

2016 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 Presbytery – RE Shelley Hernandez (Houston, Pathways)

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

Finance Committee Chair – RE Cathy Bliton (Katy, New Hope)

Ministries Division Steering – RE Carlton Currie (Houston, First)

Congregational Resourcing Team Chair – RE Debbye Waller (Baytown, Faith)

Committee on Ministry – RE Bob Patterson (Houston, St. Andrew's)

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

Nominating Committee Chair – RE John Cronk (Houston, St. Thomas)

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 Julia Ann Moffett (Atascocita, Atascocita)

At-Large Council Member – RE Peggy Hendricks (Woodlands, WCPC)

At-Large Council Member – RE Dick Black (Galveston, First)

At-Large Council Member – RE vacancy

At-Large Council Member – RE vacancy

At-Large Council Member – RE vacancy

(For information: Teaching Elders are the current chairpersons for the Center Operations, Ecclesiastical Affairs, Personnel, COM/Calls and Contracts, COM/ Congregational Life, COM/Professional Life, COM/Examinations, Committee on Representation, 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)

Mr. Craig Wood (Woodlands, Alden Bridge)

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)

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

RE Julie Wells (Houston, St. Philip)

2016 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 |
| 2008 | Elder Jody Harrington | Houston, Memorial Drive |
| 2010 | Elder Garry Schoonover | Katy, Grand Lakes |
| 2012 | RE Mary Lee Going | Houston, Memorial Drive |
| 2014 | RE John Jo | Houston, Korean Central |
| 2016 (currently serving) | 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.

2016 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 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

2016 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."

2016 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)

2016 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.

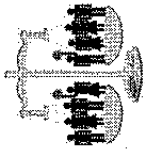
**A yellow card will be held up after 1 ½ minutes; a red card will be held up when the time limit is reached.



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 - 2016



Presbytery of New Covenant

Step 2

Determine the number of congregations in the presbytery

92

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 ...

Step 3

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

$$225 - 92 = 133$$

How?

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

225

Step 4

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

$$133 - 30 = 103$$

Step 5

Distribute 103 Ruling Elder Commissioners

With a cap of 12 Ruling Elder commissioners for any congregation, 1 Ruling Elder commissioner for each 140 congregational members results in uniform distribution of the 103 Ruling Elders

2016 Parity Plan Summary

| | |
|---|-----|
| Teaching Elders | 225 |
| Congregations in Presbytery | -92 |
| By Virtue of Office | -30 |
| Additional Ruling Elders Needed | 103 |
| Allocate 1 Ruling Elder Commissioner for each 140 members | |
| Teaching Elders 225 = Ruling Elders | 225 |

Breakdown by congregation

| | |
|--|----|
| Memorial Drive (3560 members) | 12 |
| Houston, First (3133 members) | 12 |
| Houston, Northwoods (1201 members) | 9 |
| Houston, Korean Central (1052 members) | 8 |
| Houston, Clear Lake (1033 members) | 8 |
| Woodlands, WPC (664 members) | 5 |
| Conroe, First (661 members) | 5 |
| Houston, St. Philip (573 members) | 5 |

- Houston, Pines (533 members) 4
- Beaumont, St. Andrew's (529 members) 4
- Houston, St. Andrew's (503 members) 4
- Katy, Grand Lakes (502 members) 4
- Webster, Webster (478 members) 4

Those with 3 commissioners (290 – 410 members):

- 1) Bryan, First; 2) Houston, St. Paul; 3) Missouri City, Southminster; 4) Atascocita;
- 5) Brenham; 6) Houston, St. John's

- Houston, Heights; Texas City, First; Stafford, Blyaya; Beaumont, Pioneer; Waverly; Galveston, Westminster; Houston, Community of the Servant Savior; Houston, Oaks; Woodlands, Alden Bridge; Nacogdoches, Trawick; Orange, Drake Memorial; Houston, Juan Marcos; Sealy, First; Silsbee, First; Pasadena, Faith; Galveston, Emmanuel; Dickinson, First; Houston, First Lao; LaPorte, St. James; Angleton, Bethel; Trinity, First; Houston, Christ, Jasper, First; Calvert, First; Eagle Lake, First; Houston, University; Cleveland, St. Luke's; Caldwell, First; Vidor, First; Shiro, First

- Those with 2 commissioners (142 – 270 members):
- 1) Houston, Spring Branch; 2) Baytown, Faith;
 - 3) Pasadena, First; 4) Sugar Land, First;
 - 5) Galveston, First; 6) College Station, Covenant; 7) Bellaire, ChristChurch; 8) Nacogdoches, Westminster; 9) Bay City, First; 10) Orange, First; 11) Huntsville, First; 12) West Columbia, Bethel; 13) Houston, St. Thomas; 14) Angleton, First;
 - 15) Lufkin, First; 16) Houston, Korean Love;
 - 17) Pearland, First; 18) Houston, St. Luke's;
 - 19) Jones Creek, Gulf Prairie; 20) Houston, Formosan

Final Computation

| | |
|--------------------------------|-------|
| Everyone has one commissioner | 92 |
| Virtue of Office | 30 |
| Two with 11 more commissioners | 22 |
| One with 8 | +8 |
| Two with 7 | +14 |
| Three with 4 | +12 |
| Five with 3 | +15 |
| Six with 2 | +12 |
| Twenty with 1 | +20 |
| | = 103 |

92 + 30 + 103 = 225 Ruling Elders

- Those with 1 commissioner (53 congregations with under 140 members)
- Houston, Korean Young Nak; Houston, Pinecrest; Needville, St. Paul's; Houston, Thien An; Alvin, First; Houston, Pathways; Livingston, Indian; Houston, San Pablo + Trinity; Houston, John Knox; Houston, St. Stephen; Livingston, First; Katy, New Hope; Brazoria, First; Crockett, First; Wharton, First; Tomball, First; Navasota, First; Houston, Woodforest; Rosenberg, First; Houston, Heritage; Port Neches, Trinity; Houston, Grace Taiwan; Tiki Island Chapel;

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
2016 Parity Plan by Congregation Size
Approved November 21, 2015**

| Congregation | Membership (2014) | RE: 2012 | 2013 | 2014 | 2015 | 2016 |
|-------------------------|-------------------|----------|------|------|------|------|
| Houston, Memorial Drive | 3560 | 7 | 12 | 12 | 12 | 12 |
| Houston, First | 3133 | 7 | 12 | 12 | 12 | 12 |
| Houston, Northwoods | 1201 | 4 | 5 | 7 | 8 | 9 |
| Houston, Korean Central | 1052 | 4 | 4 | 6 | 6 | 8 |
| Houston, Clear Lake | 1033 | 4 | 4 | 6 | 6 | 8 |
| Woodlands, Woodlands | 664 | 3 | 3 | 4 | 4 | 5 |
| Conroe, First | 661 | 3 | 3 | 4 | 4 | 5 |
| Houston, St. Philip | 573 | 3 | 2 | 3 | 4 | 5 |
| Houston, Pines | 533 | 3 | 3 | 3 | 4 | 4 |
| Beaumont, St. Andrew's | 529 | 3 | 2 | 3 | 4 | 4 |
| Houston, St. Andrew's | 503 | 2 | 2 | 3 | 3 | 4 |
| Katy, Grand Lakes | 502 | 2 | 2 | 3 | 3 | 4 |
| Webster, Webster | 478 | 3 | 3 | 3 | 3 | 4 |

6 Congregational membership between 290 and 410 members 3
Bryan, First; Houston, St. Paul; Mo. City, Southminster; Atascocita; Brenham; Houston, St. John's

20 Congregational membership between 142 and 270 2
Houston, Spring Branch; Baytown, Faith; Pasadena, First; Sugar Land, First; Galveston, First; College Station, Covenant; Bellaire, ChristChurch; Nacogdoches, Westminster; Bay City, First; Orange, First; Huntsville, First; West Columbia, Bethel; Houston, St. Thomas; Angleton, First; Lufkin, First; Houston, Korean Love; Pearland, First; Houston, St. Luke's; Jones Creek, Gulf Prairie; Houston, Formosan

53 Congregational Membership under 140 1 1 1 1 1

| | | | |
|-----------------------|-----|--------------------------|-----|
| Total Teaching Elders | 225 | Total Ruling Elders | 225 |
| | | Total Churches (1 RE) | 92 |
| | | RE by virtue of office | 30 |
| | | Additional RE for parity | 103 |