



# WELCOME TO THE PRESBYTERY OF DENVER

## A GUIDE FOR COMMISSIONERS and VISITORS

The Presbytery of the Denver is a Council of the Presbyterian Church (U.S.A.) and a fellowship of ministry made up of 180-some teaching elder (minister) members and a balanced number of ruling elders. Together, presbytery commissioners set policy, develop plans for mission, and promote the spiritual welfare of the people within our bounds. We oversee ministry and mission of many specialized ministries, new church developments and fellowships, and 10,000 members in 48 congregations.

This document was prepared to help answer some questions about how our Assemblies work. More details about the ministry and mission of Presbytery and our committees are available at our website: [www.denpres.org](http://www.denpres.org).

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

Every minister member (teaching elder) who has been admitted to the Presbytery as active, at-large or retired is a continuing member of presbytery and can vote at meetings.

Every congregation has at least one ruling elder commissioner, elected by action of a session. Additional ruling elders are also enrolled as members of presbytery while in leadership positions as committee chairs or presbytery officers. All of these elders have the right to speak and to vote.

Visitors may include other interested members of our congregations, ecumenical guests, other Presbyterian ruling and teaching elders, and students preparing for ministry. Members of other presbyteries of the PC(USA) may register as corresponding members at a meeting where they are present. Visitors may observe, but not speak unless the assembly allows. Visitors may never vote. \*

*\*See bylaw information at bottom of this document.*

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

The Presbytery elects a Moderator and Vice Moderator each calendar year for a one-year term. Ruling elders and teaching elders alternate to fill these volunteer offices. The Moderator and Vice Moderator share the duties of presiding at meetings of presbytery and representing the Presbytery at official events.

The Stated Clerk is the ecclesiastical officer and parliamentarian of the Presbytery, and serves a three-year elected term. The Clerk participates in setting the docket and other planning for each meeting and, during

meetings, makes recommendations as to the constitutionality of proposed actions. The Clerk is a member of the Presbytery staff.

The Treasurer, our fourth officer of the Presbytery, is elected to a volunteer three-year term and serves as controller and advisor on financial matters.

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

Regular meetings of the Presbytery are scheduled five times a year – in January, March, May, August and October. Special meetings may be called as needed. Much of the work of Presbytery is done in committees throughout the year.

### **How does one prepare for the meeting?**

- Attending online, pre-registration is required to receive a link to attend. The pre-registration link is available on our website under events or emailed to you or your church to be forwarded to you.
- Read the packet sent to you via [beth@denpres.org](mailto:beth@denpres.org) or forwarded from your church. The packet is also available online at [www.denpre.org/assemblies](http://www.denpre.org/assemblies). The agenda/docket and reports will be posted 7 days before the meeting, with any additional information about educational opportunities or special programs available in the Presbytery.
- Attending online, arrive 15 minutes before the time for convening to your equipment and enjoy fellowship and education opportunities.
- Note that early in the meeting we will approve an omnibus motion of routine items. We vote on all of these items in one action. If you have questions or concerns about any items on the omnibus motion, you may ask to have those items removed for detailed consideration.
- Join in praise and prayer to recall that it is Christ calling us together and creating our unity– even when we hold diverse opinions.

### **How does one place a proposal before Presbytery?**

Our business is proposed by Presbytery Council, officers, committees, and workgroups of the Presbytery. New items of business must be given to the stated clerk 30 minutes before the meeting. New business may be considered during the meeting at the choice of the moderator, postponed to a future meeting or referred to a committee of the Presbytery.

### **How does one get recognized to speak? How does one make a motion?**

- To be recognized to speak, when in person please go to the microphone and address the moderator. When on Zoom, please

raise your hand in the reactions function icon at the bottom of your screen.

- Once invited by the moderator, begin by stating your name, office (ruling elder or teaching elder) and church, and then articulate your question or concern.
- If you have a suggestion for action, say, "I move..." and describe what you wish the assembly to do.
- Ask for help if you are not sure how to achieve your goal. Except for simple procedural motions, please be prepared to write your motion and hand it to the Stated Clerk.

### What are the rules?

The Presbytery follows Bylaws and Standing Rules that set forth the structure and processes of the Presbytery. These are available on the website – [www.denpres.org](http://www.denpres.org). Business is guided by *Roberts' Rules of Order, Newly Revised* (11th edition).

### What about follow-up?

Minutes are posted on the website, along with assembly meeting dates/times/locations, draft docket and advance materials. No password is necessary to access these materials.

Commissioners are encouraged to make a creative report to your Session or ministry site to let them know what Presbytery is doing and what resources may be helpful to them. *Book of Order G-3.0202A* says that Session responsibilities include hearing your report. An "Assembly Highlights" is posted on the website soon after the meeting.

### Resource people:

Contact information for Presbytery officers, Council and committee leadership and staff are all available on the Presbytery website. Learn more at [www.denpres.org](http://www.denpres.org).

**The Presbytery office is located at:  
4800 Happy Canyon Road Suite 140  
Denver, CO 80237  
303-777-2453**



*Denver Presbytery*  
encourage.equip.challenge

# WHO CAN VOTE AT ASSEMBLY

## EXPLANATION OF VOTING MEMBERS

Denver Presbytery Bylaws Section

1.01 **Teaching Elder Members.** Teaching Elders are continuing members of The Presbytery of Denver as defined in the Form of Government G-2.0503. Membership is a privilege granted by the Presbytery and it carries with it certain responsibilities.

1.02 **Ruling Elder Members. (*Commissioners Elected by their Session*)**

1.02a All ruling elders duly elected in accordance with the following provisions as set forth in the Form of Government G-3.0301 shall be members in good standing of the Presbytery for the term of said election.

1.02b Each church within the bounds of Presbytery shall be represented by elder commissioners on the basis of Church membership ...

1.02c Ordinarily all such elections shall be for a period of one year. Each session shall elect alternate commissioners in sufficient number who will serve whenever it is impossible for a principle commissioner to serve.

1.03 **Other Ruling Elder Members.**

1.03a Each ruling elder **elected an officer** (Moderator, Vice-Moderator, Stated Clerk and Treasurer) shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session.

1.03b Each ruling elder elected as a **member of Presbytery Council** shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session.

1.03c. Each ruling elder elected as **moderator of a standing committee** of Presbytery shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session.

1.03d Ruling elders elected to **exempt staff positions** may be enrolled as members of the Presbytery for the duration of service in such staff position whether or not commissioned by his or her session.

1.03e One designated ruling elder **representative from Presbyterian Women** of the Presbytery shall be enrolled as a member of the Presbytery, whether or not commissioned by his or her session.