



THE PRESBYTERY OF OLYMPIA STANDING RULES

I. MISSION AND PURPOSE

The Presbytery of Olympia exists to serve Christ through supporting and strengthening congregations and clergy and offering its life in worship, service and witness.

We do this by:

- Promoting the health and well-being of clergy and congregations by providing spiritual nurture, education, and pastoral care.
- Providing resources and training for congregational leaders in the areas of planning, conflict resolution, discernment, Session and Deacon board development, evangelism, ministries of peacemaking, justice and mercy -- and more.
- Assisting congregations in times of pastoral transition.
- Keeping the connections alive between and among our congregations for the sake of mutual growth, New Church Development and Congregational Redevelopment.
- Providing guidance, support, and nurture to inquirers and candidates for the Ministry of Word and Sacrament.
- Encouraging the development of ethnic and multi-cultural ministries.
- Supporting ecumenical mission projects in areas of need.
- Functioning as a 'link' between congregations, Synod and the General Assembly.
- Providing quality camping experiences for our children, youth and adults.

II. MEMBERSHIP

The membership of the presbytery shall consist of all duly enrolled ministers of the Word and Sacrament; elders duly commissioned by sessions of member churches; the Moderator of the presbytery; if an elder; elder members of Council; each commissioned lay pastor; and each elder elected an officer. Presbytery members shall be in conformity with the Book of Order (G-11.0101 and G-11.0416).

III. STATED MEETINGS

- A. There shall be five presbytery meetings per year. Each meeting shall ordinarily
 1. Be held on the third Thursday of January, March, May, September and November from 3:00 p.m. to 8:00 p.m. Council may recommend to Presbytery that there be meetings on alternate days and/or at alternate times.
 2. Last no more than five hours, including business, dinner, and up to 45 minutes of worship. Worship is to be planned by the host congregation in consultation with Council.
 3. Not be used for the purpose of doing short promotional spots for ongoing programs.
- B. Council may schedule fellowship and educational activities that precede or follow presbytery meetings.
- C. Following the Council meeting, the docket shall be prepared by the Stated Clerk, General Presbyter, Moderator, Vice Moderator and Moderatorial Intern.
- D. The Book of Order of the Presbyterian Church (U.S.A.) shall govern the Presbytery in its proceedings. All questions of parliamentary procedure shall be decided according to the most recent edition of Robert's Rules of Order.

IV. OFFICERS/STAFF

- A. Officers
 1. Moderator, Vice Moderator and Moderatorial Intern: The Nominating Team shall nominate and the Presbytery shall elect a Moderator, a Vice Moderator and a Moderatorial Intern at each November Presbytery meeting. After having served as Vice Moderator, he/she shall ordinarily be nominated and elected as Moderator. Likewise, after having served as Moderatorial Intern, he/she shall ordinarily be nominated and elected as Vice Moderator. The Moderator, Vice Moderator and Moderatorial Intern shall be installed at the first Presbytery meeting of each calendar year.
 - a. Year One: The Moderatorial Intern spends one year attending all Council

- and Presbytery meetings as a learner-participant with vote and will not moderate at installations and/or ordinations.
- b. Year Two: The Vice Moderator's primary responsibility is to moderate Council.
 - c. Year Three: The Moderator's primary responsibility is to moderate Presbytery meetings.
2. Stated Clerk, Treasurer, Recording Clerk: Upon the recommendation of the Personnel Committee, a Stated Clerk, a Treasurer, and a Recording Clerk shall be elected by Presbytery for terms of three years at the appropriate November stated meeting. They shall assume the duties of their offices on January 1 following their election. They shall be paid officers of the presbytery and their salary and expenses shall be provided within the budget of the presbytery.
 3. Temporary Clerk: A Temporary Clerk shall be appointed by the newly elected Moderator for a term of one year, and he/she shall assume the duties of his/her office at the February stated meeting.
 4. Duties of Officers: All officers shall perform the duties of the office as provided for in the Book of Order, the most recent edition of Robert's Rules of Order and the presbytery Manual of Administrative Operations.
- B. Staff:
1. General Presbyter: A General Presbyter shall be elected by the Presbytery to an indefinite term, having been nominated to this office by a representative search committee.
 2. Administrative Assistant to the General Presbyter: The Personnel Committee shall appoint an Administrative Assistant in consultation with the General Presbyter.
 3. Office Secretary: The Personnel Committee shall appoint an Office Secretary in consultation with the General Presbyter.
 4. Camp Sound View Director: A Camp Director shall be hired by and responsible to the Presbytery through the Personnel Committee in consultation with the Sound View Ministry Team and the General Presbyter. The Personnel Committee may delegate the authority to hire other Sound View staff to the Director and the Sound View Ministry Team.

V. COUNCIL

- A. The Council shall function in accordance with the duties assigned by the presbytery.
- B. Council shall consist of five elders, five Ministers of the Word and Sacrament, the Moderator, the Vice Moderator, and the Moderatorial Intern. Council members shall be nominated by the Nominating Team with due respect for the diversity of our Presbytery and shall be elected by the Presbytery, for three year staggered terms with a maximum of two consecutive terms. Council will also include the General Presbyter, Treasurer and Stated Clerk, ex-officio members without vote.

- C. The duties and powers of the Council shall be:
1. To pray for the ministry of Presbytery.
 2. To consider the future and envision and recommend needed changes or action.
 3. To nominate the Nominating Team.
 4. To establish current priorities.
 5. To review the progress of teams and task forces toward the stated priorities and to provide assistance in accomplishing those priorities.
 6. To act on behalf of Presbytery regarding issues raised by the Trustees, when action must be taken between scheduled meetings.
- D. To accomplish these duties, Council shall:
1. Supervise on an ongoing basis:
 - a. Worship at presbytery meetings, which is planned by the host congregation.
 - b. Evangelism and strategy for new church development.
 - c. Social ministries.
 - d. Emerging issues in mission.
 - e. Larger denominational and ecumenical issues.
 - f. Requests for financial plan adjustments to meet emerging needs.
 - g. Communication among ministry teams and with congregations.
 - h. Stewardship, including programs for congregations.
 2. Plan and consider on an annual basis:
 - a. Financial plan
 - b. Amendments to the PC(USA) constitution, and overtures from churches.
 3. Form task forces to assist in any of these tasks.
 4. Plan presbytery meetings
 - a. Using its discretion to promote priorities, to educate delegates on emerging issues or for other matters.
 - b. With the possibility of offering fellowship or educational events before or after Presbytery meetings.
- E. The Council shall report in writing at each stated meeting of the Presbytery every item of business transacted by it.

VI. Ministry Teams and Committees

- A. General Rules
- For the purpose of carrying out its mission, the Presbytery shall function through ministry teams and support and review committees.
1. Members of these teams and committees and their chairs shall be nominated by the Nominating Team and elected by Presbytery, for three

- year terms at the November stated meeting, unless otherwise noted.
2. Members shall be ministers of the Word and Sacrament and active members of the churches of Olympia Presbytery and shall be divided into three classes with one third of the classes to expire each year.
 3. These teams and committees may recruit people or establish task forces in order to fulfill their responsibilities.
 4. No member or chair shall serve more than seven consecutive years, with the exception of Committee on Ministry and the Permanent Judicial Commission which shall be six consecutive years, to be in compliance with the Book of Order, G-11.0501.b and D-5.0102.
 5. The General Presbyter shall be an ex-officio member of every team and committee, without vote.
 6. Teams shall keep a fair and accurate record of their meetings and actions, which record shall be sent to the Council for its review.

B. Ministry Teams

1. Pastoral and Congregational Care Team
 - a. Membership

The Pastoral and Congregational Care Team shall consist of forty members, an equal number of ministers of the Word and Sacrament and elders to be divided into ten sub-teams, the chairs of which shall be on Committee on Ministry.
 - b. General responsibilities are found in the following places in the Book of Order: G-11.0500, .0402, .0411, .0413, .0502, G-14.0506, .0508, .0513, .0515 and G-14.0605.
 - c. Sub Teams
 - 1) Each sub team shall work with four to six congregations.
 - 2) Sub teams may make recommendations to, but not take action on behalf of, sessions, clergy, Commissioned Lay Pastors and Committee on Ministry unless otherwise authorized.
 - 3) Sub teams shall have the responsibility:
 - a) To establish healthy relationships with each session and pastor(s) of the congregations in their assigned area. This shall include a minimum of two contacts per year, one of which shall be a session visit. The other may be worship, a visit with the pastor(s) or other appropriate contact.
 - b) To assist congregations in the pastor nominating process.
 - c) To assist in the establishment and renewal of temporary pastoral relationships and parish associates.
 - d) To assist sessions in locating specialized resources
 - e) To assist sessions in promoting the peace, unity and

concerning the care and oversight of inquirers and candidates for the gospel ministry, and G-14.0800 concerning commissioned lay pastors.

- 2) Recruit and supervise training of church members to serve as commissioned lay pastors.
 - 3) Examine those who have just completed a prescribed CLP training program and review those having had previous training, and inform Presbytery of those who are eligible to be commissioned.
 - 4) Be a resource to the Pastoral and Congregational Care Team concerning the placement of C.L.Ps.
 - 5) Provide appropriate continuing education for commissioned lay pastors.
 - 6) Approve Commissions to Ordain candidates being examined for ordination by another calling presbytery, whenever the Presbytery of Olympia's stated meeting schedule would impede a timely ordination in response to a call, with a report of said commissions being sent to the Stated Clerk of Presbytery.
- c. It is the general policy of Olympia Presbytery to request that the presbytery of care complete both the examination and ordination of a candidate for ministry called to serve in Olympia Presbytery. (See G-14.0314.)
- d. That the quorum of the Team be five members when interviewing potential Inquirers and recommending to presbytery that they be enrolled (G-14.0303e), and when doing annual consultations with inquirers and candidates (G-14.0309). All other actions would require a majority of the Team.
- e. Staff oversight: General Presbyter, Administrative Assistant, Stated Clerk

3. Youth Ministry Team

- a. Membership shall consist of up to nine members.
- b. Responsibilities shall be to:
 - 1) Assist the local churches in conducting relational and disciplining ministries for, with, and by youth.
 - 2) Provide support, training and fellowship for Olympia Presbytery youth workers. Help Olympia Presbytery youth open channels to each other, to adults, and to God.
 - 3) Promote the five intentions of the Presbyterian Youth Connection:
 - a) To call young people to be disciples of Jesus Christ.
 - b) To respond to the needs and interests of young people.
 - c) To work together, youth and adults in partnership.

- d) To be connected to the whole church, community and world.
 - e) To include all young people, reaching out and inviting them to belong to the community of faith.
 - c. Staff oversight: General Presbyter
 - 4. Sound View Ministry Team
 - a. Membership shall consist of nine members.
 - b. Responsibilities shall be to:
 - 1) Provide for the program and site overview of Camp Sound View in coordination with the Camp Director.
 - 2) Maintain, oversee, evaluate, and improve the camp facilities.
 - 3) Prepare, implement, and evaluate an annual budget for the facilities, committees, and programs, to be submitted to the Council for consultation and the Presbytery for approval.
 - 4) Develop, interpret, implement, and evaluate the camp and conference programs.
 - 5) Develop, implement and evaluate a long-range plan for the camp and conference programs and facilities.
 - c. Staff oversight: Camp Director, supervised by the General Presbyter
 - 5. Nominating Team
 - a. Membership

The Nominating Team shall consist of six members, one third of which shall be ministers of the Word and Sacrament, on third lay women and one-third laymen. These persons shall be nominated by the Council and elected by the Presbytery.
 - b. This committee shall operate according to the Book of Order (G-9.0801). It shall give priority to filling vacancies on the Pastoral and Congregational Care Team and other committees required by the Book of Order.
 - c. Staff oversight: Stated Clerk
- C. Support and Review Committees
- 1. Committee on Representation
 - a. Membership and responsibility of the Committee on Representation shall satisfy the requirements of the Book of Order (G-9.0105, G-9.0106 and G-11.0302).
 - b. Staff oversight: Stated Clerk
 - 2. Committee for Review of Church Records.
 - a. Membership shall be recommended by the Stated Clerk and elected by Council.
 - b. Responsibility shall be to review session minutes and registers

- annually.
 - c. Staff oversight: Stated Clerk
- 3. Investigating Committee Pool
 - a. Membership of the pool shall consist of six ministers of the Word and Sacrament and six elders.
 - b. The Investigating Committee pool shall not have a chairperson.
 - c. An Investigating Committee of three to five members shall be chosen from the pool and serve as the need arises. The Investigating Committee shall elect its own moderator from its own members, and shall operate according to the Book of Order (D-10.000).
 - d. Staff oversight: Stated Clerk
- 4. Permanent Judicial Commission
 - a. Membership
 - The Permanent Judicial Commission shall consist of seven members with not more than one of its elder members from any one of the presbytery's constituent churches. It shall be composed of ministers of the Word and Sacrament and elders in numbers as nearly equal as possible.
 - b. This commission shall operate according to the Book of Order (D-5.0000).
 - c. Staff oversight: Stated Clerk
- 5. Board of Trustees
 - Membership shall be five members.
 - Staff oversight: Treasurer and Stated Clerk, who will be the secretary
- 6. Personnel Committee
 - Membership shall be five members.
 - Staff oversight: General Presbyter
- 7. Financial Plan Committee
 - Membership shall be three members.
 - Staff oversight: Treasurer
- 8. Audit Committee
 - Recommended by Trustees and elected by Council.
- 9. Stewardship Committee
 - Responsibilities: Faithful management of the financial resources entrusted to Olympia Presbytery depends on several steps:
 - 1. The promotion and interpretation of the annual financial plan is the responsibility of the Stewardship Committee.

2. Besides helping the presbyters and congregations understand the presbytery's vision for Christ's ministry, the Stewardship Committee is responsible to solicit pledges from congregations for *ministry support dollars*. These dollars are in addition to the *per capita apportionment* determined annually in the financial plan and approved by vote at the September or November plenary meeting of Olympia Presbytery.
3. As necessary, the Stewardship Committee shall contact congregations who are slow in submitting their pledge for *ministry support dollars* to encourage them to support the work of the presbytery and to solicit their pledge.
4. In cases where the Stewardship Committee determines there is a deeper problem, the issue with the particular congregation shall be shared with the General Presbyter and the Committee on Ministry to determine a pastoral response to the congregation.
5. The Stewardship Committee shall have administrative responsibility for the 21st Century Fund of Olympia Presbytery (Endowment Fund). The Council shall have oversight responsibility for this fund.

The Stewardship Committee is responsible for planning for and administering monies from the National Partnership in Mission Grant. These are monies provided by General Assembly through the Synod of Alaska/Northwest for the work of stewardship promotion.

10. Committee of Counsel

In the event a remedial complaint is made against the presbytery, after receiving suggestions of names from the council, the Stated Clerk will ask persons to serve on the Committee of Counsel to represent the Presbytery in the Remedial Case. D-6.0302a.

VII. COMMISSIONERS TO GENERAL ASSEMBLY AND SYNOD

A. General Assembly Commissioners

1. The Stated Clerk shall keep a list of ministers of the Word and Sacrament eligible to attend General Assembly and a list of churches eligible to nominate commissioners to General Assembly. These seniority lists shall be made available to the presbytery at the meeting prior to the election.
2. The Nominating Team shall present its nominees, based on the seniority lists, for commissioners and alternates at the September stated meeting to be elected at the November stated meeting. The commissioners shall give a brief report at the next stated meeting following General Assembly.
3. Ministers of the Word and Sacrament
 - a. Seniority shall be determined by ordination date, [or date of transfer

to the Presbyterian Church (U.S.A.) if from another denomination] or last date served as commissioner to General Assembly from any presbyter, whichever is the most recent.

- b. To be eligible as a nominee a minister shall:
 - 1) Regularly attend presbytery stated meetings;
 - 2) Have been a presbytery officer, active on one of its committees, or serving a higher governing body during the two preceding years;
 - 3) At the time of election, have been a member of Olympia Presbytery for the last three years or longer; and
 - 4) Be present at the time of the election if at all possible.
 - c. A short printed biographical sketch of the nominee shall be provided at the electing meeting, and members of the presbytery shall be given opportunity to ask questions of the nominee if present.
 - d. An equal number of alternates shall be nominated, using the same procedure, from those next on the seniority list, providing they meet the same requirements as for commissioners.
 - e. Nominations for commissioners and alternates may be made from the floor at the electing meeting. They must meet the same requirements as those presented by the committee on nominations. Their prior consent shall be gained, and a short printed biographical sketch provided. Members of the presbytery shall be given opportunity to ask questions of the nominee.
2. Elders of Churches
- a. Seniority of churches shall be established by the date the church was last represented at General Assembly, whichever is most recent.
 - b. To be eligible to present a nominee the church shall be regularly represented at presbytery stated meetings, and its nominee shall have attended at least two of these meetings during the two preceding years or be active in the presbytery or a higher governing body during the same period of time.
 - c. The elder shall be elected by the session before his/her name is presented to the presbytery, and a short printed biographical sketch shall be provided at the electing meeting.
 - d. An equal number of alternates shall be nominated, using the same procedure, from those next on the seniority list, providing they meet the same requirements as for commissioners.

- e. Nominations from eligible churches for commissioners and alternates may be made from the floor at the electing meeting. They must meet the same requirements as those presented by the committee on nominations. Their prior consent shall be gained and a short printed biographical sketch provided.
 - f. Should a church decline to provide a nominee for two years in succession when its name comes up, it shall not be eligible again for five years.
- B. Synod Commissioners
- 1. Six commissioners shall represent Olympia Presbytery. (needs to be 4)
 - 2. Commissioners shall be nominated by the Nominating Team to be elected at the November stated meeting of Presbytery.
 - 3. They shall have three year terms with a minister of the Word and Sacrament and an elder being elected to each class.
 - 4. An alternate minister and an elder commissioner shall also be elected.

VIII. CORPORATION OF THE PRESBYTERY OF OLYMPIA

- A. The Presbytery of Olympia is incorporated under the laws of the State of Washington in order to act on behalf of the Presbytery of Olympia in civil affairs.
- B. It functions according to the Articles of Incorporation and By-laws; these may be amended only by the presbytery when it is convened as a meeting of the corporation.
- C. The presbytery shall elect a Board of Trustees to act on behalf of the corporation.

IX. MANUAL OF ADMINISTRATIVE OPERATIONS

A Manual of Administrative Operations shall supplement these Standing Rules. This Manual may be amended by a two thirds vote of the members present at any stated meeting provided the amendment is in accordance with the Constitution of the Presbyterian Church (U.S.A.).

X. AMENDMENT AND SUSPENSION

These Standing Rules may be amended by a majority vote of the members present at any stated meeting provided that notice of the proposed amendment has been given in writing and filed at the previous stated meeting; and provided that the amendment is in accordance with the Constitution of the Presbyterian Church (U.S.A.). Revisions to the Standing Rules and/or Manual of Administrative Operations must be reviewed by the Stated Clerk prior to action by the Presbytery to ensure that the proposed revisions are

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consistent with other sections.

Any of these rules may be suspended as to its temporary application, should a need arise, by a majority vote of the members present at any stated meeting, and provided that the suspension is in accordance with the Constitution of the Presbyterian Church (U.S.A.).