

**APPENDIX TO PACKET  
September 28, 2021**

**NOTE ON MANUAL AND POLICY DRAFT SUGGESTIONS**

Manual and Policy Updates are large files. They are being sent as a PDF attachment to the email announcement of the presbytery.

You should find in that PDF, drafts of:

- |                                       |              |
|---------------------------------------|--------------|
| A. Electronic Meeting Policy revision | A-1 to A-2   |
| B. Bylaws revision                    | A-3          |
| C. Presbytery Manual                  | A-4 to A-21  |
| D. Personnel Policy                   | A-22 to A-37 |
| E. Checklist for Closing Churches     | A-38 to A-47 |

Inserts are italicized and in yellow.  
Deletions are struck through.

If you cannot find or cannot open the file,  
Please contact the stated clerk at [vfraaney.sc@gmail.com](mailto:vfraaney.sc@gmail.com) . I will get it to you someway.

**ELECTRONIC MEETING POLICY  
(Draft revisions to policy approved June 26, 2018)  
Draft August 18, 2021**

1. Electronic meetings may be held when *the presbytery* or a committee or team acting on behalf of the presbytery ~~must conduct business that is time sensitive and in need of action before the next traditional meeting, or when the cost of a traditional meeting is not justified for the business at hand when electronic alternatives are available.~~ *deems it expedient that the presbytery or one of its committee or teams should meet by such means as audioconference, teleconference, or videoconference, etc. so long as all participants have opportunity for simultaneous aural communication.*
2. *If an electronic meeting is to be recorded, the moderator should announce at the beginning of the meeting the fact that the meeting will be recorded.*
3. Electronic meetings are permissible only if every member of the committee or team has access to the technology that allows *simultaneous aural participation in the meeting.*
4. *Meetings may make use of technical support personnel during the meeting, who may, but do not have to, be members of the committee, team or presbytery that is meeting.*
5. Electronic meetings must provide for simultaneous audio communication among all participants in order to allow for discussion of the issue being considered. Collaborative technologies, conference calls, and interactive video teleconferences, or any other current technology that fits the necessary requirements for maintaining the deliberative character of meetings held in accordance with the most recent edition of Roberts Rules of Order Newly Revised may be used.

6. Electronic meetings may be called by the chairperson of the committee or team and shall be called at the request of three members. *Electronic meetings of presbytery may be called at the request of three members of presbytery or the moderator, the stated clerk, or the general presbyter.*
7. Notice of an electronic meeting shall be given by the chair of the committee or team to all members at least 3 days before the meeting and shall include the purpose of the meeting. Instructions on how to participate technologically shall accompany the call for the meeting. *In case of emergency, such as extreme weather, the moderator, the stated clerk, and the general presbyter shall confer and may transfer a meeting of presbytery from in-person to electronic meetings on shorter notice, notifying all registered participants of the change and including instructions on how to participate technologically in the meeting.*
8. A quorum for an electronic meeting shall be a majority of members of the committee or team and shall be declared at the beginning of the meeting. *A quorum for an electronic meeting of the presbytery shall be the same as for an in-person meeting of the presbytery.*
9. Just as in a traditional meeting, electronic meetings shall begin and close with prayer.
10. The same rules regarding participation apply in electronic meetings as in traditional ones: the body may, but is not obligated to, grant the privilege of the floor to a guest, who may not vote or speak to an issue once debate closes. A guest in an electronic meeting of a committee or team is someone who is not a member of the committee or team. *A guest in an electronic meeting of the presbytery is someone who is not a minister of Word and Sacrament member of the presbytery nor a ruling elder elected by the presbytery to have member status, nor a ruling elder elected as a ruling elder commissioner by his or her session.*
11. The chairperson shall give careful consideration to technological issues that might impact a person's ability to participate fully and give opportunity for adjustments before business is taken up. Before a vote is taken or consent measured, the chair will also determine whether any members are no longer present due to a technological disruption. *Each member is responsible for his or her audio and internet connection. No action shall be invalidated on the grounds of the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.*
12. The chairperson shall give attention to ensuring that all persons are included in the discussion and have the capability of hearing and participating fully in the meeting.
13. *Forced disconnection: The chair may cause or direct the disconnection or muting of a member's or guest participant's connection if it is causing undue interference with the meeting.*
14. Motions shall be processed in the same manner as in a traditional meeting. Only those participating in the electronic meeting may make motions or vote. The chairperson or moderator shall read out loud any motions made in the course of the meeting. ~~Voting shall be by roll-call vote.~~ *The moderator shall ensure that the votes of all commissioners are included in the count.*
15. Minutes of the proceedings shall be ~~recorded~~ *kept* and added to the minutes record.
16. These rules will apply to the meetings of *presbytery and* all committees unless restricted otherwise by the Constitution of the PCUSA.

## BYLAWS REVISION

### Article V Meetings of the Members

#### Section 1. **Annual Meetings:**

a. *Means: Meetings of the members and meetings of the Corporation may be held in person or by any means of technology that provides conditions of opportunity for simultaneous aural communications among all participating members. Such technology may include, but is not limited to, use of conference telephone or electronic video screen. Participation in a meeting through use of conference telephone or electronic video screen, etc., constitutes participation at a meeting as long as all participants in the meeting are able to hear one another*

b. *Annual Corporate Meeting:* The annual meeting of the Corporation shall be held at a stated meeting of the Presbytery prior to the end of June. Corporate business may be conducted at any stated or called meeting of the Presbytery.

Section 2. **Special Meetings:** *Special meetings of the members may be called as defined in the Manual of the Presbytery of Huntingdon.* Special Corporate meetings may be called by the Trustees or the Presbytery as defined in the Book of Order of the Presbyterian Church (U.S.A.). All such calls shall state clearly the purpose of such meeting, and no other matter save that specified in the call may be considered.

**VISIONING TEAM REPORT**

**MANUAL OF OPERATIONS**

**September 28, 2021 (draft)**

For Second Reading: The Visioning Team recommends that Presbytery receive for a second reading the following Revision of the Manual of Administrative Operations of the Presbytery of Huntingdon. This version includes an addition to its duties requested by the Personnel Team and the addition of a section on Adoption of Policies.

Notes: Our Manual requires that amendments of the Manual receive two readings. The Draft Revision may be revised at either the first or the second reading, but final action will occur at the time of the second reading.

Deletions are indicated by cross-throughs. Additions are inserted in italics and highlighted in yellow.

DRAFT REVISION  
**MANUAL OF ADMINISTRATIVE OPERATIONS**  
**HUNTINGDON PRESBYTERY**

Adopted June 13, 2018

**M-1.00 A STATEMENT OF PURPOSE**

**M-1.01 Vision:** Huntingdon Presbytery: Loved by Jesus Christ, called to love all others

**M-1.02 Belief:** We believe that God is calling the church to renewal and transformation that we may witness to the love of Jesus Christ in changing and challenging times. This call has been heard by rural, town, and urban churches, large and small, in the mountains and valleys of Central Pennsylvania. We believe that by God's saving grace, we are loved by Jesus Christ and empowered by the Holy Spirit. Therefore, the churches, ministers, and lay persons of Huntingdon Presbytery can and will participate in God's future for the church and the world. We believe that every church is called to offer gifts to Christ's work in the world.

**M-1.03 Work:** Huntingdon Presbytery seeks to discern and answer God's call as it:

- a. Gathers as Christ's community for:
  1. Worship, where we proclaim God's Word to the presbytery, listen for what God wants us to be and do, pray for Christ's church and for the ministry in and of Huntingdon Presbytery, and celebrate communion and the love of God in Jesus Christ
  2. Fellowship, where we broaden and deepen relationships among our churches and leaders and joyfully discover God's love for us in our love for one another
  3. Education and spiritual growth, where we discover, affirm, and celebrate what it means to be the church of Jesus Christ today, as part of the Reformed faith and as Presbyterians
- b. Challenges churches and members as disciples of Christ to:
  1. Discover their gifts and fulfill their calling
  2. Serve in their communities
  3. Be faithful stewards of all their gifts
  4. Speak with and hear one another through Christ's love
  5. Rediscover the meaning, responsibilities, and accountability of being Presbyterian
  6. Deepen their love of God and their neighbor
- c. Equips churches and laity to:
  1. Develop strong, vital leadership for their ministries as they face the challenges of a changing world
  2. Provide resources to support their ministries that they may better witness to Christ's love for all

3. Facilitate communication and connection of churches with each other and with the presbytery, synod, and General Assembly
- d. Explores new forms of ministry to assist churches in their pastoral and leadership needs, and prays for transformed churches, active and alive in God's Spirit
- e. Supports ministers by:
  1. Challenging them to rediscover the meaning, responsibilities, and accountability of being Presbyterian
  2. Providing opportunities for nurture, fellowship, and pastoral care, and continued growth in their ministry
- f. Shares in joint mission by:
  1. Reaching out as churches and as a presbytery to our communities and the world
  2. Loving others in the name of Christ

We offer our very lives in thanksgiving to God the Father, Son, and Holy Spirit, confident that the one who calls us is the creator, redeemer, and sustainer of our lives and the one who gives to us the gift of faith.

## M-2.00 MEMBERS

**M-2.01** **Membership:** The presbytery's membership shall be as defined in the Book of Order. Each elder elected as an officer *a moderator, a vice moderator, a chair of a committee or team*, or as a member of the Visioning Team shall be enrolled as a member of the presbytery for his or her term of office, whether or not commissioned by his or her session. *If a committee or team chair is unable to attend a stated or special meeting of the presbytery, the committee or team may designate a representative with voice and vote.* The general presbyter, if an elder, shall also be enrolled as a member of the presbytery for the term of his or her office. Commissioned lay pastors may also be enrolled as members of the presbytery for the terms of their commission.

**M-2.02** **Goal of Parity:** *The presbytery shall strive whenever possible to further the goal of parity in its membership between the number of ministers of Word and Sacrament and the number of ruling elders.*

## M-3.00 MEETINGS AND GATHERINGS

**M-3.01** **Meeting Types and Notice:** *Huntingdon Presbytery shall hold regularly scheduled stated meetings and, as needed, special meetings. Meetings may be held in person or via electronic means. Notice for a stated or special meeting shall be sent not less than ten days in advance to each minister of the Word and Sacrament and each ruling elder member of presbytery and to the session of every church.*

- M-3.02** **Stated Meetings:** The presbytery shall ordinarily hold five stated meetings annually: three meetings with a business emphasis, one meeting with a designated emphasis, and one training meeting for church officers and presbytery committee members. Ordinarily the business meetings will be held in January (daytime), June (evening), and September (evening). The April meeting (evening) will have designated emphasis of interest to the congregations. The November meeting (daytime, Saturday) will be a training session for church leaders.
- M-3.0201** **Stated Meeting Requirements:** *Committees, teams, and officers are requested to send materials and requests for docket time and equipment to the clerk by the deadline set for inclusion. Late materials will be available at registration. For any action of the presbytery requiring a two-thirds or larger majority vote, the motion and any substantiating information must be printed and distributed to the commissioners with the pre-presbytery mailing for the stated meeting at which it is to be considered. Late materials will be received but docketed for action at the next stated meeting.*
- M-3.03** **Special Meetings:** Special meetings of the presbytery may be called by the moderator at the request, or with the concurrence, of two ministers of the Word and Sacrament and two ruling elders, the ruling elders being of different churches. Should the moderator be unable to act, the stated clerk shall, under the same conditions, issue the call.
- M-3.0301** **Special Meeting Requirements:** The notice of a special meeting shall state the purpose of the special meeting, and no business other than that listed in the notice shall be transacted.
- M-3.04** **Meeting Notice Delivery:** *Meeting notice may be made by electronic mail, the U.S. Postal Service, or an announcement in the Huntingdon Presbytery "Connections" electronic newsletter.*
- M-3.05** **Quorum:** A quorum of the presbytery shall be three ministers of Word and Sacrament and three ruling elder commissioners, the ruling elders being of different churches.
- M-3.06** **Conduct of Meetings:** Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order, Newly Revised, except where the Book of Order of the Presbyterian Church (U.S.A.) provides otherwise.
- M-3.0601** **Participation in Meetings:** Continuing members of the presbytery are expected to participate responsibly in its deliberations and work; however, honorably retired members of the presbytery, when absent from meetings, shall be considered to be excused.

- M-3-0602** **Voice and Vote in Meetings:** Each member of the presbytery shall have voice and vote. The presbytery may designate other participants as corresponding members with voice.
- M-3.07** **Duties:** The duties, power, and authority of the presbytery shall be as defined in the Book of Order.
- M-3.08** **Offerings:** An offering shall be received at every stated meeting during worship. The Committee on Presbytery Life shall designate the recipient of each meeting's offering.
- M-3.09** **Submission of Commissioner Resolutions:** SEE Appendix I
- M-4.00** **OFFICERS & STAFF**
- M-4.01** **Presbytery Officers:** The elected officers of the presbytery shall be the moderator, the vice-moderator, and the stated clerk, and other officers as determined by the presbytery from time to time.
- M-4.02** **Election of Officers:** *Election of the moderator, vice-moderator and any other applicable officers will usually be made at the September stated meeting upon nomination by the Nominating Committee and those elected shall take office the following January.*
- M-4.03** **Moderator:** The moderator is elected annually for a one-year term and will ordinarily alternate yearly between a minister and a ruling elder.
- M-4.0301** **Moderator Duties:** SEE Appendix II
- M-4.04** **Vice-Moderator:** The vice-moderator is elected annually for a one-year term and will ordinarily alternate yearly between a minister and a ruling elder. The vice-moderator will normally become the succeeding moderator.
- M-4.0401** **Vice-Moderator Duties:** SEE Appendix III
- M-4.05** **Stated Clerk:** The stated clerk shall, on nomination by the Personnel Team, be elected for a five-year term. The stated clerk may be re-elected for additional terms.
- M-4.0501** **Stated Clerk Duties:** The duties of the stated clerk shall include those duties enumerated by the Book of Order and the job description provided by the Personnel Team.
- M-4.06** **Officer Vacancies:** Vacancies *in the position of moderator, vice-moderator or any other applicable office* may be filled upon nomination by the Nominating Committee and election at any meeting of the presbytery. *Vacancies in the position of stated clerk may be filled upon nomination by the Personnel Team and election at any meeting of the presbytery.*



- M-4.07**     **Head of Staff:** The presbytery shall be administered by a general presbyter. The general presbyter shall be called by the presbytery as guided by its Personnel Policy and in conformance with the Book of Order. The general presbyter is an ex officio member of all teams and committees except the Permanent Judicial Commission.
- M-4.08**     **Additional Staff:** The presbytery may, through its Personnel Team, employ additional staff, such as an administrative assistant, treasurer, resource center coordinator, and Christian Education consultant, as its mission may from time to time require. Position descriptions of the officers and staff shall be approved by the presbytery and maintained by the Personnel Team.
- M-4.09**     **Staff Support:** The stated clerk shall serve as staff to the Permanent Judicial Commission. The general presbyter shall be a resource person to each committee, except the Permanent Judicial Commission, with voice but, unless otherwise specified in this manual, without vote. Employees may serve as resource persons to committees, teams, and working task groups as requested, with voice but without vote.
- M-4.10**     **Staff and Officer Duties:** Presbytery staff and officers shall perform those duties as assigned by the Book of Order and the presbytery and have such authority as necessary to carry them out.

**M-5.00**     **TRUSTEES**

- M-5.01**     The trustees of the Huntingdon Presbytery shall be the duly elected and serving members of the Committee on Presbytery Life, fulfilling duties as required by the bylaws of the presbytery, the Commonwealth of Pennsylvania, and other duties as assigned by the presbytery. The stated clerk is the secretary of the corporation and shall be present when trustee business is being conducted.
- M-5.02**     **Duties:** SEE Appendix IV

**M-6.00**     **COMMITTEE ORGANIZATION**

- M-6.01**     ***Presbytery Committees:*** *The presbytery shall form committees, teams, commissions, and working task groups to assist in carrying out its work. Permanent bodies shall be the Visioning Team, the Committee on Ministry, the Committee on Presbytery Life, the Personnel Team, the Camp and Retreat Center Committee, the Permanent Judicial Commission, and the Nominating Committee.* Committees, teams, and working task groups are encouraged to lift up missions and programs for the presbytery's notice.

- M-6.02** **Subcommittees:** Committees or teams may organize subcommittees to facilitate their work. Subcommittee reports shall be made through the committees or teams.
- M-6.03** **Election of Committee Members:** Election of committee members, including committee officers, will usually be made at the September stated meeting upon nomination by the Nominating Committee and those elected shall take office the following January. Committee officers will be elected for one-year terms.
- M-6.04** **Committee Attendance:** The position of any member who misses two consecutive regular meetings of a committee or team without notification shall be declared vacant and the member so notified by the committee chair.
- M-6.05** **Committee Vacancies:** When a member of a committee moves out of the area, leaves the denomination, or enters into disability status, their committee assignment shall be automatically declared vacated. Vacancies shall be filled as soon as possible throughout the year.
- M-6.06** **Committee Meetings:** Committees and teams may meet in person or by electronic means. Meetings that are conducted wholly or in part by electronic means must uphold the principles and the procedures of the Electronic Meeting Policy of this presbytery (~~SEE Electronic Meeting Policy~~). Meetings of investigative committees and the Permanent Judicial Commission are not included in this provision, but will be guided by the Rules of Discipline.
- M-6.07** **Committee Expenses:** Necessary expenses of the committees, teams, commissions, and working task groups will be paid by the presbytery's treasurer in accordance with an adopted budget and upon receipt of proper vouchers.
- M-6.08** **Presbytery Year:** The presbytery will use the calendar year for its reports and committee membership service.

## COMMITTEES, TEAMS, AND COMMISSIONS

- M-7.00** **VISIONING TEAM**
- M-7.01** **Purpose:** The Visioning Team shall oversee and provide guidance to the entities of the presbytery while coordinating and evaluating the life of the presbytery in terms of its vision and mission.
- M-7.02** **Membership:** The Visioning Team shall consist of five members. Four members are elected in four classes, with each serving a single four-year

term. They cannot be re-elected until at least one year has elapsed. In addition, a fifth seat shall be filled by an active synod commissioner.

**M-7.03**      **Officers:** The officers shall be a chair, a vice-chair, and a recorder. ~~The chair and vice chair are elected for one year terms.~~ The chair is ordinarily a person with a minimum of one year's experience on the team. In addition to keeping a record of the team's actions, the recorder receives and distributes minutes from the other entities within the presbytery.

**M-7.04**      **Meetings:** The Visioning Team shall meet at least six times a year.

**M-7.05**      **Quorum:** A quorum shall be three members of the team.

**M-7.06**      **Duties:** SEE Appendix V

## **M-8.00**      **COMMITTEE ON MINISTRY**

**M-8.01**      **Purpose:** The Committee on Ministry shall provide support and troubleshooting to pastors, commissioned lay pastors, certified Christian educators, congregations, and sessions; help congregations find pastoral leadership; and recommend all pastoral relationships to the presbytery.

**M-8.02**      **Membership:** The Committee on Ministry shall consist of twelve members elected in three classes, with each class elected to three-year terms of office. Members shall not serve more than six consecutive years and shall be not eligible for re-election until at least one year has elapsed. The numbers of ministers and ruling elders on the committee should be as equally divided as possible.

**M-8.03**      **Officers:** The officers shall be a chair and vice-chair. ~~nominated annually by the Nominating Committee and elected at the September meeting of the presbytery.~~ The stated clerk will serve as the recorder.

**M-8.04**      **Meetings:** The Committee on Ministry shall meet at least eight times a year at regularly scheduled business meetings.

**M-8.05**      **Quorum:** A quorum shall be a majority of the committee.

**M-8.06**      **Duties:** SEE Appendix VI

**M-8.07**      **Subcommittee on Preparation for Ministry:** The responsibilities of preparation for ministry shall be performed by the Committee on Ministry, which shall organize a Subcommittee on Preparation for Ministry for this purpose.

- M-8.0701 Purpose:** The purpose of the subcommittee shall be to fulfill the responsibilities listed in the Book of Order to inquirers and candidates, commissioned lay pastors, certified Christian educators, and lay preachers within the presbytery.
- M-8.0702 Membership:** The Subcommittee on Preparation for Ministry shall be composed of members of the Committee on Ministry as determined by the chair of the Committee on Ministry, in consultation with the general presbyter. The subcommittee may co-opt other persons as needed with the permission of the Committee on Ministry.
- M-8.0703 Officers:** A subcommittee chair and recorder shall be appointed annually by the chair of the Committee on Ministry in consultation with the general presbyter.
- M-8.0704 Meetings:** Meetings will be held as needed.
- M-8.0705 Quorum:** A quorum shall be at least two members of the Committee on Ministry.
- M-8.0706 Duties:** SEE Appendix VII

## **M-9.00 COMMITTEE ON PRESBYTERY LIFE**

- M-9.01 Purpose:** The Committee on Presbytery Life shall be responsible for those activities that bring churches and people together in the presbytery, ensure that the presbytery works effectively, and act as trustees of the presbytery.
- M-9.02 Membership:** The Committee on Presbytery Life shall consist of twelve members elected in three classes, with each class elected to three-year terms of office. Members shall not serve more than six consecutive years and shall be not eligible for re-election until at least one year has elapsed.
- M-9.03 Officers:** The officers shall be a chair, who shall serve as president of the corporation, a vice-chair, and a recorder. ~~nominated annually by the Nominating Committee and elected at the September meeting of the presbytery~~
- M-9.04 Meetings:** The Committee on Presbytery Life shall meet at least eight times a year.
- M-9.05 Quorum:** A quorum shall be a majority of the members.
- M-9.06 Duties:** SEE Appendix VIII

**M-10.00 PERSONNEL TEAM**

**M-10.01 Purpose:** The Personnel Team shall carry out the personnel functions of the presbytery.

**M-10.02 Membership:** The team shall be made up of three members elected in three classes, with each class elected to three-year terms of office. Members shall not serve more than two consecutive terms.

**M-10.03 Officers:** The officers shall be a chair and a recorder. ~~nominated by the Nominating Committee and elected by the presbytery~~

**M-10.04 Meetings:** The Personnel Team shall meet at least three times a year.

**M-10.05 Quorum:** A quorum shall be a majority of the team.

**M-10.06 Duties:** SEE Appendix IX

**M-11.00 CAMP AND **RETREAT CENTER** COMMITTEE**

**M-11.01 Purpose:** The Camp and **Retreat Center** Committee members shall serve as the Huntingdon Presbytery representatives to the Joint Camp and **Retreat Center Board of Directors**.

**M-11.02 Membership:** The committee shall consist of three members elected by the  
for three-year terms who may serve two successive terms. The general presbyter is an ex officio member with voice and vote.

**M-11.03 Officers:** The presbytery committee annually elects its own head.

**M-11.04 Meetings:** The committee meets monthly as part of the board of the camp.

**M-11.05 Quorum:** Not applicable

**M-11.06 Duties:** SEE Appendix X

**M-12.00 PERMANENT JUDICIAL COMMISSION**

**M-12.01 Purpose:** The presbytery shall elect a Permanent Judicial Commission in accordance with the provisions of the Rules of Discipline. The Permanent Judicial Commission conducts hearings and trials concerning remedial and discipline cases within the presbytery.

**M-12.02 Membership:** Members are elected by the presbytery to fill six-year terms. A member may not be re-elected to another term until four years have elapsed.

- M-12.03**     **Officers:** The Permanent Judicial Commission shall elect from its members a moderator and a clerk.
- M-12.04**     **Meetings:** The Permanent Judicial Commission shall meet at such times and places as the commission shall determine.
- M-12.05**     **Duties:** The duties of the Permanent Judicial Commission shall be those responsibilities assigned to it by the Rules of Discipline, and its activities will be guided by the Rules of Discipline.

**M-13.00**     **NOMINATING COMMITTEE**

- M-13.01**     **Purpose:** The Nominating Committee shall nominate well-qualified persons to serve on all presbytery committees and teams.
- M-13.02**     **Membership:** The Nominating Committee shall consist of the moderator and vice-moderator of the presbytery, one member of the Committee on Ministry, one member of the Committee on Presbytery Life, and two members at large. The members from the Committee on Ministry and the Committee on Presbytery Life shall be appointed by their respective committees for a two-year term. The two members at large shall be nominated by the Nominating Committee and elected by the presbytery for a two-year term. They may not serve a successive term.
- M-13.03**     **Officers:** The moderator of the presbytery shall serve as chair of the Nominating Committee; the vice-moderator shall serve as vice-chair. A recorder shall be appointed annually by the Nominating Committee.
- M-13.04**     **Meetings:** The committee shall meet as necessary to ensure committee positions for the coming year are filled by the September stated meeting of the presbytery.
- M-13.05**     **Quorum:** A quorum shall be at least four members.
- M-13.06**     **Duties:** SEE Appendix XI

**M-14.00**     **AMENDMENTS**

- M-14.01**     **Manual Amendments:** Provisions of this manual may be amended only at a stated meeting of the presbytery by a two-thirds vote of commissioners present. Amendments shall be proposed in writing at a stated meeting of the presbytery as a first reading. Final action, or second reading of proposed changes, will take place at the next stated meeting of the presbytery.

- M-14.02**     **Appendices:** Appendices to this manual may be adopted or amended at any stated meeting of the presbytery by a two-thirds vote of commissioners present. Appendices to this manual or amendments to appendices to this manual shall be proposed in writing in the pre-presbytery mailing for the stated meeting at which they are to be considered.
- M-14.03**     **Other Advance Notice:** Any action of the presbytery for which the Constitution requires a two-thirds or larger majority vote shall have the motion and any substantiating information printed and distributed to the commissioners with the pre-presbytery mailing for the stated meeting at which it is to be considered.
- M-14.04**     **Temporary Suspension:** Provisions of this manual may be temporarily set aside by a three-fourths vote of the commissioners present at any meeting of the presbytery.

**M-15.00**     **ADOPTION OF POLICIES**

**M-15.01**     **Notification:** *The presbytery and/or its committees and teams may from time to time propose policies to guide the work of the presbytery. New policies and revisions to existing policies shall be included in the pre-presbytery mailing for the meeting at which they will be proposed.*

**M-15.02**     **Majority Required:** *Adoption of such policy proposals by the presbytery shall be by a two-thirds vote of commissioners present.*

## APPENDICES

### Appendix I   **Submission of Commissioner Resolutions (M-3.09)**

The business of councils is described in G-3.01 of the Form of Government and of the presbytery specifically in G-3.03. Business that falls within these categories may be brought to the presbytery by any committee or commission of the presbytery and by any session, congregation, or commissioner.

- a. Normally, items suggested for presbytery consideration should be submitted to the appropriate committee, commission, or officer of the presbytery for review and recommendation.
- b. Nonetheless, commissioner resolutions may be submitted for consideration at any stated meeting of presbytery or special meeting called for that purpose. Commissioner resolutions should be submitted to the stated clerk at least fourteen days prior to the meeting at which they are to be considered. A short note of explanation as to why the resolution is being offered must be included with the information sent to the stated clerk.

- c. The stated clerk will immediately contact the chair of the Committee on Presbytery Life to ascertain the legality of the resolution. Only resolutions expressed in decorous and respectful language will be accepted. Upon approval by the Committee on Presbytery Life, the document will be circulated via email or in the pre-presbytery packet sent to all sessions, clergy, and continuing members of the presbytery. Such resolutions will be considered during the new-business phase of the meeting.
- d. If an urgent matter requiring the attention of the presbytery arises less than fourteen days prior to a stated meeting of the presbytery, a commissioner may bring the matter to the attention of the presbytery following this procedure: The commissioner will contact the stated clerk and the chair of the Committee on Presbytery Life prior to the start of the meeting and provide them the text of the commissioner resolution. The stated clerk and the chair of the Committee on Presbytery Life, or the chair's delegate, will review the resolution for legality and decorous language. If the stated clerk and the Committee on Presbytery Life chair/delegate approve the legality and decorousness of the language, the resolution will be placed before the body during the new-business phase of the meeting. The commissioner bringing the resolution shall make available prior to the opening of the meeting sufficient copies for the entire attendance at the presbytery meeting.

#### **Appendix II Moderator's Duties (M-4.0301)**

The moderator acts as the chair of the presbytery. The moderator's duties shall include all those enumerated in the Book of Order. The moderator also:

- a. Is normally expected to preside over administrative commissions to ordain or install pastors and to commission lay pastors
- b. Appoints investigative committees as spelled out in the Rules of Discipline and reports to the next meeting of the presbytery
- c. Calls special meetings of the presbytery upon request, following the standards in M-3.02 and M-3.03
- d. Serves as chair of the Nominating Committee
- e. Performs other tasks as requested by the presbytery

#### **Appendix III Vice-Moderator's Duties (M-4.0401)**

The vice-moderator:

- a. Presides at all presbytery meetings in the absence of the moderator, or at the moderator's request
- b. Assists the stated clerk as recording clerk when not presiding at meetings
- c. Serves as a member of the Nominating Committee
- d. Performs other tasks as requested by the presbytery

#### **Appendix IV Trustees Duties (M-5.02)**

In its capacity as the presbytery's trustees, the Committee on Presbytery Life shall:

- a. Own real property and any legal parts of real property, such as mineral rights or surface rights alone, and hold or own various types of personal property for the purposes and uses that are specified by the presbytery and by the intention of the donors as expressed in the written documents which created the specific trusts. The trustees shall also have the



specific power to convey items of property without restrictions when the governing instrument so provides and when the trustees are directed to do so by the presbytery.

- b. Consult with and make recommendation to the presbytery concerning physical properties within the presbytery
- c. Review and evaluate particular actions involving rental, lease, mortgage, or sale of real property or any financial borrowing, and report and make recommendations directly to the presbytery
- d. Review and evaluate capital projects of congregations whose cost exceeds fifteen percent of their annual operating budget
- e. Administer the Revolving Loan Fund. Money which the presbytery has designated for low-interest loans to churches for capital needs will constitute the Revolving Loan Fund. Upon the application of a particular church for a loan, the trustees, after review, may recommend to the presbytery that it grant a loan to that church of up to one-half of the principal then in the Revolving Loan Fund.
  1. In addition to any conditions set by the trustees, the church shall agree to complete and abide by the conditions in the standard loan contract, which shall be kept on file in the presbytery office.
  2. The interest on new loans from the Revolving Loan Fund shall be set annually on the day of the November presbytery meeting according to a formula adopted by the trustees and reported to the presbytery.

#### **Appendix V Visioning Team Duties (M-7.06)**

The Visioning Team shall:

- a. Recommend to the presbytery short- and long-term goals to implement the presbytery's priorities in consultation with its committees and teams
- b. Identify emerging needs within churches and society that call for presbytery attention
- c. Suggest yearly themes, special educational programs, speakers, mission outreach activities, and ways to partner with the larger church, etc.
- d. Ensure that the presbytery and its committees and teams are fulfilling their responsibilities as outlined in the bylaws of the presbytery and this manual
- e. Be in partnership with the larger church
- f. Create a special task force(s) when it becomes necessary to address ongoing ministry within the presbytery through specific tasks, and report back to the presbytery. The Visioning Team shall retain the authority to deem the task accomplished and dismiss the task force.
- g. Facilitate and ensure communication among presbytery teams and committees and between teams and committees
- h. Monitor committee and team members' attendance at meetings and enforce M-6.04
- i. Receive appropriate minutes and reports of the other teams and committees

#### **Appendix VI Committee on Ministry Duties (M-8.06)**

The Committee on Ministry shall be responsible for the effective leadership of the churches of the presbytery.

- a. The general duties of the committee shall be to:

1. Fulfill the responsibilities listed in the Form of Government
  2. Recommend to the presbytery annually minimum terms of call and report to the presbytery annually on the status and adequacy of each minister of the Word and Sacrament's and commissioned lay pastor's terms of call
  3. Provide at least annually an approved pulpit supply list, examining and recommending all candidates for the Approved Pulpit Supply and ensuring that they comply with any background check requirements
  4. Distribute the statement of faith ministers of the Word and Sacrament and candidates seeking membership in the presbytery at the meeting at which the individuals are examined
  5. Make grants from the Gloria Jean Smith Scholarship Fund and the Candidates Scholarship Fund on the recommendation of the Subcommittee on Preparation for Ministry
  6. Support and provide presbytery linkage for congregations seeking pastoral leadership
  7. Help churches in difficult situations to work through problems and identify resources
  8. Help churches provide ways to serve and reach out in their communities
  9. Promote health and vitality in congregations and pastoral leaders
  10. Provide counsel and support to ministers and commissioned lay pastors of the presbytery in matters of career development, continuing education, pensions, professional placement, and matters of personal concern
  11. Receive an annual written report from each minister and commissioned ruling elder reporting the past year's continuing education and career development
  12. Establish and determine uses of the Clergy Emergency Fund, with the chair of the Committee on Ministry and the general presbyter authorized to make distributions from the fund
  13. Ensure that an offering for the Clergy Emergency Fund shall be taken at each ordination, installation, or commissioning service
- b. Acting as an administrative commission of the presbytery, the Committee of Ministry may, between meetings of the presbytery, with the provision that all such actions be reported to the next stated meeting of the presbytery:
1. Name moderators for sessions and congregations
  2. Grant permission to labor within or outside the bounds of the presbytery
  3. Find in order the calls issued by churches and contracts approved by sessions
  4. Approve the examination of honorably retired ministers of Word and Sacrament transferring into this presbytery from other presbyteries
  5. Dissolve pastoral relationships in cases where the congregation or session and the pastor concur
  6. Dismiss ministers of Word and Sacrament of this presbytery to another presbytery
  7. Grant honorable retirement status to a minister of Word and Sacrament or a commissioned lay pastor

## **Appendix VII Subcommittee on Preparation for Ministry Duties (M-8.0706)**

The Subcommittee on Preparation for Ministry shall:

- a. Fulfill the responsibilities listed in the Book of Order to inquirers and candidates, commissioned lay pastors, certified Christian educators, and lay preachers within the presbytery
- b. Make recommendations to the Committee on Ministry on distribution of income:
  1. From the Gloria Jean Smith Scholarship Fund, in accordance with the fund's policy
  2. From the Candidates Scholarship Fund
- c. Suggest to the Nominating Committee persons to serve as readers for the Presbyteries' Cooperative Committee on the Examination of Candidates
- d. Advocate and interpret the work of the seminaries of our denomination
- e. Recommend the name of a theological seminary advocate to the presbytery for its endorsement
- f. Provide education and oversight while fulfilling the responsibilities listed in the Form of Government
- g. Recommend that the Committee on Ministry take the following actions between meetings of the presbytery, with the provision that all such actions be reported to the next stated meeting of the presbytery:
  1. Enroll and remove inquirers
  2. Dismiss candidates
  3. Certify candidates ready for examination for ordination, pending a call
- h. Administer a waiver policy. In the event of a candidate's repeated failure to pass a particular exam or exams:
  1. The subcommittee will meet with the candidate to explore reasons for the continued failure to pass a particular exam or exams. The subcommittee and the candidate will work out a specific plan to remedy the situation in a manner acceptable to the subcommittee. The subcommittee will monitor the candidate's progress in implementing the remedial plan.
  2. When the remedial process has been completed to the satisfaction of the subcommittee, it will recommend a waiver to the presbytery, including a summary of the remedial process and a rationale for the waiver recommendation.
- i. Oversee a certified lay ministry program:
  1. Establish criteria for the certification of lay preachers, implement programs for the training of certified lay preacher candidates, interview and examine certified lay preacher candidates, and make recommendations to the Committee on Ministry regarding requests to be brought to the presbytery
  2. Provide counsel for, and have oversight of the work of, certified lay preachers, including the responsibility for an annual review
- j. Oversee a commissioned lay ministry program:
  1. Establish criteria for the commissioning of lay pastors, implement programs for the training of commissioned lay pastor candidates, interview and examine commissioned lay pastor candidates, and make recommendations to the Committee on Ministry regarding requests to be brought to the presbytery
  2. Make recommendations to the Committee on Ministry on the granting of optional authorities by the presbytery to particular commissioned lay pastors
  3. Provide counsel for, and have oversight of the work of, commissioned lay pastors, including responsibility for an annual review
  4. Be responsible for any other duties outlined in G-2.1001

- k. Provide the locus for the support of the certification process for certified Christian educators

### **Appendix VIII Committee on Presbytery Life Duties (M-9.06)**

The Committee on Presbytery Life shall:

- a. Plan the worship services for meetings of presbytery
- b. Provide opportunities for faith sharing and encourage members to grow and interact spiritually
- c. Carry out these financial responsibilities:
  - 1. Prepare the annual unified budget to be presented at the June stated meeting of the presbytery
  - 2. Arrange for the annual full financial review of all presbytery financial records
  - 3. Receive and report to the presbytery the receipt of General Mission self-allocation pledges and the payment of pledges of particular congregations
  - 4. Authorize expenditures of funds from the Mission Partnership restricted fund
- d. Carry out these stewardship and mission responsibilities:
  - 1. Provide stewardship interpretation
  - 2. Promote and interpret the approved denominational special offerings authorized by the presbytery
  - 3. Arrange for and promote the regular iteration of missionaries and mission interpreters within the presbytery
  - 4. Provide opportunities for service within and outside the bounds of the presbytery
  - 5. Facilitate and ensure continued interaction with the **Pahk Phak 5 Nahn** in Thailand
- e. Serve as the trustees of the presbytery
- f. Serve as the Committee on Representation of the presbytery, preparing the annual report for the General Assembly
- g. Carry out these education responsibilities:
  - 1. Train elders and presbytery committees and their members annually
  - 2. Promote and provide pertinent educational opportunities for our member congregations and their members
- h. Carry out these administrative responsibilities:
  - 1. Establish a working task group to review and make recommendations on General Assembly overtures and amendments
  - 2. Provide for the annual review of session records
  - 3. Develop an annual calendar for the presbytery to include the dates for presbytery meetings and indicating the celebration of the Lord's Supper

### **Appendix IX Personnel Team Duties (M-10.06)**

The Personnel Team shall:

- a. Hire qualified staff as directed by the presbytery, including evaluating criminal background check reports for the presbytery staff, and help the staff remain current in job descriptions and job policies
- b. *Offer appropriate support to the general presbyter as he/she supervises staff*
- c. Carry out the responsibilities of the Personnel Team as described in the Personnel Policies of the Huntingdon Presbytery
- d. Meet at least three times each year

- e. Conduct an annual meeting with each staff person employed or called by the presbytery, counseling them on matters relating to the staff person's office and duties and to his or her personal welfare
- f. Have access to personnel files as needed
- g. Serve as the agent by which grievances are filed
- h. Recommend staffing patterns and make budget recommendations for the coming year to the Visioning Team and the Committee on Presbytery Life by April
- i. Make an annual report at the November stated meeting of the presbytery

#### **APPENDIX X Camp and *Retreat Center* Committee Duties (M-11.06)**

Committee members shall:

- a. Attend Joint Camp and *Retreat Center* board meetings (meetings typically are held monthly but are required to be held no less than six times a year)
- b. Actively participate in the life of this ministry through volunteer roles and/or financial support
- c. Liaise with congregations and communities regarding programs, opportunities, and the needs of the ministry
- d. Actively serve on at least one standing committee of the JCRC board
- e. Attend, and participate as appropriate, in staff commissioning services (typically held the Friday before start of summer camp)
- f. Provide vision and guidance that encourages the sustainable growth of this year-round multi-generational and diverse ministry

#### **APPENDIX XI Nominating Committee Duties (M-13.06)**

The Nominating Committee shall:

- a. Form a slate of officers and presbytery committees and teams
- b. Appoint from among the members of committees and teams a chair, a vice-chair, and a recorder for each committee and team annually unless their selection is mandated otherwise in this manual
- c. Nominate commissioners and young adult advisory delegates to the General Assembly
- d. Nominate commissioners to the synod and designate one as a member of the Visioning Team
- e. Nominate an alternate member for each committee and team who will serve for a year and who would be called upon to fill the term of a committee or team member who departs

Adopted June 13, 2018  
Revised xxxx, xx, 2021

PERSONNEL POLICIES  
FOR THE PRESBYTERY OF HUNTINGDON, INC.

Adopted March 26,  
1996

Amended August 23, 2007

September 1, 2021 draft

- P- 1.0000 Introductory Statement
- P- 2.0000 Principles of Personnel Policies Administration
- P- 3.0000 Categories of Employment
- P- 4.0000 Salary Administration Policies
- P- 5.0000 Employer Responsibilities
- P- 6.0000 Employee Responsibilities
- P- 7.0000 Employment Policies
  - a. Paid Holidays and Personal Days
  - b. Vacation
  - c. Sick and Family Leave
  - d. Temporary Disability Leave
  - e. Study Leave
  - f. Sexual Harassment
  - g. ~~Alcohol, Tobacco Products and~~ Drug Use
  - h. Board of Pensions Benefits

P- 8.0000 Disciplinary Policies

P- 9.0000 Grievance Policies

P-10.0000 Separation Policies

P-1.0000 Confidentiality Policies

**P- 1.0000 1. Introductory Statement**

- P- 1.0100 a. These policies are based on a commitment to the best use of God's gifts through the Presbytery's staff, in order to develop and maintain positive, cooperative, and mutually responsible working relationships among the Presbytery's staff, officers, and churches that will advance the Presbytery's goals.
- P- 1.0200 b. The employer is The Presbytery of Huntingdon, Inc., a legal not-for-profit corporation in Pennsylvania.
- c. These policies shall ordinarily be developed and amended through the Personnel Committee, and approved by action of the Presbytery ~~on recommendation by the Presbytery Council (Form of Government G-12.0302).~~ (G-3.0110) These policies are also subject to the provisions of The Constitution of the Presbyterian Church (USA).
- P- 1.0400 d. The Presbytery shall be guided by the policies of the Church's General Assembly, and any laws of the Federal government, the Commonwealth of Pennsylvania or the local government that may apply to the Presbytery as employer.
- P-1.0500 e. These policies reflect current personnel practices of the Presbytery; however, they are not a contract of employment and the Presbytery reserves the right to modify these policies at any time.
- P- 1.0600 f. Employees may include exempt (salaried) and non-exempt (hourly wage) employees.

**P-2.0000 2. Principles for Personnel Policies Administration**

- P-2.0100 a. Employment practices shall be administered without discrimination as to race, sex, age, marital condition (married, single, widowed, or divorced) or disability (G-9.0104.a.) (G-3.0110). As long as a person's creed or religion is not contrary to the specific nature of the work of the Presbytery, that person may be eligible for employment.
- P- 2.0200 b. Employees shall have access to a Personnel Packet including the Presbytery Manual, Presbytery's Personnel Policies and other documents or statements pertinent to employment, staff position descriptions, and names, addresses and phone numbers of any persons or committees to whom they are accountable. None of the above materials shall be construed as a contract of employment.
- P- 2.0300 c. Position descriptions shall be required for all exempt and non-exempt positions, and shall be in accordance with these personnel policies.
- p\_ 2.0400 d. New non-exempt positions shall be established and vacant non-exempt positions shall be reviewed by the Presbytery Council **Visioning Team**; new exempt positions shall be established and vacant exempt positions reviewed by Presbytery before candidates are sought.



P- 2.0500 e. Position descriptions shall be reviewed as part of required performance reviews and at other times if the Presbytery so decides. Opportunity shall be given for the person filling the position to participate in suggesting any changes.

**P- 3.0000 Categories of Employment**

P- 3.0100 a. Employees in non-exempt positions are paid overtime wages for hours worked in excess of 40 hours a week, at a rate of one-and-one-half times the regular hourly pay.

P- 3.0200 b. Employees in exempt positions are not paid overtime for hours worked in excess of 40 hours a week and are expected to manage their schedules to have a minimum of one day off each week.

P- 3.0300 c. Part-time employees are employed for a minimum of twenty (20) hours per week, and not more than thirty-five (35) hours *per week* — ~~Persons employed for less than twenty (20) hours per week are not regular employees, and therefore~~ and are not eligible for benefits.

P- 3.0400 d. Staff shall be elected to office in accordance with the provisions of ~~G-11-0303~~ *the Book of Order*. Election may be for a five-year term with the option of election for additional terms, or for an indefinite term; performance reviews shall be held at least every other year under the supervision of the Personnel Committee. *The stated clerk is both a non-exempt employee and a presbytery officer (G-3.0104). As such, a stated clerk candidate is nominated to presbytery for its election.*

P-3.0500 e. Non-exempt staff shall be employed by ~~the General Presbyter in consultation with the~~ Personnel Committee ~~upon authorization by the Presbytery Council~~. Employment shall be for an indefinite period unless otherwise determined in advance of employment, with performance reviews at least every other year under the supervision of the Personnel Committee. Individual working schedules shall be negotiated by agreement between each employee and the General Presbyter.

P- 3.0600 .f. The first three months of employment of non-exempt employees shall be introductory without benefits. At the completion of the introductory period, a performance appraisal shall be prepared by the employee's supervisor and discussed with the employee. If the introductory period is completed satisfactorily, employment may begin but is not guaranteed.

**P- 4.0000 4. Salary Administration Policies**

P- 4.0100 a. The Presbytery is committed to a salary administration policy providing fair compensation for work performed and incentive for personal growth, responsive to changes in the cost of living, and providing equitable compensation for the entire staff.

- P- 4.0200 b. Compensation and benefits for each employee shall be reviewed annually in a personal interview conducted by the Personnel Committee, which shall make recommendations on any changes through the budget process of the Presbytery.
- P- 4.0300 c. Employee compensation shall be based on equitable salary scales, with increments determined by local economic conditions and by *annual* performance reviews in which the employee shall participate.
- P-4.0400 d. Any change in terms of call for an employee who is a Minister of the Word and Sacrament shall be approved by the Presbytery (~~G-14.0506~~) *per the Book of Order*.
- P- 4.0500 e. Authorized employee expenses incurred in performing work assignments shall be promptly reimbursed ~~under an Accountable Reimbursement Plan~~.
- P- 4.0600 f. The Presbytery is not legally eligible to participate in the Unemployment Insurance program of the Commonwealth of Pennsylvania.

## **P- 5.0000 5. Employer Responsibilities**

- P- 5.0100 a. To establish a staff structure, position descriptions, person descriptions and personnel policies that fulfill the goals of the Presbytery.
- P- 5.0200 b. To call or employ persons who are qualified and/or qualifiable to fill these positions.
- P- 5.0300 c. To establish work objectives for each person that are consistent with goals of the Presbytery.
- P- 5.0400 d. To provide adequate, equitable employee compensation and benefits for all eligible employees.
- P- 5.0500 e. To conduct required performance reviews for employees which encourage employees to share in evaluating their work in relation to the Presbytery's goals.
- P- 5.0600 f. To support employees in attaining their own career goals through study leaves.
- P- 5.0700 g. To establish and administer a system for resolving employee grievances promptly and fairly, with employees having the privilege of securing an advocate, who may be a co-employee (see ~~P-9.0000~~ *the Book of Order*).

## **P- 6.0000 6. Employees' Responsibilities**

- P- 6.0100 a. To fulfill position and person descriptions to the best of their abilities in accordance with the Presbytery's program goals and personnel policies.
- P- 6.0200 b. To use study leaves as opportunities for personal growth, improved work performance and career advancement.

- P- 6.0300 c. To take the initiative in presenting employee views to the appropriate forums dealing with the personnel policies of the Presbytery.
- P- 6.0400 d. To suggest improvements in office operations.
- P- 6.0500 e. Honoraria received by an employee for services that are part of the employee's position description shall be remitted to the Presbytery; other honoraria may be retained as personal income.
- P-6.0600 f. Full time employees shall not perform contract work or receive compensation from other employers without prior approval of the **Presbytery Council** on recommendation of the Personnel Committee. Part time employees may receive compensation or perform contract work from outside employers only when determined in consultation with the General Presbyter that the nature of the work is not in conflict with his/her Presbytery responsibilities.

**P- 7.0000 7. Employment Policies**

- P- 7.0100 a. Paid Holidays and Personal Days
- P- 7.0101 (1) The Presbytery shall grant paid holidays to employees in accordance with a specific schedule established annually by the presbytery on recommendation from the Personnel Committee. Holidays will be pro-rated for part-time employees. The General Presbyter in consultation with the Personnel Committee chair must approve any exceptions to this policy.  
Revised 8/07
- P- 7.0102 (2) The Presbytery of Huntingdon shall grant 2 personal days per year to employees. They are to be taken during the year and are not to be cumulative beyond the year. Arrangements shall be made in advance with the employee's supervisor; no reason need be given.
- P- 7.0200 b. Vacation
- P-7.0201 (1) ~~Full-time non-exempt~~ **All** employees shall receive paid vacation days according to the following schedule:  
 (a) after six months of service in the initial year, one work week;  
 (b) beginning with the second year of service, two work weeks;  
 (c) beginning with the sixth year of service, one additional working day for each additional year of service up to a maximum of 4 work weeks.  
 Vacation time will be accrued at the rate of 1/12 of the employee's authorized annual leave per month.  
 Revised 12/01/04
- P- 7.0202 (2) Clergy shall receive vacation according to terms of call.

- P- 7.0203 (3) Vacation is to be used in the year in which it is accrued; under extenuating circumstances up to 10 days may be carried over into the first six months of the following year with the prior approval of the General Presbyter. The Personnel Committee shall give such approval –
- P-7.0204 ~~Part time employees are eligible for vacation. Vacation days are to accrue under the following schedule:~~
- ~~(a) after six months of service in the initial year, one work week;~~
  - ~~(b) beginning with the second year of service, two work weeks;~~
  - ~~(c) beginning with the sixth year of service, an additional 1 day per year up to a maximum of four work weeks.~~
- ~~Vacation time will be accrued at the rate of 1/12 of the employee's authorized annual leave per month. —~~
- ~~Revised 12/01/04~~
- P- 7.0300 c. Sick *and Family* Leave
- P- 7.0301 (1) ~~Full time~~ All employees shall be granted one day of sick *and family* leave per month of service; up to 90 days of sick leave may be accumulated.
- P- 7.0302 (2) Sick leave days are used only when an employee is unable to work due to accident or personal illness; routine medical or dental appointments shall not be charged to sick leave but employees are encouraged to schedule appointments outside of regular working hours when possible. If time off is required, arrangements shall be made in advance with the General Presbyter.
- P- 7.0303 (3) Whenever possible, employees shall notify the General Presbyter of absence on sick leave no later than 9:00 a.m. of the day of absence; at the discretion of the General Presbyter, he/she may require a statement from a licensed physician verifying sick leave
- P- 7.0304 (4) Sick leave is not accumulated while an employee is on leave of absence.
- P- 7.0305 (5) Unused sick leave shall be forfeited upon termination of employment.
- P- 7.0306 (6) Sick leave records for all employees shall be maintained by the General Presbyter.
- P- 7.0307 (7) Part-time employees are eligible for sick leave. Sick leave is granted at the rate of 1 day per month and can be accumulated up to 90 days.
- Revised 9/23/03
- P- ~~7.0501~~ *7.0308* (1) All ~~full time~~ employees are eligible for up to 12 weeks of unpaid family leave during any 12 month period, for one or more of the following reasons as certified by a licensed physician:
- (a) the birth or adoption of and care for a child of the employee;
  - (b) the need to care for a spouse, child or parent in case of a serious health condition.

- P- 7.0502 7.0309 (2) In case of a foreseeable family leave need, the employee shall furnish certification request leave at least 30 days prior to the beginning of a leave.
- P- 7.0400 d. Temporary Disability Leave
- P- 7.0401 (1) All full-time employees are eligible for temporary leave due to a medical disability, as certified by a licensed physician.
- P- 7.0402 (2) In case of a foreseeable disability the employee shall furnish certification at least 30 days prior to the beginning of the leave, stating a date beyond which it is not advisable for the employee to work.
- P- 7.0403 (3) The employee shall receive full salary and benefits for the period of temporary disability up to a maximum of 90 days, at which time an employee enrolled in the Benefits Plan of the Presbyterian Church (USA) shall apply for disability benefits under the Benefits Plan.
- P-7.0404 (4) At the conclusion of a disability the employee shall furnish certification from a licensed physician that the employee is able to return to work and fulfill the duties of the position.
- P- 7.0600 e. Leaves of Absence
- P- 7.0601 (1) Leaves of absence with pay shall be granted in these circumstances, in consultation with the General Presbyter:  
(a) up to 10 working days for jury duty, with possible extensions in exceptional cases with the approval of the General Presbyter; any compensation received from the Court shall be deducted from regular pay;  
(b) three working days for the death of an immediate family member (spouse, child, parent, parent-in-law, grandchild, grandparent, sister, brother).
- P- 7.0602 (2) Unpaid leaves of absence, including leave for regular training periods or extended military duty with the U.S. Armed Forces, may be granted for periods of 10 or more working days; employees shall submit requests for leave in writing to the General Presbyter at least two weeks before the requested leave, giving reasons for the request. Each request shall be considered on its own merit; the response shall be determined by the General Presbyter and at least two members of the Personnel Committee.
- P-7.0700 f. Study Leave
- P- 7.0701 approved (1) Full time exempt employees shall receive study leave according to their terms of call or employment.
- (2) Full time non-exempt employees may receive up to one week of paid study leave
- P- 7.0702 in order to improve their job skills for the benefit of both the employee and the Presbytery; such leave, including finances, must be approved by the Presbytery on recommendation from the Personnel Committee. Part-time employees may be

eligible for paid leave in order to improve their job skills for the benefit of both the employee and the Presbytery; such leave, including finances, must be approved by the General Presbyter. Training which will enable an employee to perform their assigned position may be paid as part of their employment and will be authorized at the discretion of the General Presbyter.

Revised 9/23/03

- P- 7.0800 g. Sexual Harassment
- P-7.0801 (1) The Presbytery shall not allow any form of sexual harassment within the work environment; any form of sexual harassment is unacceptable behavior and is subject to disciplinary action,
- P- 7.0802 (2) Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when
- (a) submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment,
- (b) submission to or rejection of such conduct by an individual is used as a basis for employment, advancement, or remuneration affecting the individual, or
- (c) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- P- 7.0803 (3) Employees are strongly encouraged to report perceived violations promptly to the General Presbyter, or, if preferred, to the Personnel Committee; confidentiality of the complaint shall be assured and the complaint shall be reviewed promptly in accordance with the Grievance Policies of these Personnel Policies (~~P-9.0000~~) *per the Book of Order*.
- P- 7.0804 (4) Where it is determined that sexual harassment has occurred, disciplinary action, including dismissal when appropriate, shall be taken in accordance with the Disciplinary Policies of these Personnel Policies (~~P-8.0000~~) *per the Book of Order*.
- P- 7.0805 (5) The Presbytery shall take no adverse action against any employee who in good faith complains of sexual harassment, and shall make every effort to protect the complainant against any reprisal from another employee(s).
- ~~P- 7.0806~~ (6) ~~For the protection of both employees and the Presbytery, all non-exempt employees shall complete an amended version of Part VI of the Personal Information Form of the Presbyterian Church (U.S.A.) (see Appendix A). The completed form shall be kept in each employee's confidential personnel file in the Presbytery Office, and shall be accessible only to the General Presbyter and the Presbytery Solicitor, for specific cause as approved by those two persons.~~
- P- 7.0900 g. Alcohol, Tobacco Products and Drug Use

- P- 7.0901 (1) ~~The possession or use of alcoholic beverages, tobacco products or illicit drugs, or the illegal possession, use, or distribution of controlled substances~~ *The possession, use or distribution of illegal drugs or controlled substances* as defined under the Drug Device and Cosmetic Act including the illegal possession, use, dispensing or distribution of prescription drugs, is not permitted within the work environment or on the employer's premises or in any place where the employee is engaged on official duties or on the business of the employer.

**P-7.1000** *h. Board of Pensions Benefits – available after introductory period or during Board of Pensions annual enrollment period, whichever comes last.*

*(1) Retirement Savings Plan*

*(a) Every employee may contribute to his/her own 403(b). The treasurer will provide each employee with Board of Pensions form ORS-001 upon request.*

*(b) The Presbytery will make a monthly contribution for each part-time regular employee who has passed the introductory period. The amount is to be determined by the Presbytery in the annual budget. This is a benefit and is not in lieu of wages.*

*(c) The General Presbyter may elect to have part of his/her salary contributed to a 403(b) plan.*

*(2) Vision Eyewear Coverage (VSP)*

*(a) The Presbytery will pay for each employee's coverage. Employees may elect to pay additional for a spouse.*

*(3) Group Life Insurance*

*(a) The Presbytery will pay for the minimum amount for every part-time employee, minimum of twenty (20) hours per week, per Board of Pensions policy.*

*(4) Dental Insurance*

*(a) The Presbytery includes this benefit in its Employer Agreement. Any employee may elect to purchase this for himself/herself, spouse and/or family in accordance with board of Pensions rules.*

**P-8.0000**

**8. Disciplinary Policies**

P- 8.0100

a. Disciplinary measures may be taken in response to concerns in two areas.

P- 8.0101

(1) Concerns open to correction, including but not limited to:

- (a) unsatisfactory performance,
- (b) insubordination in the area of assigned duties,
- (c) repeated unexcused absence or tardiness,
- (d) repeated refusal to observe employer policies.

P- 8.0102

(2) Concerns with the potential for immediate dismissal, including but not limited to:

- (a) neglect in the care and use of the Presbytery's property and/or funds,

- (b) sexual harassment or misconduct,
- (c) illegal, dishonest, or unethical conduct.

- P- 8.0200            b. Concerns open to correction shall be dealt with through the following process:
- P- 8.0201            (1) The employee shall be informed of an alleged problem by means of a written memorandum from the supervisor; in verbal discussion the problem shall be reviewed, and methods to alleviate the alleged problem and improve the employee's work performance shall be noted in writing. A report of these actions shall be kept in a confidential file, including a written response by the employee if the employee so desires.
- P- 8.0202            (2) If the alleged problem is not resolved within 15 days, it shall be reviewed by two members of the Personnel Committee, who may offer recommendations for corrective action.
- P-8.0203            (3) If the alleged problem has not been resolved within 15 days after this review, there shall be a progress review with the same two members of the Personnel Committee, to hear the principal parties and seek agreements to improve the employee's performance; a letter stating these agreements shall be given to the employee within two working days of the progress review, with copies to the supervisor, the General Presbyter and the members of the Personnel Committee.
- P- 8.0204            (4) Alleged problems that are still unresolved may then result in termination of employment.
- P- 8.0300            c. Concerns with the potential for immediate dismissal shall be dealt with through the following process:
- P- 8.0301            (1) If unacceptable behavior requires the removal of an employee from the work place, the General Presbyter may suspend the employee, with pay, pending a review and evaluation of the circumstances by the Personnel Committee within five working days. Notice of the reason for the suspension shall be given to the employee in writing at the time of suspension.
- P- 8.0302            (2) A written report of this review, with any conclusions or recommendations, shall be given to the employee and the General Presbyter within five working days after the review.
- Outcomes may include but are not limited to:
- (a) dismissal of a non-exempt employee;
  - (b) a recommendation for dismissal of an exempt employee;
  - (c) termination of the suspension and restoration of the employee to regular employment status;
  - (d) filing of an accusation against the employee under provisions of the Rules of Discipline of the Presbyterian Church (USA);
  - (e) For members of the Presbyterian Church (USA), dismissal as well as filing of an accusation is a possible outcome.
- P- 8.0400            d. An employee shall have the right to defend his/her position with or without an advocate; use of an advocate shall be at the expense of the employee. However, the employer does not condone the unauthorized practice of law.



**P- 9.0000            9. Grievance Policies**

- P- 9.0100            a. A complaint or grievance is an alleged violation of an approved personnel policy or practice, or of an applicable Federal or Commonwealth law not adequately dealt with in these policies or practices.
- P- 9.0200            b. To deal promptly and fairly with all complaints or grievances, the following steps shall be taken:
- P-9.0201            (1 ) Prior to filing a written grievance, a complaining party shall discuss the concern with his/her supervisor; if not satisfied with the supervisor's response, the complaining party shall discuss his/her concern with the General Presbyter, who shall seek to resolve the issue in consultation with the principal parties to the grievance; if the General Presbyter is perceived to be part of the concern, the complaining party shall discuss his/her concern with two members of the Personnel Committee, who shall seek to resolve the issue in consultation with the principal parties.
- P- 9.0202            (2) If informal efforts fail to resolve the concern a formal grievance may be filed by submitting a written statement to the Chairperson of the Personnel Committee within 60 days of the alleged grievance.
- P- 9.0203            (3) The Personnel Committee shall, within 15 working days, review the grievance with the principal parties, make a determination of the grievance, and provide the principal parties with a written record of this determination. The determination shall include a place for the complaining party to indicate his/her acceptance or rejection of the decision.

**P-10.0000            10. Separation Policies**

- P-10.0100            a. Separation shall include the termination of any employment or call relationship between an employee and the Presbytery and shall be in accordance with the provisions of ~~G-9.0705~~ **G-3.0110**.
- P-10.0200            b. Voluntary Separation
- P-10.0201            (1) Exempt employees desiring to terminate employment shall give a minimum of one month advance notice in writing to the Personnel Committee.
- P-10.0202            (2) Non-exempt employees desiring to terminate employment shall give a minimum of 10 working days notice in writing to the Personnel Committee.
- P-10.0203            (3) Employees planning to retire should give a minimum of six months advance notice in writing to the Personnel Committee, in order to complete necessary Social Security and Benefits Plan arrangements.

- P-10.0204 (4) Employees retiring or seeking voluntary separation shall receive all earned pay including pay for unused accrued vacation and personal days; no compensation shall be given for any unused accrued study leave or sick leave.
- P-10.0300 c. Reduction in Staff
- P-10.0301 (1) Separation because of reduction in staff for budgetary reasons or for other circumstances through no fault of the employee is at the discretion of the Presbytery.
- P-10.0302 (2) Up to 26 weeks notice in writing or up to 26 weeks pay and benefits in lieu of notice, not including accrued sick leave or accrued study leave time or funds, shall be given to employees separated because of reduction in staff, according to the following scale:
- (a) up to 1 year of service, 2 weeks;
  - (b) 1 year up to 2 years, 4 weeks;
  - (c) 2 years up to 6 years, 8 weeks;
  - (d) 6 years up to 12 years, 16 weeks; (e) 12 years up to 18 years, 20 weeks; (f) 18 years and over, 26 weeks.
- P-10.0303 (3) The Presbytery shall make reasonable efforts to assist such employees in finding other comparable employment.
- P- 10.0400 d. Involuntary Separation
- P-10.0401 (1) If, after following the policies in P-8.0000, involuntary separation is necessary, the following steps shall be taken:
- (a) for a non-exempt employee, termination shall be by action of the Personnel Committee;
  - (b) for an exempt employee, termination shall be by action of the employing/calling Presbytery, on recommendation from the Personnel Committee.
  - (c) *For the stated clerk, termination shall be by action of the Presbytery on recommendation from the Personnel Committee.*
- P- 10.0402 2) Notice of termination shall be given to the employee in a meeting with the General Presbyter and at least two members of the Personnel Committee; the employee shall be given a written notice of termination at this meeting, giving specific reasons for termination.
- P\_10.0403 (3) Except for dismissal for cause, notice of dismissal or pay in lieu of notice of dismissal shall be given of two weeks for non-exempt employees and one month for exempt employees; no separation allowance shall be given except the cash equivalent of unused accrued vacation.
- P-10.0404 (4) On the final day of employment payment shall be made of all salary and benefits to which the employee is entitled, upon receipt of all Presbytery property, keys, and papers in his/her possession.

**P-11.0000**      **11. Confidentiality Policies**

P-11.0100            a. All personnel records, with the exception of Section SC-VI of the Sexual Conduct Policy for employees who are Ministers of the Word and Sacrament, which is kept by the Stated Clerk of Presbytery, shall be kept in a separated locked file in the custody of the General Presbyter; shall be accessible to members of the Personnel Committee, and for good cause the Presbytery Solicitor shall have access to said records.

Revised 9/23/03

P-11.0200            b. Employees shall be permitted access to their own personnel records and may submit in writing changes to correct factual information or to note their disagreement with any material in their own records.

P-11.0300            c. The Presbytery shall not release any information from the personnel records to outside sources without the employee's written permission unless legally required to do so, or unless necessary to defend the employer from a claim of wrongful or improper conduct made by the employee or a claim made by some third person against the employer. The employee shall be told prior to disclosure when this is legally possible.

APPENDIX A

SEXUAL CONDUCT INFORMATION FOR NON-EXEMPT EMPLOYEES  
THE PRESBYTERY OF HUNTINGDON

This page, with your original signature, MUST be returned with your Application for Employment. The following information related to sexual misconduct was mandated by the Personnel Policy of the Presbytery of Huntingdon. Please check one of the following.

\_\_\_\_\_ I certify by the signature below that no civil, criminal, ecclesiastical complaint has ever been sustained\* or is pending\* against me for sexual misconduct; and that I have never resigned or been terminated from a position for reasons related to sexual misconduct.

\_\_\_\_\_ I am unable to make the above certification. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.

The information contained in my Application for Administrative Positions on file in the Presbytery Office is accurate to the best of my knowledge and may be verified by the calling or employing entity. I hereby authorize the Personnel Committee to inquire concerning any civil or criminal records, or any judicial or ecclesiastical

proceedings involving me as a defendant, related to sexual misconduct. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to the Presbytery.

I have read this certification and release form and fully understand that the information obtained may be used to deny me employment or any other type of position in the Presbytery. I also agree that I will hold harmless the Presbytery from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.

Signature \_\_\_\_\_

\_\_\_\_\_ Date

Please type or print your name here  
\_\_\_\_\_

\*Sustained: 1) In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain; 2)

[n a civil court, "sustained" means that there has been a judgment against the defendant; 3) In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, by a session or permanent judicial commission in the Presbyterian Church (U.S.A.) or an equivalent body of another church. \*Pending: 1) In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case in which there is not yet a verdict; 2) In a civil court, "pending" means a case in which there has not yet been a decision or judgment; 3) In an ecclesiastical case, "pending" means an accusation is being investigated by a session or an investigating committee, or charges have been filed but have not yet been decided by a session or a permanent judicial commission; or an accusation or charges are in an equivalent state or process in a church other than the PC(U.S.A.).

Sexual Misconduct is the comprehensive term used to include: 1) child sexual abuse as defined in the Sexual Conduct Policy of the Presbytery; 2) sexual harassment as defined in the Presbytery's Personnel Policy; 3) rape or sexual contact by force, threat or intimidation; 4) sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the

physical or emotional health of another; 5) sexual malfeasance defined as sexual conduct within a ministerial or professional relationship; sexual conduct includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature; this definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) sexual abuse as found in Book of Order ~~D-10.0401~~. ***D-10.0401c***

## When the Presbytery of Huntingdon Must Dissolve a Church

### CHECKLIST

**Draft, September 28, 2021**

#### ESTABLISHING AN ADMINISTRATIVE COMMISSION: AN OVERVIEW

Each church closing is different, and this checklist provides general guidance to the Administrative Commission appointed to dissolve a congregation. The presbytery trusts each Administrative Commission will conduct its work decently and in order. This checklist is intended to assist the commission in its work.

\_\_\_\_\_ 1. The presbytery votes to concur with a request from a congregation made at a properly called congregational meeting that the congregation be dissolved and that an Administrative Commission be appointed to oversee the closing process.

\_\_\_\_\_ 2. The chair and members of the Administrative Commission are appointed by the moderator of the presbytery.

\_\_\_\_\_ 3. If at all possible, the commission should include an elder on the session from the church being closed. It should also include a member of the Visioning Team, a member of the Committee on Ministry, and a trustee from the Committee on Presbytery Life.

\_\_\_\_\_ 4. In creating the Administrative Commission, the presbytery shall authorize it to act with the authority of the presbytery by adopting the following resolution, which may be modified, from time to time, as the specific circumstances of the congregation in question require:

RESOLVED That the Presbytery of Huntingdon appoint an Administrative Commission for the [*insert name*] Presbyterian Church of [*insert location*] to act on the presbytery's behalf, with the power to meet with the session and members of the congregation, including calling a meeting of the session and/or of the congregation as necessary; arrange for the pastoral care of the members; publicize the dissolution of the congregation; ascertain the financial status and outstanding financial obligations of the congregation; secure the session records; secure the legal rights to all property (real or personal) held by or for the benefit of the congregation; dispose of the moveable personal property of the congregation; secure the building and property; attend to matters of insurance; bring to the presbytery for its approval a plan for disposing of the building and grounds (subject

to any guidelines established by the presbytery) or for conveying the building and grounds to the Presbytery of Huntingdon of the Presbyterian Church (U.S.A.); recommend the use of the assets of the congregation; plan and conduct a Service of Witness; secure the assistance of other individuals, as appropriate, to assist with its work; and generally to do such things and take such action for, in the name of, and on behalf of the presbytery as shall be reasonably necessary to accomplish the general purpose of this resolution.

In carrying out the above resolution, the Administrative Commission shall:

- \_\_\_\_\_ a. Secure the legal rights to all property (real or personal) held by or for the benefit of the congregation, including any property or assets that may come to the congregation as the beneficiary of a will or trust, or from any other cause not known at this time.
- \_\_\_\_\_ b. Obtain funds for its work first from the resources of the congregation, and then from the presbytery.
- \_\_\_\_\_ c. In conformity with G-3.0301a of the Book of Order of the Constitution of the Presbyterian Church (U.S.A.), take possession of the records of the congregation, to transfer jurisdiction over its members to the Presbytery of Huntingdon and grant its members certificates of transfer to other churches.
- \_\_\_\_\_ d. Do any other work necessary to the dissolution of the congregation.
- \_\_\_\_\_ e. Report its work to the presbytery

## **HOW THE ADMINISTRATIVE COMMISSION IS ORGANIZED**

\_\_\_\_\_ 1. The Administrative Commission is convened in a timely fashion by the chair. While it is helpful to have all the members of the commission at each meeting, it is not essential. The Administrative Commission will determine its quorum. A recorder will be designated and minutes will be taken at every meeting. Reports will be submitted to the stated clerk for inclusion in the permanent records of presbytery.

\_\_\_\_\_ 2. Administrative Commission members will meet with and be trained and reminded of their duties by the general presbyter and/or the moderator of the presbytery. This is considered an important step for a smooth process.

## **WHAT IS MEANT BY 'TRUSTEES'**

In the Articles of Incorporation and Bylaws of Huntingdon Presbytery, the Committee on Presbytery Life is designated as the Board of Trustees of the presbytery. For practical

purposes, the Committee on Presbytery Life has created a Trustee Committee to do its property work. In this document, "trustees" and "trustee" refers to members of the Trustee Committee of the Committee on Presbytery Life.

## **RESPONSIBILITIES AND DUTIES OF THE ADMINISTRATIVE COMMISSION**

Each of the following duties should be executed if possible in consultation with the session of the church which is to be closed.

### **I. PRELIMINARY MATTERS**

\_\_\_\_\_ 1. The first duty of the Administrative Commission should be to: meet with the session to introduce itself; have the session affirm the congregation's intention to dissolve and close the church; and inform the session what the process of the Administrative Commission will be. The commission should ask for the assistance of the session and congregation in the completion of its tasks.

\_\_\_\_\_ 2. Ask the session to adopt and publish the following motion in the Session Minutes of the church:

*"Pursuant to Chapter 4, (G-4.0203) of the Book of Order of the Constitution of the Presbyterian Church (U.S.A.), the Presbytery of Huntingdon is the legal successor of the Presbyterian Church in \_\_\_\_\_, PA"*

*G-4.0203, Church Property Held in Trust, reads:*

*"All property held by or for a congregation, a presbytery, a synod, the General Assembly, or the Presbyterian Church (U.S.A.), whether legal title is lodged in a corporation, a trustee or trustees, or an unincorporated association, and whether the property is used in programs of a congregation or of a higher council or retained for the production of income, is held in trust nevertheless for the use and benefit of the Presbyterian Church (U.S.A.)."*

\_\_\_\_\_ 3. Ask the session for the names and contact information for any groups using the church properties. The commission determines whether they may continue and notifies the groups of changes.

\_\_\_\_\_ 4. The commission discusses among itself the most appropriate timing for the dissolution. (If the Administrative Commission does not have the authority to dissolve the congregation itself, then the commission should make a recommendation to the presbytery about timing.)

### **II. ARRANGE FOR THE PASTORAL CARE OF CHURCH MEMBERS**



\_\_\_\_\_ 1. Work with the session to identify where members wish their membership to be transferred. Ask the clerk of session to send to the stated clerk of the presbytery a list of persons on the active membership roll, including addresses.

\_\_\_\_\_ 2. Appoint a pastor to be responsible for pastoral care until membership is transferred or a clear decision is made to cease being an active member of any congregation.

\_\_\_\_\_ 3. Communicate to the members of the dissolving congregation that their membership is held by the stated clerk for two years if it is not transferred prior to dissolution of the congregation.

\_\_\_\_\_ 4. If a member wishes to transfer membership before the church is dissolved, the clerk of session of that church will send the letter of transfer. If the membership is transferred after the dissolution of the church, the stated clerk of the presbytery will send the letter.

### **III. PLAN A CLOSING WORSHIP SERVICE CELEBRATING THE LIFE AND MINISTRY OF THE CONGREGATION.**

\_\_\_\_\_ 1. Set the date and the time for the closing service. Aim for the warmer months whenever possible.

\_\_\_\_\_ 2. Allow ample time for the date to be publicized and invitations issued.

\_\_\_\_\_ 3. Decide what special features the service should include.

\_\_\_\_\_ a. Determine whether the celebration of the Lord's Supper would be appropriate.

\_\_\_\_\_ b. Consider structuring the service as a Service of Witness to the Resurrection, using resources from the *Book of Common Worship*.

\_\_\_\_\_ c. Identify a possible preacher and other participants:

\_\_\_\_\_ i. Former pastors/preachers might be participants.

\_\_\_\_\_ ii. At least one representative from the church should be included.

\_\_\_\_\_ iii. At least one representative from the commission should be included.

\_\_\_\_\_ iv. The moderator of the presbytery, the general presbyter and the stated clerk should be included.

- \_\_\_\_\_ d. Identify favorite hymns of church members.
- \_\_\_\_\_ e. Consider possibilities for special music or community:
  - \_\_\_\_\_ i. The church choir, if one exists
  - \_\_\_\_\_ ii. Soloists, from the church, presbytery, or community
  - \_\_\_\_\_ iii. A community or presbytery choir (existing or ad hoc)
  - \_\_\_\_\_ iv. Instrumentalists
  - \_\_\_\_\_ v. A bagpiper (if that is in the church's tradition)
- \_\_\_\_\_ 4. Have the session designate where the proceeds from the offering will go (generally to some local concern such as a hunger program or woman's / homeless shelter).
- \_\_\_\_\_ 5. Arrange for ushers, "car parkers," and elders to serve communion (if needed).
- \_\_\_\_\_ 6. Arrange for the typing, printing, and distribution of worship bulletins.
- \_\_\_\_\_ 7. Arrange for preparation of communion elements, if needed.
- \_\_\_\_\_ 8. Arrange for any needed cleaning of facility before the service.

#### **IV. PUBLICIZE THE CLOSING SERVICE**

- \_\_\_\_\_ 1. Have church members make a "guest list" of relatives, friends, former members, etc., whom they wish to invite to the celebration.
- \_\_\_\_\_ 2. Have invitations printed and give to church members to send out (stamps should be paid for out of church treasury).
- \_\_\_\_\_ 3. Design a flier and write an accompanying letter to be distributed to the churches and members of the presbytery.
- \_\_\_\_\_ 4. Send the flier and letter to the presbytery with ample time for duplication and distribution.
- \_\_\_\_\_ 5. Arrange for local newspaper coverage and a photographer. (A picture might also go on the cover of the worship service bulletin).

#### **V. ARRANGE FOR THE RECEPTION FOLLOWING THE WORSHIP SERVICE**

- \_\_\_\_\_ 1. Identify the location for a reception.

- \_\_\_\_\_ 2. Decide how the food will be provided (caterers? church members?).
- \_\_\_\_\_ 3. Determine what financial resources the congregation has to pay for the reception.
- \_\_\_\_\_ 4. Appoint a subcommittee to take charge of decorating and other arrangements.
- \_\_\_\_\_ 5. Gather memorabilia to display.
- \_\_\_\_\_ 6. Plan any type of program, toasts, etc.

## **VI. ASCERTAIN THE FINANCIAL STATUS AND THE FINANCIAL OBLIGATIONS OF THE SESSION**

- \_\_\_\_\_ 1. In providing for the obligation to care for the building and the financial responsibilities of the session after the church is closed, the following may be considered:
  - a. Calculation of per capita for the next year
  - b. Calculation of one year of property liability insurance
  - c. Calculation of one year of basic utilities
  - d. The transfer of the sum total of one-third from congregational funds to the presbytery before other disposition of funds is made by the session or commission.
- \_\_\_\_\_ 2. Conduct a financial review of the treasurer's books for the last 12 months.
- \_\_\_\_\_ 3. Determine the location of checking accounts, savings accounts, endowment accounts, Sunday school accounts, women's group accounts and any other financial resources.
- \_\_\_\_\_ 4. Determine if there are any bequest stipulations on endowment or memorial accounts.
- \_\_\_\_\_ 5. Close all accounts, transferring any balances to a temporary separate checking account of the presbytery.
- \_\_\_\_\_ 6. Submit new signature card(s) for accounts with at least two members of the Administrative Commission designated as signatories.
- \_\_\_\_\_ 7. Determine any outstanding debts/obligations.

- \_\_\_\_\_ 8. Publish in a local newspaper a public notice to the effect:  
*The \_\_\_\_\_ Church of \_\_\_\_\_, PA  
will cease operation on or about (date). Any outstanding debts/financial  
obligations must be submitted in writing to the church treasurer at  
(address) by the close of the business day (date).*
- \_\_\_\_\_ 9. Oversee the discharge of all financial obligations by the church treasurer.
- \_\_\_\_\_ 10. Oversee the provision of a “statement of contribution” to all current  
year contributors.
- \_\_\_\_\_ 11. Collect records and information relevant to providing 1099 and/or W-2  
forms to any employees during the most recent year. Designate someone (such as  
the session treasurer or presbytery treasurer) to provide them.
- \_\_\_\_\_ 12. If the church owns any stocks, bonds, certificates, or other financial  
instruments have ownership or such transferred to the Presbytery of Huntingdon.
- \_\_\_\_\_ 13. Following the dissolution, transfer any and all remaining balances to the  
Presbytery of Huntingdon and close all remaining accounts.

## **VII. SECURE THE SESSION RECORDS**

- \_\_\_\_\_ 1. Locate and collect all the records of the congregation, including session,  
congregation, trustees, deacons, missionary societies, women’s societies, young  
peoples’ societies, annual reports, and historical materials. The commission shall  
also collect congregational registers, insurance policies, financial records, building  
plans, information on major property, equipment, roof, etc., and any records of  
other Presbyterian Church that may be deposited there.
- \_\_\_\_\_ 2. Transfer all collected records and documents to the stated clerk of the  
presbytery for determination of which records should be retained for use in the  
presbytery and which should be deposited in the Presbyterian Historical Society  
(Book of Order, G-3.0107).

## **VIII. SECURE THE LEGAL RIGHTS TO THE PROPERTY**

- \_\_\_\_\_ 1. Secure a clear title to the property (cost to be paid by church funds).
- \_\_\_\_\_ 2. Obtain a copy of the deed from the county courthouse. Copies of the  
deed should be sent to the presbytery trustees and the stated clerk.

- \_\_\_\_\_ 3. Ascertain if there are any deed restrictions or stipulations.
- \_\_\_\_\_ 4. Transfer title of the property to the Presbytery of Huntingdon if it is in the name of someone other than the Presbytery of Huntingdon.
- \_\_\_\_\_ 5. Ascertain if the congregation is incorporated; if so:
  - \_\_\_\_\_ a. Locate the Articles of Incorporation.
  - \_\_\_\_\_ b. A public Notice to Dissolve a Corporation must be published in the local newspaper.
- \_\_\_\_\_ 6. At the time of the sale of property, if the property will no longer be used as a church, the presbytery must notify the County Assessor's Office.

#### **IX. SECURE THE BUILDING AND PROPERTY**

- \_\_\_\_\_ 1. Inventory and arrange for the disposition of furnishings.
  - \_\_\_\_\_ a. The session, with the concurrence of the Administrative Commission, needs to arrange for the disposition of furnishings, communion ware, hymnals, Sunday School supplies, pulpit, lectern, and communion table, etc. These may be given away, sold by the piece, or bids may be received for the entire lot of furnishings. It is recommended that at least one appraisal by an antiques dealer/estate assessor be obtained before accepting any bids.
  - \_\_\_\_\_ b. These decisions should be documented in detail in both session and commission minutes.
- \_\_\_\_\_ 2. Compile a list of all utilities and services (oil deliveries, bottled water, lawn mowing, snow removal, furnace and equipment checks, elevator maintenance, etc.), including account numbers, name and contact information of the service provider. Ascertain which utilities should remain connected and which may be disconnected, and make these arrangements with the proper companies. Have the billing for the utilities transferred to the Presbytery of Huntingdon following the closing service. Arrange for a representative of the Administrative Commission or a designee to be present at disconnecting as necessary.
- \_\_\_\_\_ 3. It may be necessary to maintain heat during the winter to avoid damage.
- \_\_\_\_\_ 4. Electricity and water (if available) should remain on until the closing celebration.

- \_\_\_\_\_ 5. Arrangements should be made to drain the pipes when utilities are turned off.
- \_\_\_\_\_ 6. Secure the building and recover keys from anyone who does not need access.
- \_\_\_\_\_ 7. If distribution of keys is widespread and any contents are valuable, consider having the locks changed.
- \_\_\_\_\_ 8. Make provisions for a caretaker until the final disposition of the property, including mowing the lawn and maintenance of any sidewalks.

#### **X. ATTEND TO MATTERS OF INSURANCE**

- \_\_\_\_\_ 1. In consultation with the presbytery trustees, insurance coverage shall be maintained until the final disposition of the property. Check with the insurance company/companies to ensure that coverage is maintained after a church is dissolved and while it is still owned by the presbytery.
- \_\_\_\_\_ 2. Liability coverage shall be maintained until the final disposition of the property.
- \_\_\_\_\_ 3. Once the church is dissolved, ensure that the property is covered by property and liability insurance coverage in the name of the presbytery.

#### **XI. DISPOSITION OF BUILDINGS AND GROUNDS**

- \_\_\_\_\_ 1. Consult with presbytery trustees as needed on disposition of buildings and grounds.
- \_\_\_\_\_ 2. Have the property surveyed if this is needed.
- \_\_\_\_\_ 3. Obtain an appraisal from at least one real estate agency, if possible.
- \_\_\_\_\_ 4. If the building is to be sold, make decisions about how it will be placed on the market.
- \_\_\_\_\_ 5. Recommend to the presbytery trustees any stipulations regarding the sale of building and property (for example, that it should be used in a “manner respectful of its heritage”) and ask the session about any easements.
- \_\_\_\_\_ 6. If there is a church cemetery, ascertain if it is separately incorporated,

with its own board, and is still operating. If it is not separately incorporated, the Administrative Commission will make a recommendation to the presbytery concerning its disposition.

\_\_\_\_\_ 7. After the closing worship service, remove any identifying signage and the cornerstone, if possible (checking for a time capsule).

## **XI. DISSOLUTION OF THE COMMISSION**

\_\_\_\_\_ 1. The commission reports to the presbytery.

\_\_\_\_\_ 2. The commission requests that it be dissolved effective on a stated date.

\_\_\_\_\_ 3. The presbytery votes to dissolve the commission.

\_\_\_\_\_ 4. The commission submits its minutes to the stated clerk by its dissolution date.