

APPENDIX B

Transylvania Presbytery Policy Book

Section 1 **Policy and Procedures on Sexual Misconduct** (December 6, 1994)

I. INTRODUCTION

Our sexuality is a gift from God and when rightly used helps lead to the wholeness of life, which God intends for all people. Those who serve through the offices of the Church bear particular responsibility in making manifest the goodness of God's gift of sexuality.

SCRIPTURE states:

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.
Do 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.
(I Peter 1:15; 5:2; James 3:1 NRSV)

THE BOOK OF CONFESSIONS states:

The relationship between man and woman exemplifies in a basic way God's ordering of the interpersonal life for which God created humankind. Anarchy in sexual relationships is a symptom of our alienation from God, neighbor, and self... The Church, as the household of God, is called to lead persons out of this alienation into the responsible freedom of the new life in Christ. Reconciled to God each person has a joy in and a respect for one's own humanity and that of other persons... The Church comes under the judgment of God and invites rejection by people when it fails to lead men and women into full meaning of life together, or withholds the compassion of Christ from those caught in the moral confusion of our time. ("Confession of 1967", 9.47d)

The BOOK OF ORDER states:

To those called to exercise special functions in the Church - deacons, elders, and ministers of the Word and Sacraments - God gives suitable gifts for their various duties. 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 Saviour and Lord. Their manner of life should be a demonstration of the Christian gospel in the Church and in the World. (Gifts and Requirements, G-6.0106)

The PRESBYTERY OF TRANSYLVANIA states:

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

We further believe in justice for all persons. Sexual misconduct is an abuse of power and trust, and is, 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 is more than just a personal tragedy for the alleged victim. It reflects a tragic breakdown in the character of the abuser that seriously threatens, not only those immediately affected, but also the well being of the Church itself.

The PRESBYTERY OF TRANSYLVANIA here proclaims that the Church can never be well 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.

In doing so, we are to remember "...the purpose of church discipline is...to preserve the purity of the Church by nourishing the individual within the life of the believing community, to correct or restrain wrongdoing in order to bring members to repentance and restoration..." It is "...for building up the body of Christ, not for destroying it, for redeeming, not punishing. It should be exercised as a dispensation of mercy and not of wrath so that the great ends of the Church may be achieved..." (From the Preamble of "Rules of Discipline")

The purpose of this Policy is to make clear the position of THE PRESBYTERY OF TRANSYLVANIA on sexual misconduct and to establish the Procedures to be followed in investigating and resolving instances where misconduct is alleged to have occurred.

II. POLICY STATEMENT

Members and employees of Transylvania Presbytery and volunteers under its supervision, including those who serve on Presbytery committees, boards, and councils and in support of Presbytery programs, shall not engage in sexual misconduct as defined in this policy.

All procedures and activities under this policy shall deal with allegations of sexual misconduct with seriousness. In recognition of the fact that reports of sexual misconduct can impact the reputation and effectiveness of the accuser, the accused, the alleged victim and the Church, all persons involved in this process are directed to hold information received in strict confidence.

All persons are encouraged to report all accusations of sexual misconduct involving members, employees and volunteers of Transylvania Presbytery to either the Moderator or Executive Presbyter of Presbytery and/or to civil authorities. In those instances where secular civil and/or criminal investigations of the same accusations are conducted, the Presbytery shall proceed carefully and with appropriate legal advice to avoid interference with the secular proceedings.

III. DEFINITIONS

- A. ACCUSED: The person against whom an allegation of sexual misconduct is made.
- B. ACCUSER: The person reporting alleged sexual misconduct by a member, employee or volunteer of Presbytery.
- C. ADVOCATE: A person chosen by the accused, the accuser or the alleged victim to accompany him/her at any/all stages of this process.
- D. ALLEGED VICTIM: The person allegedly injured by sexual misconduct or against whom the sexual misconduct was directed.
- E. GOVERNING BODY: A representative body of elders and ministers having governing authority in the Presbyterian Church (U.S.A.) as defined in the Book of Order. The Session of a church has original jurisdiction in disciplinary cases involving members of that congregation (D-5.0010(1)(b).) The Presbytery has original jurisdiction in disciplinary cases involving minister members of the Presbytery (D-5.0010(1)(c).)
- F. INQUIRY: The term used in the "Rules of Discipline" to determine whether or not charges should be filed based on allegations of an offense received as stipulated in Book of Order D-7.0200.

- G. PERSONS COVERED: Minister members and employees of Transylvania Presbytery, lay members of the Presbyterian Church (U.S.A.) and non-member persons who are volunteers under the supervision of Transylvania Presbytery, including officers, those serving on its committees, boards and councils and support of its programs.
- H. SEXUAL MISCONDUCT may (1) occur in connection with a Presbytery-sponsored program or activity, or (2) occur in a non-church-related setting-giving rise to questions of character and effectiveness of members, employees or volunteers of Presbytery. This is a comprehensive term, which includes:
1. Child sexual abuse: Any conduct of interactions between a person of any age and a minor where the minor or the conduct with the minor is used for the sexual stimulation or gratification of the adult or of a third person. The behavior may or may not include touching. No defense of consent by the minor shall be recognized. Child abuse must be reported to the civil authorities in accordance with state law.
 2. Rape or sexual contact by force, threat or intimidation.
 3. Sexual harassment: Unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature of harassment of an individual because of the individual's gender constitute sexual harassment when submission to such conduct is made, either implicitly or explicitly, a condition of the individual's employment, or is used as the basis for employment decisions affecting the individual, or creates an intimidating, hostile or offensive working environment.
 4. Sexual impropriety: Inappropriate verbal or physical sexual conduct, other than that defined above, toward those under one's supervision or for whose spiritual and physical welfare one is responsible by reason of one's position in the Church. This term includes, but is not limited to, abuse of a position of trust and exploitation or manipulation of persons who are emotionally, psychologically, physically or spiritually vulnerable.

IV. PROCEDURES FOR GOVERNING BODY RESPONSE

A. REPORTING ACCUSATIONS

- (1) Any person with information of sexual misconduct by any member, employee, or volunteer of Transylvania Presbytery should immediately inform either the Moderator or the Executive Presbyter of Presbytery. The accuser shall be told what the next steps are in the procedure.
- (2) The one receiving the information shall immediately inform the other official of its receipt. It is not incumbent upon the persons receiving the information to probe the details of the circumstances of the accusation. (Exhibit A may be used by the accuser to document the accusation.)
- (3) Original jurisdiction shall be determined by those receiving the information and the relevant procedures followed.
- (4) If either the Moderator or the Executive Presbyter is the accused, the Chairperson of the Committee on Ministry shall take that person's place as recipient of the information.
- (5) The Moderator or Executive Presbyter shall see that appropriate insurance carriers are notified of any accusations.

B. RESPONSE TEAM

- (1) The Moderator, the Stated Clerk, and Chairperson of the Nominating Committee shall appoint annually a Response Team pool composed of four members of the Presbyterian Church (U.S.A.) to serve as a resource to the Presbytery and local churches in situations of alleged sexual misconduct. They shall be persons trained to

respond to accusations of sexual misconduct and must be familiar with legal, administrative and disciplinary procedures of the Church, including those stated in this Policy.

- (2) When a Response Team is assigned to deal with a particular accusation of alleged sexual misconduct, it shall be composed of two members from the pool with both genders represented.
- (3) The Response Team shall execute its responsibilities with sensitivity, confidentiality, and loving care.
- (4) The Response Team shall be called into service to deal with a particular accusation of alleged sexual misconduct by the Executive Presbyter and Moderator as specified in Section IV (C - F) below. The purpose is to listen to the accuser and advise the person on the range of alternatives available from which he/she may choose for redressing the injuries caused by the alleged misconduct cited in the accusation. Some possible alternatives for redress are:
 - a. Tell story to Response Team as representatives of the Presbytery and state what outcome is expected.
 - b. Write a letter to the Executive Presbyter or the Moderator of Presbytery requesting that the difficulty be resolved short of a formal disciplinary process through mediation.
 - c. Write a letter to the Stated Clerk of Presbytery containing "a statement of the alleged offense, together with supporting information". This triggers the formal ecclesiastical disciplinary process (See "Rules of Discipline", Chapter 7).
 - d. File civil or criminal charges.
 - e. Other suggestions or variations on the above.
- (5) The Response Team shall not engage in any of the following:
 - a. Advocate for any party involved.
 - b. Act as legal counsel for any party involved.
 - c. Provide pastoral care or counseling to any party involved.
 - d. Perform functions of the Committee on Ministry, the Staff Services Committee, the Session, or a Special Disciplinary Committee.
 - e. Determine the guilt or innocence of the accused.
 - f. Enforce a specific remedy or disciplinary action.
- (6) The Response Team may be available as resource to local sessions, which adopt Sexual Misconduct Policies addressing accusations of sexual misconduct arising at the local congregation level, upon request for assistance by the Session.

C. MINISTER MEMBER OF PRESBYTERY

If the accused is a minister member of Presbytery, including those ordained employees whose job placement has been established and must be dissolved by Presbytery, then

- (1) The persons who have received the accusation shall inform the Response Team within five days that the accusation has been received and along with any documentation presented by the accuser.
- (2) The Response Team shall meet as soon as possible, but no later than fourteen (14) days after receiving the notification of the accusation. A plan of action with assigned responsibilities and dates of action shall be agreed upon.
- (3) The Response Team shall meet only with the accuser and that person's advocate, if requested by the accuser.
- (4) If the accuser chooses an alternative, which involves mediation, the Response Team may recommend such action to the Executive Presbyter and the Moderator for referral.

- (5) If the accuser chooses to file an accusation under the "Rules of Discipline", the procedure specified under D-7.0300 (3.a) shall be followed.
- (6) If the accuser chooses not to file an accusation under "Rules of Discipline", Chapter 7, the Response Team, based on the seriousness of the alleged offense, information presented to them, and the potential health and safety of the individuals involved, may request an inquiry as provided for in D-7.0400.
- (7) It is within the context of the inquiry provided for in D-7.0800 that the Special Disciplinary Committee, to the extent feasible, conduct confidential meetings with the accuser, the accused, the alleged victim, and other parties with personal knowledge of the alleged misconduct.
- (8) During the course or at the close of its proceedings, the Special Disciplinary Committee may confer with the Chairperson of the Committee on Ministry to determine if further actions may be necessary in accordance with the Book of Order, which may be beyond the responsibilities of the Special Disciplinary Committee. This may include initiatives for healing, pastoral care, administrative leave, or other actions, which could bring justice and peace to the parties.

D. NON-MINISTER EMPLOYEE OF PRESBYTERY

If the accused is a non-minister employee of Presbytery, then

- (1) The persons who have received the accusation shall inform the Chairperson of the Staff Services Committee that the accusation has been received along with any documentation presented by the accuser.
- (2) The Staff Services Committee shall deal with the matter in accordance with Presbytery Personnel Policies without resorting to any other aspects of this policy. It may call on the services of the Response Team by making a request to the Executive Presbyter and the Moderator.

E. PRESBYTERY VOLUNTEER/MEMBER OF LOCAL CONGREGATION

If the accused is a volunteer in Presbytery and a member of a congregation of the Presbyterian Church (U.S.A.), then

- (1) The persons who have received the accusation shall inform the Moderator of Session that the accusation has been received along with any documentation presented by the accuser.
- (2) The Moderator takes the information about the accusation to Session, which may either establish its own Response Team or make a request of the Executive Presbytery and the Moderator to provide a Response Team to assist the Session in this matter.
- (3) The Response Team shall then proceed in accordance with Sections B..... (2) - (6) above. In Section B. (4) above, add the Moderator of Session at the point where reference is made to Executive Presbyter and the Moderator.
- (4) The Session, being the governing body of jurisdiction, may establish a Special Disciplinary Committee, if needed, as provided for in the Book of Order. If charges are filed, it shall be done in accordance with D-7.1400. The Session shall then determine if it will try the case or refer it to the next highest governing body.
- (5) Sections B (7) (8) above also apply in this procedure.

F. NON-MEMBER VOLUNTEER OF PRESBYTERY

If the accused is a non-member volunteer of Presbytery, then

- (1) The persons who have received the accusation shall inform the Chairperson of the Staff Services Committee that the accusation has been received along with any documentation presented by the accuser.
- (2) The Staff Services Committee shall deal with the matter in a manner, which it deems appropriate. It may call on the services of the Response Team by making a request to the Executive Presbyter and the Moderator.
- (3) If the accusations have merit, the accused will be excluded from the program and property of Presbytery.

V. COMMUNICATIONS

- (1) The Presbytery shall encourage all local Sessions to establish similar policies, procedures and practices related to sexual misconduct.
- (2) Local Sessions should inform members, employees, volunteers, inquirers, and candidates of the Presbyterian Church (U.S.A.) of standards of conduct and the Presbytery's Policy and Procedures with respect to sexual misconduct.
- (3) The Department of Ministry shall be responsible for developing educational programs regarding sexual misconduct and the Presbytery's Policy and Procedures.
- (4) Inquiries from the media regarding an alleged incident of sexual misconduct shall be referred to the Executive Presbyter.
- (5) All minister members of Presbytery, active and at large; all employees; all Presbytery Volunteer members of local congregations; and all non-member volunteers of Presbytery, are required to sign the following acknowledgment that they have received and read the Presbytery's Policy on Sexual Misconduct. The signed receipt shall be kept in the personnel files of Presbytery.

ACKNOWLEDGEMENT OF RECEIPT

I have received and read "The Presbytery of Transylvania Policy on Sexual Misconduct" (12-6-94)

Signature

Position

Dated

Exhibit A
REPORT OF ALLEGED SEXUAL MISCONDUCT

DATE OF REPORT:

ACCUSER: Name and Title

Address

City, State, and Zip Code

Telephone

ALLEGED VICTIM: Name and Title

Address

City, State, and Zip Code

Telephone

CIRCLE ONE: ADULT MINOR CHILD

ACCUSED: Name and Title

Address

City, State, and Zip Code

Telephone

REPORT OF ALLEGED SEXUAL MISCONDUCT (Page 2)

Describe incident(s) of alleged sexual misconduct including date(s), time(s), and location(s):

Identify eyewitnesses to the incident(s) including names, addresses, and telephone numbers:

Cite other information or evidence, which might be helpful in an inquiry of this accusation:

I agree that this report and the information related to it, may be released to the appropriate officers or committees of the Presbytery of Transylvania.

SIGNED _____ DATE

WITNESS _____ DATE

Section 2 **CPM Policy Regarding the Theological Education of Inquirers and Candidates of Transylvania Presbytery** (1998)

Inquirers and candidates of Transylvania Presbytery should attend a seminary of the Presbyterian Church (U.S.A.) and have at least one field education placement outside of their home congregation. If an inquirer or candidate seeks an exception from attending a PCUSA seminary or an exemption from the field education requirement, he or she must present in writing to the Committee on Preparation for Ministry the reasons for the exception and enter into conversation with the CPM regarding the reasons.

All CPM recommendations regarding exceptions from attending a PCUSA seminary shall be brought to the presbytery for action. Inquirers and candidates granted an exception from attending a PCUSA seminary shall consult with the CPM to satisfy the educational requirements for study in the Hebrew and Greek languages, Reformed theology, Presbyterian polity, Reformed worship and Sacraments, and for field experience in a Presbyterian Church (U.S.A.) congregation.

POLICY RATIONALE:

The Committee on Preparation for Ministry affirms the unique tradition and theology of the Presbyterian Church (U.S.A.) and seeks the best preparation for those who are to be ordained as ministers of the Word and Sacrament. This preparation includes a theological degree from a seminary of the Presbyterian Church (U.S.A.) and diverse experience in the practice of ministry. However, the CPM also recognizes the unique circumstances of today's students (e.g. second-career students). Inquirers or candidates who cannot attend a PCUSA seminary may, at their initiative, request an exception from attending a PCUSA seminary. The request for an exception shall be made in writing to and in consultation with the CPM. The CPM will make a recommendation to the presbytery regarding all requests for an exception. It is up to the presbytery to either grant or deny the student's exception from attending a PCUSA seminary. When an exception is granted, the student must still fulfill the educational requirements set forth in G-14.0310 in the Book of Order, which includes the Hebrew and Greek languages, Reformed theology, Presbyterian polity, Reformed worship and Sacraments and field experience (G-14.0307).

Section 3 **Guidelines for Administrative Personnel Loan Fund** (1994)

The Administrative Personnel Loan Fund is a special ministry administered by the Presbytery of Transylvania through the Department of Ministry. Its purpose is to make low interest loans available to administrative personnel (secretaries, bookkeepers, office managers, business managers, etc.) to aid them in seeking continuing education.

This fund was established by Presbytery with funds restricted from Unified Mission Giving. It is a revolving fund, in that, those who receive loans repay the amount borrowed plus interest, thereby enabling others to borrow funds for the future.

Conditions of Eligibility:

The applicant shall be an employee of a Presbyterian (USA) Church and seek the guidance/approval of their session and/or personnel committee.

The applicant shall give evidence of actually needing financial help for continuing education beyond that which she or he is able to meet through other means.

The applicant shall be seeking continuing education, which is of benefit to them in their current employment or other employment related to PCUSA.

Loans shall not be made to an employee on temporary or probationary employment.

Amounts that may be borrowed:

\$250 may be borrowed by an applicant at any one time. Upon repayment of a loan the employee may submit an application for another loan.

How to obtain funds:

Those desiring to apply for funds should submit an application to the Committee on Administrative Personnel. This application should be accompanied by a financial statement demonstrating financial need and the application must be signed by the Clerk of Session.

Checks to applicant:

Ordinarily checks are drawn payable to the applicant after the loan has been approved; however, checks may be drawn payable to an educational institution if needed.

Repayment information:

A repayment schedule will be developed by the Committee on Administrative Personnel after consultation with the applicant. Repayment shall ordinarily begin thirty days after loan has been granted with interest to begin immediately. Interest will be calculated at a 6% simple rate.

GUIDELINES TO LOCAL CHURCHES:

The Presbytery of Transylvania adopted a budget for 1994, which included funds to initiate this loan program for administrative personnel working for the Presbyterian Church within the bounds of this Presbytery.

Loans will be made after the Committee on Administrative Personnel has reviewed with the applicant their financial situation. The applicant must seek approval of their local Session when applying for a loan.

These loans are not to take the place of continuing education funds, which might be provided as part of the employee's salary package. These funds may, however, be used to supplement education funds provided by the local church.

This committee encourages local churches to recognize the need for all employees to seek personal/spiritual growth through education, and therefore,

- provide all administrative personnel with an allowance for education as part of their salary package.
- allow study leave for administrative personnel
- assist administrative personnel in seeking opportunities for education which would benefit both the employee and the church.

Section 4 Campus Ministry at Maxwell Street (1994)

- (1) That the Campus Ministry Program at Maxwell Street Presbyterian Church be designated by Presbytery as the Official Agency through which the Presbyterian presence at the University of Kentucky is expanded and coordinated.
- (2) That other Presbyterian congregations be urged to support and participate in this Presbyterian Campus Ministry in cooperation with Maxwell Street.
- (3) That the Session of the Maxwell Street Presbyterian Church be encouraged to seek funding for this program from the Kentucky Campus Ministry Board, our Synod/Presbytery funding agency in the Commonwealth.
- (4) That annual reports be made to Presbytery through the Campus Ministry Committee

Section 5 Child Care (1993)

Updated June, 2003

That for future meetings of the Presbytery it be standard policy that any church hosting Presbytery meetings be asked to provide child care at that church's expense.

Section 6 **Presbytery Directory** (1991)

It is directed that the Presbytery Directory be prepared and distributed once each year instead of twice.

Section 7 **Simple Meal Policy** (1990)

The annual March meeting of Transylvania Presbytery, the meeting which falls during the season of Lent, shall be designated as a simple meal meeting. Churches interested in hosting the March meeting of Presbytery are to be informed of this simple meal policy.

A menu could include such things as vegetable soup, beans, fruit, potatoes, tuna sandwiches and other items low in fat and high in complex carbohydrates. Such a meal would not only be low cost (thus freeing money to be used to fight hunger), but also low in calories and acceptable for those on most special diets.

Communication of the purpose of the meal is vital. Material sent out in advance to commissioners should include a sheet on the simple meal to be served at Presbytery. This sheet should state the purpose of the meal (to highlight hunger, increase awareness of the problem of hunger and promote a simple lifestyle) and seek to answer some questions before they are asked. Hunger information should be included.

Section 8 **Ministers in Conflict Situations** (1990)

On the care of minister members of the Presbytery involved in conflict situations:

Whereas Presbytery Guidelines, in G - Department of Ministry, Sections 1, 5, & 7 emphasize the importance of rendering pastoral care and support of ministers, church professionals and their families to the Department of Ministry, Pastors' Support Committee and the Ministerial Relations Committee: the Department of Ministry, meeting on January 10, 1990, wishes to make clear a possible source of confusion by adopting the following policy.

Resolved, that in conflict situations and pastoral care and concern for ministers, church professionals, and their families shall:

- (1) be assigned to the Committee on Ministry (COM) of the Presbytery:
- (2) recommendations of status and continuing membership of minister members of the Presbytery shall be made annually by COM, which shall report to the Presbytery.
- (3) contact, care and support shall be exercised by the COM only.

Section 9 **Hunger Issues** (1988)

That the Mission Committee of Presbytery be the unit which is responsible for reviewing and evaluating all grant requests referred to Presbytery by General Assembly agencies, with the understanding that local sessions, in areas from where the proposals come, be involved in the process.

Section 10 **Two-Cent Offering** (1988)

The annual Two-Cent Offering for Hunger has become a regular part of the program of the Presbytery, and, as such, it no longer needs renewal by annual vote.

Section 11 **To Sessions Considering Sick/Leave Personal Leave Policies** (1988)

Background: The Church Professional Support Committee and the Committee on Ministry feel that it is extremely important for Sessions to have clearly defined sick leave/personal leave policies for their employed staff persons. This is a protection, not only for the staff persons, but for the churches as well. Such policies are only a part of the personnel policies, which Sessions need to consider and adopt.

Below are some suggestions, which may be taken into account in establishing policies in your particular church. They have come from the experience of churches, which already have them.

Sick Leave/Personal Leave

The purpose of this type of leave of absence is to allow church employed staff persons (ordained or lay) to take time off with pay for needs when and as they arise from time to time. These needs include childbirth; personal illnesses, injuries, or surgeries; illnesses, injuries, or surgeries in one's immediate family; deaths or other critical needs in one's family; and other responsibilities. In cases where these absences are foreseen, it is appropriate that good faith arrangements be made in advance with the church session or its designated persons. Such allowable leave of absence time shall ordinarily be reckoned at one (1) day per month of service or employment cumulative to ninety (90) days.

Extended Sick Leave/Personal Leave

In cases where more extended leave of absence is required, negotiations shall be made between the minister (or his/her surrogate in case of incapacity) and the session, in consultation with Presbytery's Committee on Ministry to determine appropriate and humane terms of leave extension. For other staff, negotiations shall be made between the staff person and the Session. Extended leave may be with or without pay, as negotiated and approved. Extended leave includes, but is not limited to, maternity/paternity leave*, major illnesses, surgeries, accidental injuries, or critical family situations.

Payment for unused sick leave is not allowed.

*(Maternity/paternity leave is defined as normal leave of absence associated with childbirth and caring for and reestablishing routine family life during and immediately following childbirth. It is negotiable for both women and/or men.)

Section 12 **Presbytery Funding Policy** (1988)

1. **General Mission/Benevolences**

General Council reiterates that the Presbytery policy for funding the whole mission of the church is, ordinarily, through congregational giving to **General Mission/Benevolences**.

For the most part, the General Mission/Benevolences are given **undesigned**. In addition, some **designated funds** are received for items in the **unified budgets**. Such gifts are also sometimes referred to as **selected giving**.

Both **undesigned** and **selected giving funds** help us reach the **General Mission/Benevolence Goal** of the Presbytery. The total receipts for General Mission/Benevolences are divided by the negotiated percentages among the **unified budgets** of the three governing bodies beyond the session.

2. **Special Offerings and other Selected Gifts**

Some congregations participate in other selected giving for particular ministries or programs which are **over and above** - not included in the **unified budgets** of the three governing bodies. Most of these **selected gifts** are received in the form of **special offerings**.

3. Extra Budget Funding Campaigns

From time to time the Presbytery may **sponsor** an extra budget funding campaign for one of its programs or agencies. The purpose and use of the campaign funds are defined at the time the campaign is authorized. Such campaigns may be included in congregational budgets.

At other times institutions and agencies of other governing bodies may authorize extra budget funding campaigns. When the Presbytery elects not to **sponsor** these campaigns as Presbytery campaigns, but simply **endorse** them, then the following policy applies:

"The campaign shall be conducted on a person-to-person basis from selective lists drawn from individual church membership rolls; under no circumstances shall an appeal be made to a Session to include such funding as part of the congregational budget." (See Minutes, 12/2/77, p. 123 for full policy statement.)

Section 13 Dates for Presbytery-wide Events (1988)

It is directed that dates for Presbytery-wide events be cleared through the Presbytery Office prior to finalizing.

Section 14 Changes in Presbytery Guidelines (1999)

The Stated Clerk shall maintain a record of all Guideline changes adopted during the year and shall update the Guidelines yearly to conform to changes voted by the Presbytery.

Section 15 Affirmative Action Equal Employment Opportunity Programs in Calling a Minister (1987)

In keeping with policy of the Presbyterian Church (USA) regarding affirmative action and equal employment opportunity for churches seeking pastors.

- I. We believe that the Christian responsibility of churches to provide equal opportunity to all ought to be fulfilled in an atmosphere of trust and friendly encouragement.
- II. We affirm the serious needs of women and minority candidates for equal opportunity in the ministry. Therefore, we voluntarily pledge ourselves:
 - to continue to create within this Presbytery a climate of acceptance for women and minority pastors;
 - to encourage sessions to invite women and minority pastors to supply vacant pulpits;
 - to counsel, encourage, and urge Pastor Nominating Committees to consider seriously women and minority candidates;
 - to work with the women and minority candidates of this Presbytery in their placement in the ministry;
 - to ask the Ministerial Relations Committee to review regularly the progress of this Presbytery in working toward Equal Employment Opportunity in the Ministry.

Section 16 Resolution Guaranteeing Dues (1987)

That, in order to maintain the full protection benefits of the Benefits Plan of the Presbyterian Church (U.S.A.) for the categories of Plan members set forth below, the Presbytery of Transylvania guarantees to the Board of Pensions the payment of the full requisite dues becoming due and payable on and after July 1, 1987 and until the action is cancelled.

Members of the Benefits Plan of the Presbyterian Church (U.S.A.) as specifically selected from the following categories of the Plan members:

- (a) All minister members serving churches or other church related employing organizations under the direction of and within the bounds of this Presbytery.
- (b) All minister members who are "temporarily unemployed".
- (c) All full-time directors of Christian education, commissioned church workers, directors of music, or church business administrators who are participants in the Plan and serving within the bounds of this Presbytery.

Should the full requisite dues not be paid when due, by or in behalf of any such member, such dues plus interest and servicing costs, shall become the obligation of this Presbytery, and the Presbytery shall remit the same to the Board of Pensions when billed by the Board of Pensions, which bill normally shall be rendered for the requisite dues which have been delinquent for 90 days or more.

The foregoing resolution was adopted by the Presbytery of Transylvania meeting at _____ on the day of _____, 19__.

Signed: _____ Stated Clerk

Section 17 **Disposition of non-current records** (1986)

(The Council) approved the following suggestions of the Stated Clerk concerning disposition of non-current records in his possession, noting that this is only a partial report:

FOR DISPOSITION

- 1. Correspondence of a general nature after no longer relevant or current.
- 2. Reports:
 - a. Administrative commissions once received and recorded in minutes.
 - b. Higher governing bodies, after those bodies have acted upon them and recorded or filed them.
 - c. Departments, committees, task forces, boards, organizations, and individuals that have been recorded in full in the minutes of the Presbytery after that recording.
 - d. Individual reports on examination of sessional records after the written report has been entered in the minutes of Presbytery.
 - e. Changes in eldership after new ones are receivable.
 - f. Annual reports after two years.
 - g. List of elders of the Presbytery, except for file copy, after new lists are prepared.
 - h. Annual Personnel Report of the churches after new one is receivable.
- 3. Presbytery Directory, except for file copy, after each new issue.
- 4. Minutes:
 - a. Recording Clerk's minutes after the minutes have been approved by the Committee and formally presented to the Presbytery.
 - b. Handwritten copy of the minutes of the General Council after they have been copied into the minute book and approved by the General Council.
 - c. Copies of Presbytery Minutes, except for two file copies, after two years.
 - d. Copies of General Council Minutes, except for one file copy, after one year.
 - e. Minutes and statistical volumes of the General Assembly at the discretion of the Stated Clerk.
 - f. Minutes of the Synod at the discretion of the Stated Clerk.

FOR RETENTION OR TRANSFER

1. Correspondence relating to status of ministers and/or churches.
2. Papers and correspondence from/with the Trustees of Presbytery.
3. Certificates of dismissal and reception.
4. Minutes of committees that are filed with the Stated Clerk.
5. Ordination/installation bulletins: Refer to the History Committee.
6. Statement of faith by candidates.
7. Original minutes of the Presbytery to the Presbyterian Historical Society after **three (3)** years.
8. Annual Audit.
9. Minutes of Judicial Commissions.

Section 18 **CPM Policies relating to new ministers** (1987)

The Committee on Preparation for Ministry (CPM) of the Presbytery of Transylvania, in an effort to make the transition from candidacy to the practice of ministry a valuable experience and to provide support to the new pastor and church, suggest the appointment of a colleague for each newly ordained pastor called to a position in the Presbytery.

These guidelines are what we envision to be the role of a colleague to a newly ordained pastor. The guidelines are not by any means exhaustive, etched in stone, or mandated. They are simply guidelines and may be reduced, refined, or enlarged, depending upon the particular individuals involved as colleague/pastor.

The CPM, in consultation with the candidate and the Committee on Ministry (COM) and prior to examination of the candidate by Presbytery, shall nominate a colleague to serve in an advisory capacity for two years.

The objective of the colleague is to develop a caring relationship by:

- 1) Assisting the new pastor in the "firsts" of ministry.
- 2) Supporting the new pastor in the transition from seminary life to the ordained ministry.
- 3) Working through the integrating functions of self and role with the theory and practice of ministry.
- 4) Helping establish good initial work habits/patterns.
- 5) Providing healthy support in the transition from candidate to minister.

We see the colleague as a most important role and concept. We feel a thoughtful and caring colleague can make a major contribution to the new minister and, thusly, to the church. We are part of a caring and supportive presbytery. This colleague concept is seen as a tangible way of expressing our care and support if it in any way enables the new pastors to function effectively in their new ministry and the Presbytery.

The initial three (3) months are crucial ones for the new ministers as they begin relating to people and their ministry. It is a highly significant time for a colleague to relate to Presbytery's new minister. The colleague's first objective is seen as establishing a caring relationship with the new minister. The colleague is asked to take the initiative in setting up the first meeting and will be contacted by the moderator of the CPM to introduce the candidate and the Committee's perception of needs at this particular point in the individual's life.

This assignment as a colleague is for two years. At the end of the first and second years it would be helpful if the colleague shared with the moderator of the COM perceptions of how things are going. At the end of the second year the colleague should comment on the value and helpfulness of the experience and make suggestions for improving the process. These reports will be shared with the Candidates Committee.

PROCESS

- I. Candidate examined by CPM.

- II. Discusses colleague concept. Negotiates with candidate a person to be colleague.
- III. Consults with the COM, giving the CPM initial suggestion for a colleague. The moderator of the two committees will either concur or amend the original suggestion and present the final decision to Presbytery on the day of the examination.
- IV. Examines on floor of Presbytery; makes recommendation on colleague; Presbytery sustains examination and approves colleague.
- V. COM picks up at this point.

Section 19 **2-Cent Hunger** (1986)

That the division of the 2-Cent Offering for Hunger be divided so as to be 1/2 of receipts for the General Assembly and 1/2 of the receipts for the Presbytery. (The former division was 2/3 to the General Assembly and 1/3 to the Presbytery, a division which was made when there were two General Assemblies to support.)

Section 20 **Inclusiveness** (1985)

Be it resolved that the Presbytery of Transylvania and its various units demonstrate a commitment to principles of inclusiveness in Presbytery meetings, worship, deliberations, and communications by working diligently toward exemplary patterns of inclusiveness, and correcting those patterns of discrimination which tend to exclude any persons from full participation in the work of Presbytery because of race, sex, age, or disability.

Section 21 **Transfer of Property** (1985)

Our Presbytery policy is to transfer titles of church property to the local churches when there are no grant mortgages or mortgages held by the Presbytery on such property.

Section 22 **Field Education, Student Supplies or Intern** (1985)

These guidelines are suggested for the consideration of all those concerned in the student process and may be adopted in part or whole by the Presbytery's COM.

A. For Local Congregations or Special Programs

- 1. Do a careful study of your mission needs, resources and capabilities to provide a quality experience of training for ministry.
- 2. Focus on the ability to provide experience, education and a supportive, caring climate as well as on the skills and services the student may bring.
- 3. Provide for adequate and varied supervision, recognizing the effort and time required for that. This might include the expected pastoral supervision and also a lay person or committee of lay persons to provide concern, support and supervision.
- 4. Use the denominational Church Staff Information Form Part I - Church Profile, and Part III - Position Description as they are applicable and any further parts of the form that seem useful.
- 5. As an alternative to the above form, use those provided by the particular seminary with whom you are in conversation.
- 6. File either of the above forms, along with a current budget, with the Presbytery's COM.
- 7. The time lines for having forms in order and filed so interviews and contacts can be started vary.

Examples:

<u>Forms</u>	<u>Interviews</u>	<u>Student</u>
October - November	December - January	Summer
June - July	August - September	Academic Year

- 8. Plan to provide private and stable housing for the Student period so as to give reasonable personal freedom and a feeling of having a comfortable home to retreat to for the student.
- 9. Adequate compensation keeping within the guidelines of seminarian's school.

B. For Student

1. Provide for the congregation or program a dossier on a form provided by the seminary or on the denominational Personal Information Form, Part I - Basic Data, and as much other information in the Form as may seem appropriate.
2. Bring to share and negotiate your own design for what you expect to learn, experience and have in the way of supervision.
3. Ask to be as involved as possible in the program, structures and committees of the congregation and the Presbytery.
4. Consult your governing body and/or committee of care for approval to enter the particular situation.

C. For the Seminaries

1. Provide guidance to the student, congregation and Presbytery's Committee on Ministry as to the student's need for particular experiences of professional growth or personal support and indication of the evaluative reporting expected.
2. Consult with the COM as to the appropriate "fit" between a student and a congregation.
3. Continue to work with the governing bodies and agencies of the Church to explore new ways to train, guide and support ministers throughout their professional careers.

D. For the Committee on Ministry

1. Approve the placement of student in congregations or programs that will provide the best experience for all concerned.
2. Seek ways to involve each student in the life and structures of the Presbytery such as coopt membership or observation privileges at committees, councils, or governing body meetings.
3. Make available to each student a mentor or supervisor outside the congregation or program situation to provide reflection and support for growth or in cases of stress and conflict.
4. Design and hold, each year, a conference on supervision in the local congregation. This conference with congregations and interns could explore some or all of the following:
 - a. Bring together pastoral and lay supervisors, student, Presbytery mentors and seminary representatives for mutual understanding and goal setting.
 - b. All participants might share their personal styles and modes of functioning through use of such an instrument as the MBTI.
 - c. All parties should clarify their expectations for the involvement of students.
 - d. Explore the content and process of supervision.
 - e. Design a mutual process for supervision that includes regular times for sharing during the internship and provides for evaluative reports and exit interviews.

The above guidelines grow out of our experience to date in the Presbytery of Transylvania and are expressive of what we expect to be a growing partnership of congregations, presbyteries and seminaries in the training and growth of ministers throughout their careers.

Section 23 **Denominational Offerings** (1980)

(The Council) voted to reaffirm the policy of the Presbytery that local churches continue to select the special denominational offerings, which they wish to support.

Section 24 **Financial Policy Statement Summary** (1979)

1. That the Uncommitted Reserve Fund be maintained at \$50,000 (the equivalent of 2 - 3 months' support of salaries and minimal program). (Council Minutes 11/11/76)

That the Uncommitted Reserve Fund be maintained at the equivalent of 2 - 3 months' support of salaries and minimal program (approximately \$50,000)). (Council Minutes 5/3/79; replaces action of 11/11/76)

2. That the assets of the Mission Loan Fund be maintained at a level of \$15,164;
 - The requests for loans to be administered by the Executive Presbyter in amounts up to \$500.00 per individual, \$3,000.00 per church;
 - Any requests above the amounts be acted on by the Mission Board. (Council Minutes 5/3/79)
 - Funds to repay uncollectible loans to be taken from funds of some operating unit of Presbytery, by action of that unit for this specific purpose. (Council Min. 4/3/79)

3. That the expenditure of Mission Capital Fund (derived from the sale of church property) be approved by Presbytery upon recommendation of the Mission Board. (Council Min. 11/11/76)

That the Mission Capital Fund become a Presbytery Capital Fund held by the Trustees to be used at the direction of the Presbytery, ordinarily for capital projects. (Council Min. 2/16/78; replaces action 11/11/76)

4. The amount of expenditures in a given year from other restricted funds of the Presbytery is to be determined through the annual budget negotiation process or through action of the particular program unit, which has been given that discretion by the original restriction of the funds. (Council Min. 5/3/79)

Section 25 Guidelines for the Relation of Ministers to Their Former Congregations (December 1997)

The Presbytery of Transylvania recognizes that there are potentially difficult situations involving the relationship of a minister to his/her former congregation. In order to assist both the pastors and the congregations, the Presbytery adopts the following guidelines:

Even before an interim pastor is secured or a new pastor is called it is advisable to refrain from pastoral functions in the former parish. However, in churches where there is no associate pastor and where an interim has not yet been named, it is permissible to perform pastoral functions in accordance with the Book of Order, which states:

“Former pastor, associate pastors, and assistant pastors may officiate at services for members of a particular church, or of a particular 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.” (G-14.0606 Officiate by Invitation Only)

After the installation of a new pastor, the former pastor should continue to avoid participation in any funerals, weddings, baptisms, etc., of his/her former parish. The practice will be difficult, but if the first invitation is accepted, there will be no reason to refuse other requests. At all times, the former pastor should remain sensitive to the possible tensions that can arise from his/her presence in the former parish.

If there are options for church membership and participation in another congregation, it is recommended that the former pastor and his/her family become active in the work and worship of another congregation. Remaining in the same congregation can lead to tensions and difficulties, which no one intends, but which may not be avoidable.

It is permissible to accept an invitation to preach in the former parish after the new minister has been present for at least one year, again in accordance with the Book of Order G-14.0606 Officiate by Invitation Only.

Representatives of the Committee on Ministry shall review these guidelines with the minister who is leaving/retiring, and with the Session prior to the election of a Pastoral Nominating Committee; and a pastoral letter regarding these guidelines shall be shared with the congregation.

The Committee on Ministry welcomes and encourages consultations with former pastors or sessions should any questions or concerns arise.

STATEMENT OF ETHICS

To be read from the pulpit at the dissolution of a pastorate, or other pastoral relationship, and published for distribution to active membership.

When a pastoral position with a congregation ends, there are bonds of affection between the minister and members of the church that continue to be cherished. Relations of friendship continue, but the pastoral relationship does not. In order to avoid awkward situations, and to encourage the new pastoral relationship that will be established, the Presbytery asks the congregation be reminded of the following from our Book of Order:

“Former pastor, associate pastors, and assistant pastors may officiate at services for members of a particular church, or of a particular 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.” (G-14.0606 Officiate by Invitation Only)

This statement would apply to all pastors, retired or not, regardless of whether they have served particular churches. **The best interests of all involved would be better served if church members do not request a former pastor to perform pastoral duties, and if former pastors, when asked, would tactfully decline.**

While implementing this action is the responsibility of the session, it is most appropriate for such action to be initiated by the departing pastor.

Section 26 Committee on Ministry Guidelines for Moderators (December 2002)

THE PROCESS

- When a church anticipates a vacancy in pastoral leadership, the COM is notified and appoints a liaison, who meets with the session and the pastor prior to the end date of that ministry.
- The session may recommend a moderator to the liaison.
- The COM makes a recommendation to the Presbytery.
- The Presbytery elects the Moderator.
- The Stated Clerk notifies both parties.
- However, when vacancies occur between Presbytery meetings, Moderators are asked by COM to begin serving prior to their official appointment and the COM Chair notifies the Clerk of Session.

Moderator's Responsibilities

- Contact the Clerk of Session to set a time for the initial meeting of the Session with him/her (either the regular Session meeting time or a time convenient to both).
- Moderate regular and called meetings of Session.
- Discuss with Session the guidelines for holding a meeting without the Moderator (in an emergency, with permission of moderator, report included in minutes of next regular meeting).
- Moderate Congregational Meetings.
- Assist and advise the Session in arranging for pulpit supply, celebration of sacraments, hiring an interim, etc.
- Maintain contact with COM liaison regarding anything that should be brought to the attention of COM or any assistance needed from COM.

Session Member's Responsibilities

- Attend all Session meetings—especially important during interim period.
- Be reasonable in requests made of Moderator. He/she is often a pastor with responsibilities to his/her own church.
- Reimburse Moderator fairly (see guidelines) for expenses of time and travel.

COM Responsibilities

- Through the liaison, keep abreast of the health and progress of the church through the search process. Encourage regular contact between Moderator and Session.
- Review Moderator appointments annually and recommend continuation or replacement as appropriate.
- In the event of a long period in which no permanent pastoral leader is employed or called, the task of the Moderator is more onerous and COM works closely with him/her to insure that the needs of the church are met and the use of the Moderator's time is respected.

Section 27 Church Development and Redevelopment Strategy (2000)

STRATEGY FOR CHURCH REDEVELOPMENT AND NEW CHURCH DEVELOPMENT IN THE PRESBYTERY OF TRANSYLVANIA

Mission Statement

The mission of Transylvania Presbytery is to be a family of churches wherein all congregations are helping each other to be the best Presbyterian Church it can be by calling people to faith and service in the name of Jesus Christ.

Introduction

"Do not remember the former things, or consider the things of old. I am about to do a new thing; now it springs forth, do you not perceive it?" This quote from Isaiah 43: 18-19 (NRSV) provides a clear reminder that God is constantly working in new ways in our midst. Today this passage challenges us as we hear God calling the church to move beyond our boundaries, not to rest on past successes alone but to be constantly moving ahead in outreach to a hurting world.

Today, most recognized thinkers about the church's future believe that we are at a point of crisis, a turning point that will, in fact, determine the future of the church. Ours is a time when tremendous change is facing the church, greater, possibly, than the great Reformation of the 16th century. Some suggest that, "our task is no less than the re-inventing of the church." (Loren Mead, *The Once and Future Church*)

Through prayer, soul searching, and consideration of the ideas of other presbyteries, the Church Development Committee believes that church redevelopment and new church development should be at the heart of the Presbytery's mission for the next ten years. This strategy paper presents a vision for evangelism through revitalizing and redeveloping existing congregations to reach new constituencies and a fresh approach to new church development. It also presents a proposal for funding these efforts through a financial campaign.

A PLAN FOR REDEVELOPMENT

What is Congregational Redevelopment? Congregational Redevelopment is defined as a redirection of a congregation's ministry in light of significant changes among its membership, changes in the community to be served or both. Redevelopment includes planned effort or intent to re-focus the congregation's ministry. A redevelopment is not a natural cycle or stage of congregational life. It is a planned intervention in the congregation to stimulate the five dynamics needed to enable the congregation to reorient its ministry.

The five essential dynamics are the creation of spiritual energy, the discovery of a new identity, building a congregational leadership team, reentering the surrounding community, and developing a ministry plan.

The Church Development Committee recognizes both the importance and the degree of difficulty in assisting congregations who want to move past survival and into greater effectiveness in ministry. The Committee also acknowledges that not every congregation is able to manage the degree of change necessary to accomplish this. Believing congregations, through prayer, discernment of God's will for the particular church and in conversation with the Presbytery, should be the ones to decide their future, the CDC has determined that it will provide the following:

1. A plan for redevelopment, which involves a reconsideration of the congregation's identity, its outreach to the community including new constituency groups, and support for the changes that could lead to both spiritual and numerical growth. Churches which, in dialogue with the CDC, determine they are ready and able to enter the redevelopment partnership, will be given the opportunity to engage in either an individually designed program for redevelopment which will not include monetary support or participate in the ReVision program, the results of which may demonstrate the need for monetary support in the form of a Mission Development Grant Request between the Presbytery, Synod and General Assembly.
2. A process and consultant team for the duration of the redevelopment covenant (3 or 6 years).

REDEVELOPMENT AND CONSULTING PROCESS

A healthy congregation has many indicators of strength, including the following:

1. Membership is increasing and is reflective of the surrounding community
2. The congregation understands what the church ought to be, and is moving to meet the challenges of the future.
3. Stewardship is strong and the congregation is not dependent on endowment, or other non-living sources of income.
4. Leadership (lay and pastoral) is strong, as are the programs of the church
5. The building is an asset, not a liability
6. The congregation has a vision, which moves beyond maintenance, survival and care of its own members.

If these indicators are not present, it may be time to explore the possibility of redevelopment.

STEP ONE - EXPLORING THE POSSIBILITY FOR REDEVELOPMENT

Sessions interested in exploring redevelopment contact the Church Development Committee's (CDC) Sub-Committee on Redevelopment to arrange for a one-day consultation. The purpose of the consultation is as follows:

1. To introduce the Session to current thinking about the changing world around us and the role of the church.
2. To introduce "change" theory in order for the Session to initially perceive the amount of energy and effort required for true redevelopment.
3. To introduce a variety of resources and determine which is best for the Session study before presenting a proposal to the CDC. These may be books, series of articles or media resources. The intention of this step is to further lay a foundation for the understanding of previously presented data in steps above.

4. To introduce the process for applying for a Redevelopment Consultant Team and respond to questions.

Consulting Teams: The CDC (or its sub-committee on redevelopment) is beginning to identify and train consulting teams (normally 2 persons) that can be deployed to sessions seeking information about the Presbytery's redevelopment program. A team will make a preliminary visit with the session in preparation for the one-day retreat described above. When possible, the consultant team will work with a congregation throughout the redevelopment process. If necessary this process may include funds to assist in redevelopment.

STEP TWO - APPLICATION

1. The Session will complete the application form for submission to the CDC. This form will include how each portion in Step One has been completed and why they feel their congregation is ready for redevelopment.
2. The CDC will assess the application at its next scheduled meeting and make a decision whether to approve it for revision or make another recommendation.

STEP THREE - REVISION

1. Each congregation proceeding to ReVision will work with the CDC Consultants to complete the process of redevelopment. ReVision is a self-study of the congregation and the surrounding community used to evaluate ministry and set directions for the future. The cost of this will ordinarily be divided between the CDC and the church. In some instances, the CDC may decide to provide the complete cost of the study. A CDC consultant team will be assigned to assist with this process. In order for the study to be deemed "successful", 75% of the active membership must participate in the small group process.

2. At the Session & Team retreat occurring at the conclusion of the study, the focus of the three and six-year strategy will be geared toward the "Redevelopment Plan" using the criteria previously identified by the CDC.

3. The Plan must be presented at a congregational meeting and receive an 80% affirmative vote before being submitted to the CDC for further consultant support or grant consideration. (Not all situations will require funding but if CDC is to provide consultants and leadership this requirement stands).

STEP FOUR – IF NEEDED A PARTNERSHIP FUNDING REQUEST SUBMISSION

1. The Partnership Funding Request (PFR) is prepared. This request is brief in nature and should be submitted along with the completed Redevelopment plan approved by the congregation to the CDC. Funding on the Presbytery level will be made available through our Capital Campaign.

2. The initial partnership funding will be made for a three-year period unless the CDC deems that the request is best served by applying a Mission Development Grant, which is a partnership between the Presbytery, Synod, and General Assembly and is a five-year funding plan. These grants are dependent on funding provided by other governing bodies.

STEP FIVE - REDEVELOPMENT REVIEW

1. The congregation entering into a redevelopment relationship with the Presbytery shall be assigned an ongoing Church Development consultant team who may or may not be the original one assigned in Step One. The team will serve as ongoing liaisons to the Session during the redevelopment period and will visit with the Session each six months to review progress. Following each visit, a written report will be made to the CDC. When redevelopment is funded by a Mission Development Grant the review process will follow that required by such partnership.

2. In rare situations, the Session may apply for a second round of funding following the completion of the initial three-year grant. Decisions regarding Cycle Two funding will be made by CDC on a case-by-case consideration and the dollars available for distribution. Priority will always be given to new redevelopment projects above Cycle Two funding. Cycle Two funding does not require a new ReVision study.

CONCLUSION

Never before has Christ's Church faced such challenge or such potential. Our choice is to struggle to continue to "maintain" ministry as we've known it, closing as few churches as possible and praying that we can survive the continued projected decline for the next decade, or we can take a whole new step of faith into the "new thing" that God is doing in our congregations. The recommended strategy is to redevelop as many congregations as are willing to try their best and discover a new vision of God's emerging church in their community for the next ten years. The CDC believes that the Presbytery of Transylvania is not afraid to risk time and talent and treasure for Christ's sake.

A PLAN FOR NEW CHURCH DEVELOPMENT

The development of new congregations is the existing church's main vital sign. According to Schaller, if Protestantism in general is to remain on a plateau in size, each denomination needs to plan one new congregation annually for every 100-150 existing churches. This Presbytery alone would need to organize a new church every other year to keep up with Schaller's projection! If there is to be a significant ministry to a younger generation and

also to the growing immigrant population in the United States, that figure leaps to three new congregations annually for every 100-150 existing congregations. The Transylvania Presbytery organized the Chapel Hill, Beaumont, and Meadowthorpe churches in the early 1960's. The Korean Presbyterian Church was organized in the late 1970's. In 1990-1994, the Presbytery began to move forward with renewed vision for a new congregation in the Todd's road Area. This resulted in the birth of the Covenant Congregation that for a variety of reasons died in infancy.

The CDC believes that it will take congregations with a vision beyond themselves working together with the Presbytery and "trusting in God alone as the author and giver of life" to birth new congregations. Therefore, in light of recent experience, the rapid rate of change, and since nearly a decade has passed since our last "VISTA" (presbytery-wide study for new church development) was completed our first step will include a new "VISTA".

STEP ONE – AN NCD SUB-COMMITTEE OF CDC APPOINTED TO COORDINATE NCD

1. This group will familiarize themselves with the entire "VISTA". They will facilitate the targeting of likely areas for new church development. The areas where property has already been purchased will be included in the targeted areas. When these targeted areas are identified, the members of this group will each take one targeted area and write a comprehensive "paper" on it. (The criteria for determining which areas will be considered the Presbytery's priority for new church development will include the economic viability of organizing a self-sustaining congregation, the existence of mainline denominations in the area, ethnographic study which indicates that a reformed denomination may be attractive, number of Presbyterian congregations in proximity and their outreach and style of worship).

STEP TWO – THE MANUAL OF OPERATIONS WILL BE MAINTAINED BY NCD SUB-COMMITTEE IN PARTNERSHIP WITH TRUSTEES, ADMINISTRATION AND FINANCE COMMITTEE, EXECUTIVE PRESBYTER AND OTHER STAFF.

The contents of this manual of operations are summarized below:

1. **Guidelines for New Church Development (NCD) Strategy** -- The Presbytery has a far-reaching strategy for the development of new congregations. A long-range financial plan for the development of new congregations will include the costs of land, program support, building grants, and a list of anticipated sources for these funds.
2. **Guidelines for New Congregations from Beginning to Charter** – The NCD Sub-committee, the CDC and the Presbytery will all approve an area for the beginning of a new congregation. The NCD Sub-committee will recommend to Presbytery for election a Task Force to initiate this Mission and work with them until they are chartered as a congregation.
3. **Guidelines for New Churches from Chartering to Self-Support** – After a new congregation is chartered, it will continue under the supervision of the NCD Sub-committee until it becomes a self-supporting congregation (i.e., receives no financial aid from the Presbytery).
4. **Guidelines for Site Selection** – Coordinating the selection of new church development sites will be the responsibility of the NCD Sub-committee in light of step one above. This Sub-committee will provide a process that will involve the whole Presbytery in deciding where, when, and in what order new congregations will be started. The Trustees at the request of the Presbytery will purchase sites.

5. **Guidelines for Financing New Church Development** -- Normally, the Presbytery will contribute to the financial support of new congregations in four ways:
 1. Purchasing a site that will be given to the congregation debt free.
 2. Making monthly payments to support the program of a new Mission and to supplement the budget of the new congregation until it becomes self-supporting.
 3. Giving a Capital Grant that will be used to help the new congregation construct its first building.
 4. The source of this financing will come from a special NCED fund created as the result of our Capital Campaign, supporting congregations and partnerships with Synod and General Assembly.

6. **Guidelines for NCD Building Grants and Loans** – After a congregation has been chartered, it will be the policy of the Presbytery of Transylvania to make a matching grant of up to \$150,000 to assist the new congregation with the construction of its first building. It will be the policy of the Presbytery to co-sign loans negotiated by new congregations.

STEP THREE – TARGETING AND PRIORITIZING NCD SITES IN LIGHT OF STEPS ONE AND TWO ABOVE.

The CDC will provide a process that will involve the whole Presbytery in deciding where, when, and in what order NCDs will be started.

CONCLUSION:

The CDC believes that Transylvania Presbytery can and will catch a vision of what God is calling us to do in this 21st century. Indeed global mission is important, but in recent decades people from around the globe are found just outside the doors of our local congregations. We believe that we along with our existing congregations are being called together to develop new congregations in our area.

Acknowledgements: In writing this document we have benefited from the guidelines of the Presbytery of Whitewater Valley and the Foothills Presbytery.

Section 28 **A covenant to guide our conversations** (2001)

**Presbytery of Transylvania
A Covenant to guide our conversations**

As a Presbytery, we place a high value on the quality of our relationships with one another. While we will disagree on issues that are significant and important to all of us, we honor our call to work together, respect each other, and to love one another as Christ loves us.

Acknowledging the Biblical directive to “make every effort to maintain the unity of the Spirit in the bond of peace” (Ephesians 4:3) we will “speak the truth in love” (Ephesians 4:15).

We therefore covenant that in our discussions we will:

Updated June, 2003

- Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus Christ our Lord and Savior.
- Listen to individuals who share their convictions that are different from our convictions and refrain from comments that may be perceived as personal attacks.
- Be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience.
- Focus our comments on the topic under discussion and refrain from labeling of others prior to, during, or following the discussion.
- Abide by the decision of the majority, and if we disagree with it and wish to change it, work for that change in ways, which are consistent with this covenant.

This Covenant includes items from “*Seeking to be Faithful Together: Guidelines for Presbyterians During Times of Disagreement*” and was affirmed in principle by the Coordinating Council at its meeting of August 16, 2001.

Section 29 **Relating to the Judicial Business Committee** (2001)

Policy Relating to Resolutions and/or Overtures from Sessions

The Judicial Business committee of the Presbytery of Transylvania will ordinarily meet approximately one month prior to each Stated Meeting of the Presbytery. At such meeting the Committee shall consider any resolutions and/or overtures received from Sessions which request or require Presbytery action, since its last meeting provided such resolutions or overtures were received by the Stated Clerk no less that 45 days prior to the upcoming Stated Meeting. The committee will determine what, if any, recommendations the committee will make. Committee findings and recommendations will be promptly communicated by the Chair to the Session involved.

Resolutions and/or overtures received less that 45 days prior to the next Stated Meeting will be carried over for consideration at the next meeting of the Judicial Business Committee. However, resolutions and/or overtures received less than 45 days prior to the next Stated Meeting may be considered at that meeting if the Moderator, the Executive Presbyter, the Stated Clerk, and the Chair of the Judicial Business Committee all agree that the issue should be placed on the docket.

Section 30 **Policies relating to the resource center** (2001)

**Transylvania Presbytery
Resource Center Policies
2001**

Transylvania Presbytery Resource Center is a lending library providing access to a large spectrum of Christian resources for congregational education and programming. Resources are available in all areas of the Church’s ministry.

Resource Center Hours: **9 -12, 1 - 4:30 pm Monday – Friday**

Where is the Center Located?

**Transylvania Presbytery Resource Center is located at
2480 Fortune Drive, Suite 140, Lexington, KY 40509**

Who Can Use the Resource Center?

Members of Presbyterian Church (USA) congregations in Transylvania Presbytery may use this Center with no fees. There are rental fees for some audio-visual equipment and overdue fines. See the “How to Use the Center” section for more specific information. The resources we have could be of interest to:

- | | |
|-------------------------|----------------------------|
| -Pastors | -Committee Members |
| -Elders | -Individual Church Members |
| -Christian Educators | -Musicians |
| -Deacons | -Drama Directors |
| -Sunday School Teachers | -Recreation Leaders |
| -Craft Leaders | -Youth Group Leaders |
| -Office Staff | |

Non-Presbyterian Borrowers:

- Individuals can purchase an annual membership for \$10.00, providing unlimited use of the Center for one calendar year.
- Churches can purchase an annual membership for \$75.00 providing unlimited use of the Center for that institution’s members for one year.
- All fees must be paid in full in advance.

What Types of Resources Does the Center Have?

The Resource Center has print and video resources in the following categories:

- | | | |
|---------------------|------------------|--------------------------|
| Aging | Evangelism | Women in the Church |
| Bible | Family Ministry | Worship |
| Church | Mission | Music |
| Church Seasons | Social Issues | Sunday School Curriculum |
| Communications | Stewardship | VBS Curriculum |
| Education/Nurture | Theology | Children’s Resources |
| Ministry & Vocation | Peacemaking | Youth Resources |
| Sermon Helps | Officer Training | Church History |
| Spiritual Growth | | |

How to Use the Center

- Come in and browse.
- Make advance reservations for resources or equipment to assure availability for desired dates.
- Resources can be picked up at the Center during regular business hours.
- Resources can be mailed out on request. Items returned by mail are done so at the user’s expense.
- Audio-visual equipment must be picked up at the Center – it cannot be shipped.
- (Minimal rental fees for some equipment, call or email for details.)

Borrowing Print Resources:

- Loaned at no cost for 2 weeks.
- Option of 2-week renewal if there are no conflicting reservations.
- Can renew by phone or email.
- After 3 weeks reminder cards will be sent of notice of overdue materials.
- After 8 weeks user will be charged for cost to replace resource.
- Magazines may not be checked out. A copy machine is available to copy selected articles at user’s expense.

Borrowing Video Resources:

- **Loaned at no cost for 2 weeks.**
- **Option for a 2-week renewal if there are no conflicting reservations.**
- **Tapes with multiple sessions can be borrowed for as many weeks as it takes to complete the sessions on the tape.**
- **After 3 weeks reminder cards will be sent of notice of overdue resource.**
- **After 8 weeks user will be charged for cost to replace resource.**
- **If returned by mail, videos must be sent UPS or Insured Mail.**

Section 31 Policies relating to the Indebtedness Policy (2003)

**Transylvania Presbytery
Candidate Indebtedness Policy
2003**

When Transylvania is the Presbytery of Care:

1. Require an inquirer to meet during the inquiry year with a regional representative from the Board of Pensions, in order to assess net worth, and to make a plan for financing the cost of seminary; or
2. Require the inquirer, during the inquiry year, to participate in a "Fiscal Fitness" workshop being sponsored by the Board of Pensions of the PC(USA), with the presbytery sharing the travel and accommodations costs of that workshop from the presbytery's candidates grant fund;
3. The presbytery will share the cost, of attending the Career Development Center, or other appropriate center, for career guidance in pursuit of ordination in the Presbyterian Church (U.S.A.).
4. A designee of the presbytery's Committee on Preparation for Ministry will counsel with an inquirer regarding the inquirer's level of indebtedness vis a vis prospective salary that can be expected based on the current median income for the denomination reported by the Board of Pensions, and based on the minimum effective salary established by the Presbytery of Transylvania.
5. The Committee on Preparation for Ministry will work with each inquirer and candidate toward using his or her available assets to pay for the cost of seminary tuition and room and board rather than incurring indebtedness. If indebtedness cannot be avoided, the Committee on Preparation for Ministry will monitor, with the inquirer or candidate, the level at which this increases as well as the assets that may be made liquid to assist with seminary debt repayment.
6. The Committee on Preparation for Ministry will make available on an annual basis to each candidate or inquirer a list of options for pursuing grants and interest free loans that may be available through the Financial Aid for Studies Office of the Presbyterian Church (U.S.A.) and PC(USA) seminaries.
7. The Committee on Preparation for Ministry shall inform candidates of the Seminary Debt Assistance Program offered through Church-wide Personnel Services which provides grants to first call pastors serving congregations of 150 members or less with a budget of less than \$100,000.

When Transylvania Presbytery is the Presbytery of Call:

- 1 Any minister who is serving a first call following graduation from seminary who comes with any educational indebtedness, shall be required to show evidence of having attended a financial planning workshop such as a Fiscal Fitness workshop sponsored by the Board of Pensions, or other financial planning workshop. If the minister has not attended such a workshop, he/she shall be required to do so within twelve months of start-up, the cost of registration fee, accommodation and travel for such a workshop to be considered legitimate reimbursable expense from the presbytery.
- 2 The Committee on Ministry shall encourage calling congregations to utilize further educational debt reduction as a point in negotiating salary with a prospective pastor who is a recent seminary graduate.

Section 32 Policies for Reinstatement of Pastors (2007)

A Policy for the Support and Assistance of a Minister of Word and Sacrament Following a Period of Interrupted Ministry

This document specifies the Presbytery of Transylvania's policy for assisting a Minister of Word and Sacrament in re-entry to active ministry after conditions which have interrupted that ministry. These conditions may include but are not limited to such matters as physical or mental disability, family problems, irreconcilable conflict, critical incidents or trauma within a congregation. This policy is intended to give guidance to the presbytery, to the congregation, and to the minister whose ministry has been interrupted, so that there is a clear, consistent, equitable evaluation and process for building up the body of Christ.

1. A minister who desires to return to active ministry shall communicate his or her request in writing to the Committee on Ministry. Upon receiving the request the Moderator of the Committee on Ministry shall acknowledge the request and forward a copy of this policy to the minister.
2. If it has not already done so, the Committee on Ministry (hereinafter COM) shall appoint a trusted individual within the presbytery to act as a companion and advocate for the minister.
3. In determining whether a minister of Word and Sacrament should return to active ministry, the COM may use any or all of the following criteria:
 - a. Any requirements previously agreed upon between the minister and the COM at the time of interruption have been fulfilled.
 - b. The minister presents evidence of readiness for return to active ministry.
 - c. The minister has been involved in a congregation to receive spiritual support by participation in the life of a congregation.
 - d. The minister has dealt with other life issues that have emerged during the period that have an impact on his/her return to ministry.
 - e. The minister has a renewed sense of call to active ministry that is discernible by the COM.
 - f. The COM may add other criteria for particular cases.
4. The COM shall appoint three of its members to review all relevant information and make recommendations to the full COM. In the event that there is any expectation that the pastor may return to the previous pulpit, the COM members assigned, shall have regular contact with any other group advising that congregation.
5. The COM members assigned shall inquire about the minister's readiness for ministry, the minister's plans to seek opportunities in ministry, and other relevant information.

6. The assigned COM members shall review the information provided by an interview with the minister and shall determine whether other information is needed.
7. The assigned COM members shall make a recommendation to the COM concerning the minister's readiness for return to active ministry.
8. The COM shall review the recommendation and make its recommendation to the presbytery. If the committee finds that the applicant is not ready for reinstatement, it will so report to the presbytery and inform the applicant of next steps.

Process for Reinstatement of a Minister of Word and Sacrament under Temporary Exclusion Pursuant to D-12.0140g,h

Preamble (D-1.0101 – 1.0102)

Church discipline is the church's exercise of authority given by Christ, both in the direction of guidance, control, and nurture of its members and in the direction of constructive criticism of offenders. The church's disciplinary process exists not as a substitute for the secular judicial system, but to do what the secular judicial system cannot do. The purpose of discipline is to honor God by making clear the significance of membership in the body of Christ; to preserve the purity of the church by nourishing the individual within the life of the believing community; to achieve justice and compassion for all participants involved; to correct or restrain wrongdoing in order to bring members to repentance and restoration; to uphold the dignity of those who have been harmed by disciplinary offenses; to restore the unity of the church by removing the causes of discord and division; and to secure the just, speedy, and economical determination of proceedings. In all respects, all participants are to be accorded procedural safeguards and due process, and it is the intention of these rules so to provide.

The power that Jesus Christ has vested in his Church, a power manifested in the exercise of church discipline, is one for building up the body of Christ, not for destroying it, for redeeming, not for punishing. It should be exercised as a dispensation of mercy and not of wrath so that the great ends of the Church may be achieved, that all children of God may be presented faultless in the day of Christ.

Reinstatement Policy

This document specifies the Presbytery of Transylvania's policy for reinstatement of a minister of Word and Sacrament after temporary exclusion resulting from a disciplinary action. It is intended to give the presbytery as well as the minister on temporary exclusion (applicant for reinstatement) a fair, equitable standard of judgment and process. The process may be reviewed and modified to fit particular circumstances. This process applies to all cases of temporary exclusion regardless of the reason for discipline.

1. An applicant desiring reinstatement shall communicate his or her request in writing to the Stated Clerk. Upon receiving the request the Stated Clerk shall acknowledge the request, forward a copy of this policy to the applicant, and notify the chair of the Committee on Ministry of the request. This document is to be shared with the minister at the time of temporary exclusion.
2. If it has not already done so, the Committee on Ministry (hereinafter COM) should appoint a trusted individual within the presbytery to act as a companion and advocate for the applicant.
3. In determining whether a minister of Word and Sacrament should be reinstated after temporary exclusion, the COM may use any or all of the following criteria:
 - a. The requirements previously agreed upon between the pastor and the COM at the time of temporary exclusion have been fulfilled.

- b. The applicant has a genuine understanding of the offense, its effect on the congregation and/or individual, and why discipline was necessary.
 - c. The applicant presents evidence of a clear understanding of the conditions that led to temporary exclusion and evidence of personal and spiritual growth that has occurred during the period.
 - d. The applicant has an understanding of the power, authority, and responsibility that one has by virtue of being a minister of Word and Sacrament and serving in ordained ministry.
 - e. The applicant has developed a relationship with an advocate or mentor from within the presbytery.
 - f. The applicant has refrained from contact with members of the _____ congregation during the time of exclusion as previously directed by the presbytery.
 - g. The applicant has during the period of exclusion, maintained employment or taken time off, and conducted himself or herself in a manner befitting a minister of Word and Sacrament.
 - h. The applicant presents evidence that steps have been taken to be involved in a congregation to receive spiritual support by worship and participation in the life of that congregation.
 - i. The applicant has dealt with other life issues that have emerged during the period that have an impact on his/her return to ministry.
 - j. Steps have been taken by the applicant to reduce the risk of offending _____ in the future.
 - k. The applicant has a renewed sense of call to active ministry.
 - l. Such other criteria as the COM may add for particular cases.
4. The COM shall appoint a task force of not less than three of its members to review all relevant information and make recommendations to the full COM. The COM may consider consulting with others who may be helpful to the task force if particular insights, skills, and expertise are needed in specific cases. The stated clerk and/or general presbyter shall be staff to the task force. The COM shall not consult with the counsel for the applicant, any member of the investigating or prosecuting committee, or any member of the permanent judicial commission, though all relevant documentation shall be available to the COM and the task force. In the event that there is any expectation that the pastor may return to the previous pulpit, the task force shall have regular contact with any task force working with that congregation. The appointment of a task force for each case shall be included in the report of the COM to the presbytery.
5. The task force shall review the record and determine who else should be interviewed and what other records should be reviewed. The task force shall publish a general invitation to presbytery to give relevant input either in writing or at an announced meeting of the task force, which may meet in executive session. It shall obtain releases of information from the applicant to enable it to obtain relevant information, contact secondary references and other persons, check self-care records, conduct criminal background check in all jurisdictions in which the applicant has lived since temporary exclusion, obtain employment verifications, etc. While the task force cannot request personal counseling records, it shall have the authority to require an evaluation by an independent person or group in order to assess readiness for reinstatement. The task force and COM shall have access to such evaluation records.

6. The task force shall request that the applicant provide a written statement covering the following primary questions:
 - a. What are all of your addresses since commencement of temporary exclusion?
 - b. What is your employment history since commencement of temporary exclusion, including name and address of employer, positions held, and dates of employment?
 - c. What community and church activities have you been engaged in since commencement of temporary exclusion?
 - d. What is your current marital and family situation?
 - e. How have you complied with the terms of the temporary exclusion?
 - f. What have you done to prepare yourself for reinstatement to ministry?
 - g. Why do you believe you are now ready to be reinstated to active ministry?
 - h. If you are reinstated to active ministry, what are your plans to seek opportunity for ministry?
 - i. The names, addresses, and telephone numbers of no less than four references to whom the task force may talk.
 - i. Any other information requested by the task force.
 - h. Any other information that the applicant may wish to add that specifically addresses the general criteria in #3 above.
7. The task force shall review the information provided by the applicant and shall determine who else should be interviewed or from whom relevant information should be obtained. The task force shall secure releases of information from the applicant for this purpose where privileged information is involved. The task force may require evaluation(s) by an independent professional in order to assess readiness for reinstatement. The task force and COM shall have access to such evaluation records. The cost of evaluation(s) required by the COM shall be borne by the presbytery.
8. The task force shall conduct a face to face interview with the applicant and the task force shall have the authority to determine if it needs additional information following the interview. A clergy member of the presbytery, familiar with the disciplinary process may be present with the applicant for support with prior notification to the task force. This person shall not have voice in the process.
9. The task force shall determine if it needs additional information or do further review.
10. The task force shall prepare a written report and recommendation to the COM, provide a copy of the report to the applicant for his/her comments, and after reviewing and discussing the written report, shall schedule an interview with the COM.
11. The COM shall review the task force report and any statements provided by the applicant. It shall conduct an interview with the applicant and determine whether it needs additional information.
12. The COM shall prepare a written report, which shall include the applicant's statement and the COM recommendation to the presbytery. If the committee determines that the applicant is ready for reinstatement, it shall so report to the presbytery, which shall act on the recommendation. If the committee recommends reinstatement, it may include provisions for future oversight of the applicant as

he/she seeks and performs ministry. If the committee determines that the applicant is not ready for reinstatement, it shall so report to the presbytery and inform the applicant of next steps.

13. When the COM determines that the applicant is ready for reinstatement, it shall report its recommendation at a stated meeting of the presbytery.
 - a. The applicant shall appear in person by invitation of the presbytery and present a written statement as to why he or she feels ready to be restored to active ministry.
 - b. Presbytery shall be given an opportunity to question the applicant and the COM.
 - c. After moving into executive session, the stated clerk of presbytery shall review the reinstatement process, read the original judgment of the Permanent Judicial Commission, review parliamentary procedure as it relates to deliberation of the recommendation, and recommend limits on the parameters of debate.
 - d. Presbytery may debate the recommendation without the applicant present.
 - e. Upon closure of debate, the presbytery shall vote on the recommendation by secret ballot. The results of the ballot shall be announced with the applicant present and the presbytery shall rise from executive session.
14. In the event that the applicant is restored to active ministry, a service of reconciliation shall be held at the same meeting to mark the occasion and to reaffirm the applicant's and presbytery's mutual commitment to ministry, followed by an appropriate prayer. In the event that the applicant is not restored, an appropriate prayer shall be offered and the COM shall be directed to review and continue the process.
15. The normal costs of photocopying, postage, and mileage of COM members shall be a cost of the presbytery in the reinstatement process. The cost of counseling, reports from employers, etc., and other expenses related to the fulfillment of the requirements of the temporary exclusion and reinstatement process, and also including transportation expenses to meet with the task force, COM, or the presbytery, shall be a cost of the applicant. The cost of psychological or other evaluation that is requested by and reported to the COM or its task force by this reinstatement process shall be borne by the presbytery through the COM.
16. Records and documents gathered during the COM review shall be managed in accord with the presbytery's policies for privacy in such matters.