

**THE WINNEBAGO PRESBYTERY  
STANDING RULES  
Approved February 9, 2013**

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## STANDING RULES

### PRESBYTERY OF WINNEBAGO

#### 1. STATEMENT OF MISSION

##### 1.1 Introduction:

Many difficult issues and challenges face the Presbyterian Church in the 21<sup>st</sup> century. Since “equipping the saints” has always been a tenet of Reformed faith and because contemporary congregations need to be strengthened for ministry and mission, Winnebago Presbytery [Presbytery] continues to understand congregational and leadership development as a primary focus for Presbytery as well as its commitment to collective concerns in mission to a world in need.

#### 2. GENERAL PROVISIONS

2.1 The Presbytery is incorporated under the laws of the State of Wisconsin as *The Presbytery of Winnebago of the Presbyterian Church (U.S.A.)*.

2.2 The proceedings of Presbytery shall be in accordance with and by virtue of the authority vested in Presbytery by the Constitution of the Presbyterian Church (U.S.A) [PCUSA]. Nothing in these Rules shall be construed contrary to the Constitution.

#### 3. MEMBERSHIP

##### 3.1. Membership shall consist of:

- 3.1.1. teaching elders on the official roll of active members of Presbytery;
- 3.1.2. ruling elders commissioned by the session of each church within Presbytery according to the numerical provisions in the Manual of Administrative Operations;
- 3.1.3 ruling elders during term of service as an officer of Presbytery;
- 3.1.4. ruling elders elected by a session at the request of Presbytery in order to maintain reasonable balance between teaching elders and ruling elders within Presbytery;
- 3.1.5. ruling elders elected to serve as moderator of a committee or a member of the Winnebago Leadership Commission during the term of office;
- 3.1.6. ruling elders elected to serve as a commissioner to the General Assembly for duration of such service.
- 3.1.7. ruling elders who have been officially commissioned for particular pastoral service within Presbytery shall have membership in

1                   Presbytery with voice and vote for the duration of commissioned  
2                   service.

3                   3.1.8. former moderators of Presbytery with voice and vote.

4  
5                   3.2. There shall be a reasonable balance of representation of ruling elders and  
6                   teaching elders as specified in the Form of Government (G-3.0103),  
7                   provided that the allocation of ruling elders always outnumbers resident  
8                   teaching elders.

9  
10                  3.3 Presbytery may enroll, with voice, corresponding members from other  
11                  councils of the PCUSA or other Reformed bodies, who are in attendance  
12                  at stated or special meetings of Presbytery.

13  
14                  3.4. Ruling Elders and laypersons who are elected members of a Presbytery  
15                  commission, committee or an official representative of Presbytery shall be  
16                  granted the privilege of voice in the meetings of presbytery during the  
17                  period of service.

18  
19                  4. **MEETINGS**

20  
21                  4.1. The meetings of Presbytery shall be in conformity with the most recent  
22                  edition of *Robert's Rules of Order, Newly Revised*, except in matters  
23                  contrary to the provisions of the *Book of Order*.

24  
25                  4.2. A quorum for the conduct of business shall consist of any five (5) teaching  
26                  elder members of Presbytery and the ruling elder commissioners present,  
27                  provided that at least five churches are represented by ruling elders.

28  
29                  4.3. Regular stated meetings may be established, as specified in the Manual of  
30                  Administrative Operations.

31  
32                  4.4. Meeting dates will be determined by Winnebago Leadership Commission  
33                  [WLC]. WLC may cancel a stated meeting of Presbytery in the absence of  
34                  sufficient business, provided that notice of such cancellation is given ten  
35                  days in advance of the scheduled meeting.

36  
37                  4.5. Presbytery may adjourn a stated meeting to a specific time and place.

38  
39                  4.6. Special meetings of Presbytery may be called upon two weeks written  
40                  notice and upon the call of the Moderator, the WLC, by a majority of the  
41                  commissioners and members of Presbytery present at the most recent  
42                  meeting of Presbytery, or a fourth (1/4) of the sessions of the churches of  
43                  Presbytery.

44  
45                  4.7. It shall be the duty of every member of Presbytery to be present  
46                  throughout all meetings unless excused by the Presbytery.

1  
2 **5. OFFICERS OF PRESBYTERY**  
3

4 The officers of Presbytery shall be a Moderator, a Vice-Moderator, a Stated  
5 Clerk, and a Treasurer. Officers shall be members of Presbytery at the time of  
6 election.  
7

8 5.1. The **Moderator** shall:  
9

- 10 5.1.1. be the presiding officer of Presbytery;  
11 5.1.2. be a member of Presbytery;  
12 5.1.3. appoint temporary or special committees as needed, unless their  
13 appointment is otherwise specified by action of Presbytery;  
14 5.1.4. represent Presbytery at official functions;  
15 5.1.5. perform any additional duties Presbytery may prescribe;  
16 5.1.6. serve as moderator of the WLC;  
17 5.1.7. appoint a clerk pro tempore in the absence of the Stated Clerk, if  
18 possible in consultation with the Stated Clerk.  
19 5.1.8. appoint an investigating committee from the pool of persons elected  
20 by Presbytery upon notice from the Stated Clerk of receipt of an  
21 allegation, according to the provision of the *Book of Order: Rules of*  
22 *Discipline (D-10.0201.b.)*.  
23 5.1.9. appoint a committee of counsel, in consultation with the WLC, to  
24 represent and respond on behalf of Presbytery in any matter of  
25 complaint, according to the provision of the *Book of Order: Rules of*  
26 *Discipline (D-6.0302)*.  
27

28 5.2. The **Vice-Moderator** shall:  
29

- 30 5.2.1. be a member of Presbytery (a ruling elder Vice-Moderator may also  
31 be elected as a commissioner by a session);  
32 5.2.2. discharge the duties of the Moderator when requested by the  
33 Moderator;  
34 5.2.3. discharge the duties of the Moderator in the absence of the  
35 Moderator;  
36 5.2.4. be a member of WLC;  
37 5.2.5. perform additional duties the Moderator of Presbytery may assign.  
38

39 5.3. The **Stated Clerk** shall:  
40

- 41 5.3.1. be a teaching elder or ruling elder within Presbytery (G-3.0104);  
42 5.3.2. perform those responsibilities mandated in the *Book of Order (G-*  
43 *3.0104)* as well as those functions stipulated in Presbytery's  
44 Manual of Administrative Operations.  
45

1 5.4 The **Treasurer** shall:

- 2  
3 5.4.1. be a member of Presbytery or a constituent church of Presbytery;  
4 5.4.2. perform those responsibilities as stipulated in Presbytery's Manual  
5 of Administrative Operations.  
6

7 5.6. **Terms of Office:**

- 8  
9 5.6.1. nominations for each office of Presbytery shall be made by the  
10 Nominating Committee with election process and procedures as  
11 specified in the Manual of Administrative Operations.  
12 5.6.2. the term of office of the Moderator shall be for one year. The  
13 Moderator shall be ineligible for immediate succession after having  
14 served for a full term of one year;  
15 5.6.3. the term of office of Vice-Moderator shall be for one year. The  
16 Vice-Moderator shall be ineligible for immediate succession after  
17 having served for a full term of one year;  
18 5.6.4. the term of office of the Stated Clerk shall be for three (3) years.  
19 There may be successive terms.  
20 5.6.5. the term of office of the Treasurer shall be three (3) years. There  
21 may be successive terms.  
22

23 **6. TRUSTEES OF PRESBYTERY**

- 24  
25 6.1. shall consist of the members of a commission of Presbytery as designated  
26 in the Manual of Administrative Operations, all of whom shall be members  
27 of Presbytery or of a constituent church of Presbytery, and the  
28 commission members and its moderator shall be elected by Presbytery;  
29  
30 6.2. shall meet at least annually, as part of a regular meeting, or in a special  
31 meeting when called by its moderator, or at the request of two (2)  
32 members of the commission, or when ordered by Presbytery  
33  
34 6.3. will be incorporated under the laws of the State of Wisconsin through the  
35 incorporation articles of Presbytery.  
36  
37 6.4. shall provide oversight to all legacies and bequests of all monies and  
38 property, real and personal, that may be given, granted, devised, or  
39 bequeathed to Presbytery and shall use, manage, and convey the same  
40 under the direction and instructions of Presbytery.  
41  
42 6.5. shall have the responsibility to receive, hold, encumber, manage, transfer,  
43 dispose of, or convey property, real or personal, subject to the review and  
44 at the direction and approval of Presbytery (G-4.0101);  
45

- 1 6.6. act and serve in accordance with these Standing Rules, the Constitution of  
2 the Presbyterian Church (U.S.A.), and the laws of the State of Wisconsin;  
3  
4 6.7. submit to Presbytery for its review a financial statement, including the  
5 assets held by the corporation and the liabilities incurred by the  
6 corporation on behalf of Presbytery, a report of all matters committed to it  
7 and its proceedings, at least annually and at other times upon request of  
8 Presbytery.  
9

10 **7. PRESBYTERY STAFF**

- 11  
12 7.1. Presbytery may employ professional staff as it deems necessary to fulfill  
13 its mission and organizational needs, according to the provisions of its  
14 Manual of Administrative Operations (G-3.0110).  
15  
16 7.2 such person[s] is to be elected for a definite or indefinite term, subject to  
17 an annual performance review and periodic comprehensive review in  
18 accordance with the provisions of the Synod and Presbytery Personnel  
19 Policies and the Manual of Administrative Operations.  
20  
21 7.3 such person[s] shall fulfill the duties as specified in the Manual of  
22 Administrative Operations of Presbytery.  
23  
24 7.4 Presbytery may choose to call such other staff deemed necessary. Staff  
25 shall be elected for a definite or indefinite term of office and shall be  
26 subject to review of WLC and may be delegated to a committee or  
27 commission as specified in the personnel policies and directives of the  
28 Manual of Administrative Operations.  
29

30 **8. COMMISSIONS OF PRESBYTERY**

- 31  
32 8.1. Commissions shall consist of at least five (5) members of Presbytery or  
33 members of constituent churches within Presbytery, with no fewer than  
34 two (2) teaching elders and two (2) ruling elders.  
35  
36 8.2. A commission quorum shall be a majority of its membership.  
37  
38 8.3. Each commission shall have a clear charge from the Presbytery that  
39 delineates degree of authority to act as the Presbytery, and those actions  
40 or areas of authority, if any, that are reserved to the Presbytery.  
41  
42 8.4. **Commission on Ministry**  
43  
44 8.4.1. Presbytery shall have a Commission on Ministry [CoM] that shall  
45 serve as pastor, counselor, and advisor to teaching elders,

1 sessions, and congregations, ruling elders commissioned to  
2 pastoral service, and certified Christian educators.

3 8.4.2. The CoM shall have the composition and functions as specified by  
4 the Manual of Administrative Operations.

5 8.4.3. The CoM shall provide for the nurture and guidance of the teaching  
6 elder members of the Presbytery, ruling elders commissioned to  
7 pastoral service, and Christian educators in accordance with the  
8 mandates and provisions of G-3.0307.

9 8.4.4. The Commission shall develop and maintain within Presbytery the  
10 process of preparation in becoming a teaching elder, and oversee  
11 the preparation of inquirers and candidates for ministry of the Word  
12 and Sacrament and of pastorally commissioned ruling elders.  
13

14 **8.5 Winnebago Leadership Commission [WLC]**

15  
16 8.5.1. The purpose of WLC is to envision, coordinate, facilitate, and  
17 evaluate the mission of Presbytery and to administer its ongoing  
18 work.

19 8.5.2. The composition, responsibilities, and functions of WLC shall be in  
20 accordance with the provisions of the Manual of Administrative  
21 Operations and as authorized by the action of the Presbytery.

22 8.5.3. The Moderator of Presbytery shall be the Moderator of WLC. In the  
23 absence of the Moderator, the Vice-Moderator of the Presbytery  
24 shall serve as temporary moderator.

25 8.5.4. The Moderator shall regularly report the work of WLC to  
26 Presbytery.

27 8.5.5. WLC shall meet as specified in the Manual of Administrative  
28 Operations.

29 8.5.6. The quorum for WLC shall be a majority of the members.  
30

31 **8.6. The Permanent Judicial Commission [PJC]**

32  
33 8.6.1. There shall be a PJC under the provisions of the Rules of Discipline  
34 (D-2.0102).

35 8.6.2 PJC shall function according to the provisions of the Rules of  
36 Discipline (D-5.0000).

37 8.6.3. PJC shall be composed of seven (7) members: three teaching  
38 elders, three ruling elders, and a seventh member either a teaching  
39 or ruling elder. The ruling elder members shall each come from  
40 different constituent churches.

41 8.6.4. The members shall be elected by Presbytery and shall serve a six-  
42 year term, subject to provision of D-5.0100.  
43  
44  
45

1   **8.7   Finance Commission**

- 2
- 3       8.7.1 Finance Commission of Presbytery shall develop and recommend  
4       to Presbytery an annual budget.
- 5       8.7.2. Finance Commission shall serve as Trustees of Presbytery.
- 6       8.7.3. Finance Commission shall be elected by Presbytery in terms as  
7       provided by the Manual of Administrative Operations.
- 8       8.7.4. Finance Commission shall have additional functions as specified in  
9       the Manual of Administrative Operations and as authorized by  
10      Presbytery.

11

12   **8.8   Commissions for Special Service**

- 13
- 14       8.8.1. Presbytery may elect commissions for special administrative  
15       functions in service of the ministry and mission of the Presbytery.
- 16       8.8.2. Specially authorized commissions shall be clearly delineated in the  
17       initiating action as to function, funding, duration, and authority.

18

19   **8.9.   Commissions with subordinate committees**

- 20
- 21       8.9.1. Commissions required by these *Standing Rules* or special  
22       commissions may establish sub-committees as needed.
- 23       8.9.2. Sub-committees to commissions shall have no independent  
24       authority to act, are to be regularly reviewed by the establishing  
25       unit, and are to report regularly to Presbytery or to a unit within  
26       Presbytery as specified in the Manual of Administrative Operations.
- 27       8.9.3. Funding, function, and duration of sub-units to commissions shall  
28       be set at the time of initiation and may be specified in the Manual of  
29       Administrative Operations.
- 30       8.9.4. Such committees are accountable to the establishing commission,  
31       shall not have independent funding, and have no authorization to  
32       act as the Presbytery.

33

34   **9.   PRESBYTERY COMMITTEES**

- 35
- 36    9.1. Presbytery shall have the following permanent committees: Nominating  
37    Committee, Committee on Representation, and Session Records Review  
38    Committee.
- 39
- 40    9.2. Committees required by these *Standing Rules* may establish by their own  
41    action sub-committee[s] as needed, but such sub-committee is without  
42    independent authority, is to be reviewed regularly by the establishing unit  
43    and report regularly to the Presbytery or as specified in the Manual of  
44    Administrative Operations.
- 45



1 **9.3. Nominating Committee**

2  
3 9.3.1. Presbytery shall have a Nominating Committee.

4 9.3.2. The responsibilities and functions of this committee are specified in  
5 the Manual of Administrative Operations of Presbytery.  
6  
7

8 **9.4. Committee on Representation**

9  
10 9.4.1. Presbytery shall have an elected committee on representation (G-  
11 3.0103) as specified in the Manual of Administrative Operations.

12 9.4.2. Functions of the committee shall follow the outline of duties as  
13 specified in the *Book of Order* (G-3.0103).

14 9.4.3. Composition of the committee shall be as specified by the Manual  
15 of Administrative Operations.

16 9.4.4. Principal responsibility of the committee shall be to advise  
17 Presbytery in implementation of principles of diversity and  
18 inclusiveness in the membership of its commissions and  
19 committees in order to ensure fair and effective representation in  
20 the decision-making of the Presbytery (G-3.0103) and any other  
21 duties as specified by Presbytery in the Manual of Administrative  
22 Operations.  
23

24 **9.5. Session Records Review Committee [SRR]**

25  
26 9.5.1. Presbytery shall have an elected Session Records Review  
27 Committee.

28 9.5.2. SRR Committee shall have the primary responsibility of reviewing  
29 annually the record of proceedings and actions of the councils  
30 (sessions) of the churches of Presbytery. (G-3.0108 a)

31 9.5.3. Functions of SRR Committee shall be specified in the Manual of  
32 Administrative Operations.  
33

34 **9.6. Special Committees**

35  
36 9.6.1. Special committees or task forces may be established by  
37 Presbytery (G-3.0109) in pursuance of its mission and program.

38 9.6.2. Committees that are initiated for special purposes may establish by  
39 their own action sub-committee[s] as needed, but such sub-  
40 committee is without independent authority, is to be regularly  
41 reviewed by the establishing unit and regularly reported to the  
42 Council (Presbytery) or as specified in the Manual of Administrative  
43 Operations. Funding, function, and duration of sub-units to  
44 committees shall be set at the time of initiation and may be  
45 specified in the Manual of Administrative Operations.  
46

1 10. **AMENDMENT AND SUSPENSION OF THE STANDING RULES:**

2  
3 Amendment of these Standing Rules may be made at any stated meeting  
4 by two-thirds vote of Presbytery, provided the amendment is presented in  
5 writing to Presbytery for discussion at a meeting and then considered at a  
6 subsequent meeting for approval, provided that such amendment has been  
7 previously referred to WLC for a study of its constitutionality, its effect on the  
8 remaining Standing Rules and that WLC has reported its conclusion at the  
9 first meeting that considers the amendment. Temporary suspension of  
10 particular Standing Rules not specified in the Constitution of the  
11 Presbyterian Church (USA) may be made at any stated meeting by a two-  
12 thirds vote, which provides for exception to a particular rule at that meeting  
13 only.  
14

15 11. **THE MANUAL OF ADMINISTRATIVE OPERATIONS:**

16  
17 11.1. Presbytery shall maintain a Manual of Administrative Operations for the  
18 specifications of its policies and procedures (G-3.0106).  
19

20 11.2. Manual shall specify the form of the work of the Presbytery, enable its  
21 effective and efficient operation, and guide the operational nature of its  
22 mission and program. (G-3.0106)  
23

24 11.3. Manual may be amended at any stated or special meeting by a majority  
25 vote of Presbytery. Particular provisions may be suspended by a majority  
26 of Presbytery, unless such suspension conflicts with a provision of the  
27 Constitution of the PC(USA).  
28

29 12. **REVIEW OF THE STANDING RULES:**

30  
31 There shall be a complete review and evaluation of these Standing Rules  
32 every five years. This review shall be the responsibility of WLC with a report  
33 for the review and action of Presbytery.  
34

35  
36 N.B.: For Policies & Procedures in current use, see Presbytery's Manual of Administrative  
37 Operations.  
38