

The Presbytery of Kendall, PC(USA)  
Administrative Manual, including Organizational Structure,  
By-Laws, and Standing Rules

*Adopted by action of Presbytery on Saturday, March 4, 2017*

**ARTICLE I – Introduction**

1. The Presbytery of Kendall is a nonprofit corporation organized and existing by virtue of the laws of the State of Idaho.
2. The Presbytery is governed by The Constitution of the Presbyterian Church (U.S.A.) comprised of the *Book of Confessions* and the *Book of Order*, the Presbytery By-laws and Standing Rules, and operated under the guidance of the most recent edition of *Robert's Rules of Order, Newly Revised* (RONR).
3. The Presbytery is the ecclesiastical Council having original jurisdiction over all Presbyterian Church (U.S.A.) congregations within the Presbytery's geographical bounds as established by the General Assembly of the Church.
4. The geographical bounds include the Idaho counties of Bannock, Bear Lake, Bingham, Blaine, Bonneville, Butte, Camas, Caribou, Cassia, Clark, Custer, Fremont, Gooding, Jefferson, Jerome, Lemhi, Lincoln, Madison, Minidoka, Oneida, Power, Teton and Twin Falls. The bounds of the Presbytery of Kendall do not include Franklin County, Idaho.

**ARTICLE II – Purpose**

1. The Presbytery of Kendall is responsible for the government of the Church throughout its bounds, and for assisting and supporting the Christian witness of congregations to the sovereign activity of the Triune God in the world, so that all congregations are communities of faith, hope, and love. As it leads and guides the witness of its congregations, the Presbytery 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 (F1.0303) and the six Great Ends of the Church (F-1.0304).

**ARTICLE III – Membership, Representation & Enrollment**

1. All Teaching Elders who have been officially received by Presbytery including those who have retired from active ministry are members of the Presbytery and are eligible to vote.
2. Every congregation of the Presbyterian Church (U.S.A.) within the bounds of the Presbytery shall elect to represent them at stated meetings of the Presbytery one Ruling Elder from that Church, Commissioned by its Session for every 200 active members, or portion thereof.
3. Commissioners to Presbytery shall normally be elected for a term of at least one year, and their names be enrolled with the Stated Clerk prior to the first annual stated meeting of Presbytery.
4. Certified Christian Educators serving at least 20 hours per week, either as a volunteer or paid staff in a PC (U.S.A.) Church, are entitled to the privilege of the floor with voice only at all Presbytery meetings, and in the case of Certified Christian Educators who are Ruling Elders, the privilege of voice and vote is accorded at all its meetings.
5. Commissioned Ruling Elders who have been appointed to moderate the Session of a particular Church and, according to their Commissions, regularly lead or facilitate worship, provide pastoral care and administer the Sacraments, shall have voice and vote during the term of their Commissions and appointments. There shall

be only one voting Commissioned Ruling Elder in addition to the Ruling Elder Commissioner per Church voting at Presbytery meetings.

6. The Stated Clerk, Moderator-elect, Moderator, and Vice-moderator, who shall be either a Teaching Elder or Ruling Elder, shall be enrolled as members of the Presbytery and shall have voice, but not vote, at all Presbytery meetings (unless otherwise qualified to vote per sections III-1 through 6) for their terms of office, whether or not commissioned by his or her session.
7. The Presbytery Executive shall be enrolled as a corresponding member with voice for the duration of his or her service, and if a Teaching Elder member of Presbytery, shall have voice and vote.
8. The chairpersons of Presbytery Committees, Boards, and Commissions shall have voice, but not vote at all Presbytery meetings, (unless otherwise qualified to vote per sections III-1 through 6).

#### **ARTICLE IV – Meetings**

1. There shall be three stated meetings of the Presbytery in each year.
2. Special meetings of Presbytery may be called at the request, or with the concurrence, of two Teaching Elders and two Ruling Elders, the Ruling Elders being from different Churches and the Teaching Elders being from different Churches.
3. Meeting dates and places for stated and special meetings will be established by the Presbytery Council.
4. Officers of the corporation shall call an annual meeting of the corporation and may call other meetings of the corporation as they deem necessary.
5. The Stated Clerk shall provide notice of stated and special meetings including a docket to Teaching Elders, Ruling Elder Commissioners, Commissioned Ruling Elders, eligible Certified Christian Educators, clerks of Sessions, and chairs of Committees, Commissions, and Boards not less than ten days prior to the meeting.
6. The quorum shall be no fewer than three Teaching Elders from three different congregations who are members of the Presbytery and three Ruling Elder Commissioners from three different congregations.

#### **ARTICLE V – Ecclesiastical Officers**

1. The Ecclesiastical Officers of the Presbytery shall be a Moderator-elect, a Moderator, and a Vicemoderator, each elected to terms of one year, and a Stated Clerk, elected to a term of three years.
2. The Moderator shall also serve as the chair of the Presbytery Council.
3. It is anticipated that, barring impediment, the Moderator-elect will serve as Moderator in the year following his or her service as Moderator-elect, and the Moderator will serve as Vice-Moderator following his or her year of service as Moderator.
4. Ordinarily, election to serve as Moderator-elect will occur at the final stated meeting of Presbytery each year for a term of service in the subsequent calendar year and such election will include election to and anticipation of his or her service in the two years subsequent as Moderator and Vice-moderator.
5. The Moderator-elect will serve as a moderator-in-training. The Moderator will serve as acting Moderator, and the Vice-moderator will serve as an advisor to the Moderator.
6. Unless otherwise provided for, terms of service shall begin on January 1 and shall be for one calendar year.
7. The legal assumption of office shall be at 12:00 AM on the 1st day of January. Installation of the Moderator (for the subsequent calendar year) will take place at the close of the final stated meeting of the Presbytery each year. The installation service is a spiritual act of worship, but the legal rights and obligations of the office are accorded by virtue of a proper election and the onset of the beginning date of term.

#### **ARTICLE VI – Duties of Ecclesiastical Officers**

1. The Moderator shall be the presiding officer of Presbytery and shall perform the duties of office as provided in the Book of Order G-3.0104 and moderate meetings of the Presbytery Council.

2. The Moderator-elect shall serve as a member of the Presbytery Council and shall serve as Moderator when requested by the Moderator if the Vice-Moderator is unavailable.
3. The Vice-Moderator shall serve as a member of the Presbytery Council and shall serve as Moderator when requested by the moderator.
4. The Stated Clerk shall attend all stated and special meetings of the Presbytery serving as parliamentarian and chief interpreter of the constitution and fulfilling the duties set forth in G-3.0104.
5. In the absence of the Moderator, the Vice-moderator or Moderator-elect if the Vice Moderator is unavailable will preside and perform all necessary duties.
6. The Stated Clerk shall prepare the minutes of Presbytery and furnish them to the Council for approval prior to publishing them to the Presbytery.
7. The Stated Clerk shall keep all required rolls and registers including attendance at stated and special meetings, prepare dockets, provide notice of meetings, encourage timely submission by Session clerks of statistical reports to Synod of the Pacific and General Assembly, serve as custodian of all Presbytery records and documents, serve as parliamentarian and respond to other requests made by the Presbytery, Office of the Stated Clerk of the General Assembly and the Synod of the Pacific.

#### **ARTICLE VII – Trustees & Corporate Officers (President, Vice-President, & Secretary)**

1. The affairs of the corporation shall be managed by the Board of Trustees nominated by Council and elected by Presbytery.
2. The Board of Trustees is responsible for the financial management of the Presbytery and shall hold in trust all property and permanent funds belonging to the Presbytery of Kendall.
3. The Board of Trustees shall receive, hold, encumber, manage, and transfer property, real or personal, for and at the direction of the Presbytery of Kendall.
4. The Board of Trustees shall be composed of 5 members who are either Teaching or Ruling Elders elected in staggered four year terms. A quorum shall be two. The Board may set a higher quorum to handle certain matters as it deems appropriate.
5. The chair of the Board of Trustees shall be nominated by the Board, elected by the Presbytery and shall serve as the President of the corporation and shall serve as a member of the Presbytery Council with voice and vote.
6. The Presbytery Executive shall serve as the Vice-President of the corporation and as an advisory member to the Board of Trustees, with voice but without vote.
7. The Stated Clerk shall serve as the Secretary of the corporation and shall have voice, but not vote at meetings of the Board of Trustees.
8. Four additional Ruling or Teaching Elders shall be elected as Trustees and shall serve as directors of the Corporation.
9. One member of the Board of Managers shall be invited to attend meetings of the Board of Trustees and, whenever present, shall be accorded voice and vote. The Board of Managers may request the Presbytery Executive (as an advisory member of the Board of Managers) to fulfill this role on its behalf, with voice but without vote.
10. Responsibilities of the Board shall include the preparation of the annual budgets, monitoring expenses, managing non-budgeted funds, evaluating and approving grant applications in coordination with other Presbytery Committees, evaluating and approving requests for use of non-budgeted funds, selecting and maintaining insurance for the Presbytery, and managing the investment of Presbytery funds except for the Hilda V. Thompson Ranch and Investment Portfolio which are delegated to the Board of Managers (see Article X).
11. The chair of the Board of Trustees shall oversee and supervise receipt and disbursement of funds and present to Presbytery a complete report of receipts, expenditures and fund balances for the preceding calendar year.

12. The Board shall maintain a continuous record of all properties held in the name of the Presbytery together with a report of all mortgages thereon.
13. The Board shall make an annual report at the annual meeting of the corporation and file reports as required by the State of Idaho.
14. The Board shall arrange for an annual financial review and shall report the findings to the Presbytery Council.
15. The Board shall review the Articles of Incorporation of newly incorporated congregations.
16. The Board shall supervise and carry out any activities referred to it by Presbytery.

### **ARTICLE VIII – Presbytery Council**

1. The Presbytery Council shall coordinate the resources needed to support Churches, Committees, Boards, Commissions and Task Groups in participating in God’s mission to the world.
2. The Council shall plan and guide the work of the Presbytery at its called and stated meetings and shall review and approve minutes of the Presbytery upon submission by the Stated Clerk.
3. The Council shall have its membership delegated as follows: one representative of Presbyterian Women, one member from the Ministerial Relations Committee, one member from the Church Relations, one member from the Trustees, the Presbytery Moderator-elect, the Presbytery Moderator, and the Presbytery Vice-Moderator. A quorum shall be three. The Council may set a higher quorum to handle certain matters as it deems appropriate.
4. One member of the Board of Managers shall be invited to attend meetings of the Council and, whenever present, shall be accorded voice and vote. The Board of Managers may request the Presbytery Executive (as an advisory member of the Board of Managers) to fulfill this role on its behalf, with voice but without vote.
5. The Presbytery Council in cooperation with the Stated Clerk will prepare a docket for stated and special meetings and coordinate the Presbytery’s calendar.
6. The Presbytery Council shall supervise and carry out any executive, promotional or administrative activities referred to it by Presbytery.
7. The Presbytery Council shall oversee hiring of staff, conduct performance reviews, and provide guidance for all staff, including the Presbytery Executive/Stated Clerk.
8. The Presbytery Council may appoint Task Groups from time to time as needed to complete certain projects or ministry tasks.
9. The Presbytery Executive/Stated Clerk shall be an advisory member of the Council, with voice but without vote.
  - The Presbytery Council shall appoint a Teaching or Ruling Elder to serve as the Presbytery’s representative to the Synod of the Pacific on matters related to Synod and Presbytery personnel.

### **ARTICLE IX - Nominations and Representation**

1. The Nominating Committee shall be composed of three persons with voice and vote nominated by Council and elected by the presbytery.

Each of the three will represent one region of the Presbytery of Kendall (one from the central region including Buhl, Burley, Hollister, Ketchum, Twin Falls)(one from the south eastern region including Malad, Montpelier, Pocatello, Soda Springs) (one from the north eastern region including Driggs, Idaho Falls, Rigby, Salmon, St. Anthony, Swan Valley).

The Vice Moderator of Presbytery will convene and moderate this committee. The Vice Moderator will have voice but no vote.

The responsibilities of the Nominating Committee will be to:

- Identify and encourage persons to have their names put forth for election to Presbytery of Kendall offices or committees including: Stated Clerk, Moderator Elect, Presbytery committees, boards and commissions, and connectional teams including commissioners to General Assembly, the Synod of the Pacific and other opportunities for service as they arise.
- Present a slate of officers and committee members for election at the fall Stated Meeting. Present nominations at other Stated Meetings as needed.

Each member of the Nominating Committee will be elected for a three-year term.

Initial members will decide by lot 1 year, 2 year or 3 year terms then move to a rotation. A member may serve up to 2 consecutive three year terms.

2. Nominations from the floor of Presbytery shall always be provided for.
3. Immediately after elections by the Presbytery, the Presbytery Council shall prepare and publish to the Presbytery a Report on Inclusiveness and Diversity (RoID) describing the nature of inclusion and diversity in regard to categories deemed important to the Presbytery (e.g., TE, RE, CRE, over 50, under 50, male, female, central region, south eastern region, north eastern region, small Church, large Church, elected Presbytery Commissioners, persons with disabilities, persons who (due to life or family experience) are especially sensitive to persons with disabilities, persons new to Presbytery service, youth, racial/ethnic, etc.).
4. The nomination committee shall review and prayerfully consider the implications of this report as they consider nominees to fill anticipated vacancies.

#### **ARTICLE X – Board of Managers**

1. The Board of Managers shall oversee the estate of Hilda V. Thompson according to the terms of her will and their corporate judgment.
2. The Board of Managers shall be comprised of five Ruling or Teaching Elders nominated by the Board and elected by the Presbytery to five year terms in classes of one. A quorum shall be two. The Board may set a higher quorum to handle certain matters as it deems appropriate.
3. The chair of the Board shall be nominated by the Board and elected by the Presbytery.
4. The Board shall create guidelines for distribution of income.
5. The Board shall report on a quarterly basis to the Board of Trustees.
6. One member of the Board of Managers shall be invited to attend the meetings of the Board of Trustees and meetings of the Presbytery Council and, whenever present, shall be accorded voice and vote. The Board of Managers may request the Presbytery Executive (as an advisory member of the Board of Managers) to fulfill this role on its behalf, with voice but without vote.
7. The Board shall provide an annual report to Presbytery.
8. The Presbytery Executive/Stated Clerk shall be an advisory member of the Board, with voice but without vote.

#### **ARTICLE XI – Ministerial Relations Committee (MRC)**

1. The Presbytery shall elect members for a Ministerial Relations Committee which shall elect a chair or cochairs as needed.
2. The purpose of the Committee shall be to serve churches by ordering and fostering relations between/among ministers (TE's and CRE's), the congregations they serve and their Sessions, and the Presbytery.
3. The Committee shall consist of persons chosen by the Committee in a number (minimum of five) and for terms of service which the Committee shall deem appropriate to its purpose and furnished to the Council for election by the Presbytery. A quorum shall be one third.

4. Among the responsibilities of the Committee shall be the training of CRE's, a code of ethics for those in ministry, recognition of important anniversary dates of ordination and installation, Presbytery standards for terms of call, care of those preparing for ministry, care of those preparing for service as Certified Christian Educators, and review of candidates for ordination/installation, etc.
5. The Committee's roles include those outlined in the Book of Order: Pastor, Counselor and Advisor to Teaching Elders and Congregations and their Sessions, Preparation for Ministry, Ordination, Dissolution of Pastoral Relationships, and Certified Church Service (both Commissioned Ruling Elders and Certified Christian Educators). G-3.0307, G-2.06, G-2.07, G-2.09 G-2.11
6. The Committee has authority to conduct the examination of Teaching Elders, to approve and present calls for services of Teaching Elders, to dissolve the pastoral relationship in cases where the congregation and the Teaching Elder concur, to dismiss Teaching Elders to other presbyteries and to report all such actions to the next stated meeting of the Presbytery.
7. The Committee shall appoint one of its members to serve as a representative to the PC(U.S.A.) Board of Pensions and shall relate, as appropriate and needed, to the theological seminaries.
8. The Presbytery Executive/Stated Clerk shall be an advisory member of the Committee with voice but without vote.

#### **ARTICLE XII - Church Relations Committee (CRC)**

1. The Presbytery shall elect members for a Church Relations Committee which shall elect a chair or co-chairs as needed.
2. The purpose of the Committee shall be to serve churches by ordering and fostering relations between/among congregations, the Presbytery, and the PC(USA).
3. The Committee shall consist persons chosen by the Committee in a number (minimum of five) and for terms of service which the Committee shall deem appropriate to its purpose and furnished to the Council for election by the Presbytery. A quorum shall be one third.
4. Among the responsibilities of the Committee shall be the Review of Sessions' minutes, overtures and amendments, and ministry grants in coordination with the Trustees.
5. The Committee shall facilitate collaboration in mission and provide encouragement, guidance and resources to member Churches in the areas of witness and service.
6. The Committee shall administer the Mission Partnership Grant funding process, in consultation with the Board of Trustees.
7. The Committee shall administer, according to appropriate guidelines, offerings designated for peacemaking purposes.
8. The Presbytery Executive/Stated Clerk shall be an advisory member of the Committee with voice but without vote.

#### **ARTICLE XIII - Task Groups**

1. The Presbytery, or its Council, Committees, and Boards may form special Task Groups as it deems necessary to complete particular tasks, perform particular ministries or address particular issues.
2. Service on a Task Group will ordinarily be for the duration of the task on which the group is working.
3. Task Groups shall be accountable to the Presbytery Council and give a report to Presbytery on the work or ministry assignment accomplished.

#### **ARTICLE XIV – Permanent Judicial Commission (PJC), and Administrative Commissions**

1. The Permanent Judicial Commission shall consist of seven members nominated by Council and elected by the Presbytery for six year terms in three classes according to the terms set forth in D-5.0101– D-5.0105 of the Book of Order. The Commission shall consist of Teaching Elders and Ruling Elders, male and female.

2. The work of the Permanent Judicial Commission shall be in accordance with the Constitution of the Presbyterian Church (U.S.A.).
3. Administrative Commissions may be formed by the Presbytery as needed, with members elected by the Presbytery. The scope and authority of a Commission shall be defined by the Presbytery.

#### **ARTICLE XV – Connectional Relationship of Churches and Sessions**

1. The Presbytery of Kendall exists to serve its member Churches and their Sessions.
2. The Presbytery anticipates its Churches will provide financial support through basic mission giving pledges and fulfillment of per capita assessments.

#### **ARTICLE XVI – Other Representation**

1. The Presbytery, upon nomination by the Council, shall elect commissioners and delegates to General Assembly as set forth in the Constitution of the Presbyterian Church (U.S.A.). The Commissioners shall present to the Presbytery proposed changes to the Constitution of the Presbyterian Church (U.S.A.) as sent by the General Assembly.
2. The Presbytery, upon nomination by the Council, shall elect Commissioners to Synod of the Pacific as detailed in the Synod's By-laws.
3. The Presbytery, upon nomination by the Council, shall elect representatives to the Board of Directors of Camp Sawtooth as set forth in the Camp Sawtooth By-laws.
4. The Presbytery, upon nomination by the Council, shall elect members to the Permanent Judicial Commission of the Presbytery.

#### **ARTICLE XVII - Stated and Special Meetings**

1. Teaching Elders who have been received by Presbytery shall be required to attend stated meetings of the Presbytery unless excused in advance by the Stated Clerk.
2. Churches whose Commissioner(s) is (are) absent for two consecutive meetings of Presbytery will be notified by the Stated Clerk of the lack of representation, urging them to take appropriate corrective action.
3. Mileage reimbursement will be paid at a rate that is consistent with the adopted annual budget, ordinarily one vehicle per Church.
4. Expenses for Committees, Boards, Commissions and Task Groups shall be paid by the Treasurer on presentation of completed and signed vouchers and appropriate receipts.
5. Carpooling, wherever possible, is recommended to make most effective use of Presbytery funds.
6. The Moderator of Presbyterian Women of the Presbytery of Kendall or her appointee will report annually to Presbytery and if an Elder, be seated as a corresponding member (with voice, but without vote, unless otherwise qualified to vote per sections III-1 through 6).

#### **ARTICLE XVIII - Reporting Requirements**

1. The Presbytery Council shall report on its work at each stated meeting.
2. All Committees, Councils, Commissions (if active), and Boards shall report to Presbytery no less than once annually.
3. Staff persons shall serve as resources to Committees, Councils, Commissions, Boards and Task Groups.

#### **ARTICLE XIX - Inactive Members of Committees, Commissions, etc.**

1. Any member of a Committee, Commission, Board, or Task Group having been absent for two consecutive meetings will be reminded in writing by its chair or secretary who shall require a response and will report to the Presbytery Council regarding any unresolved inactivity.

2. Members deemed inactive by the Presbytery Council shall be notified of their dismissal from the Committee or Commission and shall be replaced by the regular nomination procedure at a time determined by the Presbytery Council.

#### **ARTICLE XX - Meeting by Conference Call, Internet, etc.**

1. The Presbytery Council, Committees, Boards, Commissions and Task Groups may conduct meetings through electronic means such as internet or telephone provided all persons participating in the meeting can hear each other and such participation shall constitute presence in person at the meeting.

#### **ARTICLE XXII- Presbytery Staff**

1. The Presbytery shall call staff persons to lead the Presbytery in its life and ministry. Staff positions are: the Presbytery Executive/Stated Clerk, and the Executive Assistant.

#### **ARTICLE XXII - Amendments**

1. Notice of a proposed amendment to the Presbytery's By-laws or Standing Rules must be made to the Presbytery through the Presbytery Council and presented to the Presbytery at a meeting of Presbytery prior to the Presbytery meeting in which a vote is held. A majority of those present and voting is required.
2. Suggested changes in the By-Laws or Standing Rules shall be made to the Stated Clerk who shall submit them to be discussed by appropriate Committee(s) of Presbytery and by Presbytery Council which shall, if they are approved as submitted or revised, submit them to the Presbytery for vote as detailed above.
3. Any provision of the By-laws or Standing Rules, except Article XXII, may be temporarily suspended at any meeting of the Presbytery by a two-thirds vote of those present and voting.