

The Presbytery of the Pines

Manual of Operations

INTRODUCTION

The Manual of Operations has three parts:

Part One: Standing Rules

Part Two: Presbytery Organization

Part Three: Policies and Programs

Part One identifies, describes and relates the units and groups by which the Presbytery seeks to fulfill its responsibilities, along with the officers, staff and their respective duties.

Part Two describes the presbytery structure along with operational practices related to this structure.

Part Three lists the various policies and programs within the function of the presbytery.

PART ONE: STANDING RULES

1. NAME

The name of this organization shall be The Presbytery of the Pines, Inc. (the Presbytery), a presbytery of the Synod of the Sun, and of the Presbyterian Church (U.S.A.).

2. PRESBYTERY MISSION

Led by the Holy Spirit, the Presbytery of the Pines fosters relational connections among its congregations to encourage, equip and enable them to fulfill God's call as disciples of Jesus Christ.

3. BOUNDRIES

The geographical area of this governing body shall include the following counties in Arkansas: Ashley, Bradley, Calhoun, Chicot, Cleveland, Columbia, Dallas, Drew, Hempstead, Howard, Lafayette, Lincoln, Little River, Miller, Nevada, Ouachita, Sevier, Union; and the following parishes in Louisiana: Bienville, Bossier, Caddo, Caldwell, Catahoula, Claiborne, Concordia, DeSoto, East Carroll, Franklin, Grant, Jackson, LaSalle, Lincoln, Madison, Morehouse, Natchitoches, Ouachita, Red River, Richland, Sabine, Tensas, Union, Webster, West Carroll, Winn.

4. MEMBERSHIP OF PRESBYTERY

The membership of Ministers of Word and Sacrament (Teaching Elders) shall be determined by the Book of Order.

Membership of Presbytery shall consist of all member Ministers of Word and Sacrament (Teaching Elders) and one Ruling Elder commissioner from every church. A church with membership over 500 and less than 1000 members shall have one additional Ruling Elder commissioner. An additional Ruling Elder commissioner shall be added at each additional 500-member increment.

Ministers of the Word and Sacrament (Teaching Elders) or Ruling Elders in other councils of this church or in any other Christian church who are serving in temporary pastoral relationships with the presbytery shall be enrolled with voice and vote.

Presbyters (Ministers of the Word and Sacrament/Teaching Elders or Ruling Elders) in good standing in other councils of this church or in any other Christian church, who are present at any meeting of the presbytery, may be invited to sit as corresponding members, with voice but with no vote.

Ruling Elders serving as elected moderators of committees shall be enrolled as members of the Presbytery for their term of office with full voice and voting privileges. Such persons may also serve as Ruling Elder commissioners if selected by their Session.

5. COMPOSITION AND RESPONSIBILITIES

The Presbytery's composition and responsibilities are specified in the Book of Order. Presbytery grants the full authority and commission power of Presbytery to the Committee on Ministry in the following areas with the provision that such actions be reported to Presbytery at the next stated meeting.

- a. Appoint persons to moderate Sessions of those churches that are without a pastor. The Moderator shall be a Minister of Word and Sacrament (Teaching Elder) or Ruling Elder who is accountable to the COM.
- b. Approve various temporary supply relationships for those churches that are without a pastor.
- c. Dissolve pastoral relationships in cases where the congregation and pastor concur, and to dismiss the minister to another presbytery, and to so report to the Presbytery.
- d. Take such action as is necessary with respect to calls issued to ministers of this Presbytery from churches or agencies of another presbytery.
- e. Grant permission for a minister or candidate to move to a church prior to full reception by Presbytery, provided that the examination of the minister or candidate was unanimously sustained, by those present and voting, as satisfactory by the COM, and so report these actions to Presbytery.
- f. To establish ordination and installation commissions as needed between stated meetings of the Presbytery.

6. MEETINGS AND QUORUM

The Presbytery shall hold three stated meetings each year, shall meet at the direction of the Synod, and may call special meetings in accordance with its own rules. The dates for the Stated Meetings for the following year shall be announced at the last meeting of the previous year. At least one stated meeting shall include the celebration of the sacrament of the Lord's Supper.

Attendance at all meetings shall be required of Ruling Elder commissioners and Ministers of Word and Sacrament (Teaching Elders). Those Ministers of Word and Sacrament (Teaching Elders) who are honorably retired or in service outside the geographical bounds of the Presbytery shall be excused from regular attendance.

Excuse for absence from meetings shall be requested through the Stated Clerk.

The Moderator shall call a special meeting at the request, or with the concurrence, of three Ministers of Word and Sacrament (Teaching Elders) and three Ruling Elders, the Ruling Elders being of different churches. Should the Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call. If both Moderator and Stated Clerk are unable to act, any five Ministers of Word and Sacrament

(Teaching Elders) and five Ruling Elders, the Ruling Elders being of different churches, may call a special meeting.

The quorum of the presbytery shall be 10 percent of the eligible Ruling Elder commissioners and Ministers of Word and Sacrament (Teaching Elders).

Any new business for a Stated Meeting of the presbytery must be submitted to the Stated Clerk 45 days prior to said meeting and distributed to the presbytery 30 days prior to the stated meeting at which the business is to be introduced. While it is hoped that all ordinary business being presented at a presbytery meeting will meet this 45-day rule, the Stated Clerk has the authority to waive this time restriction if deemed necessary.

7. OFFICERS

The Officers of the Presbytery shall be the Moderator and Stated Clerk as set forth in the Book of Order.

MODERATOR

Ordinarily, the nominee will be the incumbent Moderator-elect. The term of office for the Moderator shall be one year. Election shall take place at the last stated meeting of the year, with the Moderator assuming office upon installation at the first stated meeting of the new year.

It shall be the duty of the Moderator to preside over all the meetings of the Presbytery and to be the Vice-Moderator of the Presbytery Leadership Council (PLC). The Moderator shall see that all business is conducted in accordance with the provisions of the Book of Order and Manual of Operations. The Moderator shall have power to appoint the members and moderators of any committee whose appointment is not otherwise provided for. The Moderator shall be a voting member of those presbytery entities assigned to the Moderator.

MODERATOR-ELECT

At the last stated meeting of the year, a Moderator-elect shall be elected by Presbytery. The Moderator-elect shall also serve on the Presbytery Leadership Council. The Moderator-elect shall be responsible for the arrangements for worship at Presbytery meetings and shall perform such other duties as assigned by the Moderator.

IMMEDIATE PAST MODERATOR

Immediately upon end of term, the Moderator shall become the Immediate Past Moderator. The Immediate Past Moderator serves as the Moderator of the Presbytery Leadership Council. In the event the Past Moderator is unable to serve as Moderator of the Presbytery Leadership Council, the Presbytery Leadership Council shall have the power to select its own Moderator from among its members. The Immediate Past Moderator shall serve as Presbytery Moderator if the current Moderator is unable to serve.

STATED CLERK

The Stated Clerk shall be elected by the Presbytery for a term of three years. The Recruitment and Representation Committee shall nominate a candidate for election as Stated Clerk during the final year of the term at the last stated meeting of Presbytery, with the election to follow. The newly elected Stated Clerk shall assume the duties of that office on February 1 following the election, in order to give the previous Stated Clerk time to complete the annual reports. An annual performance review of the Stated Clerk shall be conducted by the Presbytery Leadership Council.

The Stated Clerk shall serve as recording clerk and parliamentarian of the Presbytery and the Board of Trustees of the Corporation. The Stated Clerk shall be a member of the Presbytery Leadership Council and

serve as its secretary. The Stated Clerk, if a Ruling Elder, shall be enrolled as a member of Presbytery for the duration of service.

8. ADMINISTRATIVE STAFF

The presbytery may utilize the administrative staff services of a presbytery executive and other staff as needed, as authorized by the Book of Order. The presbytery executive shall be nominated to Presbytery by the Presbytery Leadership Council, in consultation with the Synod of the Sun. All administrative staff shall be accountable to the Presbytery through the Presbytery Leadership Council.

GENERAL PRESBYTER

Presbytery shall elect a General Presbyter for an indefinite term. The General Presbyter is the chief administrative and programmatic officer of the Presbytery. The General Presbyter shall be evaluated annually by the Presbytery Leadership Council.

TREASURER

Presbytery shall elect a Treasurer who shall review monthly and annual financial reports, understand the posting and accounting procedures employed by the Presbytery office, and oversee internal budget control and review. If not a member of Presbytery, the Treasurer shall have the privilege of the floor. The Treasurer shall be bonded by the Presbytery. The Treasurer shall be a resident of Louisiana. The Treasurer shall be recommended by the Presbytery Leadership Council to be nominated by the Recruitment and Representation Committee and elected for a term of one year, renewable.

BOOKKEEPER

The Bookkeeper is to maintain the financial affairs of the Presbytery, with the counsel of the Treasurer and General Presbyter.

9. INCORPORATION

The Presbytery is incorporated as a non-profit corporation in accordance with the constitution of the Presbyterian Church (U.S.A.) in compliance with the laws of the States of Arkansas and Louisiana, and in conformity with appropriate sections of the Federal Internal Revenue Code. The Treasurer shall be the registered agent of the corporation in Louisiana. The Moderator shall appoint a registered agent for Arkansas, who must be a resident of Arkansas. The last stated meeting of the Presbytery each year shall be the Annual Meeting of the Corporation.

10. TRUSTEES

The trustees, acting as the duly elected officers of the Corporation, the Presbytery of the Pines, Inc., shall, on behalf of the Corporation, receive, hold, encumber manage and transfer property and facilitate the management of civil affairs of Presbytery in such a manner as may be directed by Presbytery from time to time, and according to the Constitution of the Church.

The Board of Trustees of the Presbytery shall be composed of the Moderator of the Presbytery, Moderator of the Presbytery Leadership Council, the Stated Clerk, the Presbytery Treasurer and two additional trustees from the Presbytery Leadership Council. A quorum shall consist of four members present. The signature of the Stated Clerk and any two other trustees shall be sufficient for signing legal documents.

The Moderator of Presbytery shall serve as Moderator of the trustees. The Stated Clerk of the Presbytery shall serve as the secretary of the trustees.

11. POLICIES

All policies and other forms of guidance shall be included in part three of this Manual of Operations.

12. AMENDMENTS

This Manual of Administrative Operations may be amended at any stated meeting of the Presbytery. Any amendments to this manual must be submitted to the Stated Clerk 45 days prior to and distributed to the presbytery 30 days prior to the stated meeting at which the amendment is to be introduced.

13. STANDING RULES FOR ELECTRONIC MEDIA

VIRTUAL COMMITTEE MEETINGS OF PRESBYTERY

- a. All committees of the Presbytery shall have the option to use the “Zoom” virtual format. The Presbytery office has an account and meetings can be coordinated with Presbytery staff. Presbytery staff can send out the invitations for a scheduled meeting to committee members and “host” the meeting. Moderators can also use personal Zoom accounts or accounts held by the local congregations.
- b. The Moderator of the committee or commission shall determine the day and time of the virtual meeting in consultation with committee members and Presbytery staff.
- c. Because of the personal energy levels required by a virtual meeting, these meetings should be limited to one hour in length.
- d. The virtual meeting shall follow the general guidelines found in the Presbytery Manual of Operations or specific Committee Manual of Operations.
- e. Voting can be by voice vote or visual cues allowed by the virtual platform.
- f. In addition to actions taken by the virtual meeting, action can also be taken by email when the Moderator of the committee or commission deems this to be appropriate.

The protocol for email action shall be as follows:

- a. The Moderator shall communicate the request or motion to the members of the committee or commission requiring action.
- b. If this is a procedural action, the Moderator can ask if there is any opposition to approval. If there is no response in a 48 hour period (two days), the motion is approved.
- c. If the Moderator determines that a vote is required or requested by a member of the committee or commission, there shall be a 48 hour period to vote by email. With a simple majority the motion is approved.
- d. If there is not enough votes received in a 48 period for a majority vote, the motion returns to a virtual meeting.
- e. If any member requests discussion of a motion, the motion returns to a virtual meeting.
- f. All actions approved by email shall be recorded in the minutes of the next virtual meeting of the committee or commission.

EXTRA-ORDINARY MEETINGS OF CONGREGATIONS

Extra-Ordinary Meetings of the Congregation shall occur utilizing the various forms of virtual and technological media available to congregations.

Extra-Ordinary Meetings of the Congregation are allowed when it proves to be extremely difficult or is unadvisable for a congregation to hold a physical gathering of the members of a church. The Session is authorized to call such a meeting with the approval of the Session Moderator.

Such meetings shall be limited to the following items of business proper to Congregational Meetings. (G-1.0503)

Such meetings, in fact, will be understood as a process that allows a congregation to consider and vote on these aforementioned actions in a timely manner.

Authorized Extra-Ordinary Meetings of the Congregation are as follows:

Congregational Meeting by means of an electronic virtual platform.

This type of meeting shall conform to requirements found in the Book of Order (G-1.0501), the Bylaws or Manual of Operations of the Congregation and the parliamentary procedure in Roberts Rules of Order.

Voting could occur as follows:

- a. Voice vote.
- b. Division of the House: this would be specific to the virtual platform or could be a roll-call vote of members present.
- c. Blind vote: This could be accomplished by mail or email with a 7 day return limit. These would be received by the Clerk of Session and the results of the vote reported to the congregation and to the Session.

The Session shall ratify the congregational action and record this action in the Session minutes.

Congregational Meeting by mail, email or every-member canvas by telephone.

- a. The Session shall call for a congregational vote on a date that conforms to advance notification as required by the Congregational Bylaws or Manual of Operation.
This communication to the congregation shall include the motion to be considered.

In the case of a Pastor Nominating Committee (PNC), the communication shall include the report of the PNC and other documents pertinent to a call.

This communication shall also provide means by which members of the congregation can respond to the PNC or Session with questions and concerns.

- b. On the date of the vote the following can occur:
 1. A mail ballot will be sent with a 7 day return limit.
 2. An email ballot will be sent with a 3 day return limit.
 3. The Session can carry out an every-member canvas by telephone which will occur within a specific 7 day period.

If only mail or email voting is utilized, the number of responses shall conform to the quorum requirement established in the Bylaws or Manual of Operations of the congregation. If the responses do not meet the quorum requirement the motion fails.

It should also be understood that a congregational vote could include all three of the above options.

- c. The Clerk of Session shall receive the mail and email votes and the results of the every-member canvas. The Clerk of Session, acting as the Clerk for the congregational meeting, shall report the results to the congregation and to the Session.
- d. Session shall ratify the congregational action and record this action in the Session minutes.

GUIDANCE FOR VIRTUAL STATED MEETINGS OR CALLED MEETINGS OF PRESBYTERY

- a. As regards substantive and complex issues, and conflict resolution, the preference of the Presbytery of the Pines would be to meet in a face-to-face, traditional meeting of Presbytery. This is the preference even if it means a minimum attendance.
- b. Virtual meetings of the Presbytery of the Pines would seek to be limited to the following business:
 1. Procedural Matters. These involve actions that require a timely response. Examples of these would be reports of actions of the PLC and COM taken under commission powers; welcoming new ministers to the Presbytery; Welcoming and approving candidates and inquirers for ministry; electing persons to committees or Presbytery office; Budget approval and other actions of this nature.
 2. Information. This would be reports and news from committees; Board of Pension reports; Information from Synod or General Assembly; and reports or communication from other institutions related to the Presbytery.
 3. Worship and Celebration of Mission. This could include reports from congregations on success of local mission and projects. It could also include invitations to cooperative mission with other congregations, the Synod or the General Assembly.
- c. The meeting of Presbytery will be held using the “zoom” virtual media platform.
- d. The meeting will conform to Roberts Rules of Order, and the Presbytery Manual of Operations, with exceptions found in the standing rules of virtual meetings.
- e. Standing Rules:
 1. Attendance in the meeting will be recorded through the “Participants” function of the “zoom” software. At the beginning of the meeting the Clerk will declare a quorum.
 2. At the beginning of the meeting all participants will be “muted.” Those wishing to speak must raise the “virtual hand” to be recognized by the Clerk. The Clerk will report to the Moderator and the Moderator will invite the individual to speak, if appropriate. The individual who wishes to speak must identify themselves. If a list of individuals is reported, the Clerk will report and present them individually to the Moderator.
 3. Voting will occur using the non-verbal “yes” or “no” function found in the “Participants” section of the zoom software. The State Clerk will coordinate the voting and report the results to the Moderator. The voting will be confirmed by the Stated Clerk and one other person acting as “host” and controlling the software.
 4. The Stated Clerk, Associate Stated Clerk or technical assistant will act as “host” and coordinate the muting and unmuting of participants.
 5. All participants must have their name displayed. Time and instruction will be given before the meeting on how to “change name” in the software. Participants without a name displayed will not be recognized to speak.
 6. Attendance and participation by telephone call will not be allowed. Participation using Zoom software on a smart phone is allowed.
 7. Amendments or substitute motions will be presented verbatim and then in written form through the “chat” function. The Clerk will copy the amendment or substitute motion to the main screen for consideration.
 8. The Clerk will coordinate those wishing to speak in favor or against a motion. Debate will be limited to equal numbers of those speaking for or against. When the list of those speaking for or against reaches an end and there are no more requests on one side or the other, the debate will end, and the motion will be moved to a vote.
 9. Reports of committees, commissions or a task force will not require a second to recommendations or motions. Motions that do require a second will be achieved by raising the “virtual hand.”
 10. Recommendations to “receive as information” will not be necessary. All reports will automatically be received and entered into the minutes as information.
 11. If a technical difficulty causes a loss of connection with the Moderator or any presenter, the Clerk will moderate the meeting until connection is restored.

12. The Presbytery meeting will be recorded.
 13. The Presbytery business will attempt to stay within a 3 hour limit.
 14. No new business will be received at the time of the meeting unless it is business accepted by the Moderator and Stated Clerk as necessary to the life of the Presbytery.
 15. Requests to speak, debate, calling the question and other actions by Elder commissioners and Minister members will be coordinated by the Stated Clerk using the “virtual hand” function.
 16. If time and resources permit, business of the Presbytery will be presented during the meeting using the Power Point format.
 17. The Moderator can use the shortened form regarding a motion and ask if there is no opposition to a motion. Opposition will be indicated by raising the “virtual hand”; which will lead to an immediate vote.
- f. Pre-registration will be required for the meeting of Presbytery. Pre-registration for a Stated Meeting will begin 30 days before the date of the meeting. For a Called Meeting, pre-registration will begin 24 hours before the meeting. An “invitation” and link to the meeting will be sent to only those pre-registered for the meeting. This will be done by email. Alternative Elder Commissioners can be substituted at the last minute and can use the same “invitation.”
 - g. The Packet for a Stated Meeting of Presbytery will be available on the Presbytery website two weeks prior to the meeting. Minutes of the prior meeting of Presbytery will be available on the website at least 30 days before the next meeting.
 - h. If it becomes apparent that an issue has arisen in a virtual meeting that is complex or deals with conflict resolution, it would be appropriate for a motion to be considered to table the issue for a Called Meeting of Presbytery in which the issue could be considered in a face-to-face context. It would also be appropriate for the PLC or COM to include in their report a recommendation that a specific issue be considered by a Called Meeting of Presbytery.

PART TWO: PRESBYTERY ORGANIZATION

A. Permanent Standing Committees

1. Presbytery Leadership Council (PLC).

Purpose: administration of the Presbytery and provide guidance and coordination for Committees, with the primary goal of ensuring that our Mission Statement remains at the center of our life together.

Responsibilities:

- a. Act as a communication hub for congregations, Presbytery committees, staff, and the Presbytery itself.
- b. Act as an on-going discernment group.
- c. Act with commission authority between presbytery meetings.
- d. To review Presbytery Bylaws, Manual of Operations and policies periodically and make recommendations to Presbytery when needed.
- e. Serve as the Personnel Committee.
- f. Approve requests for grants from the Louisiana Board of Publications and the Phoenix Fund.

Membership: The Presbytery Moderator, Moderator-elect, Immediate Past-Moderator, and Stated Clerk of the Presbytery; Moderator of each committee; designated representative from Presbyterian Women; At-large member from the Finance Committee. Quorum: majority of membership.

Staff Resource Support: General Presbyter, Treasurer.

Sub-committee: Finance Committee

Purpose: To propose an annual budget and resolve financial issues designated by the PLC.

Membership: Presbytery Moderator; Moderator-elect; Treasurer; At-large Member.

Staff Resource Support: Bookkeeper.

2. Committee on Ministry (COM).

Purpose: To provide nurturing support and assistance to congregations and pastors in order to further the ministry of Jesus Christ throughout the Presbytery of the Pines. The Committee also has commissioned powers of presbytery to carry out its responsibilities.

Responsibilities:

Congregational

- a. Consult and visit with Sessions. Provide guidance and support for PNC process.
- b. Work with congregations nearing the end of the congregational life-cycle, equipping them for ongoing needs for their ministry, such as worship leadership, sacramental celebration, Session moderation, provision of pastoral care, and conducting funerals.
- c. Act as a peacemaking team on behalf of presbytery to settle difficulties where possible and expedient.
- d. Other acts of caring ministry as the committee sees fit.
- e. Establish commissions for the closure of churches.

Ordered Ministries

- f. Receive and oversee Teaching Elder members.
- g. Approve calls for pastoral services and invitations for temporary pastoral services.
- h. Appoint and oversee Session moderators for congregations without pastors.
- i. Dissolve pastoral relationships.
- j. Dismiss Teaching Elder members to other presbyteries.
- k. Approve and recommend to Presbytery the service of Commissioned Pastors.
- l. Establish commissions for ordination and/or installation.
- m. Approve continuing education grants from the Glassell Fund.
- n. Pastoral care of Retired Ministers within the bounds of the Presbytery.

Written Resources: Advisory COM Handbook PCUSA. CLC Handbook.

Membership: 9, three classes of three-year renewable terms with a six-year aggregate;

Quorum: majority. Parity of Teaching Elders and Ruling Elders when possible.

Staff Resource Support: General Presbyter, Treasurer, Stated Clerk.

3. Committee on Preparation for Ministry

Purpose: to provide nurture and educational support for the development of leadership within the Presbytery of the Pines.

Responsibilities:

- a. Facilitate the presbytery's oversight of inquirers and candidates for Ministry of Word and Sacrament (Teaching Elders).
- b. Oversight of the educational and training program for candidates for Commissioned Pastor (Commissioned Ruling Elders).
- c. Develop other educational and support programs for Teaching Elders and Ruling Elders of the Presbytery.
- d. Approve educational grants to inquirers and candidates for Ministers of Word and Sacrament from the Glassell Fund.

- e. Approve educational grants to students in the Commissioned Pastor program from the Glassell Fund.

Membership: 6 members, three classes of three-year renewable terms with a six-year aggregate; Quorum: majority.

Written Resource: Advisory CPM Handbook PCUSA, Process Guidance from the Book of Order 2005/2007.

Staff Resource Support: General Presbyter, Treasurer, Stated Clerk.

4. Ecclesiastical Business Committee (EBC).

Purpose: The Ecclesiastical Business Committee will be responsible for any action that pertains to the work before the Presbytery.

Responsibilities:

- a. To review amendments to the Constitution as received from General Assembly and recommend action to the presbytery.
- b. To be available to congregations and members of Presbytery for assistance in the process of writing and submitting overtures to upcoming General Assemblies.
- c. To receive and recommend to Presbytery or the Leadership Council any response to requests from other Presbyteries regarding support of overtures to upcoming General Assemblies.
- d. To assist the Stated Clerk with the review of Session minutes.

Membership: 6, three classes of three-year renewable terms with a six-year aggregate. **Quorum:** majority.

5. Recruitment and Representation Committee (RRC).

Purpose: The Recruitment and Representation Committee will be responsible for securing an adequate number of people to serve on committees of Presbytery and the church at-large. It shall promote diversity and inclusiveness on Presbytery committee.

Responsibilities:

- a. Report nominations to Presbytery for election at least annually and more often as nominations are needed.
- b. Contact and secure people to serve on Presbytery committees.
- c. Educate people of committee responsibilities.
- d. Promote ways to interest people to serve on committees.

Membership: 6, three classes of three-year renewable terms with a six-year aggregate.

Quorum: majority.

B. Permanent Special Committee or Commissions

1. Permanent Judicial Commission (PJC).

Purpose: The Permanent Judicial Commission shall provide for dealings of disciplinary matters and secure people to serve in that capacity as positions become available. It shall provide equal opportunity for inclusiveness and diversity to serve in this capacity.

Responsibilities:

- a. The Commission will meet as disciplinary matters arise and as instructed by the Stated Clerk and the Moderator of Presbytery.
- b. It shall be organized and function according to the Rules of Discipline in the current Book of Order.
- c. Together, the Stated Clerk and Moderator of Presbytery shall be empowered to form investigative committees as needed.

Membership: 9, three classes of three members with a six-year terms.

Quorum: see Rules of Discipline, Book of Order.

PART THREE: POLICIES AND PROGRAMS

A. ORDERED MINISTRIES WITHIN THE PRESBYTERY OF THE PINES BEYOND THE ORDAINED MINISTRY OF WORD AND SACRAMENT

1. Pulpit Supply.
 - a. The Session has responsibility and power to provide that the Word of God may be truly preached and heard. (G-3.0201a)
 - b. The Committee on the Ministry (COM) shall report qualified individuals for pulpit supply to the Stated Clerk. The Stated Clerk shall maintain a roll of pulpit supply and post this roll on the Presbytery website; www.pinespby.org.
 - c. Sessions that invite individuals to provide pulpit supply shall follow Presbytery guidelines for compensation. These guidelines are found on the Presbytery website.

2. Sacramental Elders.
 - a. "It is appropriate that a presbytery authorize and train ruling elders to administer the Lord's Supper in the event of the absence of pastors." (W-3.0410; G-3.0301b)
 - b. The Committee on Preparation for Ministry (CPM) shall report to the Stated Clerk all those individuals who have completed the training and are enrolled in the program. The Stated Clerk will maintain and update this roll of Sacramental Elders and report this roll to Presbytery on an annual basis.
 - c. Sessions that invite a Sacramental Elder to provide the Lord's Supper shall follow the Presbytery compensation guidelines for Pulpit Supply.
 - d. A Sacramental Elder can provide the sacrament of baptism when there is no pastor available, when approved by the COM on a case-by-case basis, and when the elder has received training on the sacrament of baptism.

3. Temporary Pastors.
 - a. Definition and order regarding the Temporary Pastor.
 1. A Temporary Pastor is a Ruling Elder who enters into a Temporary Pastoral Relationship with a Session under G-2.0504b of the Book of Order.
 2. The council of jurisdiction for this Ruling Elder is the Session of the Congregation.
 3. The Committee on the Ministry shall serve as the Presbytery committee for consultation and guidance for the Session and the Temporary Pastor.

 - b. The Committee on Ministry (COM) shall:
 1. Determine the terms of service and the limitations of service.

2. Approve the covenant agreement between the Session and the Temporary Pastor and provide oversight and support to the Session and to the Temporary Pastor.
 3. Keep a roll of Temporary Pastors and the congregations they serve and report this roll to the Stated Clerk of Presbytery on an annual basis.
 4. Name the Temporary Pastor as Moderator of the Session of the congregation they serve with oversight by the Committee on the Ministry.
 5. Encourage the Temporary Pastor to seek the training to become a Commissioned Pastor (Commissioned Ruling Elder).
4. Commissioned Pastors (Commissioned Ruling Elders)
 - a. Commissioned Pastors are Ruling Elders who are commissioned to limited pastoral service as assigned by the Presbytery. (G-2.10)
 - b. This commission shall not exceed three years and is renewable.
 - c. Commissioned Pastors shall be members of Presbytery during their period of commissioning. The Stated Clerk shall provide Presbytery with an annual roll of serving Commissioned Pastors.
 - d. The Commissioned Pastor can be commissioned to the following validated ministries:
 - i. One or more congregations.
 - ii. A Parish.
 - iii. "At large" service to the Presbytery. This is a commissioning to all the congregations within the Presbytery.
 - e. Any Commissioned Pastor with a commission to a specific congregation is authorized to respond to requests from other Sessions for occasional pastoral and sacramental service. (This item has already been approved by Presbytery)
 - f. Commissions shall be reviewed by the COM annually. An evaluation shall also occur at the end of the three-year period of commissioning.
 5. The Committee on Ministry shall recommend the following service to the Session to recognize this ministry to the local congregation.

Service of Recognition of Ministry

(This service can occur after approval of the covenant by all parties)

(Suggestion: The Temporary Pastor and the members of the Session gather at the front of the church)

Moderator of Session, or
Representative of the Presbytery:

"Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good." (1 Corinthians 12: 4-7)

(Name of Temporary Pastor), the Session of (Church name) has entered into a covenant with you to provide pastoral care and leadership in this congregation. This covenant has been approved by the Committee on the Ministry of the Presbytery of the Pines.

Will you seek to faithfully fulfill this covenant, to serve this congregation, depending on the grace of our Lord Jesus Christ?

Temporary Pastor: I will.

Moderator: Let us pray.

Good of grace, pour out your Holy Spirit on (name) as he/she enters into new ministry and service to this congregation. Give her/him wisdom and courage to work for the common good. Give your grace and love that she/he might be a servant leader to these your people.

To the glory and honor of the Father, Son, and Holy Spirit. Amen.

(Approved by Presbytery 02/12/2022)

B. SEVERANCE POLICY

- A. A severance agreement for compensation is required when a congregation initiates the dissolution of a pastoral relationship with an installed Minister of Word and Sacrament. Ordinarily, a severance agreement is not required when a Minister of Word and Sacrament initiates the dissolution of the pastoral relationship due to a new call or retirement. Nor is a severance agreement ordinarily required when the dissolution of the pastoral relationship is initiated by the Committee on the Ministry.
- B. When a congregation initiates the dissolution of a pastoral relationship, the congregation shall provide a severance package for the Minister of Word and Sacrament. This severance package will begin on the effective date of the dissolution of the pastoral relationship as approved by the Committee on the Ministry.
- C. **Minimum Severance Requirement** The congregation shall provide the Minister of Word and Sacrament with a month of current compensation and current Board of Pension benefits for every year so service to the congregation with a minimum of six (6) months of current compensation and current Board of Pension benefits. This shall not be paid in a lump sum and shall be paid monthly for all the allotted period of time. Excluded from this compensation agreement is access to any allowances provided to the Minister of Word and Sacrament for professional or continuing education expenses. Any deferred income held by the church in a medical account will remain in effect during the allotted time of the severance agreement and the balance returned to the Minister of Word and Sacrament at the completion of the agreement. The payment of this severance agreement is not mitigated by any future employment of the Minister of Word and Sacrament.
- D. The above policy seeks to establish a minimum standard for all severance agreements in the Presbytery. Special situations, such as disability, will arise that transcend the intent of this policy. For this reason, the Committee on Ministry has final authority to approve and modify any severance agreement to meet the needs of a specific situation.

(Approved by COM: 04/21/2022)

(Approved by Presbytery 06/11/2022)

C. PERSONNEL POLICIES

(see below)

PRESBYTERY OF THE PINES PERSONNEL POLICIES

01.00 PREFACE

A basic principle in the structure of the Presbyterian Church (U.S.A.) is that the Presbytery has an original and assigned responsibility to enable mission and ministry within its bounds. To this end, the Presbytery of the Pines employs staff to assist in preparing for and implementing its decisions.

The church has a special responsibility to model employment practices that are equitable, fair and just. The establishment of personnel policies is an important element in fulfilling that responsibility.

The purpose of these policies is to establish guidance for the Presbytery Leadership Council and the Presbytery for equitable, fair and just employment practices. Also, these policies provide clarification of the Presbytery's employment practices for those who are employed by the Presbytery, whether exempt or non-exempt employees.

These policies do not establish any contractual obligation on the part of THE EMPLOYER OR THE EMPLOYEE either as presently written or amended, modified or changed. The employer, the Presbytery of the Pines, is free to amend, modify or change these personnel policies at any time. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

The personnel policies contained in this document are designed for broad directional application. They include local practices and procedures for the Presbytery of the Pines. Questions regarding interpretation of these policies shall be resolved by the presbytery executive.

The Presbytery shall determine which committees or persons may function as representatives of the employer and when, to what extent, and with whom such representation is appropriate. Each person, committee, or entity serving as the employer's representative is in turn responsible to the employer or through a supervisor(s) from whom authority is derived or delegated.

The staff personnel system is based on a commitment: a) to recognize and to affirm the full potential of each employee; and b) to develop, support and use the full range of human resource potential by securing and maintaining cooperation between employer and employee.

The Presbytery Leadership Council shall serve as an arm of the Presbytery, including but not limited to: the development of personnel policies, staff oversight, staff evaluation, staff compensation, and any and all other staffing concerns which might legitimately be brought to the Committee. The presbytery executive shall serve as head of staff.

02.00 EMPLOYMENT CATEGORIES

02.01 Employer

The employer of all presbytery staff is the Presbytery of the Pines, a legal corporation in the State of Louisiana

02.02 Exempt Staff

Positions as prescribed by federal or state labor statutes, including but not limited to those of a managerial, administrative, pastoral or professional nature, are exempt from mandatory overtime payments or compensatory leave.

02.03 Non-exempt Staff

Positions as prescribed by federal or state labor statutes, including but not limited to those of a clerical, technical, or service nature, are covered by provisions for overtime payments or compensatory leave.

02.04 Full-Time Staff

Employees of the Presbytery of the Pines who are regularly scheduled to work thirty-five (35) or more hours per week and who are employed for a period of twelve (12) months each year, are considered to be full-time staff

02.05 Part-time Staff

Employees of the Presbytery of The Pines who are employed for less than thirty-five (35) hours per week or for a period of less than twelve (12) months of the year (working less than 1,000 hours per year) are considered part-time staff.

02.06 Temporary Staff

The Presbytery may, from time to time, hire people for a short-term, or a specifically prescribed time period. Persons hired as "temporary staff" accrue no benefits.

02.07 Probationary Period

Non-exempt staff persons are employed for an indefinite period, subject to satisfactory completion of a three-month probationary period at the beginning of employment. During the probationary period, the employee and the supervisor(s) have an opportunity to evaluate the employee's interest and qualifications for the position under actual working conditions.

Prior to regular employment, a performance appraisal is prepared and discussed with the employee by her/his supervisor(s). When it is determined that the employee is performing in an acceptable manner, regular employment will begin with the next pay period. Once a person becomes a regular employee of the Presbytery, that person shall be afforded the benefits of that status.

If the performance appraisal is deemed unsatisfactory by the supervisor(s) or if the employee decides not to remain, then the relationship is terminated without prejudice to either party.

03.00 **QUALITY OF WORK LIFE**

It is the objective of the Presbytery to establish and administer a process that will insure all employees equitable working hours; necessary equipment to perform tasks; humane treatment; and clean, pleasant and safe working conditions (to the extent these are feasible within the goals and financial capacity of the Presbytery of the Pines).

04.00 COMMUNICATION

At the time of employment the Presbytery will communicate with each employee regarding personnel policies and procedures pertinent to their employment, including identification of the offices, persons, or committees involved in the administration and oversight of the system. Changes to these policies will be communicated to the staff.

05.00 POSITION DESCRIPTIONS

A description for each position approved by the Presbytery Leadership Council shall be prepared by the

Presbytery executive. Position descriptions will be kept current through review and alteration whenever significant changes in the position responsibilities are evident or warranted by changing circumstances. Opportunity shall be given for the employee to suggest changes in the position description during the annual evaluation with his/her supervisor(s) and/or annual staffing review with the Presbytery Leadership Council. Position descriptions will include those duties regularly assigned to employees and are not intended to limit the ability of the supervisor to assign additional tasks as needed to accomplish the work of the Presbytery. Each employee shall be expected to perform all duties and tasks that are assigned.

Major revision of *non-exempt* position descriptions must be approved by the Presbytery Leadership Council. Major revisions in *exempt* position descriptions must be approved by the Presbytery Leadership Council and the Presbytery.

06.00 PRINCIPLES OF PERSONNEL POLICIES AND PROCESSES

The following principles guide the administration of all personnel policies and guidelines.

06.01 Equal Employment Opportunity

The Presbytery of the Pines will endeavor to give equal employment opportunity to qualified applicants regardless of race, color, sex, national origin, ancestry, age, veteran status, or physical or mental disability (handicap) in accordance with the Form of Government (F-1.0403) and in compliance with State and Federal laws applicable to the Presbytery as employer.

Positions which require ordination or a thorough knowledge of and commitment to the beliefs and governance of the Presbyterian Church (U.S.A.) will be clearly identified.

06.02 Employment Procedures

06.021 Recruitment/Selection Process

Position and person descriptions are prepared for all exempt staff of the Presbytery. When one of these positions is to be filled, the open process of Call within the Presbyterian Church (U.S.A.) will normally be used. Non-exempt staff positions will be filled in keeping with the Equal Employment Opportunity policy of the Presbyterian Church (U.S.A.).

06.022 Terms of Call and Appointment

All exempt staff shall be provided with a written "call." Such calls will be approved by the Presbytery. All other employees shall receive a written contract specifying the terms and conditions of their employment.

06.023 Compensation

The Presbytery will establish and administer a process of compensation wherein the individual employee's compensation is determined on the basis of a system of job evaluation and classification, equitable salary ranges and increments determined in light of economic factors and an annual performance review and evaluation. This process includes interpretation of the salary program to employees in describing their jobs.

06.024 Overtime Pay

The Fair Labor Standards Act provides for non-exempt positions with respect to overtime.

Persons employed in non-exempt positions shall be paid overtime wages for hours worked in excess of forty (40) hours per week. Overtime pay is at the rate one-and-one-half times the regular hourly rates. All overtime work must be approved by a supervisor(s) in advance and by the presbytery executive. If the normal work-week is less than forty (40) hours, all hours worked up to forty (40) hours per week will be paid at the regular hourly rate, or compensatory time of an hour for each hour worked will be given in the same pay period. Compensatory time off shall be given in the same pay period in lieu of payment for hours worked in excess of forty (40) hour per week at the rate of one-and-one-half hours of compensatory time for each hour of overtime worked.

06.025 Reimbursement of Expenses

The Presbytery will establish and administer a process wherein authorized expenses incurred by employees in the performance of their work assignments are reimbursed through a uniform, voucher-based system.

07.00 CAREER DEVELOPMENT

The Presbytery will establish and administer a process of career development which will afford employees the opportunity to acquire new skills/knowledge, and/or refresh old skills/knowledge consonant with the needs of the Presbytery of the Pines. The Presbytery Office will maintain career development records.

07.01 Exempt employees will receive study leave and allowances according to the approved terms of call.

07.02 Non-exempt employees will receive study leave and allowances in order to improve their job skills for the benefit of the Presbytery.

07.03 Requests for study leave for exempt and non-exempt employees must have the prior approval of the presbytery executive.

8.00 BENEFITS

To assist in meeting the needs of employees, The Presbytery of the Pines offers the following fixed and elective benefits to all full and part-time employees:

08.01 Fixed Benefits

08.011 Pension/Major Medical

All exempt staff will be enrolled in the Pension/Major Medical program of the Board of Pensions as of the effective date of their Call with the Presbytery paying the full applicable premiums.

08.012 Non-Exempt Staff Social Security

Non-exempt staff will have the applicable Social Security amount withheld from their wages.

08.013 Exempt Staff Social Security

Exempt employees who are ordained are considered self-employed and Federal taxes, Social Security included, are not withheld nor paid for them by the Presbytery. The Presbytery will provide an allowance equal to one-half of the estimated Social Security taxes due. This allowance shall be paid to the employee as part of the regular salary compensation schedule.

08.014 Worker's Compensation

All employees shall be covered by Worker's Compensation insurance, in accordance with the law of the State of Louisiana, to provide for benefits in case of an on-the-job accident.

08.0160 Sick Leave

08.0161 Sick leave is defined as an absence due to personal illness or injury that keeps the employee from her/his regular work. Leave for illness is allowed to a full or part-time employee only in the cases of actual illness or disability of the employee or the illness or disability of immediate relative. An immediate relative shall be defined as a spouse, children/step-children, parent, parent-in-law, grandparent, or sibling.

08.0162 At the time of employment, a permanent employee will accrue sick leave at a rate of one (1) day per month, twelve (12) days per calendar year. Sick leave is accrued on the last workday of the month. An individual employed on or before the 15th of the month will be given credit for the entire month; one employed after the 15th of the month will not receive credit for that month. **Unused accrued sick leave may be carried over (banked) to a maximum total of ninety (90) days.** New employees begin accrual of sick leave at the time of employment; however, they may not use such accrued leave until they have completed three (3) consecutive months of employment.

08.0163 Temporary employees are not entitled to paid sick leave.

08.0164 It is in the best interest of an employee who is ill or injured that the employee not remain at work. It is the supervisor's responsibility to send an employee home if the employee is incapacitated.

08.0165 Time for routine doctor or dentist appointments is not to be charged to sick leave. Employees are encouraged to schedule such appointments for times not conflicting with the work

schedule of the employee, if possible. If time off is required for such appointments, arrangements should be made in advance with the presbytery executive.

08.0166 Records maintained in the office of the Presbytery of the Pines will be considered valid authority for the days allotted for sick leave, number of days taken, number of days remaining, etc.

08.0167 An employee is expected to notify the Presbytery Office at the beginning of each work day during illness or injury. Exceptions to this include a serious accidental injury, hospitalization and when it is known in advance that the employee will be absent for a certain period of time.

08.0168 A medical Release Statement is to be submitted to the employee's supervisor for review before the employee returns to work in the following situations:

- a. Five (5) or more consecutive work days of absence due to illness or injury;
- b. In all cases of work-related injury when the employee has been unable to work after the time of the injury; or
- c. When returning from medical leave of absence.

08.0169 At the discretion of the executive, he/she may require a doctor's excuse for any sick leave taken. Sick leave is not to be used to extend weekends, holiday periods, or vacation.

08.01610 In the case of a work-related accident or injury, the Presbytery will compensate an employee for any lost work hours beginning on the date of the injury, and for the next five (5) days of scheduled work time lost as a result of the accident or injury. Such compensation shall be at the per hour or per diem rate of wage or salary being paid to the employee at the time of the work related accident. The employee's sick leave is not used for the first five days of absence due to a work related accident. The employee must then use accumulated sick leave in conjunction with Worker's Compensation or other disability income to achieve full pay for as long as possible. However, at no time can the combination of all the above exceed normal earnings.

08.01611 Unused sick leave will be forfeited upon termination. At the discretion of the presbytery executive, an employee will be allowed to overdraw sick leave up to five (5) working days in excess of the amount earned. Such approval will only be granted in cases of serious illness, on the condition, in writing and signed by the employee, that overdrawn sick leave will be deducted from the employee's final paycheck upon termination. (All advance sick leave will be deducted from any future accrual of sick leave. The dollar equivalent of the sick leave owed to the Presbytery, based upon current rate of compensation, will be deducted from the employee's final check when an employee terminates).

08.01612 Sick leave is not earned while an employee is on leave of absence.

08.017 Maternity Leave

Paid maternity leave may be granted for up to six (6) weeks. Additional time may be taken under the unpaid leave of absence policy. A medical release statement must accompany the employee's return to work after maternity leave.

08.018 Parental Leave

At the discretion of the presbytery executive, paid parental leave associated with the birth, adoption or guardianship of a child may be granted, upon request, for a period not to exceed ten (10) working days. Additional time may be taken under the unpaid leave of absence policy

09.00 LEAVES OF ABSENCE, WITH PAY

Leaves of absence, with pay, for all regular employees are provided under the following circumstances:

09.01 Up to ten (10) working days, annually, for regular training in the U.S. Armed Forces.

09.02 Up to ten (10) working days, annually, for jury duty. In exceptional cases, the presbytery executive may grant additional leave of absence with pay for jury duty. When serving on jury duty, with paid leave of absence, any and all jury duty pay, paid by the court(s), shall be surrendered to the Presbytery.

09.03 Up to five (5) working days in case of death in the immediate family (spouse, child, parents, parents-in-law, siblings). Additional time may be taken under the unpaid leave of absence policy.

09.04 Adequate time off for voting when election hours and work schedules create a hardship for employees.

09.05 Time off the job will be permitted (not to exceed the equivalent of 5 days per year), with the approval of the person's supervisor(s) for personal or family emergencies, including illness of a member of the employee's immediate family (spouse, child, parents, parents-in-law).

09.06 Reasonable time off will be permitted for parent-teacher conferences twice per year, with the approval of the employee's supervisor(s).

09.07 Each employee shall receive one paid day off, each year, if needed, for personal use. The employee need only inform the executive of the request for the day off, at least one working day in advance. This personal day cannot be carried over into the following year.

09.08 Each employee will be granted up to five days paid leave each year to participate in the work of committees, units, or task groups of the governing bodies of the Presbyterian Church (U.S.A.) and/or related institutions.

10.00 LEAVES OF ABSENCE, WITHOUT PAY

Leaves of absence without pay for all regular employees are provided under the following conditions, with the approval of the employee's supervisor(s), in consultation with the presbytery executive.

10.01 For military service, beyond the ten days available under section 09.01 of this policy. Upon return every effort will be made to place the employee in a position of similar level, status and salary.

10.02 For personal reasons such as unusual family responsibilities.

10.03 In extraordinary circumstances, other leaves of absence without pay may be granted upon the approval of the presbytery executive.

10.04 The maximum time of leave without pay, except for military service, shall be six weeks per year.

11.00 EMPLOYEE ASSISTANCE POLICY

The Presbytery of The Pines has a concern for individual employees and recognizes that employee health can adversely affect an employee's job performance. Employee assistance needed may be a result of physical, mental and/or emotional illness, marital or family distress, alcoholism or other drug dependencies, financial, legal or other stressful problems. The Presbytery will refer the employee, at the employee's expense, for appropriate treatment of conditions as described above which may affect job performance. Any assistance given by the Presbytery will be held in confidence, and care will be taken to protect the employee's record.

The employee assistance program offered by the Presbytery will include:

11.01 A referral service for appropriate treatment of health conditions affecting job performance.

11.02 An assurance that employment will not be jeopardized while the employee is receiving appropriate treatment in order to maintain satisfactory job performance.

11.03 Confidential records

11.04 Respect for employees who have been referred to such assistance.

11.05 An atmosphere that encourages, but is not limited to, self-referrals.

11.06 Training for supervisory personnel to implement the intention of the employee assistance policy.

12.00 DEATH IN SERVICE

In the event of death of an employee, the salary of that person will be continued to the spouse or dependent(s)

for four (4) weeks from the date on which the death occurs.

13.00 VACATIONS

13.01 Exempt employees shall receive annual vacation in accord with the Presbytery approved terms of call. (The first year shall be prorated for the portion of the calendar year employed.)

13.02 Non-exempt employees shall earn annual vacation for a calendar year as follows: Two weeks per year for the first five years of employment. (The first year shall be prorated for the portion of the calendar year employed.) Three weeks per year after five years of employment. Four weeks per year after ten years of employment.

13.03 Vacation time may not be carried over to next calendar year.

13.04 Vacation plans should be submitted to the presbytery executive at least one month in advance for approval.

13.05 Conflicts in vacation schedules will be resolved with preference being given to the employee with the longest tenure of employment by the Presbytery.

13.06 The employee may arrange with the Treasurer to receive, before leaving on vacation, an advance payment of any salary which will become payable during the absence on vacation.

14.00 **HOLIDAYS**

14.01 Twelve (12) paid holidays will be given to all full-time office employees of the Presbytery of The Pines, as follows:

- New Year's Day
- Martin Luther King, Jr. Birthday
- Presidents' Day Good Friday Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- December 24, 25, 26

14.02 All holidays must be taken on the day designated.

14.03 When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday, respectively.

15.00 **EVALUATION AND REVIEW**

All employees of the Presbytery have position descriptions. The Presbytery Leadership Council is charged with doing an annual evaluation and review of employees based upon the position description. The Annual Evaluation and Review will take place according to a process designed by the Presbytery Leadership Council. All staff members are expected to cooperate in the annual evaluations and reviews.

16.00 **GRIEVANCE PROCESS**

The Presbytery seeks to foster within its staff working relationships that affirm the importance of each individual and her/his contribution to the work being done, encourage mutual respect of employee and supervisor(s), provide prompt answers to questions, minimize misunderstandings, and seek resolutions of differences as quickly as possible. It is the Presbytery's policy to facilitate the development of open, orderly channels of communication between all levels of management. Employees are encouraged to take initiative in seeking answers to their questions or solutions to their work-related problems through immediate discussion with their supervisor. Supervisors are expected to maintain an open door to employees responsible to them; to encourage communication with them giving prompt attention to their suggestions, and to provide active assistance in dealing with their concerns or complaints.

16.01 Preliminary Complaint Procedure

Prior to filing a formal written grievance, preliminary steps are to be taken:

- a. The complaining party must first discuss his/her problem with her/his supervisor.

b. **If** not satisfied with the supervisor's action, the complaining party is to approach the presbytery executive, who will seek to resolve the issue in consultation with all parties involved.

c. In the event that the presbytery executive is perceived to be part of the problem, the matter is to be taken to the Presbytery Leadership Council, which will seek to resolve the issue in consultation with all parties.

16.02 Formal Grievance Procedure

If informal efforts to resolve a grievance have failed, a formal grievance may be filed by submitting a written statement to the moderator of the Presbytery Leadership Council, with a copy to the presbytery executive. Formal grievances must be filed within forty-five (45) days of the alleged grievance. The moderator of the Presbytery Leadership Council shall call a meeting of the committee, which shall review the grievance with all parties concerned. It shall make a determination of the grievance and shall supply all parties

with a written record of the decision. 16.03 Written Records

A written record of all complaints and decisions arrived at in all meetings shall be kept. Letters of decision shall contain provision for the complaining party to indicate his/her acceptance or rejection of the decision.

17.00 SEPARATION OF EMPLOYMENT

The term "separation" shall refer to any and all terminations of the relationship between an employee and the Presbytery of the Pines.

17.01 Voluntary Resignation

A voluntary choice of separation freely made by the employee may take place after two week's written notice for non-exempt employees and one month notice by exempt employees. All such employees will receive pay for accrued vacation. Vacation pay is forfeited if notice is not given.

17.02 Retirement

Employees should plan on a minimum of six to nine months notice before retirement.

17.03 Termination by Presbytery

Employment may be terminated by the Presbytery under the following circumstances:

17.031 Termination for Cause

Termination or dismissal for cause may occur upon written notice from the presbytery executive and the moderator of the Presbytery Leadership Council, stating specific reasons for termination. Termination for cause is considered to be an action of the last resort, normally taken only after remedial measures have proven ineffective or when employee conduct is such as to preclude further employment.

The following conduct is deemed sufficiently serious that, when proven after reasonable investigation, may result in immediate termination of employment. --Misappropriation of Presbytery funds -- Insubordination in failing to carry out assigned duties --Illegal, dishonest or unethical conduct --Other acts which endanger the safety of persons, property or the credibility of the Presbytery. Employees may also be terminated in the event

of continued violations of other Presbytery rules or policies. Actions which, after remedial efforts have failed to

correct the problem, may result in termination include, but are not limited to: --Unsatisfactory work performance--Insubordination --Neglect in the care and use of Presbytery property and/or funds -- Excessive absences ortardiness --Failure to observe Presbytery policies -- Physical or emotional harassment of others -• Sexual Harassment. Employees terminated for cause will not be eligible for severance benefits but will be paid unused, accrued vacation. The presbytery executive and/or Presbytery Leadership Council may elect to provide additional pay in lieu of notice.

17.032 Reduction in Force

If the Presbytery, because of a fundamental change in long-range objectives, reorganization changes, or a serious change in financial outlook is required to make a reduction in work force, the decisions and procedures by which staff members will be released will be fairly and consistently applied to all employees. Written notice shall be issued by the presbytery executive and the moderator of the Presbytery Leadership Council. Such notice will include the announcement of the reduction and reasons for it. Employees terminated through a Reduction in Force shall receive a severance allowance in accord with the established severance schedule.

17.04 Termination without Prejudice

Employees may be terminated without prejudice for reasons which the Presbytery Leadership Council for non• exempt employees or the Presbytery for exempt employees, in its discretion deems sufficient, upon the recommendation of the employee's supervisor(s) and the written approval of the presbytery executive. Employees terminated without prejudice will be entitled to notice, or pay in lieu of notice, pay for accrued vacation time and consideration of severance allowances.

17.05 Severance Schedule

A severance allowance will be given in relation to the length of continuous service to the Presbytery of The Pines. The severance allowance will be based upon the rate of wage or salary at the time of severance.

	W e e k s
<u>Year's of Service</u>	Severance
Up to 3 years	0
3 years to 5 years	2
5 years to 10 years	4
10 years to 20 years	8
20 years to 25 years	12
25 years and up	26

17.06 Suspension

Unacceptable behavior (e.g., insubordination, harassment of other employees, involvement in dishonest or unethical acts) may result in suspension of the employee by the presbytery executive with

the concurrence of the moderator of the Presbytery Leadership Council, after verification and evaluation of the circumstances.

Suspension shall be without pay in circumstances where an offense has been clearly established which requires disciplinary action, but does not warrant immediate dismissal. Normally, suspension will be invoked after verbal and written warnings are issued to the employee regarding inappropriate conduct on the job. Suspension shall be considered a warning to the employee that repetition of such conduct would subject the employee to dismissal. Suspension without pay may be for a period of up to ten (10) working days. Notice of the reason for the suspension must be given to the employee in writing.

18.00 SALARY ADMINISTRATION

18.01 Principles

The Presbytery of the Pines is committed to salary administration that will provide fair pay for the work performed. To the extent feasible, the Presbytery will seek to maintain salary levels in a manner which are consistent with the pay scale appropriate to the factored rating for the position.

18.02 Position Evaluation

Annually, the presbytery executive and the Presbytery Leadership Council will conduct a staffing review based on Presbytery established goals. All positions will be evaluated on the basis of job descriptions.

The Presbytery Leadership Council will recommend to the Presbytery any changes in position descriptions, staff deployment, and changes in staffing levels.

18.03 Salary Review

All individual salaries will be reviewed, annually, by the Presbytery Leadership Council. Where there are changes in duties or responsibilities, individual salary adjustments will be based on: (not in order of priority) a) performance b) relative equity within the Presbytery of the Pines c) the employee's position in the salary range d) funds available e) cost-of-living increases

19.00 SEXUAL HARASSMENT

The Presbytery of The Pines will not allow any form of sexual harassment within the work environment. Because sexual harassment interferes with work performance, creates an intimidating, hostile, or offensive work environment; or influences or tends to affect the career, salary, working conditions, responsibilities, duties, or other aspects of career development of an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment, it will not be tolerated.

Sexual harassment, defined in this policy, includes, but is not limited to, sexual advances, verbal or physical

conduct of a sexual nature, visual forms of a sexual nature (e.g. signs, posters and the like), or requests for sexual favors.

The presbytery executive of the Presbytery of the Pines is designated as the individual who will respond to all complaints filed with regard to sexual harassment. In addition, complaints of sexual harassment may be filed with the moderator of the Presbytery Leadership Council or the Stated Clerk of the Presbytery.

20.00 CONFIDENTIALITY/PRIVACY

All files and records of a confidential nature are to be kept in locked file cabinets or secured areas under control of the presbytery executive. Only the presbytery executive, administrative assistant, and the moderator of the Presbytery Leadership Council will have access to these files. No information is to be released,

outside accepted channels, regarding any employee without their written consent, unless otherwise required by law.

The Presbytery of The Pines recognizes the employee's right to privacy. In seeking to maintain and protect that privacy the following principles shall apply:

- A. The collection of employee information will be limited to that needed by the Presbytery for business or legal purposes.
- B. The confidentiality of all personal information in our records will be protected.
- C. All employees involved in such record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action.
- D. Employees are permitted to see the personal information maintained about them in Presbytery records.
They may submit written comments in disagreement with any material contained in their record. They may submit in writing any changes needed to correct any factual information.
- E. Internal access to employee records will be limited to the presbytery executive and the moderator of the Presbytery Leadership Council. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena.
- F. The Presbytery will refuse to release personal information to outside sources without the employee's written approval unless legally required to do so.

In the latter two cases, the employee will be informed prior to the disclosure when reasonably possible.

21.00 CONFLICT OF INTEREST

No employee shall accept any gift, gratuity, grant service or any special favor to any person or persons or business which provide or receive goods and services or which seek to provide or receive goods and services to or from the Presbytery. However, minor courtesies such as luncheons, dinners or similar arrangements in connection with business discussions may be received. In addition, if an employee is called upon to participate in a decision in which the interests of the employer conflict with his/her personal interests, the employee should abstain from participating in the decision.

Employees who hold other paid positions should ensure that such outside employment will not interfere with the performance of their duties for the Presbytery or produce a conflict of interest in pursuit of their duties for the Presbytery. Any questions regarding this should be reviewed with the presbytery executive.

All employees should avoid even the appearance of conflict of interest, or any other inappropriate conduct. If an employee discovers that he/she may be in a position of conflict of interest, she/he should immediately report this conflict to the presbytery executive.

22.00 HONORARIA/FEES/ROYALTIES

22.01 The Presbytery encourages its staff to grow and to seek to share insights and discoveries with the larger church. Staff members are encouraged to be judicious in the use of "working hours" in the development of materials for production or publication. Staff members shall keep their supervisor informed of the approximate amount of time given to such efforts. Compensation received for productions or publications done in part or in full during "working hours" may be retained by the staff members, as well as all non-assigned Copyright privileges.

(Approved by Presbytery, 2016)

D. ON RECEIVING AND DISTRIBUTING PER CAPITA

1. From the 114th Stated Meeting, April 16, 2016, upon the recommendation of the Business Affairs Committee, the Presbytery approved that the Presbytery's policy on receiving and distributing per capita be: that the Presbytery Treasurer be instructed to remit to the General Assembly only those per capita apportionments received.
2. The portion of per capita remitted to the General Assembly shall only be sent if one of two conditions are met:
 - a. The remittance is clearly marked for General Assembly per capita, or
 - b. The Presbytery's portion has been fully subscribed. Any congregation, for reason of conscience, that does not wish any of its per capita to be remitted to the General Assembly, may designate such per capita payments for Presbytery use only.

E. SEXUAL AND MISCONDUCT POLICIES