

# 2025 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  
None

2. Ruling Elders Elected by Virtue of Office:

Stated Clerk for Judicial Process – John Lemen (Houston, St. Philip)

Treasurer – David Elledge (Houston, St. Luke's)

Administration – Charlie Bradbury (Huntsville, First)

Innovation and Vitality – Lynne Parsons (Houston, St. John's)

At-Large Council Member – Sue Edrozo (Texas City, Mem1)

At-Large Council Member – Dave Coles (Houston, Pines)

At Large Council Member – Marla Blanke (Orange, First)

At Large Council Member – Gary Long (Houston, Northwoods)

At Large Council Member – Ken Telg (Bryan, First)

At Large Council Member – Michael McCracken (Lufkin, First)

Moderator Elect – Chuck Johnson (Houston, St. Philip)

*(For information: Teaching Elders are the current chairpersons for these committees: COM, Ecclesiastical Affairs, and Nominating.)*

3. Ruling Elders Commissioned to Particular Service

Debra Battise-Kleinman (Livingston, Indian) Also a former Moderator of the Presbytery

Phoy Vorabuth (Houston, First Lao)

Johnna Cormier (Silsbee, First)

Martin Flores (Houston, Iglesia Latina)

Sharon Templeman (Nacogdoches, Westminster) No voice and vote at presbytery meetings

Carl Slagley (Galveston, Emmanuel)

4. Certified Christian Educators

5. Certified Fellows In Presbyterian Church Business Administration

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

RE Julie Wells (Houston, St. Philip)

## 2025 Meeting Tool Kit

### ELDERS WITH PRIVILEGE OF THE FLOOR AND VOTE - continued

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**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)*

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YEAR(S) SERVED AS MODERATOR	FORMER MODERATOR	CHURCH AT TIME OF SERVICE
September – November 1982	Elder Jane Larkin	Houston, St. Philip
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	Baytown, Faith
2010	Elder Garry Schoonover	Katy, Grand Lakes
2014	RE John Jo	Houston, Korean Central
2016	RE Shelley Hernandez	Houston, Heritage
2018	RE Bob Patterson	Houston, St. Luke's
2020	RE Melissa Nelson	Houston, Northwoods
2022	RE George James	Webster, Webster
2024	RE Bonnie Keith	Pasadena, First

**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. It is also known as a Commissioned Pastor.

## 2025 MEETING TOOL KIT

### 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

NONE

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

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

## 2025 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."

# 2025 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 - 2025



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)

173

### Step 2

Determine the number of congregations in the presbytery

82

### Step 3

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

$$173 - 82 = 91$$

### Step 4

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

$$91 - 9 = 82$$

### Step 5

Subtract RE Former Moderators/Stated Clerks

$$82 - 12 = 70$$

Subtract CRE's Serving in Pastorates

$$70 - 4 = 66$$

Subtract Certified (Kuehner)  $66 - 1 = 65$

### Step 6

Distribute 65 Ruling Elder Commissioners

1 Ruling Elder commissioner for each 130 congregational members results in uniform distribution of the 65 Ruling Elders.

### 2025 Parity Plan Summary

Teaching Elders	173
Congregations in Presbytery	-82
By Virtue of Office, etc.	-26
Additional Ruling Elders Needed	65

Allocate 1 Ruling Elder Commissioner for each 130 members

Teaching Elders 173 = Ruling Elders 173

### *Additional Elders*

10 Korean Central (capped)	10
8 Clear Lake	8
7 Northwoods	7
5 St. Philip, Woodlands	10
4 St. Andrew's Houston	4
3 Conroe, Bryan, Webster	9
2 Pines, Grand Lakes, Atascocita	6
1 St. John's, FPC Sugar Land, St. Andrew's Beaumont, FPC Pasadena, Spring Branch, Westminster Nacogdoches, FPC Angleton, St. Paul Houston, ChristChurch Bellaire, Faith Baytown; FPC Huntsville	11
	65

	Church Name	City	Members	Extra		
2023	Korean Central	Houston	2105	1	10	Capped
2023	Clear Lake	Houston	1073	1	8	
2023	Northwoods	Houston	923	1	7	
2023	St Philip	Houston	611	1	5	
2023	Woodlands Community	The Woodlands	587	1	5	
2023	St Andrew's	Houston	483	1	4	
2023	First	Conroe	395	1	3	
2023	First	Bryan	333	1	3	
2023	Webster	Webster	327	1	3	
2023	Pines	Houston	303	1	2	
2023	Grand Lakes	Katy	301	1	2	

2023	Atascocita	Humble	269	1	2
2023	St Johns	Houston	259	1	1
2023	First	Sugar Land	238	1	1
2023	St Andrews	Beaumont	215	1	1
2023	First	Pasadena	195	1	1
2023	Spring Branch	Houston	176	1	1
2023	Westminster	Nacogdoches	167	1	1
2023	First	Angleton	163	1	1
2023	St Paul	Houston	157	1	1
2023	Christ Church	Bellaire	148	1	1
2023	Faith	Baytown	147	1	1
2023	First	Huntsville	140	1	1
2023	Bethel	West Columbia	137	1	
2023	Covenant	College Station	136	1	
2023	Korean Young Nak	Houston	130	1	
2023	St Thomas	Houston	130	1	
2023	First	Orange	129	1	
2023	Brenham	Brenham	125	1	
2023	First	Lufkin	124	1	
2023	St Luke's	Houston	114	1	
2023	First	Galveston	106	1	
2023	First	Alvin	104	1	
2023	St Pauls	Needville	99	1	
2023	Heights	Houston	97	1	
2023	First	Bay City	88	1	
2023	Iglesia Cristiana Latina	Houston	88	1	
2023	Indian	Livingston	85	1	
2023	Grace Taiwan	Houston	82	1	
2023	First	Wharton	79	1	
2023	First	Tomball	77	1	
2023	John Knox	Houston	76	1	
2023	A Comm/Servant-Savior	Houston	75	1	
2023	First	Pearland	75	1	
2023	Presbyterian Church of the Redeemer	Houston	75	1	
2023	San Pablo Trinity	Houston	72	1	
2023	Biyaya Community	Stafford	69	1	
2023	First	Livingston	69	1	
2023	First	Navasota	69	1	
2023	Gulf Prairie	Lake Jackson	67	1	
2023	Woodforest	Houston	66	1	
2023	First	Crockett	65	1	
2023	Pinecrest	Houston	65	1	
2023	Heritage	Houston	64	1	
2023	New Hope	Katy	63	1	

2023	First	Brazoria	58	1
2023	First Of Trawick	Cushing	56	1
2023	Formosan	Houston	50	1
2023	Thien-An	Houston	45	1
2023	Oaks	Houston	39	1
2023	Emmanuel	Galveston	38	1
2023	Pioneer	Beaumont	38	1
2023	Trinity	Nederland	37	1
2023	St Stephen	Houston	36	1
2023	Westminster	Galveston	36	1
2023	First	Texas City	31	1
2023	First	Rosenberg	31	1
2023	First Lao	Houston	30	1
2023	Waverly	New Waverly	28	1
2023	First	Silsbee	26	1
2023	Christ	Houston	24	1
2023	First	Dickinson	21	1
2023	First	Trinity	19	1
2023	Juan Marcos	Houston	19	1
2023	Faith	Pasadena	17	1
2023	St James	La Porte	16	1
2023	Drake Memorial	Orange	15	1
2023	First	Caldwell	12	1
2023	First	Calvert	10	1
2023	Olive Branch	Conroe	9	1
2023	Shiro	Shiro	8	1
2023	First	Vidor	6	1

Please note that the Parity Plan is based on the congregational membership statistical report from two years previous. Since this is voted on in November for the coming year, the statistics for the current year have not yet been filed.

**2025 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)**