

BY-LAWS and OPERATIONAL GUIDELINES

Presbytery of the Southeast Evangelical Presbyterian Church

PRESBYTERY BY-LAWS

**As approved by the Presbytery of the Southeast on the
6th of October, 2018**

ARTICLE I VISION and MISSION

The vision of the Presbytery of the Southeast is to extend God's Kingdom to the world. The Presbytery's mission is to establish relationships that effectively connect and enhance achievement of the vision within Presbytery and the local churches.

ARTICLE II DEFINITIONS and ORDER OF PRECEDENCE

A. DEFINITIONS

“BOG”	means the latest edition of the Book of Government portion of the EPC Book of Order
“LOCAL CHURCH”	means churches within the Presbytery; ‘church’ and ‘churches’ refer to other churches unless the context provides otherwise
“CONSTITUTION”	means the EPC Constitution, comprised of the Book of Order (including Rules of Assembly, Acts of Assembly, and forms for Discipline), <i>The Westminster Confession of Faith and Catechisms</i> (EPC Modern Language Version), and the EPC document entitled <i>Essentials of Our Faith</i>
“COUNCIL”	means the Presbytery Council of the Presbytery of the Southeast, as defined in these By-Laws
“EPC”	is the abbreviation for the Evangelical Presbyterian Church
“PRESBYTERY”	refers to the Presbytery of the Southeast. The common nouns, ‘presbytery’ and ‘presbyteries’ refer to other presbyteries of the EPC

Gender specific nouns and pronouns, such as chairman, he, she, his, her, etc. include all designated individuals, regardless of gender.

B. ORDER OF PRECEDENCE

1. The order of precedence for Presbytery actions is as follows:
 - a. Applicable laws of the United States and state and local laws
 - b. ***The Constitution of the EPC***
 - c. ***Presbytery’s By-Laws***
 - d. ***Presbytery’s Operational Guidelines***

2. Notwithstanding any provision in these **By-Laws**, all actions and procedures of Presbytery must be in compliance with requirements and limitations in the Constitution, as well as federal and state laws related to Presbytery's tax-exempt status. Any actions taken by Presbytery that are materially contrary to law or the Constitution are void.

ARTICLE III PRESBYTERY MEMBERSHIP

A. REGULAR MEMBERS

1. The Presbytery is composed of all Teaching Elders on its roll as ongoing members, any Ruling Elder officers of the Presbytery, and Ruling Elders elected by each Session as commissioners for a stated or called meeting as per **BOG G.19-2A.4.a**
Source: **BOG 19-2 (June, 2016)**

2. When a disproportionate ratio of Teaching Elders to Ruling Elders occurs in a Presbytery, the Presbytery shall move to correct the ratio by assigning to member churches on a yearly alphabetical rotational basis the right to elect additional Ruling Elder commissioners to the Presbytery.

Associate members of Presbytery are not counted as part of the ratio of Ruling and Teaching Elders. Source: **BOG 19-2.A.4.b (June 21, 2014)**

B. VOTING MEMBERS

The voting members of Presbytery shall be as set forth in the latest edition of the Book of Government.

C. NON-MEMBER ATTENDEES

1. Teaching Elders and Ruling Elders in good standing in other EPC presbyteries, or in any denomination in correspondence with the EPC General Assembly, may be invited to attend Presbytery meetings. They shall be entitled to privilege of the floor for brief remarks, but they may not attend executive sessions or vote on any matters before Presbytery.

2. Visitors may attend Presbytery meetings (other than portions designated as executive sessions or executive meetings), but they are not entitled to privilege of the floor and may not vote on any matter before Presbytery.

3. Unless there is an objection, the Moderator has discretion to extend the privilege of the floor to guests, visitors, observers, Presbytery employees, Ruling Elders who are not members of the Presbytery, and other persons

for brief remarks. However, if a member of Presbytery objects to offering the floor, the matter of privilege shall be resolved by motion and vote of the Presbytery.

ARTICLE IV PRESBYTERY MEETINGS

A. CONDUCT OF MEETINGS

1. ***Roberts Rules of Order*** will be used as a guide conducting Presbytery meetings to ensure an orderly process and to afford all qualified parties a fair, timely, and reasonable opportunity to speak on matters under consideration. However, routine and administrative matters may be acted on by common consent, without motion or vote, unless there is an objection to using this mechanism for the matter.

B. QUORUM

1. A quorum for stated meetings and called meetings consists of at least two Teaching Elders and four Ruling Elders, provided that at least two local churches are represented by members who are present.

C. PRAYER and WORSHIP

Prayer and worship shall be an integral part of Presbytery meetings.

1. All meetings of Presbytery shall be opened and closed with prayer, and all committee reports shall be opened with prayer.
2. There shall be a worship service at each stated Presbytery meeting, and it shall include the Sacrament of the Lord's Supper. Presbytery Council will make arrangements for this worship service.
3. Additional opportunities for prayer and worship may be incorporated into Presbytery meetings.

D. STATED MEETINGS

1. There shall be three stated meetings of Presbytery each calendar year, normally conducted on the first Saturday in February, May, and October, and the Fridays that immediately precede these Saturdays. However, Presbytery Council may alter meeting dates for good cause.
2. The Council shall determine the time and place for stated meetings. Notice of stated meetings normally will be communicated by electronic or other means to Teaching Elders in the Presbytery and to the Clerk of each Session, normally at least 30 days in advance.
3. The Stated Clerk shall prepare the docket, in consultation with the Council.

E. CALLED MEETINGS

1. The Moderator shall convene a called meeting when:
 - a. The Moderator determines that a matter requires Presbytery action before the next stated meeting of Presbytery;
 - b. The General Assembly directs that a called meeting be convened; or
 - c. A written request for a called meeting is submitted by at least two Teaching Elders from at least two congregations and at least four Ruling Elders from at least two congregations.
2. Upon direction from the Moderator, the Stated Clerk shall issue notice of a called meeting by electronic communication or other means at least 10 days before the scheduled date. The notice shall be communicated to all Teaching Elders, Clerks of Session, and all Ruling Elders who were present at the most recent stated meeting. The notice shall include a clear statement for the purpose of the meeting. No business outside the stated purpose shall be transacted at the meeting.

F. ATTENDANCE at PRESBYTERY MEETINGS

Reference - Operational Guidelines: Article IV

ARTICLE V PRESBYTERY OFFICERS and POSITIONS

A. ELIGIBILITY for OFFICER and POSITION

1. At the time of initial election to office, a candidate for an officer (Moderator and Stated Clerk are officers of the Presbytery) or elder serving in a Presbytery position must be either an eligible Teaching Elder or a Ruling Elder who is a member in good standing of a local church of this Presbytery. Upon election, the officer or elder serving in a Presbytery position may remain in office and may be re-elected to the position as long as he remains an eligible Teaching Elder or a Ruling Elder who is a member of a local church of this Presbytery.
2. Upon vote by Presbytery, an officer or elder serving in a Presbytery position may be temporarily relieved of duties pending resolution of criminal proceedings against him by civil authorities or initiation of a disciplinary proceeding against him pursuant to the ***Book of Discipline***.
3. Upon vote by Presbytery, an officer or elder serving in a Presbytery position may be suspended or removed if he has been found guilty of a criminal offense by a court of law or of misconduct in accordance with the ***Book of Discipline***.

B. MODERATOR

1. The Moderator is an officer of the Presbytery for a term of one year and normally is filled by the elder advancing from the position of Moderator-Elect when the position of Moderator is vacated by expiration of the term of the preceding Moderator.
 - a. After a vote by the presbytery and installation, typically during the October meeting of presbytery, the Moderator-Elect shall assume the office as Moderator on January 1st of the year following the year he was elected to the position of Moderator-Elect.
 - b. In the event of a Moderator's death or extended inability to serve during his term, the Past Moderator (or most recently elected Moderator) will immediately succeed the Moderator for the remainder of the current term or serve in the absence of the Moderator.
2. Duties of the Moderator: **Reference - *Operational Guidelines: Article V-B***

C. MODERATOR-ELECT

1. The Moderator-Elect shall typically be elected at the October meeting of Presbytery and shall take that position on the following January 1st. He normally shall serve for one year as Moderator-Elect. The Moderator-Elect will be elected by the Presbytery and be installed prior to assuming the office of Moderator of the Presbytery.
2. If the Council concludes that, for good cause, a Moderator-Elect is unsuited to stand for election to the office of Moderator, it shall make recommendations to Presbytery for appropriate action.
3. Duties of the Moderator-Elect: **Reference - *Operational Guidelines: Article V-C***

D. PAST MODERATOR

1. The Moderator, upon completion of his term normally on January 1, will assume the position of Past Moderator.
2. The Past Moderator will serve in this role normally for a period of one calendar year after serving as Moderator.
3. The Past Moderator (or most recently elected Moderator) will assume the role of Moderator, if the Moderator is absent from a Presbytery meeting, in the event of the Moderator's death or extended inability to serve during the Moderator's term.
If no former Moderator is present, the minister present with the earliest date of ordination shall convene the court until a Moderator is elected.
4. Duties of the Past Moderator: **Reference - *Operational Guidelines: Article V-D***

E. STATED CLERK

1. The Stated Clerk is an officer of the Presbytery and normally shall be elected at an October Presbytery meeting for a 3-year term and may be re-elected for up to two additional 3-year terms.

The term of the Stated Clerk will start the ensuing January 1st unless the candidate is filling an unexpired term or is being re-elected in accordance with this sub-section. If the office becomes vacant prior to expiration of a term, the Council will appoint an acting Stated Clerk until the next stated Presbytery meeting, at which time a new Stated Clerk will be elected to a 3-year term.

2. The Stated Clerk shall receive compensation as approved by Presbytery and shall be reimbursed for reasonable expenses incurred in the proper discharge of his duties.
3. The Stated Clerk position is central to the activities of the Council and Presbytery, and the duties of this office are many and varied.
4. Duties of the Stated Clerk: **Reference - *Operational Guidelines: Article V-E***

F. TREASURER

1. The Treasurer shall be elected at an October meeting of the Presbytery for a 3-year term and may be re-elected for an indefinite number of additional terms. The term of the Treasurer will start the ensuing January 1st unless the candidate is filling an unexpired term or is being re-elected in accordance with this sub-section. If the position becomes vacant, the Council shall appoint an acting Treasurer who will assume the Treasurer's duties until the next stated meeting of the Presbytery, at which time the Presbytery shall elect a Treasurer to complete the 3-year term.
2. The Treasurer shall receive compensation as approved by Presbytery.
3. Duties of the Treasurer: **Reference - *Operational Guidelines: Article V-G***

ARTICLE VI PRESBYTERY COUNCIL

Presbytery accomplishes its mission primarily through the work of the Council and permanent committees.

A. PRESBYTERY COUNCIL

1. The Council conducts executive, administrative, and coordination functions for Presbytery.
2. The Council consists of;
Presbytery Moderator, Moderator-Elect, Past Moderator, Stated Clerk, Treasurer, and chairmen of all permanent committees.
Four members of the Council constitute a quorum (including those who are participating in a Council meeting or vote by phone, teleconference or email).

If a committee chairman cannot participant in a Council meeting, he may designate a proxy from his Permanent Committee. Such proxies shall count toward the formation of a quorum.

3. Council shall conduct meetings as may be necessary or helpful in carrying out its responsibilities. It may conduct these meetings in person, or by telephone or teleconference, or a combination of these means. It may address administrative and non-controversial matters by providing information by mail or by electronic means and receiving votes by email or other electronic means, provided that:
 - a) no Council member objects to this method of voting in the matter; and
 - b) each member is afforded at least four calendar days to respond to the request for such a vote.
4. Duties of the Council: **Reference - *Operational Guidelines: Article VI-A***

ARTICLE VII COMMITTEES OF PRESBYTERY

Presbytery accomplishes its mission primarily through the work of the Council and permanent committees.

A. COMMITTEES and COMMISSIONS DEFINED

1. A committee is appointed by a court to study a matter and make recommendations back to the appointing body, or to carry out decisions already made. The committee shall then make written reports to the court that created it.
2. A commission is appointed to act for the appointing court. The appointing court shall state specifically the powers and duration given to a committee.

The only permanent commission is the Permanent Judicial Commission.

A commission shall make a written report of its actions which shall then be inserted in the minutes of the appointing court and be regarded as the actions of the court itself.

B. TYPES of COMMITTEES

The Council or Presbytery may create committees of the following types:

1. Special Committees, which are formed for a specific task and cease to exist after that task is completed.
 - a. Study a matter assigned by Presbytery in writing and recommend a course of action, and/or execute directions or decisions from the Presbytery; or
 - b. On behalf of the Presbytery, conduct various types of reviews or inspections required by the **BOG** and periodically report activities and findings to the Presbytery.
2. Permanent Committees, which have a continuing existence for the purpose of assisting the Council in conducting essential Presbytery operations.

C. APPOINTMENTS to COMMITTEES

1. For standing and permanent committees, the Council may appoint all members except chairmen, who shall be approved by Presbytery.

For special committees, the Council may appoint members and chairman of the committee, or it may submit nominations for approval by the Presbytery.

Committee members must be eligible Teaching Elders and Ruling Elders who are members in good standing of local churches in this Presbytery with a two-to-one ratio of Ruling Elders to Teaching Elders or as close to this ratio as possible unless otherwise provided in these **By-Laws**.

The Stated Clerk shall serve as an ex officio member without voting rights.

2. It is the responsibility of each permanent committee to fill all allocated slots for Teaching Elder and Ruling Elder members unless there is an extenuating circumstance of which Council needs to be informed. If the committee is unable to fill slots or needs assistance in filling slots, Council has the responsibility to assist by taking reasonable actions.
3. All instructions to committees shall be set forth in writing with adequate detail to ensure mutual understanding of the type and purpose of the committee.
4. Committees have no authority to take action on behalf of the Presbytery, except as expressly authorized in writing.
5. Special Committees shall provide the Stated Clerk a detailed written report of the committee's activities, findings, and recommendations upon completion of the task undertaken by the committee, and during the progress of the committee's work when requested by the Stated Clerk.

D. CHAIRMEN of PERMANENT COMMITTEES

1. Chairman of Permanent Committees shall be elected to the position by members of the Presbytery, normally for terms of 3 calendar years. This 3-year term may be in addition to any time previously served as a member of the committee. The Chairman of each permanent committee is a member of Presbytery Council.

2. In order to maintain consistent leadership for programs, projects, or plans, or for other good reasons, a chairman of a permanent committee may be elected by members of the Presbytery to a second term of up to 3 years as the chairman of the committee.
3. If the chairman's tenure as the chair of a permanent committee is four or more years, one year must elapse after the end of this tenure before he can serve on, or chair, any committee.
4. The Chairman (or his designee) and members of the permanent committees of Presbytery shall have the right to the floor of the Presbytery to speak on matters relevant to the committee's responsibilities, but they cannot vote when not members of the Presbytery.

E. QUORUM

1. A quorum of each Presbytery committee (except the Review of Session Minutes) consists of:
 - the chairman (or his designated committee member as proxy); and
 - four members, with at least two Ruling Elders and at least one Teaching Elder,provided there is representation from at least two local churches.

The Stated Clerk is an ex officio member without voting rights.

2. A quorum of the Permanent Committee to Review Session Minutes consists of
 - the chairman (or his designated committee member by proxy); and
 - one member, including at least one Teaching Elder and one Ruling ElderHowever, the committee can report on minutes at Presbytery meetings without a committee quorum being present.

The Stated Clerk is an ex officio member without voting rights.

F. PERMANENT COMMITTEE – Church Health and Growth

1. This committee encourages local churches to model effective Christian witness through healthy internal relationships and effective ministries, and assists local churches that are experiencing discord or declining attendance.

2. The committee consists of the Chairman and 8 members. The committee shall have at least three Teaching Elders and at least six Ruling Elders.

a. The committee shall be divided into three classes of equal size with at least one Teaching Elder and at least one Ruling Elder in each class.

One class shall be selected at each October meeting of Presbytery for a term of 3 calendar years that begins the following January 1st.

A second term of 3 years may be permitted for any member, after which one year must elapse before the member can be selected to serve on this or any other permanent committee.

3. Committee duties: **Reference - Operational Guidelines: Article VII-A**

G. PERMANENT COMMITTEE – Church Planting and Receiving

1. This committee advances a critical aspect of the Presbytery vision by identifying and prayerfully pursuing opportunities for Presbytery to encourage and assist local churches in planting new churches. This committee is the facilitator for churches seeking to be received into, or to be dissolved or dismissed from this Presbytery.
2. The committee consists of the Chairman and 8 members. The committee shall have at least three Teaching Elders and at least three Ruling Elders.
 - a. The committee shall be divided into three classes of equal size with at least one Teaching Elder and at least one Ruling Elder in each class.

One class shall be selected at each October meeting of Presbytery for a term of 3 calendar years that begins the following January 1st.

A second term of 3 years may be permitted for any member, after which one year must elapse before the member can be selected to serve on this or any other permanent committee.

3. Committee duties: **Reference - Operational Guidelines: Article VII - B**

H. PERMANENT COMMITTEE – Evangelism and Outreach

1. This committee advances the Presbytery vision by coordinating with national and world outreach organizations, disseminating information within the Presbytery on outreach opportunities, and encouraging and assisting local churches in evangelism and community ministry programs.
2. The committee consists of the Chairman and 8 members. The committee shall have at least three Teaching Elders and at least three Ruling Elders.
 - a. The committee shall be divided into three classes of equal size with at least one Teaching Elder and at least two Ruling Elder in each class.

One class shall be selected at each October meeting of Presbytery for a term of 3 calendar years that begins the following January 1st.

A second term of 3 years may be permitted for any member, after which one year must elapse before the member can be selected to serve on this or any other permanent committee.
3. Committee duties: **Reference - Operational Guidelines: Article VII - C**

I. **PERMANENT COMMITTEE – Ministerial Care Committee**

1. This committee advances the Presbytery vision by ensuring that individuals with sound understanding of the **Constitution** are placed in Teaching Elder and related ministry positions (such as Commissioned Pastors, Candidates for ministry, etc.) within Presbytery, and encouraging and sustaining these individuals to maintain and enhance their ministry effectiveness.
2. The committee consists of the Chairman and 11 members. There shall be six Teaching Elders and six Ruling Elders.
 - a. The committee shall be divided into three classes of two Teaching Elders and two Ruling Elders.

One class shall be selected at each October meeting of Presbytery for a term of 3 calendar years that begins the following January 1st.

A second term of 3 years may be permitted for any member, after which one year must elapse before the member can be selected to serve on this or any other permanent committee.
3. Committee duties: **Reference - Operational Guidelines: Article VII - D**

J. PERMANENT COMMITTEE – Review of Session Minutes

1. Pursuant to **BOG** requirements, the Presbytery is responsible for conducting the annual review of minutes of local church Session meetings. This committee conducts these reviews for Presbytery. In consultation with Council, reviews can be conducted on any schedule and in a manner the committee deems appropriate to meet the **BOG** requirement.

2. The committee consists of the Chairman and 5 members. There shall be two Teaching Elders and four Ruling Elders.

a. The committee shall be divided into two classes of equal size, consisting of one Teaching Elder and two Ruling Elders.

One class shall be selected at each October meeting of Presbytery for a term of 2 calendar years that begins the following January 1st.

Upon proper selection or election, additional terms for the chairman and members are permitted without limit.

3. Committee duties: **Reference - Operational Guidelines: Article VII - E**

K. ADDITIONAL RESPONSIBILITIES of All Permanent Committees

Reference - Operational Guidelines: Article VII - F

L. ADDITIONAL SUPPORT for Permanent Committees

Reference - Operational Guidelines: Article VII - G

ARTICLE VIII

COMMISSIONS of the PRESBYTERY

A. COMMITTEES and COMMISSIONS DEFINED

1. A committee is elected by a court to study a matter and to make recommendations back to the appointing body, or to carry out decisions already made. It shall then make written reports to the court that created it.
2. A commission is elected to act on behalf of the court. The electing court shall state specifically the powers and duration given to a commission. The only permanent commission is the Permanent Judicial Commission. A commission shall make a written report of its actions which shall then be inserted in the minutes of the electing court to be regarded as the actions of the court itself.

B. TYPES OF COMMISSIONS

1. Commissions are empowered to investigate, deliberate, and take action in a matter referred by Presbytery in writing. A commission acts on behalf of, and with the full authority and power of Presbytery, in accordance with the specific responsibilities defined by Presbytery.

When electing a commission, Presbytery shall specifically state in writing:
the matters to be addressed,
the authority and powers conferred on the commission,
the duration of the commission, and
such other matters deemed appropriate by Presbytery.

2. Presbytery may appoint two types of commissions:
Administrative, and Judicial
 - a. Administrative Commissions can be appointed to perform special functions, including but not limited to:

(1) Ordain Ministers, and install them when appropriate;

(2) Organize, dissolve, dismiss, or merge a local church;

- (3) Constitute a mission church;
- (4) Serve as a temporary Session of a mission church;
- (5) Visit local churches reported to be having difficulties or failing in their mission and inquire into and resolve difficulties.

If it is necessary that a Session be dissolved, the authority of an Administrative Commission may be limited by actions of the General Assembly.

b. Administrative Commissions to ordain and/or install ministers will follow these guidelines:

- (1) The commission shall consist of at least 6 commissioners with a ratio of two-to-one Ruling Elders to Teaching Elders;
- (2) Commissioners from at least three local churches (including the church where the ordination and/or installation occurs) should be at the service;
- (3) The Commission chairman ordinarily should not be from the local church involved; and
- (4) To the extent feasible, commissioners from other churches should do much of the high-visibility of the commission, such as:
 - Preside over the service,
 - Propound the constitutional questions,
 - Lead ordination prayers, and
 - Make the Declaration of Ordination/Installation

c. Judicial Commissions may be appointed to address disciplinary matters pursuant to processes set forth in the **Book of Discipline**.

C. MEMBERSHIP of and APPOINTMENTS to COMMISSIONS

1. All commission members must be eligible Teaching Elders and Ruling Elders who are members in good standing in local churches of this Presbytery. The latest edition of the **Book of Government** will stipulate the membership of a commission.
2. The Chairman of a commission normally will be approved by Presbytery. However, the Council may appoint an interim chairman, if the Council concludes that the matter requires urgent attention, or if an approved chairman must be replaced for any reason.

Such interim appointments are subject to subsequent ratification by the Presbytery.

3. The Council ordinarily will appoint commission members, in consultation with the commission chairman. Council will submit nominations for commission members to the Presbytery for approval at a Stated Meeting or Called Meeting of Presbytery.

The Stated Clerk shall be an ex officio member of all commissions, without voting rights, unless a commission is charged with making inquiries into or investigating activities of the Stated Clerk or the office of the Stated Clerk.

4. The Chairman (or his designee) and members of the commission (s) shall have the right to the floor of the Presbytery to speak on matters relevant to their responsibilities but cannot vote unless they are members of the Presbytery.

D. COMMISSION REPORTS

1. A complete record of a commission's proceedings, findings of fact, copies of correspondence, and documentation of actions taken by the commission and other relevant documentation shall be maintained during the commission's work and submitted to the Stated Clerk of the Presbytery with the commission's report upon completion of the commission's task. The actions of the commission shall be entered in Presbytery minutes and will be regarded as a record of actions of the Presbytery itself.

- a. An Administrative Commission appointed to ordain and/or to install a Teaching Elder will submit a report (minutes) to the Ministerial Care Committee using the format of **“Minutes of the Commission to Ordain and/or Install”** found in the latest edition of the *Procedure Manual for Ministerial and Candidates Committee*.
 - b. The Ministerial Care Committee will submit a copy of those minutes to the Stated Clerk of the Presbytery.
 - c. The Ministerial Care Committee will present the minutes of each Administrative Commission appointed under this subsection at the ensuing Stated Meeting of Presbytery.
 - d. The Ministerial Care Committee will present a motion to dissolve each Administrative Commission appointed under this subsection at the same Stated Meeting of Presbytery that the minutes of the commission are received.
2. The report of actions of the commission formed for reasons other than an Administrative Commission to ordain and/or install a Teaching Elder is to be submitted to the Stated Clerk and received into the record of the Stated Meeting of Presbytery following the close of the time period set out in the call of the commission. The Commission will be dissolved, with thanks, at the Stated Meeting of Presbytery following the presentation of the report of actions to the Stated Clerk.

ARTICLE IX LIMITATIONS on AUTHORITY

No officer, commissioner, commission or commission member, committee or committee member, Council member, Teaching Elder, Ruling Elder, or Candidate for ministry, while acting pursuant to any office, position, status or representative capacity related to Presbytery or a local church or Session within Presbytery, has any express or implied authority to:

1. Take any action that does or could jeopardize the Presbytery’s qualification as a tax-exempt non-profit corporation; or
2. Take any action that violates the EPC *Constitution* or these Bylaws. Any actions taken in violation of this provision are void *ab initio*.

ARTICLE X TRUSTEES

A. INCORPORATION

The Presbytery is a legal entity incorporated in the State of Georgia on July 21, 1989, as the Evangelical Presbyterian Church – Presbytery of the Southeast, Inc.

B. TRUSTEES of the CORPORATION

1. The Corporation shall have a five-member Board of Trustees.
 - a. The Stated Clerk and the Treasurer shall be Trustees with voting rights.
 - b. Three additional trustee positions shall be filled by vote of the Presbytery for staggered terms of 3 calendar years. Because consistency and institutional knowledge in these positions can be beneficial to the Presbytery, trustees may continue to be re-elected without limitation on length of service in this role.
 - c. The Council shall prepare a nomination report to the Presbytery to fill existing or upcoming vacancies on the Board of Trustees, and it shall be presented at the October meeting each year for approval by the Presbytery. The Council's report does not preclude nomination of additional candidates for Board membership.
2. The qualifications for election to the Board of Trustees are as follows:
 - a. Teaching Elder who is a member of the Presbytery or Ruling Elder in good standing from any local church in this Presbytery; and
 - b. To the extent feasible, it is preferable that the Board of Trustees include one or more members with experience in accounting and/or business or tax law.
 - c. Duties of the Board of Trustees:
Reference - Operational Guidelines: Article X

ARTICLE XI
DUTIES of LOCAL CHURCH SESSIONS to PRESBYTERY
Reference – Operational Guidelines: Article XI

ARTICLE XII
TRANSITION to these BY-LAWS and AMENDMENT of BYLAWS

1. The Council has authority to resolve timing and other issues that arise in transitioning from the previous By-Laws to these **By-Laws** during the first 100 days after their adoption.
2. A notice (first reading) of proposed amendments to these **By-Laws** must be presented in writing at a stated meeting of Presbytery.
3. A motion to amend these **By-Laws** can be considered only after a second reading at a subsequent stated meeting of Presbytery.

Adoption of any amendment requires at least a two-thirds vote of those in attendance at the time of the vote in favor of the amendment.

4. Under no circumstances may these **By-Laws** be set aside, waived, or suspended except upon amendment in accordance with this Article.

OPERATIONAL GUIDELINES

Presbytery of the Southeast Evangelical Presbyterian Church

**A companion document
to be used in conjunction with
The By-Laws of the Presbytery of the Southeast
and
The Book of Order of the Evangelical Presbyterian Church**

APPROVED: October 6, 2018

ARTICLE I VISION and MISSION

The vision of the Presbytery of the Southeast is to extend God's Kingdom to the world. The Presbytery's mission is to establish relationships that effectively connect and enhance achievement of the vision within Presbytery and the local churches.

ARTICLE II
AUTHORITY of OPERATIONAL GUIDELINES,
AMENDMENTS to the OPERATIONAL GUIDELINES, and
INCLUSION of ADDITIONAL DOCUMENTS to the
OPERATIONAL GUIDELINES

1. These **Operational Guidelines** are a companion document to the **By-Laws** of the Presbytery. If a conflict exists between the **Operational Guidelines** with the Presbytery **By-Laws** and/or the EPC **Book of Order**, the document with the highest order of precedence will prevail.
2. A motion to amend these **Operational Guidelines** may be considered by Presbytery only after a recommended matter is approved by Presbytery Council and forwarded to the Presbytery in a regular stated meeting for approval by a majority vote of those present at the time of the vote.
3. Additional documents will be added to these in a non-codified manner as directed by Presbytery Council.
4. The Stated Clerk of the Presbytery will maintain guidelines as approved by Presbytery or with additional documents as directed by Council with a “Revised” date noted on the title page for **Operational Guidelines**.

ARTICLE III
PRESBYTERY MEMBERSHIP
Reference – By-Laws: Article III

ARTICLE IV
PRESBYTERY MEETINGS
Reference – By-Laws: Article IV

A. ATTENDANCE at PRESBYTERY MEETINGS

1. Teaching Elder members of Presbytery have a duty to attend all Presbytery meetings (except as provided in paragraph 4 below). It is the duty of each Session to ensure representation by Ruling Elder commissioners at all Presbytery meetings. Reference – Operational Guidelines: Article XI

2. Teaching Elders who cannot attend a Presbytery meeting must submit a request for excusal of their absence to the Ministerial Care Committee (MCC). Absences may be excused at the discretion of the MCC. If a request to be excused is not submitted, the absence is considered unexcused.

3. Except as provided in paragraph 4 below, if a Teaching Elder fails to attend two consecutive stated meetings without excused absence, the Stated Clerk shall report the irregularity to the MCC chairman. The chairman shall consult with the Teaching Elder regarding the expectation of attendance.

If a Teaching Elder has failed to attend three consecutive stated meetings without excused absence, he shall be required to meet with representatives of the MCC.

If a Teaching Elder has failed to attend four consecutive stated meetings without excused absence, the MCC shall bring the matter to Presbytery with a recommendation for appropriate action, including the potential for disciplinary action.

4. The following individuals are strongly encouraged to maintain regular contact with the Presbytery, including attending Presbytery meetings whenever possible:

Teaching Elders laboring outside the bounds of Presbytery

Teaching Elders without pastoral call, and

Candidates for Ministry.

If attendance at Presbytery meetings is not feasible, the Teaching Elder must comply with requirements set forth by the MCC to maintain contact with Presbytery through correspondence.

5. If a Session has not been represented by any Ruling Elder commissioner for two consecutive stated meetings, the Stated Clerk shall communicate with the Clerk of said Session calling attention to this rule. It shall be the duty of the Session to ascertain the reasons for such failure of representation and communicate this information to the Stated Clerk.

ARTICLE V PRESBYTERY OFFICERS and POSITIONS

A. ELIGIBILITY for OFFICER and POSITION

Reference - By-Laws: Article V-A

B. MODERATOR

Reference - By-Laws: Section V-B

1. Duties of the Moderator:
 - a. Perform the functions set forth in the **By-Laws** for the Moderator and such other functions as may be prescribed by Presbytery.
 - b. Coordinate with the Stated Clerk and Council members the agendas for Presbytery meetings
 - c. Preside at all Presbytery meetings
 - d. In conducting Presbytery meetings, maintain order and decorum in a manner that honors God and is fair and respectful of all concerned
 - e. Appoint all special committees except those for which other provision is made in these **By-Laws** or by action of Presbytery
 - f. Between Council and Presbytery meetings, coordinate with appropriate parties to ensure necessary communications are occurring and progress is being made on significant actions and initiatives
 - g. Call Presbytery meetings pursuant to Presbytery's **By-Laws** or directives from the EPC
 - h. Work closely with the Moderator-Elect to ensure a smooth and efficient transition at the end of the Moderator's term
 - i. The Moderator may appoint as many recording clerks as necessary or helpful for preparing complete and accurate records and otherwise assist the Stated Clerk for the duration of any Presbytery meeting
 - j. With concurrence of the Council appoint committees to nominate the Stated Clerk or Treasurer when those offices are vacant or will become vacant

- k. The Moderator will not serve on Presbytery's Permanent Committees, except in extraordinary circumstances and with expressed permission of Council

- l. In the case of an adverse condition that could affect a meeting of Presbytery (or the Moderator-Elect in the absence of this person);
 - (1) be accessible to the Stated Clerk for updates and discussions;
 - (2) assist the Stated Clerk as requested to gather Information;
 - (3) consult with the Stated Clerk on possible solutions; and
 - (4) gather information to make a recommendation along with the Stated Clerk to Presbytery Council.

C. MODERATOR-ELECT

Reference – By-Laws: Article V-C

- 1. Duties of the Moderator-Elect include:
 - a. Stay abreast of matters before the Council and Presbytery
 - b. Serve on the Presbytery Council and discharge the duties of the Stated Clerk in his absence
 - c. Present reports at Council and Presbytery meetings as requested by the Moderator
 - d. Assist the Moderator as requested and/or set forth in the **By-Laws**
 - e. Diligently prepare to serve as Moderator

D. PAST MODERATOR

Reference – By-Law: Article V-D

1. Duties of the Past Moderator include:
 - a. Serve as Chairman of the Presbytery Council and moderate Council meetings
 - b. In consultation with the Stated Clerk and Moderator, develop the agenda for and conduct Council meetings. He also will assist the Stated Clerk, as requested, to distribute the Council agenda
 - c. Assist the Moderator, as requested, with any of the Moderator's duties as set forth in the **By-Laws**
 - d. Serve as the Parliamentarian for Presbytery meetings. If this elder is not in attendance or is not confident with this duty, he may designate someone to fill the responsibility. He will notify the Moderator of the meeting the designee as Parliamentarian.
 - e. Present reports of or from Council to Presbytery
 - f. Present General Assembly overtures to Presbytery
 - g. Execute other duties at Presbytery meetings as requested by the Moderator

E. STATED CLERK

Reference – By-Laws: Article V-E

1. Duties of the Stated Clerk shall be:
 - a. Prepare the docket for all Presbytery meetings in coordination with Presbytery Council and distribute the docket to all Teaching Elders and Clerks of Session as set forth in the **By-Laws**.
 - b. Prepare the draft minutes of Presbytery meetings that conform to the requirements set forth in the **BOG** and present minutes to Council for review, revision, and affirmation, and then make the minutes available for review by all Teaching Elders and Clerks of Session through electronic methods prior to the ensuing meeting of Presbytery.

After approval of minutes by Presbytery, incorporate the minutes into the permanent records of Presbytery.
 - c. Ensure access at every Presbytery meeting to the following reference materials in print or electronically:
 - compilation of Presbytery minutes for at least the preceding five years;
 - current copy of the **Constitution**; and
 - these **By-Laws** and **Operational Guidelines** of Presbytery
 - d. Receive and review all overtures, memorials, and miscellaneous papers which may be presented; to make a record of the same; and, after reporting these to Presbytery, deliver those not otherwise disposed of to the appropriate committee.
 - e. Keep a record of attendance at Presbytery meetings and notify Sessions and/or the Ministerial Care Committee of absences that require action under the **By-Laws**.
 - f. File all reports and papers upon which action is taken or is pending, including administrative and judicial cases tried by judicial commissions of Presbytery, and write upon the records only such resolution and recommendations as are adopted by Presbytery, together with such portion of reports or statements as may be essential to the proper understanding of the matters under consideration.

- g. Notify promptly all members of committees and Presbytery officers concerning their election or appointment, and provide timely notice to Teaching Elders, Clerks of Session, and committee chairmen, concerning matters that may require their attention.
- h. Maintain the following rolls:
 - (1) Local churches
 - (2) Teaching Elders
 - (3) Commissioned Pastors
 - (4) Teaching Elders ordained by Presbytery, in order of their Ordination; and
 - (5) Ministerial Candidates
- i. Maintain records of:
 - (1) the name and location of each congregation
 - (2) date of each congregation's organization, reception into Presbytery, dismissal, or dissolution; and a list of each church's Teaching Elders with the date of beginning and expiration of the period of service
 - (3) name of each Teaching Elder, with the date of his birth, Ordination, reception, installation, dismissal of the Presbytery, suspension, dissolution from the ministry, retirement, and death.
- j. Conduct all official correspondence of Presbytery not otherwise addressed in the **By-Laws** or **Operational Guidelines**.
- k. In coordination with the Moderator, bring forth name(s) of Elders to Presbytery Council who are eligible to serve in the position of Moderator-Elect
- l. Serve as an ex-officio member of all committees and commissions of Presbytery without vote unless otherwise stipulated by the **By-Laws**
- m. In the case of an adverse condition that might effect a meeting of Presbytery (or the Moderator in the absence of the Stated Clerk):
 - (1) Maintain communications with the host church pastor, host church committee chairman, or the person with authority to speak for and make a decision for the host church

- (2) Establish and maintain communications with the Moderator of Presbytery (or Moderator-Elect in the absence of the Moderator) of condition/issue
 - (3) Establish and maintain communication with the Assistant to the Stated Clerk of condition/issue being certain that this person is available to send out communications quickly
 - (4) Communicate with external resources pertinent to the condition/issue for information
 - (5) Ferret through the condition/issue and weigh the best possible solution(s), including to move the meeting site, delay the start day/time, postpone to different day, cancel the meeting
 - (6) Make a recommendation with the Moderator to the Presbytery Council for final disposition.
- n. Supervise and evaluate employees of the Presbytery:
- (1) Stated Clerk may employ staff members as may be needed to operate the Presbytery office and office of the Stated Clerk in an efficient manner. These persons will be the staff of Presbytery. This could include, but not limited to an Assistant to the Stated Clerk and the Webmaster
 - (2) Approval must be given by the Council prior to the Stated Clerk declaring that a staff position is needed to execute particular function(s)
 - (3) A position description for each staff position will be approved by the Council prior to soliciting candidates
 - (4) Qualifications for each staff position including, but not limited to, education, training, communication skills, and similar will be approved by the Council prior to soliciting candidates. Emphasis should be given to individuals that express a belief in Christ as Savior and are willing to subscribe to the **Essentials of the Evangelical Presbyterian Church.**

- (5) Tentative compensation package for each staff position will be approved by the Council prior to soliciting candidates and a final compensation package approved by Council prior to employment. Consideration should be given for reimbursement for reasonable expenses incurred in the proper discharge of duties for employees and stated in the employment agreement
 - (6) These staff members will serve under the direct supervision of the Stated Clerk and engage in job functions at the direction of and in collaboration with the Stated Clerk
 - (7) The Council and the Stated Clerk will evaluate annually staff member(s) employed under this section using the timeline and indicators such as those listed in Section Item p
 - (8) Staff members will be provided with position duties being evaluated and indicators of evaluation prior to an evaluation
- o. Such other duties appropriate to the office as may be assigned by Council
 - p. Evaluation of the Stated Clerk
 - (1) The Stated Clerk will be evaluated annually, prior to the fall Presbytery meeting, by the Council with the Moderator.

The evaluation should include:
 indicators on overall job performance,
 performance of matters listed as duties,
 meeting Presbytery and General Assembly guidelines
 and deadlines,
 attendance at meetings of the Council and Presbytery,
 attendance at General Assembly and meetings called
 by General Assembly office,
 serving the Lord, pastors and churches of Presbytery in
 a pastoral, compassionate and Christ-like manner
 and, other duties developed cooperatively with the
 Moderator and Stated Clerk.

- (2) Input should be sought from those employees of Presbytery that the Stated Clerk is supervising
- (3) The Stated Clerk will be provided with position duties and indicators prior to an evaluation
- (4) The guiding principal of the evaluation is to continuously improve job performance and service to pastors and churches
- (5) This evaluation will be reported to the Council upon completion.

F. Assistant to the Stated Clerk

Duties of the Assistant to the Stated Clerk are to be assigned by the Stated Clerk of the Presbytery, including but not limited to:

1. If an adverse condition/issue is identified and a meeting of Presbytery could be effected (or Stated Clerk in the absence of this person)
 - a. Communicate decision and pertinent information to the host church
 - b. Communicate decision and pertinent information to Teaching Elders, Ruling Elders, Clerks of Session, registered Commissioners and known resource persons after a final determination is made by Council
 - c. Update Presbytery website with information
 - d. Assist, as requested by the Stated Clerk, with follow-up.

G. TREASURER

Reference – By-Laws: Article V-F

The duties of the Treasurer are as follows:

1. Receive all funds belonging to the Presbytery, deposit them under the direction of the Presbytery, and disburse them as authorized by the Presbytery
2. Maintain proper books of accounts of all receipts and disbursements
3. Employ sound bookkeeping practices and financial management controls to ensure accountability for Presbytery resources
4. Fully cooperate in the conduct of Trustee-directed annual audits of Presbytery financial accounts and records
5. Annually prepare a proposed budget, submit it to the Council for review and approval, and present it at the October Stated Presbytery meeting for the first reading and for approval at the following February Stated Meeting
6. Submit an annual report to all Clerks of Sessions in Presbytery stating the total amount of their church's contributions to Presbytery for the year
7. Coordinate with the Council and the Trustees as appropriate to ensure all business transactions on behalf of the Presbytery are consistent with legal requirements and limitations relevant to the Presbytery's non-profit tax status
8. Report to the Presbytery annually in conjunction with the Trustees of the Corporation on the financial status of the Corporation. This report is to be presented at the May Stated Meeting of Presbytery.

ARTICLE VI – PRESBYTERY COUNCIL

Presbytery accomplishes its mission primarily through the work of the Council and permanent committees. **Reference - By-Laws: Section VI**

A. PRESBYTERY COUNCIL

1. Council duties shall include:
 - a. Create and/or encourage effective channels of communication within and between the Council, Permanent Committees, local churches, and churches and agencies outside the Presbytery
 - b. Receive nominations for Presbytery Moderator, Moderator-Elect, Trustee and committee chairmen

Council should consult with representatives of local churches to ascertain names of Ruling Elders to serve as Moderator, Moderator-Elect, and Trustee. Council should then gain consensus prior to presenting a nominations report for Presbytery Moderator, Moderator-Elect, and Trustee for Presbytery approval at the October Stated Meeting, or as otherwise required to address mid-term vacancies.

Nominations in the Council report shall not preclude consideration of nominations from the floor for any position.

- c. Approve candidates for membership on Presbytery committees
- d. Present other reports to Presbytery as Council deems appropriate
- e. Insure that all Presbytery meetings are planned with Moderator and Stated Clerk
- f. Facilitate communications among committees and commissions of Presbytery
- g. Establish an annual calendar of Presbytery meetings and events
- h. Oversee the effective management of Presbytery staff, including written annual performance reviews and salary recommendations. The Council will present a staffing report to Presbytery at the October Stated Meeting for approval.

- i. Develop internal written procedures, requirements, and guidelines to ensure the fair and orderly conduct of Council business, including retention of records
- j. Arrange for a worship service and celebration of The Lord's Supper at Presbytery Stated Meetings
- k. Implement approved motions of Presbytery as required
- l. In coordination with the Stated Clerk and Moderator, develop the docket for stated and called meetings of Presbytery.

The docket to be presented for commissioner approval should be distributed electronically fourteen days prior to the Stated Meeting

The purpose and agenda for a Called Meeting will be developed by the Council and posted and distributed at least ten days prior to the date of the called meeting.

- m. In the case of an adverse situation that could effect a meeting of Presbytery, the Council will:
 - (1) Once notified of an adverse condition/issue stay available to make a decision on the recommendation of Stated Clerk and the Moderator
 - (2) Hold conference call, group text poll, or email poll to quickly act on the recommendation of the Stated Clerk and the Moderator with a majority opinion prevailing
 - (3) Assist as needed with follow-up, such as identifying alternate host site, alternate date, other accommodations or requests that might be needed

ARTICLE VII – COMMITTEES of PRESBYTERY

Presbytery accomplishes its mission primarily through the work of the Council and permanent committees. **Reference - By-Laws: Section VII**

A. PERMANENT COMMITTEE – Church Health and Growth **Reference – By-Laws: Section VII – F**

1. Duties of Church Health and Growth Committee shall be:
 - a. Assist local churches to develop training for fruitful shepherding, effective Christian leadership, Great Commission faithfulness, and discipleship
 - b. Encourage and resource pastors and churches in their missional health and growth through regular personal contact with churches and recommendation of resources and tools for ministry available to them, and at times financial assistance.
 - c. Take appropriate actions to promote healthy relationships within local churches and encourage unity and reconciliation as acts of worship and witness. Prayerfully offer assistance to local churches in resolving discord and/or addressing factors affecting attendance, viability, and Christian witness in the community.

B. PERMANENT COMMITTEE – Church Planting and Receiving
Reference – By-Laws: Article VII - G

1. Duties of Church Planting and Receiving Committee shall be:
 - a. Proactively encourage local churches to identify opportunities in pursuit of planting new churches
 - b. Provide resources, advice, and assistance to church-planters within the Presbytery
 - c. Provide other appropriate support for church-sponsored church-planting initiatives
 - d. Arrange for receiving churches and Sessions into Presbytery
 - e. Determine viability of local churches and in conjunction with other Presbytery committees, make a recommendation of the dismissal or dissolution of a local church. This will be accomplished through an Administrative Commission composed of members of various committees elected for this purpose. **The Viability Statement of Presbytery** should be a part of the evaluation process.

C. PERMANENT COMMITTEE – Evangelism and Outreach
Reference – By-Laws: Article VII - H

1. Duties of Evangelism and Outreach Committee shall be:
 - a. Promote a culture of outreach and evangelism within local churches and the Presbytery
 - b. Gather and distribute information regarding national and world outreach opportunities
 - c. Serve as a coordinating resource to enable local churches to collectively participate in outreach efforts
 - d. Provide resources and assistance for church-sponsored evangelism efforts
 - e. Establish and maintain a close relationship of cooperation and support with EPC World Outreach initiatives

D. PERMANENT COMMITTEE – Ministerial Care Committee
Reference – By-Laws: Article VII – I

1. The duties of the committee are:
 - a. Responsible for all matters related to Teaching Elders, Commissioned Pastors, and Candidates for Ministry within the Presbytery, including, but not limited to:
 - health and welfare of Teaching Elders and their families,
 - providing pastoral counseling services,
 - coordinating and nominating to the Presbytery for election participants in pastoral ordination commissions,
 - personal interviews with Teaching Elders called to specialized ministries within the Presbytery,
 - discipline,
 - dissolution of pastoral relationships,
 - and similar matters.
 - b. Conduct interviews and examinations of potential candidates for appointment as Teaching Elders, Commissioned Pastors, and Candidates desiring ordination, and reporting these results to Presbytery at a Stated or Called meeting, as appropriate
 - c. Ensure the committee’s actions to fulfill all relevant requirements of, and are consistent with, the **Book of Order** and **Procedural Manual for Ministerial Candidates Committees**.
 - d. Ensure an annual call is issued to Clerks of Session for submission of terms of call for Teaching Elders, as well as reviewing these documents and taking actions as may be appropriate, and reporting these results of review at the February Presbytery meeting.
 - e. Ensure an annual call is issued to active and retired Teaching Elders and Commissioned Pastors for submission of their report of activities for the previous year; and taking appropriate action in response to any issues raised; and filing these reports in the permanent committee records.

- f. Ensure that
 - Teaching Elders laboring outside the bounds of Presbytery,
 - Teaching Elders without pastoral charge, and
 - Candidates for Ministrycomply with MCC's expectations regarding maintaining contact with Presbytery, including providing the varied information the MCC needs to discharge its responsibilities.
- g. Such other duties as set forth in the latest edition of the **BOG**.

E. PERMANENT COMMITTEE – Review of Session Minutes
Reference – By-Laws: Article VII – J

1. The duties of this committee are:

- a. Convene stated or called meetings at times and in places as may be necessary or helpful in fulfilling the committee’s responsibilities. These meetings may be in person, by electronic means, or a combination of in-person attendance and electronic participation.

Committees may address administrative, routine, or non-controversial matters by providing information on the matter by email or other means and receiving votes by email or other means, provided that:

- (1) no committee member objects to this method of voting in the matter; and
- (2) each member is afforded at least four calendar days to respond to the request for such a vote.

- b. Develop and recommend to the Council any appropriate changes to Presbytery standards of review and checklists.
- c. Develop policies, procedures, and schedules for reviewing minutes that are consistent with Presbytery standards and the **BOG**.
- d. Annually examine the minutes of Congregations and Sessions of the local churches of Presbytery
- e. Report the results of such examinations at Presbytery Stated Meetings
- f. Communicate with Clerks of Session on the status of minutes once reviewed
- g. Chairman of this committee, or his designee, will communicate with the Clerks of Session on the nature of notations requiring a response or exceptions in its minutes and assist in generating a response to exceptions

- h. Provide guidance and assistance to Clerks of Session pertaining to requirements for minutes
- i. Maintain records of reviews of minutes sufficient to demonstrate compliance with **BOG** review requirements

F. ADDITIONAL RESPONSIBILITIES of ALL PERMANENT COMMITTEES

In addition to specific duties set forth above, all Permanent Committees have the following responsibilities:

1. Prayerfully plan and execute actions and activities to advance the Presbytery vision within the committee's area of responsibility
2. In using Presbytery funds and resources, exercise sound stewardship with a primary focus on actions that advance the Presbytery vision and that leverage Presbytery resources where feasible
3. Proactively seek opportunities to work cooperatively or collaboratively with Presbytery Council, other Presbytery committees, and local churches
4. Present Council in a timely manner with nominations for individuals to replace committee members and chairmen as they rotate off committees
5. Present reports to Presbytery at Stated Meetings that:
 - a. Focus on plans, accomplishments, and challenges related to advancing the Presbytery vision; and
 - b. Are designed to promote discussion on issues the committee faces
6. Submit proposed annual committee budgets to the Treasurer upon request and in accordance with Council guidance
7. Submit to the Stated Clerk written reports and recommendations Immediately after each Stated Meeting
8. Committee meetings need not be conducted in accordance with **Roberts Rules of Order**. However, committee chairmen are responsible for ensuring all committee members who desire to participate in a discussion or address a proposed action have a timely, fair, and reasonable opportunity to express their views on the matter under consideration
9. Ensure committee decisions and actions fulfill requirements of the **BOG** and are otherwise consistent with the **BOG**.
10. Maintain a written record of important matters considered and actions taken by the committee.

G. ADDITIONAL SUPPORT for PERMANENT COMMITTEES

At any given time, the assigned duties of a Permanent Committee may temporarily exceed the capacity of the number of elders or the abilities of those elders on the committee. The support and participation of additional elders(s) may be required to accomplish the assigned duties.

1. It might be determined that an elder(s) with particular talents and experiences could enhance the ability of a Permanent Committee to perform assigned duties. When additional elder(s) are enlisted by any Permanent Committee, the Permanent Committee shall vote on the proposed elder(s) to assist the committee. These additional elders will be known as associates to the committee.
2. The Permanent Committee chairman shall notify the Council at the next meeting of this associate elder to the committee, including the purpose and anticipated period of time for which this associate elder is enlisted
3. The associate elder(s) to the committee may attend the meetings of the Permanent Committee, but are not voting members. Associate elder(s) to the committee cannot count toward the satisfaction of a quorum.
4. Associate elder(s) to the committee will serve under the direction of the committee chairman and will serve a specified time to accomplish the purpose for which they were enlisted by the committee and reported to the Council. The time of service for associated elders(s) to the committee typically should not exceed one year.

ARTICLE VIII
COMMISSIONS of the PRESBYTERY
Reference – By-Laws: Article VIII

ARTICLE IX
LIMITATIONS on AUTHORITY
Reference – By-Laws: Article IX

ARTICLE X
TRUSTEES

A. TRUSTEES of the CORPORATION

The duties of the Board of Trustees are:

1. Ensure all required reports are filed with, and fees are paid to, the State of Georgia in a timely manner
2. Coordinate with the Council and the Treasurer, as appropriate, to ensure all business transactions on behalf of the Presbytery are consistent with legal requirements and limitations relevant to the Presbytery's non-profit tax status
3. Appoint a Trustee, or another member of Presbytery, who resides in the state of Georgia to serve as the Registered Agent for the Corporation
4. With concurrence of Presbytery Council, transact business as Presbytery agents, such as taking and holding all real and personal property and cash and financial accounts, which may be acquired by or be devised, bequeathed, transferred, conveyed to the Presbytery or to the Trustees, or by other means, for the Presbytery's use and benefit
5. Manage and dispose of such property according to the directions of Presbytery, subject to such restrictions as might be imposed by law or by the terms of a will, deed, or other instrument by which Presbytery acquired such property
6. Promptly provide a written report of all transactions to the Stated Clerk

7. Report to the Presbytery annually at the May Presbytery Meeting on the Financial status of the Corporation
8. Direct the Treasurer in the conduct of annual audits of Presbytery financial accounts and records, reporting to the Council annually
9. Report to the Presbytery at such other times as requested or as the Trustees deem advisable
10. Call and execute an annual meeting of the Corporation, if such is required by the Presbytery Articles of Incorporation and/or the State of Georgia.

ARTICLE XI
DUTIES of LOCAL CHURCH SESSIONS to PRESBYTERY

A. COMMISSIONERS for PRESBYTERY MEETINGS

1. The Session of each local church shall elect Ruling Elders to serve as Commissioners at Presbytery meetings, and they shall be diligent to fill all slots plus those allocated for parity of representation at a Presbytery meeting
2. The manner of selection, length of service, and active or inactive status of Ruling Elder Commissioners shall be determined by the respective Session
3. The Clerk of Session and the Moderator are responsible for preparing and presenting Session minutes to the Presbytery for annual review.

It is the responsibility of these same two persons to present and review the status report of the minutes review with the Church's Session, and the Session shall provide a written response to any notation requiring a response or exception to the Presbytery Review of Session Minutes Committee in an expedient manner.

B. SESSION RECORDS

1. The Clerk of Session of each local church shall keep legible and accurate records of all its proceedings, including all meetings of the congregation, in a suitable book.
2. These Session records shall be submitted to the Permanent Committee for Review of Minutes not less frequently than annually for the purpose of ascertaining conformance to applicable standards and requirements set forth in the **BOG**
3. Each Clerk of Session also shall keep records of deaths, births to members, adoptions by members, baptisms, marriages of members, changes in the membership rolls (including deaths, transfers, new members, letters of transfer, etc.) and other records required regarding members

4. The Session minutes and church rolls are the property of the local church. These records are to be stored on site at each local church in a permanent and secure manner.

C. MINISTERIAL MATTERS

1. The Session of each local church shall report annually to the Ministerial Care Committee the terms of call for Teaching Elders who are under the jurisdiction of Presbytery. Any proposed modification of such terms of call shall be reported to Presbytery
2. A local church desiring to call a Pastor or Associate Pastor shall appoint a Search Committee in accordance with the requirements in the **BOG**, and the Session should strongly encourage the Search Committee to consult with the Ministerial Care Committee during the search process, including before the name of any minister is presented to the congregation.
3. Sessions should consult with the Ministerial Care Committee concerning any contemplated dissolution of a pastoral relationship between the local church and a Teaching Elder who is under the jurisdiction of Presbytery

ARTICLE XII

TRANSITION to the BY-LAWS and AMENDMENTS of BY-LAWS

Reference – By-Laws: Article XII

RULES OF PRESBYTERY
PRESBYTERY MEETING DECISION GUIDE
if ADVERSE CONDITIONS/ISSUE IDENTIFIED
Adopted: January 11, 2018

The following protocol will be implemented when a condition or issue is identified that might necessitate change in the site of a meeting of Presbytery, to delay the start of a meeting, to postpone a meeting to another date or to cancel a meeting.

This guide will be followed for a Stated or Called Meeting.

The roles of Stated Clerk, Moderator, Presbytery Council, and Assistant to the Stated Clerk are included with these duties.

“Conditions/issues” could include the forecast/reality of inclement weather conditions at the meeting site or in the geographic area of the Presbytery, an issue at the scheduled Host Church that might be an operational physical deficit, adverse condition, such as the death of the Pastor, Ruling Elder, prominent member, or an act of God.

The health and safety of a majority of meeting attendees will be the guiding principle in decision-making.

The Host Church may be represented by the Pastor, Chair of the Host Church Committee, or designee who can speak with authority for the church.

PROCESS

1. The Host Church will notify the Stated Clerk as quickly as an adverse condition/issue is identified and will keep the Stated Clerk apprised of the status of the condition/issue to its conclusion
2. The Host Church will gather information helpful to making a decision as requested by the Stated Clerk
3. The Stated Clerk will maintain communication with the Host Church gathering information needed to recommend to Presbytery’s Moderator and Council
4. The Stated Clerk will establish and maintain internal communications with the Moderator and Presbytery Council for decision-making on the matter by Council and will move toward quick dissemination of the information and the decision made by Presbytery Council