

One Hundred Seventy-Sixth Stated Meeting of Homestead Presbytery

November 15, 2018
Moderator –Leanne Masters

Hickman Presbyterian Church
Hickman, Nebraska

CALL TO ORDER

Leanne Masters called the meeting to order at 10:00 AM with prayer.

ROLL CALL

Roll call was taken by online and written registration and showed the following members present or excused with cause:

Attendance Key: A, Absent; P, Present; E, Excused; R, Retired; M, Military Service; VM, Validated Ministry

Ministers

P – Jon Ashley	R/E – Dennis Hett	A – Val Putnam
A – Teresa Bartlett	E – Douglas Hileman	R/E – Harold Rainey
P – Darin Bentzinger	P – Michael Hill	R/E – Rebecca Rising
R/E – Don Botic	R/E – Samuel W. Hofer	R/E – Keith Roumpf
R/E – Steve Breazier	M/E – Dennis E. Hysom	R/E – Jimmy L. Shelbourn
P – Alan Brehm	A – Kara Hillhouse	R/E – Robert Snell
R/E – Stephen J. Brownlee	P – Jeff Hopson	R/E – Jim Splitt
R/E – Ronald L. Bump R/	R/E – Robert W. Jeamby	E – Kathleen Splitt
E – Robert Burdett	P – Brian Johnson	R/E – Don R. Steiner
P – Sue Coller	P – Melodie Jones Pointon	A – Connie Stone
R/P– Gail Cross	R/E – Burton A. Knudsen	A – Anika Lister Stroope
R/E – Ellen Davis	P – Leanne Masters	R/E – Roxie Sullivan
R/E – Lynn Davis	R/E – Timothy McClain	R/E – Gary A. Thomson
R/E – Noel DeKalb	R/E -- Nancy McCurley	R/E – Richard Tiggelaar
R/P – John Duling	P – James K. McNeal	R/E – Nanette Tomlinson–
P – Thomas Dummermuth	R/P – Raymond Meester	Knoell
E – Michael Eickhoff	P – Karen Moritz	R/E – Earl Underwood Jr.
R/E – Lonnie Eschliman	R/E – Tino Naranjo	R/E – Arlys Wilbur
VM/E – Carl Eskridge	R/E – Duncan Nichol	E – Jeff Warrick
P – Sarah Gengler	P – Steven Niles	P – Duane Westing
R/E – James Goble	R/E – Tom Osborne	R/E – Richard Wyatt
A – Joel Gajardo	P – Steve Piper	A – Seung Edward Yang
	E – Charity Potter	

Temporary Members

P – Martha Atkins (ELCA)	A – Mary Avidano (UCC)
P – Greg Gahan (Ev Free)	P – Heidi Wallace (ELCA)

Moderator, Business and Finance	P – Scott Eveland
Moderator, Program and Grants	P– James McNeal (See Continuing Members)
Moderator, Personnel	E – Carl Eskridge
Moderator, Presbyterian Women	A – Terri Sherman
Moderator, Committee on New Worshiping Communities and Church Redevelopment	P—John Duling (See Continuing Members)
Member at Large of Council	P – Joan Berglund
Member at Large of Council	P – David Barnhouse
Member at Large of Council	E – Julie Hopp

QUORUM

The stated clerk declared a quorum was present.

DOCKET

Presbytery approved adopting the docket as presented.

CORRESPONDING MEMBERS

Shawn Kang, minister of word and sacrament member of New Covenant Presbytery, was declared a corresponding member by virtue of his being invited to present during the education hour.

FIRST TIME COMMISSIONERS

First time commissioners were introduced.

WELCOME

Alan Brehm, pastor of the Hickman Presbyterian Church, Hickman, welcomed the presbytery.

WORSHIP

Presbytery entered into worship. Leanne Masters was the preacher, Alan Brehm was liturgist, and both presided at the Lord's Table. The offering was designated for Presbyterian Disaster Assistance.

EDUCATION HOUR

Shawn Kang, a regional consultant of the 1001 New Worshiping Communities program, gave a presentation on this ministry initiative.

RECESS FOR LUNCH

Presbytery recessed for lunch at 12:23 P.M., and the moderator Leanne Masters offered thanks for the meal.

RECONVENED

The meeting reconvened at 1:27 P.M., with prayer by the moderator Leanne Masters.

STAFF AND OFFICERS

By unanimous consent, the presbytery adopted the motion to amend the agenda by moving the report of the Personnel Committee to follow the Programs and Grants Committee.

Moderator Leanne Masters reported.

Cheryl Rennick, treasurer, reported. She reported that \$485 was received for Presbyterian Disaster Assistance, for their ministry at the USA Mexico border, from this morning's worship.

Raymond Meester, stated clerk reported:

1. On September 25, 2018, the Stated Clerk received a letter from Gary Fugman, a member of Homestead Presbytery, in which he renounced the jurisdiction of the PC(USA). Per the *Book of Order* (G-2.0509), his renunciation was effective upon the receipt of the letter. His membership was removed from the roll of the presbytery and the Office of the General Assembly was informed. (See Attachment A.)
2. The minutes of the August 17 and 18, 2018 stated meeting of Homestead Presbytery were approved, as corrected by the Council at its October 25, 2018 meeting.
3. The following churches have had their session records reviewed:
 - a) Bancroft, First, No Exceptions
 - b) Belden, Union, No Exceptions
 - c) Clarkson, New Zion, No Exceptions
 - d) Falls City, First, No Exceptions
 - e) Fremont, No Exceptions
 - f) Gresham, No Exceptions
 - g) Hickman, No Exceptions
 - h) Laurel, United, No Exceptions
 - i) Lincoln, First, No Exceptions
 - j) Lincoln, Fourth, No Exceptions
 - k) Lincoln, Good Shepherd, No Exceptions
 - l) Lincoln, Heritage, No Exceptions
 - m) Lincoln, Southern Heights, Minor Exceptions
 - n) Niobrara-Verdel, No Exceptions
 - o) North Bend, United, No Exceptions
 - p) Palmyra, No Exceptions
 - q) Pawnee City, United, No Exceptions
 - r) Pender, United, No Exceptions
 - s) Schuyler, First, No Exceptions
 - t) Tekamah, First, No Exceptions
 - u) Thurston, John Huss, No Exceptions
 - v) Wayne, First, No Exceptions
 - w) Wahoo, Czech, No Exceptions
 - x) Wahoo, First, No Exceptions

The records review that was scheduled for Sunday, October 14, 2018, in Beatrice, was cancelled due to the snow. A review will be scheduled in early January, 2019, and that report will be made at the February 16, 2019 stated meeting.

4. The minutes of the administrative commission that installed the Rev. Kathleen Splitt as pastor of the Laurel and Belden churches is included as Attachment B.
5. The dates and locations for the 2019 stated meetings of Homestead Presbytery, are:
 - a. February 16, 2019, 10:00 AM, (Saturday): Heritage Presbyterian Church, Lincoln, Nebraska.
 - b. May 16, 2019, 10:00 AM, (Thursday): United Presbyterian Church, North Bend, Nebraska.
6. The Evidence of Insurance for Homestead Presbytery is included in Attachment C.

November 15, 2018

- c. August 16 and 17, 2019, starting at 6:00 PM on August 16 (Friday evening and Saturday): Calvin Crest Camp, Conference, and Retreat Center, Fremont, Nebraska.
- d. November 21, 2019, 10:00 AM (Thursday). Location to be announced.

INFORMATION SHARING

Bruce Sheffield, with the Dr. Susan LaFleche-Picotte Center, in Walthill, and Audrey Richert, with the Nebraska Presbyterian Foundation, shared information about their organizations.

PRESENTATION OF THE ROBERT GILES HOMESTEADER AWARD

Presbytery awarded Frances McIntosh, member of Fourth Presbyterian Church, Lincoln, as the 2018 recipient of the Robert Giles Homesteader Award.

COUNCIL

Presbytery adopted the motion that Rose Dymacek, ruling elder, Good Shepherd Presbyterian Church, Lincoln, be appointed for the calendar year 2019 as a POINT volunteer. Presbyterians Organized in Nurture and Teaching (POINT) is a volunteer network of Christian educators who offer education expertise and curriculum interpretation skills to churches in their area. Presbytery will not have funds available for her travel or other expenses.

Presbytery adopted the motion, as amended, that Carl Eskridge, Pam Carrier, Melodie Jones-Pointon, Wendy Wait, Ruling Elder, Gresham Presbyterian Church, and Kristi Hill, Ruling Elder, North Bend Presbyterian Church, serve as a Search Committee for an Interim Executive Presbyter for Homestead Presbytery, that the committee be authorized to create the Mission Information Form, and to present a candidate to the presbytery for the presbytery to elect.

Presbytery adopted the motion that staff from the Synod of Lakes and Prairies “work in partnership with a task force of the presbytery to help the presbytery have a conversation about the health and future of the presbytery.” Cheryl Rennick, Joan Berglund, Jeff Warrick, and Leanne Masters were appointed to this task force, with Cheryl Rennick as moderator.

Homestead Presbytery accept the invitation of MRV Presbytery to enter into conversation about shared staffing, shared ministry, and shared service possibilities, as well as better avenues of partnership.

COMMITTEE ON MINISTRY

Steve Piper reported the following actions of the Committee on Ministry:

1. The minimum effective salary for 2019 will be \$47,280.
2. Tom Osborne was appointed moderator for the Falls City church.
3. The Rev. Dr. Tim Harmon, candidate for pastor Beatrice First, was examined for membership in the presbytery on August 25, 2018. His examination was sustained. He was extended a call, which he declined.
4. The Rev. Dr. Nancy McCurley, honorably retired, member of the Presbytery of Middle Tennessee, was examined for membership on September 20, 2018. Her examination was sustained, and she was received as a member.
5. The Rev. Zac Wolfe, candidate for pastor Beatrice First, was examined for membership in the presbytery on October 16, 2018. His examination was sustained, and he was received as a member of Homestead Presbytery.

6. The committee approved on October 5 by electronic vote the final revisions to the new COM manual of operations.

Zac Wolfe was introduced to the presbytery.

Presbytery adopted the motion that the following ruling elders be approved to administer the Lord's Supper for their congregations: from Falls City: Jennifer James, Dick James, John Martin, Ann Claymiller, and Sharan Kerl; from Humboldt: Nancy Horalek, Art Wherry, and Edie Wherry. They all received training to preside at the table.

Portions of the committee's manual that require approval by the presbytery were presented. The motion carried to approve those portions and are included in the minutes as Attachment D. (The attachment includes only the sections of the COM Manual that required presbytery approval.)

NOMINATING COMMITTEE

Jim McNeal, presented the following slate of nominations:

Calvin Crest Board:

Kathleen Splitt (C, Wahoo), class of 2021, 2nd term.
Jon Ashley (C, Fremont), class of 2021, 2nd term.

Synod Commissioner:

Joan Berglund (E, Lincoln First), class of 2021, 2nd term.
Devon Nelson (E, Lincoln Westminster), class of 2019 (Youth Delegate)

Business & Finance Committee:

Leanne Masters (C, Lincoln Southern), class of 2021, 1st term.
Dick James (E, Falls City), class of 2019, 1st term.
Moderator, Scott Eveland

Committee on Ministry:

Teri Wendel (E, Norfolk), class of 2019, 3rd term (partial).
James Splitt (C, Retired), class of 2021, 2nd term.
Kristi Hill (E, North Bend), class of 2021, 2nd term.
Bob Burdett (C, Dunbar), class of 2021, 2nd term.
Moderator, Steven Piper

New Worshiping Communities:

Sarah Gengler (C, Schuyler), class of 2021, 2nd term.
Moderator, John Duling

Personnel Committee:

Pam Carrier (E, Lincoln First), class of 2021, 2nd term.
Mike Eickhoff (C, York), class of 2021, 1st term.
Moderator, Carl Eskridge

Committee on Preparation for Ministry:

Brian Johnson (C, Norfolk), class of 2021, 3rd term (partial), and as Co-Moderator.
Gregg Gahan (C, Craig, E. Free), class of 2021, 1st term.
Thomas Dummermuth (C, Lincoln Eastridge), class of 2021, 1st term.
Co-Moderator, Kathleen Splitt
Co-Moderator, Brian Johnson

Program-Grant Committee:

Nancy Field (C, Lincoln First), class of 2021, 2nd term.

Mike Hill (C, North Bend), class of 2021, 2nd term.

Moderator, Jim McNeal

Council at Large:

Julie Hopp (E, Nebraska City), class of 2021, 2nd term.

Council Moderator for 2019:

Wendy Wait (E, Gresham).

Presbytery Moderator for 2019

Jeff Warrick

The floor was opened for nominations. There being none, all of the nominees were elected.

PROGRAMS AND GRANTS

Two recipients of grants from this committee reported on their work. Chris Hansen reported on the youth mission trip to Colorado. Nancy Field reported on the Social Justice Advocacy M&M.

PERSONNEL

Melodie Jones-Pointon, member of the Personnel Committee, presented the compensation for presbytery staff for 2019.

The terms of call for the stated clerk were adopted by the presbytery, retroactive to October 1, 2018:

Salary	\$16,000
Travel	\$2,000
GA Expense	<u>\$1,500</u>
Total	\$19,500

BUSINESS AND FINANCE

Scott Eveland, moderator, reported. Presbytery adopted the 2019 budget as presented by the Business and Finance Committee. (See Attachment E.)

Scott announced that the committee decided to move from GuideOne Insurance to the Insurance Board to carry the presbytery master insurance policy. The renewal date will be January 1.

NEW WORSHIPPING COMMUNITIES

John Duling, moderator, reported that Pivot is no longer a New Worshiping Community.

Presbytery adopted the motion that Contemplate, Lincoln, become a New Worshiping Community. Adam Luedtke, leader of Contemplate, Lincoln, shared information about their New Worshiping Community.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Presbytery adjourned at 3:10 P.M. with prayer by the moderator Leanne Masters.

**NEXT STATED MEETING
HOMESTEAD PRESBYTERY
ONE HUNDRED SEVENTY SEVENTH
FEBRUARY 16, 2019
Heritage Presbyterian Church
Lincoln, Nebraska**

Raymond Meester, Stated Clerk

Approved _____
(Date)

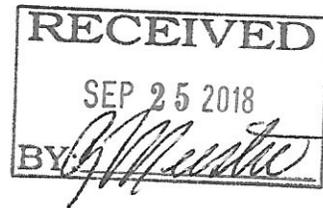
Signed _____
(Stated Clerk)

Attachment A:

Letter from Gary Fugman renouncing the jurisdiction of the PCUSA

November 15, 2018

1506 Riverview Drive
Decatur NE 68020
September 20, 2018



Rev. Raymond Meister, Stated Clerk
Homestead Presbytery
840 South 17th Street
Lincoln NE 68508

Dear Ray:

I recently received the 2018 Homestead Presbytery membership card that you sent to me. Regrettably, since my letter to Homestead Presbytery on March 18, 2015, the PC(USA) has not repented and reaffirmed the authority of Jesus Christ as Head of His Church. Confronted with this continued 2015 change of position by the PC(USA), I applied to, interviewed with, and on August 25, 2018 was voted to be received as honorably retired with the Evangelical Covenant Order of Presbyterians Presbytery of the Upper Midwest in Albert Lea MN.

I hereby, regrettably, renounce the jurisdiction of the PC(USA) upon the ministry that God, Jesus Christ and the Holy Spirit have called me to perform. (Book of Order G-2.0509)

I will continue to pray for you, local congregations, Homestead Presbytery and the PC(USA) that you find your way back to harmony with the Holy Spirit as shown in Scripture. I am returning your membership card to you unsigned.

Jesus says, "Enter by the narrow gate. For the gate is wide and easy that leads to destruction, and those who enter by it are many. For the gate is narrow and the way is hard that leads to life, and those who find it are few." Matthew 7:13-14

In Service to Jesus, With Freedom in Jesus,

A handwritten signature in cursive, appearing to read "Gary Fugman".

Rev. Gary Fugman

Xc: Elder Dennis Hykes, Stated Clerk
ECO Presbytery of the Upper Midwest
Rev. Mike Sechler, Pastor, Evangelical Free Church, Oakland
file

Attachment B: Minutes of the Administrative Commission to install Rev. Kathleen Splitt

The administrative commission to install the Rev. Kathleen Splitt met at the United Presbyterian church in Laurel , NE at 4:00 PM, on August 19th, 2018.

The commission was convened with prayer.

The membership of the commission consisted of:

Teaching Elders

Rev. Steve Breazier, Honorably Retired, Homestead Presbytery
Rev. Leanne Masters, Southern Heights Presbyterian Church, Lincoln
Rev. Nancy Tuma, First Presbyterian Church, Kearney

Ruling Elders

Elder Marcia Fouraker, The Presbyterian Church, Fremont
Elders Ed & Kathy Keifer, Union Presbyterian Church, Belden
Elder Gail McCorkindale, First Presbyterian Church, Wayne
Elder Dale White, United Presbyterian Church, Laurel

MOTION: that the worship liturgy be the agenda; that upon completion of the service, the installation be declared complete; that the commission be adjourned with the benediction following the worship service' and that the commission be dismissed with the thanks and appreciation of the presbytery.

Minutes of these proceedings be forwarded to the office of the stated clerk of Homestead Presbytery ASAP.

/s/Leanne Masters

Attachment D: Committee on Ministry Manual of Operations

1.3 Staffing

The executive presbyter serves as a resource person for COM. The stated clerk provides interpretation of the *Book of Order* as needed by the COM and advises the COM whenever there is the possibility of an Administrative Commission or an investigating committee [D-10.000] being established to work with a congregation or pastor. The stated clerk also handles all official correspondence on behalf of presbytery, including but not limited to transfers of membership, processing of calls, and permission to labor in and out of bounds.

1.4a Meeting Schedule

The COM will meet according to its own schedule, but no less than four times a year.

1.5 *Electronic Meetings*

Electronic meetings will abide by the Homestead Presbytery policy for electronic meetings as found in the Manual of Operations.

1.5a Electronic Votes

When a call for an email vote is sent, it shall include verbatim the Homestead Presbytery policy on email votes. Currently that policy is:

ELECTRONIC DECISION-MAKING

1. Council, committees, commissions, and other presbytery groups, in lieu of calling a special meeting, may choose to use e-mail for making decisions under the following conditions:
 - a) The use of electronic voting shall be only on “non-controversial” issues.
 - b) Moderators shall make a good faith effort to contact all members through e-mail, telephone, text, fax and/or other electronic means.
 - c) Voting must be without a negative vote. If there is a negative vote, the matter may be considered in a conference call or held for consideration at the next scheduled meeting.
 - d) A time and date for close of voting must be stated in calling for an e-mail vote, after which an affirmative decision will be considered the action of the body.
 - e) Such action shall be reported to **and confirmed at** the next meeting of the body and recorded in its minutes.

2.1 Validated Ministry [G-2.0503a]

1. A minister of the Word and Sacrament who is an active member of the presbytery may be engaged
 - a. in a validated ministry within congregations of this church,
 - b. in a validated ministry in other service of this church,
 - c. in a validated ministry in service
 - d. beyond the jurisdiction of this church, or may be
 - e. honorably retired.
2. All ministries entered into by active members of Homestead Presbytery shall be validated, individually or by classification, by the presbytery on recommendation of the Committee on Ministry. All validated ministries shall be in demonstrable conformity with the criteria set forth by the Book of Order G-2.0503.
3. A member in a validated ministry shall communicate regularly with the committee on ministry; this communication shall include as a minimum an annual report of the member’s activities, as requested by the committee on ministry.
4. When the validated ministry is as a counselor or therapist (whether full or part time) the person involved in the ministry will annually furnish proof that he/she has liability insurance of at least one \$1 million per occurrence, and which also names the presbytery and/or the local congregation as an additional named insured.

Criteria for Validation of Ministry:

1. The ministry of all ministers of the Word and Sacrament of presbytery shall conform to the principles and requirements set forth in the *Book of Order* G-2.0503a.
2. Ministries beyond the jurisdiction of the church (see G-2.0503a) shall be validated and reviewed annually by the Committee on Ministry. It shall be the responsibility of the Minister of the Word and Sacrament engaging in such ministry to take the initiative for

- requesting validation of his or her ministry, and annual renewal of such validation. All such requests shall be evaluated by the Committee on Ministry on a case-by-case basis.
3. The presbytery requires that Ministers of Word and Sacrament whose primary work is in the secular realm have a validated ministry to remain on the active roll of Ministers of Word and Sacrament of the presbytery. Validation may be approved if the Minister of the Word and Sacrament is actively circulating a PIF, is serving as a parish associate, or is available to the presbytery to guest preach or fill full or part time temporary pastoral positions. Availability should include the potential for providing some service to the presbytery or congregation beyond the time required to prepare for and lead Sunday worship.
 4. Continuing membership of Honorably Retired Ministers of Word and Sacrament, whether actively engaged in ministry or not, does not require annual validation.
 5. Ministries other than pastoral ministries recognized in the *Book of Order* include “work as teachers, evangelists, administrators, chaplains, and other forms of ministry recognized as appropriate by the presbytery. The Committee on Ministry will use these categories, along with the list of “Authorized Ecclesiastical Occupational Designations” listed on the Board of Pensions website, as the usual basis for recommending that a ministry be validated. The Committee on Ministry may, however, recommend approval for validation of a ministry which may not be included in these categories, if the committee is satisfied that the ministry fulfills the requirements of validated ministry set forth in G-2.0503a.
 6. Validated ministries relating to other denominations or institutions shall be carried out in accountability for their character, conduct, and performance results to a board of directors, management committee, or other responsible body.
 7. In accordance with G-2.0503a validated ministries shall allow the continuing member to participate actively in the worship and service of a congregation of this presbytery, or of a denomination with which the Presbyterian Church (USA) is in correspondence, and such participation is expected.
 8. Nothing in this policy shall be understood as contradicting or invalidating other requirements set forth elsewhere for membership in Homestead Presbytery.

2.2 Member-at-Large

A member-at-large is a minister of the Word and Sacrament who has previously been engaged in a validated ministry, and who now, without intentional abandonment of the exercise of ministry, is no longer engaged in a ministry that complies with all the criteria in G-2.0503a. A minister of the Word and Sacrament may be designated a member-at-large because he or she is limited in his or her ability to engage in a ministry fulfilling all of the criteria for a validated ministry due to family responsibilities or other individual circumstances recognized by the presbytery. A member-at-large shall comply with as many of the criteria in G-2.0503a as possible. A member-at-large is entitled to take part in the meetings of the presbytery and to speak, vote, and hold office. The status of member-at-large shall be reviewed annually. [G-2.0503b]

A member-at-large ordinarily meets the criteria listed below:

1. Is a member in good standing of a presbytery.
2. Has not intentionally abandoned the exercise of ministry.
3. Complies with as many of the criteria of G-2.0503a as possible, although is no longer

engaged in ministry that meets all of these criteria because of family responsibilities or individual circumstances which presbytery recognizes as important.

4. Continues service or involvement in a local congregation and in presbytery.
5. Demonstrates continued fulfillment of these criteria (confirmed by annual report).

2.3 *Honorably Retired*

“Upon request of a member of presbytery, the presbytery may designate the member honorably retired because of age or physical or mental disability.” [G-2.0503c]

2.4 *Parish Associates*

The position of Parish Associate is recognized within Homestead Presbytery. Since those ordained as Ministers of Word and Sacrament of the Presbyterian Church (USA) are not members of any particular congregation but have instead official ecclesiastical relationship with a presbytery, the position of Parish Associate can provide a member of presbytery serving in a ministry that is not installed or a temporary relationship with an official relationship in the congregation in which he or she regularly joins in worship and work.

Sessions are free to establish Parish Associate relationships with Ministers who are members of Homestead Presbytery as they see fit. COM requires that the terms of such relationships be reported annually to COM.

2.5a *Conduct Annual Visits*

COM shall visit regularly and consult with each Minister of the Word and Sacrament and report to the presbytery annually. It shall require an annual report from every Minister of the Word and Sacrament performing work which is not under the jurisdiction of the presbytery or the larger church. [G-2.0503a(5)]

2.5b *Examine for Membership or Employment*

Homestead Presbytery has the responsibility to examine Ministers of Word and Sacrament and candidates, and commissioned pastors seeking membership/employment in the presbytery, including their Christian faith and views in theology, the Sacraments, and the government of the Presbyterian Church (USA). Homestead Presbytery has delegated this examination to the COM. In order to facilitate the employment of ministers and commissioned pastors, and to protect the presbytery, its churches and its officers from claims arising from employment relationships, personnel inquiries may also be a part of the examination.

The purpose of the examination is to see that the individual has a valid call, is theologically within the standards of the presbytery, and seeks to assure a good match between the person and the field of ministry. As part of the examination, each candidate for membership or employment shall be asked if he or she has a departure from ordination standards as described in G-2.0105 of the *Book of Order*. Appendix 2E contains the guidelines and scope of the examination. In addition each candidate for membership or employment shall sign an acknowledgement of intent to adhere to the PCUSA ordination and installation vows, whether a minister of Word and Sacrament or equivalent, or commissioned pastor. (Appendix 6L)

2.5c *Conduct Reference Checks*

1. For Ministers of Word and Sacrament, and commissioned pastors seeking membership or employment in Homestead Presbytery:
 - a. Reference checks shall be conducted by the executive presbyter or Committee on Ministry chairperson.

In the case of ministers of the Word and Sacrament, such reference checks shall include but need not be limited to the executive presbyter (or similar person) or stated clerk of the presbytery the individual is transferring from. A written record of the reference check shall be made, and a complete report of information received in the reference check shall be shared with the COM chairperson and, in the case of a minister or commissioned pastor seeking employment in a particular church, the COM liaison working with the particular church.
 - b. Background checks shall be conducted as a part of the process of receiving ministers of the Word and Sacrament seeking to be received into Homestead Presbytery, and for commissioned pastors seeking to serve a validated ministry within Homestead Presbytery. Background checks will include criminal, credit and sexual offender registry background checks. The cost of the background checks shall be borne by the presbytery.

Completed background and reference checks and all communication received from former employers and presbytery officials shall be kept in the permanent confidential personnel file of the minister. This file shall be maintained at the Homestead Presbytery office.

2. For Ministers of Word and Sacrament seeking transfer to another presbytery, and in the case of requests for information concerning certified Christian educators and commissioned pastors:

In order to facilitate the calls of Ministers of Word and Sacrament and to protect Homestead Presbytery, its churches and its officers from claims arising from employment relationships, personnel inquiries have become an unfortunate but necessary practice. Representatives of Presbytery may respond to such inquiries with confirmation of employment or service to the Presbytery and/or validated ministry, and dates of employment or service to the Presbytery and/or validated ministry.

In the case of executive level reference checks (see 2.5c1a above), the executive presbyter or Committee on Ministry chairperson may also share what is documented in the individual's file.

Before representatives of this presbytery are permitted to respond to further employment inquiries, a release needs to be completed (*Appendix 2E*), signed and on file at the presbytery office.

2.5d Minister Files

Homestead Presbytery shall keep hard copy files for all members of presbytery. Files will include such things as:

1. Terms of Call
2. Background Check Results
3. Personal Information Forms

4. Written Records of Reference Checks
5. Emergency Contact Form
6. Constitutional Question Acknowledgement Form
7. Permanent Judicial Commission Decisions
8. Committee on Ministry Actions and Reports
9. Installation Administrative Commission Minutes

Access to the file will be limited to:

- a. the Moderator of COM,
- b. the Stated Clerk,
- c. the staff of the presbytery in the presence of the Executive Presbyter or the Stated Clerk and
- d. the individual the file pertains to in the presence of the Executive Presbyter or the Stated Clerk.

When an individual is deceased or departs from the presbytery, files may be transferred to a secured electronic copy.

2.5e Implement Affirmative Action/Equal Employment Opportunity

The COM is responsible for orienting every Pastor Nominating Committee regarding AA/EEO, and taking steps to assure that every search is conducted to fulfill AA/EEO requirements. Thus, every pastor, regardless of race, ethnic origin, sex, age, marital status, or disability will be assured equal consideration by each search committee.

2.5f Dismiss Ministers of Word and Sacrament to Another Presbytery

The COM is responsible for granting or denying transfers of its ministers of the Word and Sacrament to other presbyteries. [G-2.0502]

2.5g Grant Permission to Labor In or Out of Bounds

No permission is needed for a minister of the Word and Sacrament to labor outside the bounds of Homestead Presbytery, however it is wise for a Minister of the Word and Sacrament to consult with the judicatory they will be laboring in, in case they require permission to labor within the bounds of their judicatory.

Every minister of the Word and Sacrament must be engaged in a validated ministry, be a member at large, or retired, in order to retain status as a member of Homestead Presbytery. If a minister is laboring outside the bounds of the presbytery in either a temporary or permanent ministry position, that minister is responsible for communicating with COM regarding the work he/she is engaged in and whether or not it fulfills the requirements for membership in Homestead Presbytery.

If a minister of the Word and Sacrament from another presbytery is laboring within the bounds of Homestead Presbytery, he/she is expected to communicate with COM regarding his/her work and is encouraged to participate in the life of the presbytery. If the work is with a congregation or ministry under the jurisdiction of Homestead Presbytery, the procedures outlined in Section 2.5g

and 2.5h related to ministers of the Word and Sacrament seeking employment within Homestead Presbytery shall apply.

No permission is needed or required to labor within the bounds of Homestead Presbytery in the case of performing a marriage, funeral, providing occasional pulpit supply, or in general one time services.

2.5h Receive Clergy from Other Denominations

Occasionally clergy from other denominations may seek to respond to a call within the presbytery and to transfer their ordination to the PCUSA. In such cases, the requirements of the *Book of Order* [G-2.0505] will be followed.

The clergy will make application for membership to the stated clerk of presbytery, who then transfers the request to the Committee on Preparation for Ministry (CPM) for supervision and guidance until all requirements of G-2.0607 and 2.0610, including taking and passing the standardized ordination exams if required, have been met.

When the CPM certifies that the above requirements have been met, COM will examine the candidate to determine whether the candidate is appropriate for the particular situation for which he/she is being called. The interview/examination will proceed as outlined in Appendix 2F.

2.5i Temporarily Enroll a Minister of Another Christian Church

A presbytery may enroll a minister of another Christian church who is serving temporarily in a validated ministry in this church, or in an installed relationship under the Formula of Agreement, when the minister has satisfied the requirements of preparation for such service established by the presbytery's own rule. [G-2.0506].

Just as the examination of ministers of word and sacrament for membership in the presbytery has been delegated to COM, so has the examination of ministers of other Christian churches for temporary enrollment in the presbytery. COM will be guided by appendix 2E, Examination of Ministers of Word and Sacrament Seeking Membership in Homestead Presbytery, and appendix 2F, Sample Questions for Examination for Membership, in conducting such examinations.

2.5j Provide Oversight/Ecclesiastical Services for Honorably Retired Pastors

Presbytery is encouraged to receive, as active members, honorably retired Ministers of Word and Sacrament living within its bounds. Where appropriate, it will encourage continued involvement in the life of the church, and, when necessary, will provide nurture and support. [G-20503]

2.6a Code of Ethics

Every Minister of the Word and Sacrament is held to a high standard of conduct as an expression of her or his ordination vows. Homestead Presbytery approves for its ministers of the Word and Sacrament the "Standards of Ethical Conduct for Ordained Officers in the Presbyterian Church (USA)" (Appendix 2H). These standards apply to all interactions personal and public with individuals, groups, and organizations whether those interactions are face-to-face, or through any form of media be it social, public, or private.

2.6b Sexual Misconduct Prevention

Every minister of the Word and Sacrament member of Homestead Presbytery, minister of the Word and Sacrament serving in any capacity within the bounds of Homestead Presbytery, minister of another denomination serving under the authority of Homestead Presbytery, commissioned pastor, and certified Christian educator is required to abide by the Presbytery “Sexual Misconduct Prevention Policy.” (Appendix 2I)

2.6c Boundary Training (Misconduct Prevention Training)

Every minister of the Word and Sacrament member of Homestead Presbytery, minister of the Word and Sacrament serving in any capacity within the bounds of Homestead Presbytery, minister of another denomination serving under the authority of Homestead Presbytery, commissioned pastor, and certified Christian educator is required to attend a presbytery sponsored and conducted boundary training (misconduct prevention) workshop or other training approved by COM to prevent misconduct in the church once every five years.

Record of attendance is made a part of the permanent record of each minister of the Word and Sacrament, commissioned pastor, and certified Christian educator. Exemptions from the requirement of attending a presbytery-approved boundary training may be granted only by formal action of the Committee on Ministry solely on the basis of either of the following grounds for exemption:

1. no longer doing any form of ministry and having signed a statement to that effect, or
2. being incapacitated by reasons of health and/or age.

Any minister of the Word and Sacrament of Homestead Presbytery failing to fulfill this requirement shall be deemed not to be in good standing, and shall not cleared to move membership to another presbytery.

Anyone covered by this policy may also be excluded from being eligible to be listed on the pulpit supply list, to serve on Presbytery committees or commissions, or elected to the position of commissioner to Synod or General Assembly, as determined by the COM.

COM will send a letter of delinquency to the governing board of any church or validated ministry served by anyone covered by this policy who has not fulfilled this requirement. The COM will annually report to the presbytery the status of those covered by this policy in regards to their fulfillment of this requirement.

2.6d Fiduciary Accountability

Every minister of the Word and Sacrament member of Homestead Presbytery, minister of the Word and Sacrament serving in any capacity within the bounds of Homestead Presbytery, minister of another denomination serving under the authority of Homestead Presbytery, commissioned pastor, and certified Christian educator are held to a high standard of fiduciary accountability. Unethical behavior includes stealing, using church monies in ways other than those for which they were contributed, borrowing from members of the congregation for personal use, and failure to act responsibly with either church or personal finances.

2.6e Separation Ethics

In all cases of the ending of a pastoral relationship it is imperative that the departing minister of the Word and Sacrament have special responsibility for observing appropriate ethical standards so that a congregation can be free, in all respects, to make adjustments needed for changes in its pastoral leadership, both during an interim period and then in a new permanent pastoral relationship without influences from the departing pastor. For further information, see Section 4. All pastors leaving a church must sign off on the “Separation Ethics” form (Appendix 4E).

2.6f Personal Integrity

Every minister of the Word and Sacrament of presbytery is expected to conduct him or herself with integrity in every facet of life. Signs of such integrity include honesty, compassion, care and concern for the well-being of others, being accountable to presbytery and congregation in all matters of ministry, and “being appropriate” in necessary confrontations.

Appendix 2H: Ethical Conduct Policy

Taken from the Minutes of the 210th General Assembly, 1998

Life Together in the Community of Faith: Standards of Ethical Conduct for Ordained Officers in the Presbyterian Church (USA)

As an ordained officer in the Presbyterian Church (USA), in obedience to Jesus Christ, under the authority of Scripture and guided by our Confessions, I affirm the vows made at my ordination, confirm that Jesus Christ is the pattern for my life and ministry, and, relying on God’s grace, commit myself to the following standards of ethical conduct.

Section 1

I will conduct my life in a manner that is faithful to the gospel and consistent with my public ministry. Therefore I will:

1. Practice the disciplines of study, prayer, reflection, worship, stewardship, and service;
2. Be honest, and truthful in my relationships with others;
3. Be faithful, keeping the covenants I make and honoring marriage vows;
4. Treat all persons with equal respect and concern as beloved children of God;
5. Maintain a healthy balance among the responsibilities of my office of ministry, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
6. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs;
7. Refrain from gossip and abusive speech; and
8. Maintain an attitude of repentance, humility, and forgiveness responsive to God’s reconciling will.

Section 2

I will conduct my ministry so that nothing need be hidden from a governing body¹ or colleagues in ministry. Therefore I will:

1. Preach, teach, and bear witness to the gospel of Jesus Christ with courage, speaking the truth in love;

2. Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries;
3. Be judicious in the exercise of the power and privileges of my office and the positions of responsibility I hold;
4. Avoid conflicts of interest that might compromise the effectiveness of my ministry;
5. Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (USA) policy;
6. Respect the privacy of individuals and not divulge information obtained in confidence without express permission, unless an individual is a danger to self or others;
7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
8. Claim only those qualifications actually attained, give appropriate credit for all sources used in sermons, papers, music, and presentations, and observe copyrights;
9. Refrain from incurring indebtedness that might compromise my ministry;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Observe limits set by the appropriate governing body¹ for honoraria, personal business endeavors, and gifts or loans from persons other than family;
12. Accept the discipline of the church and the appropriate guidance of those to whom I am accountable for my ministry;
13. Participate in continuing education and seek the counsel of mentors and professional advisors;
14. Deal honorably with the record of my predecessor and upon leaving a ministry or office speak and act in ways that support the ministry of my successor;
15. Participate in the life of a ministry setting I left or from which I have retired only as directed by presbytery;
16. Provide pastoral services for a congregation I previously served only as directed by the presbytery and provide pastoral services to members of other congregations only with the consent of their pastors; and
17. Consult with the Committee on Ministry² in the presbytery of my residence regarding my involvement in any ministry setting during my retirement.

These standards apply only to pastors; they also apply to commissioned pastors when they are performing pastoral function.

Section 3

I will participate as a partner with others in the ministry and mission of the Church universal.

Therefore, I will:

1. Participate in the mission and governance of the Presbyterian Church (USA) and work for the unity of the holy catholic church;
2. Show respect and provide encouragement for colleagues in ministry;
3. Recruit church members responsibly, respect existing congregational relationships, and refrain from exploiting persons in vulnerable situations; and
4. Cooperate with those working in the world for justice, compassion, and peace, including partners in ministry of other faith traditions.

Footnotes based on the New Form of Government, approved, July 2011:

¹ Now called “mid-councils”

² Now called “Committee on Ministry”

3.3 *Session Records Review*

The COM is responsible for the annual review of session records. (G-3.0108a) The COM will work with the Stated Clerk to facilitate that review.

3.6 *Mission Studies*

Congregations are encouraged to engage in a mission study process every 5 years, as a way of continually evaluating its life and ministry and responding to the ongoing movement of God’s Spirit. This can take the form of a new mission study, or a review of a previous mission study. For most congregations seeking pastoral leadership, the COM may consider a mission study that follows the guidelines below, conducted within the previous three years, as sufficient for a pastoral search process. A mission study process should be led by a person or team experienced in planning strategies, and approved by the session. Leaders may be a pastor, interim pastor, a member of the congregation, or an outside consultant. Any costs related to a mission study are the responsibility of the session.

1. The following principles for the mission study process are affirmed:

- a) Introduction of mission study process with session
- b) There will be continuity with the mission study process and the on-going life of the congregation.
- c) There will be a broad based cross-section of involvement in the mission study process (including the pastor).
- d) The focus of the mission study process will be on all facets of congregational life and not just when there is a pastoral search.
- e) The mission study process will be a process of discovery and not just of confirmation of the same old patterns.
- f) The mission study process will provide flexibility (a tool box and not a cookie cutter) within certain defined areas that need explored.
- g) The mission study process will be a search for God’s will (God’s call is the community’s call).
- h) The mission study process will expand and enhance the congregation’s current planning process (start where the church is) while keeping focus on the “big picture.”

2. The following elements of procedure for the mission study process are affirmed:

- a) Introduction of mission study process with session
 - i) Session approves process.
 - ii) Session appoints Mission Study Task Force.
- b) Orientation of Mission Study Task Force
- c) Scope of areas to be addressed in the mission study
 - i) Who - study congregation membership
 - ii) What - assess programs
 - iii) Where - study community
 - iv) When - focus on next five years

- v) Why - theological rationale
- d) Church Identity Celebration - Telling Our Story
- e) Planning Workshop - Setting Goals
- f) Creation of mission statement and goals
 - i) How - annual objectives & action plans
- g) Triennial Visits with session - share progress
- h) Review and Revision every five years

Section 4: The Committee on Ministry and Times of Pastoral Transition

4.1 Principles

The pastoral relationship in the Presbyterian Church (USA) is a three-way covenant among a pastor, a congregation and a presbytery. All three parties must concur before the pastoral relationship may be established or dissolved. Most commonly, it is the pastor who initiates the dissolution of the relationship, ordinarily to accept another pastoral call, to enter another form of labor, or to retire from professional ministry. There are occasions when a congregation initiates action to end a relationship with a particular pastor. There are also occasions in which the presbytery may initiate the process.

In all cases of Presbyterian pastoral relationships, it is the presbytery (ordinarily through its Committee on Ministry) which must concur in either the creation or dissolution of the pastoral relationship. Moreover, the COM has responsibility for ongoing review and supervision of the relationship(s) between a pastor and an employing congregation or other church body.

In every situation the relevant principles and guidelines for dissolving pastoral relationships as found in the Book of Order apply (G-2.09).

Several principles of our polity also provide helpful background to understanding and implementing this policy:

1. When the congregation and the pastor are in agreement, the Committee on Ministry (COM) is empowered to act with the power of the Presbytery in this regard and report all such action to the Presbytery itself. If all parties are not in agreement, the action proceeds to the floor of the Presbytery as specified in the Book of Order.
2. All official matters regarding separation/termination of a pastor shall be documented in writing and shared with all three parties.
3. All conditions for separation shall be compatible with the provisions of the Book of Order.
4. The separation process shall be considered incomplete until the congregation and the Presbytery vote on the dissolution of the call and any severance terms.

4.2a Request for Dissolution (Resignation)

This is a voluntary dissolution which takes places between a pastor and a congregation for any of the following reasons listed in the *Book of Order*:

1. The pastor chooses to dissolve the relationship under G-2.0902 to take another call.
2. The pastor chooses to set aside ordination credentials and to ask the presbytery for release from the exercise of ordained office [G-2.0507].
3. The pastor chooses to accept membership in another denomination [G-2.0509], often in conjunction with renunciation of jurisdiction [G-6.0701].
4. The pastor chooses to retire [G-2.0503c].
5. The pastor chooses to renounce the jurisdiction of the presbytery and denomination, ordinarily because of theological or relational matters of personal conscience [G-2.0509]
6. The pastor chooses to resign for other personal reasons.

Process:

The usual process for the voluntary dissolution of a pastoral relationship is as follows:

1. A decision is made by the pastor to end the pastoral relationship.
2. The pastor contacts the COM liaison to discuss time lines and processes [G-2.0902].
3. The pastor notifies the session in writing, requesting that a meeting of the congregation be called for the purpose of acting on a request to dissolve the pastoral relationship.
4. A meeting of the congregation is called [G-1.0502], and according to appropriate provisions of the bylaws of the particular congregation [if any], to dissolve the pastoral relationship. It is appropriate that the COM liaison assigned to the congregation be present at the meeting of both the session which calls the meeting of the congregation and at the meeting of the congregation itself. Ordinarily the pastor shall moderate this meeting. If this is impractical, he or she shall invite, with the concurrence of the session, another minister of the Word and Sacrament or ruling elder of the presbytery to preside [G-1.0504].
5. When congregational action on the pastor's request to dissolve the pastoral relationship on a specific date has been taken, that recommendation is forwarded to the COM for approval.
6. The COM will work with the departing pastor and the leaders of the particular congregation to suggest appropriate transitional celebrations, to arrange for an "exit interview" with the pastor, to explain the requirements of "separation ethics," to explain to congregation and session the processes for interim pastoral services, to appoint a moderator of session when the church is without a pastor, and to answer questions which might arise regarding the process of selection of a new pastor.
7. Under ordinary circumstances, a period of not more than 30-60 days should elapse between the date when the congregation acts on the dissolution of the pastoral relationship and the departure of the pastor. This amount of time is needed for appropriate closure between the pastor and the congregation and community and is not so long as to hinder the work of the church due to having a "lame duck" pastor.
8. The congregation is responsible for paying the pastor the value of their unused earned vacation at the official date of separation. As of the official date of separation, the pastor should remove all personal property from the church property, and if living in a manse, vacate the manse unless other arrangements have been made with the session.

4.2b Request for Dissolution (Medical Disability)

This is typically a negotiated, voluntary dissolution which takes place between a pastor and

congregation due to the medical needs of the pastor, in order for the pastor to go on medical disability.

Process:

1. The normal process for voluntary dissolution (4.2a) is followed, recognizing that the pastor and COM liaison will normally be in conversation with the session about the medical circumstances prior to a decision to request dissolution.
2. In addition, the time period in 4.2a(7) may be adjusted due to medical necessity.
3. The provisions of 7.4c apply regarding long term sick leave and the church's responsibility to continue salary, housing and Board of Pension dues for 90 days until the pastor can go on Board of Pension disability.

4.2c Negotiated Termination

Either the pastor or the Session may request that COM assist in negotiating a peaceful and appropriate end to a relationship which either the pastor or the Session believe is no longer workable. This may be the result of funding limitations, changing ministry environment, poor performance, or any other situation that brings into question the viability of the pastoral relationship. In determining the specific terms of the dissolution, consideration must be given to the reason for separation, the financial situation and overall health of the congregation, and the specific circumstances of the pastor. Salary and benefit continuation may be negotiated but will not normally exceed six (6) months and the cash equivalent of unused earned vacation.

In the event the negotiated termination is a result of dissatisfaction with pastoral performance, documentation of any and all allegations and issues, and attempts at alternative dispute resolution, are to be presented to the COM before a decision to seek a negotiated termination is sought.

Process:

In these situations the process described in Section 4.3 "Severance/Termination Agreements" applies.

4.2d Dissolution for Cause

The pastoral relationship may be dissolved as a result of judicial action or presbytery determination that "the church's mission under the Word imperatively demands it." (G-2.0904) There are no special terms of dissolution other than the fulfillment of the contractual agreement, i.e., salary and benefits paid up to the date the relationship is dissolved, and cash equivalent of unused earned vacation. Pastor emeritus status shall not be granted to a minister terminated for cause.

Process:

The COM will work with the pastor and session, guided by the "Severance/ Termination Agreement" guidelines in Section 4.3 where appropriate.

4.2e Death in Service

In the event of the death of a pastor, the salary, housing allowance or manse and allowable benefits of that person will be continued by the congregation to the spouse or dependent for three

(3) months from the date on which the death occurs or until the Board of Pension or other insurance death and retirement benefits commence. Presbytery staff can direct the spouse or dependents to further resources as needed.

The COM will be actively involved with the congregation and its session in making arrangements for temporary pastoral services (including an appointed moderator of session) and in assisting the congregation, pastor's family, and all others concerned in coping with what is ordinarily a time of special emotional stress and particular needs.

4.3 Severance / Termination Agreements

Sessions must contact COM for guidance and counsel prior to the negotiation of any severance/termination agreement.

Following the policies of the Presbytery, the pastor and session will negotiate an agreement. The process for approving the agreement will be in the following sequence (except when the pastor is placed on leave of absence at the recommendation of COM or is terminated by the Presbytery).

1. Session and pastor consult with COM.
2. Session, pastor and COM mutually agree upon a written severance agreement.
3. Copies of the written severance agreement are made available to members of the congregation no later than the date of first call for the congregational meeting to consider the dissolution of call and the written severance agreement or copies of a summary with the whole document available. The agreement shall contain a termination date, financial terms, and the closure of any other issues which were part of the congregation's call to the pastor. Specific legal agreements between the pastor, the Session and the presbytery may be kept confidential.
4. The congregation votes on dissolution of call and the written severance agreement. The severance terms cannot be amended by any party at the congregational meeting.

The agreement shall specify that if a pastor secures full-time employment before time period of the agreement elapsed, at an equal or greater compensation, the severance agreement will terminate as of the date new employment begins. If he/she secures part-time employment during the severance period, or full-time employment at a lesser compensation, the church will make up the difference until the last day of the severance period.

Financial arrangements will be conducted through the congregation's financial system. In special circumstances the church may request the presbytery's assistance in administering the financial arrangements. In that case, the church will make severance payments to the Presbytery at least seven days prior to the respective due dates for said payments to the former pastor and the Presbytery will make the respective payments to the former pastor after receipt of payments from the church. The church will deliver to the pastor any and all tax documents (such as W-2 forms) as if the church has paid the salary to the pastor directly. Should a church default on payments under a Termination/Separation Agreement, the Presbytery will not ordinarily assume financial liability for the agreement.

Only in extreme cases of financial hardship will HP financially assist either the church or the pastor during or after termination of the pastoral relationship, and then only upon proper

application through the COM to Homestead Presbytery.

Certain non-financial terms also must be included in any severance agreement providing for compensation following the date of dissolution:

1. The minister is to abstain from any pastoral duties and congregational or church sponsored activities and is to maintain accountability to the Committee on Ministry (COM) with regard to progress in a search process toward employment. The minister shall not conduct worship services in the congregation he or she is departing unless approved by the COM. A minister, who following a single warning conducts such shall immediately forfeit all of his or her remaining financial payments under the Severance Agreement.
2. A minister who makes inappropriate contacts with his or her former church or violates the Homestead Presbytery “Ethics for Departing Ministers of the Word and Sacrament & Commissioned Pastors” (Appendix 4E) shall be sent two written warnings by the COM. The first warning may be sent by email to the last known email address. The second warning shall be sent by standard U.S. mail service to the last known address. Upon a third violation, after written notice to the pastor, the severance agreement will become null and void. Remaining financial payments under the Severance Agreement shall be forfeited.
3. In cases other than reduction in force, retirement or the acceptance of a new call, the minister may be required to meet at least monthly with a counselor mutually agreed upon by the minister and the COM and paid for by the minister or using the Employee Assistance Program of the Board of Pensions. Alternatively, and no later than the end of the second month of the agreement, the minister may be required by the COM to participate in a professional assessment, the cost of which will be shared equally among the minister, congregation and presbytery, with follow up as required. Failure to meet these agreed to expectations will result in forfeiture of all unpaid financial payments under the Severance Agreement.

4.3a Negotiated Settlement/Severance Agreement Considerations

The involuntary dissolution of a pastoral relationship with a church is often a time of distress for both congregation and pastor. All parties are encouraged to act in a spirit of mutual forbearance, fairness and forgiveness. A measure of mutual reconciliation is possible even in the midst of dissolution. Feelings often are as important as facts in these matters. Honest statements of feelings and attempts at reconciliation are necessary for the future effectiveness of the pastor and the future health of the congregation. It is the responsibility of the church leadership – Presbytery, congregation and pastor – to create the climate for that to happen, relying on the Spirit of God and example of Christ for strength and guidance.

A thorough and fair severance package is in order following dismissal without prejudice. Severance is understood to include payments equal to salary, housing allowance or use of manse, and continuation of pension/medical/death and disability coverage, deferred income, annuities, and supplemental insurance, if any, for a specified period of time. Homestead Presbytery at a duly called meeting must approve dissolutions and all terms of severance.

COM is available for consultation and counsel in conflict situations before such differences escalate to a crisis level. Only after all reasonable attempts at resolution have failed should termination negotiations begin. Written notice to begin negotiations will come from the session or the pastor after consultation with the COM. In determining the specific terms of the severance agreement, consideration must be given to the reason for separation, the financial situation and overall health of the congregation and the specific circumstances of the pastor. Salary and benefit continuation may be negotiated but shall not normally exceed (six) months and the cash equivalent of all unused vacation leave. Study leave or sabbatical leave will not be granted as part of a severance agreement.

Considerations for Pastors and Sessions:

Salary and Pension/Medical Provisions: Recognizing that because churches are exempt from paying unemployment taxes, and thus clergy do not have access to unemployment security payments, COM recommends that Sessions consider paying full salary, housing, pension/medical/death/disability, medical deductible and Social Security payments for between three (3) months minimum and six (6) months maximum beyond the effective date of dissolution or until the Pastor has found full-time employment at a pay rate equal to the severance agreement (see Section 4.3), whichever occurs first. Payments should be made at one of the following rates:

- (1) the rate in effect at the time the pastoral relationship is dissolved;
- (2) rates mutually agreed upon by all parties; or
- (3) rates negotiated by the parties as part of the dissolution process.

Should a church default on payments under a Termination/Separation Agreement, the Presbytery will not assume financial liability for the agreement.

The Board of Pensions has specific rules regarding payment of dues in cases of severance agreements, and should be consulted before an agreement is finalized.

Church-owned manse: If a manse has been provided, but it seems appropriate to arrange for other housing prior to the effective dissolution date, the church shall provide for other housing, either physically or financially. Otherwise, manse occupancy is expected to terminate on the effective dissolution date, and definitely at the end of the severance period. A thorough inspection of the manse by a representative of the Session, a member of the COM and an additional officer of the involved church must be made when the manse is vacated and prior to the departure of the Pastor. The Pastor shall be responsible for any damages to the manse beyond ordinary wear and tear. Any reimbursement for unusual damage shall be negotiated among the Session, COM representative and Pastor. If the parties cannot agree the COM will determine what is fair.

Vacation, Study Leave and Allowances: Compensation for earned, unused vacation time shall be included in the agreement. Unless the pastor and Session agree on other terms with COM approval, the pastor should be paid the cash equivalent of the accrued, unused vacation at the effective date of separation. Accrued study leave or sabbatical time is forfeited; compensatory accounts associated with study leave or sabbatical work also are forfeited. No additional vacation, study leave, sabbatical time, or financial credit for the same, will accrue

following the date of dissolution while the severance agreement is in effect. Auto allowances and other perquisites are not allowed after the date of dissolution.

Payment of severance allowance will not be provided in a lump sum. The salary will continue on the regular schedule through the severance period.

The church's share of the pastor's pension and other benefits payments will continue to be paid by the church during the severance.

Outplacement Assistance: The pastor may be offered personal assistance, career planning guidance and help in locating employment elsewhere. These services can be provided on an individual, group or consultative basis. These services may be offered to assist the departing pastor with counseling required by the severance agreement.

Pastoral Contact: The Pastor is subject to the Book of Order G-2.0905 and the Homestead Presbytery "Ethics for Departing Ministers of the Word and Sacrament and Commissioned Pastors (Appendix 4E) regarding professional contact with members of the former parish after the date of dissolution.

Approval of the Congregation: When the terms of dissolution have been negotiated, the dissolution of call and the written severance agreement must be approved at a congregational meeting. The agreement must be shared with the congregation no later than the time of the first notice given of the congregational meeting.

The Congregational Meeting: The Presbytery strongly advises the pastor to allow the COM to appoint a neutral moderator for the meeting.

- a. The call to the meeting is issued by Session and the Clerk of Session is to arrange for verbal announcement of the call during worship at least two successive Sundays. Where the congregation customarily has more than one worship service each Sunday, the notice must be made in all worship services. In all congregations where the members customarily communicate in a language other than English, or in addition to English, the call will be issued in the language(s) in customary use by the congregation. The Clerk of Session will need to certify to the COM and the Moderator of the meeting that the call has been constitutionally made. At its own discretion the Session may also issue the call in writing, but this does not change the requirement for verbally announcing it. If the call is issued in writing, this correspondence is to be directed to those persons currently on the active members roll only. In a situation where a majority of the Session is unable or unwilling to issue the call to such a meeting, the presbytery acting through the COM shall issue the call and shall appoint the Moderator. The announcement will make clear that this is a special meeting of the congregation with a single item of business and nothing else will be acted upon.
- b. The Clerk of Session will bring to the meeting a current list of the active members of the congregation as defined in G-1.0402. In all disputes regarding the right of a member to vote, the Clerk's list will be determinative.

- c. Following the call to order and prayer, the Moderator and Clerk shall attest to the presence of a quorum of the active members. In the absence of a quorum, the Moderator will declare the meeting adjourned, close with prayer and dismiss those attending.
- d. The motion regarding dissolution and severance will be made by a member of Session. The Moderator will explain that by a special policy of the COM, the motion cannot be divided so as to allow a vote on the dissolution and a separate vote on the severance agreement; neither can the motion be amended in any way.

Rationale: the severance agreement is the product of a three-way consultation and negotiation—with the pastor, the Session, and the presbytery. To amend it in any way is to have the congregation vote on something which the other parties have not agreed to. The motion cannot be divided since the pastor has agreed to terminate on the basis of this package only.

- e. In every instance where the termination/severance is the outcome of conflict, the vote on the motion will be taken by written ballot on which will be written:
 - ___ In favor of the dissolution with the severance agreement
 - ___ Opposed to the dissolution with the severance agreement
 - ___ Abstain
- f. A motion to make a divided voting result unanimous will be out of order. A motion that adds comments of any kind to the record of the meeting will be out of order.
- g. The Clerk of Session, who has functioned as the secretary of the congregational meeting, will submit the minutes for the review and signature of the Moderator; when the Clerk's signature is added, the minutes are submitted to the next Session meeting for approval.
- h. The congregation's action becomes final upon the concurrence of the presbytery through its COM.

Signed Agreements: The pastor, the Clerk of Session (on behalf of the congregation), and the COM moderator or his/her designee (on behalf of the Presbytery) will sign agreements of the terms of dissolution including agreements not to sue.

Role of Committee on Ministry:

The obligations of the COM are to the peace and welfare of both the congregation and the Pastor. As such, COM will first make every effort to assist pastors and congregations in finding successful conflict resolutions that do not involve the dissolution of pastoral relationships. Should dissolution prove necessary, COM will be faithful to both parties in the negotiations in the following roles.

Assist with Severance Agreement Negotiations: Pastoral calls are established and dissolved by the Presbytery. COM will represent the Presbytery as a party to the negotiations.

Approval of COM: The COM must approve the dissolution/severance agreement.

Pastoral Counseling and Training: The COM may recommend or require appropriate counseling, training or other services for the pastor. Continued receipt of severance payments during the period of the Termination/Separation Agreement may be contingent upon demonstration to COM of good faith effort in meeting these or other stipulated requirements.

Congregational Counseling and Training: In order to restore congregational vitality and address causes underlying the dissolution of the pastoral relationship, COM may recommend appropriate actions for the congregation to undertake.

Administration of Severance Agreement: If necessary, financial arrangements of the Termination/ Separation Agreement may be conducted through the Presbytery Office after the pastor's departure from the church. The church will make severance payments to the Presbytery at least seven days prior to the respective due dates for said payments to the former pastor, and the Presbytery will make the respective payments to the former pastor after receipt of payments from the church.

Authority of Presbytery and Committee on Ministry: The Presbytery and the COM will require that both church and pastor fulfill obligations under the agreement and may impose such sanctions as the Book of Order provides and as Presbytery deems appropriate. Sanctions may include, but are not limited to, withholding recommendations for future secular/ecclesiastical employment for the pastor and refusal to allow the church either to begin or to continue a search process.

Role of Pastor:

Congregations that provide a severance package to pastors with whom they have dissolved a pastoral relationship are providing a benefit to a pastor in transition, often at financial hardship to the church. The severance gives the pastor adequate financial protection while seeking another calling or other employment, during a time when he or she would be ineligible for other types of assistance. Simultaneous to paying the severance package, the congregation also must provide regular compensation to the interim pastor. The pastor covered by the severance agreement should be making good faith effort to secure a new calling or other employment.

4.4 When Pastoral Staffing is Increased, Decreased, or Changed

There are times when a congregation finds it necessary either to decrease or change its staffing pattern, and a pastor's job description may change over the course of a longer pastorate. Any change in the terms of call and duties of the pastor requires the concurrence by the presbytery through the COM.

4.4a Increasing Pastoral Time

In the case of a pastor employed in a less-than-full-time position, a request to increase the pastor's time of professional employment shall be made to the COM, which will then review with the church and pastor the needs and desires and abilities which have led to the request and will, if it concurs, approve the request and revised terms of call and position description. Revised

terms of call shall be presented to a congregational meeting for a vote of the congregation.

4.4b Establishing Pastoral Positions

In the case of a church desiring to increase its professional pastoral staff by the addition of an associate pastor or associate pastors or co-pastors, initial approval of the new position is required. Evidence of the ability of the congregation to provide appropriate financial support of a person in a new staff position must be demonstrated before the position can be “validated” by COM action and the church permitted to begin seeking candidates through the process described for selected a new pastor. COM must also be informed if there is a sunset clause on the funding.

4.4c Reducing Pastoral Time

If a congregation desires to reduce a full-time pastoral position to part-time, the COM will consult with the congregation and its leaders regarding any and all circumstances which may have led to the proposal. If convinced that the proposal will not severely reduce the congregation’s abilities to minister effectively, and if the current pastor is willing to have the terms of call changed, and the reduced terms are approved by the congregation, the COM may approve the revision of the terms of call. If the installed pastor is unwilling to accept a reduction in terms of call and there seems to be no other alternative for the particular congregation served, this then becomes the basis for an involuntary dissolution of the pastoral relationship. In any case, a change in the terms of call is to come as the result of congregational action to request the change, with the request to come to the COM for action and approval.

Any reduction in terms of call relative to compensation or percentage of full time shall be subject to the following:

1. Full review by the Committee on Ministry, including careful consultation with the session and pastor or pastors involved.
2. Concurrence by the presbytery in a specific action. This action is to be separate from the annual approval of changes in terms of call.
3. Six months’ notice from time of official action for implementation by the congregation involved. If the pastor(s) and the congregation agree, and the COM agrees that it is appropriate, an exception to the six months’ notice may be granted.

The COM will give careful consideration to the following:

1. The level of commitment to ministry of the pastor and of the congregation.
2. The adequacy of the congregation’s program relative to potential with special attention given to stewardship and evangelism.
3. The socioeconomic environment in which the church exists.
4. The quality of relationship between congregation and pastor.
5. Short and long range strategy concerns for the ministry of this congregation.
6. Options available for congregation and pastor.

4.4d Eliminating Pastoral Positions

When a church desires to “close” a pastoral position rather than to seek a new person to fill it, certain policies apply. The COM will consult with the church regarding the advisability of the elimination of any pastoral position. A decision to close a pastoral position must be approved by a congregational meeting and approved by the COM. A position may not be reopened or re-

validated for a period of two years after the position was eliminated.

4.5 *When a Pastor Retires*

When a pastor chooses to retire, the COM is to be consulted regarding appropriate time lines and processes and ethical standards which are to be observed in the transition process. Although planning for retirement should be a long and careful process over the course of many years, it is not advisable for a pastor to announce to the congregation his or her intention to retire earlier than 3-6 months before the date at which the pastoral relationship is to be dissolved. The normal process for the dissolution of the pastoral relationship then is to be followed. The election of a Pastor Nominating Committee to secure a pastor to succeed the retiring pastor cannot occur until after the pastoral relationship has ended [G-2.0801], however plans to begin seeking an interim with the guidance of COM may begin while the retiring pastor is still serving..

Honorably retired Ministers of Word and Sacrament are encouraged to transfer their membership to the presbytery in which they live and the presbytery is encouraged to receive them.

4.5a *Honorably Retired Status*

The designation of “honorably retired” is made by the presbytery by action of the COM [G-2.0503c]. It may include a time of recognition and celebration at a meeting of the presbytery, during which comments from colleagues and the church(es) or ministries the pastor served may be shared.

4.5b *Pastor Emeritus, Emerita*

When a pastor or associate pastor retires, a congregation may be moved by affection and gratitude to continue its association with the person by designating the retired pastor or associate pastor as “Pastor Emeritus/Emerita” or “Associate Pastor Emeritus/Emerita.” This is an honorary position which shall have no pastoral authority or duty. The proposal for emeritus/emmerita status is to come from the congregation from which a pastor has retired. The request is not to come from the pastor nor may it be any consideration or requirement for the retirement of the pastor or associate pastor. Action to grant a Minister of the Word and Sacrament emeritus status is taken by the COM after consultation with the congregation and the person nominated.

4.6 *Exit Interview*

Whenever a pastoral relationship has ended an exit interview will be conducted by the COM. (Appendix 4D). During this interview the policy on Separation Ethics will be explained (Appendix 4E) and the sign-off form completed (Appendix 4F).

Healthy endings are as important as healthy beginnings. When they are well-planned, both pastor and congregation find them freeing and life-giving, even if relationships have not been good leading up to the ending. Incomplete or poor endings often take their toll in both seen and unseen ways for both pastor and congregation, often extending years into the future. The goal of the exit interview is to help both pastor and congregation move forward into life-giving futures by acknowledging both the good and bad in the past, and celebrating the ending.

The Exit Interview forms below are a guide for the interview, and also a guide for the written report of the interviews to be kept on file in the presbytery office.

Exit Interview with Departing Pastor:

- The pastor can reflect on the time in the position with presbytery representatives. The pastor can receive feedback to help in the next position or stage in life.
- COM learns about the current status in the church from the pastor who is leaving. COM communicates and discusses the separation ethics policy.
- Appreciation is expressed for the ministry of the pastor.

Exit Interview with Session:

- The session can reflect on their ministry with the pastor with presbytery representatives, and receive feedback to help understand the dynamics of the ministry and its import for the future of the church, including reflecting on the impact the departing pastor's leadership style may have on the search for future leadership.
- COM learns about the current status in the church from the session. COM communicates and discusses the separation ethics policy.
- Appreciation is expressed for the ministry of the congregation
- If the pastor as not yet departed, plans for a healthy ending of the relationship is planned, including a time of celebration and goodbye with the congregation.

4.7 Separation Ethics

A departing pastor, particularly after a long and successful pastorate, must be careful that formal and official pastoral relationships with a congregation and its members end with the dissolution of a pastoral relationship. The departing pastor shall exercise great care to not interfere in the process by which the church secures interim and installed pastoral services.

Whenever a pastoral relationship is concluded, there is the potential for confusion regarding appropriate conduct between the departing pastor and the former congregation. Any problems in this area are the responsibility of the COM. To prevent difficulties, so much as possible, separation ethics are discussed as a part of the exit interview (Appendix 4D), a copy of presbytery's "Ethics for Departing Ministers of the Word and Sacrament & Commissioned Pastors" policy is given to the departing pastor (Appendix 4E), and the departing pastor signs off (Appendix 4E: Exhibit 1).

Appendix 4E: Ethics for Departing Ministers of the Word and Sacrament & Commissioned Pastors

In accordance with G-2.0905 and Standards of Ethical Conduct (as approved by the 210th General Assembly-1998), the Committee on Ministry (COM) has adopted the following guidelines for pastors and their former congregations. Therefore the Presbytery rejects any pastoral activities which invade another minister of the Word and Sacrament or commissioned pastor's arena or calling without a specific invitation by that minister, including returning to former calling bodies for pastoral services.

1. Former pastors shall refrain from pastoral functions and shall not accept any position of leadership in their former congregation, nor attend meetings of the session, deacons,

trustees, or official congregational meetings.

2. Former pastors shall not officiate at any sacraments, weddings, funerals, or other functions or rituals involving members of their former congregation or within its properties, except by invitation of the congregation's current moderator and with approval of COM. While Homestead Presbytery (HP) recognizes that congregations develop emotional ties to pastors, a congregation and members of its community are to be discouraged from making requests for pastoral services from former pastors, nor shall former pastors encourage such requests either directly or indirectly.
3. Former pastors shall in every way avoid any formal or informal participation or comment on the work or recommendations of the pastor nominating committee of their former congregation.
4. In any community activities, former pastors shall be cautious to see that their views are interpreted as their own and not attributed by association to their former congregations and their new leadership.
5. In every way, former pastors shall demonstrate support of their successor and avoid any actual or resemblance or inference of interference or involvement with the former congregation.
6. Former pastors should be aware that their participation in any way in the activity of their former congregation could be disruptive and detrimental to the peace and harmony of that congregation. Former pastors shall not attend worship except at the invitation of the current pastor and with approval of COM.
7. In the considerations of any minister's retirement, a particular concern arises for the needs of other family members, especially the minister's spouse. Quite often family members have joined the church their spouse/parent was serving, have become very involved in congregational programs, invested great interest and energy in the church's life, and established deep personal relationships with other church members. The Presbytery has no direct jurisdiction over the non-clergy members of ministers' families, but the Presbytery urges the spouse, in the context of those relationships, not to do anything that would undermine the transition necessary for the church and the development of the relationship between the congregation and an interim pastor or new called pastor. It may be wise to consider not worshipping with the former congregation at all during the period of pastoral vacancy, or while an interim pastor is present.
8. An exception to the above guidelines may occur when a former pastor lives in the community and the pulpit of their former congregation is vacant. COM may approve allowing the former pastors to use their own discretion in responding to these special requests. In all other cases they should refer such members to the person(s) with whom the session has made arrangements for pastoral care.
9. Former pastors should promptly report all such requests, contacts and pertinent

information to the session so proper follow up may be made on the part of the congregation.

10. **Social Media:** Former pastors should be sensitive to the changed relationship they have with congregational members and the role social media plays in those relationships. Former pastors are expected to treat social media interactions as they would in person interactions, in regards to the above expectations. Furthermore:
 - a) Recognizing that some social media connections have been nurtured purely as a result of the pastor-congregant relationship, former pastors shall remove those connections when they depart the congregation.
 - b) Recognizing that some social media connections are with a limited number of congregants who have become friends, when leaving a congregation the former pastor shall:
 - i) reveal those connections to the session, and
 - ii) refrain from any interaction on social media with those congregants that pertain to the former congregation during the interim period, and for a period of one year after a new pastor has been installed.
11. The COM shall take appropriate steps to resolve any questions that may arise in these areas (G-3.0307).
12. It is recognized that commissioned pastors and parish associates sometimes stay in the congregation they served after leaving formal service in those roles. It is important you to remember that former parish associates or commissioned pastors are no longer “just a member” of the congregation in the member’s minds. Because members may still come to those persons as though they are still in those positions, it is especially important for them to not only be rigorous is adhering to these ethics, but to refrain from doing or saying anything that will hinder the ability of the next leaders to fulfill their role and calling.

Section 5: The Committee on Ministry When a Congregation is without a Pastor

5.1 Temporary Pastoral Relationships [G-2.0504b]

When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the session, with the approval of presbytery may obtain the services of a minister of the Word and Sacrament, candidate, or ruling elder in a temporary pastoral relationship. No formal call shall be issued and no formal installation shall take place.

There is a limit to the time of (Contract/agreement/commission) for temporary pastoral relationships as described below. Temporary pastors are not, ordinarily, eligible to serve as the next installed pastor of the congregation they are serving.

5.1a Interim Pastor, Interim Associate Pastor

An interim pastor (also called transitional pastor) is a minister of the Word and Sacrament who is called to a congregation between installed pastors. This is a time for the congregation to look back to its past and peer into the future the God is calling them to move into. Homestead Presbytery requires that interim pastors have completed week 1 of transitional pastor training prior to beginning service, and week 2 of transitional pastor training within six months of beginning service. If circumstances warrant an extension of the six month requirement, application can be made for an extension through the COM.

The interim relationship is formalized through a covenant (Appendix 5A), and is signed by session representative(s), the successful candidate, and presbytery representative(s). The Interim Covenant must be approved by the COM.

The covenant will be for a period of up to one year. Approval may be requested from the COM for an extension of the covenant. The church's relationship with an interim shall not be ended without the approval of the COM.

5.2b Designated Pastor, Associate Pastor, Co-Pastor

A designated pastor, associate pastor, or co-pastor is a Minister of the Word and Sacrament who is called to a congregation, between installed pastors or associate pastors, when a congregation is seeking to respond to acute needs or unique opportunities.

A designated pastor, associate pastor, or co-pastor is approved by the Committee on Ministry to be elected for a term of not less than two years or more than four years by the vote of the congregation. The relationship shall be established by the presbytery. Such a pastor, associate pastor, or co-pastor(s) shall normally be nominated by the congregation's Pastor Nominating Committee.

The congregation and the Minister of the Word and Sacrament both must volunteer to be considered for a designated term relationship. With the concurrence of the session COM will present a limited number of candidates for the session to consider for the designated pastor position. This is for a designated (2-4 year) term.

5.2c Stated Supply Pastor

When a congregation is not ready to call or contract with a pastor for a called position they may choose to have a stated supply pastor. A stated supply pastor is a minister of the Word and Sacrament serving a congregation with a contract for specific times and or specific services and compensation for one year, renewable. Ordinarily, either party can end the contract with a 30 day notice.

5.2d Commissioned Pastor

A commissioned pastor is a ruling elder who has completed special training approved by the Presbytery and then commissioned to be the commissioned pastor of a specific congregation for up to 3 years. This is renewable. Commissioned Pastors will have a minister of the Word and Sacrament assigned to them as a mentor to support them in their ministry.

5.2e Organizing Pastor

A person is called by the presbytery to provide pastoral services to a group of people who are in the process of organizing a church as a new church development. The responsibility for overseeing development of new churches is with the presbytery committee responsible for new church developments. That committee is responsible for the selection of an organizing pastor by its own processes. Once an organizing pastor is selected, the interview and approval process follows the same process as for a pastor called to serve an existing church.

The relationship of organizing pastor to a new church terminates when the church is formally organized by the presbytery. The organizing pastor may be called as the new congregation's installed pastor if COM approves. Otherwise, the new church will go through the process of calling an installed pastor.

5.2f Pulpit Supply

While "pulpit supply" is not a temporary position, churches in transition often have a period of time where they are without a temporary or installed pastor, and seek individuals to preach on a temporary basis. This may be a one-time only relationship, or a relationship that lasts for several weeks. While churches are free to seek preachers from a variety of sources, the Committee on Ministry maintains a list of endorsed individuals who are available to preach on a short term basis.

Basic requirements for individuals who wish to have their names added to the Pulpit Supply List:

1. Be endorsed by the session or governing body of the church they are a member of and one additional session or governing body, as being qualified to preach. This endorsement may come as a result of either hearing the individual preach, or observing a class they have taught.
2. Be endorsed by the Committee on Preparation for Ministry if they are under care as a candidate or inquirer for ministry.
3. Possess a basic understanding of reformed theology and Bible content.
4. Identify denominational affiliation.
5. Fulfill the presbytery requirements for boundary training.
6. Have a working phone and email address that is checked regularly.
7. Indicate their preferred way of contact (text, email, phone).
8. Provide their own transportation.
9. Indicate how many miles they are willing to drive to a preaching point.
10. Indicate if they are approved to serve communion.
11. Participate in presbytery required boundary training every 5 years.

Appendix 5D: Process for Granting Exceptions through G-2.0504(c)

"A presbytery may determine that its mission strategy permits a Minister of the Word and Sacrament currently called as an Associate Pastor to be eligible to serve as the next installed pastor or co-pastor, or Minister of the Word and Sacrament employed in a temporary pastoral

relationship to be eligible to serve as the next installed pastor, co-pastor, or associate pastor. Presbyteries that permit this eligibility shall establish such relationships only by a three-fourths vote of the members of presbytery present and voting.” [G-2.0504c]

Ordinarily a request for COM to consider bringing to Presbytery a recommendation that an associate pastor move to pastor or co-pastor, or that a temporary pastor move to installed, shall come only after the PNC has done due diligence in their search. In all cases, inquiry about moving from associate pastor to pastor/co-pastor, or temporary pastor to installed, shall come from the PNC, ordinarily through the COM Liaison.

Process:

1. After doing due diligence in addressing the interim process and in searching for a pastor, if the PNC feels that they wish to consider their existing associate pastor or temporary pastor for the position of pastor, they notify the COM Liaison, who then notifies COM.
2. The COM shall meet with the PNC to review the interim progress, the search progress, the mission study, and reasons for desiring to consider the associate or temporary pastor.
3. If the COM feels that this is helpful for the mission and ministry of the congregation, the COM will visit with the associate or temporary pastor to see if that person has a desire to serve as the next installed pastor.
4. If the associate or temporary pastor has such a desire, the COM shall consult with the session to determine if it has a desire to have the associate or temporary pastor serve as the next called pastor or co-pastor.
5. If the session has such a desire, the COM shall review the mission strategy of the presbytery to determine if such an exception is advisable.
6. If the COM determines that such an exception is not advisable, it will notify both the associate or temporary pastor and the session.
7. If the COM determines that such an exception is advisable, it shall advise the PNC that it is acceptable to interview the associate or temporary pastor as part of their ongoing interviews, using the same criteria they have agreed to use in interviewing other candidates.
8. If the PNC desires to present the associate or temporary pastor as their nominee for the installed pastor position, the COM will examine that person as to their fit with this congregation.
9. If the COM determines that the fit is good, the PNC may proceed to request the session call a congregational meeting for the purpose of requesting the Presbytery to approve their call to the interim pastor for the installed position.
10. Should the congregation vote in the affirmative and all be in agreement, COM will present the request for an exemption to the floor of presbytery for its vote.
11. The vote of the presbytery to grant or not grant such an exception is reported to the associate or temporary pastor, the session and the duly elected Pastor Nominating Committee.
12. If the presbytery votes to grant the exception, an installation commission will be appointed.

Appendix 6H: Affirmative Action and Equal Employment Opportunity Standards

The Presbyterian Church (USA) and through it, Homestead Presbytery and its member churches, is an Equal Opportunity employer, hiring persons to support ministry and calling pastors for congregational leadership without regard to race, ethnic origin, sex, age, marital status or disability (G-3.0103). For us as the Church, of far more fundamental importance is the moral and ethical basis for this practice, In complying with this policy it is an expression of our witness to the purpose of serving Jesus Christ, declaring and serving his will. Paul reminds us that there is neither Jew nor Gentile, male or female, slave or free, but all are one in Christ. We affirm God's good creation and the inclusiveness it renders to the Church.

Affirmative action involves positive action, sincere effort, deliberately including for consideration and inviting all whom Christ has called to serve.

Therefore, Homestead Presbytery requests each church, in the course of its search for a pastor, to keep a record of its inclusive search performed without bias, using the following process and reporting procedure.

The EEO In Ministry Report Form, completed as an integral part of the pastor search process, is to be presented to COM at its conclusion, normally with the completed call form for the new pastor.

Procedure to implement EEO in the pastoral search process:

1. The Committee on Ministry (COM) liaison consults with the session, congregation and the Pastor Nominating Committee (PNC) about their responsibility for AA/EEO, and assists them in developing a plan of implementation.
2. The COM shall assist the PNC in developing non-discriminatory criteria for the selection of the pastor. Discrimination based on racial ethnicity, age, gender, marital condition or disability is illegal.
3. The COM liaison in the course of working with the PNC shall, when necessary, challenge the members to stay with their commitment and shall, when appropriate, help them face questions and feelings which arise.
4. Before the PNC presents a name to the congregation, the COM liaison shall be clear that he/she is prepared to certify that the AA/EEO commitment has been followed in good faith.
5. The EEO Report Form certifying that the requirements of AA/EEO have been met will be submitted to COM (see Appendix 6F: Exhibit 1).

Appendix 6K: Ordination/Installation and the Administrative Commission

Ordinations and Installations are an action of the whole presbytery on behalf of the church universal. Presbytery will routinely delegate the planning and execution of ordinations and

installations to an administrative commission.

The administrative commission is responsible for the worship service attendant to the ordination or installation. However, the administrative commission will normally ask the ordinand or the minister being installed to plan the worship service and invite participants, subject to the commission's approval. The time and place of these services shall be determined by the administrative commission if not previously set by presbytery. Since these services are an act of the presbytery, it is normally inappropriate for them to be at the same time as a congregation's normal Sunday worship celebration.

An offering is part of the worship service. When an ordination is being conducted the offering shall be dedicated to the Presbytery's support of its candidates for the Ministry of Word and Sacrament. When an installation of a previously ordained minister is being conducted, the offering shall be dedicated to the Presbytery's support of its minister members' special or emergency needs.

It is appropriate for the service to include a time for presentations of gifts to the newly ordained or installed minister. The Presbytery shall present the newly ordained minister with a stole. At services of ordination and of installation, the sacrament of communion may be served.

The chairperson of the administrative commission is responsible for submitting the minutes of the commission to the stated clerk of the presbytery. Such minutes will include:

1. Date of the ordination/installation service
2. Names of members of the administrative commission as well as names of additional persons participating in leadership roles in the worship service
3. Record that the meeting opened and closed with prayer
4. Motion to request that the presbytery dismiss the administrative commission at the conclusion of the service

The Service for Ordination or Installation

The structure of the installation portion of the worship service may look something like this:

- A Litany speaking about God's call and gifts for ministry given to all members
- Presentation of the Minister of the Word and Sacrament
- The Constitutional Questions to Minister of the Word and Sacrament
- The Constitutional Questions to Congregation
- The Installation Prayer (Laying on of Hands for Ordination)
- The Declaration of Installation and Welcome
- The Charge to the Pastor
- The Charge to the Congregation

The participants in the service should be named with their respective congregations listed.

Section 7: The Church as an Employer

7.2 Work Week

Full time work is considered 40 hours per week, understood to be 5 working days and 2 days off per week. The nature of pastoral work is such that pastors are essentially on call 24/7 unless they

are on vacation or continuing education leave. It is also recognized that there are often weeks in the life of the church when more time is needed from pastoral leaders than 40 hours. Pastors and sessions are encouraged to make adjustments as needed so that pastoral leaders remain refreshed and healthy and avoid burnout.

7.3 Pastoral Compensation

The Presbytery requires a minimum level of compensation and benefits for Ministers of the Word and Sacrament or their equivalent in Homestead Presbytery serving congregations, as well as guidelines for accountable reimbursement plans. The presbytery has also established policies for additional benefits. These minimum requirements and guidelines lay a foundation for a healthy relationship between pastor and congregations, which fosters a healthy ministry by all.

7.3a Minimum Terms of Call for Ministers of the Word and Sacrament

Homestead Presbytery sets minimum total annual terms of call based on pastoral position.

1. For Ministers of the Word and Sacrament or their equivalent serving in installed, designated or interim positions:
 - a) Effective salary equal to 80% of the current year's median salary as determined by the Board of Pensions of the Presbyterian Church (U.S.A.).
Effective Salary includes:
 - i) Salary – *paid no less than monthly*
 - ii) housing — either free use of the manse valued at the rate used to determine Board of Pensions effective salary (see Appendix 7B For Manse Use Policy), or a housing allowance; utilities and/or appurtenances;
 - iii) Annuities or other tax deferred income.
 - iv) Health Savings Accounts, Flexible Spending Accounts or other similar plans, whether through a salary deduction or otherwise.
 - v) Employer contributes toward the pastor's self-employment tax liability.
 Effective Salary does not include:
 - i) Reimbursable professional expenses (e.g. travel, education, books/periodicals, etc.)
 - ii) Board of Pension or equivalent dues (such as death & disability for retired pastors in service), or dues through another denominational insurance or pension plan.
 - b) Minimum allowances include other benefits, including vacation and continuing education as described in the remainder of this section.

2. For Ministers of the Word and Sacrament or their equivalent serving in any other temporary position there is no required minimum effective salary or other compensation or benefits except as described in the remainder of this section. Minimum effective salary and other compensation or benefits for certified Christian educators and commissioned pastors are detailed in Sections 9 and 10 respectively.

3. Each church is required to meet the minimum compensation and benefits requirement for its pastoral position. Congregations are encouraged to pay pastors an adequate salary for their particular geographical area, taking into account such additional factors as the precise needs of that pastor/family, the special abilities, training or education of the pastor, the tenure of the pastor, and accomplishments attained under the pastor's

leadership. In addition, a fair comparison should be reviewed relative to the level of income of the community within which the service is being provided, etc.

4. In the event that a congregation cannot meet the minimum compensation and benefits requirement it should be immediately in touch with COM. This committee will determine with the session how best to proceed, that is, whether to help the church apply for funds through presbytery's ministry support fund, to encourage it to share pastoral leadership with another church(s), or to waive the requirement for a period of time etc.
5. Questions/concerns regarding salary computation may be directed to COM. Information regarding who to contact may be obtained from the presbytery office or the stated clerk of the presbytery.

7.3b Social Security

Ministers of Word and Sacrament serving in congregations are considered self-employed so far as Social Security is concerned, but are considered employees for income tax purposes. A W-2 must be issued each year.

A church may decide to pay the pastor's self-employment tax, typically up to no more than 50% of the total obligation, to offset what the church would normally have paid if ministers were considered employees for social security purposes. Any amount the church pays toward the pastor's self-employment tax is reported as income for IRS purposes. If the congregation does pay the pastor's self-employment tax or a portion of it, what the church pays up to 50% of the total obligation need not be included in the pastor's effective salary for Board of Pension calculations, and pension payments are not required on that amount. However, 100% of the amount the church pays may be included in computing effective salary for the purposes of meeting Homestead Presbytery's minimum effective salary.

7.3c Housing Allowance

The IRS allows pastors to designate a portion of their salary as a housing allowance, subject to specific rules of the IRS. That allowance needs to be set by the employing body prior to its use by the pastor.

Once a portion of a minister of the Word and Sacrament's effective salary has been designated as housing allowance, whether it is so designated as a percentage of the effective salary or as a set dollar amount, that designation shall remain from year to year until specifically changed by the respective governing council.

7.3d Annual Compensation Review

Each session is required every year to consult with the pastor regarding compensation before the budget is completed. Both congregation and presbytery must approve that figure before it is official.

Sessions shall submit a compensation report to COM each year regarding the salary of their pastor(s). COM will present the salaries of Homestead Presbytery pastors each year for approval by presbytery at the May meeting. Undue delays in the negotiation process can affect a delay in the official approval of the compensation by Homestead Presbytery and can create difficulties in reporting and satisfying stipulations as mandated by the Internal Revenue Service.

7.3e Board of Pension Enrollment

The Church's concern for the well-being of its servants is reflected in the establishment of a Benefits Plan protecting members against the loss of income resulting from major medical expenses, retirement, disability and death. Because of the Church's Benefits Plan, administered by the Board of Pensions, members can carry out the ministry of the Church, secure in the knowledge that they have adequate and continuous benefit protection. Those in called/installed positions are mandated to be enrolled in the Board of Pensions Benefits Plan.

The church treasurer is responsible for prompt payment of dues and reporting of salary changes for pastors serving churches. A church may also offer a medical expense reimbursement group plan.

Basic information regarding the Presbyterian Pension and Benefits Plan and offering may be found in the pension board's publications detailing the terms of the plan.

7.3f Accountable Reimbursement of Pastor's Church Expenses

The church is encouraged to provide an accountable reimbursement plan for the pastor's use for expenses directly related to the ministry of the church. This is not intended to cover expenses rightly assigned to another section of the church's budget, or personal expenses of the pastor not directly related to the church ministry. It is intended to cover such things as meals, mileage and expenses related to participating in church activities, ministries and ministry within and beyond the local congregation, books & webinars (if not covered by continuing education funds), pastoral resources, clergy vestments, or other such things as approved by the Session. Such a plan should be written and approved by Session.

Because tangible items purchased through the accountable reimbursement plan are purchased with church funds and are not part of the compensation of the pastor, all such tangible items belong to the church. Nevertheless, it is recognized that such items are often personal to the pastor therefore are of limited value to the church or the succeeding pastor. Therefore such items are considered expendable, and it is appropriate for the church to grant those items to the pastor when the pastor leaves service at the church.

Exceptions to this include computer equipment, any large purchase that one might legitimately consider a long-term asset of the church, or other specific items as negotiated with the church. It is recommended that exceptions be clarified prior to purchase.

Expense reimbursements are not considered part of a pastor's compensation package, and so the congregation shall not vote on an expense reimbursement budget for the pastor. This allows the session to make mid-year adjustments as circumstances surface instead of having to go the congregation to make a change in the call which then also needs the approval of presbytery.

7.4a Continuing Education

Ministry requires constant study and learning, with the sum total of knowledge not ending with the seminary degree. To this end, presbytery encourages all ministers and churches to seriously engage in a regular, systematic approach to continuing education. This education encompasses a

wide variety of opportunities, from one-day seminars to week-long events, to work on an advanced degree. Furthermore, this program is one which is mutually beneficial to both the pastor and the local church. Continuing education is for the pastor's growth and development in ministry. Continuing education shall include:

1. A minimum of \$500 and two weeks per year (including two Sundays) for full time positions with appropriate adjustments for part time positions. Both the compensation and time shall be allowed to accumulate for three years.
2. Unused study leave accumulations are cancelled at the termination of a call.
3. Sessions shall include continuing education in all calls, part time service and contracts for temporary service of a year or more.
4. All continuing education leaves shall be approved by the session.
5. COM shall review annually the study leaves of its pastors through the liaison and session records review processes.

7.4b Clergy Renewal Leave

Churches and other employing agencies of Homestead Presbytery are encouraged to consider providing a clergy renewal leave to their full-time pastor(s)/minister(s) for the purpose of renewal, rest, recreation, and self-improvement. This leave shall be used for spiritual and intellectual pursuits, continuing education, or volunteer mission activities. Such leaves should enrich and enhance the quality of the ministry to the congregation. Churches are free to create their own clergy renewal leave policies. If no policy exists and the congregation wishes to offer Clergy Renewal Leave, the following policy is suggested:

1. A pastor/minister is eligible for a clergy renewal leave after serving seven (or fewer if the terms of call so state) consecutive years in his/her position.
2. A written plan with identified goals must be submitted for approval to both the session/governing body of the employing agency and to the COM at least four months before the anticipated beginning of the leave time.
3. Clergy renewal leave is normally over and above regular vacation days for that year as well as separate from annual study leave time.
 - a) Leave with full pay and benefits will not exceed 90 days and may not be split into smaller leave times.
 - b) Additional leave time up to 90 more days without pay may be negotiated in advance.
 - c) Earned vacation days and study leave time (plus book and study leave allowances) may be used to extend the basic clergy renewal leave, but the pastor may not be required to use normal vacation or study leave time as part of the first 90 days of the leave.
4. During the clergy renewal leave, the church or employing agency agrees to underwrite the cost of pastoral/ministerial services. Leave is contingent on satisfactory replacement or other arrangements so that there is little to no interruption in the program and progress of the congregation.
5. The pastor/minister shall provide the session or employing agency and COM with a comprehensive report of the benefits gained through his/her spiritual experience, mission work or educational pursuits.
6. If the pastor/minister chooses to leave the congregation or employing agency within a period of one year after the leave is completed, the pastor will reimburse the church the amount of salary for the time of the clergy renewal leave, unless another agreement has

been reached between the pastor and session with the concurrence of the COM.

7. Another clergy renewal leave cycle will begin after the leave is completed. Unused clergy renewal leave time cannot be carried forward into the next cycle.
8. Congregations should budget annually a portion of the funds to be needed for replacement pastoral services during the clergy renewal leave so that all expenses are not a burden on one particular year.

7.5a Vacation

The length of vacation, any variations based on years of services, and how much time can be accumulated should be stated clearly. This Vacation Policy applies to Ministers of the Word and Sacrament or equivalent, or a commissioned pastor in a particular congregation.

1. A pastor in a particular congregation or validated ministry under the oversight of Homestead Presbytery accrues vacation from date of call at a minimum rate of 22 working days per year (1.833 days per month). A pastor serving part-time accrues vacation prorated based on weekly hours contracted for.
2. The minimum of 22 vacation days per year will normally include 4 Sundays. Regular days off and holidays are not included in calculating vacation time. (Thus a week's vacation amounts to 5 working days and 2 days off)
3. A pastor's vacation periods may be taken intermittently or on consecutive days. All vacation dates should be authorized by the session. The clerk of session will be responsible for an accounting of vacation periods earned and granted to the pastor and report to the session annually.
4. Per Nebraska State Law (*NE Rev. Stat. Sec. 48-1229*), earned vacation is considered wages, and thus cannot expire if not used by the end of the year. A church may limit the amount of vacation time that can be accrued. (Example: Pastor can accrue up to 5 days over the amount one is entitled to earn during a calendar year, which would mean a pastor earning the minimum requirement of 22 working days could accrue up to 29 working days, and would cease to accrue more until vacation time is used and the accrued amount drops below 29.)
5. Dissolution of pastoral relations with the church:
 - a) In the final year of employment at a church, vacation time will accrue per pay period up to the official date of dissolution.
 - b) Unused accrued vacation will be paid to the pastor.
 - c) When a pastor already has taken unaccrued vacation, the amount will be deducted from his/her final check unless the session grants an exception.

7.5b Holidays

Annual paid holidays should be made clear. It is typical for churches to have the following as paid holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas day. Each church will need to decide what makes sense in their own ministry setting.

7.5c Sick Leave

1. Short-Term Sick Leave
 - a) When a minister is sick for a short period, or needs time off to care short-term for

- family members, it is appropriate for the congregation to make sick leave available. Sessions are responsible for determining an appropriate sick leave benefit.
- b) Homestead Presbytery suggests benefits of 12 working days per calendar year, accruing at one day per month, cumulative up to 90 days. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.
 - c) Should the pastor be unable to provide for leading worship, the session assumes the responsibility and cost of providing pulpit supply or worship leadership.

2. Long-Term Sick Leave:

- a) Definition: When a minister is incapable of performing the functions of ministry and is normally under medical care.
- b) Terms: The congregation shall continue to pay full salary, housing, and pension/medical benefits until that time when the board of pension's disability benefits become applicable (after 90 days). Any accrued sick leave will be applied to that 90 day period, with the congregation continuing to pay the remainder of up to 90 days. Business and travel allowances, as well as other reimbursable expenses would not be payable during sick leave without specific authorization of the session.
- c) The session assumes the responsibility and cost of providing pulpit supply.
- d) Application: Notice shall be given by the minister to the clerk of session with copies to COM and Homestead Presbytery office as soon as Long-Term sick leave is needed, at which time terms would become applicable. For extended periods of leave, the Homestead Presbytery office and the COM moderator should be notified of the terms of agreement.

7.5d Parental Leave

- 1. Definition: When a Minister of the Word and Sacrament or spouse is to give birth, or to adopt a child.
- 2. Terms:
 - a) When the Minister of the Word and Sacrament chooses to remain home to care for the child, one of the following options may be negotiated:
 - i) 45 days at 100 percent of pro-rated annual salary and full housing allowance, or
 - ii) 60 days at 75 percent of pro-rated annual salary and full housing allowance.
 - b) Pension and medical benefits shall be continued by the congregation throughout the leave period.
 - c) The Minister of the Word and Sacrament shall be freed from all pastoral duties including funerals, weddings, moderating session and/or congregational meetings.
 - d) The session assumes the responsibility and cost of pulpit supply.
- 3. Application: Application for parental leave shall be negotiated by the Minister of the Word and Sacrament with the session in a reasonable time before the anticipated arrival of the child.

7.5e Family Emergency Leave

- 1. Definition: When a sudden emergency arises within the minister's immediate family which requires his/her presence, rendering the minister unable to perform the functions of ministry for an indefinite period of time.

2. Terms:
 - a) Sick leave terms shall apply while the minister is incapable of performing the functions of a minister.
 - b) Beyond the sick leave terms, additional time may be negotiated by the minister with the session and COM.
 - c) During the leave, the minister shall be freed from all pastoral duties including funerals, weddings, moderating session and/or congregational meetings, congregational visitation, and leading worship.
 - d) The session assumes the responsibility and cost of supplying the pulpit.
3. Application: Application for family emergency leave of less than seven days will be through the clerk of session, while longer leave requires negotiation with the session.

7.5f Bereavement Leave

1. Definition: When a teaching elder experiences death in the immediate family
2. Terms:
 - a. In case of death in the immediate family the employee shall receive full pay for bereavement leave. This absence shall be at least four (4) working days. Additional leave may be granted by the session.
 - b. Immediate family is defined as husband, wife, parent, step-parent, child, brother, sister, grandparent, and equivalent in-laws.
 - c. During the leave, the minister shall be freed from all pastoral duties, including funerals, weddings, moderating session and/or congregational meetings, congregational visitation, and leading worship.
 - d. The session assumes the responsibility and cost of supplying the pulpit.
3. Application: Application for Bereavement leave will be through the clerk of session. In extenuating circumstances, additional arrangements may be made by the Session.

7.5g Long-Term Leave

When conditions with the minister or session do not fit in the above definitions, terms, and/or applications, or go beyond the time limits of the above pastoral leaves of absence, COM shall negotiate with the minister and session on a case-by-case basis upon the application of the minister and/or session.

7.6 Honoraria

Ministers of Word and Sacrament should not expect to receive honoraria for services to members of the congregation. It is recognized that it is not uncommon for members of the congregation to want to give honoraria to their pastors for funerals. It is also recognized that some churches have a practice of setting forth the expectation that the pastor will receive from the member an honorarium or fee for officiating at weddings of members of the congregation. The pastor should clearly discuss expectations with the session regarding accepting honoraria or fees from members of the congregation for pastoral services.

If a pastor is serving full time at a church, at no time should a pastor refuse services for such things as weddings in the case of members, or funerals in the case of a deceased member's family, due to an inability or unwillingness to provide honoraria. If a pastor is employed part time, they are encouraged to discuss appropriate compensation with the session.

When a Minister of the Word and Sacrament is working outside the bounds of the calling body, it is customary to receive honoraria or a fee for professional services rendered at weddings or funerals, for guest preaching, for lectures, for informal teaching, or for a variety of other services which might be performed in addition to the pastoral duties for which he or she is called and installed to service by a congregation or other employing body. It is recommended that such fees should be discussed in advance and agreements as to terms be fully understood by all involved in the professional-service relationship.

Congregations utilizing the professional services of ministers of the Word and Sacrament who are not in their employ are to be responsible in providing fair honorarium or fees for services provided and for the direct reimbursement of expenses involved, such as travel or materials. Financial arrangements are to be agreed upon in advance of the professional service provided.

7.6a Moderating Meetings

If it is impractical for the pastor to moderate, he or she shall invite another minister of the Word and Sacrament who is a member of the presbytery or a person authorized by the presbytery to serve as moderator. If there is no installed pastor, or if the installed pastor is unable to invite another moderator, the presbytery shall make provision for a moderator. (G-3.0104)

The following minimum compensation applies for temporary moderators of sessions or congregational meetings: \$75 for up to 2 hours, and an additional \$50 per hour or portion thereof over two hours, plus transportation paid at the current presbytery approved rate.

If possible, payment for services rendered will be available on the day of service. Churches shall use map programs or consult with the moderator to determine mileage in advance so that payment can be rendered at the time of service.

7.6b Pulpit Supply

Homestead Presbytery provides a list of approved temporary pulpit supply preachers on its website, both clergy and non-clergy.

Minimum compensation for temporary pulpit supply is \$125 for one service and \$75 for each additional service with transportation paid at the current presbytery approved rate. Upon request of the session, ministers of the Word and Sacrament on the Pulpit Supply List may serve communion.

It is expected that payment for services rendered will be available on the day of service. Churches shall use map programs or consult with the guest preacher to determine mileage in advance so that payment can be rendered at the time of service. Exceptions shall be communicated clearly in advance to the guest preacher.

See Section 5.2f for criteria for placement on the approved pulpit supply list.

Appendix 7A: Manse Use Policy

Any church providing a church owned home for their clergy member shall have a manse use policy.

Minimum guidelines for the policy are as follows:

1. Manse use is a benefit/condition of employment, not a rental agreement & shall reflect that. Clergy must be allowed to negotiate the policy with the other terms of call.
2. Manse Use Policies will be approved or amended by COM with the rest of the terms.
3. Manse Use Policies must be approved by the Session.
4. Policies shall not be overly restrictive on the clergy/their families.
5. Manses shall be kept in good repair & provide reasonable modern conveniences.
6. Churches shall have heating & cooling systems professionally inspected each year & have them serviced as needed.
7. Churches shall assure that manse safety features comply with state and local regulations on rental properties.
8. The policy shall stipulate which utilities will be paid by the church & which are the clergy person's responsibility. Other responsibilities should also be assigned (i.e. lawn mowing, snow removal, etc.).
9. Walk-throughs of the manse shall be to address general repair & any needed improvements. Judgements of cleanliness are not warranted.

Section 9: Committee on Ministry and Certified Christian Educators

9.2 Specific Responsibilities

Homestead Presbytery, through the Committee on Ministry shall provide the following support to Certified Christian Educators:

1. A service of recognition at the time of certification [G-2.1102].
2. Minimum requirements for compensation and benefits for Certified Christian Educators and Certified Associate Christian Educators [G-2.1103b].
3. Access to the Committee on Ministry [G-2.1103b].
4. Provide privilege of the floor with voice only at all presbytery meetings, and in the case of Certified Christian Educators who are ruling elders, the privilege of voice and vote at all its meetings [G-2.1103b].

Certified Christian educators are required to:

1. Fulfill the Homestead Presbytery Boundary Training requirements as found in Section 2.6c
2. To abide by the Homestead Presbytery "Sexual Misconduct Prevention Policy." (Section 2.6b)

9.3 Minimum Compensation for Certified Christian Educators

The minimum total annual effective salary for certified Christian Educators and certified associate Christian Educators is 50% of the current year's median salary as determined by the Board of Pensions of the Presbyterian Church (U.S.A.). Effective salary includes:

1. Salary
2. Health Savings Accounts, Flexible Spending Accounts or other similar plans, whether through a salary deduction or otherwise.

In addition, the church should consider:

1. Vacation and leaves of absences as detailed in Section 7.5.
2. Continuing education requirements as detailed in Section 7.4a.
3. Reimbursements for expenses incurred as part of duties, as detailed in Section 7.3f.
4. Certified Christian educators may already have health benefits in place through other avenues, however if the CCE does not, churches are encouraged to consider at minimum Board of Pension health insurance or its equivalent.

Certified Christian educators are required to submit a report of their terms of call to the COM annually.

Section 10: Committee on Ministry and Commissioned Pastors

10.2 Certification Process

Training for those interested in commissioned pastoral service shall be overseen by the Committee on Preparation for Ministry.

10.3 Process for being Commissioned to Limited Pastoral Service

Once a ruling elder has been certified by the CPM as ready to be commissioned to limited pastoral service in a validated ministry, and a validated ministry requests such a person to serve, the ruling elder will follow the steps outlined in 2.5a, 2.5b and 2.5c, which covers background checks, reference checks, and examination for employment, and in 5.2d, which covers the process for a session seeking a commissioned pastor.

If a ruling elder seeking to be commissioned has been received training in another presbytery and has not been commissioned before in Homestead Presbytery, the CPM in coordination with the COM will present the ruling elder to be examined by the Presbytery as to personal faith, motives for seeking the commission, and the areas of instruction [G-2.1002]. The presbytery only needs to examine the ruling elder once. A ruling elder who has been commissioned and later ceases to serve in the specified ministry may continue to be listed as available to serve, but is not authorized to perform the functions specified in G-2.1001 until commissioned again to a congregation or ministry by the presbytery. (G-2.1002)

When the presbytery is satisfied with the qualifications of a ruling elder to serve a congregation, it shall commission the ruling elder to pastoral service as designated by the presbytery, employing the questions contained in W-4.04. (G-2.1003)

Once commissioned, commissioned pastors are required to:

3. Fulfill the Homestead Presbytery Boundary Training requirements as found in Section

- 2.6c
4. To abide by the Homestead Presbytery “Sexual Misconduct Prevention Policy.” (Section 2.6b)

10.4 Relationship with the Local Congregation

The session shall, in consultation with the COM, create a temporary position and write a job description that is acceptable to the COM. The COM is responsible to determine whether a person qualified to serve as a commissioned pastor is suitable to the particular situation.

There shall be a written contract between the commissioned pastor and the local session, covering remuneration and expected duties (Appendix 5C). The level of remuneration shall meet the minimum salary requirements for commissioned pastors (Section 10.5), pro-rated for percentage of time contracted for.

COM shall review the commissioned pastor contract annually, and evaluate the effectiveness of the relationship in accordance with G-2.10. COM shall revoke the commission of any commissioned pastor who does not abide by the provisions of the job description or whose work is deemed inadequate to meet the needs of the particular congregation or the presbytery.

10.5 Minimum Salary Requirements for Commissioned Pastors

The minimum total annual effective salary for commissioned pastors is 50% of the current year’s median salary as determined by the Board of Pensions of the Presbyterian Church (U.S.A.).

Effective salary includes:

1. Salary
2. Health Savings Accounts, Flexible Spending Accounts or other similar plans, whether through a salary deduction or otherwise.

In addition, the following provisions also apply:

1. Vacation and leaves of absences as detailed in Section 7.5.
2. Continuing education requirements as detailed in Section 7.4a.

The church should also consider reimbursements for expenses incurred as part of pastoral duties, in which case the provisions in Section 7.3f apply.

Commissioned pastors may already have health benefits in place through other avenues, however if the commissioned pastor does not, churches are encouraged to consider Board of Pension health, pension, and death and disability benefits.

Commissioned pastors are required to submit a report of their terms of call to the COM annually.

Attachment E: 2019 Budget

	A	B	C	D	E	F	G	H	I	
1	HOMESTEAD PRESBYTERY Unified Budget 2019					November 15, 2018				
2					PROPOSED 2019	2018				
3		2017 End of Year Actual	2018 Approved Budget	9/30/2018 Actual	Recommended Budget		2019 APPROVED PER CAPITA: \$45.00 PER MEMBER			
4	REVENUES									
5	1-400100 Presbytery Per capita	\$ 287,902.61	\$ 197,924.42	\$ 119,232.74	\$ 210,381.60	47.23%				
6	GA/Synod Per Capita		\$ 96,715.58	\$ 58,262.97	\$ 98,498.40	22.11%				
7			\$ 294,640.00							
8	1-400550 Synod Block Grant	\$ 18,224.97	\$ 16,402.00	\$ 12,301.47	\$ 14,500.00	3.25%	2019			
9	1-400900 Interest	\$ 4,681.86	\$ 1,100.00	\$ 492.52	\$ 1,100.00	0.25%	Membership 12/31/2017	6,864	Per Capita basis	
10	2-410100 Unified Mission Receipt	\$ 111,549.18	\$ 124,000.00	\$ 65,737.96	\$ 111,000.00	24.92%	GA	\$ 8.95	61,432.80	
11	NEW - TRANSFER funds from Closed Churches for NWC				\$ 10,000.00	2.24%	Synod	\$ 5.40	37,065.60	
12	Total Revenues	\$ 422,358.62	\$ 436,142.00	\$ 256,027.66	\$ 445,480.00	100.00%	Presbytery	\$ 30.65	210,381.60	
13				58.70%			Total per member	\$ 45.00	\$ 308,880.00	
14							Total	\$ 308,880.00		
15										
16	Personnel	\$ 182,582.40	\$ 193,493.14		\$ 195,428.07	1.00%	Interim EP Compensation/Search Committee			
17	1-501100 - EP salary (prior EP Compensation)		\$ 84,229.00	\$ 42,171.98	\$ 123,842.46					
18	1-501102 - EP housing			\$ 21,000.00						
19	1-501108 - EP Pension/Medical (37.5%)		\$ 30,700.00	\$ 23,057.77						
20	1-501112 - EP Travel		\$ 8,000.00	\$ 6,259.00						
21	1-501106 - EP Other expenses		\$ 6,445.00	\$ 2,953.00						
22			\$ 129,374.00	\$ 95,441.74						
23										
24	Stated Clerk salary & expenses									
25	1-502100 - Stated Clerk Salary	13,907.70	14,185.85	\$ 10,639.39	\$ 16,000.00		2017			
26	1-502112 - Stated Clerk Travel/Con	1,300.00	1,300.00	\$ 1,155.80	\$ 2,000.00		Membership 12/31/2016	7,366	Per Capita basis	
27	1-502116 - Stated Clerk GA Allow	1,500.00	1,500.00	\$ 1,500.00	\$ 1,500.00		GA	\$ 7.73	56,939.18	
28	Total Stated Clerk	16,707.70	16,985.85	\$ 13,295.19	\$ 19,500.00		Synod	\$ 5.40	39,776.40	
29							Presbytery	\$ 26.87	197,924.42	
30	Treasurer - Expenses & Conference						Total per member	\$ 40.00	\$ 294,640.00	
31	1-506104 - Treasurer Conference	-	1,500.00	\$ -	\$ 2,000.00		Total	\$ 294,640.00		
32	1-506112 - Treasurer Mileage/Travel	-	500.00	\$ 140.10	\$ 8,000.00					
33	Total Treasurer	-	2,000.00	\$ 140.10	\$ 10,000.00					
34										
35	Administrative Secretary salary		36,544.50	\$ 23,400.00	\$ 31,511.95					
36	Admin Sec medical	-		\$ 5,344.00	\$ 5,398.00					
37				\$ 28,744.00	\$ 36,909.95					
38										
39	Other Office Help	-	2,000.00	\$ 1,778.00	\$ 2,000.00					
40	Personnel Taxes	-	2,539.80	\$ 1,926.12	\$ 3,175.66					
41										
42	Total Personnel	182,582.40	\$ 193,493.14	\$ 137,621.03	\$ 195,428.07	43.90%				
43										
44	Operating Expenses									
45										
46	1-500210 Presbytery Equipment	\$ 384.99	\$ 900.00	\$ 1,191.34	\$ 1,100.00					
47	1-500220 Presbytery Supplies (office)	\$ 942.10	\$ 800.00	\$ 418.20	\$ 1,000.00					
48	1-500310 Telephone (includes \$40/month for Stated Clerk & Treasurer cell phone reimbursement)	\$ 2,477.75	\$ 1,800.00	\$ 1,126.85	\$ 2,800.00					
49	1-500320 Postage	\$ 245.82	\$ 150.00	\$ 63.28	\$ 200.00					
50	1-500330 Printed Material	\$ 106.75	\$ 200.00	\$ 52.50	\$ 200.00					
51	1-500410 Pastoral Care	\$ 95.00	\$ -	\$ 500.00	\$ 300.00					
52	1-500510 Professional Dues & Subscriptions	\$ 250.00	\$ 150.00	\$ -	\$ 250.00					
53	1-500550 Bank Fees	\$ 420.00	\$ 300.00	\$ 315.00	\$ 500.00					
54	Credit card fees	\$ 208.00	\$ 50.00	\$ 43.30	\$ -					
55	1-500610 Resource for Churches	\$ 171.00	\$ 150.00	\$ -	\$ 200.00					
56	1-500620 Resources Subscription	\$ 118.00	\$ 100.00	\$ -	\$ 100.00					
57	1-500800 - GA Commissioner Expense	\$ -	\$ 300.00	\$ 132.07	\$ 150.00					
58	1-510110 Council	\$ 1,033.00	\$ 500.00	\$ 181.95	\$ 2,000.00					
59	1-510112 Council & Committee Meeting	\$ 220.00	\$ 750.00	\$ 598.37	\$ 500.00					
60	Child Care at Presbytery	\$ 320.00	\$ 600.00	\$ 230.00	\$ 500.00					
61	1-510115 Presbytery Mtg Meal Expense	\$ 205.00	\$ 600.00	\$ 644.04	\$ 500.00					
62	1-618110 Communications - web	\$ 3,767.00	\$ 4,000.00	\$ 2,938.48	\$ 4,000.00					
63	1-501110 Moderator Expenses	\$ 862.00	\$ 1,700.00	\$ -	\$ 1,500.00					
64	Total Presbytery Operations	\$ 11,826.41	\$ 13,050.00	\$ 8,435.38	\$ 15,800.00	3.55%				
65										
66	Committee on Ministry	\$ 1,439.00	\$ 2,300.00	\$ 869.64	\$ 2,500.00					
67	Preparation for Ministry	\$ 2,576.00	\$ 7,000.00	\$ 3,769.77	\$ 7,000.00					
68	Nominating	\$ -	\$ -	\$ -	\$ -					
69	PJC	\$ 1,000.00	\$ 1,000.00	\$ 109.02	\$ 1,000.00					
70	Total Other	\$ 5,015.00	\$ 10,300.00	\$ 4,748.43	\$ 10,500.00	2.36%				
71										
72	Business & Finance									
73	1-535110 Business & Finance	\$ 46.00	\$ 50.00	\$ 3.66						
74	1-535120 Presbytery Insurance	\$ 11,586.00	\$ 12,000.00	\$ 8,000.00	\$ 12,000.00					
75	1-535130 Audit	\$ 4,000.00	\$ 4,700.00	\$ 3,700.00	\$ 4,500.00					
76	Total Business & Finance	\$ 15,632.00	\$ 16,750.00	\$ 11,703.66	\$ 16,500.00	3.71%				
77										
78	Per Capita									
79	1-600100 Synod Per Capita	\$ 40,868.30	\$ 39,776.40	\$ 39,776.40	\$ 37,065.60					
80	1-600110 GA Per Capita	\$ 56,522.00	\$ 56,939.18	\$ 56,939.18	\$ 61,432.80					
81	Total Per Capita	\$ 97,390.30	\$ 96,715.58	\$ 96,715.58	\$ 98,498.40	22.13%				
82										
83	Mission Support									
84	2-610100 GA Mission Support	\$ 4,447.00	\$ 6,200.00	\$ 3,286.90	\$ 6,200.00					
85	2-610120 Synod Mission Support	\$ 5,642.00	\$ 6,200.00	\$ 3,286.90	\$ 6,200.00					
86	2-611100 Calvin Crest Support	\$ 60,000.00	\$ 59,000.00	\$ 44,250.00	\$ 59,000.00					
87	2-614110 IMN Base Budget	\$ 1,000.00	\$ 500.00	\$ -	\$ 500.00					
88	RURAL RESPONSE	\$ 500.00	\$ 500.00	\$ -	\$ 500.00					
89	2-612510 Triennium	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00					
90	NEW -New Worshipping Communities & Redevelopment				\$ 10,000.00					
91	Total	\$ 77,589.00	\$ 78,400.00	\$ 50,823.80	\$ 88,400.00	19.86%				
92										
93	Program & Grant Committee	\$ 29,585.56	\$ 30,000.00	\$ 7,532.00	\$ 20,000.00	4.49%				
94										
95	Total Expenses	\$ 419,620.67	\$ 438,708.72	\$ 317,579.88	\$ 445,126.47	100.00%				
96	NET GAIN/(LOSS)	\$ 2,737.95	(2,566.72)	\$ (61,552.22)	\$ 353.53					