



PRESBYTERY

Partners in Mission for Christ

Presbytery Policy Manual

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[Note: This manual hasn't been edited yet to change "minister" to "teaching elder".](#)

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A. PERSONNEL POLICY

POLICY A

PERSONNEL

- I. Purpose: these employment policies and practices of the Presbytery of Northern New England are designed to strengthen the effectiveness and satisfaction of presbytery personnel. The presbytery is committed to Equal Opportunity and Fair Employment practices in keeping with the standards of the Synod of the Northeast and the General Assembly of the Presbyterian Church (USA). The following policies are meant to convey the employer's responsibilities in providing consistent, specific and well-defined employment practices, and the responsibility of the employees to give their best performance for the work for which they are hired. These policies and practices are subject to review and revision by the Personnel Subcommittee of the presbytery council.
- II. Hiring: support staff shall be hired by the Council or with the concurrence of the Council after consulting with the Personnel Subcommittee and after using the general practices of advertising, interviewing, testing of skills, and checking references within the AAEEEO guidelines. A review will be conducted after ninety days of an individual's employment. A position description and a copy of these policies shall be given to each person upon employment.
- III. Performance Review: the clerk, the treasurer, and all support staff shall have a performance review within one month of each anniversary of employment. The Personnel Subcommittee and/or others of the subcommittee's designation shall conduct the performance review. Reviews shall be conducted according to the guidelines developed or a subsequent review.
- IV. Salary Review: salaries shall be established and reviewed annually taking into account changes in the cost of living, and changes in job responsibilities and performance. Cost of living adjustments assume a satisfactory level of performance. All salary adjustments and increases are to be recommended by the Personnel Subcommittee and approved by the council prior to presbytery action.
- V. Pay Periods: the clerk, the treasurer and support staff shall be paid by check on the 15th and the 30th or the nearest work day preceding it, unless other specific pay periods have been agreed upon.
- VI. Benefits: Shall be negotiated by Council and approved by Presbytery for Presbytery Officers. Standard benefits for staff include social security, unemployment insurance, , sick leave, , Worker's Compensation. It also may include medical insurance, membership in the Board of Pensions and study allowance.
- VII. Leaves: all leaves shall be on employment year basis unless otherwise noted:
 - A. Sick Leave: all employees are entitled to annual sick leave of up to ten days, non-cumulative. At the time of termination of employment (either voluntary or involuntary), an employee shall have no claim for pay in lieu of unused sick leave.

- B. Leaves of absence with pay: a leave of absence with pay may be provided under the following circumstances after consultation with the Council Chair:
1. Jury duty (less the amount of jury pay)
 2. Death in immediate family (three days maximum)
 3. Wedding of an employee who has been with the presbytery for one year or longer (up to three days)
 4. Personal or family emergencies or for other personal business which cannot be cared for outside of working hours (up to three days annually)
 5. Extreme circumstances may necessitate other leaves with full or partial pay and will have to be negotiated with the Council.
 6. Maternity leave: The employee is expected to notify her supervisor as soon as the doctor confirms the pregnancy. The employee may work up through whatever time is agreeable with the doctor, if there are productive work assignments available within the physical limitation of the pregnancy. A leave of absence without pay will be granted up through delivery and for three months thereafter. Maternity leave automatically ends three months after the child is born.
 - a.

VIII. Vacations: The Stated Clerk shall have one month of vacation each year. Support staff shall have ten working days of vacation each year, twelve days after five years of service and fifteen days after working ten years. Vacations, normally taken during the summer, must be cleared with the Council or the clerk when appropriate.

IX. Office holidays: the schedule of office holidays is as follows: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and six floating holidays to be taken by mutual agreement of the support staff and the Council chair.

X. Dismissal: during the first ninety days, a support employee may be discharged by the Council after consultation with the Personnel Subcommittee with two weeks notice. With respect to a regular support employee, however, discharge will be considered a last resort when all reasonable correctional improvement measures have failed, including adequate warning notices. Employees may be dismissed by the Council after consultation with the Personnel Subcommittee for good and adequate reason. In case of dismissal, the employee shall be given two weeks notice in writing by the Council after consultation with the Personnel Subcommittee, and earned vacation time with no severance pay.

- XI. Resignations: the stated clerk and the treasurer shall each give one month written notice; support staff shall give two weeks written notice. Employees will be paid the cash equivalent of the unused earned vacation at the date of separation. No severance allowance will be provided. At the discretion of the Council the period of written notice may be waived.
- XII. Termination: the relationship between executives or other administrative staff of presbyteries and synods and their respective governing bodies may be dissolved by majority vote of the electing governing body on request of the staff member or on recommendation of the council or a special committee or commission of the electing governing body. When the council, subcommittee or commission has decided to prepare a recommendation to terminate, it shall notify the person in writing, stating the reasons for proposing to terminate, and offering the staff person an opportunity to resign or to request a hearing before the recommendations are adopted and reported by the council, subcommittee, or commission to the governing body for action. The hearing shall be one in which the staff person may appear personally with counsel (D-8.1000) to respond to the findings and evidence why the relationship should not be terminated. The hearing shall afford safeguards as in cases of process, following the rules of evidence in the Rules of Discipline, Chapter IX (D-9.000). A record shall be made of the hearing, which shall be part of the record filed under D-6.0900 in the event of a judicial complaint following the final action of the governing body.
- XIII. Grievance Procedures: complaints concerning employment policies and practices, working conditions, dismissal, etc., should first be made to the immediate supervisor. If not resolved within a reasonable period of time, the employee may take the complaint to the Personnel Subcommittee and a hearing shall be provided the complainant if so requested. The Personnel Subcommittee shall have the responsibility of negotiating a satisfactory resolution.
- XIV. Employee Records: a file for each executive staff member shall be maintained. A file for each support staff member shall be maintained giving normal resume information, date hired, changes in salary and responsibilities, leaves of absences, vacation schedules, special conditions or circumstances that may prevail.
- XV. Other personnel concerns will be dealt with by the Personnel Subcommittee.



B. SEXUAL MISCONDUCT POLICY

POLICY B

SEXUAL MISCONDUCT

I. Introduction

As God who called you is holy,
be holy yourselves in all your conduct.

....

Tend the flock of God that is your charge,
not under compulsion but willingly,
not for sordid gain but eagerly,
not lord it over those in your charge
but be examples to the flock.

....

You know that we who teach
shall be judged with greater strictness.

1 Peter 1:15; 5:2; James 3:1 NRSV

We believe and proclaim that all people are created by God. God values all human life and intends that everyone—men, women and children—have worth and dignity in all relationships.

We further believe in justice for all persons. Sexual misconduct is an abuse of power and trust, therefore, unjust. Scripture asserts that religious leadership involves a covenant relationship that presumes the trustworthy exercise of power in behalf of those in our care. A betrayal of this trust is more than just a personal tragedy for the victim. It reflects a tragic breakdown in the character of the abuser that seriously threatens, not only those immediately affected, but the well being of the church itself.

For too long, incidents of sexual misconduct have been glossed over, rationalized or subverted for "the good of the church." The Presbytery of Northern New England here proclaims that, the "good of the church" can never be served by overlooking an abuse of power and trust, that sexual misconduct is wrong and that charges of misconduct must be dealt with swiftly, fairly and with compassion for both the accused and the accuser.

The purpose of this policy is to make clear the presbytery's position on sexual misconduct and to establish the procedures to be followed in investigating and resolving instances where misconduct is alleged to have occurred. The general assembly's "Policy and Procedures on Sexual Misconduct" has inspired and informed this policy.

II. Policy Statement

It is the policy of the Presbytery of Northern New England that all ministers, church officers, church members, youth leaders, volunteers and non-member employees **not** engage in sexual misconduct as defined in this policy. Sexual misconduct is a violation of the principles set forth in Scripture and is never permissible. Further, it is the policy of this presbytery that charges of sexual misconduct be treated with the seriousness they deserve and dealt with according to the time frames and procedures set forth in this document for the benefit of all parties concerned. In keeping with American law and tradition, the presumption of innocence regarding the accused must be respected.

III. Definitions

Accused: The term used to represent the person against whom a claim is made of sexual misconduct.

Accuser: The person reporting alleged sexual misconduct by a member, officer, employee or volunteer of the church or presbytery or other entity related to a church or to the presbytery.

Entity: The term used to refer to any program or office managed by a board, committee, council or other body whose membership is elected by a governing body.

Governing Body: A representative body composed of elders and ministers of the Word and Sacrament such as a session or presbytery, having responsibilities and powers as defined in the *Book of Order*. A governing body may establish entities such as day care centers, conference centers, camps, or home for the aged. A governing body may have both church members and non-members as employees.

Inquiry: The term used in the Rules of Discipline to determine whether charges should be filed based upon allegations of an offense received by a governing body. See *Book of Order* D-7.0200.

Mandated Reporter: A person described by some states' laws as a person who is required to report any and all suspected incidents of child abuse, including child sexual abuse that comes to their attention. State laws vary from defining "all persons having knowledge" as mandated reporters to specifying very limited lists of professions whose members are required to report. Each governing body and entity is responsible for becoming familiar with the reporting laws of its jurisdiction.

Response Coordination Team: The group appointed to facilitate the process of responding to allegations of sexual misconduct. The structure and function of the response coordination team are outlined in Section IV of this policy.

Sexual misconduct: Sexual misconduct is the comprehensive term that includes the following:

- A. *Child sexual abuse:* Any sexual contact or sexual interaction between an adult and a child, whether verbal or physical.
- B. *Sexual harassment:* Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
 - 1. submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or their continued status in an institution; or
 - 2. submission or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual; or

3. such conduct has the purpose or effect of unreasonable interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment; or
4. such conditions create an intimidating, hostile or offensive environment for another individual regardless of the specific setting or circumstances or the relationship between the two individuals most directly involved.

C. *Rape or sexual contact by force, threat or intimidation*

D. *Sexual conduct*: Conduct, such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another.

E. *Sexual malfeasance*: Sexual contact within a ministerial (e.g., clergy with a member of the congregation) or professional relationship (e.g., counselor with a client, lay employee with a church member,). Sexual conduct includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, mutual, social, intimate, or marital relationships.

Sexual Misconduct Committee: A committee of council charged with the responsibility of overseeing implementation of this policy.

Victim: The term used to identify the person alleged to have been injured by the sexual misconduct described above.

IV. Procedures

A. Reporting Allegations:

Reports of sexual misconduct will occur in a variety of ways. Because an individual church or the presbytery cannot control to whom the accuser of sexual misconduct will first speak, it is important that all church leaders and employees understand how reports of incidents are to be channeled to the proper person.

In most cases, the accuser will be the person who has experienced the alleged misconduct. That person should be informed that, once received through the proper channels, her or his accusation will be addressed expeditiously and sensitively according to the procedures set forth in this policy. The alleged victim-accuser should, whenever possible, immediately receive a copy of this policy and be encouraged to communicate the accusation to the moderator of presbytery or the Stated Clerk or to someone who can contact the appropriate people on behalf of the alleged victim-accuser.

In some cases, there will be a non-victim accuser who is the parent, guardian, or other advocate for a child who has been the alleged victim of sexual

misconduct. Because of the child's minority status, an adult is requested to file the action on behalf of the child.

In cases where the alleged victim is an adult, the non-victim accuser shall observe the following guidelines:

1. For their own protection, the non-victim accuser should have something in writing from the victim detailing the charges.
2. The non-victim accuser should be certain that the victim is willing to come forward to testify if an action is filed.
3. Some evidence of sexual misconduct should be available to substantiate the charges.

Reports of sexual misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the accuser, the accused and of the church. Reports should be dealt with as matters of highest discretion both before and after they have been submitted to appropriate authorities.

All persons covered by this policy have a particular duty to report suspected child sexual abuse. The person receiving the initial report shall report the incident to civil or criminal authorities as required by local or state law. All persons should be educated by their local church and must comply with state and local laws regarding incidents of actual or suspected child sexual abuse.

The person receiving the initial report of sexual misconduct as defined in this policy shall immediately inform either the moderator of presbytery or the Stated Clerk. If either of these individuals is himself or herself the accused, the other shall be notified. If, for any reason, it is not possible or not preferred by the person receiving the initial report to notify either the moderator or the Stated Clerk, the Vice Moderator shall be notified. The presbytery shall make names and telephone numbers of these persons available.

The importance of properly reporting allegations of sexual misconduct cannot be overemphasized. Attempts to resolve accusations informally at the lowest organizational level, while understandable, can often result in nothing more than covering up the problem or trying to make it "go away."

B. Appointment of the Response Coordination Team:

A response coordination team and its chairperson shall be appointed by the moderator of presbytery within twenty-four hours from a pool of qualified persons identified in consultation with the Committee on Ministry and the Personnel Committee and the Committee on Sexual Misconduct. If the moderator of presbytery is the accused, the vice moderator shall appoint the

response coordination team. The moderator or Stated Clerk shall see that appropriate insurance agencies have been notified of any allegations.

C. Sexual Misconduct Response Coordination Team:

The sexual misconduct response coordination team (hereinafter referred to as the RCT) is a group of people appointed by the presbytery to respond to reports of sexual misconduct. The RCT's primary responsibility is (1) to assess whether there is reasonable cause to believe that behavior has occurred which would give rise to an allegation for which, if proved, the church would impose discipline and (2) to assess the spiritual and psychological needs of the alleged parties and, if applicable, their congregation in order to facilitate pastoral care and other support. The team will, of course, do its work with sensitivity and loving care for the parties involved in the allegation.

The RCT shall be composed of three to five persons and, ideally should include a trained psychological counselor and a trained legal professional. The majority of the RCT should be of the same sex as the alleged victim. The RCT must be trained to respond to allegations of sexual misconduct. Team members should be familiar with the legal, administrative, and disciplinary procedures of the church.

1. Responsibilities of the RCT (response coordination team):

- a. Meet on the call of the appointed chairperson as soon as possible, but not later than five days after receiving the report alleging sexual misconduct from the moderator or Stated Clerk. (To fulfill the requirements of this provision, the first meeting may be accomplished by telephone conference.)
- b. Confirm that civil authorities and appropriate insurance companies have been notified if applicable.
- c. Provide a letter to the accused outlining the accusations that have been made and recommending that he or she seek legal advice immediately, since the accusation could result in church discipline or civil or criminal court action.
- d. Before each and every conference with the accused, inform the accused of the right to remain silent and to be represented by counsel.
- e. Gather from the parties involved only as much information as necessary to establish whether there is reason to believe that an offense has occurred. At least two members of the RCT must participate in interviews of principal parties to the allegation, especially interviews involving either the accuser/victim or the accused; however, there may be special circumstances in which the alleged victim may ask to meet with only one person from the RCT.

- f. Assure that the needs of those affected are being adequately met in an ongoing manner. Concerns or complaints about the provision of services should be directed to the RCT chair. Also, the RCT should make sure that the accuser/victim and the accused are well advised regarding both the steps for instituting formal PC(USA) judicial process and non-judicial options. (See Book of Discipline, Chapter VII, for the former and paragraph "h" below for the latter.)
 - g. A local session or entity shall be notified soon after the RCT begins its assessment of alleged misconduct and prior to submission of the team's final report.
 - h. If it appears that professional mediation or counseling is appropriate and would bring justice and peace to the parties involved, this action may be recommended and coordinated by the RCT. Caution must be exercised to assure that this provision of the presbytery's policy is not used to make real problems just "go away."
 - i. If the accused has admitted to the misconduct as charged, so advise the accuser. The full RCT should be so informed in order that they might properly fulfill their role as process coordinators.
 - j. Advise the accuser of the desirability for a written account of the alleged misconduct.
 - k. Within 20 days of receiving the initial complaint, a written report of information gathered by the RCT will be submitted to the stated clerk of presbytery or clerk of session or the director of an entity and to the Committee on Sexual Misconduct for action, as appropriate. The report will include the following:
 - (1) names of the parties involved;
 - (2) governing body membership of the parties involved;
 - (3) a written account of the allegation, signed by the alleged victim; if not available, the report will detail the reason for its absence.
 - (4) response made by the accused, if known;
 - (5) any other relevant information;
 - (6) recommendations for further action, such as pastoral care of the accuser, the alleged victim, the accused, their families and the congregations of all parties involved.
 - (7) Any remedies sought by the alleged victim and/or the accused.
2. Recommend an administrative leave of absence for the alleged victim and/or the accused, if appropriate.
 3. Record Keeping

The response coordination team will keep all records confidential, including detailed records of its actions and minutes of its deliberations

and its conversations with the accuser, accused and other parties involved. No discussion of its activities shall be shared with anyone outside of the response coordination team, nor shall anyone be provided with any of its records with the exception of the report furnished to the stated clerk or clerk of the governing body and the Committee on Sexual Misconduct as provided herein. After preparing its report, all records will be forwarded to the clerk of the governing body where they will be marked "confidential" and securely stored. Any remaining records of the response coordination team pertaining to the allegation shall be destroyed.

D. Governing Body or Entity Response

Response of presbytery or of individual churches or other entities involved will vary according to the status of the accused. Church members and ministers are subject to inquiry and discipline under the *Book of Order*, D-5.0100. The pastoral relationship of ministers serving congregations is subject to oversight by the presbytery, G-2.0502.

1. Accused covered by the *Book of Order*

Upon receipt of a report filed by the response coordination team that includes sufficient information to give rise to reasonable suspicion of sexual misconduct by the accused, the clerk of the governing body, without undertaking further inquiry, shall report to the governing body only that an offense has been alleged without naming the alleged offender, or the nature of the alleged offense, and refer the report immediately to a special disciplinary committee designated by the governing body in accordance with the *Book of Order*, D-7.0300. Subsequent actions of the governing body shall be in accord with the provisions of Chapter 7 of the *Book of Order*.

In the event that charges are not filed by the special disciplinary committee, it shall refer the matter back to the presbytery's Sexual Misconduct Committee for appropriate follow-up to insure that pastoral care is provided to all parties and that peace and justice have been served. In such instances, the Sexual Misconduct Committee shall file a report of its actions with the stated clerk or the clerk of the governing body.

2. Accused not covered by the *Book of Order*

Upon receipt of the report filed by the response coordination team, the director of the entity should immediately submit the report to the personnel committee of the organization. A session or entity which ordinarily functions without a personnel committee may appoint an administrative commission for the function described in this section. The personnel committee will refer to and be guided by the written personnel policies of the governing body or entity in determining the guilt or innocence of the accused and the remedies to be applied.

3. Record keeping

All records of actions and minutes, including conversations with the accuser and accused shall be kept confidential and maintained in the care of the clerk of the governing body or the director of the appropriate entity. After the case has been resolved, a copy of the summary report will be included in the permanent personnel file of the accused and a copy of the report will be given to the accuser and the accused.

4. Statute of limitations

This policy recognizes the special problems related to discovery and recognition of various forms of sexual misconduct. Child sexual abuse may not be recognized until the victim of abuse reaches adulthood. Recognition of abuse and willingness to come forward by an adult victim may also be delayed for many years. Therefore, this policy recognizes no statute of limitations as to when sexual abuse may be reported and acted upon.

E. Role of the Sexual Misconduct Committee

The Sexual Misconduct Committee shall oversee implementation of this policy. Its responsibilities include:

1. Recommending revisions to this policy as appropriate.
2. Providing for the training of the presbytery's response coordination team.
3. Monitoring response coordination team actions to confirm implementation of both letter and spirit of this policy and to insure appropriate follow-up.
4. Serving as liaison to other committees of presbytery in matters relating to allegations of sexual misconduct.
5. Assisting the churches of the presbytery in developing appropriate educational programs to inform members, employees, volunteers and students of the church's standards of conduct and the procedures for reporting allegations of sexual misconduct.
6. Except as proscribed by the confidentiality requirements outlined in this policy, reporting annually to the presbytery on its activities.

V. Employment Practices

A. Personnel Files

Accurate maintenance of personnel files is an essential part of hiring and supervision practices. Every governing body and entity in the presbytery should maintain a personnel file on every employee including ministers. The file should contain the application for employment, any employment questionnaires, reference responses and other documents related to this policy.

B. Pre-Screening Applicants

Governing bodies and entities are urged to establish stringent hiring practices. The employer should confirm the identity of the applicant and make specific inquiries to discover if his or her prior employment involved any allegations of sexual misconduct. If so, the disposition of those allegations must be reviewed.

C. References

The employing governing body or entity is responsible for contacting references for prospective ministers, employees or volunteers. In churches seeking a minister, this is specifically the responsibility of the Pastor Nominating Committee. A written record of conversations or correspondence with references should be kept in the minister's / employee's personnel file. In addition to the reference checks described above, the Chair of the Committee on Ministry will conduct independent reference checks of ministers seeking new positions and will report to the Committee on Ministry and to the affected Pastor Nominating Committee either that there has been no reported sexual misconduct by the candidate or that the committees should inquire into the disposition of reported sexual misconduct.

Applicants should be informed of negative comments regarding sexual misconduct and shall be given an opportunity to submit additional references or to give other evidence to correct or respond to harmful information obtained from a reference.

If false or misleading information is given or relevant information is withheld by an applicant for any position in the Presbytery of Northern New England, that applicant will be eliminated from consideration. Also, providing false, misleading or incomplete information for any position in the Presbytery of Northern New England will be grounds for termination of that position (using appropriate *Book of Order* procedures) obtained using that information.

Any minister, member or employee within the presbytery who receives a reference inquiry regarding sexual misconduct of a former pastor or employee is obligated to give truthful information regarding past sexual misconduct of the applicant, if any. The response must be limited to information that is a matter of public record or is in the applicant's own personnel file which is maintained by the governing body or other entity.

D. Volunteers

Volunteers who are new to an organization or entity and are to be utilized in positions of particular trust, such as youth advisor, children's workers, lay counselor, boy or girl scouts or camp counselors, should be subject to some degree of pre-screening, including reference checks, and their work should be closely supervised until they are known to the responsible governing body or entity.

VI. Communications and Acknowledgement

The presbytery urges all governing bodies and related entities to establish supporting policies, procedures and practices related to sexual misconduct. In particular, governing bodies and entities are to take specific steps to inform members, employees, volunteers and students of the church's standards of conduct and the presbytery's procedures for reporting allegations of sexual misconduct. The Committee on Sexual Misconduct is responsible for assisting churches in the Presbytery in developing appropriate educational programs to this end.

All ministers, pastoral counselors and professional employees of the presbytery are required to sign a written acknowledgement (Exhibit B, attached) that they have received, read and will abide by the presbytery's policy and procedures on sexual misconduct. This acknowledgement shall be kept in the person's personnel file.

Revised 1/6/98

EXHIBIT A
EMPLOYMENT QUESTIONNAIRE

Name: _____
Last First Middle

Address: _____
Street

City State Zip

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

EXHIBIT B
ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I received on _____(date) a copy of the

"Presbytery of Northern New England Policy and Procedures on Sexual Misconduct"
dated

_____, that I have read the policy, understand its meaning, and agree
to

conduct myself in accordance with the policy.

Signature

Date



C. ABUSE REPORTING

POLICY C

ABUSE REPORTING POLICY

It is the policy of the Presbytery of Northern New England to condemn abuse of all forms, and to comply with applicable statutes reporting child and incapacitated adult abuse which require that any person including, but not limited to ministers, teachers or any other person having reason to suspect that:

1. A child (under 18 years of age) has been abused or neglected, or
2. An incapacitated adult (18 years or older) has been subjected to physical abuse, neglect, exploitation or is living in hazardous conditions, report such.

An incapacitated adult is defined as one who, due to physical, emotional or mental ability, is unable to manage personal, home or financial affairs with the best self-interest, or is unable to act, or unable to delegate responsibility to a responsible caretaker or care giver.

Procedure

Any person becoming aware of an abuse, neglect, exploitation or hazardous living condition shall immediately report such a discovery. Reports are to be made verbally over the phone and followed by written reports within 48 hours. Reports are to be made to the appropriate state agency. After hours verbal reports shall be made to the local police or sheriff's departments. The Stated Clerk must also be informed.

Effectivity

This policy shall become effective on approval by the presbytery. Upon approval, local churches and individual members thereof shall immediately commence compliance.

Adopted: 12/3/94



D. TERMINATION OF PASTORAL RELATIONSHIP

POLICY D

TERMINATION OF PASTORAL RELATIONSHIP POLICY

I. Background and Introduction

Across our denomination, the Presbyterian Church (USA) is faced with a growing number of terminations of pastoral relationships which involve separation and severance agreements which, in turn, are creating increased concern across the larger church. The following policy proposal is an effort to provide uniform guidelines for use in Northern New England Presbytery – guidelines, which can be made available to sessions of local churches if they need to consider termination and separation agreements.

In our connectional system, the actions of one session and congregation can have a profound impact upon other sessions and congregations. This is particularly true with respect to severance arrangements. Serious consideration needs to be given to how much these agreements cost the local church, the Presbytery, and the total mission of the church.

In a larger sense, preventive efforts and long-range planning need to be encouraged across Presbytery in order to avoid the necessity for severance arrangements. For example, more extensive study and preparation may need to be undertaken by churches considering the establishment of new pastoral positions to ensure that there will be sufficient on-going financial support for these positions. Conflict and dissatisfaction with a pastor should be addressed early on while resolution is still possible. The Committee on Ministry (COM) has methods to assist in conflict situations.

II. Principles

All conditions for separation shall be compatible with the provisions of the *Book of Order*.

All matters regarding separation/termination of a pastor shall be documented in writing by the Session with copies to COM.

The separation process shall be considered incomplete until the congregation and the presbytery vote on the dissolution of the call and any severance terms.

Any separation agreement will always be preceded by an appropriate process of review, evaluation or conflict resolution.

III. Reasons for Separation

A. *Resignation* - Voluntary separation may take place after written notice of the session, the vote of the congregation, and the vote of the presbytery. Resigning clergy will be paid the cash equivalent of their unused earned annual leave at the official date of separation. No severance allowance will be provided unless the COM, by committee action, judges that the resignation was made under duress, in which case the COM can recommend to Presbytery that a severance allowance is applicable.

After giving notice of resignation, the pastor should make arrangements to leave the position within two (2) months. (Retirement is an exception to this and should be negotiated with COM.)

B. *Reduction in Force* - Separation because of the elimination of a position, retrenchment in budget, or for other circumstances arising out of no fault of the pastor is at the discretion of the session and the congregation with the approval of the presbytery. Written notice will come to COM from the session after consultation with the pastor. Six months notice or pay in lieu of notice will be given. The pastor will be paid the cash equivalent of any unused earned annual leave.

C. *Separation for Cause* - Separation for cause shall include but is not limited to:
unsatisfactory performance
abuse or misconduct
insubordination
neglect in the care and use of church property or funds
conduct inconsistent with Presbytery standards

In all instances, such cause must be clearly documented and thoroughly substantiated.

IV. Unsatisfactory Performance

Issues regarding the performance of clergy shall be addressed by sessions in annual performance reviews. COM is available to assist sessions in designing and implementing a process for evaluation and review. COM is also available for consultation and counsel in conflict situations. Only after all reasonable attempts at resolution have failed should termination negotiations begin.

Written notice will come from the session after consultation with the pastor and COM. In determining the specific terms of the severance agreement, consideration must be given to the reason for separation, the financial situation and overall health of the congregation, and the specific circumstances of the pastor. Salary and benefit continuation may be negotiated but shall not exceed six months and the cash equivalent of all unused earned annual leave. Study leave or sabbatical leave will not be granted as part of a severance agreement. Pastor emeritus will not be granted to a pastor terminated for cause.

V. Other Causes

In cases of separation for causes other than unsatisfactory performance (abuse, misconduct, insubordination, etc.), the pastor will be given a maximum of one month's pay or one month's notice and the cash equivalent of his/her unused earned annual leave. No severance pay, study leave or sabbatical leave will be allowed as part of a severance agreement. Pastor emeritus will not be granted to a pastor terminated for cause.

VI. Severance and Termination Agreements

COM will be contacted for guidance and counsel prior to the negotiation of any severance/termination agreement.

Following the policies of the presbytery, the pastor and session will negotiate an agreement. The process for approving the agreement will be in the following sequence (except when the pastor is placed on leave of absence on recommendation of COM or is terminated by the presbytery).

- A. Session and pastor approve a written severance agreement.
- B. COM approves the written severance agreement.
- C. Copies of the written severance agreement are made available to members of the congregation no later than the date of first call for the congregational meeting at which the dissolution of call and the written severance agreement is to be considered.

- D. The congregation votes on dissolution of call and the written severance agreement.
- E. The presbytery approves the dissolution and the written severance agreement.

The severance/termination agreement will contain:

- A. The reason for separation/termination.
 - 1. All financial agreements including but not limited to:
 - Salary Continuation
 - Benefits Continuation
 - Loan repayment or shared equity arrangement (where applicable).
 - Manse use (where applicable). Normally not to exceed length of salary continuation or maximum of two months, whichever is shorter.
- B. Compensation for unused early annual leave
- C. Provision for use of office, equipment, etc. (not to exceed 30 days from date of termination).
- D. Terms and time limits on physical presence (not to exceed 30 days from date of termination).

The agreement shall specify that if a pastor finds full-time employment prior to the end of the term of the agreement, the church's financial obligations end as of the date said full-time employment begins. Part-time employment will result in appropriate prorata adjustments in financial payments.

Financial arrangements will be conducted through the presbytery office after the pastor's departure from the church. The church will make severance payments to the presbytery at least seven (7) days prior to the respective due dates for said payments to the former pastor, and the presbytery will make the respective payments to the former pastor after receipt of payments from the church. This is intended to prevent unnecessary contact between the former pastor and the church.

The presbytery will not assume financial liability for severance agreements.



E. REIMBURSEMENT POLICY

POLICY E

REIMBURSEMENT POLICY

1. Policy

It is the policy of the Presbytery of Northern New England to reimburse all legitimate, reasonable, documented expenses of presbytery employees. It is the policy of the PNNE to encourage volunteer participation by providing adequate expense reimbursement.

2. Who gets reimbursement

All paid staff, all members of council (including *ex officio* members), committee chairs, and members of committees shall be reimbursed for authorized participation in presbytery activities.

3. Items for reimbursement/amounts

- a. Transportation mileage for employees is the standard IRS rate. For volunteers it is \$0.285. As an inducement to carpool, non-employee drivers will be reimbursed an additional \$0.02/mile for each passenger up to \$0.345.
- b. Meals: actual and reasonable with receipt. For day meetings, breakfast will be reimbursable only if it is necessary to leave home before 7:00 a.m. and dinner only if it is impossible to return home by 7:00 p.m. Presbytery members are encouraged to bring their own lunches to mid-day meetings.
- c. Lodging: actual and reasonable with receipt for meetings of more than one-day duration. Any other overnight lodging expenses require advance approval of the Council Chair.
- d. Miscellaneous: postage, supplies, fax and telephone to extent necessary with annotated bills or receipts clearly stating need for each item.
- e. Baby sitting: babysitting is provided at presbytery meetings. Childcare at home may be reimbursed if authorized and pre-approved by the Council Chair.

4. Approvals

- a. All expenses shall be submitted on an approved voucher and approved as follows.
- b. Committee and commission chairs, the Chief Administrator and officers shall approve or reject work done under their supervision.
- c. The Chief Administrator or Stated Clerk shall approve or reject expenses of committee, task group and commission chairs.
- d. Expenses of the officers and Chief Administrator shall be approved or rejected by the chair of Council.
- e. Expenses of the chair of Council shall be approved or rejected by the Moderator.
- f. Pre-approval of expenses is not required for officers, committee chairs, commission chairs and the Chief Administrator if those expenses are within the normal course of their work and within budget. Pre-approval is required of all other expenses.

5. Option to donate expenses

The presbytery shall have three options on its expense vouchers as follows:

- a. Send expense reimbursement
- b. Send contribution receipt for voucher amount
- c. Send some reimbursement and contribution receipt for portion of voucher amount.



F. ENDOWMENT FUND POLICY

POLICY F

ENDOWMENT FUND POLICY

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.

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

I. 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: Stated Clerk, PC(USA) Foundation representative for the presbytery, and 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.

II. 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.

III. 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.

IV. 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.

V. 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.

VI. 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*.

VII. 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 XV (“How Income From Endowment Gifts is to be Spent”).

VIII. 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.

IX. 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 task group to council, and approved by the presbytery.

X. 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 VI (“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 XIV (“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.

XI. 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.

- XII. 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.
- XIII. 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 Endowment Fund Task Group.
- XIV. 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 X (“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 XV (“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.
- XV. 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).

XVI. Handling of Non-Endowment Gifts

A non-endowment gift is one that 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.

XVII. 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 bequest, 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.

XVIII. 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.

XIX. 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.

XX. 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.

APPENDIX A
ENDOWMENT FUND GIFT FORM

All gifts shall be made and handled in the manner prescribed by the policy governing the Presbytery of Northern New England Endowment Fund.

I. DONOR INFORMATION:

Name: (Mr./Mrs./Ms./Other) _____ SS# _____

Name: (Mr./Mrs./Ms./Other) _____ SS# _____

Address: _____

City: _____

Home telephone: (____) _____ Work: (____) _____

II. GIFT INFORMATION

Type of gift: Cash \$ _____ Securities/Other: _____

Value of non-cash gift as of date below: \$ _____

(Note: If a non-cash gift does not have a value that can be determined by a regularly-published valuation quotation, the donor must have the item appraised at the donor's expense by an appropriate appraiser "for immediate sale," and provided a copy of the appraisal with the appraiser's tax identification number to the Presbytery of Northern New England. The presbytery shall not make or be liable for any representation as to the validity of the gift value in such a gift.)

This gift is given for the unrestricted purposes/use of the Presbytery of Northern New England: ____

This gift is given for the following restricted purposes/use of the Presbytery of Northern New England:

Description of gift (if other than cash): _____

Information in honor or memory:



G. AFFIRMATIVE ACTION EQUAL EMPLOYMENT OPPORTUNITY

POLICY G

AFFIRMATIVE ACTION

EQUAL EMPLOYMENT OPPORTUNITY

I. Introduction

In determining its own witness to the world and its service to humanity, the Church of Jesus Christ is bound by the Gospel mandate to "announce good news to the poor, to proclaim release for prisoners and recovery of sight for the blind, to let the broken victims go free, to proclaim the year of the Lord's favor". Thus it sounds the note of liberation, reconciliation and healing, and calls all persons to the abundant life of Christ.

In the modern world such a mission has many implications, one of which is the removal of discriminatory practices that deny individuals the opportunity to achieve their highest employment potential. Therefore, it is the policy of the Presbytery of Northern New England of the Presbyterian Church (U.S.A.) to provide equal opportunity in employment and upward mobility for qualified persons, to prohibit discrimination in employment because of race, religious affiliation, color, national origin, sex, age, marital status or physical handicap and to promote the full realization of equal employment opportunity through a positive and continuous program of affirmative action.

Affirmative action is the execution of a set of specific and result-orientated procedures designed to eliminate both conscious and unconscious discriminatory employment practices in order to ensure equal employment opportunity and to compensate for any past discrimination. Affirmative action entails going beyond the mere prohibition of conscious discrimination, to ensuring that seemingly neutral recruiting, training, hiring, and promotion practices do not operate to the disadvantage of racial-ethnic minorities and women. The focus, then, of affirmative action is to get at "systemic change" which would affect the total personnel system.

Furthermore, it is the policy of the Presbytery of Northern New England to provide equal opportunity and upward mobility for all qualified and qualifiable voluntary leaders to serve on elected presbytery units. The Presbytery of Northern New England will promote full representation of racial ethnic minorities and women on all presbytery units through positive action.

Under the authority of the form of government, the directives and policies of the general assembly, and the provision of the church wide Plan for Equal Employment Opportunity, the following Program for Affirmative Action Equal Employment Opportunity is established in the Presbytery of Northern New England of the Presbyterian Church (U.S.A.).

The objectives of the Presbytery of Northern New England are:

- A. To recruit, hire, call, train, and promote all persons in all job classifications without regard to race, color, national origin, sexual orientation, age, sex, marital status, physical handicap, or religious affiliation except when, after careful study, religious affiliation or physical capability is determined to be a bona fide occupational qualification.

- B. To provide following periodic analysis of all personnel, policies, actions, and results for the employment of women and racial-ethnic minority persons in Presbytery exempt and non-exempt positions.
- C. To provide equal opportunities in training during employment for Presbytery exempt and non-exempt personnel.
- D. To administer all personnel matters such as compensation benefits, transfers, leaves of absence, layoffs, return from layoffs, education, tuition assistance, and any others on a non-discriminatory basis.
- E. To develop uniform and comprehensive guidelines and procedures when recruiting, screening, interviewing, and hiring of presbytery staff.
- F. To communicate this program to presbytery staff and committees responsible for personnel and AA/EEO policies and encourage training for its effective implementation.
- G. To consult with and assist congregations in developing and implementing AA/EEO programs in the calling of ministers to local congregations and the hiring of congregational staff (through command COR).
- H. To require the institutions, agencies, and organizations who receive funds from the Presbytery to endorse presbytery's of AA/EEO policy.

II. Records, Monitoring, Review and Evaluation

- A. Personnel files shall be kept and used according to the provisions of the presbytery Personnel Policies and Practices, and the privacy guidelines of the Presbyterian Church (U.S.A.).
- B. Employment records to show such information as: race, sex, age, marital status of applicants, applicant flow, new hires, rejections, turnover by dismissal, resignation, retirement, position elimination, participation in staff development programs, promotions, etc. may be recommended to presbytery and sessions by COM or COR.
- C. Reports shall be filed with higher bodies as required, copies to be filed in the presbytery office.
 - 1. The presbytery COR in its annual report to the presbytery shall provide an evaluation of the presbytery's implementation of this policy and may include recommendations to strengthen and advance the performance of the presbytery as a governing body

III. Grievances

Any grievance arising out of employment situations in the Presbytery of Northern New England will be handled according to the provisions of the presbytery personnel policy.

IV. Revisions

Revisions in the program may be made by the presbytery.



H. STUDENT INDEBTEDNESS

POLICY H

Student Indebtedness

Pastoral care for students includes caring for the financial well being of students and families. This extends to insuring that no student takes on more debt than can be repaid from expected earnings. To that end the Presbytery of Northern New England adopts the following policy.

1. That the Committee on Preparation for Ministry shall monitor the financial status of inquirers and candidates under care, suggesting that the total debt level of seminary students upon graduation should be no more than 40% of latest available church wide median salary.
2. That every seminary student under care attends a fiscal fitness workshop provided by the Board of Pensions.



I. DIVERSITY (GROUND RULES FOR CONTROVERSIAL DISCUSSION)

POLICY I

Diversity Policy

(Discussion of Controversial Issues)

I. Committee Responsibility

So that the body can have access to a committee's thoughts, the committee shall bring an action to the floor for consideration with its carefully considered reasons for recommendation. Such a motion will share with the Presbytery:

- All the alternatives that were considered by the committee with the pros and cons of each
- The discerned direction from the committee with its pros and cons.

II. Responsibility of persons at a Presbytery meeting

1. Respect will be given for each person's position.
2. Each position will be given equal opportunity to speak in alternating sequence.
3. Equal time will be allotted for each speaker. The Stated Clerk will act as timekeeper.
4. The moderator and Stated Clerk will act as timekeeper.
5. The moderator and Stated Clerk will determine the time for each speaker.
6. Each year the Council shall prepare a list of trained facilitators who could be ready at any meeting to assist Presbytery through discussion and healing processes.

III. Ground Rules for Discussion of Controversial¹ Issues

1. Before discussion of issues identified as controversial commence, the time on the docket will begin with prayer seeking the discernment of God's will. When such a topic is known to be on the agenda ahead of time, if possible, the morning worship ought also to be geared towards listening for God to speak.
2. Presenters representing each position of the discussion will be given equal time for articulating their position and their rationale. The moderator or his/her appointee will act as facilitator of the discussion process.
3. To encourage active listening, after each presenter has concluded his/her remarks, an individual of an opposing view will summarize what the presenter has said.
4. Each presenter will be given time to clarify any statement not understood.
5. On an alternating basis, opportunity will then be given to individuals from the floor who wish to speak to positions that have been presented on the issue.
6. Before a vote is taken the body will observe 10 minutes of quiet reflection and

¹ A topic shall be deemed to be controversial if persons of differing viewpoints seem to be polarized and not listening to each other or if it is felt that a topic will polarize persons of differing viewpoints.

prayer.

7. Votes on controversial topics will be taken by secret ballot.
8. Break time will be given as votes are counted.
9. After the vote is announced, a time of focused prayer centered on healing will occur.
10. If the moderator or a commissioner feels that intense feelings linger and prohibit constructive continuation of the meeting, either may request that a trained facilitator lead an opportunity for individuals to express their feelings.
11. When topics are brought to the floor at the last minute which are controversial in nature the moderator or any commissioner may:
12. Request a vote to table the motion until the above process can be followed;
13. If debate continues, the moderator will proceed to number 5 and follow the process from there.



J. Per Capita

POLICY J

Per Capita Apportionment Policy

Policy regarding per capita apportionment for years 2001 and subsequent. Policy approved at June 2000 Presbyter meeting.

In accordance with the Book of Order G-3.0106* per capita apportionments are amounts approved by the General Assembly, Synod and Presbytery of the Presbyterian Church (USA) as an equitable method for all members of the Church to assist in financing the operations and maintenance of the church structure worldwide. (A decision of the 1999 General Assembly affirmed that presbyteries must pay their portion of such General Assembly/Synod apportionments based upon their memberships – not the amounts they receive from member churches.)

The Presbytery of Northern New England has met these obligations for the year 1999, and will continue to do so; therefore, the Presbyter operates on the basis that all member churches pay their annual per capita obligation to Presbytery, Synod, and General Assembly.

The Presbytery budget assumes that income from per capita will equal the number of members multiplied by the combined budgeted per capita apportionments for the Presbytery, Synod and General Assembly.

Inasmuch as some churches, for varying reasons, have not fully participated in per capita appointments, the Presbytery felt the need to formulate the following policy:

“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.”

An example follows:

If there has been a \$5,000 shortfall in any one year because of non-payment of the per capita from one or more churches in the Presbytery, the budget two years later would include in income line-item of \$5,000 to be added to the normal per capita amount.

Book of Order G-3.0106. Each governing body above the session shall prepare a budget annually for its operating expenses, including administrative personnel, and may fund it with a per capita apportionment among the particular churches within its bounds. The presbyteries shall be responsible for raising their own per capita funds, and for raising and timely transmission of per capita funds to their respective synods and to the General Assembly. The presbyteries may direct per capita apportionments to the sessions of the churches within their bounds.



K. Commission Lay Pastors

POLICY K

Commissioned Lay Pastor
Process and Policies for Preparation
Committee on Preparation for Ministry
Presbytery of Northern New England
March 25, 2003

Introduction

This document describes the process and policies for preparation for commissioning as a Lay Pastor. The process is under the jurisdiction of the Committee on Preparation for Ministry (CPM).

The Book of Order [G-2.10] provides the basis for the position of Commissioned Lay Pastor (CLP). This process expands upon what is in the Book of Order, defining a process by which the requirements listed can be fulfilled.

In general, a CLP can function very much the same as a Minister of the Word and Sacrament, provided that Presbytery grants all allowed authorities to the CLP. The primary difference is that a CLP can only exercise these authorities within a pre-approved scope defined at the time of commissioning which is usually a single church.

Because of the broad authorities and responsibilities that a CLP may exercise, it is very important that each CLP is well trained and thoroughly vetted prior to commissioning. The applicant must understand that satisfactory completion of the preparation process does not assure commissioning. The Committee on Ministry (COM) must approve of a suitable call.

Grandfather of Current Applicants

CPM may waive any of these requirements for any CLP applicants whose application has been accepted by CPM prior to the approval of this new process. The intent is to hold current applicants to the requirements that were in place when they applied.

Requirements

1. A CLP must affirmatively answer the questions in W-4.4000 at the time of commissioning.
2. A CLP must be ordained as an Elder and must have served actively on a Session for at least three years.
3. A CLP must be sponsored by a Session of a church in this Presbytery where the CLP applicant is currently a member and has been a member for at least 6 months.
4. A CLP must sign the Sexual Misconduct Disclaimer as worded in the Personal Information Form of the PCUSA.
5. A CLP must have satisfactorily completed training in all areas required by CPM.
6. A CLP must have satisfactorily passed written and oral exams by CPM.
7. A CLP must be endorsed by CPM as ready for commissioning.

Application

Each applicant for CLP must complete an application form as shown in Appendix A. This form must be endorsed by the applicant's Session as evidenced by the signature of the Clerk of Session. The completed and endorsed application shall be sent to the chair of CPM.

After CPM receives the application, the applicant will be contacted to arrange a time for the applicant to appear before CPM for an interview. CPM will then determine what training and field work is required for the preparation process.

CPM Liaison

A CPM Liaison will be appointed to monitor the applicant's progress and report regularly to CPM. The CPM Liaison must be a current member of CPM. This may be the same or different person from the primary duties of the Liaison are to keep CPM informed and to be sure that the applicant understands the process and follows it in an orderly and timely manner, assisting where needed.

Training

Scope of Training

Since each applicant comes from different backgrounds with differing education, training and experience, the training will be tailored to suit each applicant.

A CLP applicant shall be instructed in the following areas.

- Bible
- Reformed Theology and Sacraments
- Presbyterian Polity
- Preaching
- Leading Worship
- Pastoral Care
- Teaching

Additionally, the following areas are also required by the Presbytery.

- Premarital counseling (if commission grants authority to perform weddings)
- Funeral services (if to serve as pastor of a church)
- Church Administration (if to serve as pastor of a church)

Classes

Most of the training for CLP's will be done through the University of Dubuque Theological Seminary's (UDTS) online learning center. This program is available over the internet (<http://www.udtslearning.net>) and covers most of the subject matter required of CLP's. The cost of the classes is the responsibility of the applicant; however, the applicant might want to consult with his/her church to see if any assistance is available. UDTS offers classes in the following.

- Introduction to Old Testament
- Introduction to New Testament
- Pastoral Care
- Presbyterian Polity
- Reformed Theology
- Introduction to Preaching
- Foundations of Christian Education
- Reformed Worship and Sacraments
- Connection with the Congregation

Most of the courses cost \$139 each and require 3 to 4 hours per week for 12 weeks. It is recommended that you enroll in no more than two courses at a time if you are full time employed. Other courses may be substituted for those offered by UDTS if approved by CPM. The basic process will be to start with this list of courses; waive any that CPM considers unnecessary because of prior knowledge and experience of applicant; add any additional work needed as considered necessary by CPM.

Mentor

Each CLP applicant will be assigned a Mentor who may or may not be a member of CPM. The Mentor will closely monitor the CLP applicant's progress and provide assistance when needed. The Mentor will report to CPM quarterly on the applicant's progress (see Appendix B).

Field Work

Each CLP applicant is required to perform one or more field work programs during the course of their training. The field work shall have the following characteristics.

- Be in a venue other than the sponsoring church of the applicant
- Involve 2 to 4 hours per week of work for a period of 10 weeks.
- Be approved by CPM to provide experience in areas where the applicant is lacking needed experience.
- Be supervised by an ordained PCUSA minister.
- The supervisor must provide a written report to CPM at the end of the field work.

Examination

When all required training is completed,

- the applicant will submit to CPM a written worship liturgy and sermon on a topic defined by CPM.
- the applicant will submit a syllabus for a 1 hour bible study class on a scripture passage defined by CPM.

- the applicant will submit a statement of faith to CPM.
- the applicant will take a 2 hour written exam approved by CPM.

Final Assessment

When all requirements and examinations are complete, the applicant will appear before CPM for a final assessment. When CPM is satisfied that the applicant is adequately prepared for commissioning, CPM will notify the Committee on Ministry (COM). If and when COM approves of a suitable call and the Presbytery votes approval of the call, the applicant will be commissioned under the auspices of COM. At this point, primary responsibility for the applicant passes from CPM to COM.

Application for Commissioned Lay Pastor

Personal Information

Name _____
 Address _____
 City _____ State _____ Zip _____
 Home Phone _____ Work Phone _____
 Occupation _____
 Place of Employment _____

Educational Background

School / Location	Years Attended	Diploma or Degree	Area of Study or Major / Minor

Church Background

Name / location of church where you are a member _____
 Date you became an active member of your current congregation _____
 Are you an Elder _____ Where ordained _____ Date ordained _____
 Are you a Deacon _____ Where ordained _____ Date ordained _____
 Name / location of previous church membership _____

References

List three references that are familiar with your church work other than your pastor.

Name	Address	City	State	Zip	Phone	Relationship

6. In what areas of your life would you like to grow?
7. What are your current spiritual practices and disciplines?
8. What are your interests and hobbies?
9. List any community or volunteer work outside the church.
10. Give a brief statement of your faith (suggested length: ½ to 1 page; attach separate sheet)

Signature

I am applying for admission to the Commissioned Lay Pastor Training Program of the Presbytery of Northern New England. If accepted, I hereby commit myself to participate fully in the scheduled activities and assignments to the best of my ability. I understand that successful completion of this training is necessary before I can be commissioned and that successful completion of this training does not guarantee commissioning.

Signed _____ Date _____

Session Endorsement

The Session of the _____ church hereby endorses _____ for admission to the Commissioned Lay Pastor Training Program.

Signed (Clerk of Session) _____ Date _____

CPM Endorsement

The Committee on Preparation for Ministry accepts this application for Commissioned Lay Pastor.

Signed (Moderator of CPM): _____ Date _____

Commissioned Lay Pastor Mentor Quarterly Report

CLP Applicant's Name _____ Date _____

Reporting Mentor's Name _____

Reporting period: ___ Jan-Mar ___ Apr-Jun ___ Jul-Sep ___ Oct-Dec of Year _____

Estimated number of contact hours during this reporting period _____ (A contact hour is any time spent communicating in person or by phone, email or letter).

Is the applicant making satisfactory progress? _____. If not, please explain.

Is the applicant responsive to your questions and suggestions? _____. If not, please explain.

Is the applicant getting the needed help and resources needed to continue to progress? _____ If not, please explain.

Do you recommend that this applicant continue in the CLP training program? _____ If not, please explain.

Signed: _____ Date: _____



L. VOTING BY E-MAIL

POLICY L

Voting by E-Mail

Council
Presbytery of Northern New England
June 14, 2003

Committees, Council and its subcommittees, commissions and task groups by whatever nomenclature, may conduct meetings, including voting, via e-mail.

Given the distance separating members and congregations, it is often impractical to have in-person meetings, and more conducive to in-depth discussion of issues to use e-mail.

Ordinary procedures for e-mail meetings are:

- * The Chair of the group will post notice of an issue to be discussed / decided via e-mail note to all members of the group. All subsequent participation in the meeting must be done via replies to every member in the group...normally via the Reply All key.
- * The chair may set a specific date in advance for the conclusion of discussion.
- * If a vote is to be taken, the Chair shall specify at the beginning of the discussion, the date of close of discussion and the opening and closing dates for expression of each members vote.
- * Topics for vote are normally matters of little controversy and requiring a quick decision.
- * If any negative vote is cast via e-mail, the matter should be deferred until the group has an in-person meeting or a telephone conference.
- * At the close of the open discussion or vote, the Chair will summarize the discussion or announce the vote via the e-mail note to all members.
- * Any vote of the group via e-mail shall be reported at the next in-person meeting and recorded in the minutes of the group.



M. Mentoring Guidelines

POLICY M

MENTORING GUIDELINES

I. Policy:

The Presbytery of Northern New England recommends that Ministers of the Word and Sacrament develop a mentoring relationship with another minister member of the Presbytery, that they do so within two months of employment, and that they continue in that relationship for at least two years.

The Presbytery of Northern New England also recommends that ministers at other stages of their careers develop mentoring relationships, or participate in career-oriented education opportunities appropriate to their situation.

The Committee on Ministry will, after consultation with the minister, appoint the mentor.

II. Rationale:

Ministers of the Word and Sacrament belong to presbyteries, not particular congregations. The Presbytery of Northern New England mandates that the Committee on Ministry provide pastoral care to members through regular contact.

As the body that administers the credentials of Ministers of the Word and Sacrament, the Presbytery is also responsible to promote their professional well-being. This task, too, it delegates to the Committee on Ministry.

The Committee on Ministry believes that this responsibility is best carried out by providing mentors who are sensitive to each member's stage of professional development (and especially for those undergoing stressful transitions.) Mentors should be chosen for their ability to address issues that a minister faces in her/his stage of ministry:

A. FOR THOSE WHO ARE NEW IN MINISTRY

1. Over the first five years of service, the beginning minister is learning the "craft" of ministry. Mentors help them develop support systems, continue spiritual growth, deal with unique challenges of serving a multi-staff or a small isolated church, develop long-range sermon planning, sharpen pastoral and administrative skills.
2. Ministers may decide during this initial time that they have made a vocational choice for which they are not suited. These individuals will need help planning and making a dignified and appropriate exit from ministry.
3. Some research and experience indicates that female ministers may encounter a crisis of vocational choice within as little as two years. These individuals deserve care and support that is especially sensitive to their situations.
4. The mentor should be prepared to recommend that the new pastor attend one of the following:
 - a. Early Ministry Institute (offered by the Synod of the Northeast, May 2-5, 2005, Stony Point Conference Center.)

- b. Seven Per Cent Event (for the 7% of PCUSA clergy who are under the age of 40), October 3-6, 2005 in San Francisco.
- c. TASTE of Ministry (“Transition and Survival Skills Training Experience,” offered by a consortium of presbyteries, synods, and seminaries in the Eastern United States.) TASTE of Ministry offers continuing education events focused on the issues of transitions, pastoral identity, understanding congregations, balancing ministry and personal life, etc. The new pastors gather periodically during their first years of ministry to develop peer support and make valuable connections with experienced mentor/pastors. The information is also available in the 15-module *Here I am Lord, Now What?* By Susan Fox and Kurtis Hess (TASTE OF MINISTRY, Inc. 520 Second Ave., South Charleston, WV.)

B. FOR THOSE WHO HAVE 5-25 YEARS OF MINISTRY EXPERIENCE

The minister has begun to solidify her or his occupational identity and to feel more comfortable with ordained ministry. She or he may move to a second and third call during this period. Many enter D. Min. programs during this stage. The presbytery can help its experienced pastors to assist their strengths and weaknesses and pick appropriate experiences to enhance their skills.

C. FOR THOSE WHO HAVE 25-35 YEARS OF MINISTRY EXPERIENCE

Ministers at this stage may make good mentors to beginning ministers. This period is often a period of reassessment of ministry. The question often asked is: “Is ministry what I want to do for the next twenty or so years, or do I want to do something else with my life?” Many pastors have been in long-term pastorates and need time to reflect and retool. This is the period when a sabbatical is most helpful. Long Term pastorate workshops (Alban Institute) can help. Some ministers may decide to leave the ordained ministry. They need helpful exit services.

D. FOR THOSE ABOUT TO RETIRE

Within five years of retirement, thoughts turn to retirement as a major stage of growth. Retirement planning seminars, provided by the Board of Pensions, provide resources for this period. COMs should see that all ministers in this stage are invited to these seminars. Other needs are to bring closure to ministry, and to pass along their accumulated wisdom to those who follow.



N. Sabbatical Leave Policy for Parish Ministers and Educators

POLICY N

Sabbatical Leave Policy for Parish Ministers and Educators in the Presbytery of Northern New England

A sabbatical will enable the minister/educator to be renewed through the vital pursuit of continuing education, extended time spent in spiritual formation, and fresh mentoring by respected teachers. A sabbatical enables a minister/educator to return to the responsibilities of the parish with new energy, spiritual vision and effectiveness.

I. Policy Statement:

The Presbytery of Northern New England recommends to the sessions of its churches that Ministers of its churches that Ministers of the Word and Sacrament and Church Educators be granted a compensated sabbatical of at Least three (3) months after six (6) years of service to an individual church.

II. Committee on Ministry Responsibilities

- A. Review the sabbatical timetable and usage plan as submitted by the minister.
- B. Serve as mediator in any concerns of session, educator or minister relative to the sabbatical.
- C. Determine who will moderate the session in the minister's absence.

III. Minister or Educator Responsibilities

Bring the sabbatical proposal before the session - at least in outline form - a minimum of six months before the intended commencement of the sabbatical.



O. Mission Studies

Policy for Mission Studies

Committee on Ministry – Presbytery of Northern New England - 2005

Background

Long Range Planning on a regular basis has long been a fruitful strategy for congregations and other bodies. Although Long Range Planning is similar to a Mission Study review, it is different from it simply because the time of pastoral change creates a different context.

The time of pastoral change presents special opportunities:

- for assessing the strengths of the congregation focused upon the whole membership's gifts and apart from the emotional ties to the former pastor.
- for reviewing the demographic data with new tools.
- for considering changed leadership needs.
- for creating a new mission vision consistent with the congregation's clearer identity.

COM members and liaisons have access to various completed mission studies and can recommend models and procedures for reference.

COM liaisons can:

1. Furnish examples of other Mission Studies and provide an outline for data to be included in a Study.
2. Provide examples of Congregational Surveys and Questionnaires.
3. Reference simpler models of Mission Study Guides to smaller congregations.
4. Insure that the Mission Study will include material to assist the congregation in articulating its theological views.
5. Suggest a workable time frame.
6. Advise the PNC on transferring the data from a Mission Study to the Church Information Form (CIF).

Recommendations

The Committee on Ministry requires that every congregation with an open Pastoral position will engage in a mission study prior to the election of a PNC and the development of their Church Information Form (CIF), using the following criteria:

1. The study method and leadership will be approved by the session and supported with session funds and participation of the session.
2. The study process will be led by a person or team experienced in planning strategies and approved by the session. The leaders may be the Interim pastor, a member of the congregation, or an outside consultant.
3. The study participants will be session members and significant leaders representing the breadth of congregational groups. Whenever practical or advisable, the entire congregation will be encouraged to participate.

4. It may be helpful to use data from a recently completed Mission Study, but any existing document must be revised to reflect the congregation's identity since the prior pastor's departure.
5. A recent Mission Study will be submitted to the Committee on Ministry for review prior to COM approval of the Church Information Form (CIF).
6. A Long Range Plan or Mission Study is not required for filling an interim position although an existing Plan or Study can be useful.

References

The Book of Order: G-10.10102 c and j; 11.0502 c, d - h

Booklet “*On Calling a Pastor*” - Page 13 (*Liaison Notebook* Insert)

Committee on Ministry Handbook - Pages 101, 102

Congregational Mission Studies; Cushman, James; Henry Snedeker-Meier; Bruce Tischler; David Wasserman

Blunk, Henry A., *Smaller Church Mission Study Guide*, Geneva Press, Philadelphia, 1978

Demographic studies; www.link2lead.com; Percept Group, Inc.

Typical Mission Study formats and Elements; COM Liaison Notebook; Phase I.



P. Approval of Ministers and Their Work

Approval of Ministers and Their Work

- I. The Presbytery is instructed by the Book of Order G-6.0100, G-6.0200 and G-11.0400. The Committee on Ministry (COM) is authorized by the Presbytery to act on behalf of the Presbytery concerning those responsibilities listed in G-11.0502h and directed to report any actions to the next meeting of the Presbytery following such actions.
- II. Receiving Ministers into the Presbytery
 - A. The Committee on Ministry shall examine ministers who apply for membership in the Presbytery taking into consideration the education, experience, personal references, call and/or intention to minister within the bounds of the Presbytery.
 - B. The Committee on Ministry shall receive from the applicant a current PIF or resume, Statement of Faith, Signed Statement of having read and understood the Presbytery's Sexual Misconduct Policy. COM also shall receive a written statement of the ministry to be carried out and the preferred manner of serving the Presbytery and its Committees.
 - C. If not a U.S. citizen or a resident alien, a visa must be produced showing approval to work in the ministry being sought. Since immigrant ministries often can not find qualified ministers who have appropriate documentation and since the immigration regulations applying to religious workers can be very complicated, COM is authorized to grant exceptions to this rule in individual circumstances after careful consideration of the facts.
- III. Review of Ministry
 - A. The Committee on Ministry shall annually review each non-parish minister and those ministers working outside the bounds of Presbytery, reporting to Presbytery that the reviews have been carried out and any change in status that has resulted from the review. The annual reviews shall include at least the following information.
 1. Description of the ministry
 2. Current contact information
 3. If a new ministry, explain why the ministry should be validated.
 4. How many presbytery meetings have been attended in past year?
 5. In what ways is the minister involved in the life of the presbytery (committees, etc.)
 6. If under the supervision of an outside agency or organization, the name of the immediate supervisor and the contact information for the agency.
 7. Where the minister currently worships? In what ways is the minister involved in the life of the church?
 8. If not in a validated ministry, explain why.
 9. How can the presbytery help in your ministry?
 - B. A Minister member of Presbytery shall meet the criteria stated in G-11.0403. In applying these standards, the Committee on Ministry shall pay particular attention to the following additional criteria:

1. The ministry is one that emphasizes reconciliation and the building up of the PC(USA).
2. The ministry shall be consistent with the ordination vows.
3. A minister other than Pastor or Associate Pastor of a congregation laboring within the bounds and under the jurisdiction of the Presbytery shall be accountable to an organization or agency approved by the Committee on Ministry, in addition to being accountable to the Presbytery.
4. Honorably Retired Ministers who transfer into the Presbytery are expected to participate in the life and ministry of the presbytery.
5. Ministers at large will be accepted into Presbytery only if they demonstrate their intention to seek a call to a pastorate or validated ministry. If after 2 years, a call is not received, the minister will be placed on the inactive roll.
6. All active minister members of Presbytery are expected to:
 - a. Attend at least one Presbytery meeting each year.
 - b. Request an excuse and give a reason for any Presbytery meeting not attended.
 - c. Participate in a Presbytery Committee or task group.
 - d. Regularly attend and actively participate in the life and ministry of a congregation, and/or serve as a Parish Associate in a Presbyterian congregation.

- C. The Committee on Ministry shall annually review each active minister's fulfillment of the expectations in B.6. Failure to meet these expectations may result in the Committee on Ministry placing the minister on the inactive roll.

IV. Minister at Large

- A. A Minister at Large is a minister who is not currently engaged in any ministry recognized by the denomination's occupational classifications and is either:
 1. involved in the life and ministry of the presbytery, such as serving on committees or as a parish associate, or
 2. between calls with the expectation that the minister will soon be engaged in a new validated ministry, or
 3. limited in ability (as determined by presbytery) to engage in a validated ministry.
- B. Under some cases, the presbytery, through COM, may supervise the ministry. This would normally involve a ministry that has little if any direct impact on other persons and not likely to bring liability to the presbytery. An example of this ministry would be religious writing.
- C. Any minister not meeting these requirements may be placed on the inactive roll.

V. Accountability

- A. Even though ministers are always under the jurisdiction of presbytery, all ministers must also be directly accountable for their work to either the presbytery or an external organization.

- B. No minister shall be engaged in private practice (without supervision). For example, if a minister is working as a pastoral counselor, that minister must be accountable to some agency, such as a pastoral counseling center, for the ministry. The supervision must be by an organization with sufficient knowledge of the substance of the ministry, as approved by COM, to be in a position to adequately supervise the ministry.
- C. Accountability is independent of the occupational classification status of a minister. That is, if a minister is engaged in ministry that requires accountability, such as pastoral counseling, that accountability remains whether the minister is classified as a pastoral counselor, minister at large, honorably retired or other designation. Accountability cannot be escaped by change of occupational classification.

VI. Honorably Retired Ministers

- A. The experience of honorably retired ministers can bring great knowledge and wisdom into the life of the presbytery. Thus, honorably retired ministers are encouraged to participate in the life and ministry of the presbytery by serving on committees, as officers or in other meaningful ways.
- B. If an honorably retired minister is engaged in any ministry that falls under the recognized ministry types (occupational classifications) of the denomination, then that minister must receive permission of the COM to engage in that ministry and must meet all relevant sections of the Book of Order.
- C. If an honorably retired minister is engaged in any ministry that does not fall under the recognized ministry types, then that work must receive permission of the COM.

VII. Revocation of Validation

- A. COM may revoke the validation of any ministry at any time when in its view that ministry does not meet the standards required by the presbytery or the Book of Order.
- B. When the validation of a ministry is revoked, the minister is classified as minister at large, inactive or other suitable classification.

Proposed by COM 18 Nov 06
Approved by PNNE 2 Dec 06



Q. Candidate Field Work

Policy on Candidate Field Work

Candidates for Ministry must complete field work according to the following requirements.

One full unit of Clinical Pastoral Education is required, unless otherwise specified by the Committee on Preparation for Ministry.

Field work is to encompass two semesters, or its equivalent, one of which must be in a parish setting.



R. Minimum Compensation

Policy on Minimum Compensation for Parish Ministers

Congregations of the Presbytery of Northern New England shall adhere to the following practices when setting compensation for parish minister and Commissioned Lay Pastors:

Effective Dates: All calls and contracts extended after 13 September 2008 shall conform to these requirements. Calls and contracts currently in effect shall be brought into conformance on 1 January 2009, or the anniversary of the current contract, if later.

Minimum Effective Compensation (cash salary, manse/housing allowance and deferred compensation) for full-time calls:

<u>Experience Level</u>	<u>Amount</u>
First Ordained Call	\$35,896
1-5 Years of Service	\$37,150
5-10 Years of Service	\$38,070
10-15 Years of Service	\$38,684
15+ Years of Service	\$40,166

CLPs shall receive a minimum of 75% of the amount listed for ministers.

Vacation: Ministers and CLPs shall receive a minimum of four weeks of paid vacation annually.

Study Leave and Allowance: Ministers and CLPs shall receive a minimum of two weeks of paid study leave annually. The congregation shall reimburse the minister for at least \$750 of vouchered study leave expenses per annum. Study leave time and expenses may accumulate for up to three years without loss.

Sabbatical Leave: See Sabbatical Leave Policy.

Self Employment Tax: Congregations shall contribute fifty percent of the Minister's or CLPs Self Employment Tax (Social Security) for any minister or CLP who participates in Social Security. (Note: Tax is paid on Effective Salary –cash + housing—and is taxable income to the minister).

Travel Allowance: Congregations shall reimburse the minister or CLP for vouchered travel at the mileage rate currently authorized by the IRS.

Professional Expenses: Congregations shall, after consultation with the minister or CLP, include in their annual budgets a maximum amount of professional expenses, to be reimbursed upon presentation of a voucher and receipts. (Professional Expenses include such items as books, memberships, and business entertainment.)

Policy Review: The Committee on Ministry shall review this policy and report its findings and recommendations for adjustments to the amounts set forth herein to the Presbytery annually.

Local Factors: In determining appropriate levels of remuneration, congregations are encouraged to take into consideration the economic factors in the area served by the ministry, including, but not limited to: standard of living, cost of living, and pay levels in the local school districts.

13 September 2008, Amended 13 March, 2010



S. Ethical Conduct

**Standards of Ethical Conduct
for
Members, Officers, and Elder Members of Presbytery Committees**

In obedience to Jesus Christ, under the authority of Scripture and guided by our Confessions, I affirm the vows made at my ordination, confirm that Jesus Christ is the pattern for my life and ministry and, relying on God's grace, commit myself to the following standards of ethical conduct.

A. I will conduct my life in a manner that is faithful to the gospel and consistent with my public ministry. Therefore, I will:

1. Practice the disciplines of study, prayer, reflection, worship, stewardship, and service;
2. Be honest and truthful in my relationships with others;
3. Be faithful, keeping the covenants I make and honoring marriage vows;
4. Treat all persons with equal respect and concern as beloved children of God;
5. Maintain a healthy balance among the responsibilities of my office of ministry, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
6. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs;
7. Refrain from gossip and abusive speech; and
8. Maintain an attitude of repentance, humility, and forgiveness, responsive to God's reconciling will.

B. I will conduct my ministry so that nothing need be hidden from a governing body or colleagues in ministry. Therefore, I will:

1. Preach, teach, and bear witness to the gospel of Jesus Christ with courage, speaking the truth in love;
2. Observe appropriate boundaries and honor the sacred trust of relationships within the covenant community;
3. Be judicious in the exercise of the power and privileges of my office and positions of responsibility I hold;
4. Avoid conflicts of interest that might compromise the effectiveness of my ministry;
5. Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian church (U.S.A.) policy;
6. Respect the privacy of individuals and not divulge information obtained in confidence without express permission, unless an individual is a danger to self or others;

7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
8. Claim only those qualifications actually attained, give appropriate credit for all sources used in sermons, papers, music, and presentations, and observe copyrights;
9. Refrain from incurring indebtedness that might compromise my ministry;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Observe limits set by the appropriate governing body for honoraria, personal business endeavors, and gifts or loans from persons other than family;
12. Accept the discipline of the church and the appropriate guidance of those to whom I am accountable for my ministry;
13. Participate in continuing education and seek the counsel of mentors and professional advisors;
14. Deal honorably with the record of my predecessor and upon leaving a ministry or office speak and act in ways that support the ministry of my successor;
15. Not participate in the life of a ministry setting (congregation or validated ministry) I left or from which I have retired unless approved by presbytery;
16. Not provide pastoral services for a congregation I previously served unless approved by the presbytery and not provide pastoral services to members of other congregations without the consent of their pastors; and
17. Consult with the committee on ministry in the presbytery of my residence regarding my involvement in any ministry setting during my retirement.

C. I will participate as a partner with others in the ministry and mission of the Church universal. Therefore, I will:

1. Participate in the mission and governance of the Presbyterian Church (U.S.A.) and work for the unity of the holy catholic church;
2. Show respect and provide encouragement for colleagues in ministry;
3. Recruit church members responsibly, respect existing congregational relationships, and refrain from exploiting persons in vulnerable situations; and
4. Cooperate with those working in the world for justice, compassion, and peace, including partners in ministry of other faith traditions.

Based on Life Together in the Community of Faith:

Standards of Ethical conduct for Ordained Officers in the Presbyterian Church (U.S.A.)

Approved by the 210th General Assembly (1998)

Recommended by the PNNE Committee on Ministry 24 February 2007

Proposed to the Presbytery of Northern New England 10 March 2007

Recommended for sessions to adapt policy to apply to elders, deacons, and trustees.



T. Interim Ministry

Introduction

The PNNE supports the value of interim ministry and believes that trained interim pastors enhance the ministry of a congregation. The presbytery expects all its member congregations to consider calling an interim pastor during any pastoral transition.

Interim Tasks

Interim ministry is intentional ministry. It has purpose and recognizable features – the five "Developmental Tasks" -- which distinguishes it from other pastoral ministry. In the interim time, the congregation can expect to:

- 1) come to terms with its past;
- 2) allow and empower new leaders;
- 3) articulate a renewed identity;
- 4) strengthen denominational ties; and
- 5) commit to a new future.

Training

Training for interim ministry work is essential. Consequently, PNNE will only approve interims who have completed week one of interim training or have scheduled the training within six (6) months of appointment. The second week of training must be completed by the end of the first year as a requirement for renewal of the interim contract.

Membership

Membership in the presbytery where the ministry is taking place serves the interim pastor, the congregation, and the presbytery. We require interim pastors serving in the PNNE to become members and to participate in its life to the extent possible.

Terms

Interim pastors in this presbytery ordinarily are compensated on the basis of the terms of call of the previous pastor. However, if there is a significant difference in the education and experience between the interim and the previous pastor, that should be considered. Some flexibility and negotiation will be allowed, but in no case will the interim pastor be paid below the minimum salary required in PNNE.

Approvals

An interim pastor cannot begin work within the presbytery without the approval of the Committee on Ministry. This will include an interview with COM and the submission of a written covenant between the session and the pastor. An interim pastor is not eligible to be called as the next installed pastor of the congregation served.

Relationship With The Presbytery And With Com

We expect an interim pastor to maintain a strong relationship with COM and its liaison to the congregation. This will include regular conversations with the liaison, reports to each COM meeting, verbally or in writing, by the interim pastor and/or the liaison. The interim pastor may be invited to attend a COM meeting to dialogue with the committee on the progress of the transition. At the end of the covenant, the interim pastor is expected to provide a final report, to participate in exit interviews, and to sign the Separation Covenant.

Adopted 10 March 2007 - Reviewed by COM 16 February 2008 – Amended by PNNE 7 June 2008, Amended by PNNE 5 December 2009.



U. Minister Guidelines

Minister Guidelines

1. Honorarium Guidelines

a. Pulpit Supply. Pulpit Supply to a parish should receive a stipend and travel mileage. The session is permitted to negotiate the amounts. The Presbytery recommends a stipend of at least of \$100 per Sunday for parishes with fewer than 100 communicant members and \$150 for parishes with 100 or more communicant members.

b. Moderator. COM appoints a session moderator to parishes who do not have a pastor. The session is permitted to negotiate the amount to be paid to the appointed moderator. The Presbytery recommends a stipend of a least \$100 per meeting plus mileage.

2. Requirements for Receiving Ministers from another Denomination.

a. For full and permanent membership in PCUSA.

- 1) The denomination where the minister has standing must be in correspondence with the PCUSA—verification can be determined from the Office of the General Assembly.
- 2) The minister's denomination must verify that the minister is in good standing.
- 3) Evidence of a baccalaureate degree from an accredited college or university, and a theological degree from an institution acceptable to the Presbytery must be received. (These requirements can be waived only in extraordinary circumstances upon examination by Presbytery, and approval by $\frac{3}{4}$ majority) G-2.0505, and G-2.0610.
- 4) The minister must pass the same ordination exams we require of our candidates for ministry. (If the denomination of record is reformed and the minister has been ordained for 5 years, this requirement can be waived by $\frac{2}{3}$ vote of Presbytery) G-2.0505, and G-2.0610.
- 5) The minister must demonstrate knowledge of PCUSA theology and polity that is acceptable to the Presbytery.
- 6) The minister must be released from the office of ordained ministry in the prior denomination.
- 7) The minister must be examined and approved by Presbytery (COM will bring the recommendation, but Presbytery must exam and vote.—PJC 1986, 156, 110.45 San Gabriel v. Jewett).
- 8) Special rules may apply to ministers for new immigrant fellowships and congregations, if the minister is in good standing in a denomination in correspondence with the PCUSA. G-2.0505.
- 9) Special rules apply to ministers whose denomination is in full communion with PCUSA (G-2.0506, G-5.0202, G-5.0203, and Book of Order--Appendix C-- Formula of Agreement).

b. For temporary membership in PNNE (Dual Status)

- 1) The denomination where the minister has standing must be in correspondence with the PCUSA—verification can be determined from the Office of the General Assembly (G-2.0506).
- 2) The denomination must verify that the minister is in good standing (G-2.0506).
- 3) The terms of call are to serve a church in a temporary position (not called) or in a validated ministry (G-2.0506).

- 4) The minister must pass the same interview, reference checks and examination used in the approval of any call. The ordination exams are not required.
- 5) The relationship must be approved by the COM.

NOTE: Once received, the minister is still a member of the prior denomination, but the minister will have voice and vote in Presbytery and may be elected to office or service on committees as long as the relationship to the congregation exists. However, the minister can not moderate the session of a church unless approved by the COM after satisfying a competent understanding of PCUSA polity and approved to serve as a Stated Supply or Interim.

c. For temporary service without PNNE membership

- 1) The denomination must verify that the minister is in good standing.
- 2) The temporary pastoral relationship must be approved by COM.

NOTE: The minister can preach, teach, serve the sacraments, and provide pastoral care, but not hold office, serve on committees, or moderate the session.

COM 16 February 2008
PNNE 7 June 2008



V. Separation Covenant

SEPARATION COVENANT; Presbytery Northern New England and its Members

G-14.0620 When any pastor or associate pastor retires, and the congregation is moved by affection and gratitude to continue an association in an honorary relationship, it may, at a regularly called congregational meeting, elect him or her as pastor emeritus or emerita, with or without honorarium, but with no pastoral authority or duty. This action shall be taken only after consultation with the committee on ministry of the presbytery concerning the wisdom of this relationship for the peace of the church. This action shall be subject to the approval of presbytery, and may take effect upon the formal dissolution of the pastoral or associate pastoral relationship or anytime thereafter.

G-14.0630 Former pastors, associate pastors, and ministers who do not have a pastoral relationship with the particular church as defined in this chapter may officiate at services for members of the church, or at services within its properties, only upon invitation from the moderator of the session or, in case of the inability to contact the moderator, from the clerk of session.

Having read and discussed these above mandates...the session of the _____ church and _____, former pastor, and COM enter into this covenant.....

A...the Committee on Ministry of PNNE understands their responsibility to...

- 1)...advocate for, support the pastor through separation; lift up ministry fruits in PNNE;
- 2)...provide information to pastor and session on separation issues; assist them in developing reasonable departure terms, and in carrying out relevant Constitutional directives and PNNE guidelines;
- 3)...support the session as they interpret and guide the congregation on separation issues.

_____ Date _____ COM Representative

B...the separating pastor understands that as the professional in this situation, he/she has primary responsibility for communicating to session, congregation, and remaining staff the full implications of separation and that he/she must...

- 1)...refer any person requesting pastoral service to the session's current moderator/pastor;
- 2)...take initiative to inform the interim pastor and the new pastor of ways he/she will observe this covenant;
- 3)...leave pastoral records and reports in accessible form;
- 4)...refrain from attending services and events at this church;
- 5)...avoid conversations about what happens in the church after his or her departure. Under no circumstances should the former pastor indicate to church members disapproval or disappointment about the decisions or leadership of the interim pastor or the new installed pastor.

_____ Date _____ Separating Pastor

C...the elders understand that they, along with the session moderator, have responsibility to support this covenant and that they themselves must....

- 1)...insure reasonable departure terms of the departing pastor;
- 2)...reiterate to the congregation how the pastoral relationship has changed and inform them of new pastoral support measures;
- 3)...refrain from engaging in any conversations with the former pastor about the work and ministry of this church;
- 4)...realize that the relationship of parishioner and pastor has ended;
- 5)...acknowledge their own and others' readiness to support the new pastor.
- 6)...review the efficacy and need for this covenant as pastoral leadership and circumstances change.

_____ Date _____ Clerk of Session

COM 16 February 2008
PNNE 7 June 2008



W. Fellowship Elder Policy

FELLOWSHIP ELDER POLICY

The Committee on Preparation for Ministry is responsible for certifying CLPs ready to seek a call. At the present time two CLP candidates who are members of Immigrant Fellowships are nearing the completion of their study and training. A CLP candidate must be an elder before being eligible for commissioning. Since Fellowships do not operate with sessions and elders, the CPM and COM met jointly on 3 May to consider criteria for applying the provisions of G-9.0503a.(2)(a) and (b).

The following proposed Presbytery policy was approved by COM and CPM in the joint meeting on 3 May. The proposal has been vetted by the Office of the General Assembly, and it may be used as a model since no other Presbytery is known to have such a policy.

The proposed policy follows:

FELLOWSHIP ELDER CRITERIA

PURPOSE: To establish criteria for an Immigrant Fellowship, to qualify its leadership as elders and receive voting status in the Presbytery of Northern New England.

G-9.0503a.(2)(a). For immigrant fellowships with roots in the Reformed tradition, if the presbytery determines (1) that its strategy for mission with that constituency requires it and (2) that the chosen lay leadership of the immigrant fellowship is equivalent to elders and session, then the presbytery or its administrative commission may recognize that status as equivalent and proceed to recognize those leaders as elders. In making this determination the presbytery shall be guided by written criteria developed by the presbytery. These criteria shall be based upon the description of the nature of ordained office found in G-6.0100 and G-6.0300.

G-9.0503a.(2)(b). For immigrant fellowships the presbytery may, if it determines that its strategy for mission with that constituency requires it, grant designated leader(s) of a fellowship voice and vote in the meetings of presbytery on an annual basis.

In order for an Immigrant Fellowship to qualify its leadership as elders and receive voting status in Presbytery, the Fellowship shall meet the following requirements:

This process will be initiated by Council as a recommendation to COM when steps 1 through 7 are satisfied.

1. It is determined that the roots of the Fellowship are in the Reformed Tradition.
2. The Presbytery strategy for mission with that constituency, as determined by Council, is met.
3. The Fellowship leadership serves in a manner similar to a session in approaching ministry and making decisions.
4. The Presbytery has given recognition of the active ministry of the fellowship for more than one year.
5. Mentoring of the Fellowship by the Presbytery, a congregation of the Presbytery, and/or elders of PC(USA) has been achieved to the satisfaction of the New Church Development Committee of Council.
6. The leadership has been elected by the membership of the Fellowship.
7. The leadership is composed of both men and women.

Items 8 through 12 are to be carried out by COM.

8. The provisions of G-6.0100 and G-6.0300 are fulfilled to the satisfaction of the Committee on Ministry through a process approved by the COM that includes the successful examination of each prospective elder in accordance with G-14.0240 .

G-6.0106a ... In addition to possessing the necessary gifts and abilities, natural and acquired, those who undertake particular ministries should be persons of strong faith, dedicated discipleship, and love of Jesus Christ as Savior and Lord. Their manner of life should be a demonstration of the Christian gospel in the church and in the world.

They must have the approval of God's people and the concurring judgment of a governing body of the church.

G-6.0303. Elders should be persons of faith, dedication, and good judgment. Their manner of life should be a demonstration of the Christian gospel, both within the church and in the world. (G-6.0106)

G-14.0240. "...willingness to undertake the office ...(following) a period of study and preparation, ... examine the officers-elect as to their personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the office."

9. The existing leaders will be divided into two or three classes that will follow the election requirements of a session (G-14.0220 Election Provisions). Initially, some leaders will serve less than a three year term to start the rotation process.

G-14.0221. ...shall elect men and women from among its active members, giving fair representation to persons of all ages and of all racial ethnic backgrounds and to persons with disabilities...

G-14.0222. An elder serving on a session ... shall be elected for a term of no more than three years, and service in consecutive terms, either full or partial, shall be limited to six years. An elder...having served a total of six years shall be ineligible for reelection to the same board for a period of at least one year. ...Elders ...shall be elected in two or three classes as nearly equal in number as possible, of which only one shall expire each year. Terms ...shall expire when their successors have been ordained and installed.

G-14.0223. Nominations shall be made by a representative nominating committee of active members of the church. ...

10. The fellowship "session" will receive polity training.
11. COM, in consultation with the Council NCD, will appoint a moderator of the "session" who will normally be the pastor of the fellowship if that pastor is a member of the Presbytery.
12. Fellowship leaders designated as elders will have all the rights and responsibilities of elders including eligibility to serve as commissioned lay pastors (CLP) when approved by CPM as meeting the CLP requirements.

Proposed by COM/CPM 3 May 2008

Approved by Presbytery 7 June 2008

The new Form of Government, enacted on July 10, 2011 has no counterpart to the former G-9.0503a(2)a and thus no attempt has been made to translate the Book of Order references. This policy may stand on its own without such references.



X. Background Check Policy

Background Checking Policy

Purpose: In order to protect our churches and the Presbytery, background checks are conducted on all clergy seeking membership in the Presbytery; all pastors currently serving PC(USA) churches; all candidates under care of the Presbytery; and all laity who serve as Commissioned Lay Pastors and certified Christian educators; Stated Clerk, Treasurer; and all persons who have access to Presbytery funds.

Scope of background check: Investigation will include background, references, past employment, education, motor vehicles, and criminal or police records. Records maintained by both public and private organizations and national, state, county, and local governments will be checked. In addition, credit checks will be made on any person who has access to Presbytery funds.

Procedure: A release form will be required and the investigation is to be conducted prior to the:

- COM interview of clergy seeking membership in PNNE – either honorably retired or seeking a called position in a congregation or other validated ministry;
- COM interview of clergy from PCUSA or other denominations seeking temporary calls within the bounds of PNNE, certified Christian educators coming into Northern New England, and clergy recommended to serve as a Parish Associate;
- CPM vote to recommend an inquirer move to candidate status;
- CPM vote to recommend an elder for Commissioned Lay Pastor status;
- Council's recommendation of a person to serve in leadership of a fellowship or congregation under the care of the PNNE NCD Committee.
- PNNE Committee recommendation of an elder to become an officer of Presbytery .
- Council's hiring of office staff who will have access to Presbytery funds.

Confidentiality. In order to assure confidentiality, the Stated Clerk will contract with an investigating agency to conduct the background check at the request of the COM, CPM, Nominations, or Council. The information received will be analyzed by the Stated Clerk who will prepare a summary statement for the chair of the PNNE requesting organization. Any decisions stemming from the information obtained will be made with careful consideration, discerning God's will in prayer, and a conversation with the person on whom the background check was done. Files will be locked and maintained in the Presbytery Office.

Expense. The expense of the investigations will be charged to budgets of COM, CPM, Nominations, or Council, as appropriate.

Proposed to COM/CPM 3 May 08
Recommended to PNNE 7 June 08



Y. Administration Policy

Policy on Presbytery Administration

These policies are enacted as good business practice for Presbytery administration.

Definitions

Chief Administrator: the person in charge of operating the presbytery office and supervising Presbytery staff. This may be a General Presbyter, Executive Presbyter or other employee. This person may have other duties beyond Chief Administrator. The Chief Administrator is supervised by Council and employment may be terminated at any time by Presbytery upon recommendation of Council.

Presbytery Staff: all employees (other than officers) who are ordinarily supervised by the Chief Administrator. This would include the positions such as administrative assistant, secretary and bookkeeper. The employment of staff may be terminated by Council upon recommendation of the Chief Administrator.

Officer: an elected officer of the Presbytery which includes the constitutional offices of Moderator and Stated Clerk and the additional offices of Vice Moderator and Treasurer. Officers are not considered to be staff and report only to Presbytery. An officer's tenure may be involuntarily terminated only by majority vote of the Presbytery.

Financial Practice

The Treasurer and Stated Clerk shall be signatories on all bank and other financial accounts. Other signatories cannot be added or removed without Council approval.

Good financial practice calls for separating the functions of receipt of funds from dispersal of funds such that no one person has access to both functions. Funds are received by the Presbytery office under management of the Chief Administrator. No one working in the Presbytery office or otherwise receiving funds shall have signatory authority on any bank or other financial accounts unless approved by a 2/3 vote of Council.

Presbytery credit and debit cards are any cards containing the name of the Presbytery or routinely paid by the Presbytery. No personal purchases may be made on a Presbytery credit or debit card, regardless whether reimbursement is planned.

Presbytery card statements must be reviewed by the supervisor.

Key Policy

Keys to locks under Presbytery control, including offices and files, shall be issued only by the Chief Administrator or Stated Clerk. The key custodian (normally the administrative assistant) shall keep records of keys held by each person.

No copy of any key shall be made except as necessary to issue approved keys.

All keys shall be returned to the person's supervisor when no longer needed; when directed by Council, Chief Administrator or Stated Clerk; or at termination of employment. Collected keys shall be forwarded to the key custodian.

Any use of an unauthorized key will be considered the same as illegal entry.

Termination Policy

A person's employment terminates on the last day the person is expected to work.

All computer access and email shall be terminated immediately.

All keys must be returned to the supervisor

All Presbytery credit and debit cards must be returned to the supervisor.

All files and other Presbytery property must be returned to the office.

The Board of Pensions and other benefit providers shall be notified if that person is enrolled in the benefits plans.

The chair of the Committee on Ministry shall be notified if the person is a member of the Presbytery.

The Stated Clerk shall be notified.

Vacation

The amount of vacation available to an employee must be specified in the terms of call or employment contract. Good accounting of vacation taken must be kept by the supervisor. Employee vacation time must be approved by the employee's supervisor.

At termination of employment, any accrued earned vacation not taken will be paid pro rata to salary. Vacation is earned proportional to the fraction of the year last employed. For example, if an employee is entitled to 4 weeks (20 days) of vacation per year and only worked for 6 months of the final year, then only 10 days were earned. If the vacation taken in the final year is more than that earned, then the difference will be deducted from the final pay.

Compensatory Time Off

"Comp-time" is compensatory time off in exchange for work that was required on a day that would normally have not been a workday. Comp-time is counted as a day for a day without any multiples for holidays or other occasions. "Comp-time" must be approved by the person's supervisor; records must be maintained and it cannot accumulate past 6 months. No payment will be made for accrued comp-time upon termination of employment.

Comp-time is only available to exempt employees. Non-exempt employees are paid the hourly rate for any extra time worked including multiples as required by labor laws.

Study Leave

If study leave is available to the employee, it must be approved by the supervisor and a good accounting must be kept by the supervisor. Study leave may only be used for educational time.

Study leave may not be used as vacation time and no payment will be made for accrued study leave upon termination of employment.

Adopted September, 12, 2009



Z. Ordination / Installation

Guidelines for Ordination / Installation Commissions

Members of an ordination commission may be specified in the motion to Presbytery, or the motion may direct the Moderator to appoint the commission. In either case, the moderator of the commission should be clearly identified and is often the Presbytery Moderator. The candidate is usually asked to recommend members of the commission. The moderator is a member of the commission.

The commission must include at least 5 members with the number of ministers and elders as equal as possible. No more than one elder can be from any one church.

The candidate and church should be clear that a service of ordination and/or installation is a Presbytery service, which happens to be conducted at a church. The Presbytery, through the commission, has sole approval over the conduct of the service.

The candidate is generally asked to provide the order of worship. This must be supplied to the commission at least two weeks before the service for approval.

The candidate will ordinarily have no role in the service other than being ordained and providing the benediction.

All members of the commission attending should participate in the service. Additional persons may also participate as requested by the candidate and approved by the commission.

For the laying on of hands, all members of the commission **should** participate. Additionally, it is customary for other ministers and elders present to be invited to participate.

Other PCUSA ministers and elders that participate in the service should be seated on the commission as corresponding members. This doesn't change anything other than give them voice, but it is a matter of recognizing and honoring their participation. Christian leaders from other denominations may also be seated as corresponding members.

If communion is part of the service, it must be approved by the commission as the governing body, not the church session.

Members of the commission must be listed in the bulletin for the service with the **moderator of commission** name identified.

There should ordinarily be a charge to the minister and a charge to the congregation.

The commission should meet at least 30 minutes before the service to go over details and vote to proceed with the ordination / installation. Minutes of the meeting shall be sent to the Presbytery Stated Clerk as soon as possible.

The service should be held at a time to encourage the maximum Presbytery attendance. The most common time is 3pm on Sunday.

Remembering that this service is a Presbytery worship service, offerings taken should go to the Committee on Preparation for a special fund to be used at CPM's discretion in support of inquirers/candidates.