

PRESBYTERY OF YUKON
Presbyterian Church (U.S.A.)

STANDING RULES

FINANCIAL

- **Candidate Under Care Travel** [Fall 2003]: Make the line item ‘Candidate Under Care Travel’ a sweep account (with a \$10,000 cap) beginning 2003.
- **Distribution of investment earnings:**
[LT: August 26, 2017, original motion included note below]
[Last review: Nov. 29, 2022 – no change]

Based on the consideration of the following goals:

1. An adequate reserve is kept to insulate against market loss.
2. Some funds need to be “inflation proofed” or we have an obligation for a grant to receive interest.
3. Long term, we hope to be able to help fund operations with earnings from investments

The following funds receive monthly interest at the rate of the highest interest Mission Development Certificate held (2%, effective March 31, 2020).

- Hillcrest Loan Fund
- Property Maintenance and Insurance Fund
- Lay Leadership Training (Earl Jackman)
- Internship Fund (Mathes)
- Heiserman Grant
- Morris Evangelism Fund Grant
- Merchant Fund Grant

The Undistributed CF Earnings and the Gains minus fees Funds be combined to form one reserve against market loss. All earnings and gains not distributed to the above funds to go into this fund until it reaches 15% of the monies invested in the market.

Note: This proposal to be effective retroactively to January 1, 2017 (except where distributed interest has already been spent) and reviewed at the beginning of 2018.

- **General Assembly Loans**
[October 8, 2004] That presbytery delegate authority for approving “Review and Revision in Repayment Schedules of General Assembly loans to the Stewardship Committee [formerly Budget and Finance]

MINISTRY AND PREPARATION FOR MINISTRY – DELEGATED AUTHORITY

The Presbytery identified the specific authority (Ministry Commission or the Presbytery) responsible for specific tasks pertaining to the oversight of inquirers and candidates, ministers, commissioned pastors, churches, etc. [Unless otherwise noted, the majority of tasks were delegated at the October 11-12, 2019 stated meeting.]

- **Ministry Commission delegated tasks:**
 1. As the delegated authority providing **oversight of inquirers and candidates preparing to become Ministers of Word and Sacrament and Commissioned Pastors**, the Ministry

Commission is charged with the following tasks, provided that all actions carried out as a result of this delegated authority shall be reported to the presbytery at its next regular/stated meeting:

Minister of Word and Sacrament preparation

- a. Enter into covenantal relationship with individuals preparing to become Ministers of Word and Sacrament (MWS) and with their sessions and congregations
- b. Enroll inquirers
- c. Determine the phase of inquiry or candidacy
- d. Grant permission for inquirers or candidates to engage in some form of supervised service to the church and to oversee that process
- e. Grant approval for inquirers/candidates to take the standard ordination examinations
- f. Remove an individual's name from the roll of inquirers and candidates
- g. Grant permission to a candidate to enter into negotiations for service as an MWS
- h. Certify a candidate ready for examination for ordination, pending a call.
- i. Transfer the covenantal relationship of an inquirer or candidate
- j. Appoint readers for the Standard Ordination Examinations
- k. Authorize the disbursement of Leadership Development Loan funds

Commissioned Pastor preparation

Determine preparation and areas of instruction appropriate to a particular commission

2. As the delegated authority of the presbytery to be “**pastor, counselor and advisor to ministers and congregations**” as delineated in G-3.0307, the Ministry Commission is charged with the following tasks, provided that all actions carried out as a result of this delegated authority shall be reported to the presbytery at its next regular/stated meeting:

Ministers of Word and Sacrament (MWS)

- a. Approve minimum terms of call
- b. Find in order calls and contracts issues by churches and sessions
- c. Approve changes in terms of call of installed pastors, unless there are exceptions
- d. Approve the renewal of temporary relationships at least annually
- e. Appoint an Administrative Commission for the purpose of installing an MWS.
- f. Determine whether a particular work is a validated ministry requiring ordination as an MWS
- g. Determine the requirements of preparation for service of a minister of another Christian church serving temporarily in a validated ministry in the presbytery or an installed minister serving under the provisions of the Formula of Agreement
- h. Review annually the work of all MWS engaged in validated ministries outside the congregation.
- i. Review annually the status of member-at-large members.
- j. Designate an MWS as honorably retired.
- k. Dissolve a pastoral relationship in cases where the congregation and pastor concur
- l. Dismiss MWS to other presbyteries
- m. Grant permission to MWS seeking to labor inside/outside the bounds of presbytery
- n. Release an MWS from the exercise of ordained ministry upon application by the minister.
- o. Approve the restoration of an MWS previously released under G-2.0407

Congregations

- p. Grant a church permission to form a Pastor Nominating Committee [October 9, 2020]
- q. Call a congregational meeting, on behalf of the presbytery [December 4, 2021]
- r. Appoint an Administrative Commission with the full powers of a session, as an act in support of a church which does not have a legally constituted session as defined by the

Book of Order and/or church bylaws. Administrative Commission members shall include remaining elders on session. [December 4, 2021]

Commissioned Pastors

- s. Assign a Minister of Word and Sacrament to serve as mentor and supervisor
- t. Review and if the way be clear, renew the commission at least annually.

Certified Christian Educators (CCE)

- u. Establish minimum requirements for compensation and benefits for CCEs
- v. Appoint certification advisor(s) [October 9, 2020]

- 3. Charge the Ministry Commission with the responsibility of developing and approving pertinent policies, procedures, and forms.

• **Presbytery of Yukon responsibilities**

The presbytery is charged with the following ministry responsibilities, upon the recommendation of the Ministry Commission:

Preparation for Ministry

- a. Approve an inquirer's transition to candidacy, after examination into a person's Christian faith, forms of Christian service undertaken, and motives for seeking ministry.
- b. Waive any of the requirements for ordination in G-2.06, except for G-2.0607d
- c. Approve some alternate means by which to ascertain a candidate's readiness.
- d. Ascertain by a $\frac{3}{4}$ vote, the readiness of a candidate for ministry in areas covered by the standard ordination examinations if there are good and sufficient reasons why a candidate should not be required to satisfy the requirements of G-2.0607d
- e. Examine and ordain a candidate as a Minister of Word and Sacrament

Ministers of Word and Sacrament

- f. Approve the examinations of and receive MWS transferring from other presbyteries.
- g. Enroll a minister of another Christian church who is serving temporarily in a validated ministry in this church or in an installed relationship under the Formula of Agreement, upon examination.
- h. Determine if an Associate Pastor or minister employed in a temporary pastoral relationship shall be permitted to serve as the next installed pastor [of the same church]

Commissioned Pastors

- i. Charge a ruling elder to be commissioned to limited pastoral service of the presbytery, when the presbytery's strategy for mission requires it.
- j. Examine a ruling elder for commissioning
- k. Commission a ruling elder to pastoral service

ELECTION OF COMMISSIONERS TO OTHER COUNCILS

• **Commissioners to General Assembly**

○ **Ministers**

- a. The Nominating Committee shall be guided in nominating commissioners to General Assembly by consideration of who can best represent the Presbytery to the GA by advocating for churches and congregations without regard to their particular congregation or area of service.
- b. The principal commissioner and the one alternate commissioner are elected from different congregations or areas of service, including Honorably Retired.

- c. The Nominating Committee shall strive over time, to nominate commissioners who are representative of the gender, ethnic, and age diversity of the Presbytery.
 - d. Other nominations are permitted from the floor.
 - e. The commissioner shall have been active at a majority of the stated meetings of the presbytery for at least two previous years prior to their election, and must reside within the bounds of the Presbytery.
 - f. For election of the teaching elder commissioner to General Assembly, the Stated Clerk shall keep for the Nominating Committee of Presbytery a record of teaching elder commissioners who have been elected to the past five GA's.
 - g. At least every other GA, the elected Teaching Elder must be serving in active parish ministry.
 - h. Principal and alternate teaching elder commissioners shall be elected at the Fall Stated Meeting.
- **Ruling Elders**
 - a. The Nominating Committee shall be guided in nominating commissioners to General Assembly by a rotation system based on the date of each church's organization or the last date the church provided a commissioner to General Assembly, whichever is closest to the present.
 - b. For election of the ruling elder commissioner to General Assembly, the Stated Clerk shall keep a roll listing the organization date of each church in the Presbytery, the date each church provided a commissioner to General Assembly, and the name of the commissioner who attended General Assembly.
 - c. The principal commissioner and the one alternate commissioner are elected from different congregations. The church whose turn it is to nominate the ruling elder commissioner will nominate ruling elder as principal. The alternate will be from the next congregation in rotation. Other nominations are permitted from the floor.
 - d. Principal and alternate ruling elder commissioners shall be elected at the Fall Stated Meeting.
 - e. The church session, rather than the Presbytery Nominating Committee, will decide which ruling elder in active ministry in a particular congregation is best qualified. Names should be submitted to the Nominating Committee.
 - f. Churches who do not present the name of a ruling elder for election as commissioner for two General Assemblies, or whose elected ruling elder did not attend, will drop to the end of the rotation system.
- **Young Adult Advisory Delegates (YAAD)**
 - a. Young Adult Advisory Delegates must (per the *Book of Order*) be between the ages of 17 and 23 as of the date General Assembly convenes.
 - b. The Nominating Committee shall be guided in nominating YAADs to GA by a rotation system based on the date of each church's organization or the last date the church provided a YAAD to General Assembly, whichever is closest to the present.
 - c. For election of the YAAD to General Assembly, the Stated Clerk shall keep a roll listing the organization date of each church in the Presbytery, the date each church provided a YAAD to General Assembly, and the name of the YAAD who attended General Assembly.
 - d. The principal YAAD and the alternate YAAD are elected from different congregations. Either may be from the same congregation as the elected Teaching or Ruling Elder Commissioners. The church whose turn it is to nominate the YAAD will nominate a young adult as principal. The alternate will be from the next congregation in rotation.

- e. Principal and alternate Young Adult Advisory Delegates shall be elected at the Fall Stated Meeting.
 - f. Other nominations are permitted from the floor.
 - g. The church session, rather than the Presbytery Nominating Committee, will decide which young adult in a particular congregation is best qualified. Names should be submitted to the Nominating Committee.
 - h. Churches who do not present the name of a YAAD for election for two General Assemblies, or whose YAAD did not attend, will drop to the end of the rotation system.
- **Commissioners to Synod**
 - **Ministers**
 - a. The Nominating Committee shall be guided in nominating commissioners to Synod by consideration of who can best represent the Presbytery to the Synod by advocating for churches and congregations without regard to their particular congregation or area of service.
 - b. Each Teaching Elder shall be elected for a two-year term with the possibility of one additional term, without possibility of re-election until at least one full term has elapsed.
 - c. The principal commissioner and the one alternate commissioner are elected from different congregations or areas of service, including Honorably Retired.
 - d. Other nominations are permitted from the floor.
 - e. The Nominating Committee shall strive, over time, to nominate commissioners who are representative of the gender, ethnic and age diversity of the Presbytery.
 - f. The Minister shall have voice [on the] Presbytery Leadership Team if not already a member.
 - g. The Synod minister commissioner shall be elected at the Fall Stated Meeting and attend the Stated Presbytery Meeting following the Synod he or she attended to present an oral report. A report is required, and exceptions shall be cleared with the Presbytery Leadership Team.
 - **Ruling Elders**
 - a. The Committee shall be guided in nominating Ruling Elder commissioners to Synod by consideration of who can best represent the Presbytery to the Synod by advocating for churches and congregations without regard to their particular congregation or area of service.
 - b. Each Ruling Elder shall be elected for a two year term with the possibility of one additional term, without possibility of re-election until at least one full term has elapsed.
 - c. The Stated Clerk shall maintain a roll of congregations who have supplied Ruling Elder Synod Commissioners to assist the Nominating Committee in its work.
 - d. The principal commissioner and the one alternate commissioner are elected from different congregations.
 - e. Other nominations are permitted from the floor.
 - f. The Ruling Elder shall have voice at Presbytery Leadership Team [meetings] if not already a member.
 - g. The Synod ruling elder commissioner shall be elected at-the Fall Stated Meeting and attend the Stated Presbytery Meeting following the Synod he or she attended to present an oral report. A report is required, and exceptions shall be cleared with the Presbytery Leadership Team.

The Stated Clerk and the Presbytery Executive shall be responsible for the orientation of commissioners and the Advisory Delegates to General Assembly and commissioners to Synod, as to procedures and issues involved

RULES OF ORDER

Rules for a Virtual Presbytery Meeting

As used herein, “Commissioners” means minister members, church elder commissioners, commissioned pastors who have been given the right to vote, and other voting members identified in Article III – Membership of the Presbytery’s bylaws.

1. All commissioners/invited guests must pre-register for virtual presbytery meetings, even individuals planning to dial in. This is to ensure identity for voting purposes and to prevent uninvited individuals from disrupting the meeting. Failure to do so may result in not being allowed into the meeting.
2. All commissioners should try to attend a virtual practice session hosted by Presbytery, in order to learn to how to use the various Zoom functions, such as ‘raise hands’, poll, etc.
3. The meeting may be accessed through an email link emailed to the participant or by dialing a number provided by the presbytery.
4. Participants should join the meeting using individual devices (one person, one device). Votes will be counted per device.
5. Avoid using obscure names. Use a name which will make it easy for us to identify you when you are waiting to be admitted into the meeting.
6. The meeting shall open at least 15 minutes prior to the scheduled start time, and commissioners should log in to the meeting as soon as they are able. This will allow the co-hosts to check in the commissioners waiting to be admitted from the waiting room.
7. The presence of a quorum will be determined by the number of voting ministers and elder commissioners in the meeting as reported by the Stated Clerk.
8. Commissioners/guests should mute microphones when not speaking. This will reduce background noise. Laptop and smartphone users may mute and unmute themselves. Dial-in participants may use *6 to mute and unmute.
9. To be recognized by the Moderator, commissioners should click ‘raise hand’, ordinarily located in the bottom center of the Zoom screen. If you don’t see a ‘raise hand’ icon, click on “Participants” and ‘raise hand’ should be a choice on the menu. Commissioners should not lower their own hands.
 - a. Dial-in participants may use *9 to raise a hand.
 - b. If none of these options are working – type ‘raise hand’ in the chat function.The moderator shall recognize commissioners to the floor based on ‘raise hands.’ The co-hosts will assist the moderator in looking for raised hands.
10. Commissioners shall identify themselves and their church as in an ordinary presbytery meeting.
11. The chat function may be used for the following purposes:
 - a. Submitting motions in writing
 - b. To indicate if a commissioner is having technical difficulties
 - c. To gain recognition if a commissioner/invited guest is unable to raise a hand
 - d. Please limit use of chat to specific business related to our meeting.
12. Making motions:
 - a. Commissioners may make a motion orally. When making a motion or speaking to a motion, commissioners shall unmute their microphone.

- b. Motions may also be submitted in writing using the chat function.

13. Voting:

- a. Votes may be taken by general/unanimous consent. The moderator will ask if there are any objections to the motion. If no one objects, the motion passes. If a commissioner has an objection, s/he shall raise their hand.
 - i. If there are any objections to conducting a vote by general consent, the moderator may call for a vote, using the 'raise hand' feature or through a poll.
- b. Votes may be taken by a poll created and launched by the stated clerk. Commissioners participating via phone and co-hosts who are voting members of presbytery may respond with their vote via text to the clerk at 907-297-9770. (Zoom's features do not give hosts/co-hosts the opportunity to vote).
- c. The moderator will informally ask whether all participants have voted to ensure everyone has had an opportunity to vote. The co-hosts shall assist the moderator in determining that all have had an opportunity to vote. Results will be shared with all meeting participants once they are available.

14. The meeting shall be recorded.

E-Mail Voting

Entities of the Presbytery of Yukon (committees, task forces, council, and presbytery) may use e-mail to act on non-controversial or time critical motions.

The moderator (of a particular entity) shall notify each member by electronic mail (if a person has regular, easy access to email), or by telephone, fax, or U.S. mail of the proposed motion(s). The notification shall include the complete wording of the motion, pertinent information, and deadline for responding back to the moderator.

The moderator shall use discretion when relaying confidential information. Confidential information shall be sent via U.S. mail if a member does not have sole access to his/her email account or fax messages are accessible by anyone other than the member.

Quorum shall be one-half of the voting members, provided that two geographical areas are represented.

If a member objects to the matter being presented or decided or wants to discuss the matter in detail, a special meeting shall be called to discuss and act on the motion.

Voting: A minimum of 3 days shall be permitted to complete voting. Votes shall be submitted only to the moderator (and recording secretary, if applicable) so votes do not influence those who have not yet voted. Moderators shall maintain contact with those members without easy access to email.

Passage of a motion requires a unanimous vote, provided there is a quorum. If the number of members voting does not constitute a quorum, or if the votes on the motion are not unanimous, the motion shall be discussed at a special meeting.

Any actions taken by this process shall be recorded in the minutes of the next face-to-face meeting of the committee with a notation that the action was taken by electronic vote.

Special Rules of Order

- The moderator is granted the authority to adjust the docket as needed during the meeting. [Winter 2018 stated meeting]
- Guests presenting reports and providing expertise are granted voice on the floor of presbytery. [Winter 2018 stated meeting]
- Postpone the vote to approving minutes to Saturday, which would give all commissioners sufficient time to review minutes of past presbytery meetings. [Winter 2018 stated meeting]
- Presbytery granted Yukon Presbyterian Women standing approval for the celebration of the Lord's Supper at the group's spring and fall gatherings, as needed. Presbytery was assured that a teaching elder would always be available and *Book of Order* requirements would be followed. Presbytery **VOTED** to approve a motion granting the request. [June 7, 2014]

HOSTING PRESBYTERY

- Require host churches to arrange for the recycling of paper, plastic, and aluminum [Presbytery, October, 2015]

MISCELLANEOUS

- Articles of Incorporation and Bylaws are separate and distinct from the Standing Rules of Presbytery.
- Introduction of new business. Ordinarily new business not presented by a committee/commission of Presbytery to be considered at a Stated Meeting of Presbytery, shall be introduced for docketing purposes at the time of approval of the docket, and it shall be presented in writing.
- The Leadership Team was granted the authority to celebrate the Lord's Supper at Leadership Team retreats, provided that the Lord's Supper be administered by a Minister of Word and Sacrament [May 11, 2019].

AMENDING STANDING RULES

Any standing rule may be amended or rescinded at a later meeting by a majority vote of presbytery, provided notice was given, or by a 2/3 vote of presbytery, without previous notice. Actions that cannot be rescinded or amended are identified in the current edition of Robert's Rules of Order.