

THE PRESBYTERY OF NEW BRUNSWICK

THE PLAN OF PRESBYTERY

1.00 THE PRESBYTERY

1.01 Vision Statement:

A bold community of congregations and other ministries engaging in the transforming work of Jesus Christ in a dynamic world.

1.02 Mission Statement:

Nurture and equip leaders and congregations, challenging them to take Spirit-led risks as we faithfully and continually discern our call.

Identify and disciple emerging leaders and emerging communities of faith.

Become a spiritual community for each other as we connect all clergy and congregations in mission and witness, worship and prayer.

Encourage congregations, members, and their ministries to partner in the work and witness of the broader Church.

Live out ordination vows as we serve with energy, intelligence, imagination, and love.

Embrace the permission-giving spirit of our polity.

1.03 The Presbytery

1.031 The Presbytery of New Brunswick is made up of **its ministers of Word and Sacrament (also known as teaching elders)** and its member congregations. As such, the primary purpose of the Presbytery is to strengthen the ministry and expand the mission vision of these members. Called to respond to God, through faith in Jesus Christ, we are encouraged to surmount parochial views of the church and to reach beyond our own boundaries in mission and ministry. The Presbytery of New Brunswick has the responsibility and power identified in G-3.0301 of the Constitution of the Presbyterian Church (U.S.A.).

1.032 The Presbytery of New Brunswick engages in mission as a unit of the Presbyterian Church (USA). It coordinates the program, planning and administration of mission in our area in cooperation with the congregations and in solidarity with other Christian bodies through ecumenical partnership when possible. To accomplish this, the Presbytery assists congregations in the work of ministry; identifies, coordinates,

and mobilizes the considerable human and material resources available in the area; and seeks to involve a diverse constituency in faithful witness to Jesus Christ.

1.033 The work of the Presbytery will be carried out in an administrative style that is consistent with G-3.0101:

All councils of the church are united by the nature of the church and share with one another responsibilities, rights, and powers as provided in this Constitution. The councils are distinct, but have such mutual relations that the act of one of them is the act of the whole church. The jurisdiction of each council is limited by the express provisions of the Constitution, with the acts of each subject to review by the next higher council. Powers not mentioned in this Constitution are reserved to the presbyteries.

1.034 It is the intention of the Presbytery, through its administrative style and practices, to achieve the great mission ends of the Church, described in the Book of Order (F-1.0304) as:

- The proclamation of the gospel for the salvation of humankind;
- The shelter, nurture, and spiritual fellowship of the children of God;
- The maintenance of divine worship;
- The preservation of the truth;
- The promotion of social righteousness; and
- The exhibition of the Kingdom of Heaven to the world.

2.00 BOUNDARIES

2.01 The geographical boundaries of the Presbytery of New Brunswick, as approved by the 176th General Assembly (1964) of the Presbyterian Church (U.S.A.) [then known as The United Presbyterian Church in the United States of America] are as follows:

2.011 In Hunterdon County, the townships of Alexandria, Delaware, East Amwell, Holland, Kingwood, Raritan, and West Amwell; and the cities and boroughs of Flemington, Frenchtown, Lambertville, Milford, and Stockton.

2.012 In Mercer County, the Townships of Ewing, Hopewell, Lawrence, Princeton and West Windsor; the cities and boroughs of Hopewell, Pennington, Princeton, and Trenton; and that part of Hamilton Township lying north of the right of way of the Camden and Amboy Railroad Company.

2.013 In Middlesex County, the townships of North Brunswick, Plainsboro, and South Brunswick; the borough of Milltown and the city of New Brunswick.

2.014 In Somerset County, the townships of Franklin, Hillsborough, and Montgomery; and the boroughs of Bound Brook, Manville, Millstone, Rocky Hill, and South Bound Brook.

3.00 **MEMBERSHIP**

3.01 Ordained ministers of the Word and Sacrament (**also called teaching elders**) who have been formally received by action of the Presbytery are continuing members of the Presbytery. In determining who to receive as continuing members, the Presbytery shall be guided by the Book of Order and by ~~the recommendations of its~~ its Committee on Ministry for the **recommendation of individuals seeking ordination and approval of ministers of Word and Sacrament transferring into the presbytery**, of its Committee on Ministry. The Committee on Ministry shall review the status of all continuing members annually.

3.02 Ruling Elder Commissioners are members of the Presbytery normally elected by the session of a church under the jurisdiction of the Presbytery. Every church shall be entitled to at least one Ruling Elder Commissioner. Churches with membership over 500 shall be represented as follows:

501 – 1000	2 elders
1001 – 1500	3 elders
1501 – 2000	4 elders
Over 2000	5 elders

Ruling Elders ~~shall normally~~ **can** be elected commissioners to the Presbytery for a term of one year. A ruling elder elected an officer (e.g., moderator, vice moderator, treasurer, stated clerk), a chairperson of a standing committee, or a member of the ~~Presbytery Council~~ **Central Leadership Team** shall be enrolled with voice and vote as a member of the Presbytery for their term of office, whether or not commissioned by his or her session.

3.03 Sessions shall elect a sufficient number of Elders, in addition to those provided for by the Book of Order and the Plan of Presbytery, to serve as commissioners to Presbytery to balance the number of resident minister members. The Stated Clerk shall determine the number of resident ministers annually as of the last day of January and shall apportion the number of ruling elder commissioners needed to correct the imbalance among the churches so that the number of communicant members rep-

resented by each session-elected ruling elder commissioner shall be nearly equal throughout the Presbytery.

4.00 OFFICERS

4.01 The elected officers of the Presbytery shall be a Moderator, a Vice Moderator, a Stated Clerk, and a Treasurer.

4.011 The Moderator shall hold office for a period of one year, or until a successor shall have been elected. The duties of the Moderator shall be those set forth in the Book of Order, together with such other responsibilities as the Presbytery may prescribe. **The Moderator shall attend meetings of the Central Leadership Team and Trustees whenever possible and have primary charge of the docket for presbytery meetings, in consultation with both groups.**

4.012 The Vice Moderator shall hold office for a period of one year, or until a successor shall have been elected, and shall be selected with a view to his or her succeeding to the office of moderator the following year. ~~The Vice Moderator convenes a Worship Planning Team for worship during meetings of the Presbytery.~~ Upon the request of or in the absence of the Moderator, the Vice Moderator shall exercise the responsibilities of the Moderator. **The Vice Moderator shall moderate the Trustees, and shall have vote.**

4.013 The Past Moderator shall hold office for a period of one year. The primary duties of the Past Moderator are to convene and moderate the—~~Presbytery Council~~ the **Central Leadership Team** and to serve on the ~~Personnel Committee~~. The Past Moderator may have other responsibilities as signed by the Moderator. **Upon the request or in the absence of the moderator and vice-moderator, the Past Moderator shall exercise the duties of the moderator.**

4.014 The Stated Clerk shall hold office for a term of five years, or until a successor shall have been elected, and shall be eligible for re-election. The duties of the Stated Clerk shall be those set forth in the Book of Order, together with such other responsibilities as may be prescribed by Presbytery, Synod or General Assembly, including the provision of extracts from or interpretation of the meaning of actions of governing bodies of the church and interpretation of the Constitution of the Presbyterian Church (U.S.A.). **The Stated Clerk is to serve ex-officio on the Board of Trustees. To fulfill the constitutional requirement (G-3.0108a) that the Presbytery annually re-**

view the records of all sessions of member congregations of the Presbytery of New Brunswick, the Stated Clerk shall assemble the Clerks of Session at one or more meetings to conduct a peer review of the Session Minutes and Rolls and Register of each church. Each clerk will bring the records for his/her congregation to be reviewed by another clerk. The results of the review will be provided to each clerk at the same meeting. The assembled clerks will discuss any exceptions that are noted in a particular set of records. This ensures that a common standard is applied during the review and provides an opportunity for the clerks to learn from each other. The review of records will normally occur in October of each year. The results of the review will be reported by the Stated Clerk to Presbytery at the next stated meeting. Additionally, the stated clerk will determine the referral of constitutional amendments, overtures, or other new business to an appropriate committees or groups for recommendations.

4.015 The Treasurer shall hold office for a term of five years, or until a successor shall have been elected, and shall be eligible for re-election. It shall be the responsibility of the Treasurer to manage the funds of the Presbytery in consultation with the Head-of-staff ~~Presbyter~~, to serve as custodian of the current expense funds of the Presbytery, to pay out the funds of Presbytery upon presentation of appropriate authorization, to present to the Presbytery annually such audited reports covering the financial affairs as may be deemed appropriate by the ~~Administrative Team of the Presbytery Council~~ **Trustees**, and to report churches in arrears on their per capita apportionment **on request of the body** and the status of general mission pledges.

5.00 STAFF

5.01 The Presbytery shall employ such persons as may be necessary, full or part time, to carry out its proper functions and mandates.

a) When a vacancy occurs in **executive staffing** ~~authorized exempt staff position, Presbytery Council~~ **the moderator, in consultation with the Central Leadership Team** shall nominate to the Presbytery a Search Committee to seek a nominee to be a candidate for the position. Such a Search Committee shall consist of an equal number of ministers and elders chosen in consideration of the Presbytery's commitment to inclusiveness. Such a Search Committee shall be convened initially by the Moderator of Presbytery and elect its own chairperson and organize itself as it may determine necessary. ~~The Executive Presbyter shall be a member ex officio without vote in any exempt staff Search Committee other than a Search Committee for an Executive Presbyter.~~

b) The Personnel Committee, in consultation with the **head-of-staff** ~~Presbyter~~, shall ~~nominate~~ **hire** persons to be employed in non-exempt staff positions, **reporting its action to the Central Leadership Team**, ~~to the Administrative Team of the Presbytery Council.~~

5.02 The work performance of all Presbytery staff shall be reviewed annually by the Personnel Committee **and the results of the review shall be reported to the Central Leadership Team, upon its request.** ~~to the Presbytery Council. Every third year the work of exempt staff shall be reviewed comprehensively and reported to the Presbytery Council.~~

5.03 Exempt staff (not subject to Federal wage and overtime laws) are called to enable the Presbytery to accomplish the mission it undertakes. As such these persons are first of all mission service and resource persons. They function primarily in three areas of responsibility: 1) to provide direct training, leadership development, and consultant services to the committees of Presbytery and, through and with those committees, to the congregations of the Presbytery; 2) to assure and maintain the relationships of the Presbytery and its congregations with other mission structures of the Presbyterian Church (USA); and 3) to assist the Presbytery in those relationships with various benevolent and other religious groups created by mission decisions of the Presbytery.

5.04 Such administrative functions as may be required of staff persons are considered mission responsibilities in that these services enable the Presbytery to do its mission. The Presbyter, as Head of Staff, is assigned staff supervisory, ~~and~~ certain other managerial responsibilities **and shall serve ex-officio to the Central Leadership Team, Trustees and each presbytery committee and working group, maintaining contact with each and presence at their meeting whenever possible.**

~~5.05 [Expired] The formation of a temporary staff position (extending no later than 15 July 2010), approved to serve as coordinator for a group of synod and other grants; and to permit the Administrative Committee of the Presbytery, with the advice of the personnel committee, to write and execute a contract for the position in such a way as to permit participation in the pension plan, provided that all the funding for the position is to come from the grants being serviced; and to permit the Administrative Committee to hire Marcia MacKillop to this position without an open search.[Note: all the dollar support for this position is to come from grant money.]~~

6.00 ORGANIZATION

6.01 The Presbytery of New Brunswick exercises its responsibility for the administration of mission within its boundaries through **a Central Leadership Team, a**

Board of Trustees ~~Presbytery Council with its Administrative Team, and the several Standing Committees~~ **and Working Groups**, and through ~~up to eight~~ **no less than five** meetings of the governing body each year. The Presbytery shall be organized into **a Central Leadership Team, Trustees,** ~~Presbytery Council~~ and ~~nine~~ standing committees: Committee on Ministry, Committee on Preparation for Ministry, ~~Educational Ministries, Evangelism and Church Development, Higher Education, Mission Coordination, PCUSA Interpretation,~~ **and** Personnel, ~~and Mission & Social Witness.~~ There shall also be a Permanent Judicial Commission, **a Grants Committee,** Nominating Committee, a **Stewardship of Property** Committee, **and** a Committee on Representation, ~~and an Urban Mission Cabinet.~~ All of the normal business of the Presbytery shall be conducted in relationship to one or more of these units.

6.02 For the proper discharge of their responsibilities, these units of the Presbytery may constitute such Sub Committees or Task Forces as may be needful, to include in as nearly equal number as possible laypersons and ministers. Any Standing Committee, Sub Committee or Task Force may co-opt additional persons for reasons of personal expertise for a specific task which has a declared time period which shall not normally exceed ninety days. No person shall serve on any of the above entities for consecutive terms, either full or partial, aggregating more than six years. Standing Committees, Sub Committees, **Working Groups** and Task Forces are differentiated as follows:

6.021 A Standing Committee is elected by the Presbytery and all persons so elected have full voting rights in the work of the committee. **Its reports and recommendations to Presbytery shall remain unchanged; however the determination of docket time is vested fully in the Central Leadership Team. Requests for docket time are to be communicated directly with the moderator.** ~~It has the right to present its reports and recommendations to the Presbytery unchanged for full deliberation, subject only to docket limitation or constitutional restriction. Standing Committees shall channel requests for docket time at a meeting of Presbytery through the Stated Clerk to the Presbytery Council. Matters pertaining to the strategy and priorities of the Presbytery shall be discussed with the Presbytery Council.~~ A Standing Committee is responsible to the Presbytery for the work of all subordinate units it develops.

6.022 A Sub Committee is established within a Standing Committee of the Presbytery and is responsible to that unit. It is established for the division of the Standing Committee's ministry into manageable areas of congruent concerns. A majority of its membership shall be drawn from the elected members of the Standing Committee.

6.023 **A Working Group is representative a self-determined group of individuals comprised minimally of two ministers of word and sacrament and two elders or lay people for the group-determined purpose of shared, particular ministry. A Working Group shall submit to the Central Leadership Team its focus and/or objectives for informational purposes, and may apply the Team for consideration of budgetary requests, for referral to the Trustees. Should the working group desire to recommend action for the presbytery, it shall either make its recommendation to the Central Leadership Team, the Trustees or appropriate Standing Committee.**

6.023 A Task Force is established for a specific purpose and a limited duration, which shall be stated at the time of establishment. It is discharged when its responsibilities have been completed. Membership may be drawn from any source.

6.024 Any unit within this configuration shall be responsible solely to the body which established it and is accountable through that body to the Presbytery.

6.025 ~~In addition to entities established under the auspices of the Presbytery Council or a Standing Committee, there may be other groups within the Presbytery that come into being voluntarily to advocate for a particular group or action, e.g., Presbyterian Women. There may also be groups chosen by Presbytery officers and staff for expertise and advice on particular issues or decisions facing the Presbytery, e.g., the Presbyterian Youth Connection Council.~~ Such non-elected groups are accountable to **the Central Leadership Team and/or the Trustees** ~~Presbytery Council~~ and shall make a report to ~~Council~~ as appropriate. Such a group usually will be dissolved when the particular purpose for which it was created has been fulfilled.

6.03 Nothing in this chapter shall be construed to limit the right of the Presbytery to appoint commissions, special committees of investigation, or other entities necessary to give effect to requirements set forth in the Book of Order.

7.00 ~~PRESBYTERY COUNCIL~~-CENTRAL LEADERSHIP TEAM

7.011 ~~The Presbytery Council~~ **Central Leadership Team** represents the ministries and congregations of the Presbytery and has responsibility for the coordination and program of the Presbytery. Consequently, it has the primary responsibility for determining the support needed by member congregations and ministries; engaging in strategic planning; and developing policies for the Presbytery. **It shall have 5 mem-**

bers, striving for balance between Teaching and Ruling Elders. The former moderator of the presbytery shall moderate the Central Leadership Team and the Head-of-Staff serve ex-officio. It will oversee the on-going operations of the presbytery and conduct the business of the presbytery between meetings. ~~Specifically, the Council with its Administrative Team is charged with the following functions:~~ **The responsibilities of the Central Leadership Team include, but are not limited to:**

1. **To actively listen and engage with each committee and working group to ensure clear communication about the work of the Presbytery as a whole**
2. To propose changes to the Plan of Presbytery as needed, **including the formation of committees and working groups as needed.**
3. To review ~~and propose~~ **proposals from or make proposals to the Personnel Committee regarding** any changes in the permanent **or short term** staffing plan of the Presbytery.
4. **To discern and communicate the priorities that shape the work of the Presbytery**
5. ~~(Items 5, 6 & 9-moved to COM section 10.04) To build relationships with sessions and ministry boards;~~
6. To identify needed changes, additions, or revised priorities to the activities of the Presbytery in order to more effectively support the work of the congregations and specialized ministries;
7. ~~To host small discussion groups annually during a stated meeting of the Presbytery to assist in identifying needs and setting priorities;~~
8. ~~To review the work, responsibilities, and continued need for each standing committee and its relationship to and impact upon other committees or entities of the presbytery, with particular attention to the way(s) each committee supports the mission and goals of the Presbytery and its congregations;~~
9. ~~Moved to 9.031 To review, in cooperation with the Committee on Ministry and the Evangelism and Church Development Committee, the ministry of those congregations whose continued viability is in doubt so as to identify the particular kinds of assistance needed from presbytery entities.~~
10. ~~To develop budget priorities based on the goals of the Presbytery;~~ **To hear proposals from and make proposals to the Trustees regarding budget priorities and to recommend jointly with the Trustees an annual budget for Presbytery.**
11. ~~To ensure the planning of worship for meetings of the Presbytery.~~ **To give shape to gathered meetings of Presbytery, including worship and docket preparation.**

12. ~~Moved to 4.014 To determine the referral of constitutional amendments, overtures, or other new business to an appropriate committee for recommendations;~~
13. ~~To serve as the Trustees of the Presbytery of New Brunswick in the person of its Administrative Team~~
14. ~~To develop the docket for each meeting of Presbytery;~~
15. ~~Moved to 8.07 To review the recommendations of the Property Committee and bring appropriate actions to the Presbytery.~~
16. ~~To review and recommend adoption of the proposed annual operating budget;~~
17. ~~Moved to 9.05 To make funding decisions from those restricted funds which have established spending guidelines. These funds include: Capital Reserve Fund, Presbytery Wide Concerns Fund, Urban Fund, Urban Leadership Fund. And to make funding decisions about the use of income and/or unrestricted reserves to meet contingencies not covered by the annual budget or the funding of short term staff.~~
18. ~~To review proposals for short term staff and fulfill its responsibilities under 5.04 of the Plan of Presbytery.~~
19. **In case of emergency**, to act in the name and with the power and authority of Presbytery between meetings and in any month in which Presbytery does not meet, except in those matters that the Form of Government does not permit presbyteries to delegate, and except for those powers otherwise delegated to the Committee on Ministry or the Committee on Preparation for Ministry. Presbytery may adopt a policy specifying and restricting matters in which the **Central Leadership Team Council** may or may not act for Presbytery. **Any emergency action shall be communicated to the Presbytery as a whole, both by posting on the Presbytery website and by reporting on the floor of the next gathered meeting of Presbytery.**

~~7.012 The Council may form itself into working teams in any way that it pleases, so long as there is an Administrative team and so long as teams are created and members assigned to them in plenary session. Council may distribute its members among its working teams in any manner that it pleases, so long as the Administrative Team is chaired by the Moderator of Presbytery and members are assigned to the Administrative and other teams in plenary session. Council may distribute the duties and responsibilities specified above to its working teams in any manner it pleases, save that the duty to act as the trustees of the presbytery and the duty to act in the name and with the power of the presbytery between meetings must be assigned to the Administrative Team. The assignment of duties and responsibilities must be made in plenary~~

~~session. Changes in the Plan of Presbytery or in the permanent staffing plan of the presbytery must be approved in plenary session through the Central Leadership Team before being submitted to the presbytery for action. Council shall publish to the presbytery its organization into teams and the duties and members assigned to each team. Once members have been assigned to the Administrative Team their names shall be submitted to the presbytery for election by ballot as trustees of the presbytery, and they shall serve until successors are elected for them. The Administrative Team and all other working teams must report their actions to the entire Council every month. The Administrative Team must publish its docket ahead of time to the whole Council, and any member of the council may attend any meeting of the Administrative Team with voice. All duties assigned to the Administrative Team and any other working team of the council are delegated and the plenary of the council may resume the exercise of those duties and responsibilities at any time it pleases.~~

The Central Leadership Team shall meet no less than 5 times per year. Its minutes shall be published. ~~The Presbytery Council shall meet in plenary session at least twice a year. One of these meetings shall be held in the first quarter of each year, and the assignment of members and duties and responsibilities to working teams shall be reviewed at that meeting. The Administrative Team and other working teams shall meet as often as is necessary to carry out their assigned duties and responsibilities. A quorum for any matter that requires to be acted upon in the plenary of Council shall be a majority of the actual serving members of the Council. Council may set the quorum for the Administrative Team and other working teams at its discretion.~~

7.02 ~~The voting members of the Presbytery Council~~ **Central Leadership Team** will be:

- ~~The immediate past moderator who will chair the Council~~ **Central Leadership Team**. If this person is absent, ~~the current moderator will serve as chair,~~ **the current moderator and vice moderator shall be empowered to appoint a chair in consultation with the nominating committee and members of the Team.**
 - ~~The current moderator and vice moderator of the Presbytery~~
 - ~~Eighteen~~ **Five** members elected in ~~3~~ classes of ~~6~~ members each for three-year terms. **Membership shall include one congregational pastor, one specialized minister, one retired minister, and two ruling elders from diverse congregations.** ~~The membership will rotate among the specialized, at-large, and retired ministers and the several congregations and their pastors. The intent is to represent large and small, rural, urban, and suburban congregations and ministries within the membership. Each class will include:~~
 - ~~Three Ministers: 1 minister in a validated specialized ministry or a member at large, 1 minister from a large church whose~~

~~membership is at or above the median size of our congregations, 1 minister from a small church whose membership is below the median size; An active retired minister may be nominated to fill a vacancy in any of these categories should the Nominating Committee, after diligent effort, be unable to secure a minister member in that category. Each minister member will be nominated by the presbytery's Nominating Committee from within the appropriate cohort (i.e., larger church pastors, smaller church pastors, resident specialized, at large, and retired ministers).~~

~~• Three Elders: 1 elder from a church at or above the 67th percentile of congregational size, 1 elder from a church that falls between the 34th and the 66th percentile, and 1 elder from a church below the 34th percentile. Each elder member will be nominated by the Session of her/his congregation. There will be a rotation among the congregations invited to nominate an elder member.~~

~~• Council may itself elect one member to a three year term each year in order to gain the diversity and representation of experience and history in the presbytery's committees and missions that it needs to do its work with wisdom. It may elect members to one or two year terms when necessary to bring the members elected under this provision to a total of no more than three.~~

~~• The Executive (or regional) Presbyter, Treasurer, and the Stated Clerk.~~

~~• A representative of Presbyterian Women will be ex officio member without vote. Chairs of standing committees will be welcomed to participate as needed and appropriate and will be given access to the council or its administrative team whenever they request it.~~

~~No person shall serve on the Presbytery Council as an elected member, regardless of capacity, for consecutive terms, either full or partial, aggregating more than six years.~~

Terms of service on the Central Leadership Team may be renewed at the discretion of the Nominating Committee, but shall not exceed six consecutive years.

The current moderator shall serve as an adjunct member of the Central Leadership Team to ensure continuity in the overall work and mission of the Presbytery.

Members of the Central Leadership Team shall serve as liaisons to the committees of the Presbytery such that each committee has an assigned liaison. Liaisons may attend meetings of their assigned committee to

facilitate communication, but shall not be voting members of those committees.

~~Moved to 3.015 7.04 To fulfill the constitutional requirement (G 3.0108a) that the Presbytery annually review the records of all sessions of member congregations of the Presbytery of New Brunswick, the Stated Clerk shall assemble the Clerks of Session at one or more meetings to conduct a peer review of the Session Minutes and Rolls and Register of each church. Each clerk will bring the records for his/her congregation to be reviewed by another clerk. The results of the review will be provided to each clerk at the same meeting. The assembled clerks will discuss any exceptions that are noted in a particular set of records. This ensures that a common standard is applied during the review and provides an opportunity for the clerks to learn from each other. The review of records will normally occur in October of each year. The results of the review will be reported by the Stated Clerk to Presbytery at the next stated meeting.~~

~~Moved to 10.06 7.05 The Moderator shall annually appoint two persons to serve for a term of three years on the Property Committee. The moderator shall also designate a chairperson for the committee. Among the six appointed members of the committee shall be at least two persons experienced in real estate procedures., The Executive Presbyter, the Treasurer, and the Stated Clerk shall also serve on this committee. The Property Committee will recommend appropriate actions to the Presbytery Administrative Committee, including those that need approval by vote of Presbytery.~~

~~The Property Committee shall require the following steps for particular churches of the Presbytery in processing property transactions governed by Chapter IV of the Form of Government in the Book of Order.~~

~~7.051 — The session of the particular church shall notify the Property Committee in writing of a proposed property transaction, and shall request a meeting with the Property Committee prior to any congregational action. The following property transactions are subject to this requirement: mortgage, loan, sale, transfer, lease or any other encumbrance to property owned by the church, as specified in Form of Government G 4.0206a and G 4.0206b.~~

~~7.052 — The Property Committee will arrange to meet with representatives of the congregation, including the pastor(s), to discuss the proposed transaction in detail.~~

~~7.053 — Having met with the congregational representatives, the Property Committee will exercise either of the following options:~~

~~————— a) ——— Recommend that the Administrative Committee approve the transaction, whereupon the session shall arrange for a congregational vote (if needed) on the matter. If the congregation approves the transaction, the Administrative Committee will then recommend approval by the Presbytery at its next meeting.~~

~~————— (b) ——— Recommend that the Administrative Committee disapprove the transaction, whereupon it shall be referred back to the particular church for consideration of alternate plans. Revised plans will then be considered by the Property Committee and Administrative Committee, again following the steps in 7.052 and 7.053 above.~~

~~Moved to 8.00 7.06 The Administrative Committee will develop a proposed annual operating budget for the presbytery using the priorities set by the Council. The chairs of the standing committees and members of the Administrative Committee will be convened as a task group by a Budget chairperson appointed by the Moderator from the membership of the Council. This task group shall present a draft operating budget for review no later than the September meeting of the Administrative Committee. The Administrative Committee shall present the proposed annual operating budget to the Presbytery Council for their review and adoption no later than the October meeting of the Council. [Trustees]~~

~~7.061 ——— The Presbytery Council annually shall recommend to the Presbytery for adoption in November, a final budget for the next fiscal year.~~

~~7.062 ——— All requests for budget line item funding in a current year's budget shall be referred to the Budget Committee upon recommendation of a Presbytery Standing Committee.~~

~~7.07 — The Presbytery Council shall either establish a Financial Review Committee composed of three persons, each from a different church or agency of the Presbytery or contract with a public accountant to conduct a financial review of the Presbytery's financial records. The members of a Financial Review Committee shall be appointed by the Presbytery Council upon nomination by the Moderator to serve in three year classes. All members should have significant church or public financial record experience. At least one person, who shall be named the chair and convener, should have public accounting experience. The Financial Review Committee or the public accountant shall conduct a complete review of Presbytery financial records within six months after the close of the Presbytery fiscal year (January 1—December 31) and shall submit its report to the Presbytery Council through the Treasurer by the June Council meeting. The Presbytery Council shall report the results of the review to the Presbytery annually. [Trustees]~~

7.08 The Central Leadership Team ~~Presbytery Council~~ may temporarily suspend from office chairpersons and members of the standing committees or of the Nominating Committee, but no suspension shall continue through more than two successive stated meetings of the Presbytery without Presbytery's concurrence. The Central Leadership Team ~~Presbytery Council~~ shall be the medium through which proposals for the removal of Presbytery officers shall be presented to the governing body, except where the Book of Order may otherwise provide.

Moved to 9.07 8.00 — *URBAN MISSION CABINET*

~~8.01—The Urban Mission Cabinet, as a forum for urban concerns, shall be responsible for coordinating the ministry of the urban congregations and the urban mission projects of the Presbytery, and for promoting partnership and cooperation among the urban congregations in planning for programs and personnel. It shall consider matters of common concern to urban congregations and their on-going ministry and shall also consult with standing committees of the Presbytery on all matters affecting the urban areas of the Presbytery. It shall provide preliminary evaluation and recommendation on all requests for urban mission funding, in relation to the Cabinet's understanding of urban mission priorities, prior to referral of those requests to Presbytery standing committees. The Cabinet shall be composed of those urban churches whose Sessions have elected to participate by endorsing the "Covenants and Recommendations" document of May 7, 1985. Participation in the Cabinet shall be by two people delegated by the Session (one of whom shall be an Elder in active service), and the pastor from each of the Presbytery's participating urban churches. These participants will take part in and report to their Session and congregation the work and recommendations of the Cabinet. The Urban Mission Cabinet shall make a full report annually to the Presbytery of its work and shall issue at least an annual invitation to additional churches to become members of the Cabinet.~~

9.00 8.00 *TRUSTEES*

8.01 ~~The members of the Administrative Team of the Presbytery Council shall be elected by the Presbytery as the Trustees of the Presbytery of New Brunswick~~ **shall be nominated by the Nominating committee and elected by the Presbytery. The Trustees will have 5 members, with an equitable division of teaching and ruling elders. The Treasurer shall attend all meetings of the Trustees, with voice and vote. The Vice Moderator of the Presbytery shall moderate the Trustees, with vote. The Stated Clerk shall attend each meeting of the Trustees ex-officio.** ~~Such election of Trustees shall take place annually by a separate electing motion at the time and place of the meeting at which the Moderator of the Presbytery is elected.~~

Each member of the Trustees shall be elected for a term of 3 years and may be re-elected for a second term, but shall not serve more than 6 consecutive years.

8.03 The Trustees shall have such power and authority as is given to Trustees of religious corporations by Title 16 of the Statutes of the State of New Jersey subject to the superior authority (in the spirit of Book of Order G-4.0101, as it pertains to the Session and Trustees) of the ~~Presbytery Council~~ **Central Leadership Team** and of the Presbytery itself. A quorum shall be a majority of the members.

8.04 The officers of the Trustees shall be a President, a Treasurer, a Secretary, and a Registered Agent. The **Vice** Moderator of the Presbytery shall be the President of the Board of Trustees, the Treasurer of the Presbytery shall be the Treasurer of the Board of Trustees, the Stated Clerk shall be the Secretary and shall be the agent of the Trustees registered with the Secretary of State of the State of New Jersey.

~~8.05 The Trustees shall be considered to be in meeting at any time the Administrative Committee meets in Stated Meeting and may be called to a special meeting by the President or by written request from any three members of the Trustees. When the Administrative Committee takes an action on matters of a corporate or capital nature said action shall be considered to be an action of the Trustees and shall be so noted in the minutes of the Administrative Committee meeting. The minutes of the Administrative Committee shall also be considered to be the minutes of the Trustees.~~ **The Trustees shall meet at least quarterly but may agree to meet more often as needed. They may be called to a special meeting by the President or by written request from any three members of the Trustees. All minutes of the Trustees shall be published.**

8.06 **The Trustees will develop a proposed annual operating budget for the presbytery in consultation with the Central Leadership Team, after soliciting budget requests from standing committees and working groups.** ~~and in using the priorities set by the Council. The chairs of the standing committees and members of the Administrative Committee will be convened as a task group by a Budget chair person appointed by the Moderator from the membership of the Council. This task group shall present a draft operating budget for review no later than the September meeting of the Administrative Committee. The Trustees Administrative Committee shall present the proposed annual operating budget to the Presbytery Council for their review and adoption no later than the October meeting of the Council.~~

8.061 The ~~Presbytery Council~~ **Trustees** annually shall recommend to the Presbytery for adoption in November, a final budget for the next fiscal year.

~~7.062~~ All requests for budget line item funding in a current year's budget shall be referred to the Budget Committee upon recommendation of a Presbytery Standing Committee.

8.07 The Trustees shall review the recommendations of the Stewardship of Property Committee and bring appropriate actions to the Presbytery.

8.08 The Trustees shall review the Presbytery's financial policies annually, ensuring practice adheres to policy.

8.09 In case of emergency, the Trustees have the authority to act on behalf of the Presbytery between meetings on matters of property and finance. Any emergency action shall be communicated to the Presbytery as a whole, both by posting on the Presbytery website and by reporting on the floor of the next gathered meeting of Presbytery.

~~10.00~~ **9.00** *STANDING COMMITTEES AND WORKING GROUPS*

~~9.01~~ Each standing committee shall develop annually a statement of work objectives for the year and an indication of priority given to each objective. These objectives, based on the Presbytery's goals, shall be submitted to the Presbytery Council for review. New ministry initiatives with budgetary implication may rise out of these objectives. **A Standing Committee is representative of individuals nominated and duly elected by our presbytery, tasked with ministries as defined by the Plan of Presbytery. Any standing committee shall be composed of as nearly equal number of ruling and teaching elders as possible. A Working Group is representative a self-determined group of individuals comprised minimally of two ministers of word and sacrament and two elders or lay people for the group-determined purpose of shared, particular ministry. A Working Group shall submit to the Central Leadership Team its focus and/or objectives for informational purposes, and may apply the Team for consideration of budgetary requests, for referral to the Trustees.**

9.02 Members of standing committees shall serve for a three year term and shall be eligible for re-election up to a total of six consecutive years. Standing committees may enroll as corresponding members persons who represent compatible or similar interests of the Presbytery in other governing bodies or organizations.

9.03 The Committee on Ministry shall have **a minimum of 12 and a maximum of 15** members with equal numbers of elders and ministers. It shall also provide counsel to ministers regarding continuing education, and shall make recommendations to Presbytery concerning pension, pension supplements, benefits, or emergency finan-

cial aid to ministers. This committee shall be attentive to the needs and relationships of all continuing members of Presbytery, **placing equal value on its work with clergy as well as congregations.** It shall have the authority to appoint moderators for the sessions of churches with vacant pulpits, to appoint commissions for the ordination and/or installation of pastors and associate pastors, **and after examination receive Ministers of Word and Sacrament who wish to transfer into the New Brunswick Presbytery.** ~~Two members shall be appointed to serve on the Joint Committee on Ruling Elders Commissioned to Particular Pastoral Service.~~ The quorum for meetings of the Committee on Ministry shall be one more than half of the members.

9.031 COM shall

- a. Develop and maintain mechanisms and processes to serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service and certified Christian educators of the presbytery (G-3.0307)
- b. Facilitate the relations between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service and certified Christian educators (G-3.0307)
- c. Settle difficulties on behalf of the presbytery where possible and expedient.
- d. It shall make recommendations to presbytery regarding calls for the services of its ministers. Every call for the services of a minister or candidate in a pastoral relationship shall be placed in its hands and presented by it to the presbytery, with a report as to the call being in order and recommendation as to whether the call shall be placed in the hands of the minister or candidate. Every request by a minister or candidate for the presbytery's approval of a task appropriate to the ministry, though not a pastoral relationship to a particular church, shall be made by the minister or candidate through the committee and shall be reported by it to the presbytery with recommendation for presbytery's action.
- e. Counsel with churches regarding calls for permanent pastoral relations, visiting and counseling with every committee elected to nominate a pastor or associate pastor. It shall advise with the committee regarding the merits, availability, and suitability of any candidate or minister whose name is contemplated for nomination to the congregation, and shall have the privilege of suggesting names to the committee. No call to a permanent pastoral relationship shall be in order for consideration by the presbytery unless the church

has received and considered the committee's counsel before action is taken to issue a call. A call to a permanent pastoral relationship shall not be issued until it has been approved by the presbytery. In the case of a church receiving aid in supporting a pastor, it shall confer with both the church and that agency of presbytery charged with arranging such aid before it shall recommend to the presbytery that a call to such a church be placed in the hands of a minister. The proper agency of the presbytery shall present to the committee a statement of the presbytery's anticipated support of a pastor, which shall be attached to the call of the church.

g. It shall counsel with churches regarding the advisability of calling a designated pastor as defined in G-2.0805.

h. It shall help facilitate pastoral transition in congregations, providing support for both clergy and congregation including counsel with sessions regarding stated supplies, interim pastors, interim co-pastors, interim associate pastors, and temporary supplies when a church is without a pastor, and it shall provide lists of pastors, commissioned lay pastors, and qualified lay persons who have been trained and commissioned by the presbytery to supply vacant pulpits. Concurrence of the presbytery through its committee on ministry is required when a session invites an interim pastor, interim co-pastor, or interim associate pastor.

i. It shall provide for the implementation of equal opportunity employment for ministers and candidates without regard to race, ethnic origin, sex, age, marital status, **sexual orientation**, or disability. In the case of each call, it shall report to the presbytery the steps in this implementation taken by the calling group.

j. It may be given authority by the presbytery to find in order calls issued by churches, to approve and present calls for services of ministers, to approve the examination of ministers transferring from other presbyteries, to dissolve the pastoral relationship in cases where the congregation and pastor concur, to grant permission to labor within or outside the bounds of the presbytery, and to dismiss ministers to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the presbytery.

k. It shall serve as an instrument of presbytery for promoting the peace and harmony of the churches, especially in regard to matters arising out of the relations between ministers and churches. Its purpose shall be to mediate differences and reconcile persons, to the end that the difficulties may be corrected by the session of the church if possible, that the welfare of the par-

particular church may be strengthened, that the unity of the body of Christ may be made manifest

l. It shall exercise wise discretion in determining when to take cognizance of information concerning difficulties within a church, proceeding with the following steps: (1) It may take the initiative to bring the information which has come to it to the attention of the session of the church involved, counseling with the session as to the appropriate actions to be taken in correcting the reported difficulties. (2) It may offer its help as a mediator in case the session either finds itself unable to settle the problems peaceably or takes no steps toward settlement. (3) It may act to correct the difficulties if requested to do so by the parties concerned, or if this authority is granted by the presbytery for the specific case. When so doing, the committee shall always hold hearings which afford procedural safeguards as in cases of process, following the procedures outlined in the Rules of Discipline. The committee shall be open to communication at all times with the ministers, elders who are members of sessions, sessions of the presbytery, and Certified Christian Educators within the bounds of the presbytery.

m. Identify **and communicate to the Central Leadership Team** needed changes, additions, or revised priorities to the activities of the Presbytery in order to more effectively support the work of the congregations and specialized ministries;

n. Review the ministry of those congregations whose continued viability is in doubt so as to identify the particular kinds of assistance needed from presbytery entities, **referring to them to the Stewardship of Property committee as appropriate.**

9.04 The Committee on Preparation for Ministry shall have eighteen members with equal numbers of teaching and ruling elders. ~~Two members shall be appointed to serve on the Joint Committee on Ruling Elders Commissioned to Particular Pastoral Service.~~ All members should have a concern for those exploring a call to service to the church as **ministers of Word and Sacrament (also called teaching elders)**, ~~also called ministers of the Word and Sacrament.~~

9.042 The Presbytery of New Brunswick commissions the Committee on Preparation for Ministry to **carry out the responsibilities defined in G 2.06, including to:** ~~exercise the presbytery's authority, responsibilities, and duties under G 2.06. The Committee has been assigned the power to:~~

1) enroll inquirers,

- 2) have full oversight of all inquirers and candidates with full power to set requirements and tasks and to impose responsibilities upon them, creating and using whatever paperwork or other instruments it pleases,
- 3) covenant and counsel with sessions concerning their role in the preparation process, **ensuring sessions understand their role as both support and advocacy**
- 4) ~~to~~ conduct annual consultations and continue inquirers and candidates in covenant relationship,
- 5) ~~to~~ certify candidates ready to receive a call, and
- 6) ~~to~~ remove individuals from the roll of inquirers or candidates, with the provision that all such actions be reported to the next stated meeting of the presbytery.

9.043 CPM has the authority to move persons from Inquiry to Candidacy. CPM shall introduce candidates to the Presbytery and the Presbytery shall give opportunity (not necessarily during the business portion of the gathered meeting) for the Candidate to speak to their sense of call. ~~Inquirers, upon recommendation of the Committee on Preparation for Ministry, must be examined by the plenary of presbytery and receive its approval to be advanced to candidacy.~~

9.044 The Committee on Preparation for Ministry may divide its work in any way that it pleases and set its own quorums, ~~save that the decision to recommend to the presbytery that an inquirer be advanced to candidacy,~~ and decisions to remove a person from the roll of inquirers or candidates against that person's will, must be made in a session of the whole committee.

9.045 CPM shall co-opt two or more members of Presbytery not serving on CPM to conduct exit interviews with those who have completed the process to receive feedback about the experience of Inquiry and Candidacy.

9.05 Grants Committee shall have a minimum of 3 and a maximum of 4 members, equally divided between ministers and elders, and have regular consultation with the Treasurer. This group shall consider applications for restricted funds which have established spending guidelines including but not limited to the Capital Reserve Fund, the Presbytery Wide Concerns Fund, the Urban Fund, the Urban Leadership Fund and the Tapestry Fund. It shall also resource/direct churches or leaders seeking funds to synod or other grant agencies, as appropriate. It shall develop and regularly communicate grant application deadlines.

9.06 Stewardship of Property Committee shall be comprised of a minimum of four persons with an equal division of teaching and ruling elders. Requests for consultation with the Stewardship of Property Committee shall be facilitated through the Committee on Ministry and/or the Trustees. The Head-of-staff and Stated Clerk are to resource this committee, and the Treasurer to consult as needed. The Committee will recommend appropriate actions to the Trustees, including those that need approval by the presbytery.

9.061 The SoPC exists to help member congregations carefully consider their physical structures, with creative examination of the potential for development, re-development or legacy planning. It shall also resource and direct churches or leaders to available resources as appropriate throughout this process.

9.062 In the event of property transactions, the following steps which are governed by Chapter IV of the Form of Government in the Book of Order shall be required

9.063 The session of the particular church shall notify the ~~Property Committee~~ **the Trustees** in writing of a proposed property transaction, and shall request a meeting with the **SoPC** ~~Property Committee~~ prior to any congregational action. The following property transactions are subject to this requirement: mortgage, loan, sale, transfer, lease or any other encumbrance to property owned by the church, as specified in Form of Government G-4.0206a and G-4.0206b.

9.064 The **SoPC** ~~Property Committee~~ will arrange to meet with representatives of the congregation, including the pastor(s), to discuss the proposed transaction in detail.

9.065 Having met with the congregational representatives, the ~~Property Committee~~ **SoPC** will exercise either of the following options:

a) Recommend that the **Trustees** ~~Administrative Committee~~ approve the transaction, whereupon the session shall arrange for a congregational vote (if needed) on the matter. If the congregation approves the transaction, the ~~Administrative Committee~~ **Trustees** will then recommend approval by the Presbytery at its next meeting.

(b) Recommend that the **Trustees** ~~Administrative Committee~~ disapprove the transaction, whereupon it shall be referred back to the particular church for consideration of alternate plans. Re-

vised plans will then be considered by the Property Committee and Administrative Committee, again following the steps in 10.063 and 10.064 above.

~~Now elected by the body through Nominating: 7.05—The Moderator shall annually appoint two persons to serve for a term of three years on the Property Committee. The moderator shall also designate a chairperson for the committee. Among the six appointed members of the committee shall be at least two persons experienced in real estate procedures. The Executive Presbyter, the Treasurer, and the Stated Clerk shall also serve on this committee. The Property Committee will recommend appropriate actions to the Presbytery Administrative Committee, including those that need approval by vote of Presbytery.~~

~~8.00~~ 9.07 *URBAN MISSION CABINET*

At the special meeting of presbytery in June, the Urban Working Group was tasked with the following: to develop 1) new and renewed vision regarding the purposes of a urban mission entity, 2) clarity of its evaluative definitions, including urban designation and 3) assessment of tools used to determine to which extent the presbytery's communities qualify as urban. **The UWG must either amend or adopt the language found in the former plan of presbytery in reference to the identity and plan of the Urban Mission Cabinet or redefine its mission. This shall be shared with the Task Force in October, brought before the presbytery for consideration at its stated meeting in November and adopted into the new plan of presbytery.**

~~8.01—The Urban Mission Cabinet, as a forum for urban concerns, shall be responsible for coordinating the ministry of the urban congregations and the urban mission projects of the Presbytery, and for promoting partnership and cooperation among the urban congregations in planning for programs and personnel. It shall consider matters of common concern to urban congregations and their on-going ministry and shall also consult with standing committees of the Presbytery on all matters affecting the urban areas of the Presbytery. It shall provide preliminary evaluation and recommendation on all requests for urban mission funding, in relation to the Cabinet's understanding of urban mission priorities, prior to referral of those requests to Presbytery standing committees. The Cabinet shall be composed of those urban churches whose Sessions have elected to participate by endorsing the "Covenants and Recommendations" document of May 7, 1985. Participation in the Cabinet shall be by two people delegated by the Session (one of whom shall be an Elder in active service), and the pastor from each of the Presbytery's participating urban churches. These participants will take part in and report to their Session and congregation the work and recommendations of the Cabinet. The Urban Mission Cabinet shall make a full re-~~

~~port annually to the Presbytery of its work and shall issue at least an annual invitation to additional churches to become members of the Cabinet.~~

~~10.05 The Educational Ministries Committee shall have nine members and shall provide program assistance, counsel, and resources for all churches and the Presbytery. Its activities shall include such areas as Christian Education, lay leadership development, officer training, and youth ministry. Two members shall be appointed to serve on the Joint Committee on Ruling Elders Commissioned to Particular Pastoral Service. The Joint Committee on Ruling Elders Commissioned to Particular Pastoral Service shall report to the Presbytery through the Educational Ministries Committee.~~

~~10.06 The Evangelism and Church Development Committee shall have nine members divided into three classes. It shall be available for providing assistance to congregations with mission analyses and establishing procedures and expectations for the same, the promotion of evangelism, and the development of new congregations or transformation of existing ones. This Committee shall develop and implement a process for congregations to enter into a partnership with the Presbytery and shall work with those congregations in identifying financial or other resources needed to implement the plans.~~

~~10.07 The Higher Education Committee shall have nine members and provide the forum to share strategies for the various campus ministries within our bounds. The Committee shall work to create covenants between existing ministries and congregations in close proximity to campuses; support faculty and administrators in the pursuit of vocations of Christian scholarship, teaching, and mindful service; and provide advocacy and educational opportunities.~~

10.08 The Personnel Committee shall consist of **four** ~~six at large~~ members with equal number of elders and ministers. ~~The immediate past moderator shall also be a member, and the Head-of-staff Presbyter shall serve ex officio, without vote. The chairperson of the Personnel Committee shall be named by the Nominating Committee from the elected members. The Personnel Committee shall supervise the work of the Head-of-staff Presbyter and other Presbytery employed staff. It shall also support and encourage the staff in their work, consult with employed staff persons at the initiation of either party, recommend to the Presbytery Council~~ **Central Leadership Team** policy for all employed personnel of Presbytery, and conduct annual and comprehensive employee performance reviews. ~~The committee shall report the results of annual performance reviews to the Presbytery Council.~~ **At the request of the Central Leadership Team, the Personnel Committee shall report the results of employee reviews.** ~~The committee shall make recommendations relating to any compensation adjustments for exempt staff members to the Presbytery for action.~~ **Any changes in Presbytery staff** and recommendations for **staff** compensation adjustments for ~~non-exempt~~ staff shall be made to the Presbytery Council **Central Leader-**

ship Team for action. ~~The Personnel Committee shall meet at least four times a year; members shall be designated as support and contact persons for individuals on the Presbytery staff.~~

~~10.09 The Social Witness Committee shall have twelve members and shall bear witness to God's gift of love in Jesus Christ by signifying in the world the peace, justice, light, and love of the Kingdom of God that he proclaimed. The Committee seeks to fulfill one of the great ends of the church by enabling and encouraging the promotion of social righteousness through programs of education, advocacy, and action. The Committee's work surrounds two main functions:~~

- ~~1) Focusing the attention, education, and work of the Presbytery on one or two particular social justice issues at any given time to enable the Presbytery to work together in its expression of social witness.~~
- ~~2) Enabling, equipping, and networking individual persons and congregations within the Presbytery in their own work for justice and peace.~~

~~10.10 The PCUSA Interpretation Team shall have six members and shall interpret the mission of the Presbytery, the Synod of the Northeast, and the General Assembly to sessions and other leaders. It will do so by preparing interpretive materials and by visiting half of the Presbytery's sessions each year using volunteers recruited and trained for this purpose. The Team's goal will be to encourage greater support by congregations of the mission of the PCUSA.~~

~~10.11 The Mission Coordination Committee shall have twelve members and shall promote the full mission of the church in each congregation and in the Presbytery. This committee has responsibility for the Presbytery's partnerships in mission.~~

~~11.00~~ **10.00 NOMINATIONS AND ELECTIONS**

10.01 There shall be a Presbytery Nominating Committee composed of six members serving in three classes of two members each. The membership shall be composed of one-third ministers, one-third laywomen, and one-third laymen (G-9.0801). Annually at the stated meeting in November the Moderator, in consultation with the Vice Moderator, shall nominate for election in January, two persons to succeed those Nominating Committee members whose term is about to expire. **The Central Leadership Team** Presbytery Council shall review the nominations to the nominating committee to ensure that it is broadly representative of the constituency of the presbytery, and in conformity with the church's commitment to unity in diversity (F-1.0403). The two newly-elected members take office at the close of the annual meeting in January. No member shall serve for more than one three year term or part thereof, and may not be re appointed for service thereon until at least one year shall have elapsed. No member

may serve simultaneously as a member of the **Central Leadership Team** ~~Presbytery Council~~ or as chair or co-chair of any standing committee of the presbytery. In the event of a vacancy on the Nominating Committee, the Moderator, in consultation with the Vice Moderator **and Past Moderator**, shall name a replacement.

10.02 At the stated meeting of the Presbytery in November the Nominating Committee shall submit a slate of nominations for successors to those whose terms are about to expire, and to fill unexpired terms that have become vacant among the officers of the Presbytery, members of the **Central Leadership Team** ~~Presbytery Council~~, and members of all standing committees. The slate of nominations shall be circulated with the docket for the November meeting of Presbytery, at which meeting opportunity shall also be given for nominations from the floor. Nominations from the floor, however, may be made only with the consent of such nominees. Nominations shall be closed at the November meeting.

10.03 Elections of Presbytery officers, members of the ~~Presbytery Council~~ **Trustees, Central Leadership Team**, all standing committees, and commissioners to General Assembly and Synod ~~shall~~ **will generally** be held at the January meeting of the Presbytery. The Moderator shall take office and all others shall assume their duties after the elections at the January meeting. The Nominating Committee shall present nominees to fill unexpired terms when vacancies occur, for election by the Presbytery at any stated meeting.

10.04 The nomination and election of commissioners to the General Assembly shall be conducted in the following manner:

10.041 At the November meeting prior to the convening of the General Assembly, the Nominating Committee shall nominate the number of persons to be elected as **minister** ~~teaching-elder~~ commissioners and ruling elder commissioners and an equal number of **minister** ~~teaching-elder~~ and ruling elder alternates. In choosing nominees, due consideration shall be given to all constituencies in the Presbytery, as well as to last dates of service as commissioners. The number of commissioners to be elected is set forth in G-3.0501.

10.042 Nominations for both **minister** ~~teaching-elder~~ and ruling elder commissioners and alternates to the General Assembly may be made from the floor at the November meeting, provided such nominees have given their consent.

~~**10.043** In the case of Young Adult Advisory Delegates, the Educational Ministries committee of Presbytery is to screen all candidates for nomination and recommend to the Presbytery Nominating Committee for nominating, a~~

~~slate equal to the number of Young Adult Advisory Delegates and alternates to be elected.~~

10.044 Election of all commissioners and advisory delegates to the General Assembly shall be ~~an~~ **the order of the day at the presbytery meeting which shall enable their election to be reported to the General Assembly in a timely fashion according to the Standing Rules of the General Assembly.** ~~no later than the January Presbytery meeting prior to the convening of the General Assembly.~~ The Nominating Committee shall prepare and submit a written biography of each nominee. Nominees are to be introduced in person to the Presbytery prior to election but shall not be asked to speak. If there are nominations from the floor, then election of commissioners shall be by ballot. Those with the highest number of votes above a majority shall be declared the commissioners. The Stated Clerk shall record in the permanent minutes of the Presbytery the number of votes cast for each nominee, but the Moderator shall not announce the number of votes cast when announcing the results of the election, unless requested to do so by a vote of one third of the Presbytery. Election of commissioners, alternates, and advisory delegates may be by voice vote if the election is uncontested.

10.045 In the event that an elected commissioner is unable to fulfill the duties of a commissioner, one of the appropriate alternate commissioners, chosen by the moderator, shall serve in their stead.

10.05 The nomination and election of commissioners to the Synod shall be conducted in the following manner:

10.051 The Presbytery will be represented in the Synod Assembly and the New Jersey Presbytery Partnership Group by two ministers and two elders. These commissioners shall be elected to three-year terms on a rotating basis. A commissioner may be elected to a second consecutive term. No commissioner who has served two consecutive, full three-year terms shall be eligible for election to another term until at least two years have elapsed. A commissioner elected to fill a partial term, which is more than one year in length shall be considered as having served a full term. (Ref. Synod Bylaws: 02.02.01 A & B.) The Presbytery shall also be represented by a Youth Advisory Delegate elected by the presbytery upon nomination by the Committee on Educational Ministries.

10.052 The Nominating Committee will nominate persons suited to service in the Synod Assembly and the NJ Presbytery Partnership Group. Due consideration shall be given to all constituencies in the Presbytery, as well as last dates of service as commissioners. These nominations shall be presented

at the November meeting of Presbytery. The election of the Synod commissioners shall be held at the January meeting of Presbytery.

10.053 The Nominating Committee will also nominate one minister alternate and one elder alternate each year for a one-year term. In the event a minister commissioner is unable to attend the Synod Assembly, the alternate minister commissioner shall attend the Synod Assembly in the commissioner's place. Likewise, in the event an elder commissioner is unable to attend the Synod Assembly, the alternate elder commissioner shall attend the Synod Assembly in the commissioner's place.

12.00 11.00 COMMITTEE ON REPRESENTATION

11.01 There shall be a Presbytery Committee on Representation, nominated by the Nominating Committee, constituted and functioning according to provisions of the Book of Order (G-3.0103). This committee shall advise the Nominating Committee of any need for nominations in particular categories that should have increased representation.

13.00 12.00 STANDING RULES

12.01 To assist the Presbytery in the orderly conduct of its business the following standing rules are affirmed:

12.02 ~~The Central Leadership Team shall determine the schedule of stated meetings and shall publish the schedule no later than October for the upcoming year. The Presbytery shall hold no more than eight stated meetings a year, and, in addition, adjourned and special meetings when required. The stated meetings shall be on the second Tuesday of the month, normally in January, February, March, May, June (exception as needed for General Assembly), September, October, November, adjourning no later than 9:30 p.m., with any unfinished business to be carried over to the next meeting.~~

12.03 ~~Tuesday Meetings of Presbytery shall begin at 6:45 p.m., preceded by dinner, unless otherwise specified by the Administrative Committee. All meetings of Presbytery shall include a worship service, part of which may be preaching of the Word. The Lord's Supper shall be celebrated at the January meeting.~~

12.04 The Moderator and Vice Moderator, in conjunction with the Stated Clerk, shall constitute a committee authorized by Presbytery to evaluate emergencies (e.g. snowstorms) that may arise in connection with scheduled meetings of Presbytery and to act accordingly.

12.05 Items on the docket shall be limited to the allotted time. If the report on any item is not completed in the allotted time, the moderator may suspend until the remainder of the docket has been covered, unless by majority vote the Presbytery shall permit the report to continue uninterrupted.

12.06 No matter may be acted upon at a meeting of Presbytery that has not first been approved at a properly called meeting of a Presbytery committee, **Central Leadership Team or Trustees** or the Presbytery Council or Administrative Committee, held prior to that meeting of Presbytery. No committee business shall be considered at a meeting of Presbytery other than that which may be announced at the time of the adoption of the docket.

12.07 Overtures to the General Assembly shall be reviewed by the appropriate standing committee which will make a recommendation to Presbytery as to its disposition. All overtures must be presented to the Presbytery no later than the second stated meeting of the Presbytery prior to the appropriate General Assembly deadline so that commissioners have the time between presbytery meetings to consider the overture before acting on it. The General Assembly deadlines are: 120 days prior to the convening of the Assembly-overtures requesting amendment to or interpretation of the Book of Order; 60-days for overtures having financial implications for current or future budgets; 45-days for all other overtures.

12.08 "Proposed amendments must be approved by the General Assembly and transmitted to the presbyteries for their vote." (G-6.04c). The vote on all proposed amendments shall be taken at the March stated meeting of Presbytery following the adjournment of the General Assembly. All recommendations for votes on the amendments shall be accompanied by a rationale prepared by the recommending body.

12.09 The Committee on Ministry has been authorized by the Presbytery (June 11, 1996) to exercise the provisions of the Constitution previously enumerated in G-11.0502h of the former Form of Government during those months without a stated meeting of the Presbytery.

12.10 Each committee, immediately after its reorganization in January, shall prepare a schedule of its meetings for the year, which shall be given to the Stated Clerk and published throughout the Presbytery.

~~12.11 Each committee of Presbytery shall report regularly to the Presbytery Council concerning its work. Such report shall include, but not be limited to, announcements and minutes of all meetings.~~

12.12 Three unexcused absences from meetings of standing committees **or the Trustees or Central Leadership Team** ~~Presbytery Council~~ on the part of a member thereof ordinarily shall constitute sufficient reason for his/her removal from the elected position.

~~12.13 The Stated Clerk shall provide to each minister, elder commissioner to Presbytery, and clerk of session a timely notice of each meeting of the Presbytery, and shall furnish a docket of the reports scheduled to be considered at that meeting. This notice and docket shall be provided at the Presbytery's website; printed copies will be provided to members on request.~~

12.14 The Stated Clerk shall prepare minutes of the proceedings of each meeting of the Presbytery, which shall be submitted to the Presbytery for approval at the next stated meeting. The minutes shall contain a record of all actions formally taken, and shall include the terms of appointment for all ministers undertaking employment within the jurisdiction of the Presbytery.

12.15 The Stated Clerk shall be, with the Treasurer, custodian of the storage space in such vault as may be required for the preservation of Presbytery records. The Stated Clerk, the Treasurer, and the Head-of-staff ~~Presbyter~~ shall have access to this storage space.

12.16 The Stated Clerk shall be custodian of the seal of Presbytery.

12.17 The **Head-of-Staff** ~~Executive Presbyter~~ shall be the primary Personnel officer of the Presbytery and shall be the custodian of any such secure personnel files as the Presbytery may be required to keep. The Chairperson of the Committee on Ministry only, upon vote of the committee, shall be granted access to individual files of minister members of Presbytery. Such access shall be only for good and sufficient reason and shall be provided only by the ~~Executive Presbyter~~ **Head of Staff**. Confidential personnel files shall not be copied or removed from the Presbytery office. The Executive ~~Presbyter's~~ **Director's** file shall be held by the Stated Clerk. In addition, all continuing members have access to what is contained in their personnel file.

12.18 The Presbytery will provide annually a budget line item under ~~Presbytery Council~~ **Central Leadership Team** administration to cover expenses for the Moderator and Vice Moderator to attend the meeting of the General Assembly and for the moderator (or vice-moderator) to attend the annual Moderator's Conference sponsored by the Moderator of the General Assembly.

12.19 The salaries of all employees of the Presbytery shall be determined annually by the Presbytery, upon the **joint** recommendation of the ~~Presbytery Council~~ **Trustees and Central Leadership Team**.

12.20 If an ordained minister is to be remuneratively employed by the Presbytery or by a body under its jurisdiction, the call shall be referred to the Committee on Ministry for its recommendation prior to final action by the Presbytery. A request for termination of the Presbytery's employment of an ordained minister shall be handled in the same manner.

12.21 The above procedure shall also be followed in the case of a lay person who is to be employed by the Presbytery as the result of the search process described in § 5.01(a) above.

12.22 Unless specific action is taken to the contrary, the Stated Clerk shall be authorized to edit all resolutions and communications of the Presbytery, provided the meaning in no case be altered.

12.23 A quorum of the presbytery shall consist of ruling elders from at least one third of the member congregations of the presbytery, and at least the same number of ministers.

12.24 The moderator of the presbytery in consultation with the vice moderator and the stated clerk may call a special meeting of presbytery. The Central Leadership Team may call special meetings of presbytery. Upon receipt of a letter signed by elder-commissioners from at least three congregations and three minister members of the presbytery, the Central Leadership Team shall call a special meeting of the presbytery. Only that business named in the call of the meeting may be transacted at a special meeting of the presbytery. Notification of special meetings of the presbytery shall be published at least 11 days in advance of the date of such meetings.

12.24 These standing rules may be suspended by a three fourths vote of the members of Presbytery present and voting, upon motion duly made.

14.00 13.00 EVALUATION AND AMENDMENTS

13.01 The effectiveness of this Plan in fulfilling the purposes and mission of the Presbytery shall be carefully evaluated by the ~~Presbytery Council~~ **Central Leadership Team** ~~each year~~, with a report and recommendations thereon being made by the ~~Council Team~~ **Team** to the Presbytery at a stated meeting.

13.02 This plan, including its standing rules, may be amended at any stated meeting by a majority vote of the members present and voting, provided that notice of the

proposed amendment shall have been given, in writing, at the preceding stated meeting, or circulated with the docket of the meeting at which it is to be voted.

Originally adopted by Presbytery 9 October 1984

Revised Version adopted 11 March 2003

Revisions to section 10, 14 March 2006

Revisions to sections 11 & 13, 13 June 2006

Revisions to sections 4-11, 13 adopted 11 September 2007

Revisions to section 10 adopted 13 November 2007

Revisions to sections 10, 11, 13 adopted 14 October 2008

Revisions to Section 5.05, 10.05, and 11.04 adopted 12 January 2010

Revisions to Section 7.00, and 11.01 and 02 adopted 11 October 2011

Edited to bring language into consistency with the New Form of Government January 2013

Revisions to Section 10.04 adopted on 11 June 2013