

# 2013 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:

Administrative Division Chair – RE Jane Larkin (Houston, St. Philip)

Center Operations Chair – RE Gail Northern (Houston, St. Giles)

Finance Committee Chair - RE Celia Morgan (Houston, St. Philip)

Personnel Committee Chair – RE Rich Early (Mo. City, Southminster)

Committee on Ministry – RE Shelley Hernandez (Houston, Saint Giles)

Committee on Representation – RE Alba Herrera (Houston, St. Stephens)

Ministries Division Steering – RE Jody Harrington (Houston, Memorial Drive)

Nominating Committee Chair – RE Doug Arrick (Kingwood, First)

Treasurer – RE Pete Koester (Webster, Webster)

Moderator of General Council – RE Jon Jo (Houston, Korean Central)

At-Large Council Member – RE David Bybee (Houston, First)

At-Large Council Member – RE Sharon Carey (Houston, St. Paul)

At Large Council Member – RE David Coles (Houston, Heritage)

At-Large Council Member – RE Mary Herlitz (Houston, St. John's)

At-Large Council Member – RE Mort McPhail (Houston, Northwoods)

At-Large Council Member – RE Julia Ann Moffett (Atascocita, Atascocita)

### 3. Ruling Elders Commissioned to Particular Service

Ms. Debra Battise-Kleinman (Livingston, Indian)

Ms. Melissa Brown (Houston, Grace)

Mr. Phoy Vorabuth (Houston, First Lao)

Ms. Imelda Carrillo (Galveston, Emmanuel)

Dr. Peter Holmes (Tiki Island, Tiki Island Chapel)

### 4. Certified Christian Educators

RE Mary Lee Going (Houston, Memorial Drive)

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)

## 2013 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
1974	Elder Nellye Joyce Punch	Houston, Pinecrest
1979	Elder Elias Ramirez	Houston, San Pablo+Trinity
March – June, 1980	Elder Lee Larkin	Houston, St. Philip
September – November 1982	Elder Jane Larkin	Houston, St. Philip
September – November 1985	Elder Carol Bixby	Atascocita, Atascocita
November 15, 1988; March 11, 1989	Elder Rubye Everett	Houston, University
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
2008	Elder Jody Harrington	Houston, Memorial Drive
2010	Elder Garry Schoonover	Katy, Grand Lakes
2012	RE Mary Lee Going*	Houston, Memorial Drive

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

## 2013 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

Elder Brenda Barlow – Cho-Yeh Camp and Conference Center

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

Lynne Ruth – Houston, St. Paul

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

## 2013 MEETING TOOL KIT

### PARLIAMENTARY PROCEDURE

<b>TO DO THIS:</b>	<b>SAY THIS:</b>	<b>VOTE REQUIRED:</b>
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.”

**2013 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)

# 2013 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 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).
  
- 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.

<p><b>Presbytery of New Covenant</b></p> <p><b>How was the Parity Plan Developed?</b></p>	<p><b>Step 1</b></p> <p>Determine the number of TE's in validated ministries within the geographical bounds of the Presbytery</p> <p>Answer: 218</p>	<p><b>Step 2</b></p> <p>Determine the number of congregations in the presbytery</p> <p>Answer: 106</p>
<p><b>Step 3</b></p> <p>Subtract # of congregations from the # of TE's needed to determine excess RE's which must be allocated to achieve parity with TE's</p> <p>Answer: 112</p>	<p><b>Step 4</b></p> <p>Subtract 42 presbytery RE "virtue of office" positions</p> <p>Answer: 70 more RE commissioners to be allocated to congregations</p>	<p><b>Step 5</b></p> <p>Distribute 70 RE commissioners</p> <p>Answer: With a cap of 12 RE commissioners for any congregation, 1 RE commissioner for each 285 congregational members results in distribution of the 70 RE commissioners</p>
<p><b>Parity Plan Summary</b></p> <p>TE's = 218</p> <p>- Congregation RE's = 106</p> <p>RE Commissioners needed = 112</p> <p>- Virtue of Office = 42</p> <p>Additional RE's needed = 70</p> <p>Allocate 1 RE commissioner for each 285 members</p> <p>TE 218 = RE 218</p>	<p><b>Presbytery of New Covenant</b></p> <p>The parity calculation recognizes the guidance given by the current Book of Order</p> <p>G-3.0301</p>	



**Presbytery of New Covenant  
Parity Plan by Congregation Size  
October 20, 2012**

<u>Congregation</u>	<u>Membership</u>	<u>2011 RE</u>	<u>2013 RE</u>
Houston, Memorial Drive	4343	7	12
Houston, First	4300	7	12
Houston, Grace	2594	6	10
Kingwood, First	1611	5	6
Houston, Northwoods	1301	4	5
Houston, Windwood	1078	5	4
Houston, Korean Central	1052	4	4
Houston, Clear Lake	1049	4	4
Conroe, First	779	3	3
Woodlands, Woodlands	708	3	3
Houston, Pines	638	3	3
Webster, Webster	571	3	3
Houston, St. Philip	557	3	2
Beaumont, St. Andrew's	555	3	2
Katy, Grand Lakes	511	2	2
10 Churches with 290-500 members		varied	2
81 Churches with under 290 members		1	1
Total Churches	106		
Total Teaching Elders	218		

(Total Ruling Elders by Office = 42) + (Total RE from Congregations = 176) = 218

(Total RE by office = 44) + (Total RE from Congregations = 174) = Total RE Commissioners = 218

*Whatever happens is the only thing that could*

**Conversation Host Guidelines:**

Thank you for being willing to host an Open Space conversation. Please keep in mind the following guidelines.

During your conversation -

- Remember the six guidelines of Open Space.
- Remember you are the host! This is not a workshop but a place to host good conversation around your idea or topic. Trust that what the Spirit wants to say will emerge in the space of open and honest conversation.
- When you are ready to begin, briefly introduce yourself and the topic, encourage visual harvesting and begin.
- Harvest your conversation by taking notes on the Harvesting Sheet or providing some type of visual.
- With 5 minutes left, make connections and discern any important insights that can also be harvested for future partnerships or networking.

*Whoever comes is the right person*



### What Is Open Space?

Open Space is a time for people to gather in small groups around an interested topic. You pick the topic.

### Open Space Guidelines:

- Whoever comes is the right person.
- Whatever happens is the only thing that could.
- Whenever it starts is the right time.
- When it's over, it's over.
- The Law of Mobility: if you are neither learning nor contributing, join another session where you will be inspired.
- Be prepared to be surprised.



### Conversation Guidelines: Please practice and encourage these conversation guidelines.

- Open-mindedness: Listen to and respect all points of view.
- Acceptance: Suspend judgment as best you can.
- Curiosity: Seek to understand rather than persuade.
- Discovery: Question assumptions, look for new insights.
- Sincerity: Speak what has personal heart and meaning.
- Brevity: Go for honesty and depth but don't go on and on.
- Use Law of Mobility: Take responsibility for your participation. If you feel you are neither contributing nor learning where you are, join another session where you will be inspired.

