

**Standing Rules**

**PRESBYTERY PASTORAL CARE NETWORK**

**ARTICLE ONE: NAME OF THE ORGANIZATION:**

The name of the organization shall be The Presbytery Pastoral Care Network (PPCN).

**ARTICLE TWO: PURPOSE OF THE ORGANIZATION:**

The PPCN exists to provide educational and fellowship opportunities and accountability mechanisms for persons and councils concerned for or engaged in providing pastoral care for ministers within the Presbyterian Church (U.S.A.).

**ARTICLE THREE: GOALS AND OBJECTIVES:**

To carry out its purpose, the PPCN shall engage in activities including:

- 1) advocating for pastoral care for ministers within the Presbyterian Church (U.S.A.);
- 2) holding denomination-wide and regional meetings and educational events on topics or issues pertaining to clergy care;
- 3) encouraging research and study in pastoral for clergy;
- 4) providing information and resources in pastoral care appropriate to the needs and responsibilities of its members and presbyteries in the PC (U.S.A.);
- 5) offering consultation services to presbyteries to enhance clergy care;
- 6) modeling appropriate accountability relationships among its members engaged in full or part-time provision of pastoral care for ministers; and
- 7) carrying out such other activities that facilitate its purpose as shall be determined from time to time by the membership upon review and recommendation by the Board of Directors.

**ARTICLE FOUR: MEMBERSHIP:**

Membership shall be open to those active in the Presbyterian Church (U.S.A.) who are concerned for or engaged in providing care for ministers, and to those providing oversight, encouragement and service to ministry professionals in the PCUSA.

- 1) **Active members.** Persons who by call or appointment (whether full-time or part time) are engaged in providing pastoral care to ministers and their families, persons who are concerned

that provision of pastoral care for ministers is available, or persons who wish to support through financial or other means the purposes of the organization, and who pay the annual dues of the organization, shall be deemed active members of the PPCN. Such members shall have the right of voice, vote and to be eligible for nomination to office in PPCN.

## **ARTICLE FIVE: PPCN LEADERSHIP.**

The leadership of PPCN shall be held by persons representing the breadth of the PC (U.S.A.) leadership who carry out the Goals and Objectives of the PPCN. Leadership will be conducted by a Board of Directors and Officers.

### **A: Board of Directors:**

**Composition:** The Board of Directors shall be composed of the (four) officers of the PPCN; and up to five at-large members elected at the annual meeting from among the membership. Additionally, a representative designated by the Board of Pensions of the Presbyterian Church (U.S.A.); and a representative designated by the Office of Vocations, Presbyterian Church (U.S.A.) or its relevant body, shall be invited to be present with the Board of Directors when it meets as advisory members of the Board.

**Duties and Responsibilities:** The Board of Directors shall conduct the affairs of the PPCN in the interim between annual meetings of the membership. It shall have the authority to:

- 1) establish the date, place, and time for each membership meeting and serve as the planning committee for each church wide conference;
- 2) conduct the business affairs of the PPCN, making regular reports to each membership meeting as deemed necessary;
- 3) submit grant applications on behalf of the PPCN to further the organization's goals and objectives;
- 4) provide resources to councils in the PCUSA for the care and support of church professionals and to enhance healthy ministry;
- 5) provide appropriate accountability and oversight for legal, financial, and ecclesiastical affairs of the Network;
- 6) In the event that regional meetings for the PPCN are established, the Board of Directors may delegate its functions for such regional meetings to a steering committee for that event. Such steering committees are accountable to the Board of Directors for the conduct of these delegated powers.

**Expectations of Individual Board Members:** Individual Board Members shall be expected to fulfill the following expectations as an active board member:

- 1) be a dues paying member, holding active status in PPCN;
- 2) seek institutional memberships from the council in which he or she resides;
- 3) attend board meetings and conferences;
- 4) be willing to serve as an officer on the Board of Directors;
- 5) interpret the work of PPCN to one's own presbytery, COM, and CPM;
- 6) serve as a workshop or group leader for PPCN conferences;
- 7) be willing to provide consultation services and workshops with expenses paid;
- 8) contribute to the PPCN Newsletter, as requested;
- 9) if unable to actively participate on the Board of Directors, after two unexcused absences, to tender a resignation so that others may be nominated to serve.

#### **B: Officers:**

The officers of the organization shall be the President, one or more Vice Presidents, the Secretary, and the Treasurer. They shall each be an active member of the PPCN at the time of their election and continue in active status throughout their term of service. These officers shall constitute the Executive Team and be accountable to the Board of Directors and the active membership of the PPCN. The Executive Team shall have authority to act on behalf of PPCN between meetings of the Board of Directors or when action in a timely manner is needed on behalf of the Board of Directors. The Board of Directors shall be informed of all actions taken by the Executive Team.

#### **Duties and Responsibilities:**

Duties and responsibilities of the officers are:

- 1) **President.** The President shall preside at the annual meeting, and shall have all necessary powers and authority to achieve the expeditious conduct of business. The President shall be the presiding officer at all meetings of the Board of Directors. The President or his/her designee from the Board of Directors shall be the official spokesperson and advocate for the PPCN to all external entities. The President may be assigned additional duties from time to time by the Board of Directors.
- 2) **Vice President(s).** The Vice President shall carry out the duties of the President when delegated to do so by the President or, in the event the President is unable to act, by the Board of Directors. The Vice President may be assigned additional duties and responsibilities from time to time by the Board of Directors.

3) **Secretary.** The Secretary shall keep the minutes and records of the PPCN, shall conduct all correspondence on behalf of the PPCN, shall serve as recording secretary of the annual meeting and all meetings of the Board of Directors, shall keep rosters of members, and shall be responsible for all matters relating to registration at the annual meetings. The Secretary may be assigned additional duties and responsibilities from time to time by the Board of Directors.

4) **Treasurer.** The Treasurer shall receive all dues and contributions paid to the PPCN, shall deposit any funds in the accounts of the PPCN, shall disburse funds from the PPCN accounts upon approval by the Board of Directors or any two members thereof as designated by the Board of Directors, shall present a financial statement at all meetings of the Board of Directors and at the annual meeting of the PPCN, and shall present from time to time an audit of the PPCN's financial operations. The Treasurer shall conduct the financial operations under his/her responsibility in accord with professional standards of fiscal accountability. The Treasurer may be assigned additional duties and responsibilities from time to time by the Board of Directors.

### **Election and Terms of Office.**

1) Officers and elected members of the Board of Directors shall be elected for a three-year term. No member may serve more than two full or partial terms in any single office, without a year elapsing between terms of service.

2) Officers and elected members of the Board of Directors shall be elected at the annual meeting, and shall take office at the adjournment of the meeting at which they were elected. They shall serve until the adjournment of the meeting at which their successors are elected.

3) In the event of resignation by an officer or elected member of the Board of Directors, or the inability of an officer to complete an elected term of service, the Board of Directors shall determine whether and how to fill the vacancy until the next annual meeting.

### **Nominating Committee:**

The Nominating Committee of the PPCN shall consist of one member of the Board of Directors, who shall serve as Chair, and two PPCN members, for a two-year term, one of whom shall be elected each year.

### **ARTICLE SIX: MEMBERSHIP MEETING:**

The PPCN shall hold an annual membership meeting at a place and time determined by the Board of Directors. This meeting shall always contain a programmatic and educational element consistent with the goals and objectives of the organization.

The Annual Membership Meeting shall

1) elect officers, at-large members of the Board of Directors, members of the Nominating Committee, and such other representatives of the PPCN as may from time to time be necessary;

- 2) receive reports from the officers and the Board of Directors;
- 3) approve membership dues, membership dues schedules, and any other financial assessments to be levied on the entire membership;
- 4) act on all proposals to amend the Standing Rules of the PPCN; and

#### **ARTICLE SEVEN: MEMBERSHIP DUES:**

Active members of the PPCN shall pay annual dues to carry on the activities of the organization. Membership dues shall be approved at the annual meeting, upon recommendation by the Board of Directors.

There are two categories of membership in the PPCN: Individual and Institutional.

**INDIVIDUAL MEMBERSHIP:** Persons who by call or appointment (whether full-time or part time) are engaged in providing pastoral care to ministers and their families, persons who are concerned that provision of pastoral care for ministers is available, or persons who wish to support through financial or other means the purposes of the organization and who pay the annual dues of the network may be individual members of PPCN.

Individual PPCN members play an active role in the Network, receive a discount on registration fees for the annual PPCN conferences, are voting members at annual meetings, and may hold office in the PPCN organization.

**INSTITUTIONAL MEMBERSHIP:** A presbytery, synod, seminary, or other church related organization will often designate a staff person and a group or committee of volunteers to serve as caregivers for pastors in their governing body and may enlist under institutional membership in PPCN.

An Institutional Membership allows all the designated staff, COM members, CPM members or care giving volunteers in a particular organization to become part of PPCN and to access the Network's resources for one annual institutional membership fee. Institutional members also receive a discount on registration fees for the annual PPCN conferences.

#### **ARTICLE EIGHT: AMENDMENTS:**

Amendments to these Standing Rules may be acted on at any annual meeting, provided that the language of the proposed amendment is mailed to all active members no less than 60 days in advance of the annual meeting. Provided such notice is given, amendments are approved by a majority vote of the active members who are present and voting.

Adopted September 28, 2000.  
Reviewed by Board of Directors, Feb. 2010.  
Revised October 2010 and February 2012.  
Proposed to the membership for action: Oct. 2012.