



## Welcome to the Presbytery of Giddings-Lovejoy

### A GUIDE FOR COMMISSIONERS and VISITORS

The Presbytery of Giddings-Lovejoy is a governing body of the Presbyterian Church (U.S.A.) made up of around 197 minister members and an approximately equal number of elders commissioned by their sessions. Together these presbyters set policy, develop mission, settle disputes, and promote the spiritual welfare of the people in 25 counties in Missouri and 5 counties in Illinois. Presbytery equips the ministry and mission of 94 congregations, a new church development, and two immigrant fellowships with a total of almost 22,000 members, and many forms of specialized ministries.

More information about the Presbytery of Giddings-Lovejoy and our vision and plan for ministry and mission is available at our website: [www.glpby.org](http://www.glpby.org).

#### **Who is here? Who can vote?**

Every minister of Word and Sacrament who has been admitted to the Presbytery as an Active, Honorably Retired, or At-Large member is a continuing member of presbytery and can vote at meetings. Minister members of other presbyteries may be seated as corresponding members at our meetings when they are present and have the right to speak.

Every congregation has one or more elder commissioners who are elected by their sessions and have the right to vote. Additional elders are also enrolled and have a vote during their service as a committee moderator, Council member, or presbytery officer or staff. Elders commissioned as lay pastor also have a vote during their commission. The number of elders eligible to vote equals the number of resident minister members.

Visitors include other members of our congregations, ecumenical guests, and students preparing for ministry. Visitors may be granted voice but not vote.

#### **Who are the officers of the Presbytery?**

The Presbytery elects a **Moderator** and a **Vice-Moderator** each year for a one-year term. Elders and ministers fill these volunteer offices on a rotating basis. The Vice-Moderator ordinarily is nominated as Moderator the following year. The Moderator and Vice-Moderator share the duties of presiding at meetings of presbytery and representing us at ordinations and installations of pastors. Our Moderator is Elder Elly Commings, a member of John Knox Church in Florissant, Missouri. Our Vice-Moderator is the Rev. Carol DeVaughan, pastor of Hillside Presbyterian Church, House Springs, Missouri.

The **Stated Clerk** is the ecclesiastical administrator and parliamentarian of the presbytery. The Clerk coordinates setting the docket and other planning for each meeting and during meetings makes recommendations as to the constitutionality of proposed actions. The Stated Clerk is elected to a three-year, renewable term. The office is a part-time, paid position and the Stated Clerk is a member of the Presbytery's executive staff and an officer of the corporation. The Rev. Terry Epling currently holds this office. The assistant to the Clerk, Elder Judy Pickett, a member of John Calvin Church, maintains the attendance rolls and provides other administrative support to the Clerk.

The **Treasurer**, our fourth officer of the Presbytery, is elected to a three-year, renewable term and serves as Controller and advisor on financial matters. The Rev. David Marshall, Honorably Retired, serves in this volunteer role.

#### **How often does presbytery meet?**

Stated meetings of Presbytery are scheduled four times a year - in February, May, August, and November. Special meetings may be called by the Moderator as needed. Much of the work in preparation for Presbytery meetings is done by constitutional committees and ministry teams, which meet regularly throughout the year.

### **How do I prepare for the meeting?**

- Review in advance the docket and materials you received in the mail and the business papers posted on the website at [www.glpby.org](http://www.glpby.org). Business papers are posted 10 days before the meeting in most cases.
  - Come to the meeting, register and make a nametag.
  - Pick up any additional business materials and information from the tables in the registration area.
  - Note that early in the meeting we will approve a consent agenda (Omni-Motion) of non-controversial business items. We vote on all of these items in one action. If you have routine questions about any item on the consent agenda ask the Moderator at the appropriate time on the docket. To request that an item be debated before a vote, ask to have that item removed from the Omni-Motion for consideration later in the meeting.
- Buy a meal ticket (\$7.00) so that you can enjoy food and fellowship when we recess for lunch.

### **How do I bring business for Presbytery consideration?**

Ordinarily, the business of the Presbytery is introduced by Mission Council, other standing committees or ministry teams, or referred from the Session of a particular church. Presbyters may introduce new business at the time of the adoption of the docket. New business is scheduled at the end of the meeting. It may be acted on at this meeting, referred to a committee or ministry team, or be postponed until a subsequent meeting.

### **How do I get recognized to speak? How do I make a motion?**

To be recognized by the Moderator, go to the nearest microphone. When the Moderator calls on you, begin by saying your name and church or ministry site, then make your motion or state your question or concern.

If you are recommending an action, say, "I move that the presbytery..." and describe what you want the presbytery to do. Ask for help from other presbyters or the Stated Clerk if you are not sure how to achieve your goal. Except for simple procedural motions, please write your motion and hand it to the Stated Clerk.

### **What are the rules?**

Our Presbytery follows the *Constitution* of the Presbyterian Church (USA) (the *Book of Order* and the *Book of Confessions*) and our *Bylaws* and *Manual of Operations* that set forth the structure and processes of the Presbytery. Copies are available from the Stated Clerk. The parliamentary rules of the Presbytery are *Robert's Rules of Order*, Newly Revised, (10<sup>th</sup> Edition).

### **Why are we meeting here?**

The meeting place rotates among the member churches of the Presbytery. An invitation is usually extended by the Session to the Stated Clerk. The Moderator chooses the November meeting place.

### **What about follow-up on the actions taken at this meeting?**

Minutes of our meetings are available to any member who requests them. Minutes from 2002 to the present are posted on the presbytery website at [www.glpby.org/Clerk/Meetings.htm](http://www.glpby.org/Clerk/Meetings.htm). They are password protected to secure the confidentiality of some sensitive information. Ask the Clerk or another commissioner for the password.

Commissioners are encouraged to make a creative report to your Session or ministry site to let others know what Presbytery is doing and what resources may be helpful to them. Note that the *Book of Order* G-10.0102p says that Session responsibilities include hearing your report. The Stated Clerk prepares a "*Highlights*" document after each meeting and posts it on the website to assist in your reporting. The highlights may be printed and shared with your committees and congregation as well.

### **Resources:**

- Rev. Terry Epling, Stated Clerk, 314.772.2395 x123, [tepling@glpby.org](mailto:tepling@glpby.org)
- Rev. Dr. Paul Reiter, Executive Presbyter, x110, [preiter@glpby.org](mailto:preiter@glpby.org)
- Rev. Amy Fowler, Associate Executive for Congregational Development, x111, [afowler@glpby.org](mailto:afowler@glpby.org)
- Rev. Susan Niesen, Associate Executive for Leadership in Ministry, x114, [sniesen@glpby.org](mailto:sniesen@glpby.org)
- Elder Christy Foster, Director of Camp and Conference Ministries, x101, [cfoster@glpby.org](mailto:cfoster@glpby.org)
- Elder Cindy Corley, Resource Center Director & Camp Registrar, x100, [ccorley@glpby.org](mailto:ccorley@glpby.org)
- Faye Chiou, Financial Manager, x115, [fchiou@glpby.org](mailto:fchiou@glpby.org)
- Karen Bradshaw-Miller, Hunger Action Enabler, x104, [hunger@glpby.org](mailto:hunger@glpby.org)

The Presbytery office is located at 2236 Tower Grove Avenue, St. Louis, MO 63110.  
Our phone number is 314.772.2395 or 877.772.2395 (toll free).  
Our website is [www.glpby.org](http://www.glpby.org).

## **PRESBYTERY COMMISSIONERS and VISITORS...**

*Are you new to Presbytery meetings?  
We' like to take some of the mystery out of the meeting for you!*

### **In preparation for the meeting ...**

It may help you know what is going on at the meeting by understanding that much of Presbytery's work is done by committees and ministry teams between Presbytery meetings. Those groups report their actions to Presbytery in writing for the meeting. Presbytery votes on the recommendations of the committees and teams when appropriate.

### **The Call Papers...**

Please review the materials in the stated meeting call papers so that you will be prepared for the meeting. It is mailed first class three weeks before the meeting. Here is what is enclosed in that packet:

1. The docket (or agenda) showing the scheduled times for committee reports, the lunch break, the worship service and so on.
2. Directions to the church where the meeting will be held.
3. A registration form to reserve a meal and/or childcare for the meeting. Reservations are required in advance and the deadline is given in the papers.

### **The Business Papers...**

Reports of committees and ministry teams, announcements and flyers, are posted on the website at [www.glpby.org](http://www.glpby.org) at least 10 days before the meeting. (Occasionally groups meet between that deadline and the stated meeting. Their papers are posted (if available) and printed and distributed at the meeting.)

Download and read these reports to prepare for the meeting. You may also print them for use at the meeting. If they are posted on-line 10 days before the meeting they are not distributed at the meeting.

### **When you get to the meeting . . .**

1. Follow the signs (or the crowd) to the "Registration" area.
2. At the registration tables, there are separate sign-in sheets for ministers and elders. For ministers the sheets are listed in alphabetical order by name. For elders sign-in sheets list the congregations in alphabetical order by city and name and include spaces for the number of commissioners according to the size of your congregation. Find the right sign-in sheet for you and record your name.
3. Make a nametag for yourself. If you are a commissioner elected by your Session to vote at the meeting, you will wear a blue nametag. If a visitor, you will wear a red nametag.
4. There will probably be additional information for you on the registration table and/or on another table close by. Please pick up all official papers for your use in the meeting. There are others materials that you may browse through and take whatever looks helpful and interesting to you or others with whom you may share the materials.
5. Depending on the time, you may want to visit with others in the hospitality area, view the mission displays, or find the space where the meeting will be held.

### **During the meeting . . .**

1. If feeling "lost", ask someone near you where we are or what's going on. Others are glad to help!
2. If you have questions during the meeting, ask for help from the officers by standing and going to a microphone. When called upon by the Moderator, address yourself to the moderator, identify yourself with your name and congregation, and ask your question.

Let us know, too, what else would be helpful in preparation for and during meetings.  
We hope that you will enjoy the Presbytery meeting!