

**INDIAN NATIONS
PRESBYTERY
MANUAL**



**STANDING RULES
OPERATIONAL PROCEDURES
POLICIES & PROCEDURES**

2019

PRESBYTERY OF INDIAN NATIONS

STANDING RULES

ARTICLE I • DESCRIPTION OF THE PRESBYTERY

The Presbytery of Indian Nations is a council of the Presbyterian Church (U.S.A.) subject to the Constitution of the Church.

The presbytery bears responsibility for ministry within the boundaries of the following counties in the State of Oklahoma: Beckham, Caddo, Canadian, Carter, Cleveland, Comanche, Cotton, Custer, Garvin, Grady, Greer, Harmon, Hughes, Jackson, Jefferson, Johnston (except the townships of Myrick and Thomas), Kiowa, Lincoln, Love, Marshall, McClain, Murray, Oklahoma, Pontotoc, Pottawatomie, Roger Mills, Seminole, Stephens, Tillman, and Washita.

The presbytery is incorporated under the laws of the State of Oklahoma.

ARTICLE II • MEMBERS, MEETINGS & OFFICERS

MEMBERS

Minister Members

Continuing members of presbytery are teaching elders (ministers), as described in the *Book of Order* (G-2.05). Ministers of other denominations, who qualify under the provisions of G-2.0507, shall be enrolled as temporary members for the duration of their service within the presbytery.

Voting Privileges for Members & Commissioners

Continuing and temporary members of presbytery, commissioners elected by their respective sessions, and ruling elders serving as officers of the presbytery and moderators of continuing committees, who are ruling elders, are entitled to vote on matters coming before the presbytery.

Corresponding Members & Visitors

Corresponding members and visitors are welcome to attend presbytery meetings. The presbytery may grant voice but not vote to corresponding members and visitors.

MEETINGS

The presbytery will hold three stated meetings each year:

February	The last Friday and the following Saturday
June	The first Saturday
October	The Friday following the first Monday

The October meeting shall be the annual meeting of the corporation.

Special meetings may be called upon notice being sent at least ten days in advance to each minister and to the session of every church.

Quorum for presbytery meetings

The quorum for meetings of the presbytery shall be six (6) ministers and an equal number of ruling elders from at least six (6) churches.

Officers

The officers of the presbytery are moderator, vice moderator, stated clerk and treasurer.

The moderator and vice moderator shall serve one-year terms. Upon completion of a term as vice moderator, the vice moderator shall become the moderator.

41 The stated clerk and treasurer shall be elected to five-year terms in accordance with the
42 personnel policies of the presbytery.

43 **ARTICLE III • ORGANIZATION FOR MISSION**

44 **Committees, Commissions & Networks**

45 The work of the presbytery shall be coordinated by a Coordinating Council and by
46 committees, and commissions. Unless otherwise required by the *Book of Order*,
47 committees and networks may be composed of ruling elders, deacons, ministers and
48 non-ordained church members. Presbytery committees and commissions shall be
49 composed of elders and ministers in numbers as nearly equal as possible.
50 Administrative commissions shall be composed of no fewer than seven (7) members,
51 and with not more than one (1) of its ruling elder members from any one church; with the
52 following exception: an administrative commission for the ordination and/or installation of
53 a minister may be composed of five (5) members with no more than one (1) of the ruling
54 elders from any one church. Presbytery shall elect members of all committees and
55 commissions; and shall elect moderators of those bodies, with the following exceptions:

- 56 a) Each permanent judicial commission shall meet and elect from its members a
57 moderator and a clerk (D-5.0201).
- 58 b) The Indian Nations Presbytery Foundation elects officers in accordance with the
59 bylaws of the foundation.
- 60 c) The committee on ministry is authorized to appoint administrative commissions for
61 the ordination and installation of ministers of Word and Sacrament, and to designate
62 the moderator of each commission, provided that the committee reports its action at
63 the next stated meeting of the presbytery.

64 Members of committees and commissions shall be continuing members of Indian
65 Nations Presbytery or members of the presbytery's constituent churches. The Interim
66 Presbytery Pastor is an ex officio member (without vote) of presbytery committees.

67 **Terms of Service**

68 Unless otherwise required by the *Book of Order*, committees, with the exception of the
69 Coordinating Council, shall be organized into three classes, with each class serving a
70 three-year term. Insofar as possible, classes shall be of equal size. Election of new
71 classes will occur at the October stated meeting; election of persons to fill vacancies
72 may occur at any meeting. Unless otherwise specified, terms of service begin
73 immediately upon election. No one may serve for more than six consecutive years on
74 any committee, work group or unit. Persons eligible to serve may be elected to
75 unexpired terms, provided that consecutive service does not exceed six years. Insofar
76 as possible, committees and commissions shall reflect broad geographical
77 representation.

78 **Quorum for Committees, Commissions & Work Groups**

79 A majority of elected members constitutes a quorum. No unit may conduct business
80 without a quorum.

81 **Coordinating Council**

82 The Coordinating Council (CC) shall be composed of twelve (12) ruling elders and six (6)
83 ministers of word and sacrament at large. Moderators of the Committee on Ministry,
84 Committee on Preparation for Ministry, Committee on Administration, and Committee on
85 Nominations and Representation shall serve as members of the Coordinating Council.

86 The Interim Presbytery Pastor, Stated Clerk, Moderator and vice moderator of
87 presbytery shall serve ex officio with voice but without vote.

88

89 Representatives of other Committees, Boards, Networks, and Commissions may attend
90 or be invited to attend meetings of the CC, and may be granted voice when the CC
91 deems it to be appropriate.

92

93 The immediately previous serving moderator of the Presbytery shall serve as the
94 moderator of the Coordinating Council. The Stated Clerk shall record and preserve the
95 minutes of each meeting. The Coordinating Council shall elect from its members a vice-
96 moderator to serve in that role in the event that the moderator of the coordinating council
97 is unwilling or unable to serve. This person shall be a member in their second year of
98 service but not the moderator of a committee.

99

100 The eighteen (18) at Large Members shall each serve a two-year term in two classes
101 and be selected on a rotating basis as described below:

102

103 Ministers of Word and Sacrament (Teaching Elders), assembled on two lists; three (3)
104 by seniority and three (3) randomly selected, shall be invited to serve on the council for
105 two years. If the individual chooses to decline, the next pastor on the list shall be asked
106 to serve. The Teaching Elder must have attended a presbytery meeting in the previous
107 12 months to be eligible. New pastor members of the presbytery shall be added to the
108 bottom of the seniority list but must be a member of the presbytery a minimum of two
109 years prior to service on the Coordinating Council.

110

111 Ruling elders shall be selected by their respective Sessions as their congregation is
112 offered a position on the Coordinating Council according to the rotation model described
113 as follows: Congregations shall be apportioned into 6 (roughly) geographical regions,
114 each containing 7 to 8 churches. (for the purpose of this apportionment, the three
115 members of the Southwest Oklahoma Presbyterian Parish, Grandfield, Temple, and
116 Walters, are combined) Within each region, the congregations are listed in alphabetical
117 order and in turn are asked to send a representative of their congregation (being
118 ordained as a ruling elder) to serve on CC. If the offer is declined the next congregation
119 is asked. Each region will be represented by two REs from two different congregations.

120

121 The regions shall be apportioned as follows:

122 (1) Elk City, Weatherford Federated, Hobart, Colony, El Reno, Yukon, Altus

123 (2) Southwest Oklahoma Presbyterian Parish, Chattanooga, Chickasha, Duncan,
124 Lawton First, Lawton Korean, Lawton Westminster

125 (3) Chandler, Davenport, Aचना, Shawnee United, Cheyarha, Tallahassee, Wewoka
126 First, Wewoka First Indian

127 (4) Ardmore, Ada, Byars, Pauls Valley, Rosedale, Salem, Shepherd of the Hills

128 (5) Westlake, Church of the Savior, Central, Covenant, First OKC, Santa Fe,
129 Westminster OKC

130 (6) Hillcrest, Korean First OKC, Memorial, Midwest City, Norman First, Southminster,
131 Trinity

132 The Coordinating Council serves as the strategic decision-making body of the presbytery
133 between stated and called meetings of the presbytery:

- 134 1. It provides a forum for coordination of the various aspects of the presbytery's work,
 135 either on recommendation from sessions, committees, networks, or at the
 136 initiative of the council itself
 137 2. It has oversight of all presbytery work
 138 3. It encourages strategic thinking about mission in the presbytery
 139 4. It is responsible for the funding of presbytery work
 140 5. It sets the presbytery agenda
 141 6. It ensures that training for the effective functioning of the presbytery be offered at
 142 every level
 143 7. As the presbytery lives into the experience of this new structure, Coordinating
 144 Council and other groups will recommend to presbytery the proper location of
 145 other functions formerly assigned to Mission Strategy Group
 146 8. This council will ensure regular evaluations of the structure and leadership
 147 functions of presbytery and provide for study or recommendations for ways to
 148 adapt these functions to the current needs of presbytery
 149 a. the first review will begin 2 years after the adoption of these Standing Rules
 150 b. subsequent evaluations should be initiated every three.
 151 9. The Coordinating Council shall encourage and approve the formation of ministry
 152 Networks. Provide start-up grants, and authorize the Committee on
 153 Administration (COA) to include Networks in the annual budget.
 154

155 **Continuing Committees & Permanent Judicial Commission**

156 **Permanent Judicial Commission**

157 The permanent judicial commission shall be composed of seven (7) members, according
 158 to terms and organization outlined in D-5.0102 and D-5.0201. The permanent judicial
 159 commission shall handle all matters referred to it under the *Rules of Discipline*.

160 **Committee on Nominations and Representation**

161 The Committee on Nominations and Representation shall be composed of six (6)
 162 members, who shall be nominated by the Coordinating Council and elected by
 163 presbytery, in accordance with the provisions of the *Book of Order* (G-3.0111). The
 164 committee shall be responsive to the church's commitment to diversity (F-1.0403).

165 **Committee on Ministry**

166 The committee on ministry shall be composed of eighteen (18) members, evenly divided
 167 between ministers and ruling elders.

168 The committee on ministry shall have authority to perform those functions detailed in the
 169 Operational Procedures portion of the presbytery manual and in D-9.0101a. The
 170 committee also may appoint administrative commissions for the ordination and/or
 171 installation of teaching elders. In addition, the committee has authority to appoint
 172 moderators for churches where there is no pastor, or where the pastor has been placed
 173 on administrative leave. The committee appoints persons to serve on the response
 174 coordination team, created under the presbytery's sexual misconduct policy.

175 **Committee on Preparation for Ministry**

176 The committee on preparation for ministry shall be composed of six (6) members,
 177 including at least three (3) ministers and three (3) ruling elders.

178 The committee shall be responsible for all aspects of the care and oversight of inquirers
 179 and candidates, including authority to dismiss candidates, enroll inquirers, and certify

180 candidates as ready for examination for ordination, with the provision that all such
181 actions be reported to the next stated meeting of the presbytery. The committee
182 nominates readers (and alternates) for the Presbyteries' Cooperative Committee
183 examinations.

184 The committee shall administer an educational program for persons seeking to serve as
185 commissioned ruling elders. Upon completion of basic courses, the committee shall
186 certify to presbytery persons ready to be commissioned.

187 **Committee on Administration**

188 The Committee on Administration shall be composed of nine (9) members chosen at-
189 large. The committee shall coordinate personnel matters in accordance with presbytery
190 policies and shall recommend changes to policies, as needed.

191 The committee will develop and administer the mission and administrative budgets and
192 oversee financial operations of the presbytery in coordination with the CC. The
193 presbytery treasurer, accountant and interim presbytery pastor will serve ex-officio and
194 without vote.

195 The committee shall conduct annual evaluations of the presbytery staff.

196 **Board of Trustees**

197 The board of trustees shall be composed of three (3) members, including at least one (1)
198 ruling elder and one (1) minister. The Interim Presbytery Pastor and stated clerk shall
199 serve ex officio and without vote. The stated clerk shall record and preserve the minutes
200 of each meeting. Legal signatories shall be any two (2) trustees or any trustee and the
201 secretary of the corporation, provided that the board shall have approved the action and
202 shall have ordered that legal documents be signed. The presbytery shall elect the
203 president of the corporation annually from among the trustees. For purposes of state
204 filings, the stated clerk and treasurer of the presbytery shall be the secretary and
205 treasurer of the corporation.

206 **Indian Nations Presbytery Foundation**

207 Indian Nations Presbytery Foundation exists to raise money above the normal budgetary
208 process in order to meet the future needs of the presbytery. The foundation is managed
209 by a board of six (6) directors elected by the presbytery, with the following provisions:
210 composition of the board shall be, as nearly as possible, one-third ministers and
211 two-thirds laypersons; no director may serve more than two consecutive three-year
212 terms; all directors shall be active members of the Presbyterian Church (U.S.A.).

213 **Temporary Committees & Task Forces**

214 The moderator may appoint temporary committees, as needed, for the duration of a
215 presbytery meeting. Such committees shall report before adjournment of the meeting at
216 which they are appointed.

217 The presbytery moderator shall appoint investigating committees, as needed, after
218 consultation with the stated clerk and the moderator of the committee on ministry.
219 Should one or more of these persons be named in a particular allegation, the vice
220 moderator of presbytery (as first alternate) and council moderator (as second alternate)
221 may appoint the investigating committee.

222 The moderator, after consultation with the stated clerk, also shall appoint committees of
223 counsel.

224 Presbytery may appoint temporary (ad hoc) committees and task forces to complete
225 specific tasks within a specified period of time, at the conclusion of which they shall
226 cease to exist. Temporary (ad hoc) committees and task forces shall report to the
227 presbytery at least annually. Presbytery action is required to extend the time limit set at
228 election.

229 Presbytery committees may appoint task forces and ministry teams as needed to
230 complete specific tasks. Such appointment shall not exceed one year.

231 **Networks**

232 Networks shall be the gathering of representatives of no less than three congregations
233 or entities focused on a common mission or ministry enhancing the work of the
234 presbytery. Networks shall invite members to serve as needed, depending on their
235 work. They shall elect a moderator from within their network who may serve for a term
236 of 3 years and no more than 2 terms consecutively. Networks should be approved by
237 the Coordinating Council and are required to submit annual reports to the Coordinating
238 Council for oversight. Approved Networks may request and receive mission grants for
239 their work. The moderator is invited to attend the CC meetings without voice or vote, but
240 may be granted the privilege of voice if the CC so desires.

241

242 **ARTICLE IV • RELATED ENTITIES**

243 **Presbyterian Women in the Presbytery of Indian Nations**

244 The primary focus of Presbyterian Women in the Presbytery of Indian Nations is to
245 provide support and network for Presbyterian Women in congregations, and relates to
246 the synod and national Presbyterian Women.

247 **Urban Mission**

248 Urban Mission is governed by an independent board of directors. Although no formal
249 ties exist between Urban Mission and the presbytery, many churches provide financial
250 support and volunteer work groups.

251 **Dwight Mission**

252 Dwight Mission is supported by the three Oklahoma presbyteries. Indian Nations
253 Presbytery elects three (3) persons to serve on the boards that provide oversight to the
254 camp and its program; the Interim Presbytery Pastor may serve as an ex officio member
255 of the boards.

256 **Goodland Academy**

257 Goodland Academy, formerly known as Goodland Presbyterian Children's Home, is
258 governed by an independent board of directors. Although no formal ties exist between
259 Goodland and the presbytery, many churches provide financial support and volunteer
260 work groups.

261

262 **Oklahoma Conference of Churches**

263 The Oklahoma Conference of Churches fosters ecumenical ministry within the State of
264 Oklahoma. Three (3) voting members – the Interim Presbytery Pastor, and two (2)
265 representatives appointed by the presbytery Coordinating Council – represent the
266 Presbytery of Indian Nations at the OCC board of directors.

267 **ARTICLE V • PRESBYTERY STAFF**

268 Presbytery employs staff as deemed necessary in order to fulfill its mission. Policies
269 governing employment are contained in the presbytery personnel manual.

270 **ARTICLE VI • SUSPENSION AND REVISION OF STANDING RULES**

271 The standing rules may be suspended or amended by a two-thirds majority of presbyters
272 present and voting, provided that proposed amendments have been submitted in writing
273 at the previous stated meeting or have been distributed in written form in connection with
274 the call for the meeting.

275 When changes in the *Book of Order* occur that place these standing rules in
276 contradiction, the *Book of Order* prevails.

277 In accordance with the *Form of Government* (G-3.0106) and in order for the Presbytery
278 of Indian Nations to have a basis for administrative procedures and understandings by
279 which it functions, operational procedures are approved as a companion to the standing
280 rules.

PRESBYTERY OF INDIAN NATIONS

OPERATIONAL PROCEDURES

1 **SECTION I • THE PRESBYTERY**

2 The Presbytery of Indian Nations is a council of the Presbyterian Church (U.S.A.) subject
3 to the Constitution of the Church. The form and organization of the presbytery is
4 prescribed in Chapter 3 of the *Form of Government* (G-3.01, G-3.03).

5 The presbytery is incorporated under the laws of the State of Oklahoma. A copy of the
6 articles of incorporation is available for examination in the presbytery office. Trustees
7 manage corporation business as directed by the presbytery, and with the advice of legal
8 counsel.

9 **MEMBERS**

10 **SECTION II • MEMBERS, MEETINGS & OFFICERS**

11 **Minister Members**

12 Minister members of presbytery are teaching elders who have been received and
13 enrolled in accordance with provisions in the *Book of Order* (G-3.0306). The committee
14 on ministry or the presbytery itself will examine ministers seeking membership prior to
15 their reception.

16 **Election of Commissioners**

17 The session of each church elects ruling elder commissioner(s) to represent the
18 congregation at meetings of the presbytery.

19 Churches with membership over 500 shall be represented as follows

20 501 – 1000 — 2 ruling elders

21 1011 – 1500 — 3 ruling elders

22 1501 – 2000 — 4 ruling elders

23 1001 – 3000 — 5 ruling elders

24 From 3,001 members there shall be an additional ruling elder representative for each
25 1,000 additional members or major fraction thereof.

26 Presbytery urges sessions to select commissioners and alternate commissioners for an
27 entire year; and to notify the stated clerk of commissioners and alternates selected,
28 including term of service.

29 **Privilege of the Floor**

30 Privilege of the floor, with voice but not vote, shall be granted to the following persons
31 resident within the presbytery:

32 Moderator (or vice moderator), Presbyterian Women in the Presbytery of Indian
33 Nations

34 Former moderators of the Presbytery of Indian Nations

35 Certified Christian Educators

36 Commissioned ruling elders holding commissions from this presbytery

37 Certified members of the Administrative Personnel Association

38 Certified members of the Presbyterian Association of Musicians

39 Certified members of the Presbyterian Church Business Administrators
40 Association

41 **Corresponding Members & Visitors**

42 Teaching elders in good standing in other presbyteries of the Presbyterian Church
43 (U.S.A.); officers of other councils in the Presbyterian Church (U.S.A.); and officers of
44 partner ecumenical organizations, who are present at any meeting of the presbytery,
45 may be invited to sit as corresponding members with voice but without vote. Presbytery
46 may grant privilege of the floor to visitors, with or without voice, for all or part of the
meeting as may be appropriate in each instance.

47 **Redress of Imbalance**

48 When the number of resident ministers entitled to vote in presbytery is greater than the
49 number of ruling elders so entitled, the clerk shall report this imbalance and shall invite
50 sessions, on a rotating basis in the order of the church's date of charter, to elect an
51 additional ruling elder commissioner until the balance is restored.

52 **MEETINGS**

53 The presbytery will hold three stated meetings each year. Ordinarily, the February
54 stated meeting begins at noon on Friday and ends at noon on Saturday. Ordinarily,
55 stated meetings in June and October begin at 9:30 a.m. and end at 3:30 p.m. When
56 circumstances indicate, council may set a later hour for convening, provided that the
57 hour is specified in the first (mailed) notice of the meeting.

58 **Attendance**

59 Minister members, ruling elder commissioners, and ruling elders entitled to vote by virtue
60 of office are expected to attend all stated meetings unless excused. Requests for
61 excused absence shall be submitted to the stated clerk within three business days from
62 adjournment of the meeting for which an excused absence is requested. For a church to
63 be listed as excused, both the commissioner and the alternate must have approved
64 absences.

65 All ministers on the roll of presbytery who are honorably retired or who are living or
66 laboring outside the bounds of the Presbytery of Indian Nations shall be excused from
67 regular attendance.

68 **Place of Meeting**

69 The place for each stated meeting shall be determined in advance by the presbytery
70 upon recommendation of the presbytery mission strategy group.

71 **Change of Place or Time of Meeting**

72 Whenever it becomes necessary to change the time or place of any stated meeting of
73 the presbytery, the moderator, stated clerk, and general presbyter shall be authorized to
74 secure another time and/or place of meeting, and to issue a call for that meeting
75 according to the rules for calling a special meeting.

76 **PRESBYTERY DOCKET**

77 **Worship**

78 Each stated meeting begins with worship. At the February stated meeting, the
79 Sacrament of the Lord's Supper will be celebrated.

80 **Proceedings**

81 Each session convenes with prayer, followed by

- 82 a) Roll call,
- 83 b) Seating of alternate commissioners and corresponding members,
- 84 c) Introduction of new business for that session
- 85 d) Adoption of the docket for that session.

86 A portion of each stated meeting will be devoted to events designed to enhance the
87 ministry of the presbytery and its churches. Business ordinarily will be docketed for the
88 latter part of the session.

89 Meetings of the presbytery and its units are conducted in accordance with the most
90 recent edition of *Robert's Rules of Order Newly Revised*, except in cases where the
91 *Constitution* of the Presbyterian Church (U.S.A.) provides otherwise.

92 **Consent and Action Agendas**

93 **Consent Agenda**

94 The stated clerk will prepare a consent agenda (omnibus motion) from recommendations
95 submitted by presbytery officers, committees, commissions and task forces, provided
96 that the items will not generate debate, contain housekeeping/routine matters, and do
97 not require explanation.

98 The consent agenda will be distributed to members and commissioners no later than the
99 evening before it is due to be considered. Items will be removed from the consent
100 agenda at the request of any voting member, and these items will be dealt with on the
101 action agenda.

102 **Action Agenda**

103 Action items are presented in the form of a motion. (Motions from presbytery
104 committees and commissions do not require a second.) Substantive motions will be
105 presented in the approved format and distributed to members and commissioners no
106 later than the evening before they are due to be considered. (A sample format for
107 presentation of action items is located in the "Forms" section of the presbytery manual.)

108 **OFFICERS**

109 **Moderator**

110 The vice moderator is installed as the moderator of presbytery upon the election and
111 installation of a new vice moderator. The one-year term begins at the adjournment of
112 the October stated meeting.

113 Person Description/Expectations:

- 114 • Possess an appreciation and love for the Presbyterian Church (U.S.A.) and for the
115 ministry and witness of the Presbytery of Indian Nations.
- 116 • Provide inspiration and encouragement to commissioners, elected personnel and
117 staff.
- 118 • Represent the larger church to congregations and ecumenical agencies.
- 119 • Possess knowledge of Presbyterian polity and parliamentary procedure.
- 120 • Be available to visit congregations and/or ecumenical gatherings, as invited.

121 Responsibilities:

- 122 • Preside over presbytery meetings, guiding the presbytery in fulfilling its
123 responsibilities.
- 124 • Coordinate worship services at presbytery meetings in conjunction with the vice
125 moderator.
- 126 • Moderate administrative commissions (for ordination/installation) as necessary.
- 127 • Visit committees as time permits, and encourage members in their service.
- 128 • Visit congregations upon invitation, as time and budget allow, interpreting the
129 mission of the whole presbytery.
- 130 • Attend denominational and ecumenical gatherings as requested by the general
131 presbyter and/or presbytery.

- 132 • Appoint investigating committees and committees of counsel in consultation with
133 the stated clerk and moderator of the committee on ministry in accordance with
134 requirements of the *Rules of Discipline*; and report appointments to the next stated
135 meeting of presbytery.
136 • Make appointments to fill vacancies on presbytery entities (with the exception of the
137 permanent judicial commission) and representation to ecumenical bodies between
138 meetings of the nominating committee and presbytery.

139 **Vice Moderator**

140 The vice moderator is nominated by the nominating committee and elected during the
141 October stated meeting. The one-year term begins at the adjournment of the October
142 stated meeting.

143 Person Description/Expectations: (same as for moderator)

144 Responsibilities:

- 145 • Discharge the functions of the moderator when requested by the moderator to do
146 so, when the moderator is absent or is incapacitated, or when the moderator has
147 moved from the bounds of the presbytery.
148 • Coordinate worship services at presbytery meetings in conjunction with the
149 moderator.
150 • Coordinate with council the program portion of presbytery meetings for the
151 following year.

152 **Moderator Pro Tempore**

153 In the absence of the moderator and vice moderator, the stated clerk is authorized to
154 name a member or commissioner present to be elected by presbytery as moderator pro
155 tempore for that meeting.

156 **Stated Clerk & Treasurer**

157 Position descriptions for stated clerk and treasurer are included in the presbytery
158 personnel manual.

159 **SECTION III • ORGANIZATION FOR MISSION**

160 **Presbytery Mission Strategy Group**

161 Presbytery shall elect a council moderator and members at-large for three-year terms,
162 according to the usual nominating procedures.

163 The mission strategy group handles only such administrative and programmatic
164 business as may be referred to it by the presbytery. It may make recommendations
165 concerning administrative and programmatic business as may come to its attention
166 between meetings of the presbytery. Council shall have no power to initiate action
167 except as provided in lines 172-223 below. No judicial business may be referred to the
168 council. The council shall report at each stated meeting of the presbytery every item of
169 business transacted. Its decisions shall be immediately operative wherever power has
170 been conferred, but may be reviewed and reversed by the presbytery.

171 The following powers are assigned to the mission strategy group, subject to presbytery
172 review:

- 173 a) To develop strategy for the mission of the Church within the presbytery's
174 geographic area, consistent with F-1.00, and to recommend to the presbytery
175 appropriate actions to initiate mission in light of the larger strategy of the synod
176 and the General Assembly.

- 177 b) To coordinate relationships with ecumenical bodies and agencies consistent with
178 presbytery mission strategy, and recommend to presbytery new ecumenical
179 partnerships or revisions to existing partnerships.
- 180 c) To validate mission projects and fund raising projects that are consistent with
181 presbytery mission. In so doing, council will refer requests to other appropriate
182 units/agencies of the presbytery for their response and/or concurrence.
- 183 d) To consult with the synod concerning the overall mission needs of the synod, as
184 well as the need for staff services in the presbytery.
- 185 e) To adjust line items in the annual budget upon recommendation by the budget
186 and finance committee.
- 187 f) To approve requests for non-budgeted expenditures, upon recommendation by
188 the budget and finance committee.
- 189 g) To approve project grants and scholarship applications from budgeted funds.
- 190 h) To approve applications for presbytery partnership funds congregational
191 development/transformation, with concurrence of the committee on ministry
192 and/or the committee on resourcing congregations.
- 193 i) To endorse grant applications to synod and General Assembly from churches
194 and related entities.
- 195 j) To approve expenditures from designated/restricted funds upon recommendation
196 from the budget and finance committee, and in accordance with the purposes
197 established for those funds.
- 198 k) To approve requests from particular churches for permission to take actions
199 regarding real property described in G-8.0000, in accordance with the
200 recommendation of presbytery trustees. (Requests that fail to achieve
201 consensus between the trustees and council will be referred to the presbytery.)
- 202 l) To direct the work of employed administrative personnel, and to terminate or
203 accept (between stated meetings of the presbytery) the resignation of
204 administrative staff, in accordance with personnel policies of the presbytery, upon
205 recommendation by the personnel committee.
- 206 m) To consider and report on all proposals and appeals for funding presbytery
207 programs.
- 208 n) To nominate persons to serve on the presbytery's nominating committee.
- 209 o) To make recommendations concerning bills and overtures, including proposed
210 amendments to the Constitution.
- 211 p) To propose the docket for meetings of presbytery, in consultation with the stated
212 clerk, and general presbyter, moderator and vice-moderator of presbytery; and to
213 approve displays and/or dissemination of materials at presbytery meetings.
- 214 q) To recommend locations for stated meetings of the presbytery.
- 215 r) To review standing rules, manuals and policies, in consultation with the stated
216 clerk and with committees and others responsible for implementing specific areas
217 of presbytery mission; and to recommend changes as appropriate, except in
218 those areas assigned to another committee.
- 219 s) To approve contracts for the conduct of audits and financial reviews, and report
220 results of such reviews to presbytery.
- 221 t) To consult with presbytery trustees in the issuance of corporate resolutions of
222 authority as may be necessary for the conduct of presbytery business.
- 223 u) To provide for the maintenance of presbytery offices, furniture, fixtures and
224 equipment.

225 **Permanent Judicial Commission**
226 Elections are held in odd-numbered years, or to fill vacancies as needed. The stated
227 clerk staffs the commission, coordinates training for commission members, and refers
228 matters to it as necessary.

229 **Committee on Nominations**
230 The committee on nominations publishes current information about opportunities for
231 service, maintains current profiles on persons desiring to serve in a variety of elected
232 positions, and encourages sessions and related entities to recommend individuals for
233 particular service in the church.

234 The committee is responsible for presenting one nominee for each position in the
235 following categories: presbytery mission strategy group and committees, permanent
236 judicial commission, and commissioners to other councils.. In presenting nominees for
237 commissioners to councils, the committee will comply with guidelines established by the
238 presbytery and by the specific council or organization (as in the case of Dwight Mission
239 Agency and Dwight Mission, Inc.)

240 **Committee on Representation**
241 The committee reviews nominations, consults with the nominating committee and
242 reports annually to the presbytery.

243 **Committee on Ministry**
244 The committee shall serve the presbytery in the following ways:
245 a. It shall visit regularly and consult with each minister of the presbytery. It shall
246 report to the presbytery annually the type of work in which each minister of the
247 presbytery is engaged. It shall require an annual report from every minister
248 performing work which is not under the jurisdiction of the presbytery or a higher
249 governing body of the church.
250 b. It shall make recommendations to presbytery regarding calls for the services of its
251 ministers. Every call for the services of a minister or candidate in a pastoral
252 relationship shall be placed in its hands and presented by it to the presbytery, with
253 a report as to the call being in order and recommendation as to whether the call
254 shall be placed in the hands of the minister or candidate. Every request by a
255 minister or candidate for the presbytery's approval of a task appropriate to the
256 ministry, though not a pastoral relationship to a particular church, shall be made by
257 the minister or candidate through the committee and shall be reported by it to the
258 presbytery with recommendation for presbytery's action.
259 c. It shall visit with each session of the presbytery at least once every two years,
260 discussing with them the mission and ministry of the particular church and
261 encouraging the full participation of each session and congregation in the life and
262 work of presbytery and of the larger church. (W-1.4002)
263 d. It shall counsel with churches regarding calls for permanent and designated
264 pastoral relations, visiting and counseling with every committee elected to
265 nominate a pastor or associate pastor. It shall advise with the committee
266 regarding the merits, availability, and suitability of any candidate or minister whose
267 name is contemplated for nomination to the congregation, and shall have the
268 privilege of suggesting names to the committee. No call to a permanent pastoral
269 relationship shall be in order for consideration by the presbytery unless the church
270 has received and considered the committee's counsel before action is taken to
271 issue a call. A call to a permanent pastoral relationship shall not be issued until it
272 has been approved by the presbytery. In the case of a church receiving aid in
273 supporting a pastor, it shall confer with both the church and that agency of

274 presbytery charged with arranging such aid before it shall recommend to the
275 presbytery that a call to such a church be placed in the hands of a minister. The
276 proper agency of the presbytery shall present to the committee a statement of the
277 presbytery's anticipated support of a pastor, which shall be attached to the call of
278 the church.

279 e. It shall counsel with sessions regarding stated supplies, interim pastors, interim co-
280 pastors, interim associate pastors, and temporary supplies when a church is
281 without a pastor, and it shall provide lists of pastors, commissioned lay pastors,
282 and qualified lay persons who have been trained and commissioned by the
283 presbytery to supply vacant pulpits. Concurrence of the presbytery through its
284 committee on ministry is required when a session invites an interim pastor, interim
285 co-pastor, or interim associate pastor.

286 f. It shall provide for the implementation of equal opportunity employment for
287 ministers and candidates without regard to race, ethnic origin, sex, age, marital
288 status, or disability. In the case of each call, it shall report to the presbytery the
289 steps in this implementation taken by the calling group.

290 g. It shall have authority to find in order calls issued by churches, to approve and
291 present calls for services of ministers, to approve the examination of ministers
292 transferring from other presbyteries, to dissolve the pastoral relationship in cases
293 where the congregation and pastor concur, to grant permission to labor within or
294 outside the bounds of the presbytery, and to dismiss ministers to other
295 presbyteries, with the provision that all such actions be reported to the next stated
296 meeting of the presbytery.

297 h. It shall serve as an instrument of presbytery for promoting the peace and harmony
298 of the churches, especially in regard to matters arising out of the relations between
299 ministers and churches. Its purpose shall be to mediate differences and reconcile
300 persons, to the end that the difficulties may be corrected by the session of the
301 church if possible, that the welfare of the particular church may be strengthened,
302 that the unity of the body of Christ may be made manifest.

303 i. It shall exercise wise discretion in determining when to take cognizance of
304 information concerning difficulties within a church, proceeding with the following
305 steps:

306 (1) It may take the initiative to bring the information which has come to it to the
307 attention of the session of the church involved, counseling with the session as
308 to the appropriate actions to be taken in correcting the reported difficulties.

309 (2) It may offer its help as a mediator in case the session either finds itself unable
310 to settle the problems peaceably or takes no steps toward settlement.

311 (3) It may act to correct the difficulties if requested to do so by the parties
312 concerned, or if this authority is granted by the presbytery for the specific
313 case. When so doing, the committee shall always hold hearings which afford
314 procedural safeguards as in cases of process, following the procedures
315 outlined in the Rules of Discipline.

316 The committee on ministry shall have authority to perform those Committee
317 responsibilities are further described in the committee handbook published by the
318 Presbyterian Church (U.S.A.). The committee also reviews and recommends policies
319 affecting calls and/or contracts for a variety of pastoral and professional services.
320 Pursuant to the presbytery's sexual misconduct policy, the committee appoints persons
321 to the response coordination team (RCT) and ensure that the RCT provides guidance
322 according to presbytery policy. The committee also shall review a minister's request for
323 vindication (D-9.0101a) and, in consultation with the stated clerk, may advise the on the
324 most appropriate course of action.

325 **Committee on Pastoral Care**
326 The committee cooperates with the committee on ministry and general presbyter to
327 address pastoral care issues for ministers, certified Christian educators, commissioned
328 ruling elders and their families. Care and support are extended through personal calls
329 and visits, as well as retreats and social gatherings. A care team is selected by the
330 committee to assist as necessary and appropriate.

331 **Committee on Preparation for Ministry**
332 The committee on preparation for ministry is responsible for implementing the care and
333 oversight process as detailed in the *Book of Order* and the committee handbook. The
334 committee may dismiss candidates, enroll inquirers, and certify candidates as ready for
335 examination for ordination, with the provision that all such actions be reported to the next
336 stated meeting of the presbytery in accordance with standing rules (lines 121-129) and
337 the *Book of Order* (G-11.0103v). The committee nominates readers (and alternates) for
338 the Presbyteries' Cooperative Committee examinations.

339 The committee on preparation for ministry also administers an education program for
340 commissioned ruling elders, advises the presbytery of policies and procedures related to
341 the program, and advocates for the role of commissioned ruling elders in the church.
342 The committee receives and approves applications from persons desiring to enter the
343 commissioned ruling elder training program, provides care and oversight for such
344 persons, and coordinates all aspects of their preparation for this ministry. Upon
345 completion of basic courses, the committee may certify to presbytery persons ready to
346 be commissioned.

347 **Congregational Ministries**
348 Working with geographical congregational clusters and cluster leadership within the
349 presbytery, the committee assists the presbytery by providing applicable resources and
350 educational opportunities, consistent with presbytery strategy, in the following areas:
351 new church development and transformation of existing congregations; discipleship,
352 giving particular attention to children and youth; church administration; missional
353 considerations, including strategy, interpretation and funding; and the stewardship of
354 God's abundance.

355 The committee encourages and fosters congregational partnerships within and across
356 clusters for the support of Christ's mission in the world. Cluster working groups report to
357 the presbytery through the committee.

358 **Youth Ministry Committee**
359 The committee may co-opt persons to serve alongside committee members on an
360 expanded youth council. Co-opted members have voice and vote in meetings of the
361 youth council. Directors of youth ministry and up to two youth members from
362 congregations across the presbytery are encouraged to serve on the youth council.

363 **Personnel Committee**
364 The personnel committee implements personnel policies and procedures, and reports to
365 council and presbytery as needed.

366 **Budget & Finance Committee**
367 The budget and finance committee develops annual budgets in consultation with
368 appropriate committees and structures of the presbytery, and presents budgets for
369 council review and presbytery approval at the October stated meeting. The committee
370 recommends budget adjustments as needed. The committee also oversees financial

371 operations of the presbytery, reviews financial statements and selected transactions,
372 advises council and presbytery on financial matters, and recommends policies as
373 needed.

374 **Board of Trustees**

375 The board deals with all property matters requiring presbytery action under the
376 *Constitution*. Trustees also consult with the committee on resourcing congregations and
377 with particular churches on such matters as insurance and risk management.

378 **Indian Nations Presbytery Foundation**

379 Pursuant to a presbytery mission design adopted in 1986, Indian Nations Presbytery
380 Foundation exists to raise money above the normal budgetary process in order to meet
381 the future needs of the presbytery. Such needs include start-up moneys for new mission
382 projects, new church development, church and mission redevelopment, church and
383 mission revitalization, as well as church plant repairs and modifications, and
384 development through both grants and low-cost loans. The purposes for which the
385 foundation is organized are as follows: to acquire, receive, hold and manage the
386 property and funds of the presbytery which may be committed to it; to conduct a
387 continuing program of developing new resources for the presbytery and its
388 congregations; and to act as fiduciary or representative for the benefit of the presbytery

389 **Temporary Committees & Task Forces**

390 Temporary committees, task forces and ministry teams report to the appointing body.
391 Unless otherwise provided for in the budget, expenses for temporary committees and
392 task forces are charged to the appointing body.

393 **Investigating Committees, Committees of Counsel & Other Special Committees**

394 The moderator of presbytery appoints investigating committees (in consultation with the
395 stated clerk and the moderator of the committee on ministry) and committees of counsel
396 (in consultation with the stated clerk), in accordance with requirements of the *Rules of*
397 *Discipline*; and reports appointments to the next stated meeting of presbytery. The
398 moderator, in consultation with the stated clerk, may also appoint special committees to
399 deal with requests for vindication (D-90000), as necessary. The stated clerk will arrange
400 training for investigating committees and committees of counsel.

401 **Conflicts of Interest**

402 Mindful of potential conflicts of interest, persons serving on presbytery entities may
403 speak but are to refrain from voting on matters affecting them or the churches or
404 enterprises with which they are connected. Persons serving on presbytery entities will
405 not receive remuneration beyond reimbursement of expenses for duties performed in
406 connection with their service.

407 **Resignation from Office**

408 Any person who is or becomes unable to perform the duties of office shall submit a
409 resignation to the stated clerk, who shall present the resignation to presbytery at its next
410 stated meeting.

411 Members of presbytery entities who move outside the bounds of the presbytery will be
412 considered to have resigned from any office held (effective the date of such move)
413 unless the person presents to the stated clerk reasons for remaining in office. Upon
414 receipt of such a statement, the stated clerk will present it to the next meeting of the
415 mission strategy group for its consideration and recommendation to presbytery.

416 It is the responsibility of all entities of the presbytery to encourage full participation of
417 their members. A non-functioning member of any presbytery entity (except the
418 permanent judicial commission) may be replaced by another member elected by the
419 presbytery (or temporarily appointed by the moderator of presbytery) at the request of
420 the entity. Requests for such replacements shall give details of non-participation, i.e.
421 number of unexcused absences, etc. Before appointing a temporary replacement, the
422 moderator shall consult with the vice moderator and with the presbytery's nominating
423 committee. Appointment of a temporary replacement shall be reported to council and
424 presbytery. Temporary appointments shall remain in force until the presbytery elects a
425 replacement.

426 **SECTION IV • RELATED ENTITIES**

427 **Presbyterian Women in the Presbytery of Indian Nations**

428 The organization keeps presbytery and its churches informed of the work of Presbyterian
429 Women across the denomination and around the world. PW offers excellent study
430 resources and leadership training opportunities. From time to time, PW may
431 recommend to the nominating committee individuals qualified for service on presbytery
432 committees, as well as in the larger church.

433 **Urban Mission**

434 Urban Mission provides a food pantry and other social and educational services within
435 the Oklahoma City metropolitan area. Urban Mission provides referral service for area
436 Presbyterian churches, providing both services and consultation with regard to the
437 needs of persons requesting assistance. Urban Mission also provides opportunities for
438 Presbyterians to be involved in volunteer mission service to the community.

439 **Dwight Mission**

440 Dwight Mission Agency provides general oversight of the programs and facilities at
441 Dwight Mission. Dwight Mission, Inc. provides financial oversight for the facility shared
442 by the three Oklahoma presbyteries. Presbytery representatives advocate for
443 participation in the various opportunities afforded through Dwight Mission, as well as for
444 the financial support of this Oklahoma Presbyterian camp and conference center.

445 **Oklahoma Conference of Churches**

446 The Oklahoma Conference of Churches fosters ecumenical ministry within the State of
447 Oklahoma. The Conference of Churches sponsors a variety of events across the state,
448 working through various committees and ecumenical agencies.

449 **Goodland Academy**

450 Goodland provides education and 24 hour-a-day care and supervision in a home-like
451 environment. In addition to providing a home and education for children with special
452 needs, Goodland provides a self-paced day school for 28 boys and girls from the
453 community, a home to a public school with over 85 students and a scouting program for
454 over 60 boys within the county. Approximately 60 percent of funding goes toward
455 providing exceptional role models and instructors for the youth served. The remaining
456 40 percent goes towards food, shelter, personal provisions for the youth and
457 maintenance of 14 buildings and 390 acre campus. Forty-five percent of funding comes
458 from families and individuals; forty percent from groups and churches; ten percent from
459 companies and foundations; and five percent from the Goodland endowment fund.

460 **SECTION V • PRESBYTERY STAFF**

461 Policies governing employment and position descriptions are contained in the presbytery
462 personnel manual.

463 **SECTION VI • REVISION TO OPERATIONAL PROCEDURES**

464 The operational procedures may be amended by a majority of presbyters present and
465 voting, provided that proposed amendments have been submitted in writing at the
466 previous stated meeting or have been distributed in written form in connection with the
467 call for the meeting.

468 When changes in the *Book of Order* occur that place these procedures in contradiction,
469 the *Book of Order* prevails.

PRESBYTERY OF INDIAN NATIONS POLICIES & PROCEDURES

General Procedures

PRESBYTERY STRATEGY, STANDING RULES AND ADMINISTRATIVE MANUAL

Presbytery strategy for mission is reflected in standing rules and an administrative manual, which outline presbytery's implementation of its mission consonant with the needs of congregations and continuing members. Through its council, units and staff, presbytery focuses its work to support the continuing development of professional ministry and healthy congregational life. To that end, presbytery council will coordinate regular reviews of presbytery strategy, standing rules and administrative manual as needed, and at least every five years.

POLICIES & PROCEDURES

Policies and procedures may be adopted, revised, amended or repealed by a majority of presbyters present and voting, provided that proposals are contained in the action agenda of presbytery.

REVIEW OF POLICIES & PROCEDURES

Policies and procedures will take effect when adopted, unless otherwise specified. Policies and procedures will be in effect for five years following the date of adoption, unless modified or repealed. At least every five years, the council and/or other appropriate presbytery agencies/units will report completion of a review of existing policies and procedures and recommend extension, modification or elimination of said policies. Failure to complete such review in a timely manner will extend the effect of existing policies until the next stated meeting of the presbytery, at which time the council or appropriate unit will present recommendations.

Life Together in the Community of Faith

SEEKING TO BE FAITHFUL TOGETHER: GUIDELINES FOR PRESBYTERIANS DURING TIMES OF DISAGREEMENT

21
22
23 In a spirit of trust and love, we promise we will...

24 Give them a hearing... listen before we answer
25 John 7:51 and Proverbs 18:13

26 **Treat each other respectfully so as to build trust, believing that we all desire to be faithful**
27 **to Jesus the Christ;**

28 We will keep our conversations and communications open for candid and forthright exchange.
29 We will not ask questions or make statements in a way which will intimidate or judge others.

30 Learn about various positions on the topic of disagreement.

31 **State what we think we heard and ask for clarification before responding, in an effort to be**
32 **sure we understand each other.**

33 Speak the truth in love
34 Ephesians 4:15

35 **Share our concerns directly with individuals or groups with whom we have disagreements**
36 **in a spirit of love and respect in keeping with Jesus' teaching.**

37 Focus on ideas and suggestions instead of questioning people's motives, intelligence or integrity.
38 We will not engage in name-calling or labeling of others prior to, during, or following the
39 discussion.

40 **Share our personal experiences about the subject of disagreement so that others may**
41 **more fully understand our concerns.**

42 Maintain the unity of the spirit in the bond of peace
43 Ephesians 4:3

44 **Indicate where we agree with those of other viewpoints as well as where we disagree.**

45 **Seek to stay in community with each other though the discussion may be vigorous and**
46 **full of tension;**

47 We will be ready to forgive and be forgiven.

48 **Follow these additional Guidelines when we meet in decision-making bodies:**

49 Urge persons of various points of view to speak and promise to listen to these positions seriously;

50 Seek conclusions informed by our points of agreement;

51 Be sensitive to the feelings and concerns of those who do not agree with the majority and respect
52 their rights of conscience;

53 Abide by the decision of the majority, and if we disagree with it and wish to change it, work for
54 that change in ways which are consistent with these Guidelines.

55 **Include our disagreements in our prayers, not praying for the triumph of our viewpoints,**
56 **but seeking God's grace to listen attentively, to speak clearly, and to remain open to the**
57 **vision God holds for us all.**

STANDARDS OF ETHICAL CONDUCT

A. Standards for Members of the Presbyterian Church (U.S.A.)

Life Together in the Community of Faith: Standards of Ethical Conduct for Members of the Presbyterian Church (U.S.A.)

As a member of the Presbyterian Church (U.S.A.), in obedience to Jesus Christ, I accept Christ's call to be involved responsibly in the ministry of the church, confirm that Jesus Christ is the pattern for my life and ministry and, relying on God's grace, commit myself to the following standards of ethical conduct.

I

I will conduct my life in a manner that is faithful to the gospel and consistent with my membership in the Presbyterian Church (U.S.A.). Therefore I will:

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

II

I will conduct myself within the Presbyterian Church (U.S.A.) so that nothing need be hidden from sisters and brothers in Christ. Therefore I will:

1. Bear witness to the gospel of Jesus Christ with courage, speaking the truth in love;
2. Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries;
3. Be judicious in the exercise of the power and privileges of positions of responsibility I hold;
4. Avoid conflicts of interest that might compromise my witness and relationships within the community of faith;
5. Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;
6. Respect the privacy of individuals and not divulge information obtained in confidence without express permission unless an individual is a danger to self or others;
7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
8. Claim only those qualifications actually attained, give appropriate credit to others where due and observe copyrights;

- 119 9. Be a faithful steward of and fully account for funds and property entrusted to me;
120 and
121 10. Accept the discipline of the church.

122 **III**

123 **I will participate as a partner with others in the ministry and mission of the Church**
124 **universal. Therefore I will:**

- 125 1. Participate in the mission and governance of the Presbyterian Church (U.S.A.)
126 and work for the unity of the holy catholic church;
127 2. Show respect and provide encouragement for sisters and brothers in Christ;
128 3. Recruit church members responsibly, respect existing congregational
129 relationships and refrain from exploiting persons in vulnerable situations; and
130 4. Cooperate with those working in the world for justice, compassion, and peace,
131 including partners in ministry of other faith traditions.

132 **B. Standards for Employees and Volunteers of the Presbyterian Church (U.S.A.)**

133 **Life Together in the Community of Faith:**
134 **Standards of Ethical Conduct**
135 **for Employees and Volunteers of the Presbyterian Church (U.S.A.)**

136 **As an employee or volunteer in an entity, governing body, or congregation**
137 **associated with the Presbyterian Church (U.S.A.), I commit myself to the following**
138 **standards of ethical conduct.**

139 **I**

140 **I will conduct my life in a manner that will support the ministry of my workplace.**
141 **Therefore I will:**

- 142 1. Be honest and truthful in my relationships with others;
143 2. Treat all persons with equal respect and concern;
144 3. Maintain a healthy balance among the responsibilities of my position, my
145 commitments to family and other primary relationships, and my need for spiritual,
146 physical, emotional, and intellectual renewal;
147 4. Refrain from abusive, addictive, or exploitative behavior and seek help to
148 overcome such behavior if it occurs; and
149 5. Refrain from gossip and abusive speech.

150 **II**

151 **I will conduct myself at my workplace in a manner that will support its ministry.**
152 **Therefore I will:**

- 153 1. Honor relationships within the workplace and observe appropriate boundaries;
154 2. Be judicious in the exercise of the power and privileges of my position;
155 3. Avoid conflicts of interest that might compromise the effectiveness of my work;
156 4. Refrain from exploiting relationships within the workplace for personal gain or
157 gratification, including sexual harassment and misconduct as defined by
158 Presbyterian Church (U.S.A.) policy;
159 5. Respect the privacy of individuals and not divulge information obtained in
160 confidence without express permission unless an individual is a danger to self or
161 others;

- 162 6. Recognize the limits of my own gifts and training, and refer persons and tasks to
163 others as appropriate;
164 7. Claim only those qualifications actually attained, give appropriate credit for all
165 sources used in papers, music, and presentations, and observe copyrights;
166 8. Observe limits set by the appropriate governing body for honoraria;
167 9. Deal honorably with the record of my predecessor and, upon leaving a position,
168 speak and act in ways that support the work of my successor;
169 10. Be a faithful steward of and fully account for funds and property entrusted to me;
170 11. Accept the appropriate guidance of those to whom I am accountable;
171 12. Participate in continuing education and seek the counsel of mentors and
172 professional advisors;
173 13. Show respect and provide encouragement for colleagues; and
174 14. Cooperate with persons of other faith traditions.

175 **C. Standards for Ordained Officers in the Presbyterian Church (U.S.A.)**

176 **Life Together in the Community of Faith:**
177 **Standards of Ethical Conduct**
178 **for Ordained Officers in the Presbyterian Church (U.S.A.)**

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

184 **I**

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

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

199 **II**

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

- 202 1. Preach, teach, and bear witness to the gospel of Jesus Christ with courage,
203 speaking the truth in love;
204 2. Honor the sacred trust of relationships within the covenant community and
205 observe appropriate boundaries;

- 206 3. Be judicious in the exercise of the power and privileges of my office and positions
207 of responsibility I hold;
208 4. Avoid conflicts of interest that might compromise the effectiveness of my ministry;
209 5. Refrain from exploiting relationships within the community of faith for personal
210 gain or gratification, including sexual harassment and misconduct as defined by
211 Presbyterian Church (U.S.A.) policy;
212 6. Respect the privacy of individuals and not divulge information obtained in
213 confidence without express permission, unless an individual is a danger to self or
214 others;
215 7. Recognize the limits of my own gifts and training, and refer persons and tasks to
216 others as appropriate;
217 8. Claim only those qualifications actually attained, give appropriate credit for all
218 sources used in sermons, papers, music, and presentations, and observe
219 copyrights;
220 9. Refrain from incurring indebtedness that might compromise my ministry;
221 10. Be a faithful steward of and fully account for funds and property entrusted to me;
222 11. Observe limits set by the appropriate governing body for honoraria, personal
223 business endeavors, and gifts or loans from persons other than family;
224 12. Accept the discipline of the church and the appropriate guidance of those to
225 whom I am accountable for my ministry;
226 13. Participate in continuing education and seek the counsel of mentors and
227 professional advisors;
228 14. Deal honorably with the record of my predecessor and upon leaving a ministry or
229 office speak and act in ways that support the ministry of my successor;
230 15. Participate in the life of a ministry setting I left or from which I have retired only as
231 directed by presbytery;
232 16. Provide pastoral services for a congregation I previously served only as directed
233 by the presbytery and provide pastoral services to members of other
234 congregations only with the consent of their pastors; and
235 17. Consult with the committee on ministry in the presbytery of my residence
236 regarding my involvement in any ministry setting during my retirement.

III

237
238 I will participate as a partner with others in the ministry and mission of the Church
239 universal. Therefore I will:

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

247 ** Standards that apply to pastors also apply to commissioned lay pastors when they are
248 performing pastoral functions.

COMPLIANCE WITH ETHICAL STANDARDS

250 The stated clerk will maintain a file certifying acceptance of these standards by all active
251 ministers, including honorably retired members engaged in ministry; all inquirers and
252 candidates; and all presbytery staff members and volunteers.

SEXUAL MISCONDUCT POLICY

253 **Introduction:**

254 We believe that Scripture and our faith in Jesus Christ call us to standards of responsible
255 conduct in all of life, including sexual behavior.

256 Human sexuality is an integral part of who we are as persons. However it can become
257 the basis for oppression, where trust relationships are breached and persons are
258 abused.

259 **The purposes of this policy are:**

- 260 1. To prevent and eliminate sexual abuse within the Presbytery of Indian Nations.
261 2. To safeguard the church's members and staff from abuse through any form of
262 sexual misconduct.
263 3. To seek justice by assuring effectiveness of the church's administrative,
264 investigative and judicial process in determining truth, protecting the innocent, and
265 dealing appropriately with those who victimize others.
266 4. To promote proper healing of all persons and congregations where sexual
267 misconduct has occurred.

268 **Definition:**

269 Sexual abuse of another person is any offense involving sexual conduct in relation to

- 270 1. Any person under the age of eighteen years or anyone over the age of eighteen
271 years without mental capacity to consent, or
272 2. Any person when the conduct includes force, threat, coercion, intimidation, or
273 misuse of office or position. (D-10.0401a).

274 **Prevention:**

- 275 1. All candidates, ministers, and employees of the Presbytery of Indian Nations are
276 required to sign a written acknowledgment (see Attachment "A") indicating that
277 they have received copies of this Misconduct Policy adopted by presbytery. Such
278 acknowledgment will be kept in the person's candidate/minister/personnel file.
279 2. All ministers seeking new calls within the Presbytery of Indian Nations shall
280 complete the Personal Information Form currently being distributed by the Call
281 Referral Services of the PC(USA), including Part IV, Sexual Misconduct
282 Information or its successor form. Employees and volunteers other than ministers
283 will complete an employee/volunteer questionnaire provided by the personnel
284 committee prior to employment or assignment; and the personnel committee will
285 order background checks as needed.
286 3. The employing body is responsible for contacting references for prospective
287 ministers, employees, or volunteers.
288 4. The Presbytery of Indian Nations and its agencies and committees will adhere to
289 this policy, including its standards, procedures, and practices.
290 5. This policy shall be distributed to all ministers, employees, volunteers, and entities
291 of the Presbytery of Indian Nations. The policy shall be made available to all
292 persons who accuse others of misconduct as well as those accused of
293 misconduct.

294 6. The Presbytery of Indian Nations will provide a training workshop for each new
295 minister, employee, or volunteer. All employees, volunteers and ministers active
296 in the presbytery will attend a refresher course at least every five years. Failure to
297 attend such training will be noted and may result in adverse personal and/or
298 professional assessment.

299 **Response coordination team:**

- 300 1. A response coordination team (hereafter RCT) will be appointed by the
301 committee on ministry, in consultation with presbytery council, to assist the
302 presbytery officers, committees, and staff in responding to allegations of sexual
303 abuse. Such RCT will not have the responsibility of dealing directly with needs of
304 the persons and groups affected by such allegations. Rather it shall coordinate
305 the presbytery's response to such allegations. There shall be three members of
306 the RCT composed of three classes; one member shall be designated as the
307 convener.
- 308 2. Whenever any member or staff of presbytery receives an allegation of sexual
309 abuse, that person shall contact the convener of the RCT.
- 310 3. The role of the RCT in response to allegations of sexual misconduct shall be to
311 consult with appropriate staff, officers, and committees of the presbytery
312 concerning appropriate ways to meet the needs that arise in the context of a
313 sexual misconduct case and who is responsible for each task.
- 314 4. An additional role of the RCT shall be to provide or arrange for training for
315 persons serving on entities of the Presbytery of Indian Nations to perform the
316 tasks listed below.

317 **Tasks to be addressed by the governing body:**

- 318 1. Required reporting
- 319 a) To insurance carriers
- 320 b) To appropriate local, state, or federal authorities if the allegations involve
321 the abuse of a minor child or other criminal behavior.
- 322 2. Contact with the accuser and/or alleged victims and family
- 323 a) Meeting their needs (i.e. counseling, advocacy)
- 324 b) Interviews in relation to the investigation
- 325 3. Contact with the accused and family
- 326 a) Meeting his/her needs (i.e. counseling, advocacy)
- 327 b) Interviews in relation to the investigation
- 328 4. Contact with the session and congregation (if a congregation is involved) based
329 upon need-to-know decisions, in order to help the session and congregation deal
330 with instances of misconduct.
- 331 5. Contact with others affected. This may include other persons in a presbytery or
332 an agency.

333 **Disciplinary Process:**

334 All allegations of sexual misconduct will be investigated through the appropriate
335 process. In cases of members under the jurisdiction of the Presbytery of Indian
336 Nations, judicial process as provided in the *Rules of Discipline* will be followed. In
337 cases involving employees, the provisions of the personnel policy will be followed.

338 For employees who are members of presbytery, both personnel policy provisions
339 and disciplinary process will apply.

340 **Judicial Process:**

341 If the clerk receives written allegations under D-10.0100, the presbytery moderator,
342 in consultation with the stated clerk and moderator of the committee on ministry,
343 shall appoint an investigating committee of three to five members (D-10.0202), which
344 shall meet as soon as possible after its formation. The investigating committee shall
345 conduct its investigation in accordance with D-10.0202 and Attachment "B"
346 ["Investigating Committee and Judicial Process," from Polity Reflection paper # 3,
347 Constitutional Services of the Presbyterian Church (USA)]. The investigating
348 committee shall maintain regular contact with the person making the allegations,
349 keeping her/him informed about the status of the investigation. Under no
350 circumstances shall the investigating committee make initial contact with the person
351 being accused without first advising the person making the allegations of the date of
352 that contact.

353 **Administrative Process:**

354 Following an accusation of misconduct against a staff member of the Presbytery of
355 Indian Nations or a member of presbytery serving a church or agency, the
356 appropriate committee (COM or personnel) shall consult with the accuser, the
357 accused, and the involved session or board of oversight to ascertain whether the
358 circumstances would be aided by the person accused being advised to take an
359 administrative leave (D-10.0106). If the person accused refuses and the presbytery
360 believes it imperative, the presbytery may proceed under G-11.0103o or the
361 personnel policy to remove the person. The committee on ministry or personnel
362 committee may also request that an administrative commission be appointed to deal
363 with the discord caused by the alleged misconduct.

364 The COM will maintain a list of interim or supply pastors trained in responding to
365 congregations where abuse has occurred. The COM will also work carefully with the
366 session to recognize and deal with denial and anger that typically accompanies
367 abuse allegations.

368 **Conclusion:**

369 After all the procedures outlined above have been carried out the RCT shall
370 coordinate an evaluation, seeking responses from persons and groups involved in
371 the response to the allegation of misconduct.

372 **COMPLIANCE WITH SEXUAL MISCONDUCT POLICY**

373 The stated clerk will maintain a file certifying acceptance of these standards by all active
374 ministers, including honorably retired members engaged in ministry; all inquirers and
375 candidates; and all presbytery staff members and volunteers.

CHILD AND YOUTH PROTECTION POLICY

376

377 **Theology:** During baptism, we participate in Jesus' death and resurrection, becoming new
378 creations. We die to what separates us from God and are raised to newness of life in Christ.
379 Baptism points us forward to the same Christ who will fulfill God's purpose in God's promised
380 future. (*Book of Order*, W-2.3002) The congregation as a whole, on behalf of the Church
381 universal, assumes responsibility for nurturing the baptized person in the Christian life. (BoO,
382 W-2.3013) Part of fulfilling our baptismal covenant with all persons of the church is insuring that
383 our community life is safe and healthy for all persons, especially our children and youth.

384 **Purpose:** Through our actions and our faith, as a community of believers working together, we
385 endeavor to protect all persons participating in church activities from harm. The focus of this
386 policy is the protection of children and youth from abuse by adults working with them during
387 programs of Indian Nations Presbytery. The policy recognizes the vulnerability of adults to false
388 accusations of wrongdoing. This policy attempts to balance these interests in favor of the
389 protection of children and youth while encouraging adult members of the church to participate
390 fully and without fear in children and youth—centered programs of the church. This policy will
391 help to assure children and youth participating in programs of Indian Nations Presbytery are
392 treated in ways that encourage their healthy growth and development.

393

394 This policy is supplemental to the Sexual Harassment and Sexual Misconduct Policy of Indian
395 Nations Presbytery.

396 **Policy:** Indian Nations Presbytery sponsors many programs designed to bring together children,
397 youth and adults as a community for worship, study, celebration and nurture. This can only be
398 accomplished in an environment free of physical, sexual and emotional abuse. To accomplish
399 these ends, Indian Nations Presbytery acknowledges the potential for abuse to occur,
400 establishes guidelines and procedures intended to prevent abuse, and maintains vigilance in an
401 effort to assure that all programs of the Presbytery are carried out free from physical, sexual and
402 emotional abuse. The Presbytery also establishes procedures to assure instances of suspected
403 abuse will be addressed through internal and external resources.

404 The following guidelines and procedures are intended to ensure that Indian Nations Presbytery
405 serves young people in the safest environment possible by encouraging adults to take
406 responsibility for their individual roles in child protection. This policy does not supersede either
407 local or congregational child protection policies, or state or federal regulations regarding the
408 protection of children and youth.

409 **Definitions**

410 **Abuse**

- 411 1. Physical abuse exists when a child has a non-accidental injury.
- 412 2. Emotional abuse exists when adults continually put blame on a child and/or regularly
413 reject the child; this could also be child on child bullying.
- 414 3. Sexual abuse exists when an adult uses a child as a part of any type of sexual act
415 and may also include abusive behavior by a child on a child.

416 **"Child(ren)"** and/or **"Youth"** is understood to be unmarried persons less than 18 years of
417 age.

418 **Screening, Training, and Background Checks**

419 A child/youth worker (paid or volunteer), shall be subject to:

- 420
- 421 1. A completed, signed, and approved background check authorization forms, including a
422 signed form verifying the Child and Youth Protection policy has been read. All
423 background forms will be submitted to Indian Nations Presbytery office to review and
424 report the results of the background check.

 - 425 2. All child/youth workers must be at least eighteen-years-old and four years older than the
426 oldest youth whom they are serving.

 - 427 3. The applicant's consent to a criminal background check.

 - 428 4. All child/youth workers, paid, contracted, or volunteer, must participate in training prior to
429 the event. The training will be provided and shall cover the Child and Youth Protection
430 policy thoroughly as well as methods of abuse prevention and a detailed plan of
431 reporting.

432 Such areas covered are as follows:

- 433 • What constitutes child/youth/vulnerable adult abuse and neglect?
- 434 • How to recognize signs and symptoms of abuse and neglect.
- 435 • State laws concerning definitions of abuse and reporting.
- 436 • Mandatory criminal background checks and the security of those files.
- 437 • Explanation of the importance of the application and screening processes.
- 438 • Appropriate boundaries with children and youth, especially regarding
439 adult/child/youth ratios, transportation, and use of technology.
- 440 • If an overnight event is planned, discussions of boundaries involving appropriate
441 sleeping arrangements and restroom/shower facilities use shall be discussed.
- 442 • See reporting responsibilities/procedures, if such an occurrence has been
443 reported.

444 No person may serve as a child/youth worker who has a conviction on his/her record of
445 certain felonies or misdemeanors, including, but not limited to, any of the following: Criminal
446 homicide; Aggravated assault; Crimes related to the possession, use, or sale of drugs or
447 controlled substances; Sexual abuse; Sexual assault; Injury to a youth; Incest; Indecency
448 with a youth; Inducing sexual conduct or sexual performance of a youth; Possession or
449 promotion of child pornography; The sale, distribution, or display of harmful material to a
450 minor; Employment harmful to youth; Abandonment or endangerment of a youth;
451 Kidnapping or unlawful restraint; Public lewdness or indecent exposure; and enticement of a
452 youth; Any crime that involves sexual misconduct or sexual abuse, particularly if it involves
453 misconduct or abuse with a minor; Any crime that involves misuse of technology for sexual
454 purposes, such as collecting or distributing photographs of minors who are naked or in
455 sexual or inappropriate poses (child pornography); Any crime that involves the use of force,
456 such as assault or endangerment; Any crime that involves abduction and kidnapping; Any
457 crime that involves drinking and driving, such as driving while intoxicated.

458 **Social Networking code of Conduct:**

459 Each person who leads using the resources of social media shall apply this Social
460 Networking Code of Conduct. The following are examples, but not limited to the appropriate
461 code of conduct that should be followed.

- 462 • Prohibit comments that are, or could be construed by any observer, to be harsh,
463 coercive, threatening, intimidating, shaming, derogator, demeaning, or humiliating.
- 464 • Prohibit sexually oriented conversations or discussions about sexual activities.
- 465 • Prohibit private messages between employees and volunteers and children or youth.
- 466 • Prohibit posing inappropriate pictures (i.e. sexually suggestive, exploitive, or
467 voyeuristic) or inappropriate comments on pictures.
- 468 • Provided children, youth, and their parents with this Social Networking Code of
469 Conduct.
- 470 • Encourage parents to play a role in monitoring their children's and youth interactions
471 with Social networking sites.
- 472 • Deny participation by individuals who repeatedly violate the code of conduct.

473 **Guidelines and Procedures**

474 **Guidelines for Presbytery Events Involving Children and Youth**

475 These guidelines reflect desirable practices. It is recommended that any deviation be carefully
476 considered in consultation with the Presbytery staff and/or program directors.

477 1. Two-adult rule: Two non-related adults must always be present in groups of children and
478 youth. The only exception is if an emergency situation deems this not immediately possible. All
479 child and youth workers and volunteers must be a minimum of four years older than the age
480 group they lead or supervise.

481 2. Ratios: The adult to child ratio for all child-related events/activities is 2:10. The adult to youth
482 ratio for all youth-related events/activities is 2:17. There shall also be one adult of each gender
483 when there is one or more minors of each gender in a group. Only in emergency situations may
484 the ratios and gender diversity be compromised.

485 3. View Windows and Open Doors: When minors and adult workers or volunteers are in a room,
486 if the door is closed, the door must have a view window installed. If no view window is installed
487 in the door, the door must remain open at all times.

488 4. Adult workers/caregivers should respect the privacy of the children to whom they provide
489 care. Responsible use of digital devices and cell phones is required in all situations (ex. Taking
490 age-appropriate photographs and movies, not taking photographs of minors who are not fully
491 clothed.) Adults and minors are required at all times to wear appropriate attire.

492 5. Age appropriate training to children and youth should be provided regarding behavior that
493 should be reported to caregiver or leader of the event.

494 6. Transportation: All adult drivers at child/youth events must have proper licensure and
495 insurance on file with the organizing council. All vehicles used must have seat belts for the
496 driver and each passenger. No minor under eighty-five pounds may sit in the front seat of any
497 vehicle. All drivers transporting minors and vulnerable adults must be over the age of twenty-five
498 and must be informed that if their vehicle is used, their insurance would be primary if an
499 accident occurs. If a charter bus is rented, or any outside carrier is contracted, the company

500 hired must ensure criminal background checks on their drivers. Each vehicle must follow the
501 ratio rules noted in point 2 in this section. Lastly, no minor may be a driver at any event or
502 activity (this includes golf carts at events).

503 7. Forms: The legal guardians of each minor must provide the appropriate information and
504 medical forms for each activity/event. The information form should include all contacts for legal
505 guardians and the medical form must include a copy of the minor's health insurance card.
506 Further consent forms must be signed by legal guardians for any off campus events. Any photos
507 at the event that are used in social media or published material by the organizing council must
508 be released by a signed consent form from a participant's legal guardian as well as the minor.
509 All such forms must be stored at the event site, in a secure place with restricted access.

510 8. Each event/activity must ensure that rules are gone over with participants at each
511 event/activity. These rules shall include but are not limited to a code of conduct specific to the
512 event/activity, as well as a list prohibited and expected behaviors for the specific event/activity.
513 The code of conduct and prohibited and expected behaviors list should be given in written form
514 to each participant and legal guardians, as well as discussed thoroughly at the beginning of the
515 event/activity.

516 9. Children/youth and adults must maintain different showering and grooming hours at events in
517 which bathrooms and shower rooms are shared in housing. These hours must be posted on
518 site.

519 10. Adults should never share sleeping quarters with children or youth. The exception to this
520 rule is for the occasional legal caregiver/child situation or parent/child situation. If a child/youth
521 requires a caregiver/parent, written permission must be given and kept on record from the
522 child/youth's parent/legal guardian.

523 11. All volunteers and employees at INP sponsored events must also abide by a code of
524 conduct that emphasizes the following prohibited behaviors. Some of these prohibited behaviors
525 include but are not restricted to:

- 526 a. Display of sexual affection toward a child.
- 527 b. Use of profanity or off-color jokes.
- 528 c. Discussion of sexual encounters with or around children or in any way involving
529 children in personal problems or issues
- 530 d. Dating or becoming "romantically" involved with children (under the age of eighteen).
- 531 e. Using or being under the influence of alcohol or illegal drugs in the presence of
532 children.
- 533 f. Possessing sexually oriented materials—including printed or online pornography—on
534 church property or property being utilized for a church event.
- 535 g. Having secrets with youth/children.
- 536 h. Staring at or commenting on children's bodies.
- 537 i. Engaging in inappropriate or unapproved electronic communication with children.
- 538 j. Working one-on-one with children in a private setting.
- 539 k. Abusing youth/children in anyway, including (but not limited to) the following:
 - 540 • Physical abuse: hit, spank, shake, slap, unnecessarily restraint.
 - 541 • Verbal abuse: degrade, threaten, or curse.
 - 542 • Sexual abuse: inappropriately touch, expose oneself, or engage in sexually
543 oriented conversations.
 - 544 • Mental abuse: shame, humiliate, act cruelly.

- 545 • Neglect: withhold food, water, shelter.
- 546 • Permit children or youth to engage in the following: hazing, bullying, derogatory
- 547 name- calling, ridicule, humiliation, or sexual activity.

548 Appropriate Behavior at Presbytery Events

549 These are the behaviors expected of all participants at presbytery children and youth events.
550 These expectations should be shared with all participants at the beginning of an event.

- 551
- 552 1. Speak encouragingly to one another and lift each other up.
- 553 2. Respect one's own body, and everyone else's, for God dwells in you, and you are a
- 554 temple of God (1 Corinthians 3:16). (Example: no inappropriate touching or unwanted
- 555 physical contact).
- 556 3. Be respectful of all people: mind, body and spirit.
- 557 4. Practice the "buddy system" when traveling around the event site and tell the person in
- 558 charge where you are going.
- 559 5. Be completely present (no recreational drugs or alcohol).

560 Response and Reporting

561 If anyone witnesses or is told of physical, emotional or sexual abuse relating to individual
562 conduct during a Presbytery event, the following actions shall be taken to the extent
563 appropriate:

- 564 1. Personally and immediately secure the safety of the child or youth and any other child
565 that may be at risk in the situation;
- 566 2. Do not leave the child alone to report the incident;
- 567 3. When the child(ren) or youth are safe, immediately inform the leader who oversees the
568 particular program or another appropriate adult leader.
- 569 4. Do not discuss the event with anyone unrelated to the event.
- 570 5. The appropriate event leader, or his/her designee, will then do one or more of the
571 following, **depending on the severity of the circumstance/allegation:**
 - 572 a. De-escalate and investigate to gain an understanding of the situation to
573 determine if it can be handled at the event.
 - 574 b. Consult with available leadership (Presbytery staff, leadership of local
575 congregation) to determine next step(s).
 - 576 c. Notify the child's parent(s) or guardian(s).
 - 577 d. As needed:
 - 578 i. Call 911
 - 579 ii. Take child to the emergency room
 - 580 iii. Contact law enforcement and/or Department of Human Services.
 - 581 e. Complete the "Suspected Abuse Incident Form";

582 If concerns are voiced after the Presbytery event about alleged inappropriate behavior or
583 deviations from the Guidelines stated above, these concerns should be directed to the appropriate
584 presbytery staff person.

585 Duty to report:

586 Oklahoma Statutes mandate reporting suspicion of abuse. Therefore, any event leader of this
587 Presbytery should report an incident of abuse at an event or in another circumstance directly
588 to the appropriate authorities on his or her own initiative. This policy also requires that a report
589 be made to an appropriate Presbytery staff member.

590 **Commitment to keep Children and Youth Safe**

591 I have read the Children and Youth Protection Policy, its Guidelines and Procedures, along with
592 the Response and Reporting sections, and agree to participate accordingly.

593 **Signed** _____

594 **Date** _____

Suspected Abuse Incident Report

595 Name and Address of Reporter: _____
596 _____

597 Date of Alleged Incident: _____ Time: _____

598 Place of Alleged Incident: _____

599 Names of Child(ren)/Youth Involved
600 _____

601 Please describe the alleged incident, including the names of those suspected of abuse.

602 Quote the child/youth's first words verbatim:

603 Describe the child or youth's demeanor/ appearance/ condition:

604 What action has been taken at this writing?

605 Were there any witnesses? What are their names?

606 Report submitted to: _____

607 To my knowledge, this report is accurate, true, and complete:

608 Signed: _____

609 Date: _____ Time: _____

Presbytery & Unit Meetings

610 **LOCATION OF PRESBYTERY MEETINGS**

611 Each year the three stated meetings will be held in different areas of the presbytery. Due to
612 the possibility of severe weather conditions, the February stated meeting will be held in a
613 central location.

614 **Council will recommend locations based on the following criteria:**

- 615 • Availability of adequate meeting space
- 616 • Availability of lodging and meal service
- 617 • Accessibility of facilities to persons with disabilities
- 618 • Significant events and celebrations in the life of congregations
- 619 • Last date that presbytery met at the particular location.

620 **EXCUSED ABSENCE FROM PRESBYTERY MEETINGS**

621 Teaching Elders: Excused absence (for all or part of a stated meeting) will be granted for the
622 following reasons: personal illness; illness of an immediate family member; death in one's
623 family; pastoral emergencies; attendance at meetings of other governing bodies of the
624 Presbyterian Church (U.S.A.) or their committees; attendance as a representative of the
625 Presbytery of Indian Nations at meetings of ecumenical bodies; attendance at a previously
626 approved course of study; and inclement weather resulting in highway closings or airline flight
627 cancellations. Other requests will be reviewed on a case-by-case basis and may be granted
628 by presbytery upon recommendation of the stated clerk.

629 Churches: Excused absence (for all or part of a stated meeting) will be granted when both
630 ruling elder commissioner(s) and alternate(s) are unable to attend for the following reasons:
631 personal illness; illness of an immediate family member; death in one's family; personal
632 emergencies; attendance at meetings of other governing bodies of the Presbyterian Church
633 (U.S.A.) or their committees; attendance as a representative of the Presbytery of Indian
634 Nations at meetings of ecumenical bodies; attendance at a previously approved course of
635 study; and inclement weather resulting in highway closings or airline flight cancellations. Other
636 requests will be reviewed on a case-by-case basis and may be granted by presbytery upon
637 recommendation of the stated clerk.

638 Absence from special presbytery meetings: Teaching elders and ruling elder commissioners
639 are encouraged to make every effort to attend special meetings of the presbytery. The
640 presbytery will excuse members and churches from attendance upon their request.

641 **HOLY COMMUNION AT PRESBYTERY FUNCTIONS**

642 Pursuant to provisions of the *Book of Order*, W-2.4012, agencies of the Presbytery of Indian
643 Nations, i.e. commissions, continuing committees and related bodies, may include the
644 Sacrament of the Lord's Supper when deemed appropriate in their meetings, workshops,
645 retreats and conferences under the following conditions:

- 646 a. The presbytery stated clerk shall be informed in writing of the intention to include the
647 Lord's Supper in connection with the specific activity in advance of the observance.
- 648 b. A minister of the Word and Sacrament, who is a member in good standing of a

649 PC(USA) presbytery, will preside and the servers will be elders and/or deacons
650 ordained in the Presbyterian Church (U.S.A.). In ecumenical gatherings, ministers of
651 the Word and Sacrament in other Christian churches may be invited to participate,
652 and servers may include persons authorized to perform such function in other
653 Christian churches, provided that those churches represented are also partners in
654 the ecumenical organization.

655 c. A report of the observance will be sent to the presbytery stated clerk within thirty
656 days following the event, including the name of the minister presiding.

657 **PRESBYTERY MEETING EXPENSE**

658 Presbytery encourages churches to include in their budgets provision for covering expenses of
659 pastors and elder commissioners.

660 Round trip mileage for ruling elder officers of the presbytery will be reimbursed at the IRS
661 allowable rate for volunteers.

662 **REIMBURSEMENT OF COMMITTEE/UNIT EXPENSES**

663 Presbytery will reimburse the following expenses:

664 Round trip mileage (at IRS allowable rate for volunteers), housing and meal allowance for
665 elected members of presbytery agencies/units.

666 In order to receive reimbursement for expenses, a voucher must be completed and receipts
667 submitted for items over \$5.00, within sixty (60) days of incurring the expense. Authorized
668 personnel must approve all vouchers before reimbursement is made.

669 The following meal allowances apply for meetings of presbytery entities:

Maximum allowance	Amount
Breakfast	\$5.00
Lunch	\$7.00
Dinner	\$10.00
Or a combination not to exceed	\$22.00 per day

670 When applicable, overnight accommodations will be reimbursed for moderately priced
671 hotels/motels.

Commissioners & Youth Advisory Delegates

672 GUIDELINES FOR SELECTION OF GENERAL ASSEMBLY AND SYNOD **673 COMMISSIONERS**

674 **All GA and synod commissioners are elders and ministers who possess certain**
675 **qualities and who commit themselves to participate in the church's life in certain ways:**

- 676 • Strong personal faith in and commitment to Jesus Christ
- 677 • Strong commitment to Presbyterian polity
- 678 • Personal integrity
- 679 • Spiritual maturity
- 680 • Knowledge of the Presbyterian Church (U.S.A.) at all levels
- 681 • Active in the Presbytery of Indian Nations (as well as in their particular church)
- 682 • Awareness of issues facing GA and synod
- 683 • Willingness to read, study and learn about issues to be considered
- 684 • Ability to listen to others – and to show respect for those with different viewpoints
- 685 • Ability to work with others in group settings
- 686 • Ability to attend training events, if needed
- 687 • Commitment to attend committee and assembly meetings
- 688 • Ability/willingness to report on the work of higher governing bodies, and the issues
- 689 facing those bodies

690 Presbytery responsibilities & nominating process for commissioners

- 691 • Presbytery will encourage all ministers and elders to participate in the work of GA and
- 692 synod – as commissioners and in other elected positions.
- 693 • GA and synod nominating materials will be readily available to elders and ministers;
- 694 and completion of application forms will be encouraged.
- 695 • Elders and ministers will be urged to complete profile forms for the nominating
- 696 committee and to submit applications for service as commissioners to GA and synod.
- 697 • Nominating committee will present nominees based on the established criteria.
- 698 • Commissioner nominees will be encouraged to attend a presbytery meeting and
- 699 address the body about their interest in serving.
- 700 • Nominees for GA commissioner ordinarily will be elected to serve as alternate
- 701 commissioner the first year and principal commissioner the second year.
- 702 • If a commissioner is unable to attend and the alternate becomes the commissioner, a
- 703 new alternate commissioner will be elected at the next presbytery meeting.
- 704 • If persons completing applications do not meet the criteria, the committee may
- 705 encourage others to consider service as commissioners.
- 706 • Insofar as possible, nomination of commissioners will demonstrate inclusiveness with
- 707 respect to age, sex, ethnic origin, and theological orientation.

708 **The stated clerk will publish the following lists annually, prior to election of**
709 **commissioners:**

- 710 • Minister members of the presbytery, showing date of ordination and service as
- 711 commissioner to GA and synod

- 712 • Previous elder commissioners, with names of churches and dates of service, and
713 number of years since the church was last represented by an elder commissioner to
714 GA and synod

715 **Selection of minister commissioners (especially for GA) will take into account these**
716 **factors:**

- 717 • Date of ordination
718 • Whether the minister has served as a commissioner – if so, the number of times
719 • Time elapsed since last service as a commissioner
720 • Involvement in presbytery, synod and GA (including service in other presbyteries and
721 synods)

722 **Selection of elder commissioners (especially for GA) will take into account these**
723 **factors:**

- 724 • Date of ordination
725 • Whether the elder has served as a commissioner – if so, the number of times
726 • Time elapsed since last service as a commissioner
727 • Involvement in presbytery, synod and GA (including service in other presbyteries and
728 synods)
729 • Last date the church of which the elder is a member had an elder commissioner (to
730 GA/synod, depending on the position being considered)

731 **GUIDELINES FOR SELECTION YOUTH ADVISORY DELEGATES**

732 **GA youth advisory delegates possess certain qualities and who commit themselves to**
733 **participate in the church's life in certain ways:**

- 734 • Growing faith in and commitment to Jesus Christ
735 • Basic understanding of and commitment to Presbyterian polity
736 • Personal integrity
737 • Spiritual maturity
738 • Active membership in the Presbyterian Church (U.S.A.) – with consideration given to
739 participation in presbytery, synod and GA youth events
740 • Active in their particular church
741 • Consideration given to awareness of issues facing GA and synod
742 • Willingness to read, study and learn about issues to be considered
743 • Ability to listen to others – and to show respect for those with different viewpoints
744 • Ability to work with others in group settings
745 • Ability to attend training events, if needed
746 • Commitment to attend committee and assembly meetings
747 • Ability/willingness to report on the work of higher governing bodies, and the issues
748 facing those bodies

749 **Presbytery responsibilities & nominating process for youth advisory delegates**

- 750 • Presbytery will encourage all youth (ordained and non-ordained) to participate in the work
751 of GA and synod and presbytery.
752 • Information about youth events will be readily available; and participation will be
753 encouraged.

- 754 • Persons in the designated age group will be urged to submit applications for service as a
755 GA youth advisory delegate.
- 756 • References from persons in the local church and community (as well as references from
757 presbytery, synod and GA) will be considered in the selection process.
- 758 • The nominating committee will present a nominee based on the established criteria.
- 759 • Insofar as possible, nomination of youth advisory delegates will demonstrate inclusiveness
760 with respect to age (within the specified range), sex, ethnic origin, and theological
761 orientation.

762 **Prior to election of youth advisory delegates each year, the stated clerk will publish a**
763 **list of those who have served as youth advisory delegates, showing the church of**
764 **membership.**

765 **In addition to characteristics listed above, selection of youth advisory delegates will**
766 **take into account these factors:**

- 767 • Level of participation in one's local church, presbytery, synod and GA
- 768 • Last date the church of which the applicant is a member had youth advisory delegate

769 **OBSERVERS AT GENERAL ASSEMBLY**

770 In order to develop effective commissioner participation and to encourage good
771 communication between the presbytery and General Assembly, council may approve
772 reimbursement of expenses for observers at General Assembly. Alternate commissioners and
773 advisory delegates, advocates for presbytery-sponsored overtures, presbytery officers and
774 other presbytery leaders may apply to council for reimbursement of expenses. The amount of
775 reimbursements will depend on the number of observers and funds available.

Churches & Church Property

STANDARDS FOR INSURANCE COVERAGE

776 Each church within the bounds of the presbytery shall obtain adequate insurance coverage
777 consistent with the church's program and activities. Coverage should include provision for
778 property, liability, criminal loss, professional liability, and hired and non-owned auto liability, as
779 applicable. In addition, each church will provide workers' compensation coverage for all
780 employees. A copy of coverage will be filed annually in the presbytery office.
781

782 The resourcing congregations committee will work with churches to address risk management
783 issues. In order to facilitate adequate insurance coverage and realize savings, presbytery may
784 investigate and coordinate master/umbrella coverage at the request of particular churches.

GUIDELINES FOR PROPERTY SALE, PURCHASE, LEASE OR MORTGAGE OF CHURCH PROPERTY

785 Restrictions on the sale, lease, purchase and/or mortgage of church property are outlined in
786 the *Book of Order* (G-8.0500). Property transactions will conform in all respects to the
787 requirements of the *Book of Order* and to provisions contained in the most recent edition of the
788 *Legal Resource Manual for Presbyterian Church (U.S.A.) Middle Governing Bodies and*
789 *Churches.*
790
791

792 **Any congregation within the bounds of the Presbytery of Indian Nations that**
793 **plans to build or purchase buildings, make additions to existing facilities, or**
794 **purchase real property shall submit the proposal to the trustees through the**
795 **stated clerk prior to securing preliminary drawings, architect or contractor. The**
796 **proposal shall include the legal description of the property.**

797 The trustees may act on the proposal or submit it to the presbytery, at their discretion.

798 If the proposal involves a mortgage or encumbrance, the total amount of the proposed
799 mortgage must be included either in the original proposal or in a subsequent request for
800 permission to mortgage the property. The actual amount of the mortgage may be less than
801 the limit approved or may exceed the approved limit up to ten percent (10%), if due to inflation
802 or unavoidable delay. If the final amount of the mortgage exceeds the approved limit by more
803 than ten percent (10%), a new request for a revised limit must be made.

804 The local church without presbytery action may handle remodeling plans, unless the cost of
805 remodeling exceeds twenty-five percent (25%) of the appraised value of the building or the
806 cost involves a mortgage or other encumbrances.

807 Request for permission to sell a manse shall include the following information:

- 808 • The reason for selling the manse, and arrangements for housing the pastor.
- 809 • The proposed minimum selling price or the words "at approximately the value set by a
810 professional appraiser." The selling price may be as much over the minimum as it is
811 possible to obtain; and the selling price may be as much as ten percent (10%) under the
812 approved minimum. If the actual selling price is more than ten percent (10%) below the
813 minimum approved, a new approval must be obtained from the presbytery.
- 814 • The proposed use to be made of the proceeds of the sale.

- 815 • Whether there are any outstanding mortgages or encumbrances against the property and,
816 if so, the amount of the mortgage and/or encumbrances and the holder(s) of each.

817 **On all requests for permission to buy, sell, build, or mortgage, a statement of**
818 **actions taken by the session, trustees, and/or congregation is required. The**
819 **statement shall include the date votes were taken, method of voting, and the**
820 **number of votes cast for and against the proposed action.**

821 Trustees may request other information deemed necessary for their decision, or for their
822 recommendation to presbytery.

823 After the sale of any real property, the church shall report to the stated clerk the sale price, the
824 reason for sale, name of the purchaser, and the proposed use of the proceeds.

825 After the purchase of any real property, the church shall report to the stated clerk the purchase
826 price, the name of the seller, and the proposed use of the property.

827 When executing a lease, the church shall report to the stated clerk the terms of the lease, the
828 name of the lessee, the reason for leasing, and the proposed use by the lessee.

829 **DISPOSITION OF CHURCH PROPERTY WHEN A CONGREGATION IS DISSOLVED**

830 Under Form of Government, Chapter VII, Section 2 and Section 4 (G-8.0200, G-8.0400 and
831 when passed Form of Government Chapter 4) all property of a congregation that has been
832 dissolved is held in trust for the Presbyterian Church (U.S.A.). The Administrative Commission
833 of Indian Nations Presbytery, which is appointed to facilitate the dissolution, is authorized to
834 take possession of all real and personal property, financial records, inventories of equipment,
835 and arrange for transfer of title to the Presbytery of all accounts and real property known to be in
836 the possession of congregation being dissolved.

837 The Commission will consult with the session regarding requests the congregation may have
838 relating to the disposition of equipment and memorials and other property of the particular
839 church, and from the date of the action to approve the disposition of property or to arrange for
840 its retention and storage for future use at the direction of the presbytery.

841 The Commission and the Board of Trustees shall assert claim of the presbytery to any property
842 of the dissolved congregation not known at this time or property which may come to the
843 particular church as the beneficiary of a will or trust not known at the time of dissolution. The
844 Commission and Board of Trustees, after consultation with the presbytery council or other body
845 responsible for overall strategy for the presbytery's mission, shall recommend to presbytery
846 distribution of the assets of the dissolved congregation.

Ministry & Church Professionals

PSYCHOLOGICAL ASSESSMENTS AND COUNSELING

847
848 Presbytery, through the committee on preparation for ministry, requires all persons engaged in
849 preparation for ministry as ministers of Word and Sacrament, commissioned lay pastors, and
850 certified church educators to undergo a psychological assessment prior to being enrolled by
851 the presbytery. Psychological assessments are designed to assist all parties in discerning
852 God's call and forms of ministry for which an individual may be gifted.

853 Presbytery, through the committee on ministry, may require ministers of Word and Sacrament,
854 certified educators and commissioned lay pastors to undergo psychological assessment and
855 counseling as necessary for effective ministry.

856 Recognizing the stress that particular forms of ministry may entail, not only for those persons
857 engaged in ministry but for their spouses as well, the committee on preparation for ministry
858 and the committee on ministry may advise and encourage spouses to participate in
859 assessment and counseling, as the committees deem appropriate.

860 Ordinarily the costs associated with psychological assessments will be borne equally by the
861 individual, the congregation and the presbytery. If such arrangements place an unreasonable
862 financial burden on a particular individual or church, the individual or church may request
863 further financial assistance from the committee on preparation for ministry or the committee on
864 ministry.

CANDIDATE INDEBTEDNESS

When Indian Nations Presbytery is the presbytery of care

- 865
866 a) The presbytery requires the inquirer to meet with the Board of Pensions regional
867 representative or the Presbyterian Foundation representative during the inquiry year, in
868 order to assess net worth, and to make a plan for financing the cost of seminary; or
869 b) The presbytery requires the inquirer, during the inquiry year, to participate in a "Fiscal
870 Fitness" workshop being sponsored by the Board of Pensions of the PC(USA), with the
871 presbytery picking up the travel and accommodations costs of that workshop from the
872 presbytery's candidates loan fund;
873 c) The presbytery will share the cost, with the synod, of attending a career and counseling
874 center for career guidance in pursuit of ordination in the Presbyterian Church (USA).
875 d) A designee of the presbytery's committee on preparation for ministry will counsel with an
876 inquirer regarding the inquirer's level of indebtedness vis a vis prospective salary that can
877 be expected based on the current median income for the denomination reported by the
878 Board of Pensions, and based on the minimum effective salary established by the
879 Presbytery.
880 e) The committee on preparation for ministry will work with each inquirer and candidate
881 towards using his or her available assets to pay for the cost of seminary tuition and room
882 and board rather than incurring indebtedness. If indebtedness cannot be avoided, the
883 committee on preparation for ministry will monitor, with the inquirer or candidate, the level
884 at which this increases as well as the assets that may be made liquid to assist with
885 seminary debt repayment.
886 f) The committee on preparation for ministry will make available on an annual basis to each
887 candidate or inquirer a list of options for pursuing grants and interest free loans and
888

889 funding that may be available through the Financial Aid for Studies Office of the
890 Presbyterian Church (USA) and PC(USA) seminaries.
891 g) The committee on preparation for ministry will be an advocate with the congregation of
892 which the candidate is a member, and with other congregations of the presbytery as
893 appropriate, in order to generate financial support for the candidate in the form of grants.

894 **When Indian Nations Presbytery is the presbytery of call**

- 895 a) Any minister serving a first call following graduation from seminary, who comes with any
896 educational indebtedness, shall be required to show evidence of having attended a
897 financial planning workshop such as a “Fiscal Fitness” workshop sponsored by the Board
898 of Pensions, or other financial planning workshop. If the minister has not attended such a
899 workshop, he/she shall be required to do so within twelve months of start-up, the cost of
900 registration fee, accommodation and travel for such a workshop to be considered
901 legitimate reimbursable expense from study leave allowance.
902 b) The committee on ministry shall encourage calling congregations to utilize further
903 educational debt reduction as a point in negotiating salary with a prospective pastor who
904 is a recent seminary graduate.

905 **ORDINATION OF MINISTERS OF THE WORD AND SACRAMENT**

906 Ordination for the Ministry of the Word and Sacrament is an action of the presbytery and shall
907 conform to the provisions of the *Book of Order* (G-14.0400).

908 The presbytery elects an administrative commission for the ordination, and accepts
909 suggestions from the ordinand of persons to serve on the commission. The commission will
910 consist of at least five members, one of whom shall be the moderator of the presbytery or
911 his/her designee, who will act as the presiding officer. The ordinand may invite others to
912 participate in the service, with the concurrence of the commission and at their own expense.
913 Presbytery encourages the ordinand and the church to extend invitations to the service far
914 enough in advance so that other presbyters and members of others churches may attend.

915 The order of worship for a service of ordination shall be planned by the person to be ordained,
916 including the following elements:

- 917 Call to Worship and Prayer
918 Reading from Old and New Testaments
919 Sermon
920 Offering to presbytery assistance fund for church professionals
921 Statement on Ordination (and Installation)
922 Constitutional Questions
923 Prayer of Ordination
924 Laying On of Hands
925 Declaration of Ordination (and Installation)
926 Welcome
927 Charge to the Newly Ordained
928 Presentation of Symbols of Ministry
929 [Charge to the Congregation – if the ordinand also is installed]
930 Charge and Benediction
931 Hymns and other musical selections appropriate to the occasion.

932 The order of worship shall be submitted (in working form) to the presiding officer of the
933 commission for approval at least two weeks before the service is to be held. The presiding
934 officer will make any necessary additions or corrections before service folders or bulletins are
935 printed. (A sample service from the *Book of Occasional Services* will be provided.)

INSTALLATION OF MINISTERS OF THE WORD AND SACRAMENT

936 The installation of a minister of Word and Sacrament is an action of the presbytery.

937 The committee on ministry ordinarily appoints the administrative commission for the
938 installation of pastors, co-pastors and associate pastors; and accepts suggestions from the
939 minister of persons to serve on the commission. The commission will consist of at least five
940 members, one of whom shall be the moderator of the presbytery or his/her designee, who will
941 act as the presiding officer. The minister may invite others to participate in the service, with
942 the concurrence of the commission and at their own expense. Presbytery encourages the
943 minister and the church to extend invitations to the service far enough in advance so that other
944 presbyters and members of others churches may attend.

945 The order of worship for a service of installation shall be planned by the minister to be installed
946 and shall conform in all respects to the provisions of the *Book of Order*, including the following
947 elements:

948 Call to Worship and Prayer
949 Reading from Old and New Testaments
950 Sermon
951 Offering to presbytery assistance fund for church professionals
952 Statement on the Ministry of the Church
953 Constitutional Questions
954 Prayer of Installation
955 Declaration of Installation
956 Welcome
957 Charge to the Newly Installed Pastor
958 Charge to the Congregation
959 (Presentation of Symbols of Ministry)
960 Charge and Benediction
961 Hymns and other musical selections appropriate to the occasion.

962 The order of worship shall be submitted (in working form) to the presiding officer of the
963 commission for approval at least two weeks before the service is to be held. The presiding
964 officer will make any necessary additions or corrections before service folders or bulletins are
965 printed. (A sample service from the *Book of Occasional Services* will be provided.)

DISSOLUTION OF PASTORAL RELATIONSHIPS

STATEMENT OF PURPOSE

967 The purpose of this policy is to set forth a uniform procedure for dissolution of pastoral
968 relationships and guidelines for dissolution agreements. Most dissolutions of pastoral
969 relationships are voluntary and without conflict, usually because the pastor wishes to accept a
970 new call or to be honorably retired. Dissolutions of call may also be granted for cause or due
971 to irreconcilable differences between a minister and a congregation.
972

973 Pastoral calls are established and dissolved by the presbytery. The presbytery, through the
974 Committee on Ministry (COM), is a party to the negotiations in cases of dissolutions for cause
975 or in other involuntary dissolutions. All dissolution agreements shall be in writing and signed
976 by the session representatives, the minister and COM representatives, before submission to
977 presbytery. The COM must be satisfied that the terms of dissolution meet presbytery
978 guidelines before recommending approval of the dissolution.

VOLUNTARY DISSOLUTIONS

979 Voluntary dissolutions are without conflict, usually due to the acceptance of a new call or the
980 honorable retirement of the pastor. A written form for dissolutions in voluntary situations will
981

982 be provided by the Committee on Ministry (COM). The minister will receive compensation for
983 unused vacation.

984 **DISSOLUTIONS FOR CAUSE (MINISTER)**

985 Dissolutions for cause may be due to the behavior of the minister. Dissolutions for cause may
986 include, but are not limited to:

- 987 1. Documented unsatisfactory performance or failure to live up to the terms of call;
- 988 2. Abuse or misconduct;
- 989 3. Neglect in the care and use of church property or funds;
- 990 4. Conduct inconsistent with presbytery standards or ordination vows.

991 In situations where dissolution for cause is based on the minister's conduct, dissolution
992 agreements shall not provide for continuation of salary, housing allowance or manse use
993 beyond the date of dissolution.

994 **INVOLUNTARY DISSOLUTIONS DUE TO CONFLICT / IRRECONCILABLE DIFFERENCES**

995 Involuntary dissolutions may occur in situations where the conflict/irreconcilable differences do
996 not meet the criteria for dissolutions for cause. In such involuntary dissolutions, the COM, the
997 session and the minister have done all in their power to seek reconciliation and peace, but
998 have been unable to obtain an agreeable resolution of the situation. In such situations the
999 minister shall receive no less than six months' salary and benefits.

1000 **PROCEDURES AND GUIDELINES**

1001 Salary and Pension/Medical Provisions: Recognizing that ministers do not have access to
1002 unemployment security payments, the minister shall receive one month's salary and
1003 benefits for each year he/she has served the church, but not less than six months' nor
1004 more than twelve months' salary and benefits, beyond the effective date of dissolution, or
1005 until the minister has found full-time employment, whichever occurs first. The presbytery
1006 will not assume financial liability for severance agreements.

1007 Church-owned manse: If a manse has been provided, but it seems appropriate to arrange for
1008 other housing prior to the effective dissolution date, the church shall provide for other
1009 housing. Otherwise, manse occupancy is expected to terminate on the effective
1010 dissolution date, or alternatively at the end of the support period. A thorough inspection of
1011 the manse by a representative of the session, the minister, and a representative of COM
1012 must be made when the manse is vacated and prior to the departure of the minister. The
1013 minister shall be responsible for any damages to the manse beyond ordinary wear and
1014 tear. Any reimbursement for unusual damage shall be negotiated among the session,
1015 COM representative and minister.

1016 Vacation, Study Leave and Allowances: Vacation time prorated for the current year shall be
1017 allowed and must be taken prior to the effective date of dissolution. Study leave time is
1018 not allowed, unless there has been a specific event previously agreed upon by the
1019 minister and session. Car allowances and other perquisites are not allowed after the date
1020 of dissolution.

1021 Pastoral contact: The minister is subject to the *Book of Order* G.14.0600 regarding
1022 professional contact with members of the former parish after the date of dissolution.

1023 Approval of the Congregation: When the terms of dissolution have been negotiated, the
1024 dissolution of call and the written severance agreement must be approved at a

1025 congregational meeting. This agreement may include prepared statements about the
1026 reason for the dissolution.

1027 Ministerial Counseling and Training: COM may recommend appropriate counseling and/or
1028 training for the minister.

1029 Congregational Counseling and Training: In order to restore congregational vitality and
1030 address underlying causes for the dissolution, COM may recommend appropriate actions
1031 for the congregation to undertake.

1032 Signed Agreements: Both the minister and Clerk of Session (on behalf of the congregation)
1033 will sign agreements of the terms of dissolution.

1034 Authority of Committee on Ministry: COM will expect the church and the minister to fulfill all
1035 the terms of the approved written dissolution agreement. If they are not fulfilled by the
1036 minister, the COM shall reserve the right to withhold the transfer of credentials and/or
1037 reserve recommendations for future secular/ecclesiastical employment. If they are not
1038 fulfilled by the church, the COM may refuse to allow a new search process to begin or
1039 continue. The minister and the ordained officers are subject to disciplinary process for
1040 breach of dissolution agreements.

1041 COM obligations are to the peace and welfare of both the congregation and minister.

1042 **CONTINUING EDUCATION FOR CHURCH PROFESSIONALS**

1043 In light of the importance placed on formal education for ministers and church professionals in
1044 the Presbyterian Church (U.S.A.), and recognizing the value of continuing education, the
1045 Presbytery of Indian Nations requires:

- 1046 a. That all calls to ministers and other church professionals, whose terms of call are approved
1047 by presbytery, shall provide annually two weeks for continuing education (including two
1048 Sundays), during which time the employee is relieved of all job-related duties.
- 1049 b. That continuing education is not to be considered part of the employee's vacation, nor is it
1050 to be treated as such by the employee.
- 1051 c. That churches, parishes and other employing agencies shall budget for continuing
1052 education for each minister or church professional whose terms of call are subject to
1053 presbytery approval; and that those funds be accruable up to a maximum of three years.
- 1054 d. That study leave be cumulative to a maximum of six weeks, with the approval of the
1055 session or other appropriate body.
- 1056 e. That ministers and church professionals confer with the session or other appropriate body
1057 at least annually concerning plans for continuing education.
- 1058 f. That there be an annual accounting to the employing body of the utilization of study leave
1059 taken and funds expended; and that this information be included in the annual report on
1060 ministerial compensation and changes in terms of call.
- 1061 g. That continuing education be a concern in triennial visits with sessions, and in annual visits
1062 with non-parish ministers of the presbytery.
- 1063 h. That unused accrued continuing education leave for ministers and other church
1064 professionals, whose terms of call are subject to presbytery approval, be forfeited (not
1065 compensated financially) when the call is dissolved.

1066 **Guiding Principles**

1067 The Presbytery of Indian Nations recognizes that educational needs vary with individuals and
1068 with situations of employment. The presbytery further recognizes that education opportunities

1069 encompass a broad range of events and programs, some involving portions of a day and other
1070 requiring several years. The nature of particular educational programs, and the duration of
1071 courses of study, has direct bearing on associated costs; and special circumstances may
1072 require inclusion of expenses for a spouse or other family members. The presbytery
1073 encourages all persons utilizing continuing education leave and funding – and all employing
1074 agencies – to give careful consideration to planning and funding study programs that benefit
1075 both the employee and the church. Travel tours, while often educational, are not considered
1076 appropriate use of continuing education leave and funds unless an organized program of study
1077 is included.

1078 **CALLING CANDIDATES, PENDING COMPLETION OF TIME REQUIREMENTS**

1079 Candidates under care of a presbytery of the Presbyterian Church (U.S.A.) may be employed by
1080 a particular church in a staff position pending ordination as a minister of Word and Sacrament,
1081 under the following conditions:

- 1082 a. The presbytery of care has given permission for the candidate to circulate a professional
1083 information form, and shall have certified the candidate as ready to receive a call
1084 pending completion of the time requirement for candidacy (G-14.0401).
- 1085 b. The candidate shall have completed all requirements for ordination (including graduation
1086 from an accredited seminary approved by the presbytery of care, and completion of
1087 ordination examinations), and shall have met Indian Nations Presbytery requirements,
1088 except for the time requirement (G-14.0401).
- 1089 c. The time remaining to fulfill the requirements of G-14.0401 shall not exceed six months.
- 1090 d. The committee on ministry of Indian Nations Presbytery shall concur in the readiness of
1091 the candidate to undertake the position.
- 1092 e. The committee on ministry of Indian Nations Presbytery shall approve to the terms and
1093 conditions of employment and the call.
- 1094 f. The position to which the candidate is called is one that ordinarily requires ordination as
1095 a minister of Word and Sacrament.
- 1096 g. An open search process has been conducted, under the guidance of the committee on
1097 ministry; and the [associate] pastor nominating committee has given serious
1098 consideration to all applicants.
- 1099 h. The congregation shall extend a call, specifying an effective date that provides for
1100 completion of the time requirements for candidacy.
- 1101 i. The presbytery approves the call of the candidate pending completion of the time
1102 requirements (G-14.0401) and ordination.
- 1103 j. The presbytery of care shall proceed to ordain the candidate upon completion of the time
1104 requirements for candidacy.
- 1105 k. In the event that the candidate does not complete the time requirements for candidacy,
1106 or the presbytery of care fails to ordain the candidate, the call shall be null and void. No
1107 severance compensation shall be allowed for the voiding of the call extended by the
1108 congregation.

1109 **CALLING EMPLOYEES & FORMER EMPLOYEES TO A PARTICULAR CHURCH**

1110 Persons employed by a particular church, working in a position for which ordination as a
1111 minister of Word and Sacrament is not a requirement, ordinarily shall not be eligible to receive a
1112 call for pastoral service in that congregation, unless at least six months shall have elapsed
1113 between the last day of employment and initial consideration of the former employee by a pastor
1114 nominating committee. In rare instances, an exception may be granted under the following
1115 provisions:

- 1116 a. The [former] employee is a minister in good standing of the Presbyterian Church
 1117 (U.S.A.) or in a church that is party to the Formula of Agreement; or a candidate under
 1118 care of a presbytery of the Presbyterian Church (U.S.A.), who has been certified as
 1119 ready to receive a call.
- 1120 b. The position for which the employee will be considered is one that ordinarily requires
 1121 ordination as a minister of Word and Sacrament; and is not a continuation of the [former]
 1122 employee's position.
- 1123 c. An open search process has been conducted, under the guidance of the committee on
 1124 ministry; the [associate] pastor nominating committee has given serious consideration to
 1125 all applicants.
- 1126 d. The committee on ministry – having carefully reviewed the work of the [associate] pastor
 1127 nominating committee, and having assessed the suitability of the [former] employee for
 1128 the position, and being satisfied that the congregation will not be adversely affected
 1129 should a call be extended – approves consideration of the employee by two-thirds
 1130 majority of the committee present.

1131 **VALIDATED MINISTRIES**

1132 Presbytery membership classifications include the following for ministers of the Word and
 1133 Sacrament who are continuing members of presbytery. (G-11.0406)

1134 A. **Active:** (G-11.0406a) Active members have been admitted to the presbytery in accordance
 1135 with G-11.0401 and engaged in ministry that complies with criteria in G-11.0403 without
 1136 exception,

- 1137 • in service in a Presbyterian congregation
- 1138 • in other service within the Presbyterian Church (U.S.A.)
- 1139 • honorably retired
- 1140 • in service beyond the jurisdiction of the Presbyterian Church (U.S.A.)

1141 An active member in service beyond the jurisdiction of the Presbyterian Church (U.S.A.)
 1142 whose ministry is validated shall have her/his status reviewed and renewed annually by Indian
 1143 Nations Presbytery.

1144 B. **Members-at-Large:** (G-11.0406b; 0413) Members-at-large are those who have been
 1145 previously admitted to Indian Nations Presbytery but, without intentional abandonment of
 1146 ministry, are no longer engaged in an occupation that complies with all criteria in G-11.0403.
 1147 This status shall be reviewed annually.

1148 C. **Inactive:** (G11.0406c; 11.0413) Inactive members are previously active members of Indian
 1149 Nations Presbytery, who are voluntarily engaged in an occupation that does not comply with
 1150 all the criteria in G-11.0403. This status shall be reviewed annually.

1151 This policy specifically deals with status of **active** membership in Indian Nations Presbytery
 1152 and states the criteria that will be used to validate the ministry of those who are employed
 1153 beyond the jurisdiction of the Presbyterian Church (U.S.A.). Such ministry in service beyond
 1154 the jurisdiction of this church **must be validated annually** by Indian Nations Presbytery. A
 1155 continuing member shall take the **initiative in establishing and maintaining an active**
 1156 **relationship** with Indian Nations Presbytery. In order for a ministry to be validated it must
 1157 comply with all the criteria in G-11.0403 which are as follows:

- 1158 I. "The ministry of continuing members shall be in demonstrable conformity with the
 1159 mission of God's people in the world as set forth in Holy Scripture, *The Book of*
 1160 *Confessions*, and the *Book of Order* of this church." (G-11.0403a)

1161 Comment:
1162 A statement of mission is essential in order for the presbytery to determine if a particular
1163 ministry is in "conformity with the mission of God's people." Such a statement should
1164 clearly support and enhance the mission of Indian Nations Presbytery. This statement
1165 should be as comprehensive as possible.

1166 A particular ministry should not be ruled invalid simply because it is not funded by Indian
1167 Nations Presbytery, nor does all involvement in validated mission projects mean that the
1168 person serving in such mission projects will automatically be validated.

1169 II. "The ministry shall be one that serves others, aids others, and enables the ministries of
1170 others." (G-11.0403b)

1171 Comment:
1172 The primary purpose of the ministry being validated shall be serving people and enabling
1173 them to serve other people. The assumption is that the primary focus of one's ministry
1174 relates to the service of people rather than the production of goods or profits. The goal
1175 of ministry is to strengthen and equip the Church and its people to proclaim the good
1176 news and to serve one another in love as Christ commands. (G-6.0104; G-6.0203)
1177 Therefore, the special gifts and training of the minister of Word and Sacrament that
1178 provide a theological perspective on the life of people must be used in a validated
1179 ministry.

1180 III. "The ministry shall give evidence of theologically informed fidelity to God's Word. This
1181 will normally require the Master of Divinity degree or its equivalent and the completion of
1182 the requirements for ordination set forth in G-14.0202" (G-11.0403c)

1183 Comment:
1184 "Theologically informed fidelity to God's Word" will be evident in the ministry if it requires
1185 the ability to apply theological competence to such skills as communication,
1186 interpretation, or the care and nurture of a person's wholeness and growth. Does the
1187 ministry relate God's Word to life experience, to faith, and to service? If a proposed
1188 ministry does not provide opportunity to articulate the Christian faith, questions should
1189 be raised as to whether it can be a validated ministry.

1190 IV. "The ministry shall be carried on in accountability for its character and conduct to the
1191 presbytery and to organizations, agencies and institutions." (G-11.0403d)

1192 Comment:
1193 Accountability implies that a member of presbytery is answerable to the presbytery for
1194 agreed-upon end results or activities in addition to the "character and conduct" of one's
1195 ministry. It must be clear from the outset what is expected in the ministry. Accountability
1196 involves intentionality. It includes a performance review by the employing agency or the
1197 committee on ministry, which enables the person to carry out the ministry with maximum
1198 effectiveness.

1199 Indian Nations Presbytery may assign this accountability and support relationship to the
1200 committee on ministry, or a subcommittee thereof, as well as another committee of
1201 Indian Nations Presbytery whose responsibilities relate in some closer way to the
1202 ministry of the member seeking validation. Indian Nations Presbytery may also assign a
1203 colleague group or another minister to meet with these persons at least once a year to
1204 discuss their ministry, as an additional evaluation for the purpose of validating said
1205 ministry.

1206 It is inadequate for Indian Nations Presbytery to exercise its accountability relationship
1207 solely by collecting and reviewing annual report forms. Accountability to Indian Nations
1208 Presbytery should involve a face-to-face review of the ministry every year.

1209 The same criteria used for full-time ministers shall be used in determining the validity of
1210 part-time ministers. Indian Nations Presbytery may validate ministries for which there is
1211 no compensation. Neither the amount of time spent in the particular ministry nor the
1212 amount of compensation should be prime considerations in applying the criteria for
1213 validation.

1214 V. "The ministry shall include responsible participation in the deliberations and work of the
1215 presbytery and in the worship and service of a congregation." (G-11.0403e)

1216 Comment:

1217 Minimum standards for involvement in presbytery and congregations include the
1218 following:

- 1219 • persons with validated ministries shall attend at least one of the stated meetings
1220 of Indian Nations Presbytery each year, unless circumstances of the ministry
1221 prevent attendance and the committee on ministry has granted a waiver of this
1222 requirement
- 1223 • persons with validated ministries shall participate in the committee life of Indian
1224 Nations Presbytery, unless circumstances of the ministry prevent committee
1225 participation and the committee on ministry has granted a waiver of this
1226 requirement
- 1227 • persons with validated ministries shall be available to moderate sessions and
1228 preach in congregations
- 1229 • persons with validated ministries shall regularly participate in the worship and life
1230 of a Presbyterian Church (U.S.A.) congregation.

1231 If one or more of the above criteria (I-V) cannot be met, the continuing member should ask to
1232 be designated either a member-at-large or an inactive member of Indian Nations Presbytery.

1233 Ordinarily, the presbytery is a party to any call involving a minister of Word and Sacrament.
1234 While this is obvious for those engaged in ministries within a congregation, in ministries
1235 beyond the jurisdiction of the Presbyterian Church (U.S.A.), such calling process is less
1236 evident.

1237 Normally, the agency or employer will participate as a third party to the call. If the employer
1238 does not wish to be involved in the call or if the minister does not wish to approach the
1239 employer about this matter, a call can still be validated if the function to be performed meets
1240 the criteria as specified above.

1241 Once a person has made application for her/his ministry to be validated, the committee on
1242 ministry, or its subcommittee appointed to review requests for validation of ministry, should
1243 request a face-to-face meeting with the person to discuss the ministry before making a
1244 recommendation to Indian Nations Presbytery. If the committee on ministry recommends that
1245 Indian Nations Presbytery **not** validate the ministry, notice will be given to the person making
1246 application for validation at least 30 days prior to the presbytery meeting at which the
1247 recommendation from the committee on ministry will be received. The notice will include the
1248 recommendation and all material to be presented by the committee on ministry in support of its
1249 recommendation, so that the person seeking validation of ministry will have time to present
1250 her/his position to the presbytery.

1251 Persons seeking validation of a particular ministry shall make application to the committee on
1252 ministry (utilizing a form provided by the committee). Presbytery encourages application upon
1253 commencement of a particular ministry and, thereafter, annually on February 1. Since
1254 presbytery validation of a particular ministry may not exceed one year, application for
1255 validation must be made annually. Failure to apply annually for validation may result in the
1256 minister's change in classification.

1257 **LABORING INSIDE/OUTSIDE BOUNDS OF PRESBYTERY**

1258 Ministers who are members of other presbyteries in the Presbyterian Church (U.S.A.) or who
1259 are members in good standing of other Christian churches may be invited to conduct occasional
1260 workshops, preach and participate in worship services within the bounds of this presbytery
1261 without prior approval of the presbytery or the committee on ministry under the following
1262 circumstances:

- 1263 • An invitation has been issued by the pastor and session of a particular church, by a
1264 governing body of the church, or ecumenical agency related to the Presbyterian Church
1265 (U.S.A.).
- 1266 • The service is of a limited nature and does not constitute a continuing relationship
1267 between the minister and the particular church or agency.
- 1268 • Ethical standards, accepted by the Presbyterian Church (U.S.A.), are observed.¹
- 1269 • Ministers in good standing from churches that are party to the Formula of Agreement²
1270 may preside at worship and officiate at the Sacraments when invited by a governing
1271 body of the Presbyterian Church (U.S.A.), provided such service is reported at least
1272 annually to the presbytery through the committee on ministry.
- 1273 • Ministers in good standing of other Christian churches (not party to the Formula of
1274 Agreement) may assist at but may not preside at Sacraments without the prior approval
1275 of the committee on ministry.

1276 Minister members of Indian Nations Presbytery may accept occasional invitations to conduct
1277 workshops, preach and participate in worship services within the bounds of another presbytery
1278 without prior approval of the presbytery or the committee on ministry under the following
1279 circumstances:

- 1280 • An invitation has been received from the pastor and session of a particular church, or
1281 from a governing body of the church, or from an ecumenical agency related to the
1282 Presbyterian Church (U.S.A.).
- 1283 • The service is of a limited nature and does not constitute a continuing relationship
1284 between the minister and the church or agency.
- 1285 • Ethical standards, accepted by the Presbyterian Church (U.S.A.), are observed.¹
- 1286 • Service outside the bounds of Indian Nations Presbytery is reported annually to the
1287 presbytery through its committee on ministry.
- 1288 • Labor within the bounds of another presbytery has been approved or reported as
1289 required by that presbytery. (The minister is responsible for compliance with
1290 requirements of the other presbytery. Failure to obtain necessary permission will be
1291 addressed by the committee on ministry.)

1292 For the peace and harmony of the whole church, the presbytery cautions ministers about
1293 accepting frequent invitations from churches that they have previously served (cf. G-14.0606).

1294 ¹See ethical standards adopted by General Assembly and recommended to other governing bodies.

1295 ²The following churches have adopted the Formula of Agreement: Evangelical Lutheran Church in
1296 America, Reformed Church in America, Presbyterian Church (U.S.A.), and United Church of Christ.

1297 **MODERATORS FOR SESSIONS/CHURCHES WITHOUT PASTORS**

1298 When a church is without a pastor or when the pastor is unable to fulfill pastoral
1299 responsibilities for an extended time, the committee on ministry will consult with the session
1300 and will appoint a moderator. The church shall be responsible for the moderator's direct
1301 expenses, including mileage reimbursement, overnight accommodations and meals, as
1302 necessary. If reimbursement of expenses poses a financial hardship on the church, the
1303 session will negotiate with the committee on ministry so that no church suffers undue hardship
1304 in providing for a moderator.

1305 When convenient to do so, travel expenses for more than one purpose may be combined and
1306 costs pro-rated to the appropriate churches/committees.

1307 **COMPENSATION FOR PULPIT SUPPLIES**

1308 Compensation for pulpit supplies includes mileage reimbursement, overnight accommodations
1309 and meals when necessary, and an honorarium. A minimum honorarium of \$75.00 for one
1310 service (\$100.00 for two services) shall be offered.

1311 When convenient to do so, travel expenses for more than one purpose may be combined and
1312 costs pro-rated to the appropriate churches/committees.

1313 **SICK LEAVE & MEDICAL LEAVE OF ABSENCE FOR MINISTERS**

1314 **Policy Statement**

1315 Indian Nations Presbytery requires that all congregations provide ministers of Word and
1316 Sacrament sick leave of two weeks per year, cumulative to 90 days. In addition the presbytery
1317 requires that medical leave of absence be granted to pastors, co-pastors and associate pastors
1318 while under the care of their physicians. Medical leave of absence for serious medical situations
1319 shall be for a period of eight (8) weeks (minimum) up to twelve (12) weeks (maximum),
1320 negotiable between the pastor and the session.

1321 **Rationale**

1322 Upon installation, the congregation promises to provide for the pastor's welfare and to stand by
1323 him/her in trouble. [G-14.0510(3)]

1324 **Committee on Ministry Responsibilities**

1325 The committee on ministry shall assist the pastor and the church, ensuring that the pastor while
1326 under physician's care receives the necessary time for recuperation and rehabilitation, and that
1327 the church receives the necessary support during the pastor's absence. Assistance shall
1328 include consideration of disability benefits (under the Board of Pensions), should that become
1329 necessary.

1330 **Minister Responsibilities**

1331 The pastor shall inform the session as soon as possible of the anticipated medical leave to allow
1332 time to find a substitute or to transfer duties during the leave period.

1333 **Session Responsibilities**

1334 The session of the church shall work with the pastor and the committee on ministry to ensure a
1335 smooth transition during the pastor's medical leave.

1336 **Additional Responsibilities/Information**

1337 a. A pastor may request up to 90 days of medical leave with full salary and benefits to be paid by
1338 the church. Total financial benefits, including payments received from the church, workers'
1339 compensation and short-term disability coverage (Board of Pensions), will not exceed those

- 1340 provided in the terms of call.
- 1341 b. Medical leaves of absence will be granted upon submission of a supporting medical statement
1342 from the attending physician.
- 1343 c. All pension benefits including medical, dental and disability insurance will remain in force for
1344 the duration of the medical leave. Vacation, sick leave and holiday benefits will terminate
1345 on the last day of active employment.
- 1346 d. Any earned vacation time and compensation, for that calendar year, may be added to
1347 medical leave with the concurrence of the session.
- 1348 e. Pastors, while under physician's care, on medical leave (up to three months) for
1349 pregnancy, maternity or medical conditions related to childbirth are entitled to the
1350 same or an equivalent position upon return from the medical leave.

1351 **FAMILY CARE & BEREAVEMENT LEAVE FOR MINISTERS**

1352 **Policy Statement**

1353 Indian Nations Presbytery requires that congregations provide family care and bereavement leave
1354 for pastors, co-pastors and associate pastors. The first two weeks of family care and
1355 bereavement leave will be granted with full salary and benefits. Compensation beyond two
1356 weeks will be negotiable between the minister and session.

1357 **Rationale**

1358 Upon installation, the congregation promises to provide for the pastor's welfare; to stand by
1359 him/her in trouble and share his/her joys. [G14.0510 (3)]

1360 **Committee on Ministry Responsibilities**

1361 The committee on ministry shall ensure that each church personnel committee, session and
1362 pastor is aware of the policy and provide the necessary guidance for implementing the policy.

1363 **Minister Responsibilities**

1364 The pastor shall inform the session of the request for family care leave as soon as possible. The
1365 request should be at least 30 days prior to start of the leave, if possible. The pastor is
1366 responsible to work with the session to ensure provision for necessary pastoral services during
1367 the leave.

1368 **Session Responsibilities**

1369 The session of the church shall work with the pastor and the committee on ministry in
1370 accordance with the policy in granting the leave and providing for necessary pastoral services.

1371 **Additional Responsibilities/Information**

- 1372 a. Family care leave shall include the birth, adoption, or serious illness of the pastor's child. It
1373 also shall provide for a serious health condition of a pastor's parent(s) or spouse, and may
1374 include other family members as the need arises and as agreed upon by the pastor and the
1375 session.
- 1376 b. Bereavement leave will be granted by the session in the case of the death in the
1377 immediate family (for example: spouse, children, stepchildren, parent, in-laws, siblings) of
1378 the pastor. Additional unpaid bereavement leave may be requested by the pastor and
1379 granted by the session.
- 1380 c. Pastors with one year's service in the current call may be granted family care leave without
1381 pay for up to three months in any 24-month period.
- 1382 d. When the pastor has taken the maximum amount (three months) of pregnancy or
1383 maternity leave, family care leave is limited to one month. See medical leave policy.

- 1384 e. Presbytery pension, including health and dental insurance, will remain in effect during the
1385 family care leave.
- 1386 f. Any earned vacation time and compensation, for that calendar year, may be added to
1387 family care and bereavement leave with the concurrence of the session.
- 1388 g. Pastors on a family care leave of up to three months will be returned to the same or an
1389 equivalent position.

1390 **DEATH IN SERVICE OF MINISTER MEMBERS OF THE PRESBYTERY**

1391 In the event of the death of the pastor, co-pastor or associate pastor while serving a
1392 congregation(s) under a call, appointment, or contract for services, the following provisions
1393 shall apply:

- 1394 1. The pastor's spouse and dependents, if residing with the pastor in the manse prior to the
1395 pastor's death, shall have free use of the manse, utilities included, and/or the continuance
1396 of any housing and utilities allowances for a period of 60 days from the death of the
1397 pastor.
- 1398 2. From the 61st day through no more than the 180th day following the death of the pastor,
1399 the spouse and dependents may, with the permission of the session, continue to occupy
1400 the manse and shall pay rent and utilities.
- 1401 3. The manse shall be vacated:
- 1402 a. no later than the 181st day following the pastor's death; or
- 1403 b. upon a 30-day advance notification to the spouse, or other responsible
1404 dependents, from the session between the 61st and 180th day following the
1405 pastor's death if the manse is needed to house a succeeding installed pastor or
1406 interim pastor.

Mission Support

SPECIAL OFFERINGS

1407
1408 Presbytery endorses the special offerings requested by General Assembly and urges sessions
1409 to approve receiving these offerings at the times specified by General Assembly.

FUND FOR THEOLOGICAL EDUCATION

1410
1411 Presbytery encourages support of the denomination's Fund for Theological Education and
1412 urges each session to designate one percent of budgeted operating expenses to the fund.

DISASTER ASSISTANCE

1413
1414 From time to time, the Presbyterian Church (U.S.A.) and the presbytery may establish funds to
1415 assist recovery efforts in areas affected by natural disasters, famine and war. Presbytery may
1416 inform churches and church members of opportunities to support relief efforts; and presbytery
1417 encourages sessions to support relief efforts through gifts designated for specific
1418 denominational causes.

OTHER APPEALS FOR FUNDING

1419
1420 Presbytery encourages congregations to support ministries that directly address community
1421 and regional needs, as well as the continuing ministries supported by the presbytery's mission
1422 partners. From time to time, direct appeals for financial support from churches may be
1423 approved by presbytery on recommendation from the connecting congregations committee.

1424 Mission projects that receive funding through the presbytery mission budget may not solicit
1425 additional funding from individual churches within the presbytery without prior approval of the
1426 presbytery, on recommendation from the connecting congregations committee.

1427 Special fund-raising campaigns will be approved by the presbytery and administered in
1428 accordance with guidelines developed by the connecting congregations committee in
1429 consultation with presbytery council.

Fiscal Management & Budget Administration

BUDGET ADMINISTRATION

- 1430
- 1431 a. The annual budget shall reflect mission priorities established by the presbytery.
- 1432 b. Moneys budgeted for mission causes ordinarily shall be distributed in twelve equal
- 1433 increments. Mission causes receiving less than \$250 per month may be scheduled for
- 1434 quarterly disbursements.
- 1435 c. Moneys designated for synod, General Assembly or a presbytery mission giving recipient
- 1436 shall be applied towards the amount presbytery has budgeted for that item, so that
- 1437 presbytery expenditures will equal the amount budgeted. If designated amounts exceed
- 1438 the amount budgeted by presbytery, the additional funds will be forwarded to the
- 1439 designated recipient.
- 1440 d. At the end of the fiscal year, all unspent moneys in the presbytery budget shall remain in
- 1441 the general operating fund. The budget committee shall make provision for specific items
- 1442 funded under one budget year, for which final payments will be made in the subsequent
- 1443 year, and for dedicated accounts (designated and accrued, with appropriate caps on those
- 1444 funds), and shall report balances in reserve accounts to presbytery on a regular basis, at
- 1445 least annually.

BUDGET ADJUSTMENTS

- 1446
- 1447 a. Requests for adjustments to the presbytery budget shall be referred to the budget
- 1448 committee. The committee will forward all such requests, together with the committee's
- 1449 recommendation, to presbytery council for action.
- 1450 b. Requests for unbudgeted expenditures shall be referred to the budget committee. The
- 1451 committee will forward all such requests, together with the committee's recommendation,
- 1452 to presbytery council for action.

CAPITAL EXPENDITURES

1453 Expenditures for assets having a useful life of three years or more, costing in excess of

1454 \$500.00, will be recorded as a capital expenditure subject to depreciation over its useful life. A

1455 separate fund balance will be utilized to reflect the unamortized cost of such assets which will

1456 denote the non-liquidity of such equity.

1457

FINANCING PRESBYTERY-SPONSORED EVENTS

1458 From time to time, presbytery sponsors a variety of events that support the ministries of

1459 churches and other regional or ecumenical bodies. Financing for all presbytery-sponsored

1460 events shall be coordinated through the presbytery office, with receipts (for registration and

1461 other costs) deposited at least weekly. Disbursements associated with the event will be made

1462 in accordance with the event budget on vouchers approved by the event coordinator or other

1463 authorized signer. A petty cash fund may be established in an amount not to exceed \$300.00,

1464 to facilitate transactions associated with the event. A full accounting of petty cash transactions

1465 will be furnished within seven (7) days of the end of the event. Bank charges, (e.g., insufficient

1466 funds, stop payments, etc.) will be charged to the event budget.

1467

INTEREST INCOME

- 1468
- 1469 a. Interest income from presbytery funds, unless otherwise designated, may be used to
- 1470 support the annual budget and to support presbytery mission priorities.

- 1471 b. Interest earned on the Camp Hoya principal account and the new church development
1472 fund shall be calculated annually and prorated earnings credited to the Hoya scholarship
1473 interest account and new church development fund interest account, respectively.
- 1474 c. The balance of interest income will be transferred to presbytery's undesignated reserve
1475 account.

1476 **INVESTMENT POLICIES**

- 1477 a. With the advice and consent of the budget committee, excess presbytery funds may be
1478 invested in interest-bearing bank accounts, short-term money market accounts, and in
1479 government-insured instruments with maturity not to exceed five (5) years. Invested
1480 funds will be administered by an independent financial institution, the Presbyterian
1481 Investment and Loan Program (PILP), or by the presbytery, synod or General Assembly
1482 Presbyterian foundation.
- 1483 b. On the recommendation of the budget committee, presbytery may approve long-term
1484 investments (up to ten years) for special debt retirement purposes, in government-
1485 insured instruments or in corporate bonds rated at least the equivalent of "AA" by
1486 Standard and Poor's and Moody's Services, determining when action (such as rollover of
1487 CDs) is required.

1488 **DISPOSITION OF REAL PROPERTY**

1489 The trustees, in consultation with the budget committee, will advise presbytery on the
1490 disposition of real property to which presbytery holds title.

1491 **INSURANCE COVERAGE FOR PRESBYTERY OPERATIONS**

1492 Presbytery shall obtain adequate insurance coverage consistent with its program and
1493 activities. Coverage will include provision for property, liability, criminal loss, professional
1494 liability, and hired and non-owned auto liability, as applicable.

1495 **SIGNING AUTHORITY ON PRESBYTERY ACCOUNTS**

1496 Checks drawn from any presbytery bank account shall bear two (2) authorized signatures.
1497 Presbytery council, upon recommendation by the budget committee and trustees, annually will
1498 approve a list of authorized signers. Authorized signers will include, but not be limited to, the
1499 general presbyter, stated clerk, treasurer, moderator of the budget committee and moderator
1500 of the board of trustees.

1501 **FINANCIAL REVIEWS & RETENTION SCHEDULE**

- 1502 a. Upon recommendation by the budget committee, council will engage an independent
1503 accounting firm to complete an annual review of the financial operation of the presbytery
1504 and its entities. Every fifth year the accounting firm will conduct an audit of the presbytery
1505 and its entities. The results of financial reviews/audits shall be reported to the presbytery
1506 at the next stated meeting following completion of the review. In addition, an audit will be
1507 conducted whenever the treasurer is replaced.
- 1508 b. In consultation with the auditor, a retention schedule for financial records will be
1509 established.

1510 **PURCHASING GUIDELINES**

- 1511 a. Any two staff members may purchase supplies, equipment, furniture and fixtures not to exceed
1512 \$500.00, provided that such purchases fall within current budgets and at least one staff member has
1513 been granted signing authority.

1514 b. Expenditures in excess of \$500.00 for office supplies, equipment, furniture and fixtures require prior
1515 approval by presbytery council.

1516 **ACCOUNTS PAYABLE**

1517 Checks shall be issued only after invoices or vouchers have been approved for payment. The
1518 treasurer, stated clerk or general presbyter may approve invoices and vouchers. Moderators
1519 of presbytery committees/units may approve vouchers for committee/unit expenses. No
1520 person may approve vouchers for his/her personal expenses or sign checks payable to
1521 himself/herself.

1522 **BANK RECONCILIATION & OUTSTANDING ITEMS**

1523 All bank accounts will be reconciled monthly, and record made of outstanding checks. If
1524 checks have not cleared within six months of date issued, a request will be sent to the payee
1525 to clear the item; and replacement checks will be issued as needed. Reconciliations will be
1526 reviewed regularly by the treasurer or moderator of the budget committee.

1527 **PRESBYTERY LOANS**

1528 From time to time and upon recommendation by the board of trustees and budget committee,
1529 presbytery may extend short-term financing to a church, depending on availability of funds,
1530 with appropriate documentation. Neither the presbytery nor any of its units shall make loans to
1531 individuals.