

STANDING RULES OF THE SYNOD OF THE MID-ATLANTIC

SECTION 1 THE GOVERNING BODY

1.1. Authority The Synod of the Mid-Atlantic of the Presbyterian Church (U.S.A.) has been authorized and established by action of the General Assembly and includes the geographic region of Delaware; the District of Columbia; Maryland; North Carolina; Virginia and the eight West Virginia Counties of Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan and Pendleton. Its member presbyteries include Abingdon, Atlantic Korean-American, Baltimore, Charlotte, Coastal Carolina, Eastern Virginia, the James, National Capital, New Castle, New Hope, Peaks, Salem, Shenandoah, and Western North Carolina. Its authority emanates from the *Book of Order* of the Presbyterian Church (U.S.A.).

1.2. Governance The Synod is governed during and between meetings by the *Book of Order* of the Presbyterian Church (U.S.A.) and the *Standing Rules* of the Synod, but when neither applies, by the most recent edition of *Robert's Rules of Order*.

1.3. Entities The Synod is an association incorporated in the state of Virginia. Its property and funds are held by the incorporated association.

SECTION 2 MEETINGS AND MEMBERSHIP

2.1. Stated Meetings The Stated Meeting of the Synod (Synod Assembly) shall be held twice each year, ordinarily in March and September, at specific times and places decided by the Synod Assembly.

2.2. Called Meetings The moderator shall call a special meeting at the written request of three ministers and three elders representing at least three presbyteries, all of whom must have been commissioners to the last preceding stated meeting of the synod.

2.3. Commissioners Each presbytery within the bounds of Synod shall be represented by one Ruling Elder and one Teaching Elder as commissioners, elected by their respective presbyteries.

2.4. Classes and Terms Commissioners shall consist of three classes serving three-year terms which shall commence at the first Synod Assembly following their election.

2.5. Representation Presbyteries shall elect Commissioners based on a formula of rotation determined by agreement among Synod Assembly and the presbyteries, so that Commissioners nominated shall represent the broad diversity of the Synod of the Mid-Atlantic and so that the Synod Assembly shall represent both the diversity and inclusiveness called for in the *Book of Order* (especially G-4.0400 and G-9.0104). See attached sample Diversity Chart. (Appendix A).

2.6. Synod Assembly Planning Committee The Planning Committee for Synod Assembly will be the Executive Committee with the Synod Executive/Stated Clerk as ex-officio member.

SECTION 3 OFFICERS

3.1 Officers The officers of Synod Assembly are the Moderator, Vice-Moderator (Moderator-in-Nomination), Stated Clerk and Treasurer. The Moderator and Vice-Moderator will ordinarily be installed at the end of the September Stated Meeting.

3.2 Moderator A Moderator shall be elected by the Synod Assembly to serve for a term of one year or until a successor is elected. The Nominating Committee shall nominate a Moderator with an opportunity provided for nominations from the floor. The Moderator shall perform those duties

assigned by the *Book of Order* and by the *Standing Rules* and shall serve as Moderator of the Executive Committee of Synod Assembly.

3.3 Vice Moderator A Vice-Moderator, who is also the Moderator-in-Nomination, shall be elected by the Synod Assembly to help in presiding. The Nominating Committee shall nominate a Vice-Moderator with an opportunity provided for nominations from the floor. The Vice-Moderator shall serve for a term of one year or until replaced and shall serve with voice and vote on The Executive Committee. The Moderator and Vice-Moderator shall be from different presbyteries. Whenever the Moderator is unable to fulfill the duties of the office, the Vice-Moderator shall assume the duties. The Vice-Moderator's name ordinarily shall be placed in nomination for the position of Moderator at the conclusion of the Moderator's term or when it becomes vacant.

3.4 Stated Clerk The Stated Clerk of Synod will ordinarily be the Synod Executive and shall be elected by Synod Assembly. The term of office shall begin immediately following election or at such other time as designated by the Synod Assembly and shall continue for four years with possibility of re-election. The duties of the Stated Clerk shall be those prescribed by the *Book of Order* and by the *Standing Rules*. The Stated Clerk or his/her designee shall serve as Parliamentarian and shall be available to assist individuals and groups with advice regarding the presentation of matters to the Synod Assembly. The Stated Clerk shall be a corresponding member (with voice but without vote) of Synod Assembly and the Executive Committee.

3.5 Assistant Clerk The Assistant to the Stated Clerk shall serve as the Assistant Clerk at all meetings of the Synod. The Assistant Clerk shall serve under the direction of the Stated Clerk to assure an accurate recording of all actions at each Synod Assembly.

3.6 Treasurer The Treasurer of Synod shall be elected by the Synod. The term of office shall begin immediately following election and shall be for a four-year term with possibility of re-election.

3.6.1 Duties The duties of the Treasurer shall include supervising and working with any Synod staff who are responsible to assure the accurate receiving, recording, disbursing and reporting of the financial resources of Synod; the fiscal oversight and management of the funds and financial services of Synod and the arrangement for a complete annual audit of all financial books and records by a Certified Public Accountant or Public Accounting Firm.

3.6.2 Voice/Vote The Treasurer shall be a corresponding member of the Executive Committee with voice but without vote.

SECTION 4 PROCEDURES

4.1 Sacraments Celebration of Communion will be held at all Stated Meetings of the Synod Assembly.

4.2 Minister Necrology The names of Teaching Elders who were active in the Synod of the Mid-Atlantic life and mission, who died since the last Synod Assembly and who were at that time members of a presbytery of the Synod of the Mid-Atlantic shall be read at one Synod Assembly per year in connection with the Communion Service and printed in the Minutes of Synod.

4.3 Finance Procedures The Synod Assembly at each meeting shall act to reconfirm the new business and financial implications stated below (See Sections 7.5.3.1 – 7.5.3.3).

4.3.1. Introduction of New Business All new business at Synod Assembly not contained in or related to the printed reports of committees, or other units must be introduced no later than the time specified by the rules and procedures of that particular meeting, if it is to be considered at that Synod Assembly.

4.3.2 Financial Implications In addition, any New Business presented to the Synod Assembly with financial implications for the budget or with a special financial appeal or campaign to raise money shall be referred to the Designated Committee on Finance. Synod shall not act on the proposal to authorize the expenditure or raising of money until the Designated Committee on Finance has reported back to the Synod Assembly on the proposal.

4.4. Other Temporary Committees The Moderator may appoint other Temporary Committees as required for the business of the Synod Meeting.

4.5. Review of Minutes At the beginning of each Synod Assembly, the Moderator shall appoint a Special Committee of one Teaching Elder and one Ruling Elder to review the Minutes of the most recent Stated or Called Meeting of the Synod Assembly and to report its findings and recommendations to Synod Assembly. The Synod Assembly may authorize the Special Committee to give its report through the Stated Clerk.

4.6. Payment for Expenses Expenses for Commissioners, Synod staff and invited guests for mileage and other reasonable and necessary travel, room and board costs, unless furnished, shall be defrayed by the annual budget of Synod in a measure determined by the Finance Committee.

SECTION 5: PERMANENT COMMITTEES AND COMMISSION

5.1 COMMITTEES/COMMISSION OVERALL

5.1.1 Committee/Commission Membership The Synod shall elect Teaching Elders and Ruling Elders from churches within the Synod of the Mid-Atlantic to serve on three permanent committees/commission: Nominating Committee, Committee on Representation, and Permanent Judicial Commission.

5.1.2 Classes For all synod committees, with the exception of six year terms for PJC, committee members shall consist of three classes serving three year terms, which shall commence at the first of the new calendar year. If a committee member is elected to fill a vacancy, they may begin to serve immediately. Members shall not be eligible to serve consecutive terms, full or partial, totaling more than six years.

5.1.3 Absence/Replacement If a member of any committee of the Synod has two consecutive unexcused absences, the following procedures will be followed:

5.1.3.1 Unexcused Absences The person shall be notified that two consecutive unexcused absences constitute a resignation and the person shall be dropped from the committee. The committee recorder shall maintain an official record of attendance.

5.1.3.2 Replacements The Executive Committee shall take the necessary steps to see that the Nominating Committee nominates a replacement to be elected by the Synod Assembly at the next Synod Assembly stated meeting.

5.1.4 Officers Committee officers shall serve no more than three (3) consecutive years. Unless specifically stated otherwise in the sub-paragraphs below, each committee shall elect a chair and a recorder from among its membership.

5.1.5 Quorum A quorum shall be a simple majority of the elected membership of the committee, provided at least five presbyteries (one-third) are represented.

5.2 NOMINATING COMMITTEE

5.2.1 Membership The membership of the Nominating Committee elected by Synod Assembly shall be 18 persons, and the membership shall be composed of one-third Teaching Elders. Each presbytery of Synod shall nominate one person, either a Teaching Elder or an Ruling Elder. In order to insure diversity and inclusiveness as found in the *Book of Order* G-4.0403, the remaining at-large members shall be nominated by the Executive Committee. The

Executive Committee shall submit to Synod Assembly for election the nominees from the presbyteries and the nominees for the at-large members.

5.2.2 Classes The committee members shall consist of three classes serving three-year terms, which shall commence upon election by Synod. Members shall not be eligible to serve consecutive terms, full or partial, totaling more than six years.

5.2.3 Responsibilities The Nominating Committee has the responsibilities given by the *Book of Order* (especially G-9.0800 and G-12.0204) and the *Standing Rules*. The committee shall submit to Synod Assembly nominations of qualified persons to serve in all elected offices of Synod, including the Moderator and Vice-Moderator (except Synod staff, Stated Clerk, and Nominating Committee); in all elected positions of various Synod-related institutions and agencies where election by Synod Assembly is prescribed; and as elected representatives of Synod Assembly on the boards and agencies of the General Assembly and representatives to ecumenical bodies.

5.2.3.1 The Nominating Committee in selecting persons to serve on the committees of Synod shall adhere, whenever possible, to the concern of Synod for the membership of Synod's committees to be composed of one-half men and one-half women, one-half Teaching Elders and one-half Ruling Elders, with significant racial ethnic representation with 25 percent being the minimum goal.

5.2.3.2 No person, with the exception of the Synod Executive/Stated Clerk shall be eligible to serve concurrently on more than one Synod-elected position, except to the appointment of ad-hoc committees or groups, for membership in ecumenical or special groups, or on the board of institutions or agencies related to Synod. Persons shall not be eligible to serve consecutive terms, full or partial, totaling more than six years.

5.2.3.3 In developing a list of nominees for vacancies, which occur by reason of rotation, death, resignation, or removal, the Nominating Committee shall consult with the Committee on Representation and the Nominating Committees of the presbyteries of Synod for the coordination of membership on committees.

5.2.3.4 The floor of the Synod Assembly shall be opened for further nominations, provided that each nomination is accompanied by information on the qualifications of the nominee and a statement indicating that the nominee is willing to serve. A form will be made available to provide the necessary information. See attached sample Nominating Form. (Appendix B).

5.3 COMMITTEE ON REPRESENTATION

5.3.1 Membership The Nominating Committee shall nominate and Synod Assembly shall elect one member from each presbytery to serve on the Committee on Representation. The composition of the committee shall be in accordance with the *Book of Order* G-9.0105.

5.3.2 Classes The committee members shall commence serving upon election by the Synod and shall be divided into three classes, each member serving a three-year term. Members shall not be eligible to serve consecutive terms, full or partial, totaling more than six years.

5.3.3 Reporting and Meetings The Committee on Representation shall report to Synod Assembly not less than once each two years, and ordinarily shall meet once per year.

5.3.4 Responsibilities The duties and powers of the Committee on Representation shall be as defined by the *Book of Order* (especially G-9.0105 and G-12.0301), and the *Standing Rules* with a continuing advocacy role for racial ethnic members, women, different age groups, and persons who are physically challenged. All Committee on Representation members are responsible for reporting in written form to their respective presbyteries the work of the Synod *in this respect*.

5.4 PERMANENT JUDICIAL COMMISSION

5.4.1 Membership The Nominating Committee shall nominate and the Synod shall elect a Permanent Judicial Commission of fourteen members. Membership shall consist of Teaching Elders and Ruling Elders (men and women) in numbers as equal as possible. There shall be no more than one member from any presbytery of Synod on the Commission. The terms in office shall commence upon election.

5.4.2 Classes The Commission shall consist of three classes serving six-year terms.

5.4.3 Responsibilities The Commission has the duties and powers given by the *Book of Order* (especially D-5.0000) and by the *Standing Rules*.

SECTION 6: SYNOD TRUSTEES

6.1. PURPOSE The purpose of the Board of Trustees of the Synod of the Mid-Atlantic of the Presbyterian Church (U.S.A.), Inc., a Virginia corporation, shall be:

6.1.1. To provide a corporate body to act in secular matters exclusively for and on behalf of the Synod and in particular, to act as trustee of funds entrusted to the Corporation. To take and to hold by a gift, purchase, grant, devise, bequest or otherwise, property of every kind and description, real, personal or mixed, and to dispose of such property in the discretion of its Trustees.

6.1.2. To invest and reinvest its own funds at such times and in such manner as its Trustees shall determine and to expend the income or proceeds thereof or the principal thereof in accordance with its by-laws for and on behalf of the Synod of the Mid-Atlantic in connection with Christian education, church extension, home missions, world missions, schools, colleges, theological seminaries, ministerial relief, homes for children and for the aging, and any and all other activities of every kind and description which shall be engaged in or associated with or supported in whole or in part by the Synod of the Mid-Atlantic, either directly or through one or more of its agencies.

6.1.3. To sell, exchange, transfer and convey any of its property real, personal or mixed, to promote or advance the objects and purposes of the Corporation or for the purpose of reinvesting in other property, real or personal, to be devoted to its objects and purposes, and to lend money upon proper security as set forth in its by-laws, provided that such loans may not be made to any individual Trustee or to any corporation, firm or association in which any individual Trustee has any substantial personal interest or from which he derives any personal benefit. Nothing in this section shall, however, prohibit a loan to any agency, association, corporation or other charitable organization, which is supported by or contributed to by the Synod of the Mid-Atlantic, even though one or more of its trustees may be Trustees of this Corporation.

6.1.4. To borrow money and issue its notes and obligations therefore and to secure the payment of such notes and obligations by deed of trust or mortgage of the whole or any part of the purchase price for any real estate purchased by the Corporation, or for the purpose of building upon or otherwise improving any real estate owned by it, or for any other purpose in the furtherance of its objects and purposes.

6.1.5. To transact its business, carry on its operations and exercise its corporate powers, in any state, territory, district or possession of the United States and in any foreign country.

6.1.6. To do all and everything necessary, suitable, convenient and proper for the accomplishment of any of the purposes or the attainment of any one or more of the objects herein enumerated in carrying out the aforesaid purposes or in the carrying out of any other purposes which may be contemplated, directly or indirectly, to promote, develop, implement and administer programs of Christian and/or community mission and ministry.

6.1.7. In addition to the powers expressly set forth, the Corporation shall have and enjoy all of the powers, rights and privileges now or hereafter conferred by the laws of the Commonwealth of Virginia upon corporations; the enumerations of specific powers in these Articles of Incorporation being made in furtherance and not in limitation of the powers conferred upon corporations by law, and no restriction upon any such power is intended to be implied by any specification of or expression of the foregoing sections of this Article.

6.1.8. The Corporation is not organized for profit and no part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its Trustees, officers, or other private individuals, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and other distributions in furtherance of the purposes set forth herein.

6.1.9. In exercising each of the foregoing powers, whether general or specific, the Corporation shall at all times and in all cases be subject to the direction of the Commissioners of the Synod of the Mid-Atlantic of The Presbyterian Church (U.S.A.), when acting as the Synod Assembly in session duly constituted.

6.2. Name The name shall be The Synod of the Mid-Atlantic of The Presbyterian Church, (U.S.A.), Inc., and such entity shall have Bylaws consistent with its *Articles of Incorporation* and the *Standing Rules* of the Synod of the Mid-Atlantic.

6.3. Number and Terms The elected Commissioners shall serve as the Trustees of the Synod.

6.4. Membership In addition to the elected Commissioners, the Synod Executive and Synod Treasurer shall be ex-officio members of the Synod Trustees, with voice but without vote.

6.5 Participation by Telephone/Similar Communications Trustees may participate and hold a meeting by means of conference telephone or similar communications equipment by means of which all Trustees participating can hear and be heard and such participation shall constitute attendance and presence in person at such a meeting.

6.6 Action Without Meeting Unless the Articles of Incorporation or Bylaws provide otherwise, action required or permitted by the Code of Virginia to be taken at a Board of Trustees' meeting may be taken without a meeting if the action is taken by all of the Trustees. The action shall be evidenced by one or more written consents stating the action taken, signed by each Trustee either before or after the action taken and included in the minutes or filed with the corporate records reflecting the action taken.

6.6.1. Action taken under this section becomes effective when the last Trustees signs the consent, unless the consent specifies a different effective date, in which event the action taken is effective as of the date specified therein provided the consent states the date of execution by each director.

6.6.2. A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

6.7 Reports The membership of the Board of Trustees and other required information shall be filed annually with the proper department of the Commonwealth of Virginia.

6.8 Amendments to By-Laws The By-laws for the Corporation may be amended by a majority vote at any Stated or Called meeting of the Synod Assembly at which a quorum is present.

SECTION 7: DESIGNATED COMMITTEES

7.1. Designated Committees Overall

7.1.1. The Synod Assembly shall elect, from among its commissioners, persons to serve on four designated committees: Grants and Awards, Finance, Administration, Presbytery Initiatives. For each committee, members shall ordinarily represent different presbyteries.

7.2. Designated Committees Officers, Quorum, and Meetings

7.2.1. Officers Each committee shall elect a recorder from among its membership, unless specifically stated otherwise in the sub-paragraphs below.

7.2.2. Quorum A quorum shall be a simple majority of the elected membership of the committee.

7.2.3. Meetings The committee shall meet as necessary, and where possible, in conjunction with or contiguous to Synod Assembly Stated Meetings.

7.3. Executive Committee

7.4. Membership The Executive Committee shall be composed of seven members, which shall be the Moderator and Vice Moderator of Synod Assembly, the chair of the Grants and Awards Committee, Finance Committee, Administration Committee, Presbytery Initiatives Committee, and one member elected at large from among the Commissioners to Synod Assembly. The Synod Executive shall be ex-officio member of the Executive Committee with voice but without vote.

7.4.1. Officers The Moderator of Synod Assembly shall act as the Moderator of the Executive Committee and in the absence of the Moderator, the Vice Moderator shall so act. In the event neither is present, and provided there is a quorum present, the Executive Committee shall elect from among its members a moderator for that meeting. Ordinarily, the Synod Executive shall be the recorder for all meetings of the Executive Committee and/or shall provide for the taking and preparation of minutes.

7.4.2. Meetings The Executive Committee ordinarily may meet monthly by telephone conference call, or face-to-face should the business to be conducted require it. The place of the face-to-face meetings may be held at various locations within the geographic bounds of Synod.

7.4.3. Responsibilities The responsibility of the Executive Committee is to conduct the affairs of the Synod Assembly when it is not in session. These responsibilities emanate from and are authorized by the *Book of Order* and by the *Standing Rules*. Ordinarily, these responsibilities are:

7.4.3.1. To carry out the decisions, policies and procedures of the Synod Assembly between Stated or Called meetings in the areas of Grants, Finance, Administration including Personnel, and response to the initiatives of presbyteries.

7.4.3.2. To plan Synod Assembly Stated or Called meetings in consultation with the Synod Executive/Stated Clerk.

7.4.3.3. To sit as a Commission to authorize the celebration of the Lord's Supper at Synod-sponsored events as granted authority by the Synod Assembly (*Book of Order W-2.4012*). In order to be in compliance with *Book of Order* requirements (G-90504b(2)), the Executive committee, when sitting as a commission, shall report its action to authorize celebration of the Lord's Supper at the next Synod Assembly.

7.4.3.4. To nominate, for consideration by the Synod Assembly, persons to serve as chairs of the four designated committees of the Synod Assembly - Grants and Awards, Finance, Administration and Presbytery Initiatives. Nominations from the floor in accordance with 5.2.3.4 shall be requested prior to any vote by the Synod Assembly to elect the chairpersons of the designated committees.

7.4.3.5. To nominate, for consideration by the Synod Assembly, a person to chair the nominating committee of Synod. Nominations from the floor shall be requested prior to a vote to elect this person.

7.5. Grants and Awards Committee

7.5.1. Purpose The purpose of the Grants and Awards Committee is to provide oversight of the administration and distribution of awards, making sure that the wishes of the donor are honored when requests are made, to applicants and to unify the procedure for making awards for those funds which the Synod has responsibility for administering.

7.5.2. Membership The committee shall consist of seven members who are commissioners to Synod Assembly and who ordinarily represent different presbyteries, who also shall expect to further subdivide into specific funds grants/awards subcommittees. Where particular expertise in financial management is needed, the committee may co-opt up to two persons with these skills for particular meetings or for longer periods of time with Synod Assembly approval. The Synod Executive of Synod shall be an ex-officio member of the committee with voice but without vote.

7.5.3. Responsibilities It is the responsibility of the Grant and Review Committee to establish guidelines and criteria for reviewing fund proposals and regularly review the application forms and supporting documents. It has the responsibility:

7.5.3.1. To receive, review, and select proposals to fund from those submitted to the committee by individuals, organizations or churches within the boundaries of Synod.

7.5.3.2. To determine award procedures and timing and monitor awards made to determine if guidelines and applications of the awards are being followed.

7.5.3.3. To report the work of the committee to the Synod Assembly and the presbyteries within the bounds of the Synod.

7.5.4. Fund Receipt and Disbursal Funds received, both restricted and unrestricted, which support the programs or mission of Synod shall be distributed in accordance with procedures approved by the Grants and Awards Committee and also approved by the Synod Assembly. Restricted funds received shall be transmitted to the causes for which they are intended. In every case the instructions of the donors shall be carefully followed, provided those instructions do not conflict with the *Book of Order*.

7.6. Finance Committee

7.6.1. Purpose The purpose of the Finance Committee is to administer and review the receipt and expenditure of monies of the Synod of the Mid-Atlantic; to provide for an independent audit of the financial records of the Synod every third year and an independent review the remaining two years; to provide fiduciary oversight over the designated funds of the Synod; and to draft for the spring meeting of the year the operating and governance budgets annually to the Synod Commissioners.

7.6.2. Membership The committee shall be composed of at least seven persons who are commissioners to Synod Assembly and who ordinarily represent different presbyteries. Where particular expertise in financial management is needed, the committee may co-opt additional persons with these skills. Such co-opted persons shall serve as adjunct members of the committee, with voice and vote in the committee and voice on the floor of Synod meetings. The Synod Executive shall be an ex-officio member of the committee with voice but without vote.

7.6.3. Responsibilities The Finance Committee shall be responsible for the development of a comprehensive and balanced budget for the fiscal year ahead. The budget will be divided into a Governance Budget and a Presbytery Initiatives Budget. The Finance Committee has responsibility:

7.6.3.1. To recommend the per capita apportionment for the Governance Budget, which shall be set annually by Synod Assembly and shall be allocated for conducting and administering of the ecclesiastical, judicial, and legislative functions of the Synod of Mid-Atlantic.

7.6.3.2. To prepare and recommend the Presbytery Initiatives Budget based on requests for assistance which may be initiated by two or more presbyteries. Allocation of funds shall be contingent upon such requests from presbyteries during any year and shall be based on the Finance Committee's judgment of availability of funds from appropriate endowment/designated funds consistent with other priorities.

7.6.3.3. To prepare both parts of the budget through a coordinated process of consultations with the General Assembly, the presbyteries of the Synod of Mid-Atlantic, and the Synod of the Mid-Atlantic committees and ministry activities. The Finance Committee will recommend each Budget to the Synod Assembly for approval on an annual basis, normally at the March Stated Meeting.

7.6.3.4. To have regular oversight of the Synod's investments and endowments, including the appointment of an Investment Policy Committee to advise it in this regard.

7.6.4. Receipts and Disbursements The Synod Treasurer shall receive all funds contributed to the budgets of the Synod Assembly and shall disburse these funds under the supervision of the Finance Committee in accordance with the adopted Synod budget.

7.7. Administration Committee

7.7.1. Purpose The purpose of the Administration Committee is to provide for the smooth operation of the Synod Assembly and its committees and for its staff in a manner which promotes the objectives and rationale of *Book of Order* sections G-4.0400 and G-9.0104 and G-9.0704 as well as other Constitutional mandates.

7.7.2. Membership The committee shall be composed of at least seven persons who are commissioners to Synod Assembly and who ordinarily represent different presbyteries. Where particular expertise in administration and personnel management is needed, the committee may co-opt up to two persons with these skills for particular meetings or for longer periods of time with Synod Assembly approval. The Synod Executive/Stated Clerk shall be an ex-officio member of the committee with voice but without vote.

7.7.3. Responsibilities The responsibilities of the Administration Committee are:

7.7.3.1. To evaluate the meetings of Synod Assembly and suggest guidelines for future meetings.

7.7.3.2. To be responsible for keeping current the *Standing Rules*.

7.7.3.3. To provide for the review of presbytery minutes and report findings to Synod Assembly.

7.7.3.4. To develop and recommend personnel policies to the Synod Assembly and, once approved, provide that they are followed and maintained.

7.7.3.5. To exercise care and oversight of Synod staff and to provide for continuing education and other opportunities for personal growth such that the work and mission of the Synod occurs in a collegial, friendly, faith-enhancing atmosphere.

7.7.3.6. To oversee staffing needs and recommend to Synod Assembly how the tasks of the Synod Assembly may best and most efficiently be carried out.

7.7.3.7. To establish compensation guidelines and recommend salary levels to Synod Assembly.

7.7.3.8. To provide for an annual performance evaluation of the Synod Executive.

7.8. Presbytery Initiatives Committee

7.8.1. Purpose The purpose of the Presbytery Initiatives Committee is to respond to initiatives by two or more presbyteries when such an initiative will enable a more efficient and effective accomplishment of the need.

7.8.2. Membership The committee shall be composed of at least seven persons who are commissioners to Synod Assembly and who ordinarily represent different presbyteries. Where particular expertise in strategic planning and visioning, mission, and/or denominational issues may be needed, the committee may co-opt up to two persons with these skills for particular meetings or for longer periods of time with Synod Assembly approval. The Synod Executive/Stated Clerk shall be an ex-officio member of the committee with voice but without vote.

7.8.3. Definition of Presbytery Initiatives Two or more presbyteries may request that the Synod of the Mid-Atlantic provide some or all of the resources to carry out a mission or program initiative. When such a need exists, and when two or more presbyteries request action by the Synod Assembly, the Presbytery Initiatives Committee shall determine the funding available to carry out the Initiative from its Presbytery Initiatives Budget. It shall notify the requesting presbyteries and agree with them on the timing and completion of the presbytery initiative.

7.8.3.1. Issues of Racism, Racial Violence, and Racial Injustice The Synod of the Mid-Atlantic has responsibility as defined in *Book of Order* G-12.0102 (t) for dealing with prevailing and emerging instances of racism, racial violence and racial injustice as well as ideologies which promote racial oppression in the Synod and its region. Accordingly, emphasis shall be given by the Presbytery Initiatives Committee to these issues throughout the Synod where they might exist.

7.8.3.2. Racial Ethnic Emphasis The Synod of the Mid-Atlantic commits to being intentional by enhancing the ministries of racial ethnic small congregations throughout the Synod and special emphasis shall be given by the Presbytery Initiatives Committee to these ministries throughout the Synod.

7.8.3.3. Small Church Emphasis The Synod of the Mid-Atlantic commits to being intentional by enhancing the ministries of small congregations, especially Racial Ethnic small congregations, and special emphasis shall be given by the Presbytery Initiatives Committee to these ministries throughout the Synod.

7.8.3.4. Ecumenical Relationships Emphasis The Synod of the Mid-Atlantic, as an ecclesiastical institution in its region, has responsibility as defined in *Book of Order* G-12.0102 (p) for establishment and maintenance of those ecumenical relationships which enhance the mission of the Church within the boundaries of the Synod. Accordingly, emphasis shall be given by the Presbytery Initiatives Committee to these ministries throughout the Synod where such opportunities exist.

7.8.4. Responsibilities It is the responsibility of the Presbytery Initiatives Committee:

7.8.4.1. To receive, review, and recommend appropriate responses to presbyteries initiatives as necessary.

7.8.4.2. To determine utilization and timing of use of resources in order that presbyteries initiatives are effective and are carried out in a timely manner.

7.8.4.3. To review and report on the presbyteries initiatives carried out during the year and report to the Synod Assembly on an annual basis.

7.9. Ad Hoc Committees

7.9.1. Rationale/Designation/Purpose From time to time, and in order to conduct the mission of the Synod of the Mid-Atlantic, the Synod Assembly may find it necessary to appoint one or

more ad hoc committees which would have a specific function and for a specified period of time. Among such committees could be a Synod Executive search committee.

7.9.2. Membership The committee shall be named by Synod Assembly and shall have number of members, responsibilities, and designated time period for existence as defined by the Synod Assembly. The Synod Executive/Stated Clerk shall be an ex-officio member of any such committee with voice but without vote to assist in defining the mission and vision statement of the Synod of the Mid-Atlantic.

7.9.3. Meetings The committee shall meet as necessary, and at times and places commensurate with its purpose and task.

7.9.4. Authority/Responsibility Any so-appointed Ad Hoc Committee shall have its authority and responsibility defined by the Synod Assembly, and shall conduct its business and report back to the Synod Assembly within the time period of its appointment.

SECTION 8 HISTORICALLY AFFILIATED GROUPS

8.1. INSTITUTIONS, ENTITIES, AND AFFILIATED GROUPS

8.1.1. Within the bounds of the Synod of the Mid-Atlantic are a wide variety of richly diverse, and racially and culturally complex groups which historically have been or are affiliated with the Synod of the Mid-Atlantic and its mission. Accordingly, the Synod Assembly is enthusiastic in its recognition and understanding of the rich diversity, and cultural and racial complexity of these groups, institutions and entities which have a mission or missions which relate to the larger mission of the Synod of the Mid-Atlantic.

8.2. NO EXHAUSTIVE LIST

8.2.1. Because the number of such institutions, entities and affiliated groups within the Synod of the Mid-Atlantic exceeds ninety, there is no attempt in these Standing Rules to make an exhaustive list of them.

SECTION 9 EXECUTIVE CONSULTATIONS

9.1. NEED FOR COLLABORATION

9.1.1. From time to time in the life of the Synod of the Mid-Atlantic and its member Presbyteries there are needs which require consultation and collaboration so they may be defined, discussed, and resolved in an equitable manner. Such needs include financial, administrative, and strategic responses to specific problems, issues, opportunities and concerns which affect both the Synod and some, or all, of its member Presbyteries.

9.2. CONSULTATION

9.2.1. Accordingly, when such conditions exist, or at predetermined stated meeting times, the Synod Executive and any, or all, of the member Presbytery Executives or General Presbyters and such staff as they determine are needed, shall meet to discuss and collaborate about the needs that exist at that time.

SECTION 10 STAFF

10.1. Administrative Management The Synod Assembly may call or employ executive, administrative and support staff, in accordance with the *Book of Order* (G-9.0700 and G-12.302) and the *Standing Rules*, which enable the Synod of the Mid-Atlantic to implement a strategy for fulfilling the mission of the Church within the geographic bounds of Synod.

10.2. Role The role of the staff of Synod shall be to carry out those administrative functions which are necessary for the Synod Assembly, to facilitate and enable the working together of

presbyteries who request such assistance, and to facilitate and enable the working together of affiliated groups within the bounds of the Synod who request such assistance.

10.3. Synod Executive The Synod of the Mid-Atlantic shall elect a Synod Executive who is the Chief Administrative Officer of the Synod.

10.3.1. Responsibilities The Synod Executive shall provide leadership necessary:

10.3.1.1. To oversee and care for the organization of Synod and the persons involved.

10.3.1.2. To encourage theological reflection and action on the part of Synod Assembly, its member presbyteries, and its affiliated groups, and its staff.

10.3.1.3. To clarify, plan and implement the mission priorities and strategies of Synod Assembly working with the Executive Committee of the Synod Assembly.

10.3.1.4. To perform at least annual performance reviews of the Synod staff.

10.3.1.5. To act in the capacity as pastor to the Presbytery Executives and General Presbyters.

10.3.1.6. To maintain multi-directional communication among the governing bodies and with related ecumenical/cooperative agencies.

10.3.1.7. To act as the chief ecumenical officer for the Synod of the Mid-Atlantic.

10.3.1.8. To interpret the mission of the Church and stewardship concerns.

10.3.1.9. To serve as the Secretary for the Synod Trustees.

10.3.2. Nominating Process The executive shall be nominated to the Synod Assembly by the Executive Committee or by a special representative nominating committee elected for that purpose. In the employment of all personnel, including administrative staff, the Synod shall observe the principles of fair representation and consultation set forth in G-9.0404, and the provisions of the church-wide plan for equal employment opportunity and affirmative action. (G-13.0201b)

10.4. Staff Specialists and Support Staff The Synod Staff may include staff specialists and general support staff within the design and consistent with the budget of the Synod Assembly. The Administration Committee, in consultation with the Synod Executive shall hire these persons. Each staff specialist and support staff person is accountable to the Synod Executive.

SECTION 11 STANDING RULES

11.1. Purpose The *Standing Rules* shall be maintained as a guide and reference for detailed operating procedures to ensure uniform and standard operations by the Synod staff and other entities within the Synod organization.

11.2. Amendment The Synod *Standing Rules* may be amended by a two-thirds affirmative vote of those present and voting at any stated meeting of Synod Assembly when the proposed amendment has been submitted to the Commissioners at least 10 days prior to that stated meeting.

11.3. Precedence When changes in the *Book of Order* occur which contradict a Standing Rule, the *Book of Order* prevails.

11.4. Suspension The Synod *Standing Rules* may be suspended for a particular Synod Assembly by a two-thirds affirmative vote of those members present and voting at any Synod Assembly.

11.5. Adoption/Revisions

Adopted February 29-March 1, 1988
Revised June 17-19, 1993
Revised January 27-28, 1995
Revised October 13, 1995
Revised July 17-19, 1997
Revised July 9-12, 1998
Revised July 20-22, 2000
Revised January 26-27, 2001
Revised May 18, 2001
Amended and Restated July 18-19, 2002
Revised and Suspended (Section 2.1) July 15-16, 2004
Revised July 24, 2007
Revised October 14, 2008
Revised March 25, 2009
Revised October 19, 2009
Revised March 8, 2010
Revised March 11, 2014 (7.6.1)
Revised August 2015
Revised September 16, 2015