

PRESBYTERY OF THE INLAND NORTHWEST
STANDING RULES
Revised June 2018

1.0000 NAME AND BOUNDARIES

- a. **Name** The corporate name shall be "The Presbytery of the Inland Northwest."
- b. **Boundaries** Its territory comprises in the State of Idaho the counties of Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone; in the State of Washington the counties of Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, Whitman, and Adams (other than that part known as the "The Panhandle").

2.0000 PRESBYTERY MISSION

God's mission in the world calls the Presbytery of the Inland Northwest to unleash, empower and equip local congregations as living witnesses to the Spirit's work in Jesus Christ.

3.0000 MANUAL OF ADMINISTRATIVE OPERATIONS

The required Manual of Administrative Operations for this Presbytery shall consist of the Directory, The Standing Rules, the Presbytery Policies, and documents pertaining to The Presbytery as a corporation. The Manual shall be subject to the *Book of Order* of the Presbyterian Church (USA).

4.0000 MEMBERS OF PRESBYTERY; PRESBYTERY MEETINGS

4.01 MEMBERS OF PRESBYTERY

4.0101 Members of the Presbytery shall include:

- a. all teaching elders regularly enrolled in the Presbytery
- b. the following ruling elders, for their terms:
 - (1) those delegated to presbytery by their sessions,
 - (2) those elected as officers of the Presbytery,
 - (3) those commissioned by the presbytery to limited pastoral service (Commissioned Ruling Elders)
 - (4) those who are members of the Presbytery Leadership Team,
 - (5) those who are chairpersons of committees or teams, and
 - (6) the Moderator of the Nez Perce Joint Session.
- c. When a person occupies more than one role at a time, that person shall nevertheless still have a single vote in the deliberations of the Presbytery.

BALANCE between teaching elders and ruling elders shall be maintained by comparing the numbers of Column A and Column B in the table below:

4.0102

Column A – Teaching Elders	Column B – Ruling Elders												
(1) Teaching Elders regularly enrolled in Presbytery	<table border="1"> <tr> <td>Average Sunday Attendance*</td> <td>Number of Delegates</td> </tr> <tr> <td>0-100</td> <td>1</td> </tr> <tr> <td>101-200</td> <td>2</td> </tr> <tr> <td>201-300</td> <td>3</td> </tr> <tr> <td>301-400</td> <td>4</td> </tr> <tr> <td>401 and up</td> <td>5</td> </tr> </table>	Average Sunday Attendance*	Number of Delegates	0-100	1	101-200	2	201-300	3	301-400	4	401 and up	5
Average Sunday Attendance*	Number of Delegates												
0-100	1												
101-200	2												
201-300	3												
301-400	4												
401 and up	5												
(2) Minus Teaching Elders who are honorably retired <u>and have not attended at least one stated meeting in the previous two years.</u>	(2) Add – Members of Presbytery according to 4.101 and Certified Christian Educators												
Difference between A(1) and A (2)	Sum of B (1) and B (2)												

*Based on most current annual statistics report.

- a. Should the number in column A (Teaching Elders) still exceed the number in column B (Ruling Elders), balance shall be obtained by adding one ruling elder commissioner from each congregation in descending order of the congregations' average Sunday attendance until balance is achieved.
- b. Should the number in Column B (Ruling Elders) exceed the number in Column A (Teaching Elders), balance shall be obtained by subtracting one Ruling Elder commissioner from each congregation in ascending order of the congregations average Sunday attendance until balance is achieved. Every congregation shall be entitled to at least one Ruling Elder commissioner.

4.02

PRESBYTERY MEETINGS

4.0201

STATED MEETINGS

There shall be four stated meetings each year. Adoption of budgets and the Sacrament of the Lord's Supper shall occur at least annually. Ratification of proposed Amendments to the *Constitution* of the Presbyterian Church (USA) shall occur in a timely manner following each gathering of the General Assembly. The fourth meeting of each year shall be the Annual Meeting of the Corporation, at which elections shall be conducted except where otherwise specified.

4.0202

SPECIAL MEETINGS

Special meetings may be called by the Leadership Team with discretion. Notice of a special meeting shall be sent not less than 10 days in advance to every TE and CRE member and clerks of session. The notice shall set out the purpose for the meeting, and no other business than that listed in the notice shall be transacted. Neither the Presbytery Recording Clerk nor the Stated Clerk will be required to attend. If they are not present, the moderator of that meeting shall appoint an acting recording clerk and the Moderator shall see that the minutes of the meeting are forwarded to the Stated Clerk within seven days.

4.0203

MEETING PLACE, TIME AND DOCKET

The Presbytery Strategic Team shall provide annually for the place, time and purpose of each of the upcoming year's meetings.

4.0204

OFFERINGS AND WORSHIP

Worship and an offering may occur in conjunction with stated meeting. The Presbytery Strategic Team shall recommend a designated purpose for each offering.

5.000

OFFICERS, EXECUTIVE STAFF, AND THEIR DUTIES

5.01

MODERATOR

The Moderator shall be elected for a term of one year at the annual Presbytery meeting, the term of office to begin at the close of that meeting. The Moderator shall carry out duties and possess authority outlined in the *Book of Order*. The Moderator shall appoint such temporary committees as directed by the Presbytery. In the event the Moderator is unable to serve, the Vice Moderator shall assume the duties of the Moderator.

5.02

VICE MODERATOR

The Vice Moderator shall be elected for a term of one year at the spring Presbytery meeting, the term of office to begin at the close of the annual meeting. The Vice Moderator shall assist the Moderator. In the event of a vacancy in the office of Moderator, the Vice Moderator shall be the Moderator.

5.03

STATED CLERK

The three-year term of the Stated Clerk shall begin on December 1 following the election. Ordinarily, the Stated Clerk will be elected in the final year of the three-year term at the annual meeting of the Presbytery. The Stated Clerk shall carry out duties and possess authority as stated in the *Book of Order* and the Employed Personnel Guidelines of this Presbytery. The Stated Clerk shall be responsible for the annual review of session records.

5.04

TREASURER

The treasurer shall be elected for a term of three years and shall take office on the first of the month following the election. The duties of the Treasurer are to:

- a. Submit a written financial report at the annual meeting of the Presbytery and at such other times as may be required or helpful.
- b. Fulfill other aspects of the Treasurer's responsibilities as described in the Presbytery Policies and Procedures (2.031) and the Treasurer's Job Description.

5.05

EXECUTIVE PRESBYTER

The Executive Presbyter shall be an ex-officio member of all committees and teams of presbytery and related boards without vote and shall serve as a resource person to them. The duties are outlined in the Employed Personnel Guidelines of this Presbytery.

6.000

PRESBYTERY STRUCTURE

The Presbytery's mission shall be fulfilled through:

6.01

LEADERSHIP TEAM

6.02

AREAS OF MINISTRY

- a. Board of Trustees
- b. Strategic Team
- c. Vision Team

6.03

FIVE COMMITTEES

- a. Commission on Ministry
- b. Committee on Commissioned Ruling Elders
- c. Nominating Committee
- d. Committee on Preparation for Ministry
- e. Committee on Representation

6.04

PERMANENT JUDICIAL COMMISSION

6.05

RELATED ORGANIZATIONS

- a. Presbyterian Women in the Presbytery
- b. Proclaim Liberty, Inc.
- c. Liberty Park Child Development Center
- d. Westminster Food Pantry
- e. Camp Spalding

6.06 **ELECTIONS**

6.0601 **Time of Elections** The election of officers, committee or team members, and members of the Permanent Judicial Commission shall ordinarily take place at the Annual Meeting of the Presbytery. The Presbytery Vice Moderator should be elected at the spring meeting of the Presbytery. The election or approval of members of the Boards of Related Organizations (excepting Presbyterian Women in the Presbytery) shall take place at the Annual Meeting of the Presbytery unless otherwise specified in the organization’s bylaws.

6.0602 **Terms** Unless otherwise specified, elections to committees or teams shall be for three years. No person may serve for consecutive terms, either full or partial, aggregating more than six years excepting for the Permanent Judicial Commission for which membership is limited to one 6-year term.

6.0603 **Representation** As nearly as possible, unless specified otherwise, committee members are to consist of teaching elders and members of congregations, serving for terms of three years, with at least one half being members of congregations. (see G-3.0109)

7.000 **PRESBYTERY BOARD OF TRUSTEES, COMMITTEES, TEAMS AND AGENCIES**

Quorum Unless specified otherwise, a simple majority of the filled positions of any council, committee or team shall constitute a quorum.

7.01 **LEADERSHIP TEAM**

7.0101 **Members**

a. The Leadership Team shall be composed of the Executive Presbyter, the Stated Clerk, Presbytery Moderator, Presbytery Vice Moderator, the immediate Past Moderator of Presbytery, one member of the Board of Trustees, one member of the Strategic Team, one member of the Vision Team, one At-Large member, and the Moderator of the Commission on Ministry. The At Large Member is to be nominated by the Nominating Committee and elected by the Presbytery.

b. The Stated Clerk and Executive Presbyter shall be ex-officio members without vote. The immediate Past Moderator of Presbytery shall serve as Leadership Team Chair. The Stated Clerk shall serve as Secretary of the Leadership Team.

c. The Leadership Team shall elect a Ruling Elder and a Teaching Elder from among their own members to be Synod Commissioners for the Presbytery. The Presbytery Moderator shall have the authority to appoint alternates to Synod when elected members are unable to attend.

7.0102

Duties

- a. The Leadership Team shall coordinate the work of the Presbytery.
- b. The Leadership Team shall nominate persons to fill vacancies on Presbytery's Nominating Committee.
- c. The Leadership Team shall review all proposed changes to the Standing Rules and make recommendations on them to the Presbytery.
- d. All proposals that ask the Presbytery to submit an overture to the Synod or General Assembly shall be communicated to the Stated Clerk of the Presbytery who shall promptly refer the proposal to the Presbytery Leadership Team for review. The Leadership Team shall report the proposal to the Presbytery together with its recommendations which may include an amended version. The Presbytery shall not consider submitting an overture until there has been an opportunity for a report from the Leadership Team.
- e. If the regular schedule of meetings will prohibit an overture from being submitted to the Office of the General Assembly 120 days prior to the convening of the next session of the General Assembly (G-6.04), and if an expedited process will meet that deadline, the chairperson of the Leadership Team shall call a special meeting of the Leadership Team to consider the proposal. When the Leadership Team is ready to report, a special meeting of the Presbytery shall be called to hear the recommendations of the Leadership Team and vote on the proposal. The text of the proposed overture and supporting documentation are to be included with the notice calling the Presbytery to meet.
- f. The Leadership Team shall conduct an annual performance review of the Executive Presbyter and make recommendations regarding job description and compensation.

7.02

PRESBYTERY TEAMS

7.0201

BOARD OF TRUSTEES

a. **Members** This board shall be composed of six members. At least three shall be ruling elders. At least three shall be residents of the State of Washington and at least one shall be a resident of the State of Idaho. In addition, the Presbytery treasurer; the Stated Clerk of the Presbytery (who will serve as the Secretary); and the Executive Presbyter shall be ex-officio members without vote. The President of the Board of Trustees shall be elected by the Trustees.

b. **Duties**

(1) **General**

The responsibilities of the trustees are:

- a. as prescribed by the laws of the State of Washington
- b. to review all applications for grants and loans related to property or leases extending more than five years and act

on those applications on behalf of the Presbytery reporting its actions at the next meeting of the Presbytery.

c. to hold title to Presbytery owned properties in the name of the Presbytery.

d. to obtain insurance protection for the Presbytery and corporations of the Presbytery as is deemed necessary.

e. to review the status of outstanding loans of churches and corporations in the Presbytery and report their status to the Presbytery.

f. to arrange an annual review of the financial records of the Presbytery.

g. to consider and act upon requests from congregations for permission to take the actions regarding real property (as described in G-4.0206a and b) on behalf of Presbytery.

(2) Personnel

a. Responsible for all personnel matters regarding employed Presbytery staff, except for those functions that the Book of Order says must be done by the Presbytery in plenary session. This shall include approving position descriptions, proposing compensation and conducting performance reviews of Presbytery staff, excepting the Executive Presbyter, as well as proposing personnel policies to the Presbytery.

b. Shall annually confer with the Stated Clerk, a compensated officer of the Presbytery, regarding contractual arrangements between the Stated Clerk and the Presbytery.

(3) Finance

a. Developing and overseeing the Presbytery Administrative budget

b. Developing the Presbytery Mission budget

c. Trustees Authorized signatures:

(1). On behalf of the Presbytery, the President and the Secretary of the Board of Trustees are authorized to sign contractual documents which are approved by the Presbytery.

(2) The Board of Trustees is authorized to name those persons who may sign financial documents on behalf of the Presbytery.

7.0202

STRATEGIC TEAM

- a. **Members** This team shall be composed of six members.
- b. **Duties** This team plans the Presbytery meetings, focuses on strategic mission partnerships among congregations and designates church mission grants out of the amount given by the Board of Trustees.

7.0203

VISION TEAM

- a. **Members** This team shall be composed of six members.
- b. **Duties**

The Vision Team, by listening for the Holy Spirit through:

- The Scriptures
- Our Reformed Tradition
- The Presbytery, and
- Our Inland Northwest context,

commits to:

- Naming existing missional engagements,
- Peering over the edge into our unknown future, and
- Reporting back

with the intent to encourage the Presbytery around those areas in which the Triune God is at work among and around us.

7.03

PRESBYTERY COMMITTEES

7.0301

COMMISSION ON MINISTRY

- a. **Members** The Commission on Ministry shall be composed of eighteen members, including a chairperson. The Stated Clerk shall be an ex-officio member without vote.
- b. **Duties** The Commission shall carry out the provisions of *Book of Order* G-3.0307 and G-2.08 and is designated as the Presbytery's agent for the appointment of moderators for churches which are without a pastor. It is granted the authority relating to calls to teaching elders and is authorized to appoint administrative commissions for ordinations and installations. On behalf of the Presbytery, it is authorized to review and approve changes in pastoral calls so long as they are in conformity with the provisions of G-2.0804. It shall conduct the examinations and recommend the validation of ministry in accordance with *Book of Order*. On or before December 31 of each year the Commission is authorized to determine the category of membership of each continuing member of the Presbytery and report such determination to the Presbytery. The Commission shall be responsible for relationships with the Board of Pensions.

7.0302

COMMITTEE ON COMMISSIONED RULING ELDERS

- a. **Members** The Committee on Commissioned Ruling Elders shall be composed of six members including a chairperson.
- b. **Duties** The Committee shall oversee the process by which individuals prepare themselves for service as commissioned ruling elders, and shall conduct their final examination. The Committee shall recommend them to the Presbytery for service for specified terms and locations, and provide support and educational nurture for them during their terms of service. It is authorized to appoint administrative commissions for commissioning those approved by Presbytery to serve as Commissioned Ruling Elders.

7.03

NOMINATING COMMITTEE

- a. **Members** The Nominating Committee shall be composed of four members, including a chairperson, divided into two classes. They shall be broadly representative of the churches of the Presbytery.
- b. **Duties** This Committee shall nominate to the Presbytery:
 - (1) all officers of the Presbytery;
 - (2) members, including chairpersons, for all committees and teams (excepting the Nominating Committee);
 - (3) (The Nominating Committee shall nominate to the Presbytery): commissioners and youth advisory delegates to the General Assembly.
- c. **Vacancies**
 - (1) A position shall be considered vacant as of the date indicated in the written letter of resignation submitted to the Stated Clerk by the person occupying the position.
 - (2) A person's moving from the bounds of the Presbytery automatically vacates any Presbytery position previously held.
 - (3) Vacancies shall be filled by election of the Presbytery upon nomination by the Nominating Committee. During the interim between meetings, the chairperson of the Nominating Committee may recommend persons who may be appointed by the Presbytery Moderator to fill vacancies as they occur until the next meeting of Presbytery, at which time the appointments can be duly confirmed.

7.0304

COMMITTEE ON PREPARATION FOR MINISTRY

- a. **Members** The Committee on Preparation for Ministry shall be composed of six members, including a chairperson.
- b. **Duties** The Committee shall oversee the process by which individuals prepare to be ordained as teaching elders or to be certified as Certified

Christian Educators. The Committee is assigned the power to enroll inquirers. Such enrollments are to be reported to the next stated meeting of the Presbytery. The committee is also assigned the power to certify candidates as ready for examination for ordination pending a call. Such actions shall be reported at the next stated meeting of the Presbytery.

c. **Transfer of Candidates or Inquirers** When a request has been received that an inquirer or candidate in good standing be transferred, and meeting schedules present a hardship for either Presbytery or for the candidate/inquirer, the Committee on Preparation for Ministry, after consultation with the session of the church of the candidate/inquirer's membership, is authorized on behalf of the Presbytery of the Inland Northwest to transfer the candidate/inquirer according to G-2.0608, and to report that action to the next meeting of the Presbytery.

(1) **Candidates called to other Presbyteries** Should the occasion arise when it is most expedient and desirable that the calling presbytery both examine and ordain a candidate enrolled in this Presbytery who has previously been certified by the Committee on Preparation for Ministry as ready for examination for ordination, and the meeting schedule of the Presbytery of the Inland Northwest prevents action in a timely fashion, after consultation with the session of the church of the candidate's membership, the Committee on Preparation for Ministry is authorized, on behalf of the Presbytery, to transfer the candidate to the calling presbytery for examination and ordination. If the examination is sustained and the candidate is ordained, the calling presbytery is to notify the Stated Clerk of this Presbytery and the clerk of session of the candidate's church membership. Should the examination not be sustained, the records will be returned and the candidate will remain under the care of this Presbytery.

(2) **Candidates called to this Presbytery** Candidates for ministry who are called to serve within this Presbytery will be examined by the Presbytery of the Inland Northwest, either at a stated meeting of the Presbytery, or at a special meeting of the Presbytery called for that purpose.

7.0305

COMMITTEE ON REPRESENTATION

a. **Members** This Committee shall be composed of two persons including the chairperson.

b. **Duties** To advise the council regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the council on the employment of personnel, in accordance with the principles of unity and diversity in F-1.0403.

7.04 **PERMANENT JUDICIAL COMMISSION**

- a. **Members** The Permanent Judicial Commission shall consist of seven members divided as equally between teaching elders and ruling elders as possible. They shall serve for terms of six years and shall be ineligible for re-election until after four years have elapsed. It is desirable that at least one member hold a law degree.
- b. **Duties** The Permanent Judicial Commission shall function as prescribed in the “Rules of Discipline.”

7.05 **RELATED ORGANIZATIONS**

The following organizations are related to the Presbytery: Presbyterian Women in the Presbytery, Proclaim Liberty Corporation, Liberty Park Child Development Center Westminster Outreach and Camp Spalding.

These organizations shall conduct a full financial review annually at each organization’s expense, and report made to the Presbytery through the Council. The Presbytery possesses the authority to establish and terminate relationships with affiliated organizations. All related organizations shall, at the annual meeting, make a written report to the Presbytery on their activities, financial situations and program plans.

8.000 **THE PRESBYTERY AND JUDICIAL PROCESS**

- a. In the event that a complaint is filed in accordance with the provisions of D-6.0200, the Stated Clerk and the Moderator, in consultation with the Executive Presbyter, are authorized to appoint one to three persons to represent the Presbytery as a committee of counsel, informing the Presbytery at its next stated meeting. [D-6.0302]
- b. In the event that an accusation by an individual against another is filed in accordance with D-10.0102, the Stated Clerk and the Moderator, in consultation with the Executive Presbyter, are authorized to appoint three to five persons as an investigating committee, informing the Presbytery at its next stated meeting. [D-10.0201]
- c. In the event an accusation of sexual misconduct against a teaching elder is filed, the provisions of the Sexual Misconduct Policies of the Presbytery shall immediately become operative.

9.000 **INDEMNIFICATION**

To the full extent permitted by the Washington Business Corporation Act, (RCW23B, et seg.) the Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any civil, criminal, administrative or

investigative action, suit, or proceeding, whether brought by or in the right of the corporation or otherwise, by reason of the fact that he/she is or was a trustee or officer of the Corporation, or is or was serving at the request of the corporation as a trustee/director or officer of any corporation, against expenses, including attorney's fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding. The Board of Trustees may, at any time, approve indemnification of any person which the Corporation has the power to indemnify under the laws of the State of Washington. The indemnification provided by this section shall not be deemed exclusive of any other rights to which a person may be entitled as matter of law or by contract.

10.000

AMENDING AND SUSPENDING THESE STANDING RULES

- a. **Amendment** These standing rules may be amended at any stated meeting by a two-thirds vote, providing notice of the proposed change is given at a previous meeting, or written notice of the wording of the proposed change is given in writing and mailed to all who ordinarily receive notice of presbytery meetings at least ten days before a vote thereon.
- b. **Suspension** These standing rules may be temporarily suspended at any stated meeting by a two-thirds majority vote.