

MANUAL OF THE GENERAL ASSEMBLY



2014

including

- **Standing Rules**
- **Guidelines and Policies**
- **Organization for Mission**

MODERATOR
220th General Assembly (2012)
THE REVEREND NEAL D. PRESA

VICE-MODERATOR
220th General Assembly (2012)
THE REVEREND TOM M. TRINIDAD

STATED CLERK
THE REVEREND GRADYE PARSONS (2008–)

ASSOCIATE STATED CLERKS
RULING ELDER LOYDA PUIG AJA
THE REVEREND TOM HAY
THE REVEREND JILL HUDSON
THE REVEREND ROBINA WINBUSH

ASSISTANT STATED CLERKS
THE REVEREND SANDAWNA G. ASHLEY
THE REVEREND TIMOTHY CARGAL
THE REVEREND MOLLY CASTEEL
DEBORAH DAVIES
THE REVEREND MELISSA G. DAVIS
RULING ELDER C. LAURIE GRIFFITH
THE REVEREND JOYCE LIEBERMAN
RULING ELDER MARTHA MILLER
KAY MOORE
RULING ELDER CHRIS NICHOLAS
RULING ELDER KERRY RICE
TOYA RICHARDS
RULING ELDER VALERIE SMALL
KRIS VALERIUS
TERESA WAGGENER

MANUAL
OF THE
GENERAL ASSEMBLY

2014

INCLUDING
STANDING RULES OF THE GENERAL ASSEMBLY
GUIDELINES AND POLICIES OF THE GENERAL ASSEMBLY
AND
ORGANIZATION FOR MISSION

Edited by the Stated Clerk
Published by the Office of the General Assembly

Copyright © 2014
Stated Clerk of the General Assembly
PRINTED IN THE UNITED STATES OF AMERICA

Cover Design Copyright © 2014
by the Office of the General Assembly
Presbyterian Church (U.S.A.)

Contents

Standing Rules of the General Assembly

A. Source of Business for the Meeting	
1. Papers in General	3
2. Reports of Entities, Commissions, and Committees.....	4
3. Overtures.....	4
4. Communications and Resource Material	5
5. Advisory Committee on the Constitution Report	6
6. Entity and Synod Minutes.....	6
7. Presbytery Reports	6
8. Commissioners' Resolutions	7
B. Commissioners, Delegates, and Other Participants at the Meeting	
1. Commissioners.....	9
2. Advisory Delegates.....	10
3. Corresponding Members.....	11
4. Advisory Committee on the Constitution	12
5. Other Participants	12
6. List of Participants.....	12
C. Formation of Committees and Referral of Business	
1. Assembly Committee Structure	13
2. Assigning Commissioners to Assembly Committees	14
3. Referring Business.....	15
4. Tentative Docket.....	16
D. Beginning of the General Assembly Meeting	
1. Registration and Seating	17
2. Quorum	18
3. Committee Moderators and Overture Advocates Meeting	18
E. Committee Meetings	
1. Committee Leadership and Support.....	19
2. Procedures for Assembly Committees.....	20
3. New Business.....	21
4. Organizational Meeting	21
5. Public Hearings.....	22
6. Assembly Committee on Bills and Overtures.....	22
7. Reports of Assembly Committees	22
F. General Assembly Plenary Meeting	
1. Assembly Committee on Bills and Overtures Reports	25
2. Reports of Assembly Committees	26
3. Minority Reports.....	26
4. Committee Reports on the Budget.....	27
5. Plenary Meeting Procedures	27
6. General Assembly Nominating Committee	28
7. Docket Time for Special Greetings.....	28
8. Announcements and Nonofficial Printed Materials.....	29
9. Distributing Study Documents.....	29

10. Forming Social Policy	29
11. Peaceful Demonstrations	29
G. General Assembly Meeting Worship	
Services of Worship	31
H. Persons in Ordered Ministry and Elections	
1. Moderator of the General Assembly	33
2. Stated Clerk of the General Assembly	36
I. General Assembly Arrangements	
1. Date and Place of Meeting	41
2. Meeting Arrangements	42
3. Reimbursing Commissioner Expenses	42
4. Assembly Meeting Work Group	42
J. Special Meetings of the General Assembly	
1. Method of Calling	45
2. Signatures	46
3. Date and Location	46
K. Commissions, Special Committees, and Special Administrative Review	
1. Commissions and Special Committees	47
2. Special Administrative Review of Synods	48
L. Amendment or Suspension of the Standing Rules	
1. Recommending Amendments to the Standing Rules	51
2. Amending the Standing Rules	51
3. Suspending the Standing Rules	51
Guidelines and Policies of the General Assembly	
Open Meeting Policy	55
Guidelines for Preparation of Minutes of Agencies	57
Guidelines for Reviewing Synod Records	59
Guidelines for Presbyterians During Times of Disagreement	63
Forming Social Policy	65
Historical Note	69
Standards for Review of General Assembly Permanent, Advocacy, and Advisory Committees and Commissions	71
Standards for Review of General Assembly Agencies	73
Index	75
Organization for Mission	81

THE
STANDING RULES
OF THE
GENERAL ASSEMBLY

Standing Rules of the General Assembly

[AS AMENDED BY THE 220TH GENERAL ASSEMBLY (2012).]

STANDING RULES FOR MEETINGS OF THE GENERAL ASSEMBLY



Sources of Business for the Meeting

1. **Papers in General**
 - a. Papers to Be Considered
 - b. Received Less Than 60 Days Prior to General Assembly
2. **Reports of Entities, Commissions, and Committees**
 - a. Reports Deadline
 - b. Budget Consultation
 - c. Appropriate Background Information
 - d. Report Length
3. **Overtures**
 - a. Definition
 - b. Writing Overtures
 - c. Submitting Overtures
 - d. Distributing Overtures
 - e. Overture Advocate
4. **Communications and Resource Material**
 - a. Provide Comment or Advice
 - b. Forty-five Day Deadline
 - c. Resource Materials
 - d. Advice and Counsel Memoranda
5. **Advisory Committee on the Constitution Report**
 - a. Report
 - b. Presented Directly to General Assembly
6. **Entity and Synod Minutes**
 - a. Submit for Review
 - b. Review Process
7. **Presbytery Reports**
8. **Commissioners' Resolutions**
 - a. Who May Propose
 - b. Deadline
 - c. Existing General Assembly Policy
 - d. May Not Amend *Book of Order*
 - e. Already Before Assembly
 - f. Same Issues as Previous Assembly
 - g. Referral
 - h. Referral Declined

1. Papers in General

Papers to Be Considered

a. The General Assembly shall consider only those papers delivered to the Stated Clerk in compliance with Standing Rule A and any other papers whatsoever that have been delivered to the Stated Clerk. Ordinarily, such papers shall have been forwarded to the Stated Clerk postmarked no later than sixty days prior to the convening of the General Assembly.

Received Less Than 60 Days Prior to General Assembly

b. All papers intended for consideration by the General Assembly that are forwarded to the Stated Clerk and postmarked less than sixty days, but no later than forty-five days prior to the convening of the General Assembly, shall be reviewed by the Stated Clerk, who shall determine whether or not to refer them to the Assembly Committee on Business Referral. The Stated Clerk shall report to the committee regarding those papers not referred.

2. Reports of Entities, Commissions, and Committees

Reports Deadline

a. All reports from entities, commissions, and committees of the General Assembly shall be delivered to the Stated Clerk on or before 120 days prior to the convening of the General Assembly. The Stated Clerk shall publish these reports (print or electronic) and distribute them so that they shall reach the commissioners thirty days before the convening of the General Assembly.

Budget Consultation

b. An entity, commission, or committee submitting a report with a recommendation that affects the work or budget of another entity(ies) shall submit evidence that a consultation has been held with the affected entity(ies).

Appropriate Background Information

c. Committees, agencies, or corporations presenting reports shall provide the appropriate background information necessary to interpret or understand the recommendations or responses to referrals to the members of the General Assembly committees to which the business is referred. Any and all documents or publications referred to in these reports that require approval by the assembly for publication and distribution to the church, including but not limited to curriculum, study papers/guides, position papers, and program resources, shall be made available to commissioners at the time the reports are published.

Report Length

d. All reports shall be limited to ten thousand words except the report of the Presbyterian Mission Agency, the length of which shall be determined by the Stated Clerk and the Executive Director of the Presbyterian Mission Agency. A request for an exception to the length of a report shall be submitted to the Stated Clerk no later than forty-five days prior to the deadline for the submission of the report and shall include the anticipated length of the report. The Stated Clerk may assess a fee of the entity or committee whose report exceeds ten thousand words for the costs incurred in printing and distributing the excess pages. Payment of the fee shall be submitted to the treasurer of the Presbyterian Church (U.S.A.), A Corporation. If the Stated Clerk and the representatives of any body are unable to agree, the Committee on the Office of the General Assembly shall determine the length of the report.

3. Overtures

Definition

a. Overtures are items of business that must have been approved by a presbytery or a synod and shall request the General Assembly to take a particular action, or approve or endorse a particular statement or resolution. (See *Book of Order*, G-3.0302d.)

Writing Overtures

b. The stated clerk of a presbytery or synod considering an overture to the General Assembly shall:

(1) Examine the most recently published *Minutes of the General Assembly* to determine if a similar overture has already been passed.

(2) Consult with the Office of the General Assembly to determine whether the desired action has been voted by any previous General Assembly.

(3) Consult with the Office of the General Assembly to determine whether a similar overture has already been proposed in order that the presbytery or synod may concur with the existing overture.

(4) Draft the overture in the following form:

“The Presbytery of _____ overtures the [# of the assembly] General Assembly [(year)] of the PC(USA) to [state the specific action the General Assembly is asked to take].”

To this shall be appended a rationale, stating the reasons for submitting the overture.

**Submitting
Overtures**

c. Submitting Overtures

(1) Overtures proposing an amendment to the Constitution or requiring an interpretation by the General Assembly of the *Book of Order* (see *Book of Order*, G-6.04a and G-6.02) must be delivered in writing to the Stated Clerk postmarked no later than 120 days prior to the convening of the General Assembly, and shall be promptly referred to the Advisory Committee on the Constitution (see *Book of Order*, G-6.02 and G-6.04).

(2) All overtures that have financial implications for current or future years' budgets must be delivered in writing to the Stated Clerk postmarked no later than sixty days prior to the convening of the General Assembly. Overtures with financial implications not received within the designated time limit shall not be considered, but shall be returned to the originating council.

(3) All other overtures intended for consideration by the General Assembly shall be forwarded to the Stated Clerk, postmarked no later than forty-five days before the convening of the General Assembly.

(4) Overtures not received within the designated time limits shall not be considered, but shall be returned to the originating council for reconsideration.

(5) Presbyteries or synods submitting overtures with a recommendation(s) that affects the work or budget of a General Assembly entity(ies) shall submit evidence that the affected entity(ies) has (have) been consulted. If such evidence is not submitted, the Stated Clerk shall recommend that the overture be received and referred to a future session of the General Assembly so that consultation may take place.

(6) In the event that the Stated Clerk of the General Assembly receives an overture similar to one already proposed (excluding the rationale), she or he shall inquire of the presbytery or synod in question whether it would be willing to concur with that existing overture or desires to withdraw the overture. A presbytery or synod concurring with an overture may submit additional rationale for its action, provided that it does not duplicate the rationale provided by the overturing body. The concurrence and any additional rationale will be printed with the original overture in the Reports to the General Assembly. Concurrences to any overture shall be received up to 45 days prior to the convening of the next session of the General Assembly. Concurrences to any overture with constitutional implications shall be received up to 120 days prior to the convening of the next session of the General Assembly.

**Distributing
Overtures**

d. Overtures that do not propose constitutional amendment or interpretation, and that are postmarked at least sixty days prior to the convening of the General Assembly, shall be published (print or electronic) in the reports distributed by the Stated Clerk. Overtures received in the same manner, postmarked no later than forty-five days prior to the convening of the General Assembly, shall be distributed to the commissioners before the convening of the General Assembly.

**Overture
Advocate**

e. Overture Advocate

(1) Each presbytery or synod that submits an overture shall notify the Stated Clerk of the name of a commissioner or some other person in attendance at the General Assembly who has been designated as the advocate for the overture. The overture advocate shall be available to provide information on the background and intent of the overture to any assembly committee to which the overture may be referred. (See Standing Rule E.2.)

(2) In the event that the assembly refers an overture to a General Assembly entity for further consideration (and not simply for implementation), the presbytery or synod submitting the overture shall be invited by the Stated Clerk to designate an overture advocate for the assembly meeting at which the entity's response to the overture is presented. The overture advocate shall be available to provide information on the background and intent of the overture to any assembly committee to which the overture may be referred. (See Standing Rule E.2.)

4. Communications and Resource Material**Provide
Comment or
Advice**

a. Communications and resource material provide comment or advice on business already under consideration by the assembly and shall neither contain nor constitute business to be considered by the assembly. Communications may be directed to the General Assembly

(1) by entities of the General Assembly that desire to comment on a single item of business coming before the General Assembly from any source other than their own entity, but which do not introduce new business,

(2) by organizations in which the Presbyterian Church (U.S.A.) holds membership, and

(3) by other denominations in correspondence with the General Assembly.

**Forty-five Day
Deadline**

b. All communications intended for consideration by the General Assembly shall be forwarded to the Stated Clerk, postmarked no later than forty-five days before the convening of the General Assembly.

**Resource
Materials**

c. Resource material (except for previously published books), including advice and counsel memoranda from advocacy and advisory committees, shall be prepared as necessary by entities of the General Assembly and shall not exceed 1,000 words on each item of business referred. This material shall be submitted to the Stated Clerk, postmarked no later than forty-five days before the convening of the assembly meeting, who shall then publish (print or electronic) and distribute the material to all commissioners prior to the assembly.

**Advice and
Counsel
Memoranda**

d. Advice and counsel memoranda are resources prepared by the Advisory Committee on Social Witness Policy, Advocacy Committee for Racial Ethnic Concerns, and the Advocacy Committee for Women's Concerns for the purpose of providing information about existing policy, current work on specific topics, recent developments, and other factors useful to commissioners as they consider issues before the assembly.

5. Advisory Committee on the Constitution Report

Report

a. The Advisory Committee on the Constitution shall report to the General Assembly its findings along with its recommendations on all questions requiring an interpretation by the General Assembly of the *Book of Order*, including proposals for constitutional change. The General Assembly shall vote on the recommendations, and may amend or decline to approve them (*Book of Order*, G-6.02). The Advisory Committee on the Constitution shall report any editorial changes made to the *Book of Order* since its last report to the General Assembly.

**Presented
Directly to
General
Assembly**

b. The report of the committee shall be presented directly to the General Assembly. The General Assembly may take action on the recommendations immediately, or it may refer them to an assembly committee for consideration by that committee and report to the General Assembly for action later during the same session of the General Assembly.

6. Entity and Synod Minutes

**Submit for
Review**

a. Entities and synods required to submit minutes for review by the General Assembly shall submit such minutes on a calendar year basis so as to present minutes of all meetings for the calendar year (from January 1 through December 31) preceding the year in which is held the session of the General Assembly to which such minutes are submitted. The minutes shall contain the attestation that they have been approved by the entity or synod submitting them in the manner regularly in use within that body.

Review Process

b. Minutes of General Assembly entities will be reviewed in accordance with the "Guidelines for Preparation of Minutes of Agencies" as printed in the *Manual of the General Assembly*. Minutes of the synods will be reviewed in accordance with "Guidelines for Reviewing Synod Records" as printed in the *Manual of the General Assembly*.

7. Presbytery Reports

Each presbytery shall act upon all papers sent to the presbytery to be voted upon in ample time to permit the stated clerk of the presbytery to mail the results to the Stated Clerk so that they are received no later than two weeks before the convening of the General Assembly. The response of the presbytery shall be mailed to the Stated Clerk by certified mail.

8. Commissioners' Resolutions

- Who May Propose** a. An item of new business, in the form of a commissioners' resolution, must be signed by commissioners representing at least one other presbytery. Such resolutions must be delivered in writing to the Stated Clerk or the Stated Clerk's designee. No commissioner may sign more than two such resolutions.
- Deadline** b. The Stated Clerk shall determine and announce at the first meeting at which business is conducted the deadline for receipt of commissioners' resolutions. The deadline shall not be earlier than twenty-four hours after the assembly has convened.
- Existing GA Policies** c. In the preparation of a resolution, commissioners are urged to be aware of existing General Assembly policies relevant to their proposal and, where appropriate, to make reference to these policies.
- May Not Amend Book of Order Already Before Assembly** d. Commissioners' resolutions shall not contain business that requires an amendment to or interpretation of the Constitution (see *Book of Order*, G-6.04a).
- e. The Stated Clerk shall not transmit as new business any resolution that deals with matters of business already before the General Assembly, nor transmit any resolution whose purpose can be achieved by the regular process of amendment and debate.
- Same Issues as Previous Assembly** f. Should the commissioners' resolution deal with substantially the same issue considered by one of the two previous sessions of the General Assembly, the Stated Clerk shall recommend that the Assembly Committee on Bills and Overtures take one of the following actions on the commissioners' resolution: "refer to a subsequent assembly," "decline for consideration," or "take no action."
- Referral** g. If the proposed resolution does deal with new business, the Stated Clerk shall transmit it to the Assembly Committee on Bills and Overtures with a recommendation for its referral.
- Referral Declined** h. The Assembly Committee on Bills and Overtures may decline to refer proposed items of new business if it decides that the matters proposed are already before the assembly or that the purpose of the proposals can be reached by the process of amendment and debate. Proposed items of business not referred, whether declined by the Stated Clerk or the Assembly Committee on Bills and Overtures, shall be identified in the first report of the Assembly Committee on Bills and Overtures distributed to commissioners after the period docketed for committee meetings, with a brief description of the content and a statement of the reasons for declining the proposed business. Twenty-five percent of commissioners present and voting is required to overturn action of the Assembly Committee on Bills and Overtures to decline, take no action, or refer a commissioners' resolution to a subsequent assembly. If a commissioners' resolution affects a substantial change in an existing social witness policy, the Stated Clerk should recommend to the Assembly Committee on Bills and Overtures that it be referred to the next General Assembly.

B

Commissioners, Delegates, and Other Participants at the Meeting

1. **Commissioners**
 - a. Election
 - b. List Delivered by 120 Day Deadline
 - c. Able to Attend
 - d. Entitlements, Expenses
 - e. Newly Created Presbytery's Commissioners
 - f. Missionary Advisory Delegate
 - g. Ecumenical Advisory Delegate
2. **Advisory Delegates**
 - a. Definition
 - b. Categories
 - c. Voting Privileges
 - d. Young Adult Advisory Delegates
 - e. Theological Student Advisory Delegates
 - f. Missionary Advisory Delegates
 - g. Ecumenical Advisory Delegates
3. **Corresponding Members**
 - a. Definition
 - b. Entitled to Speak, Not Vote
4. **Advisory Committee on the Constitution**
5. **Other Participants**
 - a. Special Guests
 - b. Ecumenical Representatives
 - c. Resource Persons
 - d. Presbytery Staff
 - e. Ecumenical Visitors
 - f. Interfaith Representatives
6. **List of Participants**

1. Commissioners

Election

a. Each presbytery shall elect commissioners to the General Assembly in accordance with *Book of Order*, G-3.0501. The number of commissioners attending General Assembly will be based on the number of active members, including resident clergy members of presbytery. The figures for active members will be taken from the information recorded in *Minutes of the General Assembly*, Part II, *Statistics* of the year in which per capita apportionment is assessed for the year in which General Assembly meets.

List Delivered by 120 Day Deadline

b. Presbyteries shall elect commissioners in sufficient time to permit the list of commissioners to be delivered to the Stated Clerk of the General Assembly 120 days prior to the convening of the session of the General Assembly to which they are commissioned.

Able to Attend

c. Teaching elders and ruling elders considered for election as commissioners must be able to be in attendance for the duration of the General Assembly.

Entitlements, Expenses

d. Commissioners shall be entitled to speak under the rules, and to vote and present motions in meetings of the General Assembly and of assembly committees to which they are assigned. Commissioners shall be reimbursed for approved expenses.

Newly Created Presbytery's Commissioners

e. In the case of a newly created presbytery, the presbytery shall be entitled to elect commissioners to the General Assembly if the qualifying enrollment of teaching elders and congregations in that presbytery shall have been completed by December 31 of the year preceding the assembly meeting (see *Book of Order*, G-3.0501).

Alternates f. Presbyteries may elect alternates in number up to, but not exceeding, the number of commissioners to which the presbytery may be entitled. Such alternates shall be seated with other visitors to the assembly.

2. Advisory Delegates

Definition a. Advisory delegates are persons who are active members in one of the constituent churches or councils of the General Assembly (or, in the case of ecumenical advisory delegates, of a denomination of Christians designated by the General Assembly) who are selected to attend the meeting of the General Assembly in an advisory role so that the assembly may be assured of hearing and taking cognizance of their special viewpoints.

Categories b. There shall be four categories of advisory delegates: youth, theological student; missionary, and ecumenical. The expenses of each advisory delegate shall be paid by the General Assembly (see Standing Rule I.3.) on the same basis as the expenses of commissioners (see Standing Rule B.2.f.(2) below for exception).

Voting Privileges c. Advisory delegates shall be assigned to assembly committees as voting members and shall have the privilege of the floor of the General Assembly without vote. Only voting members shall have the privilege of proposing or seconding a motion. When certain issues come before a plenary session of the General Assembly, the advisory delegates may be polled prior to the vote of commissioners to determine their advice.

Young Adult Advisory Delegates d. Young Adult Advisory Delegates
(1) Each presbytery shall appoint an active member of the Presbyterian Church (U.S.A.), who shall be between the ages of seventeen and twenty-three years on the date the General Assembly convenes, to be a young adult advisory delegate.

(2) Each presbytery will request each candidate for young adult advisory delegate to submit an application/questionnaire and be interviewed by an appropriate presbytery committee in order to ensure the selection of the best qualified person to serve as young adult advisory delegate. The youth ministries staff shall prepare and distribute to each presbytery a sample/suggested questionnaire for use in reviewing candidates for election as young adult advisory delegates.

(3) Presbyteries shall elect young adult advisory delegates in sufficient time to permit the list of advisory delegates to be delivered to the Stated Clerk of the General Assembly 120 days prior to the convening of the session of the General Assembly to which they are elected.

Theological Student Advisory Delegate e. Theological Student Advisory Delegates
There shall be a delegation of theological student advisory delegates each year: two from each of the theological institutions of the Presbyterian Church (U.S.A.); one from each of the theological institutions in a covenant relationship with the Presbyterian Church (U.S.A.); and one each from three selected other theological seminaries. The selection process for these delegates is as follows:

(1) Each theological institution of the Presbyterian Church (U.S.A.) shall nominate three students who, at the time of the General Assembly, will have at least one year of study remaining in their degree program. Two of these students shall be designated by the institution as delegates and the other student shall be designated as the alternate. Such a student must be either an inquirer or a candidate in preparation for ministry under care of a presbytery, or a student nominated by the Presbyterian School of Christian Education. These nominations shall be forwarded to the Stated Clerk of the General Assembly 120 days prior to the convening of the session of the General Assembly to which they are elected, who shall transmit the names of the two students to be delegates to the presbytery of jurisdiction for election. The presbyteries shall then certify the election to the Stated Clerk when completed.

(2) Each theological institution in covenant relationship with the Presbyterian Church (U.S.A.) shall nominate two students who, at the time of the General Assembly, will have at least one year of study remaining in their degree program. One of these students shall be designated by the institution as the delegate and the other student as the alternate. Such a student

must be either an inquirer or a candidate in preparation for ministry under care of a presbytery. These nominations shall be forwarded to the Stated Clerk of the General Assembly 120 days prior to the convening of the session of the General Assembly to which they are elected, who shall transmit the name of the delegate to the presbytery of jurisdiction for election. The presbyteries shall then certify the election to the Stated Clerk when completed.

(3) All non-Presbyterian theological schools represented by corresponding members on the Committee on Theological Education and one additional non-Presbyterian theological seminary shall be asked to nominate one theological student advisory delegate and one alternate. The additional non-Presbyterian seminary shall be chosen on a rotating basis, descending alphabetically, from those that have at least twelve Presbyterian enrollees (either inquirers or candidates under the care of a presbytery) as of October 1 in the year preceding the assembly. These nominations shall be forwarded to the Stated Clerk of the General Assembly 120 days prior to the convening of the session of the General Assembly to which they are elected, who shall transmit the name of the delegate to the presbytery of jurisdiction for election. The presbyteries shall then certify the election to the Stated Clerk when completed.

(4) Nominated students shall have at least one more year of study following the assembly remaining in their degree program. The Stated Clerk shall forward the name of the nominated students to the presbyteries of jurisdiction for election and confirmation.

**Missionary
Advisory
Delegates**

f. Missionary Advisory Delegates

(1) There shall be eight missionary advisory delegates who shall be chosen by the Worldwide Ministries Division from persons who are members of the Presbyterian Church (U.S.A.) and mission personnel assigned by the Presbyterian Church (U.S.A.) in another country in which this church is engaged in mission. To the degree possible, the selection shall provide a global geographical representation with no two delegates representing the same country or geographical area and rotating the geographical representation. The Worldwide Ministries Division shall notify the Stated Clerk at the time these persons are named.

(2) The expenses to the General Assembly of each missionary advisory delegate shall include transportation only from the point of entry or domicile of the delegate in the United States and return.

**Ecumenical
Advisory
Delegates**

g. Ecumenical Advisory Delegates

There shall be up to fifteen ecumenical advisory delegates. Ten of these delegates shall be from churches outside of the United States. No more than five shall be from member churches of the World Alliance of Reformed Churches. Ecumenical advisory delegates shall be selected by the highest ecclesiastical authorities of their churches, in response to the invitation of a previous General Assembly. The assembly shall extend such invitations at the recommendation of the Presbyterian Mission Agency upon nomination by the General Assembly Committee on Ecumenical Relations.

3. Corresponding Members

Definition

a. The following persons shall be corresponding members: Moderators of earlier General Assemblies; the Stated Clerk, Associate and Assistant Stated Clerks, and other members of the staff of the Office of the General Assembly as designated by the Stated Clerk; the members of the Committee on the Office of the General Assembly; the members of the GAMC Executive Committee and staff of the Presbyterian Mission Agency, and of the divisions and related entities designated by the council; all members of the Advisory Committee on the Constitution; the executives of synods; one person designated by each entity reporting directly to the General Assembly, including permanent, special, and advisory committees (additional persons may be designated by such bodies if authorized by the Moderator of the preceding General Assembly in consultation with the Committee on the Office of the General Assembly); and the presidents (or their designee) of the theological institutions of the Presbyterian Church (U.S.A.), and seminaries related by covenant agreement.

**Entitled to
Speak, Not Vote**

b. Corresponding members shall be entitled to speak, under the rules, in meetings of the General Assembly and of assembly committees on matters related to the work of the body represented, but they may neither vote nor present motions.

4. Advisory Committee on the Constitution

During the General Assembly, three or more members of the Advisory Committee on the Constitution [this committee] shall be present at the session of the General Assembly to advise the General Assembly and its Moderator on constitutional matters.

5. Other Participants

Special Guests

a. The assembly, out of honor, courtesy, recognition, and the need for information and resource material, may recognize other persons as guests or observers. As such, they may be invited by the General Assembly to speak to the assembly for the purpose of conveying greetings or messages, or bringing enlightenment or information germane to the decision-making process. An assembly committee may extend a similar invitation at its own meeting.

**Ecumenical
Representatives**

b. Ecumenical representatives are individuals sent at the initiative of another church to be the official representative of that church. The Stated Clerk shall announce to member churches of the World Alliance of Reformed Churches the date and place of the next meeting of the General Assembly. When officially certified through appropriate ecclesiastical channels at least forty-five days prior to the convening of the General Assembly, these persons shall be welcomed as guests of the General Assembly and introduced to the council through the report of the assembly committee addressing ecumenism. The assembly shall assume the expense and housing of such guests on the same basis as the expense of commissioners, but shall not reimburse any travel expenses to the assembly site.

**Resource
Persons**

c. The assembly may welcome persons invited by the Presbyterian Mission Agency or another entity of the General Assembly for the purpose of establishing or affirming particular ecumenical, mission, or program relationships, or assisting the entity in the presentation of particular items of business. Any expense reimbursement shall be the responsibility of the inviting entity.

Presbytery Staff

d. The presbytery's executive staff person (or designee) and the presbytery's stated clerk shall be supplied with all reports and materials related to the General Assembly, but shall not be entitled to speak in plenary meetings or in meetings of assembly committees unless called upon by a moderator to provide information.

**Ecumenical
Visitors**

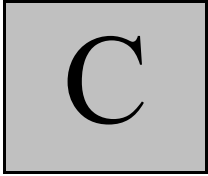
e. Ecumenical visitors are individuals attending a session of the General Assembly at their own initiative. These persons are welcomed to the assembly as unofficial visitors. The assembly shall assume no expenses for these ecumenical visitors.

**Interfaith
Representatives**

f. Interfaith Representatives—Three observers of other faiths or religious traditions, who shall be representatives chosen by recognized religious bodies of non-Christian religious traditions and/or faith communities shall be present at the assembly at the invitation of the General Assembly Committee on Ecumenical Relations. The interfaith representatives shall be present with the church in its deliberations, and to speak to the assembly for the purpose of conveying greetings or messages, or bringing information germane to the decision-making process. The assembly shall assume the expense of housing and on the same basis as the expense of commissioners, but shall not reimburse any travel expenses to the assembly site.

6. List of Participants

Upon request, the Stated Clerk shall make available the list of participants registered for a session of the General Assembly to entities of the General Assembly, councils of the denomination, educational institutions, teaching elders, ruling elders, and independent organizations composed primarily of members of the Presbyterian Church (U.S.A.). A fee will be charged for lists or mailing labels to cover the costs incurred for printing, postage, and handling.



Formation of Committees and Referral of Business

1. **Assembly Committee Structure**
 - a. Number and Designation of Assembly
 - b. Committee Assistants
 - c. Assembly Committee Moderator and Vice Moderator
 - d. Assembly Committee on Business Referral
 - e. Orientation
2. **Assigning Commissioners to Assembly Committees**
 - a. Committee Assignments
 - b. Notification of Assignment
 - c. Assignment List Provided
 - d. Random Selection Process
3. **Referring Business**
 - a. Recommendation for Referral of Business
 - b. General Assembly Action on Referrals
 - c. How Referred
 - d. Referral Considered by One Committee
 - e. Referring Overtures to Committees
4. **Tentative Docket**

Number and Designation of Assembly Committees

Committee Assistants

Assembly Committee Moderator and Vice Moderator

Assembly Committee on Business Referral

1. Assembly Committee Structure

a. The Stated Clerk shall propose the number and designation of assembly committees to the General Assembly. The Stated Clerk shall present the proposed committee structure to the General Assembly for consideration and ratification at the first assembly meeting at which business is transacted. In making these proposals, the Stated Clerk shall consult with the appropriate General Assembly entity or entities, and may consult with other persons.

b. The Stated Clerk shall propose to the General Assembly for appointment the names of persons to serve as committee assistants for the duration of the General Assembly. The Stated Clerk shall consult with the Committee on the Office of the General Assembly before recommending persons to serve as committee assistants. Persons proposed shall not be commissioners to the General Assembly or staff members of entities of the General Assembly or any person who is a member of the Presbyterian Mission Agency or any person who is a member of any other entity of the General Assembly. A committee assistant shall be appointed to provide staff services to each assembly committee. The appointments shall be made in accordance with *Book of Order*, F-1.0401.

c. The Moderator of the preceding General Assembly shall appoint a commissioner to be moderator and a second to be vice moderator of each committee. Final appointment shall be made only after consultation with the Committee on the Office of the General Assembly, and then also with representatives of the General Assembly Committee on Representation regarding the inclusivity mandated in the *Book of Order*, F-1.0403 and G-3.0103. The moderators of at least one-half of the assembly committees, including any committees dealing with finance and budgets, shall be ruling elders. The moderators of at least one-half of the assembly committees should be women. No more than one person from any one presbytery may be appointed to serve as a moderator or vice moderator. All synods shall be equitably represented.

d. The moderators and vice moderators of the assembly committees, as a group, shall function as the Assembly Committee on Business Referral. The moderator and vice moderator of the Assembly Committee on Bills and Overtures shall function as the moderator and vice moderator of this committee as well. This committee shall report to the assembly for its action at the first meeting of the General Assembly for the transaction of business.

Orientation

e. The Stated Clerk shall conduct an orientation for moderators, vice moderators, and committee assistants of assembly committees no less than three weeks prior to the convening of the General Assembly. The orientation shall include information regarding business likely to be referred to each committee; suggested procedures for dealing with business referred to committees, especially the use of *Robert's Rules of Order, Newly Revised*; utilization of available resources, both persons and materials; and preparation and presentation of assembly committee reports. The Stated Clerk, following consultation with the Presbyterian Mission Agency, may invite persons designated by the council as General Assembly resource coordinators to participate in the orientation. During this orientation, the Assembly Committee on Business Referral shall meet and carry out the duties given it by these rules. The Assembly Committee on Business Referral shall also meet, if necessary, just prior to the convening of the assembly and its function shall end at the convening of the assembly.

2. Assigning Commissioners to Assembly Committees**Committee Assignments**

a. Forty-five days before the convening of the General Assembly, the Stated Clerk shall assign each commissioner and advisory delegate to one of the assembly committees by the random selection process described in this standing rule.

Notification of Assignment

b. No later than thirty days before the convening of the assembly, commissioners shall receive the number and designation of committees. At the same time that the number and designation of committees is communicated, the Stated Clerk shall notify each person of the assignment, the time of their first meeting, and the necessity to confirm appropriate housing and travel arrangements.

Assignment List Provided

c. The Stated Clerk shall provide a list of the assignments to those who need it to facilitate the work of the General Assembly.

Random Selection Process

d. Commissioners and advisory delegates shall be assigned to assembly committees by random selection as follows:

(1) The Stated Clerk shall divide the presbyteries into six regional districts. Each district shall be composed of one or more presbyteries so arranged that, insofar as possible, the presbyteries in the district have contiguous boundaries and the numbers of commissioners in the several districts are approximately equal. Within each district the presbyteries shall be arranged alphabetically. The commissioners from each presbytery shall be listed alphabetically in two parallel lists: the first containing the names of the teaching elders; the second, the ruling elders. In those cases where the presbytery has not designated commissioners, the position shall be listed as vacant so that the name may be inserted later when the Stated Clerk is notified. The names of moderators and vice moderators of assembly committees shall be removed from the list and the names below them shall be moved up to fill the vacated positions. The teaching elder commissioners and vacant positions for teaching elder commissioners shall be numbered in sequence. The list of ruling elder commissioners in each district shall be rotated downward so that no ruling elder commissioner is opposite a teaching elder commissioner from the same presbytery. Separate lists of groups identified in *Book of Order*, F-1.0403, shall be prepared, insofar as it may be practical, to assure the most equitable distribution of such commissioners to the various committees in accordance with *Book of Order*, F-1.0403.

(2) The Stated Clerk shall list the young adult advisory delegates in one list arranged in the alphabetical order of the presbyteries that designated the delegates. In any case where the presbytery has not designated a young adult advisory delegate, the position shall be listed as vacant so that the name may be inserted later when the Stated Clerk is notified.

(3) The Moderator shall pick by lot a number from one to ten. This number shall identify the number of the name in the first column of names in each district in which the assignment will begin. It will also identify the number of the young adult advisory delegates in which assignment will begin.

(4) The Moderator shall then pick by lot a second number equal from one to the number equaling the total number of committees. This number shall identify the assembly committee in the order in which the committees are arranged in the standing rules to which the first assignment of members shall be made.

(5) The assignment of members of the assembly committees shall then proceed in sequence. When initial assignments have been made to all committees in sequence so that the committees with the fewest number of commissioners are full, additional assignment shall be made to the other committees in the same manner, until all commissioners and young adult advisory delegates have been assigned to committees.

(6) The Stated Clerk shall assign missionary advisory delegates and ecumenical advisory delegates to assembly committees in consultation with those delegates. Ordinarily not more than two persons in each of these categories shall be assigned to any one assembly committee.

(7) Theological student advisory delegates will be assigned to committees at the same time and in the same way as are commissioners to ensure their full participation and attendance.

(8) Names of commissioners and advisory delegates received after these assignments have been made shall be inserted in the appropriate position in the original list and assigned to the committee to which that position was assigned.

3. Referring Business

Recommendation for Referral of Business

a. The Stated Clerk shall submit to the Committee on the Office of the General Assembly a recommendation for the referral of all items of business coming before the General Assembly.

General Assembly Action on Referrals

b. After making any necessary changes, this committee shall present the prepared referrals to the Assembly Committee on Business Referral so that it may recommend referrals to the first meeting of the General Assembly for the transaction of business. Ordinarily, this committee shall recommend referrals to the General Assembly for its action. When the General Assembly is not scheduled to meet in time to act on its recommendation, the committee may refer business. Such referrals shall be reported to the General Assembly at its next business meeting.

How Referred

c. Items of business to be considered by the General Assembly shall be referred in one of the following ways:

(1) for consideration by an assembly committee and recommendation for action by the General Assembly;

(2) for consideration and action by an assembly committee with a report of the action to the General Assembly;

(3) for consideration by the General Assembly through its inclusion in a consent agenda;

(4) for consideration by the General Assembly in a plenary business session.

Referral Considered by One Committee

d. Each item of business referred to a committee shall ordinarily be considered by only one assembly committee, but in no case should there be more than one committee making a recommendation on an item of business. Business of a related nature shall be assigned to a single committee insofar as possible.

Referring Overtures to Committees

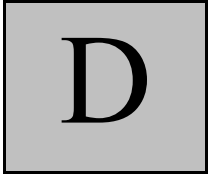
e. The Stated Clerk shall present such items of business to the Assembly Committee on Business Referral, along with a recommendation for their referral. In the event that the presbytery or synod disagrees with the referral recommendation, this procedure shall be followed: The presbytery or synod shall be entitled to submit a written statement regarding

the background and intent of the overture at the time the overture is initially being considered for referral by the Assembly Committee on Business Referral. If, after that committee makes its recommendation, the presbytery or synod still disagrees with the referral recommendation, the presbytery or synod shall notify the Stated Clerk, in writing, of its disagreement. The overture advocate will then be entitled to speak to the background and intent of the overture at a special meeting of the Assembly Committee on Business Referral that shall be held no more than twenty-four (24) hours prior to the convening of the assembly.

4. Tentative Docket

a. The Stated Clerk shall submit to the Committee on the Office of the General Assembly a tentative docket. After making any necessary adjustments, this committee shall present a proposed docket to the Assembly Committee on Business Referral so that it may recommend the docket to the first meeting of the General Assembly for the transaction of business.

b. The reports and recommendations of the Committee on the Office of the General Assembly regarding the initial docket of the General Assembly and referrals of business shall be referred to the Assembly Committee on Business Referral, along with any items of business not included in them (see Standing Rules I.4.b.(3) and I.4.b.(4)). Review of the minutes of the synods pursuant to G-3.0502c and of statement(s) of compliance with decisions of the General Assembly Permanent Judicial Commission by councils, reported by the Stated Clerk pursuant to IV.B.2.d. of the *Organization for Mission*, shall be assigned to the same assembly committee. Following the convening of the assembly, such matters shall be directed to the Assembly Committee on Bills and Overtures.



Beginning of the General Assembly Meeting

1. Registration and Seating

- a. Registration of Commissioners and Delegates
- b. Commissioners with Disabilities
- c. Assigned Seats
- d. Alternates
- e. Ecumenical Representatives
- f. Presbytery Staff Seating
- g. Access to Commissioner and Advisory Delegate Seating

2. Quorum

3. Committee Moderators and Overture Advocates Meeting

1. Registration and Seating

Registration of Commissioners and Delegates

a. The Stated Clerk shall enroll commissioners and delegates on the opening day of the General Assembly and at such other times as may be necessary. The Stated Clerk shall determine any question that may arise regarding registration of commissioners and delegates. Any complaints regarding such decision shall be received by the Assembly Committee on General Assembly Procedures.

Commissioners with Disabilities

b. A commissioner certified by his or her presbytery as having a disability warranting assistance shall be entitled to designate a person to function as an assistant without vote during all proceedings of the General Assembly, including executive sessions and committee meetings, in order that the commissioner may fully participate in those proceedings. The expenses of the assistant shall be paid for by the General Assembly on the same basis as expenses of commissioners. The Stated Clerk shall also enroll assistants to commissioners who have been certified by his or her presbytery as having a disability warranting assistance.

Assigned Seats

c. The Stated Clerk shall assign each commissioner, advisory delegate, and corresponding member to a seat in advance of the meeting. They shall occupy the assigned seats during each meeting of the General Assembly at which business may be transacted. An assistant to commissioner who has been certified by his or her presbytery as having a disability warranting assistance shall be assigned a seat adjacent to the commissioner. The Stated Clerk shall assign seats to commissioners and delegates in a manner that shall assure that the most favorable seats, with regard to the platform, will be assigned to delegations from the various presbyteries in turn through an annual rotation of space assignments.

Alternates

d. When a principal commissioner is replaced by an alternate prior to or during the course of an assembly session, whether for the remainder of the session or for a period of time during the session, the alternate shall assume that assembly committee position and seat assignment.

Ecumenical Representatives

e. Ecumenical representatives shall be seated on the floor of the assembly in a section clearly designated for such guests.

Presbytery Staff Seating

f. The presbytery's executive staff person (or designee) and the presbytery's stated clerk shall be provided assigned seating in proximity to the area that corresponding members are seated.

**Access to
Commissioner
and Advisory
Delegate Seating**

g. The only persons who shall be permitted access to the commissioner and advisory delegate seating area during plenary sessions are commissioners, advisory delegates, assistants enrolled by the Stated Clerk to assist commissioners having a disability warranting assistance, the Stated Clerk, Associate and Assistant Stated Clerks, and other staff and assembly assistants who are assigned responsibilities that require access to this area, including assisting at the floor microphones, delivery of official messages to commissioner and advisory delegates, and locating commissioners who are needed on the platform. The Stated Clerk will provide special credentials for the particular staff and assembly assistants who are authorized to enter the commissioner/advisory delegate seating area. Registered presbytery staff may have access to the seating area to contact their commissioners and advisory delegates during breaks in business.

2. Quorum

At the first meeting of the General Assembly for the transaction of business, the Stated Clerk shall recommend to the General Assembly that the roll call of commissioners be established by registration. Alternately, the Stated Clerk may call the roll of commissioners and advisory delegates by calling the names of absentees as they appear on the roll. After any needed corrections have been made, the Stated Clerk shall announce whether or not a quorum is present (see *Book of Order*, G-3.0503). When commissioners and advisory delegates subsequently register, they shall be seated by the General Assembly. A commissioner who has not registered may not be seated and may not vote.

3. Committee Moderators and Overture Advocates Meeting

The Office of the General Assembly shall, on the first business day of the assembly, before committees meet to consider business, organize a forum where assembly committee moderators shall meet with overture advocates to discuss procedures for participation in committee discussion of business related to the overture that they are advocating.

E

Committee Meetings

- 1. Committee Leadership and Support**
 - a. Moderator and Vice Moderator
 - b. Recorder
 - c. Committee Assistant
- 2. Procedures for Assembly Committees**
 - a. Open Meeting
 - b. Parliamentary Procedures
 - c. Use of Resources
 - d. Preparation of Resource Material
 - e. Privilege of Floor
 - f. Overture Advocates/
Signer of Commissioners' Resolution
 - g. Responsibilities of Overture Advocate
- 3. New Business**
 - a. Consider Only Matters Referred
 - b. Proposing Amendment to Constitution
 - c. Constitutional Matters
 - d. Approval Requirement
 - e. Presentation of
 - f. Referral to Advisory Committee
- 4. Organizational Meeting**
- 5. Public Hearings**
 - a. Schedule
 - b. Time Limits for Presentations
 - c. Hearing Form
- 6. Assembly Committee on Bills and Overtures**
 - a. Responsible for Referral of Business
 - b. Coordination Between Committees
 - c. Distribution of Materials
 - d. Requests to Schedule Event
- 7. Reports of Assembly Committees**
 - a. Writing the Report
 - b. Content
 - c. Fiscal Implications
 - d. Identify Entity
 - e. GAMC to Determine Entity
 - f. Votes Recorded
 - g. Confer with Entity Affected by Action
 - h. Minority Report

1. Committee Leadership and Support

Moderator and Vice Moderator

a. The moderator shall preside over the committee's deliberations. The moderator may request the vice moderator to preside and to assist in the work of the committee.

Recorder

b. Each committee shall have available to assist in its work a recorder appointed by the Stated Clerk. The recorder shall be appointed from a pool of individuals who will already be attending the General Assembly, including staff members, local volunteers, and others. The recorder shall keep an accurate record of the actions of the committee with the votes on each indicating the number of committee members voting in the affirmative, or negative, or those abstaining; and shall assist in drafting the committee report.

Committee Assistant

c. Each committee shall have available to assist in its work a committee assistant. The committee assistant may address the committee offering suggestions regarding procedure, but shall not participate in its deliberations on any issue before the committee as an advocate of one position or view regarding its action. The committee assistant shall assist the committee in securing desired resources.

2. Procedures for Assembly Committee Meetings

Open Meetings

a. Meetings of assembly committees shall be open to the public (as space permits) provided, however, that the committee may go into executive session at any time in accordance with the Open Meeting Policy, printed in the *Manual of the General Assembly*. Ordinarily, the committee assistant will be expected to remain with the committee in executive session.

Parliamentary Procedure

b. The deliberations of the committee shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*.

Use of Resources

c. Each committee shall determine the use to be made of the resource material or resource persons available to assembly committees. Each assembly committee shall determine whether or not to permit the distribution of particular materials to the committee members.

Preparation of Resource Material

d. Resource material (except for previously published books or interpretive brochures), including advice and counsel memoranda, that provides background or advice on items of new business, including commissioners' resolutions, shall be prepared as necessary by entities of the General Assembly and shall not exceed 1,000 words on each item of business referred. This material shall be submitted to the assembly committee leadership team prior to presentation to the assembly committee to which the business has been referred. A hard copy of this resource material, accompanied by a disk copy, shall be submitted to the Stated Clerk. The Assembly Committee on Bills and Overtures shall consider any request that is made to distribute this resource material to the full assembly.

Privilege to Speak

e. During the deliberations of the committee, in contrast to public hearings, only the following persons, having been recognized by the moderator, may speak:

(1) Members of the committee;

(2) Committee assistant;

(3) Persons with special expertise, including elected members or staff members of General Assembly entities;

(4) Overture advocates and signers of commissioners' resolutions;

(5) Persons invited by the committee through a majority vote of the committee; and

(6) Representatives of the Advisory Committee on the Constitution, who may speak to overtures, commissioners' resolutions, or other business on which the Advisory Committee on the Constitution has presented advice or recommendations, or matters that propose amendments to the Constitution, or that affect compatibility with other provisions of the Constitution.

(7) In the event that business being considered by an assembly committee has been referred to the Advisory Committee on the Constitution for advice, representatives of the Advisory Committee on the Constitution shall be entitled to speak.

(8) The committee moderator shall provide that the total time allotted to persons, other than members of the committee, who speak for or against a recommendation be equal so far as possible.

Overture Advocates/Signer of Commissioners' Resolution

f. Overture advocates and one signer of each commissioners' resolution shall be responsible for being available at the time selected by any assembly committee considering the matter. The overture advocate or one of the signers of a commissioners' resolution shall be entitled to speak, as an individual (or in cooperation with other overture advocates in a pre-arranged presentation), to the background and intent of the overture or resolution immediately after the motion is made and seconded, placing the overture or resolution on the floor of the committee or subcommittee.

Responsibilities of Overture Advocate g. Overture advocates who have been designated by their presbytery or synod to speak to the response from a General Assembly entity to a referral of an overture shall be responsible for being available at the time selected by the assembly committee considering the response. The overture advocate shall be entitled to speak to the background and intent of the overture” or as asked for clarification by the committee concerning the original intent of the overture.

3. New Business

Consider Only Matters Referred a. Each assembly committee shall consider only matters referred to it by the General Assembly. No assembly committee may initiate new business except as it relates to the business of the particular assembly committee.

Proposing Amendment to Constitution b. New business initiated in an assembly committee proposing an amendment to the Constitution or requiring an interpretation of the Constitution by the General Assembly (*Book of Order*, G-6.04b and G-6.02) shall be referred to the Advisory Committee on the Constitution, which shall report its findings and recommendations to the General Assembly.

Constitutional Matters c. Any other new business initiated in an assembly committee that touches upon constitutional matters shall be communicated in writing to the Advisory Committee on the Constitution and the Stated Clerk. The Advisory Committee on the Constitution shall consider each matter so referred and report its findings and recommendations, which may include proposals for constitutional change, to the assembly committee and the Stated Clerk. The assembly committee shall vote on the recommendations and may amend or decline to approve them. The advice of the Advisory Committee on the Constitution on these matters shall be transmitted to the General Assembly with the report of the assembly committee.

Approval Requirement d. Recommendations and reports to the assembly regarding such new business must be approved in assembly committees by three-fourths of the committee members voting on the matter.

Presentation of e. New business, other than that described in this standing rule, must be presented in accordance with Standing Rule A.8.

Referral to Advisory Committee on the Constitution f. New business initiated in an assembly committee proposing an amendment to the Constitution (*Book of Order*, G-6.04) or requiring an interpretation of the Constitution by the General Assembly (*Book of Order*, G-6.02) shall be referred to the Advisory Committee on the Constitution, which shall report its findings and recommendations to the General Assembly. Any other new business initiated in an assembly committee that touches upon constitutional matters shall be communicated in writing to the Advisory Committee on the Constitution and the Stated Clerk. The Advisory Committee on the Constitution shall consider each matter referred and report its findings and recommendations (which may include proposals for constitutional change) to the assembly committee and the Stated Clerk. The advice of the Advisory Committee on the Constitution on these matters shall be transmitted to the General Assembly with the report of the assembly committee.

4. Organizational Meeting

a. Ordinarily, the initial meeting of each assembly committee shall be an organizational meeting in private session for up to one hour for the purpose of developing intergroup dynamics and determining procedural matters, such as approval of the committee’s agenda and consideration of the style in which the committee plans to operate.

b. During this executive session, business items before the committee shall not be discussed or acted upon.

5. Public Hearings

Schedule

a. Each committee, with the exception of the Assembly Committee on Bills and Overtures, shall schedule at its convenience one or more public hearings on matters before it.

Time Limits for Presentations

b. The committee may limit the time for the presentation by any person during a public hearing, including an elected member or staff member of an entity of the General Assembly. If the time allotted for the public hearing is not sufficient to accommodate all the persons wishing to speak, a method shall be approved by the assembly committee that ensures that an equal number of persons on each side of an issue have an opportunity to speak. Any person denied the right to speak at the hearing may appeal to the Assembly Committee on Bills and Overtures on the basis that the method employed in selecting speakers was not fair.

Hearing Form

c. Any person who wishes to be heard in a public hearing shall sign up on a hearing form, posted in a public place in the building in which the assembly is being held, no later than the close of business on the second day of the General Assembly or one hour after the subsequent referral of business to the committee by the General Assembly. The location of hearing forms shall be announced during the first session of the assembly. In the event that an issue is expected to be controversial, those wishing to speak shall be asked to indicate whether they wish to speak for or against the recommendation.

6. Assembly Committee on Bills and Overtures

Responsible for Referral of Business

a. This committee shall neither retain any items of business for its own consideration, nor suppress any matter that comes before it. However, business that substantially duplicates matters already before the assembly may be declined by this committee and reported to the assembly with a statement of the committee's action.

Coordination Between Committees

b. This committee shall keep itself informed of the subjects being considered by the other assembly committees, and, when any subject is taken up by more than one committee, this committee shall advise the moderators of those committees regarding ways to avoid redundant or inconsistent recommendations.

Distribution of Materials

c. This committee shall determine whether or not particular materials may be distributed to the commissioners and delegates to the General Assembly, and specify the time and manner of distribution of any authorized by it. Particular materials distributed in assembly committees shall not be distributed to the full assembly without the approval of the Assembly Committee on Bills and Overtures, including the time and manner of distribution.

Requests to Schedule Event

d. The committee shall review requests from entities of the General Assembly, councils, other entities related to the Presbyterian Church (U.S.A.) in any way, or coalitions in which this denomination or any of its entities participate, to schedule meetings, briefings, hearings, or other events of any kind during those hours when the General Assembly or its committees are in session.

7. Reports of Assembly Committees

Writing the Report

a. The moderator, vice moderator, committee assistant, and recorder, together with such other persons as the moderator may designate, shall draft the report of the committee following the sample form provided by the Stated Clerk.

Content

b. The reports of assembly committees shall contain only (1) the recommendations to be submitted to the General Assembly, and, where necessary, a brief statement of the committee's reasons for such recommendations, and (2) the actions taken by the committee on items referred to the committee for action. Material necessary to identify the item of

business and brief explanations may be included in the report. Extensive background information and detail contained in other documents in the hands of the commissioners shall not be included.

**Fiscal
Implications**

c. Each assembly committee shall include with each recommendation or action in its report statements advising the General Assembly whether or not the recommendation or action has fiscal implications affecting any budget under consideration by the assembly.

Identify Entity

d. Recommendation for assembly action, or action taken by the committee, shall identify the entity that is directed to carry out and report back to the General Assembly regarding the matter dealt with by the recommendation or action.

**GAMC to
Determine Entity**

e. When the entity to which an assembly action is directed is a part of the Presbyterian Mission Agency, such as a division or related entity, the Stated Clerk shall automatically amend the language so that the action is directed to the Presbyterian Mission Agency. The council shall determine which entity shall carry out the responsibility and report to the assembly on the matter.

Votes Recorded

f. The votes recorded in the assembly committee on each recommendation or action shall be included in the report for the information of the commissioners, but shall be omitted from the *Journal* of the General Assembly.

**Confer with
Entity Affected by
Action**

g. If the report of an assembly committee proposes or records an action affecting the interests of an entity of the General Assembly or of a council other than the General Assembly, it shall be the responsibility of that assembly committee to confer with the representative(s) designated by the entity or council concerned before proposing such action to the General Assembly or taking such an action.

Minority Report

h. Minority Report

(1) A minority of the members of an assembly committee, or an individual member of an assembly committee, may submit in writing views that differ from those in the committee report. If the moderator of the committee shall affirm in writing that the positions expressed as recommendations for action by the assembly in a written minority report were presented to the whole committee during its consideration of the matter, the Stated Clerk shall reproduce the minority report and distribute it with the report of the committee.

(2) A minority report must be appropriate for consideration as a substitute motion (see *Robert's Rules of Order, Newly Revised*, 2011, p. 527).

F

General Assembly Plenary Meeting

- 1. Assembly Committee on Bills and Overtures Reports**
 - a. Report at Beginning of Each Meeting
 - b. Limits on Debate/Changes in Docket
 - c. Review Minutes
 - d. Requests for Communicating with Assembly
 - e. Referral of Protests
- 2. Reports of Assembly Committees**
 - a. Distribution
 - b. Adequate Docket Time
 - c. Committee Moderators
 - d. Financial Implication
- 3. Minority Reports**
 - a. Must Stand as Full and Complete Substitute
 - b. Reasons Supporting Committee's Recommendation
- 4. Committee Reports on the Budget**
 - a. Per Capita Budget
 - b. Amended Per Capita Budget
- 5. Plenary Meeting Procedures**
 - a. Debate
 - b. Voting Methods
 - c. Mindful of Effort Required to Fulfill Recommendations
 - d. Constitutional Questions
 - e. Cellular Telephones
 - f. Emergency Messages
 - g. Confidentiality
- 6. General Assembly Nominating Committee**
 - a. Presentation of Nominations
 - b. May Decline to Submit Nomination
 - c. Nominating from the Floor
- 7. Docket Time for Special Greetings**
 - a. Head of Communion
 - b. Assignment of Docket Time
- 8. Announcements and Nonofficial Printed Materials**
 - a. Approval for Announcements
 - b. Nonofficial Printed Material
- 9. Distributing Study Documents**
 - a. Distribution
 - b. Responsible Entity Identified
- 10. Forming Social Policy**
- 11. Peaceful Demonstrations**
 - a. Where Allowed
 - b. Prohibited in Building

1. Assembly Committee on Bills and Overtures Reports

Report at Beginning of Each Meeting

a. The Assembly Committee on Bills and Overtures shall report at the beginning of each meeting, recommending any necessary changes in order of business and any referrals it may have considered since its last report.

Limits on Debate/Changes in Docket

b. The Assembly Committee on Bills and Overtures may, at any time, recommend limits on debates or changes in the docket to facilitate the handling of business. The reports of the committee shall take precedence over any other business, including orders of the day.

Review Minutes

c. This committee shall review the minutes of the General Assembly daily, report to the General Assembly any suggested corrections, and recommend approval of the minutes. The minutes shall be posted on the church's website and two printed copies of the minutes shall be posted in different places during the following day for examination by commissioners. The minutes of the meetings of the General Assembly during the last two days of its session shall be submitted for review and approval within ten days after the adjournment of the General Assembly to a subcommittee of the Assembly Committee on Bills and Overtures.

Requests for Communicating with Assembly

d. Requests for the privilege of communicating with the General Assembly shall be referred to this committee, which shall confer with persons making such requests about the time and the manner in which their concerns may be brought to the attention of the General Assembly. The Assembly Committee on Bills and Overtures shall recommend to the General Assembly a response regarding any possible presentation to the assembly. At the time any such recommendation is acted upon, any commissioner may request that an opposing view be heard, and the assembly shall consider and act upon the matter.

Referral of Protests

e. Protests expressing disagreement with an action or failure to act on the part of the General Assembly shall be referred to the Assembly Committee on Bills and Overtures, which shall decide whether or not the protest is decorous and respectful. Should the committee decide the protest is decorous and respectful, the protest shall be entered in the Minutes. The committee may prepare an answer to be printed with any protest so entered (see *Book of Order*, G-3.0105b).

2. Reports of Assembly Committees**Distribution**

a. Copies of the reports of assembly committees (print or electronic) shall ordinarily be distributed to commissioners no later than the close of the meeting prior to the one at which they are to be considered. The Stated Clerk shall arrange for the reproduction and distribution of reports.

Adequate Docket Time

b. The Committee on the Office of the General Assembly, in consultation with the Stated Clerk, shall docket adequate time for the reports of committees, including ample time for debate and action. If a report requires more time than docketed, the Assembly Committee on Bills and Overtures shall consult with the committee for additional time to complete consideration of the report.

Committee Moderators

c. Committee moderators should move the approval of recommendations with minimum comment, and material in the commissioners' printed resources shall not be read.

Financial Implication

d. The financial effect of each recommendation on budgets previously approved or under consideration shall be clearly presented at the time that the recommendation is considered by the assembly.

3. Minority Reports**Must Stand as Full and Complete Substitute**

a. In order to be considered by the assembly, a minority report shall not only set aside the majority report but also be able to stand as a full and complete substitution for the majority report recommendations. A minority report shall be moved as a substitute only after the majority report has first been moved. When this happens, the assembly shall first consider (and may amend) the majority report. When consideration of the majority report is completed, the assembly may then consider (and may amend) the minority report. Further efforts to perfect each report shall be held to a minimum in order that the assembly can concentrate instead on the issue of whether to make the proposed substitution.

Reasons Supporting Committee's Recommendation

b. The moderator of the committee, or another member of the committee, shall present reasons supporting the committee's recommendation. They may be presented before any minority report is moved or presented during the narrative report of the committee, or presented during debate on the question of whether or not the substitution shall become the main motion. (See also Standing Rule E.7.h.)

4. Committee Reports on the Budget

Per Capita Budget

a. At the first meeting of the General Assembly for the transaction of business following the meetings of assembly committees, the assembly shall hear a report on the per capita budget from the committee that has reviewed that budget.

Amended Per Capita Budget

b. On the final day of the assembly, an amended per capita budget that incorporates the financial implications of actions taken by the assembly shall be presented to the assembly for approval.

5. Plenary Meeting Procedures

Debate

a. In debate on any pending matter, no commissioner or delegate shall be allowed to speak more than three minutes until all other commissioners or delegates who desire to speak on the pending matter have been heard.

Voting Methods

b.(1) The General Assembly shall ordinarily decide questions by electronic voting. The Moderator may also call for unanimous consent by voice vote or show of hands. All decisions made by assembly standing committees by a three-quarters (supermajority) vote shall be placed on the assembly plenary consent agenda to be considered as the first order of plenary business following committee meetings. Any actions requesting constitutional change must be considered in plenary.

(2) In addition to all consent items from assembly committees, the following items shall be placed on the assembly plenary consent agenda:

(a) All unchallenged nominations from the General Assembly Nominating Committee.

(b) Unanimous recommendations from assembly agencies and entities for confirmations of those offices that, according to the Manual of the General Assembly, require General Assembly confirmation.

(3) In all cases, the right of any commissioner to remove any item from the plenary consent agenda or to call for one of the other forms of voting shall be preserved.”

Mindful of Effort Required to Fulfill Recommendations

c. In view of the relative ease in which studies and programs may be approved, commissioners and other assembly committee members are cautioned to be mindful of the effort required of staff and elected members to carry out the General Assembly’s instructions.

Constitutional Questions

d. When the General Assembly is in plenary session, questions that touch upon constitutional matters, including rulings on questions of order involving constitutional matters requested by the Moderator, shall be handled by the Advisory Committee on the Constitution. These questions shall be referred in writing by the Moderator to the Advisory Committee on the Constitution, which shall consider each matter referred and make recommendations directly to the General Assembly through the Moderator.

Cellular Telephones

e. Use of cellular telephones is prohibited during meetings of the General Assembly and meetings of the assembly committees. During these meetings, pagers may be used only in the silent mode.

Emergency Messages

f. Emergency messages will be relayed to a commissioner or advisory delegate during plenary meetings by way of a written message delivered by one of the Stated Clerk’s designated staff or assembly assistants.

Confidentiality

g. Any person permitted to remain during any executive session is expected to agree to be bound by the confidentiality required of commissioners.

6. General Assembly Nominating Committee

Presentation of Nominations

a. Unless the General Assembly shall have made some other provision, the nominating committee shall present to each session of the General Assembly a nominee for election to each vacancy on the entities of the General Assembly that shall exist because of a scheduled end of term, resignation, death, incapacity to act, change of residence, or any other reason.

May Decline to Submit Nomination

b. The General Assembly Nominating Committee may decline to submit a nomination(s) to a particular vacancy(s) when requested to do so by the affected entity because of an expected merger of entity or a transfer of duties between entities in order to reduce the number of persons serving on a particular entity(s).

Nominating from the Floor

c. Nominating from the Floor

(1) Nominations by commissioners shall be in order unless the vacancy is required to be filled upon nomination from some other source.

(2) When any nomination for service on a General Assembly committee, council, or board comes from the floor of the assembly, the commissioner making the nomination will provide the General Assembly Nominating Committee, no later than 48 hours after the convening of the General Assembly, with pertinent information about the person whose name is being presented, as well as the name of the particular person nominated by the nominating committee whose nomination is being challenged. Such information shall be provided on the “Nomination by Commissioner Form” provided for use at the assembly and available from the Stated Clerk. The availability of the pertinent information provided by the person challenging the nominating committee’s nominee shall be announced to the assembly at least twenty-four hours in advance of the nomination being made from the floor.

(3) In the event that there are nominations from the floor, the election shall proceed as follows:

(a) The General Assembly will deal with one challenged position at a time.

(b) The name of the General Assembly Nominating Committee’s nominee shall be placed in nomination by its moderator. The Moderator of the General Assembly shall call upon the commissioner who is placing a nomination from the floor to put that name in nomination.

(c) Once the names are placed in nomination, the order of speaking shall be first, the commissioner or a designee speaking on behalf of the floor nominee and second, the General Assembly Nominating Committee member or a designee speaking to its nominee. Both the commissioner (or designee) and the General Assembly Nominating Committee member (or designee) shall speak from the platform. Such speech shall not exceed three minutes in length. There shall be no other speeches seconding the nomination of any nominee.

(d) Without further discussion or debate, the General Assembly will move to vote.

7. Docket Time for Special Greetings

Head of Communion

a. When the Head of Communion of a member church of the World Alliance of Reformed Churches, the World Council of Churches, or the National Council of Churches is in attendance at a session of the General Assembly as an ecumenical advisory delegate or as an ecumenical representative, and proper notice is provided, the assembly shall provide up to five minutes of docket time to each such Head of Communion to present a greeting to the assembly.

Assignment of Docket Time

b. The placing of this greeting on the docket will be assigned by the Stated Clerk.

8. Announcements and Nonofficial Printed Materials

Approval for Announcements

a. Only announcements connected directly with the business of the General Assembly shall be read from the platform and all notices shall be submitted either to the Moderator or the Stated Clerk for approval. Telegrams and special letters shall be reported to the General Assembly only at times to be designated by the Moderator.

Nonofficial Printed Material

b. Printed materials that are not official business before the General Assembly may be distributed at authorized booths in the General Assembly Exhibit Hall. Other distribution is permitted in the mailboxes provided for commissioners and advisory delegates, and also can be handed out twenty-five feet or more from entrances to the building in which the General Assembly meets.

9. Distributing Study Documents

Distribution

a. Whenever the General Assembly itself shall require the distribution of a document for study (whether the proposal originates through the recommendation of an entity, the presentation of an overture or resolution, or arises during the conduct of the assembly's business) with a request for a response (whether the response is sought from individuals, congregations, councils, organizations of any kind, or any combination of these), the study document shall be accompanied by resource materials, bibliography, and aids as set forth in the document "Forming Social Policy," Section 5, printed in the *Manual of the General Assembly*. Along with a response instrument and the resource materials, bibliography, and aids, the document shall be distributed on a schedule that provides for the study guide and all accompanying material to be in the possession of the proposed respondents for a minimum of twelve months before the due date of the response.

Responsible Entity Identified

b. The entity to be responsible for receiving the responses and reporting to the General Assembly the summary of the responses shall be identified in the material. The report on the responses to the study may be presented no earlier than to the General Assembly that convenes in the second year after the session of the General Assembly that approves the study.

10. Forming Social Policy

The entities of the General Assembly, including its committees, commissions, and special committees, shall be governed by the document, "Forming Social Policy" printed in the *Manual of the General Assembly*, when that entity is considering making a social witness policy.

11. Peaceful Demonstrations

Where Allowed

a. Peaceful demonstrations shall be allowed twenty-five or more feet outside of the entrances to the building in which General Assembly meets.

Prohibited in Building

b. Spontaneous or planned demonstrations by individuals or groups are prohibited inside the building where the General Assembly meets. The Moderator of the General Assembly shall declare all demonstrations that occur in plenary session out of order and, if demonstrators fail to immediately disband and desist, may recess the General Assembly to a fixed time and place. This rule does not prohibit the spontaneous or planned celebration of an action of the General Assembly or of any event in the life of the church.



General Assembly Meeting Worship

Services of Worship

- a. Moderator of Preceding General Assembly Responsible for Planning
- b. Ecumenical Worship
- c. In Conformity with Directory for Worship

Services of Worship

Moderator of Preceding General Assembly Responsible for Planning

a. The Moderator of the preceding General Assembly shall plan daily worship at the General Assembly, and a worship service including the celebration of the Lord's Supper; and shall provide, in advance, suitable leadership for these periods of worship. The Lord's Supper shall be celebrated at the first service of worship of the General Assembly session, and the Moderator shall preside on this occasion and preach a sermon or deliver an address. The Moderator shall seek advice to ensure inclusivity in the planning of appropriate daily worship periods. The Moderator shall assure adequate transmittal of information about the planning of worship periods to the Committee on the Office of the General Assembly.

Ecumenical Worship

b. The Stated Clerk shall plan an ecumenical period of worship and provide, in advance, suitable leadership for this period of worship.

In Conformity with Directory for Worship

c. The various acts of worship planned for the session of the General Assembly shall be in conformity with the requirements of the Directory for Worship, and shall be developed and led according to the guidance of the document, "Presbyterians at Worship in Mass Assemblies." In the preparation and conduct of all worship services, care shall be taken that all language, sight, hearing, accessibility, and other barriers be eliminated so that there can be full participation of all attendees. [Example: That printed orders of service also be printed in braille and that signing be available.]



Persons in Ordered Ministry and Elections

1. **Moderator of the General Assembly**
 - a. Title/Functions
 - b. Election
 - c. Vice Moderator
 - d. Vacancy

2. **Stated Clerk of the General Assembly**
 - a. Title/Functions
 - b. Election
 - c. Acting Stated Clerk
 - d. Associate Stated Clerks

1. Moderator of the General Assembly

Title/Functions

- a. Title and Functions of the Moderator at the General Assembly

(1) The Moderator of the General Assembly is an ecclesiastical person in ordered ministry, along with the Stated Clerk, of the Presbyterian Church (U.S.A.). The ministry of the Moderator is grounded in the ministry of baptized persons and in the particular ordained ministry of ruling elders and teaching elders.

(2) The title of the Moderator is “The Moderator of the [number] General Assembly [(year)] of the Presbyterian Church (U.S.A.).”

(3) The Moderator of the General Assembly is a commissioner of the General Assembly.

(4) When the Moderator presides at the assembly, it is to be a sign of the bond of unity, community, and mission in the life of the church. During the period between assemblies, the Moderator serves as an ambassador of the unity of the Spirit in the bonds of peace, telling the story of the church’s life and upholding the people of God through prayer.

(5) The Moderator shall preside over the General Assembly that elects him or her, and over the meetings of the next General Assembly until a successor is elected. The Moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the council (*Book of Order*, G-3.0104).

(6) The Moderator and the Vice Moderator shall submit a written report of their work to the session of the General Assembly at which their successors are installed.

Election

- b. Election of the Moderator

(1) Each person nominated to serve as Moderator of the General Assembly must be a commissioner to the General Assembly. Action by presbyteries to endorse candidates for Moderator of the General Assembly shall not take place until after the adjournment of the immediately preceding assembly. The Office of the General Assembly shall provide resourcing and orientation for Moderatorial candidates.

(2) Ordinarily, no later than forty-five days prior to the convening of the assembly, the Moderatorial candidates will announce the name of a commissioner each has selected to offer to the assembly to confirm as Vice Moderator.

(3) The following campaign procedures shall be observed:

(a) Candidates should budget campaign spending of no more than \$1,500, excluding travel and meeting expenses related to their candidacy. Each candidate shall submit

to the Stated Clerk an itemized statement of expenses, including travel and meeting expenses related to his/her candidacy and in kind contributions. This statement shall be submitted to the Committee on the Office of the General Assembly prior to the convening of the General Assembly. This information shall be distributed to commissioners and advisory delegates prior to the election of the Moderator. The statement of expenses of all candidates shall be kept on file in the Office of the General Assembly following the meeting of the General Assembly. The Office of the General Assembly shall not reimburse a candidate for campaign expenses, but shall assume expenses involved in printing and distributing material submitted for information packets as outlined in Standing Rule H.1.b.(3)(e).

(b) In order to encourage reliance on the leading of the Holy Spirit in the selection of the Moderator, no candidate shall send a mailing of any campaign materials, print or electronic, to commissioners and/or advisory delegates or permit such a mailing to be sent, nor shall candidates or their advocates contact commissioners and/or advisory delegates by telephone.

(c) Distribution of written campaign materials at General Assembly shall be limited to the public distribution area.

(d) Candidates are encouraged to meet and make themselves available for conversation with commissioners and advisory delegates within the scope of these procedures.

(e) Not less than fifteen days before the convening of the General Assembly, the Stated Clerk shall publish for commissioners and advisory delegates an electronic information packet containing the following material regarding each candidate for Moderator who is known to the Stated Clerk and who wishes to be included:

(i) A photograph, a biographical sketch, a personal statement by the candidate that includes a statement regarding the candidate's sense of call to the ordered ministry,

(ii) A written presentation by the presbytery having jurisdiction over the candidate, if that council has endorsed the candidate,

(iii) An announcement of the commissioner each candidate has selected to be presented to the assembly for confirmation as Vice Moderator if the candidate is elected,

(iv) The responses of the candidate to a questionnaire developed by the Stated Clerk.

The layouts for the presentation under this standing rule (as outlined above) may be chosen by the candidates, but all material including photographs submitted for each presentation shall be provided in electronic format as well as print. The material shall be submitted to the Stated Clerk no less than forty-five days before the convening of the General Assembly for reproduction and distribution, and shall be accompanied by a statement indicating the willingness of the candidate to serve as Moderator, if elected.

Each proposed Vice-Moderator candidate who wishes to be included may send biographical information and a photograph in electronic format.

(4) The Moderator of the General Assembly shall be elected in the following manner:

(a) When the General Assembly is ready to elect its Moderator, each candidate shall be nominated by a commissioner to the assembly in the following manner: the commissioners making nominations shall be recognized at microphones on the assembly floor. Upon recognition by the assembly Moderator, the nominator shall say, "Moderator, I place in nomination for the office of Moderator of the ___ General Assembly Ruling/Teaching Elder _____ from the Presbytery of _____." The nominator shall then return to his/her seat on the plenary floor. No seconds to nominations are required.

(b) After nominations are closed, each nominee shall be afforded an opportunity to address the General Assembly for a time not to exceed five minutes, expressing the concerns that nominee feels to be the most important for the church. The order of speaking

shall be determined by lot, the drawing conducted by the most recent Moderator attending the General Assembly

(c) At the conclusion of all the presentations by the nominees, they shall respond to questions from the floor. The first question shall be addressed to the nominee who spoke first in the original presentation, and the same question shall then be put to the other nominees in the same order in which they spoke earlier. The second question shall be directed to the second nominee in this order and then to each of the other nominees in sequence. Each nominee shall be afforded an opportunity to answer each question. This process shall continue for a period not to exceed the number of nominees times fifteen minutes, or for one hour, whichever is shorter, unless terminated earlier by vote of the General Assembly.

(d) Where there is only one nominee for Moderator, the election may be by acclamation. Where there is more than one, the election may be by secret ballot in one of the following ways:

(i) Each commissioner shall vote by means of an electronic voting system. The Stated Clerk shall advise the Moderator of the totals. The Moderator shall announce the result of the vote as tabulated. If no nominee has received a majority of the whole vote, another vote shall be taken in the same manner. When one nominee shall have received a majority, the Moderator shall announce the result and declare the nominee to be elected.

(ii) If the assembly votes to use paper ballots, the Stated Clerk shall provide ballots and assign no fewer than ten commissioners to act as tellers, collecting and counting the ballots. The results shall be given to the Stated Clerk who shall report the totals to the Moderator who shall announce them to the assembly.

(5) The Stated Clerk shall provide a service of installation for the newly elected Moderator as the last item of business at the session in which the Moderator is elected. The family of the newly elected Moderator and all present previous Moderators shall be invited to the platform. The service shall use the order of service for “Installation of Governing Body Officers and Staff” from the *Book of Occasional Services*. The processional banner of the Moderator shall precede the newly elected Moderator into the assembly. The Moderator’s cross and stole shall be presented by the most recent serving Moderator. A representative of the presbytery of the Moderator’s membership shall ask the questions of installation. The newly elected Moderator invites a person to lead the prayer of installation. The most recent serving Moderator gives the charge, a hymn is sung by the assembly, and the newly elected Moderator gives the benediction.

Vice Moderator

c. Vice Moderator

(1) Ordinarily, no later than forty-five days before the convening of the assembly, a Moderatorial candidate shall announce the selection of a commissioner who will be proposed to serve as Vice Moderator. At the next business session of the assembly following the election of the Moderator, the Moderator shall propose to the assembly the name of the commissioner for Vice Moderator. After a brief speech by the person selected, the assembly shall immediately proceed to vote on his or her confirmation. Should there be no confirmation, the Moderator shall bring another commissioner’s name for confirmation to the next business session of the assembly. The Stated Clerk shall provide a service of installation for the newly elected Vice Moderator.

(2) The Vice Moderator represents the assembly at the request of the Moderator. When the Vice Moderator serves in this capacity, all those duties incumbent on the Moderator shall be expected of him/her.

(3) The Moderator may request the Vice Moderator to preside and to assist in the performance of other functions of the Moderator during and following the General Assembly.

Vacancy

d. Vacancy in the Office of the Moderator or Vice Moderator

(1) Should the office of the Moderator of the General Assembly become vacant, the Vice Moderator shall fulfill the functions of the Moderator. In such circumstance, all constitutional obligations and functions as prescribed by the Standing Rules of the General

Assembly and the *Book of Order* shall be incumbent upon the Vice Moderator of the General Assembly.

(2) Should the office of the Vice Moderator of the General Assembly also become vacant, the most recent living Moderator shall fulfill the functions of the Moderator as specified in the Constitution of the church.

2. Stated Clerk of the General Assembly

Title/Functions

a. Title and Functions of the Stated Clerk at the General Assembly

(1) The title of the Stated Clerk is “The Stated Clerk of the General Assembly of the Presbyterian Church (U.S.A.)” and may be used by the incumbent until a successor is elected and takes office.

(2) The Stated Clerk is accountable, through the Committee on the Office of the General Assembly, to the General Assembly for the performance of the duties of the office, and shall present to each meeting of the General Assembly a report on the state of the church.

(3) The Stated Clerk is responsible for all matters related to the sessions of the General Assembly and all other matters relative to and arising from the General Assembly for which no other assignment has been made.

(4) The Stated Clerk shall also be responsible for guidance of the procedures for candidates seeking the office of Moderator, and for supervision of the election of each Moderator.

(5) In accordance with directives from previous General Assemblies and in consultations with the Committee on the Office of the General Assembly, the Presbyterian Mission Agency, and other General Assembly agencies, the Stated Clerk is authorized to decide on matters pertaining to facilities and special events that must be established before the first meeting of the Assembly Committee on Bills and Overtures.

(6) The Stated Clerk shall receive all reports, communications, overtures, and any other materials appropriate for General Assembly consideration. The Stated Clerk shall recommend to the Committee on the Office of the General Assembly, for presentation to the Assembly Committee on Business Referral, a referral of such items of business coming before the General Assembly (Standing Rule C.3.e.).

(7) The Stated Clerk shall prepare for consideration of the Committee on the Office of the General Assembly a proposed docket for the General Assembly’s consideration of its business (Standing Rule C.4.a.). The Committee on the Office of the General Assembly shall present the proposed docket to the first meeting of the Assembly Committee on Bills and Overtures so that it may recommend a docket to the commissioners at the first business session. The docket presented to the Assembly Committee on Bills and Overtures shall provide a time early in the General Assembly for a report by the Stated Clerk on the state of the church, and for a report by the Committee on the Office of the General Assembly.

(8) The Stated Clerk shall propose to the General Assembly the number of assembly committees and a name for each committee after consultation with the Committee on the Office of the General Assembly and the appropriate General Assembly entity or entities (Standing Rule C.1.). The Stated Clerk shall present the committee structure to the General Assembly for ratification at the first business session. Each commissioner and advisory delegate shall be assigned by random selection to one assembly committee at least forty-five days before the opening date of the General Assembly (Standing Rule C.2.).

(9) The Stated Clerk shall provide opportunity for orienting the commissioners, advisory delegates, and others taking part in the session of the General Assembly. The use of *Robert’s Rules of Order*, sources of parliamentary advice, and the availability of resource persons and materials to facilitate their work should be part of the orientation.

(10) The Stated Clerk shall be the parliamentarian for the meetings of the General Assembly, or arrange for the service of a professional parliamentarian.

(11) The Stated Clerk shall transmit to the councils and agencies of the assembly, persons who presented business to the assembly, and others affected by the assembly's actions, a report on actions of the General Assembly on matters pertaining to their concerns. The Stated Clerk shall transmit to the presbyteries all assembly actions on which the presbyteries are requested to take action.

(12) As soon as practicable after the adjournment of the General Assembly, the Stated Clerk shall publish the assembly's proceedings and other documents as the assembly may direct in an appropriate format (i.e. print or electronic) to be determined by the Stated Clerk.

Election

b. Election of the Stated Clerk

(1) The Constitution of the Presbyterian Church (U.S.A.) requires the election of a Stated Clerk and the standing rules describe the procedures for the election. The Stated Clerk of the General Assembly shall be elected for a term of four years and is eligible for reelection to additional four-year terms. The Stated Clerk is accountable to the General Assembly for the performance of the assigned functions.

(2) The Stated Clerk of the General Assembly shall be elected in the manner described in this standing rule. No member of the Committee on the Office of the General Assembly or other persons involved in this procedure as a member of the search committee or as a person providing staff services to the committee may be considered for nomination as Stated Clerk. The incumbent Stated Clerk may not participate in any way in the election process described in this standing rule. In the year there is an election of a Stated Clerk, the Moderator shall appoint a temporary Stated Clerk during the period of the election at the General Assembly.

(3) The General Assembly that meets prior to the end of the term of a Stated Clerk shall elect a Stated Clerk Nomination Committee.

(a) The slate of nominees for the nomination committee shall consist of the following: three members of the Committee on the Office of the General Assembly (nominated by the Committee on the Office of the General Assembly, one of whom shall serve as moderator of the committee), one member of the Presbyterian Mission Agency Board (nominated by the Presbyterian Mission Agency Board), and five at-large members nominated by the General Assembly Nominating Committee in the following categories: one mid council stated clerk and four persons (two ruling elders and two teaching elders) from among commissioners who have attended an assembly in the past six years. The General Assembly Nominating Committee shall present to the assembly for election the slate of nominees for the Stated Clerk Nomination Committee. The slate presented shall reflect the denomination's commitment to inclusiveness.

(b) Nominations from the floor for the nomination committee shall be in order following the distribution of the printed list of proposed nominees by the General Assembly Nominating Committee and a declaration by the Moderator that the names are in nomination. Names placed in nomination from the floor shall be in opposition to a particular name of an at-large member placed in nomination by the General Assembly Nominating Committee, and must be in the same category (H.2.b.(3)(a)). More than one person may be placed in nomination from the floor in opposition to an at-large nominee.

(c) The Committee on the Office of the General Assembly shall be responsible for providing the nomination committee with an up-to-date position description.

(d) The Committee on the Office of the General Assembly will ensure that an adequate budget for the nomination process is provided in the Office of the General Assembly and shall designate staff services for the Stated Clerk Nomination Committee.

(e) The nomination committee shall begin its work no later than 300 days before the start of the assembly that will elect the Stated Clerk.

(f) The Committee on the Office of the General Assembly shall be responsible for conducting the end-of-term evaluation of the Stated Clerk.

(g) The nominating committee shall announce that persons seeking the position of Stated Clerk shall file a completed application form and a resume or personal information form (PIF) with the committee 180 days before the opening of the General Assembly.

If the incumbent wants to be considered, he or she will notify the committee in writing and submit a current resume or PIF 180 days before the opening of the General Assembly. The Committee on the Office of the General Assembly shall provide a copy of the end-of-term evaluation to the Stated Clerk Nominating Committee.

(h) Additional written material may be requested by the committee. No one may be nominated to serve as Stated Clerk who has not provided an application to the committee.

(i) The committee shall review and evaluate all applications to determine the constitutional eligibility of the candidates. Any candidate who is determined to not be eligible will be notified in writing within forty-five days of receipt of their resume or PIF.

(j) The committee shall interview all eligible candidates using the same methodology and select one as the committee's recommendation. All members of the committee shall ordinarily participate in the interview. The committee shall declare its nominee no later than sixty days before the opening of the General Assembly.

(k) Any of the applicants for the position of Stated Clerk, including the incumbent Stated Clerk if not the nominee of the committee, who wish to be placed in nomination against the nominee of the committee shall declare their intention to the committee to do so no later than forty-five days before the opening of the General Assembly.

(l) At the convening of the General Assembly, the Office of the General Assembly shall distribute to commissioners and advisory delegates an information packet containing the following material regarding each candidate for Stated Clerk who wishes to be included:

(i) A photograph, a biographical sketch, a personal statement by the candidate, including a statement regarding the candidate's sense of call to the ordered ministry,

(ii) The responses of the candidate to a questionnaire developed by the committee based upon issues that will be before the church as presented in business to be considered by the General Assembly.

(iii) The material submitted shall be typewritten on paper 8-1/2 x 11 inches in size. The layouts for the presentation under this standing rule (as outlined above) may be chosen by the candidates, but the copy submitted for each presentation shall be provided in one color on one side of one sheet. The material shall be submitted to the Office of the General Assembly no less than thirty days before the convening of the General Assembly for reproduction and distribution and shall be accompanied by a statement indicating the willingness of the candidate to serve as Stated Clerk, if elected.

(m) The candidates may not distribute any other materials, print or electronic, including flyers, buttons, tokens or other objects that would denote a campaign for the office of Stated Clerk.

(n) Other organizations supporting the candidacy of a particular candidate may not distribute materials electronically, through the mail, or at the General Assembly with the knowledge, support, or permission of that candidate. Should a candidate discover that an organization is advocating or campaigning for him or her, it is expected that the candidate will request that organization to cease its activities. The same expectation will be true of organizations that are critical of a particular candidate for Stated Clerk.

(o) Each candidate will be provided a place to meet and talk with commissioners and advisory delegates two days before the election. Only information provided by the Office of the General Assembly may be distributed in those rooms. Other materials, apart from that packet, are not permitted. Each candidate for Stated Clerk will be allowed to post the times when he/she will be available for conversation in that room.

(p) Any questions concerning interpretation of the election process outlined in H.2.b. shall be determined by the Stated Clerk Nomination Committee.

(4) The General Assembly, by majority vote, shall elect the Stated Clerk in the following manner:

(a) Within forty-eight hours of the convening of the assembly, the Stated Clerk Review/Nomination Committee shall place in nomination a single nominee.

(b) The Moderator shall then invite other nominations from those who have completed the nomination process. Only one speech, made by a commissioner or a member of the Stated Clerk Nomination Committee not to exceed five minutes in length, shall be made to nominate each nominee. There shall be no speech seconding any nomination. Each person nominated from the floor shall reaffirm a willingness to serve as Stated Clerk, if elected.

(c) In the event there are no other nominations, the election shall proceed immediately as follows:

(i) The nominee for Stated Clerk shall be given an opportunity to address the assembly for a time not to exceed five minutes, expressing the nominee's views regarding the functions and work of the Stated Clerk of the General Assembly.

(ii) The Moderator shall inquire of commissioners whether there are questions to be asked of the Stated Clerk Nomination Committee. Time allocated shall not exceed fifteen minutes. The Moderator shall inquire of commissioners whether there are questions to be asked of the nominee for Stated Clerk. The time allocated should not exceed fifteen minutes, after which the voting shall take place.

(d) In the event there are other nominations, the election shall proceed as follows:

(i) The election of the Stated Clerk shall take place as the first order of business on the next to last day of the assembly's session.

(ii) Each nominee shall be given an opportunity to address the assembly for a time not to exceed five minutes, expressing the nominee's views regarding the functions and work of the Stated Clerk of the General Assembly. The nominees shall speak in the same order as the presentation of nominating speeches.

(iii) The Moderator shall inquire of commissioners whether there are questions to be asked of the nominees for Stated Clerk. The first question shall be addressed to the nominee who was nominated first and the same question shall then be put to the other nominees in the same order in which they were nominated. The second question shall be directed to the second nominee in this order and then to each of the other nominees in sequence. Each nominee shall be afforded an opportunity to answer each question. This process shall continue for a period not to exceed the number of nominees times fifteen minutes, or for one hour, whichever is shorter, unless terminated earlier by vote of the General Assembly, after which the voting shall take place.

(5) Should there be a vacancy in the office of the Stated Clerk, the General Assembly Nominating Committee shall propose to the assembly, if the assembly is in session, members for the Stated Clerk Nomination Committee, or shall propose to the Moderator for appointment, if the assembly is not in session, to a Stated Clerk Nomination Committee. This committee shall be composed of members as outlined in Standing Rule H.2.b. and begin the process of a search for a candidate for Stated Clerk. The Committee on the Office of the General Assembly shall designate an acting Stated Clerk until such time as a Stated Clerk is elected.

(6) The Stated Clerk Nomination Committee shall be dismissed at the adjournment of the session of the General Assembly at which the committee presents a nominee for Stated Clerk.

(7) A new Stated Clerk shall normally assume office thirty days after the adjournment of the assembly. A longer period of transition between Stated Clerks may be negotiated by the Committee on the Office of the General Assembly, but shall not exceed ninety days.

Acting Stated Clerk

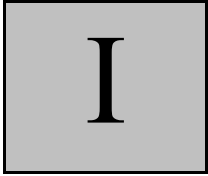
c. Acting Stated Clerk

In case of the incapacity, resignation, or death of the Stated Clerk, the Committee on the Office of the General Assembly shall designate an Acting Stated Clerk until such time as the Stated Clerk is able to resume the duties or the General Assembly elects a new Stated Clerk. The person so designated may be one of the Associate Stated Clerks or another person eligible for election as Stated Clerk.

Associate Stated Clerks

d. Associate Stated Clerks

The General Assembly may elect one or more Associate Stated Clerks as the General Assembly shall determine. The Stated Clerk shall nominate persons to fill each such office after consultation with the Committee on the Office of the General Assembly. The term of office shall be four years, subject to reelection at the pleasure of the General Assembly.



General Assembly Arrangements

1. **Date and Place of Meeting**
 - a. Determining Date and Place
 - b. Presbytery Invitations
 - c. Criteria
 - d. Rotating the Place of the Meeting
 2. **Meeting Arrangements**
 - a. Arrangements and Housing
 - b. Assembly Assistants
 - c. Simultaneous Interpretation
 - d. Sponsorship of Events
 3. **Reimbursing Commissioner Expenses**
 - a. Reimbursement/Per Diem
 - b. Reimbursement for Alternate Commissioner
 4. **Assembly Meeting Work Group**
 - a. Membership
 - b. Responsibilities
-

1. Date and Place of Meeting

Determining Date and Place

a. The General Assembly of the Presbyterian Church (U.S.A.) shall meet on the date and at the place fixed by the preceding General Assembly for a period, which shall be known as a session of the General Assembly, preferably between May 15 and July 31, subject to the possibility of change (see Standing Rule I.4.b.(10) and *Book of Order*, G-3.0503, for exceptions). The Committee on the Office of the General Assembly shall recommend to the General Assembly for its action the date and place of meeting six years hence and any necessary changes in dates and places of meetings previously set. Should action regarding date or place of meeting become necessary at a time when the General Assembly is not in session, this committee is empowered to fix a new date or place of meeting.

Presbytery Invitations

b. The host body for any session of the General Assembly shall be a presbytery(s) of the Presbyterian Church (U.S.A.). Any presbytery that desires to invite the General Assembly to meet within its bounds shall forward an invitation to the Stated Clerk no later than May 1 of the year that is seven years prior to the earliest effective date of the invitation.

Criteria

c. The Committee on the Office of the General Assembly shall determine the criteria that render a place an eligible site for a meeting of the General Assembly, including the requirement that all meeting arrangements shall be made to facilitate full participation by persons with disabilities. These criteria may be obtained from the Office of the General Assembly.

Rotating the Place of the Meeting

d. In order to distribute the benefits experienced from hosting a General Assembly meeting throughout the church, the place of meeting shall be rotated among the following four areas (unless prevented by financial or other practical considerations):

- Area A: Synod of Alaska/Northwest, Synod of the Pacific, Synod of Southern California and Hawaii, Synod of the Rocky Mountains, Synod of the Southwest;
 - Area B: Synod of the Sun, Synod of Lakes and Prairies, Synod of Mid-America;
 - Area C: Synod of Living Waters, Synod of Lincoln Trails, Synod of the Covenant;
 - Area D: Synod of South Atlantic, Synod of Puerto Rico, Synod of the Northeast, Synod of the Trinity, Synod of the Mid-Atlantic.
-

2. Meeting Arrangements

Arrangements and Housing

a. The Stated Clerk shall oversee all arrangements for the meeting and housing of the General Assembly, including: the assignment of time and place for all special events and public meetings connected with or scheduled at the time of the General Assembly; the assignment of time and place for exhibits at the General Assembly; and the assignment of commissioners, advisory delegates, and others to hotels and other accommodations.

Assembly Assistants

b. The Stated Clerk shall appoint persons to serve as assembly assistants for the duration of the General Assembly. Persons appointed shall not be commissioners to the General Assembly or staff members of entities of the General Assembly. Assembly assistants shall be assigned to particular tasks to facilitate the work of the General Assembly. The appointments shall be made in accordance with *Book of Order*, F-1.0403.

Simultaneous Interpretation

c. The Stated Clerk shall arrange for the simultaneous interpretation of proceedings into Spanish and Korean languages for any participant during plenary meetings of the General Assembly. This service shall also be provided during assembly committee meetings, services of worship, and other events during the assembly for commissioners, advisory delegates, ecumenical guests, and, when possible, for other participants.

Sponsorship of Event

d. An event scheduled before, during, or immediately following a session of the General Assembly and extending an invitation to any or all participants of the assembly shall clearly identify the sponsor or sponsoring organization(s) in any invitations, announcements, or other publicity about the event.

3. Reimbursing Commissioner Expenses

Reimbursement/Per Diem

a. The approved reimbursement for the travel expenses, food, lodging, and other approved expenses of commissioners at the sessions of the General Assembly shall be paid by the treasurer or the treasurer's designee. The treasurer shall have the authority to deposit funds for such purposes in a bank or trust company where the General Assembly is to be in session. Commissioners shall be reimbursed by means of individual checks upon receipt of a voucher on a form provided by the treasurer. The Stated Clerk shall recommend to the Committee on the Office of the General Assembly the amount of any per diem. The Committee on the Office of the General Assembly shall set the per diem, and the Stated Clerk shall publish such per diem in the materials (print or electronic) provided to the commissioners. The treasurer shall determine the manner in which such checks shall be distributed and shall announce the place or places where such checks may be cashed.

Reimbursement for Alternate Commissioner

b. The Office of the General Assembly shall reimburse an alternate commissioner for cost of meals (as specified in the per diem expenses for the particular session of the assembly to which the person is commissioned) during the period in which the alternate is actually seated as a commissioner. The total of the payments to the two persons shall not be larger than payment to a single commissioner attending the full assembly. The Office of the General Assembly shall reimburse either the original commissioner or the alternate who replaced the original commissioner for the costs of transportation and other approved expenses, but not both. It shall be the responsibility of the two individuals, with the assistance of the presbytery that elected them, to determine an appropriate division of the costs, whether reimbursement was in cash or a prepaid ticket was provided. Both persons shall be listed in the *Journal* as commissioners, with an indication of the period during which they served.

4. Assembly Meeting Work Group

Membership

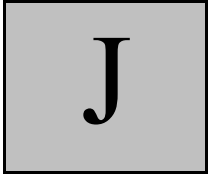
a. The Committee on the Office of the General Assembly shall establish a work group on assembly arrangements to be composed of designated members from the Committee on the Office of the General Assembly, the Stated Clerk, the Moderator of the General Assembly, and the Executive Director of the Presbyterian Mission Agency. The moderator of

the Committee on Local Arrangements, and the moderator and vice moderator of the Assembly Committee on Bills and Overtures (when selected) shall be nonvoting members of the committee at all meetings in which matters will be considered that affect their particular work. This work group shall be assigned responsibilities (1) through (10) in this Standing Rule I.4.b.

Responsibilities

b. Responsibilities

- (1) Review the evaluation of each General Assembly session secured by the Stated Clerk.
- (2) Outline the programs for future General Assemblies sufficiently in advance to ensure an orderly progression of themes and emphases and to ensure the appointment of significant speakers and other program participants.
- (3) Review and present to the Assembly Committee on Business Referral a recommendation regarding the Stated Clerk's proposed docket for the next session of the General Assembly.
- (4) Review and present to the Assembly Committee on Business Referral a recommendation regarding the Stated Clerk's proposed referral of each item of business to an appropriate assembly committee.
- (5) Assist the Moderator regarding the appointment of a commissioner to be the moderator of each assembly committee and a commissioner to serve as vice moderator of each assembly committee.
- (6) Consult with the Moderator regarding the planning of all worship at the General Assembly.
- (7) Coordinate the programmatic aspects of each General Assembly session, ensuring that adequate time is provided for the business that must be transacted.
- (8) Review requests from entities of the General Assembly, councils, other entities related to the Presbyterian Church (U.S.A.) in any way, or coalitions in which this denomination or any of its entities participate to schedule meetings, briefings, hearings, or other events of any kind during those hours when the General Assembly or its committees are in session.
- (9) Prepare a report, including recommendations on the docket and the referral of assembly business, to be printed and distributed with other materials provided to commissioners.
- (10) Review and present to the General Assembly for its action the date and place of meeting six years hence and any changes in dates and places of meetings previously set.



Special Meetings of the General Assembly

1. Method of Calling

- a. Petition's Subject Matter
- b. Resolution Form
- c. Not Called for Discussion Only
- d. Resolved 1 or 2 Days
- e. Full Text on Each Page of Petition
- f. Consult with Assembly Committee on Bills and Overtures
- g. 120-day Requirement

2. Signatures

- a. Verification of PC(USA) Membership
- b. Verification of Signature
- c. Removal Request
- d. Failure to Reply
- e. Verification Process Report

3. Date and Location

- a. Report of Decision to Call Meeting
- b. COGA Sets Date and Place
- c. Expense Plan
- d. Letter of Notification

1. Method of Calling

The *Book of Order* permits the calling of special meetings of the General Assembly (G-3.0503). The method of calling a special meeting is the required number of commissioners submitting a petition with the full text of the resolution to the Moderator of the General Assembly.

Petition's Subject Matter

a. A special meeting may be called providing the petition's subject matter falls within the General Assembly's responsibilities. (G-3.0501).

Resolution Form

b. The urgent matter shall be brought in the form of a resolution or resolutions, stating the specific action proposed to be taken by the commissioners at the special meeting and shall include the reasons for proposing the decision to be made.

Not Called for Discussion Only

c. A special meeting may not be called for the purpose of discussion only.

Resolved in 1 or 2 Days

d. The matters should be able to be resolved in a session of one or two days.

Full Text on Each Page of Petition

e. The full text of the resolution shall appear on each page of the signed petitions.

Consult with Assembly Committee on Bills & Overtures

f. The Moderator may consult with the Assembly Committee on Bills and Overtures to determine any questions concerning whether the resolution meets the criteria for a called meeting or concerning the specific actions in the proposed resolution. This may take place by conference call.

120-day Requirement

g. Resolutions requiring or proposing constitutional interpretation are subject to the 120-day requirement in G-6.02. The 120-day requirement begins upon receipt of the petition by the Moderator. The Moderator may consult with the Advisory Committee on the Constitution (ACC) to determine any questions concerning whether the resolution requires a constitutional interpretation.

2. Signatures

The *Book of Order* establishes the minimum number of signatures to require a called meeting. The Moderator, upon receipt of the petition, shall ask the Stated Clerk to complete the following within thirty days:

Verification of PC(USA) Membership Verification of Signature

a. Send each presbytery stated clerk or clerk of session a letter verifying the current Presbyterian Church (U.S.A.) membership of the individual signatory to the petition.

b. Send each signatory to the petition a letter of verification asking the commissioner to verify the signature on the petition and if the commissioner concurs with the purpose of the request as stated in the resolution.

Removal Request

c. During the verification process, a commissioner may request removal of his or her name from the petition by notifying the Stated Clerk.

Failure to Reply

d. After all reasonable efforts to establish contact have been made, the name of a commissioner failing to reply to the letter of verification shall be removed from the petition.

Verification Process Report

e. The Stated Clerk shall report to the Moderator the results of the verification process.

3. Date and Location

The Committee on the Office of the General Assembly has the responsibility to fix the date and place of a meeting of the General Assembly when the General Assembly is not in session.

Report of Decision to Call Meeting

a. Upon receiving certification from the Stated Clerk that the petition has met the requirements of the *Book of Order* and the Standing Rules of the General Assembly, the Moderator shall report to the Committee on the Office of the General Assembly (COGA) the decision to call the meeting.

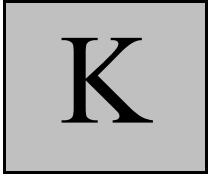
COGA Sets Date and Place Expense Plan

b. The COGA shall set the date and place of a called meeting.

c. The COGA shall submit to the called meeting a plan to pay for its expenses. This plan shall be considered to be part of the business of the special meeting.

Letter of Notification

d. The letter of notification of the called meeting will be mailed to the commissioners no later than sixty days before the start of the meeting.



Commissions, Special Committees, and Special Administrative Review

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Commissions and Special Committees <ol style="list-style-type: none"> a. Purpose b. Considerations for Creating c. Appointed by Moderator d. Length of Existence and Reports e. Review f. Representation at General Assembly and Funding g. Coordination h. Staff Services | <ol style="list-style-type: none"> 2. Special Administrative Review of Synods <ol style="list-style-type: none"> a. Three Ways to Review b. Written Request for Review |
|---|---|

1. Commissions and Special Committees

Purpose

a. Unless otherwise specified in the assembly’s action, any body or group established by the General Assembly to carry out decisions of the assembly, or instructed to report to the assembly, or make recommendations to the assembly, or both, shall be known as a commission or special committee (see *Book of Order*, G-3.0109). The purposes of a special committee must be ones that cannot be undertaken by the work of an existing corporation or entity under its assigned responsibilities. Due to the financial and staffing implications, before authorizing the establishment of a special committee, the assembly shall hear a report from the Assembly Committee on Bills and Overtures, which shall have consulted with the most closely related entity and a member designated from the Committee on the Office of the General Assembly, as to whether the work to be assigned to the special committee could more effectively and economically be assigned to that entity.

Considerations for Creating

b. The Assembly Committee on Bills and Overtures shall be notified by any assembly committee whenever there is discussion about the creation of a special committee. In discussing the possible creation of a special committee, the Assembly Committee on Bills and Overtures shall hear from related corporation or entity representatives as well as representatives from the assembly committee considering the proposal. Financial implications of special committees should accompany any recommendation for action by the assembly. The written comment of the Assembly Committee on Bills and Overtures must be incorporated as background in the report of the assembly committee containing a recommendation to create a special committee.

Appointed by Moderator

c. Any commission or special committee authorized by the General Assembly, unless otherwise designated, shall be appointed by the Moderator in collaboration with the General Assembly Nominating Committee and the General Assembly Committee on Representation. The Moderator is also authorized to fill by appointment any vacancies that may occur in any of such commissions or committees. No teaching elder, ruling elder, or other person shall be appointed to serve on more than one such commission or committee except by consent of the General Assembly.

Length of Existence and Reports

d. Special committees shall complete their work within two years unless the General Assembly that authorized its establishment specifies a different period. Special committees shall submit a written report to the General Assembly that shall include a recommendation to extend its existence (if beyond the period authorized), or, at the conclusion of its work, a

recommendation for dismissal. Special committees shall also publish interim reports, no less than annually, by electronic or print means. Such interim reports shall indicate the progress made by the special committee on its assigned tasks and offer a timeline and process for completing its work. When a special committee requests an extension of its existence, the request shall be referred to the Committee on the Office of the General Assembly. After consultation with the most closely related assembly entity, the Committee on the Office of the General Assembly will recommend to the assembly whether the project shall be reassigned to the entity, remain with the special committee, or be terminated. Any extension to its existence shall require a two-thirds vote of the commissioners.

Review

e. The Committee on the Office of the General Assembly shall review the work of each special committee and include in its report to each session of the General Assembly a summary of the work being carried out by each special committee, including any recommendation to transfer the work assigned to a special committee elsewhere, or to dismiss the committee. A special committee shall not consider matters currently referred to another special committee or entity.

Representation at General Assembly and Funding

f. The expenses of one member of a special committee or commission to attend the General Assembly session to make any oral presentation of the report of the committee or commission that may be docketed, and to respond to questions concerning that report shall be paid by the General Assembly through the regular budget of the committee or commission. This member shall be designated as the corresponding member. The exceptions to this rule are as follows:

(1) At the General Assembly meeting in which the final report of the committee or commission is presented, the moderator, who shall serve as the corresponding member of the committee or commission, and one other designated member of the committee or commission shall attend to present the report and serve as resource to the committee considering the report. Unless otherwise approved in advance by the Moderator of the preceding General Assembly in consultation with the Committee on the Office of the General Assembly (due to special circumstances), only the expenses of these two authorized representatives shall be reimbursed by the General Assembly through the regular budget of the committee or commission.

(2) In the event of a minority report, a designated member of the committee's or commission's minority shall also be invited to attend. The expenses of this member shall be reimbursed by the General Assembly through the regular budget of the committee or commission.

(3) Other members of special committees or commissions, not otherwise referred to in this standing rule, shall be reimbursed for attendance at a General Assembly session only if they are individually involved in hearings or other official purposes.

Coordination

g. Any such commission or committee shall consult with and advise the Presbyterian Mission Agency on the progress of its work in order to assist the council in its responsibility for coordinating the work of the entities of the General Assembly and the work of presbyteries and synods.

Staff Services

h. The Stated Clerk shall provide staff services and other assistance to such commissions and committees in order to facilitate and coordinate their work. The work of commissions and special committees shall be funded through the per capita budget of the Office of the General Assembly.

2. Special Administrative Review of Synods

Three Ways to Review

a. The General Assembly has authority to undertake special administrative review of synods (*Book of Order*, G-3.0502c). There are three ways the General Assembly could be requested to consider such review:

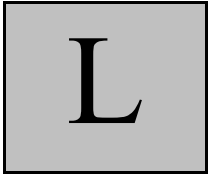
(1) by an overture from a presbytery or synod (G-3.0302d; G-3.0402; Standing Rule A.3.);

(2) by request from one of the General Assembly entities (Standing Rule A.2.); or

(3) By a commissioners' resolution (Standing Rule A.8.). If such overture, request, or resolution is acted on favorably by the General Assembly, the General Assembly could undertake Special Administrative Review (G-3.0108b) through commission or special committee as provided for in Standing Rule K.1. and G-3.0109.

**Written Request
for Review**

b. Special administrative review of an alleged synod irregularity or delinquency may occur when a written request for such review is received by the Stated Clerk of the General Assembly from another synod or a presbytery within the synod of the alleged irregularity or delinquency. If the request relates to an alleged delinquency, the request can only be filed with the Stated Clerk after the failure or refusal of the synod to cure the alleged delinquency at its next meeting, having been requested to do so in writing prior to the meeting. When the request for special administrative review is received, the Stated Clerk shall convene a meeting of the Moderator of the General Assembly, the moderator of the Presbyterian Mission Agency, and the moderator of the Committee on the Office of the General Assembly. If the request is in order and all the moderators agree that for the good of the church the special administrative review needs to be undertaken before the next meeting of the General Assembly (when the request could be considered by the whole General Assembly), the Moderator of the General Assembly shall appoint a special committee (Standing Rule K.5.) to conduct a special administrative review in accordance with G-3.0108b and report its findings and recommendations to the next General Assembly.



Amendment or Suspension of the Standing Rules

1. **Recommending Amendments to the Standing Rules**
 2. **Amending the Standing Rules**
 3. **Suspending the Standing Rules**
-

Recommending Amendments to the Standing Rules

1. In consultation with the Committee on the Office of the General Assembly, the Stated Clerk shall recommend to the next session of the General Assembly any changes in the Standing Rules of the General Assembly deemed necessary. The Stated Clerk shall consult with the Committee on the Office of the General Assembly before proposing to the General Assembly any amendment to the standing rules.

Amending the Standing Rules

2. The Standing Rules of the General Assembly may be amended by a majority vote of the commissioners present and voting. A motion to amend the rules is debatable.

Suspending the Standing Rules

3. A motion to suspend the standing rules is not debatable and shall require a two-thirds vote of the total enrollment of the commissioners.

GUIDELINES AND POLICIES
OF THE
GENERAL ASSEMBLY

OPEN MEETING POLICY*

Approved by the 209th General Assembly (1997)¹

Amended by the 218th General Assembly (2008)²

1. The work of the church is strengthened when it is done in a spirit of openness and trust. Church members have a basic right to know about the work done and the decisions made by entities within the church. Church leaders have a basic responsibility to honor that right by conducting their business with a spirit of openness and vulnerability to public scrutiny. Therefore, open meetings shall be the norm for all such entities.

2. It is the policy of the General Assembly; the Presbyterian Mission Agency Board and the entities and work groups related to them, that their meetings shall be open to all interested persons. A separate policy exists governing non-business gatherings. Documents being considered at such meetings shall be available to interested persons at the meeting.

3. In certain circumstances, when the confidentiality of the subject matter is impeding the open work of the group, meetings of these entities may be closed. The following requirements apply:

a. Subjects dealt with must be limited to property negotiation, personnel, civil and criminal litigation, including cases under the Rules of Discipline, or security.

b. Closed meetings may be authorized only after serious consideration and by a majority vote of the members present. Such closure must be limited in time and scope to matters in 3(a) above.

c. In closed meetings, only voting members and other persons invited by the group to serve it are to be present.

d. The reason(s) for closing must be announced before closure and also must be recorded in the minutes.

e. The decisions reached shall be recorded in the minutes, and shall be made public as soon as possible following the end of the closed meeting.

4. Since staff groups have neither authority nor responsibility for establishing policy, their meetings are not subject to these provisions. This does not preclude them from opening their meetings.

5. The provisions of this policy shall apply to visitors and to representatives of both church and public media, including print, electronic, and photographic journalists.

6. All the provisions of this policy are to be applied equitably to all persons and groups.

7. The Office of the Stated Clerk of the General Assembly is responsible for resolving questions relating to the application and interpretation of the open meeting policy.

*The 215th General Assembly (2003) approved the following statement in regards to the Open Meeting Policy:

The General Assembly Theological Task Force on Peace, Unity, and Purity of the PC(USA) shall be exempt from this open meeting policy in order to go into closed session solely for the purpose of exchanging views on sensitive theological issues in cases where it is determined by two-third's vote of the members of the task force present in a duly called and constituted meeting. (*Minutes*, 2003, Part I, p. 23)

*The 218th General Assembly (2008) approved the following statement in regards to the Open Meeting Policy:

Direct the entities subject to the PC(USA) Open Meeting Policy to post the dates, times, and locations of their open meetings on the PC(USA) calendar Web page within a reasonable time of making such plans.

¹*Minutes*, 1997, Part I, pp. 212–13.

²*Minutes*, 2008, Part I, pp. 34, 35, 162.

GUIDELINES FOR PREPARATION OF MINUTES OF AGENCIES

Adopted by the 197th General Assembly (1985)²

Amended by the 215th General Assembly (2003)³

General

1. Minutes must be submitted to the General Assembly on a calendar-year basis.
2. The original signed copy of the minutes shall be submitted to the Office of the General Assembly on the first day of the meeting of the General Assembly.
3. All minutes to be reviewed by the assembly shall reflect an accurate record of all substantive decisions, whether determined by negative or positive vote. Where subsequent action is required, it shall be recorded in later minutes.
4. All minutes shall be approved by the respective body before submission to the General Assembly for review and approval.
5. Minutes of all meetings shall be submitted together with those of the executive committee if the committee is empowered to act independently.
6. The minutes shall show whether or not each meeting was opened and closed with prayer.
7. A record of the attendance of members shall be included, along with a list of visitors and staff present.
8. Minutes shall be on 8-1/2 x 11-inch permalife acid-free paper that shall be supplied on request by the Department of History.
9. Minutes shall be placed in secure binding, such as a post or clamp binder.
10. Pages shall be sequentially numbered with material on both sides of the paper.
11. A slash should be inserted from the final sentence to the bottom of a partially filled page to preclude further additions, except where signatures indicate end of report.
12. One year following approval, the original minutes shall be placed on deposit at the Department of History for permanent safekeeping.

Style

1. Acronyms or initials should either be defined in a single place at the end of the minutes or be written out the first time they are used in each set of minutes.
2. Extensive typographical errors corrected through erasures and correction fluid should be initialed.
3. Marginal topic headings should be used to facilitate referencing and reading of minutes.

²*Minutes*, 1985, Part I, pp. 735–36

³*Minutes*, 2003, Part I, pp. 34, 119

GUIDELINES FOR REVIEWING SYNOD RECORDS

Compiled by the Department of Constitutional Services
and the OGA/GAMC Mid Council Relations Office

Content of the Minutes

The following matters shall be included in the minutes, as applicable:

1. The minutes shall contain an index.
2. The date, time, and place of the council meeting; the name of the moderator presiding; and whether it is a “stated,” “adjourned,” or “special” council meeting (*Robert’s Rules*, Chapter XV, Section 48).
3. The call of the special meeting and the name of requester(s) and/or the caller in accordance with Synod’s own rules (see *Book of Order*, G-3.0405 and *Robert’s Rules*, Chapter IV, Section 9)
4. The opening of each meeting with prayer (see *Book of Order*, G-3.0105).
5. The closing of each meeting with prayer (see *Book of Order*, G-3.0105).
6. The roll of commissioners and attendance and their presbyteries (*See Book of Order* G-3.0104).
7. The names of absentees and their presbyteries.
8. A statement that a quorum was present, including an indication of the number specified as a quorum in the synod bylaws or standing rules (see *Book of Order*, G-3.0405).
9. A record of the celebration of the Lord’s Supper (see *Book of Order*, G-3.0401b).
10. The report of the Committee on Representation (see *Book of Order*, G-3.0103 and G-3.0401) showing implementation of the principles of participation and inclusiveness in order to assure fair representation in decision making (see *Book of Order*, G-3.0401).
11. The names of members of commissions, committees, and similar groups, including those groups that exist only during a synod meeting.
12. Action taken on reports and recommendations and all reports with clear indication of amendments.
13. The decisions of the Permanent Judicial Commission and other commissions should be reported. A report should be made that lawful injunctions to the presbyteries have been obeyed.
14. Actions concerning the organization of new presbyteries or the division, uniting, or otherwise combining of presbyteries or portions of presbyteries previously existing, subject to the approval of the General Assembly (see *Book of Order*, G-3.0403c).
15. The review of the records of presbyteries, including any exceptions taken (see *Book of Order*, G-3.0403 and G-3.0108a).
16. The report of the synod entities, if any, and action on its recommendations (see *Book of Order*, G-3.0108a).
17. The approved synod budget (see *Book of Order*, G-3.0113).
18. The complete report of the full financial review from a public accountant or a public accounting firm. (G-3.0113).

19. A record of the consultations with presbyteries and with the Presbyterian Mission Agency (see *Book of Order*, G-3.0402, G-3.0403).
20. Report of its ecumenical relationship, if any (see *Book of Order*, G-5.01 and 5.04).
21. Indication that the minutes have been read and approved by the synod or by its authorized committee prior to presentation of the peer review.
22. A record of the synod having considered “programmatic” matters referred to it by the General Assembly.
23. An alphabetical roster of former members for the last six years of the Permanent Judicial Commission who may be called upon when necessary to constitute a quorum (see *Book of Order*, D-5.0206b).
24. Actions on exceptions from the preceding General Assembly.
25. A report of property and liability insurance carried by the Synod. (G-3.0112).
26. Actions taken by synod entities/commissions held between synod meetings.

General Provisions

1. Each synod shall deliver to the Stated Clerk of the General Assembly, during the spring meeting to peer review minutes, one copy of the minutes of all sessions of the synod that have occurred since the last review by the General Assembly, provided that such minutes have been approved by the synod or its authorized committee, and have been printed or duplicated for distribution.
2. The minutes shall be bound in a manner that is consistent with the needs of both protection and accessibility.
3. The title page shall show attestation that the minutes of meetings of the most recent previous session or sessions have been reviewed by the General Assembly and shall give page references to action on exceptions, if there be such.
4. Minutes shall be signed and attested by either the moderator or stated clerk of the synod; such signature should appear at the end of the journal before any appendix or supplement.
5. The bylaws and standing rules of the synod shall be either bound in the volume of the minutes or submitted for review with the minutes.
6. The review of the minutes of each synod shall ordinarily occur as peer reviews by a gathering of all synod stated clerks. Their written review of each synod minutes shall be submitted to the General Assembly Committee assigned the review of the minutes, who shall attest that the minutes of each synod have been reviewed. If peer review is not completed, the synod shall submit its minutes for review by the General Assembly Committee charged with overseeing this review.
7. The Stated Clerk shall deposit with the Presbyterian Historical Society a certified copy of the synod minutes after they have been approved by the General Assembly.

Report of the Assembly Committee

1. The assembly committee reviewing synod minutes shall report to the General Assembly whether the
 - a. proceedings have been correctly recorded;
 - b. proceedings have been regular and in concurrence with the Constitution;
 - c. proceedings have been prudent and equitable;

d. proceedings have been faithful to the mission of the whole church, and

e. lawful injunctions of the General Assembly have been obeyed.

2. The assembly committee shall recommend appropriate action to the General Assembly, and if it believed the General Assembly should take exception to something in a synod's minutes, that exception shall be listed in the committee's report.

**SEEKING TO BE FAITHFUL TOGETHER:
Guidelines for Presbyterians During Times of Disagreement**

Adopted by the 204th General Assembly (1992) of the Presbyterian Church (U.S.A.)

In a spirit of trust and love, we promise we will:

**Give them a hearing
. . . listen before we
answer**

John 7:51 and
Proverbs 18:13

**Speak the
truth in love**

Ephesians 4:15

**Maintain the unity
of the spirit in the
bond of peace**

Ephesians 4:3

1. Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus Christ:
 - we will keep our conversations and communications open for candid and forthright exchange;
 - we will not ask questions or make statements in a way that will intimidate or judge others.
2. Learn about various positions on the topic of disagreement.
3. State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.
4. Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus's teachings.
5. Focus on ideas and suggestions instead of questioning people's motives, intelligence, or integrity; we will not engage in name-calling or labeling of others prior to, during, or following the discussion.
6. Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.
7. Indicate where we agree with those of other viewpoints as well as where we disagree.
8. Seek to stay in community with each other though the discussion may be vigorous and full of tension; we will be ready to forgive and be forgiven.
9. Follow these additional guidelines when we meet in decision-making bodies:
 - urge persons of various points of view to speak and promise to listen to these positions seriously;
 - seek conclusions informed by our points of agreement;
 - be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience;
 - abide by the decision of the majority, and if we disagree with it and wish to change it, work for that change in ways that are consistent with these guidelines.
10. Include our disagreements in our prayers, not praying for the triumph of our viewpoints, but seeking God's grace to listen attentively, to speak clearly, and to remain open to the vision God holds for us all.

As Presbyterians, we are called to work for “the peace, unity, and purity of the church” (*Book of Order* , G-14.0207g [now W-4.4003]) as we seek to be faithful to God’s work in the world. However, disagreements and conflicts are inevitable in the life of the Presbyterian Church (U.S.A.) As we try to be faithful. They exist within committees, congregations, presbyteries, synods, at General Assemblies, and in the national life of the denomination.

Conflicts are inevitable in all of life and certainly in the church. The history of the church is filled with conflicts and disagreements. Several of Paul’s letters address the conflicts that were [common] in the early church. There have been and are going to be disagreements as Christians attempt to discern God’s work in the world and as we interpret Scriptures.

Conflicts can be harmful and even destructive. They can cause individuals a great deal of pain and the community of faith immeasurable damage. Congregations have been divided; denominations have experienced schisms.

At the same time, conflicts can be an opportunity for new insights, learning, and individual and corporate growth. Disagreements can illuminate a topic in helpful ways and can present solutions to problems that previously had not been seen. The successful resolution of conflict can also bind people together in a powerful way.

The Bible contains many stories of conflict and disagreement and much advice about how they can be addressed. As those stories indicate, God is already present whenever there is brokenness, granting wholeness and peace. God promises to be with us in times of disagreement and calls us to reconciliation, trust, love and forgiveness.

We realize that our perspectives are limited, so to help us affirm each other, enhance our community, stay open to the viewpoints of others and be sensitive to cultural diversity, we commit ourselves to the guidelines in a spirit of prayer, trust, and love, seeking the guidance of the Holy Spirit.

FORMING SOCIAL POLICY

1. Definitions

Entities of the General Assembly use the following documents to make a social witness policy:

- a. A “policy statement” establishes the fundamental principles that guide the denomination’s social witness. From this policy base a strategy is developed, a program is defined, and personal social witness is empowered. The most current policy document produced in conformance to the requirements of 2.a.–g. of this document and adopted by a General Assembly shall be the policy in force. Any previous policies and statements, having been examined and considered by the group producing the new policy, shall be superseded by the adoption of the most current policy. When requests for policy statements are made, the most recent policy statement shall be given; however, past statements shall be included in full response to requests for information.
- b. A “resolution” applies existing policy statements to new circumstances.
- c. A “study paper” is designed to stimulate churchwide study of a social concern, social witness policy, or social witness. It does not need to be an elaboration of existing policy statements.
- d. A “social involvement report” evaluates Presbyterian social witness in light of particular social concerns and existing policy statements.

2. Requirements

All social witness policy documents developed by General Assembly entities, including special committees of the General Assembly (see section 1. above) must meet the following requirements:

- a. The Advisory Committee on Social Witness Policy will be responsible for the process of developing and recommending social witness policy to the General Assembly. If any other entity is involved in processes of developing and recommending social witness policy, then appropriate consultation and linkage with the Advisory Committee on Social Witness Policy shall be undertaken.
- b. The body writing a document (i.e. task force, study group, or subcommittee of the Advisory Committee on Social Witness Policy) shall be selected in such a manner that persons of diverse viewpoints, expertise, and social experience are participants.
- c. A social witness policy document may include a section of recommendations that guide the work of divisions and related entities of the church. If approved by an assembly, recommendations shall be referred to the Presbyterian Mission Agency for implementation in accordance with the practices defined in the Presbyterian Mission Agency Operations Manual. These recommendations may suggest the ways in which the document is to be distributed.
- d. The narrative reports of the Advisory Committee on Social Witness Policy and other entities shall not propose policy nor recommend witness. Moreover, narrative reports are not considered social witness policy documents and are exempt, therefore, from the requirements of these guidelines.
- e. A document shall clearly identify its type of social witness (i.e., policy statement, resolution, study document, or social engagement report).
- f. No social witness policy documents shall use language that implies the conscience of individual members of the Presbyterian Church (U.S.A.) is bound by General Assembly statements or recommendations.
- g. All social witness policy documents, listed in section 1. above, shall have an initial distribution by the Stated Clerk and be sent with an official cover letter that indicates the nature of the document, specific recommendations approved by the assembly, and an affirmation of the freedom of a believer’s conscience.

3. Policy Statements Requirements

In addition to section 2. on p. 65, “policy statements” must meet the following requirements:

- a. A prospectus defining the social issue(s) to be addressed by a policy statement shall be developed, adopted, and published by the Advisory Committee on Social Witness Policy or other entity. This prospectus shall be distributed to the Presbyterian News Office, *Monday Morning*, and other appropriate media. A brief (one-page) summary of the prospectus describing the problem to be addressed, information on where to obtain a full prospectus, and an invitation to respond with comments and suggestions, shall be sent to all synods and presbyteries. This prospectus shall be distributed to all presbyteries with sufficient copies for all congregations, encouraging input from the presbytery and the congregations and indicating how input can be made.
- b. A task force called to develop a policy statement shall be appointed from nominees submitted from the church.
- c. The task force shall develop and make known to the whole church a plan indicating the manner in which the whole church can participate (advise, offer input, etc.) in its deliberations.
- d. The task force shall listen to the
 - (1) voices of the biblical text;
 - (2) wisdom of theological discourse;
 - (3) guidance of the Reformed confessions;
 - (4) insights of sociopolitical disciplines;
 - (5) tradition of past policy statements;
 - (6) advice of members and all governing bodies of the church;
 - (7) insights of people who are poor, victims of existing policies, and those who have not had a voice in the councils of the church; and
 - (8) counsel of ecumenical partners.
- e. The task force shall cause a policy statement to be written that
 - (1) explicates its recommended social witness policy based on biblical scholarship;
 - (2) defines its recommended social witness policy in light of theological reflection;
 - (3) is consistent with the confessions of the Presbyterian Church (U.S.A.);
 - (4) reports relevant policy statements adopted by prior General Assemblies and the manner in which church and society have participated in the development of its policy statement;
 - (5) details the contextual situation that prompted its witness;
 - (6) states the ethical norms upon which its guidance is premised;
 - (7) describes the social witness the church, its governing bodies, and members are called to make; and
 - (8) describes the manner in which society should change.
- f. The task force shall provide a summary (one-page maximum) of its policy statement that
 - (1) explains what caused the document to be written;
 - (2) outlines the document’s conclusions; and
 - (3) suggests how the document might be used, what impact it ought to have on the church, and what consequences it ought to have in the public order.

- g. The task force may cause a series of recommendations to be written for consideration by the General Assembly. The recommendations may include a strategy for distribution of the policy statement.
- h. The Advisory Committee on Social Witness Policy shall submit a penultimate draft of the policy statement for consultation as described in section 3.a on p. 66.
 - (1) The Advisory Committee on Social Witness Policy may augment the number of participants gathered in consultation for purposes of inclusivity and expertise.
 - (2) The consultation may create a report, including suggested changes to the proposed policy statement, which shall be received by the Advisory Committee on Social Witness Policy.
 - (3) The Advisory Committee on Social Witness Policy may amend the proposed policy statement, refer the proposed policy statement back to the task force, or reaffirm the original policy statement.
- i. The policy statement shall be distributed with an official cover letter from the Stated Clerk that says, in part:

In exercise of its responsibility to witness to the Lordship of Jesus Christ in every dimension of life, the (number) General Assembly (year) of the Presbyterian Church (U.S.A.) has approved this policy statement. It is presented for the guidance and edification of the whole Christian Church and the society to which it ministers. It will determine procedures and program for the units and staff of the General Assembly. It is recommended for consideration and study by other governing bodies (sessions, presbyteries, and synods). It is commended to the free Christian conscience of all congregations and the members of the Presbyterian Church (U.S.A.) for prayerful study, dialogue, and action.

4. Resolution Requirements

In addition to section 2. on p. 65, “resolutions” must meet the following requirements:

- a. A resolution shall clearly identify the policy statement(s) upon which it is based.
- b. A resolution shall be distributed with an official cover letter from the Stated Clerk that says, in part:

In exercise of its responsibility to witness to the Lordship of Jesus Christ in every dimension of life, the (number) General Assembly (year) of the Presbyterian Church (U.S.A.) has approved this resolution. It is presented for the guidance and edification of the whole Christian Church and the society to which it ministers. It will determine procedures and program for the entities and staff of the General Assembly. It is recommended for consideration and study by other governing bodies (sessions, presbyteries, and synods). It is commended to the free Christian conscience of all congregations and the members of the Presbyterian Church (U.S.A.) for prayerful study, dialogue, and action.

5. Study Document Requirements

In addition to section 2. on p. 65, “study documents” must meet the following requirements:

- a. A study document may not contain recommendations for consideration by a General Assembly.
- b. A study document shall provide bibliographic and interpretive resources. This material shall reflect and represent various ethical stances found within the Christian Church.
- c. A study document may make a coherent, thoroughgoing argument for a particular ethical stance. In addition, however, a study document shall include a fair presentation of alternative ethical stances in either the main body of text or its appendixes.
- d. A study document shall be distributed with a cover letter that states who is invited to respond, a study guide, a “user-friendly” response form, the address and phone number of the body responsible for receiving responses, and a schedule that allows at least twelve months for completion.

- e. A study document shall include an official cover letter that says:

A study document of the General Assembly seeks to stimulate study and discussion within the church on particular social issues. It is not to be construed as a social witness policy of the Presbyterian Church (U.S.A.). Therefore, nothing in this document can be used to direct the mission program of the church.

- f. A study document shall state the intended outcome of a study process by adding to the above paragraph one of the following:

- (1) This study document is distributed to stimulate study and discussion as an end in itself; or

- (2) This study document is distributed to inform and help prepare a policy statement; or

- (3) This study document is distributed to inform and help revise the policy statement, [name], passed by the [number] General Assembly [year].

- g. The report, based on responses to the study document, shall not be presented to the General Assembly until at least eighteen months have elapsed since the study's initial distribution.

6. Distributing a Social Involvement Report

In addition to section 2. on p. 65, "social involvement" reports shall be distributed with an official cover letter that says, in part:

A social involvement report of the General Assembly seeks to stimulate discussion on particular social issues and the church's response to these issues. It is not to be construed as a social witness policy of the Presbyterian Church (U.S.A.). Therefore, nothing in this document can be used to direct the mission program of the church.

7. Guidelines

The church's social witness is multidirectional and multilateral. To guide entities preparing the General Assembly's social policy, the following statements encourage appropriate attitudes and behaviors.

- a. No social witness policy may purport to bind the conscience of individual members of the Presbyterian Church (U.S.A.).
- b. A social witness policy document is a minute of a council meeting. It may be extracted from the minutes for publication. If it is extracted, it shall be treated in the same manner as any other minute. (The nature of debate and the final vote are irrelevant.)
- c. A social policy document shall include instructions for its distribution (i.e., to all governing bodies, the president of the United States of America, the president of the World Alliance of Reformed Churches, or the secretary general of the United Nations).
- d. The Stated Clerk and directors of divisions or related entities shall respond to emerging mission needs that require an "official" Presbyterian social witness by explicating the most current General Assembly social witness policy.
- e. The Presbyterian Mission Agency is prepared to respond to invitations to consult on regional social policy development in the manner defined by *Book of Order*, G-3.0106. The Advisory Committee on Social Witness Policy shall participate and represent the council in these consultations.
- f. All governing bodies are communities of correspondence and may direct social witness material to the assembly. The Presbyterian Mission Agency Board refers correspondence concerning social witness policy development and supporting documents to the Advisory Committee on Social Witness Policy for response.

HISTORICAL NOTE

The General Assembly of the Presbyterian Church (U.S.A.) was organized on May 21, 1789, in the Second Presbyterian Church of Philadelphia as, “The General Assembly of the Presbyterian Church in the United States of America.” The Reverend John Witherspoon, the only active member to sign the Declaration of Independence, was the first presiding officer and preached the sermon at the opening service of worship. While the General Assembly was meeting in Philadelphia, the first United States Congress to convene under the new Constitution was also in session in the same city.

Organized Presbyterianism in America had its beginnings with the establishment of “The Presbytery” about 1706. “The Presbytery” remained the most inclusive governing body until 1717. While records of that period are incomplete, there is a record of the presbytery meeting of December 26, 1706. In 1717, with seventeen ministers on its roll, the presbytery transformed itself into a synod, divided into the four presbyteries of Long Island, Philadelphia, New Castle, and Snow Hill.

The Presbyterian church was one of a number of denominations that organized on a national basis following the American Revolution. In 1788, the synod organized a General Assembly with four synods: New York and New Jersey, Philadelphia, Virginia, and the Carolinas. The young denomination contained 16 presbyteries, 177 ministers, and 419 congregations. Since its first session in 1789, the General Assembly has met every year.

Twenty-three ministers and eleven elders served as commissioners to the first General Assembly. Today the assembly enrolls approximately 280 elders, 280 ministers, and 140 advisory delegates. The intervening decades have seen both divisions and unions in the life of the Presbyterian family in North America. In 1810, the Cumberland Presbyterian Church was formed as a separate denomination. The year 1837 saw the division of the church into Old School and New School factions. The tragedy of the United States’ Civil War had an impact on both groups. In 1861, the Old School presbyteries in the South separated to form the Presbyterian Church in the Confederate States of America, renamed the Presbyterian Church in the U.S. (PCUS) four years later. The southern presbyteries affiliated with the New School had already split off in 1857, and formed the United Synod of the South in 1858.

The forces leading to unity began to grow even before the end of the war, with the United Synod of the South joining with the Presbyterian Church in the Confederate States in 1864. Soon after the end of the fighting, the New School presbyteries in the North were reunited. In 1906, a major part of the Cumberland Presbyterian Church returned to the Presbyterian Church in the U.S.A. Another part of the family was also moving toward a greater expression of unity. In 1858, the Associate Reformed Presbyterian Church and the Associate Synod of North America united to form the United Presbyterian Church of North America. That body united with the Presbyterian Church in the U.S.A. in 1958 to form the United Presbyterian Church in the U.S.A. (UPCUSA).

In 1983, after several efforts to heal the major split that began in 1861, the Presbyterian Church in the U.S. and the United Presbyterian Church in the U.S.A. reunited to form the Presbyterian Church (U.S.A.), the largest and most diverse member of the reformed family of churches on the continent. It incorporated not only the ancestors described above, but also the Welsh Calvinistic Methodist Church that united with the Presbyterian Church in the U.S.A. in 1920. The reunited church maintains close relationships with the continuing Cumberland Presbyterian Church that shares common roots with churches taking part in the unions listed above, and also with churches established by Christians from different cultural groups in the immigrant population of the nation—the Reformed Church in America, the United Church of Christ, Hungarian Reformed Church, and several others. It continues to seek closer relations with other Reformed churches (including several composed of congregations that have left its fellowship to form separate denominations) and with even more diverse denominations that are part of the modern ecumenical movement.

During the two hundred years of the Presbyterian church history, clergy have most often served as Moderators, with thirty-two elders having been elected to the office since 1900. Women and racial ethnic persons have been elected Moderator nine times in the past twenty-one years. Edler G. Hawkins, an African American, was elected Moderator of the UPCUSA General Assembly in 1964, and the PCUS General Assembly elected an African American Moderator in 1974 when Lawrence Bottoms was chosen. The first women to hold office were

Lois H. Stair, elected Moderator by the 1971 UPCUSA General Assembly, and Sara Bernice Moseley, 1978 Moderator of the PCUS General Assembly. The UPCUSA General Assembly in 1976 chose as its Moderator, an African American, Thelma C.D. Adair. Of the forty-five Stated Clerks who have served the churches that reunited in 1983, all were ministers except two. John Frizzell was elected Stated Clerk of the General Assembly of the Cumberland Presbyterian Church in 1872, and William P. Thompson was elected Stated Clerk of the UPCUSA General Assembly in 1966. James E. Andrews was elected Stated Clerk in 1984, following the Reunion that formed the Presbyterian Church (U.S.A.).

Standards for Review of General Assembly Permanent, Advocacy, and Advisory Committees and Commissions

[As Approved by the 216th General Assembly (2004)]

A. Process

The responsibilities of the committee or commission that are being reviewed

1. A self-study of its work based on the review standards covering the previous six years.
2. The self-study will have to be available by the 120-day deadline before the General Assembly at which it is to be reviewed.
3. Representatives of the committee or commission will need to be available at the assembly to serve as resources for the assembly committee.
4. The committee or commission may include responses in the self-study and additional questions that explore the standards that apply to its particular work.
5. The committee or commission may utilize former members to help develop the self-study.

B. The Responsibilities of the Office of the General Assembly in the Review

1. The Office of the General Assembly (OGA), in consultation with the leadership of the committee or commission, will supervise the development of a survey instrument by the Office of Research Services.
2. Specific training of assembly committee leadership and members as needed to accomplish the evaluation process.
3. Budget for development of self-studies.
4. The Committee on the Office of the General Assembly (COGA) and the GAC will evaluate the review process after each assembly.

C. The Work of the Assembly Committee for Review

1. The review assignment will be given to a designated assembly committee.
2. The assembly committee's review will be limited to certain questions:

Is the committee or commission fulfilling its mandate (based on self-study, surveys, consultations with committee or commission leadership)?
3. Are there items that need to be referred for further study?
4. The assembly committee will hold hearings, etc.
5. The assembly committee will be in dialogue with representatives of the General Assembly permanent, advocacy, and advisory committees or commissions being reviewed.
6. The assembly committee may break into subgroups to cover each committee or commission being reviewed.
7. The review committee will respect the distinction between a committee and a commission.
8. The assembly committee will make a final report, possibly with recommendations.

Standards

A. *Fidelity to Mission and Partnership*

1. Each committee or commission was created by the church and exists to serve and support the church's mission in a particular area. Each committee or commission is expected to exhibit a constant faithfulness to and in fulfillment of its servant role in the life of the PC(USA).

2. The basic process of the committee or commission should demonstrate fidelity to the mission and accountability procedures set forth in its establishing deliverance, charter, or mandate from the assembly. The committee or commission should exhibit leadership in guiding the church in engagement with the work and resources in which the committee or commission acts.

3. The committee or commission should exhibit practical cooperation with the other agencies or committees of the church in areas of overlapping responsibility and opportunity.

4. The committee or commission should provide timely responses to directives and requests from the General Assembly.

B. *Effectiveness of Services*

The services of the committee or commission are consistent with its assembly or constitutional mandate.

1. The committee or commission has a defined and consistent process for completing its work.

2. The committee or commission has a regular process of self-evaluation of its services.

3. The committee or commission employs a strategy for effective communication with the church-at-large.

4. The committee or commission utilizes current and emerging technologies to enable it to fulfill its mission.

5. The committee or commission has developed a vision and plans for its work in light of its historic mandate and the emerging issues before and context of the PC(USA).

STANDARDS FOR REVIEW OF GENERAL ASSEMBLY AGENCIES

PURPOSE

The Presbyterian Church (U.S.A.) is committed to the understanding that ‘the unity of the Church is a gift of its Lord and finds expression in its faithfulness to the mission to which Christ calls it’ (G-4.0201). The basic principles of Presbyterian polity include the responsibility of a higher governing body to review those ministries for which it is accountable (G.-4.0301f). The purpose of the review process is to provide an equitable evaluation of the ministry of the agencies of the General Assembly. The review will focus on the quality of the relationship of the agencies’ ministry with the mission of the whole Presbyterian Church (U.S.A.), the agencies’ collaborative efforts with other agencies, and the quality of the agencies’ program based on the standards for review.

THE ROLE OF THE COMMITTEE

The General Assembly Nominating Committee will nominate to each meeting of the General Assembly for election two committees and moderators for each committee to review the work of one of the agencies of the General Assembly based on a six-year schedule. The agency review committee’s responsibility is to provide an objective report to the General Assembly as to the agency’s compliance to the standards of review. The agency review committee may provide advice on areas of program improvement. The agency review committee’s role will be to examine the agency’s church relations, its policies and practice, history of collaboration with other agencies, and its program effectiveness. The agency review committee will review the agency’s self-study report and other documents. It will visit the agency and talk personally with leadership staff and the governing board or committee. The agency review committee is to conduct its work within the context of the General Assembly’s concern for the strong vital connections within the agencies of the General Assembly and the whole church. The governing board of the agency is responsible for the internal management of the agency and its operational details. The agency review committee’s role is to strengthen the bonds of the agencies to the General Assembly, the essential mission of the church, and the basic accountability of the governing board and executive leadership of the agency to the PC(USA). The agency review committee should celebrate with the whole church the successful ministries of the agency it is reviewing, and to consult with the General Assembly Committee on Representation regarding representation of employees. The agency review committee will report to the General Assembly through the General Assembly committee to which the agency reports.

STAFFING AND FUNDING

The Office of the General Assembly will provide adequate staffing for the agency review committee to complete its task. Staffing will be provided by the Presbyterian Mission Agency in the year the Office of the General Assembly is reviewed. The funding for the review process will be paid from per capita income.

MANUAL

A manual will be maintained to provide guidance in the review process to the agency review committee and the agencies. The manual will contain information on the process for self-study by the agency, the visit with the agency, and the report format for the agency review committee. The format will outline the opportunities for dialogue between the agency review committee and the agency in preparation of the final report. The manual will provide guidance for the whole agency review committee on its organization and the role of individual members in the review process.

STANDARDS

A. *Church Relatedness*

1. Each agency was created by the church, and exists to serve and support the church’s mission in a particular area. The agency is expected to have the expertise necessary to accomplish the work it has been assigned, and is also expected to exhibit a constant awareness of its servant role in the life of the PC(USA).

2. The basic work, programs, and services of the agency demonstrate fidelity to the mission and accountability procedures set forth in its establishing deliverance, charter, or mandate from the assembly. The agency should exhibit leadership in guiding the church in its engagement with the work and resources in which the agency acts as the church’s expert.

3. When appropriate, printed materials of the agency clearly identify the agency as a part of the PC(USA).
4. The agency honors the policy statements of the General Assembly of the PC(USA) and the Constitution.
5. The agency includes in its administrative officers, and in its governing board in consultation with the General Assembly Nominating Committee, persons who understand and respect the relationship with the PC(USA).
6. The agency provides responses to directives and requests from the General Assembly.

B. Policies and Program Effectiveness

1. The agency understands that its responsibility is to manage its assets for the good of the whole of the PC(USA).
2. The governing board is properly constituted, clearly identified, and fully conversant with (a) the mission of the agency, (b) the current overall condition of the agency, (c) its specific responsibilities as directors, (d) the legal relationship of the agency to the church, and (e) its relationship to the president or chief officer.
3. The agency exhibits full compliance with all appropriate external regulatory and accrediting agencies, including consultation and review with the General Assembly Committee on Representation regarding principles of participation and representation in the employment of personnel, and conformity with 'A Churchwide Plan for Equal Employment Opportunity and Affirmative Action' or subsequent guidelines.
4. An annual audit of the financial affairs of the agency is conducted by qualified and disinterested parties.
5. The governing board of the agency has a process for the selection and review of its chief officer or president.
6. The president or chief officer and the governing board have policies and procedures by which they assure that the agency staff hold the necessary and appropriate skills, licenses, and experience to make it reasonable to anticipate that they can perform their work satisfactorily and a functioning policy with expectations of staff development.
7. The agency has in place and operating a long-range and short-range planning process and a process for measuring its delivery of services and of monitoring the effectiveness of those services with its constituencies.
8. The agency exhibits an effective strategy for producing high-quality communication with its constituencies.
9. The agency is currently structured to face effectively the challenges of the future and demonstrates appropriate attention to current and emerging technologies to enable it to fulfill its mission.

C. Collaboration

1. The agency presses beyond communication and consultation to genuine collaboration and, where appropriate and/or directed by General Assembly, shares agendas and work with other agencies toward fulfillment of shared goals.
2. The agency maintains open and regular communication with, and provides timely and appropriate access to information to, other agencies and PC(USA) constituencies, including mid council bodies.
3. The agency has conducted an evaluation of the potential gains and risks associated with collaborative endeavours with other agencies whenever new programs are initiated.
4. The agency seeks pragmatic solutions to operational challenges by relying on the assets, resources, and strengths of other agencies.

INDEX

INDEX

A

Access to Commissioner and Advisory Delegate Seating.....	18
Acting Stated Clerk	40
Advice & Counsel Memoranda	6
Advisory Committee on the Constitution.....	5, 6, 11, 12, 20, 21, 27, 45
Advisory Delegates	10
Assignments.....	14
Categories	10
Definition.....	10
Enrollment and seating	18
Ecumenical.....	11
Expenses	10
Missionary	11, 15
Random selection process.....	14
Registration and seating.....	17
Theological student.....	10
Voting privileges.....	10
Young Adults.....	10
Advocates, Commissioners' Resolution and Overture.....	20
Agency Minutes, Guidelines for Preparation of.....	57
Alternate Commissioners	10, 17, 42
Amending the Constitution.....	21
Amending the Standing Rules	51
Announcements & Nonofficial Printed Material.....	28
Arrangements for the General Assembly.....	14, 41–42, 45
Assembly Assistants.....	42
Assembly Committee	
Assignment to	14
Business referral.....	13
Hearings	22
Leadership.....	13–14, 18, 19
Minority report.....	23
Organizational meeting.....	21
Procedures.....	20
Public hearings.....	22
Reports	22–23, 26, 60
Resources	20
Structure.....	13
Votes recorded	23
Assembly Entities, Minutes of	6
Assigned Seats.....	17
Assistant Stated Clerk.....	11, 56
Associate Stated Clerk.....	11, 39, 56

B

Bills and Overtures, Assembly Committee on	16, 22, 25
Budget Consultation	4
Budget, Per Capita.....	27
Business Referral.....	15, 25
Business Referral, Assembly Committee on	13
Business to Be Considered	3–7

C

Cellular Telephones	27
Commissioners	
Alternate.....	10, 17, 42
Committee assignment.....	14, 15
Election of.....	9
Expenses of.....	9, 42
List of.....	12
Notification of assignment	14
Participation in debate.....	27
Random selection process	14
Registration and seating	17
With disabilities	17
Commissioners' Resolutions	7, 20
Commissions or Special Committees	
Appointment of.....	47
Funding and staffing	48
Representation at General Assembly	48
Reports of.....	47
Time limit.....	47
Committee (See Assembly Committee or name of specific committee)	
Committee Assistants	13, 19
Committee Meetings.....	19
Committee on the Office of the General Assembly	42
Communications and Resource Material.....	5
Confidentiality	27
Consent Agenda.....	15, 27
Constitutional Amendments	
Proposals Requiring	5, 6, 7, 21
Constitutional Questions.....	27
Corresponding Members	11
Expenses of.....	48

D

Daily Worship Service at General Assembly	31
Date and Place of Meeting	41
Invitation	41
Rotation	41
Selection	41
Deadline for Receipt	
Commissioners' resolutions	7
Communications & resource material	6
Overtures	4
Reports of entities	4
Debate Limits	25, 27
Demonstrations	29
Disabilities, Commissioners with	17
Disagreements, Guidelines for	63
Distribution of Materials	22, 26
Distribution of Study Documents	29
Docket	7, 16, 25, 28

E

Ecumenical Advisory Delegates	11, 15, 28
Ecumenical Representatives	12, 17, 28
Ecumenical Service of Worship	31
Ecumenical Visitors	12
Election Procedures	
Moderator	33–35
Stated Clerk	37–39
Electronic Voting	27
Emergency Messages	27
Entity and Synod Minutes	6, 59
Entity Reports	4
Executive Session	17, 20, 22, 27
Expenses	
For special meetings of General Assembly	45
Of advisory delegates	10
Of alternate commissioners	42
Of assistants for commissioners with disabilities	17
Of commissioners	9, 42
Of corresponding members	48
Of ecumenical representatives	12
Of interfaith representatives	12
Of members of special committees/commissions	48
Of moderatorial candidates	32, 33, 34

F

Financial/Fiscal Implications	4, 23, 27, 47
Floor Privileges	20
Formation of Committees and Referral of Business	13
Forming Social Policy	29, 65

G

General Assembly Meeting	17, 41
Arrangements	41, 42
Assigned seating	17
Criteria	41
Determining date and place of	41
Floor privilege	20
Meeting arrangements	41
Minutes, review of	26
Open meeting	20
Plenary	25
Presbytery invitation	41
Quorum	18
Registration and seating	17
Rotation	41
Special meetings of	45
Worship	31
General Assembly Nominating Committee	27
Guidelines	
Agency minutes	57
Entity minutes	6
Presbyterians in Times of Disagreement	63
Synod minutes	6, 59

H

Hearings, Committee	22
Historical Note	69
Housing at the General Assembly	42

I

Index for Restructure of Standing Rules	77
Interfaith Representatives	12
Interpretation, Simultaneous, at GA	42

L

Leadership, Assembly Committee	13–14, 19
Lists of Participants	12

M

Meeting Arrangements	42
Methods of Voting	27
Minority Reports	23, 26
Minutes	
Agency	57
Synod	6, 59
Entity	6
General Assembly	26
Miscellaneous Papers	5, 6, 20, 28
Missionary Advisory Delegates	11, 15
Moderator of Assembly Committees	13–14, 19
Meeting	18
Orientation	14
Selection	13
Moderator of the General Assembly	33
Appointment of Vice-Moderator	35
Election of	33
Expenses of candidates	33
Functions	33
Responsible for worship at GA	31
Vacancy	35

N

New Business	21
Nominating Committee, General Assembly	27
Nonofficial Printed Materials	28
Nominating from the Floor	28

O

Officers and Elections	33
Open Meeting Policy	55
Open Meetings of Assembly Committees	20
Organization Meeting of Assembly Committees	21
Orientation of Moderators & Vice-Moderators of Assembly Committees	14
Overtures	4
Advocates	5, 18, 20
Deadline for receipt	5
Definition of	4
Distributing	5
Information on intent of	5
Referral of	15
Requiring constitutional amendment	5
Submitting	5
Writing overtures	4

P

Papers to Be Considered	3
Parliamentary Procedure	20
Participants, List of	12
Peaceful Demonstrations	29
Per Capita	27
Per Diem	42
Place of Meeting	41
Plenary Floor, Access	18
Presbytery Reports	7
Presbytery Staff	12
Receipt of papers	12
Seating	17
Presentations	
To the General Assembly, requests	26
Report of assembly committee	25–27
Protests	26
Public Hearings	22
Publication of Assembly Proceedings & Other Documents	36

Q

Quorum	18
--------------	----

R

Recorder	19
Referral Business to Assembly Committees	13, 15, 16, 22, 25, 26
Registration	17
Reports	
Budget consideration	4
Deadline	4
Length of	4
Of presbytery	7
Reports of Assembly Committees	22–23, 26
Content	23
Distribution	26
Fiscal implications	23
Procedures	26
Minority reports	23, 26
Writing of	22
Reports of Entities, Commissions, and Committees	4
Requests to Communicate with Assembly	26
Requests to Schedule an Event	22
Resource Persons	12
Resources	20

Responses of Presbyteries	7
Review of Synods, Special Administrative.....	48
Roll Call	18
Rotation of Place of Meeting.....	41

S

Scheduling Events During General Assembly.....	22, 43
Seating.....	17
Seeking to Be Faithful Together: Guidelines for Presbyterians During Times of Disagreement	63
Selection Process for Assembly Committees	14
Simultaneous Interpretation.....	42
Social Witness Policy	29, 65
Advisory Committee on Social Witness Policy.....	65
Definition	65
Distribution	68
Guidelines	68
Policy statement requirements	66
Resolution requirements	67
Study document requirements.....	67
Source of Business for Meeting	3
Special Administrative Review of Synods.....	48
Special Guests at General Assembly	12
Special Meetings of General Assembly.....	45
Date and location	46
Method of calling.....	45
Signatures.....	46
Special Committees (See Commission or Special Committees)	
Special Greetings, Docket Time.....	28
Special Meetings of General Assembly.....	45
Standards for Review of General Assembly Agencies.....	73
Standards for Review of General Assembly Permanent, Advocacy, and Advisory Committees and Commissions	71

Standing Rules	
Amendment of.....	51
Suspension of.....	51
Stated Clerk of the General Assembly.....	36–39
Acting Stated Clerk	39
Assistant Stated Clerk	56
Associate Stated Clerk	39
Election of	37–39
Functions of.....	36–37
Study Documents, Distribution of.....	29
Synod Minutes	6, 59
Guidelines	59
Synods, Special Administrative Review of	48

T

Tentative Docket.....	16
Theological Student Advisory Delegates	10
Transmittal of Business	36

V

Vice-Moderator of General Assembly Appointment by Moderator	33, 55
Vice Moderators of Assembly Committees.....	13, 14, 18, 19
Voting, Methods of.....	27
Voting Privileges of Advisory Delegates	10

W

Word Limit, Reports to the General Assembly	4
Work Group, Assembly Meeting.....	42
Worship, General Assembly.....	31
Daily.....	31
Ecumenical.....	31
Guidelines	31
Lord’s Supper.....	31

Y

Young Adult Advisory Delegates.....	10
-------------------------------------	----

**ORGANIZATION FOR MISSION
OF THE
PRESBYTERIAN CHURCH (U.S.A.)**



This document supersedes all previous descriptions of mission program and organization, and became operative upon the action of the 220th General Assembly (2012).

ORGANIZATION
FOR
MISSION

Copyright © 2012
Stated Clerk of the General Assembly
PRINTED IN THE UNITED STATES OF AMERICA

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronically, mechanically, photocopying, recording, or otherwise (brief quotations used in magazine or newspaper reviews excepted), without the prior permission of the publisher.

The sessions, presbyteries, and synods of the Presbyterian Church (U.S.A.) may use sections of this publication without receiving prior written permission of the publisher.

Proposed amendments to the *Organization for Mission* that are submitted by overture shall be submitted to the Stated Clerk of the General Assembly.

Proposed amendments to the *Organization for Mission* from related bodies or from within the Presbyterian Mission Agency shall be submitted to the Presbyterian Mission Agency Board. The Presbyterian Mission Agency Board shall review these proposed changes and forward those it approves as part of its report to the General Assembly.

Contents

Introduction	1
I. History of the Structure for Mission of the Presbyterian Church (U.S.A.).....	1
A. The Unity of the Church.....	2
B. Commitment to Mission.....	3
C. Diversity and Inclusiveness.....	3
D. Tradition and Flexibility.....	3
E. Partnership.....	4
F. Personnel and Compensation	4
G. Additional Factors	4
II. Statement of Vision and Priority Goals for Mission.....	5
A. Statement of Vision	5
B. Goals.....	5
C. How Our Vision Unfolds	5
III. Mission of the General Assembly	5
IV. General Assembly Officers and Committees and the Office of the General Assembly	6
A. Moderator of the General Assembly	6
B. Stated Clerk of the General Assembly	8
C. Committees of the General Assembly	10
D. Review of Agencies and Committees.....	17
E. Proposed Amendments to Section IV.....	17
V. The Presbyterian Mission Agency	17
A. Policy Responsibility.....	18
B. Planning and Priority Setting.....	18
C. General Assembly Budget.....	18
D. Personnel Responsibilities.....	18
E. Reporting.....	19
F. Elected Leadership	19
1. Organization of the Presbyterian Mission Agency	19
2. Membership of the Presbyterian Mission Agency	19
G. Staff Leadership	19
1. Executive Director	19
2. Deputy Executive Directors.....	20
3. Staff.....	20

VI. Presbyterian Mission Agency Relationships.....	20
1. Advocacy and Advisory Committees	21
2. Committee on Theological Education.....	21
VII. Presbyterian Church (U.S.A.), A Corporation.....	21
VIII. Other General Assembly Related Corporations	22
A. Board of Pensions.....	22
B. Presbyterian Church (U.S.A.) Foundation	22
C. Presbyterian Publishing Corporation.....	23
D. Presbyterian Church (U.S.A.) Investment and Loan Program, Inc.	23
IX. Amendments	24
Appendixes	
A. Financial Issues	25
B. List of Documents Related to Various Organizational Structures (Formerly Appendixes B–J).....	36

Introduction

The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ. We must no longer be children, tossed to and fro and blown about by every wind of doctrine, by people's trickery, by their craftiness in deceitful scheming. But speaking the truth in love, we must grow up in every way into him who is the head, into Christ, from whom the whole body, joined and knit together by every ligament with which it is equipped, as each part is working properly, promotes the body's growth in building itself up in love. (Eph. 4:11–16¹)

These presbyters shall come together in councils in regular gradation. These councils are sessions, presbyteries, synods, and the General Assembly. All councils of the church are united by the nature of the church and share with one another responsibilities, rights, and powers as provided in this Constitution. The councils are distinct, but have such mutual relations that the act of one of them is the act of the whole church performed by it through the appropriate council. The larger part of the church, or a representation thereof, shall govern the smaller. (*Book of Order*, F-3.0203)

I. History of the Structure for Mission of the Presbyterian Church (U.S.A.)

The two denominations that came together in 1983 had similar ecclesiastical polity and theological beliefs. They were leaders in the ecumenical movement and in commitment to the unity of the church. Each had been faithful in ministering in Christ's name. Each had been intentional in revising mission policy and program in response to the leading of the Holy Spirit and a changing world context. Within the previous two decades, each had a major reorganization of General Assembly agencies as it attempted to be more effective in mission.

These two denominations also had developed some differences in their styles, structures, and expectations of the various mid councils. Though they were engaged in similar mission programs, the agency structures they formed did not easily fit together.

The uniting General Assembly in 1983 directed that consultations be held to discern the church's understanding of mission before preparing a mission design. "Today Into Tomorrow: A Year of Consultations" was the process followed, and it challenged all parts of the church to examine their understanding of what God required of the church. The result of this process was the "Life and Mission Statement," which was adopted by the 197th General Assembly (1985).

The biblical image of the church as the body of Christ was a major theme in the "Life and Mission Statement" and provided the pattern for the church's life and work. This pattern was marked by interdependence and sensitivity to the needs, experiences, and gifts others brought; by honest communication and courage to risk, and by a global vision of both the church and the world. It called for working in partnerships characterized by enduring commitment, equality, humility, openness, sensitivity, flexibility, and love.

A number of basic principles were significant in the drafting of the *Structural Design for Mission*, which was approved by the 198th General Assembly (1986), and prescribed the organization for mission from 1986–93. These principles are based on the Reformed interpretation of Scripture represented in *The Book of Confessions*.

The year 1992–93 was devoted to the theme: "Discerning the Spirit, Envisioning Our Future." A convocation on this theme manifested a deep sense of the Spirit's stirring among us, creating an excitement and passion for the future ministry of the church. One theme was the resounding emphasis on the importance of the ministries of congregations as they are resources for mission. Another was the yearning for church wide organizational forms that are flexible and innovative, with the ability to let agreed-upon priorities lead our work and so restore confidence in our connectedness. The convocation contributed to a continuing process of discernment and envisioning that reflected a sense of the future mission direction of the denomination.

A new organizational structure for mission was approved by the 205th General Assembly (1993). Several of the specific elements of the new structure derive from the Report of the General Assembly Committee on Review,

¹All Scripture references in this document are from the *New Revised Standard Version*.

which reported to the 204th General Assembly (1992). A simpler design called for fewer ministry units and related bodies, fewer priority goals, and a balanced budget that reflects the mission priorities.

Beginning in the year 2002, the General Assembly Council [now the Presbyterian Mission Agency] engaged in a Strategic Planning process including a comprehensive self-assessment. The self-assessment used instruments developed by BoardSource, Incorporated and a BoardSource consultant guided GAC in the process completed in January 2003.

The self-assessment revealed the need for GAC to be closer to congregations, presbyteries and synods and to find ways to better communicate with them. The self-assessment also indicated the large size of GAC was a concern and that GAC needed to look at its size and the relationship between GAC-elected and GAC-staff roles and relationships.

As a result of the learnings from the self-assessment, the GAC appointed a 2005–2006 Mission Work Plan Task Force. The 2005–2006 Mission Work Plan was approved by GAC in February 2004 and by the 216th General Assembly (2004). Following the 216th General Assembly (2004), the GAC turned its attention to a specific objective under the 2005–2006 Mission Work Plan’s GAC Role/Identify Goal which was: “Evaluate, develop and propose a structure of the GAC (elected and national staff) that will strengthen connectedness with presbyteries and synods.” (Refer to 2004 General Assembly *Minutes*, Item 07-03, General Assembly Council 2005–2006 Mission Work Plan, B.5.c.; p. 479.)

In the summer of 2004 the GAC appointed a Governance Task Force to carry out the objective above involving the structure of GAC. The Governance Task Force submitted a proposal for a new GAC-Elected Structure to the 2006 spring meeting of the GAC. The GAC elected structure was approved by the GAC and subsequently by the 217th General Assembly (2006). Following the 217th General Assembly (2006), the GAC appointed an Implementation Work Group to work with the GAC Executive Director to smoothly and efficiently transition the GAC into the new structure.

The new structure is reflected in the *Presbyterian Mission Agency Manual of Operations* and throughout this document.

The Presbyterian Church (U.S.A.) is committed to working in partnership with other churches in this nation and around the world. Such a mutual ministry is consistent with the denomination’s self-image as one part of the body of Christ, as a servant community willing to be poured out on behalf of all people.

The church’s mission finds its center in the gospel of Jesus Christ and in witnessing to that gospel. Beneath the variety and complexity of its forms of witness, the church’s mission is one—from the congregation to the General Assembly. To share fully in that mission is the task of every Presbyterian and every council. As the most inclusive council, the General Assembly represents the unity of the synods, presbyteries, sessions, and congregations of the Presbyterian Church (U.S.A.). Among its other responsibilities, the General Assembly has the power to set policies, objectives, and priorities for mission, to provide the agencies appropriate for that mission, and to superintend their work (*Book of Order*, G-3.0501).

The Presbyterian Mission Agency, as agent of the General Assembly, implements policies established by the General Assembly; works in partnership with synods and presbyteries; and develops and proposes a comprehensive budget to the General Assembly. Members of the Presbyterian Mission Agency Board are elected by the General Assembly and are representative of synods, presbyteries, and the church at large.

The General Assembly, the Presbyterian Mission Agency, the synods, the presbyteries, and the sessions work together in partnership on behalf of the mission of the church. The *Organization for Mission* places emphasis on the congregation as an instrument of mission and on the mid councils working together to provide resources and services to the congregations.

A. *The Unity of the Church*

The unity of the church, with Christ as the Head of the body, is a fundamental principle that affirms the church is called to demonstrate unity, both within a given denomination as well as ecumenically and

internationally. Perhaps the strongest image of this unity is the apostolic vision of the body of Christ, in which the many members, though different, work together for mutual health and upbuilding. Recognition of the unity of the whole church carries with it a series of implications for the internal structure of the Presbyterian Church (U.S.A.) and for the denomination's ecumenical commitment.

Clear communication is needed among the General Assembly, the Presbyterian Mission Agency, and the Committee on the Office of the General Assembly. These relationships and coordination of program, policy implementation, and support functions give visible expression to unity within the denomination.

While the Presbyterian Church (U.S.A.) is called to be the church in and of itself, there is an important sense in which this denomination recognizes that it is one part of the church of Christ. The Presbyterian Church (U.S.A.) undertakes its ministry with a full awareness of the global and ecumenical dimensions of Christ's call, and provides a means to share mutual mission, decision making, and resources with partner churches in this nation and around the world.

B. *Commitment to Mission*

The church, as the body of Christ, exists to share the love of Christ with the world. The *Book of Order* states the great ends of the church in terms of the call to mission through proclamation, nurture, worship, preservation of truth, promotion of social righteousness, and exhibition of the Kingdom of Heaven to the world (*Book of Order*, F-1.0304). The vitality of the life and mission of the congregation is central to the calling of the church as a whole. As has been noted, the Presbyterian Church (U.S.A.) is called to be the church, yet is itself a member of the worldwide body of Christ. Each congregation, too, is called to be the church of Jesus Christ in its own time and place. Furthermore, the responsibilities of the session include: "to [govern] the congregation and [guide] its witness to the sovereign activity of God in the world" (*Book of Order*, G-3.0201).

C. *Diversity and Inclusiveness*

Within the denomination, the Presbyterian Church (U.S.A.) has affirmed the strength of a unity characterized by mutual interdependence in which diversity contributes to wholeness. Various members of this body enrich the whole through the particular qualities they bring

- as racial ethnic people of multicultural constituencies that make visible our rich diversity and offer varied histories and traditions;
- as persons with a variety of physical and mental abilities and disabilities;
- from diverse geographical areas and socio-economic backgrounds;
- as male and female of all ages;
- with a variety of theological perspectives within our Reformed tradition;
- with many differing gifts;
- with a long history and tradition within the Reformed family of churches.

Patterns are established to ensure that elected bodies represent the wealth of diverse gifts found in the church and to provide a means to share power and decision making. Similarly, churchwide personnel procedures promote equal employment opportunity.

D. *Tradition and Flexibility*

The Presbyterian Church (U.S.A.) professes a Reformed theology that is solidly grounded in Scripture as the rule of faith and practice. The *Book of Order* affirms: "The Protestant watchwords—grace alone, faith alone, Scripture alone—embody principles of understanding that continue to guide and motivate the people of God in the life of faith" (*Book of Order*, G-2.04). The church has also inherited and continues to affirm a Reformed polity that is representative in nature.

Openness to renewal by God entails a flexibility of structure and openness to growth and change. The Presbyterian Church (U.S.A.) recognizes the need for growth and is open to it under the power of the Holy Spirit.

The Reformed tradition's awareness of the fallen nature of humanity and human institutions has led to the development of church government made up of a system of checks and balances. In recent years, these checks have included limited terms and rotation for elected officers, and plans to ensure fair representation of the diverse elements of the church on mid councils.

The Presbyterian Church (U.S.A.) shares with all Reformed churches a belief in the priesthood of all believers. For this reason, persons called to leadership positions in the denomination are envisioned by this organizational plan as enabling the whole church to do the work of mission.

E. *Partnership*

The Presbyterian Church (U.S.A.) seeks to develop a system of relationships among mid councils functioning through collaboration rather than competition. Partnership is characterized by enduring commitment, equality, humility, openness, sensitivity, flexibility, and love. More than an end to be attained, partnership is a process or journey that can be undertaken only under the guidance of the Holy Spirit. Consultation is highly valued as part of the process of decision making.

Each council is a primary agent in mission and has two foci:

- its appropriate role in assisting congregations and other mid councils in the mission of the whole church; and
- the performance of its own mission as a council in consultation with other mid councils.

F. *Personnel and Compensation*

The General Assembly has approved a personnel, equal employment opportunity and affirmative action, and compensation system that is used by the Presbyterian Mission Agency. This system provides guidance regarding overseas personnel, and for General Assembly level entities, synods, presbyteries, sessions, congregations, and church-related institutions in their employment practices. In order to develop consistency and equity across the whole church, these mid councils and institutions are urged to approve and implement these policies with such adaptations as may be necessary.

G. *Additional Factors*

Additional factors to guide the structure and style of mission are:

- the need to affirm the centrality of the mission of congregations, and their need and desire for resources from General Assembly entities, as well as from presbyteries and synods;
- the need to recognize demographic realities that bear on the life of the Presbyterian Church (U.S.A.);
- the need to be responsive to persons who identify themselves as Presbyterian without actually taking part in a particular congregation's life and ministry;
- the need for styles that support and enable the momentum of movements rather than styles that create or lead to institutional inertia;
- the need to reverse the trend toward reducing the church's function and style to that of a regulatory agency, creating instead a more responsive, less bureaucratic reality;
- the need to be more simple yet holistic;
- the need to build hope and trust within the denomination, while maintaining commitments to and safeguards for those historically ignored, excluded, or silenced; and

- the need for an evolutionary design that can be responsive to unfolding changes in the structure and work of the General Assembly, synods and presbyteries.

II. Statement of Vision and Priority Goals for Mission

A statement of vision and goals that articulate the mission emphasis for the next phase of our life are identified.

A. *Statement of Vision*

At the heart of our vision for the Presbyterian Church (U.S.A.) is its congregations, dedicated to Jesus Christ and scattered

- from rural Alabama to Sitka, Alaska;
- from suburban Pittsburgh to South-Central Los Angeles;
- from the bustling city of San Juan, Puerto Rico, to the small towns of the upper peninsula of Michigan;
- from congregations with a handful of members and those where thousands gather.

Called by God and empowered by the Holy Spirit the Presbyterian Mission Agency of the Presbyterian Church (U.S.A.) offers the world a viable witness to the Gospel of Jesus Christ. With congregations, mid councils, and other mission partners, we serve the church in mission.

B. *Goals*

Goals give shape and direction to our mission as a denomination and are reflected in the *GAC Manual of Operations* and can be found in the current Mission Work Plan (<http://www.pcusa.org/resource/gamc-manual-operations/>)

C. *How Our Vision Unfolds*

Embedded in our understanding of what it means to be Presbyterian is the conviction that the church is always being reformed under the judgment of God's reign. Our vision includes congregations and mid councils so aware of belonging to God in Jesus Christ that each day and each challenge are received as gifts from our Lord, who is the same yesterday and today and forever. In life and in death, we belong to God. Therefore, we look to the future with hope and confidence.

III. Mission of the General Assembly (*Book of Order*, G-3.0501)

G-3.0501 Composition and Responsibilities

The General Assembly is the council of the whole church and it is representative of the unity of the synods, presbyteries, sessions, and congregations of the Presbyterian Church (U.S.A.). It shall consist of equal numbers of ruling elders and teaching elders elected by the presbyteries and reflective of the diversity within their bounds (F-1.0403 and G-3.0103), to serve as commissioners according to the following proportions:

- 8,000 members or less: 1 ruling elder and 1 teaching elder
- 8,001–16,000: 2 ruling elders and 2 teaching elders
- 16,001–24,000: 3 ruling elders and 3 teaching elders
- 24,001–32,000: 4 ruling elders and 4 teaching elders
- 32,001–40,000: 5 ruling elders and 5 teaching elders
- 40,001–48,000: 6 ruling elders and 6 teaching elders
- 48,001 or more: 7 ruling elders and 7 teaching elders

Each person elected Moderator shall be enrolled as a member of the General Assembly until a successor is elected and installed.

The General Assembly constitutes the bond of union, community, and mission among all its congregations and councils, to the end that the whole church becomes a community of faith, hope, love, and witness. As it leads and guides the witness of the whole church, it shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed communities have identified themselves through history (F-1.0303) and the six Great Ends of the Church (F-1.0304).

In light of this charge, the General Assembly has responsibility and power to:

a. *provide that the Word of God may be truly preached and heard.* This responsibility shall include establishing a comprehensive mission strategy and priorities for the church; establishing and maintaining ecumenical relationships and correspondence with other ecclesiastical bodies; uniting with or receiving under its jurisdiction other ecclesiastical bodies consistent with the faith and order of this church, subject to the provisions of G-5.02 and G-5.03; and commissioning, sending, and support of such mission personnel as will spread the good news of the grace of Jesus Christ to the world and foster the growth and development of God's people.

b. *provide that the Sacraments may be rightly administered and received.* This responsibility shall include authorizing the celebration of the Lord's Supper at meetings of the General Assembly and other events and gatherings under its jurisdiction; authorizing the participation in the celebration of the Lord's Supper in ecumenical gatherings attended by authorized representatives of the General Assembly; and exercising pastoral care throughout the whole church in order that the Sacraments may be received as a means of grace, and the church may live in the unity represented in the Sacraments.

c. *nurture the covenant community of disciples.* This responsibility shall include providing those services, resources, and programs performed most effectively at a national level; communicating with the whole church on matters of common concern; warning and bearing witness against errors in doctrine or immorality in the church and in the world; providing such services of education and nurture as its presbyteries may require; providing encouragement, guidance, and resources to presbyteries in the areas of mission, prophetic witness, leadership development, worship, evangelism, and responsible administration; discerning and presenting with the guidance of the Holy Spirit, matters of truth and vision that may inspire, challenge, and educate both church and world; serving in judicial matters in accordance with the Rules of Discipline; deciding controversies brought before it and advising and instructing in cases submitted to it, in conformity with this Constitution; authoritatively interpreting the most recent edition of the *Book of Order* in a manner binding on the whole church, in accordance with the provisions of G-6.02 or through a decision of the General Assembly Permanent Judicial Commission in a remedial or disciplinary case, with the most recent interpretation of the *Book of Order* being binding; and establishing and maintaining an office of the Stated Clerk.

IV. General Assembly Officers and Committees and the Office of the General Assembly

A. Moderator of the General Assembly

The Moderator of the General Assembly is an ecclesiastical officer, along with the Stated Clerk, of the Presbyterian Church (U.S.A.). The ministry of the Moderator is grounded in the ministry of baptized persons and in the particular ordained ministry of ruling elders and teaching elders.

1. The title of the Moderator is "The Moderator of the (number) General Assembly (year) of the Presbyterian Church (U.S.A.)."

2. The Moderator of the General Assembly is a commissioner of the General Assembly. When the Moderator presides at the assembly, it is to be a sign of the bond of unity, community, and mission in the life of

the church. During the period between assemblies, the Moderator serves as an ambassador of the unity of the Spirit in the bonds of peace, telling the story of the church's life and upholding the people of God through prayer.

When the Moderator travels throughout the church, it is for the purpose of strengthening the mission of congregations and mid councils, encouraging officers and members, and their work. The Moderator listens for the joys and concerns of the church and ascertains the needs of the world and the gifts of the church's mission program.

When the Moderator serves as an ecumenical representative, s/he expresses the concern of Reformed churches for the visible unity of Christ's body and fuller communion among churches.

When the Moderator visits national and international mission sites, s/he encourages mission personnel, brings the prayerful concern of Presbyterian Church (U.S.A.) to sister churches, and helps to proclaim the gospel of Christ to the world.

When the Moderator addresses the church and the society, s/he speaks pastorally and prophetically from within the standards of the Presbyterian Church (U.S.A.), preserving the rights and responsibilities outlined in G-2.0105.

a. The Moderator shall preside over the General Assembly that elects him or her, and over the meetings of the next General Assembly until a successor is elected. "The Moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the body" (*Book of Order*, G-3.0104).

b. The Moderator of the General Assembly is a voting member of the Presbyterian Mission Agency and the Committee on the Office of the General Assembly. The Moderator of the General Assembly may attend and participate without vote in the meetings of all other entities of the General Assembly.

c. The Moderator shall be the official representative of the church at gatherings and functions, both civic and ecclesiastical, at which the Presbyterian Church (U.S.A.) is invited or expected to be represented, unless otherwise provided by the General Assembly. In the event that the Moderator is unable to attend, the Vice Moderator, or some other person designated by the Moderator in consultation with the Stated Clerk, may represent the church.

d. The Moderator and the Vice Moderator shall submit a written report of their work to the session of the General Assembly at which their successors are installed.

3. *Enabling the Moderator and Vice Moderator to Serve*

a. It is incumbent upon the church to understand, respect, and remain accountable for the balance of the stewardship of time between the ministry of the Moderator and Vice Moderator and the larger vocation of the ones serving in these roles. That balance includes a commitment to respect the need for Sabbath by the Moderator and Vice Moderator of the General Assembly.

The church should expect the Moderator to ordinarily spend no more than half of her/his work time responding to invitations in attending meetings of General Assembly entities, in participating in other opportunities, and attending to constitutional functions. In assisting the Moderator in these activities, the church should expect the Vice Moderator to ordinarily spend no more than a third of her/his work time.

b. The Moderator, the Vice Moderator, and the Office of the General Assembly shall jointly develop a comprehensive plan for their travel based upon the mission of the church and the needs of agencies, mid councils, institutions, ecumenical partners, and other constituencies.

Each synod, in consultation with its presbyteries, will be invited to develop a plan for itineration of the Moderator or Vice Moderator. Ordinarily, a single invitation for a visit within a presbytery will be accepted during each term.

c. The Stated Clerk shall request the congregation or employer of the Moderator and Vice Moderator to grant a leave of absence for time appropriate to their commitments to permit the Moderator and Vice Moderator to fulfill the functions of their offices.

No later than three months following the election, the Stated Clerk, in consultation with the Moderator and Vice Moderator and representatives of the congregation or employer they serve, shall conduct an appropriate service of dedication and covenant between these leaders and their faith and/or vocational community, recognizing the unique demands and responsibilities placed upon these officers.

d. To prevent financial sacrifice to these leaders personally, or undue adverse effect upon the work in which they are engaged, the Stated Clerk, in consultation with the Moderator and Vice Moderator, shall propose appropriate financial arrangements to the Committee on the Office of the General Assembly.

e. The Committee on the Office of the General Assembly shall budget for the official travel of the Moderator and Vice Moderator and their spouses, and other expenses incurred in the performance of official duties.

f. An office for the use of the Moderator and Vice Moderator shall be provided within the office suite of the Office of the General Assembly.

4. *Vice Moderator*

a. The Vice Moderator represents the assembly at the request of the Moderator. When the Vice Moderator serves in this capacity, all those duties incumbent on the Moderator shall be expected of him/her.

b. The Vice Moderator shall serve as a corresponding member without vote on the Committee on the Office of the General Assembly and the Presbyterian Mission Agency.

c. Should there be a Moderator's Conference, the Vice Moderator participates with the Moderator in planning the Moderator's Conference.

d. The Vice Moderator is expected to itinerate at the request of the Moderator.

e. The Vice Moderator shall consult with the Moderator and the Office of the General Assembly about the special emphasis for the Vice Moderator's itineration.

f. The Moderator may request the Vice Moderator to preside and to assist in the performance of other functions of the Moderator during and following the General Assembly.

5. *Regular Reporting: Accountability of the Moderator and Vice Moderator*

The Committee on the Office of the General Assembly (COGA) shall assist the General Assembly in ensuring the accountability of the Moderator and Vice Moderator of the General Assembly by receiving and reviewing, at each of their stated meetings, a written report from the Moderator and Vice Moderator. The Moderator of the General Assembly shall also report at each stated meeting of the Presbyterian Mission Agency Board.

B. *Stated Clerk of the General Assembly*

1. The title of the Stated Clerk is "The Stated Clerk of the General Assembly of the Presbyterian Church (U.S.A.);" and may be used by the incumbent until a successor is elected and takes office.

2. *Functions of the Stated Clerk* [For functions related to General Assembly meetings, see Standing Rule H.2.)

a. The Stated Clerk shall conduct the general correspondence of the Presbyterian Church (U.S.A.). In this connection, all items of correspondence directed to the Presbyterian Church (U.S.A.), or to the General Assembly, shall be routed to the Stated Clerk.

b. As an officer of the General Assembly, the Stated Clerk shall preserve and defend the Constitution of the Presbyterian Church (U.S.A.), and support the decisions, actions, and programs of the General Assembly. The

Stated Clerk shall give advisory opinions concerning the meaning of the provisions of the Constitution of the Presbyterian Church (U.S.A.), and shall give advisory opinions on the meaning of the actions of the General Assembly. When the Stated Clerk deems it necessary, after consulting with appropriate persons or bodies, the Stated Clerk may retain legal counsel and institute or participate in legal proceedings in civil and criminal courts.

c. The Stated Clerk shall publish the Constitution of the Presbyterian Church (U.S.A.), and other materials as may be necessary to help the church understand and be guided by the Constitution. The Stated Clerk shall prepare editorial changes in the *Book of Order*, which should be reviewed by the Advisory Committee on the Constitution, provided the changes do not alter the substance of the text approved by vote of the presbyteries. The Stated Clerk shall be a member ex officio of the Advisory Committee on the Constitution, without vote.

d. On receipt of the certified record and final decision in a case of judicial process from the clerk of the Permanent Judicial Commission of the General Assembly, the Stated Clerk shall report the decision to the General Assembly if it is in session, or to its first session thereafter if it is not. When a decision of the Permanent Judicial Commission contains an order directed to another council, the Stated Clerk shall obtain from the council a statement of its compliance and make a full report to the next General Assembly.

e. The Stated Clerk shall provide staff services to the Advisory Committee on the Constitution and any other committees established to draft, consider, or amend *The Book of Confessions* or any of the documents it includes.

f. As the continuing ecclesial officer of the General Assembly, the Stated Clerk shall be a member of each committee that may be established to undertake discussion regarding organic union with another church or churches.

g. The Stated Clerk is the permanent ecumenical representative of the General Assembly and shall be a member of each delegation representing the Presbyterian Church (U.S.A.) in ecumenical or interchurch bodies or Presbyterian Mission Agency Boards, and in faith and order bodies, including bilateral conversations and dialogues.

h. The Stated Clerk shall be a corresponding member of the Presbyterian Mission Agency Board. He or she shall be a member of any other body responsible for coordinating, formulating, or implementing the ecumenical and interfaith policies and programs of the General Assembly.

i. The Stated Clerk is the chief executive officer of the Office of the General Assembly. The Stated Clerk shall have available personnel to assist in performing the assigned functions.

j. The Stated Clerk, with the concurrence of the Committee on the Office of the General Assembly, may nominate to the General Assembly one or more persons to serve as Associate Stated Clerks of the assembly (Standing Rule H.2.d.).

k. The Stated Clerk, after consultation with the Committee on the Office of the General Assembly, may appoint one or more Assistant Stated Clerks. The term of the appointment shall be four years, subject to reappointment by the Stated Clerk, after consultation with the Committee on the Office of the General Assembly.

l. The Stated Clerk shall submit to the Committee on the Office of the General Assembly, for its action and recommendation to the General Assembly, a proposed budget. This budget shall provide for the funding of the sessions of the General Assembly, the Office of the General Assembly and all bodies related to it, the funding of the participation of the Presbyterian Church (U.S.A.) in ecumenical bodies, and other expenses deemed necessary.

m. The Stated Clerk is responsible for maintaining the archives and records management facilities of the Presbyterian Church (U.S.A.), for the supervision of an agency for the preservation of the history of American Presbyterianism, and for the promotion of the study of Presbyterian history. The Stated Clerk shall assure the implementation of a records management program.

n. The Stated Clerk shall promote the harmony and efficiency of the General Assembly and its agencies in cooperation with the Presbyterian Mission Agency and its Executive Director, with special attention to relationships between General Assembly entities, and with synods, presbyteries, and sessions. The Stated Clerk shall have membership on or relationship to appropriate committees, commissions, and agencies of the General Assembly as it shall determine from time to time.

o. The Stated Clerk shall receive all resignations from service on General Assembly entities and shall declare the positions vacant in accordance with Paragraph IV.C.1. below entitled "Serving on Assembly Entities."

p. Serve as primary spokesperson for General Assembly actions, unless the General Assembly has directed otherwise”

3. *The Office of the General Assembly*

a. The Stated Clerk shall employ and supervise the personnel necessary to do the work of the Office of the General Assembly, and provide oversight of the personnel of all bodies related to the Office of the General Assembly who shall be accountable to the Stated Clerk unless other provisions have been made. Staff vacancies within the Office of the General Assembly (other than the appointment of Assistant Stated Clerks) may be filled by the appropriate supervisor (with the concurrence of the Stated Clerk).

b. All equal employment opportunity and other uniform policies relating to employment and compensation of the personnel of General Assembly agencies shall apply also to personnel of the Office of the General Assembly and all bodies related thereto. All personnel appointments shall be in accordance with the personnel policies of the Presbyterian Church (U.S.A.) and the requirements of *Book of Order*, G-3.0103.

c. The Stated Clerk may designate a member of the staff of the Stated Clerk to be the budget officer of the Office of the General Assembly.

The following will be related to the Office of the General Assembly for staffing and budgeting purposes: Committee on the Office of the General Assembly, Permanent Judicial Commission, Board of Directors of the Presbyterian Historical Society, Committee on Representation, Advisory Committee on the Constitution, Advisory Committee on Litigation, General Assembly Nominating Committee, Presbyteries' Cooperative Committee on Examinations for Candidates, and commissions and special committees of the General Assembly (see Standing Rule K.I.).

d. All income received by the Office of the General Assembly from sales, bequests, gifts, or from any other source, shall be transmitted to the treasurer of the Presbyterian Church (U.S.A.), A Corporation. These funds shall be separately accounted for by the treasurer. All payments related to the Office of the General Assembly shall be made by the treasurer upon the receipt of regular vouchered requests, or other adequate documentation, bearing the authorization of the Stated Clerk or a person designated by the Stated Clerk.

e. The Department of History in the Office of the General Assembly shall be under the direction of a person appointed by the Stated Clerk. The general administration of the Department of History shall be carried out from Philadelphia, which will be the location of the office of the director of the department. The director, with the concurrence of the Stated Clerk, shall determine which functions shall be carried out in Philadelphia and in the department's study center in Montreat, North Carolina. All restricted and other funds contributed to the endowment of the former Department of History of the United Presbyterian Church in the U.S.A. or the former Historical Foundations of the Presbyterian Church in the United States are held by the Presbyterian Church (U.S.A.), Foundation, and the Presbyterian Church (U.S.A.), A Corporation. Funds secured after 1983 resulting from development efforts are also placed in accounts with the Presbyterian Church (U.S.A.), Foundation, and the Presbyterian Church (U.S.A.), A Corporation. Funds originally designated for the maintenance of the archival facility at Montreat and the records and memorabilia contained therein will continue to be used for that facility alone. Should that archival function cease at the Montreat facility, all restricted and other funds contributed for that purpose will be held by the Presbyterian Church (U.S.A.), Foundation, and the Presbyterian Church (U.S.A.), A Corporation, and used for the support of the archival facility and program of the Office of the General Assembly by the Department of History.

C. *Committees of the General Assembly*

1. *Serving on Assembly Entities*

a. Each person nominated shall be an active member of a congregation, or a continuing member of a presbytery, of the Presbyterian Church (U.S.A.) with the exception of nominees for election to the Presbyterian Committee on the Self-Development of People.

b. A person may serve as a member-at-large of only one General Assembly entity at a time. Ordinarily, no more than one member-at-large from any one presbytery may serve on the same General Assembly entity at the same time. Members serving by virtue of office, or elected to membership on a second entity to fulfill the requirements of the *Organization for Mission* or other General Assembly actions, are not affected by this provision.

c. Persons nominated for election by the General Assembly shall ordinarily be eligible to serve a four-year term, and be eligible for election to one additional term. No person may serve more than two consecutive terms, full or partial. At the conclusion of their term of service, a person shall not be eligible for nomination to a General Assembly entity until two years have elapsed.

d. Consideration shall be given to the full requirements of full participation expressed in *Book of Order*, G-1.0401, and shall ensure that nominations are made by an entity broadly representative of the constituency of the council, and in conformity with the church's commitment to unity in diversity (F-1.0403) (see *Book of Order*, G-3.0111).

e. A member of a General Assembly entity who finds it necessary to resign shall send his or her resignation to the Stated Clerk of the General Assembly, who shall notify the entity and the nominating committee or other body that originated the person's nomination or election. When any member of an entity of the General Assembly (council, commission, unit, division, committee, task force, or any other body) shall resign, or becomes unable to serve because of chronic or permanent physical or mental illness or disability, the Stated Clerk of the General Assembly shall declare the position vacant.

f. When any member of the board of an entity of the General Assembly, a council, commission, unit, division, committee, task force, or any other body authorized by the General Assembly does not attend two successive sessions of that body and such absence is unexcused, the membership of that person shall be automatically vacated, and that person shall be notified by the Stated Clerk. The Stated Clerk of the General Assembly shall be notified of the vacancy by the chairperson of the entity, and the Stated Clerk shall announce the vacancy and shall notify the General Assembly Nominating Committee or other body that originated the nomination or election of the person who has been absent without excuse, in order that the vacancy may be filled in the manner by which the same position had been filled originally.

g. If a teaching elder serving as a member of a General Assembly entity representing a synod or presbytery shall transfer his or her presbytery membership and thereby cease to be under the jurisdiction of the presbytery or synod that nominated her or him to serve on the assembly entity, the position shall be declared vacant by the Stated Clerk. If a member of a particular church serving as a member of a General Assembly entity representing a presbytery or synod shall transfer her or his membership to a particular church that is not under jurisdiction of the presbytery or synod that nominated him or her, the position shall be declared vacant by the Stated Clerk.

h. The Stated Clerk shall also notify appropriate entities and mid councils upon being advised of the death of any person holding membership on an assembly entity or who is unable to serve for any other reason. The Stated Clerk shall also declare vacant a position on any such entity held by a teaching elder who ceases to be a teaching elder member of a presbytery of this denomination, or a position held by a member of a particular church who ceases to be a member of a congregation of this denomination.

All such vacancies shall be filled by the same process under which the former incumbent was elected. If a vacancy shall occur during the first term of service of an incumbent, then the original source of the nomination shall propose a nominee for election to complete the unexpired term, and such nominee shall be eligible for renomination and election to an additional full term. If a vacancy shall occur during the second term of service of an incumbent, and the position vacated is one designated for a representative of a presbytery or synod, then the privilege of proposing a nominee for the unexpired term shall pass to the next appropriate presbytery or synod under any rotation system that may be in use, and the nominee so proposed shall be eligible for nomination and reelection to an additional full term. Any vacancy in a position for which the General Assembly Nominating Committee makes nominations may be filled until the next succeeding General Assembly by appointment of the Moderator of the General Assembly upon advice by the nominating committee that the committee has decided to present the name of the appointee to the next session of the General Assembly as its nominee for the position.

2. *Committee on the Office of the General Assembly*

a. The General Assembly shall elect a Committee on the Office of the General Assembly composed of fifteen persons. This committee shall be empowered to carry out the assembly's oversight of the Stated Clerk and

the Office of the General Assembly; to assure the accountability of the Stated Clerk to the General Assembly during the interim between sessions of the assembly; and to provide linkage with the Presbyterian Mission Agency. The members of the committee shall serve a four-year term, and be eligible for election to one additional term. No member may serve more than two terms, full or partial.

The Moderator of the General Assembly will serve as a member of the committee with vote during his or her moderatorial service. The Stated Clerk of the General Assembly, the Executive Director of the Presbyterian Mission Agency, and the vice chair of the Presbyterian Mission Agency will serve as corresponding members of the committee without vote.

b. The Committee on the Office of the General Assembly shall elect its own officers and determine its structure, including any subcommittees (see Standing Rule I.4.a. for exception).

c. The committee shall be funded from the per capita apportionment and its financial activity shall be reported through a separate line in the General Assembly Commission and Committee Schedule. The proposed budgets of the Committee on the Office of the General Assembly shall be submitted to the General Assembly.

d. The Committee on the Office of the General Assembly shall have the responsibility to do the following:

(1) Assist the General Assembly in assuring the accountability of the Stated Clerk of the General Assembly and of the Office of the General Assembly by reporting to each session of the General Assembly, including a report or summary of any evaluation of the work of the Stated Clerk and of the Office of the General Assembly that has been completed since the last session of the assembly.

(2) Review annually the work of the Stated Clerk and be responsible for an end-of-term evaluation (see Standing Rule H.2.b.(3)(f)) or exit interview.

(3) Review the budget requests submitted by the Stated Clerk for that portion of the per capita budget administered by the Stated Clerk, and to forward the requests to Mission Support Services with the comments of the Committee on the Office of the General Assembly. The Committee on the Office of the General Assembly will also be responsible for approving proposed changes in the staffing design of the Office of the General Assembly presented by the Stated Clerk.

(4) Consult with the Stated Clerk of the General Assembly regarding any proposals to the General Assembly concerning persons being recommended for election to the office of Associate Stated Clerk of the General Assembly, and any proposals concerning the appointment of persons to the office of Assistant Stated Clerk (see Standing Rule H.2.d.).

(5) Meet annually with the Executive Committee of the Presbyterian Mission Agency Board to discuss items of concern and common interest.

(6) Be available to the Stated Clerk for consultation on all proposed amendments to the Standing Rules of the General Assembly and that such consultation shall occur prior to the Stated Clerk proposing any amendments to the Standing Rules of the General Assembly (see Standing Rule L.1.).

(7) Review the work of special committees and report to each session of the General Assembly a summary of the work being carried out by special committees, including recommendations to transfer the work assigned to a special committee elsewhere or to dismiss the committee (see Standing Rule K.1.e.).

(8) Review the evaluation of each General Assembly session secured by the Stated Clerk.

(9) Outline the programs for future General Assemblies sufficiently in advance to ensure an orderly progression of themes and emphases and to ensure the appointment of significant speakers and other program participants.

(10) Review and present to the Assembly Committee on Business Referral a recommendation regarding the Stated Clerk's proposed docket for the next session of the General Assembly (see Standing Rule C.4.a.).

(11) Review and present to the Assembly Committee on Business Referral a recommendation regarding the Stated Clerk's proposed referral of each item of business to an appropriate assembly committee (see Standing Rule C.3.).

(12) Assist the Moderator regarding the appointment of a commissioner to be the moderator of each assembly committee and a commissioner to serve as vice moderator of each assembly committee (see Standing Rule C.1.c.).

(13) Consult with the Moderator regarding the planning of all worship at the General Assembly (see Standing Rule G.a.).

(14) Coordinate the programmatic aspects of each General Assembly session, ensuring that adequate time is provided for the business that must be transacted.

(15) Review requests from entities of the General Assembly, mid councils, other entities related to the Presbyterian Church (U.S.A.) in any way, or coalitions in which this denomination or any of its entities participate to schedule meetings, briefings, hearings, or other events of any kind during those hours when the General Assembly or its committees are in session.

(16) Prepare a report, including recommendations on the docket and the referral of assembly business, to be printed and distributed with other materials provided to commissioners.

(17) Review and present to the General Assembly for its action the date and place of meeting six years hence and any changes in dates and places of meetings previously set (see Standing Rule I.1.a.).

(18) Review the recommendation of the Stated Clerk and set the amount of per diem for sessions of the General Assembly (see Standing Rule I.3.).

(19) On behalf of the General Assembly, bring forward according to G-6.02 any such questions requiring an interpretation of the Constitution that may arise from the work of the General Assembly.

3. *Advisory Committee on the Constitution*

a. The *Book of Order*, G-6.02, provides for the establishment of an Advisory Committee on the Constitution. The committee is composed of nine (9) voting members who shall be stated clerks or former stated clerks of synods or presbyteries, former members of the Permanent Judicial Commission of the General Assembly, polity professors, or other qualified persons with knowledge of and experience with the Constitution and polity of the church.

b. Except as otherwise specified in the *Book of Order*, the committee shall be funded through the per capita budget of the Office of the General Assembly and receive staff services as provided by the Stated Clerk.

4. *Advisory Committee on Litigation*

a. The Advisory Committee on Litigation shall advise the Stated Clerk of the General Assembly in connection with instituting or participating in legal proceedings (see Functions of the Stated Clerk earlier in this section).

b. The members of the committee shall ordinarily be attorneys, and the members shall be experienced in fields related to issues that may be the subject of legal proceedings in which the church is, or may become, interested. The committee shall be composed of six persons, elected by the General Assembly upon nomination by the General Assembly Nominating Committee. The advisory committee may invite other persons with special competency related to particular cases or situations to participate in the consideration of particular cases or issues. The members shall be evenly divided into three classes, shall serve six-year terms, and shall be eligible for election to one additional term. No member may serve more than two terms, full or partial. Members of this committee are exempted from the prohibition against service on more than one entity of the assembly set forth in Section IV.C.1.c. above.

c. The committee shall elect its own moderator and ordinarily shall meet at the call of the Stated Clerk. The committee may carry on its work by correspondence, telephone consultation (including conference telephone calls), or meetings.

d. The committee shall advise the Stated Clerk regarding participation in litigation related to matters of civil and religious liberty, relations between church and state, and any other matters related to the mission and interest of the church. The Advisory Committee on Litigation shall advise the Stated Clerk regarding the establishment and maintenance of a resource file of legal documents as a means of assisting the mid councils and agencies of the church in initiating or participating in litigation in the areas within the concerns of the committee.

e. The committee shall be funded through the per capita budget of the Office of the General Assembly, receive staff services as provided by the Stated Clerk, and designate a representative to the annual session of the General Assembly (see Standing Rule B.3.).

f. The committee shall report to each session of the General Assembly.

5. *General Assembly Committee on Representation*

a. As provided for in the *Book of Order*, G-3.0103, council above the session shall establish committees on representation to fulfill the following function: 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.

b. The committee shall

(1) Advise the assembly and all entities created by and accountable to the General Assembly with regard to diversity and inclusiveness in its elected and employed leadership.

(2) Reflect in its membership the principles of unity and diversity in F-1.0403.

(3) Assist the Moderator regarding the appointment of a commissioner to be the moderator of each assembly committee and a commissioner to serve as vice moderator of each assembly committee (see Standing Rule C.1.c).

(4) Evaluate each General Assembly session and share that evaluation with the Stated Clerk of the General Assembly.

(5) Participate in any review and/or revision of the Churchwide Plan for Equal Employment Opportunity and Affirmative Action.

(6) Make recommendations to the assembly regarding inclusion of leaders for emerging communities and concerns as well as methods of decision-making that increase participation and representation, in accordance with the principles of unity and diversity in F-1.0403.

(7) Review the work and impact of committees on representation at councils below the General Assembly in accordance with the functions and commitments assigned in the *Book of Order*, G-3.0103.

(8) Assist the church to build an ethos of inclusion and involvement of all persons in the decision-making, sharing power across differences.

6. *General Assembly Nominating Committee*

There shall be a General Assembly Nominating Committee responsible for nominating persons to serve in positions requiring election by the General Assembly. The Moderator of the General Assembly, in collaboration with the General Assembly Nominating Committee, shall appoint persons to serve on special commissions and special committees. These nominations and/or appointments shall be made in accordance with the *Book of Order*, G-3.0111 and F-1.0403.

7. *Board of Directors for the Presbyterian Historical Society*

a. The board of directors exists to assure that the mission of the Presbyterian Historical Society—to collect, preserve, and share our history—is achieved in the most effective and efficient manner, in faithfulness to God’s call and in support of the mission of the Presbyterian Church (U.S.A.).

b. The board of directors shall be composed of a minimum of eight and a maximum of twenty-four persons. The Committee on the Office of the General Assembly shall elect and the General Assembly shall confirm the board. The members of the board of directors shall serve a four-year term and shall be eligible to serve one additional full or partial term.

c. The budget for the Presbyterian Historical Society shall be submitted as part of the Office of the General Assembly’s regular budget process.

d. The responsibilities of the board of directors shall include:

(1) Establishing the strategic direction for the Presbyterian Historical Society with the concurrence of the Stated Clerk.

(2) Providing oversight of and accountability for the Presbyterian Historical Society to the church at large.

(3) Ensuring the financial stability of the Presbyterian Historical Society.

(4) Advocating for and promoting the work of the Presbyterian Historical Society.

8. *Committee on Ecumenical and Interreligious Relations*

a. The Committee on Ecumenical and Interreligious Relations shall function to give a high profile to the vision of the ecumenical and interreligious involvement and work as central to the gospel and key to the life of the church; plan and coordinate, in consultation with the agencies and councils of the church, the involvement of the Presbyterian Church (U.S.A.) in ecumenical and interreligious relations and work; connect the ecumenical and interreligious efforts of all council levels of the church; provide a common point for all ecumenical and interreligious efforts connecting us with those outside our church; keep a unity of vision that includes the ecclesiastical, programmatic, ecumenical, and denominational (organizational) parts of our ministries and commitments; articulate the Reformed and Presbyterian identity in the midst of our ecumenical commitments; and promote awareness of the role of the unity of all humankind in the search for the unity of the church; and promote the unity of the church as an exhibition of the kingdom to the world.

b. The Committee on Ecumenical and Interreligious Relations shall be composed of twenty members. Twelve shall be members of the Presbyterian Church (U.S.A.) nominated for at-large positions by the General Assembly Nominating Committee (GANC) and elected by the General Assembly in as nearly equal classes as possible. Four shall be members of four churches invited by the Stated Clerk to appoint one member each from their communion to serve as voting members of the committee. One of the four churches shall be one of our ecumenical church partners. The other three shall be our full communion partners. One member shall be appointed by the Committee on the Office of the General Assembly. One member shall be appointed by the Presbyterian Mission Agency Board. The other members of the committee shall be the Stated Clerk or the Associate Stated Clerk for Ecumenical Relations and the Executive Director of the Presbyterian Mission Agency or designee.

In addition, the following PMA persons may be corresponding members: the Deputy Executive Director for Mission and up to three ministry directors appointed by the Deputy Executive Director for Mission.

c. Elected members of the committee shall be elected to a four-year term, and be eligible for election to one additional term. No member may serve more than two terms, full or partial. Appointed members from ecumenical church partners shall serve for four years and be eligible for appointment to one additional term.

d. The Committee on Ecumenical and Interreligious Relations will meet twice annually and shall have the responsibility to do the following:

- (1) Envision, under the guidance of the Holy Spirit, how the Presbyterian Church (U.S.A.) leads and participates in the search for the unity of Christ's Church within this nation and worldwide, and propose appropriate strategies to the General Assembly, its agencies, and other mid councils;
- (2) Provide oversight to the implementation of the responsibilities given to the General Assembly in *Book of Order*, Form of Government, Chapter XV. Relationships, G-5.02; G-5.03; G-5.05;
- (3) Act on and process recommendations and proposals addressing ecclesiastical ecumenical work of the Presbyterian Church (U.S.A.);
- (4) Propose to the General Assembly, for election, Presbyterian Church (U.S.A.) members to serve on ecumenical delegations to the National Council of Churches of Christ (USA), the World Council of Churches, the World Alliance of Reformed Churches, and the Caribbean and North American Area Council assemblies;
- (5) Represent the Presbyterian Church (U.S.A.) in negotiation and coordination of the search for Christian unity with other communions as authorized by the General Assembly;
- (6) Select Presbyterian Church (U.S.A.) representatives to serve on ecumenical dialogues, ecumenical negotiations on church unions, multilateral and bilateral dialogues, and representatives from the PC(USA) serving as PC(USA) ecumenical representatives to other church assemblies;
- (7) Oversee the implementation of "A Formula of Agreement" (Full Communion) with the Evangelical Lutheran Church of America, the Reformed Church in America, and the United Churches of Christ, and represent the Presbyterian Church (U.S.A.) in planning and coordinating structures to carry this out;
- (8) Give guidance to the nurturing of unity among Presbyterian and Reformed churches in the U.S.A., with one another and with the Presbyterian Church (U.S.A.);
- (9) Empower all agencies of the General Assembly and mid councils to carry out their mission program with an ecumenical consciousness and in close coordination with one another and to model this consciousness in their own work;
- (10) Propose and advocate to appropriate bodies of the Presbyterian Church (U.S.A.) that they share in funding ecumenical and conciliar ministry;
- (11) Propose to the General Assembly names of churches to be invited to send ecumenical advisory delegates to the General Assembly meeting (see Standing Rule B.2.g.);
- (12) Select three religious traditions to be invited to send representatives to the General Assembly as interfaith observers (see Standing Rule B.2.f.);
- (13) Give guidance to the Stated Clerk and General Assembly agencies on ecclesial (church-to-church) ecumenical relations, helping to carry out the General Assembly's G-3.0501c responsibilities;
- (14) Give guidance to General Assembly agencies on new opportunities to strengthen the relationships with other faith communities and on strategies for fulfilling the General Assembly mandates on interreligious relationships;
- (15) Give guidance to the Mission Agency on ecumenical mission opportunities in partnership with churches in the United States and around the world; and
- (16) Give guidance to program entities on ecumenical formation of Presbyterians, both teaching elders and lay members.

e. The committee shall be funded through the per capita budget of the Office of the General Assembly. The co-chairs of the Ecumenical Staff Team will have primary staffing responsibilities. The Ecumenical Staff Team shall be a staff resource to the committee.

D. *Review of Agencies and Committees*

1. Based on a six-year schedule, the agencies of the General Assembly will be reviewed to evaluate the relationship of their individual ministry with the mission of the whole Presbyterian Church (U.S.A.). On nomination of the General Assembly Nominating Committee, the General Assembly will elect two committees, each to review the work of one of the agencies of the General Assembly. Each committee will be composed of twelve members: four commissioners from the previous three General Assemblies, four who have served on the board of a General Assembly entity other than the one being reviewed, and four at large. The at-large members may include ecumenical partners. The committee will use the Standards for Review of General Assembly Agencies in the Guidelines and Policies of the General Assembly. The committee will report to the next General Assembly following its election the results of the review and make recommendations based on its findings.

2. The permanent, advocacy, and advisory committees and commissions of the General Assembly will be reviewed to evaluate their processes to fulfill the mandates given to them by the Presbyterian Church (U.S.A.). The General Assembly will review the work of the permanent, advocacy, and advisory committees and commissions based on a six-year schedule. A committee at the General Assembly will be assigned the review. The assembly committee will use the Standards for Review of General Assembly Permanent, Advocacy, and Advisory Committees and Commissions in the Guidelines and Policies of the General Assembly. The assembly committee will report to the General Assembly the results of the review and make recommendations based on its findings.

E. Proposed amendments to this Section IV of the Organization for Mission from related bodies or from within the Office of the General Assembly, shall be submitted to the Committee on the General Assembly (COGA). The COGA shall review these proposed changes and forward those it approves as part of its report to the General Assembly.

V. The Presbyterian Mission Agency

The Presbyterian Mission Agency is the body of the General Assembly in which are lodged the following responsibilities:

- a. to cultivate and promote the spiritual welfare of the whole church;
- b. to provide resources to support equal employment opportunity and affirmative action for members of racial ethnic groups, for women, for various age groups, for persons regardless of marital condition (married, single, widowed, or divorced), and for persons with disabilities;
- c. to develop and propose, for General Assembly approval, the mission directions, goals, objectives, and priorities of the Presbyterian Mission Agency; doing so by taking into account the mission work being done by sessions, presbyteries, and synods, and to propose for General Assembly approval an accompanying budget that will implement the mission work plan of the Presbyterian Mission Agency;
- d. to act in those specific matters assigned to the Presbyterian Mission Agency by the General Assembly or this Constitution, acting always according to previously enacted General Assembly policies, reporting fully to each subsequent General Assembly its actions;
- e. to perform such additional responsibilities and duties as may be assigned by the General Assembly.

The Presbyterian Mission Agency Board shall advise and respond to the General Assembly on priorities, programs, and strategies for addressing matters of concern for the mission of our church. The primary purpose of the Presbyterian Mission Agency Board is to lead and coordinate the total mission program. It will cultivate a style of work that emphasizes

- coordination among ministries;
- flexible deployment of resources to match changing needs;
- allocation of funding to reflect stated goals;
- attention to the needs and gifts of congregations;
- effective relationships with all mid councils; and
- holding the vision described without reverting to old patterns.

A. *Policy Responsibility*

The Presbyterian Mission Agency Board may recommend churchwide policies to the General Assembly and is responsible for implementing policies established by the General Assembly and for establishing overall procedures for the Presbyterian Mission Agency.

B. *Planning and Priority Setting*

“The Presbyterian Mission Agency Board is responsible for carrying out planning and priority-setting processes. The Presbyterian Mission Agency Board is responsible for instituting ongoing review processes.

C. *General Assembly Budget*

It is the responsibility of the Presbyterian Mission Agency Board to recommend to the General Assembly a Presbyterian Mission Agency Budget and Program and a Per Capita Budget. The Presbyterian Mission Agency Board develops the Mission Budget. The Presbyterian Mission Agency Board and the Committee on the Office of the General Assembly jointly have responsibility for developing a per capita budget and apportionment.

All restricted and unrestricted funds (principal or income) that support the programs or functions for which the Presbyterian Mission Agency is responsible are allocated by the Presbyterian Mission Agency and distributed in accordance with procedures approved by the Presbyterian Mission Agency Board. In every case the instructions of the donors are carefully followed. Such resources presently include contributions from individuals, congregations, and related organizations; proceeds from wills and bequests; and sales of property and other assets. All funds administered by the Board of Pensions, including dues and earnings on investments, are specifically excluded.¹

D. *Personnel Responsibilities*

Regarding the Presbyterian Mission Agency staff, the Presbyterian Mission Agency Board is responsible for the following:

1. Approval of personnel procedures.
2. Approval, annually, of a staff rationale that determines staff commitments for the year. Any staff deployed regionally must be approved as part of the annual staff rationale.
3. Election of the Executive Director subject to confirmation by the General Assembly.
4. Annual performance reviews of the Executive Director as specified in the *Presbyterian Mission Agency Manual of Operations* (Appendix 8), and in concurrence with the Presbyterian Mission Agency personnel policies.
5. Approval and monitoring of the “Churchwide Plan for Equal Employment Opportunity and Affirmative Action.”
6. Approval of compensation guidelines within which salaries are administered.

Members of the Presbyterian Mission Agency Board are not eligible for election or selection as staff during the period of their term of service.

E. *Reporting*

The Presbyterian Mission Agency Board is responsible for submitting a report to the General Assembly. The Presbyterian Mission Agency will report regularly to the Presbyterian Mission Agency Board, keeping the Board fully informed about its work. Matters that involve an exception or a proposed change in Presbyterian Mission Agency procedures, a major shift in program emphasis, or a major budget adjustment, require action by the Presbyterian Mission Agency Board. Issues of social witness policy, advocacy for racial ethnic and women’s concerns, and those related to Presbyterian theological institutions are reported to the Presbyterian Mission Agency Board and General Assembly.

F. *Elected Leadership*

1. *Organization of the Presbyterian Mission Agency Board*

Direction and oversight of Presbyterian Mission Agency entities deploys a majority of Presbyterian Mission Agency Board members as members of Mission Committees and Audit Committee. The work of the Presbyterian Mission Agency is a direct expression of the planning and mission understanding of the Presbyterian Mission Agency Board, which is accountable to the General Assembly in this regard. The number and makeup of the committees and assignments are adjustable to accomplish the work of the Presbyterian Mission Agency in its mission and to allow flexibility to meet changing emphases in Presbyterian Church (U.S.A.) mission. The Mission Committees are to be policy, strategy, and planning committees.

The Presbyterian Mission Agency Board determines the need for area program committees, how many are to be established (specifying the expertise and/or experience needed), the terms of service for members, and the duration of the committees' existence.

The Presbyterian Mission Agency Board ensures advocacy functions for women and racial ethnic persons, and advisory functions for social witness policy by providing direct access to the Presbyterian Mission Agency Board and General Assembly. The Presbyterian Mission Agency Board also provides for the development of social witness policy.

The Presbyterian Mission Agency Board ensures the continuation of a committee that includes representatives of each Presbyterian theological institution, and that will review the effectiveness and stewardship of the schools on behalf of the church, will exercise the governance responsibilities of the church to the schools, and will encourage and enhance cooperation among the church's theological schools. The committee will be provided direct access to the Presbyterian Mission Agency Board and the General Assembly.

The principal legal corporation is the Presbyterian Church (U.S.A.), A Corporation, which receives, holds, and transfers property, and facilitates the management of the church's corporate affairs. All voting members of the Presbyterian Mission Agency Board serve as members of the board of directors of this corporation.

2. *Membership of the Presbyterian Mission Agency Board*

The membership, terms of office, and officers of the Presbyterian Mission Agency Board shall be approved by the General Assembly as provided for in the *Manual of Operations* of the Presbyterian Mission Agency.

G. *Staff Leadership*

1. *Executive Director*

Election and Review—The Executive Director of the Presbyterian Mission Agency is elected by the Presbyterian Mission Agency Board, subject to confirmation by the General Assembly. The Executive Director is accountable to the Presbyterian Mission Agency Board. Upon election, the Executive Director serves with the full authority of the office until confirmed by the next General Assembly following election. Should the General Assembly refuse to confirm any Executive Director, the position becomes vacant immediately. Periodic in-depth reviews of the Executive Director are the responsibility of the Presbyterian Mission Agency Board. The Executive Director is elected for a term of four years and may be reelected for additional terms. Initial four-year terms start on the date that work commences following election. Subsequent four-year terms commence on the day following expiration of the prior term. The Executive Director may be dismissed by the Presbyterian Mission Agency Board in conformity with current personnel policies and procedures.

Responsibilities—The responsibilities of the Executive Director include:

a. enabling the Presbyterian Mission Agency Board, in response to mission directions and policies set by the General Assembly, to lead the whole church in the implementation of directions for the life and mission of the church;

- b. supporting the organizational health of the Presbyterian Mission Agency, and the Presbyterian Church (U.S.A.);
- c. enabling the Presbyterian Mission Agency Board to fulfill its constitutional responsibilities;
- d. providing oversight of the work of the Presbyterian Mission Agency as a whole and the linkages among the various parts that carry out its work;
- e. providing leadership and administrative oversight to the staff and to the staffing and personnel decision process of the Presbyterian Mission Agency;
- f. leading and supervising the staff lodged in the office of the Executive Director including a staff rationale, position description, selection of staff, annual performance reviews and staff development;
- g. bearing direct responsibility for the coordination of planning and budgeting for the Presbyterian Mission Agency;
- h. leading the Presbyterian Mission Agency in implementing policies and procedures related to inclusiveness, affirmative action, and equal employment opportunity; and
- i. presiding as president of the Presbyterian Church (U.S.A.), A Corporation.
- j. Serve as primary spokesperson for Presbyterian Mission Agency policies and programs.

2. *Deputy Executive Directors*

Deputy Executive Directors are hired by the Presbyterian Mission Agency Executive Director subject to confirmation by the Presbyterian Mission Agency Board.

Responsibilities—The Deputy Executive Directors are responsible for the healthy functioning of their areas, as well as for the support of the wider organizational health of the Presbyterian Mission Agency and the Presbyterian Church (U.S.A.).

3. *Staff*

All staff are staff of the Presbyterian Mission Agency and are accountable to the Executive Director. Mission personnel have shared accountability both to the overseas partner church to which they are assigned and to the Presbyterian Mission Agency through the Deputy Executive Director for Mission.

VI. Presbyterian Mission Agency Relationships

The Presbyterian Mission Agency works in partnership with synods, presbyteries, and sessions to enable the various councils to join together in churchwide expression of the life and mission of the Presbyterian Church (U.S.A.).

The Presbyterian Mission Agency shares responsibility with the Office of the General Assembly for the joint office of Mid Council Relations. In addition, the Presbyterian Mission Agency Board and the Committee on the Office of the General Assembly will cooperate in the preparation and presentation of the Per Capita Budget and other opportunities for joint endeavors.

The Presbyterian Mission Agency is responsible for carrying out the mission program for the General Assembly. The ministries of the Presbyterian Mission Agency are linked together and with the church on behalf of that part of the mission entrusted by God to the Presbyterian Church (U.S.A.).

The Presbyterian Mission Agency is responsible for financial and corporate services supporting the Presbyterian Church (U.S.A.).

Other relationships include the following committees:

1. *Advocacy and Advisory Committees*

The Executive Director has the responsibility for the advocacy and advisory committees. All three groups have direct access to the General Assembly and the Presbyterian Mission Agency Board.

The Advocacy Committee for Racial Ethnic Concerns shall assist the Presbyterian Church (U.S.A.) to give full expression of the rich diversity of its membership as specified in the *Book of Order*, F-1.0403. The Committee shall be a prophetic voice for involving racial ethnic people in the formation of public policy, particularly where race is a factor that negatively impacts the quality of life of people of color. The committee will also monitor the implementation of policies adopted by the church that impact the quality of life of racial ethnic people in the church and in the world.

The Advocacy Committee for Women’s Concerns shall assist the Presbyterian Church (U.S.A.) to give full expression of the rich diversity of its membership as specified in the *Book of Order*, F-1.0403. The committee shall monitor and evaluate policies, procedures, programs, and resources regarding the way in which they impact the status and position of women in the church and the world; and shall advocate for full inclusiveness and equity in all areas of the life and work of the church in society as a whole.

The Advisory Committee on Social Witness Policy, in consultation with the Presbyterian Mission Agency Board, is responsible for the process of developing and recommending social witness policy to the General Assembly. The term “social witness policy” refers to the positions adopted by the General Assembly to express its stance on and guide response to issues in the public order, including their relation to the church’s own life and mission. These positions may take the form of policy statements, resolutions, study papers, or social involvement reports, as defined in the *Manual of the General Assembly*, p. 65, *Forming Social Policy*, 2.a.

2. *Committee on Theological Education*

The Committee on Theological Education has direct access to the General Assembly and the Presbyterian Mission Agency Board, and their work is coordinated through the Theology, Worship, and Education Ministry with staff accountability to the director of the Theology, Worship, and Education Ministry. The purpose of the Committee on Theological Education is to provide an effective linkage between the General Assembly and the theological seminaries of the PC(USA) by: providing a forum through which the church-at-large can express its concerns to the seminaries; interpreting the mission of the denomination’s theological seminaries to the whole church; overseeing the interpretation and administration of the Theological Education Fund (1% Plan); serving as a means for cooperation among the church’s theological seminaries; implementing suggestions made by the Special Committee to Study Theological Institutions as approved by the 205th General Assembly (1993); serving as an agency of the denomination for relating to theological seminaries other than those of the PC(USA); and working in partnership with mid councils and agencies of the General Assembly to provide for leadership in local congregations, the denomination, and the world.

VII. Presbyterian Church (U.S.A.), A Corporation

The Presbyterian Church (U.S.A.), A Corporation, (previously the Central Treasury Corporation—CTC) is a corporate entity of the General Assembly and, as the principal church corporation, will hold title to property in accordance with the 1986 Deliverance, and provide accounting, reporting, and financial services for the General Assembly and its entities. All voting members of the Presbyterian Mission Agency Board (previously the General Assembly Mission Council—GAMC) are members of the board of directors.

The officers of the corporation include a president, an executive vice-president and a chief financial officer (“treasurer”), one or more vice-presidents, a secretary, a controller, and an associate treasurer. The president shall be elected by the board of directors for a term of four years subject to confirmation by the General Assembly. Ordinarily, the offices of the president and the treasurer are held by the Executive Director of the Presbyterian Mission Agency and the Deputy Executive Director for Shared Services, respectively.

Responsibility for managing the activities of this corporation is assigned to the Deputy Executive Director for Shared Services and other Shared Services staff who have been elected officers of the corporation under the direction of the president.

The treasurer shall prepare an annual report, audited by a certified public accountant, of the financial position and operations of the General Assembly activities for the General Assembly.

VIII. Other General Assembly Related Corporations

A. *Board of Pensions*

The Board of Pensions is the legally responsible corporate body established under a civil charter for the purpose of administering the pension and benefits program of the Presbyterian Church (U.S.A.). It is required by law to administer these programs for the sole and exclusive benefit of its participants and members.

The relationship between the Board of Pensions and the Presbyterian Mission Agency of the Presbyterian Church (U.S.A.) is set forth in an official “Memorandum of Understanding” to provide the necessary and desirable cooperation between these bodies, while respecting and reflecting the special needs of the Board of Pensions as it carries out its ministry to the Presbyterian Church (U.S.A.) within an ecclesiastical structure.

In view of the close relationship between compensation, benefits, pensions, and financial assistance, there is need for a close continuing relationship between the Presbyterian Mission Agency and the Board of Pensions. Consistent with the “Memorandum of Understanding” between the Presbyterian Mission Agency and the Board of Pensions, the chairperson of the Presbyterian Mission Agency Board (or designee) serves as a corresponding member of the Board of Pensions, while the chairperson of the Board of Pensions or designee serves as corresponding member of the Presbyterian Mission Agency Board. The Presbyterian Mission Agency Board proposes to the General Assembly Nominating Committee one of its members to be elected to the Board of Pensions. This person also represents the Presbyterian Mission Agency Board in regard to churchwide personnel and compensation policies. At the staff level, the Board of Pensions’ president has the privilege of the floor at the Presbyterian Mission Agency Board meetings but without vote and is included as part of the Expanded Staff Leadership Team through the Office of the Executive Director. The Board of Pensions reports directly to the General Assembly.

B. *Presbyterian Church (U.S.A.) Foundation*

Presbyterian Church (U.S.A.) Foundation (the Foundation) is a corporate entity that acts as a “fiduciary” for the General Assembly, providing investment services, holding title on behalf of the church to the investment assets of the church, providing a deferred giving and wills emphasis program, and otherwise assuring that there is strict adherence to the wishes and restrictions of donors and others who have entrusted funds to its care. The Foundation holds title to property in accordance with the 1986 Deliverance. In addition to its work on behalf of the General Assembly, the Foundation offers similar services to churches and church organizations as well as to individuals who wish to use such programs as an expression of their Christian faith and stewardship. The board of the Foundation is elected by the General Assembly through the normal nominating processes. It reports to the General Assembly with a definitive copy to the Presbyterian Mission Agency Board, which may comment on the report. The Foundation provides information about its work to the Presbyterian Mission Agency Board on a regular basis. The total budget of the Foundation is made available for review by the Presbyterian Mission Agency Board. The Foundation reports directly to the General Assembly.

In view of the close relationship between stewardship, mission funding, and deferred giving, there is need for a close continuing relationship between the Presbyterian Mission Agency and the Foundation. A future appendix will define such a relationship. The joint report of the Presbyterian Mission Agency and the Foundation, as reported to the 208th General Assembly (1996), provides agreements and understandings regarding restricted funds. The chairperson of the Presbyterian Mission Agency Board (or designee) sits with the trustees of the Foundation with voice and without vote, for purposes of coordination. This person also represents the Presbyterian Mission Agency Board in regard to churchwide personnel and compensation policies. The board of the Foundation appoints one member to serve on the Presbyterian Mission Agency Board as a corresponding member.

At the staff level, the Executive Director of the Presbyterian Mission Agency is a trustee of the Foundation; the Foundation’s president has the privilege of the floor at Presbyterian Mission Agency Board meetings, but without vote. In addition, the Foundation’s president is included as part of the Expanded Staff Leadership Team through the Office of the Executive Director.

C. *Presbyterian Publishing Corporation*

The Presbyterian Publishing Corporation is a legally independent, self-supporting corporation dedicated to the mission of the Presbyterian Church (U.S.A.). It is responsible for publishing books and educational materials for

the Presbyterian Church (U.S.A.) and for a broad ecumenical audience around the world. The publishing program strives to extend the mission of the church to the widest possible audience, representing a wide range of religious, social, and cultural points of view.

In view of the dynamic interrelationship between the printed word and the mission of our church, there is need for a close continuing relationship between the Presbyterian Mission Agency and the Presbyterian Publishing Corporation. The corporation is governed by its board of directors, one of whom is the corporation's president and publisher, and one of whom is the Executive Director. The remaining directors are nominated by the General Assembly Nominating Committee and elected by the General Assembly for four-year terms and shall be eligible for reelection to one additional term. No member may serve more than two terms, full or partial. The board of directors elects officers of the corporation in accordance with its corporate bylaws.

The chairperson (or designee) of the Presbyterian Publishing Corporation is a corresponding member of the Presbyterian Mission Agency Board with voice and without vote. At the staff level, the president and publisher of the Presbyterian Publishing Corporation has the privilege of the floor at the Presbyterian Mission Agency Board meetings but without vote, and is included as part of the Expanded Staff Leadership Team through the Office of the Executive Director. The Presbyterian Publishing Corporation reports directly to the General Assembly.

D. Presbyterian Church (U.S.A.) Investment and Loan Program, Inc.

The Presbyterian Church (U.S.A.) is a great commission community. It tells and retells the story of salvation in Jesus Christ to successive generations. It does so in buildings that are shaped to meet the needs of worshipping, witnessing, serving congregations. Generating capital to build and rebuild church buildings is the work of the Presbyterian Church (U.S.A.) Investment and Loan Program, Inc.

The Presbyterian Church (U.S.A.) Investment and Loan Program, Inc., (the Program) is incorporated in the Commonwealth of Pennsylvania. The Program offers unsecured, interest bearing investments in various states, Puerto Rico and the District of Columbia. In general, any individual and any organization related to the Presbyterian Church (U.S.A.) may invest. The funds generated by investments become mortgage loans that are used by congregations, mid councils, and related entities for building church buildings and rebuilding existing facilities.

Close relationships of cooperation exist among the Program, Foundation, and Presbyterian Mission Agency. Both the Foundation and Presbyterian Mission Agency have significant investments commitments with the Program.

The Board of Directors consist of fifteen (15) members. All members are elected by the Presbyterian Mission Agency Board, subject to confirmation by the General Assembly. The Presbyterian Mission Agency Board elects two members from among its membership. The General Assembly Nominating Committee nominates six at-large members, one member from among the synods, and one member from among the presbyteries. The Presbyterian Church (U.S.A.) Foundation nominates two members and the Corporation's Personnel/Nominating Committee nominates three at-large members. The Program reports to the General Assembly through the Presbyterian Mission Agency Board.

The Chair of the Program's Board of Directors and its President and Chief Executive Officer have privilege of the floor without vote at Presbyterian Mission Agency Board meetings. They are corresponding members of the Presbyterian Mission Agency Board. In addition, the President participates in the Expanded Staff Leadership Team plus Synod Executives Forum.

Endnote

1. See Appendix A of this document for additional procedures related to budgets and funding.

IX. Amendments

Proposed amendments to the *Organization for Mission* that are submitted by overture shall be submitted to the Stated Clerk of the General Assembly.

Except as provided in Section IV.E., proposed amendments to the *Organization for Mission* from related bodies or from the Presbyterian Mission Agency shall be submitted to the Presbyterian Mission Agency Board. The Presbyterian Mission Agency Board shall review these proposed changes and forward those it approves as part of its report to the General Assembly.

APPENDIX A Financial Issues

[Approved by the 218th General Assembly (2008)]

OUTLINE OF APPENDIX A

Outline of Appendix A

Glossary of Terms Related to Financial Issues

Values Statement

Churchwide Mission Support

- A. Forms of Giving in Churchwide Mission Support
- B. Roles and Responsibilities of Mid Councils
- C. Special Offerings and Other Specific Appeals
- D. Validation of Mission
- E. Accounting Definitions and Standards: Designated, Restricted, and Unrestricted
- F. Collection, Reporting, and Audits

General Assembly Budget Development

- A. Mission Budget Cycle
- B. Basic Mission Direction
- C. The Proposed Budget
- D. The Detailed Budget
- E. Budget Monitoring
- F. Roles and Responsibilities in Developing Budgets
- G. Per Capita Budget

Shared Services

GLOSSARY OF TERMS RELATED TO FINANCIAL ISSUES

Adopted Budget—The formally approved budget of a session, presbytery, synod, or General Assembly.

Consultations—Ordinarily, face-to-face experiences between duly selected representatives of mid councils to exchange information, perspectives, opinions, and advice regarding mission planning, funding, and personnel staffing for the health of the whole church.

Contributor—An individual, agency, or council that transfers control of a gift to another tax-exempt agency or council. *See Donor.*

Designations—Budget categories as described or determined by a council. Only mid councils may make designations. *See Restricted Giving.*

Division of Committed Dollars—Agreements among mid councils giving concrete expression to the sharing of Mission Support Commitments for the church's mission.

Donor—An individual or other taxable entity (e.g., an estate or trust) making a gift for charitable purposes eligible for favorable tax treatment. When mid councils are nontaxable entities, they cannot be donors. *See Contributor.*

Emergency Appeals—Properly authorized and approved calls for an immediate response to emergency needs through an Emergency Relief Alert.

Equalization—The use of unrestricted funds to fulfill the commitments and/or agreements that have been made by a council.

Funding for General Mission—Gifts and contributions received with no restrictions for the overall support of the adopted budgets of mid councils

Funding for Specific Mission—A form of restricted giving for designated budget categories or projects within adopted budgets.

Ministry Areas—The primary areas of work within the Presbyterian Mission Agency staff structure.

Mission—For the purposes of Appendix A, ‘mission’ is understood in its broadest sense: proclaiming the Gospel in word and deed, locally, regionally, nationally, and internationally.

Mission Support Commitment—A specific dollar figure or a percentage of total dollars adopted by a council to be given in a specified year to support the mission and ministry of other councils.

Mission Support Consultation—A face-to-face event among duly selected representatives of mid councils to (1) establish shared ownership of the church’s total mission, (2) advocate recommendations of Mission Support Goals, and (3) agree upon means for the division of committed mission dollars.

Mission Support Goals—Specific dollar figures for mission support projected as goals for some subsequent year or years.

Other Specific Appeals—Requests for support of specific validated mission projects or programs, which may not be included in adopted budgets.

Per Capita Apportionment—A means for all members to share in the costs of coordinating and evaluating mission, and performing the ecclesiastical, legislative, and judicial functions of the Presbyterian Church (U.S.A.).

Projects Beyond the Budget—Approved projects not included in the adopted budgets.

Restricted Giving—Gifts that are restricted by a contributor or donor for use in support of a validated project, budget category, or appeal. The processing of restricted gifts will comply with the standards established by the Financial Accounting Standards Board (FASB).

Special Offerings—Planned, organized, and approved supplemental offerings for specified causes that may or may not be included in approved budgets.

Taxable Entity—For the purposes of Appendix A, individuals, partnerships, estates and trusts, or corporations who may be taxpayers under the federal income tax law.

Unrestricted Giving—Unrestricted gifts received for the overall support of the adopted budget of a presbytery, a synod, or the General Assembly.

Validated Mission—Any project or program within the bounds of and approved by formal action of a session, presbytery, synod, or the General Assembly, whether or not it is funded from the adopted budget of the council.

VALUES STATEMENT

The funding of the mission and ministry of the Presbyterian Church (U.S.A.) rests on the following principles:

Faithfulness to Jesus Christ—because God loves the world and Christ gave his life, we are called, as individuals and groups, to respond with our lives and resources.

Flexibility—because we believe that the Holy Spirit informs the missional instincts of all God’s people honoring the promises of the past and preparing the promise of the future, we will accommodate regional differences, historical practices, and changing realities.

Respect—because we seek to have the same mind in us that was in Christ Jesus, who looked not to his own interests but to the interest of others (Phil. 2:4–5), we will acknowledge the passion of donors through accountable systems and transparently open, informed and inclusive decision-making, acknowledging the many views of mission designed and enacted in every part of the church. We recognize the tension that exists between respecting the passions of donors and encouraging support of our connectional nature, but confess that “the earth is the Lord’s and all that is in it” (Ps. 24:1–2).

Communication—because we are servants of Christ and stewards of the mysteries of God (1 Cor. 4:1); we will commit ourselves to frequent interaction with mid councils and individuals, for the purpose of mutual clarification and unity of experience and hope across diverse boundaries.

Therefore, a design for funding Christ’s work throughout the Presbyterian Church (U.S.A.) will be consistent with the following core values:

1. A design for funding Christ's work will recognize stewardship as integral to Christian discipleship:
 - promoting the biblical concept of tithing,
 - encouraging stewardship education that is understood as the faithful response of discipleship to God's gifts in all of life,
 - requiring the development of stewardship education materials that are creative, attractive, clear, and affordable.
2. A design for funding Christ's work will appeal to the passions and values of members, pastors, mid councils, and benefactors:
 - communicating to the head and heart of the people of God
 - engaging the donor in the mission of the church
 - recognizing that everyone is a beneficiary of God's grace, and everyone benefits from joyful stewardship.
3. A design for funding Christ's work will be transparent and accountable:
 - honoring donor intent,
 - offering easily understood opportunities for giving,
 - meeting clear standards of accountability for pastors, sessions, and potential donors.
4. A design for funding Christ's work will utilize our connectionalism, recognize our interdependence, and demonstrate our partnership in mission:
 - emphasizing the value of interpersonal relationships,
 - encouraging the more inclusive council to facilitate the mission of its constituent members,
 - encouraging the less inclusive council to participate in the mission of the church beyond its bounds,
 - encouraging mutual investment of time and resources among mid councils and constituent members recognizing that Presbyterians are the primary base of support for Presbyterian missions, and affirming the importance and priority of funding Presbyterian validated mission.
5. A design for funding Christ's work will emphasize information sharing between mid councils leading to a dynamic mission and vision:
 - placing mid councils in structural and interactive relationships,
 - valuing the wisdom of other mid councils,
 - recognizing the need for consultation prior to engaging in ministries beyond one's bounds.
6. A design for funding Christ's work will encourage two-way communications:
 - welcoming and encouraging a flow of information and feedback,
 - recognizing that information sharing benefits the whole church,
 - encouraging face-to-face communication when possible.
7. A design for funding Christ's work will honor historic relationships:
 - recognizing that previous funding systems had value and may continue to inform the development of new funding systems,
 - requiring careful investigation of current funding partnerships before altering or eliminating those partnerships.

CHURCHWIDE MISSION SUPPORT

A. *Forms of Giving in Churchwide Mission Support*

Churchwide Mission Support is the funding system used by all mid councils to plan and implement the mission of the whole church. Churchwide Mission Support has three overall forms of giving.

1. Basic Mission Support—There are two components of mission support:

a. Funding for General Mission—gifts, with no restrictions, for the overall support of the adopted budgets of a session, presbytery, synod, or the General Assembly.

b. Funding for Specific Mission—gifts, with restrictions, for use within the adopted budgets of a session, presbytery, synod, or the General Assembly.

2. Churchwide Special Offerings—gifts, with restrictions, for General Assembly planned, organized, and approved offerings for specified purposes that may be included in approved budgets.

3. Other Specific Appeals—gifts, with restrictions, for specific use in support of validated mission that ordinarily are not included in the budget of a session, presbytery, synod, or the General Assembly. Such appeals may be ongoing, time-limited, or responsive to emergency needs.

There are additional forms of giving that are distinct from Churchwide Mission Support. These include giving through Presbyterian Women, the Presbyterian Church (U.S.A.) Foundation, Validated Mission Support Groups, and other organizations. Some of these gifts may be applied to adopted budgets. These gifts are and may be increasingly important to support the work of the church.

B. *Roles and Responsibilities of Councils*

To encourage openness and accountability in all financial matters, the following roles and responsibilities will be observed.

1. *Roles Held in Common by All Councils*

a. Select representatives who will participate in inter-council consultations on mission support goals and the division of Mission Support Commitments.

b. Share mission priorities, budget projections, funding needs, and mission support goals.

c. Provide information for, support of, and participation in an annual season of interpretation

d. Consider other councils' mission priorities and funding needs.

e. Adopt mission support commitments and honor these commitments in budgets for which the council is directly responsible.

f. When changes in mission support commitment are contemplated, promptly communicate with other affected councils.

g. Thank leaders and donors.

h. Hold receiving sites accountable to accepted churchwide standards.

i. Provide full financial reports annually to other councils and congregations on the receipt and expenditure of funds and of a council's assets, and liabilities.

j. Collect and transmit mission support from donors, congregations, and organizations within 60 calendar days from the date of receipt.

k. Provide General Assembly, and as appropriate, synods and constituent presbyteries, a regular accounting of church-by-church giving and any relevant data requested by a council, while maintaining the right to privacy by individual donors.

2. *Role of the General Assembly*

- a. Assist the development of mission support goals at every council level.
- b. Adopt a mission budget and a per capita budget.
- c. Annually provide full financial reports and program assessments to sessions, presbyteries, and synods.
- d. Disseminate industry standards in accordance with Generally Accepted Accounting Principles (GAAP), and in compliance with applicable accounting pronouncements and regulations specific to the not-for-profit industry as best practices for council treasurers and financial officers.
- e. Approve the purposes and beneficiaries of the four churchwide special offerings, upon recommendation of the Presbyterian Mission Agency Board.

C. *Special Offerings and Other Specific Appeals*

1. *Churchwide Special Offerings*

a. *Criteria for Receiving Special Offerings Funds*

The Special Offerings provide important bonds for the connectional church, and are a critical resource for the long-term mission of the whole church. The following criteria outline ways of discerning whether a particular ministry is eligible for funding by one of these special offerings.

- (1) Special Offerings ministries will provide valuable mission interpretation opportunities within the overall funds development and communications strategy of the whole church.
- (2) Special Offerings ministries will enable the church to meet historical and ongoing needs in relationship to the total mission priorities of the church, always proclaiming the name of Jesus.
- (3) Special Offerings ministries will have potential for churchwide donor support.
- (4) Special Offerings ministries will specify the needs to be met, provide plans for ministry implementation, set measurable goals, and demonstrate impact, effectiveness, and accountability to the Presbyterian Mission Agency.

b. *Operating Guidelines for Special Offerings*

The following principles and practices will guide the churchwide special offerings of the PC(USA):

(1) *Review*

(a) On an annual basis, the Presbyterian Mission Agency Executive Director, or designee, will review Special Offerings ministries' impact, effectiveness, and accountability against stated goals. The review will also include the appropriateness of Special Offerings ministries' reserves. Funds development expense and staffing will also be reviewed annually with respect to goals, effectiveness, and strategies. All review findings will be forwarded to the Presbyterian Mission Agency.

(b) On a four-year cycle, the Presbyterian Mission Agency will provide a task force for the review and evaluation of the Special Offerings and the recipient ministries and the consideration of new Special Offerings purposes in light of established criteria, for recommendation to the General Assembly.

(2) When allocating funds, the Presbyterian Mission Agency will align Special Offerings ministries with its strategic vision and mission.

(3) Each Presbyterian Mission Agency Special Offerings ministry will maintain financial reserves of not more than two years of that ministry's annual budget. Understanding the particularity of Presbyterian disaster response ministries, with commitment to long-term recovery, it is understood that disaster response funds are exempt from this requirement, provided that the Presbyterian Mission Agency has approved and annually reviews a plan for disbursement.

(4) Churchwide Special Offerings promotions will occur in the Presbyterian Mission Agency Funds Development ministry area rather than within programmatic entities.

(5) Costs of promoting and receiving each churchwide Special Offerings will be paid from receipts of the offering. After deducting each offering's costs from total receipts, restricted and unrestricted, of that offering, all receipts will then be considered permanently restricted to the purpose of the Offering. Each Offering's costs will be determined by the Presbyterian Mission Agency through its regular budget process.

(6) Start-up costs for new or significantly revised Special Offerings will be expensed as incurred.

(7) Promotion materials for a Special Offerings will relate to the liturgical season in which the Offering is received.

(8) Any change in the pattern of distribution of a churchwide Special Offerings will allow for an eighteen-month time period before becoming effective to allow adequate time for development and distribution of interpretive and promotional materials.

(9) There will be no more than four churchwide Special Offerings in any given calendar year. The General Assembly will identify times for the promotion and receipt of Offerings.

(10) The ministries receiving churchwide Special Offerings funds will prepare an annual report concerning the receipt and distribution of those Special Offerings funds for review by the Presbyterian Mission Agency Board. This report will be made available to churches and other councils.

(11) All ministries receiving funds from churchwide Special Offerings will work with Communications staff and Funds Development staff to identify and develop networks of interpreters throughout the church.

(12) All churchwide Special Offerings will develop interpretive materials that are well-grounded in Reformed theology and appropriate to the Offering's recommended liturgical season.

(13) To advance mission and acknowledge generosity, congregations are asked to submit Special Offerings receipts directly to the Presbyterian Mission Agency and presbytery as designated by each Offering. The Presbyterian Mission Agency will record and notify presbyteries of congregational donations and thank congregations in a timely manner.

2. *Other Specific Appeals*

a. Other specific appeals include the Theological Education Fund, special campaigns or gifts (national, regional, or local), Emergency Relief Alerts (national, regional, or local), and additional giving opportunities.

(1) The Theological Education Fund is a unique type of an annual specific appeal to sessions through the 1% Plan as approved by the 198th General Assembly (1986).

(2) Special time-limited campaigns approved by one or more councils are essential for meeting capital needs and achieving other mission purposes. These require council approval and may include needs across council lines with advance concurrence of other appropriate councils. In the case of the General Assembly, the Presbyterian Mission Agency Board may approve time-limited campaigns between sessions of the General Assembly.

(3) Emergency Relief Alerts enable persons to respond compassionately to emergency needs, such as natural disasters of large proportion or other crises. The Presbyterian Mission Agency will authorize a process for issuing national Emergency Relief Alerts, providing timely information indicating how church funds are being used to meet the emergency and how individuals and sessions may contribute additional funds to meet such needs. There may be occasions when sessions, presbyteries, or synods will issue Emergency Relief Alerts in response to more localized emergencies.

(4) Additional giving opportunities provide a way for contributors or donors to support mission not funded by adopted budgets.

(a) A validation process that maintains the integrity of the church's mission will be used to identify such opportunities. Whenever possible, such opportunities will be promoted jointly by mid councils beyond the session through a program of additional giving opportunities.

(b) Contributors or donors desiring to support validated mission beyond established budgets may do so through additional giving opportunities up to whatever limits have been set by a more inclusive council. Concurrence in the purpose of the gift by the receiving council or agency is required.

(c) An effective additional giving program depends on significant sharing of information about adopted budgets and additional giving opportunities.

b. All campaigns for other specific appeals shall identify in advance the anticipated administrative costs that may be charged to receipts. A council that designates an other specific appeal may apply a charge, not to exceed an agreed upon

percentage, against other specific appeals receipts to cover actual costs of promoting, receiving, and disbursing funds. Contributors and donors will be informed of the actual percentage. The Presbyterian Mission Agency shall determine the cost of communicating national Emergency Relief Alerts and may authorize a charge against receipts with this charge being reported for each specific appeal.

c. Acknowledgment of receipt of gifts to all validated projects or agencies will be made to the contributor or donor by the receiving council or validating agency in a timely manner, including concurrence in the purpose of the gift (see further at Appendix A, Churchwide Mission Support, Item E.2.).

d. All recipients of validated mission funds are responsible for reporting all gifts received directly from Presbyterian contributors or donors to the validating council.

D. *Validation of Mission*

1. Validated mission is any project or program within the bounds of and approved by formal action of a session, presbytery, synod, or General Assembly that is consistent with the responsibilities assigned by the Form of Government, whether or not it is funded from the adopted budget of the council. Validated mission should cohere with the great ends of the Church (*Book of Order*, F-1.0304) and is determined in accord with the following provisions of the *Book of Order*:

- a. F-1.00 The Mission of the Church
- b. G-3.0106 Administration of Mission
- c. G-3.0201 Composition and Responsibilities
- d. G-3.0113 Finances
- e. G-3.0401 Synod Responsibilities
- f. G-3.0501 General Assembly Responsibilities.

2. Each and all councils serve the mission of the whole church and thereby appropriately validate mission. Such validated mission may be commended to others but does not require their concurrence or support.

3. Validated mission may be within or beyond council budgets.

a. Validated Within Budget—projects or programs included in the adopted budget of a session, presbytery, synod, or the General Assembly, including projects that will be funded with Funding for General Mission and Funding for Specific Mission.

b. Validated Beyond Budget—projects or programs not included in adopted budgets, but validated by action of a session, presbytery, synod, or the General Assembly. The validating council may specify dollar and/or time limitations.

E. *Accounting Definitions and Standards: Designated, Restricted, and Unrestricted Giving*

1. For accounting purposes, the following definitions of designators, contributors, and donors are observed.

a. Designations may be made only by councils. A designator has received funds from a contributor or donor and applies such funds to designated categories or items. A designator must be a council.

b. Contributors can be donors, councils, or other sources of income. Contributors may make unrestricted or restricted gifts.

c. The term donor applies to persons or entities whose gifts are eligible for a tax deduction. Donors may make restricted gifts consistent with IRS regulations and acceptable to the receiving entity. Restrictions must be agreed to prior to the completion of the gift.

2. For accounting purposes, unrestricted giving and restricted giving are defined as follows:

Restricted giving refers to gifts with restrictions by a contributor or donor for use in support of a particular project, budget category, or appeal. The processing of restricted gifts will comply with the standards established by the Generally Accepted Accounting Principles (GAAP) and Internal Revenue Service regulations. Unrestricted giving refers to gifts made without restriction and subject to the use and discretion of the receiving council.

a. Unrestricted giving remains foundational in the System of Giving. Through unrestricted giving, individuals and councils share in support of the whole mission and ministry in which the church engages.

b. Restricted giving, such as churchwide special offerings and other specific appeals, is a valuable and important method of adding to unrestricted giving. Contributors wishing to use restricted giving are encouraged first to choose projects or categories within adopted budgets. Special offerings and other specific appeals are always restricted by their stated purpose.

(1) Each council must handle funds according to the donor's intention in giving the gift. If the intent cannot be honored, the gift must be returned.

(2) Clarity in this regard may on occasion require conversation and/or negotiation with donors even beyond the council where the gift is first received.

c. Restrictions on the use of gifts may come from a donor or a council making the gift but always require concurrence by the council or validated not-for-profit agency receiving the gift.

(1) A donor must relinquish control of a gift or it does not qualify for tax preference treatment and the receiving organization jeopardizes its tax-exempt status.

(2) When restricted gifts are accepted, they will always be used for the restricted purpose within designations approved by the council.

The obligations of designators are to:

a. honor restrictions that have been accepted or to consider permitting additional support of a project beyond its approved budget;

b. ensure conformity with all applicable civil law;

c. report back to all donors and contributors;

d. contact all donors or contributors if restricted giving cannot be used according to its restrictions—if restrictions cannot be met and the donors or contributors do not agree to the use of funds for other purposes, the gifts are to be returned to the donor.

4. *Budgeting and Equalization*

a. Funding of approved budgets is accomplished as follows:

(1) First, restricted funds are applied to the appropriate budget items.

(2) Then, unrestricted funds are applied toward fulfilment of all budget items.

(3) This use of unrestricted funds provides for equalization within a council's budget. This process supports the orderly planning and budgeting decisions of councils while honoring appropriate restrictions and designations.

b. Sessions are encouraged to follow the division of mission support commitments adopted by their presbyteries. If a session does not follow these division agreements, a presbytery may seek to fulfill agreements through use of unrestricted funds—provided that such a policy is communicated to its sessions. This use of unrestricted funds provides for equalization among councils. Churchwide special offerings and other specific appeals shall not be used to fulfill mission support commitments and are not subject to equalization.

F. *Collection, Reporting, and Audits*

1. *Collection and Transmittal of Funds*

a. The General Assembly will maintain financial records in accordance with Generally Accepted Accounting Principles (GAAP), and in compliance with all applicable accounting pronouncements and regulations specific to the not-for-profit industry. Software and systems will be appropriate to support compliance with the requirements stated above.

b. The General Assembly will observe the following minimum standards for its operations. It is expected that presbyteries and synods will also adopt and adhere to these same standards:

(1) Provide a detailed receipt to a contributor or congregation for all money received.

- (2) Close monthly.
- (3) Utilize the Federal Reserve system to expedite the transfer of funds whenever and wherever possible.
- (4) Use a standardized, detailed transmittal format for transmitting data and funds electronically between presbyteries, synods, and the General Assembly.
- (5) Establish and follow cash management policies and procedures that are designed to maximize cash management earnings.”

2. Reporting

The General Assembly will provide financial information quarterly for receipt of funds from all sources, and this information will be posted to the PC(USA) Web site on the financial page.

- a. Each presbytery and synod will be responsible for obtaining with remittances the detailed information required for disbursement.
- b. Each presbytery and synod will report all giving on an approved information transmittal form to the General Assembly site no later than sixty days after receipt of funds.
- c. The General Assembly will furnish to every presbytery and synod an annual information report on a church-by-church basis. This annual report will provide information for churches within a synod or presbytery bounds on all funds received by it for presbytery, synod, and General Assembly.
- d. The General Assembly will furnish, in cooperation with the presbyteries, at least quarterly and not more often than monthly, an information report to every presbytery showing the agreed upon distribution of dollars (including the presbytery’s mission support commitments) between the presbytery, synod, and the General Assembly as compared to the actual funds received. Should discrepancies exist, the General Assembly site will work with the reporting site to clarify and to effect the necessary changes and/or corrections.

3. Internal Audit

The Presbyterian Mission Agency will establish an internal audit function involving a broad variety of audit services. Included among these are:

- a. reviewing the reliability and integrity of financial information and how that information is identified, measured, classified, and reported;
- b. reviewing the effectiveness and efficiency of particular financial management functions;
- c. reviewing established internal control systems for efficiency and compliance;
- d. reviewing compliance with internal policies and procedures;
- e. reviewing financial statements contained in the annual report with management and the independent auditors to determine that the independent auditors are satisfied with the disclosure and content of the financial statements;
- f. reviewing and recommending to the Presbyterian Mission Agency Board Audit Committee, the independent auditors to be selected to audit the financial statements of the corporation; and
- g. reporting directly to the Presbyterian Mission Agency Board Audit Committee.

GENERAL ASSEMBLY BUDGET DEVELOPMENT

A. Mission Budget Cycle

The Mission Budget will be developed in budget cycles. Each budget cycle will consist of two consecutive calendar years, where the first year is the year following a biennial General Assembly meeting (e.g., 2008 General Assembly, 2009/2010 budget cycle). A separate budget will be developed for each year within the cycle.

B. *Basic Mission Direction*

1. The Mission Work Plan is adopted by the Presbyterian Mission Agency Board and provides the framework for the two-year budget cycle.
2. The Presbyterian Mission Agency will develop proposals that will advance the Mission Work Plan.
3. The Presbyterian Mission Agency Board will recommend a budget to the General Assembly that will provide the funding to fulfill the goals in the Mission Work Plan for the budget cycle.

C. *The Proposed Budget*

1. At the second Presbyterian Mission Agency Board meeting of the year prior to the budget cycle, (e.g., May of 2008 for the 2009/2010 budget cycle), the Presbyterian Mission Agency Board will review the budget presented by the Deputy Executive Director for Shared Services and recommend to the General Assembly a proposed budget for the budget cycle that embodies the Mission Work Plan and describing the work to be added or deleted as part of the recommendation. The Executive Committee will recommend a budget if, for any reason, the Presbyterian Mission Agency Board does not make a recommendation.
2. At the General Assembly during the year before the budget cycle (e.g., 2008 General Assembly for the 2009/2010 budget cycle), the appropriate assembly committee of the General Assembly will receive the report of the Mission Work Plan and the proposed budget for approval and recommendation to the full assembly.
3. The appropriate assembly committee of the General Assembly will recommend a balanced budget for each year in the budget cycle, incorporating work from the proposed budget and overtures, commissioners' resolutions, and other actions of the General Assembly, for approval as the outline of work for the budget cycle. The General Assembly may make decisions to add or subtract any element to or from proposed budgets. The Presbyterian Mission Agency Board will then make appropriate adjustments.

D. *The Detailed Budget*

1. *Detailed Budget Development*

- a. Following the General Assembly and under the leadership of the Executive Committee, detailed implementation of the Mission Work Plan as approved by the General Assembly will be outlined, and work responsibility assigned.
- b. Under the management of Shared Services and with specific involvement by the ministry areas, a detailed budget proposal that encompasses the work approved by the General Assembly will be developed for each year in the budget cycle.

2. *Approval of the Detailed Budget*

At its third meeting of the year prior to each budget cycle (e.g., September 2008 for the 2009/2010 budget cycle), the Presbyterian Mission Agency Board will review both the detailed budget for the following year and the most up-to-date financial information. The Presbyterian Mission Agency Board will review the adequacy of the Executive Committee's response to the General Assembly directives in the adopted budget and, after any necessary changes, approve the detailed budget for the following year with particular expenditures by organizational entity displaying both budget offices and relatedness to the basic Mission Work Plan.

E. *Budget Monitoring*

1. The Presbyterian Mission Agency Board will monitor the accomplishment of the Mission Work Plan and the appropriate expenditure of funds throughout the budget cycle.
2. The Presbyterian Mission Agency Board will report to each biennial General Assembly on the results of the work undertaken during the previous two budget years (e.g., 2008 General Assembly for budget years 2006 and 2007), including full disclosure of the financial results of each year and other information related to the financial condition of the church. These two budget years will not be within the same budget cycle.

F. *Roles and Responsibilities in Developing Budgets*

1. The General Assembly does the following:
 - a. Determines churchwide mission goals upon which budget development will be based.

- b. Has the authority to institute and terminate programmatic emphases and activity.
 - c. Upon recommendation from the Presbyterian Mission Agency Board, approves both the General Assembly Mission Budget and Program and the Per Capita Budget.
2. The Presbyterian Mission Agency Board does the following:
 - a. Implements General Assembly decisions regarding (1) Mission Work Plan goals and objectives and (2) programmatic activity.
 - b. Recommends a Mission Work Plan for each budget year to the General Assembly, after appropriate consultation.
 - c. Presents the budget to the General Assembly.
 - d. Approves detailed budgets based upon General Assembly action.
 - e. Oversees programmatic activity funded through the General Assembly Mission Budget and Program and Presbyterian Mission Agency Board related work from the Per Capita Budget.
 3. The Deputy Executive Director for Shared Services is responsible for the following:
 - a. Manages the process for budget development.
 - b. Prepares budget presentations for both the Presbyterian Mission Agency Board and the General Assembly.
 4. The Deputy Executive Director for Mission is responsible for the following:
 - a. Prepare descriptions of programmatic activities in appropriate form for budget consideration, reflecting the adopted Mission Work Plan goals.
 - b. Develop detailed budgets based on budget allocations made by the General Assembly and as instructed by the Presbyterian Mission Agency Board.

G. Per Capita Budget

The Presbyterian Mission Agency Board and the Committee on the Office of the General Assembly (COGA) jointly have responsibility for developing a per capita budget and apportionment for recommendation to the General Assembly. The per capita budget will be prepared using timelines similar to those for the General Assembly mission budget.

SHARED SERVICES

Shared Services is accountable to the Executive Director and carries out the following responsibilities.

- A. To provide accounting and reporting services for
 1. the Presbyterian Mission Agency, its ministry areas, and certain related bodies and committees;
 2. the Office of the General Assembly;
 3. other entities as requested on a fee-for-service basis; and
 4. synod, presbytery, and session finance officers, as appropriate.
- B. To perform and establish policies and procedures for the following functions of
 1. controller/financial accounting controls, general ledger maintenance, general accounting, financial reporting, accounts payable, accounts receivable, church and student loans, payroll, budgeting, fixed asset management, overseas accounting, inventory control, and project accounting;
 2. treasury/central receiving service, bank relations and services, overseas treasury service (as appropriate), foreign exchange, short-term investments, working capital/cash management, and endowment and revenue accounting;
 3. financial planning, capital planning and economic forecasting, and financial modeling;
 4. property maintenance and management including acquisitions, gifts, leases, and dispositions, purchasing and print services, and mail services;
 5. establishing standards for receiving sites throughout the church in consultation with other parts of the church;

6. distribution management services, including order processing, customer services, warehousing, and shipping.

C. To ensure that no payment of any expenditure is made in excess of the total budget approved by the Presbyterian Mission Agency Board. Ultimately, it is the responsibility of each Deputy Executive Director to ensure that expenditures for their respective areas are within the approved budget before commitments are made.

D. To maintain all financial records and prepare quarterly reports to the Presbyterian Mission Agency Board and monthly reports to the executive staff leadership of the Presbyterian Mission Agency.

E. To prepare and present the annual report of the Statement of Financial Position, Statement of Activities and Changes in Net Assets, and Statement of Cash Flows of the General Assembly that will be audited by a certified public accountant and presented to the General Assembly.

APPENDIX B

The following documents related to various organizational structures can be viewed at (<http://www.presbyterianmission.org/>). These were formerly appendixes B–J.

B. 198th General Assembly (1986) of the Presbyterian Church (U.S.A.), Deliverance Implementing a Design for the Corporate Structure of Certain Agencies of the General Assembly [Adopted June 17, 1986, modified by the 199th General Assembly (1987)* and the 214th General Assembly (2002)]

C. Deliverance Concerning Corporate Structure of Certain Agencies of the Presbyterian Mission Agency

- Presbyterian Church (U.S.A.), A Corporation
- The Publishing Corporation - Amended by 217th General Assembly (2006)

D. Memorandum Defining the Relationship Between the Board of Pensions and the Presbyterian Mission Agency

E. Presbyterian Church (U.S.A.) Investment and Loan Program, Inc. Establishment of a Corporation and Related Matters [*Approved by the 207th General Assembly (1995) and amended by the 209th General Assembly (1997)*]

F. Joint Report—Presbyterian Mission Agency and Presbyterian Church (U.S.A.) Foundation (*Minutes*, 1996, Part I, pp. 617–18)

G. Ratification of Establishment of New Covenant Trust Company, N.A. A Subsidiary of The Presbyterian Church (U.S.A.) Foundation and Related Matters [Approved by the 211th General Assembly (1999), amended by the 212th General Assembly (2000) and the 214th General Assembly (2002).] [*Minutes*, 1999, Part I, pp. 492–94; *Minutes*, 2001, Part I, p. 339]

H. Establishment of New Covenant Annuity Insurance Company and Related Matters [Approved by the 211th General Assembly (1999).] [*Minutes*, 1999, Part I, pp. 500–502]

I. Ratification of Foundation Participation in Formation of New Covenant Funds [Approved by the 211th General Assembly (1999).] [*Minutes*, 1999, Part I, p. 505]

J. Presbyterian Church (U.S.A.) Mortgage Corporation [Approved by the 213th General Assembly (2001).] [*Minutes*, 2001, Part I, pp. 173–75]

*[From *Structural Design for Mission*]

