

The Presbytery of Middle Tennessee is a community of churches and church leaders whose role is to guide and support the work of its constituents, striving to build up the body of Christ through connections of mutual support, creating a culture of leadership development and church transformation.

**ONE HUNDRED FORTY-SEVENTH STATED MEETING
THE PRESBYTERY OF MIDDLE TENNESSEE - ZOOM MEETING
SATURDAY, FEBRUARY 5, 2022**

9:00 am 1. Registration (Order of the Day in CAPS)

9:30 am Orientation to Zoom | First Time Commissioners (10 min)

9:45 am 2. CALL TO ORDER / WORSHIP

- Offering: Matthew 25 Food Bank
- Installation of 2022 Moderator and Vice-Moderator

10:45 am 3. Establishment of Quorum / Recognition of 2021 Moderator / Statement of Procedures / Recognition of First Time Presbyters / Seating of Corresponding Members / Adoption of Agenda

11:00 am 4. Stated Clerk's Report – Therese Howell (5 min)

- Approval of Minutes of 146th Stated Meeting (October 19, 2021)

11:05 am 5. Administrative Committee – Stephen Yates (30 min)

11:35 am 6. Finance Committee – Steve Douse (20 min)

11:55 am 7. Committee on Leadership Excellence – Aaron Stauffer (10 min)

12:05 pm 8. Committee on Ministry Report – Erin Howton-Angel (15 min)

12:20 pm 9. Synod of Living Waters Commissioners' Reports – (5 min)

12:25 pm 10. Committee on Mutual Support – Bobby Harding (10 min)

12:35 pm 11. Committee on Preparation for Ministry – Mike Wilson (10 min)

12:45 pm 12. Committee on Church Transformation – Chris Adams (10 min)

12:55 pm 13. Board of Pensions Report – Keenan Rodgers (5 min)

1:00 pm 14. Co-Executive Presbyters' Report – Robin & Ray Thomas (15 min) • Sharing of Concerns & Celebrations

1:15 pm 15. Unfinished Business

148th Stated Meeting – Thursday, May 19, 2022 (location TBD)

1:20 pm 14. Closing Prayer / Adjourn

****Here are the ways to give to today's offering:***

- you can send a check to the Presbytery office (1113 Murfreesboro Rd, Suite 106, #216, Franklin, TN 37064)***
- you can go to the presbytery website, www.presbytery-middletennessee.org, and click on the "Give Now" button***
- you can scan the QR Code below which will take you directly to the donation page***



**STATED CLERK
REPORT TO THE PRESBYTERY OF MIDDLE TENNESSEE
FEBRUARY 5, 2022**

INFORMATION

1. Annual Statistical Reports were emailed to clerks of session in January. If you did not receive a report form and instructions, please contact the stated clerk!
2. Session minutes will be reviewed again in the spring. Information will be emailed to clerks of sessions.

ADMIT TO RECORD

1. The Stated Clerk received a letter from J. Herbert Nelson II, Stated Clerk of the Presbyterian Church (U.S.A.), thanking the Presbytery of Middle Tennessee for the payment of per capita in 2021.
2. The Stated Clerk has received the minutes of the Commission to Install Rev. Chris Adams as pastor of First Presbyterian Church, Spring Hill. *[minutes to be included in permanent record]*
3. The Stated Clerk has received the minutes of the Commission to Install Rev. Scott Huie as part time designated pastor of Bellevue Presbyterian Church, Nashville. *[minutes to be included in permanent record]*
4. The Stated Clerk has received the minutes of the Commission to Install Rev. Beth McCaw as pastor of Southminster Presbyterian Church, Nashville. *[minutes to be included in permanent record]*
5. The Stated Clerk received a letter reporting that Michael Snoddy, Director of Music and Organist at First Presbyterian Church, Franklin, has received the Presbyterian Association of Musicians professional certification as a Certified Church Musician. The Presbytery's standing rules allow Mr. Snoddy voice at Presbytery meetings.

RECOMMENDATIONS

1. The minutes and roll of the October 21, 2021 stated meeting of the Presbytery are attached for approval.

**ADMINISTRATIVE COMMITTEE
REPORT TO THE PRESBYTERY OF MIDDLE TENNESSEE
FEBRUARY 5, 2022**

INFORMATION

1. The Administrative Committee usually meets on the third Thursday of every month, at 12:40pm via Zoom.
2. The Administrative Committee regularly receives reports from the Treasurer, the Co-Executive Presbyters, and the Stated Clerk.
3. The Administrative Committee reviewed the Committee Orientation held on January 8, 2022, via Zoom.

ADMIT TO RECORD

1. The Working Group to revise the Manual of Administrative Operations (Cristi Scott, chair; John Hinkle; Geeta McMillan; Melinda Sanders; staff: Ray Thomas, Therese Howell) presented a final draft for Administrative Committee review. Commissioners will be encouraged to send revisions to Cristi Scott (cristi.s06@comcast.net) in advance of the May Presbytery meeting for Administrative Committee review. The Manual will be presented for approval at the May Presbytery meeting, and churches will be encouraged to send the same commissioners to the February and May Presbytery meetings. The final draft is attached for review.
2. Linzi Anderson of First Presbyterian Church, Franklin, will be registrar for the 2022 Youth Triennium at the Indiana Convention Center in Indianapolis, July 24-27. Communication about the Triennium will be forthcoming.
3. The Administrative Committee approved a \$3,000 donation for tornado recovery efforts in Western Kentucky. The donation will be sent to the First Presbyterian Church, Mayfield.
4. The Administrative Committee was informed of the resignation of Cindy Schwartz from the Committee on Ministry, and Rosanna Anderson from the Finance Committee.
5. The Administrative Committee approved the Personnel Task Force for 2022: Dr. Greg Glover, chair; Ruling Elder Connie Hamblen, Eastminster; Ruling Elder Lavonna Russell, East Brentwood.
6. The Administrative Committee approved the purchase of a larger Zoom account for Presbytery meetings. The committee was grateful for Kim Joiner and First Presbyterian Church, Franklin, for the use of the church's Zoom account. The Presbytery's Communication Coordinator will host meetings going forward, and a team will be recruited to assist with the Zoom meetings.
7. The Ad Hoc Appointing Group (Elinor Foster, Administrative Committee, chair; Erin Howton-Angel, COM; Mike Wilson, CPM; Aaron Stauffer, Leadership Excellence; Bobby Harding, Mutual Support; Steve Douse, Finance) met to appoint the following persons to serve as the 2022 Nominating Task Force: Elinor Foster, chair; Scott Huie, Bellevue; Robert Montgomery, First Lewisburg; Mary Catherine Sevier, First Murfreesboro; Shirley Puckett, Buffalo Valley; Bill Russell, First Spring Hill.

RECOMMENDATION

1. The Administrative Committee recommends that the following persons be elected to fill terms as indicated:

Finance Committee, Class of 2023:	Bruce McVey, First Fayetteville
Comm. on Church Transformation, Class of 2023:	Ken Diehl, First Tullahoma
225 th General Assembly, Alternate Teaching Elder:	C. J. Thompson, First Manchester
225 th Alternate Ruling Elder:	Judy Venable, Calvary Crossville

Major Changes in Mission and Operations Manual – 2021

Guiding Principles – new/added

Added – list of counties in Presbytery

Removed – references to BOO – numbers

Corporation definition – Board of Trustees defined – Tennessee Code Annotated reference

Consistent with civil law – a meeting of the presbytery shall be considered a meeting of the Corporation

Quorum – 75 commissioners

Added section – Matthew 25

Moved section – Presbyterian Women

Meetings, Membership and Structure

- Allow presbytery to meet by electronic means

Neighborhoods – listed

Removed indications of committee assignments regarding the Stated Clerk and Executive Presbyters and put into the job descriptions

Resignation from Moderator, vice-moderator or moderator-in-nomination automatically includes resignation from all assigned committees and responsibilities

Moderator, vice-moderator, moderator-in-nomination or Treasurer – if resignation is tendered their service on the Administrative Committee is automatically ended

Changes in size and mission of Personnel Task Force

Committee on Church Transformation – changes

Commission on Ministry – name change to reflect their work

Investment Task Force changes

Addition of Committee on Social Justice

Removal of Related Entities

(every committee was given the opportunity to change their “definition”)



**THE Presbytery OF MIDDLE TENNESSEE
MISSION AND OPERATIONS MANUAL
(Standing Rules)**

Our Mission Statement

The Presbytery of Middle Tennessee is a community of disciples that engages in worshipful work in order to further the mission of God.

Our Core Values

*Our identity as the Presbytery of Middle Tennessee is grounded in the Triune God:
in Jesus Christ,
who moves us from brokenness to shalom.
in God the Creator, whom Jesus called Abba, Father,
who moves us from fear to generosity.
in the Holy Spirit,
who moves us from isolation to relationship.*

Our Vision

The Presbytery of Middle Tennessee is a community of churches and church leaders whose role is to guide and support the work of its constituents, striving to build up the body of Christ through connections of mutual support, creating a culture of leadership excellence, and church transformation.

SECTION ONE

GUIDING PRINCIPLES

The Presbytery of Middle Tennessee is grounded in its purpose to be faithful in its call to honor and serve our Triune God. The Presbytery's operations are rooted in its mission to proclaim the gospel of Jesus Christ in word and deed, to support the ministers of the Word and sacrament and ruling elders, and to build up the churches and ministries of the Presbyterian Church (U.S.A.) in Middle Tennessee. As specific contexts for ministry change and as we grow in clarity about ways God may be calling us, we commit to these guiding principles:

- Live in purposeful community, cultivating relationships of trust and love, fortified by honesty, transparency, and mutual accountability.
- Model inclusivity and accessibility, being especially attentive and welcoming to groups or persons who experience marginalization from our structure, operations, or practices.
- Engage collaboratively, as valued partners, inviting diverse voices to be heard and crucial conversations to be framed by mutual respect.
- Welcome, consider, and support creative innovations, including technology, in ministry and mission aligned with the Presbytery's mission, values, and vision.
- Speak, act, organize, and advocate for social justice, focused on dismantling structural racism and eradicating systemic poverty.
- Invest in congregational vitality by providing opportunities and committing resources for leadership excellence, mutual support, and church transformation.
- Express gratitude and amplify generosity for the abundant gifts from God and the dedicated stewardship of our churches, ministries, and their leaders and members.
- Adopt practices and policies which further the overall health and well-being of the Presbytery as we commit to protect the fragility of our planet.

“The mission of God in Christ gives shape and substance to the life and work of the Church” (Book of Order, F-1.01). More than as an institution to maintain or a corporation to preserve, we identify as a community of believers in Jesus Christ and as disciples called to follow Him. This Mission and Operations Manual derives its value and purpose as we work to discern and boldly live out God's mission in Middle Tennessee.

SECTION TWO

ORGANIZATION OF THE PRESBYTERY

This Council shall be known as The Presbytery of Middle Tennessee of the Presbyterian Church (U.S.A.). The Presbytery is established by authority of the General Assembly of the Presbyterian Church (U.S.A.), and the Synod of Living Waters, and has those duties, authorities, powers, and responsibilities specified by the Book of Order. The Presbytery shall consist of all of the Ministers of the Word and Sacrament who have been received in membership and all of its member churches in Bedford, Bledsoe, Cannon, Cheatham, Clay, Coffee, Cumberland, Davidson, DeKalb, Dickson, Fentress, Franklin, Giles, Grundy, Hardin, Hickman, Houston, Humphreys, Jackson, Lawrence, Lewis, Lincoln, Macon, Marion, Marshall, Maury, Montgomery, Moore, Overton, Perry, Pickett, Putnam, Robertson, Rutherford, Sequatchie, Smith, Stewart, Sumner, Trousdale, Van Buren, Wayne, Warren, White, Williamson, and Wilson Counties, Tennessee.

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THE TRUSTEES OF THE PRESBYTERY OF MIDDLE TENNESSEE, PRESBYTERIAN CHURCH (U.S.A.), is a public benefit corporation created by operation of Tenn. Code Ann. § 48-68-104(2) and a religious corporation within the meaning of Tenn. Code Ann. § 48-51-201(43). This Corporation was formed by the Presbytery of Middle Tennessee pursuant to G-4.0101: “to receive, hold, encumber, manage, and transfer property, real or personal, for and at the direction of the council.” The Corporation

is to facilitate the management of the Presbytery's civil affairs in such a manner as may be directed by the Presbytery, or its Administrative and Finance Committees, according to the Constitution of the Presbyterian Church (U.S.A.) and the laws of the State of Tennessee.

The Corporation has no members. It is governed by a three-member Board of Trustees, who act as the Corporation's board of directors within the meaning of Tenn. Code Ann. § 48-58-101(d). The Board of Trustees consists of the currently serving Moderator, Vice-Moderator, and Treasurer of the Presbytery. Presbytery's Moderator serves as President of the Corporation, Presbytery's Treasurer serves as Treasurer of the Corporation, and Presbytery's Stated Clerk, though not a Trustee, serves as Secretary of the Corporation. The Trustees may act only as authorized by Presbytery, either through actions taken at a stated or called meeting of the Presbytery or as directed by Presbytery's Administrative and Finance Committees. The signature of any two Trustees, with the attestation of the Stated Clerk, shall be binding on the Presbytery.-

In so far as may be consistent with civil law, each meeting of Presbytery shall be considered as a meeting of the Corporation. The Corporation's fiscal year shall begin on January 1st of each year and end on the following December 31st. A quorum for the conduct of corporate business shall be 75 commissioners.

Matthew 25

The Presbytery is a Matthew 25 mid council, approving the denominational invitation, in July 2020, to boldly and compassionately act to serve people who are hungry, oppressed, imprisoned or poor. The three foci of this commitment are building congregational vitality, dismantling structural racism, and eradicating systemic poverty.

Presbyterian Women

Purpose: "Forgiven and freed by God in Jesus Christ, and empowered by the Holy Spirit, Presbyterian Women ("PW") are committed to nurture our faith through prayer and Bible Study; support the Mission of the church worldwide; work for justice and peace; and build an inclusive, caring community of women that strengthens the Presbyterian Church (U.S.A.) and witnesses to the promise of God's kingdom."

MEETINGS, MEMBERSHIP, AND STRUCTURE

The Presbytery shall be governed in its meeting and in the actions of its committees and commissions by the Constitution of the Presbyterian Church (U.S.A.), the Mission and Operations Manual of the Presbytery of Middle Tennessee, and where neither of these applies, by the most recent edition of Robert's Rules of Order. Commissioners to the Presbytery shall be teaching elder members of the Presbytery and ruling elders elected by their sessions in accordance with the Book of Order. To ensure parity, other ruling elders shall be enrolled with voice and/or vote as stipulated in the Missions and Operations Manual. A quorum for the conduct of business shall be 75 commissioners.

Meetings of Presbytery should be inspirational, educational, and deliberative, and shall include worship. Routine business shall be transacted as expeditiously as possible, without at the same time shortchanging the proper deliberative functions of Presbytery. Whenever possible, the Presbytery will make use of a consent agenda. Notice of any Presbytery meeting shall be sent not less than seven days in advance to each teaching elder, each ruling elder with voice and/or vote as set forth in this manual, and to the clerk of session of every church.

The Presbytery may meet by electronic means if all minister members of the Word and Sacrament, ruling elder commissioners, and ruling elders who have voice and / or vote pursuant to this Manual have reasonable notice of the electronic meeting and the ability to discuss, deliberate, discern the will of God,

and vote on business items. The technology employed must provide the opportunity for the full participation by all members, the opportunity for simultaneous participation by all members, and the ability to recognize any member wishing to speak. Adequate instructions shall be provided for all those participating in the meeting.

Stated Meetings

The Presbytery shall meet in February, May, August, and November on dates to be determined by the Administrative Committee and announced in advance. Ordinarily, meetings shall alternate between Saturday and Thursday. For the convenience of commissioners and organizational planning, the date, time, and place of the next stated meeting shall be announced at the conclusion of each Presbytery assembly. For any stated meeting of the Presbytery, the quorum shall be fixed at 75 commissioners.

Called Meetings

The Administrative Committee may call a meeting. The synod may direct the Presbytery to convene a called meeting for the transaction of designated business. Any request for a called meeting must be in writing and submitted to the Moderator and the Stated Clerk. Notice of the called meeting shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted. A quorum for a called meeting shall be at least twelve teaching elders and twelve ruling elders from different congregations.

Membership

The Presbytery shall consist of all of the teaching elders who have been received in membership and all of its member churches. Each congregation in the Presbytery shall have one ruling elder commissioner to each meeting of Presbytery. For the purpose of parity and representation, the Presbytery's racial ethnic congregations shall have no fewer than two ruling elder commissioners to each Presbytery meeting. The Presbytery uses the following policy to determine additional ruling elder commissioners from its member congregations, based on congregation size, as determined by the previous year's statistics as reported by the sessions:

Membership of	101 – 500 – one additional commissioner (two total commissioners)
	501 – 1000 = two additional commissioners (three total)
	1001 – 2000 = three additional commissioners (four total)
	2001 – 3000 = four additional commissioners (five total)
	3001 – 4000 = five additional commissioners (six total)
	4001 – 5000 = six additional commissioners (seven total)

The Stated Clerk of Presbytery is also authorized to enroll as members of Presbytery, any ruling elders serving as Presbytery's Executive Presbyter, Moderator, Vice-Moderator, Moderator-in-Nomination, chairs of committees, members of the Administrative Committee, members of the Finance Committee, and the Moderator of Presbyterian Women. Ruling elders commissioned to particular pastoral service, and ruling elders who have previously served as Presbytery moderator, within five years of the completion of his/her term of service, are also enrolled. Persons so enrolled shall be entitled to voice and vote.

Any ruling elder serving as a committee representative to a particular meeting of Presbytery, in the absence of the committee chair, shall have the privilege of voice and vote on the floor of the Presbytery for that particular meeting of the Presbytery. Persons certified in church service who are ruling elders shall have the privilege of voice and vote at all meetings of the Presbytery, during their term of service in ministry in the Presbytery of Middle Tennessee. Persons certified in church service, who are members of congregations in the Presbytery of Middle Tennessee, shall have the privilege of voice at all meetings of the Presbytery during their term of service in a congregation or other ministry validated by the

Presbytery. Should a question arise concerning the enrollment of any person, the Presbytery shall resolve the matter.

The rolls of teaching elders who are members-at-large or Honorably Retired and live out of state or are not able to participate in the work of the Presbytery, will be adjusted for the purpose of parity. The process and formula for parity will be reviewed every five years by the Administrative Committee or its designees, in consultation with the Stated Clerk.

Structure

All meetings of the Presbytery shall include worship. The Presbytery’s moderators will plan worship for Presbytery meetings. The Moderator-in-Nomination will convene the moderators for worship planning and will include the pastoral staff of the host church / agency, worship leaders, and the Presbytery staff.

All meetings of the Presbytery will include a timed agenda prepared by the Stated Clerk with input from the Executive Presbyters and the Moderator and approved by the Administrative Committee. If necessary, the Moderator, the Stated Clerk and Executive Presbyters shall approve the agenda for the Presbytery meeting. The format shall be based on written requests for action items submitted through committees and commissions of the Presbytery to the Stated Clerk. Such reports shall include a statement of purpose, relevant information, and any recommendations to the body. No item requiring action by Presbytery may be considered unless the item has been submitted to the commissioners in writing at least seven days prior to the meeting. Provision shall be made for written reports and action items from any committee or commission of Presbytery at every meeting. Inclusion of extended time on the agenda for community building, leadership development, and other relevant focus areas is encouraged. Requests for displays at Presbytery meetings are to be made in writing to the Stated Clerk for approval by the Administrative Committee.

All bills and overtures which are directed to higher councils must be submitted for Permanent Judicial Commission review and comment(s) prior to the Presbytery meeting. The Stated Clerk shall place overtures, policy changes, resolutions, and amendments presented to Presbytery on the floor of Presbytery. The Stated Clerk shall make certain that all constitutional requirements are met.

Neighborhoods

The Presbytery will be divided into neighborhoods to foster community and communication within the Presbytery’s geographic areas. These neighborhoods will be utilized by the various committees as well as the Pastor-to-Pastor Program:

CHURCH NEIGHBORHOODS - Revised 2021			
CENTRAL NEIGHBORHOOD (21 Churches)	EASTERN NEIGHBORHOOD (16 Churches)	SOUTHERN NEIGHBORHOOD (23 Churches)	WESTERN NEIGHBORHOOD (24 Churches)
Brentwood, Brentwood First	Alexandria, Liberty Hill	Ardmore, Bethany	Bethpage, Oak Grove
Brentwood, East Brentwood	Allardt, First Allardt	Belfast, Belfast	Clarksville, First
Brentwood, Harpeth	Alpine, Christ Church	Columbia, First	Clarksville, Macedonia
Franklin, First	Buffalo Valley, Buffalo Valley	Columbia, Westminster	Dickson, First

Franklin, Historic Franklin	Cookeville, Double Springs	Cowan, Cowan Fellowship	Dickson, Pond
	Cookeville, First		Nashville, Bellevue
Gallatin, First	Cookeville, Post Oak	Decherd, Decherd	Nashville, Downtown
Gallatin, Sudanese American Neur	Crossville, Calvary of Big Lick	Fayetteville, First	Nashville, Eastminster
Hendersonville, First	Fairfield Glade, Westminster	Fayetteville, St. John	Nashville, Emmanuel
Hendersonville, New Creation	Lebanon, First	Lawrenceburg, First	Nashville, First
Hermitage, Hermitage	Lebanon, Spring Creek	Lewisburg, Bethbirei	Nashville, Glen Leven
Milton, Hopewell		Lewisburg, First	Nashville, Glencliff
Murfreesboro, First	Sparta, Blue Spring	Lynnville, First	Nashville, Hillsboro
Murfreesboro, Northminster	Sparta, Hickory Valley	Manchester, First	Nashville, Hillwood
Nashville, Donelson	Sparta, Robinson Chapel	McMinnville, First	
Nashville, Priest Lake	Watertown, First	Mt. Pleasant, First	Nashville, Nashville Korean
Nashville, Woodland		Normandy, Normandy	Nashville, Second
Old Hickory, Old Hickory		Petersburg, First	Nashville, Southminster
Readyville, Cripple Creek		Pulaski, Brick Church	Nashville, St. Andrews
Smyrna, First		Pulaski, First	Nashville, Trinity
Thompson Station, Bethesda		Shelbyville, First	Nashville, Westminster
		Spring Hill, First	Springfield, First
		Tullahoma, First	Springfield, Milldale
			Waverly, Ellis Grove

OFFICERS, ELECTED OFFICIALS, AND REPRESENTATIVES

OFFICERS

The Presbytery has the following elected officers: the Moderator, Vice-Moderator, the Stated Clerk, and the Treasurer. A description of each officer's responsibilities follows.

Moderator

The Moderator's one year term shall begin on January 1. The office of Moderator shall ordinarily alternate between a ruling elder and a teaching elder. The Moderator shall be a member of the Administrative and Finance Committees and serve as an ad hoc member of all of the committees of Presbytery. The Moderator shall serve as the President of the corporation of the Presbytery of Middle Tennessee and shall serve as a member of the Board of Trustees.

In the event of a vacancy in the office of Moderator, the Vice-Moderator shall complete the Moderator's term, as well as the term the Vice-Moderator was elected to serve. A nominee for Moderator-in-Nomination shall be presented for election at the next Presbytery meeting.

Vice-Moderator

In the event of a vacancy in the office of Moderator, the Vice-Moderator shall be installed to complete the Moderator's term, as well as the term the Vice-Moderator was elected to serve. The Vice-Moderator shall serve as chair of the Administrative Committee, serve as a member of the Finance Committee, and serve as an ad hoc member of all of the committees of Presbytery. The Vice-Moderator shall serve as a member of the Board of Trustees. The Moderator-in-Nomination shall assume the duties of the Vice-Moderator upon the Vice-Moderator's installation as Moderator.

Stated Clerk

The Presbytery shall elect a Stated Clerk to serve a term of three years. He/She shall be eligible for re-election. The Stated Clerk shall serve according to the provisions of the Book of Order, the Mission and Operations Manual, and the Personnel Policies. The Stated Clerk is an elected staff position and shall not hold another Presbytery staff position. The Stated Clerk shall be responsible for setting the structural framework for Presbytery meetings, preparing an agenda for approval by the Administrative Committee, assisting with site selection, reporting to each meeting of Presbytery, and other duties as required. The Stated Clerk shall support the work of the committees as needed. The position description for the Stated Clerk shall be approved by the Presbytery. Additional responsibilities of the Stated Clerk are detailed in the position description. The Stated Clerk shall serve as the Secretary of the corporation of the Presbytery of Middle Tennessee.

If the Presbytery should become the respondent in a remedial complaint, the Stated Clerk shall inform the Moderator of Presbytery, who shall have the power, in consultation with the Executive Presbyter, the Stated Clerk, and the chair of the Commission on Ministry, to designate no more than three persons to be a committee of counsel. The appointment of the committee of counsel shall be reported at the next stated meeting of Presbytery.

Likewise, upon receipt by the Stated Clerk of an accusation of improper conduct against a teaching elder, the Stated Clerk shall inform the Moderator of the Presbytery, who shall have the power, in consultation with the chair of the Commission on Ministry and the convener of the Mediation Team (unless one of those persons are the subject of the investigation), to appoint an investigating committee, ordinarily composed of members of the Mediation Team, to investigate such accusation. In the event that the Moderator of the Presbytery is the subject of the investigation, these duties shall be carried out by the Vice-Moderator. The appointment of an investigating committee shall be reported at the next stated

meeting of Presbytery. The final report and membership of the investigating committee shall be reported to the Presbytery.

The Stated Clerk may appoint a Recording Clerk to serve for a term of one year. He/She shall be eligible for reappointment. The Recording Clerk shall perform duties subject to the direction of the Stated Clerk. The Stated Clerk may appoint Temporary Clerks to serve during the meeting to assist in his/her functions. They shall perform duties subject to the direction of the Stated Clerk.

Treasurer

The Presbytery shall elect a Treasurer to serve a term of three years. He/She shall be eligible for re-election to a second term not to exceed six consecutive years of service. The Treasurer shall serve as, as a member of the Administrative Committee, and as a member of the Board of Trustees of Presbytery and Treasurer of the corporation of the Presbytery of Middle Tennessee. He/She shall report to the Presbytery at each meeting regarding the financial status of the Presbytery including information about investments and the review or audit when completed each year. He/She shall submit regular written reports to the Administrative Committee and at Presbytery meetings that include:

- Receipts from individual churches comparative to commitments;
- Expenditures of committees as related to Presbytery's budget;
- Receipts and disbursements of non-budgeted funds;
- The standing of all savings, reserve funds, and investments;
- Expenditures of staff salaries and benefits;
- Funds transmitted to General Assembly and Synod; and
- The status of all outstanding loans.

The Treasurer, in consultation with the Executive Presbyter and the Administrative Committee, shall assist the Finance Committee in developing an annual budget; receive and disburse funds of the Presbytery in accordance with the budget; consult in the posting of Presbytery's financial accounts, the maintenance of payroll records, and the preparation of monthly financial reports. The Treasurer and the Finance Committee shall review and submit Financial Policies and Procedures and Investment Policies to Presbytery for adoption and shall ensure that the Presbytery, its committees, and staff follow those policies after adoption.

ELECTED OFFICIALS

The Presbytery has the following elected officials: the Executive Presbyter and the Moderator-in-Nomination. A description of each official's responsibilities follows.

Executive Presbyter(s) The Executive Presbyter serves as the Presbytery's chief executive officer and head of staff for all employees, except in regard to those constitutional responsibilities outlined in the Book of Order, for which the Stated Clerk is accountable directly to the Presbytery. The Executive Presbyter shall serve according to the provisions of the Book of Order, the Mission and Operations Manual, and the Personnel Policies. The Executive Presbyter will consult on the agenda and worship for Presbytery meetings, present a report to each meeting of Presbytery, and lead the Presbytery in sharing concerns and celebrations. The Executive Presbyter(s) are ad hoc members of all Presbytery's committees, commissions, task forces, teams and committees of council. The position description of the Executive Presbyter shall be approved by the Presbytery. Additional responsibilities of the Executive Presbyter are detailed in the position description.

Moderator-in-Nomination

The Presbytery shall elect a Moderator-in-Nomination at the November meeting to serve as Moderator the year following service as Vice-Moderator. The Vice-Moderator and Moderator-in-Nomination will

alternate between a ruling and a teaching elder. The Moderator-in-Nomination shall be a member of the Administrative Committee. The Moderator-in-Nomination will convene the Moderator and Vice-Moderator for planning worship for Presbytery meetings, in consultation with the Presbytery staff and the pastoral staff of the host church. Costs associated with such must be approved by the Administrative Committee. The Moderator-in-Nomination shall chair the Ad Hoc Appointing Group charged with appointing members to the Nominating Task Force. The Moderator-in-Nomination may attend the Moderator's Conference sponsored by the Presbyterian Church (U.S.A.), with the expenses for this conference paid through the budget of the Administrative Committee.

In the event of a vacancy in the office of Vice-Moderator, the Moderator-in-Nomination shall assume the duties of the Vice-Moderator, as well as the term the Moderator-in-Nomination was elected to serve; a nominee for Moderator-in-Nomination shall be presented for election at the next Presbytery meeting. In the event of a vacancy for Moderator-in-Nomination, a nominee shall be presented for election at the next Presbytery meeting.

Vice-Moderator

In the event of a vacancy in the office of Moderator, the Vice-Moderator shall be installed to complete the Moderator's term, as well as the term the Vice-Moderator was elected to serve. The Vice-Moderator shall serve as chair of the Administrative Committee, serve as a member of the Finance Committee, and serve as an ad hoc member of all of the committees of Presbytery. The Vice-Moderator shall serve as a member of the Board of Trustees. The Moderator-in-Nomination shall assume the duties of the Vice-Moderator upon the Vice-Moderator's installation as Moderator. The Moderator and Vice-Moderator shall ordinarily alternate between a ruling and a teaching elder.

The Moderator and Vice-Moderator shall ordinarily alternate between a ruling and a teaching elder. Resignation from the position of Moderator, Vice-Moderator or Moderator in Nomination automatically includes resignation from all assigned committees and responsibilities by virtue of the office.

ELECTED REPRESENTATIVES

The Presbytery has representatives elected to specific responsibilities, including readers of standard ordination examinations, as well as commissioners to the General Assembly and the Synod of Living Waters. A description of responsibilities follows.

Readers of standard ordination examinations, as well as alternate readers, are elected at the October meeting to serve a term of three years and are eligible for re-election. Care will be taken to ensure an opportunity for ruling and teaching elders from various regions within the bounds of the Presbytery will be nominated.

Commissioners to the General Assembly and the Synod of Living Waters, as well as alternate commissioners, are to be elected at the October meeting the year prior to their term of service. The Nominating Task Force shall nominate a slate of seven principal candidates (three teaching elders, three ruling elders, and one Young Adult Advisory Delegate, who is an active member of a congregation of the Presbytery of Middle Tennessee, between the ages of 17 and 23 on the date the General Assembly convenes) and seven alternates for General Assembly, and a slate of two commissioners (one teaching elder and one ruling elder) and two alternates for Synod Assembly, in consultation with the Executive Presbyter and Stated Clerk. The following criteria for selection for nominees to the General Assembly and the Synod of Living Waters, shall be used, and published on the Presbytery's website and to the Presbytery at the July stated meeting:

- Teaching and ruling elders and young adults will ordinarily only be elected once to serve as commissioners to General Assembly or Synod from the Presbytery of Middle Tennessee.

- Teaching elders who have been members of the Presbytery of Middle Tennessee for at least seven years.
- Teaching and ruling elders who have a history of active involvement in the work of the Presbytery.
- Ruling elders from churches who have not sent a representative as a commissioner to General Assembly or Synod in four years or more.
- A balance between men and women, teaching and ruling elders, and young adults from churches outside the Nashville area and those within the Metro Nashville area.
- Prior General Assembly and Synod alternates, and Presbytery moderators, will be given consideration as Commissioners.
- Ability to work effectively with technology and materials from the General Assembly and Synod committees and plenary sessions, understanding that stamina and energy are required.
- Ability to understand and the willingness to communicate the work of the General Assembly and Synod to the Presbytery and the ability to understand and the willingness to communicate the work of the Presbytery to the General Assembly and Synod.

The Stated Clerk shall keep a cumulative list of commissioners, alternates, and young adult advisory delegates to the General Assembly and Synod, for the use of the Nominating Task Force, in order to ensure compliance with the criteria.

SECTION THREE

THE WORK OF THE PRESBYTERY

COMMISSIONS, COMMITTEES, TASK FORCES, TEAMS, AND WORK GROUPS

The Presbytery may designate commissions, committees, task forces, teams, and work groups as it deems necessary and helpful. Commissions and committees shall provide minutes of their meetings to the Presbytery office, the Administrative Committee, and the Stated Clerk for the Presbytery's permanent record, in a timely manner. Task forces, teams, and work groups will provide reports to their respective committees within agreed upon deadlines. All actions of commissions and committees shall be reported at the next stated meeting of the Presbytery.

Administrative Commissions

Administrative Commissions are designated to consider and conclude specific matters and shall be approved by the Presbytery. Membership of commissions shall consist of teaching elders and ruling elders, in numbers as nearly equal as possible. Every effort will be made to have only one member from the same congregation. A quorum for commission meetings shall be a majority of the members. The committee proposing an administrative commission is responsible for nominating the initial membership and any additions or replacements, in consultation with the Executive Presbyter and Stated Clerk, for election by the Presbytery. An administrative commission shall report quarterly to the originating committee, and on a regular basis to the Presbytery through the Stated Clerk.

COMMISSION ON MINISTRY

The Commission on Ministry serves as advisor to teaching elders, ruling elders commissioned to pastoral service, certified Christian educators, sessions, and congregations of the Presbytery. The Commission on Ministry oversees the processes for congregations in transitions in pastoral leadership, and guides sessions seeking temporary pastoral relationships.

The membership of the Commission on Ministry shall be 18 persons - nine ruling elders and nine teaching elders, none of whom shall represent the same congregation. Commission on Ministry members shall exercise appropriate confidentiality in the committee's work. The Commission on

Ministry may use teaching elders and ruling elders not among its members for service in particular capacities.

The Commission on Ministry is granted authority by the Presbytery to act on its behalf on the following:

- Approve calls of teaching elder members of the Presbytery within the Presbytery;
- Recommend to Presbytery the initial commissioning of ruling elders to particular pastoral service;
- Annually review the commissions of commissioned pastors, and review and renew commissions, not to exceed three years;
- Call meetings of sessions;
- Approve moderators of sessions for churches without an installed pastor;
- Designate persons to moderate session and congregational meetings;
- Designate members of the Commission on Ministry, the Executive Presbyter, or the Stated Clerk, to preside at meetings of the session and / or congregation; such person may not moderate the session of the church of which that person is a member;
- Perform the initial in-depth examination of candidates seeking ordination by the Presbytery, after clearance of appropriate background checks; -
- Perform the in-depth examination of all teaching elders seeking membership in the Presbytery, after clearance of appropriate background checks; if the teaching elder does not receive unanimous approval of the Commission on Ministry, a subsequent examination of the teaching elder must occur at Presbytery upon request;
- Ordinarily, the Presbytery of Middle Tennessee does not receive a teaching elder seeking membership in the Presbytery as a member-at-large unless the teaching elder is the spouse of a teaching elder being received by the Commission on Ministry for the Presbytery of Middle Tennessee, or a teaching elder pursuing postgraduate study within the bounds of the Presbytery of Middle Tennessee. The Commission on Ministry will review any such request on a case-by-case basis.
- Approve commissions for installations (commissions to ordain or to ordain and install are to be approved by Presbytery);
- Annually review and approve terms of call for teaching elders and commissioned ruling elders;
- Annually review and approve temporary pastoral relationships, including Interims, as well as concur with the termination of temporary pastoral relationships when requested by sessions;
- Annually review and validate ministries of teaching elders not serving in congregations;
- Annually review the status on member-at-large ministers;
- Dissolve installed pastoral relationships when the teaching elder and congregation concur, and abolish pastoral positions when requested by the congregation;
- Dismiss teaching elders to other presbyteries, upon the request of the calling Presbytery;
- Grant requests from teaching elders for release from exercise of ordered ministry with the reasons for such release recorded in the minutes of the Presbytery;
- Grant status of Honorable Retirement to teaching elders;
- Grant status of Member-at-Large to teaching elders;
- Maintain the pulpit supply list and list of trained interim teaching elders; and
- Facilitate Presbytery's sexual misconduct/boundaries training, held every three years, such training to be completed by teaching elders and ruling elders commissioned to service within the first six months of reception.

Permanent Judicial Commission

The Permanent Judicial Commission of the Presbytery shall function according to the Constitution of the Presbyterian Church (U.S.A.). It shall be composed of nine members, teaching and ruling elders in numbers as nearly as equal as possible, none of whom shall represent the same congregation. The term

of service shall be for six years, arranged in three classes, with eligibility to expire after one full term. A member having served a full term of six years shall be ineligible for re-election until four years has elapsed after the expired six-year term. The Permanent Judicial Commission shall meet in January each year to elect its own chair and clerk. The Stated Clerk shall provide staff support to the Permanent Judicial Commission.

The responsibilities of the Commission include:

- Fulfilling the duties of a Permanent Judicial Commission, as outlined in the Book of Order;
- Review and comment on bills and overtures to the Presbytery which are directed to higher councils.

Committees

In order to fulfill its mission, the Presbytery shall be organized into committees, task forces, teams, and work groups, all of which shall be directly responsible to the Presbytery through its Administrative Committee. Committees are to carry out priorities established by Presbytery. All policies and programs envisioned by committees shall be reviewed by the Administrative Committee and adopted by Presbytery prior to being implemented and funded.

A quorum for committees shall be as prescribed in Robert's Rules of Order which is "...a majority of the members." Membership of committees, arranged in three classes, shall consist of both teaching elders and members of congregations, unless otherwise directed, with at least one-half being members of the congregations. Teaching elders, ruling elders, and members of congregations are eligible for committee membership after one year of joining the Presbytery or one of its congregations. The Moderator and the Vice-Moderator of the Presbytery shall serve as ad hoc members of the committees of the Presbytery.

The Administrative Committee shall be responsible for nominating committee chairs, through the Nominating Task Force, for election annually at the October meeting of Presbytery. The Vice-Moderator shall serve as chair of the Administrative Committee, and the Treasurer shall serve as chair of the Finance Committee. Committees shall elect a vice-chair to serve in the absence or inability of the chair to serve. The Moderator-in-Nomination shall serve as vice-chair of the Administrative Committee.

Committees may set their own meeting schedules, and may utilize teleconferencing / video conferencing (i.e., conference call, Zoom, Skype, etc.) to take action. Meetings shall ensure that all members can participate, a quorum is present, and minutes are prepared and provided to members within a reasonable period of time after the meeting. Committee minutes, including team, task force, and work group reports, shall be provided to the Administrative Committee, as well as to the Executive Presbyters and the Stated Clerk. The notice of the meeting shall include any motions and / or documents or other information necessary for the committee's work. Any action(s) taken shall be reported at the next regularly scheduled meeting of the committee through its minutes, and to the next stated meeting of the Presbytery through its report. Non-members may participate in the meeting, at the invitation of the committee chair and with the approval of a majority of the committee members. Voting by electronic means on committee matters shall be allowed as long as the vote is received within the time limit set by the chair of the committee.

Regular attendance by members of committees is necessary and expected for the effective work of the Presbytery. When a person has unexcused absences from three consecutive meetings of a committee, this shall constitute an automatic resignation of the member. Any and all resignations shall be reported to the chair of the Administrative Committee and the chair of the Nominating Task Force in order to proceed with a replacement.

The term of office for persons elected to serve on committees shall be three years except for the Permanent Judicial Commission, whose members are elected for one six-year term. Membership shall be arranged in three classes. No person shall serve an aggregate of more than six consecutive years on a committee. After six consecutive years of service, a member must rotate off for one year before being eligible to serve another term on that committee; the only exception to this rule is service as Moderator of the Presbytery.

Task Forces

Committees may annually appoint task forces for defined tasks. Such task forces may include persons not elected as members of the committee. The chair of a task force shall be a member of the appointing committee. Unless defined herein, tasks, terms of responsibilities, and composition of a task force shall be reported to the Administrative Committee and to the Presbytery through the appointing committee. The Presbytery has three standing task forces - Nominating and Personnel, each of which is chaired by a member of the Administrative Committee, and Investment, chaired by a member of the Finance Committee.

Teams

Teams are groups of people whose skills in specialized areas are recognized and utilized by the Presbytery to further the Presbytery's mission. Composition of a team shall be reported to the Administrative Committee and to the Presbytery through the appointing committee. Selection of team members is done in consultation with the chair of the Commission on Ministry, the Executive Presbyter, and the Stated Clerk. A description of each team follows.

Pastoral Care Team

The Pastoral Care Team will work with the Executive Presbyter and Commission on Ministry to provide teaching elders in the Presbytery with pastoral care. This team will include members of the Pastor-to-Pastor Program and others who may be recruited to extend care. The convener of the Pastoral Care Team shall be a member of the Commission on Ministry.

Mediation Team

The Mediation Team, composed of teaching and ruling elders, will be responsible for inquiring into difficulties within congregations. Members of the Mediation Team will work with the Stated Clerk, the Executive Presbyter, and the chair of the Commission on Ministry to address concerns that arise within the Presbytery. Ordinarily, investigating committee members shall be appointed from the Mediation Team. Mandatory training will be provided for the Mediation Team. The convener of this team shall be a member of the Commission on Ministry.

Ad Hoc Appointing Group

The Ad Hoc Appointing Group shall appoint five (5) persons to serve on the Nominating Task Force. The chair of this task force shall be the Moderator-in-Nomination; the membership of the Ad Hoc Appointing Group shall be the chairs of the Committee on Mutual Support, Committee on Leadership Excellence, Committee on Church Transformation, Commission on Ministry, the Committee on Preparation for Ministry, and the Committee on Social Justice. The Ad Hoc Appointing Group shall meet in January each year to appoint the members of the Nominating Task Force.

The description of each committee and related entities follows.

ADMINISTRATIVE COMMITTEE

The Administrative Committee and the Finance Committee jointly share responsibility for the work, mission, spiritual health, and financial well-being of the Presbytery. The Administrative Committee

serves as Presbytery's principal visioning, strategic planning, and coordinating body in carrying out the mission priorities of Presbytery. Its purpose is to:

- coordinate all mission programs and projects according to Presbytery's mission priorities and goals;
- establish the annual calendar of Presbytery events;
- assure that Presbytery policies and actions are fully implemented;
- review the work of the committees and commissions, to ensure their work is in accord with the mission goals of Presbytery or their approved charge, and make any necessary recommendations to the Presbytery;
- regularly review the Mission Statement and the Mission and Operations Manual and recommend revisions as needed;
- plan and assist at all Presbytery meetings, in coordination with the Stated Clerk;
- review the balanced annual operating budget proposed by the Finance Committee;
- work with the Finance Committee to ensure that requests for temporary and permanently designated funds, grants, and special offerings are in compliance with all policy and grant requirements;
- review information provided by the Finance Committee on real estate transactions under \$25,000, and take action, on behalf of the Presbytery, on any recommendation(s), with such action(s) to be reported to the Presbytery at its next stated meeting;
- real estate transactions exceeding \$25,000 shall be submitted to Presbytery with a recommendation from the Finance and Administrative Committees;
- coordinate Synod, General Assembly, and ecumenical concerns for which the Presbytery is responsible; and
- be responsible for dealing with any items which require the attention of Presbytery but that do not fit otherwise into the structure of the Mission and Operations Manual, making recommendations for their disposition as each may require.

The Administrative Committee shall consist of a total of nine (9) persons, including the Presbytery's Moderator, Vice-Moderator, Moderator in Nomination, and the Treasurer of the Presbytery. The other five (5) members shall be ruling elders and teaching elders, none of whom shall represent the same congregation, in numbers as nearly equal as possible, and with particular attention given to geographic representation. Those five members and the Treasurer shall be arranged in three classes, and their term of service shall be for three years with an option to renew for another three-year term if elected by the Presbytery. Under no circumstances should a member serve longer than six consecutive years. If the Presbytery's Moderator, Vice-Moderator, Moderator-in-Nomination, or the Treasurer resigns before their term ends, their service on the Administrative Committee is automatically ended. Persons nominated for service on the Administrative Committee must have previously served on a Presbytery committee or commission.

Ruling elders serving as members of the Administrative Committee shall have voice and vote at all Presbytery meetings during their term of service. The Administrative Committee shall be responsible for two standing task forces, Nominating and Personnel. A description of these task forces follows.

Nominating Task Force

The Nominating Task Force, under the direction of the Administrative Committee, shall be responsible for nominating qualified persons to serve in all elected positions of the various committees to ensure representation, inclusiveness, and diversity. The Ad Hoc Advisory Group shall appoint persons each year to serve on the Nominating Task Force which shall be chaired by a member of the Administrative Committee. The membership of the Nominating Task Force shall be six (6) members, which includes the chair.

The Nominating Task Force will nominate persons to fill vacancies that occur annually by reason of rotation, death, resignation, or removal from office. The Task Force shall be representative of the Presbytery, and in conformity with the church's commitment to unity in diversity.

Members of the Nominating Task Force shall solicit and consider recommendations for various elected positions from the churches and teaching elders of the Presbytery, from the Moderator, from the Administrative Committee, and from the committees affected, in consultation with the professional staff of the Presbytery. Except as provided for and/or required in the Mission and Operations Manual, ordinarily no person shall be elected to, or serve on, more than one committee at a time. In the event of a vacancy of an elected or called staff position, it shall be the responsibility of the Nominating Task Force to nominate a search committee to secure a new person for election by Presbytery.

The Task Force shall present its major report at the October meeting of Presbytery, having ascertained the willingness of nominees to serve prior to formal nomination. Those persons elected at that meeting shall take office the following January 1. The Task Force may report to any meeting of the Presbytery and recommend persons for election to fill vacancies. The Nominating Task Force shall specify the class in which the nominee is to serve. With every report to Presbytery, the Nominating Task Force shall include a list of all current members of Presbytery committees.

Personnel Task Force

The Personnel Task Force, under the direction of the Administrative Committee, is authorized to evaluate personnel and implement policies relating to all those employed by the Presbytery of Middle Tennessee. Personnel policies will include the processes of electing and hiring staff, the descriptions of responsibilities and accountabilities for each position, the purpose and method of performance review, and the process for termination. The Personnel Task Force will collaborate with the Executive Presbyter to identify relevant goals, shape the framework for achieving crucial strategies, and secure resources to enable staff to successfully lead the Presbytery in its mission. Membership shall be five persons – four members shall be appointed by the Administrative Committee, in consultation with the Executive Presbyters, and the fifth member shall be a member of the Administrative Committee and shall serve as its chair. No member shall serve more than six consecutive years. Chairpersons will be limited to three years as chair.

The Presbytery shall employ staff in positions which are required by the Constitution of the PC(USA), which enrich the Presbytery and enable it to achieve its identified mission, and which are financially feasible. The Personnel Task Force shall periodically evaluate the staffing model based on these criteria.

COMMITTEE ON CHURCH TRANSFORMATION

The Committee on Church Transformation seeks to engage renewed enthusiasm for church growth and sustained vitality within existing congregations. God is calling us to find new and creative ways to worship, serve, and maintain community within an environment of increased electronic communications, reduced face-to-face interactions, and global health crises. Activities of the committee may include: annual "Celebrate the Journey" reports; creation of a Church Transformation and Growth strategy; Healthy Congregation seminars; planting new churches and redevelopment of churches.

COMMITTEE ON LEADERSHIP EXCELLENCE

As a learning community, the Presbytery, at its stated meetings, and at other times throughout the year, will offer opportunities for persons in ordered ministry and other church members to grow in their respective capacities as preachers, teachers, shepherds, and stewards of the gifts that God has entrusted to their care. The Committee on Leadership Excellence seeks to encourage, train, and equip-persons in

ordered ministries and other church members. This work may include: Barnabas Leadership Group; Celebration of the Resurrection; College of Preachers; Excellence in Officer Education; and Fellowship of the Ordained.

COMMITTEE ON MUTUAL SUPPORT

The Presbytery seeks to encourage collaboration and community among its member congregations through the Committee on Mutual Support. This committee shall seek opportunities for the Presbytery to learn and work together in mission and ministry. The committee's work may include (but is not limited to) annual neighborhood meetings, youth, campus ministries, Guatemalan Partnership, technology, and hunger action programs, such as the Matthew 25 Food Bank.

The Committee on Mutual Support provides opportunities for young adults through campus ministries within the bounds of the Presbytery. The mission of campus ministries is to share the gospel of Jesus Christ and to strengthen ongoing faith development and relationships with college students within the Presbytery of Middle Tennessee. The Presbytery currently has relationships with campus ministries at Vanderbilt and Belmont Universities (UKIRK Nashville), Middle Tennessee State University, and Tennessee Tech University.

The Committee on Mutual Support also encourages participation in the NaCoMe Camp and Conference Center. NaCoMe serves Presbyterians and others as a peaceful haven for those in search of spiritual and physical renewal. NaCoMe's mission of building community, connecting people with God, and renewing spirits comes together through summer camp options, weekend retreats, and other events.

COMMITTEE ON PREPARATION FOR MINISTRY

The responsibility of the Committee on Preparation for Ministry is to provide oversight, care and supervision of Inquirers and Candidates for ordered ministry; as such they exist in fulfillment of the Book of Order. The membership of this Committee shall be nine (9) persons, ruling and teaching elders in numbers as nearly as equal as possible, none of whom shall represent the same congregation.

The Committee's responsibilities include:

- Instructing Sessions that have endorsed an Inquirer / Candidate;
- Providing nurture and support to Inquirers and Candidates;
- Reviewing reports from seminaries / divinity schools on progress of Inquirers and Candidates;
- Reviewing annual written reports of Inquirers and Candidates regarding progress in studies and service;
- Conducting annual consultations with Inquirers and Candidates, in order to make a determination for continuation or termination of inquirer or candidacy and reporting same to Presbytery;
- Recommending to Presbytery the approval of Candidacy for Inquirers, after appropriate background check clearance is complete;
- Performing final assessment of Candidate's readiness to receive a call and reporting same to Presbytery, and upon request, providing it to Presbytery of call; and
- Participating in Commission on Ministry examinations (as non-voting members) when Candidates under care are examined.

COMMITTEE ON SOCIAL JUSTICE

The Committee for Social Justice works to actively engage the Presbytery in the crucial social justice issues of our time and place. The committee seeks to represent our rich diversity of voices, giving particular attention to groups and persons who have been marginalized and silenced, and to mobilize the Presbytery in dismantling structural racism and eradicating systemic poverty. This committee will function as the Committee on Representation, gauging practices of, and commitments to, inclusion and

diversity within the Presbytery operations and in its churches and ministries. This committee shall be composed of six members, three teaching elders and three members of congregations. The committee may utilize other members of congregations.

FINANCE COMMITTEE

The Finance Committee and the Administrative Committee together with the Treasurer jointly share responsibility for the finances, work, mission, and spiritual health of the Presbytery, with its primary work related to the financial well-being of the Presbytery. Its purpose is to:

- Work with the Administrative Committee to ensure responsible stewardship of the gifts Presbytery has received;
- Provide oversight and management of Presbytery funds including loans and investments whether operating, restricted, unrestricted, reserve, or endowment funds;
- Work with the Administrative Committee to ensure that requests for temporary and permanently designated funds, grants, and special offerings are in compliance with all policy and grant requirements;
- Provide information and any recommendation(s) to the Administrative Committee on real estate transactions under \$25,000, with such information and recommendation(s) to be reported to the Presbytery at its next stated meeting;
- Real estate transactions exceeding \$25,000 shall be submitted to Presbytery with a recommendation from the Finance and Administrative Committees; and
- Recommend a balanced annual operating budget for the coming year, after review by the Administrative Committee, for approval by the Presbytery at the last meeting of the year;
- Ensure an annual review or audit is performed;
- Review and submit Financial Policies and Procedures and Investment Policies to Presbytery for adoption; and
- Ensure that the Presbytery, its committees and staff follow those policies after adoption.

The Finance Committee shall consist of a total of nine (9) members, three (3) ruling elders and three (3) teaching elders, none of whom shall represent the same congregation, with particular attention given to geographic representation, and the Treasurer of Presbytery who shall serve as chair, the Moderator, and the Vice-Moderator. Ruling elders serving as members of the Finance Committee shall have voice and vote at all Presbytery meetings during their term of service.

Investment Task Force

The Investment Task Force, under the direction of the Finance Committee, is authorized to make investment decisions and oversee Presbytery's investment funds; in accordance with the Investment Policy of the Presbytery. The membership of this task force shall be at least three (3) persons appointed by the Finance Committee – at least two members shall have investment expertise and experience. One member shall be a member of the Finance Committee and shall serve as chair of the Investment Task Force. The task force will meet at least quarterly, and one meeting will be a joint meeting with the Finance Committee. The Investment Task Force will provide monthly investment reports to the Finance Committee, will review the Investment Policy annually for any suggested changes that need to be made, and will work with Finance in setting the budget and in making the necessary funds available for operation and mission.

SECTION FOUR

AUTHORITY, AMENDMENTS AND SUSPENSION

This Mission and Operations Manual shall establish the basic organization of the Presbytery of Middle Tennessee and shall serve as Presbytery's guide for carrying out its mission both during and between meetings of the council. If any other policy of the Presbytery or its committees contradicts the Mission

and Operations Manual, this Manual takes precedence and will be followed. The Mission and Operations Manual, as the standing rules of the Presbytery, may be suspended by a three-quarters vote of members present at any meeting of the Presbytery, for that meeting only.

Policies and procedures as adopted by Presbytery are as listed:

Presbytery Policies	Action - Date Adopted or Revised
● Background Check Policy	5/17/2014; editorial revisions 2016
● Policy Concerning Former Pastors	5/6/2017
● Policy Concerning Dismissal of Congregations	7/18/2015
● Special Visioning Task Force Report	10/4/2014; reviewed 2021
● Personnel Policies	5/17/2014; editorial revisions
● Sexual Misconduct Policy	2/6/2021
● Safe Church Policy	2/6/2021
● Ministerial Compensation	2021; compensation updated each year
● Family Leave Policy	5/20/2021
● Investment Policy	2021
● Designated and Restricted Funds	10/21/2021

Administrative Committee Policies

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|--------------------------------|------------------------------|
| ● Crisis Communication Plan | 9/20/2012; revised June 2021 |
| ● Records Retention Guidelines | 11/2012; process document |

Commission on Ministry Policies and Guidelines

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|--|-----------------------|
| ● Request for Commissioning of Ruling Elder | Editorial Revisions |
| ● Release from Exercise of Ordered Ministry | COM revised 1/10/2017 |
| ● Statement of Underlying Principles | Process document |
| ● Designated Pastor Policy | COM revised 1/10/2017 |
| ● Guidelines Relating to Suitability | Process document |
| ● Policy for Pastoral Response | COM revised 1/10/2017 |
| ● Policy on Temporary Pastoral Relationships | COM revised 1/10/2017 |
| ● Sample Interim Contract | COM revised 1/10/2017 |
| ● Transitions Team Manual | Editorial revisions |
| ● COM Manual | Editorial revisions |

Finance Committee

- | | |
|-------------------------------------|-------------------------------|
| ● Investment Policy | revised 7/17/2021 |
| ● Financial Policies and Procedures | 5/20/2021; revised 10/21/2021 |
| ● Real Estate/Property | 2021; process document |

The Mission and Operations Manual may be amended as follows: A proposed amendment shall be presented in writing to the Administrative Committee, which in turn shall present the proposal to the next stated meeting of the Presbytery with its recommendations. To become effective, an amendment must be approved by a two-thirds vote of the members present at one meeting of the Presbytery. The contents of this Mission and Operations Manual shall take effect upon its approval by Presbytery.

*Approved by the Presbytery of Middle Tennessee
February 6, 2016; Revised February 4, 2017; Revised February 3, 2018;
Revised February 14, 2019; Revised February 25, 2019; Revised May 30, 2019;
Revised February 1, 2020;
Proposed Revisions May 19, 2022*

**FINANCE COMMITTEE
REPORT TO THE PRESBYTERY OF MIDDLE TENNESSEE
FEBRUARY 5, 2022**

INFORMATION

1. The Finance Committee thanks Chris Joiner, Allen Kennedy, and Shawn Thomas Smith, who rolled off the committee, and Rosanna Anderson, who had to resign because of a new job, for their service.
2. The committee welcomes Stephen Yates, TE First Tullahoma and Moderator in Nomination, Hal Sauer, RE First Nashville, Steve Thomas, TE Honorably Retired, and Bruce McVey, TE First Fayetteville, as new members.
3. The Finance Committee also wishes to thank attorney Jack Stringham, RE First Nashville, who handled all of the property transfers from Presbytery to individual churches, plus some ancillary tasks, without compensation.
4. The Finance Committee sent a letter from Shawn Thomas Smith along with a pledge card to all pastors and clerks of session urging churches to submit their pledges for contributions to Presbytery for 2022. If your church is one we have not yet heard from, please remember that we ask you to pledge for the same reason you ask your members to pledge – it is an important planning tool and allows us to do a better job of managing our cash flow and our expenses.

ADMIT TO RECORD

1. The Finance Committee meets by Zoom at 11:30 on the third Thursday of each month (immediately preceding the Administrative Committee meeting at 12:40), unless that date conflicts with a stated meeting of Presbytery, in which case the committee meets a week earlier.
2. The committee selected Hal Sauer to serve as vice-moderator and Evelyn Graham to serve as clerk and to continue her role as internal auditor. Anders Hall will continue to head Presbytery's Investment Task Force, which reports to the Finance Committee. Evelyn Graham and Vance Lahey are the other members of the Task

Force. The committee also assigned members to its Budget, Property, and Stewardship Working Groups.

3. Financial reports and investment results as of December 31, 2021, are attached.
4. Presbytery received a \$10,000 grant from the Kharis Foundation for the Mathew 25 Food Bank and a donation of \$1,000 from Ministry Architects for the Latinx Ministry.
5. The Finance Committee approved a \$3,000 donation from the Disaster Assistance Fund to the Presbytery of Western Kentucky to assist in their recovery from the December tornadoes that devastated the area around Mayfield.
6. The sale of property in Rockwood Tennessee, which was previously approved by Presbytery, was completed in December. The \$7,500 sale price was deposited into the designated account for new church development.
7. The Finance Committee is preparing a revised remittance form to be used by churches when submitting contributions and other funds to Presbytery.
8. The Presbytery of Middle Tennessee has for years maintained a relationship with the Peten Q'eqchi Presbytery in Guatemala. Through Presbytery's Guatemala Task Force, it has raised money that is used to send mission teams to the Peten and to provide direct financial support to churches in Guatemala. Although this money is raised and the mission teams are recruited and operate under the auspices of this Presbytery, the Task Force has historically operated autonomously. Funds are raised and disbursed by the Task Force, and participants are recruited and sent on mission trips, with little or no oversight by anyone outside the Task Force.

Because of concerns about financial accountability and about the safety and security of mission teams (and the related potential for financial liability on the part of PMT), the Finance Committee drafted a recommendation for the October stated meeting that the Guatemala mission activities and finances either be spun off to a separate nonprofit entity established for that purpose or that PMT establish a partnership with one of the Presbyterian mission agencies that would provide the kind of expertise and infrastructure needed to conduct our mission activities in Guatemala safely and effectively. However, after meeting with representatives of the Guatemala Task Force, the Finance Committee agreed to hold that recommendation in abeyance until the February meeting to allow the Task Force time to explore options for addressing the Finance Committee's concerns.

With the assistance of Rob Weingartner, former Executive Director of The Outreach Foundation, the Task Force has determined that the Finance Committee's

preferred option of partnering with The Outreach Foundation or the Presbyterian Mission Agency is not feasible. Instead, the Task Force has proposed that it be more fully integrated into Presbytery's governing structure, thus allowing for more active oversight and greater financial accountability.

The Finance Committee originally rejected that option because it believed Presbytery lacked the expertise and infrastructure needed to manage foreign missions in a professional manner. However, after working with the Task Force and consulting with Rob Weingartner, the committee has concluded that in-house management of the Guatemala mission could be done in a way that protects both the Presbytery and those who participate in the Guatemala mission trips.

Of the issues raised by the Finance Committee, those dealing with financial accountability are the easiest to resolve. We are willing to work with the Task Force to establish procedures for fund transfers and reporting that will permit us to monitor and verify what happens to money that is sent to Guatemala to support the work of Presbytery's mission partners. The Task Force has itself recognized the need for better financial controls and reporting for those funds, and it has already taken steps in that direction.

Providing for the safety and security of mission trip participants – and the liability that entails – are the harder issues. We recognize that some degree of risk is unavoidable for people participating in a foreign mission. Our concern is ensuring that we have taken all reasonable efforts to reduce and manage that risk. People who go on a mission trip sponsored by this Presbytery are entitled to assume that we have done our due diligence, in conjunction with trusted and responsible local mission partners, to determine that the trip is advisable, that the participants have been well prepared, and that the trip will be planned and managed in a professional manner.

While this is in the first instance the responsibility of the Task Force, which has experienced and well qualified leaders, their decisions must be subject to review by others who are not part of the Task Force and personally invested in its mission. Although the Guatemala Task Force has been subject to nominal oversight by the Committee on Mutual Support, the Finance Committee would strengthen the role of CMS in supervising the work of the Task Force, particularly its funding activities and mission trips. All important decisions involving programs and mission trips should be approved not only by the Committee on Mutual Support, but also the Executive Presbyters.

In addition, we would require all mission trip participants to sign a waiver of liability form approved by CMS and the Finance Committee. CMS has already

reviewed and approved two possible waiver forms, and we expect no difficulty in getting agreement on this issue.

A final requirement, to protect Presbytery in case there is liability exposure not covered by a waiver, is that the Guatemala Task Force must obtain and pay for an insurance policy providing protection for Presbytery that is similar in kind to the coverage The Outreach Foundation maintains for its foreign mission activities (allowing for the difference in the scope of activities covered). This must be supplemented by appropriate insurance protection for the individual participants, including a medical evacuation policy. If there are insufficient funds in the Guatemala account when the initial premium is due, we recommend that Presbytery advance the premium, which can then be repaid as the account is replenished.

While it is uncertain if all of these measures can be put into place before the mission trip currently scheduled for early March, the Finance Committee believes we owe it to those who have committed to that trip to try. However, they must understand that these steps are for the protection of all concerned – the missionaries who are going and the presbytery that is sending them. If the trip ends up being cancelled or postponed, that will be unfortunate, but it is preferable to taking shortcuts.

The Finance Committee's specific recommendations are set out below.

RECOMMENDATIONS

1. The Finance Committee recommends that the Guatemala Task Force continue as a mission of this Presbytery, and that it be authorized to send funds and mission teams to Guatemala in furtherance of this mission, but only on the following conditions:
 - a. The Task Force must draft (and subsequently adhere to) procedures for making money transfers to foreign mission partners. These procedures must be approved by the Committee on Mutual Support and the Finance Committee. Disbursements for approved purposes must be made using official vouchers submitted by the Task Force Chair with appropriate documentation and approved by the Chair of CMS and the Executive Presbyters.
 - b. The Task Force must report regularly to the Committee on Mutual Support, which is charged with exercising active oversight of its work. The Task Force must submit detailed plans for any mission trips it wishes to undertake, as well as information about proposed funds transfers, to the Committee, and subsequently to the Executive Presbyters, for review and approval. The

Committee or the Executive Presbyters may set conditions that must be met before the funds transfer or mission trip takes place, or they may veto it completely.

- c. The Task Force is encouraged to formulate a due diligence checklist that can be used as a template both for those charged with planning mission trips and those who are reviewing those plans.
 - d. The Task Force must obtain approval from both the Committee on Mutual Support and the Finance Committee for a waiver of liability form to be signed by all mission trip participants.
 - e. The Task Force must procure insurance to protect the Presbytery in connection with mission trips and other activities in Guatemala. The coverage must be similar to that maintained by The Outreach Foundation in connection with its missionary activities and must be approved by the Committee on Mutual Support and the Finance Committee. The Finance Committee is authorized to advance funds to cover the initial premium if necessary, to be repaid from Guatemala funds as that account is replenished. This coverage must be supplemented by insurance purchased by the individual participants, including medical evacuation and crisis response coverage.
2. First Cookeville is requesting permission to sell a lot that was donated to the church, which the church cannot use. There was a contract on the property for \$12,500, but the buyer opted not to go forward with the purchase based on problems discovered during the presale inspection. The church intends to put the property back on the market. The Finance Committee recommends that Presbytery approve the sale.

Agenda Item #7

**COMMITTEE ON LEADERSHIP EXCELLENCE
REPORT TO THE PRESBYTERY OF MIDDLE TENNESSEE
February 2022**

INFORMATION

- The Committee met January 19, 2022. Vice Moderator Sarah Bird Kneff led the meeting with Laura Chaifetz, Mary Moody, Mary Martin, Therese Howell and Robin Thomas in attendance.
- The Committee discussed the Treasurer Training offered in November 2021. Robin Thomas confirmed that the video of the training is available for viewing on the Presbytery website under the Committee on Leadership Excellence tab.
- The upcoming Anti-Racism training was discussed. The training will be offered online April 29-30, 2022. Crossroads Anti-Racism Organizing and Training will facilitate. The committee voted to approve the booking agreement with Crossroads. The committee also voted to approve charging a nominal fee for registration for the event.
- The Committee discussed the upcoming Pastoral Leadership event on at which Lisa L. Thompson will speak on her new book *Preaching the Headlines: Possibilities and Pitfalls*.

ADMIT TO RECORD

1. The Committee approved the Booking Agreement with Crossroads Anti-Racism Organizing and Training, which will facilitate the Anti-Racism digital workshop to be held April 29-30, 2022.
2. The Pastoral Leadership in the Church event to be held on February 26, 2022, 11AM, will be recorded and added to the Committee's digital training library.

RECOMMENDATIONS TO PRESBYTERY

Committee on Ministry
REPORT TO THE PRESBYTERY OF MIDDLE TENNESSEE
FEBRUARY 6, 2022

INFORMATION

1. The COM meets on the first Tuesday of each month.
2. The COM has scheduled a retreat for February 12, 2022.
3. The COM receives regular reports from the Co-Executive Presbyters and the Stated Clerk.

ADMIT TO RECORD

1. The COM was informed of the deaths of Odette Sous, the wife of Rev. Wael Sous, and Rev. Marshall Gupton, supply pastor at Northminster Presbyterian Church.
2. The COM examined Rev. Jason Loscuito, a Baptist minister, and approved him to preach and provide pastoral care at Glencliff Presbyterian Church, Nashville, for a six month term, effective 11/7/2021 - 5/7/2022, for \$350/week, not renewable without COM approval, with the following provisos: 1) Rev. Loscuito will pursue courses in Presbyterian polity and Reformed sacraments from an institution identified by the Examination Task Force; 2) after six months, Rev. Loscuito will again meet with the Examination Task Force to discuss what he's learned; and 3) he will be assigned a mentor by COM. The COM approved Rev. Will Berger as mentor and tutor for Rev. Loscuito.
3. The Rev. Carrie Fraser was appointed moderator of the Session of Glencliff Presbyterian Church, Nashville, and she will celebrate the sacraments.
4. The COM validated Rev. Walt Tennyson's ministry as a chaplain at Alive Hospice.
5. The COM approved Dr. Mark Mueller as moderator for First Presbyterian Church, Columbia.
6. The COM received a report on the closing worship service for Mattie Smith Memorial Presbyterian Church, Silver Point, scheduled for 12/21/2021, 3PM.
7. The COM received a report on the election of the PNC at First Presbyterian Church, Columbia: Dawn Taylor, Ed Lancaster, Jean Mac Ball, Matt Campbell, Dwight Fox, and Jeff Baxter.
8. The COM reconsidered its action to define temporary supply as preaching at a particular church more than twice per quarter, such service more than that requiring COM approval. After discussion, including the burden this would place on smaller churches, the motion was defeated; the COM will not define temporary supply in this manner.
9. The COM was informed that training for the administrative commissioners for Central Presbyterian Church, Culleoka, and New Hope Presbyterian Church, Franklin, will be held on 11/15/2021.
10. The COM approved adding Rev. Claire Berry, UKirk, Therese Howell, Stated Clerk, and Rev. Walt Tennyson, Alive Hospice, to the Pulpit Supply list.
11. The COM approved Rev. Larissa Romero, a member of the Reformed Church in America, who is currently serving as interim at The Downtown Presbyterian Church, as a temporary member of the Presbytery of Middle Tennessee.
12. The COM approved the application of Beau Carr, a ruling elder at Christ Church, Alpine, to become a Commissioned Pastor.
13. An updated list of COM liaisons is attached.
14. The 2022 Ministerial Compensation Guidelines is attached.

2022 COM Liaison Assignments

Erin Angel-Howton

Alpine, Christ
Crossville, Big Lick
Fairfield Glade, Westminster
Sparta, Hickory Valley

Tom Bagley

Cowan, Fellowship
Decherd
Fayetteville, First
Fayetteville, St. John
Manchester, First

Tom Drake

Bethpage, Oak Grove
Hendersonville, First
Hendersonville, New Creation
Hermitage
Nashville, Donelson

Carol Foster

Lewisburg, Bethberei
Lewisburg, First
Pulaski, First
Shelbyville, First

Sally Hughes

Allardt, First
Nashville, Eastminster
Nashville, Southminster
Nashville, Westminster
Nashville, Woodland

Gary Kelly

Belfast
Lawrenceburg, First
Normandy
Readyville, Cripple Creek
Tullahoma, First

Beth McCaw

Nashville, Glen Leven Nashville,
Priest Lake
Nashville, Second
Nashville, St. Andrew's
Smyrna, First

????

Mt. Pleasant, First
Thompson Station, Bethesda

Bill Patterson

Cookeville, Double Springs
Cookeville, First
McMinnville, First
Milton, Hopewell
Murfreesboro, Northminster

Jim Petersen

Brentwood, East Brentwood
Brentwood, First
Buffalo Valley
Spring Hill, First

John Smith

Clarksville, First
Clarksville, Macedonia
Dickson, Pond
Nashville, Emmanuel
Nashville, Korean

Shelby Smith

Columbia, Westminster
Franklin, First
Franklin, Historic
Murfreesboro, First

Amy Stoker

Ardmore, Bethany
Lynnville, First
Petersburg, First

Pulaski, Brick Church

Liz Thomas

Dickson, First
Gallatin, Sudanese
Springfield, First
Springfield, Milldale
Waverly, Ellis Grove

Leslie Traylor

Alexandria, Liberty Hill
Gallatin, First
Lebanon, First
Lebanon, Spring Creek
Watertown, First

Debra Van Derveer

Brentwood, Harpeth
Columbia, First
Nashville, Downtown

Frank Wade

Nashville, First
Nashville, Hillsboro
Nashville, Hillwood
Nashville, Trinity
Old Hickory

David Wood

Nashville, Bellevue
Nashville, Glencliff
Sparta, Blue Spring
Sparta, Robinson Chapel
Cookeville, Post Oak

Erin Angel: Sparta, Hickory Valley is a combined PCUSA, Cumberland Presbyterian, United Methodist congregation. We hope to resolve their relationship status with the PCUSA in 2022.

Sally Hughes: At Nashville, Westminster, the two-year designated pastor agreement with Associate Pastor, Rev. Heidi Hudnut-Beumler, expired in May 2020. We hope to bring clarity to her relationship with the church in 2022.

Frank Wade: At Nashville, Hillwood, Jule Nyhuis's four-year agreement as Designated Pastor ends on May 31, 2022.

David Wood: We hope to work toward a resolution with Cookeville, Post Oak, which desires to leave the PCUSA, in 2022.

MINISTERIAL COMPENSATION

The compensation paid and/or furnished to a teaching elder should appear reasonable, just, and fair to the leaders of a congregation, to a majority of the members of a congregation, and to the teaching elder. Remuneration for services rendered by the teaching elder should be in line with the income levels of the area in which that service takes place. The teaching elder is a trained professional with responsibilities for which the Church has required preparation and training.

Each congregation in the Presbytery, through its Session and its teaching elder(s), should annually discuss compensation.

SECTION 1 MINIMUM EFFECTIVE SALARY

The Presbytery sets the Minimum Effective Salary requirements at 80% of the Churchwide Median Salary as established annually by the Board of Pensions. These figures will be reported annually to be effective for the following calendar year. **"Effective Salary" is defined as the combination of cash salary and housing.**

For 2022, the Churchwide Median Salary is \$62,100; **therefore the Minimum Effective Salary is \$49,680.** Exceptions may be allowed with approval of the Committee on Ministry.

Other requirements include:

- a. Full dues to the Benefits Plan of the Board of Pensions (37% of Effective Salary as defined by the Board of Pensions). The cost of family coverage shall be covered for full time installed teaching elders.
- b. Salary supplement equal to no less than 50% of the Social Security Self-Employment Tax.
- c. Four weeks or one month paid vacation inclusive of Sundays.
- d. Professional Expense Reimbursement Plan - Presbytery has approved a minimum of \$2500 for reimbursement of automobile expenses, books, continuing education and other professional expenses when substantiated to the Church Treasurer or other person designated by the session.
- e. Annual Study Leave of two weeks.
- f. Annual review of the terms of call and covenant with an evaluation of the mutual achievement of mission goals by teaching elder and session.
- g. A comprehensive evaluation of teaching elder every five years to grant a three month sabbatical from church duties after six years of continuous full time service.

SECTION 2 TAX INFORMATION

Each person's tax situation will be different, and advice should be sought from professional financial / legal counsel. Please note that it is the *responsibility of the teaching elder* to substantiate the amount and use of funds spent for housing if audited by the Internal Revenue Service.

IRS Publication 517 [<http://www.irs.gov/publications/p517/index.html>] provides information on reporting income, Social Security, expense reimbursement, housing allowances, etc.

SECTION 3 SABBATICAL POLICY

All full-time (35 hours per week or more) teaching elders in permanent installed positions and full time commissioned ruling elders shall be granted a compensated sabbatical of at least three months after completion of six years of continuous full-time service to a particular church, and such sabbatical is part of the terms of call. The Committee on Ministry strongly endorses this policy for all full-time professional staff of any church. With the agreement of the session, a sabbatical may be combined with vacation and study leave. If the teaching elder / commissioned ruling elder leaves within 12 months of completion of the sabbatical, he / she is not eligible for severance. In churches with multiple staff, congregations may limit sabbatical leave to one staff person per year. Pastoral Nominating Committees in the presbytery are required to incorporate sabbatical leave provisions into pastoral terms of call in order for such terms to be approved by COM. Part time installed pastors or pastors serving in temporary pastoral relationships with congregations may negotiate provisions for a sabbatical in their terms of call/contracts. The requirements of this policy go into effect upon approval by presbyter.

Responsibilities of the Teaching Elder / Commissioned Ruling Elder

- * A minimum of six months prior to the proposed commencement of the sabbatical, bring a sabbatical proposal to the session. The proposal may include a description of the proposal, and may include the goals to be achieved, the expected results, and a personal statement as to how sabbatical leave will be beneficial to the teaching elder / CRE and to the church.
- * Make any necessary arrangements for coverage of pulpit, pastoral, and other responsibilities during sabbatical leave. In cooperation with the session, assure that pending responsibilities are brought up to date prior to departure on sabbatical leave.
- * Upon return, present an overview of the sabbatical experience with the session and the COM. Sharing of the experience with the entire congregation is strongly encouraged.

Session Responsibilities

- * Review the sabbatical proposal with the teaching elder / CRE and negotiate any necessary clarifications or changes.
 - * Communicate to the congregation the importance and value to the church of the sabbatical leave.
 - * Continue terms of call / financial commitments to the teaching elder / CRE during sabbatical leave.
 - * Receive from the teaching elder / CRE the written overview of the sabbatical experience upon his/her return.
- * Set aside funds annually to accumulate toward the sabbatical year. For example, if a congregation determines that the cost of providing a sabbatical for its teaching elder / CRE will be \$3,000 - \$5,000, the congregation would write \$500 - \$834 into its annual budget to accrue to the Sabbatical year.

COM Responsibilities

- * Serve as mediator in any concerns of the session or the teaching elder / CRE with respect to the sabbatical, making sure the agreement is being met.
- * Appoint a moderator for the session for the duration of the sabbatical.
- * Provide human and financial resources as needed.

SECTION 4

MINISTERIAL COMPENSATION FOR PULPIT SUPPLY

The Committee on Ministry recommends pulpit supply at \$150 per Sunday, with mileage (at the current IRS rate) negotiated in advance.

Congregations may vary from this guideline only in extraordinary circumstances (i.e. multiple worship services, congregation size, etc.) and with prior negotiation with the teaching elder.

SECTION 5

CALCULATING COMPENSATION AND BOARD OF PENSIONS DUES

The Board of Pensions website provides information on the Board's dues for medical, death and disability, pensions, and optional benefits. The Board also provides a calculator for effective salary as well as a calculator for dues. These calculators can be found at <http://www.pensions.org/what-we-offer/employer-guidance/calculators>.

Call Form (Initial)

The _____ Presbyterian Church of (Location) _____
Tennessee, belonging to The Presbytery of Middle Tennessee, being well satisfied with your qualifications for
ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable
to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls
you,

(Name)

to undertake the office of pastor (associate pastor) of this congregation, promising you in the discharge of your
duty all proper support, encouragement, and allegiance in the Lord.

That you may be free to devote yourself full time (part time) to the ministry of the Word and
Sacrament among us, we promise and obligate ourselves to pay you the following (those agreed upon are to
be filled in):

Annual salary Use of the manse	\$ _____ (in regular monthly or semi-monthly payments)
Housing allowance Utilities allowance Other	\$ _____
medical insurance Professional expenses	\$ _____
	\$ _____
	\$ _____
	\$ _____ (includes: automobile, continuing education, books, and personal business expenses)
Social Security Tax Other (specify) Moving	\$ _____
costs	\$ _____
	\$ _____

Vacation of (time period) _____ Continuing Education (time period) _____

and we will pay regularly in advance to the board responsible for benefits a sum equal to that requisite
percent of your salary which may be fixed by the General Assembly of the Presbyterian Church (U.S.A.) for
participation in the Benefits Plan of the Presbyterian Church (U.S.A.), including both pension and medical
coverage, or any successor plan approved by the General Assembly, during the time of your being and
continuing in the pastoral relationship set forth in this call to this church. We further promise and obligate
ourselves to review with you annually the adequacy of this compensation, and to conduct a comprehensive
evaluation of ministry every five years to grant a three month sabbatical from church duties after six years of
continuous full time service. In testimony where of we have subscribed our
names this ____ (Signatures) day of _ _ _ _ , A.D. _ _ _ _

*Having moderated the congregational meeting which extended this call for ministerial services, I do
certify that the call has been made in all respect according to the rules laid down in the Form of
Government, and that the persons who signed the foregoing call were authorized to do so by vote of the
congregation.*
(Signed) _ _ _ _ _

COMMITTEE ON CHURCH TRANSFORMATION

REPORT FOR FEBRUARY PRESBYTERY MEETING

MEMBERS: Chris Adams(TE), Ken Diehl (RE), John Hilley(TE), Bob LaGrone(RE), Lilia Ramierez(TE), Keith Gunter(TE),

INFORMATION

A. New Worshipping Communities: Bob/Keith

- a. CCT has developed a plan for New Worshipping Communities and continues to develop a strategy to implement the plan.
- b. Bob and Keith are doing some demographic research (*using Mission Insite*) on potential new church sites/neighborhoods within the presbytery.
- c. The committee is also working on a list of those churches most in a position with resources and health of the congregation to partner with MTP to plant a new church.

B. Immigrant Churches: Lilia

- a. CCT is holding a Gran Sueno Dinner at DeVries' (*Sunday, Dec. 12*) for the purpose of identifying some stakeholders as well as testing some changes to the Nueva Vida worship and programming schedule
- b. The Matthew 25 feeding program continues to grow and serve record numbers of families in the Antioch/Glencliff neighborhood. Volunteers are needed. Contact Renee at reenekasman@bellsouth.net

C. Existing Congregations: John/Chris

- a. CCT continues to look for and utilize ways to financially support congregations that are making progress towards transformation. The committee is developing metrics that will help decide who is funded.
- b. Matthew 25 Grant Applications are available to be submitted to CCT and are designed to have conversations with existing congregations attempting some new ideas and projects. The grants are limited to \$5000 and can be submitted to chris@welveheretn.com.

Next Meeting: February 1, 2022 @ 3pm East Brentwood PC

Co-Executive Presbyters Report

As we did in February 2021, we want to remind the Presbytery of significant advances that we all have achieved together through your collective contributions of leadership, resources, prayer, faithfulness, and compassion, despite challenges and limitations which we know all too well.

2021 Highlights:

- Recognizing the need for a part-time Communication Coordinator, Rev. Dr. Aimee Moiso was hired in the spring to assist the Presbytery Staff in composing and distributing the bi-weekly eNews, work with PCSDesk in updating and ultimately upgrading the Presbytery website, keep the Directory updated, and help develop a shared, accessible database through POMA. When Aimee was called to a new position with the Louisville Institute during the summer, we contracted with Ministry Architects to provide a Virtual Ministry Assistant to fill the Communication Coordinator position. Anne Orsi began serving in that position following Aimee's departure. Unfortunately, at the end of 2021, Anne announced that she was leaving MA to begin a full-time position elsewhere. Our new Communications Coordinator, through Ministry Architects, Evan Gail Carter began serving in January 2022.
- Much of our time, energy, and attention in the first half of the year was focused on fulfilling the presbytery's decision to move from its physical office at Westminster Presbyterian Church, Nashville to a virtual office, meaning staff members work remotely, most often from home. This involved countless hours of culling through files, making decisions about equipment and furniture, scanning files of value, shredding confidential files, disposing of others, and setting up home office space. Mail delivery has been moved to a local UPS store, checks are processed by the Co-EPs, bills are paid electronically by our Accountant, Gina Andrews.
- As of this date we have now visited 75 of our 80 churches and hope to visit the remaining five, as time allows, over the next few months.
- The Committee on Ministry has been one of our most active and most engaged committees. In January 2021, the COM reestablished the assigning of COM liaisons to each of churches. This has been a tremendous help in building relationships of trust, caring, and support through the presbytery. The liaisons have been particularly involved with those churches which have been experiencing pastoral transitions. We have been tremendously blessed by the caliber and commitment of ministers and ruling elders who serve on COM!
- At the October Presbytery meeting, we honored the 12 Commissioned Pastors who faithfully serve 15 of our congregations, some for more than 20 years – thank you, good and faithful servants of Jesus Christ!
- During the course of the year, Presbytery commissioned 3 ACs to dissolve churches – Mattie Smith Memorial in Silver Point, Central in Culleoka, and New Hope in Franklin. The closing worship service for Mattie Smith Memorial Presbyterian Church was held on December 12.

- We have been involved with coordinating Disaster Relief and Recovery following the devastating flood in Waverly on August 21. We have worked closely with Rev. John Smith, with Presbyterian Disaster Assistance, with Westminster Presbyterian Church, and with other agencies on the ground who are bringing needed resources and support. We are extremely grateful for the financial generosity which has flowed from our churches within and beyond the presbytery, as well as for the multiple volunteer hours that have been given to help this hurting community.
- We were fed, by food and fellowship, as we gathered with many of our Pastors and Validated Ministers for Neighborhood Lunches during the summer and fall.
- The Matthew 25 Food Bank, located at Glenclyff Presbyterian Church, celebrated its one-year anniversary in December, thanks to the generous financial contributions and thousands of volunteer hours from members of several of our churches. We are very impressed with its development over the course of one year. It has established a secure underpinning, with its staff, volunteers, clients, delivery and serve schedule, and funding, which has us hoping that this ministry can be expanded to feed even more families in 2022.
- The Committee on Leadership Excellence offered Church Treasurer Training in November and is offering a virtual event led by Dr. Lisa Thompson in February. We look forward to even more leadership events this year.
- A task force, established by the Administrative Committee, worked through most of the year on revisions to the current Mission and Operations Manual. Following the presentation of those revisions to the Presbytery in February, they will be presented for approval in May.
- Thanks to the diligence and attentive stewardship of the Finance Committee and its Investment Task Force, the Presbytery's investments increased in value by over \$146,000 for the year. The Finance Committee also brought a motion to the October Presbytery which clarified the purposes and oversight of our designated funds and also established new funds which can be utilized for grants to support such things as Media and Technology, along with Matthew 25 Ministries in our churches. In October, the Presbytery approved a balanced operating budget for 2022.

All of our churches, ministries, leaders, members, and participants, as well as the Presbytery itself need no reminders that we are vulnerable, at every moment, to all kinds of threats: positive test results, floods, fires, tornadoes, disease, defeat, and death. But the sustaining potency of the Gospel promises and the power we've received to proclaim hope, sustain well-being, open doors of welcome, speak healing into pain, break chains of oppression, and release the captives carry us with purpose and grace into this new year. Thank you for shining your light and overcoming the darkness, even if it only happens within a three-foot radius, or in a far-off corner of Middle Tennessee. We rejoice in your faith in Jesus Christ.

Ray & Robin Thomas