PNNE Administrative Manual

Table of Contents

I. VISION STATEMENT

I. VISION STATEMENT

We strive to be a servant people of God in Jesus Christ and partners within the Body of Christ.

Envisioning

- The role of the presbytery is to be that of a servant, supporting the local church ministry and mission.
- Presbytery will need maximum flexibility to meet the mission and ministry needs of the next decade.
- Our gatherings need to emphasize worship and fellowship as well as business.
- Participation in presbytery activities should emphasize self-selection.

II. PARTNERS IN MISSION FOR CHRIST

II. PARTNERS IN MISSION FOR CHRIST

II-A The Mission Statement of the Presbytery of Northern New England:

It is our mission to bear witness to the good news of our Lord and Savior Jesus Christ, the love of God, and the power of the Holy Spirit in Northern New England.

The Core Practices of the Presbytery are:

- PNNE will support the mission of our local churches.
- PNNE will act collectively to proclaim the gospel and care for the children of God appropriate to our gifts and opportunities.
- PNNE will encourage relationships of trust and communication among leaders and congregations.
- PNNE will nurture mutual support and collaboration among our people and pastors.
- PNNE will participate in the covenantal/connectional order and programs of PCUSA.
- PNNE will strive for excellence in the calling, care and accountability of our leaders.

II-B Presbytery Goals and Objectives

[To be developed.]

II-C. Congregation and Session Commitments

Each session commits to:

Pay the travel and meal expenses of its commissioners to meetings of the presbytery.

1. Submit its minutes, congregation membership rolls and registers annually to the stated clerk for review and approval.
2. Pay to the presbytery through its treasurer, no later than the February stated meeting of presbytery, the per capita assessment set by the presbytery upon the basis of that church's reported membership, for the Presbytery of Northern New England. [Presbytery policy is that all member churches will pay their apportioned per capita amount. Any shortfalls in per capita payments for the year most recently completed shall be reapportioned to all churches proportional to their membership in order to allow the work of the presbytery (and synod/general assembly) to proceed as planned, as expressed in their respective budget plan. The churches responsible for the increase in per capita apportionment will be identified in budget presentations." 06.00]
3. Send to the presbytery's stated clerk not later than the due date specified by the stated clerk, the statistical report for their church, including all information required by the boards and agencies of the Presbyterian Church (U.S.A.).
4. Pay the expenses of the moderator assigned to it by presbytery when the congregation is without an installed pastor and suitably compensate all pulpit supplies, including those made available by the presbytery.

Each congregation commits to:

1. Employ no pastor who has not been approved by presbytery's committee on ministry (COM).
2. Call a pastor at the minimum established by presbytery, or higher.
3. Pay its pastors a salary sufficient to devote full time service to the ministry of the Word. [If part-time pastoral services are being expected of the pastor, the church shall specify the number of days or hours expected in its call, and shall at least pay an amount proportional to the presbytery minimum for full-time pastoral services.]
4. Report annually to the presbytery through its COM that they have reviewed with their pastor the adequacy of compensation, reporting the details of the agreement. Presbytery must approve change in compensation and benefits.

III. ASSEMBLIES AND MEETINGS

III ASSEMBLIES AND MEETINGS

III-A. Procedures related to Presbytery Assemblies

At the earliest possible date the stated clerk shall make available on-line a draft copy of the minutes of each presbytery meeting for their review, that presbytery may correct as needed and approve these minutes at its next stated meeting.

1. If possible, written reports from officers and bodies of the presbytery should be in the stated clerk's possession 3 weeks before the stated meeting at which they are to be acted upon by presbytery.
2. Elder commissioners to presbytery meetings are entitled to have reasonable travel and meal expenses reimbursed by the presbytery or by the churches. If presbytery is to pay, it is expected that reimbursements will be requested in writing within ten days of the meeting, and that commissioners will use car pools whenever possible.
3. With the aid of the stated clerk and presbytery council, a calendar for each year will be posted on the presbytery web showing the scheduled meetings of the presbytery, the council and the various committees, subcommittees, task groups of presbytery, and those synod bodies on which this presbytery has representation, and general assembly.
4. Installation of the moderator shall occur at the last presbytery meeting of the year at which the Sacrament of the Lord's Supper shall be celebrated.
5. Reports of each committee and each task group shall be available with the docket for the stated meetings of presbytery.
6. In the stated meetings of presbytery, as much of the business as is possible will be voted on through an omnibus action agenda.
7. The stated clerk shall prepare a proposed docket for stated sessions of the presbytery after consultation with the council and the chairs of the standing committees of presbytery. After approval of the docket by council, the stated clerk will make last minute changes as needed.
8. The presbytery moderator, vice moderator and stated clerk will provide assistance to a church hosting a presbytery meeting. The vice moderator will coordinate the worship service at the presbytery meeting.
9. Electing Representatives to Higher Governing Bodies
    a. Criteria for electing commissioners to higher governing bodies

       The presbytery shall nominate teaching and ruling elders as commissioners using the following criteria as guidelines:

       1. Particular gifts, experience, or service in GA, synod, presbytery, or sessions which equip them to serve effectively in the higher governing bodies as commissioners, committee members, committee chairs, etc.
       2. Availability for orientation and for attendance at the scheduled meetings.
       3. Suitability in keeping with the inclusiveness and nondiscrimination goals of the Presbyterian Church (USA) expressed in F-1.0403 and G-3.0103. Since our

commissioners to the General Assembly are only two, the achievement of such a spread will have to be figured over the course of several years.

b. Procedures for nominating general assembly commissioners

1. By September 1 of odd numbered year, the sessions and clergy in the three geographic sections of the presbytery will recommend to the nominating committee two or more names of either elders, clergy or youth who best meet the criteria for commissioner. Each commissioner category of elder, clergy and youth advisory delegate shall rotate clockwise each year among the three geographical sections. The first year, one section will suggest elder nominations, the following year, clergy, and the third year, Youth Advisory Delegate (YAD).

   The following matrix illustrates the results of the division:

For GA in	2012	2014	2016	2018	2020	2022	2024
Elder	NH	ME	VT	NH	ME	VT	NH
YAD	ME	VT	NH	ME	VT	NH	ME
Clergy	VT	NH	ME	VT	NH	ME	VT

2. The nominating committee will receive recommendations from the three geographical sections and reviewing the qualifications, and following the criteria in part a above, nominate to the last annual stated meeting of presbytery two names for each commissioner position which the General Assembly authorizes. If no YAD nominee is produced prior to the nomination deadline, then the YAD nominee is open to the entire presbytery (all geographical regions).

3. Nominations may be made from the floor of presbytery with the prior consent of the nominee. Voting shall be by secret ballot. The person receiving a majority of votes in each commissioner category shall become the commissioner; the person receiving the next highest majority of votes shall become the alternate that year.

c. Procedures for nominating synod representatives and commissioners

1. Nominations will receive synod guidance annually on the positions and qualifications needed for electing presbytery representatives to synod. The nominating committee will present one nominee for each synod position. Elections will be held annually at the presbytery's October stated meeting.

2. Representatives elected to synod committees may serve a maximum of two three-year terms. Committee members also serve as commissioners to the synod assembly, which meets concurrently with the committees in October.

IV. OFFICER JOB DESCRIPTIONS

IV. OFFICERS JOB DESCRIPTIONS

IV-B-1. Moderator Job Description

1. To represent and act for the Presbytery at installations, ordinations, church chartering and other Presbyterian and interdenominational meetings and ceremonies.
2. To convene and adjourn the Presbytery at its stated meetings and, if necessary, call a special meeting of the Presbytery.
3. Preserve order and conduct the business of the Presbytery in an efficient and timely manner following the meeting agenda, the by-laws of the Presbytery, the Presbyterian "Book of Order" and the methodology for meeting control set forth in "Robert's Rules of Order." In so doing the moderator shall be fair and impartial and protect the rights of all members
4. The moderator does not make motions or enter into the debate of a motion unless the moderator yields the chair to the vice-moderator or other officer of Presbytery.
5. The moderator does not vote unless to break a tie, however, the moderator may vote with the commissioners when the vote is by ballot.
6. Serve as ex-officio member of Council.

Reporting Relationships

The Moderator is responsible to the Presbytery

IV-B-2. Vice Moderator

Responsibilities

1. To act on behalf of the moderator when the moderator is not available or unable to act as moderator.
2. To arrange for a worship service at each of the stated meeting of the Presbytery.
3. Serve as ex-offico member of Council.
4. The Vice Moderator is the Moderator elect and will take office at the end of the Moderator's term without further election.

Reporting Relationships

The Vice Moderator is responsible to the Presbytery.

IV-C Stated Clerk

Purpose of Job:

Serve as recorder, parliamentarian, polity advisor, legal agent and official correspondent for the Presbytery of Northern New England.

Personal Qualifications:

1. Strong personal commitment to Jesus Christ
2. Ordination as teaching or ruling elder in PCUSA
3. Good knowledge of parliamentary procedure and church polity
4. Able to give careful attention to detail
5. Strong oral and written communication skills
6. Computer/office automation expertise
7. Experience with higher governing bodies would be desirable

Relationships:

The Stated Clerk is an elected officer of the presbytery and is responsible directly to the presbytery. He/she relates to other PNNE staff, officers, and committees of the presbytery as colleagues; to other Stated Clerks throughout the church as consultants, friends, and mutual advisors; to PNNE Council as parliamentarian and secretary and for support and counsel.

Job Responsibilities:

1. To record and maintain full and detailed records for the presbytery, including
   a) taking minutes of Presbytery and Council meetings and other legal records.
   b) obtaining, maintaining and reporting rolls and status of churches and clergy members.
2. To oversee and promote accurate and complete congregational records by
   a) providing for annual review of records of local sessions and the collection of statistical information from sessions.
   b) assisting and training sessions on request of the session moderator, if time permits.
3. To act as parliamentarian and provide polity advice as needed.
4. To attend Committee on Ministry meetings as an advisor without vote, and other committees as requested and time permits.
5. To help plan presbytery meetings, which includes recommending the host church, preparing a draft docket, providing the docket and information packet for meetings and recommending elder/clergy allotment annually.
6. To act as legal agent for the presbytery.
7. To receive any allegations against clergy
8. To convene the Permanent Judicial Commission (PJC) when needed and

a) to staff the PJC as specified in the Rules of Discipline.

b) to provide training and support for the PJC, administrative commissions, and investigating committees.

9. To relate to the larger church through direct interactions and attendance at General Assembly and other national meetings.

Accountability and Evaluation

The Stated Clerk is accountable directly to the presbytery. The PNNE Council will provide annual review and on-going support through its designated committee. Results of the annual review will be reported to Council and the Presbytery.

Contract

The Stated Clerk's contract will be presented to the Presbytery for approval upon recommendation of Council. The position is part-time.

IV-D Treasurer

Purpose of Job:

Act as chief financial officer of the Presbytery of Northern New England.

Personal Qualifications:

1. Strong personal commitment to Jesus Christ
2. Active member of a church in PNNE
3. Analytical and mathematical abilities
4. Working knowledge of computers
5. Working knowledge of accounting, bookkeeping and banking

Job Responsibilities:

1. Supervise the work of the assistant treasurer and oversee the bookkeeping activities of the Office Administrator.
2. Manage PNNE's financial resources. Ensure
    a. monthly financial statements are accurate.
    b. that cash received is properly dispersed in accordance with the wishes of the sources of the cash.
    c. That interest bills are prepared, sent and collected on loans receivable.
    d. That per capita payments are received promptly. If not, follow up and arrange for an alternative payment schedule.
    e. That PNNE per capita payments to synod and general assembly are made promptly.
    f. That weekly: sign checks except those payable to the treasurer

g. That monthly: make fund distributions, compute payroll taxes and make payments, balance books and print monthly report.

h. That quarterly: issue quarterly payroll check and quarterly tax reports.

i. That annually: close books, issue appropriate tax forms, prepare audit package of paid bills, payroll records, payment authorizations, cancelled checks, receipt and expense registers plus monthly and annual financial report.

3. Participate in the preparation of the PNNE annual budget. Prepare special financial reports and analyses, as required.
4. Review, analyze and interpret financial reports and analyses.
5. Coordinate with independent certified public accountants or auditors to manage annual audit or review of financial statements.
6. Serve on Council as an ex-officio member.

Reporting Relationship:

The treasurer is accountable to the Presbytery.

Terms of Office:

The term of office is for three years and is renewable once.

V. COUNCIL, STANDING COMMITTEES AND SUBCOMMITTEES

V. Council, Standing Committees and Subcommittees

V-C Council

In addition to the responsibilities specified in the bylaws:

1. Council holds the primary responsibility for shaping Presbytery Assemblies, which include:
   a. Determine the programmatic and educational aspects of an Assembly.
   b. Responsible for the worship at Presbytery gatherings, in concert with the host church.
   c. The docket for these assemblies will be developed by the Stated Clerk, with input from the Moderator and Council.

2. Council is responsible for the administrative business of the Presbytery. Council may assign responsibilities to groups and individuals, with the power to complete the assignment. However, an assignment does not relieve the Council of its responsibility for vision and accountability.

   a. Council will oversee the work of administrative staff, including Office Administrator and Resource Presbyter for Transition and establish proper procedures and evaluation. Council may hire and dismiss administrative staff and shall conduct annual reviews.

   b. Council shall review the work of the Stated Clerk and Treasurer annually and report the results to Presbytery.

   c. Council shall provide for adequate insurance to protect Presbytery property, liability and indemnification of officers and other leaders in the proper conduct of Presbytery business.

3.Council will be responsible for its own structure, while providing effective communications with other entities within the Presbytery and establishing assignments reflecting the areas of Council responsibility.

Subcommittees

V-C-1 Ecumenical Relations

A. The presbytery is a member of the New Hampshire Council of Churches.

1. The presbytery elects one representative to the annual meeting, one member to the advisory committee, and one member to the executive committee.
2. Churches in New Hampshire may participate in any project of the New Hampshire Council of Churches.

B. The presbytery is a member of the Maine Council of Churches.

1. The presbytery elects three representatives to the annual meeting and one member to the executive committee.
2. Churches in Maine may participate in any Maine Council of Churches project.

C. The presbytery represents the Synod of the Northeast on the Vermont Ecumenical Council and Bible Society.

1. The presbytery nominates to synod one member of the board of trustees.
2. The Presbyterian Church (USA) is also represented on the board of trustees by one member elected by the Presbytery.
3. Churches in Vermont may participate in any Vermont Ecumenical Council project.

D. The presbytery represents the Synod of the Northeast on the Massachusetts Council of Churches, alternating representation with Boston and Southern New England Presbyteries.

1. The presbytery nominates to synod one representative to the annual meeting.
2. Churches in Massachusetts may participate in any Massachusetts Council of Churches project.

E. The presbytery encourages an ecumenical approach to ministry whenever possible.

V-C.2 Electronic Communications

[to be developed]

V-C.3 Mission

Mission Statement and Goals of the Mission Subcommittee

People of faith are sent out to carry the good news of the steadfast love of God, and to live the incarnate love of Jesus Christ in the midst of the world, our spiritual neighborhood, so in need of daily bread and abundant life.

Mission is any work that contributes to revealing God's love and the presence of the living Christ in the world. Christ brought comfort to the sick, the lonely, the hungry, the mentally ill, the outcast. He educated His disciples and community leaders; He preached to the masses. He touched the poor, the rich, and the average citizen. Therefore it is our responsibility to do likewise.

Goals of the Mission Subcommittee

To empower the Presbytery of Northern New England and its member churches in their witness of Christ's love by:

A. Challenging the member churches and the Presbytery of Northern New England to relate to and affirm the mission programs of the Presbyterian Church (U.S.A.);

Objectives

1. Encouraging use of *Mission Yearbook for Prayer and Study*
2. Highlighting various mission projects of PCUSA
3. Assisting congregations in observing and implementing current PCUSA mission emphasis, e.g. 2000 *Year With the Child*.
   Supporting programs that provide for basic needs, including, but not limited to, food, clothing, shelter, health and safety issues and or advocate on behalf of people in need;

B. Managing Mission Grants and Grant Requests from Congregations.

Objectives

1. Reviewing presbytery and synod applications for financial support and making recommendations to the presbytery for specific amounts to grant
2. Reviewing and making recommendations for requests for *Emerging Mission* funds as they occur
3. Making site visits of programs supported as needed
4. Designating recipients of offerings taken at presbytery meetings
5. Reviewing for approval extra-budgetary mission funding efforts.
6. Support congregations in writing grant requests and conduct required reviews of these grants, submitting them to Council for approval.

C. Educating congregations about local and global mission;

Objectives

1. Preparing and circulating educational materials about mission related to the presbytery missions. This includes but is not limited to: written material, video and prayer calendar.
2. Contributing regular articles on mission to *The Epistle*.
3. Making regular presentations on mission at presbytery meetings

D. Supporting congregational outreach which meets local needs and stimulating congregations to seek new ways to witness through local mission; and,

E. Encouraging the cooperative mission of Presbyterian congregations with other Presbyterians, ecumenical partners, and community groups.

Objectives:

1. Providing a broad range of presbytery resources for PNNE Partnership with the Amatola Presbytery in South Africa.
2. Funding and/or resourcing ecumenically based mission projects.

V-C-4 New Church Development / Redevelopment

Policy

A. In the pursuit of the great ends of the church (F-1.0304) and in response to the Gospel mandate (Matthew 9:37,38) to get people into sharing in the harvest of the Good News, it is the policy of the Presbytery of Northern New England within its boundaries to actively seek opportunities to develop new church congregations and to assist in redeveloping existing congregations.

B. The responsibility for carrying out this work of the presbytery is assigned to the New Church Development (NCD).

C. The involvement of the NCD in church redevelopment shall not include the normal support provided to congregations within the presbytery by the Mission Subcommittee, but will be limited to those special cases involving the major physical reconstruction or the relocation of an existing church.

D. The number of church development or redevelopment projects that can be accepted by presbytery is limited by the financial resources available for new church development. When the total projected cost of the approved projects and current applications for church development exceeds the available financial resources, subsequent applications will be dealt with as funds become available and in the order in which the applications are received.

E. If a group or church is capable of funding its own development from within the group or congregation, the NCD shall make its services available as a consultant to assist local organization with problems it may encounter in implementing its project.

F. The NCD shall work with representatives of church development projects awaiting funding to plan interim methods of operation.

G. The NCD shall remain current with and take advantage of every possible source of funding (presbytery, synod, general assembly and mission projects) available for use to support approved and interim (delayed) projects.

H. Each project which presbytery has approved and arranged funding for shall, as a minimum, be responsible for the following:

1. Having representatives attend NCD meetings for the purpose of reporting on the project status and receiving direction.
2. Providing yearly (end of July) written reports on the status of the project, future expectations and needs.
3. Contributing to the overall program of the church through the unified mission budget.

I. In order to obtain funds from synod and general assembly, a project must have an installed or organizing pastor in place.

J. A group organized by presbytery to become a church or a group that approaches or petitions presbytery to become a church, shall first, after meeting certain criteria, be organized as a "Fellowship." Subject always to the power of review and control by presbytery, the fellowship may elect its own officers, adopt its own bylaws and be self-determined in its actions. The ruling board of the fellowship shall be called a steering committee. The meetings of the steering committee shall be moderated by the organizing pastor or a pastor appointed by presbytery. The fellowship in doing its work shall follow the constitution of the Presbyterian Church (U.S.A.). The fellowship shall keep minutes of its steering committee meetings, records of members, baptisms, funerals, weddings, and Holy Communion and accounts of all monies received and disbursed and submit all these annually to presbytery for review and inclusion in the records of presbytery.

K. If not already called, one of the first responsibilities of a fellowship shall be to call (G-2.0504) an organizing pastor. In order for the candidates for the position of organizing pastor to understand and fairly evaluate the responsibilities being called to, the candidates shall have had prior experience in new church development or have attended one of the national ecumenical workshops on new church development. A fellowship shall select and call an organizing pastor on the basis of his or her vision and skills in new church planting. The organizing pastor shall be a teaching elder (G-3.0306) who shall exercise pastoral care, including administering the sacraments, over the fellowship, be of service in the community and participate in the activities of presbytery.

L. Presbytery shall formally recognize the role of the organizing pastor as a "missionary" or "evangelist" through a service similar to that used to install a pastor in an organized church. Presbytery shall also formally recognize a "Fellowship" as an organized group through a service similar to that used to charter a new church.

M. A fellowship shall become an organized church (G-1.02) when:

1. It applies to presbytery for such status, and
2. It is judged to have sufficient members to maintain a viable year-round program of worship and service, and
3. It has demonstrated an ability to become financially self-sufficient.

N. The NCD shall encourage fellowships, early in their development, to seek and acquire a site for the construction of permanent facilities. When necessary, the NCD shall recommend to presbytery that presbytery loan money or participate in loans for the purchase of such property. A selected site normally should not exceed three acres in size, although sites as large as six acres may be considered if the price of the property is reasonable and the conditions of sale require it.

O. Given the current cost of construction and the size and nominal growth rates of communities in the presbytery, the NCD does not recommend that a new church, as a first increment of construction, undertake to build a "classical" New England church - 5,000 to 10,000 square feet with a 300 to 400 seating capacity sanctuary on top of a parish hall/church school. A more modest 2,000 to 2,500 square foot building(s) on a slab is recommended, and consideration could be given to starting with just a 1,200 square foot multi-purpose facility.

NOTE: The current average size of the congregations in the presbytery is approximately 80. There is no reason to initially build a sanctuary that seats over 75 to 100. Church growth rates in the presbytery do not exceed 10 percent per year. Thus, there is adequate time for a new church to plan and build for a larger congregation, should one develop.

P. While no two new church development projects are alike, there are common elements, events and methods of implementation that can be shared and be useful across different projects. Thus, the NCD shall maintain a file on each of its projects and make this file available to its other projects in order to seek effective ways to achieve desired results and to avoid the development of problems.

Procedures

A. There is no one procedure to follow to begin a church. There is, however, a definitive process leading to formally organize a church within the Presbytery of Northern New England. The general procedures for organizing a church are:

1. The three most likely ways for a new church to start are:

   a. A group of interested individuals approach presbytery seeking a determination as to their becoming a Presbyterian Church or the possibility of presbytery establishing a new church in their immediate area.

   b. An existing, worshipping group petitions presbytery to organize it as a Presbyterian Church.

   c. Presbytery on its own targets an area of expected population growth for the development of a Presbyterian Church.

2. Regardless of how the process begins, for presbytery to recognize an embryo group as a future potential church the group must have:

   a. A belief that the development of a church in its location is possible and probable.

   b. A mission statement.

   c. An operating budget.

   d. A willingness to understand and follow the Presbyterian form of government including supporting its unified mission program.

   e. An elected planning, organizing and ruling body in the form of a steering committee.

   f. Pastoral leadership - if this is not already available within the group, presbytery will assist in securing Presbyterian pastoral leadership.

   g. A place to regularly gather and worship - a home, theater, hall, school or another church.

3. When the above criteria have been satisfied, the group may petition presbytery to become a fellowship. If presbytery concurs that the criteria have been satisfied, it will accept the group as a fellowship. Prior to the acceptance of the group as a fellowship, the group is welcome to meet with the NCD for guidance, direction and assistance in preparing to become a fellowship.
4. To accept a group as a fellowship does not commit presbytery to financially support it. It does not preclude financial assistance however.
5. A fellowship may apply to presbytery to become an organized church within the presbytery. Organizing is normally reserved for fellowships that have obtained a minimum number of active members and have demonstrated an ability to become financially self-supporting. Organizing is the last formal process in becoming a Presbyterian Church.

B. The detailed process to be followed by groups or individuals that approach presbytery seeking determination as to the feasibility of becoming a fellowship or having a fellowship developed in their area is given in this procedure. The presbytery's responsibility, if desired, is to help provide worship and/or pastoral leadership during the period of determination. The pastoral/presbytery leadership will help in completing feasibility studies and developing a worshipping group in the area. The NCD will assist the worshipping group in preparing to become a fellowship and to petition presbytery to be accepted as a fellowship. A budget and a mission statement must accompany the petition.

1. The responsibilities of the group are:
   a. Select a place of worship and assume the responsibility for the cost of the facility.
   b. Provide remuneration for pastoral leadership.
   c. Advertise.
   d. Organize as a worship group (fellowship).
   e. Eventually elect a steering committee.
   f. Complete a budget and mission statement.
   g. Agree with presbytery what preliminary feasibility studies need to be done and perform the studies.
2. The responsibilities of the presbytery will be:
   a. Identify Presbyterian pastoral leadership.
   b. Select a coordinator and schedule pastors to lead worship.
   c. Provide resources such as hymnals, offering plates, Presbyterian Heritage, etc.
   d. Identify a "steering" committee of presbytery members to relate to the group.
   e. "Oversee" the group's activities and studies.

3. The cost of operating the group during this phase is basically born by the group itself. After "worshipping" status is obtained, the presbytery may assume some financial support (leadership costs).Also, after "worshipping" status is obtained, the group may petition presbytery to become a fellowship.(See paragraph C below for the procedure to be used by a self-organized group to petition presbytery for fellowship status.)

C. The detailed process to be followed by self-organized groups that petition presbytery to become a fellowship of presbytery is given in this procedure. The group may or may not be financially self-sufficient.

   1. The presbytery's first responsibility is to provide assistance in securing Presbyterian pastoral leadership.

   2. To accept a group as a fellowship does not commit presbytery to financial support. It does not preclude financial assistance however. To accept a group as a fellowship indicates a reasonable belief that the development of a church in that location is possible. Demographic studies are necessary and must precede mission development grant applications (any request for financial assistance). The NCD of presbytery may employ special consultants to conduct feasibility studies. Those studies can be shared with the presbytery as a whole, but are primarily intended for the use of the NCD. The group must submit a budget to the NCD prior to acceptance as a fellowship and yearly thereafter.

   3. A mission statement by the self-organized group is also a prerequisite to being accepted as a fellowship. The mission statement will include the group's purpose as well as its goals and its planned activities for achieving those goals.

   4. It is further expected/understood that the self-organized group fully understands the basic concepts and beliefs of the Presbyterian Church (U.S.A.) and will support its mission. As a basic guideline, 10 percent of the local budget is to be committed to the unified mission of the denomination.

   5. The responsibilities of the self-organized group are:

      a. Show understanding of Presbyterian polity and belief and give its full cooperation to the supervision of the presbytery's NCD.

      b. Have an elected steering committee that is inclusive.

      c. Develop a mission statement and budget.

      d. Agree to pay its pastor according to presbytery guidelines.

      e. Identify and acquire the use of a place of worship with the group bearing the expense, if any.

      f. Understand and accept a commitment to give ten percent of its local budget to the presbytery unified mission program.

      g. Choose representatives to the presbytery NCD and attend meetings regularly.

h. Understand that an extensive feasibility study will be necessary and to conduct that feasibility study with presbytery's assistance.

i. Elect representatives to attend presbytery meetings.

j. Be committed to be a growing, inclusive Christian church.

k. Apply for "Fellowship" status.

6. The responsibilities of the presbytery toward the self-organized group are:

    a. Assist the group in finding Presbyterian pastoral leadership and approving a "moderator" for the steering committee.

    b. Approve the mission statement and budget.

    c. Appoint an "interim" pastor and assist the group in calling an organizing pastor.

    d. Provide resources, i.e., hymnals, stewardship assistance, education and worship resources, etc.

    e. Oversee the project through the NCD, naming at least one liaison member with the group.

    f. Advocate for the group in other governing bodies.

    g. Conduct a feasibility study in conjunction with the group.

    h. Provide financial assistance as available.

    i. Review and approve a mission development grant, if such is applied for.

    j. Oversee and assure the proper administration of the sacrament.

    k. Be the keeper of all legal and ecclesiastical records including membership, baptisms, weddings, funerals, and contributions.

    l. Maintain liability insurance coverage for the activities of the group.

    m. Grant "Fellowship" status when applied for, if the necessary criteria have been satisfied.

D. The detailed process to be followed by presbytery when presbytery takes the initiative and decides to target a growing population area for the development of a Presbyterian Church is given in this procedure:

1. The new church development committee (NCD) will target a promising area for study. A consultant will probably be used to assist the committee in determining whether an area is a likely candidate for a new church development. If favorable, and on receiving presbytery's approval, the NCD will complete the necessary mission development grant forms, including funding. After presbytery approves the mission grant application, the grant request will be submitted to the synod and general assembly for approval and funding.
2. As part of this approach, the presbytery will identify a site for a new church development. Visibility and access are major criteria for the selection of a site. Once a location is determined, the presbytery will arrange financing to purchase the land. A site shall not normally be larger than six acres. The presbytery shall hold the title to the land.
3. Also, as part of this procedure, presbytery will elect a pastor nominating committee and call an organizing pastor to lead the new church development project. When the organizing pastor is called, the project will be deemed to have "Fellowship" status.
4. The main duties of the organizing pastor are the development of a nucleus worshipping group (as might exist at beginning of Procedure B) and the provision of the necessary leadership to grow that nucleus into a self-governing, financially independent fellowship capable of being organized as a church of the presbytery.
5. Presbytery alone will fund the project until the organizing pastor is in place and the mission grant becomes effective. Presbytery is (and must be) a partner in the mission grant funding. It is expected that in five to seven years after the start of the mission grant the fellowship will have grown to sufficient size to be financially self-supporting.
6. It is also expected that after seven to ten years the fellowship/congregation will have additionally grown sufficiently to assume the mortgage payments for its land. The time of transfer of payments will be mutually agreed upon, and at no time will the mortgage payments be forced upon a fellowship because of schedule or financial considerations.
7. With this approach to new church development (a cold start), a heavy burden is placed upon the organizing pastor. The pastor's responsibilities are:
    a. Start a comprehensive visitation and evangelism program in the area with an emphasis on making personal contacts.
    b. Locate a place for worship.
    c. Prepare and place ads in the local media and become active in local civic organizations.
    d. Develop an annual budget and prepare yearly project evaluations.
    e. Develop a core group (nucleus) of worshippers.

f. Provide worship and spiritual leadership for the group.

g. Administer the sacraments.

h. Provide leadership training and organizational guidance.

i. Establish with the group realistic growth and development objectives.

j. Moderate the steering committee.

k. Oversee the keeping of proper records.

8. With this approach, the responsibilities of the fellowship are:

a. Support the Presbyterian form of polity and mission objectives, including giving ten percent of the local budget to the unified mission program.

b. Choose a steering committee, assign representatives to the NCD and regularly attend committee meetings.

c. Choose representatives to attend presbytery meetings.

d. Prepare, maintain and operate to a yearly budget.

e. Meet together for worship, study, fellowship and mutual support and actively engage in mission activities in the local community and beyond.

9. The presbytery's responsibilities under this approach are:

a. Target an area for study and evaluation.

b. Employing demographic data, study the likelihood of an area to sustain a new church development project. Use a consultant to complete or review the study.

c. Prepare mission development grant forms, projecting five years of operation, in conjunction with synod and general assembly.

d. Prepare a mission statement.

e. Determine a site for the new church and arrange to purchase the necessary land.

f. Arrange funding for the land purchase - title of the land will be held by presbytery.

g. Elect a pastor nominating committee and budget the money to support its work.

h. Maintain a list of possible prospective members for use by the organizing pastor.

i. Call an organizing pastor.

j. Name a liaison person from the NCD to support the organizing pastor.

k. Assist the organizing pastor in finding a place of worship and providing resources as necessary.

l. Provide "people" power to conduct surveys, make contacts and encourage and give confidence to the initial members of the group.

m. Oversee and assure the proper administration of the sacraments.

n. Keep all legal and ecclesiastical records including membership, baptisms, weddings, funerals and contributions.

o. Maintain liability insurance coverage for the activities of the group/fellowship.

E. The process of acquiring land for the construction of a new church or the relocation of an existing church is given in this procedure. Inasmuch as a significant amount of time can elapse between the time a decision is made to construct or move a church and the time when actual work begins, it is to the advantage of all parties to acquire the necessary land early - before the price of land further escalates. It is recognized that a fellowship or congregation that desires to build or relocate may not have the necessary funds available to purchase property in the early part of its development cycle. Toward that end, presbytery, synod and general assembly do, within their respective financial limitations, loan (not grant) money for land purchase.

1. The criteria for selecting a site are:

   a. High visibility from one or preferably two major community roads or thruways.

   b. Easy access from a roadway.

   c. Proper zoning.

   d. Useable in terms of soil bearing strength, drainage, run off, water table depth and, if applicable, septic system approval.

   e. Readily available utilities - power, water, sewer, phone.

   f. Minimal site development expense.

   g. Reasonable size - about three acres, but not more than six acres.

2. The responsibilities of the fellowship/congregation are:

   a. Locate candidate sites.

   b. Rank order the candidate sites from the community viewpoint.

   c. Have an architect review the selections - at the expense of presbytery.

   d. Conduct the necessary engineering studies on the selected site - at the expense of presbytery.

   e. Obtain the necessary zoning clearances.

f. Negotiate a purchase price with the owner(s) or his/her agent(s).

g. Enter into a sales/purchase agreement with the approval and on behalf of presbytery.

NOTE: A sales agreement normally requires a deposit of "good faith" money. Such a deposit is recommended to legally establish the contract and bind the parties. Presbytery will normally loan the necessary funds for the deposit to the fellowship/congregation. As it may take six to twelve months for presbytery to arrange the necessary financing to complete the purchase of the land, the sales agreement must allow for a year between the date of the sales agreement and the closing date. Also, the sales agreement must show any special provisions related to the ultimate usefulness of the property, such as owner surveying and subdividing, zoning approvals, site access, septic system permit, etc.

3. The responsibilities of presbytery are:

   a. Oversee the site selection process.

   b. Pay for and review the architects' comments.

   c. Pay for and review the engineering studies.

   d. Loan the fellowship/congregation the necessary money for the deposit.

   e. Review the sales agreement.

   f. Arrange the necessary financing through synod and general assembly.

   NOTE: The title to the purchased property is to be in the name of presbytery.

4. The money loaned by presbytery to secure the sales agreement will be part of presbytery's contribution to the total loan used to purchase the property.

5. It is expected after eight to ten years that the congregation will have grown sufficiently to assume the responsibility for the mortgage payments on the loan used to purchase the property. The time of transfer of payments will be mutually agreed upon, and at no time will the mortgage payments be forced upon the congregation.

F. The process for applying for a mission grant is given in this procedure. During a new church start-up or a redeveloping church transitional period there is often a shortfall of operating funds. Recognizing this, presbytery, synod and general assembly are prepared, through mission grants (not loans), to make up the difference between what monies are required and what monies are available from local sources for the continuation of the local program.

   1. The purpose of a mission grant is to lend assistance to projects focused upon expanding the work of the Presbyterian Church in spreading the Gospel. Obviously, some projects are more effective (have more merit) in accomplishing this than others. Mission grants are judged on this basis. The application for a mission grant must convey the long term purpose, impact and effectiveness of the proposed project (in this case, church development).

2. Grants are normally provided for a period not to exceed five years. It is assumed that the maximum yearly increment of money will occur in the first year of the grant and, that as local giving strength develops, lesser amounts will be required in subsequent years. The last yearly increment of the grant should not be more than ten percent of the total local budget for that year.
3. The review and approval of a mission grant is a lengthy process. At least a year should be allowed for consideration and approval of the application.
4. It is convenient for all parties if the grant is arranged to start at the beginning of the calendar year.
5. The award of a grant, regardless of its merit, is dependent upon funds being available. Applications not approved in one year may be held over to the next year or may be rejected if new competing applications show greater merit.
6. There are strict accounting, budgeting, and reporting requirements imposed on fellowships receiving grant money.
7. The responsibilities of a fellowship applying for a mission grant are:
    a. Establish the purpose of the project and the need for a grant in the mission statement.
    b. Conduct extensive feasibility studies (including demographic studies) under the guidance of presbytery and synod to demonstrate the viability of the project.
    c. Work with outside consultants as arranged for by presbytery.
    d. Prepare a five-year financial plan.
    e. Complete and sign the necessary application forms and submit them to presbytery.
8. The responsibilities of presbytery are:
    a. Supply the necessary forms, guidance and assistance to the fellowship in order that the fellowship may best state its case for a grant.
    b. Arrange for the necessary reviews, including the engagement of outside consultants.
    c. Approve and forward the application to synod.
    d. Advocate for the fellowship/congregation in other governing bodies.
    e. Financially participate in the grant.

G. The process for applying for a construction loan is given in this procedure. The construction, reconstruction or the relocation of a church requires a significant amount of money.

In order that the necessary work can be completed quickly and result in a total, useable facility, it is usual to arrange for a loan to pay for the cost of the construction. As the Presbyterian Church is a connectional church, arranging for such a loan is often more easily done than is the case for a non-connectional system, it is often possible to obtain loans under better terms (and sometimes with deferred payments) than it is using straight commercial sources. Thus, it is recommended that Presbyterian Church financial sources and leverage be used to obtain construction loans for the construction, reconstruction and relocation of churches.

1. The responsibilities of a congregation seeking to obtain a construction loan through the Presbyterian Church are:
   a. Alert presbytery of the potential requirements for a loan at the earliest possible time.
   b. Using prudent stewardship practice, attempt through pre-building fund contributions and a special gifts program to accrue gifts in order to reduce the final amount of the loan.
   c. Formally apply to presbytery for the loan, stating when the loan will be required and the approximate size of the expected loan.
   d. With the assistance of professional help conduct a building (construction) fund pledge drive – the pledge period shall be for a term of three years.
   e. Establish the size of the loan - which will be directly in proportion to the ability of the congregation to retire the loan (as indicated by the results of the congregation's response to the building fund drive.)
   f. Adjust the contemplated building program to fit the monies available.
   g. Repay the loan(s).
2. The responsibilities of presbytery are:
   a. Notify synod of the pending loan requirements.
   b. Coordinate and oversee the preparation of the loan application.
   c. Approve the loan application, if justified.
   d. Advocate for the congregation with other governing bodies.
   e. Arrange with synod to schedule professional fund raising assistance.
   f. Participate in the total loan package.

NOTE: The outcome of the initial building fund drive will establish the amount of financing that will be available for site development and consider the following case: a loan package consisting of fifty percent commercial money, repayable in years one through five and fifty percent church money (thirty-five percent general assembly, ten percent synod and five percent presbytery), repayable in years six through ten. If the fund drive achieves total pledges of $75,000 to be paid over three years ($25,000 per year), then the commercial loan payments (including interest) could be as high as $125,000 and with a matching church loan of $125,000 (including interest), a construction program on the order of $200,000 could be planned. Reserving $50,000 of the $200,000 for architectural fees and site development, this leaves $150,000 which at 1986 prices allows for building a 2,500 square foot facility. The more successful the initial fund drive, the larger the loan and, hence, the larger the facility. As noted at the end of Procedure A, retiring a construction loan at the rate of $25,000 per year requires the equivalent of one hundred fifteen units or families (not members) each pledging $4.50 per week (in addition to their local budget pledge).

NOTE: A small, architecturally interesting church is just as eye catching as a big white "box" with a steeple on top.

H. The NCD will annually review the status of each project. If a project is failing to meet its growth and financial expectations, after a reasonable period of time and after an opportunity for corrective action, the NCD shall recommend that presbytery terminate the project.

V-C.5 Personnel Subcommittee

The presbytery personnel subcommittee will conduct performance reviews with each staff person, whether paid or volunteer. When the review is with a staff memberthe participants should include the chairpersons of committees related to the staff member's major responsibilities.

Tools for the review, to provide a look at goals and to measure accomplishments, include such things as:

1. Presbytery-approved objectives for mission study and ministry of the presbytery.
2. Individual work goals and objectives for the coming year.
3. Changes in the position description.

Purposes of the review need to be plain (not necessarily in priority order):

1. Self appraisal of accomplishments.
2. Discussion of specific directions, steps to be taken for further developing of the skills and potentials of a staff member, and establishing of targets for growth.
3. Discussion of how and where improved job performance is needed

Content of the review should include:

1. A brief (not more than one page) written self-evaluation including accomplishments, reasons for not reaching objectives, and aspirations regarding both work and personal development.
2. A similarly brief evaluation of performance, written by the person's supervisor and given to the person before the meeting. (In the review of the executive, this would be written by the personnel subcommittee.)
3. A discussion and evaluation of work objectives and accomplishments.
4. Review and approval of plans for personal and professional development.

Results of the annual review(s) should be reported by the personnel subcommittee to the council in appropriate ways. New staff development plans, changes in position descriptions should be put in place only after approval by the council and then presbytery. Any major changes should be interpreted to the presbytery.

How to conduct a review:

1. One good way is for the personnel subcommittee to read the documents ahead of time, then talk with the staff member about:

a. How well objectives were or were not achieved and why?

b. How the committee can help.

c. What additional study might be useful, and the sources of time and money to do it.

Conduct of a review: one good way is for the person conducting the review to read the documents ahead of time, then talk with the staff member about:

1. How well objectives were or were not achieved and why.
2. How the committee can help.
3. What additional study might be useful, and the sources of time and money to do it.

V-C-6 Trustees

1. The Council of the PNNE shall serve as the Board of Trustees of the Corporation. The Council may delegate any or all of the trustee responsibilities to a trustee sub-committee of the Council.
2. The Council shall have the power to receive, have, hold, invest, lease, sell, mortgage and dispose of any and all monies and property held in the name of the Corporation giving care to see that designated assets are used in accordance with wishes of the donor(s).
3. The Council shall approve all loan or grant requests to the PNNE, the Synod of the Northeast or the PC(USA) made by PNNE or its churches or fellowships.
4. The Council shall be accountable to the Presbytery for annual property, investment and fiscal operation audit reviews.
5. The Council shall assure that the Presbytery has adequate property and liability insurance to protect its facilities, programs, staff and elected and appointed officers/committee members.
6. The Council shall in conjunction with the Budget Committee prepare an annual budget for review and approval by the Presbytery.
7. The Council may delegate some of its Trustee responsibilities to a Trustee Subcommittee.

V-C.7 Youth Ministries

Not currently active.

V-D Committee on Representation

The Committee on Representation has the responsibility of monitoring the membership of committees, task groups and other groups to ensure that the rich diversity of the presbytery membership is represented. Particular attention is to be directed to ensure fair representation of all racial ethnic groups, different age groups, gender, disabilities and geographical areas.

The committee shall submit a written report surveying the representation on committees and other groups. The report shall be submitted to the Stated Clerk of Presbytery, the Stated Clerk of Synod and the Presbytery Nominating Committee.

The committee shall advise the Nominating Committee on areas where fuller inclusivity is needed.

The committee shall fulfill the responsibilities as presented in G-3.0103 and F-1.0403.

V-E Committee on Ministry

A. General

Presbytery has authorized the committee on ministry to exercise all authority on its behalf pursuant to G-3.0307. The authority includes: to find in order calls issued by churches, to approve and present calls for services of teaching elders, to approve the examination of teaching elders transferring from other presbyteries, to dissolve the pastoral relationship in cases where the congregation and pastor concur, to grant permission to labor within or outside the bounds of the presbytery, and to dismiss teaching elders to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the presbytery.

The committee on ministry shall:

1. Report to presbytery at its stated meetings all churches without an installed pastor, and recommend to presbytery a moderator pro tempore for the session of each church.
2. Require and receive annually reports from all teaching elders of their church related compensation and income from regular or part time employment outside the terms of their respective calls and report this information to the presbytery.
3. Be the source of information and services pertaining to pensions and welfare assistance for the members of the presbytery, and name one of its members as the pension chairperson.
4. Publish each year a list of all salaries paid by churches in this presbytery. This list shall contain the amount on which pension dues are paid.
5. Counsel with churches on adequacy of pastor's salary.
6. Review annually the minimum salary paid pastors in the presbytery and report to presbytery its recommendations regarding this minimum.

B. Conflict Resolution

On behalf of presbytery and cooperating with the NCD as appropriate, the committee on ministry shall assist pastors and their congregations in resolving the conflict without terminating the pastoral relationship or other relationships whenever possible. The procedure for dealing with conflicts with congregations or between congregations and pastors is as follows:

Step 1

When the conflict involves the pastor or other member of the church staff, it should first be brought to the attention of the church's personnel committee for investigation and resolution.

Step 2

If the conflict is not resolved through Step 1, or if it is a conflict in which the pastor or other staff members is not a participant, the matter shall be brought to the attention of the session for investigation and resolution. The session may appoint a subcommittee or an administrative commission (G-3-0109b) to assist in this task.

Step 3

If the conflict is not resolved by the session, the pastor and/or session shall request that COM appoint a mediator. The mediator shall be a person skilled in conflict resolution and need not be a member of COM. The mediator shall meet with all parties and attempt to resolve the situation. A 60-day cooling off period may be imposed beginning with the first session with the mediator. All procedural time limits imposed by the *Book of Order* will be stayed during informal resolution attempts.

Step 4

If the matter cannot be resolved through mediation, it shall be referred to the committee on ministry.

Step 5

If, after investigating and attempting to resolve the matter, the committee on ministry cannot resolve it, or feels that informal resolution is improper, then the matter shall be referred to the Presbytery for appointment of Administrative Commission. All further proceeding shall be in conformance with the remedial and disciplinary procedures outlined in the *Book of Order*.

Step 6

When a pulpit is vacant, pension dues must be paid by the congregation on the last salary paid. If an interim pastor or stated supply is employed, pension dues on the interim salary must be paid.

Step 7

The session or a committee of session shall develop a mission statement for the congregation which shall be submitted to the congregation at a congregational meeting and approved by it.

Step 8

The mission statement must be approved by COM before a pastoral nominating committee is elected.

Step 9

Session calls congregational meeting to elect pastoral nominating committee. Nominating committee may present nominees for pastoral nominating committee. Pastoral nominating committee is elected according to provisions in *Book of Order*. The congregational meeting is moderated by a member of presbytery. Two representatives of the committee shall be appointed to work with the pastor nominating committee.

Step 10

Pastoral nominating committee works with COM representatives to prepare Church Information Form (CIF).

Step 11

The Church Information Form, when written, must be approved by COM before dossiers are released to the pastor nominating committee.

Step 12

Committee on Ministry shall counsel with each pastoral nominating committee concerning AAEEO provisions.

Step 13

If the candidate is a candidate under care, the Committee on Preparation for Ministry of presbytery must approve the nominee before the congregational meeting at which he or she is presented.

Step 14

Before a candidate is presented to the congregation by Pastoral Nominating, consultation must take place with Committee on Ministry. The candidate must be approved by the Committee on Ministry before being presented to congregation.

Step 15

The procedures outlined in *Book of Order* shall be followed for congregational meeting to call pastor.

Step 16

The procedures outlined in the *Book of Order* shall be followed for presbytery approval of call.

Step 17

The provisions of Book of Order shall be followed in installation of pastor.

Step 18

The Committee on Ministry shall meet with pastor and session near the first anniversary of pastor's installation for purpose of determining the state of the pastoral relations.

C. Regarding Congregations with a Vacant Pulpit

Step 1

When a pastor has decided to leave, the pastor or clerk of session contacts the COM chairperson or the stated clerk.

Step 2

Session calls congregational meeting to dissolve pastoral relationship. Normally, a committee on ministry representative will be present to answer questions regarding procedure.

Step 3

Presbytery dissolves pastoral relationship. This may necessitate a special meeting of presbytery.

Step 4

COM appoints moderator of session.

Step 5

COM meets with session to explain options during vacancy. Options include stated supply or interim pastor. An interim pastor cannot be called as pastor of the church. An interim pastor or stated supply can be appointed for up to a 12-month term. There shall be a written contract between the session and the interim pastor and/or stated supply and approved by presbytery.

D. Church Visitation

According to the *Book of Order*, the committee on ministry shall: visit regularly and consult with each pastor of the presbytery; visit with each session of the presbytery at least triennially, discussing with them the mission and ministry of the particular church; and serve as an instrument of presbytery for promoting the peace and harmony of the churches, especially in regard to matters arising out of the relations between pastors and churches.

In order to facilitate these responsibilities, the committee has instituted an on-going visitation program -- a program not meant to simply mediate between session and pastors during troubled times but to share with each particular church and with presbytery the effective and creative ministries which are on-going within the Presbytery of Northern New England.

Each visit will be made by a subcommittee of the COM consisting of one ruling elder and one teaching elder who reside outside the local area. The chairperson of the subcommittee will arrange the meeting and also moderate. The subcommittee will meet with the pastor and session alone and then with both parties to share opinions, joys and concerns. The subcommittee should obtain a copy of the church's current annual report prior to the meeting for their review. The subcommittee will distribute copies of their report to the clerk of session and pastor prior to reporting to the full COM.

Both before and after the views, joys and concerns of the pastor and session have been shared with each other, everyone should be given the opportunity to ask the interview committee questions.

The following questions are presented only as a guide for the committee's use during the review. The intent is to create open discussion of the particular church.

The open discussion with the pastor and then with session should determine:

1. The strong points of congregation, session and pastor.
2. How the session accepts its role and responsibility as the governing body; i.e., delegation of duties, expand on leadership, incorporate everyone into ministry, meet regularly and with good attendance.

3. How effective pastor, congregation and session are in worship, Christian education, stewardship and mission and constitutional requirements.
4. What committee meets with the pastor to review his or her compensation package.
5. If there is a procedure to inspect the manse annually.
6. The prospects for the future. What have pastor and session established as goals? What is the potential for growth?

If none are evident from the discussion thus far, the pastor and session should be asked about the weak areas of their ministry-those areas that they feel need improvement. Are programs established or being established to address these less effective areas?

Additional questions to the session should determine their view of the:

a. Pastor's spouse, if any.
b. The family, if any, in terms of their participation in church life and the life of the community.
c. The latitude and freedom they are given to be themselves.

E. Pastoring Pastors

Background

The Committee on Ministry has come to believe that one group in this presbytery is not always receiving adequate pastoral care. These are the installed pastors of our churches. The committee on ministry strives to ensure pastoral care for our pastors.

Objective

1. Ensure that every installed pastor in the presbytery has a formally designated pastoral resource person; the listing to be kept current by COM.
2. Honor the installed pastor’s choice of his/her resource person. That person may be another pastor, an elder, deacon or member and, in some cases, of another denomination.
3. Give blessing and authority to the pastoral resource person to: support, counsel with, pray for and with, make suggestions to and give unlimited love and friendship to the installed pastor with whom they have a relationship.

For New Pastors Entering PNNE

1. Upon entering the presbytery, each candidate will be asked to name a pastoral resource person. Pastors unfamiliar with the persons of this presbytery will be assigned a pastoral resource person by the COM from the “volunteer list” in keeping with their geographical location, expressed desires and needs.

a. The responsibility of the pastoral resource person is to make at least one initial personal visit, as soon as practical, sharing personal perspectives and assuring the pastor that the resource person is there for them. Obvious technical information, like phone numbers, office hours, etc. should be exchanged. The “new” pastor should be made comfortable in the knowledge that this is a “one on one” support system, that his/her confidentiality is sacred and that calls for support at any hour of the day or night for any reason, are not only expected, but encouraged.

b. The term of this initial relationship be one year. At that time COM will request the “new” pastor to name a pastoral resource person of their choice.

Existing installed pastors

1. Within six months of the approval of this plan, each installed pastor in the presbytery will be asked to name a pastoral resource person who has agreed to enter into this relationship.

    a. The responsibilities of the pastoral resource person shall be the same as described above.

    b. The term of the relationship shall be until such time as either party wishes or must dissolve it for any reason.

Responsibilities of the pastoral resource person

1. The persons who will serve as pastoral resource persons shall extend to their assigned pastor the same care they would extend were this person a member of their congregation.

    a. They shall have at least one personal visit annually with their pastor and shall maintain by phone (or in person, where possible) contact on a monthly basis.

    b. The pastor shall know that this person has accepted a responsibility for the care of their personal and spiritual needs and shall expect this person to keep the presbytery executive and/or the COM aware of extraordinary circumstances in the life of the pastor as appropriate and consistent with the pastor’s desire for confidentiality.

V-F Committee on Preparation for Ministry

General

Presbytery has authorized the committee on preparation for ministry (CPM) to exercise all authority on its behalf pursuant to G-2.06.

The CPM will operate with the following procedures and expectations throughout the threefold process of Inquiry, Candidacy and Supervised Ministry.

General Guidelines

1. When an applicant wishes to apply to the presbytery through his/her session, the pastor or clerk of the session shall notify CPM. Instruction shall then be given to the session as to how to proceed in its interview with the applicant and ways that the session may meaningfully participate in the care and oversight process.
2. When an applicant is taken under care of the presbytery, the applicant should be given a *Book of Order* and the *Book of Confessions*.
3. A record shall be kept of all contacts with an applicant and with a candidate, with dates, nature of the contact, person making the contact and substance of the contact. These records and the committee minutes shall be reviewed annually to see that procedures taken in regard to applicants and candidates are in conformity with the *Book of Order* and the presbytery's *Administrative Manual*.

B. Inquiry: In the relationship with the local session/congregations

1. This committee expects to be contacted by session before a formal recommendation of a candidate to presbytery occurs.
2. We suggest a minimum of one year's membership in a congregation before a person is nominated by a session.
3. The session is expected to care pastorally, spiritually, socially and financially, as much as possible, throughout this process for their inquirers and candidates.
4. We request an elder to be the candidate's support/contact throughout the process which starts by being with the inquirer when he or she is interviewed by this committee.

C. Candidacy process

1. From the beginning let it be known that acceptance to candidacy does not imply automatic ordination. This is a time for care and evaluation.
2. Every three months the assigned care counselor (a member of the committee) should be in touch with the candidate.

3. At the annual consult we will help the candidate form goals and evaluate progress in the five areas of education, spiritual development, interpersonal relationships, personal growth, professional development.
4. By end of the process the candidate will be evaluated according to the theological guidelines found in F-2.0- of the *Book of Order*. Even at the start these should be taken seriously.
5. In the evaluation process we will have the candidate reflect on:
   a. What things have confirmed or questioned their direction in the last year?
   b. Use of the Myers-Briggs Type Indicator and MMPI where psychological testing is recommended (if confidential material is not released to the committee, the candidate picks up the expense).
   c. CPM may require a candidate to prepare a paper on the meaning of ordination vows.

D. Supervised Ministry

1. Coordination with the committee on ministry may have to occur with this phase.

V-G Nominating Committee

A. In keeping with the *Book of Order* and this manual, where these documents deal with the eligibility for and representation in offices and bodies of the presbytery, the committee shall prepare and send to the stated clerk 4 weeks before the last annual stated meeting of each year a list of nominees for vacancies in the following offices or bodies in order that presbytery may act to fill them:

   1. Moderator, Vice Moderator, Stated Clerk and Treasurer.
   2. Presbytery's permanent judicial commission.
   3. Presbytery's committees on preparation for ministry, ministry, representation.
   4. Chairpersons for presbytery's committee on preparation for ministry, on ministry and representation.
   5. Commissioners and their alternates, and youth advisory delegates and their alternates to general assembly and synod.
   6. Persons to read examinations for the Cooperative Committee on Ordination Examinations.
   7. Synod's Mission Council, Permanent Committee on Nominations Ministries and Vocations Agencies.
   8. Representatives to the Council of Churches of Maine, Massachusetts, New Hampshire and Vermont.
   9. Members of Presbytery Council and Chair of Presbytery Council

B. Criteria for Electing Commissioners to Higher Governing Bodies

The presbytery shall nominate teaching and ruling and elders as commissioners using the following criteria as guidelines:

   1. Particular gifts, experience, or service in GA, synod, presbytery, or sessions which equip them to serve effectively in the higher governing bodies as commissioners, committee members, committee chairs, etc.
   2. Availability for orientation and for attendance at the scheduled meetings.
   3. Suitability in keeping with the inclusiveness and nondiscrimination goals of the Presbyterian Church (USA) expressed in F-1.0403 and G-3.0103. Since our commissioners to the general assembly are only two, the achievement of such a spread will have to be figures over a course of several years.

C. Procedures for Nominating General Assembly Commissioners

The Nominating Committee will use the procedures of III-A 14 to nominate commissioners to higher governing bodies.

D. The committee–and the presbytery-shall also note the following:

1. Nominations may also be made from the floor of presbytery and voting shall be by secret ballot.

NOMINATIONS RECOMMENDATIONS: GENERAL ASSEMBLY

____ elder ____ clergy ____ YAD

Name______________________________ ______ year ordained

Address____

Phone_____________________________ Fax_______________________________

Congregation attends/serves_______________________________

Geographic Section Representation:

____ ME (MA) ____ VT ____ NH (MA)

Is this person available to attend General Assembly in (city), (date)

___yes ___no

Is this person available to attend orientation? (TBA) ___yes ___no

Previous service in higher governing bodies (presbyteries, synod, GA)

Please include dates, length of service, positions, and any previous commissioner experience.

What particular experiences, gifts, or training equip this person for service as a commissioner from PNNE?

Recommendation submitted by ___________________________________

Phone ____________________

If this recommendation is to be considered for the GA, it must be received in the presbytery office (by fax, e-mail, or US postal service) no later than **October 1 of the year preceding the assembly.**

V-H Permanent Judicial Commission

The operation of the Permanent Judicial Commission is described in detail in the Book of Order. There is no need to re-iterate it here.

V-I Task Groups

The Council will be responsible for its own structure, while providing effective communication with other entities within the Presbytery and establishing assignments reflecting the areas of Council responsibility.

Council will create committees and task groups as needed, taking care to choose people with the expertise and experience necessary to the assignment. However, the need to include a wide range of teaching and ruling and elders is also important to expand participation.

In making assignments, structure will be the servant of vision and will articulate clear expectations of outcomes. In the case of continuing functions, Council should recruit people in rotating classes for those committees and may ask the assistance of the Nominating Committee.

V-I-9 Peace and Justice

The first year it will discover what is happening in the churches of the Presbytery, and establish programs. In the second year it will implement them to see if they are successful.

V-I-13 Endowment Fund Task Group

In the Bible we are reminded that everything belongs to God, and that we are meant to be good stewards of God's gifts. As a community of stewards the church organizes in specific and practical ways to use the gifts that God has given us in order to witness to God's love shown to us in Jesus Christ. The purpose of the Endowment Fund of the Presbytery of Northern New England is to expand and enrich the mission of the presbytery, and to facilitate a program of planned giving throughout the presbytery—not to support its annual operating budget.

I. Definitions used throughout the bylaws:

Task group = Endowment Fund Task Group

Presbytery = Presbytery of Northern New England

Council = General Council of the Presbytery of Northern New England

II. THE TASK GROUP

A. The task group shall be a task group of the council. It shall report directly to the council regarding matters of policy and investments.

B. Membership

1. The task group shall consist of five (5) members.
2. Non-voting, ex-officio members of the task group may be: other persons as the presbytery may designate.

C. Nomination and Election of Members

The task group shall be nominated by the presbytery nominating committee, after careful consideration of the qualifications developed by the Planned Giving Task Group.

D. Term of Appointment

1. The initial task group membership will consist of one member serving a five year term, one serving four years, one three years, one two years, and one serving one year. This will permit the addition of one new member each year.
2. Subsequent appointments will be five (5) year terms and will be elected by the presbytery in rotation for terms starting on January 1st of the following year.
3. No member will serve more than one partial term and one full five (5) year term, consecutively, except that task group members will serve until their successors are appointed and approved. This restriction does not apply to ex-officio members.
4. A former task group member will be eligible to serve again after being off the task group for at least one (1) year.

III. DUTIES OF THE TASK GROUP

A. Interpretation

In order that others might know, the task group will keep before member churches and other friends, the opportunity which the endowment fund provides for current gifts, deferred gifts, and bequests. In this regard, the task group will present to the presbytery an annual plan for encouraging gifts to the fund.

B. Privacy

Because of the nature of the task group and its activities, extraordinary sensitivity must be exercised concerning the privacy of any donor. Prior to the release of the identity of any donor outside of the task group, the task group shall receive permission from the donor in writing. If the donor wishes to maintain his or her privacy, then all public records will be annotated by the phrase, “A Friend of the Presbytery of Northern New England” or similar wording as appropriate.

IV. MEETINGS OF THE TASK GROUP

A. QUORUM

The task group will meet at least quarterly in person or by telephone conference call. Meetings will be called by the moderator or a majority of the task group members. At any meeting a quorum will consist of three (3) voting members.

B. MAJORITY VOTE

A majority vote will consist of at least three (3) votes. A majority vote will call any motion or resolution of the task group.

C. ATTENDANCE

Members are encouraged to attend all meetings. Members having three absences in a twelve-month period will be asked to resign from the task group.

V. OFFICERS

The task group will elect the following officers at the first meeting of each year:

a moderator
a recording secretary and,
a financial secretary.

VI. DUTIES OF OFFICERS

A. Moderator

The moderator will preside at all meetings, except those which the moderator cannot attend, in which case the moderator will designate one of the other regular officers to preside. The moderator will insure that the objectives of the task group are carried out within the framework of these bylaws. The moderator will provide the presbytery with reports of task group activities in advance of regular presbytery meetings.

B. Recording Secretary

In addition to such other duties as may be directed by the moderator, the recording secretary will have custody of all minutes and reports of the task group. The recording secretary will be responsible for all task group correspondence and will prepare and keep minutes of each meeting.

C. Financial Secretary

In addition to such other duties as may be directed by the moderator, the financial secretary will provide liaison with the chief financial officer (treasurer) of the presbytery and any fund managers as necessary. The financial secretary will be responsible for the proper record keeping of income and expenditures. The financial secretary will review with the chief financial officer (treasurer) of the presbytery, at least three times annually, the transactions of the Endowment Fund. The financial secretary will submit an annual operating budget to the council each year by its first meeting.

VII. ACCEPTANCE OF GIFTS

The task group shall be authorized to receive property of all types and nature including, but not limited to, cash, stocks, bonds, in kind contributions, life insurance and real property, which shall come to it by way of gift, grant, transfer in trust, by will or transferred in any other way acceptable to the task group.

Donors may provide reasonable restrictions on the use of a gift. However, the task group shall be entitled to refuse to accept any property offered to the fund if, in the sole discretion of the task group, acceptance of property (1) would not be in the best interests of the presbytery, (2) could be subject the presbytery to liability, or (3) for such other reason as the task group may determine. The task group shall comply with any additional requirements on the acceptance or disposition of a gift as may be imposed by the constitution of the Presbyterian Church (USA) as set forth in the Book of Order.

VIII. CLASSIFICATION OF GIFTS

A. All gifts and memorials will be classified either as restricted or unrestricted.

B. The term "restricted" generally will mean that the gift and or income from it can be used only for the purpose specified by the donor, so that the donor's wishes can be honored. The task group shall not accept such gifts if, in its considered judgment, (1) it believes such designations do not support the purpose and mission of the presbytery, (2) that the stipulations are contrary to the investment guidelines or are contrary to the interests of the presbytery, or (3) it will be unable to fulfill a particular designation. The task group shall not normally administer permanent gifts whose income goes to non-Presbyterian entities.

   Upon receipt of any property which is not then in cash, the task group shall make a determination whether to convert the same into cash or to convert it into other forms of investment.

C. The term "unrestricted" will mean that the gift and or income from it shall be distributed in accordance with Section XVI ("How Income From Endowment Gifts is to be Spent").

IX. MEMORIAL GIFTS

A. The task group will encourage appropriate memorial gifts and provide assistance, if requested, in the arrangement of memorials. Arrangements for memorials will be entered into with the utmost care. The task group will insure, before completion of any memorial, that the arrangements made by the task group on behalf of the presbytery can be appropriately and reasonably followed in their entirety.

X. UNRESTRICTED GIFTS

A. Unrestricted gifts will become part of the Endowment Fund subject to the following format: up to 10% may go to the General Mission operating budget, and the balance will go to the Endowment Fund. Any use of such funds for the General Mission operating budget will be recommended by the mission subcommittee to council, and approved by the presbytery.

XI. FINANCIAL ACCOUNTS

A. The task group will identify for the trustees of the presbytery those financial accounts that the task group deems appropriate to establish. These accounts will be under the administration of the trustees/council of the presbytery as directed by the presbytery. The task group may NOT direct withdrawals from any of these accounts.

1. The task group, through the trustees/council, will direct such gifts as are received by the task group as described in Section VII ("Acceptance of Gifts") herein, to be placed in an appropriate financial account separate from the regular accounts of the presbytery's general operations or recommend the establishment of a new account to the Trustees/council. Accounts established for the holding of gifts prior to investment shall be different from accounts established for the handling of investment income as described in Section XV ("Handling of Investment Income").

2. Identification of all funds will be maintained by the chief financial officer (treasurer), using approved bookkeeping procedures. The task group will conduct a reconciliation in time for a report to be made to the presbytery meeting when the annual reports are received. The reconciliation will include comparison of contractual agreements and this policy with the actual handling of the funds. The task group will exercise an oversight function to insure that all funds are spent according to the restrictions placed on gifts by donors.
3. The financial records will be reviewed annually along with the presbytery financial records and the results of such review reported to presbytery.
4. The task group will furnish (not less than three times per year) to the council, a written financial statement setting forth the balance in the fund and each account distribution made during the prior quarter and such other information as the presbytery may request.

XII. INVESTMENT OF GIFTS

A. The task group will have the responsibility of recommending to the Trustees/council how the endowment funds should be invested and managed.
B. Any and all funds may be invested with the investment management services of the Presbyterian Church (USA) Foundation. Funds may also be invested with other appropriate investment services, provided that the funds shall not be invested with an investment firm with which any task group member is associated (employed by or has fiduciary responsibility) at the time the investment is made. All investments shall be scrutinized to insure that they are invested in a socially and morally responsible way.

XIII. PRESBYTERIAN CHURCH (USA) FOUNDATION POLICIES

The task group will acquaint itself with the policies and programs of the Presbyterian Church (USA) Foundation (the "Foundation") and shall advise and assist any person who may wish to use the services of the foundation.

XIV. ASSISTANCE TO PROSPECTIVE DONORS

A. The task group will encourage the preparation of wills/and or trusts designating the Presbytery of Northern New England as beneficiary. task group members shall keep current on general aspects of giving and gift plans.
B. Prospective donors should be informed of the services available from the foundation and its regional development office and from the Presbytery of Northern New England Endowment Fund Task Group.

XV. HANDLING OF INVESTMENT INCOME

A. All income from all investments will be received by the chief financial officer (treasurer) of the presbytery.
B. Income so received will be placed in such accounts of the Endowment Fund as recommended by the task group per Section XI ("Financial Accounts") above, and disbursed immediately to the appropriate church entity as may be designated to be the recipient of such income as described in Section XVI ("How Income From Endowment Gifts is to be Spent"). Special care must be taken to ensure that restricted funds are remitted for the designated use.

C. All income from funds invested will be paid to the presbytery on a quarterly basis or sooner, if possible, with the exception of (1) gifts in which the donor has instructed that the income be retained until a specific event occurs, or (2) as may be directed by the presbytery for reinvestment rather than being spent. In such exceptions, the income so retained will be automatically reinvested (as retained income which shall not become part of the principal) until such time as the presbytery directs the task group to pay to the presbytery a portion or all of such reinvested income together with the interested accrued thereon. Upon receipt of such retained funds, the chief financial officer (treasurer) of the presbytery will proceed as described in Section XI.

XVI. HOW INCOME FROM ENDOWMENT GIFTS IS TO BE SPENT

A. Restricted income will be distributed as specified by the donor.

B. Unrestricted income from the fund will be allocated annually by the presbytery upon recommendation of the mission task group to the council. Unrestricted gifts will be used to expand the total mission of the presbytery and not diminish the continuing regular giving and responsible stewardship of members, member churches and friends of the presbytery. Funds allocated for a specific purpose in any year and not spent accumulate for use in future years for the same purpose, unless the need no longer exists.

C. All income will be spent to facilitate the goals of the presbytery as set forth above. For specific application of where income is to be spent, the following will apply:

1. All funds will be maintained on a calendar year basis.
2. Annually, the task group will submit to council an accounting of the funds available as of the end of the prior calendar year, from endowment and non-endowment funds, delineating the income for each fund account, memorial fund and designated fund.
3. Annually, the presbytery will adopt an expenditure budget for the income (which proposal may include the reinvestment of some funds rather than their expenditure).

XVII. HANDLING OF NON-ENDOWMENT GIFTS

A non-endowment gift is one which allows the spending of the principal as well as accrued income. In such cases, the procedures used will be the same as described in Section, XVI ("How Income from Endowment Gifts is to be Spent"), except that the May report by the task group to council will also delineate the amount of principal available, if applicable. If expenditure of the principal cannot be predetermined at the time the budget is approved by the presbytery, any such principal expenditure during the budget year will occur only upon approval of the presbytery.

XVIII. USE OF LEGAL COUNSEL

The task group shall have the authority to seek the advice of legal counsel in matters coming before it. Likewise, prospective donors shall be advised to seek the counsel of their attorney in matters related to their proposed gifts whether by request, trust agreement, contract or other. Prospective donors shall be particularly advised to consult their attorney on matters related to the tax liability of a gift and matters involving estate planning, since neither the Presbytery of Northern New England, nor this task group can render tax or legal counsel.

XIX. AMENDMENTS

A. Either the task group or presbytery may propose amendments to this policy.

B. The presbytery will submit any such proposed amendment to the task group and the council in writing. At its next meeting, the task group will then either concur or recommend any change. The task group will make its report in writing to the presbytery. Any amendment will require affirmative vote of two-thirds (2/3) of the presbytery, provided that written notice of the change will have been made at the next previous meeting of the presbytery.

C. The task group will submit any proposed amendments in writing to the presbytery.

D. No amendment will apply to restricted assets received by the Endowment Fund prior to the amendment.

XX. LIMITATION OF POLICY POWERS

The powers of this policy shall be limited to, and consistent with, the laws of the states of Vermont, New Hampshire, Maine, Massachusetts, and any applicable federal statutes.

XXI. MERGER, CONSOLIDATION OR DISSOLUTION

A. If the Presbytery of Northern New England is merged or consolidated with any other presbytery, all of the provisions hereof in respect to the Presbytery of Northern New England will be deemed to have been made for and on behalf of such merged or consolidated presbytery, which will be entitled to receive all the benefits of the Endowment Fund and will obligated to administer the same in all respects in accordance with the terms thereof and the Endowment Fund Policy.

B. In the event of the dissolution of the Presbytery of Northern New England, the Endowment Fund task group will make every effort to maintain the original integrity of the entire fund and very specifically to provide for the continuing administration of the fund consistent with the original intent of the donors.

THIS POLICY are hereby accepted and ratified by the Presbytery of Northern New England

on the ________ day of ____________________, 2001.

By________________________________

Stated Clerk

Presbytery of Northern New England

VI. STAFF

VI STAFF

VI-1 Office Administrator Job Description

Purpose of Job

Run the presbytery office on a day-to-day basis.

Personal Qualifications

1. Ability to run the office on a day-to-day basis.
2. Training and competence in office practices including typing, filing, bookkeeping and English language skills.
3. Operating knowledge of office machines and computers.

Responsibilities

1. Run the office day to day, assisting the resource presbyter. Organize the operations of the Presbytery of Northern New England (PNNE).
2. Perform secretarial duties assigned by resource presbyter.
3. Respond to inquiries/requests with appropriate information.
4. As time allows, receive copy-ready committee reports, duplicate and send to appropriate people. Otherwise assist committees, time permitting.
5 Perform bookkeeping duties agreed upon by resource presbyter and treasurer, including:
   - Print paychecks
   - Print checks for bills
   - Log all incoming checks
   - Process deposits
   - Write/send gift acknowledgements
   - Post receipts and expenditures
   - Distribute funds transfers
   - Maintain financial records and files
6. Coordinate presbytery newsletter: responsible for the production and editing of photo-ready copy, the layout, and the management of its reproduction and distribution.
7. Maintain PNNE annual directory, presbytery-wide calendar and presbyter's calendar.
8. Produce and publish docket prior to presbytery meetings.
9. Purchase office supplies, equipment and maintenance of equipment upon consultation with resource presbyter.
10. Fill out and send various forms for the PNNE stated clerk
11. Upload presbytery documents to the PNNE web site.
12. Maintain for the presbytery various communications vehicles, including condolence flowers, prayer chain requests, and church mailings.
13. Figure percentage breakdown of church contributions to synod and GA, and maintain

a log of contributions.

14. Fulfill other duties as negotiated with the presbyter.

Reporting Relationship

The Office Administrator works under the direct supervision of the PNNE Resource Presbyter.

Conditions of Employment:

1. The Office Administrator is a full-time, non-exempt employee of PNNE.
2. The initial period of employment will be three months, during which time the Office Administrator will develop an understanding of Presbyterian policy and have no benefits. Upon satisfactory completion of this initial period, employee will be covered for medical and pension as described in the PNNE Administrative Manual.
3. An annual performance review will be conducted by the personnel committee, who shall share the review with Office Administrator the council,. Salary increases and cost-of-living adjustments will be planned in accordance with presbytery guidelines for the next year.
4. Benefits, employment policies, grievance procedures, and other matters relating to employment are as cited in the PNNE personnel policy.

VI-3 EMPLOYMENT QUESTIONNAIRE

Name: ____
Last First Middle

Address: ____
Street

____
City State Zip Code

Business Phone: ______________________ Home Phone: __________________

Have you ever been known by any other name? Yes _______ No ______

If yes, please provide the other name: ________________________________

EMPLOYMENT RECORD (List current and previous employers for the last five years)

Employed by: ____

Address: ____

City, State and Zip Code: ____

Your Supervisor: ____________________________ Phone Number __________

Supervisor's Title ____

Employed from (Month/Year): ____________ To (Month/Year): __________

Why did you leave? ____

____

Employed by: ____

Address ____

City, State and Zip Code ____

Your Supervisor _____________________________ Phone Number __________

Supervisor's Title: ____

Employed from (Month/Year): ____________ To (Month/Year) ___________

Why did you leave? ____

____

Please complete the following certification:

I certify that, (a) no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to my sexual misconduct; or (c) I have never been required to receive professional treatment for reasons related to sexual misconduct on my part.

______________________________________ ______________________

Signed Date

Note: If you are unable to make the above certification, you may instead attach to this questionnaire a description of any complaint, termination, or course of treatment in which you have been involved, giving names and addresses of employers or physicians, the outcome of the situation and any explanatory comments you care to add.

Release

The information I have provided on this questionnaire is accurate to the best of my knowledge and may be verified by the Employing Entity. I hereby authorize the (Name of Employing Entity) _________________________

_______________________ to make any and all contacts necessary to verify my prior employment history and to inquire concerning any prior arrest or criminal records or any judicial proceedings involving me as a defendant. By means of this release I also authorize any previous employer and any law enforcement agencies or judicial authorities to release any and all requested information to the (Name of Employing Entity) __________________

_____________________________________.

I have read this release and understand fully that the information obtained may be used to deny me employment or any other type of position from the Employing Entity. I also agree that I will hold harmless the Employing Entity, as well as any prior employer, law enforcement authority, or judicial authority from any and all claims, liabilities, and cause of action for the release or the use of any information.

__________________________________ ___________________

Signature Date

__________________________________ ___________________

Witness Date

__________________________________ ___________________

Witness Date

VII INDEMNIFICATION

VII INDEMNIFICATION

If any action, suit or proceedings shall be brought against the presbytery, council, trustees, standing committees, task groups, members, commissioners, officers or staff as a result of any action taken by those persons on behalf of the presbytery, the presbytery shall defend and hold harmless such persons against such action, suit or proceedings. However, if such action, suit or proceedings is found to have resulted from gross negligence or criminal activity, the presbytery shall not be responsible to hold such person harmless from any action, suit or proceedings resulting from such action. The foregoing indemnification shall inure to the benefit of the heir, executors and administrators of any such person.

VIII AMENDMENTS TO THIS MANUAL

VIII AMENDMENTS TO THE MANUAL OF ADMINISTRATIVE OPERATIONS

Amendments to this Manual of Administrative Operations may be made at a stated meeting of the presbytery by a two-thirds majority of those voting, or if notice of the proposed amendment is given at the previous stated meeting and included in the notice of the meeting, by a simple majority of those voting. The Stated Clerk shall communicate in accordance with G-3.0106.

Provisions of this Manual of Administrative Operations may be temporarily suspended for a specific time and purpose by two-thirds majority of those voting.