

***Presbytery
of the
Inland Northwest***

**Policies
and
Procedures**



PRESBYTERY POLICIES AND PROCEDURES

Presbytery of the Inland Northwest

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SECTION ONE

Introductory Notes

1.01 HOW POLICIES ARE FORMED

The Leadership Team, teams and standing committees/commissions, as described in the Standing Rules, may prepare, approve, and present documents or amendments to Presbytery for approval as Policy. Policies may be adopted or amended at any stated meeting by a two-thirds vote of voting members present, providing written notice of the wording of the proposed change is included in the docket mailing at least ten days before a vote thereon.

The clerk may update terms and references on the basis of changes made to the Book of Order and is authorized to edit (but not change the substance of) the Standing Rules and Policies reflecting actions of the Presbytery.

1.02 MANUAL OF ADMINISTRATIVE OPERATIONS

Each Council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council. (G- 3.0106). The Manual of Administrative Operations in the Presbytery of the Inland Northwest includes:

Presbytery Directory
Presbytery Standing Rules
Policies of the Presbytery
Documents related to the Presbytery Corporation

SECTION TWO **The Presbytery**

2.01 MEETINGS

2.0101 Consent Agenda

When preparing their reports for Presbytery meetings, agencies of the Presbytery will, in advance, submit to the Stated Clerk a list of all business which is considered to be of such a routine nature that no discussion on it is anticipated. The Stated Clerk will publish the list with the notice of the meeting. After the approval of the docket, the Consent Agenda will be presented with a single motion for approval. Any voting member of the Presbytery may request that any item be removed from the consent Agenda before a vote is taken on the motion. Such items shall be taken up for discussion at the time docketed for the reporting agency.

2.0102 Presbytery Meeting Mileage Reimbursement

Mileage reimbursements will be made to any member of Presbytery traveling at least 30 miles to attend the meeting at the rate of \$0.14 per mile. The reimbursement will be increased by \$0.04 per mile for any additional commissioners riding with the driver.

Mileage vouchers are to be turned into the Stated Clerk or other Presbytery staff at the Presbytery meeting. Ordinarily, no mileage voucher will be honored which is not submitted by the end of the meeting.

Mileage vouchers shall be signed by the Stated Clerk.

The Presbytery Financial Administrator will ordinarily prepare and mail mileage checks to recipients on the first work day following the Presbytery meeting.

2.0103 Moderator of an Administrative Commission For Ordination & Installation

The Presbytery Moderator (or the Moderator's designee) shall be a member of every administrative commission appointed for an ordination and/or installation and shall serve as its moderator.

2.02 PROCEDURE FOR ADMINISTRATIVE COMMISSION FOR DISMISSING CONGREGATIONS

2.0201 Introduction

a. Responsibility of Presbytery - The Presbytery of the Inland Northwest (PIN) recognizes its responsibility in the division, dismissal or dissolution of churches in

consultation with its members. The Presbytery is responsible for the mission and government of churches throughout its geographical district.

b. Churches in Disorder - It is the responsibility of a presbytery, to intercede in the affairs of churches, governing bodies, or other organizations of the church affected with disorder, and to inquire into and settle difficulties.

c. Dismissal - A congregation of presbytery can be dismissed or dissolved only by vote of presbytery.

d. Just Dealings - The PIN seeks to be just in its dealings with congregations seeking dismissal from the PCUSA and will meet with such congregations in an effort to deal with their stated issues. It is the aim of the PIN to find reconciliation and establish harmony.

e. Respect of Conscience - The PIN seeks to respect the integrity and conscience of its member congregations, even when in disagreement over issues that might lead to dissolution or dismissal from the PCUSA. Thus, the PIN will seek every resource and employ all recourse to affect equitable outcomes.

2.0202 Process

a. Discernment Process - When conflict arises within a particular congregation or arising from situations outside of the congregation, one of several tools to aid the church as it navigates through such conflicts is **Discernment Resource For Congregations In Conflict**. This process is an appropriate approach to working with congregations as they discern their response to the conflict.

b. Establishment of Administrative Commission - If no resolution is found between a congregation in disagreement with the denomination and/or the PIN, after a Discernment Process has been followed, the Presbytery shall establish an Administrative Commission to conduct the business of Presbytery.

c. Determinant Percentages Reference Congregational Votes - If a vote of a congregation is conducted where 67% of the congregation is present, and 75% of the church membership present votes to request dismissal from the PCUSA, the PIN through its Administrative Commission may recommend dismissal to the PIN. The AC retains the right to make its determination regardless of any vote taken by a particular congregation, and the AC also retains the right to adjust those percentages as it sees necessary for a particular congregation.

d. Church Property - All property held by or for a member church, a presbytery, a synod, or the General Assembly of the PCUSA, is held in trust for the use and benefit of the Presbyterian Church (USA). It is the right of a congregation to request dismissal with its

property to another reformed body, but such a request does not guarantee dismissal with property by the PIN. Other options include purchase of existing property by a dismissed congregation or the lease of the property by the PIN to a dismissed congregation or the lease of the property by the PIN to a dismissed congregation.

e. Schism - If a congregation is in schism within its own membership and is unable to reach reconciliation the Administrative Commission of the PIN shall determine if one of the factions is entitled to the property as the recognized church within the PCUSA. This determination does not depend upon which faction received the majority vote.

f. Examination of Relevant Records - The Administrative Commission, or its designate may, examine all relevant records of the dissenting congregation and will through audit or proper verification determine the full value of assets and burden of debts of the withdrawing church. The value of real property will be determined by impartial commercial property appraisers. Title, by-laws, insurance, charters, and corporate documents will be reviewed. A review may be made of session minutes, records, newsletters, websites, letters, correspondence and any other relevant communication.

g. Conveyance of Property and Debt - If a congregation is dismissed from the PCUSA by vote of presbytery, the congregation must come to a fair agreement with the PIN concerning the value of the property. Property can be retained by the dismissed congregation only if the congregation is dismissed to another reformed body. Any agreement conveying property must be approved by the PIN. A congregation may not be dismissed from the PCUSA until all debt or encumbrance has been satisfied in such a manner that the PIN/PCUSA is not named in debt.

h. Obligation for Payment of Fees - All fees for professional services will be paid by the dissenting church.

i. Maintaining Remnant Congregation - If it is determined that a sufficient percentage of the dissenting congregation desires to maintain the life of the church within the body of the PCUSA the Administrative Commission has the right to assume original jurisdiction and assume the full power of the session.

j. Activities of Pastor - In the event of schism within the congregation an investigation may be conducted to determine if the pastor was involved in schismatic activities in violation of the Book of Order.

k. Terms of Settlement - The AC will work with the congregation seeking dismissal on the terms of settlement and the disposition of property, including real property.

l. Financial Obligation - As part of the Terms of Settlement, the financial commitment the PIN made while the dismissed congregation was part of the PIN and was relying on the Per Capita and Mission giving of said congregation must be considered. It is possible

that a sustained mission commitment and per capita obligation for a dismissed congregation could be met in conjunction with the property settlement.

m. Long Term Concern - The Administrative Commission recognizes the long-term concern for the congregation and community and will shape outcomes in keeping with long-term goals. All who wish to retain membership in the PCUSA will be welcomed and nurtured by the PIN.

n. Bonds of Unity - Our bonds of unity in the Kingdom of God are respected acknowledging our relationship as brothers and sisters in Jesus Christ. It is the aim of the Administrative Commission to maintain continence in keeping with our call to be Christ's disciples. The process involving a congregation and PIN will be faithful to both entities.

2.20203 Re-affiliation

a. Parting Service - If the PIN votes to dismiss a particular congregation it is suggested that a service of worship be conducted in which the PIN provides its blessing to the dismissed congregation acknowledging the Lordship of Jesus Christ in God's greater church.

b. Restoration - The Administrative Commission will conduct all settlements in the hope that at some point in the future the relationship between a dissenting congregation and the PIN will be restored and re-affiliation established with the PCUSA.

2.03 PRESBYTERY PERSONNEL

2.0301 Presbytery Treasurer (see S.R. 5.400)

The Treasurer has oversight of the work of the Financial Administrator and provides input to the Executive Presbyter who has the staff responsibility of supervising the Financial Administrator. The Treasurer shall make provision for providing financial data to the Presbytery Board of Trustees, the Presbytery Strategic Team, and other Presbytery committees as is needed for their work. Financial data shall also be provided on at least a monthly basis to the Executive Presbyter. The Treasurer serves without compensation.

2.0302 Recording Clerk

The Recording Clerk is appointed by the Stated Clerk. The Recording Clerk is responsible for taking the minutes of every stated meeting of the Presbytery. It is understood that the Stated Clerk will exercise editorial insight of the minutes, and the minutes in the official records of the Presbytery will be the responsibility of the Stated Clerk. The Recording Clerk will receive compensation for this work.

2.04 CELEBRATION OF COMMUNION IN AFFILIATED ORGANIZATIONS

2.0401 Presbyterian Women in the Presbytery, A Celebration of Communion

The Presbyterian Women in the Presbytery are authorized to celebrate the Sacrament of the Lord's Supper at the two Presbytery-wide meetings they hold each year. They may invite any Minister of Word and Sacrament to preside who is on the Active Roll of Presbytery. Whenever the Sacrament is celebrated, it shall be reported to the Presbytery through the Stated Clerk.

2.05 OPERATING PROCEDURES TO GUIDE US THROUGH THE PROCESS OF DISCUSSING AND VOTING ON PROPOSED CONSTITUTIONAL AMENDMENTS

- a. Voting will be done for each proposed amendment. Presbytery members will vote "Yes" to approve the amendment and "No" to disapprove the amendment.
- b. The Leadership Team Chair will report the recommendation of the Committee the amendment was referred to.
- c. The Moderator will ask for discussion on the proposed amendment. Two microphones will be available on the floor of Presbytery. One will be designated for those wishing to speak in favor of the amendment. The other will be for those wishing to speak against the amendment.
- d. As long as there are speakers at each microphone, discussion will alternate between those wishing to speak in favor and those wishing to speak against.
- e. Speakers will be limited to 2 minutes. No one may speak a second time on an amendment until all wishing to speak have had the opportunity to do so.
- f. All voting will be by written ballot. When we are ready to end debate and move to voting on the amendment under consideration, the moderator will instruct members of Presbytery to mark their ballot for that amendment.
- g. After voting has been completed on all amendments, ballots will be collected and counted by tellers selected either from members of Presbytery office staff or from elders of the host church who are not serving as commissioners to this Presbytery meeting. This will avoid forcing commissioners to miss business that will be conducted while ballots are counted.

2.06 GUIDELINES AND POLICIES ON SEXUAL MISCONDUCT

Based on policies and procedures of the Presbyterian Church (U. S. A.)

2.0601 Introduction

As [God] who called you is holy, be holy yourselves in all your conduct;

... Tend the flock of God that is in your charge, ...
not under compulsion but willingly, ...
not for sordid gain but eagerly. ... not lord it over those in
your charge, but be examples to the flock.

... You know that we who teach will be judged with greater strictness.

1 Pet. 1:15; 5:2–3; Jas. 3:1, NRSV

2.0602 Guidelines for Prevention

These guidelines are intended to help prevent sexual misconduct. It may not always be possible to observe them. That's why they're considered guidelines. Nevertheless, conformance should always be the goal. Over the course of a year the number of times we conform to these guidelines should far exceed the number of times that we can't.

- a. All those who work with children or youth (volunteers or staff) must have a background check as soon as practical. (Contact the Presbytery office for help in obtaining one.)
- b. When adults are in a room with children, youth, or other adults, leave the door open, unless the door has an uncovered glass window.
- c. Work with youth as part of a team.

2.0603 Overview and Definitions

a. Policy Statement

It is the policy of the Presbyterian Church (U.S.A.) and this Presbytery that all church members, church officers, non-member employees, and volunteers of congregations, councils, and entities of the church are to maintain the integrity of the ministerial, employment, and professional relationship at all times. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and also of the ministerial, pastoral, professional, and employee relationship. It is never permissible or acceptable for a church member, officer, employee, or volunteer to engage in sexual misconduct.

Copies of this policy shall be made available to all churches, teaching elders, commissioned ruling elders, clerks, and committees or councils of the Presbytery. This policy and its procedures should also be made available to persons who accuse others of misconduct, including those who are or claim to be victims of sexual misconduct and their families. Churches may use this policy as a guide to develop their own policies and procedures related to sexual misconduct.

b. Standards of Conduct

We believe and proclaim that all people are created by God and that God values all human life and intends everyone—men, women and children—to have dignity and worth in all relationships. We further believe in justice for all persons. Sexual Misconduct includes Sexual Harassment and is an abuse of power and trust, and therefore is unjust. Scripture asserts that religious leadership involves a covenant relationship that presumes the trustworthy exercise of power on behalf of those in our care. A betrayal of that trust is more than just a personal tragedy for a victim. It reflects a tragic breakdown in the character of the abuser that seriously threatens, not only those immediately affected, but the well-being of the church itself.

Incidents of Sexual Misconduct have often been minimized, rationalized or subverted for "the good of the church". The Presbytery of the Inland Northwest declares that "the good of the church" can never be served by overlooking an abuse of power or trust; that Sexual Misconduct is wrong; and that charges of misconduct must be dealt with swiftly, fairly, and with compassion for both the Accused and the Accuser.

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

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

(1) Sexual misconduct is a violation of the role of pastors, employees, volunteers, counselors, supervisors, teachers, and advisors of any kind who are called upon to exercise integrity, sensitivity, and caring in a trust relationship. It breaks the covenant to act in the best interests of parishioners, clients, co-workers, and students.

(2) Sexual misconduct is a misuse of authority and power that breaches Christian ethical principles by misusing a trust relation to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner. If the parishioner, student, client, or employee initiates or invites sexual content in the relationship, it is the pastor's, counselor's, officer's, or supervisor's responsibility to maintain the appropriate role

and prohibit a sexual relationship.

(3) Sexual misconduct takes advantage of the vulnerability of persons who are less powerful to act for their own welfare, including children. It is antithetical to the gospel call to work as God's servant in the struggle to bring wholeness to a broken world. It violates the mandate to protect the vulnerable from harm.

c. Definitions

(1) Accused: A person against whom an accusation of sexual misconduct is filed.

(2) Accuser: A person claiming knowledge of sexual misconduct by a person covered by this policy. The Accuser may or may not be the victim of alleged sexual misconduct. A person, such as a family member, friend or colleague of the victim, may be the Accuser whose information initiates the inquiry.

(3) Administrative Leave: Administrative leave requires the teaching elder or commissioned ruling elder (CRE) to cease all pastoral responsibilities and functions, including any contact with members or staff of the particular church until the judicial process is completed. This includes but is not limited to:

- Leading or participating in worship
- Preaching
- Officiating at weddings or funerals
- Use of the church facilities
- Leading, moderating or attending any church-related meetings on or off church property
- Initiating or sustaining any contact with any member of the church
- Visitation of church members in hospitals, nursing homes, care facilities, or private homes

Failure to follow these guidelines could lead to further charges. Administrative leave in all cases is with pay. The pay includes all components of the pastor's compensation package, including salary, housing, utilities, and payment of pension and major medical dues. It does not include expense allowance items. The church will continue to pay the teaching elder's compensation. The Presbytery will pay for essential pastoral services during the time of administrative leave.

(4) Child Sexual Abuse: Includes but is not limited to any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. This behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. The sexual definition of a child is anyone under age 18. *Disclosure & Reconciliation Team (DRT)*: Its primary responsibility shall be to advise, guide, and resource a session as plans for disclosure to a congregation are made and the subsequent healing process is strategized.

(5) Employee: A comprehensive term used to cover persons who are hired or called to work for the church for salary or wages.

(6) Governing Body: Refers to the representative bodies in the church, namely sessions, presbyteries, synods and the General Assembly.

(7) Investigation: A term used in the Rules of Discipline to determine whether charges should be filed based on allegations of an offense received by a governing body. See Book of Order D-10.0200.

(8) *Persons Covered*: This policy covers all teaching elders who are members of Presbytery, all commissioned ruling elders, and all others under the jurisdiction of the PC(U.S.A.) engaged in business directly accountable to the Presbytery. Not covered by this policy are persons acting upon the business of a local church. It is presumed that such persons are covered by the misconduct policy of the local church.

(9) Presbytery: Refers to the Presbytery of the Inland Northwest and its legal successor(s).

(10) Response: The action taken by the Presbytery when a report of sexual misconduct is received. It may include:

- Inquiry into facts and circumstances
- Possible judicial actions (administrative, disciplinary, or both)
- Pastoral care for victims and their families and others
- Pastoral care and rehabilitation for the perpetrators and care for their families and for the congregations affected
- Pastoral care for those against whom allegations have been made but who have been exonerated

(11) Secular Authorities: Governmental bodies, whether city, county,

state or federal, who are given the responsibility of investigating, prosecuting and/or bringing civil charges against individuals accused of sexual crimes or offenses.

(12) Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, or continued status in the church
- Submission to or rejection of such conduct by a person is used as a basis for employment decisions affecting him or her
- Such conduct has the purpose or effect of unreasonably interfering with a person's work performance by creating an intimidating, hostile, or offensive working environment as asserted by the affected persons

(13) Sexual Misconduct: As used in this policy, sexual misconduct includes:

- Child sexual abuse as defined above
- Rape or sexual contact by force, threat or intimidation
- Sexual abuse as defined in the *Book of Order*: "Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or
- Misuse of ordered ministry or position" (*Book of Order*, D-10.0401c)
- Sexual harassment as defined above
- Sexual malfeasance, which is defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship
- Inappropriate sexual contact resulting from genital contact (contact with breasts, buttocks or pubic area) within a ministerial or pastoral counseling relationship. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal mutual, social, intimate

or marital relationships. Adultery and fornication are never appropriate behaviors

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

(14) *Sexual Misconduct Response Team (Response Team)*: A body constituted by the Commission on Ministry to provide support for a victim of sexual misconduct on the part of a person covered by this Policy. The structure and function of the team are described below.

(15) *Victim*: A term used to identify the person alleged to have been injured by sexual misconduct as defined above.

2.0604 Church Response to Allegations of Sexual Misconduct

a. Principles

In responding to allegations of sexual misconduct, members, officers, and employees of the church should seek healing and assure the protection of all persons. Where possible, the privacy of persons should be respected and confidentiality of communications should be maintained.

In responding to allegations of sexual misconduct, members, officers, and employees of the church should seek to uphold the dignity of all persons involved, including persons who are alleging harm, persons who are accused of sexual misconduct, and the families and communities of each.

The PC(USA) has jurisdiction over its members, officers, and employees such that if a member, officer, or employee is alleged to have committed an offense against Scripture or the PC(USA) Constitution, the church has the duty to inquire into the allegations and, if the allegations are proven, to correct the behavior of the member,

officer, or employee and ensure the safety of others in the community. Allegations of sexual misconduct are always considered allegations of offense against Scripture or the PC(USA) Constitution that trigger the disciplinary processes of the PC(USA) set forth in the *Book of Order*. In the case of an active non-member who is employed or volunteers with the church, the individual will be covered by the procedures of the written personnel policies of the church.

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

b. Reporting Requirements

(1) Reporting Sexual Misconduct

A person needing to report that a member, officer, employee, or volunteer of the PC(USA) has committed sexual misconduct is encouraged to seek guidance from a PC(USA) teaching elder or ruling elder regarding filing the report.

Congregation: If the person who is accused of committing sexual misconduct is a member, ruling elder, deacon, volunteer, or employee of a congregation, the report of allegations should be made to the teaching elder, the clerk of session, or the chair of the personnel committee. If the Accused is a member or officer of the church, the church will respond by using the procedures set forth in the Rules of Discipline of the *Book of Order*. If the Accused is a nonmember employee or volunteer, the church will respond by using procedures set forth by the session of the congregation.

Presbytery: If the person who is accused of committing sexual misconduct is a teaching elder or commissioned ruling elder of the presbytery, the report of allegations should be made to the stated clerk of the presbytery. If the report of allegations is placed in writing, the presbytery will respond by using the procedures set forth in the Rules of Discipline of the *Book of Order*. If the person who is accused of committing sexual misconduct is a volunteer or nonmember employee of the presbytery, the report of allegations may be made to any of the staff or volunteers of the presbytery.

(2) Procedure

Reports of Sexual Misconduct will occur in a variety of ways. The Presbytery cannot control to whom the Accuser will first speak, therefore it is important that every member of the Presbytery understand the manner in which reports of incidents are to be channeled.

Reports of Sexual Misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the Accuser, the Accused and the Church. Reports should be handled with highest confidentiality both before and after they are submitted to the appropriate authorities.

All persons covered by this Policy have a legal duty to report suspected Child Sexual Abuse. The person receiving the initial report is considered a mandated reporter and shall report the allegation to civil or criminal authorities as required by state or local laws.

c. Responding to Allegations

The required steps to be taken in response to an allegation of Sexual Misconduct are as follows:

- (1) An allegation of Sexual Misconduct is to be communicated immediately to the Stated Clerk. If the Stated Clerk is the Accused, the Executive Presbyter shall be notified.
- (2) Any accusation of Sexual Misconduct must be submitted in writing (D-10.0101). The person filing the allegation may be the Victim, a representative of the Victim, or a member of the Presbytery per D-10.0102b. In a case of an allegation of Sexual Misconduct involving children, the civil or criminal provisions of that state will take precedence over the requirement for a written allegation.
- (3) The decision to place the Accused under administrative leave shall be made according to the procedure outlined in the rules of discipline (D-10.0106.) Salary and allowances, except expense allowances, will continue to be paid by the employing body; cost of pulpit supply will be borne by the Presbytery. The Commission on Ministry shall assist as needed in providing pulpit supply for the duration of any Administrative Leave taken by an Accused pastor.

(4) Where the allegation of Sexual Misconduct involves an actively serving T.E. or CRE, the session shall be notified as shall the Commission on Ministry and the Executive Presbyter. Where state law or professional organizations require, appropriate officials shall be apprised of the allegation.

(5) The Stated Clerk shall respond in writing to the person or persons initiating the allegation acknowledging receipt of the allegation, informing the Accuser(s) of the process to be used for the investigation of the accusation

(6) As soon as possible, but not more than seven days following the Stated Clerk's receipt of an allegation of Sexual Misconduct, an Investigating Commission shall be appointed by the Stated Clerk of Presbytery and the Moderator of Presbytery, in consultation with the Executive Presbyter, in accordance with Standing Rules 8.000 and D-10.0200. The provisions of the Rules of Discipline shall be followed. The Stated Clerk may advise a session conducting an Investigation in accordance with the provisions of the Rules of Discipline if requested to do so.

(7) All provisions of the rules of discipline will be followed with respect to discipline, investigation, communication of charges and trial. In addition the Presbytery will follow these procedures:

a. If possible, the session will be informed of progress in the case and the reason for the actions, including a general description of the allegation(s). The session needs to be informed in order to thwart the development of rumors in the absence of reliable information.

b. The Investigating Commission should notify the Accused in writing of the allegation(s) and advise him or her to have no further contact with the Accuser, the Victim or the Victim's family.

c. If guilt is determined by the Permanent Judicial Commission, an appropriate penalty, ranging from rebuke to removal from office, will be imposed. The penalty and the reason for the penalty will be made public in order to continue to apprise the congregation of the steps being taken in response to the allegation(s). If guilt is not established, the innocence of the Accused will be made known in a like manner.

d. Counseling and support services for the Victim(s) will be provided as necessary and as possible following the confirmation of Sexual Misconduct. Funds for these services are to be made available from the church or the Presbytery.

e. Counseling and support for the congregation will be provided by the Presbytery to assist them in making closure and in moving toward reconciliation. A teaching elder involved in judicial process will not be transferred until that process has been completed (D-10.0105).

f. Resources will be provided by the Presbytery for the Accused and the family of the Accused through the period of investigation and any resulting judicial action, with special assistance for those persons found innocent of charges.

d. Mandatory Reporting of Child Abuse

All ruling elders, deacons, Certified Christian Educators, and teaching elders are required to report knowledge of child abuse to the civil and ecclesiastical authorities according to the *Book of Order*. The *Book of Order* requires that

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

e. Confidentiality

In the exercise of pastoral care, teaching elders (also called ministers of the Word and Sacrament) and ruling elders who have been commissioned by a presbytery to limited pastoral service (G-2.10), shall maintain a relationship of trust and confidentiality, and shall hold in confidence all information revealed to them in the course of providing care and all information relating to the exercise of such care.

When the person whose confidences are at issue gives express consent to reveal confidential information, then a teaching elder or a ruling elder commissioned to pastoral service may, but cannot be compelled to, reveal confidential

information.

A teaching elder or a ruling elder commissioned to pastoral service may reveal confidential information when she or he reasonably believes that there is risk of imminent bodily harm to any person (G-4.0301). All persons covered by this policy have an additional duty to report knowledge of child sexual abuse to the employing entity, supervisor, or council representative. All persons should be informed of and must comply with state and local laws regarding incidents of actual or suspected child sexual abuse. These reports should be made within a reasonable time of receiving the information.

These provisions of the *Book of Order* attempt to balance conflicting moral duties for officers of the Presbyterian Church (U.S.A.).

For teaching elders, the provision strives to balance the duty to protect children from future harm with the duty of a teaching elder to hold in confidence any information revealed to them during the exercise of pastoral care in any ministry setting as defined in G-4.0301 in the *Book of Order*.

For ruling elders, deacons, and certified Christian educators, the provisions strive to balance the duty of an officer of the church to protect children from harm and any secular duty the officer may have to hold in confidence any information revealed as a result of a secular relationship such as attorney/client, counselor/client, or physician/patient. The secular duties will be a function of secular law and may vary from state to state.

f. Jurisdiction

The appropriate council or entity response will vary according to the relationship of the PC(USA) with the person who is accused of sexual misconduct. Church members and officers are subject to inquiry and discipline (censure and correction) under the *Book of Order*. Non-church member employees and volunteers are subject to oversight and correction by the council or entity that employs them.

(1) Accused Covered by Book of Order

When an allegation of offense of sexual misconduct has been received by the clerk of session or stated clerk of the presbytery, the clerk of the council will report to the council that an offense has been alleged and that the council will proceed according to the procedures set forth in the Rules of Discipline of the *Book of Order*. The council should appoint an investigating committee to inquire into the allegations. The investigating committee must promptly begin its inquiry into the allegations. Delay may cause further harm to the victim and/or the Accused.

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

The session has original jurisdiction in disciplinary cases involving members, ruling elders, and deacons of the church, each congregation having jurisdiction only over its own members.

A presbytery has original jurisdiction in disciplinary cases involving teaching elders or commissioned ruling elders. A presbytery may dissolve a pastoral relationship when the "Word imperatively demands it" (G-2.0904).

When a church officer renounces jurisdiction, the clerk or stated clerk shall report the renunciation at the next meeting of the council and shall record the renunciation in the minutes of the council. The status of any pending charges may be shared with the council at that time.

(2) Accused Not Covered by Book of Order

When the Presbytery or a congregation receives an accusation of offense of sexual misconduct against a nonmember employee or volunteer, the procedural response will be guided by the written personnel policies of the Presbytery or the congregation. Usually the personnel committee will be responsible for the inquiry. If a session does not have a personnel committee, it may appoint either a committee or administrative commission for the review of the allegation.

The committee or commission that will respond to the allegation of offense of sexual misconduct will do the following:

- a. Determine whether or not the allegation gives rise to a reasonable suspicion of sexual misconduct by the Accused.
- b. If so, gather additional information necessary to make a decision about correcting the behavior.
- c. Determine any remedies, including limiting ministry, suspension, or termination necessary and advisable under the circumstances. If the Accused is a member of another denomination, that denomination will be notified of the

allegations and the response.

d. Inform the victim and the Accused of the remedy.

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

(3) Council or Entity Record Keeping

The Presbytery or congregation should keep detailed records of its actions and minutes of its deliberations and its conversations with the Accuser, the Accused, and other parties involved, correspondence, and copies of the reports received from committees or commissions. Such records will be kept confidential as far as possible. In Case # 208-6, the General Assembly Permanent Judicial Commission (GAPJC) interpreted the Rules of Discipline to say that a council or entity may share the contents of inquiry reports with other councils or entities of the PC(USA) when necessary. The clerk of the council or director of the entity will maintain the records while the inquiry is in process.

2.0605 Resources & Education

a. Resources

(1) Response Team

The Presbytery Commission on Ministry shall enlist, train and supervise a Sexual Misconduct Response Team ("Response Team"). This team will be available to the Accuser, the Victim, and the families involved. The Purpose of the Response Team is to provide support and counsel for Victims of Sexual Harassment or misconduct and the members of their families. Because of the potential for subsequent civil and criminal suits arising from the allegation(s), the Response Team will not meet with the Accused. Members of the Sexual Misconduct Response Team are not eligible to serve on an Investigating Commission if they have participated as a Response Team member in a particular incident.

The Sexual Misconduct Response Team shall consist of no fewer than five persons and shall include, if possible, a clinical psychologist and a trained legal professional with expertise in church law. When possible, the majority of the Response Team should be of the same sex as the Victim.

It is to meet as quickly as possible following the filing of an accusation with the Stated Clerk, but no later than seven days following the filing. All interviews are to be conducted by at least two persons, and complete and accurate records must be kept of all of the Response Team's work. The Response Team is not to be involved in any aspect of the Investigation.

(2) Pastoral Liaison

The Commission on Ministry shall appoint one member of the Presbytery to serve as a pastor to the Accused throughout the process. This person shall not be involved in any aspect of the investigation.

(3) Privileged Communication

The communication between the Response Team and the Victim or the Victim's family are considered privileged communication within the disciplinary process of the Church, and are therefore not to be discoverable in any civil or criminal process. In the same manner, communication between the member of Presbytery appointed as pastor to the Accused and the Accused's family are also considered privileged communication within the disciplinary process of the Church.

(4) Disclosure and Reconciliation Team

The Presbytery of the Inland Northwest, through the Commission on Ministry, shall recruit, train, and supervise a Disclosure and Reconciliation Team (DRT). It shall be composed of at least five persons with special expertise in issues relating to Sexual Misconduct and reconciliation. Its primary responsibility shall be to advise, guide, and resource a session as plans for disclosure to a congregation are made and the subsequent healing process is strategized. Members of the DRT should plan for at least a one-year involvement with a congregation. The DRT shall meet with the session of an affected congregation no later than seven calendar days after a Permanent Judicial Commission renders a verdict. The DRT shall subsequently make contact with the session on a regular basis to monitor progress and provide resources. The frequency and duration of these contacts will vary from situation to situation, but should normally take place over one to two years, and may be terminated by written notice to the COM by the DRT.

b. Ongoing Education

All teaching elders and commissioned ruling elders who are actively involved in a

ministry shall engage at least every 5 years in an ongoing process of education within the Presbytery regarding sexual misconduct in general and this policy in particular.

c. Authority and the Rules of Discipline

Nothing herein shall be construed as to supersede the provisions of the *Book of Order*.

2.0606 Sample Exhibits and Forms for Implementation

(see following pages for samples A-E)

Sample Exhibit A

This is a sample employment questionnaire. In addition to the usual questions one finds on an employment questionnaire, the writing team has added certifications and releases that focus on past incidents of sexual misconduct. All entities are urged to have this or any substitute form they design examined by their legal counsel before using it.

Sample Employment Questionnaire

Name _____

Address _____

City, State, Zip _____

Business Phone: _____ Home Phone _____

Have you ever been known by any other name? _____ Yes _____ No

Employment Record (List current and previous employers for the last five years)

Employed by _____

Address _____

Supervisor _____ Phone _____

Supervisor's Title _____

Employed from (month/year) to _____ (month/year) _____

Why did you leave? _____

Employed by: _____

Address _____

City, State, Zip _____

Supervisor: _____ Phone _____

Supervisor's Title _____

Employed from (month/year) to _____ (month/year) _____

Why did you leave? _____

Employed by: _____

Address: _____

City, State, Zip: _____

Supervisor: _____ Phone: _____

Supervisor's Title _____

Employed from (month/year) to _____ (month/year) _____

Why did you leave? _____

I certify that (a) no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct.

Note: If you are unable to make the above certification you may instead give in the space provided a description of the complaint, termination, or the outcome of the situation and any explanatory comments you care to add.

Release

The information contained in this questionnaire is accurate to the best of my knowledge and may be verified by the employing entity. I hereby authorize (*Name of Employing Entity*) to make any and all contacts necessary to verify my prior employment history, and to inquire concerning any criminal records or any judicial proceedings involving me as a defendant. By means of this release I also authorize any previous employer and any law enforcement agencies or judicial authorities to release any and all requested relevant information to the (*Name of Employing Entity*) _____.

I have read this release and understand fully that the information obtained may be used to deny me employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing entity or judicial authority from any and all claims, liabilities, and cause of action for the legitimate release or use of any information.

Signature _____

Witness _____

Witness _____

Sample Exhibit B

This is a sample form that may be used to keep a record of all face-to-face or telephone reference checks. Additions that have to do with sexual misconduct or child abuse may be needed by the entity to justify to a court of law that they have done reasonable and prudent screening before hiring a person for a position within that entity.

Confidential Employment Reference

1. Name of applicant:
2. Reference or church contacted (if a church, identify both the church and person contacted):
3. Date and time of contact
4. Person contacting the reference or church: _____
5. Method of contact (phone, letter, personal conversation): _____
6. Summary of conversation (summarize the reference's remarks concerning the applicant's fitness and suitability for the position, any convictions for or actions pending related to sexual misconduct, sexual harassment or child abuse):

Name_Title_____ Signature_____Date__

Sample C

This is a sample designed to implement the sexual misconduct policy. It is necessary that all employees acknowledge being in receipt of the sexual misconduct policy. The policy provides protection and empowerment for the employee.

Form for Implementing Policy of Sexual Misconduct Acknowledgement of Receipt

I hereby acknowledge that I received on _____(date), a copy of the "Policy and Its Procedures on Sexual Misconduct of the Presbyterian Church (U.S.A.)" dated that I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy.

Signature _____

A similar acknowledgement should be signed at the time amendments to the policy are made and distributed.

Sample D

This exhibit provides entities with a sample Report of Suspected Sexual Misconduct. It provides space for the names, addresses, and telephone numbers of victims, the accused, possible witnesses, and others involved. It also provides space for a description of the offending behavior as well as other pertinent information. This form or a revision of it should be filed with the appropriate supervisor, office, or administrator of an entity who is required to file this with the constituting authority or its response coordination team (See section on Subsequent Reporting in this policy and its procedures.)

Report of Suspected Sexual Misconduct

Reported by: _____

Name _____

Title _____

Address _____

City, State, and Zip Code _____

Telephone _____

Date of Report: _____

Person suspected of misconduct:

Name

Title

Address

City, State and Zip

Telephone

Other person(s) involved (witness or victims):

Name _____

Title _____

Age _____ Sex _____

Address _____

City, State, and Zip Code _____

Telephone _____

Report of Suspected Sexual Misconduct

Describe incident(s) of suspected sexual misconduct, including date(s), time(s), and location(s):

Identify eyewitnesses to the incident, including names, addresses, and telephone numbers, where available:

Sample Exhibit E Employment Questions to ask of potential employees:

Councils and entities should ask persons seeking ministerial calls or employment in non-ordained positions questions such as:

- a. Has a civil, criminal, or ecclesiastical complaint ever been sustained against you involving sexual misconduct by you?
- b. Have you ever resigned or been terminated from a position for reasons relating to allegations of sexual misconduct by you?
- c. If so, indicate the date, nature and place of these allegations, and the name, address, and telephone number of your employer at that time.
- d. Have you been required to receive professional treatment, physical or psychological, for reasons related to sexual misconduct to you?
- e. If so, please give a short description of the treatment including the date, nature of treatment, place, and name, address, and telephone number of the treating physician or other professional.

A sample employment questionnaire is attached as Exhibit A for adaptation by councils and entities. The questions included in this sample may be integrated into a standard employment questionnaire along with other necessary questions.

**SECTION THREE
LEADERSHIP TEAM**

(this page left intentionally blank – see Standing Rule *7.01)

SECTION FOUR COMMISSION ON MINISTRY

4.01 COM OVERVIEW

4.0101 COM Purpose

The Commission on Ministry (COM) is a commission of the Presbytery charged with the following responsibilities: (G-1.0101, G-3.0301, G-3.0307)

- a. To develop and maintain mechanisms and processes to serve as pastor and counselor to teaching elders and ruling elders commissioned to pastoral service
- b. To facilitate the relations between the presbytery and its congregations and teaching elders and ruling elders commissioned to pastoral service;
- c. To settle difficulties on behalf of the presbytery where possible and expedient
- d. To oversee the reception of teaching elder members, approval of calls and commissions for pastoral services and invitations for temporary pastoral services, dissolution of pastoral relationships and dismissal of members
- e. To oversee congregations without pastors

All actions carried out as a result of delegated authority must be reported to the presbytery at its next regular meeting (G-3.0307)

4.0102 Chairperson, Commission on Ministry

a. Duties

- (1) To prepare the docket for stated meetings of the COM
- (2) To report action items to the Presbytery
- (3) To moderate meetings of the COM
- (4) To assign liaisons from COM to congregations in consultation with the Executive Presbyter
- (5) To represent the COM as needed in the proceedings of other committees of the Presbytery
- (6) To participate in other COM business as a regular COM member

b. Qualifications

The Chairperson shall be an elected member of the Commission on Ministry.

c. Election

The Presbytery shall elect the chairperson upon nomination of the Presbytery Nominating Committee.

4.0103 Vice Chairperson, Commission on Ministry

a. Duties

(1) To moderate meetings of the COM in the absence of, or at the request of the chairperson

(2) To represent the chairperson in meetings and events at which it is impossible or unadvisable for the chairperson to attend, at the chairperson's invitation

(3) To serve as a person of referral for conducting COM business when it is convenient or advisable to do so, at the chairperson's invitation

(4) To resource COM subcommittees as assigned by the chairperson

(5) To serve as "chair pro-tem" in the event the elected chairperson vacates the position for any reason, until the next stated meeting of the Presbytery at which the Presbytery shall elect a new chairperson upon nomination of the Presbytery Nominating Committee

(6) To participate in other COM business as a regular COM member

b. Qualifications

The Vice-Chairperson shall be an elected member of the Commission on Ministry.

c. Election

Election shall be on nomination by the chairperson, with election by the COM. The position shall be elected annually at the first meeting following the election of Commission members by Presbytery.

4.02 COM PROCEDURES

4.0201 COM Responsibilities

The COM shall be responsible to four main constituencies: teaching elder members of Presbytery, ruling elders commissioned to pastoral service, congregations of the Presbytery, and the Presbytery as a whole. The responsibilities of COM to these constituencies include the following:

a. To Teaching Elder Members of Presbytery

- (1) Visit and consult with each teaching elder regularly (G-2.0503; G-3.0307)
- (2) Report annually to Presbytery the type of work of each teaching elder
- (3) Receive an annual report from each teaching elder whose work is not under the jurisdiction of the Presbytery or a higher governing body.(G-2.0503)
- (4) Annually determine the category of members (Validated, At Large, Honorably Retired) of each continuing member of Presbytery (G-2.0503b)
- (5) Approve requests to labor other than in a pastoral relationship
- (6) Grant permission to labor within or outside the bounds of the Presbytery
- (7) Examine teaching elders for membership in the Presbytery (G-3.0306; G-3.0307)
- (8) Dismiss teaching elders to other presbyteries (G-3.0307)
- (9) Approve changes to terms of call

b. To Ruling Elders commissioned to Pastoral Service (CRE)

- (1) Visit and consult with each ruling elder commissioned to pastoral service regularly (G-2.1001; G-3.0307)
- (2) Report annually to Presbytery the type of work of each ruling elder commissioned to pastoral service
- (3) Approve re-commissioning to pastoral service

c. To Congregations of the Presbytery

(1) Visit each session at least once every year. G3.0301, G303.02, G-3.0303, G-3.0307

(2) Dissolve pastoral relationships. (G-3.0307)

d. When Churches Are Without a Pastor

(1) Appoint moderators for churches without a pastor(G-3.0104)

(2) Counsel with sessions regarding temporary pastoral relationships (G-3.0307)

(3) Provide lists of teaching elders, CREs and qualified lay persons who are available to supply pulpits (G-3.0307)

(4) Approve relationships made with any of the above (G-3.0307)

(5) Counsel churches regarding the calling of a designated pastor (G-2.0805)

e. With Churches in the Pastor Seeking Process

(1) Counsel with the Pastor Nominating Committee. (G-2.0803)

A. Interview potential candidates

B. When aid is received to pay a pastor, to receive assurance from the funding agencies that they intend to continue such support

(2) See to it that steps are taken for Equal Opportunity Employment (G-3.0307)

(3) Approve calls to teaching elders (G-3.0307)

f. Be an Agent of Mediation and Reconciliation for Individuals and Sessions

g. Other

When necessary, communicate with:

(1) The Strategic Team (Mission funding agency of the Presbytery)

(2) The Committee on Commissioned Ruling Elders

h. The Role of the COM Liaison

Please refer to Book of Order G-3.0303 Relations with Sessions and G-3.0307 Pastor, Counselor, and Advisor to Teaching Elders and Congregations.

A liaison from the Commission on Ministry will be appointed for each church in the Presbytery.

Please see Presbytery guidelines “The Role of the COM Liaison”.

4.0202 Conflict of Interest for COM Members

In order that the Commission on Ministry may act in an unbiased manner when a properly negotiated complaint has been submitted to them, (D-7.0401, D-5.0205) and when a member on the Commission on Ministry is a ruling elder or teaching elder of the church or organization from whom the complaint has been received, he or she shall be excused from the Commission while discussions and rulings are being considered by the Commission on Ministry.

No member of the Commission on Ministry shall discuss these matters with those excused without the consent of the Commission or its chairperson, nor should those who have been excused seek any information regarding the complaint from any member of the Commission.

Should the member excused wish to speak to the Commission regarding the complaint, he/she may do so with the approval of the Commission, then following his/her presentation, he/she will again be excused from further participation.

If a complaint specifically involves a member of the Commission on Ministry that member shall be excused from all active participation on the Commission on Ministry until the complaint has been resolved

4.03 THE COM AND THE TEACHING ELDERS AND RULING ELDERS COMMISSIONED FOR PASTORAL SERVICE OF THE PRESBYTERY

4.0301 Policy on Granting Permission to Labor Inside or Outside Bounds

Requests for permission to labor inside or outside the bounds of Presbytery shall be required for all ministerial services, whether full-time, part-time, permanent or temporary, in a church or non-church settings; in writing in advance of rendering the services, with the following exceptions only: for weddings, funerals, and one-time pulpit supply including administering sacraments, provided that all requirements of the

Presbytery in which the service will be rendered are met and no formal employment is engaged, the teaching elder is in good standing in the Presbytery of membership and not under investigation for or charged with any offense, and written notice is given to the Commission on Ministry through the chairperson of the COM or the Stated Clerk of the Presbytery not later than 30 days after the activity.

The COM may deny this exemption to any teaching elder at any time, and for any reason it deems sufficient. Written notice will be given to any teaching elder for whom this exemption is denied, the period of the denial and any actions that may be required by the COM to restore the privilege of exemption.

4.0302 Parameters for Ethical Conduct

The Purpose For these Parameters

These ethical parameters for ministerial conduct serve a twofold purpose: they are to serve as a guide as to what is professionally expected of those who undertake the office of teaching elder and ruling elders commissioned for service in the Presbytery of the Inland Northwest. They are also to inform the laity as to what they can expect from teaching elders and ruling elders commissioned for service, as defined in G-2.05, G-2.10 in the Book of Order. It is the expectation of the Presbytery that individual sessions shall adopt similar standards for all of their other employees.

These parameters do not presume to speak to all areas of teaching elders' lives. They are minimum expectations, and the teaching elders must also be guided by Scripture, personal conscience, Christian tradition, and peer approval. They assume basic honesty and integrity of conduct. Expectations of teaching elders and styles of behavior change. The ethical behavior of teaching elders is a topic that should be regularly considered, discussed, and mutually agreed upon by the members of Presbytery. This policy however, does articulate certain customs and practices that have been largely accepted within the profession of ministry. They are subject to regular review.

These principles are not designed to be a basis for analysis of the civil liability of those persons guided by them.

SOME FUNDAMENTAL PRINCIPLES

- a. In all professional matters, teaching elders are to maintain practices that give glory to Christ; advance the goals of the Church; and nurture, challenge and protect the welfare of church members, parishioners, clients and the public.
- b. Teaching elders are to act in such a manner as to uphold and enhance the honor, integrity, morality and dignity of the profession.

c. Teaching elders are to limit their ministries to those positions and responsibilities for which they are qualified.

d. Teaching elders will conduct all professional matters in a manner that assures confidentiality and avoids conflicts of interest.

e. Teaching elders will demonstrate respect, honesty and fairness when interacting with clergy colleagues and persons in related professions.

f. Teaching elders will seek to maintain professional competency throughout their careers.

g. In personal as well as professional relationships, teaching elders are to demonstrate honest and sincere motives; uphold the peace, unity and purity of the church; and share faith, hope and love with all people.

TEACHING ELDERS AS PERSONS

a. Teaching Elders Bear Unique Expectations

In considering the ethics particular to ordained ministry, it is well to remember that teaching elders are expected to live in the same manner of faithfulness, forgiveness and obedience as are all members of Christ's church. While all who follow Christ are subject to the same human weaknesses, nevertheless, those who are called as ordained servants are set apart with particular expectations.

People expect high standards of teaching elders. To deny or ignore this is unrealistic and irresponsible. Teaching elders will show sensible regard for the moral, social and religious standards of the Christian community and the community at large, realizing that any violation on their part may be damaging to their congregants, to colleagues in ministry, to their profession, and to the body of Jesus Christ.

b. Teaching Elders and Freedom of Conscience

Though the Reformed tradition emphasizes the freedom of individual conscience, teaching elders are still subject to the discipline of the church (see Book of Order (G-2.0105; F-3.0101; F-3.0102; G-3.0306).

Standards for ministerial conduct grow out of a vision of the Christian life and a sense of calling to a particular service. Like other Christians, teaching elders experience sin, grace, alienation and forgiveness. Along with other Christians, they are expected by the Christian community to witness to the renewal of humanity in Christ by demonstrating in their daily lives love, compassion and respect for other persons; fidelity in marriage;

responsibility in parenthood; joy in service; and integrity and trustworthiness in all their dealings with others.

c. The Pastoral Care of Teaching Elders

Teaching elders also need pastoral care. They should take the initiative in establishing relationships with other teaching elders, with the Executive Presbyter and with the Commission on Ministry to provide support in difficult times, caring concern, encouragement for Christian growth, and sharing in both successes and failures.

d. Teaching Elders and Fees, Honoraria and Discounts

Teaching elders should ordinarily not require or solicit fees for pastoral services to families or individuals within the congregation. Such services include performing baptisms, marriages, funerals, and counseling. In those cases in which an unsolicited gift is given, teaching elder may use their own best judgment as to what to do with the gift. All teaching elders stand ready to render services to individuals and communities in crisis without regard to financial remuneration. While fees for the use of church facilities are set by the session, honoraria or fees for the teaching elder's services to non-members can be set by the teaching elder in consultation with the session. The teaching elder must be aware of and responsible to civil authorities regarding the possible tax consequences of receipt of honoraria, gifts, etc.

e. Participation in Non-Parish Activities

Though teaching elders are expected to participate in Presbytery, ecumenical and other activities beyond the particular church, it is wise for the teaching elder to discuss the time involved in such activities with the session. ("Discussion" does not mean "seek permission," as pastors are expected to participate in the governing bodies of the church by virtue of their ordination vows).

If any honoraria are received for duties outside the particular church (such as speaking, lecturing or teaching), and these duties are carried on during time, which would otherwise be understood as available to the congregation, a common understanding between the teaching elder and the session should be established as to the disposition of such honoraria. This presupposes agreement between teaching elder and session concerning the limits of the congregations claim on the teaching elder's time. Conversation between teaching elders and their sessions should arrive at mutual concurrence as to expectations regarding the teaching elder's work time and free time.

f. The Teaching Elder and Colleagues

Whenever a colleague's conduct is believed to be harmful to any individual or group, including that person himself or herself, the concerned person should speak directly to

that colleague or consult the Executive Presbyter or the chairperson of the Commission on Ministry. Anyone registering a concern with regard to the behavior of a colleague will be encouraged to make her or his own identity known.

TEACHING ELDERS AS PASTORS

a. The Pastor and the Non-member

Teaching Elders are sometimes called upon to officiate at weddings and funerals for persons who are not members of the congregation. It is appropriate in such situations to ascertain to what particular church these persons belong and to suggest that they procure the services of their own teaching elder.

b. The Teaching Elder and Other Churches

Ordinarily teaching elders shall not knowingly call upon members of another church in the community to administer pastoral care unless the initiative and interest shown by such a person requires it as a courtesy. If such a visitation occurs, it is a helpful courtesy, after obtaining the parishioner's permission, to inform the colleague to whose church the person belongs regarding visitation. Marriages, funerals and baptisms are not to be accepted by teaching elders unless an invitation has been extended by the pastor of the church involved.

c. The Pastor and Multiple Staff

All pastors are installed in their positions by action of the Presbytery and any change in the pastoral relationship must be approved by the Presbytery. While the pastor serves as head of staff in a congregation and bears the responsibility which this implies, the spirit within the staff should be that of a shared ministry where all bring their particular gifts to the work of ministry. To this end, everyone should be understanding of the mistakes of colleagues and seek to give support and help when needed. Care should be taken to avoid inappropriate criticism, negative suggestions and innuendo. It is not appropriate to seek to ally other church members and/or co-workers in disagreements. A staff member should not aspire to succeed any other person on staff.

The principles of ethical, healthy staff relationships apply equally to professional, paraprofessional, support staff (secretarial and custodial employees) and volunteers. All staff members are given equal respect without regard to sex, race, ethnic origin, disability, or marital status.

d. The Pastor in an Interim Situation

The purpose of a temporary pastor in an interim situation is to provide pastoral service and to prepare a particular congregation for new pastoral leadership. A temporary

pastor should avoid seeking to mold loyalties to the interim ministry and should instead direct a congregation's attention to the new challenges in mission and ministry that manifest themselves in a period of transition to new pastoral leadership. A temporary pastor, namely a teaching elder, in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, co-pastor or associate pastor (G-2.0504b). However, a presbytery may determine that its mission strategy permits a teaching elder currently employed in a temporary pastoral relationship to be eligible to serve as the next installed pastor, co-pastor, or associate pastor of the church (G-2.0504c).

Under no circumstances should a temporary pastor become involved in the work of the pastor nominating committee beyond preparation of the Ministry Information Form (MIF). Presbytery representatives should make this policy clear to the congregation at the time the congregation elects a pastor nominating committee.

e. The Pastor and the Successor

When a pastor accepts another call, the pastor should exercise due care not to influence directly or indirectly the policies of the successor. Frequent visits to one's former parish should be avoided. Even when occasional visits occur, it is a courtesy to pay one's respects to one's successor and to inform the successor about the nature and purpose of the visit. During the period of temporary supply or interim, the former pastor should avoid performing ministerial services (weddings, funerals, baptisms, etc.). Moreover, even when a successor issues an invitation to a former pastor to assist or take part in a ministerial function, it is a wise idea for the former pastor to take the initiative in a candid discussion with the successor about the propriety of such functioning and the possible harmful effects on the life of the congregation in terms of its new ministry. One reasonable and workable rule of thumb is for a former pastor to make clear to former parishioners that the former pastor would accept an invitation of the present pastor only to assist the present pastor in a ministerial function. In any case, regarding all such situations, the former pastor and the present pastor should seek the advice and approval of the current session of the church. If misunderstandings arise in these areas, it is appropriate for the former pastor and the present pastor to seek the counsel of Presbytery's Commission on Ministry. Form of Government G-2.0905 states: "After the dissolution of the pastoral relationship, former pastors and associate pastors shall not provide their pastoral services to members of their former congregations without the invitation of the moderator of the session".

f. The Pastor and the Predecessor

If the former pastor or retired teaching elder bears primary responsibility for making clear that the ministry in a given location should be directed to the future rather than to the past, it is the primary responsibility of the successor or the currently installed pastor to show respect and gratitude for the heritage of that church and for the positive work of the predecessor. Ordinarily it is wise for the successor to take the initiative in making

contact with a predecessor to discuss the mission and work of that church. There may be occasions when it is appropriate to invite a predecessor to return to the church for a visit, possibly to celebrate a special occasion or event or, if deemed appropriate by all concerned, to assist in a ministerial function.

g. The Teaching Elder and Retirement

The above discussions (#5 and #6) are relevant for the retired teaching elder, but some additional matters also require comment. Sometimes a retired teaching elder remains within the boundaries of Presbytery and sometimes within proximity to a former church. This can create problems both for the successor and for the retired teaching elder. This should be a matter for serious discussion by the session of the local church and Presbytery's Commission on Ministry. Perhaps most important is for all concerned to recognize some fundamental professional priorities, namely: (a) that the local church and its new ministry should be uppermost in everybody's mind; (b) that the new ministry will probably develop new directions and should be encouraged in freedom to do so; (c) that there will be a natural tendency for some in the church to resist change and that it is very important for the successor and the retired teaching elder to deal with this resistance by reiterating with love and understanding that the mission of the church should be oriented to the future rather than the past.

The retired teaching elder who remains within the bounds of Presbytery and in proximity to the local church bears primary responsibility for making these priorities known. Moreover, the retired teaching elder should make it entirely clear that "retired" means "withdrawn from active service," at least in that location. There may naturally be misunderstandings about these matters, and there may be occasions when the line between "old friend" and "parishioner" will be unclear. In all such cases of ambiguity, again it is the retired teaching elder who bears primary responsibility for making clear what "retired" means. One obvious way to ease the pain in such situations is for the retired teaching elder and the family to relocate to a residence some distance away from the former parish and to become active in another church in a non-professional role. Economically, however, moving is not always feasible. Another way to deal with such situations is for the retired teaching elder to have candid conversations with the installed pastor regarding their mutual feelings in terms of collegial interaction. Where there is a difference of opinion, the retired teaching elder should defer to the installed pastor with respect to collegiality in that location. In the case of lack of agreement or uncertainty, it is appropriate for either teaching elder to seek the guidance of the Commission on Ministry.

Generally, upon retirement from a church, a teaching elder should seek residence in some community other than that of his or her most recent congregation. The former pastor (and spouse, if married) should not attend meetings or services of worship at his or her former church except for possible special occasions or by invitation.

h. Teachers, Chaplains, and Others (G-3.0306)

The presbytery may designate teaching elders to work as teachers, evangelists, administrators, chaplains, and in other forms of ministry recognized as appropriate by presbytery. Those so designated may administer the Sacraments at times and places authorized by presbytery.

ETHICAL ISSUES OF PARTICULAR CONCERN

a. Teaching Elders and Confidentiality

Teaching Elders shall not disclose confidences to anyone except when:

(1) Required to do so by law

(2) Disclosure is consented to by the person communicating confidences, which consent is normally given in writing, but which may be inferred from the circumstances

(3) Disclosure is necessary to prevent the person from harming himself or herself or others. Harmful behavior is that which is a violation of law or poses a threat or physical well-being of the self or others

(4) Disclosure is necessary to defend against false claims

b. Teaching Elders and Special Privileges

Teaching elders, as servants of the Servant of God, need to be sensitive to the danger of any use of the authority of the pastoral office for personal benefit. Boundaries should be set, in consultation between the teaching elders and the session to determine how much and in what manner a teaching elder may promote among the members of the congregation any of the teaching elder's private business endeavors, tours or products.

c. Business and Finance

The teaching elder's integrity in personal business and financial dealings is also an ethical concern. Teaching elders are expected to conduct their financial affairs with the utmost integrity.

d. Seminary Indebtedness

The Commission on Ministry of the Presbytery of the Inland Northwest encourages recent seminary graduates serving qualifying congregations to participate in the Board of Pensions Seminary Debt Assistance Program. This policy will be implemented by having the Chairperson of the Commission on Ministry and the Stated Clerk review

applications for the Seminary Debt Assistance Program and report to the Commission on Ministry the applications that have been approved and forwarded to the Board of Pensions.

e. Language and Behavior

Teaching elders shall not treat persons arbitrarily based on their gender; race; nationality; age; physical, emotional or mental condition; sexual orientation; or economic condition.

Teaching elders shall avoid discriminatory or harassing treatment of any person or group. In particular, the following behavior must be avoided:

(1) Slurs or conduct, verbal or otherwise, relating to gender, race, etc. which has the purpose or effect of creating an intimidating, hostile or offensive environment

(2) Unwelcome sexual advances, requests for sexual favors or sexual harassment including but not limited to verbal or non-verbal behavior such as sexist remarks, demeaning statements relating to gender, pressure for sexual activity and threats of punishment or promises of rewards for sexual behavior

It is never proper for a teaching elder to have a sexual relationship with a member of his or her congregation unless that person is her or his spouse. Single teaching elders are expected to be sexually chaste in their behavior; married teaching elders are expected to be faithful to their marital commitment. It is expected that therapeutic and/or preventive measures will be taken to heal difficulties before they become insolvable or cause irreparable damage to a marriage relationship. These matters are the sole responsibility of the individual teaching elder.

CONCLUSION AND RATIONALE

Central to the vocation of the teaching elder is leadership of the people of God in a peculiarly Christian lifestyle which has at its core the embodiment of Jesus' words in John 15, verse 12: "This is my commandment, that you love one another as I have loved you."

These ethical standards are to guide us in showing the kind of love for each other that Christ has shown. So may all be encouraged to live in such a manner as to promote the health and growth of the Church, and give glory to God in Jesus Christ.

4.0303 Transfer of Clergy From Another Denomination

It shall be the policy of the Commission on Ministry that any teaching elder seeking ordination as a Presbyterian teaching elder who is already ordained in a denomination with which we are NOT in correspondence must demonstrate minimum ministerial proficiency by completing the requirements for ordination in G-2.0607.

Any person seeking exception from these requirements (G-2.0610) must specify in writing which requirements they seek exception to and the reasons for exception.

Requirements for Ordination:

- a. Transcripts and diploma from approved college or university and
- b. Transcript and diploma from an accredited theological seminary.
- c. Satisfactory completion of Cooperative Examinations in:
 - (1) Bible Exegesis
 - (2) English Bible
 - (3) Theological Competence
 - (4) Worship and Sacraments
 - (5) Polity and Program
- d. Appearance and examination by the responsible committee of Presbytery and
- e. Appearance and examination before the Presbytery

4.0304 Criteria For Membership in the Presbytery

FORM OF GOVERNMENT (G-3.0306 and 2.0503)

A Presbytery shall determine the teaching elders who shall be its continuing members. In making this determination the Presbytery shall be guided by the description of the nature of ordained office found in G-2.0503a and the requirements of ordination set forth in G-2.0607.

VALIDATED MINISTRIES IN PRESBYTERY OF THE INLAND NORTHWEST

a. Validated ministries for continuing members in the Presbytery of the Inland Northwest include:

- (1) Positions for which a call has been approved

(2) Educational ministries affiliated with the PC(U.S.A.), particularly campus ministry and Whitworth University

(3) Employment by mission agencies supported by an agency of the PC(U.S.A.)

(4) Chaplaincy in military units, hospitals, prisons, or Church related boarding schools

b. Ministries for which validation will be considered on a case-by-case basis include:

(1) Serving as an educator

(2) Counseling

(3) Participating in independent ministries that demonstrate accountability to an oversight body and requesting from that board an annual evaluation of the teaching elder's work

(4) Pursuing studies in theological education

A request for validation of any other ministry may be submitted under the provisions of G-2.0502.

ANNUAL REPORTING

The Commission on Ministry shall visit regularly and consult with each teaching elder of the Presbytery. It shall report to the Presbytery annually the type of work in which each teaching elder of the Presbytery is engaged. It shall require an annual report from every teaching elder who is neither honorably retired nor in a called position. The report is to include:

a. A description of the type of service which has been performed during the past year and what is expected to be accomplished during the ensuing year

b. A description of how the service conforms to G-2.0503

c. A request regarding the member's status

EXAMINATIONS FOR PRESBYTERY MEMBERSHIP AND APPROPRIATE FIT TO A CONGREGATION

a. Process

(1) Prior to making its report to the congregation, the PNC shall receive and consider the presbytery's counsel on those considered for the call (G-2.0803)

(2) To this end, an interview may be conducted by a subset of members of the Commission on Ministry (consisting of a minimum of three voting members.)

(3) Insofar as possible, the PIF and Statement of Faith should be available for the COM's consideration the meeting prior to the interview

(4) A report regarding the interview shall be made at the next regularly scheduled COM meeting

b. The Interview

(1) The COM shall examine each teaching elder or candidate who seeks membership in Presbytery on his or her Christian faith and views in theology, the Sacraments, and the government of this church. (G-3.0306)

(2) The COM shall examine each candidate's calling, gifts, preparation, and suitability for the responsibilities of ordered ministry. The examination shall include a determination of the candidate's ability and commitment to fulfill all requirements as expressed in the constitutional questions for ordination and installation. (G-2.0104b and W-4.4003)

c. Examinations for appropriate fit to a congregation will include, but not be limited to, the following questions:

(1) Do you support and uphold the provisions of the Constitution of the PC (U.S.A.)? Do you have scruples about any of those provisions?

(2) Are you able to answer all the ordination questions in the affirmative without exception? If not, which ones and why not? (see W-4.4003)

(3) Give your understanding of the provisions for the freedom of conscience as described in G-2.0105

(4) Are you able to abide by the provisions of Guidelines for Ethical Conduct as described in 5.210?

d. If a scruple is declared in this interview, an additional examination of the candidate shall be conducted by the entire Commission on Ministry at a regularly scheduled meeting.

4.0305 Medical Leave Policy

The Presbytery of Inland Northwest encourages Sessions to work with teaching elders in providing medical leave when long-term illness, surgery, or other medical needs require extended time away from pastoral duties.

a. Rationale

Upon installation, the congregation promises to provide for the pastor's welfare and to stand by him/her in trouble. [W 4.006B3]

b. Commission on Ministry Responsibilities

COM shall assist the pastor and the church, ensuring that the pastor while under physician's care receives the necessary time for recuperation and rehabilitation, and that the church receives the necessary support during the pastor's absence.

c. Teaching Elder Responsibilities

The pastor shall inform the session as soon as possible of the anticipated medical leave to allow time for arrangements to be made to cover pastoral responsibilities.

d. Session Responsibilities

The session of the church shall work with the pastor to ensure a smooth transition during the pastor's medical leave.

e. Additional Responsibilities/Information

After 90 days pastors may qualify for coverage under the disability benefits of Board of Pensions.

4.0306 Family Leave Policy

a. Theological Grounding

God created us to be in relationship with one another, to care for one another, and to participate in families. We are required to honor our father and mother, and to care for our children and kin. Thus provision is made when a teaching elder needs to be absent from work in order to care for both self and family.

b. Purpose

(1) To provide sessions and other employing agencies minimum

standards for a pastor's family leave to be included in all call packages; it is anticipated that individual churches and employers will not feel limited by this policy, and will respond to the need for family leave responsibly and generously

(2) To ensure that teaching elders receive fair and equitable leave when required; it is anticipated that teaching elders will use this policy only when needed, and will not abuse the generosity of the church

c. Individuals Covered by this Policy

This policy applies to the following teaching elder members of the Presbytery of the Inland Northwest (herein referred to as "pastor"):

(1) Installed Pastors, Co-Pastors, and Associate Pastors in a congregational setting meeting Board of Pensions minimum requirements for participation

(2) Temporary Pastors in a congregational setting meeting Board of Pensions minimum requirements for participation

(3) Designated Pastors and Designated Associate Pastors meeting Board of Pensions minimum requirements for participation

This policy also applies to Commissioned Ruling Elders currently serving churches in the Presbytery.

d. Policy

(1) Notification to Session

When a pastor or a pastor's spouse becomes pregnant, she or he shall inform the session of the request for family leave at least 30 days but a recommended 60 days prior to the start of the leave, recognizing that the more time the session has to prepare for the pastor's absence, the better the session will be able to ensure provision for necessary pastoral services during the leave.

(2) Maternity Leave

The pastor shall be granted family leave for a minimum of 8 weeks. However, sessions are strongly encouraged to grant a 12-week leave if possible. During the time of family leave, the pastor shall receive full effective salary and full pension dues. A pastor may lengthen the period

of maternity leave at her discretion by using accrued vacation.

(3) Paternity Leave

Paternity leave shall be a minimum of two weeks in length, during which time the pastor shall receive full effective salary and full pension dues. If the pastor is the primary caregiver for the child, the leave shall be extended to 8 weeks. A pastor may lengthen the period of paternity leave at his discretion by using accrued vacation.

(4) Adoption Leave

Recognizing that the adoption of a child requires as much of a transition as the birth of a child, a pastor who is adopting shall be granted leave commensurate with maternity or paternity leave. If the pastor is the primary caregiver, the family leave shall be a minimum of 8 weeks. If the pastor is the secondary caregiver, the leave shall be a minimum of 2 weeks. A pastor may lengthen the period of adoption leave at his or her discretion by using accrued vacation.

(5) Session Responsibilities during the Pastor's Leave

The session is responsible for the ongoing work of the congregation during the pastor's leave. Session should be ready to arrange and pay for pulpit supply, a session moderator, coverage for hospital and emergency visitation and whatever teaching and programming for which the pastor was responsible. Should this become a hardship for congregation, they may apply for assistance from the Commission on Ministry as per section f below.

(6) Assistance for Churches

The Commission on Ministry will seek to provide assistance to help churches unable to meet the financial obligations outlined above in the event their pastor requires leave. This assistance is to assure that the pastor does not feel pressured to return to work prematurely and the church is able to secure sufficient pastoral care during the pastor's absence. Financial support for the church would be extended for the same time period granted for the leave, up to, but not to exceed, additional time granted by the session or appropriate calling body for leave. Financial assistance will not be given during a pastor's use of accrued vacation. Individual sessions will apply to the Commission on Ministry when such cases arise, and each case will be judged on its own merits.

(7) Other Church Staff

The Presbytery invites churches to extend this or a similar policy to all church staff.

4.04 THE COM AND CONGREGATIONS OF THE PRESBYTERY

4.0401 Compensation for Professional Ministry

Adequate compensation is assured in each call to a teaching elder (G-3.0303): *That you may be free to devote yourself full time (part time) to the ministry of the Word and Sacrament among us, we promise and obligate ourselves to pay the following (those agreed upon to be filled in).*

a. Initial Terms of Call

The session and Pastor Nominating Committee shall negotiate with the prospective pastor within the range established and recorded in the Ministry Information Form. The chairperson of the Pastor Nominating Committee and the prospective pastor shall consult with the Commission on Ministry prior to presenting the Call to the congregation for vote to ensure that the terms are acceptable to the Commission on Ministry.

b. Terms of Call

The costs to the congregation to have a pastor are not the same as the pastor's income. The two should not be confused.

Compensation, as used below, includes cash salary, housing or housing allowance, utilities, and Social Security supplement. It does not include medical and pension payments to the Board of Pensions, car allowance, book allowance, further education or professional expenses that are additional costs to the congregation for the ministry of its pastor.

For purposes of reporting to Board of Pensions, 40 hours per week is considered full time.

The terms of call shall follow the form of the terms of call set out in G-2.0804. These terms shall be the basis on which the Commission on Ministry reviews calls, makes annual reviews and requests for revision of terms.

If a manse is provided for the pastor, the value shall be shown as at least 30% of the cash salary as required by the Board of Pension.

c. Minimum Compensation

Each year the Commission on Ministry will recommend for approval by the Presbytery a minimum compensation for teaching elders and commissioned ruling elders.

It is possible that a church cannot afford to pay an adequate compensation for the work to be done. Arbitrary reduction or freezing of compensation shifts that burden to the incumbent pastor and does not resolve the matter.

If a session finds that it is unable to recommend adequate compensation to the congregation, the session and pastor shall consult with the Commission on Ministry to consider alternative plans. Options may include: reduction of workload and time; tent making; multiple parishes; ecumenical possibilities; or steps to move to adequate compensation over a set period of time. If there be failure of this consultation to agree, the Session shall request of the Commission on Ministry an exception. The consultation will continue in order that an alternative plan will be developed and implemented within one year.

(1) Annual Vacation

Vacation time should be given in terms of days rather than “one month”. Minimum vacation shall be 2.5 days per month cumulative to 30 days per year. Session approves and accounts vacation days.

(2) Annual Study Leave/Continuing Education

(See Statement of Philosophy Regarding Study Leave/Continuing Education.) 2 weeks for full time and pro-rated for part time. Study leave time and funds may be accumulated up to 3 years. There is no compensation for unused funds or time.

(3) Medical/Disability/Pension/Death Plan

The church will pay regularly in advance to the Board of Pensions a sum equal to that requisite percent of salary that may be fixed by the General Assembly of the Presbyterian Church (U.S.A.) for participation in the pension plan.

4.0402 Policy for Dealing with Congregation Concern

“God has put all things under the Lordship of Jesus Christ and has made Christ Head of the Church, which is his body.” (F-1.0201)

Differences in opinion are a certainty. How we handle these differences will be reflective of our commitment to the statements of our Presbyterian heritage and will test our obedience to Christ as the Head of the Church. A commitment to act compassionately, with love, through our system of governance is therefore imperative

to insure due process to those who may bring complaints and those complained against and to bring help in times of crises.

The Commission On Ministry has developed a series of guidelines reflective of this policy. Go to the Presbytery website – www.presbyinw.org, highlight Resources, click on COM Resources, click on Reconciliation Resources – or call the Presbytery Office for a hard copy (509) 924-4148.

THE ROLE OF COM

If there is no filing of a formal written statement of an alleged offense (D-10.0101), the COM is the body within the Presbytery that has the responsibility “to settle difficulties on behalf of Presbytery, when possible and expedient.” (G-3.0307).

The COM is charged to facilitate the relations between congregations, teaching elders, and the Presbytery. Therefore, COM shall work in a caring and pastoral manner to bring reconciliation and healing. Additionally, COM shall advise the sessions of their responsibility and offer guidance and counsel.

COM shall also assist congregations through difficult or disruptive changes. These may include pastoral vacancies through the death, illness, divorce or other functional disturbances affecting the status of a Teaching Elder and the congregation. During the first 90 consecutive days of a disability (as defined by the Board of Pensions), the congregation shall continue to pay the pastors compensation. The guidelines are also reflective of these responsibilities.

Resources relating to reconciliation including guidelines referred to in this document, may be found on the Presbytery website – www.presbyinw.org, highlight Resources, click on COM Resources, click on Reconciliation Resources – or call the Presbytery Office for a hard copy (509) 924-4148.

4.0403 Termination of Pastoral Relationships

It shall be the policy of the Commission on Ministry that when a teaching elder resigns his/her position under duress, the Commission on Ministry shall work with the teaching elder and the employing entity to negotiate suitable terms of dissolution.

a. Terms of Dissolution include all compensation consistent with the pastor's previous terms of call, plus any unused vacation time, pro-rated, up to a maximum of two weeks. Unused Study Leave time and travel allowance are not included in the terms of dissolution.

b. If the pastoral relationship has been less than five years, the terms of dissolution shall be no more than three months of compensation, as negotiated by the session, pastor and the COM and approved by the congregation.

c. If the relationship has been more than five years, the terms of dissolution shall be no more than six months of compensation.

d. The terms of dissolution will be concluded at the time specified or when the pastor begins a new call or position, whichever comes first. Regarding involuntary dissolution, if the new call has a total effective salary that is less than the person is receiving at the time of dissolution the church may pay the difference until the end of the severance period. Because the terms of dissolution continue only as long as the pastor is without employment, lump sum payments are not permissible.

e. If the COM determines the dissolution is for the cause of unethical or immoral conduct, no severance allowance is required.

When there is the possibility of involuntary termination the Commission on Ministry shall be brought into the discussion at an early stage and well before any announcement is made to the congregation. That this policy be made a part of any and all formal calls.

SECTION FIVE COMMISSIONED RULING ELDERS COMMITTEE

5.01 PURPOSE & NATURE OF COMMITTEE ON COMMISSIONED RULING ELDERS

The purpose of the Committee on Commissioned Ruling Elders (CREs) is to prepare lay members of the Presbytery of the Inland Northwest for commissions at places of need within the Presbytery using the criteria for CREs in accordance with the BOOK OF ORDER.

Representation shall include at least one member from the Commission on Ministry, and other elders and clergy who are especially sensitive to the needs and culture of smaller churches and ethnic congregations. The Committee on CREs will carry out the functions of training and examination and will make recommendations for commissioning to the Committee on Ministry. It shall act for the Presbytery according to the provisions of the Book of Order.

Once a CRE is commissioned they shall carry out their ministry under the authority and supervision of the Commission on Ministry.

5.02 PURPOSE & NATURE OF COMMISSIONED RULING ELDERS

A Commissioned Ruling Elder is a full-time or part-time salaried ruling elder called by God, affirmed by his/her Session, trained and commissioned by Presbytery to serve in predefined ministry roles for a particular parish or congregation(s), or to supplement existing pastoral staff, within the Presbytery of the Inland Northwest.

5.03 QUALIFICATIONS OF CRE'S

- FAITH as expressed by:
 - a. Trust in Jesus Christ as Lord and Savior and belief in one God, Father, Son and Holy Spirit.
 - b. Acceptance of the Old and New Testaments as the authoritative witness to that faith.
 - c. Receiving and adopting the essential tenets of the Reformed faith as expressed in the confessions of the church.
- MATURITY as expressed by:
 - a. Membership in the Presbyterian Church (USA) and faithful, regular participation in its worship and service.
 - b. Demonstrated leadership in the church.
 - c. Demonstrated pastoral ability
 - d. Acceptance, understanding and faithfulness to the questions and vows of commissioning.
- CHRISTIAN LIFE expressed by:
 - a. Moral standards acceptable to the Christian community.
 - b. Commitment to personal spiritual growth through prayer, Bible reading and devotions.

- CONSTITUTIONAL ADHERENCE as expressed by:
 - a. Affirmative answers to the nine Constitutional questions.
 - b. Ability to articulate and demonstrate affirmation of Presbyterian polity and practice.
- APPROVAL OF GOD'S PEOPLE
 - a. approval of home church's session
 - b. endorsement of the Committee on CREs
 - c. call of the session of church being served

5.04 PROCESS FOR BECOMING A CRE

Competency rather than credentials shall be the basis for commissioning. Therefore the Presbytery shall provide for the development of competencies as outlined below. An individual feeling called by God into CRE ministry shall apply to the Committee following the procedures outlined in the Guidelines. These procedures provide for the affirmation of the call from his or her Session or Joint Session or Parish Council.

The Committee on CREs shall interview each applicant regarding his/her personal faith and motives for seeking the commission. The Committee shall evaluate the applicant's knowledge in the areas of Biblical studies, Reformed theology Presbyterian polity, pastoral care, worship leadership and sacraments. The Committee shall also review the applicant's satisfactory background check and psychological evaluation by a qualified psychologist, approved by the Committee during this process. The decision to enroll individuals as Learners rests with the Committee.

Learners shall acquire any additional training in Reformed Theology, Bible, preaching, worship, sacraments, polity, teaching and pastoral care, as required by the Committee on CREs. The Learner shall meet annually with the Committee on CREs to demonstrate progress in learning, report on experiences, and discuss future plans.

When the Learner has successfully completed a final examination and the Committee is satisfied that the Learner is well prepared for CRE ministry, the Committee shall recommend to the Commission on Ministry that the individual may be commissioned to a suitable call. At that point the candidate is authorized to seek a CRE position within the Presbytery.

Anyone who has been approved by the Committee as ready to receive a commission shall continue to meet annually with the Committee on CREs until such time as they receive a commission.

SECTION SIX NOMINATING COMMITTEE

6.01 OFFICERS OF THE PRESBYTERY

The Vice- Moderator of the Presbytery is automatically the candidate for the next Moderator of the Presbytery.

6.02 COMMITTEES OF THE PRESBYTERY

Any member of a Presbytery committee who is absent for one-half of his/her committee's scheduled meetings in a one year period will be deemed to have resigned. The chairperson of that committee shall notify the Stated Clerk of such resignations. The Stated Clerk will then notify the Nominating Committee for replacements.

6.03 PROCEDURES FOR NOMINATING AND ELECTING COMMISSIONERS AND YOUTH ADVISORY DELEGATES TO GENERAL ASSEMBLY

6.0301 Objectives

The purpose of selecting Commissioners and Young Adult Advisory Delegates to General Assembly is threefold:

- a. To serve the national church in an intelligent and responsible manner under the guidance of the Holy Spirit
- b. to represent the Presbytery before the national church in an intelligent and responsible manner under the guidance of the Holy Spirit
- c. to broaden and strengthen the Presbytery's experience and leadership base.

6.0302 Eligibility

Teaching Elder:

- a. Must be an active member of Presbytery of the Inland Northwest
- b. Shall have been enrolled in the Presbytery of the Inland Northwest for at least three years immediately preceding the General Assembly to which she/he is elected as Commissioner
- c. Must have attended a majority of the regular meetings of presbytery during the two years prior to the year in which the election takes place
- d. Any Teaching Elder shall be ineligible for service if he/she has agreed to a call from a church or other service outside the presbytery as of the date of the beginning of General Assembly
- e. The Stated Clerk shall publish annually a list of teaching elders who are eligible for nomination

Ruling Elder:

- a. Shall be endorsed by the session of the church where he/she has been a member for at least two years.
- b. Any Ruling elder shall be ineligible for service if he/she has agreed to relocate outside the presbytery as of the date of the beginning of General Assembly.

Young Adult Advisory Delegate:

- a. Shall be between the ages of 17 and 23 on the date the General Assembly convenes.
- b. Shall be endorsed by the session of the church where he/she is currently a member.

6.0303 Quality of Character

Commissioners, both Teaching Elders and Ruling Elders, shall possess the qualities of character consistent with those expected of church leaders in the Bible, the Book of Order and the Book of Confessions of the Presbyterian Church (USA). The Nominating Committee annually shall (1) re-acquaint itself with the Scriptural and constitutional characteristics of those chosen for ordained leadership, (2) discern with potential nominees a sense of call to this service.

6.0304 Application Process

General: Applications for Teaching Elder and Ruling Elder Commissioners and Young Adult Advisory Delegate to General Assembly shall be available at the first meeting of presbytery in the year the election takes place

The Application shall include:

- a. A description of the potential nominee's covenantal relationship with Jesus Christ and its affect upon his/her life
- b. A description of the applicant's service in the congregation, the presbytery and the larger church, and his/her service within the local and global community
- c. The reasons the potential nominee desires to attend General assembly as a commissioner
- d. The issues she/he sees as important within the Presbyterian Church (USA)

6.0305 Nomination Process

- a. The Nominating Committee shall nominate Commissioners and Young Adult Advisory Delegates

- b. When making the nominations to Presbytery, the Nominating Committee, under the guidance of the Holy Spirit, shall seek to identify those who best fulfill the eligibility and character guidelines listed above, and will best serve the needs of General Assembly and the presbytery. Attention shall be given to the diversity (age, race, ethnicity, sex, marital status, experience, geography, church size, etc.) within our presbytery
- c. The Nominating Committee shall give priority to Ruling Elders from churches which have not provided an elder commissioner to any of the previous four General Assemblies and Teaching Elders who have not been commissioners to the previous four General Assemblies. Teaching Elder and Ruling Elder nominees shall not be from the same congregation
- d. When presenting the nominees to the presbytery, the Nominating Committee shall provide copies of the original applications of those being nominated
- e. The Nominating Committee, shall, if possible, place in nomination at least three names for Teaching Elder Commissioner and three names for Ruling elder Commissioner. The Nominating Committee shall not place in nomination additional names for Alternates.
- f. Nominations shall be accepted from the floor

6.0306 Election Process

- a. Election of Teaching Elder and Ruling Elder Commissioners and Young Adult Advisory Delegates to General Assembly shall take place during the Fall stated meeting of Presbytery
- b. The Nominating Committee shall present the nominees for Teaching Elder and Ruling Elder Commissioners and Young Adult Advisory Delegate to General Assembly
- c. Each nominee shall be given time to speak to her/his written statement. Questions from the floor shall be entertained and moderated by the Moderator
- d. To be elected, a person must receive a majority vote. Voting shall be by secret ballot
- e. At least one alternate shall be elected for each Commissioner and Young Adult Advisory Delegate
- f. Elections for Teaching Elder and Ruling Elder Alternates shall follow the elections of Teaching Elder and Ruling Elder Commissioners. To be elected as an Alternate, a person must receive a majority vote. Voting shall be by secret ballot. Alternates are to remain available and prepared to attend as Commissioners or Young Adult Advisory Delegate

6.0307 Following the Election

- a. The Stated Clerk shall arrange for the equipping of the Commissioners and Young Adult Advisory Delegate for their service at General Assembly. The Stated Clerk shall report to Presbytery on the completion of the equipping
- b. Each Commissioner, Young Adult Advisory Delegate and Alternate is expected to study diligently the material and issues before the General Assembly in advance of the meeting of General Assembly
- c. Each Commissioner and Young Adult Advisory Delegate is expected to set aside all ordinary obligations to attend the entire meeting of General Assembly, and, if unable to attend, to give as much notice as possible to the Presbytery's Stated Clerk, who will notify the Alternate
- d. Each Commissioner and Young Adult Advisory Delegate is expected to report on the meeting at the next Presbytery meeting, and to local churches, when invited, within the following year

**SECTION SEVEN
PREPARATION FOR MINISTRY COMMITTEE**

To guide, nurture, and oversee those in the process of discerning a call to and preparing for ministry as teaching elders (G-3.0307)

7.01 VICE CHAIR, COMMITTEE ON PREPARATION FOR MINISTRY

a. Duties

- (1) To share and better facilitate the ministry of the committee, the chair and vice chair shall divide the inquirers and candidates and each shall have authority to execute the duties of the chair.
- (2) To moderate the meeting of the CPM in the absence of, or at the request of the chairman.
- (3) To represent the chair in meetings and events at which it is impossible or unadvisable for the chair to attend, at the chair's invitation.
- (4) To serve as a person of referral for conducting CPM business when it is convenient or advisable to do so, at the chair's invitation
- (5) To serve as "chair pro-temp" in the event the elected chair vacates the position for any reason, until the next stated meeting of the Presbytery at which the Presbytery shall elect a new chair upon nomination of the Presbytery Nominating Committee.
- (6) To participate in other CPM business as a regular CPM member.

b. Qualifications

The Vice-Chair shall be a member of the Committee on Preparation for Ministry, and should have the requisite gifts to serve as moderator.

c. Election

Election shall be on nomination by the chair, with election by the CPM. The position shall be elected annually at the first meeting following the election of committee members by Presbytery.

7.02. ALTERNATE PROCESS FOR CERTIFYING CANDIDATES READY TO RECEIVE A CALL

7.0201. Alternate Process for Examining Candidates theological readiness for ministry (G-2.0610)

- a. The Committee on Preparation for Ministry must be satisfied that a particular candidate presents sufficient evidence, in every other regard, of thorough preparation for ordained ministry.

b. The Committee on Preparation for Ministry shall, after consultation with the staff of the Presbyteries' Cooperative Committees on Examination of the Office of the General Assembly satisfy itself that every available ordinary means for successful completion of the exam(s) is unavailable in a particular case.

Among such means presently available are: permission to retake, for the third time the ordinary written exam(s) at the regularly appointed times; extensions of the time limits ordinarily imposed for the exam(s) approved by CPM and OGA.

c. If it is necessary to go beyond these currently permissible arrangements, the CPM may arrange for an exceptional exam, either written or oral in format, to be administered by a proctor (if written) or at least three examiners (if oral) carefully selected by CPM for their competencies in the area(s) of examination. Oral examiners or readers would ordinarily be expected to have a theological degree, competencies in the area of examination and/or cultural or ethnic understanding. If the exam(s) are administered outside the bounds of the Presbytery, such readers or oral examiners shall be selected in consultation with appropriate General Assembly, Synod, Presbytery or equivalent overseas staff.

d. The exam questions shall be devised by the CPM in consultation with Office of General Assembly staff.

7.0202 Alternate process for meeting the educational requirements (G-2.0610)

The Committee on Preparation for Ministry must be satisfied that a particular candidate presents sufficient evidence, in every other regard, of thorough preparation for ordained ministry including the time requirements for inquirer and candidate phases.

a. The candidate must participate in supervised field education or internship approved by CPM. This includes satisfactory evaluations from the supervisor

b. If the candidate does not have a degree from an accredited theological school the candidate must demonstrate adequate preparedness for the ministry of Word and Sacrament. CPM shall determine areas of inadequacy and determine sufficient means whereby these issues can be address

c. The candidate must take or demonstrate knowledge of Hebrew and Greek as well as their use in exegesis of the original text

d. The candidate must take and pass all the examination requirements of G-2.0610

e. All other guidelines and requirements of G-2.06 shall remain in place

SECTION EIGHT STRATEGIC TEAM

8.01 MISSIONAL INITIATIVE GRANTS

8.0101 Missional Initiative Grants Criteria

Presbytery missional initiative grants support disciple making. We seek to strengthen our churches and members doing ministry and outreach.

We will unleash, empower and equip local congregations to create new initiatives, approaches, and experiments in ministry. We particularly support endeavors which build relationships with those not connected to a church home.

Presbytery Mission Funding is a shared responsibility of all the congregations of the Presbytery. Congregations receiving Presbytery missional initiative grants continue to be partners in mission. These congregations continue to have a responsibility to contribute financially to the general mission fund of the Presbytery as well as provide for their own unique, local ministries. Presbytery will give priority to funding requests from ministries that meet these criteria.

Normally we choose to fund ministry not funded by businesses or government agencies.

We will seek to empower mission in all geographic areas of the Presbytery, realizing many projects will be in areas of population concentration.

8.0102 Missional Initiative Grants: Process

The heart of the missional initiative grant funding process is the grant proposals. At these presentations groups wishing funding from the presbytery meet with the Strategic Team, present their proposal and are invited into conversation. Budgeting is assumed to be zero based and, ordinarily, funds are granted from year to year.

The application forms are received by the Presbytery office and distributed to the Strategic Team at least one week prior to hearing a presentation. The applicant will be given a thirty-minute period of time. This shall include a presentation, not to exceed fifteen minutes, and fifteen minutes for discussion with the Strategic Team.

SECTION NINE BOARD OF TRUSTEES

9.01 THE BUDGET

9.0101 Developing the Budget

The staff person serving as the Presbytery Financial Administrator, in the fall of the year, shall gather information from all Presbytery committees and entities on their need for funds for the following year. Concurrently, estimates of needs for office rent, expenses, etc. shall be developed, and the Board of Trustees shall prepare recommendations for adjustments in salary for all positions funded from the Presbytery budget. The Board of Trustees shall meet between August and October to develop the Budget. This Budget along with all other proposed budgets shall be forwarded to the Council for comment. After receiving the comments from the Leadership Team, the Board of Trustees may revise the Budget which shall be presented as part of a consolidated Budget for adoption at the winter Presbytery meeting. The Board of Trustees shall propose to the Presbytery a per capita figure to support the Budget.

9.0102 Per Capita

The Stated Clerk shall communicate to each congregation the amount of their per capita, as soon as possible following the adoption of the Budget by the Presbytery. The per capita amount is due and payable on January first and past due on March thirty first. Churches' unpaid per capita as of December thirty first shall be carried over into the next year's budget as an account receivable. Per capita not paid by December thirty first of the year following the year for which it is assessed shall be written off by the Financial Administrator. This matter shall be reported to the Presbytery as part of the annual financial report of the Presbytery Treasurer, to this Board of Trustees, the Leadership Team, and the affected churches through their sessions.

9.0103 Administration of the Budget

Disbursements from the Budget shall be made by properly drawn vouchers, signed either by the chair of the appropriate committee or authorized staff. The Presbytery Executive is authorized, in consultation with chairs of affected entities, to make changes to individual line items within the Budget, and report these changes to Presbytery's Board of Trustees.

9.0104 Trustee Reserves

At the end of the year, all unexpended monies from the Budget shall be added to the Reserve. This Reserve shall be maintained to cushion cash flow and for unanticipated expenses. The Board of Trustees shall authorize all use of these reserves.

9.0105 Guidelines for Fund Raising for Entities Receiving Presbytery Funds

Introduction

These Guidelines are developed to help those who receive funds from the Mission Budget of the Presbytery of the Inland Northwest, understand their obligations and responsibility to the Presbytery as well as giving guidelines for other fund raising activities.

Entities receiving funds from the Presbytery's Mission Budget are under obligation to do nothing that will play one recipient off against another or that will interfere with the promotion of a unified Presbytery Mission Budget.

Covenant of Agreement

Those who receive funds from the Presbytery Mission Budget agree that, under no circumstances, will they approach individual congregations of the Presbytery for additional funds from the congregations' mission budgets. Failure to adhere to this policy may result in suspension of all receipts from the Presbytery Mission Budget.

Extra Commitment Giving Projects

Entities that accept funds from the Presbytery Mission Budget are encouraged to develop projects for Extra Commitment Giving by congregations. These projects will be validated by the Board of Trustees and placed in a catalogue of such projects. Congregations that have helped fund the agreed-upon Presbytery Mission Budget, and wish to contribute additional funds, will be encouraged to contribute to one or more of these projects.

Entities submitting such projects need to understand that there is no guarantee that any of these projects will be funded, and that they will be funded only to the extent that congregations choose to fund them from extra giving.

Fund Drives

Entities receiving funds from the Presbytery Mission Budget (such as Camp Spalding or a congregation) and wanting to do additional fund raising throughout the Presbytery are to observe the following guidelines:

- a. Presbytery-wide activities, such as raffles, golf tournaments, etc., will be approved by the Presbytery Council prior to their being advertised.

b. In some cases, Presbytery-wide appeals for funds will be made to a variety of organizations within a congregation. In that case, approval of the Presbytery Council must be obtained prior to the beginning of such solicitation.

9.02 FINANCIAL POLICIES

Receipts – Cash/checks will be locked in fireproof file until deposited. Checks will be endorsed when received. Deposits will be prepared by someone other than the Financial Administrator to insure a separation of duties. Bank deposits will be made at least weekly to the checking account.

Disbursements – requests for disbursements will be requested and approved in writing. Financial Administrator will prepare disbursements in a timely manner. Checks over \$3500 require two signatures. A separate checking account for emergency purposes will be established with a maximum balance of \$4,000. The Financial Administrator and Administrative Assistant are authorized to sign checks that are under \$500 drawn on this account. The account will be reviewed monthly by the Executive Presbyter and/or the Stated Clerk and they will authorize replenishment of the account when necessary. Checks over \$500 must be written out of the main checking account and will require a week's notification because of the need to have a signer on the account accessible.

Wire Transfer Procedures – Wire (Electronic Fund) Transfers are submitted to our Financial Institution by the Financial Administrator. These transfers fall into three primary categories: (1) Monthly staff direct deposit payroll / related reimbursements. (2) Transfer of funds from "Designated Accounts" to specific Mission Projects and programs, Camp Spalding, etc. (3) Transfers of Per Capita and Loan Payments to Synod/MDCP and PCUSA. Ongoing (day to day) oversight is provided by the Executive Presbyter. A monthly review is conducted by the Presbytery Treasurer as part of the financial analysis presented at the monthly Board of Trustee meetings.

Payroll - Payroll disbursements shall comply with all federal and state regulations. Employees paid on an hourly basis shall complete a time sheet that will be approved by their Supervisor. Salaried employees shall be paid in accordance with the approved budget.

Bank Statements - The monthly bank statements will be sent to the Presbytery office to be reviewed by the Executive Presbyter and then will be submitted to the office to permit the Administrative Assistant to reconcile the account.

Equipment Inventory - An inventory list will be put together and a schedule of depreciation will be established for equipment at the Presbytery office.

Receiving Restricted/Designated Funds - When any funds received into the office have a restriction upon their use, a permanent record shall be kept of the receipt of the gift. The record should include the Fund Name, Date, Value, Donor Name, and any special instructions that might accompany it. If these funds are for a designated offering and are to be forwarded on to a designated agency, then they shall be dispersed in a timely manner.

9.0201 Cash Management Policy

The Board of Trustees shall approve all depository and investment accounts.

Signature cards will be reviewed at least annually and updated as required.

The Board of Trustees shall approve all borrowing agreements, including a line of credit.

The Board of Trustees shall approve any credit card and/or charge accounts that may be required by the Presbytery.

In Order to maximize the income on excess funds in the checking account, a daily interest-bearing account shall be maintained. Excess funds in the checking account will be transferred at least weekly.

9.0202 Financial Statements

A Balance Sheet and an Income and Expense Statement with budget comparison shall be prepared monthly and reviewed by Treasurer and Executive Presbyter.

9.0203 Loan Guarantee Agreement

This agreement is between the Presbytery of the Inland Northwest and the Synod of Alaska-Northwest, both governing bodies of the Presbyterian Church (U.S.A.). It recognizes that the various governing bodies of the denomination are linked together with bonds which are traditionally called "connectedness." These bonds run horizontally and vertically. They join together particular churches, through geographical area, the Presbytery. These bonds also join together the various presbyteries in a particular area in common mission through the Synod.

One of the ways that this "connectedness" is manifested is in the area of capital improvements. The Book of Order requires Presbytery approval whenever a particular church wishes to mortgage or otherwise encumber its real property, and this at the request of the session. Often times, the Synod becomes a partner in these improvements by providing financing or other support.

Whenever a new church begins construction of its first facility, or an existing church expands its facility or builds a new facility, the requirement of Presbytery approval gives an opportunity for the celebration by all churches in the common mission that is going forward. At the same time, the constituent churches of Presbytery are standing with and by, both spiritually and legally, the church incurring the encumbrance and obligation. This celebration of mission becomes Synod-wide when the Synod participates in the project.

In order to clarify the relationships between the particular churches, Presbytery and Synod, the Presbytery of the Inland Northwest ("Presbytery") and the Synod of Alaska-Northwest ("Synod") agree as follows:

- a. If it is the case that a particular church within the Presbytery is unable, after exhausting all available options for refinancing or renegotiating its obligation, to meet its legal obligation according to the encumbrance, the Presbytery and its constituent churches will stand by that church and fulfill its legal obligation according to the encumbrance.
- b. The Presbytery will retain all possible options to meet the obligation, including but not limited to renegotiating the original encumbrance, borrowing to satisfy the debt, seeking special offerings from its churches, or assessing the churches according to their membership as most recently reported to General Assembly.
- c. The Presbytery, upon notification from the Synod, will actively counsel churches whose loan payments to the Synod become more than 30 days past due.
- d. The Presbytery, through its Board of Trustees, will review outstanding Synod Church loans in terms of number, dollar amount, and delinquency at every Teams meeting.
- e. The Presbytery will show outstanding loan balances as a contingent liability on its balance sheet.

This agreement shall apply to all obligations incurred by particular churches within the Presbytery which require and have obtained Presbytery approval.

9.03 CHURCH LICENSING REQUIREMENTS

Presbytery Technical staff may not work on computers that are running unlicensed version of software. Congregations need to be able to produce appropriate licenses if called for.

9.04 PRESBYTERY PERSONNEL POLICIES & PROCEDURES

9.0401 EMPLOYMENT

a. Employment at will

Employment is with the mutual consent between employee and the presbytery. Consequently, employee and the presbytery have the right to terminate the employment relationship at any time, with or without cause, prejudice, or advance notice. This employment-at-will relationship will remain in effect throughout employment with the presbytery. This employment-at-will relationship will not be modified by any oral or implied agreement, unless it is in conflict with the Book of Order.

b. Equal Employment Opportunity

The presbytery is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, physical handicap, medical condition, or age, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the presbytery's equal opportunity objectives. If a violation of this policy is observed, it should be reported to the Executive Presbyter or the Chair of the Board of Trustees.

Violation of this policy may result in disciplinary action, up to and including possible termination.

c. Immigration Reform and Control Act of 1986

The presbytery is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States and be willing to undergo a national criminal background check.

As an ongoing condition of employment, you may be required to provide documentation verifying your identity and legal authority to work in the United States.

d. Employment of Minors

If you are not at least 18 years old, you are required by law to provide a valid Work Permit, High School Diploma, or Certificate of Proficiency, before you will be allowed to work.

The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of state and federal law.

e. Employment of Relatives

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. The presbytery may require a related employee to resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

9.0402 Benefits

Paid Personal Leave

Employees whose normal schedule is more than twenty hours per week will earn Paid Personal Leave time. Paid Personal Leave may be used for vacation, illness, caring for immediate family members with illness or other personal needs away from work. The amount of Paid Personal Leave earned is based on the employee's length of continuous service with the presbytery, as follows. To calculate your Paid Personal Leave, service time is deemed to start with the first full calendar month on or after your employment date. Any unpaid leaves of absence of more than one month will decrease the deemed service time by the length of the unpaid leave period.

Paid Personal Leave time is expressed in weeks with the understanding that an employee's normal weekly schedule equates to the hours they are allowed per week of Paid Personal Leave. For example, an employee scheduled to work 32 hours per week earns 32 hours of Paid Personal Leave for each week they are allowed.

Length of Continuous Service	Paid Leave
First two years	3 weeks
After 2 through 5 years	4 weeks
After 5 through 9 years	5 weeks
After 10 Years or More	7 weeks

Requests for paid time off must be submitted to the Executive Presbyter for approval. You must notify the Executive Presbyter as promptly as possible if unscheduled time off is needed, such as for illness or other emergent needs. Paid Personal Leave may be used in hourly increments up to the number of hours you miss from your normal schedule in a week. You may not be paid for unused Paid Personal Leave except at termination of employment.

You may carry over an unused balance of up to 1.5 times your annual Paid Personal Leave allowance. Any unused Paid Personal Leave above that limit at your anniversary date each year will be forfeited unless prior agreement is made with the Executive Presbyter to extend the available time to use a portion of the excess allowance. Employees who are terminated for any reason will receive the value of their unused Paid Personal Leave allowance at their termination date rate of pay.

Holidays

The presbytery office recognizes and will be closed on the following holidays:

Martin Luther King Day
President's Day
Memorial Day
USA Independence Day
Labor Day
Thanksgiving Day
Christmas Eve through New Year's Day

All employees except for temporary employees are eligible to receive holiday pay for each listed holiday (limited to normal weekly hours for the Christmas Eve to New Year's Day period). Holiday pay will be at the employee's current hourly rate multiplied by their normal scheduled hours per week divided by 40 hours and then multiplied by 8 hours.

The following general provisions apply to holiday pay:

- a. Holidays will be observed on the day designated by the presbytery (generally matching federal holiday observance)
- b. If a holiday falls during an employee's approved Paid Personal Leave period, the employee will receive holiday pay rather than using their Paid Personal Leave allowance
- c. Employees on unpaid leave of absence are not eligible for holiday pay on holidays that are observed during the period of such unpaid leave

d. When a holiday falls on a day the employee is not normally scheduled to work, a substitute day may be taken that same week or, at the presbytery's option, the employee may be paid in lieu of time off

Leaves of Absence

The presbytery makes leaves of absence available to employees as follows:

Personal Leave

-is time away from an employee's scheduled duties other than Paid Personal Leave described above or other categories for leaves of absence described below.

An employee may submit a written request for a Personal Leave of absence, without pay, for any length of time up to a maximum of fifteen days.

Requests for Personal Leave may be granted at the sole discretion of the Executive Presbyter based on the facts and circumstances surrounding each individual request.

Parental Leave –

is a leave of absence for a disability related to an employee's or employee's spouse's pregnancy, childbirth, or related medical condition or adoption of a child. Parental Leave applies to both female and male employees.

An employee may submit a written request for Parental Leave, with pay for up to six weeks and without pay (except to the extent that the employee uses their available Paid Personal Leave), for the length of any pregnancy-related disability, up to a maximum of four months.

Requests for Parental Leave beyond 6 weeks will be granted to employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability.

Although the presbytery is not able to guarantee reinstatement in all cases, an employee on Parental Leave who returns to work immediately following the end of an approved leave with a physician's written release (in the case of a medically-justified leave of absence) verifying that they are able to safely perform their duties will normally be returned to their former job.

Medical Leave

-is a leave of absence for an employee's non-occupational illness or disability, other than as described for Parental Leave. Medical Leave may arise from an extended period of Sick Leave as described in the Sick Leave section.

An employee who has completed at least one year of continuous service may submit a written request for a Medical Leave of absence for the length of any disability up to a maximum of three months.

The Executive Presbyter with consent of the chair of the Board of Trustees may authorize Medical Leave with pay for up to six weeks per calendar year. In the case of Medical Leave that results in total and permanent disability, the Executive Presbyter with the consent of the chair of the Board of Trustees may authorize additional paid Medical Leave until disability insurance becomes effective.

An employee may be asked to provide medical evidence of disability, including statements from physicians certifying the extent of the disabling condition.

Although the presbytery is not able to guarantee reinstatement in all cases, an employee on Medical Leave who returns to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will normally be returned to their former job.

Family Leave

-is time away from the job to care for a seriously ill child, parent, or spouse. Employees who have completed at least one year of continuous service may submit a written request to the Executive Presbyter for a Family Leave of absence to a maximum of 30 days per year. In extraordinary circumstances, the chair of the Board of Trustees may authorize full or partial pay without solely relying on the employee's Paid Personal Leave for any length of time up to a maximum of four months in a 24-month period. Family Leave may be requested in conjunction with a Parental Leave of absence.

Requests for Family Leave will normally be granted or denied by the Executive Presbyter with approval by the chair of the Board of Trustees, based on the facts and circumstances surrounding each individual request. Requests for Family Leave must be accompanied by a written statement that certifies the need for the employee's care of a seriously ill child, parent, or spouse and estimates the time the employee will be unable to work due to that need.

Jury Duty

-is a leave of absence to serve on jury duty during an employee's normal work schedule. Employees who are called to serve on jury duty will be paid their regular pay to the extent that jury duty causes them to miss normally scheduled work time. Upon completion of jury duty, a Verification of Attendance Form must be presented to the Executive Presbyter. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the presbytery may request that the

required service be rescheduled for a later date that would be more convenient for the presbytery.

Study Leave

-is a leave of absence for personal growth and professional advancement. The presbytery advocates continuing growth and development for all its employees. Time and funds for study leave will be negotiated with the Executive Presbyter at the time of the annual review.

Military Leave

-is a leave of absence for required military service. The presbytery complies with applicable state and federal law concerning leaves for military service.

Workers' Compensation Leave

-is a leave of absence for work-related illness or injury. The presbytery complies with applicable state and federal law concerning leaves for work-related illness or injury. Employees on leave because of work-related illness or injury will be reviewed on an individual basis by the presbytery.

The following general provisions apply to all leaves of absence:

- a. A request for an extension of a leave of absence must be made in writing to the Executive Presbyter prior to the expiration date of the original leave. A physician's written statement that certifies the need for the extension may be requested
- b. Failure to return to work on the first work day following the expiration of an approved leave of absence may be considered a voluntary termination
- c. Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work, after notification
- d. Employees on leave of absence must communicate with the Executive Presbyter on a regular basis (at least once each month) regarding their status and anticipated return-to-work date
- e. Employees on leave of absence who seek or accept other employment without the Executive Presbyter's prior written approval will be subject to disciplinary action, up to and including possible termination
- f. Employees who falsify the reason for their leave of absence or who fail to communicate timely if previously communicated reasons have materially changed will be subject to disciplinary action, up to and including possible termination

g. All leaves of absence must be approved in advance, in writing, by the Executive Presbyter

Sick Leave

-is time away from an employee's normal work schedule because of non-occupational personal illness or injury (refer to the Workers' Compensation section in case of a work-related illness or injury) that requires the employee to be away from work. An employee should not report to work when they have an illness or injury that is adverse to a productive work environment for himself or herself or for others who may be present in the work place. An employee who invokes sick leave must report that they will be absent to the Executive Presbyter as soon as practicable. Employees who have completed at least three months of continuous service may use their available Paid Personal Leave as sick pay. Employees who take time off for Sick Leave may be asked to provide medical verification. Absences of more than five working days may be subject to the presbytery's leave of absence policy.

Bereavement Leave

Employees who have completed at least three months of continuous service will be eligible for up to one week away from work to arrange and/or attend the funeral of an immediate family member. Employees are eligible for paid Bereavement Leave to the extent of their normal weekly work schedule.

Employees who require more than one week away from work for a bereavement situation may request Paid Personal Leave or an unpaid Personal Leave of absence. The Executive Presbyter with consent of the chair of the Board of Trustees may grant additional paid Bereavement Leave on a case by case basis.

Workers' Compensation Insurance

All employees are automatically covered by Workers' Compensation Insurance at the time they are hired. The presbytery pays 100% of the premiums for this important coverage. Workers compensation benefits are determined by state laws and regulations, including partial wage replacement for periods of disability, medical care and rehabilitation services, if necessary.

It is important that you report any work-related injury or illness to the Executive Presbyter, as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately.

Unemployment Insurance

The presbytery does not participate in any form of unemployment insurance. Therefore, there are no unemployment insurance benefits.

Educational Assistance and Professional Memberships

Where it can be demonstrated that the presbytery will benefit from an employee's participation in an educational program or professional organization, the related expenses may be paid by the presbytery. Requests for payment of expenses related to educational programs and professional organizations must be approved in advance by the Executive Presbyter.

9.0403 Personnel Status

Employee Classifications

The presbytery classifies employees as regular or temporary depending on the presbytery's designation for their position or the individual's status in that position. The presbytery may designate an employee to be full-time or part-time. Federal law classifies employees as exempt or non-exempt based on the nature of their responsibilities.

Regular Employee – An employee who is hired for a period expected to be three months or more is a regular employee.

Temporary Employee – Temporary employees are hired for a period expected to be less than three months. A temporary employee may fill a position of a regular employee for a limited time duration without becoming a regular employee.

Full Time Employee – A full-time employee has at least thirty-five normally scheduled hours of work each week.

Part Time Employee – A part time employee has less than thirty-five normally scheduled hours of work each week.

Nonexempt Employee – Nonexempt employees are eligible to receive overtime pay in accordance with the provisions of state and federal law. In general, overtime is paid at 1.5 times the employee's regular hourly rate for any hours worked during a week in excess of 40 hours. Hours paid from the Paid Personal Leave allowance are not considered as hours worked for purpose of overtime eligibility.

Exempt Employee – Exempt employees are not covered by the overtime provisions of state and federal law and are therefore not eligible for overtime pay.

Tardiness and Absence

It is important that employees work their assigned schedules as consistently as possible. However, the presbytery understands that because of illness or emergency you may be unable to come to work.

If you are unable to report to work for any reason, you must notify the Executive Presbyter. It is your responsibility to keep the presbytery informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

Termination

Voluntary Termination – A voluntary termination is initiated by the employee. We would like at least two weeks written notice before leaving. Written notice should include reason for leaving, as well as the name and address of your new employer, if applicable. If an employee does not call in or report to work for two consecutive workdays, they may be considered to have voluntarily quit.

Involuntary Termination – An involuntary termination is initiated by the presbytery for reasons other than changing business conditions.

Layoff – A layoff is a termination of employment that results from changing business conditions which necessitate a reduction in staff. Whenever the presbytery determines, in its sole discretion, a layoff should occur, the following factors will be among those considered: versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude, and dependability.

Personnel Records

It is important that the presbytery always have current information about employees. Please let us know immediately if there is a change of name, address, phone number, or marital status, etc. If for some reason there is a change of name and/or Social Security number, original documentation authorizing the change is required.

Upon request, employees will be allowed to review personnel records that have been used to determine qualifications for employment, promotion, compensation, termination, or other disciplinary action. Employees may talk to the Executive Presbyter for more information.

9.0404 Compensation

Wage and Salary Reviews

Employees' performance and responsibilities are generally reviewed at least annually for consideration of a merit increase. Wages and salary for the following calendar year are finally set when the presbytery adopts its budget. A wage or salary review does not imply an automatic increase, only eligibility for consideration based on job performance.

Payrolls and Deductions

Pay is normally made by direct deposit each month. Each paycheck stub will itemize amounts earned and amounts that have been withheld. It is important to keep this information for tax purposes. There are various payroll deductions required by law, such as federal income tax, state income tax, state disability insurance, and social security taxes. Government regulations require you to provide the presbytery tax withholding forms and update them as needed. Any discretionary deductions from an employee's paycheck must be authorized in writing. The presbytery complies with applicable state and federal laws regarding the garnishment and assignment of wages.

Questions about deductions will be addressed by the Executive Presbyter and financial administrator.

9.0405 Job Responsibilities and Development

Position Descriptions

Employees are given a position description before they start to work. A position description summarizes duties and responsibilities and provides important information about the new job. Employees should read and study the position description carefully and discuss it with the Executive Presbyter if questions arise.

The presbytery reserves the right to revise and update employee's position description as it deems necessary.

Performance Evaluations

Employees will generally receive a written performance evaluation after approximately ninety days of service, and at the end of each calendar year thereafter. The purpose of the performance evaluation is to let employees know how well they are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

Employees have the opportunity to discuss performance evaluation with the Executive Presbyter and with the Board of Trustees. Evaluations will be signed by the employee, the Executive Presbyter, and the chair of the Board of Trustees. This is a good time to ask questions and clarify important points. Performance evaluations help the presbytery make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the at-will employment relationship between you and the presbytery.

9.0406 General Information

Work Rules and Performance Standards

It is not possible to provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples. Employees are responsible for understanding and following these standards and work rules. Employees who do not comply may be subject to disciplinary action, up to and including possible termination.

Job Performance – Employees may be disciplined, up to and including possible termination, for poor job performance, as determined by the presbytery. Some examples of poor job performance are as follows:

- below average work quality or quantity;
- poor attitude, including rudeness or lack of cooperation;
- excessive absenteeism, tardiness, or abuse of break and meal privileges;
- failure to follow instruction or presbytery policies and procedures.

Misconduct – Employees may be disciplined, up to and including possible termination, for misconduct. Following are some areas of misconduct:

- insubordination;
- abuse, misuse, theft, or the unauthorized possession or removal of presbytery property or the personal property of others;

- falsifying or making a material omission on presbytery records, reports, or other documents, including payroll, personnel, and employment records;
- divulging confidential presbytery information to unauthorized persons;
- inappropriate use of social media;
- disorderly conduct on presbytery property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon;
- violation of any law adversely affecting the presbytery, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment;
- violation of the presbytery's alcohol, drugs, and controlled substances policy;
- sexual misconduct as defined by the Book of Order.

Lunch and Work Breaks

Lunch and work breaks shall be in accordance with Washington State Law.

Harassment

The presbytery is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the presbytery maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for you to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others.

Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- submission to the conduct is made a condition of employment;
- submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- the harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include unwelcome sexual flirtations, advances or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

An employee who believes he or she is being or has been harassed in any way should report the facts of the incident or incidents to the Executive Presbyter and/or chair of

the Board of Trustees immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

Violation of this policy may result in disciplinary action, up to and including possible termination.

Alcohol, Drugs and Controlled Substances

The illegal use, sale, transfer, possession, or being “under the influence” of alcohol, drugs, or controlled substances when on duty, on presbytery property, or in presbytery vehicles is prohibited. “Under the influence” for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public, or presbytery property.

Violation of this policy may result in disciplinary action, up to and including possible termination.

Outside Activities

Employees are prohibited from engaging in outside employment, private business, or other activity which might have an adverse effect on or create a conflict of interest with the presbytery. Employees should discuss potential conflicts of interest with the Executive Presbyter, who may prohibit certain activities or restrict an employee’s duties to avoid the conflict.

Personal Appearance

Personal appearance reflects not only on employee as an individual, but on the presbytery as well. It is expected that an employee will take pride in their appearance and strive to achieve a positive business-like image when representing the presbytery.

Personal Property

The presbytery is not responsible for personal property that is lost, damaged, stolen, or destroyed. If an employee finds personal belongings lost by another person, they should be turned in to the Executive Presbyter.

Access to Presbytery Property

It is important that the presbytery have access at all times to presbytery property, including the presbytery’s records, documents, and files. As a result, the presbytery

reserves the right to access employee offices, work stations, electronic devices and storage media, filing cabinets, desks, and any other presbytery property at its discretion, with or without advance notice or consent.

The presbytery's electronic "E-mail" system, computer systems, hardware, electronic storage media and website (collectively, "E-Tools") are property of the presbytery and intended to be used for presbytery business. Any personal use of E-tools should be minimized and should not interfere with presbytery business or the employee's efficient performance of their duties; good judgment is expected. Employees should only disclose information or messages from the Email system and other E-Tools to authorized persons. The presbytery reserves the right to monitor e-mail and to access, review and copy information in an employee's e-mail account and any other E-Tools. Employees do not have an expectation of privacy in any matter created, received, or sent from the E-mail system or maintained on the presbytery's E-Tools.

Business Expenses

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports to the presbytery. Employees are expected to submit written reimbursement requests monthly. The following guidelines will be used:

- a. Travel Budget - Employees with responsibilities requiring regular travel will have a professional allowance established in the presbytery's budgeting process. It is the employee's responsibility to plan travel so as to stay within this annual budget. Any exceptions or overages must be approved beforehand by the Executive Presbyter.
- b. Travel by Automobile - will be reimbursed at the rate set by IRS for business travel.
- c. Motel, meal and other business related expenses - will be reimbursed on the basis of reasonable actual expenses. Receipts for all hotel/motel stays and all meals or entertainment over \$25.00 must be attached to the monthly expense report.
- d. Air Travel - will normally be by commercial air carrier. Tickets will normally be purchased online at the most economical price available that is convenient for the planned destination and schedule. Air travel must be approved in advance by the Executive Presbyter.

Honoraria

Presbytery employees may not accept an honorarium for performing any task that is considered job related. If an employee anticipates engaging in a compensable service, the employee should discuss in advance with the Executive Presbyter whether it is considered job-related for that individual. Employees may be reimbursed by an outside entity for expenses incurred while working with a church or other entity.

Employee Parking

Employees park at their own risk and the presbytery will not be responsible for theft or damage to any vehicles parked on or near the presbytery office. Also, the presbytery will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

Grievance Procedures

Any misunderstanding or grievance related to these Personnel Policies and Procedures should first be presented for resolution in a conference involving the employee and the Executive Presbyter to settle it informally. If an informal conference does not solve the grievance then a party who is not satisfied may appeal to the Board of Trustees, who shall examine all written material, including the suggested solution of the Executive Presbyter. The Board of Trustees shall consult with all parties and shall render a decision. This will normally end the matter. If the person filing the grievance is still not satisfied, before going to civil court all parties shall submit to third party arbitration.

EMPLOYEE STATEMENT OF ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the presbytery's personnel policies and procedures handbook. I understand that it provides guidelines and summary information about the presbytery's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand and become familiar with the standards that have been established. I further understand that the presbytery reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both the presbytery and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment at will relationship will remain in effect throughout my employment with the presbytery.

I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

Employee's Name *(Please Print)*

Employee's Signature

Date

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