



## Presbytery of Des Moines

REV. PHILIP W. BARRETT, GENERAL PRESBYTER & STATED CLERK  
E-MAIL: PBY1@QWEST.NET

January 10, 2006

### CALL TO THE 463<sup>rd</sup> STATED MEETING

The 463<sup>rd</sup> Stated Meeting of the Presbytery of Des Moines will be held on Saturday, January 21, 2006, at the Windsor Presbyterian Church of Windsor Heights, Iowa. Directions to the Church are contained in a map included in this packet.

Because of the way plans for the day fall together, Registration will begin at 8:30 a.m. **Please do not arrive before 8:30.** The people preparing the materials and process for registration, and those preparing the coffee and rolls, will not be ready for you before then. **The Presbytery will convene at 9:30 a.m.**

The *Proposed Docket* is enclosed, along with items for information and action. Commissioners should bring these to the meeting. Extra copies are available at the meeting for visitors only, so access to extra packets is limited. As you look at the *Proposed Docket*, you will see that this meeting has a more “business” feel to it as we will not be conducting the meeting within the context of worship. We will worship, and during worship will be receiving an offering. According to an action of the Presbytery in 2005, the offering will go to the General Mission Funds of the Presbytery. “Spiritual Practices” will be the focus of our worship and small groups. The January meeting brings us the opportunity to receive the Annual Report from CROSS Ministries. Along with some of our usual business, we will hear about the Older Adult Ministries Conference.

We have a new addition to our Orientation Time. The Budget and Finance Committee will be holding a “Budget Conversation” for those interested in learning more or talking about our budget.

The Minutes of the November 8, 2005 Stated Meeting were distributed to Commissioners and Members in December. Please remember to bring these to the meeting as well. They are located online at: [www.presbyteryofdesmoines.org](http://www.presbyteryofdesmoines.org). Again, extra copies are at a minimum.

**A REMINDER:** Under our structure and style of operating in our Presbytery, meetings do not have business as the central focus and purpose for our gathering. Worship, dialogue and fellowship are primary reasons for meeting. There is still business – after all, we cannot be Presbyterians if we do not have business! – but much of our meeting time is more conversational than parliamentary in nature. It will help our meetings to be carried on in this kind of spirit if Members and Commissioners come expecting such a spirit to be present.

As you look at the *Proposed Docket*, you will see that this meeting lasts until approximately 2:50 p.m. Knowing that a majority of those attending will be traveling a long distance, the Council has worked very hard to plan a docket that will allow for adjournment at an early enough time to allow for the

travels home. A full day's meeting is standard in our structure and design. We meet as a Presbytery only four times per year, so all of our meetings are "all day." All of the items on the docket require Presbytery attention or fit in with what we have said we want to have happen at our meetings.

Another thing you might note as you look at the *Proposed Docket* is that, as usual, it is full. We have a variety of activities and actions – worship, reports, and welcoming of new members, for example. These will keep the time moving quickly and 2:50 p.m. will be on us before we know it. We are again promised another of our wonderful times together, so we encourage each Commissioner and Minister member to be present for the entire meeting. Avoidable late arrivals and early leavings are discourteous to those presenting reports and rob other people of the opportunity to share in work and ministry with those not present.

For a variety of reasons, some members of our Presbytery have asked about which people may participate in discussions during a Presbytery meeting. A hopefully helpful piece about this has been provided for you. You will find your *Guidelines for Participation in Presbytery Meetings* in this packet after the *Report of the Coordinating Council*.

A reminder about how we handle "Joys and Concerns;" instead of mixing announcements with items for prayer, we now have an announcement time for publicity items, and the prayer concerns will be shared during worship.

Child care will be provided. Please call the Windsor Presbyterian Church, 515-277-8379, to sign up for child care. Contact must be made by Noon on Wednesday, January 18. Please provide a sack lunch for each child. Milk will be provided.

The church has available a large flat-screen television, CD and DVD players. A video projector can be available if requested prior to the meeting. If you need the projector or any other equipment, please contact the Presbytery Office.

We will continue the registration process of having all attendees sign in. This has seemed to work well in our previous two meetings. **REMEMBER** – Congregations are not excused from having an elder in attendance. Also, if you plan to bring extra persons, please call the church to let them know.

In case the weather is bad and you should have questions about the status of the meeting, call the Presbytery Office, 515-276-4991. A message will be left on the voice mail system informing you if the meeting has been postponed or cancelled.

I look forward to being with all of you on January 21.



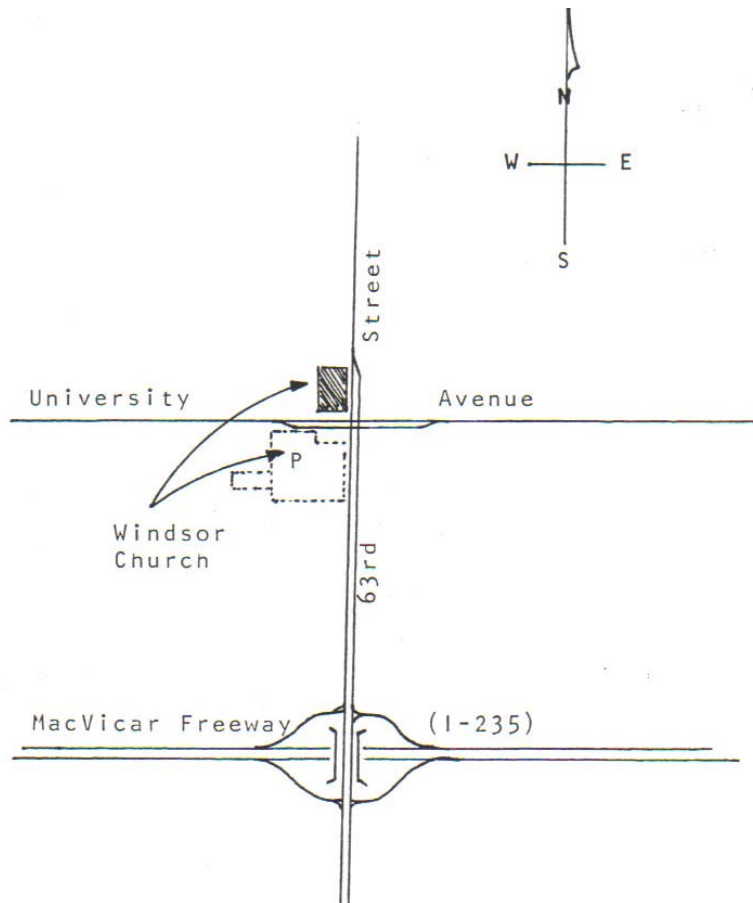
Philip W. Barrett,  
Stated Clerk

## PROPOSED DOCKET

### January 21, 2006

8:30 a.m.	Registration Begins Coffee and Fellowship	
9:00 a.m.	Orientation of “First Timers”	Rev. Kate Stangl
	Budget Conversation	Rev. Terry Amann
9:30	Convene Presbytery	Lila Jean Jensen
9:55	Coordinating Council Report	Rev. Tim Maxa
10:00	Worship	
11:00	Introduction to Small Groups and move to Small Groups	
11:15	Small Groups	
12:15	Gathering Together for a Meal	
1:10 p.m.	Announcements	
1:20	Social Ministries Task Force	Nancy Lister-Settle
1:30	CROSS Ministries Annual Report	Roberta Victor
1:40	Congregational Care and Development Committee	Rev. Ann Rouse
1:45	Older Adult Ministries Conference Report	Darlene Shepherd
1:55	Committee on Preparation for Ministry	Rev. David Ewing
2:05	General Presbyter Report	Rev. Phil Barrett

- |      |   |                           |
|------|---|---------------------------|
| 2:15 | Camping/Youth Task Force                    | Rev. Steve Mathison-Bowie |
| 2:25 | Budget and Finance Committee                | Rev. Terry Amann          |
| 2:30 | Professional Care and Development Committee | Rev. Ken Rummer           |
| 2:40 | Other Business                              |                           |
| 2:50 | Adjournment and Benediction                 |                           |



Enter the church either through the front door on University or the far north door (Fellowship Hall) on 63<sup>rd</sup> Street. Both entrances are free of steps and put you on the main (meeting) level. The Windsor Presbyterian Church is on the northwest corner of 63<sup>rd</sup> Street and University Avenue in Windsor Heights. It is most easily accessible from any direction by taking I-235 to the 63<sup>rd</sup> Street Exit. University is approximately half mile north of I-235. Merle Hay Road south will also get you to University. Simply go west from there. The main parking lot is one block west on the south side of University. Parking for handicapped persons is available right next to the church building.



- The Presbytery has the following insurance coverage for 2006 through a master policy with GuideOne Insurance Company:

Property	Each church and Presbytery Office covered by specific amount	
General Liability	\$3,000,000	General Limit
	1,000,000	Each Occurrence
	1,000,000	Personal Liability
	1,000,000	Legal Liability
Medical	5,000	
Sexual Misconduct Liability	250,000	Each Occurrence
Employee Benefits Liability	1,000,000	Each Claim
	3,000,000	Annual Aggregate
Directors', Officers', and Trustees' Liability	1,000,000	Each Occurrence
Employment Practices Liability	500,000	
<b>Crime</b>		
Employee/Officers Dishonesty	10,000	
Forgery	10,000	
Theft	5,000	
Ministers Business Personal Property	5,000	
Shared Umbrella Policy	5,000,000	
<b>Workers Compensation</b>		
Bodily Injury	100,000	Each Accident
Bodily Injury by Disease	100,000	Each Employee

- I have received a letter of resignation from Elder Karen Simpson (Des Moines, Union Park) from the Personnel Committee, Class of 2006. This has been referred to the Nominating Committee.

Respectfully Submitted,



Philip W. Barrett,  
Stated Clerk

## **REPORT OF THE COORDINATING COUNCIL OF THE PRESBYTERY OF DES MOINES**

**January 21, 2006**

The Coordinating Council of the Presbytery of Des Moines met on December 15, 2005, at the Presbytery Office in Urbandale.

The Council took the following actions:

- A-1 Reviewed the November 8, 2005 Stated Meeting minutes of the Presbytery.
- A-2 Planned the January 21, 2006, Stated Meeting with major focus on experiencing some spiritual practices. Commissioning of the Presbytery Peace, Unity and Purity Task Force, as well as some other important business of the Presbytery will also be part of the day.
- A-3 Made initial plans for the May 16, 2006 Stated Meeting with focus on possible conversation with a member of our denomination's Peace, Unity and Purity Task Force and a presentation regarding Commissioned Lay Pastors. These were originally planned for the January Meeting but have been shifted to May to allow for completion of reports and availability of resource persons.
- A-4 Decided to hold a retreat on February 16, 2006, at Camp Wesley Woods in Indianola.

There are no recommendations coming out of this meeting.

Respectfully Submitted,

David Boyd,  
Moderator (2005)

## **GUIDELINES FOR PARTICIPATION IN PRESBYTERY MEETINGS**

Meetings of our Presbytery are always special because it is a time for the Presbytery family to gather for conversations, business and fellowship. Many different people come to a Presbytery meeting for many different reasons.

When our Presbytery meets, we welcome and encourage participation. There are times, however, that participation is limited. Those times are ordinarily when our Presbytery is conducting its formal business. Because our Presbyterian structure calls for elected Commissioners to determine direction and act on business, only those who are elected Commissioners or are members of our Presbytery are allowed to participate in discussions or voting. Visitors and guests become observers of the process at that time.

At other times in our meetings, each person present is invited to participate in dialogues, conversations, or other activities. Such times include worship, special thematic presentations and small group discussions.

If you are not sure when you may participate in what is happening in the meeting, please talk to the Moderator or Stated Clerk individually.

## PARLIAMENTARY PROCEDURES AT-A-GLANCE

TO DO THIS	YOU SAY THIS:	MAY YOU INTERRUPT SPEAKER?	MUST YOU BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	WHAT VOTE IS REQUIRED?
Adjourn the meeting	"I move that we adjourn."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
Recess the meeting	"I move that we recess until..."	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote required
Complain about noise, room temp, etc.	"Point of privilege."	May interrupt speaker	No second needed	Not debatable	Not amendable	No vote required <sup>3</sup>
Suspend further consideration of something	"I move we table it."	May not interrupt speaker	Must be seconded	Not Debatable	Not amendable	Majority vote required
End debate	"I move the previous question."	May not interrupt speaker	Must be seconded	Not Debatable	Not amendable	Two-thirds vote required
Postpone consideration of something	"I move we postpone this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Have something studied further	"I move we refer this matter to a committee."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Amend a motion	"I move that this motion be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
<sup>1</sup> The motions or points above are listed in established order or precedence. When any one of them is pending, you may not introduce another that is listed below it. But you may introduce another that is listed above it. <sup>2</sup> In this case, any resulting motion is debatable. <sup>3</sup> Chair decides						
Object to procedure or to a personal affront	"Point of order."	May interrupt speaker	No second needed	Not debatable	Not amendable	No vote required, chair decides
Request information	"Point of information."	If urgent, may interrupt speaker	No second needed	Not debatable	Not amendable	No vote required
Ask for a vote by actual count to verify a voice vote	"I call for a division."	May not interrupt speaker <sup>2</sup>	No second needed	Not debatable	Not amendable	No vote required unless someone objects <sup>3</sup>
Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	May interrupt speaker	No second needed	Not debatable	Not amendable	Two-thirds vote required
Take up a matter previously tabled	"I move we take from the table..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not amendable	Majority vote required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Vote on a ruling by the chair	"I appeal the chair's decision."	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority vote required
<sup>1</sup> The motion, points, and proposals listed above have no established order of precedence. Any of them may be introduced at any time – except when the meeting is considering one of the top three matters listed in the above chart (motion to adjourn, motion to recess, point of privilege). <sup>2</sup> But division must be called for before another motion is stated. <sup>3</sup> Then majority vote is required.						

Compiled by the Houston, Texas Chronicle – Used with permission