

ALBANY PRESBYTERY MANUAL OF ADMINISTRATIVE OPERATIONS

(Approved by Presbytery on November 17, 2012)
(Amended by Presbytery action on March 25, 2014, April 30, 2014, June 6, 2017,
February 10, 2018, and November 19, 2019)

The proceedings of Albany Presbytery, Synod of the Northeast, are to be governed by the Constitution of the Presbyterian Church (U.S.A.) [PC(USA)], as interpreted by the General Assembly in the Digest of Minutes; by the Religious Corporations Law of the State of New York; and by this Manual of Administrative Operations.

Albany Presbytery is incorporated pursuant to Section 15 of the Religious Corporations Law of the State of New York and in harmony with the Constitution of the PC(USA) (formerly known as the United Presbyterian Church in the United States of America), so as to enable it to receive, hold and transfer property--real and personal--and facilitate the management of its corporate affairs. Date of incorporation is January 20, 1956.

This Manual of Administrative Operations consists of two parts:

PART 1 – STANDING RULES

PART 2 – POLICIES AND PROCEDURES

PART 1 – STANDING RULES

I. Membership

- A. Ministers of the Word and Sacrament (also called teaching elders) engaged in ministry validated by the Presbytery, at-large members, and honorably retired members are minister members of Albany Presbytery, the roll of which is reported annually to the Presbytery by the Stated Clerk at the first stated Presbytery meeting of the calendar year.
- B. Each member church is represented at meetings of the Presbytery by one ruling elder commissioner. Churches with over 100 active members are entitled to be represented by two ruling elder commissioners, and churches with over 200 active members are entitled to be represented by three ruling elders.
- C. At the second stated Presbytery meeting of the calendar year, the Stated Clerk shall present a recommendation for equalizing minister and ruling elder membership in the Presbytery, using the procedures set forth in Part 2 of the Manual.
- D. Ruling elders serving as: Moderator, Vice-Moderator, Executive Staff Member, or Stated Clerk of the Presbytery; Commissioned Ruling Elders; and chairs of Presbytery committees or boards are members of the Presbytery for the duration of their term of office or service.
- E. In accordance with G-2.1103.b of the Form of Government, Presbytery may grant Certified Christian Educators 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 at all of its meetings.
- F. The following may be enrolled as corresponding members at meetings of Albany Presbytery: Ministers who are members of other PC(USA) presbyteries and Ruling

Elders who have previously served as moderators of Albany Presbytery.
Corresponding members shall be entitled to speak, under the rules, in meetings of the Presbytery but they may neither vote nor present motions.

II. Meetings

- A. Stated meetings: The Presbytery shall meet as often as necessary to accomplish its work, but no fewer than four times during the year. The dates for stated meetings will normally be set by June of the preceding year. The Presbytery shall ordinarily meet three times per year for business and two times per year for education and spiritual growth. However, business may be transacted at all Presbytery meetings.
- B. Special Meetings may be called by the Moderator, or in his or her inability to act, by the Stated Clerk, at the request, or with the concurrence, of two teaching elders, and two ruling elders from two different churches. The purpose for the special meeting shall be included with the call of the meeting.
- C. Notice. Notice for all meetings shall be made at least ten days in advance to all members as identified in I. A, D, and E above and to the clerk of session of each member church.
- D. Quorum. The quorum for all meetings shall be nine minister members and nine ruling elders representing at least six different member churches.
- E. Docket: A docket for each stated meeting of the Presbytery shall be developed by the Moderator, with the assistance of the Stated Clerk, and proposed by the Coordination Committee.

III. Officers and Executive Committee

- A. The Officers of the Presbytery shall be a Moderator, Vice Moderator, Stated Clerk, Treasurer, and the Executive Staff Member, if any, employed by the presbytery
 - 1. The Moderator, who shall normally have been elected and served as the Vice Moderator in the previous year, shall be installed as Moderator by Presbytery at the last stated meeting of the calendar year, to serve for one year beginning at the close of that meeting. The Moderator shall serve as Chair of the Presbytery Coordination Committee in the Vice-Moderator's absence or at the request of the Vice-Moderator. The Moderator shall perform all duties and have all rights and responsibilities in accord with the provisions of the Form of Government of the PC(USA). The Moderator or the Moderator's designee shall serve as moderator of administrative commissions established for services of ordination and installation. The Moderator shall also be responsible for a service of installation of the succeeding Moderator, in the context of worship, at the stated meeting at which the new Moderator is installed.
 - 2. The Vice-Moderator shall be nominated by the Committee on Representation and Nominations and should be elected at a mid-year (normally June) stated meeting of Presbytery. The Committee on Representation and Nominations will normally seek vice moderator nominees in accordance with the following rotation: Male Minister / Female Ruling Elder / Male Ruling Elder / Female Minister. Following election, but prior to installation, the Vice-Moderator is encouraged to attend meetings of the Presbytery Coordination Committee

with voice, but not vote, unless she or he is already a voting member of the Coordination Committee. The Vice-Moderator shall be installed at the last stated meeting of Presbytery of the year, to take office at the close of the meeting. The Vice-Moderator shall serve for one year as Chair of the Coordination Committee, and as Moderator of Presbytery in the Moderator's absence or at the request of the Moderator. She or he will be installed as Moderator of Presbytery as outlined above.

3. The Stated Clerk shall perform all duties and have all rights and responsibilities in accord with the provisions of the Form of Government of the PC(USA), Part 2 of this manual, and the position description for the Stated Clerk. The Stated Clerk is elected for a 5-year term and is eligible for re-election in accordance with the provisions of the position description and the Personnel Policies and Practices of Albany Presbytery. The Moderator is authorized to appoint a Stated Clerk pro-tem to serve in the absence of the Stated Clerk.
4. If in accord with its mission, the presbytery employs an executive staff member as provided in G-3.0110, she or he shall perform all duties and have all rights and responsibilities in accord with the position description and any employment agreement or covenant between the presbytery and the staff member, which should include whether the position is considered full time or part-time; permanent, temporary or interim; and should contain provisions for any term of and compensation for service, evaluations and performance reviews, termination process, and whether it is considered an installed position with the Presbytery. The title of such an executive staff member position will reflect the mission focus envisioned, such as Executive Presbyter, General Presbyter, Transitional Presbyter, Resource Presbyter, Mission Presbyter, or Administrator.
5. The Treasurer shall be elected for a term of 3 years and may be re-elected. The assistant treasurer(s) shall be elected for a term of 1 year and may be re-elected. The **Albany Presbytery Treasurer - Position Description** is as follows:

The Treasurer of the Presbytery of Albany is a volunteer position generally responsible to the Presbytery for the fiduciary obligations of the Presbytery in reporting, ensuring financial health, and legal conformity. The Treasurer shall be an officer of both the Presbytery and the Trustees and a signatory of the organization and its accounts.

It is the duty of the Treasurer to be informed of:

1. The accounts and financial processes of the Presbytery.
2. Relevant governmental regulations.
3. The current status of budgets and budget processes.

The Treasurer works with the Presbytery Trustees, the staff, and the Budget and Finance Committee of the Presbytery in ensuring the production of:

1. Financial reviews or audits as required by the Book of Order.
2. Financial reporting as required by the State of New York.
3. Financial statements on a regular basis.
4. Responsible operating and capital budgets.
5. Orderly investment policies that conform to PC(USA) guidelines.

The Treasurer shall also:

1. Assure the accuracy, safety and preservation of financial records
2. Act as authorized liaison with financial institutions or individuals acting as depository, trustee, or manager of endowment or other funds.
3. Act as authorized liaison with insurance underwriters to assure adequate insurance coverage and process of claims.

B. Executive Committee. The Moderator, Vice-Moderator, Stated Clerk, the immediate past Moderator and any executive staff member shall be the Executive Committee of the Presbytery. The Presbytery Coordination Committee may delegate specific authority to the Executive Committee to help with the coordination and implementation of the vision, ministry, and mission of the Presbytery.

IV. Presbytery Organization

A. GENERAL POLICIES

1. All committees, boards, and commissions are responsible to the Presbytery. Committees are encouraged to work cooperatively to accomplish the ministry and mission of the Presbytery. All committees, boards, and commissions work under the supervision of the Presbytery through its Coordination Committee.
2. All committees and the Board of Trustees shall have the power to appoint subcommittees and task forces to carry out particular aspects of their work. All such appointed groups shall work under the supervision of the appointing committee.
3. Where required by the Book of Order, particular committee responsibilities shall be carried out by minister members and ruling elders only. In all other cases, the Presbytery welcomes the participation of all members in our common work. In addition, we commit ourselves to welcoming to our common work all participants in our congregations and other forms of corporate witness.
4. Committees are encouraged to utilize and/or employ professionals with particular expertise to assist them in their work. Any employment of professionals shall be considered in consultation with the Committee on Personnel and the Committee on Budget and Finance.
5. Committees are encouraged to seek opportunities to work cooperatively with other presbyteries and ecumenical entities to fulfill their particular responsibilities. Such cooperation shall be done in consultation with the Coordination Committee.
6. All committees, task forces, and teams shall engage in regular discernment regarding their area of responsibility, in order to seek a vision for what God is doing in the Presbytery and its constituent congregations and corporate witnesses.
7. All committees shall develop plans for fulfilling its ministry responsibilities. These plans may be annual or multi-year. These plans shall be presented to the Presbytery annually for review and approval.

8. All committees shall work with the Committee on Budget and Finance to develop a plan of financial support for the ministry plans of the committee. Committees shall be accountable to the Presbytery through its Committee on Budget and Finance for administering its approved spending.
9. All committees, task forces, and teams shall adopt ways to effectively communicate with the Presbytery concerning their work, decisions made for the Presbytery when exercising commission powers, and business to be considered by the Presbytery.
10. The Presbytery of Albany authorizes its commissions, committees, boards, and agencies to meet via video conference, teleconference, or by other electronic means whenever the moderator of said entity believes that such meeting will best serve the needs of its members, provided that the technology employed allows for simultaneous aural communication among all participants. Any entity may adopt its own procedural rules for the orderly conduct of business when such electronic means are employed. Furthermore, these procedural rules may include allowing committees to have electronic voting so votes can be solicited, received, and shared by email without having a meeting.
11. Committees established by the Presbytery shall be composed of at least five members unless specified elsewhere in this Manual. Committees shall include minister members and ruling elders and members of congregations unless constitutionally mandated and reflect the balance and diversity of the Presbytery. Service by an individual shall be restricted to no more than one Presbytery committee or board at a time, but this shall exclude short-term appointments to ad hoc committees or the Permanent Judicial Commission.
12. Members of committees shall be placed in nomination by the Committee on Representation and Nominations and elected by Presbytery. Normally members are elected to three-year terms for a maximum of six years successively.
13. Committees and Boards shall be permitted to organize and determine leadership in accord with their work and goals, unless a particular form is mandated by the Book of Order or NYS law. Decisions concerning organization and leadership shall be reported regularly to the Presbytery. Committees and boards may utilize chairperson, co-chairpersons, coordinator, convener, or other leadership model. Leadership of committees and boards shall be shared in a regular order. No person shall hold a primary leadership role on a committee or board for more than two consecutive years. All committees and boards shall report regularly (at least three times per year) to the Presbytery, and such reporting may be done in writing.
14. The quorum for committees shall be one-half of the committee membership.

B. MINISTRY OF GOVERNANCE

1. Coordination Committee (Membership: Moderator, Stated Clerk, Vice-Moderator, executive/professional staff, and committee chairs or their representative)
 - coordinate agenda for business meetings of the Presbytery

- facilitate planning for education and spiritual growth meetings of the Presbytery
- propose a schedule (dates, times, & locations) for meetings of the Presbytery
- call special meetings of the Presbytery when appropriate
- communicate regularly with all committees to assure that work is done in a timely manner and to facilitate coordination of work among committees
- work with the Committee on Leadership Development to develop and implement regular plans for growth in leadership skills for those serving in various capacities within the Presbytery, including an annual retreat to train Presbytery leaders
- work with all committees to develop opportunities to work cooperatively with other presbyteries and ecumenical entities to fulfill their particular responsibilities
- receive bills and overtures for study, referral and recommendation to Presbytery as appropriate.
- serve as the nominating committee to the Presbytery for members of the Committee on Representation and Nominations.
- in the event of the resignation, or permanent inability to serve, of the Moderator or Vice Moderator, the Presbytery Coordination Committee shall recommend to the next stated meeting of Presbytery how the vacant office shall be filled.

2. Committee on Representation & Nominations (5 members)

- advise the Presbytery regarding the implementation of principles of unity and diversity
- advocate for diversity in Presbytery leadership
- consult with the Presbytery on the employment of personnel, in accordance with the principles of unity and diversity in F-1.0403
- nominate persons to serve in positions requiring election by the Presbytery, ensuring that nominations are broadly representative of the Presbytery and in conformity with the church's commitment to unity in diversity (F-1.0403)

3. Committee on Budget & Finance (5 members)

- prepare and propose a budget for annual operating expenses, including administrative personnel, to support the church's mission within the Presbytery
- propose to the Presbytery the means for funding the operating budget
- conduct a full financial review and audit of all financial books and records every year
- oversee the work of the employed financial staff person or contracted entity.
- present a financial report at each business meeting of the Presbytery
- consult and coordinate with the Board of Trustees concerning financial issues impacting the Presbytery budget

4. Committee on Personnel (5 members)

- develop and administer the personnel policies of the Presbytery
- propose job descriptions and compensation for Presbytery staff and employees to the Presbytery

- review and evaluate the work of Presbytery staff and employees and report annually to the Presbytery
- provide care and support for all Presbytery employees
- facilitate the process for employing and terminating Presbytery employees

5. Board of Trustees (7 members) [Must be either Ruling Elders or Minister Members]

- receive, hold, encumber, manage, and transfer property, real or personal, for and at the direction of the Presbytery
- monitor and oversee the financial condition of loans co-signed by the Presbytery
- administer the Grants and Loans Program
- assist congregations in developing plans for the care and maintenance of buildings in consultation with the Building Assessment Team
- consult and coordinate with the Committee on Budget and Finance concerning financial issues impacting the Presbytery budget

The Board of Trustees is commissioned to:

- consider and act upon requests from congregations for permission to take the actions regarding real property as described in G-4.0206.
- to negotiate and approve the sale of real property from dissolved congregations on behalf of the Presbytery in accordance with G-4.0205

New members shall be elected at the last stated Presbytery meeting of the year and take office on the first day of the succeeding calendar year. A quorum shall be a majority. The principle of the rotating system shall be in operation as provided for officers of the local church in the Form of Government.

6. Permanent Judicial Commission (7 members) [Must be either Ruling Elders or Minister Members]

- shall consider and decide cases of process for the Presbytery according to the Rules of Discipline
- shall be composed of no fewer than seven members, with no more than one of its ruling elder members from any one of its constituent churches
- the term of each member shall be six years, with members elected in three classes and with no more than one half of the members to be in one class

C. MINISTRY OF ASSISTANCE, SUPPORT & DEVELOPMENT

1. Committee on Ministers and Congregations (Min: 9 members Max: 15 members with at least 5 members who are either Rulings Elders or Minister Members)

- serve as counselor to all Ministers and Commissioned Ruling Elders
- facilitate relationships between congregations and Ministers and Commissioned Ruling Elders
- counsel with a session concerning reported difficulties within a congregation, including: (1) advising the session as to appropriate actions to be taken to resolve the reported difficulties, (2) offering to help as a mediator, and (3) acting to correct the difficulties if requested to do so by the session or if the session is unable or unwilling to do so, following the procedural safeguards of the Rules of Discipline

- recommend to the Presbytery the appointment of commissions to assume original jurisdiction in any situation in which it determines that a session cannot exercise its authority
- propose annually the minimum compensation standards for pastoral calls, and for Certified Christian Educators and Certified Associate Christian Educators for approval by the presbytery
- propose and administer the Presbytery's financial support for ministers and congregations

This Committee is commissioned to:

- appoint administrative commissions of Presbytery for the purpose of ordaining and installing Ministers and Commissioned Ruling Elders to particular pastoral service
- approve terms of call and contracts for Ministers and Commissioned Ruling Elders
- examine and receive Ministers by transfer from other presbyteries for the purpose of accepting valid calls to ministry and membership in the Presbytery; and for membership in the Presbytery as at-large and honorably retired.
- approve and review annually the work of all Ministers engaged in validated ministries outside the congregation
- act on requests for transfer of Ministers to other presbyteries
- act on requests from congregations for extension of terms of service for ruling elder members of sessions and deacons
- appoint church moderators to fill vacancies created by pastoral transitions
- to act on requests from individual member congregations for approval of trained ruling elder members of that congregation to administer the Lord's Supper at that congregation when requested to do so by the session of that congregation

2. Committee on Leadership Development (Min: 5 members Max: 9 members with at least 5 members who are Rulings Elders or Minister Members)

- care for and supervise candidates and inquirers for ordination as Ministers of the Word and Sacrament
- supervise the preparation of Commissioned Ruling Elders
- work with the Coordination Committee to develop and implement regular plans for growth in leadership skills for those serving in various capacities within the Presbytery, including an annual retreat to train Presbytery leaders
- propose and administer the Presbytery's financial support for preparation for ministry

This Committee is commissioned to:

- enroll inquirers in covenant relationship with the Presbytery
- transfer inquirers and candidates to other presbyteries
- receive inquirers and candidates by transfer from other presbyteries
- perform annual consultations with inquirers and candidates
- certify candidates ready to receive a call and give candidates permission circulate their Personal Information Form
- remove an individual from inquirer status

This Committee will coordinate the work of the Mentor Training Task Force.

3. Committee on Church Development and Vitality (Min: 9 members Max: 12 members)

- promote, support, and coordinate the establishment of new congregations, new worshiping communities, fellowship groups, non-congregational entities, and other forms of corporate witness
- support congregations in the work of transformation, revitalization, and transition
- propose and administer the Presbytery's financial support for church development
- The Recommendations for Congregational Renewal will be coordinated by this Committee, including the work of the Ministry Plan Teams.
- Administer the New Initiative and Rural Initiative Grant programs

4. Committee on Church Mission (Min: 9 members Max: 12 members)

- develop and support ways in which the Presbytery, its congregations and pastors, its members engaged in validated ministries, and its new congregations, new worshiping communities, fellowship groups, and other non-congregational entities can fulfill the mission of God in Christ, guided particularly by the Great Ends of the Church (F-1.0304)
- encourage and support ministry partnerships among congregations, regions, and ecumenical and interfaith organizations which fulfill the mission of church
- promote and support ministries of proclamation, evangelism, and discipleship throughout the congregations of the Presbytery
- promote and support ministries of social, racial, and environmental justice, peacemaking, and self-empowerment throughout the congregations of the Presbytery
- propose and administer the Presbytery's financial support for church mission
- promote and support the self-development of people
- provide oversight for campus ministries including endorsement of grant applications by these ministries

This Committee will coordinate the work of:

- Peacemaking Task Force
- Guatemala Partnership Task Force

D. Administrative commissions shall be established in accord with Form of Government (G-3.0109). Administrative commissions shall have at least 5 members, with a balance of ruling elders and minister members, and the quorum shall be one more than one half of the members.

E. Covenant Relationships. The Presbytery may, normally upon recommendation of the Presbytery Coordination Committee or other committee(s), establish covenant relationships with groups and organizations with which such a relationship will foster the mission of the Presbytery and the greater Church. When established, the purpose and responsibilities of each covenant relationship shall be added to and outlined in Part 2 of this Manual, including provisions for how any representation is to be appointed or elected. Relevant changes shall be made under Part 2 when covenant

relationships are either changed or dissolved.

- F. Presbytery Task Forces. Members seeking to create a Presbytery task force should consult with and receive guidance from the Presbytery and the Coordination Committee as to the scope, size, purpose, and responsibilities of the task force before seeking approval from Presbytery to create the task force.

V. Property and Trust Funds

- A. Every church in the Presbytery shall be incorporated under the Religious Corporations Law of the State of New York.
- B. In accordance with the Religious Corporations Law of the State of New York, a church may not sell, mortgage, or lease any real property for more than five years, without permission of the court. A Presbyterian church shall not make such application to the court to mortgage, sell, or lease for more than five years any of its real property without consent of Presbytery.
- C. No church shall locate, re-locate, or make any change in its name, or seek to establish a new congregation without consent of Presbytery, nor may any minister member of this Presbytery participate in seeking to establish a new congregation without consent of Presbytery.

VI. Amendments to the Standing Rules

- A. Provisions of Part 1 of the Manual of Administrative Operations (Standing Rules) shall not be altered or amended except by a vote of two-thirds of the members of the Presbytery present when a vote is taken, provided:
 - 1. Any alteration or amendment to these Standing Rules must be presented to a stated meeting of Presbytery previous to the meeting at which a discussion and vote will be taken.
 - 2. Copies of the proposed changes shall be presented in writing to all clerks of session, and all members of the Presbytery at least ten days previous to the meeting of Presbytery at which the alteration or amendment will be presented for discussion and vote.

PART 2 – POLICIES AND PROCEDURES

The following is a list of policies and procedures which are posted on the Albany Presbytery web site and are included in the Manual of Administrative Operations by reference and date of issue (where appropriate) and may be amended by a simple majority of members present and voting at a stated meeting of Presbytery unless more restrictive provisions are included in the policy or procedure:

Conflict of Interest Policy – Adopted by Presbytery on June 13, 2006.

Asset Disposal Policy – Adopted by Presbytery on April 6, 2016

Personnel Policies and Procedures – Adopted by Presbytery on March 25, 2015

Travel Policies – Adopted by Presbytery on March 25, 2015.

Sexual Misconduct & Abuse Prevention Policy and Procedures – September 1, 2005.

Child Protection Policy – Adopted by Presbytery in June 2016

Financial Handbook and Financial Review Checklist – October 6, 2010

Committee On Ministry Policies and Procedures – Adopted by Presbytery on February 4, 2017

Committee on Preparation for Ministry Manual of Operations – Adopted by Presbytery on February 4, 2017

Commissioned Ruling Elder (CRE) Preparation Program - January 28, 2012

COM / Trustees Grant & Loan Program – April 21, 2012

Presbyterian Women in the Presbytery of Albany - By-Laws – April 8, 2010

Procedure for Equalization or Redressing Imbalance

Each year in March, the Stated Clerk shall determine and report to Presbytery the number of active, resident minister members of the Presbytery at the end of the previous calendar year in accord with Book of Order G-3.0301. Beginning with the total on the roll of ministers in the presbytery, the following criteria will be used to determine how many ministers are considered active:

- Normally the unexcused absence of a minister from all Presbytery meeting during the previous year shall be adequate rationale to declare that teaching elder not to be active.
- Some honorably retired ministers may have informed the Stated Clerk that they do not plan to attend Presbytery meetings.
- Other ministers live outside the bounds of the Presbytery and are unable to attend Presbytery meetings.

Likewise, the Stated Clerk shall determine and report the total number of ruling elders with voting privileges using the membership statistics reported to the Office of the General Assembly by each church for the previous year and in accordance with Section I – Membership – of the Standing Rules.

Using the above data, the Stated Clerk shall determine any imbalance in representation at Presbytery meetings and report this imbalance to the Presbytery at its second meeting of the year (normally in April). This may result in a need to invite one or more churches to send one additional ruling elder commissioner to Presbytery meetings using the guidelines provided in G-3.0301 beginning with the next stated meeting and continuing for about 1 year.

The following is a listing of the member churches in Albany Presbytery in random order. This listing was created in 1986 and has been used since then with adjustments as needed to reflect dissolutions, dismissals, or mergers to establish a rotation basis for inviting churches to send an additional ruling elder commissioner to help redress the imbalance of ruling elders and teaching elders at Presbytery meetings.

- | | |
|---------------------------------------|---|
| 1. Putnam Station | 30. Hudson-2012 |
| 2. Salem | 31. Loudonville |
| 3. Schenectady, State Street | 32. Tribes Hill |
| 4. Spencertown, St. Peter's | 33. Valatie |
| 5. West Charlton | 34. Waterford |
| 6. Hudson Falls, First | 35. Charlton Freehold |
| 7. Mayfield Central | 36. Esperance |
| 8. Troy, Cornerstone Community | 37. Greenwich |
| 9. Rensselaer Presbyterian Church | 38. Saratoga Springs |
| 10. Schaghticoke | 39. Stephentown |
| 11. Stillwater | 40. Johnstown, First |
| 12. Troy, Third | 41. Menands, Bethany |
| 13. Hebron United Presbyterian | 42. Northville |
| 14. Whitehall | 43. Schenectady, Christ Church of the Hills |
| 15. Albany, New Covenant | 44. Scotia, Trinity |
| 16. Amsterdam, United | 45. Warrensburg |
| 17. Cambridge | 46. Albany, First |
| 18. Granville | 47. Albany, Roessleville |
| 19. Guilderland, Hamilton Union | 48. Brunswick |
| 20. Lake George, Caldwell | 49. Delmar |
| 21. Poultney, Welsh | 50. Lake George, Bay Road |
| 22. Schenectady, Korean | 51. Hoosick Falls |
| 23. Shushan - 2012 | 52. Lake Luzerne, Rockwell Falls |
| 24. Ballston Spa - 2012 | 53. Albany, Westminster |
| 25. Broadalbin - 2012 | 54. Malta |
| 26. Glens Falls, First - 2012 | 55. Jewett |
| 27. Troy, First United - 2012 | 56. New Scotland |
| 28. Breakabeen-North Blenheim-2012 | 57. Rensselaerville |
| 29. Glens Falls Community Chapel-2012 | 58. Schoharie |

Using the above list, the Stated Clerk shall recommend that the next church(es) in the random order be invited to send one more ruling elder commissioner to all Presbytery meetings for about 1 year. However, prior to making the recommendation to Presbytery, the Stated Clerk shall consult with the Moderator and/or Clerk of Session of each church being considered to assess the likelihood that the church will be able to send an additional ruling elder commissioner. Some churches have a well-documented history of failing to send even one ruling elder commissioner to Presbytery meetings on a regular basis. If it seems appropriate, the Stated Clerk may ask a moderator or clerk of session to formally reject in writing an invitation to send an additional ruling elder commissioner. Based on the results of these consultations, the Stated Clerk may propose to Presbytery that one or more churches be skipped in the random rotation to be invited to send an additional ruling elder commissioner to help redress imbalance and provide a rationale for so doing using the guidelines in G-3.0301.

Covenant Relationships – text to be modified when changed; deleted when dissolved; or added when established.

The following are policies that were formerly appendices to the Standing Rules but are now included in Part 2:

Policy on Oversight (Appendix 1 in old Standing Rules)

1. Enrolled Minister Members

- a. All ministers who are continuing members of Albany Presbytery shall fulfill all the requirements and provisions of G-2.05 and G-3.0306 which apply to their category of membership.
- b. Those ministers who may be designated as Parish Associates by a congregation shall in addition to a. above fulfill the provisions of G-4.0301, for the period of such designation.
- c. Ministers of other Christian churches who are granted temporary membership in Albany Presbytery must continue in active member status as defined in G-2.0506 and further must continue to be engaged in a form of service defined in G-2.0503 or their temporary membership status is ended.

2. Churches without Installed Pastors

- a. The care of churches without pastors shall be assigned by the Presbytery to its Committee on Ministers and Congregations. This committee shall in consultation with the session, appoint a moderator of the session, advise concerning the supply of the pulpit, and cooperate in the quest for a new pastor, as is provided in the Form of Government. The church thus served should pay travel and other expenses of the moderator including an honorarium.
- b. Whenever a congregation desires to elect a Pastor Nominating Committee to seek a new pastor or associate pastor, the session shall consult with and receive approval from the Committee on Ministers and Congregations prior to calling a meeting of the congregation for this purpose.

3. Duties of Sessions

- a. Every session shall make diligent effort to be represented at every meeting of Presbytery by the full number of commissioners to which the church is entitled and it shall pay the necessary expenses of all ruling elder delegates. Sessions shall also welcome visits by representatives of Presbytery and its committees.
- b. It shall be the duty of every session to arrange that each member of the congregation shall be asked to contribute annually to the mission and ministry of the whole Presbyterian Church.
- c. The Moderator and Clerk of Session are jointly responsible to see that all annual reports are carefully prepared and timely filed with the Stated Clerk of the Presbytery. Such reports shall include but are not limited to the General Assembly statistical report, changes in terms of call, and the information required in the annual report to Presbytery as requested by the Stated Clerk and Executive Staff Member.
- d. When a church is in arrears for one month in the salary of its minister, the matter shall be reported to the Committee on Ministers and Congregations by the Clerk of Session and/or the minister.
- e. Session records shall be submitted annually for review at the call of the Stated Clerk.

- f. The session of a church without an installed pastor shall renew at least annually through the Committee on Ministers and Congregations its privilege to supply the pulpit.

Policy for Electing Commissioners to General Assembly and Synod (Appendix 2 in old Standing Rules)

1. Previous Representation:

- a. The Stated Clerk will present to Presbytery a list of minister members and ruling elder commissioners to General Assembly and Synod Assembly in the previous five assemblies.
- b. These lists shall be made available at the meeting of Presbytery at which the election of new commissioners will be held.

2. Manner of Nomination:

- a. Suggestions will be solicited by the Presbytery Committee on Representation and Nominations through the Stated Clerk by means of notices to all sessions and committees and continuing members of Presbytery. Suggestions should be submitted to the Committee on Representation and Nominations no later than the first fall meeting of Presbytery (normally held in September).
- b. The Committee on Representation and Nominations will review all suggestions given to it, as well as its own, and prepare a slate of nominees for commissioners to General Assembly and Synod, each slate to contain twice the number of commissioners to be elected, so that those not elected principals will become the alternates in order of number of votes received.

3. Eligibility:

- a. No minister shall be eligible to be a commissioner to General Assembly or Synod without having attended the majority of the Presbytery meetings in the year prior to the fall meeting of Presbytery.
- b. Each ruling elder nominee shall have been present at Presbytery at least once in the past three years and the elder's church must have been represented at Presbytery at a majority of the meetings in the preceding year, or the ruling elder nominee shall have served on a Presbytery committee or been a delegate to Presbytery within the preceding three years.
- c. No ruling elder delegate shall be eligible unless his/her church has paid its ecclesiastical apportionment the previous year.
- d. Synod Commissioners will serve three-year terms for a maximum of six years successively. General Assembly Commissioners shall serve two-year terms.
- e. The Stated Clerk shall advise the Committee on Representation and Nominations regarding the eligibility of prospective nominees.

4. Voting:

- a. The election of General Assembly and Synod commissioners shall take place at the last stated meeting of the Presbytery in the year before the General Assembly will meet.
- b. The Committee on Representation and Nominations shall propose a slate of commissioners to General Assembly and to Synod, each slate to contain twice the number of commissioners to be elected. The slates shall be sent to the Presbytery with the docket of the stated meeting at which the election will occur.
- c. There shall be opportunity for nominations from the floor.
- d. Voting shall be by secret ballot. Those receiving the highest number of votes shall be the principals, the others becoming alternates in order of the number of votes received.

5. Young Adult Advisory Delegates:

- a. Young Adult Advisory Delegates to the Synod shall serve a term of one year. Young Adult Advisory Delegates to the General Assembly shall serve a term of two years.
- b. Proposed names for Young Adult Advisory Delegate to Synod and General Assembly shall be submitted to the Committee on Representation and Nominations by the close of an early fall meeting of Presbytery and the election of these delegates and alternates shall be at a late fall meeting of Presbytery. Young Adult Advisory Delegate nominees shall be at least 17 years old but not more than 23 years old on the date on which the General Assembly will be convened.
- c. Voting shall be by secret ballot. Those receiving the highest number of votes shall be the principal delegates. The others will become alternates in order of the number of votes received.

Basic Witness Support Policy

1. The Presbytery Budget and Finance Committee, annually, at a fall meeting of Presbytery, shall suggest the minimum amount of money necessary to meet the Basic Witness Support of General Assembly, Synod, and Presbytery for the ensuing year, and the amount, after having been approved by the Presbytery in the fall, shall be apportioned to the churches each year on a per capita basis as a minimum requirement to the Basic Witness Support Policy.
2. Any church indicating non-payment or not making quarterly Basic Witness Support payments is to be directed by the Stated Clerk to make use of the church counseling processes provided by the Committee on Ministers and Congregations.
3. Upon recommendation of the Committee on Ministers and Congregations and a two-thirds vote of the Presbytery, a given church's portion of the Basic Witness Support may be waived for a given year. If the church does not make use of the Committee on Ministers and Congregations counseling process, or if the church does not request a waiver, or if the Committee on Ministers and Congregations does not support a recommendation for a waiver by a two-thirds vote of Presbytery and a

waiver is not granted and the session does not authorize payment within the next quarter, then Presbytery shall consider electing an administrative commission to work with the session with regard to the problem involved in the nonpayment.