

GENERAL INFORMATION ABOUT A PRESBYTERY MEETING

Here is information about the presbytery meeting. **Reports to the presbytery not on the website are available for you on the day of presbytery an hour or more before the meeting. If you can, come early to read them.**

SUGGESTIONS TO PREPARE FOR THE PRESBYTERY MEETING: The business of the presbytery meeting must proceed quickly and efficiently. Match your papers with the order of the docket and you will be ready to find them when that item of business arrives. The committee reports distributed at the meeting are color coded. By using the colors, you can find the reports easily and collate your papers from the table with the papers from the website if you chose to print them out. The **flyers** are not color coded. The office chooses an attractive color for the flyer regardless of which committee produced it. However, the flyers are usually on a brighter color and the reports are on pastel shades. We want to put as much material as possible on the website, but some papers simply cannot be prepared far enough in advance to be provided in time for every one to access them in a timely manner. These papers are placed on the table in order of the docket and can be readily collated with your papers.

Please note that the papers on the website will not be available on the table. Although initially we will have a few copies for those who are new to the electronic packets, we count on the commissioners to consult the website for the material and to print any papers that you want to have at the meeting. **We are asking churches to assist their commissioners who do not have access to the website.** If you come as an alternate commissioner, please go to the website or get the packet of papers from the person you are replacing. A very limited number of packets are available from the stated clerk on a first come, first served basis.

☺ **CHILD CARE FOR PRESBYTERY MEETINGS** Please email or call the presbytery office if you need child care.

✓ **DINNER RESERVATIONS - VERY IMPORTANT:** Please make your dinner reservation promptly and no later than Noon on the Thursday before the presbytery meeting, by sending an email to presby@sangabpres.org. Call the presbytery office if you don't have email. The cost for the meal is \$6.

Requests for reservations after that date will be placed on a waiting list with no guarantee of receiving a meal.

MINISTERS OR ELDERS WHO NEED TO BE EXCUSED FROM PRESBYTERY - please send an email to presby@sangabpres.org.

✍ **REGISTRATION PROCEDURE:**

The registration procedure is quite simple. Come to the registration table and report your name at the registration table. The correct number of voting elder commissioners (including alternates who will vote) from each church will be certified. If you are a minister, your name will be compared to the separate roster of minister commissioners and checked if you are present. Voting elder commissioners will receive a red nametag and voting minister commissioners will receive a blue nametag. All others will receive a white nametag and will not be eligible to vote.

🕒 **LATE REGISTRATION** - If you arrive later in the meeting and do not find the registration table open, register at the Stated Clerk's table.

WATCH FOR SPECIAL PRE-PRESBYTERY MEETINGS ANNOUNCED BY A FLYER.

ITEMS GENERALLY ON THE DOCKET FOR A MEETING:

THE MEETING BEGINS AT 4:15.

The **Consent Agenda** has items clearly identified on the reports. They include actions on the Stated Clerk's Report. **(The report is on the website.)**

The **Committee on Administration and Finance** will report on financial matters of the presbytery. There is material on the website and/or look for a printed report on green or white paper to be distributed at presbytery. **(See the report on the website.)**

The **Committee on Preparation for Ministry** will present actions for those in the stages of working toward ordination to the Ministry of Word and Sacrament. On the table you will receive a report on tan-colored paper of the recommended actions to be taken.

The **Committee on Nominations** will present a list of people to serve on presbytery committees and in other offices. On the table you will find the committee's report on lavender-colored paper.

The **Committee on Ministry** will present actions regarding the reception, dismissal and changes in the terms of call for ministers. On the table you will receive a report on blue-colored paper of the recommended actions to be taken. The remainder of the report will be after dinner.

Our **Executive Presbyter, the Rev. Ruth Santana-Grace** usually gives a helpful report.

✝ We will conclude presbytery with a service of **worship**.

♥ Corresponding Members:

Presbytery may invite ministers or elders from other presbyteries or other Christian churches to sit as corresponding members with voice but not vote (G-11.0203). Presbytery must vote to invite them. Please introduce corresponding members during the stated clerk's report. Make sure the stated clerk gets the information about the corresponding member in writing or they will not be seated.

✝ Who May Vote at Presbytery Meetings:

The voting members at presbytery meetings are as follows: (1) Elder commissioners from the churches or duly elected alternates when the elder commissioner is not present. (2) Minister members of the presbytery including temporary minister members (but not corresponding members) from other denominations. (3) The Moderator and Vice-Moderator of presbytery. (4) Elder members of Presbytery Council including the immediate previous-year moderator of presbytery who chairs the Presbytery Council. (5) A Commissioned Lay Pastor who was given the right to vote as a provision of the commission. Note: Members of presbytery committees do not have a vote at presbytery meetings unless they qualify under a provision of 1-5 above. No one may vote or cast a ballot on behalf of another member, you must be present to vote. Note also that in order to speak on the floor of presbytery, you must be a voting member, a corresponding member or one who has received permission to speak by authorization of a presbytery committee or by vote of the presbytery.

📞 **THANK YOU FOR YOUR SERVICE!**

Thank you for your service as a commissioner to the Presbytery of San Gabriel. Consult with other commissioners from your church for their perspectives on effectiveness as a commissioner. If you have questions regarding the meeting, feel free to email the Stated Clerk, Bob Wendel, (bob_wendel@pcusa.org) or call him on Tuesdays at the presbytery office - (626) 334-4901.

DEADLINES -

For consideration by the Presbytery Council for the docket - the Monday before Council meets.

This is the best time to submit requests for docket time.

Reports for the Presbytery Packet - The most helpful is to have your reports submitted to the presbytery electronically by the Friday after council meets. The final deadline for the packet is usually the Thursday or Friday of the week following the Council meeting. The word final is taken seriously.

Any papers not submitted by this deadline will have to be printed for the table. This is much more expensive than having the material in on time for the electronic packet. Please try and avoid being late.

Presbytery Council meetings - the second Tuesday of even numbered months

Presbytery Meetings - the second Tuesday of odd numbered months.