

THE PRESBYTERY OF BOISE  
STANDING RULES

Chapter I  
MEETINGS

The Stated Meetings

1. Where a stated meeting of the Presbytery continues over a normal mealtime, the host church shall be responsible for providing that meal. The host church may assess a nominal charge. The Coordinating Council shall be responsible for the planning of the docket, which shall include a worship service.
2. At the first stated meeting of the calendar year, the outgoing Moderator shall preside until the installation of the incoming Moderator. The Session of the host church shall make the necessary arrangements for the administration of the Sacrament of the Lord's Supper. The Coordinating Council shall prepare and hold a necrology service.
3. At the beginning of each stated meeting the Presbytery shall approve the docket. New items of business should be presented at the time for "Miscellaneous Business," or they may be included in the docket of the Presbytery when it is adopted, by consent of the Presbytery.
4. Each Presbytery meeting will conclude with a prayer of thanksgiving for the major events and accomplishments of the day.
5. Ministers may for good reason be excused from active participation in the Presbytery for periods of up to one year.
6. Mileage for Commissioners to Presbytery meetings and Committee members to meetings of their committees may be paid at the rate determined by the Presbytery as recommended by the Coordinating Council.

Chapter II  
OFFICERS

1. The term of office for the Moderator and the Vice-Moderator shall begin on January 1, the same starting date as for the Committee chairpersons, Committee members, Coordinating Council members, Corporation President and Vice-President, and all others elected at the November stated meeting.
2. The Moderator, elected at the November Stated Meeting, shall be installed at the first stated meeting of the calendar year. The Vice-Moderator shall be installed at the same time as the Moderator.
3. The Stated Clerk shall serve a three-year term. The responsibilities of the Stated Clerk are:
  - the implementation of church policy;
  - maintenance of regular relationships with higher bodies;
  - serving the Permanent Judicial Commission as required by the Rules of Discipline, D-11.0601 and D-11.0701;
  - supervision of an annual examination of minutes and record books of all church sessions in the Presbytery;
  - responsible for communications to the presbytery;
  - serve as the Secretary of the Civil Corporation.
- 3-a. The Clerk may appoint examiners to assist in the annual review of session records, provided that they are not examining records prepared by the examiner. The Stated Clerk shall enter in each Session Minutes Book that it has been examined and approved, with any exceptions cited, as noted in the Book of Order.
4. The Treasurer shall function in accordance with Civil Law and serve a three-year term. The Treasurer shall be the Treasurer of the Civil Corporation. The work of the Treasurer shall be supervised by the Coordinating Council/Board of Trustees and a financial report shall be provided to the Presbytery at each Stated meeting and annually to the Civil Corporation.
5. The financial books of the Presbytery shall be reviewed by a Review Committee, nominated by the Nominating Committee and appointed by the Coordinating Council.

6. The President of the Civil Corporation shall operate under the Constitution of the Presbyterian Church (U.S.A.), the By-Laws and Standing Rules of the Presbytery of Boise, the civil laws of the State of Idaho, and, where appropriate, the civil laws of the State of Oregon and the State of Nevada.

### Chapter III

#### THE COORDINATING COUNCIL

1. The Coordinating Council shall be composed of the following:  
Moderator, who shall ordinarily be the most recent former Moderator of the Presbytery. See Bylaw Chapter II, Coordinating Council, 2.20
2. Insofar as possible there shall be an equal balance of ministers, laywomen, and laymen. The moderator of a committee can appoint an active member of the committee to serve as liaison to the Coordinating Council if the Moderator is not able to act in that capacity.
3. Minutes of the Coordinating Council shall be sent to Presbytery Commissioners following each meeting.
4. The Coordinating Council shall recommend to the Presbytery the budget for the next year at the third stated meeting.
5. The Coordinating Council will regularly receive reports from a Commissioner to the Synod of the Pacific.
6. The Coordinating Council will develop and maintain an Administrative Operation's Manual for the Presbytery. The Administrative Operation Manual shall include the By-Laws, Standing Rules, Policies, Job Descriptions, Committee Descriptions and Responsibilities and Master Calendars for the completion of the work of the Presbytery.

### Chapter IV

#### COMMITTEES OF PRESBYTERY

##### 1. Committee On Ministry

The Book of Order of the Presbyterian Church (U.S.A.) requires each Presbytery to have a Committee on Preparation for Ministry and a Committee on Ministry (G-9.0902). The responsibilities of the Committee on Preparation for Ministry are articulated in the Book of Order (G-14.0400). The responsibilities for the Committee on Ministry are articulated in the Book of Order (G-11.0500 and G-14.0530).

In this Presbytery there shall be a Committee on Ministry/Committee on Preparation for Ministry consisting of at least six members: membership shall be equally distributed between elders and ministers. (Book of Order, G-11.0501)

The Committee on Ministry has the authority to approve administrative commissions for ordination and installation services.

Authority is given to the Moderator of the Coordinating Council, the Moderator, and the chairperson of the Committee on Ministry to create an administrative commission when requested by the Presbytery Executive, the Stated Clerk, or the Committee on Ministry, to be reported to the next meeting of the presbytery.

This Committee shall have the responsibilities as outlined in the Book of Order - G-11.0500 and G-14.0530, G-14.0400 et seq.

##### 2. Presbytery Program Committee

The Presbytery Program Committee shall have a minimum of six members. The Presbytery Program Committee is the program planning body of the Presbytery.

It has the responsibility for the development and provision of services that will: (1) strengthen and broaden the scope of the work of congregations; (2) enlarge the vision of the Presbytery. The focus of this Committee will be the undergirding of the normal tasks of the churches and the Presbytery in Christian education, social justice, the churches' missionary work, stewardship education, and evangelism. This Committee will also be responsible for planning an annual pastor's retreat.

3. Mission Alliance Committee

The Mission Alliance Committee shall have a minimum of one person from each congregation of the Presbytery. The Mission Alliance Committee will oversee and address mission of the presbytery and will interpret the mission of the Presbyterian Church (U.S.A.) to the Presbytery.

The Mission Alliance Committee shall develop funding criteria for mission priorities and the allocation of mission dollars. The criteria and priorities shall be presented to the Presbytery annually for its approval.

4. Personnel Committee

A Personnel Committee shall be elected to serve for the evaluation of the Presbytery staff. There shall be a minimum of three members consisting of both elders and clergy.

This committee shall evaluate the relationship between the Presbytery staff and the Presbytery. It shall make an annual review of the performance and compensation and report to the presbytery its outcome. When the three-year terms of the Stated Clerk and Treasurer are due to expire, or earlier if a vacancy should occur, the Nominating Committee in consultation with the Personnel Committee shall nominate candidates for the offices of Stated Clerk and Treasurer in conformity with the Presbytery Bylaws and Standing Rules.

5. Committee on Representation

The Committee on Representation shall have a minimum of two members. The main function of this Committee shall be to advise the governing bodies with respect to their membership and that of their committees to ensure fair and effective representation in the decision-making of the church. The Committee shall operate in conformity with the Book of Order, G-9.0105 et seq.

6. Budget and Finance Committee

The Budget and Finance Committee shall have a minimum of five members, including the moderators of the Mission Alliance Committee and the Personnel Committee of the Presbytery. The chair of this committee shall not serve concurrently as the chair of Mission Alliance or Personnel Committees.

The Budget and Finance Committee will prepare and present an annual budget to the Coordinating Council by its third meeting.

7. Nominating Committee

Nominating Committee shall have a minimum of three members who are nominated by the Coordinating Council and elected by the Presbytery. The committee shall present a slate of nominees for the committees and officers of the presbytery at its fourth stated meeting and as vacancies occur throughout the year.

Chapter V

PRESBYTERY PROCEDURES AND OVERTURES

1. Procedures

The Stated Clerk will send out a summary of each Presbytery meeting immediately following the meeting.

Sharing time will be built into the Presbytery meeting docket so that there is more flow from congregations to Presbytery than vice-versa.

Commissioners are encouraged to report both to their Sessions and to their congregations. Pastors and elder commissioners from each congregation are encouraged to meet ahead of each Presbytery meeting to prepare for that meeting and for the issues that will be debated.

All elders and other congregational members are encouraged to visit Presbytery meetings.

2. Overtures

At a stated meeting the Presbytery will vote on the overtures sent down from the last General Assembly. Copies of these overtures will be distributed to the Sessions and other members of the Presbytery as soon as they are made available from the Office of the General Assembly.

*Chapter VI*

**INTER PRESBYTERY AGENCIES**

1. Board of Directors Camp Sawtooth

The Presbytery Camp Sawtooth shall be represented on the Board of Directors responsible for maintaining the program and facilities of the Camp Sawtooth.

The Nominating Committee shall nominate and the Presbytery shall elect annually at the fourth Stated Meeting two persons to serve on the Sawtooth Camp Board for three-year terms.

Presbytery representatives to the Sawtooth Camp Board shall be responsible for reporting annually to the Presbytery. Reports shall include a complete statement of programs, finances, and future plans.

2. Shared Ministry Board

Boise Presbytery shall be represented on the Shared Ministry Board that is responsible for the cooperative venture of the Presbyteries of Boise, Eastern Oregon and Kendall in lay leadership training and education.

The Nominating Committee shall nominate and the Presbytery shall elect annually at the fourth Stated Meeting one person to serve on the Shared Ministry Board for a three-year term. Board members are eligible for re-election to a second term. A Board member shall not serve a consecutive term of more than six years.

The Shared Ministry Board shall have oversight of the Paul Kessell Resource Center.

Presbytery representatives to the Shared Ministry Board shall be responsible for reporting annually to the Presbytery. Reports shall include a complete statement of programs, finances and future plans.

Chapter VII

AMENDMENTS

1. These Standing Rules may be suspended or set aside at any time by motion at the time, passed by a majority vote.

2. These Standing Rules shall be amended by submitting the proposed change in writing ten days prior to a stated meeting, and adopted by a majority.