home began with the gift by Mr. and Mrs. Allen Early, Sr. of what had been the Lowry-Phillips School properties, additional lots, and \$10,000 as an initial endowment to the Central Presbyterian Church of Amarillo (now First Presbyterian Church). That congregation offered the property to Amarillo Presbytery on April 5, 1923. The Amarillo Presbytery of the Presbyterian Church in the United States of America accepted the gift on April 10, 1923, and appointed a Board of Directors to run the school on June 5, 1923. The Home was chartered on November 20, 1924. W.N. Stokes in 1953 wrote:

"... the Amarillo Presbytery appointed the Board of Directors and assumed a benevolent interest in the welfare of the children's home (sic) being operated by said corporation under said trust, and has continued to appoint the directors and advise, direct and visit the home and consulted with its Board of Directors at will and on numerous occasions throughout the period of its existence..."

Thus, the Home and the Presbytery have been related since the inception of the Home. It is also worthy of note that while the charter is styled, "The Presbyterian Home for Children in Amarillo," the use of the name, "The Children's Home" has been common from the beginning.

The original intent of the charter for the Home was for operating a charitable institution "for orphan and otherwise needy children."

Palo Duro Presbytery is a governing body of the Presbyterian Church (U.S.A.). It is the legal successor organization of the Amarillo Presbytery and the later Plains

## Appendix A: Covenant Between Presbyterian Home for Children & Palo Duro Presbytery

Presbytery of the same denomination. It is an ecclesiastical organization covering 72 counties in West Texas.

### The Role and Mission of the Home

The Home offers admittance and provides residential facilities for dependent, neglected, abused and orphaned children between the ages of 5 and 17 from the Panhandle and Plains areas of West Texas. The aim of the Home is to provide for the basic needs of children and to help each child feel secure and know himself or herself to be a person of value in a healthy, home-like atmosphere. While there are explicit entrance requirements, the Home is operated as a non-sectarian facility, providing services as a licensed child-care facility under the Texas Department of Human Services. In addition, the Home is licensed for adoption and foster care. It is evident from this description that the work of the Home has broadened to meet emerging needs of children in today's society.

### The Role and Mission of the Presbytery

The Presbytery states its primary purpose as "the unification and coordination of the rich diversity of interest and abilities in its congregations and communicants."

The Presbytery reviews its work annually and adopts Mission Intentions, work areas and work assignments at the October meeting of the Presbytery. Under the Mission Intentions of "Caring for our 54 communities," the Presbytery has declared its intent to:

"Provide information about and invite Presbyterian support of a variety of special ministries designed to promote justice, alleviate suffering, dignify life and extend the Gospel to all sorts of persons within our bounds - such support to include the time and skills of persons and their financial participation."

It is clear that Palo Duro Presbytery's mission embraces the specific institutional mission of The Children's Home.

## II. Responsibilities

### A. The Parties and Their Relationships to Each Other

On the grounds of history and common mission, the Home and the Presbytery establish this covenant relationship as the basis for fulfilling a common ministry to children in the name of Christ and his Church, and continuing to trust in each other in improvement of this work. In establishing this covenant, the Home acts through the Board of Trustees, and the Presbytery acts through its commissioners. These commissioners at meetings of Presbytery constitute the membership of the nonprofit corporation known as the Presbyterian Home for Children in Amarillo (the Home). Presbytery's delegated committee for management of Presbytery work is the Coordinating Council through whom the Home or Trustees may communicate conveniently with Presbytery.

Both parties agree that the life of each will be enriched and made more dynamic by recognizing that each party has its distinctive role, which can be strengthened through contacts with each other in appropriate ways. The Board of Trustees of the Home and Presbytery recognize the need for mutual counsel, support and

## Appendix A: Covenant Between Presbyterian Home for Children & Palo Duro Presbytery

encouragement in the development and direction of policy. While each group has its unique role, both affirm that they share common ground.

### B. The Common Ground: The Affirmation

This Covenant affirms that:

1. The two parties acknowledge that faith in Christ provides the context for each to move into the future with new hope rooted in Christ.
2. The Home is non-sectarian in service, yet Presbyterian in heritage.

### C. Corporate Integrity of Each Party

Both the Home and the Presbytery are chartered under the laws of the State of Texas. The charter of the Home provides that the corporation has members and these are the commissioners attending the first Stated Meeting of Palo Duro Presbytery in the year. This is the annual meeting of the members of the Corporation. The members of the Corporation may hear reports, ask for information, and elect members of the Board of Trustees as long as the nominees are divided into classes divisible by three. Trustees need not be members of the Corporation.

It is our understanding that if the Home should be dissolved for any reason, it would devolve on the members of the Corporation (the Presbytery) to determine what disposition would be made of the residual assets of the Home, mindful that the original donation was for the care of “orphan and needy children.”

The Board of Trustees of the Home agrees to place in the office of Palo Duro Presbytery a copy of its charter and articles of incorporation, and copies of any Manuals of Procedures and Policies which it develops from time to time. Minutes of the Board of Trustees meetings also will be made available to the Presbytery office upon request.

### D. Operational Relationships

Two sorts of linkage embody the Covenant. As provided in the Charter, the Presbytery, shall, at its first Stated Meeting of the year, docket a corporate meeting of the Home for the purpose of hearing a report of conditions, and the election of Trustees. The Home will have appropriate personnel to present this report since this is an opportunity for the Home to “tell its story” to the Presbytery in ways which will foster the “sense of belonging” envisaged by this covenant. (For other linkage see III A).

### E. Review and Renewal Cycle

There shall be a review of the Covenant every four years to consider modification of the Covenant made appropriate by changes in circumstances in the intervening years. The Board of Trustees and the Coordinating Council will each name two people to participate in the review, together with a Chairperson selected by the Home and Presbytery. The Superintendent of the Home and the Administrator of the Presbytery may be ex-officio members of the Review Team. The Home will

## Appendix A: Covenant Between Presbyterian Home for Children & Palo Duro Presbytery

provide to the Review Team appropriate Trustees' Minutes and copies of any audits of financial records performed in the interim.

The Covenant Review Team shall evaluate the health of the covenant relationship, address emerging issues, and propose to both the Home and the Presbytery amendments to the covenant appropriate to these ends.

### III. Mutual Understanding and Resourcing

#### A. Mutual Concern and Support

Both the Home and the Presbytery shall show mutual concern and support for each other. The Home shall be a resource for the Presbytery regarding residential child care for children with special needs, interpreting as requested the challenges of ministry in this specialized area of social witness and ministry. The Home may also be a means for educating the Presbytery to the changing dynamics and practices in the field of residential child care, maintaining a witness to the need for sensitivity in serving this special population.

The Presbytery will be a resource to the Home by providing specific channels of communication and counsel on specific matters as the Home may request, providing the Home with regular mailings of publications regarding the life and work of the Presbytery, including current editions of the "Presbytery Directory." Through the processes of budget development, the Coordinating Council is the place where the Home may, if its Board chooses, initiate requests for direct financial support.

It is understood that the Home will continue to seek funds from Presbyterians and others who wish to support this ministry.

The Presbytery expresses its concern regarding the policy and practices of the Home regarding the Christian nurture of its residents. It is the Presbytery's view that children admitted to the Home should experience the Christian faith according to the Reformed tradition, i.e., attend member churches of the Palo Duro Presbytery. It is presbytery's understanding that children attend church as a cottage family unit, according to the church preference of the cottage parents.

### IV. Formal Approval

This document establishes and contains all the terms of the Covenant Relationship between the Palo Duro Presbytery and The Presbyterian Home for Children in Amarillo. By formal action, the Board of Trustees, acting for the Home, and the Presbytery, on recommendation of the Coordinating Council, may adopt this Covenant and pledge themselves to carry out its provisions.

The formal ratification of the Covenant shall be done at the first meeting of the Corporation following approval by the above bodies. A brief ceremony of Covenant Making may be conducted to celebrate this new relationship between these two groups.

Revised January, 1986  
Updated August, 1993

**Guidelines for the Stated Clerk  
PALO DURO PRESBYTERY**

**I. Introduction**

- The Book of Order (G-9.0200) identifies a “clerk” as one of the officers of each governing body, and when the body is a presbytery, calls that person a “stated clerk.”
- In G-9.0203, a short list of the duties of “clerks” is given:
  - record the transactions of the governing body;
  - keep its rolls of membership and attendance;
  - preserve its records carefully;
  - and furnish extracts from them when required by another governing body.
- G-9.0406 adds:
  - to make recommendations to that governing body for the permanent safekeeping of the governing body's records.
- G-11.0101b requires the stated clerk annually to bring to the attention of the presbytery, for action, any imbalance favorable to the ministers, in the ratio of elder commissioners to ministers entitled to attend and vote in meetings of the presbytery.
- G-11.0201 authorizes the stated clerk to call special meetings of the presbytery under certain conditions.
- G-11.0305 requires the stated clerk to submit records of the proceedings of the presbytery annually to the synod, for review and control; and to provide other reports the synod may require.
- G-11.0306 requires the stated clerk to submit annually to the General Assembly, lists of ministers and churches and other statistical information as may be required.
- G-11.0407 requires the stated clerk to maintain rolls of ministers as follows:
  - active members
  - members-at-large
  - inactive members
  - those deleted from the other rolls
- G-14.0406 requires the stated clerk to enroll newly ordained ministers as members of the presbytery; and to notify the session of the particular church of which the candidate has been a member, so that the session may remove the person from its rolls.
- G-14.0507 requires the stated clerk to deliver calls to ministers or candidates either to the clerk of another presbytery (of which the candidate or minister is a member); or to the Committee on Ministry of the clerk's own presbytery, as appropriate. In disciplinary cases, D-7.0000 and D-8.0000 provide guidance for the stated clerk in:
  - receiving and reporting accusations
  - receiving and reporting charges
  - receiving and reporting judgmentsThe stated clerk of Palo Duro Presbytery is expected to fulfill the various constitutional requirements set out above.

## **II. Additional Duties**

### **In Relation to the Coordinating Council**

- Propose a docket for stated meetings of presbytery
- Transmit official correspondence to the council as appropriate.
- Transmit reports, recommendations and all other pertinent information from the council to minister and elder commissioners, at least two weeks prior to stated meetings.
- Serve as Secretary for meetings of the Council.

### **In Relation to the Committee On Ministry**

- Deliver to the committee all appropriate communications and papers related to its work.
- Deliver to other stated clerks and other appropriate parties, all papers from the COM regarding calls, ordinations, installations, dismissals.
- Deliver to the presbytery all appropriate reports, actions, recommendations of the COM for presbytery action, prior to the opening session of stated meetings.

### **In Relation to Presbytery meetings**

- Nominate an assistant stated clerk who will record minutes of stated meetings.
- Record or arrange for the recording of minutes of special meetings.
- Deliver to the presbytery all official communications from other governing bodies, for referral or action.
- Transmit to other governing bodies as appropriate, all communications, overtures, actions, recommendations, requests of the presbytery.
- Publish complete minutes of stated and called meetings of the presbytery, for limited distribution as required.
- When mailing notices and materials relating to meetings of the presbytery, clearly identify on the outside of the envelope that the mailing concerns such a meeting and that the materials should be referred to the appropriate persons.
- Serve as Parliamentarian during meetings of the Presbytery.

### **In Relation to the Presbytery**

- Maintain a list of congregations which have (between 1983 and 1991) voted to hold their property under the provisions of the *Book of Church Order*, P.C.U.S., 1982-83, rather than under the provisions of the *Book of Order*, G-8.0501. (see G-8.0701)
- Coordinate the work of all assistant stated clerks, in relation to minutes of presbytery and the review of minutes of session.
- Assist the Bills and Overtures Committee in its work of studying overtures and proposing presbytery action upon them; and report to the appropriate governing body, the action of the presbytery on such overtures.
- Publish and distribute an annual roster which provides statistical and personnel information to inform the work of the presbytery.
- Publish and distribute presbytery Standing Rules, Manuals of Operations, and other documents which guide the presbytery in its work.
- Inform the presbytery when information from congregations indicates that the requirements of G-14.0201 have not been met, regarding the election of “men and women” to the office of

## Appendix B: Guidelines for the Stated Clerk

elder and deacon; and when the church has not applied for a waiver of such provisions, as set out in G-14.0202.

(Adopted 10/19/87 - Amended 1/94)

List of Congregations that have voted to hold their property under the *Book of Church Order*, P.C.U.S., 1982-83, rather than under the provisions of the *Book of Order*, G-8.0501. (see G-8.0701)

- Covenant Presbyterian Church, Amarillo (Jan 25-26, 1985 Comm. page 6 # 1)
- First Presbyterian Church, Colorado City (Oct 19-20, 1990 Comm. Page 215 # 4)
- First Presbyterian Church, Graham (May 11-12, 1984 Council report D-51 # 12)
- First Presbyterian Church, Haskell (Oct 16-17, 1988 Comm. page 6 # 1)
- First Presbyterian Church, Levelland (May 11-12, 1990 Comm. Page 106)
- First Presbyterian Church, Lubbock (In session records- no ref. in presbytery minutes)
- Grace Presbyterian Church, Lubbock (no record found)
- Westminster Presbyterian Church, Lubbock (Oct 15-16, 1989 Comm. p. 277)
- First Presbyterian Church, Sweetwater (Oct. 19-20, 1990 Comm. p. 215 # 3)
- Fain Presbyterian Church, Wichita Falls (no record found)

(October 27, 2003)

**Guidelines for the Treasurer**  
**PALO DURO PRESBYTERY**

I. INTRODUCTION

The *Book of Order* contains no provisions regarding the office of treasurer, beyond those relating to the treasurer of a congregation (G-10.0400). Palo Duro Presbytery has adopted the following guidelines and requirements for its treasurer.

II. FIDELITY BOND

The treasurer, assistant treasurers and all other presbytery personnel who deal with financial matters, shall be covered under a fidelity bond during their tenure, at presbytery expense.

III. ANNUAL INDEPENDENT AUDITS

The treasurer shall arrange for and cooperate in the preparation of an annual independent audit of all receipts and disbursements, and all other assets of the presbytery. The audit shall be accomplished by an independent Certified Public Accountant, at presbytery expense. The audit shall be supplied to the Administration Committee. It shall be available to other presbyters as needed. The Management letter provided in connection with the audit shall be made available to the Administration Committee, which has responsibility for the oversight of presbytery financial matters. The treasurer shall work with the Presbytery's CPA in all matters pertaining to the finances of Palo Duro Presbytery.

IV. INTERNAL CONTROL

All vouchers shall have the signature of the moderator of the work unit to be charged for the expense, authorizing payment and assigning the general ledger account to be charged. The bookkeeper (an employee of the presbytery's CPA) shall verify for accuracy; the treasurer/assistant treasurer shall approve for payment, either before or at the time the check is signed.

The Administration Committee may provide an "internal audit" sub-group which shall:

1. Review bank reconciliations;
2. Review paid vouchers;
3. Prepare a report of the review for the auditor.

V. RECEIPTS FROM CONGREGATIONS

It is the current practice of Palo Duro Presbytery that all receipts from congregations, whether for general mission, General Assembly per capita, special offerings, special gifts or designated contributions, are remitted through the presbytery office.

VI. OTHER RECEIPTS

The presbytery office receives, deposits and accounts for certain fees related to presbytery-sponsored events and activities, such as camps and conferences, retreats, schools for leadership development, etc.

The presbytery office also occasionally receives deposits and accounts for designated contributions from individuals or agencies, such as special gifts or reimbursement for expenses for travel, etc. The items identified above are "outside the budget" and are accounted for as "other income" in reports to the presbytery.

## Appendix C: Guidelines for the Treasurer

Another source of "other income" is the payment (or crediting) of interest income earned on capital funds or operating funds invested with financial institutions at interest.

### VII. AUTHORIZATION FOR DISBURSEMENT

The treasurer and assistant treasurer of the presbytery are authorized to write and sign checks, with only ONE signature required on all checks, of any amount, when any one of the following conditions is met:

- A. The check represents the payment of all or a part of a line item in the budget adopted by the presbytery and currently in force.
- B. The check represents the payment of a properly executed voucher for travel, meals, motel, other approved incidental expenses, for which the presbytery has provided funds in its adopted budget, and for which the payee is eligible for reimbursement, according to current "Palo Duro Presbytery Policy for Expenses, Fees, Gifts," as stated on the reverse side of current vouchers.
- C. The check represents payment of an item specifically authorized by the Coordinating Council or the Committee on Ministry, with the action reflected in appropriate minutes and representing expenditure of funds over which the authorizing body has discretionary control -- e.g., the Committee on Ministry's "Emergency Crisis Fund."
- D. The check represents payment specifically authorized by the presbytery and reflected in its minutes, and represents an expenditure from an identified fund, over which the presbytery has discretionary control, e.g., capital funds, operating balances on hand, special funds.
- E. The check represents payment authorized by a task group of the Council, from budgeted funds over which the task group has some discretionary control, e.g., the New Special Ministries line item in the budget of the Mission Task Group.
- F. The check represents the payment to a "second party" of budgeted funds, e.g., deposit of IRS/FICA funds withheld from employees' salaries.
- G. The check represents a "pass-through" payment of unbudgeted funds received from an individual or an agency and designated to a particular payee.
- H. The check represents a non-budget, non-group authorized payment in the case of an emergency need of a member or the presbytery or a lay member of one of its work units, is to be reimbursed, and is authorized by the appropriate moderator of a presbytery work unit, and the amount is less than \$100.00, e.g., payment to a locksmith to open a car door of a person attending a meeting in the presbytery office, with the reimbursement taken from the travel voucher account immediately.
- I. The check represents and "advance payment" of a budgeted expense, e.g., a travel advance prior to receipt of a travel voucher, for persons on presbytery business; or e.g. a salary advance to an employee of the presbytery, limited to no more than one month's salary, when in the judgment of the treasurer/assistant treasurer and with the concurrence of the moderator of the Administration Committee, such advance payment is needed and justified.

### VIII. REPORTING BY THE TREASURER

- A. The treasurer shall report to each stated meeting of the presbytery all receipts and disbursements, to date; and shall provide an annual report of receipts and disbursements in the first stated meeting of the presbytery each year.

## **Appendix C: Guidelines for the Treasurer**

- B. The treasurer shall report to the Administration Committee and to the Coordinating Council as requested, and shall regularly furnish a quarterly report of income. Reports of disbursements shall be made as requested, to the groups named above, and to any other work unit of the presbytery for which funds are budgeted.

### **IX. OVERSIGHT**

The treasurer is accountable to the presbytery through the Administration Committee, and the Coordinating Council, for the performance of duties as treasurer. As a member of the staff, the treasurer is also accountable to the Executive Presbyter and the Administration Committee, in matters of the administrative budget and in relation to other members of the staff.

(Adopted 10/19/87 - Amended 1/94)  
updated 12/00

## Guidelines for Worship at Meetings of Presbytery

Palo Duro Presbytery

Approved 10/24/98

Updated 12/00

"Governing bodies shall worship regularly and shall order that worship in accordance with the principles of this directory. Each governing body should establish a group charged with responsibility for and oversight of its worship. It may also adopt guidelines for the planning and conduct of worship at its meetings." (Book of Order W-3.6101)

### I. Introduction

"Worship is at the heart of the church's life and mission. In worship we return to the wellsprings of the faith and are engaged in communion with God who calls us. We discover new relationships of love and peace with each other and are sent to enter in the world in the name of Christ." (Supplemental Liturgical Resource 1: Service for the Lord's Day, 1984: 1)

Worship should always offer opportunities for disciples to renew the commitment of their lives to Jesus Christ and his mission in the world. As the Holy Spirit has graced each member with particular gifts for strengthening the body of Christ for mission, so worship should provide opportunities to recognize these gifts and offer them to serve Christ in the church and in the world. (W-2.5002)

We worship God the Father, God the Son, and God the Holy Spirit, because God has created us for worship, and it is at the heart of our reason for being. Reformed worship is characteristically "according to God's Word." This means our worship shall be faithful to God's Word revealed in scripture. When we worship, our minds are enlightened by the Spirit, our lives are cleansed by the Christ, and our hearts are warmed by the love of God. Worship is then transformed from mere human work into divine work. It is part of God's saving work among us. It is God's work of building up the church of Jesus Christ. (adapted from Supplemental Liturgical Resource 1 - Service for the Lord's Day,)

### II. Guidelines

1. For each Presbytery meeting the Service for the Lord's Day worship including the Sacrament of Holy Communion shall be planned by the Worship Committee of the Presbytery. In planning the worship service, the group shall include representatives of the host church incorporating the church musician(s), layperson(s), and minister(s). A variety of worship forms and styles appropriate to evening, morning, and midday prayer may be used. Eucharistic worship may be celebrated at a variety of places within the context of a Presbytery meeting. Centering our decision making within the context of worship leads us to seek God's will. Worshipful-work helps us listen for God's call and what God would have us be and do.
2. Care should be taken to be inclusive of language in matters of God in worship. The liturgy in general should be scriptural and firmly rooted in the Presbyterian Reformed tradition. The leadership of worship shall be representative of presbytery. Care should be taken to include differing races, genders, and ages.

#### **Appendix D: Guidelines for Worship at Meetings of Presbytery**

3. The primary resources for the order of worship are found in the Book of Order's Directory for Worship and the Book of Common Worship. Other worship planning materials are available at the presbytery resource centers.
4. All music in worship shall serve the purposes of worship and represent the best that God's people have to offer. In worship, music is not to be for mere entertainment or artistic display. "music ... should be a worthy offering to God on behalf of the people." (Book of Order W-2.1004.)
5. The Presbytery Coordinating Council is responsible for inviting and securing a preacher for worship. The Worship Committee is responsible to communicate with the preacher and the host pastor for worship.

**POLICY STATEMENT**  
**Presbytery of Palo Duro**

***MINISTERIAL GUIDELINES FOR LEAVING A CONGREGATION***

**1. WHEN SHOULD I ANNOUNCE MY RESIGNATION?**

Under normal conditions of leaving a congregation, four to six weeks notice is adequate. This will allow sufficient time for tying up loose ends and for saying goodbye.

Giving notice of more than six weeks can make for an inordinately long period for everyone concerned having to hold onto grief feelings prior to the final termination, not unlike a prolonged period between a death and the funeral or memorial service. However, too short a time between the announcement and the departure is unfair to all affected, but especially to the congregation. The time after a pastor has announced her or his intention to move is a period of extremely important pastoral care: that which is extended by the departing pastor to the congregation and its members, and that which is extended to the departing pastor and family by the congregation.

A minister anticipating a move would do well to read the following Alban Institute resources:  
*Running Through the Thistles*, Roy Oswald, copies in Presbytery's Resource Center.  
*Ending Well, Starting Well*, Roy Oswald  
*Saying Goodbye*, Ed White

**2. WHOM SHOULD I TELL, WHEN, AND IN WHAT ORDER?**

a. You should promptly notify the Stated Clerk or Executive Presbyter of presbytery and/or the Moderator of the Committee on Ministry of your intention to resign.

b. You should share the news with your Session before sharing it with others in the church or community. Ask them to call a Congregational Meeting to concur with your resignation.

c. You should announce your resignation officially and personally at a public worship service. Be positive and open in your announcement.

d. The *Book of Order* requires that you notify the Committee on Ministry and/or the Office of Presbytery in writing of your resignation and the congregational action concurring with your request (G-14.0602).

e. If possible, you should arrange for an Exit Interview with the area Committee on Ministry representatives.

f. It is your responsibility to see that your congregation understands that you will no longer be their pastor. You need to make it very clear to them that you are no longer available to preach or perform any pastoral tasks for them. See: "Standards of Ethical Conduct" (1998) 210th- GA.

g. You need to be supportive of the Presbytery's pastor search process and encourage the congregation to work closely with the Presbytery during their search for a new pastor. The Committee on Ministry will appoint one of its members to be a liaison to the church prior to the vacancy, as well as designating another minister as moderator of the Session, once you have left.

## Appendix E: Ministerial Guidelines for Leaving a Congregation

h. It is your responsibility to assure yourself that the provisions of G-14.0507b regarding receiving the call through the hand of your own presbytery have been followed to your satisfaction.

i. You should make sure that the manse property is left in good condition, with all dirt, rubbish, etc., removed.

j. You should put all files and records of the church in order and left intact so that your successor may easily find necessary records and equipment.

k. When you leave a congregation you should affirm the good that has been accomplished. **DO NOT LEAVE ON A NEGATIVE NOTE.**

### 3. **GUIDELINES FOR RELATING TO YOUR FORMER CONGREGATION FROM A DIFFERENT LOCATION**

a. Even though former pastors and their families may continue to have friendships in the congregation, former pastors ordinarily should not perform weddings, conduct funerals, or counsel members of the congregation unless asked to do so by the Session and moderator of Session. (G-14.0606).

b. A former pastor should not participate in any way with the function of the Pastor Nominating Committee.

c. The former pastor should make every effort to be supportive of his/her successor. Encourage persons who might contact you with concerns about your successor to address them to their new pastor or the Session or the Committee on Ministry. Avoid drawing conclusions about your successor or interpreting his/her behavior and words. Encourage openness and opportunities for growth.

d. Should you and your family return for a visit or for vacation, make a friendly phone call to the pastor soon after your arrival.

### 4. **GUIDELINES FOR RETIRING PASTORS**

The Board of Pensions suggests that the process of retiring begin six to nine months before the anticipated date of retirement, and so six months notice to the congregation would be appropriate.

Ministers anticipating retirement should request the booklet, *Information for Members Planning to Retire*, from the Board of Pensions.

Up to five years before retirement, you should send a request for a pension quote to the Board of Pensions as well as a request for Social Security benefits quote to the local Social Security office.

Presbytery must certify retirement to the Board of Pensions, taking such action at one of the stated meetings. Be sure enough time is allowed to assure the application can be acted on in a timely manner. The Board of Pensions suggests requesting a retirement application at least ninety days prior to retirement, but a longer time may be wiser. Also, if you elect one of the joint

## Appendix E: Ministerial Guidelines for Leaving a Congregation

survivor options, the appropriate form must be submitted to the Board at least three months prior to the retirement date.

Six to nine months before the anticipated retirement date, you should contact the local Social Security office to begin the application process for benefits.

### 5. **GUIDELINES FOR PASTORS AND FAMILIES WHO REMAIN IN THE AREA AFTER LEAVING A PASTORATE**

a. A former pastor who chooses to remain in or return to the area in which he/she has served as pastor needs to deal realistically with his/her own needs for fellowship and church life apart from the former congregation.

b. You and your family can be most helpful to your successor and family in being accepted in their new situation. You and your family can also be the most difficult problem your successor and family must face. Be sensitive to them, encourage them, help them any way you can, even if it means physically withdrawing yourselves from the congregation for a period of time.

c. A former pastor should refrain from pastoral functions and not accept any position of leadership in his/her former church, nor attend meetings of the Session, Deacons, or Trustees unless invited by the Session and moderator of Session.

d. A former pastor should not officiate at any sacraments, weddings, funerals, or other functions involving members of his/her former church, or within its properties, unless invited by the Session and moderator of Session. (G-14.0606 ).

e. An invitation to officiate or perform pastoral functions in a former church is an opportunity to demonstrate your support and loyalty to your successor. Offer to assist rather than officiate. Avoid any functions or requests that will isolate or exclude your successor from the people God has called him/her to serve. Spouses and families of former pastors also need to demonstrate their support of the new pastor and family in the manner suggested for former pastors.

f. A former pastor should avoid formal or informal participation in or comment on the work of the Pastor Nominating Committee.

g. Regarding continued worship in the church from which a pastor retires, the Committee on Ministry encourages clergy and families to seek alternate worship sites and opportunities, especially during the first few months after the new pastor and family arrive. This will enable you to return as a longtime friend and will help avoid the inevitable comparisons that can cause so much pain whenever old relationships are severed and new ones are being formed.

These guidelines are intended to serve as a help to pastors and churches as they go through difficult times of adjustment. They are provided as an attempt to avoid having a long and devoted pastoral relationship between a pastor and church become a source of dissension within a congregation and a source of pain for a succeeding pastor and family. The Committee on Ministry is available to counsel pastors, their families, and congregations regarding these guidelines as needed in their particular situations. If you have questions, please contact the Moderator of the Committee on Ministry.

October, 2001

**Background Check Policy  
Palo Duro Presbytery  
Approved: February 25, 2006**

**Rationale:** For the safety of all persons of Palo Duro Presbytery, the presbytery will require background checks on each new and existing member of presbytery as well as those who work in any way with children and youth in presbytery related events.

**Persons New to the Presbytery or Those called to serve within a congregation of PDP:**

1. For every Clergy person beginning work with a particular congregation in Palo Duro Presbytery, a national, state, and county criminal and sexual offender registry list background check will be required as well as a credit check.
2. For every CLP, Parish Associate, Interim, or Supply, beginning work with a particular congregation in Palo Duro Presbytery, a national, state, and county criminal and sexual offender registry list background check will be required.
3. Required background checks must be completed and evaluated before a PNC can present a name to its congregation for consideration to be called to a pastoral position in the presbytery, or before any session can offer any kind of pastoral relationship to an individual (Supply, CLP, Interim, Parish Associate).
4. Evaluation of the required records will be the responsibility of the Executive Presbyter. In the event that a check discloses anything other than a clear record, the Executive Presbyter will consult with representatives of the Committee On Ministry area team and the individual involved before clearing the report or denying approval.

**Existing Members of Presbytery:**

1. For all existing Clergypersons, Supplies, CLPs, Interims, or Parish Associates relating in any way to a specific congregation in Palo Duro Presbytery at the time this policy becomes effective, a national, state, and county background check will be required, including the sexual offender registry list.
2. For ministers serving in validated ministries of Palo Duro Presbytery a national, state and county criminal and sexual offender registry list background check will be required.
3. For ministers in at large positions, a national, state and county criminal and sexual offender registry list background check may be required if they are in leadership positions with congregations, sessions or congregation members.
4. If a clergy person refuses to submit to such checks, PDP may dissolve the pastoral relationship with the congregation, provided that due process is followed in such a decision. Those in other relationships for which the presbytery has oversight and control, such as Parish Associate, Supply, Interim, or CLP, or any other formal relationship to a congregation, may be removed from those relationships if they refuse to submit to such checks, provided that due process is followed in such a decision.
5. Evaluation of the required records will be the responsibility of the Executive Presbyter.

**Presbytery Staff**

## **Appendix F:Criminal Background Check**

1. For all persons working as paid or volunteer staff of Palo Duro Presbytery, a national, state and county criminal and sexual offender registry list background check will be required.

### **Persons Working in Presbytery Related Events:**

1. All persons who work with youth or children in presbytery related events must submit to a national, state, and county criminal and sexual offender registry list background check.
2. No one will be permitted to be a part of the leadership of presbytery organized events involving children or youth who has not been cleared by Palo Duro Presbytery to serve in such capacity.
3. Events covered under this policy shall include, but not be limited to, the Buffalo Gap camping program, annual youth retreat, Cursillo youth programs, Youth Triennium, presbytery youth mission trips, and other occasional youth and children's events.

### **Maintenance of Files:**

1. After the initial evaluation, copies of the reports will be maintained in the presbytery office under lock and key and will be made available only to the person for whom the check was made or to someone who has a signed release from the person whose record is requested. No record will be released to anyone without written permission from the individual whose record is requested.

### **General:**

1. For each Clergy person, Supply, CLP, Interim, Parish Associate, and persons who work with youth or children in presbytery related events for whom such checks are required, the sponsoring organization/governing body will be asked to pay the costs of the check (currently \$9.95 for national, state, and county criminal & sexual offender registry list), with an additional charge of \$ 7.50 for the credit check, if required. Those serving in presbytery related events shall provide a copy of their background check to Palo Duro Presbytery. If such a check needs to be done, individuals should contract with their local congregation (if they are representing their congregation in such an event) or they may contract with the presbytery for such a check at their own expense.
2. Records may be transferred from governing body to governing body as required, but only with signed permission from the individual whose record is requested.
3. Individual congregations may request background checks as approved in their policies for lay persons within their congregation. These records will be evaluated and maintained by the local congregation, according to their own policies, and at the expense of the congregation. Clergy records will be maintained by the presbytery.
4. The presbytery recommends the use of IntelliCorp for the process, and will use that company for background checks it authorizes. However, a congregation has the option of using any company it chooses to meet the requirements indicated in this policy.

### **Disqualifiers:**

## Appendix F: Criminal Background Check

- A. Active indictments alleging the following offenses, or any conviction of the following offenses, will disallow a Clergy person, Supply, CLP, Interim, Parish Associate or adult leader from serving in Palo Duro Presbytery.
1. Murder
  2. Aggravated assault
  3. Sexual abuse
  4. Sexual assault
  5. Aggravated sexual assault (rape)
  6. Crimes against children (e.g. injury to a child; inducing sexual conduct or sexual performance of a child; possession or promotion of child pornography; the sale, distribution or display of harmful material to a minor)
  7. Family violence assault
  8. Cruelty to animals
  9. Arson
  10. Hate crime
  11. Lewd behavior
  12. Possession with intent to distribute illegal drugs within the past 10 years
- B. All other felony and Class A & B misdemeanor convictions, deferred adjudications, charges, criminal investigations or indictments for crimes not listed above will be reviewed by the Executive Presbyter. Review should encompass such issues as circumstances, rehabilitation, time lapse since the offense, ministry of the individual, and any unresolved personal issues that might lead to misconduct.
- C. Instances of sexual harassment will be reviewed by the Executive Presbyter. Review should encompass such issues as circumstances, rehabilitation, time lapse since the offense, ministry of the individual, and any unresolved personal issues that might lead to misconduct. The provisions of the Palo Duro Presbytery Sexual Misconduct Policy will be used in this review.
- D. Appeals of the decision of the Executive Presbyter may be brought to the Stated Clerk, the Committee on Ministry, and the Presbytery.

**Appendix F: Criminal Background Check**