

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 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

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 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
2010	Elder Garry Schoonover	Katy, Grand Lakes
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

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.

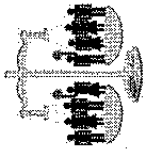
**A yellow card will be held up after 1 ½ minutes; a red card will be held up when the time limit is reached.



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

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

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;

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

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

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**

Highlighted congregations were dismissed in 2016 which does not change these parity numbers

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
<i>Bryan, First; Houston, St. Paul; Mo. City, Southminster; Atascocita; Brenham; Houston, St. John's</i>						
20 Congregational membership between 142 and 270						2
<i>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</i>						
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