

Appendix B

STANDING RULES 2015

SYNOD OF LIVING WATERS

Standing Rules

MISSION STATEMENT

As a council of the PC(USA) we affirm these guiding principles and acknowledge and declare that:

The mission of the Synod of Living Waters is to witness to Jesus Christ in partnership with our presbyteries, their congregations and the General Assembly.

VISION STATEMENT

Synod is responsible for the life and mission of the church throughout its region and for supporting the ministry and mission of its presbyteries as they seek to support the witness of congregations, to the end that the church throughout its region becomes a community of faith hope, love and witness. (Book of Order G-3.0401)

We envision the Synod and its presbyteries directing their life, work and organization to provide a primary focus on congregations. We see strong, vital, witnessing congregations that prepare their members to live their faith as keystones for the service of the whole church in the whole world.

We envision a synod living into life and mission in the twenty-first century, honoring our heritage as a covenant people.

I. SYNOD OF LIVING WATERS DEFINED

- A. **Boundaries:** The Synod boundaries are the states of Alabama, Kentucky, Mississippi, Tennessee and the northeastern part of Arkansas and the boot heel of Missouri.
- B. **Presbyteries:** In the State of Alabama: North Alabama, Sheppards & Lapsley, and South Alabama Presbyteries. In the State of Kentucky: Mid-Kentucky, Transylvania, and Western Kentucky Presbyteries. In the State of Mississippi: Mississippi and St. Andrew Presbyteries. In Tennessee: East Tennessee, Holston, Mid-South, and Middle Tennessee Presbyteries (Mid-South Presbytery has churches in eastern Arkansas and the boot heel of Missouri.).

II. SYNOD MEETING

- A. **Meetings:** The Synod shall ordinarily hold an annual stated meeting in January. The meeting will take place in a context of worship and celebration. The meeting shall ordinarily be held at the most cost effective location. The Moderator shall call a special meeting at the request or with the concurrence of three teaching elders and three ruling elders, representing at least three Presbyteries, all of whom

must have been commissioners to the last preceding stated meeting of the Synod. Should the Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call. If both the Moderator and the Stated Clerk are unable to act, the most recent Moderator able to act shall, under the same conditions, issue the call. Commissioners to a special meeting shall be the commissioners elected to the last preceding stated meeting of the synod or their alternates. A Presbytery may elect a commissioner or alternate to replace one who has died or changed Presbyteries. The Stated Clerk shall send notice of a special meeting not less than fifteen days in advance to each commissioner elected to the last preceding meeting of the Synod and to the Stated Clerk of each Presbytery. The notice shall state the purpose of the meeting and no other business shall be transacted.

- B. Membership:** The presbyteries shall elect one teaching elder and one ruling elder as commissioners to serve a three-year term beginning and ending when the annual meeting of Synod is called to order. They shall also elect one teaching elder and one ruling elder as alternate commissioners to serve in the absence of a commissioner.

All commissioners shall be eligible for re-election and may serve up to two consecutive three-year terms. The Synod, through its Committee on Representation, will keep the presbyteries informed of the current racial ethnic composition of the Synod in an effort to fulfill principles of participation and representation (Book of Order F-1.0403 and G-3.0103).

In the first year of transition from two-year to three-year terms, the presbyteries shall elect their commissioners and alternates for different terms as follows:

1. Those elected by Western Kentucky, Mid-South, North Alabama, and St. Andrew Presbyteries will serve a one-year term. Current commissioners from those presbyteries may be re-elected if they have not already served more than five consecutive years.
2. Those elected by Mid-Kentucky, Middle Tennessee, Sheppards and Lapsley, and Mississippi Presbyteries will serve a two-year term. Current commissioners from those presbyteries may be re-elected if they have not already served more than four consecutive years.
3. Those elected by Transylvania, East Tennessee, Holston, and South Alabama Presbyteries will serve a three-year term. Current commissioners from those presbyteries may be re-elected if they had not already served more than three consecutive years.
4. Each presbytery will elect commissioners and alternates for three-year terms to begin at the conclusion of the terms specified above, and the rotation thus established will continue with four presbyteries electing commissioners each year.

Each person elected moderator or other officer shall be enrolled as a member of the synod until a successor is elected and installed.

- C. **Quorum:** A quorum of the Synod shall be not less than four teaching elders and four ruling elders representing at least four presbyteries.
- D. **Corresponding Members:** General/Executive Presbyters and Stated Clerks serving presbyteries within this Synod shall be seated as corresponding members at all meetings of the Synod with voice but without vote and may be assigned as advisory members to Synod committees. Presbyters in good standing in other governing bodies of this church or comparable officers in any other Christian church, who are present at any meeting of the Synod, may be invited by the Synod to sit as corresponding members, with voice but without vote.
- E. **Parliamentary Authority:** The parliamentary authority of Synod meetings shall be the most recent edition of Robert's Rules of Order. The Moderator possesses the authority necessary for preserving order and for conducting efficiently the business of Synod. The Stated Clerk shall serve as the parliamentarian for Synod meetings.
- F. **Docket:** The docket for the meetings of Synod will be prepared by the Stated Clerk in consultation with the Synod staff and sent to commissioners at least ten days prior to the meeting. Any new business to come before any session of a stated meeting of the Synod must be in the hands of the Stated Clerk prior to the adoption of the docket for that session. Any action of the Synod that has an impact on the budget must be referred to the Permanent Administrative Commission of the Synod for review before being considered by the Synod.
- G. **Displays:** All displays at Synod shall be approved by the Synod Executive, and shall ordinarily represent agencies, institutions, and ministries of the Synod and the Presbyterian Church (USA).
- H. **Expenses:** The Synod shall pay the expenses of commissioners in accordance with its financial policy.
- I. **Suspension and Amendment of the Standing Rules and the Charter and/or Bylaws of the Corporation:** These Standing Rules may be suspended by a two-thirds vote of the commissioners and any part of it may be amended at any Synod meeting by a two-thirds vote, provided notice was sent to the Commissioners at least ten days prior to the convening of Synod. The Charter of the Corporation may be amended by resolution of the members at any annual, regular or special meeting of the members by a vote of a majority of the commissioners provided notice of the proposed amendment is contained in the notice of the meeting.

Ordinarily, amendments or changes to the Charter and/or Bylaws of the Corporation should be forwarded to the Permanent Administrative Commission for their advice and counsel.

- J. **Minutes:** The Moderator, Stated Clerk, and Synod Executive shall approve Synod meeting minutes prior to printing and distribution.
- K. **Electronic Meetings:** The Synod and any of its committees, commissions, or other entities is authorized to meet by electronic means such as the internet or telephone at the discretion of the moderator of the particular entity, provided the following conditions are met:
 - 1. The technology employed provides the opportunity for simultaneous aural communication among all participating members.
 - 2. The meeting notice includes adequate description for how to participate in the meeting (telephone numbers and codes to be dialed, links to meeting rooms, etc.).
 - 3. Arrangements satisfactory to the member can be made for the participation of any member who lacks the necessary equipment without incurring personal expense.
 - 4. All members are able to participate fully, and can be recognized when they wish to speak.
 - 5. Any member has the right to demand a roll call at any time if they doubt the presence of a quorum, unless the technology employed has the ability to determine the number present in another way (such as through an electronic poll).

III. OFFICERS OF THE SYNOD

- A. **Moderator:** The Synod shall elect a Moderator from among its commissioners at the annual stated meeting for a term of one year who shall serve until a new Moderator is elected and installed. The Moderator shall serve according to the provisions of the Book of Order and shall represent the Synod as needed. Whenever the Moderator is unable to fulfill the duties of the office, the Vice-Moderator shall assume those duties. Synod shall budget an amount to pay expenses of the Moderator incurred in the discharge of official duties.
- B. **Vice-Moderator:** The Synod shall elect a Vice-Moderator from among its commissioners at the annual stated meeting to serve for a one-year term. Ordinarily, the Vice-Moderator will be nominated to serve as the Moderator of the Synod the following year. Should the Vice-Moderator become unable to fulfill the duties of the office, the Permanent Administrative Commission shall appoint a person to complete that unexpired term from candidates named by the Nominating Committee in consultation with the Permanent Administrative Commission.

- C. **Stated Clerk:** The Synod shall elect a Stated Clerk to serve a term of three years. The Stated Clerk may be re-elected. The Stated Clerk shall be a teaching elder or ruling elder and does not have to be a commissioner to the Synod to be elected Stated Clerk. A staff person employed by the Synod who is a teaching elder or ruling elder may be elected to serve as Stated Clerk. In the event the Stated Clerk is unable to fulfill the duties of the office, a staff person who is a teaching elder or ruling elder may be appointed by the Moderator as the Acting Stated Clerk until a new Stated Clerk shall be elected.
1. The Stated Clerk shall discharge those responsibilities described in the Book of Order and the Position Description of the Stated Clerk, which includes serving as a resource as needed to the Permanent Judicial Commission and other Synod entities.
 2. The Stated Clerk, who is the Parliamentarian for the Synod, may appoint additional parliamentarians who shall be available to assist individuals and groups with advice regarding presentation of matters to the governing body.
 3. The Stated Clerk shall be the official correspondent for the Synod.
 4. The Stated Clerk shall, in consultation with the Stated Clerks of the Synod's constituent presbyteries, devise and implement a procedure for annual review of the presbyteries' minutes.
- D. **Recording Clerk, Temporary Clerks:**
1. The Synod may elect a Recording Clerk upon nomination by the Stated Clerk to serve a term of one year. The Recording Clerk may be elected to successive terms. The Recording Clerk shall perform duties subject to the direction of the Stated Clerk. A person does not have to be a commissioner to the Synod to serve as Recording Clerk.
 2. The Synod may elect temporary clerks to serve during the meeting, assisting the Stated Clerk. They shall be nominated by the Stated Clerk.
- E. **Treasurer:** The Synod shall elect a Treasurer. A staff person employed by the Synod may be elected to serve as Treasurer. The Treasurer's term shall be three years unless he/she is the Synod Executive or holds another elected position in which case the term shall be concurrent with the term of that position.
1. Funds shall be received and disbursed for the governing body according to policies and procedures established by the Synod.
 2. The duties of the Treasurer shall be defined in a Position Description approved by the Synod.

IV. **ORGANIZATION OF THE SYNOD**

Terms of Service: Each member of the Permanent Administrative Commission shall serve for a term concurrent with the term of the office that entitles him or her to a seat on that Commission or, in the case of at-large members, for a term of one year. Members of the Communications, Ministry Partnerships, Covenant Relations, and Nominating

Committees, the Committee on Representation, and the Racial Ethnic Advocacy Cabinet shall serve three year terms to begin and end when the annual stated meeting is called to order.

A. Permanent Administrative Commission

1. Composition: Membership shall include the immediate Past-Moderator (who shall serve as chair), Moderator, Vice-Moderator, Chairs of the Communications, and Ministry Partnerships Committees, Racial Ethnic Advocacy Cabinet Chair, the Stated Clerk, and two General/Executive Presbyters who shall be elected by the Presbytery Executive Forum for terms and on a rotation basis to be determined by the Presbytery Executive Forum, not to exceed three consecutive years. The Presbyterian Women of the Synod Moderator and the President of the Board of Directors of Living Waters for the World shall be members of the Permanent Administrative Commission if they are PC(USA) presbyters; otherwise, he or she shall be an advisory member with voice but without vote, and not a full member of the commission. Permanent Administrative Commission members have both voice and vote at Synod meetings. Committee chairs will normally be sitting members of Synod. Synod may approve by a 2/3 vote a Committee Chair to serve a one year term on the Permanent Administrative Commission who is not a sitting member of Synod.

This Commission shall be composed of ruling elders and teaching elders in numbers as nearly equal as possible. The Nominating Committee will ordinarily select candidates for the above offices so as to achieve this parity, but, if that is not feasible, a minimum number of teaching elder or ruling elder commissioners shall be nominated for election as at-large members for one year terms to achieve the requisite balance.

The Synod Executive and Synod Treasurer (if this is not the same person) shall be an ex officio member of the Permanent Administrative Commission without vote in Commission and Synod.

2. Responsibilities:
 - a. Prepare and propose the Synod's budget in consultation with the other entities, the Presbyteries, and the appropriate unit of the General Assembly;
 - b. Monitor the budget and fiscal policies;
 - c. Plan and coordinate all mission partnership funding consultations;
 - d. Oversee all personnel and personnel policies, plan and carry out regular and required reviews of all exempt staff;
 - e. Provide pastoral care and oversight of all personnel;
 - f. Develop and monitor processes for planning and evaluating the work of the Synod and its units;

- g. Coordinate the work of the Committees;
- h. Plan the Synod meetings in consultation with the Synod Executive and Stated Clerk;
- i. Act on behalf of the Synod on matters which may arise between meetings of the Synod, except that it may not assume original jurisdiction over its presbyteries without a called meeting of the Synod, and report such matters to the Synod at its next stated meeting;
- j. Make recommendations pertaining to the structure and membership of the Synod Committees;
- k. Monitor the operation of the Synod, Bylaws and its Standing Rules;
- l. Make recommendations to the Synod regarding specific programs or tasks and the organizational structures needed to implement them;
- m. Serve as Trustees of the Synod.

B. Communications Committee

- 1. Composition: Five Synod commissioners. The Committee may co-opt non-commissioners.
- 2. Responsibilities: The Committee provides oversight to the preparation and publication of the Presbyterian VOICE, the Synod's web page, and mission interpretation and stewardship interpretation. The Committee also provides oversight of the Synod's technology ministry, aiding congregations to develop and maintain websites and offering training in website development.

C. Ministry Partnership Committee

- 1. Composition: Up to thirteen Synod commissioners. The Committee may form sub-committees that include non-commissioners.
- 2. Responsibilities: The Committee receives, recommends, and reviews the forming and funding of ministry partnerships.

D. Nominating Committee

- 1. Composition: Six voting members, one nominated by each of six Presbyteries (the other six will be represented on the Synod Committee on Representation) and elected by the Synod to three year terms according to a rotation schedule determined by the Nominating Committee which insures membership broadly representative of the constituency of the Synod and in conformity with the church's commitment to unity in diversity. The Synod Executive is ex officio without vote.
- 2. Responsibilities:
 - a. Elect its Moderator and Secretary;
 - b. Develop guidelines for its work;
 - c. Request and review recommendations and suggestions from the Presbyteries for all nominations;
 - d. Nominate persons to be elected as Synod officers, moderators/chairpersons and members of Synod entities, ecumenical boards and boards of institutions according to the requirements of the

Book of Order;

- e. Forward to Synod the names of members who have been nominated by the Presbyteries for membership on the Permanent Judicial Commission, the Nominating Committee and the Committee on Representation.

E. Committee on Representation

1. Composition: Six voting members representing six of the Presbyteries (the other six will be represented on the Synod Nominating Committee) nominated by the Synod Nominating Committee and elected by Synod to serve three year terms.
2. Responsibilities:
 - a. Advise the Synod regarding the implementation of principles of unity and diversity, and advocate for diversity in leadership through communications with the Nominating Committee and Synod's constituent presbyteries;

F. Covenant Relations Committee

1. Composition: Up to six Synod commissioners.
2. Responsibilities: Provide a point of contact with institutions with which the Synod has a covenant relationship, and ensure that covenant documents are reviewed and renewed as appropriate.

G. Racial Ethnic Advocacy Cabinet

1. Composition: The Presbyteries of the Synod shall elect six members to serve three-year terms. The Nominating Committee, with the assistance of the Committee on Representation, shall develop a system of rotation to insure that all Presbyteries are represented. The cabinet chair, who shall be nominated by the Permanent Administrative Commission and elected by the Synod for one three-year term, shall be a voting member of the Permanent Administrative Commission.
2. Responsibilities: Be an advocate for racial ethnic minorities within the bounds of the Synod; support, advocate for and encourage programs and ministries within the bounds of the Synod that reflect Synod-approved standards of inclusiveness and diversity; and work closely with the Committee on Representation of the Synod and the Presbyteries.

H. Permanent Judicial Commission

1. Membership: Twelve members; one from each presbytery. The Nominating Committee shall solicit recommendations from the presbyteries in such a manner that two teaching elders and two ruling elders are nominated and elected by the Synod for six year terms in each even numbered year. Members of the Permanent Judicial Commission shall ordinarily serve for six years. Members serving an unexpired term of

less than three years are eligible for re-election to a full term.

2. Responsibilities:
 - a. Elect its Moderator and Clerk;
 - b. Fulfill responsibilities defined in the Book of Order.

I. Board of Directors, Living Waters for the World

1. Living Waters for the World is a mission of the Synod of Living Waters.
2. Composition: The Board shall be composed as prescribed by the Board Policy of Living Waters for the World as approved by the Synod of Living Waters and appended to these Standing Rules.
3. Responsibilities: The Board provides oversight, vision, direction and implementation of the Living Waters for the World mission as authorized by the Synod.
4. Living Waters for the World shall be governed and shall act as prescribed by the Board Policy of Living Waters for the World approved by the Synod and appended to these Standing Rules.

V. STAFF

A. The Synod's staff shall consist of the Executive and such other staff as the Synod may authorize.

1. The role of the Synod's staff shall be to facilitate and enable the working together of the component parts of the system and to provide such specialized services as may be required by the Synod. Staff will advise, resource, and assist the various committees and entities of the Synod, but is not expected to do the work of these groups.
2. The personnel policies as adopted by the Synod shall be appended to these Standing Rules.
3. A comprehensive review and evaluation of the exempt staff of Synod shall be conducted at least every four years by the Permanent Administrative Commission.

B. Synod Executive

The Synod Executive shall be the chief administrative officer of the Synod, who shall be responsible for administration and coordination of the Synod's organizational system, the supervision of staff, and with the Moderator represent the Synod. The basic duties of the Synod Executive shall be defined by a Position Description approved by the Synod.

C. Living Waters for the World Staff

The staff of Living Waters for the World shall be employees of the Synod and shall be responsible for carrying out the directives of Living Waters for the World the Board of Directors as assigned by the Executive Director.

1. Oversight of the Executive Director shall fall to the Living Waters of the

World Board, and oversight of the remaining Living Waters of the World staff shall be the responsibility of the Executive Director.

2. The Executive Director shall report regularly to the Living Waters for the World Board and to the Synod Permanent Administrative Commission.
3. The Living Waters for the World Board shall hold an annual performance review with the Executive Director and submit it to the Permanent Administrative Commission Personnel Committee. All other Living Waters for the World staff shall report to and be reviewed by the Executive Director. These reports shall also be submitted to the Permanent Administrative Commission Personnel Committee.
4. Compensation for its staff shall be determined and budgeted annually by the Living Waters for the World Board in consultation with the Executive Director.

D. Other Administrative Staff

1. Other exempt staff as authorized by the Synod, and after consultation with the General Assembly and the Presbyteries, shall be employed by the Synod in accordance with the Book of Order.
2. The work of all exempt staff shall be reviewed annually by the Permanent Administrative Commission.
3. The work of all non-exempt staff shall be reviewed annually by the Synod Executive then reported to the Permanent Administrative Commission.
4. All staff, both exempt and non-exempt, shall be under the supervision of the Permanent Administrative Commission through the Synod Executive, who shall be responsible for building and leading a Synod staff team.
5. Duties of all staff shall be separately stated in the approved Position Descriptions appended to this document.

VI. OTHER ENTITIES

Upon recommendation of the Permanent Administrative Commission and with the approval of the Synod, the Synod may form other entities that advance the Synod's purpose and mission.