



Presbytery Meeting Policies

Setting Dates and Locations

All stated and special meetings of the Presbytery are held either in-person or by virtual platform (Zoom). Stated Presbytery meetings are held four times a year, one per quarter. Typically, meetings are held either on Tuesday evenings or on Saturdays. Occasionally there will be special called meetings to deal with business which cannot wait until the next stated meeting. Special meetings are ordinarily held on a Tuesday evening via virtual platform (Zoom). When the list of meetings is finalized, it is approved by the Big Picture team and communicated with the Presbytery.

Setting Deadlines

The docket request deadline is approximately three weeks before the meeting. The deadline for materials to go into the docket is usually a couple of days later than the request deadline. The docket is posted on the website about seven days before the meeting. All materials to be included in the docket must be submitted electronically to communications@pbygenval.org.

Docket Requests

The Presbytery leader or moderator receives all requests for time on the docket for the meeting. The draft docket is prepared and finalized by the moderator, moderator-elect, stated clerk, and may be presented to the Big Picture Team for review.

The Docket

The docket is posted on the website and emailed to all commissioners about seven days in advance of the meeting, so participants have an opportunity to read it. Materials requiring Presbytery action must be included in this docket.

Pre-Presbytery Meetings

Opportunities for learning and discussion may be offered before the Presbytery meeting begins. These gatherings focus on an item of business to be acted on at the meeting, or another offering from a team, committee, working group. All requests for pre-Presbytery meeting time are made to the Presbytery leader and approved by the moderator.

Sign Language Interpreter

If needed, sign language interpretation is offered at stated Presbytery meetings.

The Slide Presentation

The communications coordinator is responsible for putting together the slide presentation which is used at all Presbytery meetings. Presenters who wish to provide slides for insertion in the presentation should submit them electronically no later than 10 days prior to the meeting. All submissions are subject to editing.

Participants in the Meeting

- **Minister members of Presbytery**—Teaching elders in good standing of the PC(U.S.A.), honorably retired (HR), members-at-large (AL), or serving in validated ministries (VM) are members of the Presbytery with voice and vote

- **Corresponding Members**— Teaching elders or ruling elders in good standing in other governing bodies of the PC(U.S.A.) or in any Christian church who are invited to participate in the meeting; corresponding members currently serving congregations in temporary, non-installed pastoral relationships may seek temporary membership ministry and have voice and vote; all other corresponding members are granted the privilege of voice only
- **Elder commissioners** —Each church is permitted to designate elder commissioners to participate in meetings of the Presbytery; the number of commissioners from each church is based on the membership size of the congregation
- **Additional elder commissioners**—Additional elders including commissioned pastors serving congregations may be appointed by the Presbytery as commissioners in order to maintain a balance of minister members and elder commissioners as required in the Book of Order and also to allow elders who are committee chairs and others with similar responsibility access to the floor; additional elder commissioners will be appointed for one-year renewable terms as recommended by the stated clerk and approved by the Presbytery
- **Visitors**—Attendees who do not fit one of the above categories; an elder who is not a commissioner is considered a visitor; visitors do not have the privilege of the floor and shall not vote

Attendance

All pastors, including HR, AL, and VM, and elder commissioners are required to attend Presbytery meetings. Ministers and elder commissioners may request an excuse from attending a Presbytery meeting. Presbyters who do not request excuses may be marked absent.

Minutes of Presbytery Meetings

Minutes of Presbytery meetings are available on the website.

Worship Services at Presbytery Meetings

The Big Picture Team, with the coordination of the Moderator-elect, is responsible for the order of worship, which may take many forms. The moderator-elect is responsible for the preparation of the order of service, which is given to the communications coordinator for inclusion in the docket and/or slide presentation.

- All worship services conducted by the Presbytery in session shall be a model for corporate worship, shall make full use of the whole range of biblical images when referring to God, and shall use inclusive language when referring to the people of God in the selection of hymns, prayers and liturgies
- The worship service should ensure that issues of social justice and moral concern, including poverty, racial and ethnic equality, and domestic violence, are included in joint prayer
- Full participation in worship leadership, drawing on the breadth of resources within the Presbytery
- The use of a variety of musical resources for worship, including a variety of hymn or musical styles within the same service, is encouraged
- January: The worship service in January shall include a reading of the necrology of ministers and elders for the preceding year
- Summer: The summer meeting shall include a sermon by the outgoing moderator and the installation of the incoming moderator and moderator-elect
- Fall: The Sacrament of the Lord's Supper shall be celebrated at the fall meeting

approved 2/6/07, last revised 2019