

STANDING RULES
PRESBYTERY OF NORTHERN KANSAS

References to the *Constitution of the Presbyterian Church (U.S.A.)*

Are abbreviated by the use of capital letters:

F- Foundations of Presbyterian Polity

G- Form of Government

D- Rules of Discipline

W- Directory of Worship

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- S-1.0000 MISSION, PURPOSE AND IDENTITY STATEMENT OF THE PRESBYTERY OF NORTHERN KANSAS
- S-1.0100 Mission:
“Christ gives to the Church its faith and life, its unity and mission, its order and discipline. Scripture teaches us of Christ’s will for the Church, which is to be obeyed. In the worship and service of God and the government of the church, matters are to be ordered according to the Word by reason and sound judgment, under the guidance of the Holy Spirit.” (F-1.0203)
- S-1.0200 Statement of Purpose:
The Presbytery of Northern Kansas encourages, supports, enables, inspires and celebrates with congregations within its bounds to carry the Good News to the world and to become the hands of Christ to a hurting world. The Presbytery is the shepherd/servant to its congregations. The congregations are God’s “mission outposts” in the world. God calls us to work together as congregations and as presbytery, combining energy and vision for being in mission.
- S-1.0300 PRESBYTERY IDENTITY STATEMENT
We Covenant with each other before God to be a Presbytery that:
- Celebrates our connectedness and acknowledges that as the body of Christ we need each other and are accountable to each other;
 - Communicates with, supports and prays for our member congregations and ministers;
 - Provides resources to assist our congregations in carrying out programs and mission activities;
 - Affirms our diversity and welcomes the free expression of ideas, viewpoints and gifts;
 - Fosters, encourages and lives out our commitment to unity, spiritual maturity and enrichment in the life of the Church, and
 - Reaches beyond our own needs to carry on ministries of covenantal love and justice.
- S-2.0000 PRESBYTERY MEETINGS
- S-2.0100 Stated Meetings:
There shall be four stated meetings of the Presbytery, ordinarily on the third week of January, April, July, and October.
- S-2.0101 Notice:
Written notice of stated meetings shall be mailed or transmitted electronically at least ten (10) days in advance.
- S-2.0200 Special Meetings:
Special Meetings shall be called and notice shall be sent not less than ten days in advance to each teaching elder and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.
- S-2.0300 Expenses:
Travel and lodging expenses of session commissioners and teaching elders serving in a pastoral capacity shall be provided by local churches.
- Expenses within the bounds of Presbytery of Members-at-Large may be paid by the Presbytery at the Presbytery’s current mileage rate.
- Visitors in an official capacity may submit their mileage to their committees; members by virtue of office may submit their mileage expense to the Presbytery. Reimbursement will be at the Presbytery’s current mileage rate.

- S-2.0400 **Quorum:**
A quorum of the Presbytery shall be any ten (10) teaching elder members and ten (10) ruling elder members present, provided that at least seven (7) churches are represented by ruling elders.
- S-2.0500 **Required Attendance:**
S-2.0501 **Teaching Elder Members:**
Each continuing member of the Presbytery, except those who have been granted permission to labor outside the bounds of the Presbytery and those honorably retired, shall attend all stated meetings of the Presbytery.
- S-2.0502 **Ruling Elder Commissioners:**
Each ruling elder commissioner designated by the sessions of the Presbytery shall attend stated meetings of the Presbytery. Churches with 501 – 1000 members shall be represented by two ruling elder commissioners.
- S-2.0600 **Voting:**
Members and their voting privileges are governed by the Form of Government. (G-3.03) Certified Christian Educators employed by churches of the Presbytery who have been ordained as ruling elders shall have voice and vote. Commissioned Ruling Elders shall also have voice and vote. In redressing the imbalance of teaching elders and ruling elder commissioners, ruling elder members of Presbytery Council as well as ruling elders who are elected moderators of standing committees shall be enrolled as members of Presbytery for their terms of service prior to inviting Sessions of particular churches to elect additional ruling elder commissioners.
(G-3.0301)
- S-3.0000 **PRESBYTERY OFFICERS**
- S-3.0100 **Moderator:**
The **Moderator** shall take office January 1st following election at the October stated meeting and shall exercise the powers and perform the duties of Moderator as set forth in G-3.0104.
The Moderator of Presbytery shall appoint Administrative Commissions for the purpose of Installation/Ordination. When a situation dictates the need between regular meetings of the Presbytery of Northern Kansas for immediate action such as the appointment of a moderator of session or the formation of a special disciplinary committee, the Moderator may do so on behalf of Presbytery in consultation with the Moderator of the Committee on Ministry, the Vice-Moderator of Presbytery, and the General Presbyter/Stated Clerk. Such actions will be reported by the Stated Clerk to the next regular meeting of the Presbytery.
- S-3.0200 **Vice-Moderator:**
The **Vice-Moderator** shall take office January 1st following election at the October stated meeting and shall preside when the Moderator cannot fulfill the duties of Moderator.
- S-3.0300 **Stated Clerk:**
The **Stated Clerk** shall be a function of the position of General Presbyter/Stated Clerk. In functioning as Stated Clerk, the General Presbyter/Stated Clerk shall perform those duties provided by the Book of Order (G-3.0104) and the following:
A. Conduct the correspondence related to this office for the presbytery.
B. Receive all overtures, bills and other papers addressed to the Presbytery and to refer the same to the proper committee.
C. Keep a roll of teaching elder members of the Presbytery present and absent, and of the churches represented and not represented at each meeting of Presbytery.
D. Keep a register of names and addresses of all teaching elders who are members of Presbytery, a list of the churches and their Clerks of Session, revising these lists each year.
E. Present the Annual Necrology Report at the April Presbytery Meeting. This report shall include the name, date of death, and terms of service in the church (where available) of ruling elders and teaching elder members of Presbytery who have died within the preceding year.

- F. Make available a copy of the minutes of all meetings to each continuing member of the Presbytery, to each Commissioner to Presbytery, and to such other individuals and organizations as appropriate.
- G. Send copies of the docket and reports for each Stated Meeting to the Commissioners to Presbytery and to each continuing member.
- H. Maintain a suitable depository of all important papers and records, and to report location and contents annually.
- I. Send each Session, through the Clerk of Session, the information for submitting the annual statistical reports.
- J. Compute the amount of per capita apportionment for Presbytery, Synod and General Assembly expenses according to the sum which Presbytery shall fix, and notify each church that this amount is due on April 1.
- K. Give notice of special meetings in accordance with the provisions of S-2.0200
- L. Serve as Presbytery's liaison with Synod Executive and other Executive Presbyters
- M. The performance of the Stated Clerk shall be reviewed each year by the Personnel Committee. The Personnel Committee shall also review the Stated Clerk's compensation and shall recommend any changes in compensation to the Presbytery.

S-3.0400

Treasurer:

The **Treasurer** shall be elected by the Presbytery at the October stated meeting for a term of three (3) years, shall be paid such sum as shall be fixed by the Presbytery and confirmed as the corporate Treasurer by the Board of Trustees.

The Treasurer shall perform the following duties:

- A. Oversee the reception and disbursement of Presbytery funds.
- B. Present a current income and expense statement at all stated meetings of presbytery as well as all called meetings where financial matters may be involved. At the October Meeting, present an itemized report including which churches, if any, are delinquent in the payment of per capita apportionment or other funds and the amount of each.
- C. Be accountable for all working capital of Presbytery and be bonded, the premium for such bond to be paid by the Presbytery. The account books and bookkeeping methods shall be in accord with standard bookkeeping practices. The Administrative Assistant for Finances is responsible for all bookkeeping and payment of vouchers upon approval of the Administrative Staff. The Treasurer reviews all deposits, vouchers, and bills as well as works with the independent auditor, along with the Administrative Assistant for Finances.
- D. Serve as an ex-officio member of the Board of Trustees, the Budget Committee, and the Bills and Overtures Committee
- E. Assist the Budget Committee in the formulation and oversight of the Presbytery budget.
- F. The performance of the Treasurer shall be reviewed each year by the Personnel and Office Administration Committee. The Personnel and Office Administration Committee shall also review the Treasurer's compensation and shall recommend any changes in compensation to the Presbytery.

S-3.0500

Assistant Treasurer:

The **Assistant Treasurer** shall be designated by the Board of Trustees to function as the Treasurer upon the death, disability or absence of the Treasurer.

S-4.0000

PRESBYTERY ORGANIZATION

S-4.0001

Presbytery Organization

The Presbytery Organization shall consist of such structures and such committees and tasks groups as the Presbytery establishes to accomplish its mission. (G-3.0109) There shall be a Presbytery Council, an Area of Administration, and an Area of Ministry.

S-4.0002

Manual of Administrative Operations

The Manual of Administrative Operations required by the *Constitution of the Presbyterian Church (U.S.A.)* shall consist of the Presbytery of Northern Kansas Corporate Restated and Amended Articles of Incorporation and Bylaws, the Standing Rules, and policies on a. Sexual Misconduct, b. Continuing

Education c. Minimum Salary d. Parental Leave e. Sabbatical Leave, f. Seminary Indebtedness g. Validated Ministry, f. Dissolution and Separation and g. Commissioned Ruling Elders. (G-3.0106)

- S-5.0000 **Presbytery Council**
- S-5.0100 The Presbytery Council shall consist of ten members elected at large by the Presbytery for three (3) year terms, and the Moderator and Vice-Moderator of Presbytery.
- S-5.0101 Terms of Service
Members shall serve three year terms beginning January 1st following election. Persons filling unexpired terms or initial terms of less than three years may be re-elected for a full three year term with no person serving more than six years.
- S-5.0102 Moderator of Council
The Moderator of Council shall be elected by the Presbytery. If the Moderator is unable to attend a meeting, but intends to fulfill the term as Moderator, a current member of Presbytery Council will be appointed by the Moderator or elected by Presbytery Council to moderate a particular meeting.
S-4.0102
- S-5.0103 Advisory members
Advisory members shall include the General Presbyter/Stated Clerk and the Associate General Presbyter and other staff as necessary.
- S-5.0104 Quorum
A quorum of the Presbytery Council shall be a majority of its at-large and ex-officio members.
- S-5.0105 **Presbytery Council Responsibilities**
Presbytery Council responsibilities shall include:
A. Receive reports from committees.
B. Evaluate the effectiveness of the Presbytery of Northern Kansas as the Council deems appropriate and timely.
C. Develop short and long range plans for the life and mission of the Presbytery and presenting them to the Presbytery for consideration.
D. Provide for oversight of the entire life of the Presbytery, including visioning and strategy.
E. Monitor the budget throughout the year and authorize amendments to the budget as needed. Any amendments shall be reported to the Presbytery at the next stated meeting.
F. Maintain ecumenical relationships as appropriate and as delegated by the Presbytery.
G. Present to the Presbytery at its October stated meeting names of those nominees being recommended to fill vacancies on the *Committee on Representation*. (G-3.0111)
- S-5.0106 From time to time the Presbytery Council may see the need to appoint Task Forces to carry out specific assignments. Such Task Forces will report to the Council on progress and completion of their assignments.
- S-6.0000 **AREA OF ADMINISTRATION**
- S-6.0100 The Committees included in the Area of Administration shall be:
A. Board of Trustees
B. Budget Committee
C. Bills and Overtures Committee
D. Committee on Representation
E. Permanent Judicial Commission
F. Personnel and Office Administration Committee
G. Session Records Review Committee
H. Sexual Misconduct Response Committee
- S-6.0101 Election:
Committee members and committee moderators are elected by the Presbytery unless otherwise specified in the Form of Government or the Standing Rules of Presbytery. Nominations shall be

made by the Committee on Representation, except in the case of the Committee on Representation which requires nomination and election by the Presbytery. Members of the Board of Trustees are elected during a meeting of the corporation of the Presbytery of Northern Kansas. Consideration shall be given to the nomination of balanced numbers of teaching elder and ruling elders as well as balanced numbers of men and women. Any permanent committee may choose to co-opt members for its subcommittees or task forces in consultation with the Committee on Representation.

- S-6.0102 Vacancies
When a committee member becomes unable to participate in the work of a committee, the Committee on Representation shall nominate a person to fill the unexpired term.
- S-6.0103 In concert with the Stated Clerk, the Presbytery Moderator may designate the members of Investigating Committees or Committees of Council in accordance with the provisions of D-10.0201b. All such designations shall be confirmed by the next meeting of Presbytery.
- S-6.0104 Quorum
A quorum for Presbytery committees shall be a majority of its elected members. A quorum for Presbytery subcommittees shall be a majority of its elected and co-opted members.
- S-6.0200 **Board of Trustees**
The Board of Trustees shall consist of eight (8) members in three rotating classes, two classes to consist of three (3) members each, and one (1) class consisting of two (2) members with consideration given to the nomination of equal numbers of teaching elders and ruling elders, with a balance between male and female. The General Presbyter, Treasurer and Budget Committee Moderator shall serve as advisory members with voice and vote. Each regular Trustee shall serve for a term of three (3) years. Persons filling unexpired terms or initial terms of less than three years may be re-elected for a full three year term with no trustee serving more than six years.
- S-6.0201 The Board of Trustees shall:
A. Elect the President, Vice-President and Secretary of the Corporation.
B. Confirm the Treasurer elected by the Presbytery as the Treasurer of the Corporation.
C. Designate an Assistant Treasurer to function as the Treasurer upon the death, disability or absence of the Treasurer.
D. Hold legal title to all property of the Presbytery and shall have the power to purchase, lease, or otherwise acquire, to own, hold, use and otherwise deal in and with, and to sell, assign, transfer, exchange, lease or otherwise dispose of such property.
E. Manage those funds of the Presbytery which accrue from the sale of property and of those funds received from any source which are specifically designed for capital investment by the Presbytery and/or by either of the two higher governing bodies of the Church. Disbursement of all funds related to property and the sale or purchase of all property shall be made only upon direction of the Presbytery except for normal expenses in the transaction of business involving either the handling of property said funds in this section.
F. Receive and consider all applications from Churches to sell, mortgage or otherwise encumber Church property, and recommend appropriate action to the Presbytery.
G. Call and hold all meetings pursuant to the Corporate Bylaw, section B-3.00.
- S-6.0202 The Board of Trustees (regular and advisory members) shall also serve as the Board of Trustees for the Endowment Fund of the Presbytery of Northern Kansas.
- S-6.0300 **Budget Committee**
The Budget Committee shall consist of five (5) members in three rotating classes. Committee responsibilities shall include:
A. Prepare the annual Presbytery budget for the calendar year to submit to the Presbytery at the January Stated Meeting.
B. Monitor income and expenditures throughout the year.
C. Recommend the annual Presbytery per capita for the next year to Presbytery at the July Stated Meeting.

S-6.0400

Bills and Overtures Committee

The Bills and Overtures Committee shall consist of three (3) members in three (3) rotating classes, serving three (3) year terms. This committee shall:

- A. Assist the Presbytery in dealing with bills and overtures received from other governing bodies.
- B. Aid the Presbytery as bills or overtures are brought at the Presbytery's initiative.

S-6.0500

Committee on Representation

The Committee on Representation shall be made up of six (6) members serving three (3) year terms in three (3) rotating classes, who shall:

- A. Advise the Presbytery with regard to its membership and of its committees, councils and other units, seeking to implement the principles of participation and inclusiveness through those it nominates to serve the presbytery so as to ensure fair and effective representation in the decision-making of the church.
- B. Consult with members of sessions to discover potential racial ethnic minority members and to determine achievable representation. Comparable consultation shall occur with regard to nomination of women and youth.
- C. Consider any need for nominations in particular categories needing increased representation and regularly inform the Presbytery of its progress toward fair representation of racial ethnic minorities, women, different age groups, persons regardless of marital status (married, single, widowed or divorced), and persons with disabilities.
- D. Review the performance of the Presbytery in these matters and report annually to the Synod with recommendations for any needed action.
- E. Nominate persons for all vacancies on continuing committees except the Committee on Representation and the Board of Trustees. Nominations should represent individuals whose abilities best serve the needs of the body and also represent the diversity of the Presbytery. Consideration shall be given to the nomination of equal numbers of teaching elders and ruling elders as well as equal numbers of men and women. Church members who have not been ordained as ruling elders are also eligible to serve on continuing committees.
- F. Suggest names of persons to serve on the Committee on Representation to the Presbytery Council which will review and then place those names before the presbytery for their election.
- G. Suggest names of persons to serve on the Board of Trustees to the Board of Trustees which will review and then place those names before the presbytery for their election during a meeting of the corporation.
- H. Present nominees for persons to serve on **General Presbyter and/or Associate General Presbyter Search Committees**, when requested by Presbytery. Such committees shall consist of eight (8) members with four (4) ministers and four (4) laypersons.
- I. Nominate persons for **Commissioners to General Assembly and Young Adult Advisory delegates to the General Assembly**. Commissioners shall be elected at the October meeting of the Presbytery in the year prior to the General Assembly meeting and Young Adult Advisory delegates shall be elected at the January meeting of the Presbytery in the year of the General Assembly meeting. Ordinarily, teaching elder and ruling elder commissioners shall not be from the same church.

S-6.0600

Permanent Judicial Commission

The Permanent Judicial Commission for the Presbytery shall consist of seven (7) members in three (3) classes. They shall be elected at the October stated meeting of Presbytery for a term of six (6) years, one class to consist of three (3) members and two (2) classes of two (2) members each. Terms of service will begin January 1, following election. The Permanent Judicial Commission shall be guided by the *Rules of Discipline*.

S-6.0700

Personnel and Office Administration Committee

The Personnel and Office Administration Committee shall consist of five (5) members in three rotating classes.

Committee responsibilities include:

- A. Conduct annual evaluations and reviews of all compensated staff of the Presbytery.
- B. Assist the General Presbyter in the oversight of the Presbytery Office.

- C. Assist the General Presbyter in hiring and supervising the Presbytery staff, updating staff job descriptions, see that the Presbytery is in compliance with AA/EEO policies, and ensure that the Presbytery Personnel Policies are practiced and updated as needed.
- D. Approve the lease or rent of space for the presbytery offices as well as the purchase of office equipment and computer technology

S-6.0800

Session Records Review Committee

The Session Records Review Committee shall consist of six (6) members in three (3) rotating classes, serving three year terms. Committee responsibilities include:

- A. Read, review and comment on session records of all churches within each calendar year in keeping with the *Book of Order*, (G-3.0108). (21)
- B. Assist clerks of session with questions about record and minute-keeping.
- C. Encourage annual review and training of all clerks of session through Presbytery-wide events.
- D. Notify each session of scheduled times for session record review.
- E. Submit to the Presbytery's Stated Clerk, through its Moderator, a written record of the review of all session minutes and those churches failing to submit their minutes for review.

S-6.0900

Sexual Misconduct Response Committee

The Sexual Misconduct Response Committee shall consist of five (5) members in three rotating classes, serving three year terms, and should include a trained psychological or pastoral counselor and a trained legal professional. Committee responsibilities include: (22)

- A. Counsel with both parties (and their families, if applicable) regarding availability of pastoral support.
- B. Determine if the filing of a written accusation with the Presbytery Stated Clerk to begin the disciplinary process is an appropriate way to proceed.
- C. Advise both parties with regard to their rights to an attorney regarding civil action.
- D. Advise appropriate civil officials if a criminal act has been committed.

S-7.0000

AREA OF MINISTRY

S-7.0100

The Committees included in the Area of Ministry shall be:

- A. Preparation for Ministry
- B. Committee on Ministry
- C. Youth Ministries Committee
- D. Presbytery Meeting Preparation Committee
- E. Resource Center Committee
- F. Stewardship and Mission Committee

S-7.0200

Preparation for Ministry

Preparation for Ministry shall consist of six (6) ruling elder or teaching elder members serving three (3) year terms in three (3) rotating classes.

The responsibilities of this Committee shall be:

- A. Care of Inquirers and Candidates for Ministry
The committee shall perform those tasks of caring for inquirers and candidates as prescribed in the Form of Government. (G-2.06)
- B. Commissioned Ruling Elder Program
 - 1. Recruit persons interested in becoming Commissioned Ruling Elders
 - 2. Oversee the Commissioned Ruling Elder training program-Commissioned Ruling Elders will receive instruction in Bible, Reformed Theology and Sacraments, Presbyterian Polity, preaching, leading worship, pastoral care, teaching, and other instruction as deemed necessary.
 - 3. Oversee inquirers and candidates enrolled in the Commissioned Ruling Elder Program until deemed "Available to Serve" at which time their care is transferred to the Committee on Ministry.
- C. Authorized Pulpit Supply Program
 - 1. Recruit persons interested in becoming Authorized Pulpit Supply
 - 2. Oversee the Authorized Pulpit Supply Program

3. Authorized Pulpit Supply will receive instruction in Theology of Call, Reformed Theology, Reformed Worship, Biblical Interpretation (exegesis), preaching and Presbyterian Polity.

S-7.0300

Committee on Ministry

The Committee on Ministry shall consist of ten (10) teaching elders and ten (10) ruling elders serving three (3) year terms in three (3) rotating classes. The committee serves as pastor and counselor to the teaching elders of the Presbytery, as facilitators among congregations, teaching elders and the Presbytery, and as mediators to settle difficulties on behalf of Presbytery when possible and expedient. (G-3.0303d)

S-7.0301

Committee responsibilities shall include:

- A. Appoint a member to serve as liaison between Presbytery and the Board of Pensions.
- B. Serve the Presbytery in the ways designated in the Form of Government. (G-3.0307)
- C. Oversee the Partnership Funding Pastor Salary Supplement program.
- D. Support teaching elders and educators in professional growth opportunities and fellowship, including scholarship assistance.
- E. Oversee persons trained in the Commissioned Ruling Elder Program who have been deemed "Available for Commissioning" by the Authorized Lay Ministry Committee.

S- 7.0302

This committee may:

- A. find in order calls issued by churches,
- B. approve and present calls for services of teaching elders, approve changes in these terms of call, approve all contracts for temporary pastoral relationships and for ruling elders commissioned to pastoral service, and approve the renewal of all such contracts,
- C. approve the examination of teaching elders transferring from other presbyteries required by G-3.0306,
- D. dissolve the pastoral relationship in cases where the congregation and pastor concur,
- E. grant permission to labor within or outside the bounds of the presbytery,
- F. dismiss teaching elders to other presbyteries.
- G. examine ruling elders who seek to be commissioned to particular pastoral service as required by the Book of Order G-1.002.
- H. recommend to the moderator of the presbytery the appointment of moderators of sessions without a pastor.

All such actions shall be reported to the next stated meeting of the presbytery.

S-7.0303

Subcommittees of the Committee on Ministry shall be:

- A. *Area Subcommittees* which shall consist of elected members of the Committee on Ministry. These subcommittees shall:
 1. Recommend action and handle business relating to the churches and teaching elders in designated areas.
 2. Perform specific responsibilities of the area subcommittees as defined in the Committee on Ministry handbook.
- B. *Partnership Funding Subcommittee* shall consist of four (4) members, including one representative from each area subcommittee and one member-at-large. Such persons will be assigned by the Committee on Ministry to review Partnership Funding Salary Supplement applications and to submit recommendations based upon this review to the Committee on Ministry.

S-7.0304

At services of ordination and/or installation of a teaching elder, an offering shall be taken for the sole purpose of scholarship support for inquirers and candidates under care of the Presbytery of Northern Kansas.

S-7.0400

Youth Ministries Committee

The Youth Ministries Committee shall consist of six (6) members serving three (3) year terms in three (3) rotating classes. The moderator, vice-moderator, and secretary of the Youth Council shall be members of this committee, serving ex officio. The responsibilities of this Committee shall include:

- A. Oversee the youth ministry program of the Presbytery.

- B. Develop youth leadership skills through the establishment of a Youth Council as defined by the Youth Council Manual of Operations.
- C. Plan the Spring and Fall Youth Rallies in partnership with the Youth Council.
- D. Provide for representation on the Heartland Presbyterian Center Board of Directors.
- E. Promote and recruit volunteers for the Heartland Center Camping Program.
- F. Oversee the disbursement of funds from the Adda Walden memorial Fund.
- G. Encourage youth involvement in local churches.
- H. Plan and coordinate Presbytery youth attendance at regional and national PC(USA) events.

S-7.0500

Presbytery Meeting Preparation Committee

The Presbytery Meeting Preparation Committee shall consist of five (5) members plus the Presbytery Moderator and Vice-Moderator. Committee responsibilities include:

- A. Plan for each Presbytery Stated Meeting, including to provide the docket and to make arrangements for the worship and program.
- B. Review and evaluate each Stated Meeting.
- C. Provide for the planning and coordinating of worship opportunities during Presbytery meetings.

S-7.0600

Resource Center Committee

The Resource Center Committee shall consist of five (5) members serving three (3) year terms in three (3) rotating classes. Committee responsibilities include:

- A. Preview materials to be considered for purchase for the Resource Center.
- B. Maintain and update the resources contained in the Presbytery Resource Center, in conjunction with the Resource Center Coordinator.
- C. Produce an online catalog of resources.
- D. Promote the usage of the Resource Center in training and education.
- E. Promote Presbyterian curriculum.

S-7.0700

Stewardship and Mission Committee

The Stewardship and Mission Committee shall consist of seven (7) members serving three (3) year terms in three (3) rotating classes. Committee responsibilities include:

- A. Interpret the mission of Presbytery, Synod and General Assembly throughout the Presbytery, including but not limited to One Great Hour of Sharing, Pentecost Offering, Christmas Joy Offering, Peacemaking Offering, Theological Education Fund and Basic Mission Support.
- B. Encourage local churches in their mission giving.
- C. Assist local churches with mission interpretation and stewardship.
- D. Coordinate and review the communication needs and patterns of the Presbytery.
- E. Consult with Synod and General Assembly regarding mission projects and strategies.
- F. Oversee the Presbytery's Mission Grant Program.
- G. Evaluate grant applications for Steele Funds, Revitalizing Rural Communities and other like programs.
- H. Identify, affirm and share mission strategies and programs from all levels of the denomination.
- I. Monitor mission needs in the Presbytery and offer for consideration opportunities for Presbytery to broaden its ongoing mission.
- J. Provide opportunity for the study of Church and Society issues.
- K. Co-opt members to serve on an Emergency Disaster Relief Subcommittee on as as-needed basis.

S-8.0000

PRESBYTERY ADMINISTRATIVE STAFF

S-8.0100

General Presbyter/Stated Clerk

The **General Presbyter** shall be the administrator of the Presbytery and accountable to it through the Presbytery Council for the implementation of decisions and matters of strategy, program, and resources. The General Presbyter shall serve as Head of Staff, supervise the Presbytery office, provide staff resource to the Presbytery Council and its committees, provide pastoral care to the clergy, clergy families and congregations of the Presbytery.

- S-8.0101 The term of office of the General Presbyter is indefinite. An annual review shall be conducted by the Personnel and Office Administration Committee as it fulfills its personnel responsibilities. A comprehensive review shall be conducted every third year.
- S-8.0200 **Associate General Presbyter**
The **Associate General Presbyter** shall provide training, resources, guidance and support to the committees of the Presbytery. (34)
- S-8.0201 The term of office of the Associate General Presbyter is indefinite. An annual review shall be conducted by the Personnel and Office Administration Committee as it fulfills its personnel responsibilities. A comprehensive review shall be conducted every third year.
- S-8.0300 **Other Exempt and Non-Exempt Staff**
Other exempt and non-exempt staff may be employed by the Presbytery upon recommendation from the General Presbyter and the Personnel and Office Administration Committee. Such employment shall be guided by the Personnel Policies of the Presbytery of Northern Kansas. Reviews of employee performance and recommended changes in terms of call shall be conducted annually by the General Presbyter and the Personnel and Office Administration Committee as it fulfills its personnel responsibilities.
- S-8.0400 Job descriptions for all current employees of the Presbytery, including Administrative staff, shall be published annually in the minutes of the Presbytery.
- S-9.0000 SUSPENSION OR AMENDMENT OF THE STANDING RULES
- S-9.0100 Suspension:
The Standing Rules may be suspended at any meeting by a majority vote of those present.
- S-9.0200 Amended:
The Standing Rules may be amended without notice by a two-thirds majority vote of the members present, or a majority vote when notice of intent to amend when the complete substance of the proposed amendment has been given at the previous stated meeting or in the call of the present meeting.
- S-9.0300 Editorial Revisions:
The Stated Clerk is authorized to revise references to the *Constitution of the Presbyterian Church (U.S.A.)* and to make other appropriate editorial changes which reflect actions of the General Assembly and/or the Presbytery and shall report such changes to the next Stated Meeting of the Presbytery. Such changes shall not be considered action when required to comply with amending action of the General Assembly.
- S-9.0400 Adopted July 19, 2005. (Amended by Presbytery action: October 17, 2006; July 17, 2007; October 16, 2008; October 21, 2008; January 17, 2009; April 20, 2010; April 17, 2012, July 19, 2014, October 18, 2016, and October 10,2017.)