

# **BYLAWS OF THE PRESBYTERY OF SAN GABRIEL**

**Synod of Southern California and Hawaii.**

**(Revised November 13, 2012)**

## **CHAPTER I**

### **GENERAL PRINCIPLES**

#### **1.10 DEFINITION**

The Presbytery of San Gabriel, organized on January 4, 1968, at 7:30 p.m., is the organizational unit and the seat of original authority of the Presbyterian Church (U.S.A.) realized by the convocation of all ministers and ruling elders representing churches and ministries within that portion of the County of Los Angeles in the State of California, lying southerly of the Angeles National Forest and Easterly and northerly of the following described line: commencing at the intersection of the Angeles National Forest boundary and the most westerly point in the City of Pasadena; thence southerly along the westerly city limits of Pasadena to the easterly city limits of Glendale to the Southern Pacific Railroad; thence southerly along the Southern Pacific Railroad to the intersection of the Los Angeles River and Alhambra Avenue; thence easterly along Alhambra Avenue to Daly Street; thence southerly along Daly Street to Mission Road; thence north-easterly along Mission Road to Valley Boulevard; thence easterly along Valley Boulevard to Indiana Street; thence southerly along Indiana Street to Medford Street; thence easterly along the southerly city limits of Los Angeles to the westerly city limits of Monterey Park; thence southerly and easterly and along the city limits of Monterey Park to Pomona Boulevard; thence easterly and southerly along the northerly and easterly city limits of Montebello to the Whittier Narrows Dam; thence northerly along the San Gabriel River to the crest of the Puente Hills; thence southeasterly along that crest to Fullerton Road; and thence southerly along Fullerton Road to the Orange County line; thence easterly along Orange County line to easterly limit of Los Angeles County line; thence northerly along Los Angeles County line to Los Angeles National Forest; thence westerly along Los Angeles Forest boundary line to the point where Los Angeles Forest boundary line intersects the most westerly point in the City of Pasadena; and also to include the following portion from the Presbytery of Riverside: the southwestern corner also designated as 14V33 on the plot map and 14V44 on the plot map; R 8W T2S R 7W 7 = Range T = Township). The 60 (Pomona Freeway) is the northernmost boundary; Euclid Avenue (Highway 83) and the 71 (Corona Expressway) are the easternmost boundaries; the Los Angeles County Line and Orange County Line are the westernmost boundaries; the Riverside County Line is the southernmost boundary, along with the 91 (Riverside Freeway) where it intersects with the 71 (Corona Expressway)

#### **1.20 GOVERNMENT**

The presbytery is governed primarily by the Constitution of the Presbyterian Church (U.S.A.) and secondarily by these Bylaws, as subsequently amended, and by such Standing Rules or Manuals of Administrative Operations as may be adopted at a called meeting of the presbytery.

#### **1.30 FUNCTIONS**

In accordance with the Constitution of the Presbyterian Church (U.S.A.), the basic functions of presbytery shall be:

- A.** The oversight, guidance, and discipline of the constituent congregations, ministers, candidates, and specialized ministries within its bounds;
- B.** Cooperation with other presbyteries in the implementation of the mission of the church in the synod;
- C.** Deliberation on the church's theology, order, and mission;

- D. Proposal of overtures and election of commissioners to the Synod and General Assembly;
- E. Support and guidance of churches in their ministry with the presbytery itself a basic unit of mission with responsibility for particular ministries;
- F. The development of mission strategy and programming within its bounds in the light of the comprehensive strategy of synod and General Assembly.

## **CHAPTER II**

### **MEMBERSHIP AND MEETINGS**

#### **2.10 MEMBERSHIP**

The members of the presbytery shall be all resident ministers duly enrolled, elder commissioners elected from each of the particular churches within the bounds of presbytery, and the elder members-at-large elected to Presbytery Council. These elders from Council shall be enrolled upon their election.

Annually, the stated clerk shall ascertain the number of resident ministers duly enrolled, the number of elders which the particular churches are entitled to send as commissioners according to the last reported membership to General Assembly: under 501, 1 elder; 501-1000, 2 elders; 1001-1500, 3 elders; 1501-2000, 4 elders; 2001+, 5 elders; 3001+, 1 more elder for each 1,000 additional active members or major fraction thereof; and the elder members of Presbytery Council. When the number of ministers is larger, the stated clerk shall report the imbalance to the presbytery for the purpose of redressing the imbalance between ministers and elders. The stated clerk shall then assign additional elder commissioners to the particular churches according to the following priorities:

- A. double the commissioners allocated above;
- B. any additional elder commissioners needed to redress imbalance, allocate one (1) additional commissioner to each particular church in reverse consecutive alphabetical order of churches. The stated clerk shall begin such count each year where the previous year's count ended.

NOTE: Presbytery has voted to use active participation of honorably retired members as a criterion in determining balance.

Elder commissioners elected by the particular churches shall be enrolled as members of presbytery upon filing with the stated clerk a certification of election by registering.

#### **2.21 CALENDAR**

Ordinarily there shall be six stated meetings of presbytery each year, held on the second Tuesday of the months of January, March, May, July, September and November. By vote of the Presbytery Council, one of those meetings may be held on a designated Saturday.

#### **2.22 TIME AND PLACE**

All stated meetings shall be held at hours and in churches or places determined by presbytery at a preceding meeting. The place of a special meeting shall be designated in the call.

**MEETINGS BY TELEPHONE AND VIDEO CONFERENCE:**

Commissions, committees, teams and other units may meet by telephone or video conference. All other

requirements for a meeting shall be met, including the requirement that members present be able to communicate simultaneously with all other members present.

### **2.23 ADJOURNED MEETINGS**

Adjourned meetings may be held from time to time as presbytery may determine. The moderator shall call a special meeting at the request, or with the concurrence, of two ministers and two elders, the elders being of different churches. Should the moderator be unable to act, the stated clerk shall, under the same conditions, issue the call. If both moderator and stated clerk are unable to act, any three ministers and three elders, the elders being of different churches, may call a special meeting. The synod may direct the presbytery to convene a special meeting for the transaction of designated business. Notice of a special meeting shall be sent not less than ten days in advance to each minister and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.

### **2.24 CHANGES**

Necessary changes in the date or place of stated meetings may be made by presbytery at a preceding meeting or by the Council providing notification of such intention is sent by e-mail or mail to all members at least ten days prior to the earlier date.

### **2.25 NOTICES**

Notice of all meetings, other than adjourned meetings, shall be e-mailed or mailed to all members not less than ten days before meetings and shall specify the place, day and hour. Elders who are registered at the office of the stated clerk and duly elected by their particular church shall receive notices of all meetings sent directly to them.

### **2.26 WORSHIP**

Each stated meeting shall include a brief period of worship. The Sacrament Lord's Supper shall be observed at least once each year.

### **2.27 MILEAGE EXPENSE**

The presbytery shall provide for the expenses incurred by its members in attending meetings of presbytery or its committees by granting mileage allowances based on specific recommendations by the Administration and Finance Ministry Team.

### **2.28 MINUTES**

Minutes of each stated meeting shall be recorded by the stated clerk, who shall send copies to the members of presbytery in a timely manner after adjournment, with formal approval given at the succeeding meeting of presbytery.

**2.29** A quorum shall be any three minister members and elder members present, provided that at least three churches are represented by elders.

## **CHAPTER III**

### **OFFICERS AND STAFF**

#### **3.10 TITLES**

The principal officers of presbytery shall be moderator, vice-moderator, stated clerk, treasurer, and a minutes clerk.

### **3.20 MODE OF ELECTION, TERMS, DUTIES**

#### **3.21 VICE-MODERATOR / MODERATOR ELECT**

The vice-moderator shall be nominated by the Nominating Ministry Team and elected at the November meeting for a three year term. In the first year, the vice-moderator shall perform the functions of the moderator when requested by that officer or in the inability of the moderator to serve, and shall serve during the term of the moderator. In the second year, the vice-moderator shall become moderator. In the third year he or she shall serve as chairperson of the Council.

The moderator shall be elected at the November meeting (if the moderator has not already been elected as vice moderator) and installed at the January meeting. The moderator's duties shall be those described in the Book of Order.

#### **3.22 STATED CLERK**

The stated clerk shall be elected at the May meeting from nominations made by the Personnel Ministry Team. The term shall be for three (3) years and the duties shall be as defined in the Book of Order.

#### **3.23 TREASURER**

The treasurer is elected annually by the trustees of the corporation.

#### **3.24 MINUTES CLERK**

The minutes clerk shall be elected annually in November for the following calendar year from nominations made by the Personnel Ministry Team. The term shall be for one (1) year.

#### **3.25 VACANCIES**

Any officer may resign at any time by giving thirty days notice to the stated clerk, except that the stated clerk shall resign by notifying the moderator and the chairperson of the Personnel Ministry Team. Any vacancy so created, or created by death, permanent disability, disqualification, or any other cause, shall be filled by regular election procedures. From the nominations of the Personnel Ministry Team the Council shall have the power to make temporary appointment to the office of stated clerk in the event that office should be vacated between meetings of presbytery. Such appointment is subject to approval by presbytery, and presbytery shall in regular manner elect a stated clerk at its earliest convenience.

#### **3.26 COMPENSATION**

Presbytery shall make provisions for the expenses of the moderator as well as expenses and remuneration for the services of the stated clerk and presbytery staff. The amount of the remuneration shall be determined annually by presbytery on recommendation of the Personnel Ministry Team and the Administration and Finance Ministry Team.

#### **3.27 EXECUTIVE PRESBYTER**

The responsibilities of this office are assigned by the presbytery. Election to this office shall be according to the Manual of Administrative Operations.

### **3.28 SYNOD STAFF**

Synod staff, other than the executive presbyter, may be advisory members of such ministry teams of the presbytery as may request their services.

## **CHAPTER IV**

### **ORGANIZATION**

#### **4.10 GENERAL PRINCIPLES**

#### **4.11 COMPONENTS**

In order to discharge its functions in the work of the church, presbytery is organized with the following components: a council, a corporation, permanent ministry teams, ministry task forces and special committees and commissions as required to carry-out the mission of the presbytery.

#### **4.12 FISCAL YEAR**

The fiscal year of presbytery shall be the calendar year.

#### **4.20 ELECTION AND TERMS OF SERVICE**

**4.21** All the members of permanent ministry teams shall be elected to serve for terms of three years and these ministry teams shall be divided into three approximately equal classes, one class to be elected each year, unless presbytery directs otherwise.

**4.22** No member shall serve for consecutive terms, either full or partial, aggregating more than six years and, having served, any such member shall be ineligible for another term until one year has elapsed.

**4.23** Terms of office shall begin January first following election or immediately upon election to fill unexpired terms.

**4.24** Any permanent ministry team may enlarge its membership for advisory purposes. Advisory members shall have voice but no vote.

**4.25** When a member has been absent without excuse from three consecutive meetings of the Council, the ministry teams of presbytery or the corporation of presbytery, presbytery may declare the position vacant and elect another person to fill the unexpired term.

**4.26** A member of presbytery shall serve on only one permanent ministry team at a time.

**4.27** The Permanent Judicial Commission shall be elected in compliance with the Book of Order.

## **CHAPTER V**

### **PRESBYTERY COUNCIL**

#### **5.10 MEMBERS**

- A. The Presbytery Council shall consist of 21 members including: the immediate past moderator of presbytery as chair, a representative of each of the permanent ministry teams (except the Permanent Judicial Commission), and the incumbent moderator and vice-moderator of presbytery. The council shall also consist of twelve at-large positions (3 classes of 4 for 3-year terms), nominated through the Nominating Ministry Team and elected by the presbytery to implement the principles of participation and inclusiveness to ensure fair and effective representation. Six of the at-large members shall be representatives of the racial/ethnic and immigrant churches.
- B. The Council shall be divided into regularly working sub-teams responsible for specific areas of ministry.
- C. The executive presbyter and the stated clerk shall be ex-officio members of Council without vote.

## **5.20 POWERS**

The Council shall have the following powers:

- A. Set presbytery meeting agendas.
- B. Provide for short and long range strategic planning.
- C. In partnership with the Administration and Finance Ministry Team, approve the annual budget for recommendation to the presbytery.
- D. Oversee distribution of special funds available for mission and ministry (through a sub-team of Council).
- E. Oversee mission, program and activities of presbytery in consultation with the Executive Presbyter and Stated Clerk.
- F. Identify ministry needs and opportunities in need of a Ministry Task Force (a short term or long-term ministry team, vetted by Council, gathered around a specific project or an identified ministry priority for the presbytery). These task forces will present annual reports to the Council.
- G. Maintain the Nominating Ministry Team.
- H. Appoint a temporary stated clerk when necessary, as provided in Section 3.25.
- I. Be empowered by presbytery to enroll and delete ministers upon recommendation of the COM Ministry Team during the interim between presbytery meetings and shall report the action at the next meeting of presbytery. Presbytery Council shall be empowered by presbytery to grant dismissal of candidates under care to another presbytery when recommended by the CPM Ministry Team during the interim between presbytery meetings and shall report the dismissal(s) at the next meeting of presbytery.
- J. Receive annual reports from related organizations and agencies of the presbytery
- K. Collaborate with Presbyterian Women as they faithfully gather and promote mission near and far.

## **5.30 EXPENSES**

Expenses of the Council shall be provided as prescribed in these Bylaws

## **5.40 MEETINGS**

The Council shall meet regularly at least two weeks prior to each stated meeting of presbytery, or upon call of the chairperson or any two members of Council.

## **CHAPTER VI**

### **THE CORPORATION**

#### **6.10 FORMATION AND DUTIES**

The presbytery shall form a corporation or corporations under the laws of the State of California to enable it to:

- A. Receive, hold, encumber, manage, and transfer such property as may come under its jurisdiction;
- B. Manage its corporate affairs as presbytery may direct.

#### **6.20 CIVIL CORPORATION**

- A. The Presbytery of San Gabriel exists under the California Non-Profit Public Benefit Corporation Law for religious and charitable purposes.
- B. The principal office for the transaction of the business of the Corporation will be located in Los Angeles County, California
- C. The general powers of the corporation shall be those normally ascribed to such corporations, and shall be subject to the provision of the California Non-Profit Corporation Law and any limitation noted in these bylaws.
- D. The Trustees of the Corporation shall be the Administration and Finance Ministry Team.
- E. The officers of the Civil Corporation shall be (1) a President (2) a Vice-President (3) a Secretary and (4) a Treasurer. These officers shall be elected by the Administration and Finance Ministry Team from its membership.
- F. The Annual Meeting of the Corporation shall be held in connection with the first stated meeting of the presbytery held in each calendar year.
- G. The Corporation may indemnify any agent of the corporation against any liability asserted against or incurred by the agent in such capacity and arising out of the agent's status as such, as may be allowed by the California Non-Profit Corporation Law and any future amendments to it.

#### **6.30 ARTICLES**

A copy of the Articles of Incorporation of presbytery is annexed to these Bylaws as Exhibit A.

## **CHAPTER VII**

### **MINISTRY TEAMS**

#### **7.10 GENERAL PRINCIPLES FOR MINISTRY TEAMS**

- 7.11 Ministry teams shall have the responsibility to initiate, develop, and, upon approval by presbytery or by authority herein granted, to execute plans and policies for the better function of presbytery in the areas of concern assigned to them.
- 7.12 To facilitate proper relationships with other entities of presbytery, each ministry team shall report to the presbytery annually and at other times as provided in the docket by the Council.
- 7.13 Each ministry team shall design its organizational structure so as to remain flexible and reflect the elements of a relevant, supportive ministry.

**7.20 EXPENSES**

All requests from ministry teams and ministry task forces for expenses to be included in the budget shall be presented to the Administration and Finance Ministry Team by August 1. By December 31 each year all entities collecting or disbursing funds shall present a report of such funds to the treasurer and the Administration and Finance Ministry Team for audit.

**7.30 MEMBERSHIP**

- 7.31 A ministry team shall be composed of members as designated in these Bylaws, the Book of Order, or the Manual of Administrative Operations. Note: The term “ministry team” is equivalent to “committee” in the Book of Order.
- 7.32 Except when the composition of the team is mandated by the Book of Order, membership of a ministry team shall ordinarily be one-half ministers and one-half laypersons with concern given that each ministry team include in its membership a fair representation of women, youth, and racial ethnic persons in the presbytery in keeping with principles of participation and inclusiveness to ensure fair and effective representation as stated in the Book of Order.
- 7.33 Vacancies occurring by death, resignation or other cause shall be filled by election by presbytery after nomination by the Nominating Ministry Team. Any ministry team member desiring to resign shall send a letter of resignation to the stated clerk and a copy to the chairperson of the Nominating Ministry Team.
- 7.34 A ministry team may appoint an executive committee, sub-committees or task forces for the purpose of carrying out its assigned mission. A ministry team may appoint to itself or to the corresponding members of its sub-committees, in number not more than one-half the ministry team or subcommittee membership, who shall have the privilege to deliberate and advise, but not vote.

**7.40 PERMANENT MINISTRY TEAMS**

**7.41 ADMINISTRATION AND FINANCE MINISTRY TEAM**

Functions as the Board of Trustees of the Presbytery and oversees care of corporate responsibilities and fiduciary health of the presbytery.

**7.42 COM MINISTRY TEAM**

Guides and supports ministers and churches in matters relating to calls for pastoral staff; ministers to all parties in grievances between clergy and church members; provides pastoral care for minister members and sessions; provides equipping and training for church redevelopment/revitalization and transformation; facilitates new church developments and fellowships guided by the Office of the General Assembly Committee on Ministry Advisory Handbook and in accordance with *Book of Order* and policies established by the presbytery.

**7.43 CPM MINISTRY TEAM**

Cares for and oversees the process for inquirers and candidates for ordination to the position of Minister of the Word and Sacrament guided by the Office of the General Assembly Committee on Preparation for Ministry Advisory Handbook and in accordance with *Book of Order* and policies established by the presbytery for Inquirers and Candidates.

**7.44 NOMINATING MINISTRY TEAM**

Seeks to identify persons called to leadership in the presbytery and synod.

**7.45 PERSONNEL MINISTRY TEAM**

Oversees and reviews presbytery staff, implements AA/EEO policies and guides local churches with respect to their personnel matters.

**7.46 REPRESENTATION MINISTRY TEAM**

Advises the Nominations Ministry Team, serving both as an advocate for full representation of the rich diversity of the presbytery and as a continuing resource for potential nominees.

**7.47 PERMANENT JUDICIAL COMMISSION**

Fulfills the requirements of the Rules of Discipline in the Constitution of the Presbyterian Church (U.S.A.)

**CHAPTER VIII**

**RELATED ORGANIZATIONS**

**8.00 RELATED ORGANIZATIONS**

**8.10** Related organizations and agencies of the presbytery, such as Presbyterian Women and Presbyterian Men, shall report annually to the council, or to the council through their related ministry team. These reports should include activities and a financial report.

**CHAPTER IX**

**GENERAL ASSEMBLY COMMISSIONERS**

**9.10 TIME OF ELECTION**

Commissioners to General Assembly shall be elected no later than the January stated meeting.

**9.20 NOMINATION OF COMMISSIONERS**

**9.21** For their information the stated clerk shall maintain and make available to the Nominating Ministry Team at least 90 days before the nomination of teaching elder commissioners, a list of the continuing members of presbytery in order of longest service since last attendance at General Assembly as a commissioner, or the date of their beginning ordained ministry in the Presbyterian Church (U.S.A.). The Nominating Ministry Team shall present to presbytery

a full slate of nominees to be nominated. An opportunity for nominations from the floor shall always be given. From those nominated presbytery shall vote for the number presbytery is entitled to send to General Assembly. The nominees receiving the largest number of votes shall be declared elected in number equal to those presbytery is entitled to send. Commissioners nominated ordinarily shall have served at least two years as a member of Presbytery and shall have been regular in attendance at the meetings of presbytery. Service in presbytery shall be considered as an additional qualification for election.

**9.22** For their information likewise, there shall be presented to the Nominating Ministry Team the names of similar number of churches in order of the longest time since their last representation at General Assembly, or, if they have not been represented, since their organization. Ruling Elder Commissioners ordinarily shall be elected from churches who have been represented in at least one-half of the presbytery meetings during the previous year. The participation of a nominated elder in presbytery shall be noted.

### **9.30 ALTERNATES**

Nominees receiving the highest number of votes next after the elected commissioners shall be deemed elected as alternates. If any commissioner cannot attend General Assembly, that commissioner shall at the earliest day possible return the commission for an alternate observing the order of the highest number of votes received, until one is reached who can attend.

### **9.40 ELIGIBILITY**

Any teaching elder or ruling elder within presbytery shall be eligible for this election except that a commissioner shall be ineligible for re-election until two years have elapsed.

### **9.50 BALLOTING**

Election shall be by secret ballot taken separately for teaching elder commissioners and ruling elder commissioners.

### **9.60 YOUNG ADULT ADVISORY DELEGATES**

Young adult advisory delegates to General Assembly and their alternates shall be elected in the same manner prescribed for elder commissioners in sections 9.10 through 9.50 above, and shall be members of congregations within this presbytery.

### **9.70 THEOLOGICAL SEMINARY ADVISORY DELEGATE**

These delegates are nominated by seminaries and elected by the presbytery.

## **CHAPTER X**

### **SYNOD COMMISSIONERS**

#### **10.10 TIME OF ELECTION**

Commissioners to synod shall be elected prior to December first.

#### **10.20 NOMINATION AND ELECTION**

An equal number of ministers and elders shall be elected by presbytery as commissioners to synod, to serve for two years. Approximately one-half of the commissioners shall be elected each year. The number of commissioners to be elected shall be determined in accordance with synod rules for representation.

### **10.30 ALTERNATES**

A sufficient number of elders and ministers to insure presbytery's representation at synod shall be elected by presbytery as alternates, who may serve in place of regular commissioners when so authenticated by the stated clerk of presbytery. If vacancies remain in presbytery's delegation after all alternates have been contacted, members of Council may be appointed by the moderator of presbytery to serve as commissioners.

### **10.40 ELIGIBILITY**

Any minister or elder within presbytery shall be eligible for this election, except that a commissioner shall be ineligible for re-election until one year has elapsed.

### **10.50 BALLOTING**

Election may be by secret ballot, taken separately for minister commissioners and elder commissioners.

### **10.60 YOUTH ADVISORY DELEGATES TO SYNOD**

Persons shall be nominated from the floor of presbytery for youth advisory delegate to synod. Said persons shall be members of congregations within the presbytery, and shall be elected as provided for minister and elder commissioners in section 10.50. The nominees receiving the highest number of votes shall be delegates, and those receiving the next highest shall be alternates.

## **CHAPTER XI AMENDMENT AND SUSPENSION**

### **11.10 AMENDMENTS**

Amendments to these Bylaws may be made by two-thirds vote of members present at any stated meeting provided that written notices of the proposed change shall have been made at the previous stated meeting.

### **11.20 SUSPENSION**

These Bylaws may be suspended by a two-thirds vote of the members present at a stated meeting only.