



SOUTH FLORIDA
PRESBYTERY

1973

SRPO

Standing Rules of Presbytery Operations

December 2020 Revision



The Sixth Presbytery of the Presbyterian Church in America

Standing Rules of Presbytery Operations South Florida Presbytery

**Proposed for Review to SFL Presbytery – August 2020 (Approved)
Proposed for Second Reading & Discussion – November 2020 (Approved)**

South Florida Presbytery is a DBA of the

**Presbytery of Southern Florida, Inc.,
a Florida Non-Profit Corporation**

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First Things

In light of the recent pandemic and the need for flexibility in the methods, timing, and location of Committee, Commission, and Presbytery meetings, most of the requirements for these types of meetings have been removed to allow Presbytery to best meet the needs of its members, churches, and candidates. Since the BCO covers a minimum set of requirements for these types of meetings, they will govern, wherever required, leaving flexibility to override with a 2/3 vote, any clause or section that needs to be temporarily set aside, for the exigencies of any situation.

In order to avoid oversight or member questions of validity, the requirements of quorum, attendance, necessity of physical presence of candidates, etc., will be met with the bare minimal quorum, three TE's and three RE's. Since the Presbytery Meeting is the only meeting type that requires physical attendance for candidates Coming Under Care, for Licensure, and for Ordination, all Presbytery meetings shall be held physically with the bare minimum quorum as stated above, along with any required candidates coming to the floor of Presbytery. All other members and guests can attend via Zoom, with a Video-conferencing Sergeant at Arms, who will aid the Moderator and Stated Clerk in acknowledging raised hands for attention, votes taken electronically, and for other member interaction needs.

In order to better serve our Presbytery's members, beginning in 2021, the Stated Meeting Dates and Times will be approved at the prior Stated Meeting for the following Meeting. This will allow flexibility for meeting on different days of the week: evenings, weekends, whenever it is determined to include the attendance of as many presbyters as possible and to allow for those who have tent-making ministries, are lay elders who have weekday jobs, and for those with children to raise and need to manage their households during the day-time hours.

Locations volunteering to host a Presbytery meeting will receive a Host Church Flyer prior to that meeting, with current details for that Presbytery meeting.

In addition, since attendance is not mandatory at Presbytery meetings, but the reporting of attendance is required, along with whether the absence is excused or unexcused, the Presbytery will continue its policy of recording registration via Check-In Kiosk, or via Zoom registration. If you are unable to attend for providential reasons, please visit the Presbytery's Website at sflpresbytery.org and fill out the form for an Excused Absence. All other no-shows will be recorded as Unexcused Absences. [Please do not send the Stated Clerk an email, but use the form on the Presbytery's website.]

PRESBYTERY OFFICERS

Moderator

- 1. A Moderator shall be elected to preside at each Stated Meeting for a year, with one year being a TE and the following year a RE.**
- 2. The Moderator will be responsible for thanking the Host Church or appointing another presbyter to do so if deemed necessary.**
- 3. The Moderator shall be the Chairman of the Admin Committee.**
- 4. The Moderator shall appoint Standing Committees to handle exigent needs of the Presbytery, such as overseeing a Candidate's sermon, counting ballot votes, etc.**

Stated Clerk

- 1. The Presbytery shall elect a Stated Clerk, for a term of three years (and with eligibility for re-election) but shall not ordinarily serve more than two terms in succession, unless 2/3 of presbyters present with a quorum, shall waive the limitation.**
- 2. All overtures, Commission Reports, and all reports of Permanent and Special Committees which are to be presented at a meeting of Presbytery, shall normally be furnished to the Stated Clerk by the Admin Committee meeting, 12 days prior to that Presbytery meeting.**

Treasurer

- 1. The Presbytery shall, if deemed necessary apart from the Stated Clerk, elect for a term of three years (and with eligibility for re-election), a Treasurer, whose duties it shall be to receive funds sent to him by member churches, other organizations, or individuals, to disburse funds as designated by contributors, and to make quarterly reports to Presbytery.**

2. **As needed, the Treasurer shall send to each Church in the Presbytery, a report indicating the amount contributed by each Church, and quarterly, to the Presbytery, a statement indicating the receipt and disposition of funds, during that quarter.**
3. **The Treasurer handling Presbytery funds shall have his books reviewed by Admin Committee by the May Presbytery Meeting, and a report of its findings shall be supplied to the Presbytery at that Stated Meeting.**

Terms of Office

The above offices, which at a minimum, include the office of Moderator for the following year and the Stated Clerk if his term has expired, shall be elected at the November Stated Meeting. Those elected to these offices shall assume their duties immediately upon their election and shall serve until their successors are chosen. Vacancies in any of the offices may be filled at any meeting of the Presbytery.

COMMITTEES

General Items

Minutes of Committee Meetings

In order for Committees to operate more efficiently, chairmen of all Presbytery Committees will keep a file (paper or electronic) of their proceedings (minutes, letters, etc.) for records, and these are to be given to each succeeding leader of the Committee.

Extracts from the minutes of each Committee, and any underlying documentation to support a recommended motion brought before Presbytery, are to be forwarded to the Stated Clerk for distribution to the presbyters of the Presbytery, by that Stated Meeting's meeting of the Admin Committee.

Permanent Committees

Leaders of Permanent Committees and nominated committee members shall be elected at the November Stated Meeting and will recommend filling in needed members at the February Stated Meeting each year for floor vote, for terms of 3 years. Those elected to Permanent Committees shall assume their duties immediately upon their election and serve until their successors are chosen. Any Permanent Committee member that has two unexcused absences from Committee meetings may be replaced on the Committee.

Permanent Committees shall be composed of 6 members: 3 Teaching Elders and 3 Ruling Elders. Vacancies in any of the Permanent Committees may be filled at any meeting as needed.

Permanent Committees will bring items for Presbytery action to each Presbytery Meeting; provided however, that the Committees have met and have sent in items recommended for action to the Stated Clerk, before the Admin Committee meets, 12 days prior to the next Presbytery Meeting.

Admin Committee

This Committee is charged with the supervision of the preparation of the agenda for all meetings of Presbytery, supervision of the Stated Clerk's work, the acting role of Nominating Committee for Presbytery, and the final approval of all items of action, guest speakers, etc., for any proposed agenda for Presbytery.

Care Committee

This Committee shall serve all Candidates Under Care and supervise the internship program of Presbytery. Interns and Licentiates shall remain under the oversight of this Committee until they are either ordained or transferred to another Presbytery.

This Committee shall interview and examine candidates to come under care and applicants for internship prior to their appearance before Presbytery.

Further information regarding the details of the Care Committee policies and procedures, Internship Guidelines, access to the Trello App for maintaining current information, updating your Internship File, etc., can be found on the Presbytery's Website at sflpresbytery.org/resources under Care Committee.

Credentialing Committee

The Credentialing Committee shall serve as the Examination Committee of the Presbytery to interview and examine candidates for Ordination and Licensure prior to their appearance before Presbytery. All PCA teaching elders, with either a new call to work within the Presbytery, or seeking entry into the Presbytery, shall be reviewed by the Credentialing Committee prior to appearing before Presbytery. All pastors from any source must be interviewed by this committee before taking up ministry within Presbytery bounds. The Terms of Call shall be in the format as given in BCO 20-6.

Before a Church shall call a Pastor, his name shall be submitted to the Credentialing Committee for consideration, acting according to BCO 20-10.

Candidates for ordination shall consult with the Credentialing Committee and the local Church, in nominating to Presbytery the Commission to Ordain and/or Install the Pastor whose call shall have been approved by Presbytery.

The Stated Clerk, on a provisional basis, pending approval by the Credentialing Committee for recommendation to Presbytery, may process requests for "transfers" of PCA teaching elders out of the Presbytery to another PCA Presbytery who are in good standing. The Stated Clerk may also facilitate the "transfer" into the Presbytery from another PCA Presbytery, by submitting the required paperwork to the Credentialing Committee, for their due diligence process required in the BCO, for disposition, and for eventual recommendation to Presbytery. The Stated Clerk may also "transfer" in or out of Presbytery Honorably Retired teaching elders who have relocated and wish to be an Honorably Retired teaching

elder in the Presbytery where they now preside, and then making the recommendation before Presbytery.

Further information regarding the details of the Credentialing Committee policies and procedures, Examination Guidelines, Checklists for Licensure and Ordination, deadlines for materials, etc., can be found on the Presbytery's Website at sflpresbytery.org/resources under Credentialing.

Judicial Committee (JC)

The Judicial Committee shall serve as the Judicial Commission of Presbytery.

All judicial matters brought to Presbytery via the Stated Clerk and received in good order according to the BCO, shall be forwarded to the JC for disposition.

For further details of the JC's policies and procedures and scope of its operations, please refer to the South Florida Presbytery Judicial Commission Operating Manual (JCOM), available on the Presbytery Website at sflpresbytery.org/resources under JC.

Presbytery Life Committee

This Committee shall be charged with coordinating Presbytery-wide ministry support for our local churches. The Stated Clerk will be the Admin Committee Liaison with the 3 Team Leaders under this committee: Leader of the Minister and Church Relations Team (no relation to MCRC); Leader of the Missions & Church Planting Support Team; and Leader of the Church Leader Resource and Training Team. The Stated Clerk will also oversee the committee's organization of each Presbytery Meeting as outlined below.

The *Minister and Church Relations Team* will be tasked with working with Pastors and Churches to ascertain whether there are needs that Presbytery can assist with, provide a "safe harbor" for pastors to speak about pastoral matters, pray for one another, and to help encourage and strengthen one another in fellowship, help provide experience and independent, non-biased pastors and ruling elders to help churches through issues and

problems, before they become a MCRC matter, or just for the comfort of the relations between pastor and pastor or pastor and church, or whatever ways our seasoned pastors can help.

The *Missions & Church Planting Support Team* will work to provide support for Mission efforts in our churches, assist with finding local church partners for church plants, aiding the Pulpit Committee of our churches to find a qualified candidate for pastor, etc.

The *Church Leader Resource and Training Team* will be tasked with aiding in the Presbytery-wide ministries of the Presbytery Women's Ministry (PWM), Annual Deacon Training, Annual Clerk of Session Seminars, and ongoing Ruling Elder Training and opportunities to serve on Presbytery's Committees.

This committee is one of service and not of rule; the committee will seek to utilize existing leadership at the local church level to help coordinate efforts at the Presbytery level.

This committee will also be tasked with managing and organizing each Presbytery Meeting's Schedule of Events, Meals, Worship Service, Speakers, and all the details to coordinate with the Host Church and its staff, in order to recommend to the Admin Committee the Order of Events for their review.

LAST THINGS

Expenses of the Presbytery

Necessary funds for the current expenses of the Presbytery shall be defrayed by a request for askings from each member Church. Normally, the asking will be a per capita amount (\$4/communicant member as of November 1, 2020) based on projected communicant membership.

Corporation of Presbytery

The business affairs of the Presbytery of Southern Florida, Inc., a Florida Non-Profit Corporation, DBA South Florida Presbytery, will be managed by a three-member Board of Directors: President, Secretary, and Treasurer. The Chairman of the Admin Committee shall be the President of the corporation, the Stated Clerk of Presbytery shall be the Secretary, and the Treasurer of Presbytery shall be the Treasurer. The Treasurer of Presbytery may also be the Stated Clerk, or the Chair of one of the other Committees.

The Board of Directors shall be responsive to the direction of Presbytery and shall be limited in their scope of operations by the Book of Church Order (PCA) and the Standing Rules for Presbytery Operations (SRPO).

The Corporation of Presbytery shall hold titles to the real property of Presbytery and shall convey same for and on behalf of the Presbytery when authorized to do so. Reasonable notice in reasonable detail shall be sent to all Churches prior to a meeting of Presbytery in which it is proposed that a purchase or sale of Presbytery property shall be made.

Meetings of officers shall be held at least annually. An accurate permanent record shall be kept of all their official proceedings, and a copy of these minutes shall be filed with the Stated Clerk annually at the February Meeting and be made a part of the Minutes of the Presbytery. The subsequent Annual Report of the Corporation due by May 1st of each year, shall reflect the new officers of the Corporation when the report is filed by the Stated Clerk.

Classes of Members who need to report annually by the November Stated Meeting:

Leaves of absence from the Presbytery, or permission to labor outside its bounds, when given by the Presbytery, shall be on a twelve-month basis, except that in the case of Missionaries serving outside the United States, or of Military Chaplains, in which case this permission shall be granted for the duration of their service. Missionaries or Chaplains, however, shall be expected to communicate with Presbytery at least once a year by the November Stated Meeting.

Rules of Order:

The rules contained in the current edition of Roberts Rules of Order (RONR – 12th Edition, September 1, 2020) shall be the parliamentary authority governing the Presbytery in all cases to which they are applicable (see ii. below) and in which they are not inconsistent with the Constitution of the Presbyterian Church in America, or any Standing Rules, which Presbytery may adopt.

- i. Robert's Rules and Parliamentary Procedure will be used as a guide and general principle, rather than a legalistic form to be slavishly followed. It will be the responsibility of the Moderator to lead with vision, command, and grace, while avoiding disorder and rigidity.
- ii. In specific application, where the BCO and the SRPO are silent, Robert's Rules apply.

Suspension of Rules: Amendments

- i. An SRPO rule may be suspended by an affirmative vote of 2/3 of the representatives present but still representing a quorum.
- ii. The Standing Rules of Presbytery Operations (SRPO) may be amended by an affirmative vote of 2/3 of the presbyters present, but still representing a quorum, at two successive Stated Meetings of Presbytery.