

Homestead Presbytery

MANUAL OF OPERATIONS



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ABBREVIATIONS— throughout this *Manual*, the following abbreviations are used, as well as others in specific documents:

| | |
|-----------|---------------------------------------|
| AC | Administrative Commission |
| BF or B&F | Business and Finance Committee |
| BoO | Book of Order |
| COM | Commission on Ministry |
| CPM | Committee on Preparation for Ministry |
| EP | Executive Presbyter |
| FoG | Form of Government |
| M&M | Ministry and Mission Task Group |
| MoO | Manual of Operations |
| NOM | Nominating Committee |
| PC(USA) | Presbyterian Church (U.S.A.) |
| PJC | Permanent Judicial Commission |
| PNC | Pastor Nominating Committee |
| P&G | Program-Grant Committee |
| RNOR | Roberts Rules of Order |
| SC | Stated Clerk |



MISSION STATEMENT

We are called to:

Proclaim God's love and grace,
through worship and living as faithful
disciples of Christ Jesus.

Lead as servants,
who guide others in accomplishing
the church's call to discipleship.

Equip churches for a life in mission,
to become actively involved in exposition of
faith, justice and peace.

(The creation and establishment of any goals and objectives in support of and as a reflection of this statement shall be the responsibility of each committee and reporting unit of the presbytery as it proceeds with the design of its program and mission.) (February 17, 2007)



MISSION GOALS

Go into all the world and proclaim the good news to the whole creation.

(Mark 16:15 NRSV)

I. Spiritual Direction

Acknowledging our unity in Christ, we recognize our need to grow in a relationship that is reflective of the spirit of self-sacrifice in both our individual and corporate lives.

II. Christian Education

Recognizing the importance of identifying, defining, and proclaiming our reformed beliefs, we seek to provide educational opportunities and comprehensive support for study, guidance, and leadership training for all ages and abilities.

III. Revitalization

Seeking to remain faithful to the Great Commission, and realizing there is a need for constant renewal, as a presbytery we will recognize and support ministries that empower evangelism – locally, nationally, and globally.

IV. Stewardship

Accepting everything as a gift from God (time, talent, financial resources, natural resources), we will continue to find new ways to faithfully use God's gifts for the ministry of the church.

V. Calvin Crest

Committed to its calling as a Christian camp and conference center, Calvin Crest will continue to support the mission of Homestead Presbytery through retreats, conferences, summer camps, and programming. In light of that goal, Homestead Presbytery, in collaboration with Missouri River Valley Presbytery, will continue to devote resources to support facilities and programs and continue Calvin Crest's vital place in this presbytery and beyond.

VI. New Church Development

Remaining faithful to the Great Commission, we will use God's gifts and will provide financial and spiritual support for new church development in all potential areas of the presbytery.

VII. Communication

Through our unity in Christ we recognize we are connected with one another and we do not stand alone. Through corporate bodies (congregation, presbytery, synod, general assembly) we seek to remain in loving conversation with one another. We also affirm and celebrate loving conversations at Christian ecumenical and interfaith levels – locally, nationally, and globally.

VIII. Leadership

In an effort to perpetuate the Reformed Faith into the future we strive to seek, encourage, and recruit people of all ages and levels of faith to leadership roles as elders, deacons, ministers of word and sacrament and commissioned lay pastors. We also strive to nurture and care for current leadership.

IX. Inclusiveness

The religious community must address the concerns of persons who are handicapped and the wholeness of the family of God; the church's unity includes both those who are "disabled" as well as "able."

I. ADMINISTRATIVE

A. MEMBERSHIP

1. Each church shall be represented by an elder commissioned by the session. Churches with membership over 200 shall be represented as follows:

| | |
|---------|----------|
| 201-299 | 2 elders |
| 300+ | 3 elders |

B. STATED MEETINGS

1. The fall stated meeting shall include a sermon or an address by the moderator (or by someone appointed by the moderator).

2. Initiative for place of meeting shall be processed through the office of the stated clerk. Facilities shall be available for approximately one hundred people for stated meetings.

3. The presbytery, presbytery council, committees, and commissions shall be governed in their meetings in accordance with the most recent edition of *Robert's Rules of Order Newly Revised* (RONR), except in those cases where the *Constitution* of the PC(USA) or the Homestead Presbytery *Manual of Operations* provides otherwise.

4. The proposed docket for all stated meetings of the presbytery shall be prepared by the stated clerk in consultation with the council, the moderator, and presbytery executive. Proposed dockets of all stated meetings shall be distributed at least ten days prior to the scheduled time of meeting. The place, date, and hour of convening shall be indicated.

5. Communion shall be celebrated at each stated meeting.

6. The worship offering at the stated meeting shall be for a cause or purpose designated by council.

7. The minutes of each meeting shall be prepared by the stated clerk and made available electronically within ten days of the close of the meeting.

8. The council may review and approve the minutes of the presbytery stated meetings as soon as possible following each presbytery meeting and report its findings to the next stated meeting of presbytery.

C. CALLED MEETINGS

A. The moderator may call a special meeting. The moderator shall call a special meeting at the request of two ministers and two elders, the elders being of different churches. Should the moderator be unable to act, the stated clerk shall, under the same conditions, issue the call. If both the moderator and stated clerk are unable to act, any three ministers and three elders, the elders being of different churches, may call a special meeting.

B. The synod may direct the presbytery to convene a special meeting for the transaction of designated business.

C. Notice of a special meeting shall be sent not less than ten days in advance to each minister

and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.

D. BUSINESS TO APPEAR AT MEETINGS

1. Ordinarily the presbytery expects that items on the agenda be distributed by print or electronically prior to or at any stated meeting so that commissioners may review the matter.
2. New business introduced may be discussed and ordinarily will be referred to a committee for review and recommendation to the next Homestead assembly.
3. A motion of immediate importance may be voted at the stated meeting of presbytery of introduction upon a $\frac{3}{4}$ vote.
4. It is required to submit any motion in writing to the stated clerk.

E. 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 the next meeting of the body and recorded in its minutes.

F. ELECTRONIC MEETINGS USING ZOOM TECHNOLOGY

1. Meeting Types: An "Electronic Meeting" as used in these rules means a meeting at which all participants are joined electronically. It is expected that each participant will attend the meeting individually on a computer or device, rather than one being shared by multiple members. Multiple attendees on a single device requires approval of the moderator in advance, and may limit members' rights. Meetings of all boards and committees are authorized to meet electronically at the direction of the moderator, provided that all members have access to the necessary equipment.
2. Hardware and Software: Electronic attendance utilizes Zoom technology (www.zoom.us). Participation requires high speed internet access on a computer or device. Audio is provided either through the computer, which requires computer audio capabilities (microphone and speakers – preferably earbuds or a headset), or connection by phone. Video capability is optional, but encouraged. While tablets and smart phones are acceptable, laptop or desktop computers are preferred, because the screen content can become very small on tablets and phones, and only certain portions of the content can be displayed at a time. Immediate access to email is also a requirement.
3. Sign-In Procedures

- a. Prior to meetings, members will receive either a meeting id code or a link to a webpage. Clicking on the link should open a web browser and go directly to the meeting. If it does not do so, or if only the 9-digit meeting id (which is at the end of the link) was distributed, the participant can go to: www.zoom.us, choose "join a meeting," and enter the id manually.
- b. Members shall make every effort to sign into the meeting sufficiently in advance of the time of the meeting to enable their connections to be verified and, if necessary, assisted by troubleshooting. The following process shall be followed in entering meetings:
 - (1) If using a laptop or desktop computer, complete a full "re-boot" just before entering the meeting.
 - (2) Enter the meeting as described in 3.a above. If prompted, download Zoom software and choose to run or install. If prompted, enter your name and choose to enter the meeting.
 - (3) Choose the method by which you will connect your audio and follow the prompts on the screen. If connecting by computer, check your speakers and microphone to ensure that you can hear and be heard.
 - (4) Mute your microphone when you are not speaking (on a computer, click on the microphone icon to toggle mute. On a tablet or phone, touch the icon).
 - (5) Click on the webcam icon to activate, if using.
 - (6) On a PC or Mac, click on the "Participants" and "Chat" icons to make those items visible. If a screen share has been initiated and a document is visible in the center of the screen, move the "Participants" and "Chat" windows (by "dragging") to the side of the screen, so that the document is visible.

4. Connection Issues

- a. Each attendee is responsible for his or her connection to the internet and the meeting room; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participating in the meeting, provided that at least a quorum of members was connected and adequately able to participate.
- b. The moderator may cause or direct the temporary disconnection or muting of an attendee's connection if it is causing undue interference with the electronic meeting. The moderator's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be recorded in the minutes.
- c. The moderator may rule that any meeting be recessed to allow the meeting room to be reset; upon which ruling the meeting shall be ended and a new meeting shall be established - with the new meeting id being sent by email to all participants who shall then enter the new meeting room.

5. Recognition and Assignment of the Floor

- a. To seek recognition by the moderator, a member shall activate the "raised hand" icon, or unmute the mike and seek recognition from the moderator. Upon recognition of a member, that member and any others with raised hands activated shall lower them, which may also be accomplished by the facilitator if members do not promptly do so.
- b. Another member who claims preference in recognition shall thereupon promptly raise (or raise again) his or her hand icon and the moderator shall recognize the member for

the limited purpose of determining whether that member is entitled to preference in recognition.

- c. Upon being recognized, a member shall unmute his or her microphone. Upon yielding the floor, the member shall mute his or her microphone.

6. Interrupting Motions

- a. A member who intends to make a motion that under the rules may interrupt a speaker (Point of Order, Appeal from the Ruling of the Moderator, etc.) shall activate the member's "No" icon (red X). The member shall be recognized to determine the purpose for which he or she is seeking recognition.
- b. In the event that a member intends to make an interrupting motion during a vote when the "No" icon is in use to indicate a negative vote, the member may unmute and make the motion orally. A member may also make interrupting motions orally if not immediately recognized by the moderator.

7. Motion Processing

- a. A member intending to make a main motion, offer an amendment, or propose instructions to a committee, shall, immediately after being recognized and assigned the floor, post the motion in writing to the chat window.
- b. The secretary is responsible for the display of meeting materials, including all such motions, in the document that is displayed in the shared screen.
- c. When any motion has been stated by the moderator, the secretary shall copy and paste it into the document, and shall be responsible for accurately displaying any proposed amendments under consideration, as well as the final version as adopted or rejected.

8. Voting

- a. When the moderator seeks unanimous consent on a matter, either a raised hand or a "No" icon shall constitute an objection to unanimous consent, and voting shall then proceed by another method.
- b. Voice votes shall be taken by means of the "Yes" or "No" icons and shall be deemed a Division (not a counted vote). A call for a division shall therefore not be in order following such a vote.
- c. Counted votes, when ordered by the moderator or the assembly, shall be taken by an additional "Yes" or "No" vote using the icons.
- d. A roll call vote may be ordered by the assembly. No secret ballot votes are in order.

9. Roles

- a. There shall be three designated roles with specific duties, any or all of which may be accomplished by one individual, at the discretion of the moderator: the host/facilitator, the moderator, and the secretary.

- b. The host/facilitator shall initiate the meeting, and therefore have control of the various features for meeting management such as the ability to manually mute one or more participants and clear status icons (raised hand, Yes, No, etc.).
- c. The moderator shall preside at the meeting. In addition to normal duties, the moderator shall direct the facilitator and secretary as necessary related to their duties in these rules.
- d. The secretary shall keep a record of meeting. In addition to normal duties, the secretary shall open a document on his or her computer (such as a blank document or the meeting agenda), change the “zoom” level to no more than 85%, and share the document in the meeting via screen share. The secretary shall then assist in processing the motion as stated in 7. above.

G. GOVERNING BODY RELATIONSHIPS

- 1. Representatives to synod committees and synod council, General Assembly committees, and the Presbyterian Mission Agency, shall report regularly to presbytery and presbytery council.

H. ADMINISTRATIVE COMMISSIONS

- 1. Administrative commissions for the purposes of ordination or installation of teaching elders may be appointed by the moderator of presbytery.

I. COMMUNION BY PRESBYTERY GROUPS

- 1. Groups of Homestead Presbytery may celebrate communion during worship within the geographical bounds of presbytery when the officiant is a teaching elder member of Homestead Presbytery.
- 2. All such celebrations shall be reported to the stated clerk.

II. PRESBYTERY GENERAL POLICIES

A. CONFLICT OF INTEREST

- 1. No employee shall accept any gift, gratuity, grant, service, or any special favor from any person or persons or businesses which provide or receive goods and services or which seek to provide or receive goods and services from Homestead Presbytery if such gift, gratuity or favor gives the appearance of, or leads to the expectation of a return, or special consideration.
- 2. In addition, if an employee is called upon to participate in a decision in which the interests of Homestead Presbytery conflict with his or her personal interests, the employee should abstain from participating in the decision.
- 3. Employees who hold other paid positions should ensure that such outside employment will not interfere with the performance of their duties or produce a conflict of interest in the pursuit of those duties. Any question regarding this matter should be reviewed with the employee's supervisor.

4. All employees shall avoid even the appearance of conflict of interest, special interest, or any other inappropriate conduct. If an employee discovers that he or she may be in a position of conflict, he or she shall immediately report this conflict to his or her supervisor.

B. NEPOTISM

1. Except as approved in advance by the personnel committee, no person may be employed in a position that is under the direct supervision of an immediate family member (spouse, parent, parent-in-law, child, grandchild, brother, sister, grandparent) or a member of the same household or where the family or household member, by virtue of the position held in Homestead Presbytery, has authority to influence the employee's salary, promotion, or other aspects of employment. This applies both to original employment and changes in employment by promotion, demotion, transfer, or reorganization.

C. SOLICITATION OR DISTRIBUTION

1. It is the policy of Homestead Presbytery to ensure productive work environments where employees and program operations may function without disruption. Employees may not advertise services, solicit another employee, or collect from another employee while either employee is on work time.

2. "Work time" is defined as all time on the job other than before and after work, at meal periods, and during break times.

D. CONFIDENTIALITY AND SECURITY OF PRESBYTERY RECORDS

1. It is the policy of Homestead Presbytery that employees are required to protect organizational records entrusted to them or accessible to them against unauthorized access, loss, or destruction. These records include all written and/or computerized information produced by or for Homestead Presbytery.

2. Employees may be assigned records or computer accounts identified by their personal names; however, the documents and information produced or stored in these and all records and accounts remain the property of Homestead Presbytery.

E. SOCIAL MEDIA POLICY

As an ever-increasing number of people use and prefer digital communication over other forms, it is essential that the church be present in this mission field. Social networking sites, on-the-spot communication devices and email can enhance communication, faith sharing and deepen relationships.

The following practices and guidelines apply principles of healthy boundaries and safe church to the virtual world of digital networking and communication. They are intended to raise awareness of issues and open doors of conversations while being mindful that our calling is to meet children and youth where they are; model healthy boundaries; and love and care for them safely. Adults engaged in ministry to youth and children should consider their relationship with the youth or child when interacting with them using digital media, and should conduct themselves in a manner that would be acceptable on church grounds.

We will seek to protect the privacy and identity of all minors in our use of social media. All church leaders and adult leaders in youth and children's ministry should closely monitor the privacy settings of any posted youth images to ensure that they are not accessible to individuals who do not have permission to view them.

1. Those who work with children/youth must have permission from a minor's parent or guardian before contacting the minor via social media or before posting pictures, video, and other information that may identify that minor.
2. We strongly encourage the respect and dignity of every person depicted in an image. Only pictures depicting youth in an appropriate light should be posted. "Appropriate" pictures may include goofy pictures that the youth's parents are comfortable being posted. If a picture would make the youth feel self-conscious, vulnerable, or would subject the youth to ridicule, the picture should not be posted.
3. When checking in with any location tagging social media, only check in yourself. Never check in minors. Be sensitive to tagging or revealing other participants' locations.
4. Social media postings should not disclose sensitive or confidential information, unless the person that the information concerns has given written consent to share such information. This might include medical information or other personal matters.
5. Parents must have access to everything provided to their children. For example, parents should be made aware of how social media are being used, be told how to access the sites, and be given the opportunity to be copied on all material sent to their children via social networking (including text messages). While parents should be provided with the same material as their children, it does not have to be via the same technology (that is, if children receive a reminder via Twitter, parents can receive it in a printed form or by an e-mail list).
6. Child/youth teachers and leaders (paid and/or volunteer) are encouraged to save copies of conversations whenever possible, especially those that concern the personal sharing of a teen or young adult.
7. If a child or youth reveals abuse or inappropriate interactions with an adult, the person must report this information in the manner of any "suspected abuse."

SOCIAL NETWORKING CODE OF CONDUCT

The Presbytery Social Networking Code of Conduct:

1. Prohibits comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
2. Prohibits sexually oriented conversations or discussions about sexual activities.
3. Prohibits private messages between volunteers and children or youth. If a minor sends a private text to a volunteer, the volunteer must respond with a copy to either the parent or a Presbytery staff member.
4. Prohibits posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
5. Provides children, youth, and their parents with this Social Networking Code of Conduct.
6. Encourages parents to play a role in monitoring their children's and youth interactions

CONNECTING ON SOCIAL NETWORKING SITES

At times youth may wish to establish social media connections with church leaders and adult volunteers engaged in ministry with them. Adults who are willing to participate in these relationships should use the following guidelines when establishing these connections:

1. Adults should not submit 'friend' requests to children or youth. Minors may feel like they are not able to decline such requests due to the disparity of power between them and adults. Exceptions to this rule should only be made in situations when the adult's privacy settings make it difficult or impossible for the youth to find the adult's page on the site. In these circumstances, it is acceptable for an adult to request a youth as a friend, if the youth has requested that they do so.
2. Due to the greater potential for misinterpretation, inappropriate discussions, and inadvertent exposure of youth to inappropriate content; personal pages should be maintained appropriately. Church leaders and adult volunteers should avoid relationships with children/youth via Social Networking sites, unless an actual relationship (ministry, family friendship, etc.) already exists between them.
3. All church leaders and adult volunteers engaged in ministry with children and youth are strongly encouraged to set strict privacy settings on any personal social networking profile, making every effort to prevent youth and children from being introduced to objectionable content. Privacy settings on personal pages and information should be thoroughly scrutinized on a regular basis to prevent this information from being available to minors. In the event that a church leader or adult volunteer does not feel that they can set the proper privacy settings and/or regularly check their personal pages (2-3 times per day) for inappropriate material that might have been posted by others, they are asked to completely restrict child/youth access to their pages.
4. For the sake of their own privacy and the well-being of the child/youth participants, leaders and volunteers should not add or invite children or youth to any groups, events, pages, chat rooms, etc. that are not solely dedicated to activities directly related to the children or youth ministries or ministry activities.
5. All communication sent digitally (email, social networking sites, notes or posts, etc.) may be shared or reposted to others. Adults should be mindful that comments sent to a youth may be shared by that youth in a number of ways and that misinterpretation of those comments may occur.
6. 'One on one' video, photo or chat room based interaction is generally not appropriate between adults and minors. Such communications should only be engaged in where no face-to-face communication is possible, such as where the youth is away for the summer in a foreign country but regularly communicates with the adult in person.
7. When the content of received communications raises concerns or questions, it should be shared with a Presbytery staff member to determine if additional action is needed.
8. Phone conversations and face-to-face meetings are the preferred mode of communication, when responding to emotionally driven communication or pastoral emergencies, and should be used when possible to provide the appropriate level of

F. SEXUAL MISCONDUCT POLICY FOR HOMESTEAD PRESBYTERY

[*resolve with COMMOps*]

Policy Statement

It is the policy of Homestead Presbytery that all church members, persons in ordered ministries (hereinafter referred to as POM), non-member employees, and volunteers of the Presbytery are to maintain the integrity of the ministry, employment, and professional relationships at all times. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and also of the ministry, pastoral, employment, and professional relationships. It is never permissible or acceptable for a Presbytery officer, employee, elected representative, contracted person or volunteer to engage in sexual misconduct.

This policy and its procedures shall be made available to all persons involved in the life of the Presbytery, to those who accuse others of misconduct, and to those who are or claim to be victims of sexual misconduct and their families. It is intended as guidance and policy for the Presbytery. All congregations must adopt a similar policy.

Standards of Conduct

... As [God] who called you is holy,
be holy yourselves in all your conduct;
... Tend the flock of God that is in your charge, ...
not under compulsion but willingly, ...
not for sordid gain but eagerly. ...
not lord it over those in your charge,
but be examples to the flock.
... You know that we who teach will be judged with greater strictness.

1 Pet. 1:15; 5:2–3; Jas. 3:1, NRSV

The ethical conduct of all who minister in the name of Jesus Christ is of vital importance to the church because through these representatives an understanding of God and the gospel's good news is conveyed. "Their manner of life should be a demonstration of the Christian gospel in the church and in the world" (*Book of Order*, G-2.0104).

The basic principles of conduct guiding this policy are as follows:

1. Sexual misconduct is a violation of the role of all who are called upon to exercise integrity, sensitivity, and caring in a trust relationship.
2. Sexual misconduct is a misuse of authority and power that breaches Christian ethical principle by misusing a trust relationship to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner. It is the responsibility of all persons to maintain the appropriate roles, boundaries and relationships.
3. Sexual misconduct takes advantage of the vulnerability of persons who are less powerful to act for their own welfare, including children. It is antithetical to the gospel call to work as God's servant in the struggle to bring wholeness to a broken world and violates the mandate to protect the vulnerable from harm.

Definitions

Sexual Misconduct is the comprehensive term used in this policy to include:

Child sexual abuse; including, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not it is consented to by the child. In the Presbyterian Church (U.S.A.), the sexual abuse definition of a child is anyone under age eighteen.

Sexual abuse as defined in the *Book of Order*; “Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position” (*Book of Order*, D-10.0401c).

Sexual harassment; defined for this policy is as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or their continued status in an institution;
- b. submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, or offensive working environment; or
- d. an individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit men, women, or children.

Rape or sexual contact by force, threat, or intimidation.

Sexual conduct (such as offensive, obsessive or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another.

Sexual Malfeasance; as defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship.

Misuse of technology; use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.

Church Response to Allegations of Sexual Misconduct

Principles

In responding to allegations of sexual misconduct, Presbytery officer, employee, elected representative, contracted person or volunteer members, shall seek healing and assure the protection of all persons. Where possible, the privacy of persons should be respected and confidentiality of communications should be maintained.

In responding to allegations of sexual misconduct, Presbytery officer, employee, elected representative, contracted person or volunteer of the Presbytery should seek to uphold the dignity of all persons involved, including persons who are alleging harm, persons who are accused of sexual misconduct, and the families and communities of each.

The Presbytery has jurisdiction over its members, officers, employees, elected representatives, contracted persons and volunteers such that if any of these is alleged to have committed an offense against Scripture or the PC(U.S.A.) Constitution, the church has the duty to inquire into the allegations and, if the allegations are proven, to correct the behavior of the member, officer, or employee and ensure the safety of others in the community. Allegations of sexual misconduct are always considered allegations of offense against Scripture or the PC(U.S.A.) Constitution that trigger the disciplinary processes of the PC(U.S.A.) set forth in the *Book of Order*. In the case of an active non-member who is employed or volunteers with the church, the individual will be covered by the procedures of the written personnel policies of the council or entity.

If the person accused of sexual misconduct is no longer a member, officer, or employee of the Presbytery, but the conduct occurred while the person was acting on behalf of the Presbytery, the church does not have jurisdiction to correct the behavior, but it does have a duty to hear the allegations of offense and to take measures to prevent future occurrences of harm. The appropriate council may appoint an administrative committee or commission to hear the allegations of sexual misconduct. The Presbytery will take measures to reduce the risk of harm through education and policy.

Reporting Requirements

Reports of allegations of sexual misconduct will occur in a variety of ways. Because a council or entity cannot control to whom the victim of sexual misconduct will speak first, it is important that officers, employees, and persons highly visible to church members and visitors understand how reports of incidents are channeled to the proper person. The allegations may come from persons who have or who do not have a formal relationship with the PC(U.S.A.) and may be made to a variety of officers or leaders within the PC(U.S.A.). It is the duty of these officers to see that any allegation of sexual misconduct is reported appropriately keeping in mind the mandatory reporting requirements for allegations of child abuse.

Reports of allegations of sexual misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the victim, the accused and the church. Reports of allegations should be dealt with as matters of highest confidentiality, both before and after they have been submitted to appropriate authorities as outlined below.

The first person to learn of an incident of sexual misconduct should not undertake an inquiry alone or question either the victim or the accused unless the incident is divulged in the process of pastoral care, counseling, or a therapy session. If the victim is hesitant to talk to “higher authorities,” the person who has received the initial report has a special pastoral responsibility to build trust and willingness to speak with the accuser, lest the church be unable to respond

because no one is able to give firsthand information.

The person making the report of alleged sexual misconduct may be the person alleging harm or any member of PC(U.S.A.). The person receiving the initial report of allegations of sexual misconduct shall analyze the relationship of the person accused of sexual misconduct with the PC (USA) and shall make sure that the allegations of offense are filed with the counsel having jurisdiction over the person accused.

If the report is made orally, the person receiving the report of allegations should request that the person making the report of allegations place it in writing. A report of allegations of sexual misconduct in writing from a member of the PC(U.S.A.) alleging another member or officer of the Presbytery committed an offense must be acted on according to the Rules of Discipline of the *Book of Order*. If a clerk or stated clerk receives a report of allegations in writing from a nonmember of the PC(U.S.A.) alleging another member or officer of the PC(U.S.A.) committed sexual misconduct, the report also should be acted on according to the Rules of Discipline of the *Book of Order*. If the person who makes the report is unwilling or unable to place it in writing, any member of the PC(U.S.A.) may make the written statement that will automatically trigger the Rules of Discipline of the *Book of Order*.

In addition, if the person accused of sexual misconduct is a member, officer, employee or volunteer of the Presbytery, a report shall also be made to the Presbytery Stated Clerk or Presbytery Executive.

Mandatory Reporting of Child Abuse

Any member of this church engaged in ordered ministry and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained out of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse. (G-4.0302) These provisions of the *Book of Order* attempt to balance conflicting moral duties for persons in ordered ministry of the Presbytery.

Responding

The appropriate Presbytery response will vary according to the relationship of the Presbytery with the person who is accused of sexual misconduct. Church members and persons in ordered ministries are subject to inquiry and discipline (censure and correction) under the *Book of Order*. Non-church member employees and volunteers are subject to oversight and correction by the Presbytery.

When an allegation of offense of sexual misconduct has been received by the Stated Clerk of the Presbytery or Presbytery Executive, the clerk or executive will report to the Personnel Services Committee that an offense has been alleged.

Councils and entities must cooperate with civil authorities in an investigation of child sexual abuse or other criminal sexual misconduct. Church disciplinary proceedings cannot interfere with a criminal investigation by civil authorities and may have to be suspended until these are completed.

When the Presbytery receives an accusation of offense of sexual misconduct against a nonmember employee or volunteer, the procedural response of the Presbytery will be guided by the written personnel policies of the Presbytery.

In all cases, the personnel committee shall prepare a written report, which shall be included in the accuser's permanent personnel file. The accused shall be allowed to attach any written statements to said documents, also for permanent inclusion in the permanent file.

All procedures shall follow the guidelines set forth by the Presbytery.

G. POLICY FOR CLOSING A CHURCH

1. The primary task and responsibility of the presbytery is to encourage the growth, nurture, and vitality of its congregations. The energies and resources of the presbytery are directed to this end.
2. The presbytery is also charged with the responsibility of protecting the assets of the congregations within its bounds for the extension and outreach of the mission of Jesus Christ. Therefore, when a congregation and/or the presbytery determines that it can no longer continue in ministry and mission it is the responsibility of the presbytery to assist the congregation to move to its closing.
3. Presbytery has the responsibility for the following:
 - a. Membership: To provide for letters of transfer of the members to the Christian communities of their choice, or to continue for a period of two years their membership on the at-large roll of the Presbytery.
 - b. Records: To see that all records of the church are transferred to the presbytery where they will be maintained in the presbytery archives or transferred by the presbytery to the Department of History in Philadelphia, PA.
 - c. Property and continuing financial responsibilities: The property of the congregation is held by the congregation for use of the congregation, and also held in trust for the whole Presbyterian Church (U.S.A.). At the time discussions begin about closure the presbytery is immediately involved to ensure a faithful and adequate disposition of all its property. In particular:
 - (1) The assets of a congregation can continue to assist in the mission and outreach of the whole church.
 - (2) To provide for the disposition of the building, other assets and all real property.
 - (3) To insure that the building is used appropriately so that the original intention of the building is not desecrated or becomes an eyesore or other liability and hazard to the community.
 - (4) Where possible, to return the property to the tax rolls.
 - (5) Provide for the final year payment of the per capita apportionment.
 - d. Procedures
 - (1) Normally, request to close the church will come from the congregation. This request should be the outcome of a vote, taken by ballot, at a special meeting called by the session for this purpose. The report of this action shall be transmitted by the clerk of the session to the stated clerk of the presbytery.
 - (2) Upon receipt of this information, the stated clerk shall consult with the executive presbyter, the chairperson of the commission on ministry, and the moderator of the session, concerning the appropriateness of the request. If the request is found to

be in order, this group shall propose a list of nominees to the presbytery for election to an administrative commission named for the purpose of responding to the request. Ordinarily, at least one member of the commission will be an elder from the congregation making the request.

(3) The administrative commission will be charged with the responsibilities described in section II.G.3.a., b. and c. above. The administrative commission will also arrange a final worship service to be held by the presbytery to celebrate the life of the congregation, to provide for its members to rededicate their lives to continuing service to Jesus Christ, and to declare the church closed.

H. DISTRIBUTION OF ASSETS OF CLOSED CONGREGATION

1. Introduction

Homestead Presbytery is committed to helping congregations remain vital and to avoid having to close churches. The decision to close a church will be made by presbytery commissioners only after all reasonable efforts to continue it as a faithful and sustainable entity have been exhausted.

Congregations, in turn, must stay alert to the fact that decisions regarding their life and future frequently need to be made long before the depletion of congregational life and resources mandates the church's closing. The congregations themselves bear the primary responsibility for these decisions.

When faced with the unavoidable dissolution of a congregation, this policy statement will guide the presbytery and its congregations, committees, and officers in these matters.

2. Specific Policies and Approaches

a. The following are among the concerns and responsibilities which the presbytery is committed to addressing and which are further described in this section:

(1) Preparation and instruction of the administrative commission appointed by the presbytery to carry out the closing.

(2) Care of the members of the closed congregation, both during the process of closing and as long into the future as pastoral care may reasonably be needed, normally up to one year.

(3) Provision, where applicable, for the orderly transition and maintenance of the closed congregation's social ministry in the community.

(4) Use of the remaining physical and financial assets in such ways that the life of continuing congregations may be nourished and new congregations may be developed to carry on the work of the "saints that went before them." This shall be accomplished through the maintenance and administration of (A) the emergency and capital repair account and (B) the congregational development and redevelopment account.

b. In order to address these concerns, the assets of a closed congregation, including the receipts from the sale of its property, shall be deposited into the accounts of the presbytery, according to the provisions spelled out herein.

3. Administrative Commission

a. Each commission shall be carefully chosen by the moderator of the presbytery council and the stated clerk and shall be trained and resourced by the presbytery staff. The commission shall function with a sense of caring for the people involved and in keeping with the policies adopted by the presbytery which pertain to the assigned task.

b. The commission shall give preference to the wishes of the congregation in the disposal of such items as moveable property, memorials, gifts, and funds previously dedicated for specific purposes by the congregation or the donor(s). All other tangible assets of the closed congregation, including real estate, current bank accounts, general endowment and building funds -- if any -- which remain after the above distributions shall be transferred to the Homestead Presbytery for use and distribution under the following policies and guidelines.

c. Whenever it is deemed possible and prudent, within the mission and ministry directives of the presbytery, to continue a Presbyterian witness within the community or area of a closing congregation, the priority use of the assets of a closed Presbyterian church shall be for re-establishing such witness through a new church development. In all other instances the assets of the closed church shall be used for the following priorities:

4. Continuing Care of Members

a. The *Book of Order* assigns to the presbytery responsibility for addressing the pastoral needs of the individual members of closed congregations. When possible, they will be encouraged to affiliate with a congregation where their relationship to Christ and church may continue and their pastoral needs be met. Under most circumstances, personal contact shall be maintained by an agent of the presbytery for a period of up to one year following the dissolution of the congregation.

b. In individual cases where re-affiliation may not be possible, the presbytery shall seek over a reasonable period of time to keep pastoral contact with such persons, inquiring into their physical and spiritual needs, and providing pastoral care and assistance as may be possible.

c. In order to assist in this continuing effort, the presbytery shall establish and administer a continuing pastoral care account. This account shall be used as needed to support the costs of the care program. Up to \$20,000 shall be kept in the pastoral care account. It shall be capitalized initially by monies obtained from the sale or transfer of former church properties, and replenished as may be required from monies derived from future such sales.

d. Administration of the pastoral care account and the related program shall be lodged with the commission on ministry.

(1) When an administrative commission is convened, a minister shall be engaged, if needed, on a part-time basis to assist the commission in its work with the closing congregation especially with regard to pastoral care for shut-ins and individuals grieving over the loss of their church. The minister shall be a person with pastoral skills and previous experience in the ministry (perhaps a retired pastor).

(2) The minister shall work with the closed congregation for up to one year after its closing in order to provide pastoral care during the transition period to members of the closing church, making contact with all members and assisting them in relocating.

(3) The minister shall make an assessment of ongoing needs and develop a plan for addressing these needs following the closing of the church, the dismissal of the commission and for a specified time thereafter. The administrative commission shall report this plan to COM.

(4) The executive presbyter shall supervise this minister's work. The minister shall prepare and present an evaluation to COM at the end of six months and one year.

(5) A report of all disbursements from this account shall be made to COM and the presbytery council on a regular basis.

5. Continuation and Support of Social Ministries

a. In instances where closing a particular church may mean the depletion or abandonment of a specific significant social ministry that had been provided in the community by the congregation, an effort shall be made to provide for the continuation of that particular

ministry under other auspices (not necessarily Presbyterian). One of the tasks of the administrative commission shall be to ascertain whether or not such a situation exists and to report to the presbytery regarding this matter.

b. Prior to making its recommendations to presbytery regarding this matter, the administrative commission shall consult with and seek the concurrence of other units of the presbytery where appropriate. Proposals for addressing the situation shall reflect the guidelines and mission priorities of Homestead Presbytery and the Presbyterian Church (USA) and shall be consistent with the criteria and guidelines listed below.

c. To assist in this effort, the presbytery shall establish and administer a continuing support of social ministries account. Up to \$10,000 shall be kept in this account. It shall be capitalized initially by monies obtained from the sale or transfer of former church properties, and replenished as may be required from monies derived from future such sales.

d. Administration of the support of social ministries account shall be lodged with the business and finance committee of presbytery council. These guidelines shall include the following provisions:

(1) The social ministry to be assisted shall have been a mission project of the congregation, not merely an income-producing tenant. The congregation must have substantially supported the project for at least two years prior to its closing.

(2) The administrative commission shall assess the community's need for the continuation of this social ministry and the viability of the program. Ordinarily, financial support will be given only to those projects or programs that minister directly to the people of the immediate geographic community of which the closed church was a part.

(3) The administrative commission shall specifically identify those leaders who will be responsible for the continuation of this social ministry.

(4) Money from the account shall be used to help in a period of transition, not for the indefinite continuation or support of the ministry. Allocations may be made as a onetime grant or distributed over a period not to exceed five years after the date of closing. The time period and the amount of the maximum grant award shall be specified in the report of the administrative commission. Up to \$10,000 shall be available for allocation to the continuation of the social ministry(ies) of any closing congregation.

(5) In cases where the allocation is distributed over a period of years, an annual audit and evaluation shall be conducted by the business and finance committee of presbytery council. If the viability of the program or the community's need for it shall have changed, the business and finance committee may reduce or terminate the funding.

(6) A report of all disbursements from this account shall be made to the presbytery council and shall be reported to the presbytery assembly on a regular basis.

6. Emergency and Capital Repair Account

a. To assist in the effort, the presbytery shall establish and administer an emergency and capital repair account which will initially be funded by monies obtained from the sale or transfer of former church properties and will be replenished as may be required from monies derived from future such sales. It is intended to be only one of several possible sources (along with others such as the congregation's own resources and denominational and commercial loans) which the congregation might have available for repair purposes.

b. The emergency and capital repair account will maintain up to \$40,000 for allocation to particular congregations in keeping with established guidelines and is administered by the business and finance committee of the presbytery council. Business and finance shall review requests made by the churches for allocations from this account. The following guidelines have been adopted for carrying out this task:

(1) All congregations of Homestead Presbytery shall be eligible for

consideration in this program.

(2) Loans shall be made according to need and merit. Decisions shall be based upon: the availability of funds, the perceived need as shown by information submitted by the requesting congregation and, where and when possible, by information from on-site visits by property/building consultants; and information about the congregation's plans for the future and its participation in the life of the larger church.

(3) Money shall normally be allocated on a matched fund basis, with presbytery matching the funds provided by the congregation. When necessary, a congregation may be credited for work-in-kind in order to allow a project to proceed.

c. A report of all disbursements from this account shall be made to the business and finance committee and to the presbytery assembly on a regular basis.

7. Congregational Development and Redevelopment Account

a. Redevelopment of existing congregations and the establishment of new ones are crucial to the future of Presbyterian life. Critical to that effort is the availability of significant resources, some of which must and should come from the residual assets of former congregations. In this way, the life and faithfulness of congregations now closed will be honored and continued to the glory of God.

b. To this end, presbytery has established the congregational development and redevelopment account. Presbytery council shall share responsibility for administering this account.

c. On the basis of its policies of evaluation and review and those which will be developed by those responsible and adopted by presbytery, the congregational development committee shall make recommendations for the distribution of these funds to the business and finance committee. Business and finance's recommendation shall then be made and reported to presbytery through presbytery council.

(1) In light of the need to preserve the capital assets of presbytery, this account will be used for capital investments and not programmatic expenditures.

(2) The proceeds of this account will be used for the capital aspects of new church development (e.g., land acquisition, building construction, etc.) and the capital aspects of redevelopment (e.g., building improvement, renovation etc.). The congregational development committee shall consider, as a priority, support for churches of the presbytery called upon to minister to people from the church which is being closed.

(3) All awards shall be recorded as direct grants.

(4) A report of all disbursements from this account shall be made to presbytery on a regular basis.

8. Priority of Distribution of Assets

a. When a congregation is dissolved and when a church property is sold, all financial or legal obligations of the closed congregation, including salaries, contracts, unpaid loans or any other unmet financial commitments, shall be paid. After the payment of those obligations, the distribution of the remaining assets, if any, of a closed congregation shall be in the following order of priority:

(1) The distribution of such items as movable property, memorial gifts and funds previously dedicated for specific purposes, shall be made as directed by the administrative commission.

(2) The maintenance of the pastoral care account, with a balance of up to \$20,000. A maximum allocation of \$20,000 may be made to provide care for the members of any single congregation.

(3) The maintenance of the support of social ministries account, with a balance of up to \$10,000. A maximum allocation of \$10,000 may be made to maintain

the social ministry(ies) of any single congregation.

(4) The maintenance of the emergency and capital repair account, with a balance of up to \$40,000.

(5) All remaining assets, if any, will be distributed to the congregational development and redevelopment account.

(6) Until all the accounts are fully funded the following percentages will be applied to the assets received from the sale of closed church property:

28% Pastoral Care Account

14% Support Social Ministries Account

57% Emergency & Capital Repair Account

All of these accounts will remain as part of Homestead Presbytery funds.

III. COMMITTEES/COMMISSIONS AND PRESBYTERY UNITS

A. COMMISSION ON MINISTRY

The Homestead Presbytery Bylaws define the role and authority of the Commission on Ministry (COM). **[*Bylaws were changed to reduce committee membership to 15. COMMops still says 18. The content of COMMops section 1.2 duplicates the bylaws. Should it just refer to the bylaws?]** The COM Manual of Operations documents the specific functions and responsibilities of the committee. The following sections of the Manual of Operations establish presbytery policy on various matters and any changes to these sections require presbytery approval.

1.2 The Commission on Ministry (COM)*

1.3 Staffing*

1.4a Meeting Schedule*

2.1 Validated Ministry [G-2.0503a] *

2.2 Member-at-Large*

2.3 Honorably Retired*

2.4 Parish Associates*

2.5a Conduct Annual Visits*

2.5b Examine for Membership or Employment*

2.5c Conduct Reference Checks*

2.5d Minister Files*

2.5e Implement Affirmative Action/Equal Employment Opportunity*

2.5f Dismiss Ministers of Word and Sacrament to Another Presbytery*

2.5g Grant Permission to Labor In or Out of Bounds*

2.5h Receive Clergy from Other Denominations*

2.5i Temporarily Enroll a Minister of Another Christian Church*

2.5j Provide Oversight/Ecclesiastical Services for Honorably Retired Pastors*

2.6a Code of Ethics*

2.6b Sexual Misconduct Prevention*

2.6c Boundary Training (Misconduct Prevention Training)*

2.6d Fiduciary Accountability*

2.6e Separation Ethics*

2.6f Personal Integrity*

Appendix 2H: Ethical Conduct Policy*

Appendix 2I: Sexual Misconduct Prevention Policy*

3.3 Session Records Review*

3.6 Mission Studies*

4.1 Principles*

4.2 Types & Process for Dissolution of Pastoral Relationships*

4.2a Request for Dissolution (Resignation) *

- 4.2b Request for Dissolution (Medical Disability)*
- 4.2c Negotiated Termination*
- 4.2d Dissolution for Cause*
- 4.2e Death in Service*
- 4.3 Severance / Termination Agreements*
- 4.3a Negotiated Settlement/Severance Agreement Considerations*
- 4.4 When Pastoral Staffing is Increased, Decreased, or Changed*
- 4.4a Increasing Pastoral Time*
- 4.4b Establishing Pastoral Positions*
- 4.4c Reducing Pastoral Time*
- 4.4d Eliminating Pastoral Positions*
- 4.5 When a Pastor Retires*
- 4.5a Honorably Retired Status*
- 4.5b Pastor Emeritus, Emerita*
- 4.6 Exit Interview*
- 4.7 Separation Ethics*

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

- 5.1 Temporary Pastoral Relationships [G-2.0504b]*
- 5.1a Interim Pastor, Interim Associate Pastor*
- 5.2b Designated Pastor, Associate Pastor, Co-Pastor*
- 5.2c Stated Supply Pastor*
- 5.2d Commissioned Pastor*
- 5.2e Organizing Pastor*
- 5.2f Pulpit Supply*

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

Appendix 6H: Affirmative Action and Equal Employment Opportunity Standards*

Appendix 6K: Ordination/Installation and the Administrative Commission*

- 7.2 Work Week*
- 7.3 Pastoral Compensation*
- 7.3a Minimum Terms of Call for Ministers of the Word and Sacrament*
- 7.3b Social Security*
- 7.3c Housing Allowance*
- 7.3d Annual Compensation Review*
- 7.3e Board of Pension Enrollment*
- 7.3f Accountable Reimbursement of Pastor's Church Expenses*
- 7.4a Continuing Education*
- 7.4b Clergy Renewal Leave*
- 7.5a Vacation*
- 7.5b Holidays*
- 7.5c Sick Leave*
- 7.5d Parental Leave*
- 7.5e Family Emergency Leave*
- 7.5f Bereavement Leave*
- 7.5g Long-Term Leave*
- 7.6 Honoraria*
- 7.6a Moderating Meetings*
- 7.6b Pulpit Supply*
- Appendix 7A: Manse Use Policy*.
- 8.1 Candidate Indebtedness Policy*
- 8.2 Ministry Support Fund*

- 8.3 Personal Financial Assistance Fund*
- 8.4 Emergency Shared Assistance Grants*
- 8.5 Assistance Program*
- 8.6 Shared Grant for Excess Medical Expenses*
- 9.2 Specific Responsibilities*
- 9.3 Minimum Compensation for Certified Christian Educators*
- 10.2 Certification Process*
- 10.3 Process for being Commissioned to Limited Pastoral Service*
- 10.4 Relationship with the Local Congregation*
- 10.5 Minimum Salary Requirements for Commissioned Pastors*

B. COMMITTEE ON PREPARATION FOR MINISTRY [* CPM guide in progress but not yet available *]

1. Delegation of Duties: To facilitate presbytery's oversight of inquirers and candidates, presbytery delegates its authority to declare a candidate ready to seek a call to the committee on preparation for ministry. Any such action carried out as a result of this delegated authority shall be reported to the presbytery at its next regular meeting. [G-3.0307]
2. Support of Candidate Indebtedness
 - a. Require an inquirer to meet with the board of pensions regional representative or the Presbyterian Foundation representative during the inquiry year, in order to assess net worth, and to make a plan for financing the cost of seminary; or
 - b. Require the inquirer, during the inquiry year, to participate in a "Fiscal Fitness" workshop being sponsored by the Board of Pensions of the PC(USA), with presbytery paying for travel and accommodations costs of that workshop from the candidates' loan fund;
 - c. The presbytery will share the cost, with the synod, of attending a career and counseling center for career guidance in pursuit of ordination in the PC(USA).
 - d. A designee of the Homestead Presbytery's CPM will counsel with an inquirer regarding the inquirer's level of indebtedness in relation to prospective salary that can be expected based on the current median income for the denomination reported by the board of pensions, and based on the minimum effective salary established by the presbytery.
 - e. CPM will work with each inquirer and candidate toward using his or her available assets to pay for the cost of seminary tuition and room and board rather than incurring indebtedness. If indebtedness cannot be avoided, the CPM will monitor, with the inquirer or candidate, the level at which this increases as well as the assets that may be made liquid to assist with seminary debt repayment.
 - f. CPM will be an advocate with the congregation of which the candidate is a member, and with other congregations of the presbytery as appropriate, in order to generate financial support for the candidate in the form of grants.
3. Commissioned Lay Pastor Program (Ruling Elder Commissioned to Particular Service)
 - a. The commissioned lay pastor is an elder of the Presbyterian Church (USA), who is granted a local commission by Homestead Presbytery to lead worship and preach the gospel, watch over people, and provide for their nurture and service. The purpose of this program is to prepare candidates to serve as CLP in congregations within the bounds of presbytery and to enhance the abilities and opportunities for capable and dedicated Presbyterians for increased service to God. The oversight of this program will be with CPM. Terms are up to three years as approved by the presbytery and without a limit to the number of terms.

b. General Information

(1) Preparation for commissioning as a lay pastor shall be determined by CPM, taking into account the training, experience, and education of the candidate and the needs of a congregation. It shall be the responsibility of CPM to determine whether the candidate is ready for commissioning. Commissioning, which is completed by presbytery, will require a written job description and compensation arrangement which COM will have approved prior to the appropriate stated meeting of Homestead Presbytery.

c. Requirements for the CLP candidate to enter the program are:

(1) Must be an elder. Post-secondary education is highly desirable.
(2) Must have a written endorsement from the session of the individual's church in which the session has provided information on the following topics: Christian commitment and sense of mission, involvement in church life, ability to get along with people, leadership style, and work ethic.

(3) Must have a written endorsement from the pastor concerning the elder's Christian commitment and sense of mission, involvement in church life, ability to get along with people, leadership style, and work ethic.

(4) Must prepare a letter to CPM with address, phone number, e-mail, occupation, formal education, church affiliation, and answers to the following questions:

- a) Why are you interested in this program?
- b) What does it mean to you to be a Presbyterian?
- c) What are your spiritual practices and disciplines?
- d) What has happened in your life to bring you to this program?

d. The applicant will meet with CPM for a personal interview. A CLP trainee may request a particular pastor to be his/her mentor throughout the training period, but CPM will vote both on the applicant's entrance into the program and the appointment of the mentor.

e. Role of the Mentor

(1) Much of the success of this program depends upon the relationship between the CLP trainee and an ordained minister of the word and sacrament (PC (USA)) who serves as mentor to the candidate. The mentor has a very special responsibility in the fulfillment of the candidate's preparation. Each student admitted into the CLP program is required to have a mentor. There are three significant ways in which everyone needs support:

- a) Comfort - we all need someone to give us comfort.
- b) Clarity - we all need someone to help us clarify issues and dynamics.
- c) Confrontation - we all need someone to confront us with our own behaviors and responsibilities.

(2) Each mentor must take seriously the role of comforting, clarifying and confronting the students with whom they work.

f. Compensation for the commissioned lay pastor will be determined in consultation with the session of the church and COM.

CLP Mentor's Annual Report

Mentor's Name_____ **Candidate's Name:** _____

Use the back if you need more room...

- I. Time planned: (how often are you meeting? For how many hours?)
- II. What class texts and supplemental readings have you discussed?
- III. Skills preparations: (What other experiences are being planned for practicing?)
- IV. Accountability: (What methods are you using to check the candidate's work?)
- V. Recommendations: (Is the candidate ready to move to the next step--second year, third year, or completion of program?)

Mentor’s Final Endorsement for Commissioning

Candidate’s Name: _____

Use the back if you need more room...

I. Is the candidate ready to be commissioned by presbytery? If no, please explain.

II. Do you have any recommendations about the commissioning?

III. Will you participate in the commissioning ceremony with your candidate?

Your signature_____Date_____

C. COUNCIL

1. The responsibility for establishing criteria for setting priorities in the mission purpose of Homestead Presbytery and its mission programs shall rest with the council. That body may delegate this responsibility to a committee or a task group for bringing recommendations to the council. Mission programs are validated in light of these priorities.

D. BUSINESS AND FINANCE [* B&F guide not available yet *]

1. Fiscal Accountability Policies
 - a. Income, Expenditures, Controls
 - (1) Homestead Presbytery shall have a unified budget that shall be called the presbytery budget (hereinafter PB). This budget shall describe its anticipated income and its expenses according to classification dictated by the organizational structure of Homestead Presbytery.
 - (2) The PB is funded from the following sources:
 - a) Per capita apportionment established annually by Homestead Presbytery upon recommendation by the business & finance committee and approved by Homestead Presbytery. The purpose of the apportionment is to support the essential ecclesiastical functions of Homestead Presbytery. These include the offices of the executive presbyter, stated clerk, treasurer, Homestead Presbytery meetings, and operating expenses of all units.
 - b) Income from unrestricted invested funds.
 - c) Income from designated gifts and bequests.
 - d) Mission pledges made by sessions of congregations and received directly through the mission treasury service of Homestead Presbytery.
 - e) Comprehensive Homestead Presbytery staff support and comprehensive Homestead Presbytery mission support grants and other grants from the synod that are negotiated annually.
 - f) Income from invested reserve funds that is restricted as investments and/or use.
 - g) Interest on savings.
 - h) Special offerings such as the disaster fund, peacemaking, etc.
 - i) Income from miscellaneous sources.
 - b. Balances available from the Presbytery Budget at the end of the year shall not be carried forward except where Budget and Finance has an agreement with a committee or agency for a particular purpose or program which carries over from one fiscal year to another.
 - c. All restricted funds and trusts shall be administered strictly in accordance with the stipulation and the provisions of the trust.
 - d. All funds designated by the General Assembly and/or the synod or its agencies for programs within Homestead Presbytery shall be transmitted to Homestead Presbytery and in turn disbursed to the designated mission program of Homestead Presbytery.
 - e. All funds designated by individuals, congregations, or church organizations and agencies for mission programs and projects within Homestead Presbytery shall be transmitted to Homestead Presbytery and in turn to the designated mission programs/projects of Homestead Presbytery.
 - f. The PB shall be expended in accordance with the budget adopted by Homestead Presbytery. B & F shall have authority, upon recommendation of Homestead

Presbytery, to adjust the budget as necessary during the year in consultation with committees and/or persons involved in any of the proposed adjustments.

g. B & F shall have authority to establish control accounts for non-budgeted funds received with expenditures to be authorized according to written agreements up to the limit of the income received.

h. All funds for Homestead Presbytery purposes shall be received and expended by the treasurer of Homestead Presbytery under the authority of council. No committee or persons shall hold funds or establish bank accounts for Homestead Presbytery purposes with the exception of the executive presbyter. [The Hispanic/Latino Commission excepted]. B & F will review the purposes of such accounts annually.

i. When Homestead Presbytery participates in the financial support of any agency, the agency shall provide Homestead Presbytery with an audit report annually.

j. Any authorized individual handling funds or other assets of Homestead Presbytery shall be bonded at the expense of Homestead Presbytery in amounts to be determined by B & F.

k. All funds received from special offerings and/or contributions shall be expended in accordance with the intent of the donor and subject to guidelines established for the expenditure of such funds.

2. Budgetmaking

a. Each committee or agency participating in the PB shall be responsible for submitting a request to Homestead Presbytery through B & F.

b. B & F, through hearings, reviews, and adjustments, shall make the budget recommendations to Homestead Presbytery that reflect the priorities as stated in the goals and objectives and the mission statement as approved by Homestead Presbytery.

c. B & F may designate a portion of the PB for contingency purposes to cover emerging needs and issues an amount to be held in reserve, an amount not to exceed 10 percent of the budget.

d. B & F shall be responsible for establishing guidelines for the receipt and expenditure of special offerings.

3. Budget Administration

a. Checkwriting procedure shall be developed and administered by B & F.

b. Budget changes and adjustments

(1) No committee or agency and no Homestead Presbytery-controlled mission unit shall expend more money than is provided for it in the approved budget except by action of B & F.

(2) Requests for expenditures beyond the budgeted amount must be accompanied by a statement of proposed funding for the additional expenditures.

4. General Business Practices

a. Contracts

Contracts for service of \$1,000 or more must have prior approval of B & F. All contracts for service must be signed by both the executive presbyter and the presbytery treasurer.

b. Financial Statements

(1) The presbytery treasurer shall prepare and submit to council quarterly statements of expenses and income as compared to the budget for the reporting period.

(2) Invoices received after the close of the fiscal year will be accrued (up to one month) to more nearly report all expenses in the year in which the expense was incurred.

- (3) A review report shall be submitted to Homestead Presbytery by the spring meeting, showing the operations of the prior year (income and expenses) and the status of accounts as of the end of the fiscal year.
- c. Expenditures in excess of \$1,000 must have two signature authorizations in accord with procedures developed by B & F.
- 5. Investment Policies
 - a. The primary place of investment shall normally be the approved banking institution serving as the presbytery's principal depository.
 - b. B & F shall establish an investment committee to be composed of the moderator of B & F, treasurer, executive presbyter (ex officio), and one or more professional investment counselors, to be co-opted by B & F.
 - c. Available cash balances above current maximum needs may be invested in national banks or state banks whose deposits are insured by the Federal Deposit Insurance Corporation (FDIC), savings and loan companies whose deposits are insured by the Federal Savings and Loan Insurance Corporation (FSLIC), government treasury notes, government agencies, the Presbyterian Church (USA) Foundation, or as determined by the investment committee, in order to earn interest at the most advantageous rate.
 - d. Special accounts may be maintained with Homestead Presbytery.
- 6. Insurance

In addition to regular insurance coverage (property, bonding, etc.) Homestead Presbytery carries the following:

 - a. Travel accident
 - (1) \$25,000 accidental death and dismemberment, \$2,500 medical.
 - (2) All directors, officers, elected representatives, committee members, advisors, consultants, and persons attending meetings at the specific request of Homestead Presbytery, under age 79.
 - b. Liability coverage for pastoral functions is the responsibility of particular churches.
- 7. Churches Seeking Loans from Homestead Presbytery
 - a. Introduction: Congregations in Homestead Presbytery may apply for loans for the purpose of capital improvements, emergency repairs, or new construction over and above resources available through the synod and/or the General Assembly. Such applications are submitted to the business & finance committee for review and recommendation to Homestead Presbytery.
 - b. Policies and Procedures:
 - (1) Application for a loan must have been approved by the session and the congregation in a regularly called meeting.
 - a) The maximum loan will be \$50,000.
 - b) The rate of interest will be comparable to the rate charged by the synod or two percent below applicable bank commercial lending rate for the region, whichever is less.
 - c) The maximum term of the loan shall be 10 years.
 - d) The application submitted shall contain attachments showing the total church budget for the current year and the report of the treasurer for the preceding year.
 - (2) The applicant congregation shall budget a minimum of 10 percent of current operation (local mission) for the general mission of the PC(USA), (presbytery, synod, general assembly) or shall show an increase in its giving to

the general mission of the PC(USA) of two percent per year to a minimum of 10 percent of the current operating budget.

(3) Corporations, companies, partnerships, or individuals retained or hired to provide equipment, materials, labor, and services shall be "Equal Employment Opportunity" employers.

(4) All planning for major renovations to existing church buildings or new construction shall take into consideration the needs of the handicapped members of society, that "all may enter."

(5) The treasurer of the church or of the special building fund shall submit to the treasurer of Homestead Presbytery monthly payments that shall include principal and interest according to the schedule submitted by Homestead Presbytery.

(6) The loan shall be secured by a promissory note signed by officers of the congregation/corporation.

(7) Application shall include a statement regarding insurance coverage of its buildings and naming Homestead Presbytery as co-payee in the event of a casualty loss.

E. PERSONNEL COMMITTEE [* PC guide not yet available *]

1. Personnel Policies

- a. Introduction: These policies do not constitute a contract. Their terms are implemented in accordance with the *Constitution* of the PC(USA). These policies may be withdrawn or changed at any time and without notice by action of Homestead Presbytery upon recommendation of the council through this committee. A decision of Homestead Presbytery on the interpretation or application of these policies shall be final and binding on all employees. All previous policies and procedures are hereby revoked. Employees may resign their employment at any time and for any reason, and Homestead Presbytery reserves the right to discontinue an individual's employment, subject to these policies and related procedures.
- b. Theology of Employment: Homestead Presbytery, a governing body of the PC(USA), is a community of faith called into being by God's grace in Jesus Christ, "...known by its convictions as well as by its actions." (Form of Government) The work of Homestead Presbytery is to be understood as being defined within the context of the Constitution of the PC(USA), which consists of the *Book of Confessions* and the *Book of Order*, and within the definition of its own mission.
- c. Scope and Application of Personnel Policies: The personnel policies are established by Homestead Presbytery with regard to all staff which it employs. It is the intent of these policies to conform, where necessary, to the requirements of applicable state laws. In the event that these policies violate applicable Nebraska law, state law shall prevail.
- d. Development and Administration of Personnel Policies and Procedures: Homestead Presbytery is responsible to provide for:
 - (8) Equal Employment Opportunity: To implement a plan for equal opportunity employment consistent with the principles of inclusiveness of the PC(USA).
 - (9) Compensation: To administer a process of job classification and compensation.
 - (10) Reimbursement of expenses: To administer a process for the reimbursement of employee-related expenses.
 - (11) Continuing education: To administer a process of continuing education consistent with the needs of Homestead Presbytery, and the career goals of the employee.

(12) Benefits: To provide employee benefits consistent with the goals and financial capacity of Homestead Presbytery.

(13) Employee concerns and problems: To administer a procedure for resolving job-related problems.

(14) Distribution: To make available to employees a copy of Homestead Presbytery's personnel policies and procedures.

e. Basic Policies:

(15) Inclusiveness: Homestead Presbytery is an equal opportunity employer.

(16) Drug and alcohol dependency: Homestead Presbytery recognizes that alcoholism and other drug dependencies can be a significant problem with a potential for causing severe effects to Homestead Presbytery's work force. Employees are expected to perform their jobs efficiently, safely, and in a professional businesslike manner. Therefore, it is Homestead Presbytery's intent to provide a drug-free, healthful, safe and secure work environment.

(17) Harassment: Homestead Presbytery prohibits harassment in any form by its employees based on factors of race, color, religion, national origin, sexual orientation, age or disability.

a) Harassment is defined as verbal or physical conduct that is insulting or intimidating, has the effect of interfering with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

b) It shall be the responsibility of each employee to maintain an environment which is free from such harassment and to report incidents of conduct which he or she believes to constitute such harassment.

c) Employees who believe they have been the subjects of harassment described in section II.E.1.e.(3)(a) should report the alleged act immediately to their supervisor. If they do not feel comfortable talking to that individual, they may speak with any executive or executive staff person, or the moderator of the personnel committee.

d) Any supervisor, agent, or other employee who has been found by Homestead Presbytery, after appropriate investigation, to have harassed another employee, will be subject to appropriate sanctions, depending upon the circumstances, from a warning in his or her personnel file up to and including termination.

f. Employment Categories

(18) Executive staff is elected by Homestead Presbytery for a definite or an indefinite term in accordance with guidelines adopted by Homestead Presbytery in consultation with the Synod of Lakes and Prairies. In addition to an annual personnel review there shall be a comprehensive review at least every five years of the executive presbyter.

(19) Program staff is hired for a definite or an indefinite term by the personnel committee, in consultation with the person and/or committee to which the position is responsible and the executive presbyter, and confirmed, where appropriate, by Homestead Presbytery. There shall be an annual personnel review conducted by the executive presbyter.

(20) Support staff is hired for a definite or an indefinite term by the personnel committee in consultation with the appropriate supervisor and the executive presbyter. There shall be an annual personnel review conducted by the executive presbyter.

(21) Employees hired on a part-time basis (less than 40 hours per week) will be subject to the same general conditions and expectations as full-time

employees. Length of service benefits will be calculated on a pro-rata basis. Holidays will apply in accordance with the regular work schedule.

(22) Employees hired on a temporary basis for a predetermined period of less than one year, either full or part-time, will be subject to the same general conditions and expectations as full-time employees.

(23) Either party may request exit interviews at termination of employment (voluntary or involuntary).

g. Position Descriptions: All positions will be described in a position description, which shall be reviewed/revised periodically by this committee.

h. Recruitment, Selection, and Initial Evaluation Period

(24) In compliance with PC(USA) form of government, the call of a minister of word and sacrament to a presbytery staff position shall be submitted to the person's presbytery for approval.

(25) Each staff member shall be provided with a letter containing the title of their position, beginning date of employment, beginning salary or wages and benefits, and an indication that he/she has received a copy of the personnel policies, a copy of which is to be signed by the employee and returned to the executive presbyter or other appropriate supervisor.

(26) Initial Evaluation Period

a) Support staff shall be employed for an initial evaluation period of three months. Executive and program staff shall be employed for an initial evaluation period of six months. During this period the employee may be terminated if it is determined by the supervisor that work performance or the relationship between the employee and the employer will not develop satisfactorily. (For executive staff the provisions of the form of government apply.)

b) Upon satisfactory completion of this period, the supervisor shall notify the employee in writing and place a copy within the personnel file.

i. Salary Administration

(27) Salaries for executive and program staff positions will be determined on the basis of relative responsibilities required.

(28) Wages for support positions will be determined consistent with wages in the geographical area in comparable positions.

(29) Salaries and wages will be reviewed annually in light of changes in the cost of living and the ability of Homestead Presbytery to make adjustments.

(30) Ordinarily, any salary adjustments will be effective January 1 of each year. Changes in the terms of call for a minister of the word and sacrament must be reported to and approved by Homestead Presbytery.

(31) Homestead Presbytery seeks to equalize, as nearly as possible, the compensation of ordained clergy and lay employees in similar positions. In the equalization process the value of any housing supplied and the tax advantage of clergy housing must be considered.

(32) All honoraria received having to do directly with the work of Homestead Presbytery shall be submitted to Homestead Presbytery. Honoraria received for services not related to the position description may be retained by the staff person.

j. Benefits

(33) Social Security: The employee's share is withheld from the wages of lay staff. Ministers of word and sacrament are considered self-employed for social security purposes and are responsible for the payment of their self-employment contributions.

(34) Pension: All eligible full-time employees are to be enrolled in the benefits plan of the Presbyterian Church (USA) as of their starting date. Dues shall be paid by Homestead Presbytery at the required percentage. Questions regarding eligibility, benefit levels, or other issues shall be determined solely by reference to the provisions of the benefits plan. Exception to this mandatory participation can be made only after consultation with and permission of the personnel committee and the filing of a written waiver with the Board of Pensions.

(35) Health insurance and disability benefits: Major medical coverage, disability, and death in service benefits are provided to eligible employees by the benefits plan of the Presbyterian Church (USA). Questions regarding eligibility, benefit levels, or other issues shall be determined solely by reference to the provisions of the Benefits Plan.

(36) A flexible spending account ("cafeteria plan") is offered to all eligible Homestead Presbytery staff.

(37) Workers' compensation insurance is provided to all employees according to the provisions of Nebraska State law.

(38) On-the-job travel accident insurance: All employees on Homestead Presbytery business are covered with travel accident insurance. Excluded from this coverage is any travel done in an aircraft owned, leased, or operated on behalf of Homestead Presbytery that does not have previous written approval of the insurer. Questions regarding eligibility, benefit levels, or other issues shall be determined solely by the provisions of the insurance policy.

(39) Unemployment insurance: Homestead Presbytery employees are excluded from unemployment compensation insurance pursuant to Nebraska statute.

(40) Moving expenses: Executive and program employees eligible for moving expenses shall be reimbursed on the following basis:

a) Reimbursement for these expenses will be negotiated at the time of employment. Homestead Presbytery will establish a maximum amount or agree to cover all reasonable expenses.

b) House-hunting expenses for travel, lodging, and meals may be paid to Homestead Presbytery for the new employee and spouse for one round trip covering a period not to exceed three days. In unusual circumstances, additional time may be made available upon authorization by the executive presbyter, in consultation with the personnel committee.

c) Until the employee is established in his or her new residence, actual and reasonable living expenses of the employee at the new location may be paid, in negotiation with this committee, but not to exceed in the aggregate a sum equal to two-thirds of one month's salary.

(41) Holidays

a) Homestead Presbytery recognizes all federal holidays as paid holidays: including but not limited to: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas eve, Christmas day.

b) When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday respectively. When a holiday occurs during a Homestead Presbytery or council meeting, the executive presbyter shall designate a substitute day for employees required to work on the holiday.

- c) In lieu of two additional holidays previously granted, two personal leave days per year are granted, to be used at the discretion of the employee with supervisor approval.
- (42) Vacation with Pay
- a) Vacation with pay is provided for all regular (excluding temporary and seasonal) employees. Vacations are not cumulative; earned vacation days not used in the calendar year will be forfeited, except when a request to carry over time has been approved by the executive presbyter, or the personnel committee in the case of the executive presbyter. In no case shall more than 10 days of vacation time be accrued from one year to another.
- b) The executive presbyter shall be entitled to one full month (22 working days) vacation per calendar year. Full-time support staff are entitled to an annual vacation computed according to the following:
- | | |
|---|---------------------------|
| employment less than one year | 10 working days, prorated |
| beginning the first full year through the fourth year | 10 working days per year |
| beginning the fifth year through the ninth year | 12 working days per year |
| beginning the tenth year | 15 working days per year |
- c) Part-time employees employed half-time or more who are expected to be at their position on a daily/weekly basis year-round, are entitled to vacation time with pay equivalent to their wages/salary ordinarily earned for the time taken and computed according to the same schedule as in section II.E.1.j.(1)(b).
- d) Ordinarily, vacation should be taken in blocks of time.
- e) Specific vacation dates shall be determined in advance in consultation with the employee's supervisor.
- (43) Leave with Pay
- a) Military leave: Time off for military reserve duty as required by law shall be allowed.
- b) Marriage: For the purpose of getting married, up to three working days shall be granted to an employee who has been employed by Homestead Presbytery for at least one year.
- c) Jury duty: Time off for jury service shall be allowed. For up to a maximum of two weeks per year Homestead Presbytery will pay the difference between the individual's normal and customary pay less whatever the individual receives for jury duty. In exceptional cases the executive presbyter or moderator of the personnel committee may grant additional time off with pay.
- d) Parental leave:
1. Parental leave before and/or after the expected birth or adoption of a child may be granted upon request to the supervisor, and approved by the executive presbyter, or by the personnel committee in the case of the executive presbyter, based on current personnel procedures. The employee should make the request at least one month in advance of the expected arrival of the child. The request should specify the amount of leave time desired, which may include time before and/or after the expected birth or adoption of the child. If both parents are on the Homestead Presbytery's

payroll, only one parental leave may be granted. However leave may be shared by the two parents.

2. The employee will be compensated at the rate of 60 percent of his or her monthly pay rate according to the following schedule:

| | |
|-------------------------------|---------------|
| employment less than one year | no paid leave |
| after one year of employment | one month |
| after two years of employment | six weeks |

3. Any approved leave beyond the time indicated in the above schedule will be leave without pay. Benefit coverage (except vacation and sick leave accrual) will continue during the entire leave with the cost of benefits being paid by Homestead Presbytery. Any salary increase action for which the employee may become eligible in the course of the leave will be effective upon return to employment.

4. Upon completion of parental leave, the employee will be entitled to return to his or her position if not eliminated due to a reduction in force, in which case the provisions of section II.E.1.m. would apply. The position will not be filled during the leave except on a temporary basis.

(44) Health and medical leave: Employees are entitled to up to 10 working days of sick leave each calendar year, 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.

(45) Emergency leave: A maximum of five days shall be allowed for emergency leave arising out of the death of an immediate member of the family. In the event of serious illness or other emergency related to an immediate member of the family, the executive presbyter may allow leave. In the event the executive presbyter is unavailable, the moderator or vice moderator of the personnel committee may authorize emergency leave. Immediate family includes the spouse, parent, child, brother, sister, grandparent or grandchild of the employee or the employee's spouse.

(46) Leave Without Pay: Employees may be granted leave without pay. Benefits defined in section II.E.1.j. may be continued at the employee's own expense, but paid leave benefits, e.g. vacation, sick leave or holidays, will not accrue during this period. The leave is subject to the approval of the personnel committee upon recommendation of the executive presbyter.

(47) Continuing Education

a) Continuing education benefiting the employee and Homestead Presbytery is encouraged. Employees are to submit plans for continuing education to their supervisor for approval.

b) Annual continuing education leave with pay and assistance for expenses for continuing education shall be granted by the executive presbyter in consultation with this committee, according to the following schedule: for executive, administrative, and program staff, up to two weeks; for support staff (excluding temporary staff), up to one week may be granted. With the approval of the executive presbyter in consultation with this committee study leave may be accumulated up to six weeks for executive and program staff, and up to two weeks for support staff. In the case of the executive presbyter approval shall be by the personnel committee.

c) After five years of continuous employment by Homestead Presbytery, executive and program staff may apply to their supervisor and

the personnel committee for sabbatical leave with full pay for up to a three-month period. A sabbatical leave is time away for study, reflection and/or spiritual growth. Such application will include a detailed written plan of study, with clearly identified goals. The plan should include both provisions for leadership during the absence as well as establishing the philosophy behind the sabbatical.

d) If granted the extended study leave may be combined with accumulated continuing education leave and earned vacation within a particular year. The applicant for leave must agree to return to their present position for a period of at least one year following the completion of the leave. If the applicant chooses to leave his/her position voluntarily within the period of one year following the sabbatical, the salary attributable to the sabbatical shall be refunded. After completion of one sabbatical leave, the individual shall not be eligible for another leave until a period of at least five years shall have elapsed.

e) Both full-time and part-time employees may apply for sabbatical leave.

f) After completion of any continuing education leave, a written description of, or report on, the continuing education leave shall be submitted to the person's supervisor.

- k. Procedures for Addressing Employee Job-Related Concerns and Problems: Homestead Presbytery provides a process for attempting to resolve job-related concerns or problems. This process is described in the current personnel procedures.

- l. Unsatisfactory Performance and Involuntary Termination

(48) When an employee's behavior or work performance is unsatisfactory, the employee's supervisor normally will meet with the employee in an effort to improve the unsatisfactory behavior or performance. In the case of support staff or program staff not elected by Homestead Presbytery, the immediate supervisor has the authority to determine whether and what disciplinary action should be taken. In the case of all staff elected by Homestead Presbytery, the personnel committee has the responsibility to recommend appropriate disciplinary action to Homestead Presbytery for final determination.

(49) Disciplinary action may include verbal warning(s), written warning(s), suspension or recommendation for termination. While it is not possible to list every type of behavior that might be deemed a problem, the following list includes examples of behavior which may result in discipline up to and including termination: unsatisfactory performance, insubordination, neglect in the care and use of Homestead Presbytery property and funds, unexcused absence and/or repeated tardiness, moral turpitude, inappropriate use of the Internet or e-mail, violation of Homestead Presbytery personnel policies, falsification of timekeeping records, reporting to work under the influence of alcohol or drugs, threatening violence in the workplace, sexual or other unlawful harassment, possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace. The examples cited above are for illustration only and shall not be considered as comprehensive or limiting the Homestead Presbytery's right to administer discipline in its sole discretion.

(50) In the event of involuntary separation of program or support staff, the executive presbyter, in consultation with and upon approval of this committee, will terminate the staff person. Notification of termination will be 30 calendar days for program staff and 14 calendar days for support staff. In lieu of notice pay may be given.

(51) In the event of the involuntary separation of the executive or program staff elected by Homestead Presbytery the implementation of the procedures contained in the *Book of Order* will lodge with this committee. Notification of termination will be 90 days, or until other employment is secured, whichever is shorter. This committee may place executive or elected program staff on administrative leave until hearing procedures are completed. Pay in lieu of notice may be given.

(52) In the event of involuntary separation for reasons other than those listed in section II.E.1.l., three months' notice will be provided and severance compensation will be given in accordance with section II.E.1.m. under reduction in force.

m. Reduction in Force

(53) Reduction in force because of the discontinuance of a project or retrenchment in budget or for other circumstances arising out of no fault of the employee is at the final discretion of Homestead Presbytery.

(54) Written notice of such reduction will come from the Homestead Presbytery moderator after consultation with the personnel committee. At least one month notice shall be given. Should reemployment take place before the expiration of the notice period, salary payment will continue, offset by any pay received by the employee during this period.

(55) When notice is given, severance allowance will be given in relation to length of service with Homestead Presbytery as follows:

| | |
|-------------------------------|-------------|
| less than one year of service | two weeks |
| one year but less than five | four weeks |
| five years but less than ten | six weeks |
| ten or more years | eight weeks |

n. Voluntary Termination of Employment

(56) Employees wishing to terminate their employment with Homestead Presbytery shall submit a written resignation to their supervisor, indicating the reason for terminating employment as well as the last day they expect to work.

(57) A minimum of 30 calendar days' notice is requested of executive and program staff, and 14 calendar days' notice of support staff.

(58) Upon receipt of a resignation, the resignation letter will be placed in that person's personnel file.

(59) In the instance of the resignation of the executive presbyter, the resignation letter shall be submitted to the Homestead Presbytery moderator, with a copy to the moderator of the personnel committee. This committee, in consultation with the Homestead Presbytery moderator, is responsible for any exit interview.

(60) Pay will be granted for accrued vacation if notice is given.

o. Disability: Disability is considered to be a temporary separation due to mental or physical inability to function on the job. The decision to recommend a disability leave shall be made by the personnel committee in consultation with the executive presbyter. It shall be based upon the recommendation of a physician, psychologist, or a combination of physicians or psychologists. Such disability leave for staff shall be subject to approval by Homestead Presbytery.

p. Retirement: The PC(USA) pension plan is designed to make retirement at age 65 possible with full benefits in relation to accrued pension credits. Those who work beyond age 65 will continue to accrue additional pension credits. (See the provisions of the PC(USA) pension plan for further information.)

q. Death in Service: When the death of a lay member of Homestead Presbytery staff (excluding temporary staff) occurs, the spouse, or dependents, shall receive a

separation allowance. The amount shall be equivalent to the salary (including any housing allowance) or wages of the deceased for 30 days from the time of death.

2. Personnel Procedures

r. Addressing Employee Concerns: In order to deal promptly and fairly with employee concerns, the following steps will be taken:

(61) Preliminary Procedure: Prior to filing a written statement, several preliminary steps will be taken:

a) The employee will first discuss the problem with the immediate supervisor.

b) If not satisfied with the supervisor's action, the employee will contact the executive presbyter, or the moderator of the personnel committee if the supervisor is the executive presbyter, who will seek to resolve the issue in consultation with all parties involved. Ordinarily a decision will be reached within 10 days.

(62) Formal Procedure: If the preliminary procedures to resolve a concern have failed, a formal process may be initiated by submitting a written statement to the moderator of the personnel committee with a copy to the executive presbyter and the person's supervisor.

a) The moderator of the personnel committee shall call a meeting of the committee to review the statement with all parties concerned and decide appropriate action. For support staff, the decision of the personnel committee is final.

b) If an executive or program employee is dissatisfied with the decision of the personnel committee, the person may appeal within 15 days to Homestead Presbytery council through its moderator. The council, in consultation with all parties concerned, shall make the final written determination.

s. Continuing Education

(63) Application for Continuing Education Leave

a) Staff persons interested in pursuing annual or extended continuing education shall submit, through their immediate supervisor, a written request at least 30 days prior to the anticipated leave. This request shall clearly state the intended plan for study, its duration, and any requested funding. It will indicate how it will be of mutual benefit to the applicant and to Homestead Presbytery, noting specific relationships to the responsibilities enumerated within the applicant's position description. Enhancing the incumbent's ability to function in their assigned areas of responsibility is the primary benefit to Homestead Presbytery.

b) The executive presbyter and stated clerk shall submit their requests to the personnel committee. All other staff will submit their request to the executive presbyter.

c) Funding: The personnel committee annually shall recommend a specific dollar amount for each staff person's potential usage for travel, housing and other related costs, subject to budgetary approval. This amount shall be prorated for part-time employees.

d) Reporting: A written description of, or report on, continuing education leave shall be submitted to the immediate supervisor. A copy shall be placed in the employee's personnel file.

e) Accrual of Benefits: In the event that available leave is not utilized within a calendar year, staff persons may by December 31 request that unused time and funds be accumulated in accordance with the personnel

policies. If no request is made and approved, the continuing education time and funds will not accrue.

t. Employee Personal Public Witness

(64) It is the policy of Homestead Presbytery to value the creativity and integrity of its staff and reaffirm the right to exercise freedom of conscience.

(65) All persons employed by Homestead Presbytery, when they are working as or holding themselves out as Homestead Presbytery employees, are expected to give a full and fair representation of the position of Homestead Presbytery and PC(USA) in matters of policy, social witness statements, or theological or doctrinal positions. However, the possibility of personal dissent from a policy of Homestead Presbytery, the Synod of Lakes and Prairies, or of the General Assembly or the possibility of making a personal public witness is not precluded by employment with Homestead Presbytery and is a reasonable expression of freedom of conscience.

(66) Because public action or expressions of personal belief may affect not only the work environment, but also that of Homestead Presbytery, the Synod of Lakes and Prairies, and the PC(USA) at large, employee personal public witness is subject to the following guidelines:

a) When making a personal public statement, an employee shall make it clear that he or she is speaking for himself or herself and not speaking for Homestead Presbytery, the Synod of Lakes and Prairies, or the PC(USA).

b) When making a personal public witness, an employee shall not make reference to his or her employee status. If questioned, the employee may acknowledge employed status without using that status to make a claim of authority. Accordingly, it is not permissible for an employee making a personal statement to use professional stationery, or claim expertise by virtue of employment.

c) It is permissible, however, for persons employed by Homestead Presbytery to identify their personal church affiliation while making a personal public witness. Thus, it is permissible for a Homestead Presbytery staff person to claim membership in a particular congregation or governing body.

d) Employees must inform their supervisor and the appropriate governing body, when appropriate (as determined by the supervisor and the executive presbyter), of their personal public witness or dissent.

e) In the event an employee feels that he or she cannot carry out necessary job functions for reasons of conscience, the employee may request a change of assignment or may exercise his or her right to resign the position.

(67) In certain circumstances, employees may be required as part of work responsibilities, to accomplish work on issues currently in opposition to Homestead Presbytery policies or around which there is controversy. This may involve research, production of resources, or planning of or participation in programs and events. When acting within the scope of their employment responsibilities, employees are protected from disciplinary action related to the provisions of this policy.

u. Leaving Executive or Program Staff Positions: These administrative procedures are intended to serve as a help to Homestead Presbytery and its former executive and program staff as each seeks to redefine the relationship after the end of active service. While these procedures seek to delineate appropriate and inappropriate behavior of staff that has departed, they cannot be definitive. The intent here is to invite and

encourage a spirit of cooperation and support for the successor, the continuing staff and Homestead Presbytery. What is not said or done may also be harmful.

(68) Voluntary Termination of Employment: The timeline and procedures for voluntarily resigning one's position are delineated in Section 15 above of these Homestead Presbytery's Personnel Policies.

(69) Retirement

a) For those retiring, the Board of Pensions suggests that the process begin three to six months before the anticipated date of retirement. Therefore, a three- to six-month notice to Homestead Presbytery is appropriate. The Board has prepared a booklet, *Information for Members Planning to Retire*, which can be of assistance in this process.

b) Executive staff (the executive presbyter and stated clerk) shall provide written notification to the Homestead Presbytery moderator and the moderator of the personnel committee of their intent to retire as of a specific date. Program staff shall notify their supervisor, with copies to the executive presbyter and the moderator of the personnel committee.

c) Subsequently, staff should announce their retirement or resignation personally at a meeting of Homestead Presbytery .

d) The personnel committee will arrange for an exit interview with executive staff. In the case of program staff, the executive presbyter and a representative of the personnel committee will arrange for the exit interview.

e) The personnel committee will plan an opportunity for Homestead Presbytery to say "goodbye" and recognize the staff person's ministry.

f) The staff member has the responsibility to inform Homestead Presbytery that he/she will not provide advice or services following retirement.

g) The synod, as the next more inclusive governing body, will be contacted about filling vacant executive positions or establishing new ones.

h) All governing body files and records should be put in order by the retiring/resigning staff person, in consultation with his/her supervisor, and left intact so that a successor may easily find necessary records and equipment.

(70) Guidelines for Former Staff

a) A former staff person who chooses to remain in or return to the area in which they have served needs to deal realistically with their own needs for fellowship, status, and exercise of responsibility apart from the staff functions.

b) Even though a former staff person may continue to have friendships in Homestead Presbytery, it may be advisable to avoid participation in meetings or activities - especially during the first year after a successor arrives. This opens up the opportunity to return as a long-time friend and helps to avoid the inevitable comparisons that can cause so much pain whenever old relationships are severed and new ones are being formed.

c) A former staff person should refrain from accepting positions of leadership in Homestead Presbytery unless invited by the appropriate person(s). An invitation from the successor to take on a task can become an opportunity to demonstrate one's support and loyalty to a successor. For instance, one might offer to assist in an event rather than lead. One should avoid any functions or responsibilities that will isolate or alienate a

successor from members of Homestead Presbytery. Spouses also need to demonstrate their support of the new staff person and family in the manner suggested for former staff persons. Similarly, it is expected that the successor will avoid any actions that would alienate a predecessor from members of Homestead Presbytery.

d) The staff person who is leaving needs to be supportive of the search process for a successor but should not seek to influence or participate in it in any way.

e) The former staff person should make every effort to be supportive of his/her successor. Such support should include congratulations on election and responding to requests for information or counsel by the new staff person but should not be extended to offering unsolicited advice or information. A former staff person can either be most helpful to a successor to assume leadership in their new situation or become the most difficult problem a successor must face. One should be sensitive to a successor's needs.

f) If other persons make contact with concerns about a successor, they should be encouraged to address the concerns directly to the new staff person or to the personnel committee. It is unwise to draw conclusions about one's successor or to interpret their behavior and words. It is appropriate to encourage openness and opportunities for new development.

g) When there is trouble: When a former or current staff person exceeds the bounds of propriety and prudence and creates, perhaps unwittingly, difficulties, it is appropriate for the personnel committee to counsel with the former or current staff person about these guidelines and their application. If the former staff person is a member of another presbytery, referral of the concern to the other presbytery may be appropriate. The executive presbyter or the moderator of the personnel committee may also be a resource when such a need arises.

v. Plan for Equal Employment Opportunity

(71) Policy: Homestead Presbytery, in accord with the policy of the General Assembly of the PC(USA) set forth in "Toward Inclusiveness in Employment--A Church-wide Plan for Equal Employment Opportunity and Affirmative Action," hereby affirms its policy to develop and establish the following equality in employment opportunity to ensure non-discrimination in its own employment practices:

a) Homestead Presbytery will recruit, hire, call, train, and promote persons within all job categories without regard to racial ethnic groups, gender, age, disability, or marital condition.

b) Homestead Presbytery will ensure that all other personnel policies and practices such as compensation, benefits, transfers, leaves of absence, performance evaluation, reductions in force and return to services, educational opportunities, tuition assistance, and termination are administered in accord with equal employment opportunity policies.

(72) Responsibility: The executive presbyter shall be responsible for Homestead Presbytery's implementation and administration of equal employment opportunity under the guidance and supervision of the personnel committee.

(73) Dissemination: Homestead Presbytery shall give a copy of its equal employment opportunity policy to each present and prospective employee and include a non-discriminatory clause in all recruitment notifications.

(74) Implementation Steps:

a) The executive presbyter, in consultation with the presbytery committee, shall ensure that all personnel guidelines, policies, procedures and practices are developed and implemented in accordance with Homestead Presbytery's policy on equal employment opportunity.

b) Each position description shall be examined carefully to determine what functional and personal qualifications as to educational attainment, skills, experience, knowledge, characteristics, etc., are actually required by the position so that qualification factors which discriminate against racial ethnic persons, various age groups, women, persons with disabilities, or a person's marital condition are eliminated.

c) Each administrative position opening shall be filled in accordance with the principle of participation and representation found in G-9.0104 and G-9.0704. Implementation steps for filling the position opening shall be developed by the executive presbyter in consultation with the personnel committee.

d) The executive presbyter in consultation with the personnel committee shall initiate action required to correct patterns of discrimination on the basis of race, sex, age, disability, and marital condition.

e) The executive presbyter shall be responsible to establish a process to ensure that Homestead Presbytery, as purchaser, shall notify all sub-contractors, vendors and suppliers of goods and services of Homestead Presbytery's equal employment opportunity policy requesting them to share a copy of their equal employment opportunity policy with Homestead Presbytery or to indicate their willingness to cooperate with Project Equality, Incorporated.

(75) Hiring Procedures: The search for and recruitment of persons from racial ethnic groups, persons of all ages, persons with disabilities, and women is critical to the implementation of an effective equal employment opportunity program. Homestead Presbytery's program of search and recruitment shall ordinarily include at least the following:

a) Involvement of persons from identified groups in the search and recruitment process.

b) Identification and use of resources related to the identified groups such as newspaper, networks, caucuses, and employing divisions.

c) Utilization of internal employment and referral resources of the PC(USA) as appropriate.

(76) Monitoring, Review, and Evaluation

a) The equal employment opportunity program and personnel policies of Homestead Presbytery shall be available to Homestead Presbytery's council.

b) The executive presbyter, in consultation with this committee, shall periodically conduct an analysis of its workforce to determine whether or not it is implementing the church's commitment to inclusiveness in employment.

c) Reports shall be submitted to Homestead Presbytery's council for its review and comment.

d) The personnel committee shall include in its annual review of the executive presbyter reference to Homestead Presbytery's policy on inclusiveness in employment.

w. Remuneration for Special Services

(77) Work-Related Services

a) Authorization: Certain members of the staff of Homestead Presbytery by reason of their position or knowledge, are expected to respond to requests and opportunities to speak and/or provide other means of interpretation of the general mission of the PC(USA). Such interpretation may be provided to congregations, presbyteries, or other organizations of our church or to other groups and denominations. Also, some members of Homestead Presbytery's staff may be called upon to provide a service related to the expertise of their assigned duties with the PC(USA). Such services may be rendered to groups either within or outside our denominational structure.

b) Remuneration and expenses: The policy of Homestead Presbytery with regard to the provision of interpretation and other services is to reimburse the staff member for any reasonable and necessary out-of-pocket expenses incurred through the performance of the function. Ordinarily, the receipt of a fee or honorarium from organizations is not anticipated if the service is called for by the position description of the particular employee. However, if an honorarium or expense reimbursement is received from an organization in appreciation for the service rendered, the monies received are to be credited to Homestead Presbytery and the staff person's travel account. Upon approval of the executive presbyter, or this committee in the case of the executive presbyter, funds so credited may be used beyond budgeted travel funds.

(78) Non-Work-Related Services

a) Authorization: Agreement to perform services of any kind which are not provided for in the employee's job description and/or lie clearly outside the employee's responsibilities to Homestead Presbytery may be contracted only if such service can be rendered without detriment to the employee's job performance. Special work of major dimensions (writing of a book, magazine article, production of a film or film strip, art work, etc.) may be assumed by an employee of Homestead Presbytery with the written approval of the executive presbyter, or with the approval of the personnel committee in the case of the executive presbyter.

b) Remuneration and expenses: The following apply to remuneration or expenses resulting from approved non-work-related services that are personal, such as:

1. Preaching: If a person participates in a service for a purpose which has no relation to the position he or she holds for Homestead Presbytery, any remuneration or expenses incurred are personal.

2. For special work of major dimensions (such as described under section II.E.2.f.(2)a., it is assumed that the work will be copyrighted by the individual and not by Homestead Presbytery. All work should be performed on personal time, and any use made of the church's resources, such as secretarial services, office supplies, etc., should be reimbursed to Homestead Presbytery. Royalties and fees received from the work are personal income.

x. Annual and Comprehensive Executive and Program Staff Reviews

(79) Each staff member will be asked to prepare a written assessment.

(80) Each staff member may be asked to give the names of up to five people who will comment on their work during the past year.

(81) The responses for those so named will be compiled by the executive presbyter or in review of the executive presbyter by a member of the personnel committee, as appropriate.

(82) For the executive presbyter, the personnel committee will review the self-assessment and the responses. A summary of all responses, without names or other identifying marks, will be given to the executive presbyter as part of the review.

(83) All reviews will be summarized in writing with a copy, signed by the employee, being placed in the employee's personnel file and a copy for the moderator of the personnel committee.

(84) The moderator of the personnel committee will bring to the attention of the committee anything that needs follow up by its next meeting.

(85) SELF-ASSESSMENT FOR ANNUAL PERFORMANCE REVIEW

- a) List significant accomplishments, apart from work objectives.
- b) Give a self-evaluation of how the position responsibilities were filled.
- c) Review the extent to which work objectives have been accomplished.
- d) List work objectives for the coming year.
- e) List concerns the employee wishes to discuss with the personnel committee.
- f) Describe any suggested changes in the position description.
- g) Study leave: Describe how it has been used and plans for its use in the coming year.

(86) REVIEW BY PERSONS TO WHOM STAFF PERSON HAS RELATED (Annual)

- a) Describe how you observed this person fulfilling her/his job description during the past year.
- b) List a few of the skills this person has demonstrated in performing the job.
- c) Describe how this staff member has excelled.
- d) How might this staff member improve his/her quality of work?

(87) COMPREHENSIVE PERFORMANCE REVIEWS OF EXECUTIVE AND PROGRAM STAFF: The purpose of the comprehensive review is to examine in depth the person's skills and his or her accomplishments over the past five years. The staff person will be asked to review his/her work and their growth over the five-year period. Information will be gathered from up to 30 persons who have worked closely with the staff person. Those providing information will be asked if they believe this person is the right person to continue to serve Homestead Presbytery. A summary of the responses will be given to the staff member. A letter summarizing the review, signed by the employee, will be placed in the staff member's file.

(88) SELF-ASSESSMENT FOR COMPREHENSIVE REVIEWS

- a) Describe your major accomplishments over the past five years.
- b) How do you believe you have grown in this position during this five-year period?
- c) What part of this work has brought you the most joy?
- d) Which has been the most burdensome?
- e) How do you see this position changing during the next five years?
- f) What skills do you bring to this position for the future?
- g) What changes in your position description would you recommend?
- h) Is this the place you most want to be for the next five years?

(89) REVIEW BY PERSONS WITH WHOM STAFF PERSON HAS RELATED (Comprehensive)

- a) How long have you known this person and in what capacity?

- b) What opportunities have you had to see this person in their present position?
- c) What do you perceive to be this person's strengths and weaknesses?
- d) What areas of growth have you seen over the past five years?
- e) As you envision the future of the church and Homestead Presbytery, what skills and gifts do you believe will be needed for the work of someone in this position for the next five years?
- f) Do you believe this person is the right person for this position for the future work of Homestead Presbytery?

JOB DESCRIPTIONS TITLE: EXECUTIVE PRESBYTER

PURPOSE:

To serve the presbytery as its chief administrative officer; and provide support, heightened programming, and forward-looking vision to the congregations of Homestead Presbytery; and seek to accomplish goals involving congregational nurture, evangelism, worship and service. This is a full-time position.

ACCOUNTABILITY:

Called by Homestead Presbytery in consultation with the Synod of Lakes and Prairies and accountable to the presbytery through the personnel committee.

QUALIFICATIONS:

The person who is called to the position of executive presbyter should hold an abiding commitment to God, to our Lord and Savior Jesus Christ and to the Presbyterian Church (USA). The executive presbyter must be someone who can function well in a decentralized, field-based setting with the establishment of a personal home office. This person should be a visionary leader with demonstrated executive abilities and a working knowledge of the PC(USA) structure, who possesses a pastoral personality that seeks to affirm and encourage pastors in their calling. In practice, this person should be a leader who possesses administrative and people skills. His or her character should reflect the highest standards to which officers of the church are held. This person should have experience and understanding of churches of various sizes and types. He or she should have the ability to encourage discussion of issues with openness, grace and respect for diverse opinions. The executive presbyter must be an elder or minister who is presently a member of the PC(USA).

PERSONAL CHARACTERISTICS:

1. Possesses a lively faith in Jesus Christ made visible in work, worship and personal life through participation in the life of the church.
2. Possesses a personal and professional attitude that lifts up the reformed tradition.
3. Is a visionary leader who is willing to challenge the presbytery.
4. Passionate about the ministry of the church in regards to worship, life-long learning, mission, fellowship and evangelism.
5. Perceives the role of the presbytery to be primarily to resource the vision of ministry that arises from individual churches.
6. Seeks to passionately implement the vision and the mission of the presbytery.
7. Desires that the presbytery strives to be the best it can be and seeks to resource the presbytery with quality ideas.
8. Ability to set appropriate boundaries between work and home life with the intent to provide good self-care.
9. Ability to delegate responsibility and celebrate the success of others who lead.
10. Possesses integrity, maturity, stability and the ability to cope with stress and has a secure self-confidence with a clear sense of personal direction, flexibility, sense of humor, and high moral standards in personal and professional life.
11. Has sensitivity to the pastoral call and to the elements that create wholeness in the pastoral ministry and the minister's family.

RESPONSIBILITIES:

Administrative/Programming

1. Be able to work comfortably in a field-based operational structure that promotes the ministry goals of pastors, sessions and congregations.

2. Encourage the development of leadership in the life of the presbytery by initiating presbytery events that inspire and equip churches in the areas of worship, life-long learning, mission, fellowship and evangelism.
3. Interpret and facilitate implementation of actions of the presbytery, synod, and General Assembly (G-9.0701a).
4. Be the chief administrator for the implementation of presbytery decisions in matters of strategy, program, and resources, and for training and consulting with presbytery committee chairs.
5. Supervise the staff of presbytery in the implementation of presbytery policies, decisions, and mission. and be responsible for their training and development in accordance with personnel policies and the *Manual of Operations* of the presbytery.
6. Ordinarily shall not spend more than 20 days per year on other judicatory business outside of this presbytery (excluding time for General Assembly).
7. Coordinate staff and the work of the committees of presbytery as needed and be able to supervise a decentralized staff.
8. Serve as an ex officio member on the presbytery council, and on all the committees of the presbytery, with a special role as resource advisor to the commission on ministry. Assist committees to identify areas of work that need attention.
9. Implement the church-wide plan for equal employment opportunity and the presbytery's affirmative action program.
10. Provide consultative services in the process of planning, budgeting, and evaluating to the business & finance committee and presbytery committees as needed.
11. Be responsible for representing presbytery in ecumenical relations.
12. Interpret the interests and mission of synod and General Assembly to presbytery and local churches, and the decisions, programs and policies of presbytery to the general public when necessary.

Pastoral

1. Spend time with pastors, sessions, other church professionals and congregations of the presbytery listening to their needs and ministry expectations and responding in ways that assist them in meeting needs.
2. Providing counsel, advice and consulting services when requested.
3. Build trust and initiate pastoral and spiritual conversations with pastors, their families, and church leaders in their daily lives as well as in times of crisis.
4. Encourage and support networks of pastoral relationships to provide study, prayer, and opportunities for sharing.
5. Visit each church on a regular basis, preferably at least once a year.
6. Respond appropriately to pastoral concerns and provide pastoral support by promoting covenant groups that connect pastors with other pastors who share similar ministry goals.

Visioning

1. Assist in defining and implementing new and emerging mission opportunities about which individual churches are passionate.
2. Interpret, promote, and communicate the decisions, vision and mission of the presbytery through various media resources utilizing the talents of the communication and resources coordinator.
3. Visit with church sessions on behalf of presbytery and listen to their dreams and provide resourcing when appropriate. Maintain contact with all churches of presbytery and help develop a climate of openness, trust, understanding, and partnership among the churches, committees, and members of presbytery.

RELATIONSHIPS:

The executive presbyter is called by the presbytery in consultation with the Synod of Lakes and Prairies. The

executive presbyter will be in relationship with the stated clerk of the presbytery, synod, and General Assembly. The executive presbyter is to provide vision and oversight of all presbytery staff.

ACCOUNTABILITY:

Accountable to the presbytery through its personnel committee.

PERFORMANCE REVIEWS:

Reviewed by the personnel committee of presbytery annually with performance reviews submitted by those who have worked with the executive presbyter in the year prior. On the fifth year of employment a comprehensive review is to be conducted to assess the faith, life and mission of the presbytery's identity and to determine presbytery's needs in relationship to the executive presbyter's gifts for ministry within these needs.

The executive presbyter is called for an indefinite period of time. This is an exempt full-time position.

TITLE: STATED CLERK

PURPOSE:

To fulfill the functions of stated clerk as set forth in the *Book of Order* of the Presbyterian Church (USA) and other specific responsibilities as assigned by Homestead Presbytery. The stated clerk “shall record the transactions of the presbytery, keep its rolls of membership and attendance including the rolls of all Certified Christian Educators and Certified Associate Christian Educators and all Ruling Elders commissioned to particular pastoral service, preserve its records, and furnish extracts from them when required by another council of the church.” (G-3.0104) This is an exempt part-time, 15 hour per week position. The clerk is elected for a three-year term.

ACCOUNTABILITY:

To the presbytery in relationship with the executive presbyter as head of staff.

PERSONAL QUALIFICATIONS AND CHARACTERISTICS:

The person who is called to the position of stated clerk should hold an abiding commitment to God, to our Lord and Savior Jesus Christ, and to the PC(USA). This person should possess demonstrable knowledge of the PC(USA)’s polity and its constitution (*Book of Confessions* and *Book of Order*). In practice, this person should be an administrator who possesses people skills.

His or her character should reflect the highest standards to which officers of the church are held; among these is the call to be a colleague in ministry, particularly as it relates to those who seek out the stated clerk for input regarding the *Book of Order’s* interpretation and understanding PC(USA) polity.

The stated clerk must be approachable as well as knowledgeable. He or she must have a working knowledge of computers sufficient to complete the tasks of the stated clerk’s office. The stated clerk must be an elder or minister within the bounds of Homestead Presbytery.

RESPONSIBILITIES:

1. Serve as an officer and corporate secretary of the presbytery in accordance with all duties stated in the *Book of Order* and in accordance with those duties outlined in presbytery’s *Manual of Operations*.
2. Be able to accept directions from an executive presbyter as head of staff.
3. Be a member, ex officio, of the council and serve as its clerk.
4. Maintain the rolls and registers required by the *Book of Order* (G-3.0305) and the Synod.
5. Accurately record, produce and preserve minutes of the presbytery and of council. The stated clerk may appoint such volunteer assistants as the clerk deems necessary.
6. Prepare and transmit all reports to the synod and General Assembly.
7. Prepare and present an annual necrology report to presbytery in the context of a worship service conducted during a stated meeting of the presbytery.
8. Preserve records of the presbytery and its congregations that are of historical value and interest pertaining to the PC(USA) and forward the same to the Department of History of the PC(USA) when they are of no further regular use in the presbytery for appropriate filing and storage.

9. Act as a resource to the clerks of session, particularly with minutes, the annual statistical reports, and maintain a “Handbook for the Clerk’s of Session.”
10. Train the Session Records Review Team and be a resource for their work, coordinating with the Commission on Ministry.
11. Serve as a resource to those involved in the judicial disciplinary process of the presbytery in accordance with the Rules of Discipline.
12. Handle all official correspondence on behalf of the presbytery.
13. Make available by means of the website electronic copies of the docket and minutes of stated and special meetings of the presbytery and agendas and minutes of the council meetings.
14. Register members, commissioners, and guests for each presbytery meeting. During the process of registration, receive all requests for leaves of absence and submit them to presbytery for approval, and report unexcused absences to presbytery.
15. Annually, as soon as possible after Sessions have submitted their membership reports, the Stated Clerk shall ascertain the parity of minister and ruling elder members and commissioners.
16. Provide resource and support to Administrative Commissions formed to close (dissolve) congregations.
17. Provide resource to the Commission on Ministry in regard to polity and constitutional issues.
18. Record and maintain records of Healthy Boundaries training required by presbytery policy
19. Be an advisor to presbytery and the moderator on parliamentary procedure. Offer Constitutional opinions and/or rulings related to the presbytery.
20. Provide counsel and support to committees, commissions, task forces, congregations and sessions of the presbytery relative to proper procedures when appropriate or as requested.
21. Fulfill the responsibilities of the corporate office as stated in the bylaws of the presbytery.
22. Maintain a permanent and current record of all governing documents of the presbytery, including articles of incorporation, amendments to the articles of incorporation, bylaws, rules of order, special rules of order, standing rules, and *Manual of Operations* and advise as to compliance with the stipulations/mandates as set forth therein.
23. Serve as secretary of the trustees of the Homestead Presbytery corporation.

EVALUATION:

A comprehensive review shall be performed during the final year of the term.

TERMINATION:

A person shall be terminated from this office by:

1. Completion of one full or partial term without recommendation for re-election;
2. Resignation to the presbytery;
3. For cause, upon recommendation by the personnel committee of presbytery.

Interim Treasurer Position Description Part time, volunteer position
Estimated hours 30-40 per month.

Role and Responsibilities

The Treasurer oversees the corporate and financial responsibilities of the Presbytery and interprets the finances to the Presbytery, the Administrative Committee, and Presbytery staff.

The person in this position is required to follow the governing documents of the Presbytery (including the bylaws, manual of operations, and Book of Order) and to demonstrate the core values of the Presbytery, all as amended from time to time. The treasurer shall maintain confidentiality at all times.

The Treasurer is an ecclesiastical officer of the Presbytery and serves the Council and Administrative Committee *ex-officio* and with vote. The Treasurer also serves as Corporate Treasurer and, therefore by virtue of office, serves as a member of the Presbytery Trustees, but with vote.

This position reports to the Presbytery through the Administrative Committee. The position interacts closely with the Presbytery Executive, the Office Manager, Stated Clerk, and the Synod of Lakes and Prairies. The position is evaluated annually.

Specific responsibilities are to:

- 1) Provide for the oversight of funds, securities, and other like assets of the Presbytery.
- 2) Maintain complete records of all funds.
- 3) Oversee and present the Presbytery's financial condition in a manner consistent with generally accepted accounting practices for non-profit organizations.
- 4) Sign checks and other obligations in support of the ministry of the Presbytery as are properly authorized by Presbytery staff, moderators and chairpersons of commissions, task forces, and work groups.
- 5) Oversight of the Synod of Lakes and Prairies bookkeeping for Homestead with the Office Manager in receiving checks, paying bills, and recording transactions.
- 6) Ensure accuracy of and regularly approve payroll for Presbytery staff, including coordination with the Board of Pensions for other benefits.
- 7) Provide monthly reports of receipts and expenditures to the Stated Clerk, Administrative Committee, the Presbytery Executive, and such other moderators and chairpersons as may be requested.
- 8) Provide instruction to Presbytery staff on proper recording of information and create report queries that can be run as needed by Presbytery staff.
- 9) Advise the Administrative Committee on appropriate financial controls.
- 10) Assist the Administrative Committee to direct and support an annual review or audit of the Presbytery's finances, showing the condition of the various accounts and funds of the Presbytery.
- 11) Assist the Administrative Committee in the development of annual budgets.
- 12) Assist the Administrative Committee to create financial statements for quarterly Presbytery meetings.

- 13) This is not an exhaustive list of all responsibilities and duties associated with the job. While this description is intended to be an accurate reflection of the job Presbytery leadership reserves the right to revise the job or require other or different tasks be performed when circumstances change due to emergencies, workload or technological developments.
- 14) Individual will comply with all Homestead policies regarding workplace conditions, workplace violence, any type of harassment including but not limited to sexual harassment.
- 15) It is anticipated that position will require 30-40 hours per month. More hours may be required in the months of Presbytery meetings in preparation of reports for a Presbytery meeting. Presence at all Presbytery meetings is required. Approval from the Administrative Committee and/or Executive Presbyter are required for absence from a meeting.

Qualifications

- Is ordained as a ruling elder or teaching elder in the Presbyterian Church (USA);
- Proficient in non-profit accounting;
- Capable of using QuickBooks, Excel, payroll software should be open to learning new technology;
- Able to work independently;
- Shows strong organizational skills;
- Demonstrates strong verbal and written communication skills and an ability to make financial matters understandable;
- Works accurately with few to no errors;
- Has a professional demeanor and exercises good discretion and sound judgment.

Benefits

- Continuing Education Expenses
- A Significant Contribution to the Mission & Ministry of Homestead Presbytery
- Great Work Team Environment

TITLE: Congregational Resources Coordinator (CRC)

PURPOSE: To fulfill the functions of a professional program staff serving Homestead Presbytery of the Presbyterian Church (USA). The CRC will provide support, programming, and assistance to the executive presbyter in the area of congregational resourcing and development as churches seek to accomplish goals involving education, revitalization, and strategic planning. This is an exempt ¾ time position.

ACCOUNTABILITY:

To the executive presbyter as head of staff.

PERSONAL QUALIFICATIONS AND CHARACTERISTICS:

The person who holds the position of congregational resources coordinator should hold an abiding commitment to God, to our Lord and Savior Jesus Christ, and to the PC(USA). This person should possess demonstrable knowledge of computer hardware and software. In practice, this person should possess people skills and be able to teach and encourage.

His or her character should reflect the highest standards to which employees of the church are held; among these is the call to be a colleague in ministry, and he or she must be approachable as well as knowledgeable. He or she must have a working knowledge of computers sufficient to complete the tasks and to resource others. He or she must be supportive of and able to work in a decentralized environment and maintain a home office. The CRC must be a member of a congregation within the bounds of Homestead Presbytery.

RESPONSIBILITIES:

1. Solicit sessions for the congregational revitalization and ministry review programs and coordinate the program implementation.
2. Solicit, train and coordinate the work of coaches in the congregational revitalization program, and of leaders for the ministry review process.
3. Resource church committees and pastors in the areas of Christian education, worship, evangelism, communication and technology; receiving, cataloging and maintaining presbytery's resources, including the software and hardware used to transmit such information and curriculum.
4. Facilitate and coordinate (not necessarily perform) media activities, promotional ideas and marketing within Homestead Presbytery. This includes but is not limited to *The Homesteader*, newspaper articles and promotion, other printed resources, radio, and television. This includes ordering all materials and keeping records of income and expenses.
5. Conduct training and workshops in the use of website, media, and electronic programs.
6. Oversee the purchase, maintenance, and upgrading of the computers used by the staff of Homestead Presbytery as well as the Internet and website.
7. Oversee any contract with individuals related to the website development and maintenance; and create, or coordinate with, any editorial board or groups necessary to accomplish the above.

8. Develop and lead workshops for pastors, congregational leaders, and presbytery staff and leaders in areas of responsibility in coordination with the executive presbyter.
9. Coordinate all work with the executive presbyter.

EVALUATION:

The executive presbyter shall be responsible for performance evaluation and report to the Homestead Presbytery personnel committee annually.

TERMINATION:

A person shall be terminated from this position by:

1. Resignation to the executive presbyter;
2. For cause, upon recommendation of the executive presbyter to the Homestead Presbytery personnel committee.

TITLE: Secretary

PURPOSE:

To enhance the work of the Homestead Presbytery through clerical assistance to other staff and presbytery officers.

ACCOUNTABILITY:

The Secretary is accountable to the Executive Presbyter.

QUALIFICATIONS:

The person who is called to the position of Secretary should hold an abiding commitment to God, to our Lord and Savior Jesus Christ and to the Presbyterian Church, (USA) {PCUSA}. The Secretary must be someone who can function well with a decentralized, field-based staffing model. In practice, this person should be a leader who possesses administrative and people skills. His or her character should reflect the highest standards to which the members of Presbytery are held. The Secretary must be computer literate and familiar with software necessary for a 'paperless' office. He or she should have the ability to discuss issues with openness, grace, and respect while interpreting and explaining policies or reports in a manner understandable to the Presbytery and its members.

PERSONAL CHARACTERISTICS:

1. Possesses a personable and professional attitude.
2. Seeks to passionately implement the vision and the mission of the Presbytery of Homestead.
3. Desires that the Presbytery strives to be the best it can be and seeks to resource the Presbytery with quality ideas and reports.
4. Sets appropriate boundaries between work and home life with the intent to provide good self-care.
5. Has the ability to explain reports and to assist those who are using reports for their work.
6. Possesses integrity, maturity, stability and the ability to cope with stress and has a secure self-confidence with a clear sense of personal direction, flexibility, sense of humor, and high moral standards in personal and professional life.
7. Is diligent in keeping confidences of office and presbytery business.

RESPONSIBILITIES:

1. Answer the presbytery telephone during office hours established by the Executive Presbyter.
2. Receive e-mails and offer answers or pass along the email content to the appropriate presbytery staff in a timely manner.
3. Scan and file reports and presbytery documents.
4. Assist in finalizing and sending out correspondence from the executive presbyter and other staff or officers.
5. Update Presbytery Directory and contact lists.
6. Type and distribute weekly Running Notes and *The Homesteader*.
7. Maintain Presbytery Master Calendar.

8. Assists at presbytery stated meetings and attends meetings of the Business and Finance Committee as needed.
9. The Secretary is also under the operational direction of the Congregational Resource Coordinator and may receive assignments from the Treasurer and Stated Clerk.
10. Other duties as may be assigned by the Executive Presbyter.

RELATIONSHIPS:

The Secretary works under the supervision of the Executive Presbyter. The Secretary operates as a member of a team which includes the presbytery staff and officers as well as committee moderators.

PERFORMANCE REVIEWS:

Each year, the Executive Presbyter is required to perform an annual review of this position. The Executive Presbyter can obtain additional comments from any member of staff or Presbytery, any Committee, or any Church member throughout the Presbytery of Homestead.

TITLE: Bookkeeper

PURPOSE:

To fulfill the functions of a Bookkeeper of Presbytery as set forth in this position description and such other specific responsibilities as assigned by the Executive Presbyter or the Business and Finance Committee.

ACCOUNTABILITY:

The Bookkeeper is accountable to the Executive Presbyter.

QUALIFICATIONS:

The person who is called to the position of Bookkeeper should hold an abiding commitment to God, to our Lord and Savior Jesus Christ and to the Presbyterian Church, (USA) {PCUSA}. The Bookkeeper must be someone who can function well in a decentralized, field-based setting. In practice, this person should be a leader who possesses administrative and people skills. His or her character should reflect the highest standards to which the members of Presbytery are held. The Bookkeeper must be computer literate and familiar with accounting practices and software. The bookkeeper is able to provide financial reports that represent appropriate accounting practices. He or she should have the ability to discuss issues with openness, grace, and respect while interpreting and explaining financial reports in a manner understandable to the Presbytery and its members.

PERSONAL CHARACTERISTICS:

1. Possesses a personable and professional attitude.
2. Seeks to passionately implement the vision and the mission of the Presbytery of Homestead.
3. Desires that the Presbytery strives to be the best it can be and seeks to resource the Presbytery with quality ideas and reports.
4. Ability to set appropriate boundaries between work and home life with the intent to provide good self-care.
5. Ability to explain financial reports and assist those who are using financial reports for their work.
6. Possesses integrity, maturity, stability and the ability to cope with stress and has a secure self-confidence with a clear sense of personal direction, flexibility, sense of humor, and high moral standards in personal and professional life.
7. Sensitive to confidences to which the Bookkeeper may be privy.

RESPONSIBILITIES:

1. Maintains a complete and accurate accounting of all Presbytery receipts and disbursements, including credit card and checking reconciliation.
2. Provides receipts to individuals and churches in a timely manner.
3. Fulfills in a timely and complete manner all duties outlined in the Bookkeeping Schematic.
4. Comprehends the bookkeeping methods and procedures of non-profit bookkeeping services and maintains good communications with the Executive Presbyter, the Business and Finance Committee, and the Treasurer.
5. Maintains the accounting services of Presbytery including Per Capita billing and payment, mission giving pledges and payments. Transmits General Assembly and Synod payments.
6. Prepares all tax related documents (i.e., Form 1099) in a timely manner and submits all tax related documents in a timely manner and submits them to the Treasurer for filing.
7. Assists in preparation of the annual financial audit, preparing draft business data, reports representing the financial reality of the Presbytery and any financial report requested by the

Executive Presbyter, Presbytery Council, the Business and Finance Committee or Presbytery Committees.

8. Prepares necessary reports and files for and works with the Presbytery's auditor during the audit process.
9. Works with the Business and Finance Committee to provide background information in the decision making process regarding Presbytery's financial needs.
10. Prepares and distributes monthly financial reports to the Business and Finance Committee, Presbytery Treasurer and Executive Presbyter.
11. Assists church treasurers with process questions and processes.
12. Makes deposits and write checks weekly.
13. Attends Business and Finance Committee meetings as needed.
14. Performs other related tasks as may be assigned by the Executive Presbyter.

RELATIONSHIPS:

The Bookkeeper works under the supervision of the Executive Presbyter. The Bookkeeper is also under the operational direction of the Treasurer. The Bookkeeper operates as a member of a team which includes the Presbytery Staff, the Business and Finance Committee, and the Treasurer. The Bookkeeper serves as a resource to the Business and Finance Committee, Presbytery Council, and the Presbytery.

PERFORMANCE REVIEWS:

Each year, the Executive Presbyter is required to perform an annual review of this position. The Executive Presbyter can obtain additional comments from any member of staff or Presbytery, any Committee, or any Church member throughout the Presbytery of Homestead.

BOND:

The Bookkeeper is required to be bondable in an amount to be determined by the Business and Finance Committee.

F. NOMINATING COMMITTEE

1. The Nominating Committee shall provide the names, addresses, telephone numbers, e-mail addresses, and church affiliation of nominees to fill vacancies in standing committees of presbytery, the Permanent Judicial Commission, commissioners to General Assembly, commissioners to Synod of the Lakes and Prairies, and members of the Calvin Crest Board of Directors.
2. This committee may, but is not required to, suggest to ministry and mission task groups people for their work.

G. PROGRAM-GRANT COMMITTEE

Purpose:

To manage and disseminate mission resources within Homestead Presbytery, by authorizing and overseeing Ministry and Mission (M&M) task groups and other appropriate agencies within presbytery.

Accountability:

The Program and Grant (P&G) committee functions on behalf of Homestead Presbytery and shall report to presbytery as appropriate. The committee will provide representation to Presbytery Council, and be guided by its recommendations.

P&G Tasks:

1. Evaluate and authorize M&Ms on an annual basis.
2. Supervise M&Ms for operational effectiveness and accomplishment of ministry.
3. Allocate and monitor funding of M&Ms and other appropriate agencies.
4. Allocate funding for grant applications from individuals and churches within Presbytery.
5. Advocate on behalf of M&Ms for presbytery funding and other support.
6. Explore needs for new and emerging ministry within Homestead Presbytery.
7. Seek new ministry leadership as needed
8. Terminate M&Ms as ministry needs change or actions are ineffective.

H. DISASTER PREPAREDNESS AND RESPONSE COMMITTEE

The Disaster Preparedness and Response Committee Plan documents the specific functions and responsibilities of the committee.

[* guidance with respect to human caused disaster (e.g. shootings) should be part of this plan *]

I. COMMITTEE ON NEW WORSHIPPING COMMUNITIES, CHURCH DEVELOPMENT AND REDEVELOPMENT

[* The following information comes from the presbytery website and is from 2015. *]

1. Delegation of Duties: Understanding that church in our changing culture takes on varied forms, the Standing Committee on New Worshipping Communities, Church Development and Redevelopment seeks to make and renew worshipping communities in Homestead Presbytery as they seek to form disciples of Jesus Christ through
 - Worship gathered by the Spirit to meet Jesus Christ in Word and Sacrament.
 - Community that practices mutual care and accountability while developing sustainability in leadership and finances.
2. Membership on the committee shall be as follows: a total of seven (7) ruling and teaching elders under the guidance of the Homestead Presbytery policy on representation. The committee

moderator will be elected from among that number and be a member of council.

3. Oversee development and redevelopment of new and existing worshipping communities establishing their identity as members of the larger Presbyterian Church (USA) worshipping community.

4. Familiarize all committee members with the PC(USA) information on New Worshipping Communities and Homestead Presbytery's redevelopment process.

5. Develop a discernment process for all new worshipping communities.

6. Oversee the redevelopment process currently in use in Homestead Presbytery.

7. Approve and Recommend to Business and Finance Committee of Homestead Presbytery all financial requests of both new worshipping communities and church redevelopment projects.

8. Provide a liaison to new and redeveloping worshipping communities within Homestead Presbytery.

9. Recommend to Presbytery administrative commissions to act as session for new worshipping communities that are not a ministry of a Homestead Presbytery congregation's session, such commissions shall be composed of five members. A quorum of the administrative commission is a majority of members.

10. Approve and recommendation to Homestead Presbytery of all new worshipping communities within the bounds of Homestead Presbytery. Determination of new worship communities shall be based on the General Assembly definition of a new worshipping community.

J. BILLS AND OVERTURES COMMITTEE

This committee is responsible for handling business related to overtures to General Assembly. Committee membership and responsibilities are defined in the bylaws.

K. ROLE OF PRESBYTERY MODERATOR

1. The presbytery moderator presides over all presbytery meetings.
2. The moderator also appoints administrative commissions for ordination and installation.
3. The moderator is elected for a one-year term, which begins at the close of the November presbytery meeting. There may be an installation service at the November meeting.
4. Ordinarily, the vice moderator assumes the position of moderator at the end of the term as vice moderator.
5. The moderator may represent presbytery at meetings of other church bodies.
6. The moderator shall have input into worship services and educational presentations at presbytery meetings.
7. The moderator is responsible for the sermon at the November presbytery meeting.

L. ROLE OF THE PRESBYTERY VICE MODERATOR

The vice-moderator shall be elected by the presbytery to serve one year concurrently with the moderator. The vice-moderator shall in all respects serve as the moderator when the moderator, for any reason, is unable to perform her/his duties and may be called upon to assist as the moderator chooses. Barring extraordinary circumstances, the Nominating Committee shall normally nominate the vice-moderator as nominee for moderator of presbytery.

M. AMENDMENTS

This manual may be amended by a majority vote of the duly authorized members and commissioners present at any meeting of the presbytery, provided that notice of the proposed

amendment has been submitted in writing at least 10 days previous; and provided that the amendment is in accord with the Constitution of the PC(USA).

(End of Homestead Presbytery Manual of Operations)