

Chapter 1: General Provisions

- Article 1 The name of this association is the Korean Southeastern Presbytery (KSEP) of the Presbyterian Church in America (PCA).
- Article 2 This association consists of all the teaching elders and church, through its ruling elder representatives, within its boundaries as established by the PCA General Assembly. Each congregation is entitled to two (2) ruling elder representatives for the first 350 communing members or fraction thereof, and one (1) additional ruling elder for each additional 500 communing members or fraction thereof (BCO 13-1)
- Article 3 The purpose of this association, following the PCA BCO, is to work together to safeguard and spread the truth of the gospel and to promote the spiritual welfare and growth of its members and churches.

Chapter 2: Meetings

- Article 1 The Stated Presbytery meeting shall be called by the moderator twice a year (Spring and Fall).
- Section 1 The Spring Stated Presbytery meeting will be held in April.
- Section 2 The Fall Stated Presbytery meeting will be held in October.
- Section 3 The quorum for stated Presbytery meetings, according to BCO 13-4, is at least 3 teaching elders and 3 ruling elders.
- Section 4 The Stated Presbytery meeting will begin with worship and the business matters will be concluded with prayer.
- Section 5 At least once a year, the Lord's Supper will be observed at the Stated Presbytery meeting.
- Section 6 All the teaching elders and ruling elder representatives within the boundaries of the Presbytery shall be present for all matters on the docket during stated meetings. Licentiates and seminarians under care may attend Presbytery meetings.
- Section 7 If a member is unable to attend, a written excuse must be submitted to the moderator before the stated meeting.
- Section 8 The place of the next meeting shall be determined at the current meeting.
- Article 2 Called meetings of the Presbytery shall be called by the moderator according to BCO 13-12.

PCA Korean Southeastern Presbytery
Standing Rules

Article 3 The officers of this association are one (1) moderator, one (1) stated clerk, one (1) assistant stated clerk, one (1) recording clerk, one (1) assistant recording clerk, and one (1) treasurer.

Article 4 The Duties of the Officers

Section 1 The Moderator of the Presbytery, as its representative, is responsible for the order of the meeting.

Section 2 The Stated Clerk's responsibilities shall be as follows:

- 1) Keeping the meeting minutes, member rolls, lists of committee members, roll of licentiates and ministry candidates, the roll of member churches including the list of session clerks and treasurers.
- 2) Receiving all official documents and letters and subsequently forwarding them to the appropriate committees.
- 3) Promptly signing and sending any official documents of the Presbytery.
- 4) Sending Presbytery meeting notices and agenda, after conferring with all the committee chairmen, to all Presbytery members at least 20 days before the meeting.
- 5) Sending the meeting minutes within 4 weeks after the meeting.
- 6) Sending to the General Assembly 60 days prior to the General Assembly, the following: meeting minutes, Presbytery directory, list of churches, roll of licentiates and candidates, standing rules, and if applicable, the Presbytery's responses to exceptions.
- 7) Sending relevant documents to the chairman of each standing committee regarding job description, list of members, and date of reporting to the Presbytery. He shall also notify and assist the moderator with the business of the Presbytery.
- 8) When there is a minister's installation service, he shall inform the members of the installation commission the time, date, and place of the service.
- 9) Issuing the certificate of ordination, the certificate of licensure, and the membership card.
- 10) Submitting the clerk's annual budget to the treasurer once a year.
- 11) Sending the meeting notice and agenda electronically.

Section 3 The Assistant Stated Clerk shall be fluent in English and shall share in the work of the Stated Clerk at his request.

Section 4 The Recording Clerk is responsible for recording and transferring to the stated clerk the minutes of all the proceedings and decisions of the Presbytery.

Section 5 The Assistant Recording Clerk shall be fluent in English and shall share in the work of the Recording Clerk at his request.

Section 6 The Treasurer's responsibilities shall be as follows:

- 1) Disburse the budgeted funds that are approved by the Presbytery.
- 2) Keep the accounting book.
- 3) Give a report at each stated meeting following an audit.

Article 5 The Election and Term of Office

Section 1 The election of officers shall be held at the Fall stated Presbytery meeting by secret ballot and elected by a simple majority. If no nominee has the majority vote, there will be a revote. On the third ballot, the nominee with the most votes shall be elected. When two or more nominees are nominated for each office, a brief introduction shall be given by each nominee before ballots are cast.

Section 2 The term of all officers shall be one (1) year with the exception of the Stated Clerk. The term of the Stated Clerk shall be two (2) years.

Section 3 In the case of a vacant office, the election shall be held either at the upcoming stated Presbytery meeting or at a called Presbytery meeting. The newly elected officer(s) shall assume the duties for the rest of the term.

Chapter 3: Standing Committees and Its Members

Article 1 The following standing committees shall be formed to carry out the business of the presbytery:

- 1) Credentials Committee
- 2) Mission to North America Committee
- 3) Mission to the World Committee
- 4) Education Committee
- 5) Nominating Committee
- 6) Review of Session Records Committee
- 7) English Ministry Committee
- 8) Finance Committee
- 9) By-laws and Regulations Committee

Article 2 Each standing committee shall faithfully consider all pertinent matters of the Presbytery, make recommendations to the Presbytery, and submit a written report of its budget and expenses at each stated Presbytery meeting.

Section 1 Credentials Committee

- 1) Credentials Committee shall examine the candidates before the Presbytery meeting and give a report at the meeting (BCO 18, 19, 21).

Section 2 Mission to North America Committee

- 1) Shall encourage the work of church planting, commissioning evangelists, and provide financial support.
- 2) Shall interview, observe, and guide a church which wants to join the Presbytery.
- 3) Shall plan and encourage the spreading of the gospel to students, youth, prison inmates, and people in difficult situations.
- 4) Shall support seminary students and assist them in finding a training field that will encourage them in their relationship with the Presbytery.

- 5) Shall send a representative from within their committee when the General Assembly MNA Committee requests a representative.
- 6) Shall seek to encourage giving to the General Assembly mission fund.
- 7) Shall plan and encourage the work of ministry through publications.
- 8) Shall encourage interns to fulfill their internship requirements in outlying areas in order to support the churches in those areas.

Section 3 Mission to the World Committee

- 1) Shall establish a vision for world missions and encourage cooperation for it.
- 2) Shall look for candidates for world missions and encourage them in mission work.
- 3) Shall send a representative from within their committee when General Assembly MTW Committee requests a representative.

Section 4 Education Committee

- 1) Shall encourage and provide guidance and materials in order to equip the members of each church in spiritual maturity and discipleship.
- 2) Shall endeavor to develop and publish Korean-English Sunday School curriculum and study material that is appropriate for children.
- 3) Shall hold Sunday School teachers' conferences and seminars, introducing them to the best evangelical curriculum and teaching methods, instructing them in the significance of the teaching role, and encouraging them.
- 4) Shall develop and encourage instruction on family life, the responsibility of saints, the service of women in the church and women's retreats.
- 5) Shall establish theological education for church workers, raise funds for seminary scholarships, and assist ministry candidates under care in their training.
- 6) Shall send a representative from within their committee when requested by the General Assembly Committee on Education and Publication or the General Assembly Committee for Covenant College and Covenant Seminary.
- 7) Shall study how to guide youth and college students who are experiencing confusion from two cultures and conflicting worldviews and help them develop self-awareness as a Christian.
- 8) Shall study and develop as far as possible, joint programs for training, fellowship, retreats, training in Korea, marriage, and leadership.
- 9) Shall warn about the vices of American society and take the opportunity to introduce the strengths of Korean culture.

Section 5 Nominating Committee

- 1) Shall nominate members to the committees and give a report at the stated Presbytery meeting where there will be an election.
- 2) Shall elect one representative from its members for the General Assembly Nominating Committee, make nominations for the General Assembly permanent committees, and give a report to the Presbytery.

Section 6 Review of Session Records Committee

- 1) Shall examine the records of each member church either in the Spring or Fall stated Presbytery meeting.
- 2) Session records should contain the following:
 - a. Type of meeting: stated or called
 - b. Date and place
 - c. Roll of those present including observers if any
 - d. Names of moderator and session clerk
 - e. Review and adoption of previous stated meeting minutes
 - f. All matters should be decided by a vote following a motion and second. It is not necessary, unless specifically requested, for names of those who make motions and seconds to be recorded as well as the vote tally.
 - g. Time of adjournment
 - h. The signatures of the moderator and clerk
 - i. Name of persons who prayed
 - j. Minutes should be paginated
- 3) Shall have a member who is fluent in English to report to the General Assembly's Committee on Review of Presbytery Records.

Section 7 English Ministry

- 1) The English Ministry Committee shall develop and improve the ministry of the Presbytery member churches to those within the English-speaking culture.

Section 8 Finance Committee

- 1) Shall discuss the financial matters of the Presbytery and give a report at each stated Presbytery meeting.
- 2) Shall make a budget and report it at each stated Presbytery meeting.
- 3) Shall audit all records of the treasurer and report to the Presbytery.

Section 9 By-laws and Regulations Committee

- 1) Shall be in charge of amendments and interpretations of the Presbytery Standing Rules.
- 2) Shall, at each meeting, furnish the BCO, Standing Rules, the latest Presbytery minutes, the latest General Assembly minutes, and Robert's Rules of Order.
- 3) Shall distribute the latest Presbytery Standing Rules at the Fall stated Presbytery meeting to all of its members.

Article 3 The chairman of each committee shall convene the committee as needed.

Chapter 4: The Organization of Standing Committees, Elections, and Terms

Article 1 The Nominating Committee consists of the stated clerk, the treasurer, and the chairman of each of the Regional Fellowships.

Article 2 Election and Term

Section 1 The term of the committee members shall be three (3) years; the terms should be staggered so that are three groups serving:
1) Members with three years remaining
2) Members with two years remaining
3) Members with one year remaining
Each group shall be comprised of at least one teaching elder and one ruling elder. The members with one year remaining shall be reassigned to another committee after the term.

Section 2 The members of every committee shall be nominated by the Nominating Committee prior to the Spring stated Presbytery meeting. Nominations are finalized in the Spring stated Presbytery meeting.

Section 3 The chairman of the committee shall be elected by the committee members.

Chapter 5: Interim Commissions and Special Commissions

Article 1 Interim Commission: the moderator shall appoint the commissioners by approval of the Presbytery and let the commissioners deal temporarily with the necessary matters.

Article 2 Special Commissions

Section 1 Executive Commissions: At the present stated Presbytery meeting, according to the recognized needs an Executive Commission may be formed with its business, its term, and its commissioners decided by the Presbytery. The Executive Commission shall be dissolved after reporting its results.

Section 2 Judicial Commissions: The installation of a Judicial Commission shall be based on the BCO Rules of Discipline. The commission shall deal only with a commissioned judicial matter and be dissolved after reporting a full account of the matter to the Presbytery.

Article 3 Audits

Section 1 The audit shall be conducted by two (2) members elected at the Spring stated Presbytery meeting and their term shall be one (1) year.

Section 2 Before the Fall stated Presbytery meeting, an audit of the finances shall be completed followed by a report to Presbytery.

Article 4 Corporation

Section 1 The Corporation shall consist of one (1) president, one (1) secretary, and one (1) treasurer.

Section 2 The president of the Corporation shall be the moderator of the Presbytery. The secretary of the Corporation shall be the stated clerk of the Presbytery. The treasurer of the Corporation shall be the treasurer of the Presbytery.

Section 3 The Corporation shall be the legal representative of the Presbytery to the government.

Chapter 6: Installation of Teaching Elders and Ruling Elders

Article 1 The Teaching Elder

Section 1 The installation service of a Teaching Elder shall be conducted by an executive commission within one year of approval by the Presbytery.

Section 2 For any Teaching Elder who is negligent in the duty of the Presbytery without any special reasons for three years, the Stated Clerk shall issue a written notification to the Teaching Elder. If he is not in attendance at the next stated Presbytery meeting, then the Teaching Elder's membership from the Presbytery shall be revoked without any discipline. If he is in attendance at the next Presbytery meeting, he can keep his Presbytery membership with a 2/3 vote of the Presbytery. Any related agenda shall be dealt with according to the BCO.

Article 2 The Ruling Elder

The Ruling Elder shall be elected and installed according to BCO 8-3 however the Presbytery can examine and assist in the installation at the request of the member church.

Chapter 7: Finances

Article 1 The finances of the Presbytery shall be from contributions from member churches, special offerings, and donations.

Article 2 The expenses of the Presbytery members attending Presbytery meetings shall be paid for by each member church.

Chapter 8: Regional Fellowships

Article 1 The purpose of Region Fellowships is for the ministers of the Presbytery within their local regions to engage in fellowship as a means for encouragement, prayer for one another and for respective churches, and for cooperation in ministry.

Article 2 The boundaries of each Regional Fellowship is as follows:

- 1) Central Fellowship: Georgia, Tennessee
- 2) Southeast Fellowship: Florida east of Tallahassee
- 3) Southwest Fellowship: Florida west of Tallahassee, Alabama, Mississippi
- 4) Eastern Fellowship: North Carolina, South Carolina
- 5) EM Fellowship: All English speaking members of KSEP regardless geographic region

Article 3 The chairman of each Regional Fellowship shall be elected at the Spring stated Presbytery meeting.

Chapter 9: Supplementary Provisions

- Article 1 When the application of these Standing Rules is unclear, commonly accepted meeting rules shall apply.
- Article 2 Amendments to the Standing Rules shall be submitted by either one-fourth (1/4) of the By-laws and Regulations Committee or one-fourth (1/4) of the Presbytery members and shall be approved by two-thirds (2/3) of the Presbytery members who are present at the stated meeting. The content of the amendments shall be sent to all Presbytery members at least one (1) month prior to the stated meeting.
- Article 3 The Standing Rules shall take immediate effect upon approval by the Presbytery.