

2017 Presbytery Meeting Tool Kit

RULING ELDERS WITH PRIVILEGE OF THE FLOOR AND VOTE

1. Ruling Elders Elected by Presbytery as Executive Presbyters or Associate Executive Presbyters

RE Mary Marcotte, Associate General Presbyter for Education and Leadership Development

2. Ruling Elders Elected by Virtue of Office:

Moderator of General Council – RE Bob Patterson (Houston, St. Andrew's)

Center Operations Committee Chair – RE Gary Akin (Houston, Northwoods)

Congregational Resourcing Team Chair – RE Carol Davis (Houston, Spring Branch)

COM/Professional Life Chair – RE Kevin Murphy (Houston, Community of the Servant Savior)

Committee on Preparation for Ministry – RE Bill Hargrove (Houston, St. Andrew's)

Treasurer – RE Pete Koester (Webster, Webster)

At-Large Council Member – RE Melissa Nelson (Houston, Northwoods)

At-Large Council Member – RE Gene McKelvey (Houston, St. Philip)

At-Large Council Member – RE Bernard Tanyi (Houston, St. Paul)

At-Large Council Member – RE George James (Webster, Webster)

At-Large Council Member – RE vacancy

At-Large Council Member – RE vacancy

(For information: Teaching Elders are the current chairpersons for the Administrative Division Steering Committee, Ecclesiastical Affairs, Finance, Personnel, Committee on Ministry (COM), COM/Calls and Contracts, COM/ Congregational Life, COM/Examinations, Nominating Committee, Committee on Representation, Ministry Division Steering Committee, Evangelism and Church Growth, and the Outreach committees.)

3. Ruling Elders Commissioned to Particular Service

Ms. Debra Battise-Kleinman (Livingston, Indian)

Mr. Phoy Vorabuth (Houston, First Lao)

Ms. Imelda Carrillo (Galveston, Emmanuel)

4. Certified Christian Educators

RE Mary Marcotte – Presbytery Staff – see #1 above

5. Certified Fellows In Presbyterian Church Business Administration

RE Sharon G. Darden – Presbytery of New Covenant (Houston, Pinecrest)

6. Former Stated Clerk of the Presbytery (approved 2012)

RE Julie Wells (Houston, St. Philip)

2017 Meeting Tool Kit

ELDERS WITH PRIVILEGE OF THE FLOOR AND VOTE - continued

**Former Elder Moderators of the Presbytery of New Covenant, Presbytery of Brazos,
and Presbytery of the Gulf Coast**

(approved at the November 12, 2002 stated meeting of the Presbytery of New Covenant)

YEAR(S) SERVED AS MODERATOR	FORMER MODERATOR	CHURCH AT TIME OF SERVICE
1974	Elder Nellye Joyce Punch	Houston, Pinecrest
March – June, 1980	Elder Lee Larkin	Houston, St. Philip
September – November 1982	Elder Jane Larkin	Houston, St. Philip
November 19, December 12, 1991; January 25, March 14, 1992	Elder Eugene McKelvey*	Houston, First
June 24, October 21, 1995; February 3, May 11, June 22, 1996	Elder Jeanie Flowers	Houston, St. Philip
March 15, July 12, October 25, 1997	Elder Connie Nyquist	Houston, Clear Lake
2001	Elder Debra Battise-Kleinman*	Livingston, Indian
2003	Elder Gene Meyer	Houston, Northwoods
2004	Elder Susan Wittjen	La Marque, La Marque
2010	Elder Garry Schoonover	Katy, Grand Lakes
2014	RE John Jo	Houston, Korean Central
2016	RE Shelley Hernandez	Houston, Pathways

*Currently has voice and vote at presbytery meetings because of office held.

FOR YOUR INFORMATION

WHAT IS THE DIFFERENCE BETWEEN A RULING ELDER COMMISSIONER AND A COMMISSIONED RULING ELDER?

A Ruling Elder Commissioner is elected by the session of a church to serve as a commissioner to a particular meeting of the Presbytery of New Covenant.

A Commissioned Ruling Elder is commissioned to a particular service within the Presbytery of New Covenant. Some serve as pastors of congregations. The privilege of voice and vote are part of their 3 year (renewable) commission to serve a particular congregation. This position was known as a Commissioned Lay Pastor before the current Form of Government was passed by the General Assembly in 2011.

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CHURCH PROFESSIONALS WITH PRIVILEGE OF THE FLOOR WITHOUT VOTE

In accordance with the Standing rules of the Presbytery of New Covenant (2.1.04) which states:

“Certified non-ordained Church Professionals within the bounds of the Presbytery who are employed on at least a half-time basis by a church or agency of the Presbytery, shall have the privileges of the floor, without vote, and shall be given the pastoral oversight accorded Teaching Elders. The churches and/or agencies shall provide to the Stated Clerk the names of such who qualify under this provision, and the Stated Clerk shall prepare a list for publication in the Minutes of the Presbytery.”

Certified Fellows in Church Administration

Elder Carrie Walker – Presbytery of New Covenant

Church and Presbytery Employees who are also Certified as Fellows in Church Administration

Patricia Brantley – Presbytery of New Covenant

Sandra Lopez – Presbytery of New Covenant

Per Book of Order G-2.1103 b: *“During their terms of service in an educational ministry under the jurisdiction of the presbytery, the 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 its meeting.”*

Those Certified as Christian Educators (not Ruling Elders)

none

2017 MEETING TOOL KIT

PARLIAMENTARY PROCEDURE

TO DO THIS:	SAY THIS:	VOTE REQUIRED:
Make a main motion	“I move that...” or “I move to...”	Majority
Modify or change a motion	“I move to amend by...”	Majority
Postpone consideration to another time	“I move to postpone until...”	Majority or 2/3rds vote if a special order
End debate and bring to a vote	“I move the previous question” or “I move the previous question on all pending questions,”	2/3rds vote
Refer to a committee	“I move that this matter be referred to...”	Majority
Object to procedures	“Point of order.”	Usually the Moderator decides
Challenge ruling of the Moderator	“I appeal the Moderator’s decision.”	Majority or tie vote sustains the moderator
Retake the vote by rising	“I call for a division” or simply “Division.”	The demand requires a rising vote.

The Moderator does not have to have the vote counted. If the vote is not counted and you desire that it be counted, you may move the incidental motion - “I move that the vote be counted.”

If a commissioner disagrees with a decision made, a dissent or protest can be filed with the Stated Clerk:

Book of Order G-3.0105 *Meetings*

"When a council makes a decision, a member of the body who voted against the decision is entitled to file a dissent or a protest. Filing a dissent or protest neither initiates nor prevents judicial process.

a. A dissent is a declaration expressing disagreement with a decision of a council. It shall be made at the particular session during which the decision is made. The names of members dissenting shall be recorded.

b. A protest is a written declaration, supported by reasons, alleging that a decision of a council is or contains an irregularity or a delinquency. Written notice of the protest shall be given at the particular session of the council during which it arose and shall be filed with the clerk before adjournment. If the protest is expressed in decorous and respectful language, it shall be entered in the minutes of the meeting, and may be accompanied by an answer prepared by the council. No further action is required."

2017 MEETING TOOL KIT

MOTION FORM

When presenting motions to the Presbytery, please write your motion in this space. If you are not sure of the wording of your motion, state whatever it is that you wish to accomplish so that the Moderator can assist you.

To make a motion for consideration by the presbytery, please provide a written copy to the stated clerk for the purpose of including the correct language in the minutes.

YOUR MOTION:

WHAT YOU WISH TO ACCOMPLISH:

YOUR NAME: _____

Minister Elder Commissioner Other Elder (w/vote)

2017 MEETING TOOL KIT

STANDING RULES FOR THE MEETINGS OF PRESBYTERY

Revised and Adopted, 2-6-2010 and 5-8-2010

1. The most recent edition of Robert's Rules of Order (RROO) is our guide to procedure (Book of Order G-3.0105).
2. **GETTING HELP:** The moderator and stated clerk are here to help the process of the meeting. If a presbyter is unsure about a correct procedure:
 - a. be recognized by the moderator
 - b. say what you want to do
 - c. ask the moderator how to do it.
3. **AGENDA:** Adoption of the Docket gives permission to the officers and committees listed to speak and present reports in the order listed. The moderator may make changes to the approved order, but changing the substance of the Docket after it is adopted requires a two-thirds vote (RROO, sections 3, 40).
4. **SPEAKING**
 - a. Presbyters wishing to address the presbytery, shall PROMPTLY proceed to the nearest microphone.
 - b. Address the Moderator ("Madame Moderator" or "Mister Moderator"), and WAIT to be recognized by - the moderator- (RROO, section 3).
 - c. Once recognized, presbyters are asked first to state name and church connection, then address the motion (RROO, section 41), or make a point-of-order.
 - d. Speeches during debate are limited to two minutes each (RROO, section 15).
 - e. The moderator will try to alternate Pro and Con speeches (RROO, section 41), but will also recognize neutral observations or questions for clarification as identified.
5. **MOTIONS**
 - a. Motions from a Committee are presumed to carry a second (RROO, section 4).
 - b. A person making a motion is entitled to speak first in debate (RROO, section 4), for no more than four minutes.
 - c. Any motion introduced on the floor SHALL be legibly written and submitted to the stated clerk, AS IT IS INTRODUCED.
 - d. All business shall be submitted to the presbytery office in time to be published in THE PACKET, which goes online two weeks prior to each stated meeting. New Business shall be submitted at least four days prior to the meeting of the presbytery. All New Business shall be published on the presbytery's website three days prior to the presbytery meeting.
 - e. Business not published as in 5.d. can only be introduced with the consent of two-thirds vote of the Presbytery. Addenda may be made available at the meeting, if referenced in the published Docket.
6. **VOTING:** The moderator shall use the most expeditious form of voting (RROO, section 44):
 - a. Unanimous consent
 - b. Voice vote ("those in favor those opposed")
 - c. Rising or show of hands (The moderator may use tellers to take an actual count, or the moderator may simply "eyeball" the result).
 - d. A written ballot – which is not a matter of right; it may be provided by the moderator, or ordered by a majority vote of the presbytery.
7. **ABSENCES**
 - a. Elder Commissioners and minister-members of the presbytery are requested to alert the stated clerk of anticipated absences.
 - b. Attendance for Teaching Elders will be recorded in the minutes as "present" or "absent."
8. **PRIVILEGE OF THE FLOOR AND VOTE:**
 - a) Certain elders are granted **privilege of floor AND vote:**

- 1) Former moderators of the Presbytery of New Covenant and its antecedent presbyteries -- the Presbytery of Brazos, and the Presbytery of the Gulf Coast (from 1980 forward).
 - 2) Ruling Elders elected by the presbytery as general/executive presbyters or associate general/executive presbyters.
 - 3) Ruling Elders serving in specified offices under the presbytery, namely members of General Council and chairs of primary committees and divisions of the presbytery.
 - 4) Ruling Elders Commissioned to a Particular Service, if the Presbytery has authorized these functions.
 - 5) Certified Christian Educators (who are ordained ruling elders), during the term of service in an educational ministry under the jurisdiction of the presbytery (G-2.1103b), whether paid or volunteer.
 - 6) Certified Fellows in Presbyterian Church Business Administration (who are ordained elders) (G-2.1102).
 - 7) Ruling Elders who have served the Presbytery of New Covenant as Stated Clerk (as of 2012)
- a) **Privilege of floor WITHOUT vote** is granted to:
- 1) Teaching elders who are members of other presbyteries of the Presbyterian Church (U.S.A.) and who register with the stated clerk.
 - 2) Persons who represent institutions of the Presbyterian Church (U.S.A.) or ecumenical agencies related to the Presbyterian Church (U.S.A.) and who register with the stated clerk.
 - 3) Certified Christian Educators (who are not ordained elders), during the term of service in an educational ministry under the jurisdiction of the presbytery (G-2.1103b), whether paid or volunteer.

SUMMARY GUIDELINES FOR FLOOR DISCUSSION

1. The presenter of the motion shall be given no more than four minutes to speak to the motion after it is made. The time limit for each speaker during floor discussion shall be two minutes**, unless the assembly votes to change the time.
2. Presbyters shall ordinarily speak only once during floor discussion of each motion.
3. The moderator will attempt to call upon speakers pro and con in alternating order, but is free to take a neutral observation or question for clarification in any order.
4. There shall be no applause or vocal expressions of approval or disapproval.

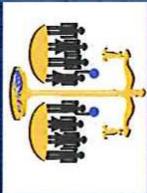
**A yellow card will be held up after 1 ½ minutes; a red card will be held up when the time limit is reached.



PLEASE NOTE THIS IMPORTANT INFORMATION

When there is enough business to warrant, **the Omnibus Motion (OM)** will be presented for vote early in the meeting. It is comprised of motions about which it is expected there will be no significant question. Commissioners are asked to review the OM in the Presbytery Packet. Any minister-member or elder commissioner may request that a motion in the OM be lifted out for discussion at a later point in the meeting. Simply let that request be known when the Stated Clerk presents the Omnibus Motion for approval. Those motions lifted for discussion out of the OM will be presented again later in the meeting; all others in the OM will be voted on together.

Developing a Parity Plan - 2017



Presbytery of New Covenant

Why?

- G-3.0301
- The presbytery shall adopt and communicate to the sessions a plan for determining how many ruling elders each session should elect as commissioners to presbytery, with a goal of numerical parity of teaching elders and ruling elders. This plan shall require each session to elect at least one commissioner and shall take into consideration the size of congregations ...

How?

Step 1
Determine the number of Teaching Elders within the geographical bounds of the presbytery (includes installed, temporary, validated, at large and HR)

211

Step 2

Determine the number of congregations in the presbytery

87

Step 3

Subtract # of congregations from the # of Teaching Elders to determine the # of Ruling Elders to be allocated to achieve parity

$211 - 87 = 124$

Step 4

Subtract 30 Ruling Elder "by virtue of office" positions serving on presbytery committees

$124 - 30 = 94$

Step 5

Distribute 94 Ruling Elder Commissioners
With a cap of 9 Ruling Elder commissioners for any congregation, 1 Ruling Elder commissioner for each 125 congregational members results in uniform distribution of the 94 Ruling Elders

2016 Parity Plan Summary

Teaching Elders	211
Congregations in Presbytery	-87
By Virtue of Office	-30
Additional Ruling Elders Needed	94
Allocate 1 Ruling Elder Commissioner for each 125 members	
Teaching Elders 211 = Ruling Elders 211	

Breakdown by congregation

Houston, Northwoods	1149	9
Houston, Korean Central	1052	9
Houston, Clear Lake	1015	9
Comroe, First	663	6
Woodlands, Woodlands	639	6

Houston, St. Phillip	588	5
Houston, Pines	530	5
Beaumont, St. Andrew's	527	5
Katy, Grand Lakes	502	5
Webster, Webster	483	4
Houston, St. Andrew's	474	4
Bryan, First	378	4

6 Congregations between 252 and 374 members		
Houston, St. Paul	3	
Atascocita	3	
Houston, St. John's	3	
Houston, Spring Branch	3	
Pasadena, First	3	
Sugar Land, First	3	

23 Congregations (126 - 248)		
Baytown, Faith	Lufkin, First	2
Brenham	Houston, Pathways	
Galveston, First	Houston, St. Luke's	
Bellaire, ChristChurch	Pearland, First	
Nacogdoches, Westminster	Jones Creek, Gulf Prairie	
Houston, St. Thomas	Houston, Formosan	
West Columbia, Bethel	Houston, Young Oak	
Bay City, First	Houston, Pine Crest	
Orange, First	Alvin, First	
College Station, Governor	Houston, Thien-An	
Angleton, First	Livingston, Indian	
Huntsville, First		

46 congregations with under 125 members have 1 commissioner		
Houston, San Pablo - Trinity	Tul Island Chapel	Sally, First
Houston, Don Mike	Houston, Heights	Sibona, Faith
Houston, St. Stephen	Team One, First	Praxidea, Faith
Lubbock, First	Stafford, Divine	Gilverson, Emmanuel
Katy, New Hope	Leannont, Pioneer	Dickinson, First
Baytown, New Hope	Waverly	Houston, First-Luo
Crocket, First	Galveston, Westminster	Lipore, St. James
Webster, First	Houston, Community of the Servant	Angleton, Bethel
Tomhall, First	Snow	Houston, Christ
Houston, Woodforest	Houston, Oaks	Clwert, First
Houston, Lakes	Houston, Delaluzaria	Engle Lake, First
Houston, Heritage	Woodlands, Allen Bridge	Houston, University
Port Neches, Trinity	Nacogdoches, Hawk	Cleveland, St. Luke's
Houston, Grace Walkin	Orange, Drake Memorial	Caldwell, First
	Houston, Juan Marcos	Vidor, First
		Shiro, First

Final Computation		
Everyone has one commissioner	87	
Virtue of Office	30	
Three with 9 (adds 8 per congregation)	+24	
Two with 6 (adds 5 per congregation)	+10	
Four with 5 (adds 4 per congregation)	+16	
Three with 4 (adds 3 per congregation)	+9	
Six with 3 (adds 2 per congregation)	+12	
Twenty three with 2 (adds 1 per congregation)	+23	
	= 94	
87 + 30 + 94 = 211 Ruling Elders		

The Ecclesiastical Affairs Committee would like to extend their heartfelt appreciation to

GARRY SCHOONOVER

We appreciate that he understands how the math works, and is willing to invest his time in assisting us with this formula!

**Presbytery of New Covenant
2017 Parity Plan by Congregation Size
November 19, 2016**

Congregation	Membership (2015)	2012	2013	2014	2015	2016	2017
Houston, Northwoods	1149	4	5	7	8	9	9
Houston, Korean Central	1052	4	4	6	6	8	9
Houston, Clear Lake	1015	4	4	6	6	8	9
Conroe, First	663	3	3	4	4	5	6
Woodlands, Woodlands	639	3	3	4	4	5	6
Houston, St. Philip	588	3	2	3	4	5	5
Houston, Pines	530	3	3	3	4	4	5
Beaumont, St. Andrew's	527	3	2	3	4	4	5
Katy, Grand Lakes	502	2	2	3	3	4	5
Webster, Webster	483	3	3	3	3	4	4
Houston, St. Andrew's	474	2	2	3	3	4	4
Bryan, First	378	2	2	3	3	3	4

6 Congregational membership between 252 and 374 members 3
Houston, St. Paul; Atascocita; Houston, St. John's; Houston, Spring Branch; Pasadena, First; Sugar Land, First

24 Congregational membership between 126 and 248 2
Baytown, Faith; Brenham; Galveston, First; Bellaire, ChristChurch; Nacogdoches, Westminster; Houston, St. Thomas; West Columbia, Bethel; Bay City, First; Orange, First; College Station, Covenant; Angleton, First; Huntsville, First; Lufkin, First; Houston, Pathways; Houston, St. Luke's; Pearland, First; Jones Creek, Gulf Prairie; Houston, Formosan; Houston, Young Nak; Houston, Pine Crest; Alvin, First; Houston, Thien-An; Livingston, Indian

46 Congregational Membership at 125 membership or under 1

Total Teaching Elders	211	Total Ruling Elders	211
		Total Churches (1 RE)	88
		RE by virtue of office	29
		Additional RE for parity	94