

1                                   **POLICY FOR PRESBYTERY PASTORAL RESPONSE**  
2                                   **IN THE EVENT OF DEATHS, BIRTHS, and HONORS**

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4   **DEATH OF TEACHING ELDERS:** When there is a reported death of a teaching elder,  
5 commissioned ruling elder, certified Christian educator, or a member of presbytery staff, a check  
6 in the amount of \$100 will be sent to the charity or organization designated by the family. If no  
7 request is found, presbytery shall contact the family for its preference. This shall be done within  
8 two weeks of learning about the death of both active and retired members of this presbytery.

9   Flowers are not being considered, because (1) often presbytery is not aware of the death until  
10 after the funeral, and (2) most obituaries now have *in lieu of flower* requests. This policy is to  
11 assure that everyone is treated with equal respect.

12   **DEATH OF FAMILY MEMBERS:** When there is a reported death of a spouse, partner, child or  
13 parent of a teaching elder, commissioned ruling elder, certified Christian educator, or a member  
14 of presbytery staff, presbytery shall send a condolence card to the family within two weeks of  
15 learning about the passing.

16   **BIRTHS:** When there is a birth in the family of a pastor, commissioned ruling elder, certified  
17 Christian educator, or a member of presbytery staff, presbytery shall send a card of welcome  
18 and congratulations to the family within two weeks of learning about the birth.

19                                   **HONORS/ACCOMPLISHMENTS**

20 It is important to publicly acknowledge the honors and accomplishments of our teaching elders,  
21 commissioned ruling elders, certified Christian educators, or members of our presbytery staff.

22                                   **NOTIFICATION**

23 This is only as effective as our sources of information. Therefore it is important for all members  
24 of presbytery to notify the Presbytery office whenever you hear news of honors,  
25 accomplishments, illness and other challenges, as well as deaths and births that relate to  
26 teaching elders, commissioned ruling elders, certified Christian educators, or members of our  
27 presbytery staff.

28 This will all be included in presbytery's electronic newsletter, as appropriate.

29 All cards and memorial donations will be sent from the Presbytery office. Presbytery will be  
30 made aware of these events through ordained members, congregations, family members, and  
31 the Pastoral Care Team.

32 These procedures are in place to help assure that everyone associated with the Presbytery of  
33 Middle Tennessee is treated equally. Other communications with active and retired teaching  
34 elders and commissioned ruling elders, such as Prayer Grams, phone calls and visits from the  
35 Pastoral Care Team are in place to let our members know that their work is not only  
36 appreciated, but that they are much respected by us all.