

The Presbytery of Middle Tennessee

February 11, 2023

151st Stated Meeting

Via Zoom

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**PRESBYTERY OF MIDDLE TENNESSEE
MINUTES OF ONE HUNDRED FIFTY FIRST STATED MEETING
FEBRUARY 11, 2023**

The 151st Stated Meeting of the Presbytery of Middle Tennessee met via Zoom on Saturday, February 11, 2023. Stated Clerk Mary Catherine Sevier provided Zoom tips and an orientation for first time commissioners. Moderator Stephen Yates called the meeting to order at 9:30 am.

**ADOPTION OF AGENDA/DECLARATION OF QUORUM / STATEMENT OF PROCEDURES /
FIRST TIME
COMMISSIONERS / CORRESPONDING MEMBERS**

Moderator Yates declared a quorum was present. The Presbytery's Mission and Operations Manual and the *Book of Order* provide for the seating of corresponding members and teaching and ruling elders with voice and those with voice and vote. Any ruling elder serving as presbytery's 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, are enrolled as members of presbytery and shall have voice and vote. Ruling elders commissioned to particular pastoral service and ruling elders who have previously served as presbytery moderator, within five years of completion of his/her term of service, are enrolled as members of presbytery with voice and vote. Any ruling elder serving as a committee representative to a particular meeting of presbytery in the absence of the chair shall have the privilege of voice and vote 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 may resolve the matter upon the recommendation of the Permanent Judicial Commission. Corresponding members were seated without objection and are listed with the roll.

AGENDA

The moderator stated that the agenda had been provided in advance. The agenda was approved without objection.

- | | |
|----------|--|
| 9:00 am | 1. Registration ORDER OF THE DAY IN CAPS |
| 9:15 am | Orientation of First Time Commissioners and to Zoom – Mary Catherine Sevier (15 mins) |
| 9:30 am | 2. CONVENE
Opening Prayer/Establishment of Quorum/Adoption of Agenda/Seating of Corresponding Members/Recognition of First Time Commissioners/Approval of Minutes (150 th Stated Meeting) and Roll (149 th Stated Meeting) |
| 9:35 am | 3. WORSHIP/Sermon: Candidate Adrian White <ul style="list-style-type: none">• Offering: Pastoral Care Fund• Installation of Moderator and Vice-Moderator• Installation of Stated Clerk• Commissioning of Guatemala Medical Team |
| 10:35 am | 4. Reconvene/REPORTS
Recognition of Cristi Scott Ligon (10 Minutes) |
| 10:45 am | (1) Executive Presbyter's Report – Ray Thomas (10 minutes) |
| 10:55 am | (2) Commission on Ministry – Erin Howton-Angel (25 minutes) <ul style="list-style-type: none">○ Ordination Examination of Adrian White |

- Recognition of Honorably Retiring TEs Ann Soderquist, Marjorie Thompson, and Blake Hawthorne
 - 11:20 am (3) Personnel Task Force – Heidi Hudnut Beumler (15 minutes)
 - 11:35 am (4) Committee on Church Transformation –John Hilley (10 minutes)
 - 11:45 am (5) Finance Committee – Evelyn Graham (10 minutes)
 - 11:55 am Committee on Social Justice – Henry Deaderick (25 minutes)
 - Breakouts
 - 12:20 pm (6) Administrative Committee – Elinor Foster (5 minutes)
 - 12:25 pm (7) Stated Clerk’s Report – Mary Catherine Sevier (5 minutes)
 - 12:30 pm ANNOUNCEMENTS/ADJOURNMENT/CLOSING PRAYER
- 152nd Stated Meeting, Saturday, May 6, 2023, Westminster Presbyterian Church, Nashville, TN

The moderator welcomed first time commissioners and invited them to introduce themselves.

Approval of the minutes of the 150th Stated Meeting

The minutes of the 150th Stated Meeting were presented for approval. The motion was made and seconded to approve, and they were approved with no corrections.

Approval of the roll of the 149th Stated Meeting

The roll of the 149th Stated Meeting was presented for approval. The motion was made and seconded to approve, and it was approved with no corrections.

ROLL

The roll of commissioners, corresponding members, and visitors attending the 151st Stated Meeting is attached (Attachment A).

WORSHIP

Worship was led by the Rev. Stephen Yates, pastor of First Tullahoma, and the liturgist was Bethany Sterling, Ruling Elder and Clerk of Session of First Tullahoma. Music was provided by Roy Turrentine, Andy Gay, and Mark Riley, and the sermon was delivered by Adrian White. The offering was collected for the Pastoral Care Fund. The Moderator, Vice-Moderator and Stated Clerk were installed. The Rev. Ray Thomas led in sharing care and concerns and the prayers of the people. The Guatemala Medical Team was commissioned. Stephen Yates delivered the charge and the benediction.

Following worship, a five minute break was observed.

RECOGNITION OF CRISTI SCOTT LIGON

The Moderator called the meeting back to order. The Rev. Ray Thomas led an appreciation of the work of outgoing moderator Cristi Scott Ligon and presented her with tokens of appreciation.

EXECUTIVE PRESBYTER’S REPORT

The Rev. Ray Thomas, Executive Presbyter, delivered his report, focusing on the collaboration between the presbytery staff, members, and congregations; the engagement of committees, particularly from the Social Justice Committee as it provides opportunities for the presbytery as a whole to connect and work toward even more shared initiatives; and the many firsts that the presbytery is observing this year including many women in key positions both within the presbytery and within individual congregations.

COMMISSION ON MINISTRY

The Rev. Erin Howton-Angel, chair of the Commission on Ministry, presented the following report.

Dennis Buckley/Northminster

The COM approved terms of call and the temporary pastoral contract between Northminster Presbyterian Church, Murfreesboro, and Mr. Dennis Buckley for six months. Rev. John A. Smith is serving as Mr.

Buckley's mentor.

The Rev. Sarah Bird Kneff

The COM sustained the examination of the Rev. Sarah Bird Kneff, who was installed as pastor of First Presbyterian Columbia on February 5. The minutes of the Installation Commission are to be included in the record.

The Rev. Will Wellman

The COM sustained the examination of the Rev. Will Wellman. The Rev. Wellman wishes to be admitted to the Presbytery of Middle Tennessee as a member-at-large from the Tampa Bay Presbytery, and the COM will take necessary further action to approve his reception.

Adrian White/Woodland

The COM amended the contract with Adrian White, candidate ready to receive a call, and Woodland Presbyterian to include training in conflict/mediation and transitional pastor training.

Larry Wilmouth/Blue Spring

The COM gave Larry Wilmouth permission to administer the Lord's Supper on Christmas Eve at Blue Spring, Sparta.

Pastoral Care Fund

The COM approved funds to be given to a member of the presbytery from the pastoral care fund.

Sabbatical Policy

The COM approved the following change to the sabbatical policy: **SECTION 3 SABBATICAL POLICY A** *Sabbatical has its roots in the Bible. Sabbatical means to rest or to break from work. The biblical pattern of 6 days of work and 1 day of rest served to identify the people of God. 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 parish setting, and such sabbatical is part of the terms of call. This paid time away is intended for refreshment and renewal, both for the servant and for the congregation. The servant withdraws temporarily from the spiritual and emotional demands of ministry. A Sabbatical might be used to travel, pursue a passion, volunteer in a mission, study, or relax and renew. Sabbaticals can help avoid burnout and increase energy and vision for future ministry.*

Ministry Information Forms/Downtown/Westminster, Nashville/Calvary, Big Lick

The COM approved the Ministry Information Forms from Downtown Presbyterian Church, Nashville, Westminster Presbyterian Church, Nashville, and Calvary Presbyterian Church, Big Lick.

The Rev. Robert Montgomery/First, Lewisburg

The COM approved the amended call of Robert Montgomery of First Presbyterian Lewisburg from full time to part time following a congregational meeting reflecting same.

Woodland Presbyterian PNC

The COM received the list of Pastoral Nominating Committee members from Woodland Presbyterian, Nashville which includes Greg Gardner, Brett Withers, Kay Eldridge, Allen Stephenson, and Karina Purcell.

Honorable Retirements

Rev. Ann Soderquist, Rev. Marjorie Thompson, and Rev. Blake Hawthorne

The Rev. Howton-Angel asked that Rev. Ann Soderquist, Rev. Marjorie Thompson, and Rev. Blake Hawthorne, who have been moved to Honorably Retired by COM, be recognized to reflect on their ministries. The Rev. Dan Wooley offered an appreciation of Mr. Hawthorne's work, the Rev. Janet Salyer offered an appreciation of Ms. Thompson's work, and the Rev. Carson Salyer offered an appreciation of Ms. Soderquist's work. Rev. Howton-Angel offered a prayer of thanksgiving for these Honorably Retired Ministers of the Word and Sacrament.

Dissolution of the Administrative Commission of First United Presbyterian Church, Sparta

The Rev. Howton-Angel reported that the COM has received a request from the Administrative Commission of the First United Presbyterian Church, Sparta to be dissolved. The Rev. Michael McLaughlin spoke briefly of the AC's work, and the full report follows.

Report of the Administrative Commission

On October 15, 2020, during the one hundred forty-second stated meeting of the Presbytery of Middle Tennessee, the Committee on Ministry, at the request of the First United Presbyterian Church, Sparta, TN, recommended that the Presbytery of Middle Tennessee create an Administrative Commission for the dissolution of its congregation.

The COM recommendation was passed with the following members elected to serve on the Administrative Commission (AC): Rev. Meredith Cox, Vanderbilt University Medical Center, Nashville; Rev. Joel Kelly, Calvary Presbyterian Church, Crossville; Rev. Michael McLaughlin, First Presbyterian Church, Cookeville; Elder Shirley Puckett, Buffalo Valley Presbyterian Church; Elder Donna Simpson, First Presbyterian Church, Cookeville. At an organizational meeting on October 28, 2020 the AC selected Rev. Michael McLaughlin as moderator of the commission and Donna Simpson as clerk.

Actions of the Administrative Commission

In keeping with the charge and instructions provided, the Administrative Commission has done the following:

1. Assisted the session and members of FUPC to wind up the affairs of the church.
2. Planned, in consultation with the session and members of First United Presbyterian Church, Sparta, a closing worship service, to honor the life, ministry, and witness of the church. The service was held on the grounds of the FUPC property on June 6, 2021. Members, former members, former ministers, our Co-Executive presbyters, as well as the members of the Presbytery of Middle Tennessee were invited to gather for the service. The turnout was solid with over 40 people in attendance and the service was beautiful.
3. Received the records of the session, including, but not limited to, all session minutes, the church's roll / register, all minutes of congregational meetings, all minutes of the Board of Deacons, and any other legal and financial records. These records will be deposited with the Stated Clerk of presbytery, who shall transmit them to the Presbyterian Historical Society.
4. Per F.O.G, Chapter IV, G-4.02, took possession of all real and personal property, financial records, inventories of equipment, and other assets, and will arrange for transfer of title to the Presbytery of all accounts and real property know to be in possession of First United Presbyterian Church, Sparta.
5. Secured and paid premium for proper insurance on the FUPC property.
6. Secured and paid for a survey of the FUPC property marking the manse and church building as separate properties for easier/faster sale.
7. Consulted with remaining session members of FUPC, Sparta, regarding requests the congregation may have related to the disposal of equipment, memorials, and other property of the church. Consulted with members of nearby PC(USA) congregations regarding the disposal of personal properties which can be utilized by those congregations.
8. Conferred with the Trustees of the Presbytery of Middle Tennessee regarding the use of the property of FUPC, Sparta.
9. Communicated with tenants of the manse and collected rent payments through May. Tenants have vacated the manse as of June 1, 2021 and the house is in good condition following a walkthrough by AC members.
10. Studied, consulted, discerned, and determined that a Presbyterian Church (U.S.A.) presence for mission and ministry would eventually be potentially impactful and viable in the Upper Cumberland region.

11. The commission determined that transformation and/or revitalization of a PC(USA) congregation is not currently potentially impactful or viable in the current location of FUPC Sparta.
12. Conferred with the Trustees of the Presbytery of Middle Tennessee regarding the disposal of the real and personal properties of First United Presbyterian Church, Sparta.
13. Secured the building. Kept the yard mowing service going for both the manse and the church. Throughout the Commission's work, the empty building was physically checked at least weekly.
14. Inventoried the contents of the church building (attached). The AC will continue working to sell, donate, or otherwise dispose of the inventoried personal items remaining at FUPC Sparta.
15. Fielded interest in the property by a few groups or individuals by word of mouth within the Sparta and White County community.
16. Consulting with local realtors to gauge the potential value of the real property of both the manse and the church.
17. Distributed many property items of FUPC to individuals and congregations within the Presbytery for use in other communities of faith and in families connected to FUPC.
18. Auctioned remaining FUPC property items in an estate sale.
19. Delivered all records to the Presbytery of Middle Tennessee.
20. Secured the services of local Realtor, Gina Key, to sell the manse and church properties. While there were several interested potential buyers, we did not succeed in selling the properties through our realtor.
21. Secured the services of Tay's Realty and Auction, LLC to sell the manse and church properties. On October 25, 2022 Tay's sold the church for \$150,700 and the manse for \$151,100.
22. Ensured the insurance and utilities were moved out of PMT/FUPC name.

Recommendations:

1. That the Presbytery give thanks to God for nearly two hundred years of ministry of First United Presbyterian Church of Sparta, its ministers, and its members.
2. That all funds, from the dissolution of First United Presbyterian Church of Sparta, Tennessee, be set aside for ten (10) years in a designated fund to be used in the Upper Cumberland counties of the Presbytery of Middle Tennessee to establish and develop new worshipping communities or to revitalize and redevelop existing churches with a comprehensive plan. After ten (10) years if the funds have not been utilized, then they will be available for such other use as the Presbytery sees fit.
3. That the Presbytery of Middle Tennessee dissolve the First United Presbyterian Church Sparta Administrative Commission and dismiss the members therein.

-Submitted by Michael McLaughlin
January 10, 2023

Rev. Howton-Angel moved that the Commission be dissolved, with thanks. The motion was approved.

First Columbia COM Liaison Experience

Rev. Howton-Angel asked that Ms. Jean Mac Ball be recognized to speak to her congregation's experience of working with their COM liaison through out the PNC process. The experience was positive, and she encouraged other congregations to depend on their liaison for assistance, technical and otherwise, in situations such as pastoral changes.

Examination and Ordination of Adrian White

Rev. Howton-Angel led an examination of Candidate Adrian White, whose faith statement and spiritual autobiography are below. Following questions from commissioners, Adrian White was asked to go to a breakout room while the presbytery deliberated and voted. The motion to ordain Adrian White was made, seconded, and passed. Adrian has been called to a validated ministry as interim part time minister at Woodland Presbyterian, Nashville.

Commission to Ordain

Rev. Howton-Angel moved the approval of the Commission to Ordain Adrian White: Sunday, February 19, 2023, at Woodland Presbyterian Church. The Teaching Elders are the Rev. Stephen Yates, the Rev. Meredith Cox, the Rev. Laura Cheifetz, and the Rev. Dr. Jim Hudnut-Beumler. The Ruling Elders are Tom Eldridge of Woodland Nashville and Amber Stewart of Southminster, Nashville. The motion was seconded and approved.

Adrian White was called back to the meeting and congratulated.

Statement of Faith – Adrian White

I believe in God the creator, who says we are good, we are good, we are very good. In worship, in relationships, and in all the ways and days of our lives, God calls us to be witnesses to the love of God, who counts each one of us as God's children and marks each of us as worthy. I believe in Jesus Christ the redeemer, son of God, fully human and fully divine. Jesus's life embodied what it means to be a human being in right relationship with God and taught human beings how to be with one another in love; his death revealed the depravity of systems designed to extract resources from creation and extinguish threats to power; and his resurrection offers a new life of possibility and abundance for all of God's people. I believe in the Holy Spirit, the eternal and omnipresent breath of God who fulfills the ongoing work of Christ and who sustains us as we carry out the work of goodness, justice, and mercy.

God made humans in Their own image so that we might be of and with God and all creation. Even as we bear the divine image, we are also fallible and act sinfully out of fear, greed, ignorance, or idolatry of power. God extends mercy and compassion, calling humans to turn from all actions which harm us, others, or our relationship with God. Jesus pours out unconditional grace and redemption.

Through scripture, each generation studies faithful and inspired writings of God and creation in ancient Israel and the early church. In the Bible, God encounters us, and we encounter God's timeless truths and ongoing revelation through the living Word.

The embodied rituals of worship and sacrament form the cornerstone of Christian faith, life, and community. In worship, people of faith share with one another the comfort and challenge needed to be Christ's hands and feet. In the sacraments of baptism and the Lord's Supper, God reaches out to us through the ordinary, transformed elements of water, bread, and wine, and we reach back so that we might be continually transformed toward lives of wholeness. Baptism seals us in God's covenant of love, and we respond through living faithfully. The Lord's Supper provides the continual nourishment of our bodies and our faith as we follow Christ into ministry as God's people.

Together, Word and Sacrament ground us in our history as Christians and point us forward, to an eternal age when God’s justice reigns and all people are reconciled to one another, to creation, and to God. They also remind us to live in the present in a way that prefigures God’s Kingdom to come.

Rooted in a Reformed understanding of scripture and Christian faithfulness, I trust in a triune God who is big enough for our questions, our doubts, and our fears. I give thanks to a God who knows our worries and hopes, the ones we shout from the rooftops and the ones we hold in the quiet of our hearts. I have hope in a God who mourns with us when we suffer and who rejoices with us when we have reason for joy. I love a God who loved me first. Thanks be to God. Amen.

Spiritual Autobiography – Adrian White

When I first started attending Sunday school at age 5, I went for the donuts and the crafts. My parents had chosen Preston Hollow Presbyterian Church in Dallas, TX, because it was in the neighborhood. None of us could have known how this church would raise me up in faith, offer me community, and help me encounter my call to ministry. Even from the earliest days, I became enraptured by the stories of scripture. I felt to the core of my being the truths that God loves us and is transforming the world while calling each of us to be part of that work.

Rev. Blair Monie, the senior pastor at PHPC while I was growing up, invited me to lunch when I was a teenager. I had just spent two weeks in upstate New York at a program called Face 2 Face, Faith 2 Faith, an international, interfaith youth program through Auburn Seminary designed to equip youth in the work of peacemaking and justice. At the end of our conversation about the friendships I had made and the stories I had heard and shared, he asked that most fateful question: “Have you ever considered going into ministry?”

I hadn’t. Although my home church and family of origin were not homophobic, I was steeped in a culture that aggressively positioned Christianity and LGBTQIA+ communities against each other. I was sure that ministry was not for *people like me*, even as I was in the very earliest days of understanding myself. Still, his question stayed with me through high school, as I poured myself into youth group, and through college, as I majored in religious studies at the University of Texas and was active in the UKirk in Austin. It lingered through multiple coming outs as I began to find the language that fit how I experienced the world and connected with communities that nurtured my becoming.

It followed me to Nicaragua, where I served as the communications manager at a local Protestant NGO that worked in rural communities to help farmers and small business owners adapt to climate change and increase their education. I travelled to dozens of communities and met people who were so proud to show me their beautiful produce and their healthy babies. Prayer and gratitude were fundamental to their daily being. I don’t mean this in a naive “they’re happy even though they have so much less than I do” way. They were deeply pained by hunger, by not being able to send their children to high school because they couldn’t afford the bus every day, and by the daily indignity of poverty. However, none of that could discourage them from what they knew: Jesus was for them and with them every moment of their lives. With their example, I learned to believe it too, and in that learning, I was finally able to embrace my call to ministry.

After returning to Dallas and spending a few years in discernment as well as service at PHPC as a Sunday school teacher, member of the congregation’s anti-racism team, member of an APNC, and more, I enrolled at Vanderbilt Divinity School. My time at VDS and in the ordination process with Grace Presbytery have formed my faith and equipped me for the work of ministry both practically and spiritually. In serving as an intern at Woodland Presbyterian Church, a context very different from the church I grew up in, I encountered a community that practices a profoundly loving and inclusive faith that feels like home to me. I am eager to discover where God is leading me and look forward to collaborating with the Presbytery of Middle Tennessee in this next season as I enter my first call as the part-time temporary supply pastor at Woodland.

PERSONNEL TASK FORCE

The Rev. Heidi Helmut-Beumler was recognized to present the report from the Personnel Task Force. She introduced the Operations Coordinator, Gregory Taylor, and then led an appreciation of the work and ministry

of the retired Co-Executive Presbyter Robin Thomas. The Rev. Bobby Harding and the Rev. Sally Hughes spoke of Ms. Thomas's ministry, and Rev. Helmut-Beumler presented her with tokens of appreciation. Ms. Thomas reflected on her time with the Middle Tennessee Presbytery and offered her continued prayers for its good works.

Personnel Policies Revisions

The Rev. Helmut-Beumler presented two changes to the Personnel Policies regarding annual vacation and the family leave policy, and brought a motion from committee to approve the following: annual vacation will be available during the first year of employment, and family leave will be available to presbytery employees. Following discussion, the motion was approved. The amended policy is attached (Attachment B).

COMMITTEE ON CHURCH TRANSFORMATION

The Moderator recognized the Rev. John Hilley, chair of the Committee on Church Transformation to make a report from the committee.

2023 Committee Priorities

Assist in the Transformation of Existing Churches

a. How? Partner with Cyclical Full Circle to use their tools for churches and to provide "seat passes" to six (6) churches in our presbytery during 2023. Encourage every church in our presbytery to make use of Cyclical Full Circle's "[healthy church quiz](#)." Assign a committee member to walk alongside a church undergoing the process.

b. What's the process?

- i. CCT awards a seat pass (\$2500 value) only to a church who has undergone taking Cyclical's "Healthy Church Quiz."
- ii. A church representative requests the 66 question quiz by visiting this site: <https://cyclicalfullcircle.com/how-healthy-is-my-church/>. Church representative sends the link of the quiz to others and asks them to take it and share the results. We recommend that the decision-making team take the quiz first and talk about it because the intent of the quiz is to introduce a conversation for the people who took the quiz. Cyclical's will share the final report for your church. View your results against the e-book provided by Cyclical's.
- iii. CCT has a team member assigned to your church and our committee assesses readiness of church.
- iv. CCT extends one of the six seat passes

Churches selected will work with a Cyclical Full Circle guide to assess the health of the church and consider recommendations toward next faithful steps.

New Worshiping Communities

The Matthew 25 Food Bank located at Glencliff Presbyterian Church and led by the new worshiping community of Nueva Vida has been renamed: **The Nueva Vida Food Project**. The initiative has had great success. English as a Second Language (ESL) and the Food Program at Nueva Vida were launched with the intention to reconnect with the community in the Glencliff area. In addition to over 4,800 families fed, approximately 40 individuals are meeting weekly for ESL classes. Starting in March 2023, the community will be worshiping once a month at Glencliff. Join them the first Sunday in March (10am). Ways to connect and support: food program; Volunteering during delivery (Monday and Friday mornings) and serving days Tuesday 4:30-7pm / Saturday 11:30-3pm; Donating (specific Latin food items, diapers, wipes, powder milk, laundry detergent, feminine products, etc.); ESL Volunteering as a tutor (no Spanish language skills needed). A Health

Fair is planned for February 25th. Needs: Volunteering from 11:30 to 4:30pm (we need health professionals, Spanish/English translators).

The Evangelical Presbyterian Arabic Church is one of two Arabic New Worshiping Communities begun by the Presbytery in 2018. (The other one is Rock Eternal Arabic Church which meets at Priest Lake Presbyterian Church, Nashville.) Until the time of Covid, EPAC was actively meeting for worship at First Presbyterian Church, Nashville. Leading into the time of Covid, the worshiping community was experiencing a heightening degree of conflict, much of it focused around their pastoral relationship. After their pastor resigned, and as a result of the conflicts, the Presbytery lost touch with the leadership and assumed the community may have been dissolved. Rev. Magdy Girgis, serving at PMA with Middle Eastern Ministries, has been persistent in trying to stay in touch with the remaining leaders and Ray & Robin. In early December 2022, Ray Thomas met with Rev. Girgis and four current leaders of the active worshiping community. They currently worship, weekly, at a Baptist Arabic church in Murfreesboro but are hoping to someday worship regularly at one of the churches in our Presbytery. They very much wish to be connected to the Presbytery. On December 31, they arranged to have their New Year's Eve worship and fellowship at Northminster Presbyterian, Murfreesboro. On Sunday, January 22, Ray Thomas attended their Sunday evening worship. The Committee on Church Transformation is very gratified to learn of the vitality and faithfulness of this very Presbyterian New Worshiping Community.

Grant to New Creation (Hendersonville)

Rev. Hilley brought a motion from committee regarding a \$70,000 grant to the New Creation congregation in Hendersonville to be matched by \$70,000 from the Eakin Fund at FPC, Nashville. Rev. Hilley noted that the Administrative and Finance Committees both approved the grant.

The Moderator asked for questions, and called for the vote. The motion was approved.

FINANCE COMMITTEE

The Moderator recognized the Rev. Evelyn Graham, chair of the Finance Committee and treasurer of the presbytery.

Meeting Dates, Structure, and Personnel

The Finance Committee conducts a hybrid meeting at 11:30 on the third Thursday of each month, unless that date conflicts with a stated meeting of Presbytery, in which case the committee meets a week earlier; the in-person portion of the meeting is at Second Presbyterian in Nashville with a Zoom option available. The committee selected Hal Sauer to serve as vice-moderator, Bruce McVey to serve as internal auditor, and the clerk will rotate between members. Anders Hall will continue to oversee the Presbytery's investments which are invested with Vanguard. The committee also assigns members to its Budget, Property, and Stewardship Working Groups.

Financial Reports

Rev. Graham discussed the financial reports(Attachment C) from December 2022.

Sale of Sparta Church Property

In December of 2022 the presbytery sold land related to the closure of the Sparta Presbyterian Church. Two pieces of land, one with the church building and one with the church manse, sold for a total of approximately \$300,000. Due to this influx of cash, the presbytery was able to pay its per capita expenses for 2022 despite the delay in payment of some church pledged income. After the per capita payment was made, the presbytery continues to have an excess cash flow position. Due to these excess funds, the Finance

Committee voted not to transfer funds for the 2023 calendar year from the capital gains of our investment account with Vanguard.

Combination of Quickbooks Accounts

Per the recommendation of Gina Andrews, PMT Accountant, the Finance Committee has combined the Quickbook accounts of the presbytery and the Nueva Vida Church. Gina has been recording the Nueva Vida financial information since Nueva Vida lost their accountant. By keeping two separate Quickbook accounts, some of her work is doubled. By combining the two entities but keeping separate account numbers, the work is simplified while the entities can be maintained separately within the one Quickbook account.

Revision of Financial Policies and Procedures

The Rev. Graham made the following motion out of committee regarding the Financial Policies and Procedures: The Financial Policies and Procedures be revised as attached in the redline document (Attachment D). Of interest are the editing of dates to coincide with Presbytery meetings, the use of not more than 5% of the average annual value of the unrestricted reserves for the preceding three years to support the operating expenses of the presbytery, and the creation of a Legal Task Force to assist with issues that may arise with the sale of properties. Steve Douse will serve on the task force and Melinda Sanders will be the liaison between it and the Finance Committee. The motion was approved.

COMMITTEE ON SOCIAL JUSTICE

The Moderator recognized Ruling Elder Henry Deaderick, chair of the Committee on Social Justice. Mr. Deaderick thanked the churches who have participated in the survey recently distributed by the committee and encouraged those who have not completed the survey to do so. He then led the meeting participants in breakout sessions to discuss and share what partnerships are working well between communities and congregations.

ADMINISTRATIVE COMMITTEE

The Moderator recognized Ruling Elder Elinor Foster, Vice-Moderator and chair of the Administrative Committee.

February 11, 2023, 151st Stated Meeting

The Administrative Committee approved plans for the February 11, 2023 Presbytery meeting: Zoom meeting with hybrid worship service; Candidate Adrian White will preach. The offering will replenish the Pastoral Care Fund.

Review of 150th Stated Meeting

The committee reviewed the November 11, 2022 Presbytery meeting.

New Creation Presbyterian Church grant

The Administrative Committee endorsed a grant to the New Creation Presbyterian Church in Hendersonville of \$70,000 with a matching grant from the Eakin Fund of First, Nashville.

Operations Coordinator Hire

The Administrative Committee received a report on the hire and onboarding of a new Operations Coordinator, Gregory Taylor.

Technology Grants

The Administrative Committee received a report on Technology Grants in the amount of \$35,000 from Synod, with video stories from the recipients to be presented at a future Presbytery meeting.

Committee Chair Appointments

The Administrative Committee appointed the following chairs of committees: Dr. Mary Martin to chair the Committee on Leadership Excellence and the Rev. Guy Griffith to chair the Committee on Preparation for Ministry.

Personnel Task Force

The committee approved Rev. Heidi Hudnut-Beumler as Chair of the Personnel Task Force.

Legal Task Force

The Administrative Committee approved language to describe the proposed Legal Task Force in the Presbytery Manual of Operations handbook. The Finance Committee will present this action to presbytery with the report on the Investment Task Force.

Personnel Policies Amendments

The Administrative Committee approved language proposed by the Personnel Task Force amending the PMT Personnel Policies. Rev. Heidi Helmut-Beumler will present this proposal to the presbytery.

Amendment to Manual of Mission and Operation

Ms. Foster recommended that a motion out of committee amending the Manual of Mission and Operation be approved. The Moderator recognized Ruling Elder Cristi Scott-Ligon to speak to the amendment, which allows a member of an investigating committee to request that the names of the investigating committee be excluded for specific extraordinary reasons. The presbytery shall vote whether or not to exclude the names. The language has approved is attached (Attachment E).

The motion was approved.

REPORT OF THE STATED CLERK

The Moderator recognized Ruling Elder, Mary Catherine Sevier, Stated Clerk, for her report.

Annual Statistics Report

The clerk thanked the congregations who have submitted their reports and reminded the others that the deadline for autonomous reporting is February 16; the deadline for the data to be submitted to the clerk for her to enter is March 1.

Removal of Marcie J. Williams from Roll at her Request

The Stated Clerk received a letter from Marcie J. Williams, former member of United Presbyterian, Sparta, Tennessee, requesting that her membership be removed from the rolls of the Presbyterian Church, (USA).

Death of the Rev. Claude McMillion

The Stated Clerk was informed of the death of Honorably Retired TE the Rev. Claude McMillion on January 4, 2023.

Minutes of the Installation Commission of Judith Arnold

The Clerk received the minutes of the Installation Commission of Judith Arnold.

The Installation Commission appointed by the Presbytery of Middle Tennessee to install the Teaching Elder Judy Arnold as Pastor met at the Westminster Church of Fairfield Glade, Tennessee on December 11, 2022 at Westminster Church at 2:45 pm. Members present were:

Teaching Elders: The Rev. Erin Howton-Angel, Co-pastor of First Presbyterian Church of Allardt
The Rev. Jonathan Angel, Co-pastor of First Presbyterian Church of Allardt
The Rev. Ray Thomas, Co-Executive Presbyter of the Presbytery of Middle Tennessee.

Ruling Elders: Cristi Scott Ligon, St. Andrew's Presbyterian Church of Nashville
Donnie Harris, Westminster Presbyterian Church of Fairfield Glade
Robin Thomas, Co-Executive Presbyter of the Presbytery of Middle Tennessee

The Commission was called to order by the Chair of the Commission Cristi Scott Ligon and Ray Thomas was appointed Clerk of the Commission by the Chair. The Chair offered the opening prayer. The Order of worship for this Installation Service was reviewed with the constitutionally required elements for such a service found to be in place. By common consent the Order of Worship was adopted and a copy of the printed program will be attached to these minutes.

The Commission recessed to the Sanctuary for the Service of Worship with the Chair presiding. The Sermon was preached by Erin Howton-Angel. The constitutional Questions were propounded to Judy Arnold by RE Donnie Harris and they were answered in the affirmative. The Constitutional Questions were propounded to the Congregation by the Chair and answered in the affirmative by the Congregation. A prayer was offered by Ray Thomas.

Judy Arnold was duly installed as Pastor of Westminster Presbyterian Church, Fairfield Glade.

A Charge was delivered to the Pastor by Jonathan Angel and Cristi Scott Ligon charged the congregation. The Service was closed with the Benediction pronounced by Judy Arnold. The Commission was adjourned at the benediction of the worship service.

Respectfully submitted,

Ray Thomas, Clerk of the Commission

Minutes of the Installation Commission of Sara Bird Kneff

The Installation Commission appointed by the Presbytery of Middle Tennessee to install the Teaching Elder Sara Bird Kneff as Pastor met at the First Presbyterian Church of Columbia, Tennessee, on February 5, 2023 at 4:00 P.M. Members present were:

Teaching Elders

The Rev. Kevin J. Long, Pastor of Independent Presbyterian Church of Birmingham, AL

The Rev. Sally Hughes, Pastor of Trinity Presbyterian Church of Nashville, TN

The Rev. Jeff Kane, Pastor of Westminster Presbyterian Church of Columbia, TN

The Rev. R. Adam DeVries, Pastor in Middle Tennessee Presbytery

The Rev. Timothy Bird, Honorably Retired Pastor, Abingdon Presbytery

The Rev. Ray Thomas, Executive Presbyter of Middle TN Presbytery

Ruling Elders

Cristi Scott Ligon, Moderator of Presbytery of Middle TN

Debra Van Derveer, Ruling Elder at Historic Franklin Presbyterian Church, Franklin, TN

Dwight Fox, Ruling Elder at First Presbyterian Church, Columbia, TN

Frank Wade, Ruling Elder at Westminster Presbyterian Church, Nashville, TN

The Commission was called to order by the Chair of the Commission, Cristi Scott Ligon who also served as Clerk. The Chair offered the opening prayer. The Order of worship for this Installation Service was reviewed with the constitutionally required elements for such a service found to be in place. By common consent the Order of Worship was adopted and a copy of the printed program will be attached to these minutes.

The Commission recessed to the Sanctuary for the Service of Worship. The Sermon was preached by Rev. Kevin J. Long. The Constitutional Questions were propounded to Sara Bird Kneff_ by the Chair and answered in the affirmative. The Constitutional Questions were propounded to the Congregation by Ruling Elder, Dwight Fox and answered in the affirmative. A prayer was offered by Rev. R. Adam DeVries.

Rev. Sara Bird Kneff was duly installed as Pastor of First Presbyterian Church, Columbia, TN.

A Charge was delivered to the Pastor by Rev. Timothy E. Bird and Rev. Sally Hughes charged the congregation. The Service was closed with the Benediction pronounced by Pastor Sara Bird Kneff. The Commission was adjourned at the benediction of the worship service.

Respectfully submitted,

Cristi Scott Ligon, Clerk of the Commission

The Stated Clerk asked that the committee reports from those who did not request time on the agenda as well as the report of the Synod Commissioner be admitted to record. The Moderator so ordered, and the reports are attached from the Committee on Mutual Support (Attachment F), the Committee for the Preparation for Ministry (Attachment G), and the Synod Commissioner (Attachment H).

Adjournment

The Moderator asked for new and unfinished business. There was none. The Moderator asked for a motion for adjournment. The Motion was made, seconded, and approved. The Moderator closed with prayer and adjourned the meeting at 1:10 pm after announcing the 152nd stated meeting will take place May 6, 2023 at Westminster Presbyterian Church, Nashville.

Attachment A

Teaching Elders

P_Adams, Chris
E_Anderson, David
P_Anderson, Rosanna
P_Angel, Erin Howton
P_Angel, Jonathan
E_Asbury, Beverly
P_Bagley, Tom
E_Barger, Bill
P_Berry, Claire
P_Berger, Will
P_Bradley, Michael
E_Bray, Linda
P_Bryan, Mark S.
E_Bryant, William T.
E_Burgener, John "Bo"
E_Caldwell, Elizabeth
E_Canon, Amelia
E_Carrell, Len
P_Casner, Paul
E_Catoe, Lee
E_Cejka, III, Joseph
E_Cheetham, John T.
E_Cheifetz, Laura M.
E_Chuquimia, Teddy
E_Clewer, Harry
E_Coates, Coleman Lewis
P_Cox, Meredith
E_Crawford, John
E_Crumpler, David
E_Danner, Charles
P_Davis, Michael
P_DeVries, Adam
E_DeVries, Mark
E_Drake, Donovan
E_Durnell, Warner R.
E_Early, Kim Maphis
E_Early, Robert
P_Edington, Sherard
E_Eisenmenger, David
E_Fraser, Carrie
E_Gasser, Anna D.
P_Gay, Andy
E_Gerber, David

P_Gilliam, Elizabeth
E_Gilliss, Martha Schull
P_Glover, Gregory
E_Glover, Leslie
E_Gordon, Stuart
P_Graham, M. Evelyn
P_Griffith, Guy D.
E_Groves, Lindsey
E_Gundersen, Carl A.
E_Gung, Justin
E_Gunter, Keith
E_Hamman, Jaco
E_Handlson, Pat
P_Harding, Bobby
E_Harkness, David
E_Harrell, James E.
E_Harris Kramer, Claire
E_Hassall, Harry S.
P_Hawthorne, Blake
E_Hermann, Lisa C.
P_Herring, Jane
P_Hilley, John R.
P_Hinkle, Jr., John
E_Hodgson, Peter
E_Hoechst, Jeanne'
E_Horn, John
P_Hudnut-Beumler, Heidi
P_Hudnut-Beumler, James
P_Hughes, Sally
E_Huie, Scott
E_Hunter, Jeannie
E_Jarvis, Jennifer
E_Johnson, Charles N.
P_Joiner, Christopher A.
P_Jones, Todd B.
E_Kane, Jeff
E_Kang, Byung Hee
E_Kang, Se Bong
E_Kang, Shin
E_Kaufman, John E.
E_Kelly, Gary
E_Kidd, David
P_Kim, Yoon Min
E_Klein, Candice

February 11, 2023 Stated Meeting Roll

P_Kneff, Sarah Bird
E_Knight, Carole
E_Lancaster, Jimmie
P_Larson, John
E_Leftwich, Phil
E_Lewis, John
E_Lipsey, McCurdy
E_Logan, Gail
E_Magee, Michael J.
P_McCaw, Beth
E_McClure, Annie
E_McCormack, Robert E.
P_McCullough, John
P_McKinsey, Sally Ann
P_McLaughlin, Michael D.
E_McVey, Bruce
E_Moffatt, III, Charles L.
P_Montgomery, Robert
E_Moore, Ryan
P_Moran, James A.
E_Mueller, Mark
P_Mueller, Toby
E_Muse, Perry
E_Musgrave, John
E_Musick, Steve
E_Nally, Sara
E_Nash, Jim
E_Neil, Richard
E_Newsom, Ernest B.
E_Nichols, James A.
E_Nickell, Kay Pickens
P_Nyhuis, Jule
P_Orfield, Rachel Thompson
E_Paddon, Richard
E_Padget, Donald
E_Page, Fred
E_Paterik, Roy
E_Patton, Tom
E_Pentecost, Mike
E_Picard, John Paul
P_Ramirez, Lilia M.
P_Randleman, Sandra
E_Rector, Stacy
E_Richardson, W. W.

E_Ritchie, Jeff
E_Ritchie, Megan
E_Rogers-Vaughn, Annette
P_Romero, Larissa
E_Rouquie, Richard
P_Salyer, Carson
P_Salyer, Janet
E_Sawyer, David
E_Schultz, Harris
P_Schwartz, Cindy
P_Shaw, Mary Sellers
E_Skelly, John J., III
E_Smathers, Mike
E_Smith, Jimmy D.
P_Smith, John A.
E_Smith, Shane
P_Smith, Shawn Thomas
P_Soderquist, Ann
E_Sous, Wael
E_Stauffer, Aaron
P_Stoker, Amy B.
E_Tate, Carol
P_Tennyson, Walt
E_Thomas, C. S. (Steve) III
P_Thomas, Ray
E_Thompson, C.J.
P_Thompson, Marjorie
E_Todd, John
E_Todd, Taylor
E_Traylor, Leslie
E_Tuck, Janet
P_Tyndall, Thomas B.
P_Vasquez-Paredes, Gustavo
E_Venable, III, Sid
E_Walker, Thomas D.
E_Wallace, Morgan
E_Weingartner, Robert J.
E_White, Jack
E_White, Linda
E_Wilson, Amos L.
E_Yang, Sunggu
P_Yates, Stephen
E_Zeigler, Richard

P - Present
E - Excused

A - Absent
I - Inactive

Ruling Elder Commissioners

<u>Church</u>	<u>Represented By</u>	<u>Church</u>	<u>Represented By</u>
Alexandria, Liberty Hill		Lewisburg, Bethberei	
Allardt, First		First	1. Ken Crowder
Alpine, Christ			2. Emily Kelso
Ardmore, Bethany		Lynnville, First	
Belfast	Amy Harkness	Manchester, First	
Bethpage, Oak Grove		McMinnville, First	
Brentwood, Brentwood First		Milton, Hopewell	
East	1.	Mt. Pleasant, First	
	2.	Murfreesboro, First	1. Robb McDaniel
Harpeth	1		2. Patsy Coleman
	2.		3. Rusty Walker
Buffalo Valley	Mary Ellen Ausenbaugh	Northminster	1. Larry McElroy
Clarksville, First	1. Phil Kemmerly	Nashville, Bellevue	1.
	2. Kenneth Giles		2.
	3.	Donelson	1. Carolyn Lantz
Macedonia			2.
Columbia, First	1.	Downtown	1.
	2.		2.
	3.	Eastminster	1. Anna Baker
Westminster	Donnie Harris		2. Connie Hamblen
Cookeville, Double Springs	Dora Estes	Emmanuel	
First	1. Beverly Cardinal	First	1. Allen Kennedy
	2. Pat Wilhelm		2. Hal Sauer
Post Oak			3.
Cowan, Fellowship			4.
Crossville, Calvary	1.		5.
	2.		6.
Culleoka, Central			7.
Decherd		Glen Leven	1. Michael Arnott
Dickson, First			2. Ronnie Townes
Pond		Glenclyff	1. Pauline Kennedy
Fairfield Glade, Westminster	Carol Hill	Hillsboro	1.
Fayetteville, First	1. Carol Foster		2.
	2. Russell Mays	Hillwood	1. Bob Cooper
			2.
St. John		Korean	1.
Franklin, First	1. Mike Anderson		2.
	2. Sam Webb		
	3. Bruce Tarkington	Priest Lake	
Historic	1. Debra Van Derveer	Second	1. John Greer
	2. Jason White		2. Jan Shipp
			3.
New Hope		Southminster	Sam DiCarlo
Gallatin, First	1. Richard Kelly	St. Andrews	1. Kenneth McClellan
	2. Bill Baber		2. Ronald King
Sudanese	1. David Reath		1. Vira Baker
	2. Choi Koang	Trinity	2. Betsy Bond
Hendersonville, First	1. Diane Swan		1. Greg Cornish
	2.	Westminster	2. Rhea Bucy
			3. Kenneth Larish
New Creation			4. Scott Ball
Hermitage	1.		5. Doug Berry
	2.		6.
Lawrenceburg, First		Woodland	1. Greg Gardner
Lebanon, First	1. Nancy Gebhardt	Normandy	1. Claudia Hazelwood
	2. Adrienne Johnson		
Spring Creek			

<u>Church</u>	<u>Represented By</u>
Old Hickory Petersburg, First Pulaski, Brick Church First	1. 2.
Readyville, Cripple Creek Shelbyville, First	1. 2.
Smyrna, First	1. Lisa Jordan 2.
Sparta, Blue Spring Hickory Valley Robinson Chapel Spring Hill, First Springfield, First	1. 2.
Milldale	Rick Robinson
Thompson Station, Bethesda Tullahoma, First	1. Bethany Sterling 2. Robert Wright
Watertown, First Waverly, Ellis Grove	

Commissioned Ruling Elders

Leonard Jordan, St. Andrews; Anne Keener, First Franklin;
Elizabeth (Becky) Smith, Westminster Fairfield Glade,
Rick Robinson, Milldale, David Paduil, Sudanese
Presbyterian Church

Ruling Elders, Voice and Vote:

Theresa Denton, Administrative Committee; Mary Catherine
Sevier, Stated Clerk; Cristi Scott Ligon, Past Moderator,
Melinda Sanders, Finance Committee; Diane Thurston,
Presbyterian Women, Mickey Stuecke, Administrative
Committee, Henry Deaderick, Committee on Social Justice,
LaVonna Russell, Administrative

Corresponding Members, Voice, without Vote:

Dan Wooley

Visitors:

Diane Becker, First Nashville;
Gregory Taylor, PMT, Andrea Elkins, First Murfreesboro
(Voice, no Vote), Ed Branding, Westminster, Nashville, Jean
Mac Ball, First Columbia, (Voice, no Vote), Tracey Doering,
Glencliff, Bill Baber, First, Gallatin, Beth Derrick, Bellevue,
Scott Derrick, Bellevue, Robin Thomas (Voice, no Vote),
Adrian White (Voice, no Vote)

1 THE PRESBYTERY OF MIDDLE TENNESSEE
2 PERSONNEL POLICIES.

3
4 PREFACE

5
6 In accord with the Book of Order G-3.0110, the Presbytery of Middle Tennessee employs persons to
7 assist its Administrative Committee and other committees in carrying out the mission of the whole
8 church within its bounds. As Reformed Christians, we believe that God calls each one to service
9 through our vocations. We believe that each staff member is called by God to serve the Presbytery
10 and the Church through each person’s work.

11
12 **The purpose of this manual is to establish personnel policies for all persons employed by the**
13 **Presbytery of Middle Tennessee to serve in the various categories of employment.**

14
15 In accordance with the Book of Order G-3.0106, these policies and practices are subject to the
16 Mission and Operations Manual of the Presbytery. The Presbytery reserves the right to modify,
17 supplement, rescind, or revise any policy, procedure, standard, or benefit from time to time, without
18 notice, as it deems necessary or appropriate. These personnel policies do not represent a contract. All
19 employees, whether called, elected, or hourly, are employees at will as defined by the State of
20 Tennessee. The Presbytery does not enter into employment contracts. This manual, and the policies
21 within, supersede any previous personnel manual or policy.

22
23
24 *Our Mission Statement*

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

27
28 *Our Core Values*

29 *Our identity as the Presbytery of Middle Tennessee is grounded in the Triune God:*
30 *in Jesus Christ,*
31 *who moves us from brokenness to shalom.*
32 *in God the Creator, whom Jesus called Abba, Father,*
33 *who moves us from fear to generosity.*
34 *in the Holy Spirit,*
35 *who moves us from isolation to relationship.*
36

37 *Our Vision*

38 *The Presbytery of Middle Tennessee is a community of churches and church leaders*
39 *whose role is to guide and support the work of its constituents,*
40 *striving to build up the body of Christ through connections of mutual support,*
41 *creating a culture of leadership development, and church transformation.*
42
43
44
45
46
47

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1
2 **GENERAL EMPLOYMENT POLICIES**

3 **EMPLOYMENT AT WILL**

4 Employment is with the mutual consent of the employee and the Presbytery. Consequently, both
5 employees and the Presbytery have the right to terminate the employment relationship at any time, with
6 or without cause or advance notice. These policies do not constitute or imply a contract.
7

8 **EQUAL EMPLOYMENT OPPORTUNITY**

9 The Presbytery is committed to equal employment opportunities for all qualified persons, without
10 regard to race, color, ancestry, national origin, sex, marital or familial status, physical handicap
11 disability, medical condition, age, or religious affiliation, except when religious affiliation is
12 determined to be a bona fide occupational qualification to the extent required by law. This applies to
13 all employment practices, including hiring, promotions, training, disciplinary action, pay, termination
14 and benefits.
15

16 **EMPLOYEE CLASSIFICATIONS**

17 The Presbytery has the following classes of employees including elected (G-3.0104), called, hourly,
18 interim, and temporary Employee Categories:

19 **EMPLOYEE BENEFIT GROUPS**

- 20 1) Employees working 20 or more hours per week (2)
21 a) Employees prior to January 1, 2019 receiving full benefits:
22 More than 20 but less than 31 hours per week:
23 *Stated Clerk
24 b) Employees after January 1, 2019 receiving no benefits:
25 More than 20 hours but less 31
26 None
27 c) Employees 32 to 35 hours per week receiving full benefits:
28 *Executive Presbyter(s)
29 2) Employees working less than 20 hours per week (1) – eligible for self-funded benefits:
30 *Administrative Assistant
31 3) Installed pastors (0)
32 None
33 4) Ministers of the Word and Sacrament working 20 or more hours per week (1)
34 a) 32 to 35 hours per week receiving full benefits:
35 *Executive Presbyter(s)
36 5) Minister of the Word and Sacrament working less than 20 hours per week (0)
37 none

38
39 **Elected and Called Staff Positions:**

40 **Stated Clerk:**

41 Per the Book of Order, the Presbytery elects a Stated Clerk. Benefits received are medical, death,
42 disability, and pension through the Board of Pensions, and reimbursement for some professional
43 expenses.
44
45

1 Executive Presbyter(s):

2 The Presbytery also has Executive Presbyter(s), a called position. The terms of employment and
3 benefits of the Executive Presbyter(s) shall be defined in the call.

4 In the event of a vacancy, the Nominating Task Force will nominate a Search Team made up of seven
5 (7) individuals, ruling and teaching elders as nearly equal as possible and being as representative of the
6 Presbytery as possible, who are elected by the Presbytery. Position descriptions are recommended by
7 the Personnel Task Force to the Administrative Committee for authorization and require approval by the
8 Presbytery prior to starting a search.

9
10 The position opening will be posted throughout the denomination and the Presbytery. Every effort
11 will be made to ensure that persons who wish to recommend nominees for these positions have ample
12 opportunity to place names in nomination. The Search Team will review and verify the qualifications
13 of each candidate, conduct thorough reference and background checks, and conduct personal
14 interviews before placing a name in nomination. When nominees are teaching elders, the Presbytery's
15 process for examination and approval of terms of call are required.

16
17 Hourly Staff:

18 The Executive Presbyter(s) and a member of the Personnel Task Force will recruit, interview, and select
19 persons for hourly positions to be approved by the Personnel Task Force. Position descriptions will be
20 recommended by Personnel Task Force to the Administrative Committee for approval. All employees
21 are eligible for some Board of Pension benefits through self-funded participation. Benefits and terms of
22 employment will be defined in each position description. Any changes in the requirements and/or hourly
23 expectation could require change in benefits. The position opening will be posted including throughout
24 the Presbytery.

25
26 Interim Employees (Transitional called or elected employees):

27 To provide continuity of administrative and/or program services, the Administrative Committee may
28 authorize the Executive Presbyter(s) and/or the Personnel Task Force, or an appointed search team, to
29 select interim staff to fill vacant positions until the position is filled. Benefits and terms of employment
30 will be defined in each position description.

31
32 Temporary Employees (hourly):

33 As needs emerge for additional administrative and/or program services, temporary staff may be
34 appointed by the Executive Presbyter(s) and/or the Personnel Task Force for limited terms to supply
35 specific services provided funding is available and approved by the Administrative Committee.

36
37 **APPLICATIONS FOR EMPLOYMENT**

38 All applicants for employment are required to submit a written application and/or resume prior to the
39 first interview. Employees are selected on their merit, and full consideration is given to education,
40 skill, training, and experience. Prospective employees of Presbytery will be informed during the
41 evaluation, interviewing, and selection process that a background check will be conducted and asked
42 to sign a consent form and a release form, giving authorization for the background check.

43
44 **SUPERVISION**

45 The Executive Presbyter(s) are the head of staff and supervisor of all hourly employees. The
46 Executive Presbyter(s) has the responsibility for the oversight of office operations. The Personnel
47 Task Force of the Presbytery is responsible for personal matters as specified in the Presbytery's
48 Mission and Operations Manual and these policies. The Personnel Task Force assigns a liaison from
49 among its members to each employee who is the point of contact for their respective employee.

1
2 **PERSONNEL RECORDS**

3 The Presbytery maintains permanent personnel files which contain pertinent records relating to
4 employment. The personnel file includes, but is not limited to, the employee’s job application, resume,
5 and records of training, documentation of performance evaluations, and salary adjustments. It is
6 important that the Presbytery always has current information about its employees. Staff members will
7 inform the Presbytery immediately if there is a change of name, address, telephone number, marital
8 status, etc.
9

10 Personnel files are confidential and are the property of the Presbytery. Access to the files is restricted
11 to the Executive Presbyter(s) and members of the Personnel Task Force who have legitimate reason
12 to review the information in the file. Employees desiring to review their file should contact the
13 Personnel Task Force Chair. With reasonable notice and sufficient rationale, employees may review
14 personnel records deemed relevant to the request by, and in the presence of the Personnel Chair.
15

16 **TIME RECORDS**

17 All hourly employees are required to maintain a monthly record of hours worked, vacation days used,
18 and absences. Records from the previous month will be submitted the first of each month to the
19 Executive Presbyter(s).
20

21 **SEXUAL HARASSMENT**

22 The Presbytery is committed to providing a work environment which is free of sexual harassment.
23 The Presbytery affirms and abides by the *General Assembly PC(USA) Sexual Misconduct Policy*
24 *and Its Procedures* and adopts the definition of sexual harassment contained therein. For further
25 information see <https://www.pcusa.org/resource/presbyterian-church-us-sexual-misconduct-policy-an/>
26

27 The Presbytery also affirms and abides by the Presbytery of Middle Tennessee Sexual Misconduct
28 Policy.
29

30 **ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES**

31 The use, sale, transfer, possession, or being "under the influence" of alcohol, illegal drugs, or
32 controlled substances when on duty is prohibited. Violation of this policy will result in termination.
33

34 **SMOKING AND TOBACCO USE**

35 Tobacco use is not allowed-in the Presbytery office at any time. This policy is for the health and
36 safety of all employees and visitors, as well as protection of the facilities.
37

38 **CONFIDENTIALITY**

39 All employees must execute and abide by confidentiality agreements and other specific procedures
40 that the Presbytery has established to safeguard its confidential information. The Presbytery
41 absolutely prohibits the disclosure of confidential information to anyone outside of Presbytery or
42 anyone inside the Presbytery who does not have a need to know the information. The Presbytery
43 absolutely prohibits the use of confidential information for any purpose other than in connection
44 with Presbytery’s business. This includes speaking, recording, writing, and all electronic forms of
45 communication that contain confidential information.
46
47
48
49

1 **ELECTRONIC MAIL AND INTERNET USE**

2 The Presbytery reserves the right to monitor, access, review, copy, store, or delete any electronic
3 mail from its email system for any purpose and to disclose them to others, as it deems appropriate.
4 The Presbytery reserves the right to monitor an employee’s use of the Presbytery’s internet.
5

6 **OUTSIDE EMPLOYMENT**

7 Disclosure of any outside employment will be made to the Executive Presbyter(s). All employees are
8 prohibited from engaging in outside employment, private business, or other activities, which might
9 have an adverse effect on or create a conflict of interest with the Presbytery.
10

11 **JOB DESCRIPTIONS**

12 Job descriptions for all elected and called staff will be recommended by the Personnel Task Force to
13 the Administrative Committee for authorization and approved by the Presbytery. Other staff position
14 descriptions, and any changes to staff position descriptions, are recommended by the Executive
15 Presbyter(s) or the Personnel Task Force to the Administrative Committee for approval.
16

17 **COMPENSATION**

18 Compensation is established by the Personnel Task Force, in consultation with the Executive
19 Presbyter(s), and Administrative Committee, and approved by Presbytery as part of the annual budget
20 process. Payroll checks will be distributed to each employee on the 15th and the last day of each
21 month. These checks will show gross wages, deductions, and net pay. Any adjustments in
22 compensation required by absenteeism, etc., will be made in the following pay period. Overtime
23 work is not permitted unless specifically requested or authorized by the Executive Presbyter(s).
24

25 **GUIDELINES FOR REIMBURSEMENT**

26 Reimbursable professional expenses for employees include mileage allowance at the current IRS
27 Standard Mileage rate, parking fees, tolls, and meals incurred in the performance of duties.

28 Additional allowable professional expenses for employees include:

- 29 • Fees for local conferences and events, approved in advance by the Executive Presbyter(s) or
30 Personnel Task Force Chair.
 - 31 • Dues to professional organizations approved in advance by the Executive Presbyter(s) or
32 Personnel Task Force Chair.
 - 33 • Continuing education expenses (tuition, room, board, travel) approved in advance by the
34 Executive Presbyter(s) or Personnel Task Force Chair.
 - 35 • Governing body events appropriate for the position, approved in advance by the Executive
36 Presbyter(s) or Personnel Task Force Chair.
 - 37 • Meals for Presbytery leaders when Presbytery business is being discussed.
 - 38 • Other expenses as approved by the Personnel Task Force.
- 39

40 Expenses for entertainment, alcohol, or tobacco products are not reimbursable. **Employees are**
41 **expected to monitor and respect the limits of annual professional expenses allocations as voted**
42 **on by the Presbytery in the annual budget.**
43
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48

1 **BENEFITS AND SERVICES**

2
3 **MEDICAL AND PENSION PLAN**

4 Complete details of the medical and pension plan, and the services offered, can be obtained from the
5 Board of Pensions (<http://www.pensions.org/Pages/default.aspx>) or the Executive Presbyter(s).

6
7 **CONTINUING EDUCATION**

8 For elected and called staff, continuing education will be stated in the terms of call or the job description
9 voted on by the Presbytery. As hourly employees are encouraged to improve their skills, any
10 continuing education selected will be negotiated with the Executive Presbyter(s) with expenses paid
11 by the Presbytery as approved by Personnel Task Force.

12
13
14 **HOLIDAYS**

15 The following days are designated as holidays, and the Presbytery office will not be open:
16 New Year’s Eve Day; New Year's Day; Martin Luther King, Jr. Day; Good Friday; Memorial Day;
17 Independence Day; Labor Day; Thanksgiving Day; Friday following Thanksgiving; Christmas Eve
18 Day; Christmas Day. All full-time employees receive full pay for these holidays; part time staff members
19 receive holiday pay if said holiday falls on their scheduled work day.

20
21
22 **ANNUAL VACATION**

23 Vacation is granted to staff members to refresh themselves from the routine of daily work. Vacation
24 scheduling is subject to the approval of the Executive Presbyter(s). The Executive Presbyter(s) will schedule
25 vacations in such a manner that the operational efficiency of the Presbytery will not be impaired.
26 Vacation must be taken in the year it is earned and may not be carried over to the following year or accumulated.
27 Employees are required to record vacation days used on monthly time records. If an employee resigns
28 or is terminated, vacation pay will be pro-rated.

29
30 Elected and Called Staff: The length of vacation is determined by the job descriptions and/or the
31 terms of call in compliance with the policies of the Presbytery.

32
33 Hourly Staff: The length of vacation is determined by the length of service. In the first two years of
34 service, two weeks of equivalent pay are granted. After two years of service, three weeks of equivalent
35 pay are earned.

36
37 At the start of each year, the employee accrues vacation according to the schedule identified for each
38 position/category of position and may use any or all of the year’s vacation at any time during the
39 year. However, during the first year of employment, should the employee use all of that year’s
40 vacation and then leave the Presbytery’s employment, the unearned vacation time must be repaid.

41
42 **SICK LEAVE**

43 Paid sick leave is granted to staff members to protect them from endangering their health and that of
44 their fellow workers. Paid sick leave may also be used for the care of an employee’s immediate family
45 members. The employee must report the illness to the Executive Presbyter(s) as soon as possible and
46 thereafter report daily on his/her condition.

47
48 Sick leave is not a benefit to be used in place of personal leave or vacation. All doctors, dentist or
49 other appointments made outside an actual illness will be considered as personal time off. Employees

1 are required to record sick days used on monthly time records. Sick leave may be taken only to the
2 extent that it is earned in accordance with the provision of these rules and regulations. Sick leave will
3 be charged exactly as it is taken.
4

5 Paid sick leave for elected, called and full-time staff will accrue at the rate of one day per month of
6 service and will be credited to each to member's account as it is earned. After one full year of service,
7 sick leave for part-time staff will accrue at the rate of one day every two months. Unused sick leave
8 will be allowed to accumulate up to a maximum of ninety days. In the event of extended illness or
9 physical disability, a staff member will be required to exhaust all earned and credited sick leave and
10 annual vacation.

11
12 **No payment will be made for accrued sick leave of an employee upon termination of his/her**
13 **employment with the Presbytery.** If it is determined that the illness or disability for which sick
14 leave is taken by a staff member is unjustified, that staff member will be subject to remedial
15 action up to and including reimbursement of pay and termination of employment.
16

17 18 **FAMILY LEAVE**

19
20 All employees shall be covered by the Presbytery's Family Medical Leave Policy (approved May
21 2021).
22

23 **Eligibility**

24 Because of the unique situation that is a church family, illness, the addition of a child to a family, or
25 the illness of a pastor's loved one creates a unique burden on both a pastor and the pastor's
26 congregation. This policy is our attempt to build a shared understanding of faithfully safeguarding
27 both needed support of the pastor and their family, and the continued vitality of the congregation. As
28 a connectional church, with shared leadership between Teaching and Ruling Elders, we hope to foster
29 communication for mutual care.
30

31 This policy covers all Ministers of Word and Sacrament serving a PC(USA) entity including those
32 serving in temporary/transitional or part-time positions, as well as in installed positions. Churches are
33 encouraged to extend similar benefits to other employees, at the session's discretion.
34

35 **Parameters**

- 36 • Within any 12-month period, a maximum of 12 weeks (total, regardless of precipitating event or
37 circumstance) of Paid Leave may be agreed upon with as much advance notice as possible. For the
38 sake of the health of each congregation, consecutive use of Paid Leave, vacation and sabbatical is
39 discouraged. Specific circumstances which call for the family/medical leave will help guide the
40 agreement reached about the length of the time for the family/medical leave. Possible partial
41 performance of pastoral duties during the absence is negotiable between the pastor and session. If
42 desired, the Committee on Ministry can provide assistance and support for these conversations. If
43 there is disagreement about the necessity of leave when it is not clear through the guidelines of the
44 Board of Pensions, either the pastor or the session can call on COM for help negotiating the Paid
45 Leave.
- 46 • Paid Leave may be used consecutively or intermittently. Tracking use and substantiating
47 documentation of intermittent absences is the responsibility of each session and pastor.
- 48 • During Paid Leave, the pastor will continue to receive all benefits in their terms of call, including
49 dues paid to and benefits provided by the Board of Pensions.

1 • Paid Leave is not vacation or sabbatical, and Paid Leave Time will not reduce the vacation/study
2 leave/sabbatical time in the pastor’s/employee’s terms of call/contract. At the discretion of the pastor
3 and session, vacation time may be used to extend the Paid Leave outlined in this policy.

4 • Following the period of Paid Leave, the pastor shall be entitled to return to the same position with
5 the same title, terms of call, hours worked, and job description.

6 • We recommend that the pastor/full-time employee, COM representative(s), and session/board
7 representative(s) participate in a reentry/reevaluation conversation during the Paid Leave, before the
8 pastor/employee returns to work.

9 o Becoming a parent, healing from a personal loss, and caring for ill/disabled family members
10 are major life events that can be substantially impactful. Having a conversation about the changes in
11 perspective/priorities brought about during/from the Paid Leave can smooth the pastor/employee’s
12 reentry into the life of the church/entity.

13 • Churches and pastors/employees are encouraged to use the energy, intelligence, imagination, and
14 love promised in ordination vows to approach the structure of each leave situation.

15 o For example, an employee with a life-altering reason for Paid Leave may be helped with a
16 gradual return to their job duties, which would ultimately benefit both the life of the church and the
17 thriving of the pastor/employee.

18 If desired, COM will consult with churches on pulpit supply — supported either by an emergency
19 pastoral supply fund, or by suggesting preachers who have agreed to forgo an honorarium under such
20 circumstances.

21 22 **Types of Leave**

23 **Events and Circumstances impacting the pastor** — These situations affect a pastor’s personal
24 ability to perform their duties. The Board of Pensions’ policy covers 60% of the effective salary of
25 the pastor in these situations:

26 • **Medical Leave:** Temporary Disability is defined by the Board of Pensions as when an employee is
27 “unable to perform regular work duties because of sickness or injury. Temporary disability benefits
28 are generally available for up to 90 days from the date of the disability, after a 14-day waiting period.”
29 The Board of Pensions Temporary Disability benefit will cover 60% of the pastor/employee’s salary
30 during Medical Leave, thus reducing the financial burden on the church. It is up to the Session of each
31 congregation to determine if they are able/willing to pay the remaining 40% of the pastor/employee’s
32 salary during his or her leave.

33 • **Parental Leave:** Within one year of birth or adoption, a pastor/employee may take up to twelve
34 consecutive or intermittent weeks of time off for bonding and care for the new family member.

35 • **Childbirth:** The Board of Pensions Temporary Disability benefit will cover 60% of the
36 pastor/employee’s salary during Parental Leave with approval from a physician, thus reducing some
37 of the financial burden on the church. It is up to the Session of each congregation to determine if they
38 are able/willing to pay the remaining 40% of the pastor/employee’s salary during her leave.

39 • **Adoption:** In cases of adoption, the Temporary Disability Benefit will not apply. It is recommended
40 that churches pay either 60% of the employee’s salary, the full salary less the amount needed to pay
41 for pulpit supply, or some other amount negotiated by the session and pastor/employee. The Board of
42 Pensions does offer an adoption grant that the pastor/employee should be made aware of as they
43 navigate the costs of adoption.

44 45 **Events and Circumstances impacting the family of the pastor:**

46 • **Caregiver/Family Leave:** When a family member requires care due to an illness or disability, a
47 pastor/employee may take up to twelve weeks Paid Leave, either consecutively or intermittently,
48 depending on the nature of illness and need. It is appropriate for pastors and other covered employees
49 to clarify the necessity or relationship that requires caregiving. It is recommended that churches pay

1 either 60% of the employee’s salary, the full salary less the amount needed to pay for pulpit supply,
2 or some other amount negotiated by the session and pastor/employee.

3 • **Personal Loss Leave:** In the event of the death of a loved one or a tragic event, a pastor/employee
4 may take up to twelve weeks Paid Leave, either consecutively or intermittently, depending on the
5 nature of event and need. It is recommended that churches pay either 60% of the employee’s salary,
6 the full salary less the amount needed to pay for pulpit supply, or some other amount negotiated by
7 the session and pastor/employee.

8 **Church [and Other PC(USA) Entity] Support**

9 • Where possible, pastors/employees are encouraged to anticipate Paid Leave with as much advance
10 notice as possible, and with sensitivity around the needs of the church/entity/body such as temporary
11 replacement and fulfillment of duties. Again, the COM is available to help sessions arrange
12 appropriate pulpit supply and pastoral services.

13 • Paid Family Leave is not intended to be a burden but rather a source of joy and comfort as
14 churches/entities encourage pastors to take time for the good of their families. Churches with smaller
15 staffs are encouraged to consult with the presbytery about implementing this policy. Pastors laboring
16 outside the parish setting are to be guided by their employers’ FMLA policies (e.g. hospital chaplains).
17 In the absence of an FMLA policy, this policy is recommended.

18
19
20 **PERSONAL LEAVE**

21 There are some instances where an employee may need to miss work other than sickness to care for
22 personal matters. Paid personal leave days are available to full-time and elected staff members at a
23 rate of two (2) days per year (non-accumulative). Personal leave must be requested in advance and
24 approved by the Executive Presbyter(s).

25
26 Additional personal leave will be granted by the Executive Presbyter(s) to employees who are not
27 temporary for the following reasons:

- 28 • Death in the immediate family (wife, husband, child, brother, sister, parent, parent-in-law, or
29 relative in the same household). Five (5) consecutive days will be given with pay, in the event
30 of a death in the immediate family.
- 31 • The Presbytery will grant paid leave for employees to perform jury duty or serve as a witness
32 in a court case.

33
34 **SABBATICAL**

35 The Presbytery awards sabbatical leave as required by Presbytery’s policy and the terms of call.

36
37
38 **MILITARY LEAVE**

39 The Presbytery grants leaves of absences for individuals to perform duties in the “uniform services”
40 in accordance with applicable law. The Presbytery may provide up to two weeks of paid leave to
41 individuals to engage in active training or active duty as a member of the National Guard or organized
42 reserve of any branch of the United States Armed Forces.

43
44 **PERFORMANCE EVALUATION**

45 All employees of the Presbytery will participate in a performance evaluation conducted by their
46 supervisor(s) and others.

- 47 • New employees will participate in an evaluation toward the end of 90 days.
- 48 • All employees will participate in an annual evaluation normally in the third quarter of the
49 calendar year.

1 The Executive Presbyter(s) are supervised by the Administrative Committee. The Stated Clerk is
2 supervised by the Presbytery on matters related to the Book of Order. All non-polity responsibilities
3 and administrative duties are under the supervision of the Executive Presbyter(s). All other
4 employees whether called, full time, or part time are supervised by the Executive Presbyter(s) as
5 Head of Staff. The primary consideration will be given to the evaluation by the supervisor. The
6 Personnel Task Force may solicit additional input from members of the Presbytery and its committee
7 members and may consider reports of concern or commendation in the evaluation process.

8
9 The performance evaluation will be documented in writing and presented to the employee at the time
10 of the performance evaluation interview between the employee, the Executive Presbyter(s) and a
11 member of the Personnel Task Force.

12
13 The employee will be requested to sign the performance evaluation form to attest to the fact they
14 have been advised regarding their level of performance. The employee's signature does not mean the
15 employee accepts or agrees with the content of the evaluation, but that he or she has seen the
16 evaluation and has discussed it with the Executive Presbyter(s) and a member of the Personnel Task
17 Force. A copy of the evaluations will be kept in the employee's personnel file for the entirety of
18 employment plus five years.

19 20 **FAIR TREATMENT POLICY**

21 In the event an employee has an employment issue,

22 Step One: The employee should report any issue as soon as possible. Most
23 issues may be resolved through a conversation with the Executive Presbyter(s). In the
24 event an employee has an issue with the Executive Presbyter(s), the issue should be
25 presented to the Personnel Task Force Liaison who will attempt a resolution as soon as
26 possible.

27 Step Two: In the event the issue is unresolved, the employee has seven (7) days
28 to place the issue in writing and submit it to the Personnel Task Force Liaison who will
29 have seven (7) working days to respond in writing.

30 Step Three: Should the response by the Executive Presbyter(s) and/or Personnel
31 Task Force Liaison be unsatisfactory the employee may request, in writing, that the full
32 Personnel Task Force hear the issue. In a timely manner, the Personnel Task Force will
33 meet to address the issue. The Personnel Task Force will deliberate and prepare a
34 written response. The written response will be shared with the employee within seven
35 (7) days of deliberation.

36 Step Four: Should the response by the Personnel Task Force be unsatisfactory,
37 the employee may request, in writing, a hearing before the Administrative Committee
38 on the issue. In a timely manner, the Administrative Committee will meet to address
39 the issue. The Administrative Committee will deliberate and prepare a written
40 response. The written response will be shared with the employee within seven (7) days
41 of deliberation

42
43 Written Record: A written record of all issues, meetings, findings, and decisions will be kept in the
44 personnel files including a signed verification by the complaining party to indicate his/her acceptance
45 or rejection of the decision and outcome.

46 47 **SEPARATION POLICY**

1 The term "separation" shall refer to any and all terminations of the relationship between a staff member,
2 exempt or non-exempt, and the Presbytery of Middle Tennessee.

3 A. Voluntary Resignation

4 A voluntary choice of separation freely made by the staff member may take place after one month's
5 written notice for Executive staff members, or two weeks written notice for support staff.

6 B. Involuntary Separation by the Presbytery

7 An employee's employment may be terminated by the Presbytery (through the Executive Presbyter or
8 the Administrative Committee) for any reason not contrary to law or the *Book of Order*. For example, a
9 change in circumstances may warrant a reduction in the number of persons employed by the Presbytery.
10 Examples of a change in circumstance include, but not limited to, a budget reduction and/or a shift in
11 program direction which require a change in staff structure, skills or organization. Examples of other
12 reasons for which Presbytery may terminate the employment relationship include, but are not limited to:

- 13 1. Insubordination in the line of assigned duties.
- 14 2. Unsatisfactory performance of duties
- 15 3. Neglect in the care and use of Presbytery property or funds.
- 16 4. Repeated unexcused absences and/or repeated tardiness.
- 17 5. Illegal, dishonest and/or unethical conduct.
- 18 6. Failure to observe the Personnel Policies.

19 Discharge of a staff member is always considered to be an action of last resort taken after remedial
20 measures have proven ineffective or when the staff member's conduct is such as to preclude further
21 employment.

22 Recommended Steps:

- 23 1. Verbal warning – A private meeting with the employee to explain the problem or violation,
24 stating the expectation(s) and giving a time frame for correcting the situation.
- 25 2. Informal meeting – If the expectation is not met, an informal meeting may be needed to reiterate
26 the problems and expectations and to discuss corrective actions. This meeting should be
27 documented with notes in the supervisor's working file.
- 28 3. Formal warning – If, after the above communications, the expectation has not been met, a formal
29 meeting should be held, identifying the seriousness of the need for corrective action, any
30 coaching or resource(s) that may be appropriate, the expectation(s) to be met, the time frame for
31 correcting the performance or behavior, and the consequences for failure to meet the
32 expectation(s). These elements are documented in a written letter of warning and given to the
33 employee with a copy in the official personnel file. This letter must be signed by the supervisor
34 and the employee (or, if the situation warrants, "refusal to sign" noted by the supervisor).
- 35 4. Implementation of consequences – If the expectations are not met by the designated time, the
36 designated consequences are written in a letter to the employee and implemented, such as:
 - 37 a. Suspension (administrative leave), with or without pay;
 - 38 b. Demotion; or
 - 39 c. Termination.

40 When consequences are less than termination, the employee is provided with a clearly written
41 description of the performance or behavior that is expected for their employment to continue.

1
2 The Administration Committee should be notified when a individual reaches Step 3 above or if they feel
3 an immediate termination is warranted.
4

5
6 NOTE: When an employee is a member of the PC(USA), (e.g., a member of a PC(USA) congregation, a minister of Word and
7 Sacrament, or a commissioned ruling elder) and there is a possible offence against Scripture or the PC(USA) Constitution,
8 the *Book of Order* governs the process. The judicial process outlined in the Rules of Discipline addresses the relationship of
9 the individual and the PC(USA), but it does not necessarily impact the employment of the individual. Similarly, the
10 effectiveness of the employee and the status of their employment is not always relevant in a judicial process. It is possible
11 for an individual to be simultaneously engaged in a judicial process and in a progressive/corrective action process described
12 above.

13
14
15 **GENERAL OFFICE PROCEDURES**
16

17 **TARDINESS**

18 It is the responsibility of each employee to be punctual. Repeated tardiness will be noted in the
19 employee's personnel record and will subject the employee to disciplinary action.
20

21 **UNSCHEDULED ABSENCES**

22 Employees who are unable to report for work because of emergency must let the Executive
23 Presbyter(s) know as soon as possible.
24

25 **VIOLATION OF FINANCIAL POLICIES**

26 It is the responsibility of each employee to follow the Presbytery's financial procedures for fiscal
27 responsibility of the Presbytery office. Failure to do so may lead to termination.
28

29 **CONFLICT OF INTEREST**

30 It is the policy of the Presbytery to maintain high standards of integrity, honesty, impartiality, industry,
31 and conduct by employees. Avoidance of conflicts of interest, whether real or implied, by all staff is
32 indispensable to the maintenance of these standards.
33

34 No employee of the Presbytery will accept any gift, gratuity, grant, service or any special favor from
35 any person or persons, or businesses which provide or receive goods and services or which seek to
36 provide or receive goods and services to or from the Presbytery. However, minor courtesies such as
37 luncheons, dinners or church publications in connection with business discussions may be received.
38

39 In addition, if an employee is called upon to participate in a decision in which the interests of the
40 employer conflict with his or her personal interests, the employee must abstain from participating in
41 the decision.
42

43 All employees will avoid even the appearance of conflict of interest, special interest, or any other
44 inappropriate conduct. If an employee discovers that he/she may be in a position of conflict of interest,
45 he/she will immediately report this conflict to his/her supervisor.
46

1 Failure to disclose a conflict of interest may lead to disciplinary action up to and including termination.

2

3

AMENDMENTS

4 These personnel policies may be amended by recommendations made by the Personnel Task Force,
5 approved by the Administrative Committee, and adopted by the Presbytery.

6

Approved by the Presbytery of Middle Tennessee May 3, 2012

7

Revised by the Presbytery of Middle Tennessee May 17, 2014

8

Editorial Revisions Authorized February 6, 2016

9

Revised by Presbytery of Middle Tennessee October 10, 2019

10

Refreshed December 6, 2021

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12

ADDENDUM

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1 **Presbytery of Middle Tennessee**
2 **Job Description: Stated Clerk**
3 **(Part time with benefits, Exempt)**
4

5 The Stated Clerk, as required by the Book of Order, shall ensure the Presbytery's compliance with the
6 Book of Order, providing polity advice, ensure the Presbytery's compliance with the Mission and
7 Operations Manual and Presbytery policies, and serve as Presbytery's parliamentarian, preparing for
8 Presbytery meetings.

9
10 **Essential Duties and Responsibilities:**
11

12 **1. Ensure the Presbytery's compliance with the Book of Order:**

13 To perform, or where appropriate to oversee the performance by others, tasks assigned to the
14 Stated Clerk in the Book of Order. These are primarily:

- 15 • Record transactions of Presbytery including record minutes of Presbytery meetings and file
16 all reports as required by the Presbyterian Church (U.S.A.)
- 17 • Keep rolls of Presbytery membership and attendance
- 18 • Preserve Presbytery minutes and other records and furnish verified extracts upon request
- 19 • Provide orientation, training, advice and ongoing training in matters of judicial process
- 20 • Perform certain other ministerial functions on behalf of the Presbytery
- 21 • Assist the Presbytery in the process of determining the number of ruling elders each session
22 elects as commissioners, with the goal of numerical parity between teaching and ruling elders
- 23 • Assist the Administrative Committee in the annual administrative review of the actions of
24 Presbytery's officers, related entities, and lower councils

25
26 **2. Serve as the Presbytery's polity advisor:**

- 27 • Train commissioners to General Assembly and Synod in matters of polity.
- 28 • Interpret the Book of Order and the actions of General Assembly for the Presbytery
- 29 • Assist sessions and members of Presbytery in reviewing (and, where appropriate, in
30 submitting) proposed amendments and overtures
- 31 • Serve as a resource for committees and commissions

32
33 **3. Ensure the Presbytery's compliance with the Mission and Operations Manual and**
34 **Presbytery Policies:**

- 35 • Attend meetings of the Administrative Committee, Committee on Ministry, Committee on
36 Preparation for Ministry, Permanent Judicial Commission, and any other committees when
37 invited by the committee chair, or directed by the Administrative Committee or Executive
38 Presbyter
- 39 • Provide orientation, training, and support for any administrative committee or commission
- 40 • Handle background checks for the Presbytery.
- 41 • Assist with posting forms on the denomination's vocation web site
- 42 • Provide resources for the Presbytery's website for officer education/continuing education for
43 ruling elders and deacons, to serve as a 24/7 learning and leader development.
- 44 • Review every five years the Presbytery's Records Retention Guidelines, with any necessary
45 recommendations to the Administrative Committee for action
- 46 • Review, with the Executive Presbyter, the Presbytery's network and security
- 47 • Assist with annual reports to teaching elders and commissioned ruling elders
- 48 • Review calls, contracts, and terms of call and report any issues to the Committee on Ministry

- Such other tasks as may be assigned by the Executive Presbyter or Administrative Committee

4. Serve as Presbytery’s parliamentarian:

- Train the Moderator in matters of process
- Assist the Moderator, Administrative Committee, committee chairs, and staff in preparing for and conducting Presbytery meetings
- Facilitate annual orientation for committee chairs, with the Executive Presbyter
- Facilitate orientation of first time commissioners to Presbytery meetings, with the Executive Presbyter
- Conduct site visit with host church in advance of Presbytery meetings
- Prepare for Presbytery meetings, including contacting committee chairs for reports, drafting the agenda, working with the Moderator on meeting management, working with committee chairs on presenting reports, reporting actions and correspondence to the Presbytery, providing “Highlights of the Presbytery Meeting”
- Provide a monthly newsletter article for the Presbytery’s E-Newsletter
- Continuing Education – Attend the annual Polity Conference, and meetings of the Synod of Living Waters and the General Assembly
- Allow, in consultation with the Administrative Committee and Executive Presbyter, service to the larger Church

Added Administrative Duties:

- Keep Presbytery’s electronic files up to date and orderly
- Prepare and distribute Presbytery packets
- Work with the host church regarding registration at Presbytery meetings with the assistance of the Administrative Committee

Accountability: The Stated Clerk shall be accountable to Presbytery through the Administrative Committee in accordance with the Presbytery’s Mission and Operations Manual.

Evaluation: The performance of the Stated Clerk shall be evaluated annually by the Personnel Task Force in consultation with the Executive Presbyter. The Personnel Task Force shall submit its evaluations and recommendations to the Administrative Committee.

Term of Service: The Stated Clerk shall be nominated by Presbytery’s Nominating Task Force through the Administrative Committee and elected by Presbytery for a three-year term of service. Terms are renewable every three years.

Revised 07/08/2015

Approved by the Presbytery of Middle Tennessee 07/18/2015

Revised due to Mission and Operations Manual approved 02/06/2016

Refreshed 05/16/18

Refreshed 6/3/21

Presbytery of Middle Tennessee

Co-Executive Position Description

Purpose

Administer the mission and ministry of the Presbytery of Middle Tennessee in accordance with G-3.0106 (Administration of Mission)

Interpret, advocate for, and invite increased engagement in the mission and ministry of the Presbytery to the Presbytery and its churches

Build relationships of trust and love with the congregations of the Presbytery and cultivate stronger bonds of community around the Presbytery

Areas of Focus

Build Up Connections of Mutual Support through seeking ways for Presbytery to build connections and function pastorally, purposefully, transformatively, and collaboratively. Connect expressed needs, dreams, and hopes with resources, support, and avenues for fulfillment.

- Provide prompt responses to needs, questions, crises
- Visit our churches as time and conditions allow and maintain contact with all of them
- Send cards of condolence, new birth and other occasions to pastors, as known
- Balance our time across the full spectrum of size and location of our churches
- Direct attention to those churches undergoing significant transition and challenge.

Create a Culture of Leadership Excellence to bring leadership development, new skills and perspectives, training and educational events for pastors and lay leaders. Recruit, empower, resource, and orchestrate a wide representation in our leadership circles.

- Conduct annual orientation and training of committee leadership
- Cultivate new ideas, relevant topics, and bridges to resources for learning events.

Clear Creative Pathways through Church Transformation by discerning timely, Spirit-led, creative ventures for transformation in congregations and the Presbytery which connect with the changing contexts for ministry and mission. Open the Presbytery structure for new persons, unheard voices, and emerging visions.

- Innovate new solutions to ongoing issues – NWC Oversight Group, Zoom gatherings and meetings, Latinx Hub Model-
- Strengthen and broaden Immigrant, Non-white Ministry.
- Engage conversations with congregations experiencing transformation.

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Collaborative Leadership

On a regular basis, as well as when prompted by others’ expressed needs or voiced concerns, the EPs devote time to personal reflection and dialogue, inviting others to join them in reflection and conversation, in order to identify root causes, play out possible options along with projected outcomes, strategize steps for moving forward, and broaden the circle of engagement which fits both the articulated issue and the purposefully vetted response.

Admin/Presbytery office operations

Mentor, advise, refer pastor and elder inquiries. Instill collegial, open, mutually supportive staff relationships.

- Prepare and submit bank deposit
- Oversee the work of the Communications Coordinator
- Review and approve invoices
- Maintain Presbytery directory (with Communications Coordinator)

Other Areas of Attention:

- Move culture of Presbytery from top-down, staff-driven model to an open, more inclusive, more nimble community
- Broaden transparency and collaboration, empower and equip new leadership
- Represent the Presbytery at synod and GA events
- Participate in Presbyterian Leadership Formation forums, monthly coaching, PCUSA cohort groups

<u>Ray’s Lead Role</u>	<u>Robin’s Lead Role</u>	<u>Shared</u>
Church Transformation	Mutual Support	Admin/Finance
COM – Transitions	Leadership Excellence	Social Justice Working Group
- EP checks	Office operations/	
Preaching, Moderating	Presbyterian Women	
Cong. Meetings		

Recommended May 3, 2021

The Presbytery of Middle Tennessee
 Actual to Budget Receipts and Disbursements
 Period Ending Dec 2022

	December 22			Jan - Dec 2022			Annual Budget
	Actual	Budget	\$ Over Budget	Actual	YTD Budget	\$ Over Budget	
Ordinary Income/Expense							
Income							
4000 · Pledged giving	180,526.59	177,771.50	2,755.09	507,047.26	530,000.00	-22,952.74	530,000.00
4070 · Investment income							
4070-10 · Investment income	18,228.25	4,166.63	14,061.62	33,932.56	50,000.00	-16,067.44	50,000.00
Total 4070 · Investment income	18,228.25	4,166.63	14,061.62	33,932.56	50,000.00	-16,067.44	50,000.00
Total Income	198,754.84	181,938.13	16,816.71	540,979.82	580,000.00	-39,020.18	580,000.00
Gross Profit	198,754.84	181,938.13	16,816.71	540,979.82	580,000.00	-39,020.18	580,000.00
Expense							
5000 · Finance							
5000-01 · Occupancy	550.00	0.00	550.00	550.00	0.00	550.00	0.00
5000-02 · Equipment	761.34	500.00	261.34	4,441.35	6,000.00	-1,558.65	6,000.00
5000-03 · Insurance	0.00	100.00	-100.00	2,798.79	1,200.00	1,598.79	1,200.00
5000-05 · Office Expense	267.71	166.63	101.08	2,428.69	2,000.00	428.69	2,000.00
5000-06 · POMA (Database)	0.00	208.37	-208.37	2,490.00	2,500.00	-10.00	2,500.00
5000-07 · Telephone	342.16	300.00	42.16	3,243.16	3,600.00	-356.84	3,600.00
5000-08 · Audit Fee	0.00	500.00	-500.00	6,500.00	6,000.00	500.00	6,000.00
5000-11 · Processing Fees (Bank, Payroll)	193.55	166.63	26.92	1,896.90	2,000.00	-103.10	2,000.00
5000-12 · Webpage	327.00	83.37	243.63	996.00	1,000.00	-4.00	1,000.00
5070-01 · GA Per Capita	139,450.42	11,620.87	127,829.55	139,450.42	139,450.00	0.42	139,450.00
5070-03 · Synod Per Capita	61,805.00	5,150.41	56,654.59	61,805.00	61,805.00	0.00	61,805.00
Total 5000 · Finance	203,697.18	18,796.28	184,900.90	226,600.31	225,555.00	1,045.31	225,555.00
5020 · Committee on Mutual Support							
5020-03 · NaCoMe Camp	0.00	2,083.37	-2,083.37	25,000.00	25,000.00	0.00	25,000.00
5020-02 · MTSU Campus Ministry	1,604.17	1,604.16	0.01	19,250.04	19,250.00	0.04	19,250.00
5020-03 · TTU Campus Ministry	1,375.00	1,375.00	0.00	16,500.00	16,500.00	0.00	16,500.00
5020-05 · Vanderbilt Campus Ministry	1,604.17	1,604.13	0.04	19,250.02	19,250.00	0.02	19,250.00
5020-06 · Synod - Campus Ministry Support	-2,201.41	-2,201.38	-0.03	-26,416.92	-26,417.00	0.08	-26,417.00
Total 5020 · Committee on Mutual Support	2,381.93	4,465.28	-2,083.35	53,583.14	53,583.00	0.14	53,583.00
5030 · Committee on Ministry							
5030-01 · Retreat - COM	0.00	68.75	-68.75	238.48	825.00	-586.52	825.00
5030-04 · Background Checks	0.00	83.37	-83.37	369.27	1,000.00	-630.73	1,000.00
Total 5030 · Committee on Ministry	0.00	152.12	-152.12	607.75	1,825.00	-1,217.25	1,825.00
5050 · Comm. on Church Transformation							
5050-06 · Mission Insite	0.00	300.00	-300.00	2,646.00	3,600.00	-954.00	3,600.00
5050-07 · Sudanese church support	687.50	687.50	0.00	8,250.00	8,250.00	0.00	8,250.00
5050-08 · Hispanic church support	0.00	2,083.37	-2,083.37	25,000.00	25,000.00	0.00	25,000.00
Total 5050 · Comm. on Church Transformation	687.50	3,070.87	-2,383.37	35,896.00	36,850.00	-954.00	36,850.00
5100 · Administrative Committee							
5100-04 · Exec. Pres. expenses	1,056.87	833.37	223.50	9,479.51	10,000.00	-520.49	10,000.00
5100-05 · Co-EP Salary	1,810.50	1,810.50	0.00	21,726.00	21,726.00	0.00	21,726.00
5100-06 · Co-EP Housing	3,969.50	3,969.50	0.00	47,634.00	47,634.00	0.00	47,634.00
5100-07 · Co-EP FICA	442.16	442.13	0.03	5,306.32	5,306.00	0.32	5,306.00
5100-08 · Co-EP Medical/Pension	2,138.60	2,138.62	-0.02	25,663.20	25,663.00	0.20	25,663.00
5100-09 · Co-EP 2 Salary	5,780.00	5,780.00	0.00	69,360.00	69,360.00	0.00	69,360.00
5100-10 · Co-EP 2 FICA/Med	442.18	442.13	0.05	5,306.16	5,306.00	0.16	5,306.00
5100-12 · Co-EP 2 Pension	549.10	578.00	-28.90	6,589.20	6,936.00	-346.80	6,936.00
5100-14 · Co-EP 403b Match	166.66	166.63	0.03	1,999.92	2,000.00	-0.08	2,000.00
5100-15 · Co-EP 2 403b Match	166.66	166.63	0.03	1,999.92	2,000.00	-0.08	2,000.00
5100-20 · Stated Clerk Salary	4,767.66	2,601.00	2,166.66	35,845.32	31,212.00	4,633.32	31,212.00
5100-21 · Stated Clerk FICA	364.72	199.00	165.72	2,741.59	2,388.00	353.59	2,388.00
5100-22 · Stated Clerk Medical/Pension	984.35	1,077.12	-92.77	11,812.20	12,925.00	-1,112.80	12,925.00
5100-23 · Stated Clerk expenses	683.32	208.37	474.95	1,292.44	2,500.00	-1,207.56	2,500.00
5100-30 · Communications Coordinator	2,533.34	416.63	2,116.71	7,133.34	5,000.00	2,133.34	5,000.00
5100-31 · Administrative Asst. FICA	132.60	0.00	132.60	132.60	0.00	132.60	0.00
5100-37 · Hunger Action Advocate expenses	0.00	41.63	-41.63	0.00	500.00	-500.00	500.00
5100-61 · Accounting	1,215.00	937.50	277.50	10,871.60	11,250.00	-378.40	11,250.00
Total 5100 · Administrative Committee	27,203.22	21,808.76	5,394.46	264,893.32	261,706.00	3,187.32	261,706.00
Total Expense	233,969.83	48,293.31	185,676.52	581,580.52	579,519.00	2,061.52	579,519.00
Net Ordinary Income	-35,214.99	133,644.82	-168,859.81	-40,600.70	481.00	-41,081.70	481.00
Other Income/Expense							
Other Income							
7001 · Unbudgeted Income							
7001-15 · Unrealized gain/loss Investments	-62,288.48			-204,297.69			
7001-21 · Temp. Restricted-Receipts	12,549.02			150,884.04			
Total 7001 · Unbudgeted Income	-49,739.46			-53,413.65			
Total Other Income	-49,739.46			-53,413.65			
Other Expense							
7002 · Unbudgeted expenses							
7002-21 · Temp. Restricted disbursements	14,586.82			182,242.23			
Total 7002 · Unbudgeted expenses	14,586.82			182,242.23			
Total Other Expense	14,586.82			182,242.23			
Net Other Income	-64,326.28			-235,655.88			
Net Income	-99,541.27	133,644.82	-233,186.09	-276,256.58	481.00	-276,737.58	481.00

ATTACHMENT D

PRESBYTERY OF MIDDLE TENNESSEE Financial Policies and Procedures

Purpose: These policies and procedures have been adopted by the Presbytery of Middle Tennessee to guide those charged with overseeing its financial affairs. Our goal is to be good stewards of all that has been entrusted to us, and, in so doing, to maximize the resources that can be used to support the work of the Presbytery. We seek to ensure that Presbytery’s finances are handled honestly, competently, prudently, and transparently. The organizational framework and financial directives set out in this document are designed to further those objectives.

Best Practices: This document contains language that is often descriptive rather than expressly prescriptive. Descriptive language reflects current practices. These have been developed and proved successful over time; they incorporate accounting and financial best practices and should be followed unless there are strong, articulable reasons to depart from them (i.e., they are similar to a Book of Order provision couched in terms of “should” rather than “must”). If changed circumstances require regular departures from the practices described in this document, the descriptions should be revised and the new procedures approved by Presbytery.

Resources: Presbytery’s main source of income is the money contributed by its member churches. Although these gifts are voluntary, Presbytery has historically paid denominational per capita assessments to Synod and General Assembly, and it requests that congregations use the current per capita assessment for their church as a starting point when deciding how much to contribute. Presbytery also receives investment income and gifts and grants from other sources, including Synod and denominational agencies. On occasion Presbytery may take possession of and sell the property of dissolved, departed, or extinct congregations, although such non-recurring revenue is typically not included in operating income.

In addition to its current income, Presbytery holds significant reserves that can be drawn on as needed for capital investments and expenditures and to pay certain types of operating expenses, including deficits in the current operating budget. Our goal in managing these reserves is to maximize Presbytery’s ability to support the ministry and mission of its churches over time. This requires careful balancing of current and projected future needs. Overspending from reserves now would leave us financially unprepared to cope with future crises or to take advantage of future opportunities—both important reasons to maintain a rainy day fund. But accumulating more than is necessary to prepare for those future needs would be equally improvident, as it sacrifices real benefits that could be achieved today in favor of future uses for those funds that will never materialize. Decisions about whether to draw on or add to reserve funds are the province, in the first instance, of the Finance Committee, in consultation with the Administrative Committee. In the case of the annual budget or major revenues or expenses, their decisions require approval by Presbytery.

Cash Flow: Insofar as possible, Presbytery operates on a balanced budget, matching revenues and expenses on a calendar year basis. Within the confines of its annual budget, Presbytery seeks to manage its cash flow so that current income is always sufficient to cover current expenses. In this way we avoid having to withdraw money from reserves to pay operating expenses (unless the withdrawals have been previously approved as part of the annual budget). Cash flow is monitored on a weekly basis through a report prepared by Presbytery's accountant showing receipts, expenditures, and the resulting cash balance. This report is distributed weekly to the Treasurer and Executive Presbyters and monthly to the other members of the Finance Committee.

Donor Restrictions: If a donor requests that a gift be used for a specified purpose, and if Presbytery accepts the gift subject to that limitation, Presbytery will honor the donor's request and use the gift in the manner intended by the donor. Many such gifts are of a routine or recurring nature and do not require special scrutiny. However, to ensure that Presbytery does not undertake obligations that it cannot or perhaps even should not fulfill, the Executive Presbyters and the Accountant are charged with monitoring gifts with donor restrictions and bringing any that may impose difficult or unusual obligations to the attention of the Finance Committee. The Finance Committee may reject any gifts that come with unacceptable conditions by returning the money to the donor within 60 days of receipt.

If compliance with a donor-imposed restriction becomes impossible or impracticable, the Finance Committee may choose to return the donation or may redirect it to another use that adheres as closely as possible to the donor's original intent.

Temporarily Restricted Funds: Some of the money Presbytery receives is intended for third-party recipients—such as special offerings for designated agencies or purposes—and Presbytery is merely a conduit through which the funds are channeled. These pass-through funds are held in temporary accounts and promptly distributed to the intended beneficiaries. Special offerings and similar gifts held in temporarily restricted funds are normally forwarded no later than 30 days after they are received, unless they are specifically designed to accumulate for use at a later date. Presbytery has the capability to receive funds through online giving, and many of the donations made in this way go into one of Presbytery's temporarily restricted funds.

Designated Funds: Presbytery also receives money for its own account that is designated for specific purposes, such as new church development. If not included in the current operating budget, such funds are placed in special reserve accounts that are drawn on as needed to support the specified uses. These accounts are also funded internally through other sources, such as proceeds from the sale of property of closed churches and allocations from reserves, that are not subject to donor restrictions. A list of the currently active designated funds is in *Appendix A*.

Designated funds are intended to allow for capital accumulation to fund long term objectives. Like the annual operating budget, these accounts speak to Presbytery's values and priorities. The Finance Committee is charged with regularly reviewing the designated funds to be sure that the purposes for which money from each fund can be used are clearly

defined and consistent with Presbytery's current priorities and needs, and that each fund is being drawn on when appropriate to further the ministry or mission for which it was created. The Finance Committee may add, eliminate, or modify designated fund accounts or redeploy non-donor-restricted funds in the accounts in order to better reflect current needs and priorities. No new designated funds may be created without Finance Committee approval. The Finance Committee shall report changes in the designated funds to Presbytery at least annually.

Money from designated funds is accessed either as a line item expense in the annual budget or as authorized by the committee responsible for administering a particular fund in the form of a grant, a loan, or an authorized but unbudgeted expenditure. In addition, the Finance Committee may draw on designated funds pursuant to the normal procedures for approval of unbudgeted expenses. When money from designated funds is used to cover operating expenses as part of the annual budget, it is identified and accounted for separately from expenses that are expected to be paid out of current revenues.

One of the designated funds—allowance for church defaults—was created to cover any foreseeable obligation arising out of a default by one or more of Presbytery's member churches. The Finance Committee, in conjunction with the Stated Clerk, is responsible for maintaining records sufficient to show all guarantees or similar obligations expressly assumed by Presbytery in connection with loans made to member churches. Presbytery will normally only guarantee loans made by the Presbyterian Investment and Loan Program (PILP) and in any event only if the Finance Committee concludes that the church has demonstrated ability to service the debt and there is sufficient collateral to protect Presbytery from being exposed to a deficiency if the church defaults. As a failsafe, Presbytery also maintains a balance in this account equal to the amount of guaranteed loans outstanding, adjusting the total from year to year in accordance with changing loan balances. The account balance need not include loans for which Presbytery has approved a church's request to encumber its property but has not guaranteed the loan. In such cases the Finance Committee might recommend, in the event of a default, that Presbytery negotiate with the lender to pay off the loan balance in order to retain the property. However, Presbytery would not be obligated to do so and would have no liability for a deficiency judgment if it allows the lender to foreclose and the collateral proves insufficient to pay off the balance of the loan.

Donor Prescribed Endowments: Presbytery may accept contributions from donors who require that the corpus be maintained in perpetuity. Such funds are held in a separate account and managed in compliance with the requirements of the Tennessee Uniform Prudent Management of Institutional Funds Act, Tenn. Code Ann. § 35-10-204. Endowment funds should be invested in accordance with the long time horizon suitable for a permanently restricted corpus. The Finance Committee is responsible for seeing that the distributable earnings, calculated in a manner consistent with the statute, are accumulated or used in accordance with the donor's intent. It should also consider whether to undertake a campaign to increase Presbytery's endowments as a way of providing long term financial stability.

Functional Endowments: In addition to receiving endowment funds restricted by the donor, Presbytery may establish one or more functional endowment funds that are invested and disbursed in the same manner as a UPMIFA endowment but differ in that the monies are transferred into the fund by Presbytery and can be withdrawn without restriction. The purpose of a functional endowment is to impose, on a voluntary basis, the same kind of spending discipline and long-term perspective on Presbytery's use of its financial reserves as a true endowment, while preserving the flexibility to withdraw funds from the corpus if changed circumstances require that the funds be put to a different use. As with donor-prescribed endowments, the Finance Committee is charged with determining how much of the endowment's distributable earnings should be spent or accumulated annually. Distributable earnings are calculated in the manner specified by the UPMIFA, up to a maximum of 7% of the fund's average fair market value over the preceding three year period. Absent a donor or Presbytery limitation on the use of endowment funds, the distributable earnings from these funds can be drawn on to fund Presbytery's annual operating budget, either as part of the budget or at year end to make up any revenue shortfall.

Unrestricted Funds: The largest portion of Presbytery's reserves is undesignated and unrestricted. This account is treated as a functional endowment from which a maximum of 5% of the fair market value over the preceding three-year period can be drawn on to fund the operating budget or to cover budget deficits and unbudgeted expenses that have been approved but cannot easily be paid out of operating revenues or designated funds.

Grants, Loans, and Unbudgeted Expenditures from Restricted and Designated Funds: The committee responsible for administering each restricted or designated fund may approve disbursements from that fund—in the form of grants, loans, or payment of expenses not covered by the operating budget—as long as the disbursements are consistent with the fund's purposes and restrictions, as set out in *Appendix A*.

Grants, without any expectation of repayment, may be made to Presbytery of Middle Tennessee churches or ministers, or to third parties, from the grant-eligible funds designated in *Appendix A*. Each prospective recipient must submit an application in the form specified by the committee that administers the fund, plus any additional information requested by the committee. That committee is then responsible for reviewing and approving (or rejecting) grant applications and, as appropriate, monitoring how the grant money is used. Grants over \$5,000 must also be approved by the Finance Committee; grants over \$50,000 must be approved by the Finance Committee and Presbytery.

Loans are currently authorized only from the St. Andrews Fund for small church repairs, though other loan funds, or loans from other existing funds, may be made available in the future. Loans from this fund are administered by the Finance Committee, which is responsible for creating a loan application form, obtaining the necessary organizational and financial information from prospective borrowers, approving loans, and overseeing their repayment. Loan applicants should be able to document financial support, control of expenses, accurate record keeping and financial statements that demonstrate the ability to repay the proposed loan over the requested term. Terms for each loan are to be

individually negotiated by the Finance Committee and the borrower, with the interest rate set at the comparable rate charged by the Presbyterian Investment and Loan Program. Any loan over \$25,000 must also be approved by the Administrative Committee.

Funds designated in *Appendix A* as eligible to be used for specific types of expenditures are intended to supplement Presbytery's annual operating budget. These funds may or may not be replenished depending on the availability of unrestricted revenues and future funding priorities.

The terms and conditions of grants and loans are to be clearly described in the minutes of the approving committee with copies sent to the Finance Committee and to Presbytery's Accountant in a timely fashion so that payment authorizations can be properly processed.

Stewardship: Presbytery pays per capita assessments, based on the reported membership of each church, to the Synod of Living Waters and the PCUSA General Assembly. Although Presbytery could mandate payment of these assessments by its member churches, it has chosen instead to rely on their voluntary contributions to fund both the per capita payments and other parts of the budget. This reliance on voluntary giving means that Presbytery cannot take the financial support of its churches for granted but must actively solicit contributions. The Finance Committee, through its stewardship working group, is responsible for organizing and overseeing annual stewardship appeals to each congregation, supplemented as needed by additional targeted appeals or educational programs that highlight how Presbytery uses the money it receives and why it is important to continue supporting the work of Presbytery and, through it, the higher councils of the church.

In August of each year the stewardship working group drafts a letter to all the churches on behalf of the Finance and Administrative Committees thanking them for their past support, explaining the per capita assessment for each church, highlighting some of the important ministries supported by Presbytery, and requesting their support for the next year as they consider their budgets. Once approved by the Finance and Administrative Committees, the letter, accompanied by a pledge card, is distributed to all pastors and clerks of session. The Executive Presbyters and the Finance Committee's stewardship working group, along with the beneficiaries of designated gifts, are encouraged to find appropriate ways of thanking those who contribute to Presbytery or, through Presbytery, to one of its ministries.

In October, members of the stewardship working group arrange for someone to reach out on behalf of Presbytery to any of the churches that have not responded to see if they can answer questions and solicit a response. A letter is prepared to thank churches when they respond.

Church rolls that have been inflated by the failure to remove inactive and departed members cause Presbytery to incur greater than necessary per capita costs. It is therefore a matter of good financial stewardship for each church to clean its rolls regularly. Stewardship appeals to the churches should remind them of their Book of Order obligation to update their membership rolls, as well as the extra financial burden we all bear if this is not done

Budget: Like other church-related, nonprofit organizations, Presbytery hires staff and contractors, maintains an office, and conducts the business that it is charged to do. Much of that business involves providing grants and other financial support for churches and church-related entities. These operations are financed and conducted pursuant to an annual budget, in which Presbytery gives concrete expression to its vision, its priorities, and its goals. Presbytery's budget, like all of its accounting, is on a calendar-year basis.

Each year the Executive Presbyters, the Treasurer, and the Administrative and Finance Committees are jointly responsible for projecting income for the coming year; gathering information and recommendations from Presbytery's committees and other sources about what activities should be funded from that revenue stream; weighing, where necessary, the competing claims and requests for funding; considering whether any of the needs identified during this process could and should be funded out of designated funds; and at the end of that process proposing a reasonably accomplishable balanced budget (expenses +/- 2% of projected revenues plus amounts to be withdrawn from designated funds) for adoption by the full Presbytery. Extraordinary circumstances, such as the recent pandemic, may necessitate a temporary departure from the goal of presenting a balanced budget, but the finance and administrative committees must provide an explanation and justification to Presbytery when presenting a deficit budget and must work toward bringing expenses into line with current revenues. The budget for the following year should ordinarily be proposed at the last Presbytery meeting of the year, normally in November.

Budget Process and Timeline: Various committees have responsibility for overseeing the missional aspects of Presbytery's work. Each year the Finance Committee, as it begins drafting a proposed budget, appoints several of its members to a working group, typically led by the Finance Committee's vice-moderator, to solicit the input and recommendations of the other committees concerning spending priorities for the coming year.

This budget working group uses the grant application form (*Appendix B*) to gather information about entities and activities for which Presbytery may be asked to provide financial support. All individuals, organizations, or activities that receive money from Presbytery must complete an application, and all requests for funding must be endorsed by a Presbytery committee. The budget working group has discretion to interpret and adjust the requirements of the form to fit the circumstances of each applicant, as long as it obtains all the information needed to make an informed decision about the funding request. The working group is authorized to follow up with applicants and request whatever additional information is needed to vet any request for funding, including not just financial data but anything that bears on the suitability of both the recipient and the activity being funded. A similar form (*Appendix C*) must be filled out by applicants for Hunger Action grants, although these grants are approved by the Committee on Mutual Support and do not appear in the regular budget.

The working group then compiles the information it has gathered, drafts a recommended budget that matches the projected revenues for the following year, and presents it to the

Finance Committee for discussion, along with whatever backup information and options it believes would be helpful for the full committee. Once the Finance Committee has settled on a final draft of the proposed budget, it presents the draft budget to the Administrative Committee for approval, after which they jointly recommend it for adoption at the next presbytery meeting.

The work of preparing a budget should begin no later than June, with the goal of having a proposed budget, approved by both the Finance and Administrative Committees, to present at the November presbytery meeting. A typical schedule for accomplishing this would be:

- **June**

- The Treasurer, the head of the Investment Task Force, the Executive Presbyter, and Presbytery's Accountant present their best projection of revenues for the following year to the Finance Committee. This amount includes both the expected contributions by Presbytery's member churches and the expected distributions from Presbytery's investment portfolio. This projection can be modified as pledges are received, but it should begin with current and prior year giving as a baseline and make adjustments as needed to account for expected changes in circumstances. Once adopted by the Finance Committee, this figure represents the total amount of expenses that the working group may include in the proposed budget, except for expenses that will be paid out of designated funds, unless the Finance Committee agrees to a modification.
- The budget working group consults with staff to get their thoughts about the budget and begins gathering input and recommendations from the committees and potentially others who have a stake in the budget, including, where appropriate, past recipients of funding. These contacts would typically be by telephone or email, at least initially, but in-person or electronic meetings may be needed if there are unusual circumstances, such as an entirely new request or one that is substantially higher than in previous years.

- **July and August**

- The working group continues to gather information and begins assembling a draft budget.

- **September**

- The working group presents its preliminary budget to the Finance Committee. If there are questions that require further consultation or research, those issues should be addressed in time to complete the Finance Committee's part of the process by its October meeting.

- **October**

- The budget is finalized and adopted by the Finance and Administrative Committees.

- **November**

- The Administrative and Finance Committees present their proposed budget to Presbytery for a vote.

If Presbytery fails to adopt a budget for the following year at the November meeting, it must provide for the payment of necessary expenses once the current budget expires through a continuing resolution, which will govern spending until there is a formally approved budget. The resolution should specify the level and type of spending allowed and the persons who may approve expenditures pursuant to this temporary spending authority. A typical continuing resolution would authorize the Executive Presbyters and the Treasurer to pay all necessary expenses at the same level as the current budget (subject only to unavoidable cost increases), vesting in them the discretion to determine what qualifies as a necessary expense and what is an unavoidable cost increase.

Off-Budget Fundraising: Presbytery collects and disburses money raised by persons affiliated with Presbytery for missions, such as Hunger Action, that are authorized by Presbytery and overseen by its committees but are not funded out of normal operating revenues. These funds are outside of the budget and the budgeting process. Fundraising appeals and disbursements from these funds must be approved by the committee(s) of Presbytery under which they operate (currently the Committee on Mutual Support).

Unbudgeted Expenses: This section applies only to unbudgeted, unanticipated expenses that are not covered by an authorized disbursement from a restricted or designated fund. Unbudgeted expenses up to \$5,000 must be approved by the Finance Committee. Unbudgeted expenses greater than \$5,000 must be approved by the Finance Committee and Presbytery. The Finance Committee may require submission of a detailed application in connection with a request to fund an unbudgeted expense. The Finance Committee is expected to consult with the Administrative Committee concerning all significant unbudgeted expenses. If exigent circumstances do not allow time to present a proposed expense to Presbytery for approval, the Finance and Administrative Committees may authorize the expenditure on an emergency basis, which requires both (1) a finding by the committees that there is an urgent need to act on the request before Presbytery would be able to meet and (2) approval by a two-thirds majority of each committee.

Accountant/Bookkeeper: Presbytery contracts with a bookkeeping firm to handle its books, pay its bills, prepare financial statements, and perform all other accounting functions. These functions should be spelled out in detail in Presbytery's contract with the bookkeeping firm. The person assigned by that firm to perform these functions ("the Accountant") is supervised by the Executive Presbyters, who review and approve the firm's invoices, and by the Treasurer. The Accountant is charged not only with handling

Presbytery's books and day-to-day financial transactions, but also with providing advice and assistance to the Executive Presbyters and the Finance Committee on all aspects of financial management and planning. The Executive Presbyters should regularly review the performance of both the bookkeeping firm and the Accountant.

Financial Information and Authorizations: The Treasurer and the other members of the Finance Committee, as well as the Accountant and the Executive Presbyters, are authorized to access all of Presbytery's books and financial records. In addition, the members of the Investment Task Force are authorized to access Presbytery's investment accounts and obtain any information needed to perform their functions; however, only the Treasurer and the Chair of the Investment Task Force may give instructions to Presbytery's financial advisors and direct the investment and redemption of funds in Presbytery's portfolio. The Treasurer, who is also a Trustee, is authorized to act on behalf of Presbytery and its corporate entity (The Trustees of the Presbytery of Middle Tennessee, Presbyterian Church (U.S.A.)) in all financial matters. If requested, the Stated Clerk shall certify to Presbytery's banks, lenders, investment advisors, and other interested parties the persons who are authorized to access information, direct investments, sign checks, or take other financial actions on behalf of Presbytery.

Approval and Payment of Expenses: The Accountant is responsible for payment of expenses. All invoices and other requests for payment of previously authorized expenses must be reviewed and approved for payment by one of the Executive Presbyters, or if they are unavailable the Treasurer, before payment may be issued; provided, however, that budgeted expenses of a routine and recurring nature, such as Board of Pensions payments, need not be reviewed and individually approved as long as the schedule of such payments has been approved in advance; and provided further that neither the Executive Presbyters nor the Treasurer may approve their own or their spouse's expenses.

To the extent possible, all funds transfers, whether incoming or outgoing, shall be made electronically. The Finance Committee and the Accountant shall seek to minimize the use of cash and physical checks, both by encouraging churches and individuals to make contributions to Presbytery in electronic form and by paying expenses by ACH, direct deposit, wire transfer, or other form of direct funds transfer whenever that is allowed and is cost effective.

Payment by Check: The Executive Presbyters and the Treasurer, plus the Vice-Moderator and the Clerk of the Finance Committee, are authorized to sign checks. One signature is required for amounts less than \$2,500, and two signatures are required for amounts of \$2,500 or more. The Executive Presbyters are the preferred first choice for signatures; but under no circumstances, when two signatures are required, may both Executive Presbyters sign a check.

Cash Receipts: When a cash offering is received (particularly at Presbytery meetings), a Presbytery representative (either staff or a member of the Finance Committee) and a representative from the hosting church count the money together and fill out a cash offering form (*Appendix D*) and a bank deposit slip. The Presbytery representative then delivers the cash and the deposit slip to one of the Executive Presbyters, who deposits the

cash into the Presbytery bank account and sends a copy of the receipt to the Accountant. The Presbytery representative also provides the accountant with the completed cash offering form.

Check Receipts: One of the Executive Presbyters retrieves and opens the mail, stamps the back of the check “For Deposit Only,” copies checks, completes the deposit slip and the other Executive Presbyter takes the checks to the bank for deposit. The copied checks are scanned, along with the deposit slip, and emailed to the Accountant. Alternatively, the Executive Presbyters may deposit checks online in the Presbytery account, if that option is available on a cost-free or cost-effective basis, and if the bank provides a record of the transactions with all of the information needed by the Accountant to track and verify the deposits.

Remittances: To ensure that funds sent to Presbytery are deposited into the correct account, churches are requested to submit a remittance form (*Appendix H*) specifying the purpose of the contribution. If the funds are sent by check, a paper copy of the remittance form should accompany the check; if the funds are sent electronically, a copy of the form should be emailed to Presbytery’s Accountant at the address on the form. We prefer that funds be sent by electronic transfer whenever possible.

Financial Reports: Among the financial reports prepared by the Accountant are a weekly cash flow report; a cumulative monthly income statement, balance sheet, and pledged giving report; and a final year-end version of each monthly statement. These reports are initially provided by the Accountant to the Treasurer and Executive Presbyters and subsequently by them to the Finance and Administrative Committees. The Accountant, Executive Presbyters, Treasurer, and members of the Finance Committee and the Investment Task Force also receive a monthly statement from Presbytery’s financial advisor showing its investment results. The Finance Committee provides the most current financial reports each quarter to Presbytery as part of its committee report. The Treasurer will normally review the financial results and highlight items of interest at each stated Presbytery meeting.

Presbytery keeps its books on an accrual basis, except that pledges from its member churches are not recorded as income at the time the pledges are received. Presbytery does accrue unpaid pledges at year end and counts money received the following year in payment of prior-year pledges as prior-year income. Although this practice departs slightly from generally accepted accounting principles, which would require booking an unconditional promise to give as income upon receipt, the Finance Committee believes recognizing contributions only when received or at year end provides a more accurate picture of Presbytery’s financial condition and makes the financial reports more useful management tools.

Internal Review: The Treasurer shall appoint a member of the Finance Committee—preferably someone with an auditing background—to conduct a monthly internal review of Presbytery’s books and financial transactions using the form attached as *Appendix E*. The internal audit results are provided to the Treasurer and the Executive Presbyters.

External Review: Presbytery’s books are reviewed every year and audited every five years by a qualified CPA. The Executive Presbyters and the Accountant shall take the lead in screening and selecting an auditing firm to perform these tasks. They shall recommend their choice to the Finance Committee, which is authorized to retain an auditor/reviewer based on these recommendations. Presbytery approval is not required.

Investments: In conjunction with the Finance Committee, to which it answers, the Investment Task Force is responsible for managing Presbytery’s invested reserve funds pursuant to Presbytery’s Investment Policy (*Appendix F*). This includes selecting and overseeing the professional advisors who execute the investments and hold the funds. The Investment Task Force should regularly evaluate the quality of advice and service received from its financial professionals and recommend changes as needed. It is also responsible for recommending changes in the Investment Policy whenever it deems them advisable (or as requested by the Finance Committee), including asset allocations and the degree of active management authorized by the policy.

Each year in connection with the budgeting process, the Investment Task Force shall confer with the Finance Committee about Presbytery’s potential need to withdraw funds from its reserves within the next two calendar years. Such withdrawals may be (1) from designated funds in order to cover planned, budgeted expenses or to address the specific needs for which the fund was established, (2) from the default reserve to cover defaults by member churches, or (3) from endowments and undesignated reserves to fund the operating budget or to cover unbudgeted expenses and revenue shortfalls. This projection of reasonably foreseeable short term needs should cover all likely exigencies but should be no larger than necessary to protect against having to liquidate long term investments in unfavorable market conditions. The amount of reserves thus calculated should be invested in a manner that would allow ready access to the funds if needed within the succeeding two years. The remainder of Presbytery’s reserves, including the corpus of its endowments, should be invested with a longer time horizon—five to ten years—so as to maximize the return on those funds. The percentage of Presbytery’s reserves that fall within each of these categories, and the amount of each, will thus vary from year to year, which will require the Investment Task Force to review its asset allocations and adjust them as needed to maintain the correct balance based on current projections.

Presbytery’s investment portfolio should be of benefit both now and in the future on a generationally neutral basis. The rate of spending available from the investment portfolio to support the operating budget is to be set annually by the Finance Committee based on market performance and trends, the inflation rate, and portfolio allocations. To minimize year-to-year swings in annual spending amounts, the average of the prior three years’ ending balances of the portfolio is to be used as the base in the available spending amount calculation.

Presbytery realizes the income and capital gains generated by its investments through regular withdrawals of funds from undesignated reserves for use as general revenue (“investment proceeds”) in the current operating budget. The amount that can be withdrawn as investment proceeds is limited to 5% of the average annual value of the unrestricted reserves for the preceding three years; however, the presumption is that

Presbytery will withdraw the full 5% each year unless the Investment Task Force and the Finance Committee determine that the full amount is not needed or the market environment makes it prudent to withdraw less. No distinction is made for these purposes between income and capital gains. Income received from investments is retained in the investment account and treated simply as an increase in the value of the portfolio, except that it may be held as cash or cash equivalents for the purpose of funding disbursements from reserves.

The amount included in the annual budget as “investment proceeds” should be withdrawn from Presbytery’s unrestricted reserves in quarterly increments at the end of each calendar quarter. The final (December) withdrawal may be adjusted by the Finance Committee, on recommendation of the Investment Task Force, if it determines that less than the full amount is needed to meet the budget and/or maintain an adequate cash balance.

Presbytery may withdraw additional money from reserves as needed to maintain an adequate cash balance in the operating account. If the cash balance in the operating account exceeds what is needed to cover anticipated expenses, the excess should be transferred into the investment account. This is presumed to be the case if the cash balance exceeds \$100,000 for more than a month.

Presbytery’s reserve accounts are invested on a pooled basis and are not segregated according to designated uses. This allocation between short and long term investments is therefore unrelated to the amounts in any designated account. The designations, in other words, are only for accounting purposes, not investment purposes.

Legal: In conjunction with the Finance Committee, to which it answers, the Legal Task Force is responsible for obtaining and offering opinions on legal matters that come before the Finance Committee and other committees of the presbytery. These matters include those related to property and liability issues, and other matters that could have legal consequences for the presbytery or its churches. If the issue requires legal assistance, this task force shall help find appropriate counsel.

Property: The Finance Committee’s property working group, in conjunction with the Stated Clerk, maintains a list of all property held by the churches within its bounds, current debt obligations of each church, whether church property has been encumbered as collateral for loans, the approximate value of the property, and whether Presbytery is a co-signer or guarantor of the loan and thus contingently liable in case of a default. Unless exempted pursuant to G-4.0208, all churches must obtain Presbytery approval before buying, selling, or encumbering real property. The process to be followed is set out in Presbytery’s Church Property Sale Policy (*Appendix G*). The policy contains a list of churches that were eligible and took advantage of the G-4.0208 exemption. Initial screening and investigation of a church’s request to buy, sell, or encumber property are conducted by the property working group, which then makes a recommendation to the Finance and Administrative Committees. Presbytery approval is required if the value of the transaction exceeds \$25,000.

Funds from Closed Churches: The Church Property Sale Policy also addresses the procedure to be followed by an administrative commission charged with receiving and disposing of property from a dissolved or dismissed congregation. Presbytery will cover the expenses incurred during a church's dissolution process, as long as an administrative commission has been formed to oversee the dissolution and the value of the assets of the church can reasonably be expected to cover the amount of the advances. These expenses will have a priority claim on the proceeds of sold assets.

Normally all real and personal property of a closed church is sold and the proceeds added to the designated fund for new church development and church revitalization. The rationale is that recycling these assets is the best way of honoring the ministry of the closed church—by using them to share the gospel message with new disciples, who are essential to the future health of the church. The death of one congregation, in other words, should be the occasion for giving life to others. Just as each particular church must replace members who die if it is to maintain its vitality in the future, so must Presbytery replace its departed members if it hopes to continue offering a Reformed presence in the communities it serves and to avoid declining into irrelevance. Administrative commissions may propose different uses for some of the funds, subject to approval by Presbytery, but the majority of such funds should go to serve Presbytery's long term strategic goal of promoting the formation of new worshipping communities and the revitalization and growth of existing congregations.

Adoption: This policy was adopted by the Presbytery of Middle Tennessee at its meeting of October 21, 2021, and amended on May 19, 2022. Further amendments were adopted by the presbytery on February 11, 2023. It supersedes all previous financial policies.

Amendment to Manual of Mission and Operation; this section (excerpted below) is found on pages 7-8 of the manual.

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 the work of the committees and commissions 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 the investigating committee shall be reported at the next stated meeting of Presbytery. Prior to the final report being presented to the Presbytery, a member of the Investigating Committee may request that the names of the members be excluded because of specific, extraordinary reasons. The Presbytery shall then vote as to whether the names of the Investigating Committee members should be excluded from publication based on the reasons given. 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.

Bobby Harding

bobby@mborofpc.org

COMMITTEE ON MUTUAL SUPPORT

REPORT TO THE PRESBYTERY OF MIDDLE TENNESSEE

FEBRUARY 11, 2023

INFORMATION

- The Committee meets the third Thursday at 9:30 am by Zoom
- Centsability Offerings

The Committee on Mutual Support would like to remind the presbytery that the centsability offerings are the sole source of funds for our hunger grant program. Please encourage people to give generously to centsability and remind them that every dollar given goes directly to assisting in hunger related issues (such as food relief, developmental assistance, and education on the root causes of hunger challenges) in Middle Tennessee. Our committee would be glad to offer creative ideas on how churches can participate in this offering.

- Hunger Grant Recipients

Over the past few months we have awarded grant funds to the following: \$4000 to Good Samaritan Ministries of Franklin County; \$4000 to Fentress County Food Bank; \$4000 to God's Storehouse of Giles County.

- Technology Grant Recipients

The Committee on Mutual Support is working to gather stories from those who received grant money. Part of the grant required that once updates had been made, recipients would share stories about the funds in action. The Synod of Living Waters also requires that we share these stories, as a significant portion of the grant funds came to us via a synod gift.

- UKirk Campus Ministries

Our committee is always discussing ways we can nurture and strengthen the relationship between PMT and the three campus ministries: Ukirk Nashville, Ukirk at Tennessee Tech, and Ukirk at MTSU. We now have liaisons for each of the ministries, connected with the campus ministers. We are also almost finished crafting a list of individuals who are glad to offer their wisdom and expertise in the areas of fundraising, ministry leadership, spiritual direction, Board of Pensions, and tax/legal matters.

Attachment G

Kate Adcock
m.k.adcock@gmail.com

Report from the Committee on Preparation for Ministry to the Presbytery of Middle Tennessee

The Committee on Preparation for Ministry (CPM) is responsible for guiding, caring for, and examining candidates for ministry in our denominational process. All those seeking to become teaching elders/Ministers of the Word and Sacrament must move through the steps detailed in the CPM checklist that can be found on the presbytery website. And there are a lot of steps!

Typically, the full presbytery is only involved when prospective teaching elders desire to move from the inquiry phase to the candidacy phase and are “examined with respect to personal Christian faith, forms of Christian service undertaken, and motives for seeking the ministry.” The presbytery then votes to “affirm or deny the examination.” Enrollment as an inquirer and being certified “ready to receive” a call are handled by the CPM and those actions are reported back to the presbytery. Occasionally the CPM will consider requests to validate a ministry to which a ready-to-receive candidate may be ordained. These are usually settings that are not in a church but which may be considered pastoral (e.g. hospital, hospice, prison or street chaplaincy; certain positions in seminaries and divinity schools; or work at the denominational level).

ADMIT TO RECORD

November 22, 2022

- Enrolled Mallory Hammond (First Presbyterian Church, Nashville) as an Inquirer

RECOMMENDATION

- None at this time

The Rev. William Berger

**COMMISSIONER TO THE SYNOD of LIVING WATERS STATED MEETING
REPORT TO THE PRESBYTERY OF MIDDLE TENNESSEE
FEBRUARY 11, 2023**

I was privileged to serve as one of Middle Tennessee's commissioners to Synod of Living Waters which met January 23rd at Trinity Presbyterian Church, Nashville. For me, it felt like coming back home, having grown up and served in St. Andrew Presbytery and now for the last thirty in Middle Tennessee Presbytery. As has been the case, Synod provides a larger positive picture of what our Synod dollars (paid by our presbytery membership per capita) accomplish. The Living Waters clean water project continues strong world wide with a number of projects going throughout the world. For those involved, the massive clean water instrument has been much streamlined. We also heard from our numerous colleges to which we are related, and I'd give special recognition to our University of Pikeville in Kentucky which is engaged in ambitious well-funded nursing school projects. But, all of our schools are serving well in our name in the mid-south. Campus ministry is also overseen through Synod. We also honored the wonderful Carie Turner who has retired as bookkeeper and general support staff. Budget is sound and solvent. Each of our churches can participate in the valuable work through your per capita contributions which is based on your membership. From worship to closing and numerous reports from schools and children's homes, good work in our name is being done in the mid-south and through Living Waters Clean Water throughout the world.