

# Homestead Presbytery

## MANUAL OF OPERATIONS



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(Restated February 2014))

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**ABBREVIATIONS** – throughout this *Manual*, the following abbreviations are used, as well as others in specific documents:

AC	Administrative Commission
BF or B&F	Business and Finance Committee
BoO	Book of Order
CLD	Congregational and Leadership Development M&M
CF	Clergy Family M&M
COM	Committee on Ministry
CPM	Committee on Preparation for Ministry
CRC	Congregational Resources Coordinator
EP	Executive Presbyter
FoG	Form of Government
M&M	Ministry and Mission Task Group
MoO	Manual of Operations
NOM	Nominating Committee
PC(USA)	Presbyterian Church (U.S.A.)
PJC	Permanent Judicial Commission
PNC	Pastor Nominating Committee
P&G	Program-Grant Committee
RNOR	Roberts Rules of Order
SDOP	Self Development of People Committee
SC	Stated Clerk



**Homestead Presbytery  
MISSION STATEMENT**

**We are called to:**

**Proclaim God's love and grace,**  
through worship and living as faithful  
disciples of Christ Jesus.

**Lead as servants,**  
who guide others in accomplishing  
the church's call to discipleship.

**Equip churches for a life in mission,**  
to become actively involved in exposition of  
faith, justice and peace.

(The creation and establishment of any goals and objectives in support of and as a reflection of this statement shall be the responsibility of each committee and reporting unit of the presbytery as it proceeds with the design of its program and mission.) (February 17, 2007)

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## MISSION GOALS

***Go into all the world and proclaim the good news to the whole creation.***

**(Mark 16:15 NRSV)**

### **I. Spiritual Direction**

Acknowledging our unity in Christ, we recognize our need to grow in a relationship that is reflective of the spirit of self-sacrifice in both our individual and corporate lives.

### **II. Christian Education**

Recognizing the importance of identifying, defining, and proclaiming our reformed beliefs, we seek to provide educational opportunities and comprehensive support for study, guidance, and leadership training for all ages and abilities.

### **III. Revitalization**

Seeking to remain faithful to the Great Commission, and realizing there is a need for constant renewal, as a presbytery we will recognize and support ministries that empower evangelism – locally, nationally, and globally.

### **IV. Stewardship**

Accepting everything as a gift from God (time, talent, financial resources, natural resources), we will continue to find new ways to faithfully use God's gifts for the ministry of the church.

### **V. Calvin Crest**

Committed to its calling as a Christian camp and conference center, Calvin Crest will continue to support the mission of Homestead Presbytery through retreats, conferences, summer camps, and programming. In light of that goal, Homestead Presbytery, in collaboration with Missouri River Valley Presbytery, will continue to devote resources to support facilities and programs and continue Calvin Crest's vital place in this presbytery and beyond.

### **VI. New Church Development**

Remaining faithful to the Great Commission, we will use God's gifts and will provide financial and spiritual support for new church development in all potential areas of the presbytery.

### **VII. Communication**

Through our unity in Christ we recognize we are connected with one another and we do not stand alone. Through corporate bodies (congregation, presbytery, synod, general assembly) we seek to remain in loving conversation with one another. We also affirm and celebrate loving conversations at Christian ecumenical and interfaith levels – locally, nationally, and globally.

### **VIII. Leadership**

In an effort to perpetuate the Reformed Faith into the future we strive to seek, encourage, and recruit people of all ages and levels of faith to leadership roles as elders, deacons, ministers of word and sacrament and commissioned lay pastors. We also strive to nurture and care for current leadership.

**IX. Inclusiveness**

The religious community must address the concerns of persons who are handicapped and the wholeness of the family of God; the church's unity includes both those who are "disabled" as well as "able."

## I. ADMINISTRATIVE

### A. MEMBERSHIP

1. The membership of the presbytery shall be determined as prescribed in the *Form of Government* [G-3.0301 and G-3.0306]. A ruling elder elected moderator, vice moderator, moderator of a standing committee or member of council shall be enrolled as a member of the presbytery for the term of office, whether commissioned by his or her session. Ruling elders commissioned to particular pastoral service (Commissioned Lay Pastors) shall be enrolled as a member of Presbytery during the term of service.

2. Each church shall be represented by an elder commissioned by the session. Churches with membership over 500 shall be represented as follows:

500-1000	2 elders
1001-1500	3 elders
1501-2000	4 elders
2001+	5 elders

### B. STATED MEETINGS

1. The fall stated meeting shall include a sermon or an address by the moderator (or by someone appointed by the moderator).

2. Initiative for place of meeting shall be processed through the office of the stated clerk. Facilities shall be available for approximately one hundred people for stated meetings.

3. In the event of adverse weather, a meeting may be postponed. Such a postponement will be determined by the moderator, stated clerk, and executive presbyter, in consultation with the host pastor. If postponement becomes necessary, notice will be given by way of a message on the presbytery office telephone answering machine four hours prior to the stated meeting time, as well as through available electronic media. The meeting will then be held at a date and time determined by the moderator, stated clerk, and executive presbyter, in consultation with the host pastor.

4. The presbytery, presbytery council, committees, and commissions shall be governed in their meetings in accordance with the most recent edition of *Robert's Rules of Order Newly Revised* (RONR), except in those cases where the *Constitution* of the PC(USA) or the *Homestead Presbytery Manual of Operations* provides otherwise.

5. The proposed docket for all stated meetings of the presbytery shall be prepared by the stated clerk in consultation with the council, the moderator, and presbytery executive. Proposed dockets of all stated meetings shall be distributed at least ten days prior to the scheduled time of meeting. The place, date, and hour of convening shall be indicated.

6. Communion shall be celebrated at each stated meeting.

7. The worship offering at the stated meeting shall be for a cause or purpose designated by council. Council may delegate this task to a committee or task group.

8. The minutes of each meeting shall be prepared by the stated clerk and made available electronically within ten days of the close of the meeting.

9. The council may review and approve the minutes of the presbytery stated meetings as soon as possible following each presbytery meeting and report its findings to the next stated meeting of presbytery.

### **C. CALLED MEETINGS**

1. The moderator may call a special meeting. The moderator shall call a special meeting at the request of two ministers and two elders, the elders being of different churches. Should the moderator be unable to act, the stated clerk shall, under the same conditions, issue the call. If both the moderator and stated clerk are unable to act, any three ministers and three elders, the elders being of different churches, may call a special meeting.

2. The synod may direct the presbytery to convene a special meeting for the transaction of designated business.

3. Notice of a special meeting shall be sent not less than ten days in advance to each minister and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.

### **D. BUSINESS TO APPEAR AT MEETINGS**

1. Ordinarily the presbytery expects that items on the agenda be distributed by print or electronically prior to or at any stated meeting so that commissioners may review the matter.

2. New business introduced may be discussed and ordinarily will be referred to a committee for review and recommendation to the next Homestead assembly.

3. A motion of immediate importance may be voted at the stated meeting of presbytery of introduction upon a  $\frac{3}{4}$  vote.

4. It is helpful to submit any motion in writing to the stated clerk.

### **E. ELECTRONIC DECISION-MAKING**

1. Council, committees, commissions, and other presbytery groups, in lieu of calling a special meeting, may choose to use e-mail for making decisions under the following conditions:

a. The use of electronic voting shall be only on “non-controversial” issues.

b. Moderators shall make a good faith effort to contact all members through e-mail, telephone, text, fax and/or other electronic means.

c. Voting must be without a negative vote. If there is a negative vote, the matter may be considered in a conference call or held for consideration at the next scheduled meeting.

d. A time and date for close of voting must be stated in calling for an e-mail vote, after which an affirmative decision will be considered the action of the body.

e. Such action shall be reported to the next meeting of the body and recorded in its minutes.

### **F. GOVERNING BODY RELATIONSHIPS**

1. Representatives to synod committees and synod council, General Assembly committees, and the Presbyterian Mission Agency, shall report regularly to presbytery and presbytery council.



## **G. ADMINISTRATIVE COMMISSIONS**

1. Administrative commissions for the purposes of ordination or installation of teaching elders may be appointed by the moderator of presbytery.

## **H. PENTECOST OFFERING**

1. Homestead Presbytery has authorized its congregations to collect a special presbytery-wide offering on Pentecost each year for the support of new church developments/worshipping communities.

2. This offering may be collected by the congregations at any time during the year.

3. Participation in this offering is determined by each session for its congregation.

## **I. COMMUNION BY PRESBYTERY GROUPS**

1. Groups of Homestead Presbytery may celebrate communion during worship within the geographical bounds of presbytery when the officiant is a teaching elder member of Homestead Presbytery.

2. All such celebrations shall be reported to the stated clerk.

## **II. PRESBYTERY GENERAL POLICIES**

### **A. CONFLICT OF INTEREST**

1. No employee shall accept any gift, gratuity, grant, service, or any special favor from any person or persons or businesses which provide or receive goods and services or which seek to provide or receive goods and services from Homestead Presbytery if such gift, gratuity or favor gives the appearance of, or leads to the expectation of a return, or special consideration.

2. In addition, if an employee is called upon to participate in a decision in which the interests of Homestead Presbytery conflict with his or her personal interests, the employee should abstain from participating in the decision.

3. Employees who hold other paid positions should ensure that such outside employment will not interfere with the performance of their duties or produce a conflict of interest in the pursuit of those duties. Any question regarding this matter should be reviewed with the employee's supervisor.

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

### **B. NEPOTISM**

1. Except as approved in advance by the personnel committee, no person may be employed in a position that is under the direct supervision of an immediate family member (spouse, parent, parent-in-law, child, grandchild, brother, sister, grandparent) or a member of

the same household or where the family or household member, by virtue of the position held in Homestead Presbytery, has authority to influence the employee's salary, promotion, or other aspects of employment. This applies both to original employment and changes in employment by promotion, demotion, transfer, or reorganization.

### **C. SOLICITATION OR DISTRIBUTION**

1. It is the policy of Homestead Presbytery to ensure productive work environments where employees and program operations may function without disruption. Employees may not advertise services, solicit another employee, or collect from another employee while either employee is on work time.

2. "Work time" is defined as all time on the job other than before and after work, at meal periods, and during break times.

### **D. CLERGY HOUSING ALLOWANCE**

1. Once a portion of a teaching elder's effective salary has been designated as housing allowance, whether it is so designated as a percentage of the effective salary or as a set dollar amount, that designation shall remain from year to year until specifically changed by the respective governing council.

### **E. CONFIDENTIALITY AND SECURITY OF PRESBYTERY RECORDS**

1. It is the policy of Homestead Presbytery that employees are required to protect organizational records entrusted to them or accessible to them against unauthorized access, loss, or destruction. These records include all written and/or computerized information produced by or for Homestead Presbytery.

2. Employees may be assigned records or computer accounts identified by their personal names; however, the documents and information produced or stored in these and all records and accounts remain the property of Homestead Presbytery.

### **F. SEXUAL MISCONDUCT POLICY FOR HOMESTEAD PRESBYTERY**

1. Preface

a. In recent years there has been an increasing number of instances in which ministers of word and sacrament, continuing members of presbytery (hereinafter referred to as continuing members), have been alleged to have engaged in sexual misconduct. Sexual misconduct is a practice that contravenes the ordination vows, and in most instances, is in violation of the laws of the state as well. It should be noted that this is not an issue for this particular denomination alone, but is being experienced within many religious communities.

b. When accusations of sexual misconduct against a minister of word and sacrament or a commissioned lay pastor are brought forward, even in the rumor stage, it is important that the presbytery act promptly and lovingly toward all parties involved. Prompt action must be taken to deal with such accusations.

c. Homestead Presbytery strongly condemns discrimination based upon sex including sexual harassment. Such conduct is against the law and will not be tolerated in any form by any person.

2. Definitions

a. Sexual misconduct includes:

(1) Sexual misconduct specifically defined elsewhere by scripture or church authority.

(2) Nebraska state statutory civil and criminal definitions for sexual misconduct including, but not limited to: adultery, harassment, molestation, rape, sexual battery, sodomy, and other similar offenses.

b. Sexual harassment includes:

(1) Making unwelcome sexual advances or requests for sexual favors or other verbal or physical contact of a sexual nature a condition of an employee's obtaining employment or the continuation of said employment; or

(2) Making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or

(3) Creating an intimidating, hostile, or offensive work environment by such conduct. This prohibited conduct includes, but is not limited to unwelcome sexual flirtations; advances or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words; and the display in the workplace of sexually suggestive objects or pictures.

3. Procedures

a. Sexual misconduct allegations

(1) When accusations of sexual misconduct are brought forward, they will be dealt with according to the procedures defined in the Rules of Discipline in the *Book of Order*.

(2) Those empowered in these and *Book of Order* procedures shall do all in their power to maintain the confidentiality of the name(s) and particular church(es) involved.

(3) In case of an accusation by an individual against another, or of self-accusation, no preliminary procedure shall be instituted and no charges shall be filed against the alleged offender until a statement of an alleged offense, together with supporting information, shall have been submitted in writing to the stated clerk of the presbytery. The written statement should give a clear narrative and alleged facts that if proven true would likely result in disciplinary action. (*Book of Order*, D-10.0101)

(4) In the case of an alleged offense of sexual abuse toward any person under the age of eighteen, or who it is alleged lacked the mental capacity to consent, the *Book of Order*, D-10.0106, regarding administrative leave, will be followed.

(5) In all cases, without undertaking further inquiry the stated clerk shall then report to the presbytery only that an offense has been alleged without naming the alleged offender, or the nature of the alleged offense, and refer the statement immediately to an investigating committee designated by the presbytery. (*Book of Order*, D-10.0103)

(6) Upon receipt of a written accusation an investigating committee (as defined in the *Book of Order*) shall be formed in the following manner:

a) Five members shall be appointed to an investigating committee: a moderator (elder or minister of the word and sacrament), who shall have voting power, and two additional elders and two additional ministers of the word and sacrament. No current member of the committee on ministry or the permanent judicial commission shall be appointed to serve. Careful consideration shall be given to the wisdom of naming an attorney.

b) These members shall be appointed by the executive presbyter, the stated clerk, and the moderator of the committee on ministry in consultation with one another and by unanimous decision.

c) Should the executive presbyter or the stated clerk or the moderator of the committee on ministry be the target of an accusation, he/she shall be replaced in the appointing process by the moderator of presbytery council.

d) All expenses of the investigating committee shall be paid by the presbytery.

e) The investigating committee shall not commence its work until the presbytery has been duly notified of the names of those individuals appointed to serve.

(7) The investigating committee, entrusted with the responsibilities assigned in the *Book of Order* D-10.0202, is ordinarily to be appointed within three days of the receipt of the written accusation(s).

(8) Homestead Presbytery shall respond to the charges (be there any) expediently, in recognition of its responsibility for maintaining the peace and purity for its particular churches and its responsibility for both the churches and the continuing members under its care. Therefore, Homestead Presbytery shall:

a) Direct the stated clerk to notify the continuing member, the session of the particular church(es) (or governing board of the agency) and the committee on ministry that the continuing member has been placed on paid administrative leave without prejudice, from all ministerial rights and responsibilities until a full investigation has been completed and a decision has been rendered.

b) Provide, through and at the expense of the committee on ministry, for the continuity of worship, preaching, administration of sacraments, a moderator of session, and pastoral care of the particular church.

c) Offer, through and at the expense of the committee on ministry, counseling for the continuing member and family. This will be provided during the time that any judicial process is pending.

d) Offer, through and at the expense of the committee on ministry, counseling for the alleged victim(s) and their families and provide an advocate for the alleged victim(s). The advocate for the alleged victim(s) shall counsel with the victim(s) advising them of the procedure and status of the church investigation. The advocate shall make recommendations to both the alleged victim(s) and the committee on ministry for the care of the victim(s). The advocate will be provided during the time that any judicial process is pending.

e) Work, through the committee on ministry, with the particular church's session, to keep the particular church informed. Committee on ministry will assign an advocate for the particular congregation.

f) It is not necessary for the advocate to have any more information about the accusation(s) other than where in the process they lie.

g) Publicly exonerate the continuing member or take whatever action is appropriate once the investigation and judicial process, if any, has been completed.

h) Work, through the committee on ministry, with the particular church to mend, where possible, the pain, hurt, and grief that it experiences.

i) Retain and utilize legal counsel if and as needed.

j) Direct the stated clerk to counsel anyone filing accusation(s) that false accusation(s) are punishable by church law and may make them liable to civil suit.

#### b. Sexual harassment allegations

(1) Employees who believe that they have been the subjects of sexual harassment should report the alleged act immediately to their supervisor. If they do not

feel comfortable talking to that individual, they may speak with any executive or executive staff person, or the moderator of the personnel committee.

(2) Any supervisor, agent, or other employee who has been found by Homestead Presbytery, after appropriate investigation, to have sexually harassed another employee, will be subject to appropriate sanctions, depending upon the circumstances, from a warning in his or her personnel file up to and including termination.

## **G. POLICY FOR CLOSING A CHURCH**

1. The primary task and responsibility of the presbytery is to encourage the growth, nurture, and vitality of its congregations. The energies and resources of the presbytery are directed to this end.

2. The presbytery is also charged with the responsibility of protecting the assets of the congregations within its bounds for the extension and outreach of the mission of Jesus Christ. Therefore, when a congregation and/or the presbytery determines that it can no longer continue in ministry and mission it is the responsibility of the presbytery to assist the congregation to move to its closing.

3. Presbytery has the responsibility for the following:

a. Membership: To provide for letters of transfer of the members to the Christian communities of their choice, or to continue for a period of two years their membership on the at-large roll of the Presbytery.

b. Records: To see that all records of the church are transferred to the presbytery where they will be maintained in the presbytery archives or transferred by the presbytery to the Department of History in Philadelphia, PA.

c. Property and continuing financial responsibilities: The property of the congregation is held by the congregation for use of the congregation, and also held in trust for the whole Presbyterian Church (U.S.A.). At the time discussions begin about closure the presbytery is immediately involved to ensure a faithful and adequate disposition of all its property. In particular:

(1) The assets of a congregation can continue to assist in the mission and outreach of the whole church.

(2) To provide for the disposition of the building, other assets and all real property.

(3) To insure that the building is used appropriately so that the original intention of the building is not desecrated or becomes an eyesore or other liability and hazard to the community.

(4) Where possible, to return the property to the tax rolls.

(5) Provide for the final year payment of the per capita apportionment.

d. Procedures

(1) Normally, request to close the church will come from the congregation. This request should be the outcome of a vote, taken by ballot, at a special meeting called by the session for this purpose. The report of this action shall be transmitted by the clerk of the session to the stated clerk of the presbytery.

(2) Upon receipt of this information, the stated clerk shall consult with the executive presbyter, the chairperson of the committee on ministry, and the moderator of the session, concerning the appropriateness of the request. If the request is found to be in order, this group shall propose a list of nominees to the presbytery for election to an administrative commission named for the purpose of responding to the request.

Ordinarily, at least one member of the commission will be an elder from the congregation making the request.

(3) The administrative commission will be charged with the responsibilities described in section II.G.3.a., b. and c. above. The administrative commission will also arrange a final worship service to be held by the presbytery to celebrate the life of the congregation, to provide for its members to rededicate their lives to continuing service to Jesus Christ, and to declare the church closed.

## **H. DISTRIBUTION OF ASSETS OF CLOSED CONGREGATION**

### **1. Introduction**

Homestead Presbytery is committed to helping congregations remain vital and to avoid having to close churches. The decision to close a church will be made by presbytery commissioners only after all reasonable efforts to continue it as a faithful and sustainable entity have been exhausted.

Congregations, in turn, must stay alert to the fact that decisions regarding their life and future frequently need to be made long before the depletion of congregational life and resources mandates the church's closing. The congregations themselves bear the primary responsibility for these decisions.

When faced with the unavoidable dissolution of a congregation, this policy statement will guide the presbytery and its congregations, committees, and officers in these matters.

### **2. Specific Policies and Approaches**

a. The following are among the concerns and responsibilities which the presbytery is committed to addressing and which are further described in this section:

(1) Preparation and instruction of the administrative commission appointed by the presbytery to carry out the closing.

(2) Care of the members of the closed congregation, both during the process of closing and as long into the future as pastoral care may reasonably be needed, normally up to one year.

(3) Provision, where applicable, for the orderly transition and maintenance of the closed congregation's social ministry in the community.

(4) Use of the remaining physical and financial assets in such ways that the life of continuing congregations may be nourished and new congregations may be developed to carry on the work of the "saints that went before them." This shall be accomplished through the maintenance and administration of (A) the emergency and capital repair account and (B) the congregational development and redevelopment account.

b. In order to address these concerns, the assets of a closed congregation, including the receipts from the sale of its property, shall be deposited into the accounts of the presbytery, according to the provisions spelled out herein.

### **3. Administrative Commission**

a. Each commission shall be carefully chosen by the moderator of the presbytery council and the stated clerk and shall be trained and resourced by the presbytery staff. The commission shall function with a sense of caring for the people involved and in keeping with the policies adopted by the presbytery which pertain to the assigned task.

b. The commission shall give preference to the wishes of the congregation in the disposal of such items as moveable property, memorials, gifts, and funds previously dedicated for specific purposes by the congregation or the donor(s). All other tangible assets of the

closed congregation, including real estate, current bank accounts, general endowment and building funds -- if any -- which remain after the above distributions shall be transferred to the Homestead Presbytery for use and distribution under the following policies and guidelines.

c. Whenever it is deemed possible and prudent, within the mission and ministry directives of the presbytery, to continue a Presbyterian witness within the community or area of a closing congregation, the priority use of the assets of a closed Presbyterian church shall be for re-establishing such witness through a new church development. In all other instances the assets of the closed church shall be used for the following priorities:

#### 4. Continuing Care of Members

a. The *Book of Order* assigns to the presbytery responsibility for addressing the pastoral needs of the individual members of closed congregations. When possible, they will be encouraged to affiliate with a congregation where their relationship to Christ and church may continue and their pastoral needs be met. Under most circumstances, personal contact shall be maintained by an agent of the presbytery for a period of up to one year following the dissolution of the congregation.

b. In individual cases where re-affiliation may not be possible, the presbytery shall seek over a reasonable period of time to keep pastoral contact with such persons, inquiring into their physical and spiritual needs, and providing pastoral care and assistance as may be possible.

c. In order to assist in this continuing effort, the presbytery shall establish and administer a continuing pastoral care account. This account shall be used as needed to support the costs of the care program. Up to \$20,000 shall be kept in the pastoral care account. It shall be capitalized initially by monies obtained from the sale or transfer of former church properties, and replenished as may be required from monies derived from future such sales.

d. Administration of the pastoral care account and the related program shall be lodged with the committee on ministry.

(1) When an administrative commission is convened, a minister shall be engaged, if needed, on a part-time basis to assist the commission in its work with the closing congregation especially with regard to pastoral care for shut-ins and individuals grieving over the loss of their church. The minister shall be a person with pastoral skills and previous experience in the ministry (perhaps a retired pastor).

(2) The minister shall work with the closed congregation for up to one year after its closing in order to provide pastoral care during the transition period to members of the closing church, making contact with all members and assisting them in relocating.

(3) The minister shall make an assessment of ongoing needs and develop a plan for addressing these needs following the closing of the church, the dismissal of the commission and for a specified time thereafter. The administrative commission shall report this plan to COM.

(4) The executive presbyter shall supervise this minister's work. The minister shall prepare and present an evaluation to COM at the end of six months and one year.

(5) A report of all disbursements from this account shall be made to COM and the presbytery council on a regular basis.

#### 5. Continuation and Support of Social Ministries

a. In instances where closing a particular church may mean the depletion or abandonment of a specific significant social ministry that had been provided in the community by the congregation, an effort shall be made to provide for the continuation of that particular ministry under other auspices (not necessarily Presbyterian). One of the tasks of the administrative commission shall be to ascertain whether or not such a situation exists and to report to the presbytery regarding this matter.

b. Prior to making its recommendations to presbytery regarding this matter, the administrative commission shall consult with and seek the concurrence of other units of the presbytery where appropriate. Proposals for addressing the situation shall reflect the guidelines and mission priorities of Homestead Presbytery and the Presbyterian Church (USA) and shall be consistent with the criteria and guidelines listed below.

c. To assist in this effort, the presbytery shall establish and administer a continuing support of social ministries account. Up to \$10,000 shall be kept in this account. It shall be capitalized initially by monies obtained from the sale or transfer of former church properties, and replenished as may be required from monies derived from future such sales.

d. Administration of the support of social ministries account shall be lodged with the business and finance committee of presbytery council. These guidelines shall include the following provisions:

(1) The social ministry to be assisted shall have been a mission project of the congregation, not merely an income-producing tenant. The congregation must have substantially supported the project for at least two years prior to its closing.

(2) The administrative commission shall assess the community's need for the continuation of this social ministry and the viability of the program. Ordinarily, financial support will be given only to those projects or programs that minister directly to the people of the immediate geographic community of which the closed church was a part.

(3) The administrative commission shall specifically identify those leaders who will be responsible for the continuation of this social ministry.

(4) Money from the account shall be used to help in a period of transition, not for the indefinite continuation or support of the ministry. Allocations may be made as a onetime grant or distributed over a period not to exceed five years after the date of closing. The time period and the amount of the maximum grant award shall be specified in the report of the administrative commission. Up to \$10,000 shall be available for allocation to the continuation of the social ministry(ies) of any closing congregation.

(5) In cases where the allocation is distributed over a period of years, an annual audit and evaluation shall be conducted by the business and finance committee of presbytery council. If the viability of the program or the community's need for it shall have changed, the business and finance committee may reduce or terminate the funding.

(6) A report of all disbursements from this account shall be made to the presbytery council and shall be reported to the presbytery assembly on a regular basis.

## 6. Emergency and Capital Repair Account

a. To assist in the effort, the presbytery shall establish and administer an emergency and capital repair account which will initially be funded by monies obtained from the sale or transfer of former church properties and will be replenished as may be required from monies derived from future such sales. It is intended to be only one of several possible sources (along with others such as the congregation's own resources and denominational and commercial loans) which the congregation might have available for repair purposes.

b. The emergency and capital repair account will maintain up to \$40,000 for allocation to particular congregations in keeping with established guidelines and is administered by the business and finance committee of the presbytery council. Business and finance shall review requests made by the churches for allocations from this account. The following guidelines have been adopted for carrying out this task:

(1) All congregations of Homestead Presbytery shall be eligible for consideration in this program.

(2) Loans shall be made according to need and merit. Decisions shall be based upon: the availability of funds, the perceived need as shown by information



submitted by the requesting congregation and, where and when possible, by information from on-site visits by property/building consultants; and information about the congregation's plans for the future and its participation in the life of the larger church.

(3) Money shall normally be allocated on a matched fund basis, with presbytery matching the funds provided by the congregation. When necessary, a congregation may be credited for work-in-kind in order to allow a project to proceed.

c. A report of all disbursements from this account shall be made to the business and finance committee and to the presbytery assembly on a regular basis.

## 7. Congregational Development and Redevelopment Account

a. Redevelopment of existing congregations and the establishment of new ones are crucial to the future of Presbyterian life. Critical to that effort is the availability of significant resources, some of which must and should come from the residual assets of former congregations. In this way, the life and faithfulness of congregations now closed will be honored and continued to the glory of God.

b. To this end, presbytery has established the congregational development and redevelopment account. Presbytery council shall share responsibility for administering this account.

c. On the basis of its policies of evaluation and review and those which will be developed by those responsible and adopted by presbytery, the congregational development committee shall make recommendations for the distribution of these funds to the business and finance committee. Business and finance's recommendation shall then be made and reported to presbytery through presbytery council.

(1) In light of the need to preserve the capital assets of presbytery, this account will be used for capital investments and not programmatic expenditures.

(2) The proceeds of this account will be used for the capital aspects of new church development (e.g., land acquisition, building construction, etc.) and the capital aspects of redevelopment (e.g., building improvement, renovation etc.). The congregational development committee shall consider, as a priority, support for churches of the presbytery called upon to minister to people from the church which is being closed.

(3) All awards shall be recorded as direct grants.

(4) A report of all disbursements from this account shall be made to presbytery on a regular basis.

## 8. Priority of Distribution of Assets

a. When a congregation is dissolved and when a church property is sold, all financial or legal obligations of the closed congregation, including salaries, contracts, unpaid loans or any other unmet financial commitments, shall be paid. After the payment of those obligations, the distribution of the remaining assets, if any, of a closed congregation shall be in the following order of priority:

(1) The distribution of such items as movable property, memorial gifts and funds previously dedicated for specific purposes, shall be made as directed by the administrative commission.

(2) The maintenance of the pastoral care account, with a balance of up to \$20,000. A maximum allocation of \$20,000 may be made to provide care for the members of any single congregation.

(3) The maintenance of the support of social ministries account, with a balance of up to \$10,000. A maximum allocation of \$10,000 may be made to maintain the social ministry(ies) of any single congregation.

(4) The maintenance of the emergency and capital repair account, with a balance of up to \$40,000.

(5) All remaining assets, if any, will be distributed to the congregational development and redevelopment account.

(6) Until all the accounts are fully funded the following percentages will be applied to the assets received from the sale of closed church property:

28% Pastoral Care Account

14% Support Social Ministries Account

57% Emergency & Capital Repair Account

All of these accounts will remain as part of Homestead Presbytery funds.

### **III. COMMITTEES/COMMISSIONS AND PRESBYTERY UNITS**

#### **A. COMMITTEE ON MINISTRY**

##### **Terms of Call for Pastors**

This format provides a structure for personal compensation and full accountable reimbursement of professional expenses as well as other benefits and policies for pastors in Homestead Presbytery. Utilization of this format to establish appropriate levels of compensation and separate accountable reimbursement for all professional expenses provide guidelines which the church body can be proud to publish in relation to a ministry the pastor is proud to conduct.

##### **A. Effective Salary for Pastors**

- 1) The effective salary for a pastor includes: salary to be paid monthly or semimonthly; housing — either free use of the manse or a housing allowance; utilities and/or appurtenances; insurance and/or annuity or other tax deferred income. Salary does not include reimbursable professional expenses (e.g. travel, education, books/periodicals, etc.) or pension dues.
- 2) Each church/organization served by a minister member of Homestead Presbytery is expected to make every effort to meet the minimum requirement for its pastor. Churches/organizations are encouraged to pay pastors an adequate salary for their particular geographical area, taking into account such additional factors as the precise needs of that pastor/family, the special abilities, training or education of the pastor, the tenure of the pastor, accomplishments attained under the pastor's leadership; also a fair comparison should be reviewed relative to the level of income of the community within which the service is being provided, etc.
- 3) In the event that a church/organization cannot meet the minimum it should be immediately in touch with COM. This committee will determine with the session how best to proceed, that is, whether to help the church apply for funds through presbytery's ministry support fund, to encourage it to share pastoral leadership with another church(s), or to waive the requirement for a period of time etc.
- 4) Questions/concerns regarding salary computation may be directed to COM. Information regarding who to contact may be obtained from the communications & resources coordinator or the stated clerk of the presbytery.

##### **B. Accountable Reimbursement of Pastor's Church Expenses**

- 1) Expense reimbursement should be provided through a responsible and approved plan.
- 2) Expense reimbursement shall be reported to a congregation in the administrative cost section of the budget separate from the pastor's personal compensation. This system authorizes the session to make mid-year adjustments as circumstances surface instead of having to go the congregation to make a change in the call which then also needs the approval of presbytery.

### C. Annual Compensation Review

- 1) Each session is required every year to consult with the pastor regarding compensation before the budget is completed. Both congregation and presbytery must approve that figure before it is official.
- 2) Sessions shall submit a compensation report to COM each year regarding the salary of their pastor(s). COM will present the salaries of Homestead Presbytery pastors each year for approval by presbytery at the May meeting. Undue delays in the negotiation process can affect a delay in the official approval of the compensation by Homestead Presbytery and can create difficulties in reporting and satisfying stipulations as mandated by the Internal Revenue Service.

### D. Pension

Basic information regarding the Presbyterian Pension and Benefits Plan, such as pension dues, major medical provisions, disability and retirement, death benefits, etc., may be found in the pension board's publications detailing the terms of the plan. However, Homestead Presbytery has a pension coordinator who serves on COM. This coordinator helps interpret the plan to persons in Homestead Presbytery who are enrolled in it and to its member churches, assists members with special needs, provides specific information when requested, alerts members to new provisions, and communicates with retirees who are receiving benefits under the plan. Basic publications and helpful pamphlets are available from the pension coordinator.

### E. Pastor Vacation Policy

- 1) An elder serving as pastor in a particular congregation or validated ministry under the oversight of Homestead Presbytery earns vacation from date of call at a minimum rate of two and one-half days per calendar month. Normally an elder serving part-time receives vacation prorated as agreed upon by the pastor and session.
- 2) A year's vacation will be 30 days, which normally would not exceed four Sundays.
- 3) Regular days off are included in calculating 30 days of vacation time.
- 4) Holidays are not included in calculating 30 days of vacation time. There needs to be clarity between pastors and sessions regarding the holiday schedule.
- 5) An elder's vacation periods may be taken intermittently or on consecutive days. All vacation dates should be authorized by the session. The clerk of session will be responsible for an accounting of vacation periods earned and granted to the elder and report to the session annually.
- 6) At the time of dissolution of pastoral relations with the church:
  - a) Unused earned vacation will be paid to the elder to a maximum of 30 days.
  - b) When an elder already has taken unearned vacation, the amount will be deducted from his/her final check.

### F. Continuing Education of Pastors

- 1) The ministry requires constant study and learning, with the sum total of knowledge not ending with the seminary degree. To this end, presbytery encourages all ministers and churches to seriously engage in a regular, systematic approach to continuing education. This education encompasses a wide variety of opportunities, from one-day seminars to week-long events, to work on an advanced degree. Furthermore, this program is one which is mutually beneficial to both the pastor and the local church. Continuing education is for the pastor's growth and development in ministry.
- 2) Continuing education shall include

- a) A minimum of \$500 and two weeks per year (including two Sundays) for full time positions with appropriate adjustments for part time positions. Both the compensation and time shall be allowed to accumulate for three years.
- b) Unused study leave accumulations are cancelled at the termination of a call .
- c) Sessions shall include continuing education in all calls for part time service and contracts for temporary service of a year or more.
- d) All continuing education leaves shall be approved by the session.
- e) COM shall review annually the study leaves of its pastors through the liaison and session records review processes

## G. Leaves of Absence

### 1) Sick Leave

- a) Definition: When a minister is incapable of performing the functions of ministry and is normally under medical care.
- b) Terms: The congregation shall continue to pay full salary, housing, and pension/medical benefits until that time when the board of pension's disability benefits become applicable (after 90 days). Business and travel allowances, as well as other reimbursable expenses would not be payable during sick leave.
- c) The session assumes the responsibility and cost of providing pulpit supply.
- d) Application: Notice shall be given by the minister to the clerk of session with copies to COM and Homestead Presbytery office as soon as sick leave is needed, at which time terms would become applicable. For extended periods of leave, the Homestead Presbytery office and the COM moderator should be notified of the terms of agreement.

### 2) Parental Leave

- a) Definition: When a teaching elder or spouse is to give birth, or to adopt a child.
- b) Terms:
  - (1) When the teaching elder chooses to remain home to care for the child, one of the following options may be negotiated:
    - (a) 45 days at 100 percent of pro-rated annual salary and full housing allowance, or
    - (b) 60 days at 75 percent of pro-rated annual salary and full housing allowance.
  - (2) Pension and medical benefits shall be continued by the congregation throughout the leave period.
  - (3) The teaching elder shall be freed from all pastoral duties including funerals, weddings, moderating session and/or congregational meetings.
  - (4) The session assumes the responsibility and cost of pulpit supply.
- c) Application: Application for parental leave shall be negotiated by the teaching Elder with the session in a reasonable time before the anticipated arrival of the child.

### 3) Family Emergency Leave

- a) Definition: When a sudden emergency arises within the minister's immediate family which requires his/her presence, rendering the minister unable to perform the functions of ministry for an indefinite period of time.
- b) Terms:
  - (1) Sick leave terms shall apply while the minister is incapable of performing the functions of a minister.

- (2) Beyond the sick leave terms, additional time may be negotiated by the minister with the session and COM.
- (3) During the leave, the minister shall be freed from all pastoral duties including funerals, weddings, moderating session and/or congregational meetings, congregational visitation, and leading worship.
- (4) The session assumes the responsibility and cost of supplying the pulpit.
- c) Application: Application for family emergency leave of less than seven days will be through the clerk of session, while longer leave requires negotiation with the session.

1) Long-Term Leave

Definition: When conditions with the minister or session do not fit in the above definitions, terms, and/or applications, or go beyond the time limits of the above pastoral leaves of absence, COM shall negotiate with the minister and session on a case-by-case basis upon the application of the minister and/or session.

2) Sabbatical Leave

- a) Churches and other employing agencies of Homestead Presbytery are encouraged to consider providing a sabbatical leave to their full-time pastor(s)/minister(s) for the purpose of renewal, rest, recreation, and self-improvement. This leave shall be used for spiritual and intellectual pursuits, continuing education, or volunteer mission activities. Such leaves should enrich and enhance the quality of the ministry to the congregation.
- b) A pastor/minister is eligible for sabbatical leave after serving seven (or fewer if the terms of call so state) consecutive years in his/her position.
- c) A written plan with identified goals must be submitted for approval to both the session/governing body of the employing agency and to the COM at least four months before the anticipated beginning of the leave time.
- d) Sabbatical leave is normally over and above regular vacation days for that year as well as separate from annual study leave time.
  - (1) Leave with full pay and benefits will not exceed 90 days and may not be split into smaller leave times.
  - (2) Additional leave time up to 90 more days without pay may be negotiated in advance.
  - (3) Earned vacation days and study leave time (plus book and study leave allowances) may be used to extend the basic sabbatical leave, but the pastor may not be required to use normal vacation or study leave time as part of the first 90 days of sabbatical.
- e) During sabbatical leave, the church or employing agency agrees to underwrite the cost of pastoral/ministerial services. Leave is contingent on satisfactory replacement or other arrangements so that there is little to no interruption in the program and progress of the congregation.
- f) The pastor/minister shall provide the session or employing agency and COM with a comprehensive report of the benefits gained through his/her spiritual experience, mission work or educational pursuits.
- g) If the pastor/minister chooses to leave the congregation or employing agency within a period of one year after the leave is completed, the pastor will reimburse the church the amount of salary for the time of the sabbatical leave.
- h) Another sabbatical cycle will begin after the leave is completed. Unused sabbatical time cannot be carried forward into the next cycle.

- i) Congregations should budget annually a portion of the funds to be needed for replacement pastoral services during the sabbatical so that all expenses are not a burden on one particular year.

## **I. VALIDATION OF MINISTRIES IN HOMESTEAD PRESBYTERY**

- A. A minister of the Word and Sacrament who is an active member of the presbytery may be engaged
  - 1) in a validated ministry within congregations of this church,
    - a) in a validated ministry in other service of this church,
  - 2) in a validated ministry in service
  - 3) beyond the jurisdiction of this church, or may be (4) honorably retired.
- B. All ministries entered into by active members of Homestead Presbytery shall be validated, individually or by classification, by the presbytery on recommendation of the committee on ministry. All validated ministries shall be in demonstrable conformity with the criteria set forth by the *Book of Order* G-2.0503.
- C. A member in a validated ministry shall communicate regularly with the committee on ministry; this communication shall include as a minimum an annual report of the member's activities, as requested by the committee on ministry.

## **II. PERSONAL REFERENCE CHECKS**

- A. For teaching elders, certified educators, and commissioned ruling elders seeking transfer to another presbytery
  - 1) In order to facilitate the calls of teaching elders and certified educators and to protect Homestead Presbytery (HP), its churches and its officers from claims arising from employment relationships, personnel inquiries have become an unfortunate but necessary practice. Before representatives of this presbytery are permitted to respond to employment inquiries, a release needs to be completed, signed and on file at the presbytery office.
- B. For teaching elders, certified educators, and commissioned ruling elders seeking membership or employment in this presbytery
  - 1) HP has the responsibility to examine teaching elders and candidates, certified educators, and commissioned ruling elders seeking membership/employment in the presbytery (G-2.0104b) including their Christian faith and views in theology, the Sacraments, and the government of the Presbyterian Church (USA). HP has delegated this examination to the COM. In order to facilitate the employment of ministers and to protect the presbytery, its churches and its officers from claims arising from employment relationships, personnel inquiries have become an unfortunate but necessary practice.
- C. The completed forms and all communication received from former employers and presbytery officials shall be kept in the permanent confidential personnel file of the minister. This file shall be maintained at the HP office. Access to the file will be limited to the Moderator of COM, the Stated Clerk, and the staff of the presbytery under the supervision of the Executive Presbyter.

## **III. SALARY OF FIRST TIME CALLS**

The goal of the presbytery is to encourage the call to ministry and to aid small congregations in effectively fulfilling their own sense of call. By offering this option to smaller congregations, Homestead Presbytery is enabling small congregations to have the opportunity to support and encourage young pastors recently graduated from seminary.

## **IV. STUDENT INDEBTEDNESS**

Any teaching elder serving a first call following graduation from seminary who comes with any educational indebtedness shall be required to show evidence of having attended a financial planning workshop such as a fiscal fitness workshop sponsored by the Board of Pensions, or other financial planning workshop. If the teaching elder has not attended such a workshop, he/she shall be required to do so within 12 months of start-up. The cost of registration fee, accommodation, and travel for such a workshop are to be considered legitimate reimbursable expense from study leave allowances.

COM shall encourage calling congregations to utilize further educational debt reduction as a point in negotiating salary with a prospective pastor who is a recent seminary graduate.

## **V. PASTORAL AND CONGREGATIONAL FINANCIAL ASSISTANCE AND PROGRAMS**

### **Administration of the Homestead Presbytery (HP)**

#### **A. Ministry Support Fund**

##### **1) General Considerations**

- a) HP has mandated that this fund shall begin each calendar year with a total sum of \$20,000 and shall be replenished up to that amount on January 1st of each new year.
- b) This fund is administered by the Committee on Ministry (COM) to provide assistance to churches which have temporary difficulty in funding pastoral care (not “brick and mortar”).
- c) In the interest of responsible Christian stewardship serious consideration shall be given to the implementation of the stipulations as set forth in this policy.
- d) Ordinarily ministry support is provided in gradually diminishing amounts over a period of time as specified by mutual agreement with the final authorization and approval by the COM. Such funds shall not be regarded as “automatically renewable” unless a specific and unique agreement states otherwise. It is conceivable that a particular congregation may be determined as an ongoing mission of HP.
- e) Upon initial request by the session the COM will appoint a representative to work with the session in this process as advisor and advocate.
- f) The mission support fund application shall include:
  - (1) Goals and statements as approved by the session:
    - (a) two-year stewardship and mission plan
    - (b) financial statement for the three preceding years
    - (c) proposed budget for the forthcoming year
    - (d) plan for pastoral leadership

##### **g) Stewardship Campaign Plan:**

(1) shall be conducted for the purpose of encouraging each member to assume a significant and active participation in the area of financial stewardship;

(2) shall be required at least once every three years following this initial application;

(3) shall give evidence of taking advantage of the human, programmatic and financial resources available from the community, HP, and synod.

##### **2) Additional Considerations**

- a) Per capita apportionment shall be current or demonstrate a plan approved by the session whereby it shall become current.
- b) Representatives of the session shall be present at a meeting of the COM or its authorized subcommittee when submitting its application. Generally,

applications are processed during the month of August prior to the application year.

- c) Emergency applications will be considered at all times. The primary purpose for the representatives to be present shall be:
  - (1) to review together the application data;
  - (2) to have the opportunity to share and discuss the stewardship and mission rationale of the session;
  - (3) to provide a forum for discussion relative to the projected future of the church;
  - (4) to determine the advisability of including the involvement of the HP's committee on congregational development and revitalization.
- d) Revisions of the Call of the congregation's pastoral leadership shall include **at least** an annual cost of living increase keeping in mind the minimum salary as approved by HP.

## **B. PERSONAL FINANCIAL ASSISTANCE FUND**

- 1) The Personal Financial Assistance Fund (PFAF) has been established to help with individuals and emergency needs of families within the professional work of the PC(USA) within the bounds of HP. The distribution of funds shall be administered by the COM of HP and information shall be regarded as private.
- 2) Availability - funds shall be available to:
  - a) Continuing members of presbytery and their dependents
  - b) Pensioners
- 3) Initiative:
  - a) Person or persons in need
  - b) COM and/or pensions coordinator
  - c) Nebraska Presbyterian Welfare Foundation
  - d) Others aware of possible need
- 4) Implementation:
  - a) The financial assistance shall be regarded as a grant;
  - b) Administration and distribution shall be under the sole direction of the COM moderator in consultation with the executive presbyter;
  - c) Amount is to be determined by the COM moderator in consultation with the executive presbyter in personal contact with the person(s) in need and/or knowledgeable sources who provide information – e.g., supplemental income because of sudden disability prior to long-term solutions; emergency medical costs not covered by major medical or other health insurance, or inadequate pension.
- 5) Review and Accountability:
  - a) Review of the general condition/status of this fund shall be made at the next stated meeting of COM following each allocation but no less than annually by the COM moderator (e.g., "Two requests have been approved each in the amount of \$ and \$ .").
  - b) Quarterly reports by the treasurer of HP will reflect activity in this account.
- 6) Distribution of Funds:
  - a) Funds are expended by the treasurer of HP upon receipt of a voucher from the COM moderator.

## **C. EMERGENCY SHARED ASSISTANCE GRANTS**

Periodically the Synod of Lakes and Prairies will receive funds from the Presbyterian Board of Pensions which represent accumulated dollars in the form of a "dividend" from the group contract which this synod has with the board of pensions for lay employees of the synod, its presbyteries, and local congregations. In each case, participation in the pension plan through the group contract will have been previously reviewed and approved. The funds received shall



be accepted by the synod and placed into the appropriate account for investment and/or other use by action of the synod council. A certain number of dollars will be reserved each year for emergency shared assistance grants.

The following guidelines shall control the awarding of such grants:

- A. Emergency shared assistance grants will be awarded on the basis of individual need and reviewed on a case by case basis. In ordinary circumstances not more than two grants will be awarded in any given calendar year to a single individual. Exceptions to this guideline can be made by the synod executive and/or his designee in consultation with the appropriate persons.
- B. Eligibility: Participation in this program shall be open to any lay or clergy member of the Presbyterian Board of Pension Plan within the bounds of the Synod of Lakes and Prairies, the spouse, children and/or immediate survivors.
- C. Assistance Available: Emergency shared assistance grants are made available by the synod to any person or persons meeting the eligibility requirements in the following situations:
  - 1) Medical
  - 2) Psychological
  - 3) Financial
  - 4) Family or personal crisis
- D. The responsibility for determining the validity of any request for an emergency grant rests with the following:
  - 1) in the case of synod employees, the responsibility rests with the synod executive or his/her designee;
  - 2) in the case of HP employees, the responsibility rests with the executive presbyter or his/her designee;
  - 3) in the case of employees of local churches, the responsibility rests with the moderator of the session, in consultation with the synod staff person responsible for the administration of the group contract.

## **Administration of the Board of Pensions**

### **A. ASSISTANCE PROGRAM**

When special needs arise that the benefits plan, personal resources, or other means cannot meet, the financial assistance programs and the retirement housing programs can often help church workers and their families. By administering the benefits plan and the assistance program, the board of pensions manifests the concern of the Presbyterian Church (U.S.A.) for the well being of its servants and their families. When the board considers assistance requests, it evaluates each application individually including the applicant's financial, health and social needs. All applicants for these programs must complete the appropriate forms that may be obtained from the assistance and retirement housing office. The assistance programs are discretionary programs. The Board of Pensions reserves the right to amend or terminate any of the programs, including the eligibility rules, at any time. While specified dues support the carefully defined benefits offered to members, funds for the assistance program come from other sources, including the Christmas Joy Offering, gifts, legacies directed to the board of pensions and income from endowments.

### **B. SHARED GRANT FOR EXCESS MEDICAL EXPENSES**

Some shared grants are occasioned by medical and hospital expenses which are beyond the major medical coverage of the pensions and benefits plan and beyond the ability of an individual or family to pay. These differ from other shared grants only in the cause of the emergency need, but the following guidelines are to be used in determining need:

- 1) Recipients are expected to assume as much of the expense as is reasonably possible. The recipient's portion should be at least 2% of the annual earned income (in the case

of an active Teaching Elder), unless this amount has been paid by the recipient as part of a major medical claim.

- 2) Where the recipient has discretion over the frequency and duration of treatment (and therefore of costs), the recipient should contribute an amount sufficient to discourage over-utilization. This is particularly true in various types of on-going therapy.
- 3) All payments allowable under the major medical provisions of the Board of Pensions Plan, Medicare, other insurance, and professional or courtesy discounts should be applied to the need before a shared grants is requested.
- 4) In order to discourage excessive medical fees, medical expenses should be reviewed in the light of scheduled amounts allowed by Medicare and other standards for determining usual, customary and reasonable fees in the recipient's geographical area.
- 5) Recipients normally are asked to submit medical bills (which will be returned) so that the board may assist in this review and assure payment of eligible expenses under major medical provisions of the Presbyterian Board of Pensions Plan.

## **VI. TEMPORARY PASTORAL RELATIONSHIPS**

**G-2.0504 Pastoral Relationships** *b. Temporary Pastoral Relationships: Temporary pastoral relationships are approved by the presbytery and do not carry a formal call or installation. When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the session, with the approval of presbytery may obtain the services of a teaching elder, candidate, or ruling elder in a temporary pastoral relationship. No formal call shall be issued and no formal installation shall take place.*

Temporary positions - there is a limit to the time of (Contract/agreement/commission) for this position. Some of these positions may be renewable. Temporary pastors are not, ordinarily, eligible to serve as the next installed pastor of the congregation they are serving.

### **A. The Interim Pastor**

An Interim Pastor is a Teaching Elder who is called to a congregation between installed pastors. This is a time for the congregation to look back to its past and peer into the future the God is calling them to move into. Term of service; one year contract with the potential 1 year renewal.

### **B. The Designated Pastor**

The congregation and the Teaching Elder both must volunteer to be considered for a designated term relationship. With the concurrence of the session COM will present a limited number of candidates for the session to consider for Designated Pastor position. This is a way to speed up the process while at the same time limiting the number of candidates to be considered. This is usually for a designated (2-4 year) term.

### **C. The Stated Supply Pastor**

When a congregation is not ready to call or contract with a pastor for a called position they may choose to have a Stated Supply Pastor. A Stated Supply Pastor is a Teaching Elder serving a congregation with a contract for specific times and or specific services and compensation for one year, renewable. Ordinarily, either party can end the contract with a 30 day notice.

### **D. Commissioned Lay Pastor**

A Commissioned Lay Pastor is a Ruling Elder who has completed special training approved by the Presbytery and then commissioned to be the Commissioned Lay Pastor of that congregation. This is usually for 3 years and is renewable.

## **VII. ORDINATIONS AND INSTALLATIONS**

- A. Ordinations and Installations are an action of the whole presbytery on behalf of the church universal. Presbytery will routinely delegate the planning and execution of ordinations and installations to an administrative commission.

- B. The administrative commission is responsible for the worship service attendant to the ordination or installation. However, the administrative commission will normally ask the ordinand or the minister being installed to plan the worship service and invite participants, subject to the commission's approval.
- C. The time and place of these services shall be determined by the administrative commission if not previously set by presbytery. Since these services are an act of the presbytery, it is normally inappropriate for them to be at the same time as a congregation's normal Sunday worship celebration.
- D. An offering is part of the worship service. When an ordination is being conducted the offering shall be dedicated to the Presbytery's support of its candidates for the Ministry of Word and Sacrament. When an installation of a previously ordained minister is being conducted, the offering shall be dedicated to the Presbytery's support of its minister members' special or emergency needs.
- E. It is appropriate for the service to include a time for presentations of gifts to the newly ordained or installed minister.

## **VIII. ETHICS FOR DEPARTING TEACHING ELDERS & COMMISSIONED RULING ELDERS**

In accordance with G-2.0905 and Standards of Ethical Conduct (as approved by the 210<sup>th</sup> General Assembly-1998), the Committee on Ministry (COM) has adopted the following guidelines for pastors and their former congregations. Therefore the Presbytery rejects any pastoral activities which invade another teaching or commissioned ruling elders arena or calling without a specific invitation by that minister, including returning to former calling bodies for pastoral services.

- A. Former pastors shall refrain from pastoral functions and shall not accept any position of leadership in their former congregation, nor attend meetings of the session, deacons, trustees, or official congregational meetings.
- B. Former pastors shall not officiate at any sacraments, weddings, funerals, or other functions or rituals involving members of their former congregation or within its properties, except by invitation of the congregation's current moderator. While Homestead Presbytery (HP) recognizes that congregations develop emotional ties to pastors, a congregation and members of its community are to be discouraged from making requests for pastoral services from former pastors, nor shall former pastors encourage such requests either directly or indirectly.
- C. Former pastors shall in every way avoid any formal or informal participation or comment on the work or recommendations of the pastor nominating committee of their former congregation.
- D. In any community activities, former pastors shall be cautious to see that their views are interpreted as their own and not attributed by association to their former congregations and their new leadership.
- E. In every way, former pastors shall demonstrate support of their successor and avoid any actual or resemblance or inference of interference or involvement with the former congregation.
- F. Former pastors should be aware that their participation in any way in the activity of their former congregation could be disruptive and detrimental to the peace and harmony of that congregation. There former pastors shall not attend worship except at the invitation of the current pastor.
- G. In the considerations of any minister's retirement, a particular concern arises for the needs of other family members, especially the minister's spouse. Quite often family members have joined the church their spouse/parent was serving, have become very involved in congregational programs, invested great interest and energy in the church's

life, and established deep personal relationships with other church members. The Presbytery has no direct jurisdiction over the non-clergy members of ministers' families, but the Presbytery urges the spouse, in the context of those relationships, not to do

- H. anything that would undermine the transition necessary for the church and the development of the relationship between the congregation and an interim pastor or new called pastor. It may be wise to
- I. consider not worshiping with the former congregation at all during the period of pastoral vacancy, or while an interim pastor is present.
- J. An exception to the above guidelines may occur when a former pastor lives in the community and the pulpit of their former congregation is vacant. At such a time, congregational members may turn to former pastors in times of personal emergency. In such cases, the COM would allow the former pastors to use their own discretion in responding to these special requests. In all other cases they should refer such members to the person(s) with whom the session has made arrangements for pastoral care.
- K. Former pastors should also promptly report all such requests, contacts and pertinent information to the session so proper follow up may be made on the part of the congregation.
- L. The COM shall take appropriate steps to resolve any questions that may arise in these areas (G-3.0307).
- M. Concerning Commissioned Ruling Elders and Parish Associates: See introductory paragraph. It is important you remember that you are no longer “just a member” of the congregation in the member’s minds. You are no longer in a position of leadership.

#### *G-2.0905 Officiate by Invitation Only*

After the dissolution of the pastoral relationship, former pastors and associate pastors shall not provide their pastoral services to members of their former congregations without the invitation of the moderator of session.

#### *G-3.0307 Pastor, Counselor, and Advisor to Teaching Elders and Congregations*

Presbyteries shall be open at all times to communication regarding the life and ministry of their congregations. Each presbytery shall develop and maintain mechanisms and processes to serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators of the presbytery; to facilitate the relations between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient. Each presbytery shall develop and maintain mechanisms and processes to guide, nurture and oversee the process of preparing to become a teaching elder. To facilitate the presbytery’s oversight of inquirers and candidates, reception and oversight of teaching elder members, approval of calls for pastoral services and invitations for temporary pastoral services, oversight of congregations without pastors, dissolution of relationships, dismissal of members, and its close relationship with both member congregations and teaching elders, it may delegate its authority to designated entities within the presbytery. Such entities shall be composed of ruling elders and teaching elders in approximately equal numbers, bearing in mind the principles of unity in diversity in F-1.0403. All actions carried out as a result of delegated authority must be reported to the presbytery at its next regular meeting.

### **IX. INVOLUNTARY TERMINATION OF A PASTORAL RELATIONSHIP**

Recognizing the need to protect privacy and confidentiality in pastoral situations, and assigned the responsibility of providing counsel and practical assistance in potentially difficult situations, Homestead Presbytery’s Committee on Ministry desires to have certain guidelines that respect those needs for privacy and confidentiality when appropriate, yet honor the need for HP to have adequate knowledge so that HP might fulfill its responsibility to its pastors and churches.

In order to be sensitive to the sometimes delicate situations that arise that do not always need to be aired publicly, yet maintain the need for HP's participation in decision-making at appropriate times, the COM has established the following:

A. Situations Involving Minimum Urgency

- 1) In cases that may result in involuntary termination brought to the attention of the COM, but where no apparent crisis prevails and after avenues of reconciliation have been explored and exhausted, the session and pastor shall be urged to negotiate a termination agreement in consultation with the COM.
- 2) Time restrictions are to be negotiated with all parties with consideration to the average relocation period in the PC(USA).
- 3) The church shall continue to be responsible for the continuation of the pastor's salary package until the time of the termination.
- 4) The pastor may be urged to fulfill certain requirements as recommended by the COM after consultation with the pastor and session; e.g., personal information form (PIF) made current and placed on active status with the referral services, career counseling, emergency relocation, psychiatric or psychological counseling and enrollment in face-to-face events.
- 5) If these agreed-upon criteria are not being met by either party, then the COM shall present the matter to presbytery, along with its recommendation, for action by HP. This may require the renegotiation of the original termination agreement.

B. Situations Involving Maximum Urgency

- 1) In cases where there is a crisis that may result in involuntary termination, the COM shall consult with the pastor and session and make recommendations to the presbytery for its action regarding the pastoral relationship, with all consideration and attention to required due process (G-020902, G-020903 and G-020904). COM shall work with the pastor and session to develop a termination agreement.
- 2) The pastor may be urged by the COM to fulfill certain requirements as the COM shall recommend after consultation with the pastor and session; e.g., personal information form (PIF) made current and placed on active status with the referral services, career counseling, emergency relocation, psychiatric or psychological counseling and enrollment in face-to-face opportunities.
- 3) If these agreed-upon criteria are not being met by either party, then the COM shall present the matter to HP along with its recommendation, for action by HP. This may require the re-negotiation of the original termination agreement.
- 4) Only in extreme cases of financial hardship will HP financially assist either the church or the pastor during or after termination of the pastoral relationship, and then only upon proper application through the COM to HP.
- 5) If HP's financial assistance is approved, it may be in full or may be tendered by the presbytery on the basis of fixed percentage of salary as recommended by the COM.

X. **CLOSING A CHURCH**

- A. The primary task and responsibility of the Presbytery is to encourage the growth, nurture and vitality of its congregations. The energies and resources of the Presbytery are directed to this end.
- B. The Presbytery is also charged with the responsibility of protecting the assets of the congregations within its bounds for the extension and outreach of the mission of Jesus Christ.

- C. Therefore, when a congregation and/or the presbytery determines that it can no longer continue in ministry and mission it is the responsibility of the Presbytery to assist the congregation to move to its closing.
- D. Presbytery has the responsibility for the following:
  - 1) Membership
    - a) To provide for letters of transfer of the members to the Christian communities of their choice, or to continue, for a period of two years their membership on the at-large roll of the Presbytery.
  - 2) Records
    - a) To see that all the records of the church are transferred to the Presbytery where they will be maintained in the Presbytery archives or by the presbytery to the Department of History in Philadelphia, PA.
  - 3) Property and Continuing Financial Responsibilities
    - a) The property of the Congregation is held by the congregation for use of the Congregation, and also held in trust for the whole Presbyterian Church (U.S.A.). At the time discussions begin about closure the Presbytery is immediately involved to insure a faithful and adequate disposition of all its property. In particular:
      - b) The assets of a congregation can continue to assist in the mission and outreach of the whole church.
      - c) To provide for the disposition of the building, other assets and all real property.
      - d) To insure that the building is used appropriately so that the original intention of the building is not desecrated or becomes an eyesore or other liability and hazard to the community.
      - e) Where possible, to return the property to the tax rolls.
      - f) Provide for the final year payment of the per capita apportionment.
- E. Procedures
  - 1) Normally, request to close the church will come from the congregation. This request should be the outcome of a vote, taken by ballot, at a special meeting called by the session for this purpose. The report of this action shall be transmitted by the clerk of the session to the Stated Clerk of the presbytery.
  - 2) Upon receipt of this information, the Stated Clerk shall consult with the Executive Presbyter, the chairperson of the Committee on Ministry, and the moderator of the session, concerning the appropriateness of the request. If the request is found to be in order, this group shall purpose a list of nominees to the Presbytery for election to an administrative commission named for the purpose of responding to the request. Ordinarily, at least one member of the commission will be an elder from the congregation making the request.
  - 3) The administrative commission will be charged with the responsibilities described in Sections A, B, and C above. The administrative commission will also arrange a final worship service to be held by the Presbytery to celebrate the life of the congregation, to provide for its members to rededicate their lives to continuing service to Jesus Christ and to declare the church closed.

## **B. COMMITTEE ON PREPARATION FOR MINISTRY**

1. Delegation of Duties: To facilitate presbytery's oversight of inquirers and candidates, presbytery delegates its authority to declare a candidate ready to seek a call to the committee on preparation for ministry. Any such action carried out as a result of this delegated authority shall be reported to the presbytery at its next regular meeting. [G-3.0307]
2. Support of Candidate Indebtedness
  - a. Require an inquirer to meet with the board of pensions regional representative or the Presbyterian Foundation representative during the inquiry year, in order to assess net worth, and to make a plan for financing the cost of seminary; or
  - b. Require the inquirer, during the inquiry year, to participate in a "Fiscal Fitness" workshop being sponsored by the Board of Pensions of the PC(USA), with presbytery paying for travel and accommodations costs of that workshop from the candidates' loan fund;
  - c. The presbytery will share the cost, with the synod, of attending a career and counseling center for career guidance in pursuit of ordination in the PC(USA).
  - d. A designee of the Homestead Presbytery's CPM will counsel with an inquirer regarding the inquirer's level of indebtedness in relation to prospective salary that can be expected based on the current median income for the denomination reported by the board of pensions, and based on the minimum effective salary established by the presbytery.
  - e. CPM will work with each inquirer and candidate toward using his or her available assets to pay for the cost of seminary tuition and room and board rather than incurring indebtedness. If indebtedness cannot be avoided, the CPM will monitor, with the inquirer or candidate, the level at which this increases as well as the assets that may be made liquid to assist with seminary debt repayment.
  - f. CPM will be an advocate with the congregation of which the candidate is a member, and with other congregations of the presbytery as appropriate, in order to generate financial support for the candidate in the form of grants.
3. Commissioned Lay Pastor Program (Ruling Elder Commissioned to Particular Service)
  - a. The commissioned lay pastor is an elder of the Presbyterian Church (USA), who is granted a local commission by Homestead Presbytery to lead worship and preach the gospel, watch over people, and provide for their nurture and service. The purpose of this program is to prepare candidates to serve as CLP in congregations within the bounds of presbytery and to enhance the abilities and opportunities for capable and dedicated Presbyterians for increased service to God. The oversight of this program will be with CPM. Terms are up to three years as approved by the presbytery and without a limit to the number of terms.
  - b. General Information
    - (1) Preparation for commissioning (1) as a lay pastor shall be determined by CPM, taking into account the training, experience, and education of the candidate and the needs of a congregation. It shall be the responsibility of CPM to determine whether the candidate is ready for commissioning. Commissioning, which is completed by presbytery, will require a written job description and compensation arrangement which COM will have approved prior to the appropriate stated meeting of Homestead Presbytery.
  - c. Requirements for the CLP candidate to enter the program are:
    - (1) Must be an elder. Post-secondary education is highly desirable.
    - (2) Must have a written endorsement from the session of the individual's church in which the session has provided information on the following

topics: Christian commitment and sense of mission, involvement in church life, ability to get along with people, leadership style, and work ethic.

(3) Must have a written endorsement from the pastor concerning the elder's Christian commitment and sense of mission, involvement in church life, ability to get along with people, leadership style, and work ethic.

(4) Must prepare a letter to CPM with address, phone number, e-mail, occupation, formal education, church affiliation, and answers to the following questions:

- a) Why are you interested in this program?
- b) What does it mean to you to be a Presbyterian?
- c) What are your spiritual practices and disciplines?
- d) What has happened in your life to bring you to this program?

d. The applicant will meet with CPM for a personal interview. A CLP trainee may request a particular pastor to be his/her mentor throughout the training period, but CPM will vote both on the applicant's entrance into the program and the appointment of the mentor.

e. Role of the Mentor

(1) Much of the success of this program depends upon the relationship between the CLP trainee and an ordained minister of the word and sacrament (PC (USA)) who serves as mentor to the candidate. The mentor has a very special responsibility in the fulfillment of the candidate's preparation. Each student admitted into the CLP program is required to have a mentor. There are three significant ways in which everyone needs support:

- a) Comfort - we all need someone to give us comfort.
- b) Clarity - we all need someone to help us clarify issues and dynamics.
- c) Confrontation - we all need someone to confront us with our own behaviors and responsibilities.

(2) Each mentor must take seriously the role of comforting, clarifying and confronting the students with whom they work.

f. Compensation for the commissioned lay pastor will be determined in consultation with the session of the church and COM.



**CLP Mentor's Annual Report**

**Mentor's Name** \_\_\_\_\_ **Candidate's Name:** \_\_\_\_\_

Use the back if you need more room...

- I. Time planned: (how often are you meeting? For how many hours?)
  
  
  
  
  
  
  
  
  
- II. What class texts and supplemental readings have you discussed?
  
  
  
  
  
  
  
  
  
- III. Skills preparations: (What other experiences are being planned for practicing?)
  
  
  
  
  
  
  
  
  
- IV. Accountability: (What methods are you using to check the candidate's work?)
  
  
  
  
  
  
  
  
  
- V. Recommendations: (Is the candidate ready to move to the next step--second year, third year, or completion of program?)

## **Mentor's Final Endorsement for Commissioning**

Candidate's Name: \_\_\_\_\_

Use the back if you need more room...

I. Is the candidate ready to be commissioned by presbytery? If no, please explain.

II. Do you have any recommendations about the commissioning?

III. Will you participate in the commissioning ceremony with your candidate?

Your signature \_\_\_\_\_ Date \_\_\_\_\_

## **C. COUNCIL**

1. The responsibility for establishing criteria for setting priorities in the mission purpose of Homestead Presbytery and its mission programs shall rest with the council. That body may delegate this responsibility to a committee or a task group for bringing recommendations to the council. Mission programs are validated in light of these priorities.
2. Council may nominate a Person of Faith to the Interchurch Ministries of Nebraska for inclusion in the Wall of Honor.

## **D. BUSINESS AND FINANCE**

1. Fiscal Accountability Policies
  - a. Income, Expenditures, Controls
    - (1) Homestead Presbytery shall have a unified budget that shall be called the presbytery budget (hereinafter PB). This budget shall describe its anticipated income and its expenses according to classification dictated by the organizational structure of Homestead Presbytery.
    - (2) The PB is funded from the following sources:
      - a) Per capita apportionment established annually by Homestead Presbytery upon recommendation by the business & finance committee and approved by Homestead Presbytery. The purpose of the apportionment is to support the essential ecclesiastical functions of Homestead Presbytery. These include the offices of the executive presbyter, stated clerk, treasurer, Homestead Presbytery meetings, and operating expenses of all units.
      - b) Income from unrestricted invested funds.
      - c) Income from designated gifts and bequests.
      - d) Mission pledges made by sessions of congregations and received directly through the mission treasury service of Homestead Presbytery.
      - e) Comprehensive Homestead Presbytery staff support and comprehensive Homestead Presbytery mission support grants and other grants from the synod that are negotiated annually.
      - f) Income from invested reserve funds that is restricted as investments and/or use.
      - g) Interest on savings.
      - h) Special offerings such as the disaster fund, peacemaking, etc.
      - i) Income from miscellaneous sources.
  - b. Balances available from the Presbytery Budget at the end of the year shall not be carried forward except where Budget and Finance has an agreement with a committee or agency for a particular purpose or program which carries over from one fiscal year to another.
  - c. All restricted funds and trusts shall be administered strictly in accordance with the stipulation and the provisions of the trust.
  - d. All funds designated by the General Assembly and/or the synod or its agencies for programs within Homestead Presbytery shall be transmitted to Homestead Presbytery and in turn disbursed to the designated mission program of Homestead Presbytery.
  - e. All funds designated by individuals, congregations, or church organizations and agencies for mission programs and projects within Homestead Presbytery shall be transmitted to Homestead Presbytery and in turn to the designated mission programs/projects of Homestead Presbytery.
  - f. The PB shall be expended in accordance with the budget adopted by Homestead Presbytery. B & F shall have authority, upon recommendation of Homestead

Presbytery, to adjust the budget as necessary during the year in consultation with committees and/or persons involved in any of the proposed adjustments.

g. B & F shall have authority to establish control accounts for non-budgeted funds received with expenditures to be authorized according to written agreements up to the limit of the income received.

h. All funds for Homestead Presbytery purposes shall be received and expended by the treasurer of Homestead Presbytery under the authority of council. No committee or persons shall hold funds or establish bank accounts for Homestead Presbytery purposes with the exception of the executive presbyter. [The Hispanic/Latino Commission excepted]. B & F will review the purposes of such accounts annually.

i. When Homestead Presbytery participates in the financial support of any agency, the agency shall provide Homestead Presbytery with an audit report annually.

j. Any authorized individual handling funds or other assets of Homestead Presbytery shall be bonded at the expense of Homestead Presbytery in amounts to be determined by B & F.

k. All funds received from special offerings and/or contributions shall be expended in accordance with the intent of the donor and subject to guidelines established for the expenditure of such funds.

## 2. Budgetmaking

a. Each committee or agency participating in the PB shall be responsible for submitting a request to Homestead Presbytery through B & F.

b. B & F, through hearings, reviews, and adjustments, shall make the budget recommendations to Homestead Presbytery that reflect the priorities as stated in the goals and objectives and the mission statement as approved by Homestead Presbytery.

c. B & F may designate a portion of the PB for contingency purposes to cover emerging needs and issues an amount to be held in reserve, an amount not to exceed 10 percent of the budget.

d. B & F shall be responsible for establishing guidelines for the receipt and expenditure of special offerings.

## 3. Budget Administration

a. Checkwriting procedure shall be developed and administered by B & F.

b. Budget changes and adjustments

(1) No committee or agency and no Homestead Presbytery-controlled mission unit shall expend more money than is provided for it in the approved budget except by action of B & F.

(2) Requests for expenditures beyond the budgeted amount must be accompanied by a statement of proposed funding for the additional expenditures.

## 4. General Business Practices

a. Contracts

Contracts for service of \$1,000 or more must have prior approval of B & F. All contracts for service must be signed by both the executive presbyter and the presbytery treasurer.

b. Financial Statements

(1) The presbytery treasurer shall prepare and submit to council quarterly statements of expenses and income as compared to the budget for the reporting period.

(2) Invoices received after the close of the fiscal year will be accrued (up to one month) to more nearly report all expenses in the year in which the expense was incurred.

- (3) A review report shall be submitted to Homestead Presbytery by the spring meeting, showing the operations of the prior year (income and expenses) and the status of accounts as of the end of the fiscal year.
      - c. Expenditures in excess of \$1,000 must have two signature authorizations in accord with procedures developed by B & F.
5. Investment Policies
  - a. The primary place of investment shall normally be the approved banking institution serving as the presbytery's principal depository.
  - b. B & F shall establish an investment committee to be composed of the moderator of B & F, treasurer, executive presbyter (ex officio), and one or more professional investment counselors, to be co-opted by B & F.
  - c. Available cash balances above current maximum needs may be invested in national banks or state banks whose deposits are insured by the Federal Deposit Insurance Corporation (FDIC), savings and loan companies whose deposits are insured by the Federal Savings and Loan Insurance Corporation (FSLIC), government treasury notes, government agencies, the Presbyterian Church (USA) Foundation, or as determined by the investment committee, in order to earn interest at the most advantageous rate.
  - d. Special accounts may be maintained with Homestead Presbytery.
6. Insurance

In addition to regular insurance coverage (property, bonding, etc.) Homestead Presbytery carries the following:

  - a. Travel accident
    - (1) \$25,000 accidental death and dismemberment, \$2,500 medical.
    - (2) All directors, officers, elected representatives, committee members, advisors, consultants, and persons attending meetings at the specific request of Homestead Presbytery, under age 79.
  - b. Liability coverage for pastoral functions is the responsibility of particular churches.
7. Churches Seeking Loans from Homestead Presbytery
  - a. Introduction: Congregations in Homestead Presbytery may apply for loans for the purpose of capital improvements, emergency repairs, or new construction over and above resources available through the synod and/or the General Assembly. Such applications are submitted to the business & finance committee for review and recommendation to Homestead Presbytery.
  - b. Policies and Procedures:
    - (1) Application for a loan must have been approved by the session **and** the congregation in a regularly called meeting.
      - a) The maximum loan will be \$50,000.
      - b) The rate of interest will be comparable to the rate charged by the synod or two percent below applicable bank commercial lending rate for the region, whichever is less.
      - c) The maximum term of the loan shall be 10 years.
      - d) The application submitted shall contain attachments showing the total church budget for the current year and the report of the treasurer for the preceding year.
    - (2) The applicant congregation shall budget a minimum of 10 percent of current operation (local mission) for the general mission of the PC(USA), (presbytery, synod, general assembly) or shall show an increase in its giving to

the general mission of the PC(USA) of two percent per year to a minimum of 10 percent of the current operating budget.

(3) Corporations, companies, partnerships, or individuals retained or hired to provide equipment, materials, labor, and services shall be "Equal Employment Opportunity" employers.

(4) All planning for major renovations to existing church buildings or new construction shall take into consideration the needs of the handicapped members of society, that "all may enter."

(5) The treasurer of the church or of the special building fund shall submit to the treasurer of Homestead Presbytery monthly payments that shall include principal and interest according to the schedule submitted by Homestead Presbytery.

(6) The loan shall be secured by a promissory note signed by officers of the congregation/corporation.

(7) Application shall include a statement regarding insurance coverage of its buildings and naming Homestead Presbytery as co-payee in the event of a casualty loss.

## **E. PERSONNEL COMMITTEE**

### **1. Personnel Policies**

a. Introduction: These policies do not constitute a contract. Their terms are implemented in accordance with the *Constitution* of the PC(USA). These policies may be withdrawn or changed at any time and without notice by action of Homestead Presbytery upon recommendation of the council through this committee. A decision of Homestead Presbytery on the interpretation or application of these policies shall be final and binding on all employees. All previous policies and procedures are hereby revoked. Employees may resign their employment at any time and for any reason, and Homestead Presbytery reserves the right to discontinue an individual's employment, subject to these policies and related procedures.

b. Theology of Employment: Homestead Presbytery, a governing body of the PC(USA), is a community of faith called into being by God's grace in Jesus Christ, "...known by its convictions as well as by its actions." (Form of Government) The work of Homestead Presbytery is to be understood as being defined within the context of the Constitution of the PC(USA), which consists of the *Book of Confessions* and the *Book of Order*, and within the definition of its own mission.

c. Scope and Application of Personnel Policies: The personnel policies are established by Homestead Presbytery with regard to all staff which it employs. It is the intent of these policies to conform, where necessary, to the requirements of applicable state laws. In the event that these policies violate applicable Nebraska law, state law shall prevail.

d. Development and Administration of Personnel Policies and Procedures: Homestead Presbytery is responsible to provide for:

(1) Equal Employment Opportunity: To implement a plan for equal opportunity employment consistent with the principles of inclusiveness of the PC(USA).

(2) Compensation: To administer a process of job classification and compensation.

(3) Reimbursement of expenses: To administer a process for the reimbursement of employee-related expenses.

(4) Continuing education: To administer a process of continuing education consistent with the needs of Homestead Presbytery, and the career goals of the employee.

- (5) Benefits: To provide employee benefits consistent with the goals and financial capacity of Homestead Presbytery.
  - (6) Employee concerns and problems: To administer a procedure for resolving job-related problems.
  - (7) Distribution: To make available to employees a copy of Homestead Presbytery's personnel policies and procedures.
- e. Basic Policies:
- (1) Inclusiveness: Homestead Presbytery is an equal opportunity employer.
  - (2) Drug and alcohol dependency: Homestead Presbytery recognizes that alcoholism and other drug dependencies can be a significant problem with a potential for causing severe effects to Homestead Presbytery's work force. Employees are expected to perform their jobs efficiently, safely, and in a professional businesslike manner. Therefore, it is Homestead Presbytery's intent to provide a drug-free, healthful, safe and secure work environment.
  - (3) Harassment: Homestead Presbytery prohibits harassment in any form by its employees based on factors of race, color, religion, national origin, sexual orientation, age or disability.
    - a) Harassment is defined as verbal or physical conduct that is insulting or intimidating, has the effect of interfering with an individual's work performance, or creates an intimidating, hostile or offensive work environment.
    - b) It shall be the responsibility of each employee to maintain an environment which is free from such harassment and to report incidents of conduct which he or she believes to constitute such harassment.
    - c) Employees who believe they have been the subjects of harassment described in section II.E.1.e.(3)(a) should report the alleged act immediately to their supervisor. If they do not feel comfortable talking to that individual, they may speak with any executive or executive staff person, or the moderator of the personnel committee.
    - d) Any supervisor, agent, or other employee who has been found by Homestead Presbytery, after appropriate investigation, to have harassed another employee, will be subject to appropriate sanctions, depending upon the circumstances, from a warning in his or her personnel file up to and including termination.
- f. Employment Categories
- (1) Executive staff is elected by Homestead Presbytery for a definite or an indefinite term in accordance with guidelines adopted by Homestead Presbytery in consultation with the Synod of Lakes and Prairies. In addition to an annual personnel review there shall be a comprehensive review at least every five years of the executive presbyter.
  - (2) Program staff is hired for a definite or an indefinite term by the personnel committee, in consultation with the person and/or committee to which the position is responsible and the executive presbyter, and confirmed, where appropriate, by Homestead Presbytery. There shall be an annual personnel review conducted by the executive presbyter.
  - (3) Support staff is hired for a definite or an indefinite term by the personnel committee in consultation with the appropriate supervisor and the executive presbyter. There shall be an annual personnel review conducted by the executive presbyter.
  - (4) Employees hired on a part-time basis (less than 40 hours per week) will be subject to the same general conditions and expectations as full-time

- employees. Length of service benefits will be calculated on a pro-rata basis. Holidays will apply in accordance with the regular work schedule.
- (5) Employees hired on a temporary basis for a predetermined period of less than one year, either full or part-time, will be subject to the same general conditions and expectations as full-time employees.
- (6) Either party may request exit interviews at termination of employment (voluntary or involuntary).
- g. Position Descriptions: All positions will be described in a position description, which shall be reviewed/revised periodically by this committee.
- h. Recruitment, Selection, and Initial Evaluation Period
- (1) In compliance with PC(USA) form of government, the call of a minister of word and sacrament to a presbytery staff position shall be submitted to the person's presbytery for approval.
- (2) Each staff member shall be provided with a letter containing the title of their position, beginning date of employment, beginning salary or wages and benefits, and an indication that he/she has received a copy of the personnel policies, a copy of which is to be signed by the employee and returned to the executive presbyter or other appropriate supervisor.
- (3) Initial Evaluation Period
- a) Support staff shall be employed for an initial evaluation period of three months. Executive and program staff shall be employed for an initial evaluation period of six months. During this period the employee may be terminated if it is determined by the supervisor that work performance or the relationship between the employee and the employer will not develop satisfactorily. (For executive staff the provisions of the form of government apply.)
- b) Upon satisfactory completion of this period, the supervisor shall notify the employee in writing and place a copy within the personnel file.
- i. Salary Administration
- (1) Salaries for executive and program staff positions will be determined on the basis of relative responsibilities required.
- (2) Wages for support positions will be determined consistent with wages in the geographical area in comparable positions.
- (3) Salaries and wages will be reviewed annually in light of changes in the cost of living and the ability of Homestead Presbytery to make adjustments.
- (4) Ordinarily, any salary adjustments will be effective January 1 of each year. Changes in the terms of call for a minister of the word and sacrament must be reported to and approved by Homestead Presbytery.
- (5) Homestead Presbytery seeks to equalize, as nearly as possible, the compensation of ordained clergy and lay employees in similar positions. In the equalization process the value of any housing supplied and the tax advantage of clergy housing must be considered.
- (6) All honoraria received having to do directly with the work of Homestead Presbytery shall be submitted to Homestead Presbytery. Honoraria received for services not related to the position description may be retained by the staff person.
- j. Benefits
- (1) Social Security: The employee's share is withheld from the wages of lay staff. Ministers of word and sacrament are considered self-employed for social security purposes and are responsible for the payment of their self-employment contributions.



- (2) Pension: All eligible full-time employees are to be enrolled in the benefits plan of the Presbyterian Church (USA) as of their starting date. Dues shall be paid by Homestead Presbytery at the required percentage. Questions regarding eligibility, benefit levels, or other issues shall be determined solely by reference to the provisions of the benefits plan. Exception to this mandatory participation can be made only after consultation with and permission of the personnel committee and the filing of a written waiver with the Board of Pensions.
- (3) Health insurance and disability benefits: Major medical coverage, disability, and death in service benefits are provided to eligible employees by the benefits plan of the Presbyterian Church (USA). Questions regarding eligibility, benefit levels, or other issues shall be determined solely by reference to the provisions of the Benefits Plan.
- (4) A flexible spending account ("cafeteria plan") is offered to all eligible Homestead Presbytery staff.
- (5) Workers' compensation insurance is provided to all employees according to the provisions of Nebraska State law.
- (6) On-the-job travel accident insurance: All employees on Homestead Presbytery business are covered with travel accident insurance. Excluded from this coverage is any travel done in an aircraft owned, leased, or operated on behalf of Homestead Presbytery that does not have previous written approval of the insurer. Questions regarding eligibility, benefit levels, or other issues shall be determined solely by the provisions of the insurance policy.
- (7) Unemployment insurance: Homestead Presbytery employees are excluded from unemployment compensation insurance pursuant to Nebraska statute.
- (8) Moving expenses: Executive and program employees eligible for moving expenses shall be reimbursed on the following basis:
- a) Reimbursement for these expenses will be negotiated at the time of employment. Homestead Presbytery will establish a maximum amount or agree to cover all reasonable expenses.
  - b) House-hunting expenses for travel, lodging, and meals may be paid to Homestead Presbytery for the new employee and spouse for one round trip covering a period not to exceed three days. In unusual circumstances, additional time may be made available upon authorization by the executive presbyter, in consultation with the personnel committee.
  - c) Until the employee is established in his or her new residence, actual and reasonable living expenses of the employee at the new location may be paid, in negotiation with this committee, but not to exceed in the aggregate a sum equal to two-thirds of one month's salary.
- (9) Holidays
- a) Homestead Presbytery recognizes all federal holidays as paid holidays: including but not limited to: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas eve, Christmas day.
  - b) When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday respectively. When a holiday occurs during a Homestead Presbytery or council meeting, the executive presbyter shall designate a substitute day for employees required to work on the holiday.

c) In lieu of two additional holidays previously granted, two personal leave days per year are granted, to be used at the discretion of the employee with supervisor approval.

(10) Vacation with Pay

a) Vacation with pay is provided for all regular (excluding temporary and seasonal) employees. Vacations are not cumulative; earned vacation days not used in the calendar year will be forfeited, except when a request to carry over time has been approved by the executive presbyter, or the personnel committee in the case of the executive presbyter. In no case shall more than 10 days of vacation time be accrued from one year to another.

b) The executive presbyter shall be entitled to one full month (22 working days) vacation per calendar year. Full-time support staff are entitled to an annual vacation computed according to the following:

employment less than one year	10 working days, prorated
beginning the first full year through the fourth year	10 working days per year
beginning the fifth year through the ninth year	12 working days per year
beginning the tenth year	15 working days per year

c) Part-time employees employed half-time or more who are expected to be at their position on a daily/weekly basis year-round, are entitled to vacation time with pay equivalent to their wages/salary ordinarily earned for the time taken and computed according to the same schedule as in section II.E.1.j.(1)(b).

d) Ordinarily, vacation should be taken in blocks of time.

e) Specific vacation dates shall be determined in advance in consultation with the employee's supervisor.

(11) Leave with Pay

a) Military leave: Time off for military reserve duty as required by law shall be allowed.

b) Marriage: For the purpose of getting married, up to three working days shall be granted to an employee who has been employed by Homestead Presbytery for at least one year.

c) Jury duty: Time off for jury service shall be allowed. For up to a maximum of two weeks per year Homestead Presbytery will pay the difference between the individual's normal and customary pay less whatever the individual receives for jury duty. In exceptional cases the executive presbyter or moderator of the personnel committee may grant additional time off with pay.

d) Parental leave:

1. Parental leave before and/or after the expected birth or adoption of a child may be granted upon request to the supervisor, and approved by the executive presbyter, or by the personnel committee in the case of the executive presbyter, based on current personnel procedures. The employee should make the request at least one month in advance of the expected arrival of the child. The request should specify the amount of leave time desired, which may include time before and/or after the expected birth or adoption of the child. If both parents are on the Homestead Presbytery's

payroll, only one parental leave may be granted. However leave may be shared by the two parents.

2. The employee will be compensated at the rate of 60 percent of his or her monthly pay rate according to the following schedule:

employment less than one year	no paid leave
after one year of employment	one month
after two years of employment	six weeks

3. Any approved leave beyond the time indicated in the above schedule will be leave without pay. Benefit coverage (except vacation and sick leave accrual) will continue during the entire leave with the cost of benefits being paid by Homestead Presbytery. Any salary increase action for which the employee may become eligible in the course of the leave will be effective upon return to employment.

4. Upon completion of parental leave, the employee will be entitled to return to his or her position if not eliminated due to a reduction in force, in which case the provisions of section II.E.1.m. would apply. The position will not be filled during the leave except on a temporary basis.

(12) Health and medical leave: Employees are entitled to up to 10 working days of sick leave each calendar year, cumulative up to 90 days. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.

(13) Emergency leave: A maximum of five days shall be allowed for emergency leave arising out of the death of an immediate member of the family. In the event of serious illness or other emergency related to an immediate member of the family, the executive presbyter may allow leave. In the event the executive presbyter is unavailable, the moderator or vice moderator of the personnel committee may authorize emergency leave. Immediate family includes the spouse, parent, child, brother, sister, grandparent or grandchild of the employee or the employee's spouse.

(14) Leave Without Pay: Employees may be granted leave without pay. Benefits defined in section II.E.1.j. may be continued at the employee's own expense, but paid leave benefits, e.g. vacation, sick leave or holidays, will not accrue during this period. The leave is subject to the approval of the personnel committee upon recommendation of the executive presbyter.

(15) Continuing Education

a) Continuing education benefiting the employee and Homestead Presbytery is encouraged. Employees are to submit plans for continuing education to their supervisor for approval.

b) Annual continuing education leave with pay and assistance for expenses for continuing education shall be granted by the executive presbyter in consultation with this committee, according to the following schedule: for executive, administrative, and program staff, up to two weeks; for support staff (excluding temporary staff), up to one week may be granted. With the approval of the executive presbyter in consultation with this committee study leave may be accumulated up to six weeks for executive and program staff, and up to two weeks for support staff. In the case of the executive presbyter approval shall be by the personnel committee.

c) After five years of continuous employment by Homestead Presbytery, executive and program staff may apply to their supervisor and

the personnel committee for sabbatical leave with full pay for up to a three-month period. A sabbatical leave is time away for study, reflection and/or spiritual growth. Such application will include a detailed written plan of study, with clearly identified goals. The plan should include both provisions for leadership during the absence as well as establishing the philosophy behind the sabbatical.

d) If granted the extended study leave may be combined with accumulated continuing education leave and earned vacation within a particular year. The applicant for leave must agree to return to their present position for a period of at least one year following the completion of the leave. If the applicant chooses to leave his/her position voluntarily within the period of one year following the sabbatical, the salary attributable to the sabbatical shall be refunded. After completion of one sabbatical leave, the individual shall not be eligible for another leave until a period of at least five years shall have elapsed.

e) Both full-time and part-time employees may apply for sabbatical leave.

f) After completion of any continuing education leave, a written description of, or report on, the continuing education leave shall be submitted to the person's supervisor.

k. Procedures for Addressing Employee Job-Related Concerns and Problems: Homestead Presbytery provides a process for attempting to resolve job-related concerns or problems. This process is described in the current personnel procedures.

l. Unsatisfactory Performance and Involuntary Termination

(1) When an employee's behavior or work performance is unsatisfactory, the employee's supervisor normally will meet with the employee in an effort to improve the unsatisfactory behavior or performance. In the case of support staff or program staff not elected by Homestead Presbytery, the immediate supervisor has the authority to determine whether and what disciplinary action should be taken. In the case of all staff elected by Homestead Presbytery, the personnel committee has the responsibility to recommend appropriate disciplinary action to Homestead Presbytery for final determination.

(2) Disciplinary action may include verbal warning(s), written warning(s), suspension or recommendation for termination. While it is not possible to list every type of behavior that might be deemed a problem, the following list includes examples of behavior which may result in discipline up to and including termination: unsatisfactory performance, insubordination, neglect in the care and use of Homestead Presbytery property and funds, unexcused absence and/or repeated tardiness, moral turpitude, inappropriate use of the Internet or e-mail, violation of Homestead Presbytery personnel policies, falsification of timekeeping records, reporting to work under the influence of alcohol or drugs, threatening violence in the workplace, sexual or other unlawful harassment, possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace. The examples cited above are for illustration only and shall not be considered as comprehensive or limiting the Homestead Presbytery's right to administer discipline in its sole discretion.

(3) In the event of involuntary separation of program or support staff, the executive presbyter, in consultation with and upon approval of this committee, will terminate the staff person. Notification of termination will be 30 calendar days for program staff and 14 calendar days for support staff. In lieu of notice pay may be given.

(4) In the event of the involuntary separation of the executive or program staff elected by Homestead Presbytery the implementation of the procedures contained in the *Book of Order* will lodge with this committee. Notification of termination will be 90 days, or until other employment is secured, whichever is shorter. This committee may place executive or elected program staff on administrative leave until hearing procedures are completed. Pay in lieu of notice may be given.

(5) In the event of involuntary separation for reasons other than those listed in section II.E.1.l., three months' notice will be provided and severance compensation will be given in accordance with section II.E.1.m. under reduction in force.

m. Reduction in Force

(1) Reduction in force because of the discontinuance of a project or retrenchment in budget or for other circumstances arising out of no fault of the employee is at the final discretion of Homestead Presbytery.

(2) Written notice of such reduction will come from the Homestead Presbytery moderator after consultation with the personnel committee. At least one month notice shall be given. Should reemployment take place before the expiration of the notice period, salary payment will continue, offset by any pay received by the employee during this period.

(3) When notice is given, severance allowance will be given in relation to length of service with Homestead Presbytery as follows:

less than one year of service	two weeks
one year but less than five	four weeks
five years but less than ten	six weeks
ten or more years	eight weeks

n. Voluntary Termination of Employment

(1) Employees wishing to terminate their employment with Homestead Presbytery shall submit a written resignation to their supervisor, indicating the reason for terminating employment as well as the last day they expect to work.

(2) A minimum of 30 calendar days' notice is requested of executive and program staff, and 14 calendar days' notice of support staff.

(3) Upon receipt of a resignation, the resignation letter will be placed in that person's personnel file.

(4) In the instance of the resignation of the executive presbyter, the resignation letter shall be submitted to the Homestead Presbytery moderator, with a copy to the moderator of the personnel committee. This committee, in consultation with the Homestead Presbytery moderator, is responsible for any exit interview.

(5) Pay will be granted for accrued vacation if notice is given.

o. Disability: Disability is considered to be a temporary separation due to mental or physical inability to function on the job. The decision to recommend a disability leave shall be made by the personnel committee in consultation with the executive presbyter. It shall be based upon the recommendation of a physician, psychologist, or a combination of physicians or psychologists. Such disability leave for staff shall be subject to approval by Homestead Presbytery.

p. Retirement: The PC(USA) pension plan is designed to make retirement at age 65 possible with full benefits in relation to accrued pension credits. Those who work beyond age 65 will continue to accrue additional pension credits. (See the provisions of the PC(USA) pension plan for further information.)

q. Death in Service: When the death of a lay member of Homestead Presbytery staff (excluding temporary staff) occurs, the spouse, or dependents, shall receive a

separation allowance. The amount shall be equivalent to the salary (including any housing allowance) or wages of the deceased for 30 days from the time of death.

## 2. Personnel Procedures

a. Addressing Employee Concerns: In order to deal promptly and fairly with employee concerns, the following steps will be taken:

(1) Preliminary Procedure: Prior to filing a written statement, several preliminary steps will be taken:

a) The employee will first discuss the problem with the immediate supervisor.

b) If not satisfied with the supervisor's action, the employee will contact the executive presbyter, or the moderator of the personnel committee if the supervisor is the executive presbyter, who will seek to resolve the issue in consultation with all parties involved. Ordinarily a decision will be reached within 10 days.

(2) Formal Procedure: If the preliminary procedures to resolve a concern have failed, a formal process may be initiated by submitting a written statement to the moderator of the personnel committee with a copy to the executive presbyter and the person's supervisor.

a) The moderator of the personnel committee shall call a meeting of the committee to review the statement with all parties concerned and decide appropriate action. For support staff, the decision of the personnel committee is final.

b) If an executive or program employee is dissatisfied with the decision of the personnel committee, the person may appeal within 15 days to Homestead Presbytery council through its moderator. The council, in consultation with all parties concerned, shall make the final written determination.

## b. Continuing Education

(1) Application for Continuing Education Leave

a) Staff persons interested in pursuing annual or extended continuing education shall submit, through their immediate supervisor, a written request at least 30 days prior to the anticipated leave. This request shall clearly state the intended plan for study, its duration, and any requested funding. It will indicate how it will be of mutual benefit to the applicant and to Homestead Presbytery, noting specific relationships to the responsibilities enumerated within the applicant's position description. Enhancing the incumbent's ability to function in their assigned areas of responsibility is the primary benefit to Homestead Presbytery.

b) The executive presbyter and stated clerk shall submit their requests to the personnel committee. All other staff will submit their request to the executive presbyter.

c) Funding: The personnel committee annually shall recommend a specific dollar amount for each staff person's potential usage for travel, housing and other related costs, subject to budgetary approval. This amount shall be prorated for part-time employees.

d) Reporting: A written description of, or report on, continuing education leave shall be submitted to the immediate supervisor. A copy shall be placed in the employee's personnel file.

e) Accrual of Benefits: In the event that available leave is not utilized within a calendar year, staff persons may by December 31 request that unused time and funds be accumulated in accordance with the personnel

policies. If no request is made and approved, the continuing education time and funds will not accrue.

c. Employee Personal Public Witness

(1) It is the policy of Homestead Presbytery to value the creativity and integrity of its staff and reaffirm the right to exercise freedom of conscience.

(2) All persons employed by Homestead Presbytery, when they are working as or holding themselves out as Homestead Presbytery employees, are expected to give a full and fair representation of the position of Homestead Presbytery and PC(USA) in matters of policy, social witness statements, or theological or doctrinal positions. However, the possibility of personal dissent from a policy of Homestead Presbytery, the Synod of Lakes and Prairies, or of the General Assembly or the possibility of making a personal public witness is not precluded by employment with Homestead Presbytery and is a reasonable expression of freedom of conscience.

(3) Because public action or expressions of personal belief may affect not only the work environment, but also that of Homestead Presbytery, the Synod of Lakes and Prairies, and the PC(USA) at large, employee personal public witness is subject to the following guidelines:

a) When making a personal public statement, an employee shall make it clear that he or she is speaking for himself or herself and not speaking for Homestead Presbytery, the Synod of Lakes and Prairies, or the PC(USA).

b) When making a personal public witness, an employee shall not make reference to his or her employee status. If questioned, the employee may acknowledge employed status without using that status to make a claim of authority. Accordingly, it is not permissible for an employee making a personal statement to use professional stationery, or claim expertise by virtue of employment.

c) It is permissible, however, for persons employed by Homestead Presbytery to identify their personal church affiliation while making a personal public witness. Thus, it is permissible for a Homestead Presbytery staff person to claim membership in a particular congregation or governing body.

d) Employees must inform their supervisor and the appropriate governing body, when appropriate (as determined by the supervisor and the executive presbyter), of their personal public witness or dissent.

e) In the event an employee feels that he or she cannot carry out necessary job functions for reasons of conscience, the employee may request a change of assignment or may exercise his or her right to resign the position.

(4) In certain circumstances, employees may be required as part of work responsibilities, to accomplish work on issues currently in opposition to Homestead Presbytery policies or around which there is controversy. This may involve research, production of resources, or planning of or participation in programs and events. When acting within the scope of their employment responsibilities, employees are protected from disciplinary action related to the provisions of this policy.

d. Leaving Executive or Program Staff Positions: These administrative procedures are intended to serve as a help to Homestead Presbytery and its former executive and program staff as each seeks to redefine the relationship after the end of active service. While these procedures seek to delineate appropriate and inappropriate behavior of staff that has departed, they cannot be definitive. The intent here is to invite and

encourage a spirit of cooperation and support for the successor, the continuing staff and Homestead Presbytery. What is not said or done may also be harmful.

(1) Voluntary Termination of Employment: The timeline and procedures for voluntarily resigning one's position are delineated in Section 15 above of these Homestead Presbytery's Personnel Policies.

(2) Retirement

a) For those retiring, the Board of Pensions suggests that the process begin three to six months before the anticipated date of retirement. Therefore, a three- to six-month notice to Homestead Presbytery is appropriate. The Board has prepared a booklet, *Information for Members Planning to Retire*, which can be of assistance in this process.

b) Executive staff (the executive presbyter and stated clerk) shall provide written notification to the Homestead Presbytery moderator and the moderator of the personnel committee of their intent to retire as of a specific date. Program staff shall notify their supervisor, with copies to the executive presbyter and the moderator of the personnel committee.

c) Subsequently, staff should announce their retirement or resignation personally at a meeting of Homestead Presbytery .

d) The personnel committee will arrange for an exit interview with executive staff. In the case of program staff, the executive presbyter and a representative of the personnel committee will arrange for the exit interview.

e) The personnel committee will plan an opportunity for Homestead Presbytery to say "goodbye" and recognize the staff person's ministry.

f) The staff member has the responsibility to inform Homestead Presbytery that he/she will not provide advice or services following retirement.

g) The synod, as the next more inclusive governing body, will be contacted about filling vacant executive positions or establishing new ones.

h) All governing body files and records should be put in order by the retiring/resigning staff person, in consultation with his/her supervisor, and left intact so that a successor may easily find necessary records and equipment.

(3) Guidelines for Former Staff

a) A former staff person who chooses to remain in or return to the area in which they have served needs to deal realistically with their own needs for fellowship, status, and exercise of responsibility apart from the staff functions.

b) Even though a former staff person may continue to have friendships in Homestead Presbytery, it may be advisable to avoid participation in meetings or activities - especially during the first year after a successor arrives. This opens up the opportunity to return as a long-time friend and helps to avoid the inevitable comparisons that can cause so much pain whenever old relationships are severed and new ones are being formed.

c) A former staff person should refrain from accepting positions of leadership in Homestead Presbytery unless invited by the appropriate person(s). An invitation from the successor to take on a task can become an opportunity to demonstrate one's support and loyalty to a successor. For instance, one might offer to assist in an event rather than lead. One should avoid any functions or responsibilities that will isolate or alienate a



successor from members of Homestead Presbytery. Spouses also need to demonstrate their support of the new staff person and family in the manner suggested for former staff persons. Similarly, it is expected that the successor will avoid any actions that would alienate a predecessor from members of Homestead Presbytery.

d) The staff person who is leaving needs to be supportive of the search process for a successor but should not seek to influence or participate in it in any way.

e) The former staff person should make every effort to be supportive of his/her successor. Such support should include congratulations on election and responding to requests for information or counsel by the new staff person but should not be extended to offering unsolicited advice or information. A former staff person can either be most helpful to a successor to assume leadership in their new situation or become the most difficult problem a successor must face. One should be sensitive to a successor's needs.

f) If other persons make contact with concerns about a successor, they should be encouraged to address the concerns directly to the new staff person or to the personnel committee. It is unwise to draw conclusions about one's successor or to interpret their behavior and words. It is appropriate to encourage openness and opportunities for new development.

g) When there is trouble: When a former or current staff person exceeds the bounds of propriety and prudence and creates, perhaps unwittingly, difficulties, it is appropriate for the personnel committee to counsel with the former or current staff person about these guidelines and their application. If the former staff person is a member of another presbytery, referral of the concern to the other presbytery may be appropriate. The executive presbyter or the moderator of the personnel committee may also be a resource when such a need arises.

e. Plan for Equal Employment Opportunity

(1) Policy: Homestead Presbytery, in accord with the policy of the General Assembly of the PC(USA) set forth in "Toward Inclusiveness in Employment--A Church-wide Plan for Equal Employment Opportunity and Affirmative Action," hereby affirms its policy to develop and establish the following equality in employment opportunity to ensure non-discrimination in its own employment practices:

a) Homestead Presbytery will recruit, hire, call, train, and promote persons within all job categories without regard to racial ethnic groups, gender, age, disability, or marital condition.

b) Homestead Presbytery will ensure that all other personnel policies and practices such as compensation, benefits, transfers, leaves of absence, performance evaluation, reductions in force and return to services, educational opportunities, tuition assistance, and termination are administered in accord with equal employment opportunity policies.

(2) Responsibility: The executive presbyter shall be responsible for Homestead Presbytery's implementation and administration of equal employment opportunity under the guidance and supervision of the personnel committee.

(3) Dissemination: Homestead Presbytery shall give a copy of its equal employment opportunity policy to each present and prospective employee and include a non-discriminatory clause in all recruitment notifications.

(4) Implementation Steps:

a) The executive presbyter, in consultation with the presbytery committee, shall ensure that all personnel guidelines, policies, procedures and practices are developed and implemented in accordance with Homestead Presbytery's policy on equal employment opportunity.

b) Each position description shall be examined carefully to determine what functional and personal qualifications as to educational attainment, skills, experience, knowledge, characteristics, etc., are actually required by the position so that qualification factors which discriminate against racial ethnic persons, various age groups, women, persons with disabilities, or a person's marital condition are eliminated.

c) Each administrative position opening shall be filled in accordance with the principle of participation and representation found in G-9.0104 and G-9.0704. Implementation steps for filling the position opening shall be developed by the executive presbyter in consultation with the personnel committee.

d) The executive presbyter in consultation with the personnel committee shall initiate action required to correct patterns of discrimination on the basis of race, sex, age, disability, and marital condition.

e) The executive presbyter shall be responsible to establish a process to ensure that Homestead Presbytery, as purchaser, shall notify all sub-contractors, vendors and suppliers of goods and services of Homestead Presbytery's equal employment opportunity policy requesting them to share a copy of their equal employment opportunity policy with Homestead Presbytery or to indicate their willingness to cooperate with Project Equality, Incorporated.

(5) Hiring Procedures: The search for and recruitment of persons from racial ethnic groups, persons of all ages, persons with disabilities, and women is critical to the implementation of an effective equal employment opportunity program. Homestead Presbytery's program of search and recruitment shall ordinarily include at least the following:

a) Involvement of persons from identified groups in the search and recruitment process.

b) Identification and use of resources related to the identified groups such as newspaper, networks, caucuses, and employing divisions.

c) Utilization of internal employment and referral resources of the PC(USA) as appropriate.

(6) Monitoring, Review, and Evaluation

a) The equal employment opportunity program and personnel policies of Homestead Presbytery shall be available to Homestead Presbytery's council.

b) The executive presbyter, in consultation with this committee, shall periodically conduct an analysis of its workforce to determine whether or not it is implementing the church's commitment to inclusiveness in employment.

c) Reports shall be submitted to Homestead Presbytery's council for its review and comment.

d) The personnel committee shall include in its annual review of the executive presbyter reference to Homestead Presbytery's policy on inclusiveness in employment.

f. Remuneration for Special Services

(1) Work-Related Services

a) Authorization: Certain members of the staff of Homestead Presbytery by reason of their position or knowledge, are expected to respond to requests and opportunities to speak and/or provide other means of interpretation of the general mission of the PC(USA). Such interpretation may be provided to congregations, presbyteries, or other organizations of our church or to other groups and denominations. Also, some members of Homestead Presbytery's staff may be called upon to provide a service related to the expertise of their assigned duties with the PC(USA). Such services may be rendered to groups either within or outside our denominational structure.

b) Remuneration and expenses: The policy of Homestead Presbytery with regard to the provision of interpretation and other services is to reimburse the staff member for any reasonable and necessary out-of-pocket expenses incurred through the performance of the function. Ordinarily, the receipt of a fee or honorarium from organizations is not anticipated if the service is called for by the position description of the particular employee. However, if an honorarium or expense reimbursement is received from an organization in appreciation for the service rendered, the monies received are to be credited to Homestead Presbytery and the staff person's travel account. Upon approval of the executive presbyter, or this committee in the case of the executive presbyter, funds so credited may be used beyond budgeted travel funds.

(2) Non-Work-Related Services

a) Authorization: Agreement to perform services of any kind which are not provided for in the employee's job description and/or lie clearly outside the employee's responsibilities to Homestead Presbytery may be contracted only if such service can be rendered without detriment to the employee's job performance. Special work of major dimensions (writing of a book, magazine article, production of a film or film strip, art work, etc.) may be assumed by an employee of Homestead Presbytery with the written approval of the executive presbyter, or with the approval of the personnel committee in the case of the executive presbyter.

b) Remuneration and expenses: The following apply to remuneration or expenses resulting from approved non-work-related services that are personal, such as:

1. Preaching: If a person participates in a service for a purpose which has no relation to the position he or she holds for Homestead Presbytery, any remuneration or expenses incurred are personal.

2. For special work of major dimensions (such as described under section II.E.2.f.(2)a., it is assumed that the work will be copyrighted by the individual and not by Homestead Presbytery. All work should be performed on personal time, and any use made of the church's resources, such as secretarial services, office supplies, etc., should be reimbursed to Homestead Presbytery. Royalties and fees received from the work are personal income.

g. Annual and Comprehensive Executive and Program Staff Reviews

(1) Each staff member will be asked to prepare a written assessment.

(2) Each staff member may be asked to give the names of up to five people who will comment on their work during the past year.

(3) The responses for those so named will be compiled by the executive presbyter or in review of the executive presbyter by a member of the personnel committee, as appropriate.

- (4) For the executive presbyter, the personnel committee will review the self-assessment and the responses. A summary of all responses, without names or other identifying marks, will be given to the executive presbyter as part of the review.
- (5) All reviews will be summarized in writing with a copy, signed by the employee, being placed in the employee's personnel file and a copy for the moderator of the personnel committee.
- (6) The moderator of the personnel committee will bring to the attention of the committee anything that needs follow up by its next meeting.
- (7) **SELF-ASSESSMENT FOR ANNUAL PERFORMANCE REVIEW**
- a) List significant accomplishments, apart from work objectives.
  - b) Give a self-evaluation of how the position responsibilities were filled.
  - c) Review the extent to which work objectives have been accomplished.
  - d) List work objectives for the coming year.
  - e) List concerns the employee wishes to discuss with the personnel committee.
  - f) Describe any suggested changes in the position description.
  - g) Study leave: Describe how it has been used and plans for its use in the coming year.
- (8) **REVIEW BY PERSONS TO WHOM STAFF PERSON HAS RELATED (Annual)**
- a) Describe how you observed this person fulfilling her/his job description during the past year.
  - b) List a few of the skills this person has demonstrated in performing the job.
  - c) Describe how this staff member has excelled.
  - d) How might this staff member improve his/her quality of work?
- (9) **COMPREHENSIVE PERFORMANCE REVIEWS OF EXECUTIVE AND PROGRAM STAFF:** The purpose of the comprehensive review is to examine in depth the person's skills and his or her accomplishments over the past five years. The staff person will be asked to review his/her work and their growth over the five-year period. Information will be gathered from up to 30 persons who have worked closely with the staff person. Those providing information will be asked if they believe this person is the right person to continue to serve Homestead Presbytery. A summary of the responses will be given to the staff member. A letter summarizing the review, signed by the employee, will be placed in the staff member's file.
- (10) **SELF-ASSESSMENT FOR COMPREHENSIVE REVIEWS**
- a) Describe your major accomplishments over the past five years.
  - b) How do you believe you have grown in this position during this five-year period?
  - c) What part of this work has brought you the most joy?
  - d) Which has been the most burdensome?
  - e) How do you see this position changing during the next five years?
  - f) What skills do you bring to this position for the future?
  - g) What changes in your position description would you recommend?
  - h) Is this the place you most want to be for the next five years?
- (11) **REVIEW BY PERSONS WITH WHOM STAFF PERSON HAS RELATED (Comprehensive)**
- a) How long have you known this person and in what capacity?

- b) What opportunities have you had to see this person in their present position?
- c) What do you perceive to be this person's strengths and weaknesses?
- d) What areas of growth have you seen over the past five years?
- e) As you envision the future of the church and Homestead Presbytery, what skills and gifts do you believe will be needed for the work of someone in this position for the next five years?
- f) Do you believe this person is the right person for this position for the future work of Homestead Presbytery?

## **JOB DESCRIPTIONS**

**TITLE: EXECUTIVE PRESBYTER**

**PURPOSE:**

To serve the presbytery as its chief administrative officer; and provide support, heightened programming, and forward-looking vision to the congregations of Homestead Presbytery; and seek to accomplish goals involving congregational nurture, evangelism, worship and service. This is a full-time position.

**ACCOUNTABILITY:**

Called by Homestead Presbytery in consultation with the Synod of Lakes and Prairies and accountable to the presbytery through the personnel committee.

**QUALIFICATIONS:**

The person who is called to the position of executive presbyter should hold an abiding commitment to God, to our Lord and Savior Jesus Christ and to the Presbyterian Church (USA). The executive presbyter must be someone who can function well in a decentralized, field-based setting with the establishment of a personal home office. This person should be a visionary leader with demonstrated executive abilities and a working knowledge of the PC(USA) structure, who possesses a pastoral personality that seeks to affirm and encourage pastors in their calling. In practice, this person should be a leader who possesses administrative and people skills. His or her character should reflect the highest standards to which officers of the church are held. This person should have experience and understanding of churches of various sizes and types. He or she should have the ability to encourage discussion of issues with openness, grace and respect for diverse opinions. The executive presbyter must be an elder or minister who is presently a member of the PC(USA).

**PERSONAL CHARACTERISTICS:**

1. Possesses a lively faith in Jesus Christ made visible in work, worship and personal life through participation in the life of the church.
2. Possesses a personal and professional attitude that lifts up the reformed tradition.
3. Is a visionary leader who is willing to challenge the presbytery.
4. Passionate about the ministry of the church in regards to worship, life-long learning, mission, fellowship and evangelism.
5. Perceives the role of the presbytery to be primarily to resource the vision of ministry that arises from individual churches.
6. Seeks to passionately implement the vision and the mission of the presbytery.
7. Desires that the presbytery strives to be the best it can be and seeks to resource the presbytery with quality ideas.
8. Ability to set appropriate boundaries between work and home life with the intent to provide good self-care.
9. Ability to delegate responsibility and celebrate the success of others who lead.
10. Possesses integrity, maturity, stability and the ability to cope with stress and has a secure self-confidence with a clear sense of personal direction, flexibility, sense of humor, and high moral standards in personal and professional life.
11. Has sensitivity to the pastoral call and to the elements that create wholeness in the pastoral ministry and the minister's family.

**RESPONSIBILITIES:**

## **A. Administrative/Programming**

1. Be able to work comfortably in a field-based operational structure that promotes the ministry goals of pastors, sessions and congregations.
2. Encourage the development of leadership in the life of the presbytery by initiating presbytery events that inspire and equip churches in the areas of worship, life-long learning, mission, fellowship and evangelism.
3. Interpret and facilitate implementation of actions of the presbytery, synod, and General Assembly (G-9.0701a).
4. Be the chief administrator for the implementation of presbytery decisions in matters of strategy, program, and resources, and for training and consulting with presbytery committee chairs.
5. Supervise the staff of presbytery in the implementation of presbytery policies, decisions, and mission. and be responsible for their training and development in accordance with personnel policies and the *Manual of Operations* of the presbytery.
6. Ordinarily shall not spend more than 20 days per year on other judicatory business outside of this presbytery (excluding time for General Assembly).
7. Coordinate staff and the work of the committees of presbytery as needed and be able to supervise a decentralized staff.
8. Serve as an ex officio member on the presbytery council, and on all the committees of the presbytery, with a special role as resource advisor to the committee on ministry. Assist committees to identify areas of work that need attention.
9. Implement the church-wide plan for equal employment opportunity and the presbytery's affirmative action program.
10. Provide consultative services in the process of planning, budgeting, and evaluating to the business & finance committee and presbytery committees as needed.
11. Be responsible for representing presbytery in ecumenical relations.
12. Interpret the interests and mission of synod and General Assembly to presbytery and local churches, and the decisions, programs and policies of presbytery to the general public when necessary.

## **B. Pastoral**

1. Spend time with pastors, sessions, other church professionals and congregations of the presbytery listening to their needs and ministry expectations and responding in ways that assist them in meeting needs.
2. Providing counsel, advice and consulting services when requested.
3. Build trust and initiate pastoral and spiritual conversations with pastors, their families, and church leaders in their daily lives as well as in times of crisis.
4. Encourage and support networks of pastoral relationships to provide study, prayer, and opportunities for sharing.
5. Visit each church on a regular basis, preferably at least once a year.
6. Respond appropriately to pastoral concerns and provide pastoral support by promoting covenant groups that connect pastors with other pastors who share similar ministry goals.

## **C. Visioning**

1. Assist in defining and implementing new and emerging mission opportunities about which individual churches are passionate.
2. Interpret, promote, and communicate the decisions, vision and mission of the presbytery through various media resources utilizing the talents of the communication and resources coordinator.

3. Visit with church sessions on behalf of presbytery and listen to their dreams and provide resourcing when appropriate. Maintain contact with all churches of presbytery and help develop a climate of openness, trust, understanding, and partnership among the churches, committees, and members of presbytery.

**RELATIONSHIPS:**

The executive presbyter is called by the presbytery in consultation with the Synod of Lakes and Prairies. The executive presbyter will be in relationship with the stated clerk of the presbytery, synod, and General Assembly. The executive presbyter is to provide vision and oversight of all presbytery staff.

**ACCOUNTABILITY:**

Accountable to the presbytery through its personnel committee.

**PERFORMANCE REVIEWS:**

Reviewed by the personnel committee of presbytery annually with performance reviews submitted by those who have worked with the executive presbyter in the year prior. On the fifth year of employment a comprehensive review is to be conducted to assess the faith, life and mission of the presbytery's identity and to determine presbytery's needs in relationship to the executive presbyter's gifts for ministry within these needs.

The executive presbyter is called for an indefinite period of time. This is an exempt full-time position.



## **TITLE: STATED CLERK**

### **PURPOSE:**

To fulfill the functions of stated clerk as set forth in the *Book of Order* of the Presbyterian Church (USA) and other specific responsibilities as assigned by Homestead Presbytery. The stated clerk “shall record the transactions of the presbytery, keep its rolls of membership and attendance including the rolls of all Certified Christian Educators and Certified Associate Christian Educators and all Ruling Elders commissioned to particular pastoral service, preserve its records, and furnish extracts from them when required by another council of the church.” (G-3.0104) This is an exempt part-time, 10 hour per week position. The clerk is elected for a four-year term.

### **ACCOUNTABILITY:**

To the presbytery in relationship with the executive presbyter as head of staff.

### **PERSONAL QUALIFICATIONS AND CHARACTERISTICS:**

The person who is called to the position of stated clerk should hold an abiding commitment to God, to our Lord and Savior Jesus Christ, and to the PC(USA). This person should possess demonstrable knowledge of the PC(USA)'s polity and its constitution (*Book of Confessions* and *Book of Order*). In practice, this person should be an administrator who possesses people skills.

His or her character should reflect the highest standards to which officers of the church are held; among these is the call to be a colleague in ministry, particularly as it relates to those who seek out the stated clerk for input regarding the *Book of Order's* interpretation and understanding PC(USA) polity. The stated clerk must be approachable as well as knowledgeable. He or she must have a working knowledge of computers sufficient to complete the tasks of the stated clerk's office without secretarial support. He or she must be supportive of and able to work in a decentralized environment and maintain a home office. The stated clerk must be an elder or minister within the bounds of Homestead Presbytery.

### **RESPONSIBILITIES:**

1. Serve as an officer and corporate secretary of the presbytery in accordance with all duties stated in the *Book of Order* and in accordance with those duties outlined in presbytery's *Manual of Operations*.
2. Be able to accept directions from an executive presbyter as head of staff.
3. Be a member, ex officio, of the council and serve as its clerk.
4. Maintain the roll of ministers of the word and sacrament of presbytery with the dates of each minister's reception into the presbytery, dates of ordination, by who ordained, when dismissed by the presbytery, and to whom dismissed; and maintain the roll of inquirers, candidates, and commissioned lay pastors currently under care of the presbytery.
5. Accurately record, produce and preserve minutes of the presbytery and of council. The stated clerk may appoint such volunteer assistants as the clerk deems necessary.
6. Prepare and transmit all reports to the synod and General Assembly.
7. Prepare and present an annual necrology report to presbytery in the context of a worship service conducted during a stated meeting of the presbytery.
8. Preserve records of the presbytery and its congregations that are of historical value and interest pertaining to the PC(USA) and forward the same to the Department of History of the PC(USA) when they are of no further regular use in the presbytery for appropriate filing and storage.

9. Serve as a resource to those involved in the administrative and judicial disciplinary process of the presbytery in accordance with the Rules of Discipline.
10. Handle all official correspondence on behalf of the presbytery.
11. Maintain on the presbytery website an electronic presbytery directory containing names and addresses of continuing members of presbytery, staff, officers, committee members, and session members and program staff of each congregation with terms of office.
12. Make available by means of the website electronic copies of the docket and minutes of stated and special meetings of the presbytery and agendas and minutes of the council meetings.
13. Register members, commissioners, and guests for each presbytery meeting. During the process of registration, receive all requests for leaves of absence and submit them to presbytery for approval, and report unexcused absences to presbytery.
14. Be an advisor to presbytery and the moderator on parliamentary procedure. Offer Constitutional opinions and/or rulings related to the presbytery.
15. Provide counsel and support to committees, commissions, task forces, congregations and sessions of the presbytery relative to proper procedures when appropriate or as requested.
16. Fulfill the responsibilities of the corporate office as stated in the bylaws of the presbytery.
17. Maintain a permanent and current record of the bylaws and *Manual of Operations* and advise as to compliance with the stipulations/mandates as set forth therein.
18. Serve as secretary of the trustees of the Homestead Presbytery corporation.

**EVALUATION:**

The executive presbyter of presbytery shall conduct an annual performance review and report the results to the personnel committee of presbytery. A comprehensive review shall be performed during the final year of the term.

**TERMINATION:**

A person shall be terminated from this office by:

1. Completion of one full or partial term without recommendation for re-election;
2. Resignation to the presbytery;
3. For cause, upon recommendation by the personnel committee of presbytery.

**TITLE: Treasurer**

**PURPOSE:** The treasurer shall be custodian of all Homestead Presbytery funds.

**ACCOUNTABILITY:** To the presbytery in relationship with the executive presbyter as head of staff.

**RESPONSIBILITIES:**

1. Maintain record of all financial transactions
2. Process all vouchers and receipts in a timely fashion
3. Receive and distribute all mission funds
4. Receive and distribute all per capita funds
5. Coordinate completion of annual audit
6. Invest and manage all funds of Homestead Presbytery
7. Assist business and finance committee in preparation of annual budget

**RELATIONSHIPS:** This position requires contact with all churches, committees and staff of Homestead Presbytery. In addition must be in contact with General Assembly, Synod of Lakes and Prairies, and other presbyteries. Additional contact is made with all businesses and organizations that Homestead Presbytery supports or with whom it does business.

**EVALUATION:** The executive presbyter of presbytery shall conduct an annual performance review and report the results to the personnel committee of presbytery. A comprehensive review shall be performed during the final year of the term.

**BONDING:** This position is required to have a bond in an amount to be determined by the council.

**TERMINATION:**

A person shall be terminated from this office by:

1. Completion of one full or partial term without recommendation for re-election;
2. Resignation to the presbytery;
3. For cause, upon recommendation by the personnel committee of presbytery.

## **TITLE: Congregational Resources Coordinator (CRC)**

**PURPOSE:** To fulfill the functions of a professional program staff serving Homestead Presbytery of the Presbyterian Church (USA). The CRC will provide support, programming, and assistance to the executive presbyter in the area of congregational resourcing and development as churches seek to accomplish goals involving education, revitalization, and strategic planning. This is an exempt ¾ time position.

### **ACCOUNTABILITY:**

To the executive presbyter as head of staff.

### **PERSONAL QUALIFICATIONS AND CHARACTERISTICS:**

The person who holds the position of congregational resources coordinator should hold an abiding commitment to God, to our Lord and Savior Jesus Christ, and to the PC(USA). This person should possess demonstrable knowledge of computer hardware and software. In practice, this person should possess people skills and be able to teach and encourage.

His or her character should reflect the highest standards to which employees of the church are held; among these is the call to be a colleague in ministry, and he or she must be approachable as well as knowledgeable. He or she must have a working knowledge of computers sufficient to complete the tasks and to resource others. He or she must be supportive of and able to work in a decentralized environment and maintain a home office. The CRC must be a member of a congregation within the bounds of Homestead Presbytery.

### **RESPONSIBILITIES:**

1. Solicit sessions for the congregational revitalization and ministry review programs and coordinate the program implementation.
2. Solicit, train and coordinate the work of coaches in the congregational revitalization program, and of leaders for the ministry review process.
3. Resource church committees and pastors in the areas of Christian education, worship, evangelism, communication and technology; receiving, cataloging and maintaining presbytery's resources, including the software and hardware used to transmit such information and curriculum.
4. Facilitate and coordinate (not necessarily perform) media activities, promotional ideas and marketing within Homestead Presbytery. This includes but is not limited to *The Homesteader*, newspaper articles and promotion, other printed resources, radio, and television. This includes ordering all materials and keeping records of income and expenses.
5. Conduct training and workshops in the use of website, media, and electronic programs.
6. Oversee the purchase, maintenance, and upgrading of the computers used by the staff of Homestead Presbytery as well as the Internet and website.
7. Oversee any contract with individuals related to the website development and maintenance; and create, or coordinate with, any editorial board or groups necessary to accomplish the above.

8. Develop and lead workshops for pastors, congregational leaders, and presbytery staff and leaders in areas of responsibility in coordination with the executive presbyter.

9. Coordinate all work with the executive presbyter.

**EVALUATION:**

The executive presbyter shall be responsible for performance evaluation and report to the Homestead Presbytery personnel committee annually.

**TERMINATION:**

A person shall be terminated from this position by:

1. Resignation to the executive presbyter;
2. For cause, upon recommendation of the executive presbyter to the Homestead Presbytery personnel committee.

**TITLE: Secretary****PURPOSE:**

To enhance the work of the Homestead Presbytery through clerical assistance to other staff and presbytery officers.

**ACCOUNTABILITY:**

The Secretary is accountable to the Executive Presbyter.

**QUALIFICATIONS:**

The person who is called to the position of Secretary should hold an abiding commitment to God, to our Lord and Savior Jesus Christ and to the Presbyterian Church, (USA) {PCUSA}. The Secretary must be someone who can function well with a decentralized, field-based staffing model. In practice, this person should be a leader who possesses administrative and people skills. His or her character should reflect the highest standards to which the members of Presbytery are held. The Secretary must be computer literate and familiar with software necessary for a 'paperless' office. He or she should have the ability to discuss issues with openness, grace, and respect while interpreting and explaining policies or reports in a manner understandable to the Presbytery and its members.

**PERSONAL CHARACTERISTICS:**

1. Possesses a personable and professional attitude.
2. Seeks to passionately implement the vision and the mission of the Presbytery of Homestead.
3. Desires that the Presbytery strives to be the best it can be and seeks to resource the Presbytery with quality ideas and reports.
4. Sets appropriate boundaries between work and home life with the intent to provide good self-care.
5. Has the ability to explain reports and to assist those who are using reports for their work.
6. Possesses integrity, maturity, stability and the ability to cope with stress and has a secure self-confidence with a clear sense of personal direction, flexibility, sense of humor, and high moral standards in personal and professional life.
7. Is diligent in keeping confidences of office and presbytery business.

**RESPONSIBILITIES:**

1. Answer the presbytery telephone during office hours established by the Executive Presbyter.
2. Receive e-mails and offer answers or pass along the email content to the appropriate presbytery staff in a timely manner.
3. Scan and file reports and presbytery documents.
4. Assist in finalizing and sending out correspondence from the executive presbyter and other staff or officers.
5. Update Presbytery Directory and contact lists.
6. Type and distribute weekly Running Notes and *The Homesteader*.
7. Maintain Presbytery Master Calendar.

8. Assists at presbytery stated meetings and attends meetings of the Business and Finance Committee as needed.
9. The Secretary is also under the operational direction of the Congregational Resource Coordinator and may receive assignments from the Treasurer and Stated Clerk.
10. Other duties as may be assigned by the Executive Presbyter.

**RELATIONSHIPS:**

The Secretary works under the supervision of the Executive Presbyter. The Secretary operates as a member of a team which includes the presbytery staff and officers as well as committee moderators.

**PERFORMANCE REVIEWS:**

Each year, the Executive Presbyter is required to perform an annual review of this position. The Executive Presbyter can obtain additional comments from any member of staff or Presbytery, any Committee, or any Church member throughout the Presbytery of Homestead.

**TITLE: Bookkeeper****PURPOSE:**

To fulfill the functions of a Bookkeeper of Presbytery as set forth in this position description and such other specific responsibilities as assigned by the Executive Presbyter or the Business and Finance Committee.

**ACCOUNTABILITY:**

The Bookkeeper is accountable to the Executive Presbyter.

**QUALIFICATIONS:**

The person who is called to the position of Bookkeeper should hold an abiding commitment to God, to our Lord and Savior Jesus Christ and to the Presbyterian Church, (USA) {PCUSA}. The Bookkeeper must be someone who can function well in a decentralized, field-based setting. In practice, this person should be a leader who possesses administrative and people skills. His or her character should reflect the highest standards to which the members of Presbytery are held. The Bookkeeper must be computer literate and familiar with accounting practices and software. The bookkeeper is able to provide financial reports that represent appropriate accounting practices. He or she should have the ability to discuss issues with openness, grace, and respect while interpreting and explaining financial reports in a manner understandable to the Presbytery and its members.

**PERSONAL CHARACTERISTICS:**

1. Possesses a personable and professional attitude.
2. Seeks to passionately implement the vision and the mission of the Presbytery of Homestead.
3. Desires that the Presbytery strives to be the best it can be and seeks to resource the Presbytery with quality ideas and reports.
4. Ability to set appropriate boundaries between work and home life with the intent to provide good self-care.
5. Ability to explain financial reports and assist those who are using financial reports for their work.
6. Possesses integrity, maturity, stability and the ability to cope with stress and has a secure self-confidence with a clear sense of personal direction, flexibility, sense of humor, and high moral standards in personal and professional life.
7. Sensitive to confidences to which the Bookkeeper may be privy.

**RESPONSIBILITIES:**

1. Maintains a complete and accurate accounting of all Presbytery receipts and disbursements, including credit card and checking reconciliation.
2. Provides receipts to individuals and churches in a timely manner.
3. Fulfils in a timely and complete manner all duties outlined in the Bookkeeping Schematic.



4. Comprehends the bookkeeping methods and procedures of non-profit bookkeeping services and maintains good communications with the Executive Presbyter, the Business and Finance Committee, and the Treasurer.
5. Maintains the accounting services of Presbytery including Per Capita billing and payment, mission giving pledges and payments. Transmits General Assembly and Synod payments.
6. Prepares all tax related documents (i.e., Form 1099) in a timely manner and submits all tax related documents in a timely manner and submits them to the Treasurer for filing.
7. Assists in preparation of the annual financial audit, preparing draft business data, reports representing the financial reality of the Presbytery and any financial report requested by the Executive Presbyter, Presbytery Council, the Business and Finance Committee or Presbytery Committees.
8. Prepares necessary reports and files for and works with the Presbytery's auditor during the audit process.
9. Works with the Business and Finance Committee to provide background information in the decision making process regarding Presbytery's financial needs.
10. Prepares and distributes monthly financial reports to the Business and Finance Committee, Presbytery Treasurer and Executive Presbyter.
11. Assists church treasurers with process questions and processes.
12. Makes deposits and write checks weekly.
13. Attends Business and Finance Committee meetings as needed.
14. Performs other related tasks as may be assigned by the Executive Presbyter.

**RELATIONSHIPS:**

The Bookkeeper works under the supervision of the Executive Presbyter. The Bookkeeper is also under the operational direction of the Treasurer. The Bookkeeper operates as a member of a team which includes the Presbytery Staff, the Business and Finance Committee, and the Treasurer. The Bookkeeper serves as a resource to the Business and Finance Committee, Presbytery Council, and the Presbytery.

**PERFORMANCE REVIEWS:**

Each year, the Executive Presbyter is required to perform an annual review of this position. The Executive Presbyter can obtain additional comments from any member of staff or Presbytery, any Committee, or any Church member throughout the Presbytery of Homestead.

**BOND:**

The Bookkeeper is required to be bondable in an amount to be determined by the Business and Finance Committee.

## **E. NOMINATING COMMITTEE**

1. The Nominating Committee shall provide the names, addresses, telephone numbers, e-mail addresses, and church affiliation of nominees to fill vacancies in standing committees of presbytery, the Permanent Judicial Commission, commissioners to General Assembly, commissioners to Synod of the Lakes and Prairies, and members of the Calvin Crest Board of Directors.
2. This committee may, but is not required to, suggest to ministry and mission task groups people for their work.

## **F. PROGRAM-GRANT COMMITTEE**

1. Membership shall be as follows: six (6) people, one of whom shall be the moderator, elected by presbytery upon recommendation of the nominating committee, with consideration given to Article V. B of the presbytery bylaws.
2. Responsibilities:
  - a. The program-grant committee may appoint ministry and mission task groups (M&Ms) for specific tasks or areas of responsibility. M&Ms may be allotted a budget through the program-grant committee funds or may request reimbursements. An M&M may have an indefinite life, but must be reauthorized each year by the committee. Membership in an M&M task group shall be appointed by the program-grant committee. Initial (2011) M&Ms shall include: clergy and family; congregational development; education and leader development; stewardship, mission, and social justice; communications; and strategy and planning, with 2011 budgets as approved by presbytery through its normal process.
  - b. The program-grant committee, in conjunction with business and finance, shall establish categories of funds available for individuals, congregations, task forces, commissions, committees, and other groups and develop a fair application process with stipulations for awarding of funds.
  - c. The program-grant committee shall evaluate grant applications and make awards.

## **G. SELF-DEVELOPMENT OF PEOPLE**

1. Homestead Presbytery is partnering with the Presbytery of Prospect Hill, the Presbytery of Central Nebraska, and the Presbytery of Missouri River Valley to create a joint self-development of people committee. This committee shall have all of the authority and responsibilities of a presbytery self-development of people committee.
2. Membership: Each presbytery shall elect at least two representatives to the committee with at least one of those members being racial ethnic/minority representatives. The chairperson of the committee shall be elected by the committee. Once the committee has been elected and validated they might choose to propose a plan for rotating the chairperson among the participating presbyteries. The executive leaders of the participating presbyteries shall choose which would serve as the primary staff resource to the committee.
3. Meetings: The committee shall meet at least quarterly. At least annually the committee will meet for training and orientation. This training serves as one of the quarterly meetings.
4. Responsibilities: The committee will consider applications for self-development of people funds from the three presbyteries
5. The committee will develop plans for promoting the One Great Hour of Sharing Offering in the participating presbyteries.
6. The committee will develop a strategy for encouraging fund applications.
7. The committee will do project evaluations for requests made to the national SDOP committee when so requested.

8. The committee will fulfill all other requirements, expectations, and guidelines of the national committee for the self-development of people.
9. Funds: Funds will be dispersed following the guidelines provided by the national SDOP committee.
10. Committee Expense: Each presbytery will be responsible for paying expenses of committee members from their presbytery.

#### **H. ROLE OF PRESBYTERY MODERATOR**

1. The presbytery moderator presides over all presbytery meetings.
2. The moderator also appoints administrative commissions for ordination and installation.
3. The moderator is elected for a one-year term, which begins at the close of the November presbytery meeting. There may be an installation service at the November meeting.
4. Ordinarily, the vice moderator assumes the position of moderator at the end of the term as vice moderator.
5. The moderator may represent presbytery at meetings of other church bodies.
6. The moderator shall have input into worship services and educational presentations at presbytery meetings.
7. The moderator is responsible for the sermon at the November presbytery meeting.

#### **I. MINISTRY & MISSION TASK GROUPS**

1. Clergy Family Task Group
  - a. Responsibilities: It is the belief that one of the characteristics of today's world, America, and the church is that the expression of appreciation could be ramped up. CF endeavors to find significant ways to say "thank you" to Homestead clergy.
    - (1) To recognize birthdays, wedding anniversaries and ordination anniversaries.
    - (2) To use the budget to underwrite certain social events for the clergy clusters.
    - (3) To subsidize clergy spouses to attend certain activities like Synod School.
    - (4) To honor retirees with a luncheon.
2. Congregational and Leadership Development Task Group
  - a. Responsibilities:
    - (1) Provide grants to existing congregations to analyze current economic, demographic, commitment, or leadership needs; identify various models of ministry such churches might consider; and facilitate leadership training.
    - (2) Maintain the Homestead Presbytery prayer calendar
    - (3) Encourage church growth and renewal.
    - (4) Plan and provide educational opportunities for clergy and laity, including the educational hour at presbytery assemblies.
    - (5) Responsible for presbytery worship, in cooperation with presbytery committees in consultation with the council, moderator, and stated clerk.
  - b. Congregational Grant Requests and Scholarships: This task group may request of the Program-Grant Committee, funds for supporting congregational projects and for individual scholarships for training or educational events.
  - c. Review Process: The task group shall meet before each stated meeting of Homestead Presbytery at which time it shall review all such grant applications and make funding decisions for report to Homestead Presbytery through the Program-Grant Committee.
  - d. Other Responsibilities: The task group shall also:

- (1) Develop and review mission grant application forms for such funding requests.
  - (2) Develop written criteria for use in the review of such grant applications.
  - (3) Develop communication methods and strategies to inform potential applicants of the availability of such funding and the process to apply for the same.
  - (4) Develop a review process for the evaluation of previously funded projects and report the same to the Program-Grant Committee.
3. Grow Project
- a) Responsibilities
    - (1) To develop a multi-media campaign to encourage visitors to our congregations
    - (2) To develop resources of hospitality for congregational use
    - (3) To train pastors and laity in hospitality techniques
4. Stewardship, Mission, and Social Justice Task Group
- a) Responsibilities: The stewardship, mission, and social justice M&M serves to equip and encourage churches in Homestead Presbytery to outreach ministry opportunities in their own communities and across the world, to advocate for issues of social justice and peace, and to resource congregations in stewardship of time and talents.

#### **J. AMENDMENTS**

This manual may be amended by a majority vote of the duly authorized members and commissioners present at any meeting of the presbytery, provided that notice of the proposed amendment has been submitted in writing at least 10 days previous; and provided that the amendment is in accord with the Constitution of the PC(USA).

**(End of Homestead Presbytery Manual of Operations)**