

# Foothills Presbytery Stated Meeting #116

Virtual Meeting

Presbyterian Church (U.S.A.)



## Foothills Presbytery

2242 Woodruff Road  
Simpsonville, SC 29681

864-288-5774

**COMMISSIONER'S HANDBOOK**  
**February 16, 2021 – 10:00 am**

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## Foothills Presbytery

### Caring, Empowering and Celebrating the Churches in Foothills Presbytery

- Faith:** COM - Care and discipline of our Teaching Elders, Ruling Elders and Sessions
- Hope:** CPM - Guidance for those seeking ordination as a Teaching Elder in the PCUSA
- Love:** CSM - Empowering, connecting and celebrating the shared ministry of Foothill's Churches

#### MISSION

The identity, mission and ministry of Foothills Presbytery is rooted in the Constitution of the Presbyterian Church (USA):

1. G-3.03 "The presbytery is responsible for the government of the church throughout its district, and for assisting and supporting the witness of the congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love and witness. As it leads and guides the witness of its congregations, the presbytery shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed communities have identified themselves through history (F-1.0303) and the six Great Ends of the Church (F-10304).

In light of this charge, the presbytery has responsibility over **Ecclesial ministry** and the power to:

- a. Provide that the Word of God may be truly preached and heard;
  - b. Nurture the covenant community of disciples of Christ;
  - c. Provide that the Sacraments may be rightly administered and received.
2. G-2.0201 **Diaconal ministry** "as set forth in Scripture is one of compassion, witness, and service sharing the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures or anyone in distress."

As the Council of the Presbyterian Church in the United States of America for the congregations in the six Upstate Counties in South Carolina, by the Grace of God we gather to joyfully celebrate this Calling.

# Foothills Presbytery

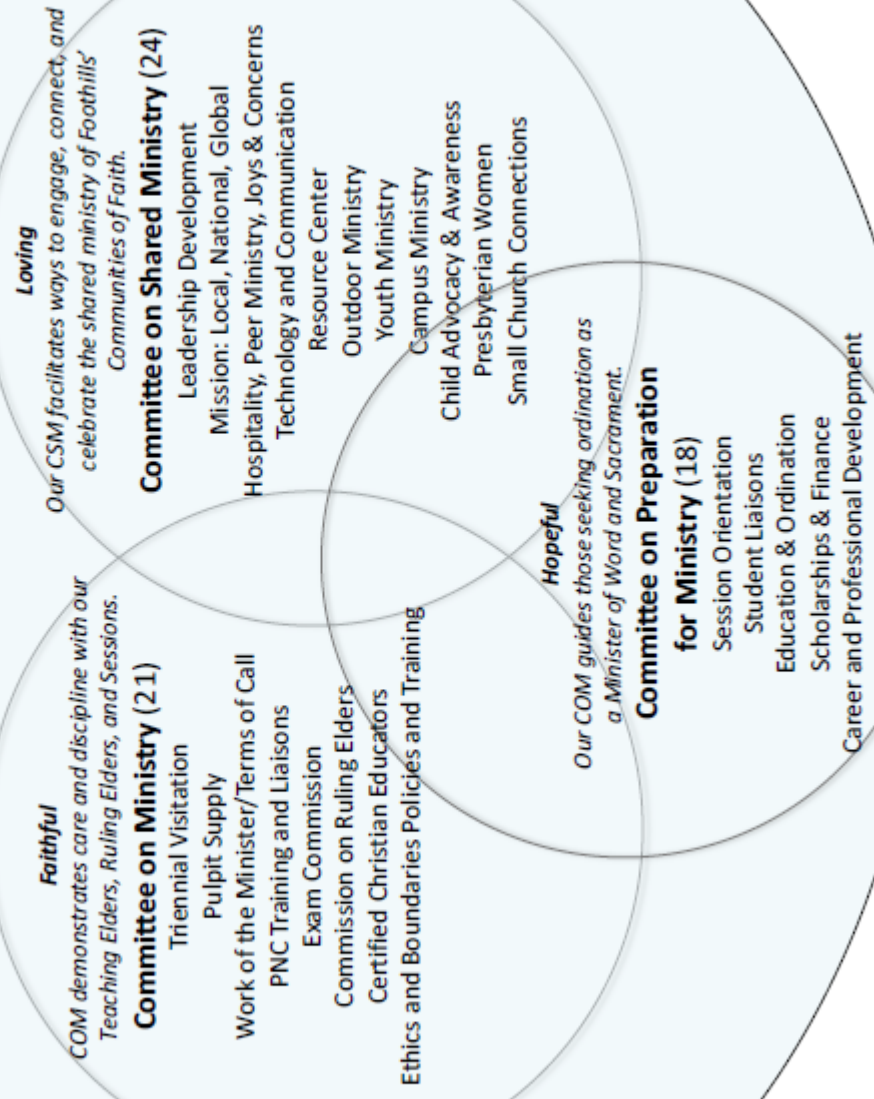
"Caring, Empowering, and Celebrating the churches in Foothills through shared ministry."



## COORDINATING COUNCIL

(Worship, COM, CSM, CPM, Finance, Personnel, Bills & Overtures, Representation & Review, Nominations, REC)

### CORE MISSIONAL COMMITTEES



**Foothills Presbytery  
116<sup>th</sup> Stated Meeting  
Tuesday, February 16, 2021  
10:00 a.m. (Virtual Meeting)**

**Orientation: Tuesday, February 9 at 5:00 p.m.**

**Order of the Day**

Worship

**Opening and Worship**

- |  |       |
|--|-------|
| A. Call to Order, Establishing a Quorum and Opening Prayer<br>Sidney Mize, Moderator | 10:00 |
| B. Welcome and Announcements   | 10:05 |
| C. Introduction of New Moderator, Terri Price  | 10:15 |
| D. Worship   | 10:20 |

**Business**

- |   |       |
|---|-------|
| E. Presentation and Approval of the Docket                          | 10:35 |
| F. Stated Clerk Report  | 10:40 |
| 1. Communication  |       |
| 2. <i>Reports from members serving on Boards</i>                    |       |
| a. <i>Steven Price and Jim Caprell – SC Inn at Montreat</i>         |       |
| b. <i>Joel Ledbetter and Debbie Foster – Presbytery Communities</i> |       |
| 3. Joyce Lieberman, Synod of South Atlantic                         | 10:50 |
| 4. Elizabeth Little, Board of Pensions                              | 10:55 |
| 5. Olanda Carr, Presbyterian Foundation                             | 11:00 |
| 6. Kevin Cartee, Camping Ministries of the Carolinas                | 11:05 |

- |  |                   |       |
|--|-------------------|-------|
| G. Ecclesial and Diaconal Committees     |                   |       |
| 1. Committee on Ministry                 | Gordon Turnbull   |       |
| a. <i>Committee report</i>               |                   |       |
| b. Examinations Commission Report        | Elizabeth Clayton | 11:10 |
| 2. Committee on Preparation for Ministry | Dottie Metropol   | 11:35 |
| 3. Committee on Shared Ministry          | Craig Foster      | 11:55 |

**Break** 12:05

- |                                     |                  |       |
|-------------------------------------|------------------|-------|
| H. Report of Coordinating Council   |                  |       |
| 1. Nominations                      | Nath Briley      | 12:15 |
| 2. <i>Representation and Review</i> | David Howell     | 12:45 |
| 3. Finance and Stewardship          | Susan Tompkins   |       |
| 4. <i>Racial Ethnic Cabinet</i>     | Dennis Latham    | 12:50 |
| 5. <i>Bills and Overtures</i>       | Michael Sullivan |       |
| 6. <i>Personnel</i>                 | Bill Lancaster   |       |
|                                     | Phil Lyles       |       |

- |                                   |               |      |
|-----------------------------------|---------------|------|
| 7. <i>Worship</i>                 | Holt Andrews  |      |
| 8. Antiracism Ministry Team       | Lerone Wilder | 1:00 |
| I. New Business                   |               | 1:05 |
| J. Adjournment and Closing Prayer |               | 1:10 |

*Action on the Minutes: That the Stated Clerk, the Associate Stated Clerk, the Parliamentarian, and the Moderator be empowered to read and approve the Minutes.*

**Next Stated Meeting: Saturday, May 15, 2021**

## Report of the Presbytery Leader & Stated Clerk January 12, 2021

The Presbytery Leader & Stated Clerk reports that:

1. Support for pastors and church leaders continues to be a priority.
  - COVID-19 cases continue to rise, and hospitalizations are at an all-time high. Although a vaccine is on its way, we need to “stay the course,” and continue to proceed with an abundance of caution.
  - Warren Bolton, Communications Liaison from the Bureau of Communicable Disease Prevention and Control (S.C. Dept. of Health & Environmental Control), invited regional faith community leaders to participate in a COVID-19 briefing for faith-based leaders on December 16th. S.C. DHEC recognizes the critical role community faith leaders have in helping SC share prevention messages and take other steps to protect its residents and reduce the impact of this virus in our state. Our Moderator-elect (Terri Price), past Chair of Council (Mike Hoyt), Chair of Council (Nath Briley), Moderator-elect 2021 (Patrick Jinks), Associate Stated Clerk (Robin Morris), and Stated Clerk (Debbie Foster) attended the virtual meeting. Patrick Jinks has offered to facilitate continued conversations about vaccine education in Foothills Presbytery.
  - As of January 12, seventeen churches in our presbytery are offering virtual worship services only; sixteen have a hybrid of options (virtual and in-person); ten are offering in-person (only); two meet in the parking lot with FM radio access; and two worship via free conference call.com.
  - The Presbytery staff, Music Peer Ministry group, and the Presbytery Worship Committee, created the 12/27 virtual worship service for pastors and congregations to use after Christmas. We know that at least twenty-five congregations used the service. We will offer another virtual service the Sunday after Easter and the Sunday after Christmas for 2021.
  - Ten of our churches received a \$2,500 *Staying Connected Grant* to help with technology and communication challenges, which resulted from the need to offer virtual worship opportunities. Recipients: Belton, Eastminster, Fair Play, First Simpsonville, Fountain Inn, Grace, Covenant, McCarter, Piedmont, St Giles, and Mt. Zion. Each congregation was contacted and offered a tech mentor as a resource. Thank you to the Finance and Stewardship Committee, particularly Hudson Neely and Justin Cazel, for their continued work on this project. Round two of the Staying Connected Grants will begin soon.
  - Every six weeks, I host a virtual Pastor Check-in (Townhall). Each gathering includes a time for scripture, prayer, and conversation about current culture and context.
  - The Presbytery office continues to offer our Zoom accounts for churches to use for Bible Study, fellowship, Session meetings, circle meetings, etc. We have several taking advantage of this resource. Please contact LeAnne While if your church is interested in setting up a zoom meeting.
  - The Presbytery office will remain closed to in-person meetings, at least through the end of January.
  
2. On behalf of Council, I signed an amended contract with an extension for the West Georgia Road property (Council approved the original offer from Anderson Ridge Development LLC, August 2020). The amended contract is for steps in a long rezoning process with Greenville County. The closing period is extended up to six (6) thirty-day periods, which would take our last possible closing date into November 2021. Sellers have agreed to pay \$5,000 per closing date extension (hard money but applicable towards the purchase price).

3. The Richland Church (Art Williams, CRE & Moderator) continues to be in negotiations over a lawsuit demanding the church honor a right-away agreement. I asked Art Williams (CRE serving Richland) to provide an update. Art said, "Due to confidentiality, I cannot say much about this. It is a dispute of land access that was granted by the church in 2001 for 45 years. Richland has obtained legal counsel, and to date, spent \$8,000 on legal fees. Should this suit go all the way to trial (which it is looking like it will) the lawyer has informed the Session that the cost could double or triple. And should the plaintiff win, they are countersuing for their legal expenses, which could be in the range of \$40,000 to \$60,000. Worst case scenario, this would deplete 90% to 100% of the church's current cash assets. The church owns 13 plus acres across the street with a land value of between \$75,000 and \$120,000, which could be sold."
4. Our listing Real Estate agent, Joe Teague, sent Coordinating Council an offer for \$85,000 on the Pelzer Church Property. After conversations with our Treasurer, Stan Reid and our legal representative, Pete Roe (Westminster), we accepted the offer and are in contract negotiations. Council will vote on contract January 19<sup>th</sup>.
5. Trinity Church (purchased Third Presbyterian Church, Greenville) contacted our office in October inquiring about paying off their mortgage balance of 198,023.96 (3% interest rate). I consulted with Warren Templeton and Stan Reid, and we began negotiations. We offered them an early payoff bonus of \$23,023.96. The early payoff will allow us to place those funds in our designated investment fund at a greater rate (projected) of return. On December 3, Trinity presented Foothills Presbytery with \$175,000, satisfying their mortgage/deed of trust.
6. We continue to work on updating the Manual of Operations. Two upcoming additions:
  - The Personnel Committee policy will be presented (first reading) at the February 16<sup>th</sup> Presbytery meeting.
  - After the final vote for approval (second reading) in February, the new Antiracism Ministry Team description will be added to the Manual.
  - The Sexual Ethics and Misconduct Policy is under review.
  - The Finance and Stewardship Committee is working on a procedural operations document that will outline the financial office procedures. Once this is finished, it will accompany the Investment Policy in our Operations Manual.
7. Limestone (Gaffney) was named, as one of many, in an Environmental Protection Agency lawsuit in early December. The Session reached out to Presbytery for some advice and guidance. Elder Pete Roe (Westminster) from the Roe Cassidy Coates & Price law firm provided support and communicated with the EPA on behalf of the church.

### **January 28, 2021**

8. The Transition Think Tank (TTT) began its work in March of 2019. Members of the TTT represent the Committee on Ministry (Beth Templeton), Committee on Shared Ministry (Pressley Cox), Committee on Preparation for Ministry (Peggy Swann), Finance & Stewardship (Hudson Neely), Personnel (Bill Sibley), the Discernment Task Force (David Bailey), Council (Mike Hoyt) and Presbytery staff (Gordon Raynal, Debbie Foster, and Stan Reid). The group was charged to reflect on the new model of Presbytery (started in 2017), review the financial picture (past/present/future), propose a staffing plan for the future, and propose a transition plan to the Coordinating Council for all the above. They coordinated with staff, the Coordinating Council, the Stewardship and Finance Committee, the Investment



Committee, and Personnel Committee, to present recommendations for Foothills Presbytery to consider for January 1, 2020 - December 31, 2022. Those recommendations were approved in February, 2020.

I am grateful that after I began my role as Presbytery Leader & Stated Clerk, the TTT accepted the invitation to stay on for another year as we lived into the new plan, created two search committees, faced a global pandemic, wrestled with the reality of systemic racism and injustice, responded to a tornado in Seneca, grappled with continued political tensions, and navigated economic disorder.

The TTT met on January 28, 2021, to reflect on their work over the past two years, discuss the impact COVID-19 will continue to have on congregational life, hear updates about the Staying Connected Grants, and the two initiatives presented to Presbytery in February 2020: The Legacy Partnership Project & Faithful Innovations. We also heard about the work of the new Antiracism Ministry Team, and the challenges of some of our Smaller Worshipping Communities.

The Stated Clerk **recommends:**

1. Having served Foothills Presbytery with energy, intelligence, imagination, and love, that the Transition Think Tank is officially dissolved, recognized, and thanked for its steadfast, faithful leadership over the last two years.
2. Having received requests for an excuse for the February 16, 2021, Stated Meeting of Foothills Presbytery, and having found them in order, moves their approval.

Respectfully submitted,  
Debbie Foster, Stated Clerk & Presbytery Leader

## Report to Foothills Presbytery regarding the SC Inn at Montreat Rev. Jim Caprell

Rev. Jim Caprell serves as moderator of the SC Inn at Montreat for the year 2021. The SC Inn at Montreat, formerly SC Home, was envisioned and constructed in 1921. The original structure, which is still standing, is the Brearley House, a large commodious dwelling with 16 rooms and assigned hall baths. Each room is furnished with either a double bed or two twin beds. Attached to the house is the Suite Carolina, a small apartment with kitchenette, and bath, furnished with a queen bed. Adjacent to the house are the eight Kirk Apartments, furnished with full kitchens and twin or double beds.

The SC Inn is **your** inn! Established to give respite to South Carolina pastors and families, the mission expanded to all church workers, and then to anyone who needed time away in the beautiful mountains of western North Carolina. The board of trustees is made up of three representatives from each of the five presbyteries in South Carolina (Foothills, Trinity, Charleston-Atlantic, New Harmony and Providence). The board is charged with the oversight of the management and maintenance and future of the Inn. Currently PCUSA pastors in South Carolina are welcome to stay in the house for six nights consecutively, free of charge. A small daily charge is made for the same stay in the Kirk Apartments.

In 2019 the board hired Ms. Emily Cameron to be the Innkeeper and she's done a great job in some very trying times. While other facilities similar to ours have closed, temporarily or permanently, Emily has managed to guide the SC Inn such that we still remain open, subject to the ever-changing regulations due to COVID-19.

Your gifts to the Inn have enabled not only upkeep but updating. An outside fire escape was added to the house a few years ago; the kitchen has had new appliances installed; the apartments have been renovated; the grounds look great; and locks have been installed on the outside doors. An endowment has been established to ensure the longevity of the Inn. Your gifts to the Inn not only provide needed funds, but also connect you to the Inn in a tangible way. You have ownership here. You have an investment here. You have a place here. Come and visit, and more, stay with us for a weekend or a week. This is "your home in the mountains."

Web: [www.SCInnatMontreat.org](http://www.SCInnatMontreat.org)

Email: [scinnmontreat@gmail.com](mailto:scinnmontreat@gmail.com)

## **Presbyterian Communities of South Carolina Report to Foothills Presbytery**

I've had the privilege of serving on the Board of Trustees of the Presbyterian Communities of South Carolina since 2016. This Board provides oversight and governance to the Presbyterian communities in Florence, Summerville, Columbia, Clinton and Foothills (Easley). During my tenure, the Presbyterian Communities acquired an additional retirement community, Laurel Crest located in Columbia. The ministry provided by the Presbyterian Communities meets an important need of the aging population in South Carolina.

The full Board meets four times per year to discuss the business of the Communities, meeting in one of the six PCSC locations. I have the privilege of serving on the Finance Committee and the Audit subcommittees. As it indicates the Finance Committee works closely with PCSC staff to prepare budgets and monitor the financial health of the organization throughout the year. The Audit Committee works with staff and the external auditors to ensure the financial reporting is transparent, accurate, and complies with accepted accounting principles.

It has been an honor serving the ministry of the Presbyterian Communities and serving with the fellow Board members who give of their time and talents to serve and provide this important ministry to the aging population.

Joel Ledbetter  
January 2021

**DONOR HONOR ROLL**

Heartfelt gratitude and appreciation is extended to the following individuals who provided financial gifts in support of the camp and retreat ministry in 2019-2020.

Marty & Bebe Ademy	Wayne & Margaret Fober	Janet McCrae
Tyler Akins	R. Andrew Folks	Orval William & Susan McFarland
Spears & Joyce Alexander	Campbell Fortner	Jennifer McGee-Alexander
Kathy Ambrose	Janie Fortner	Doona McInnes
John & Sheila Arnold	Marvin & Claudia Fortner	James McGraw
William Kirby Ashe	Mary Fortune	Timothy & Pamela McKinsey
Marcia Winchup Bacon	Bill & Rhonda Funderburk	Suzanne McLeod
Emily F. Bailey	Patricia M. Garcia	Darryl McLeod
Doug Baker	Lucy Gibson	Karen McMahan
John & Sabrina Barr	Arthur & Kathy Gillespie	Marion & Shirley McMahan
Morgan Barr	Susan Goffin	Frank & Sandra McKair
Victor & Brenda G. Barwick	William & Amy Gonzalez	Emestine Middleton
Johnnie Bemis	Ronald S. Gordon	Sarah D. Mikell
William & Marilyn Bendorf	Robert & Amy Gray	Curtis & Barbara A. Miles
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Charles & Shirley Chasteen	Wesley Kennedy	G and Boo Ramage
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Carl & Dot Coker	Alex Kolay	Roy Richardson
Franklin D Colclough	Judith Kop	Patricia Richey
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Tommy Ferguson		

**DONOR HONOR ROLL CONT.**

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Dudley Weaver	Dudley Weaver	Faye Wright
Rick & Susan Thompson	Travis & Karen Webster	Andrea Young
Ireesa Thompson	Jean & Donna Whitlock	Lucy Youngblood

**HONORS & MEMORIALS**

Gifts were given in honor of:

Emmaus Reunion Group	Camp Staff	The Imani Milele Children's Choir
Katherine Brown	Kevin Cartee	First Pres. Laurens Kitchen Witches
Till Cubertson	Emily Kienker	Summer Camp Fun, Friends, and Faith
The Cothran Family	LK Stewart	Victor, Lillian, Andrew & Juliette of Imani Milele
Cerissa Kimball	Alma Gordon	
Tim & Pam McKinsey	Clare Youngblood	

Gifts were given in memory of:

Marienne Bower	Mike Rakes	Jack Preston Witty
Bud & Margie Bormemann	Sandra Scott	Cladie Mae Hill Wideman
Lewis Beabebe		

**COVENANT PRESBYTERIES & CHURCHES**

Trinity Presbyterian	Hodges Presbyterian	Trenton Presbyterian
Abbeville Presbyterian Church	Lake Murray Presbyterian	Upper Long Cane Presbyterian
Aweigh Presbyterian Church	Little Mountain Presbyterian	Westminster Pres., Columbia
First Presbyterian, Aiken	Ninety Six Presbyterian	Westminster Pres., Greenwood
First Presbyterian, Clinton	Owings Presbyterian	Whitmore Presbyterian
First Presbyterian, Greenwood	Rocky Springs Presbyterian	
First Presbyterian, Laurens	Shandon Presbyterian	
First Presbyterian, Ware Shoals	Sion Presbyterian	
Forest Lake Presbyterian		
Foothills Presbyterian	Presbyterian Women	
First Presbyterian, Greer	Trinity Presbytery	
Fort Hill Presbyterian	First Presbyterian, Greenwood	
Nazareth Presbyterian	First Presbyterian, Laurens	
St. Giles Presbyterian	First Presbyterian, Ware Shoals	

**FAITH COMMUNITY SUPPORTERS**

Broad Street United Methodist Church	Mauldin United Methodist Church, Inc
First Baptist Church of Clinton, SC	PC(USA) Presbyterian Disaster Assistance
-Eloise Ellis Circle	Greenville Presbyterian Church Donalds, SC
First United Methodist Church, Laurens	-Presbyterian Women
Foothills Emmaus Community	United Methodist Church of the Covenant, Spartanburg
Imani Milele Children, Inc	Wesley United Methodist Church Aiken, SC

**COMMUNITY ORGANIZATIONS, FOUNDATIONS, & BUSINESSES**

Alpha Kappa Alpha Sorority, Inc. - Kappa Upsilon Omega Chapter (Aiken, SC)  
 Bank of America Charitable Gift Fund - Donor Advised Fund  
 Bormemann Family Foundation  
 Central Carolina Community Foundation - Donor Advised Fund  
 Makia Brothers, LLC  
 Piedmont Pulp, Inc.  
 ReCraft: Creative Reuse Center  
 Sadler Hughes Apothecary  
 The Hack Foundation  
 Thomason Farms  
 Westview Pet Services

2019-2020

**IMPACT REPORT**



Camping Ministries of the Carolinas, Inc.

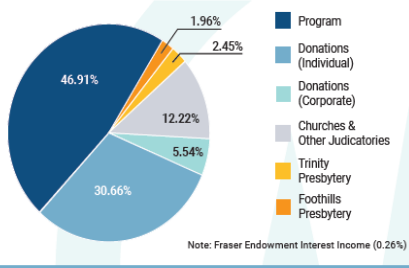


Waterloo, SC // 864.998.3400 // campfellowship.org

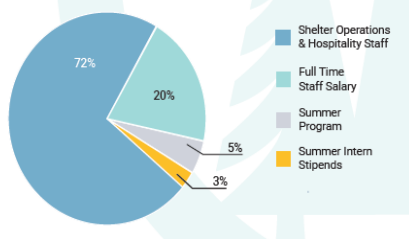
# Always Believe in Faith & Fellowship.

Fellowship Camp and Conference Center, a ministry of Camping Ministries of the Carolinas, Inc. exists to provide exceptional experiences in camping, retreat and conference ministries, and environmental education for children, youth and adults. We work to engage our community in experiences that make connections for better living, stronger communities and personal and spiritual growth and development.

## MISSION SUPPORT BY SOURCE (\$449,844.57)



## MISSION EXPENSE BY SOURCE (\$443,493.93)



## FROM THE DIRECTORS

When our fiscal year began in October, we were eager to grow our programs and ministry outreach. We were thrilled to continue our fall, winter, and spring (usual/seasonal/annual) programs and partnerships. We were excited to welcome new friends from the Imani Milele choir for a two-night stay. Most encouraging, Summer 2020 was trending to be the strongest summer at Camp Fellowship since the formation of Camping Ministries of the Carolinas, Inc. And then everything changed.

After such a great start to our year, we quickly realized we would need to pivot in response to the COVID-19 Pandemic. The Imani Milele choir needed a place to shelter indefinitely. Public Health recommendations and guidance from local, state and national authorities made it clear that we would need to innovate our Summer plans and our outreach to churches, campers, staff, guest groups, and our local community.

In our first pivot, we made arrangements and executed plans to provide emergency shelter for 37 members of the Imani Milele Choir, stranded in our area by the pandemic. Ultimately, we provided them shelter for 251 days! In the Summer, we welcomed six collegiate interns to our campus for an eight-week Intentional Christian Community experience. And through the creative and dedicated energies of our staff, we launched our Camp-In-A-Box program to connect with campers and their families while also supporting local churches in their efforts to provide remote faith formation. In the Fall, we hosted a virtual adult retreat entitled "Let the Weary World Rejoice."

This has been a year unlike any other! It has been a challenging year in so many ways but ultimately a year filled with amazing ministry opportunities and equally amazing support to address each new challenge with faith and courage. We are immensely thankful for our partners, sponsors, and donors who helped us to not only weather this unusual year, but to sail faithfully through it, while providing Christian hospitality, mission and outreach in our community and beyond. We are thankful for the new friendships and partnerships forged during this year. And we look forward to welcoming both old friends and new, campers, guests, and groups back to Fellowship in the months ahead.

*Kevin Cartee*  
Executive Director

*Emily Kienker*  
Associate Director



During the COVID crisis, the Imani Milele Choir and Camp Fellowship Staff formed a community of hope and perseverance. To honor their unique and unbreakable bond, the entire Imani Milele Choir and Camp Fellowship staff pressed their unique fingerprints in an overlapping pattern as a way to preserve this time in history. "Imani Milele" means "Always Believe", so together, they created a mantra of "Always Believe in Faith & Fellowship".



## 2019-2020 PROGRAMS & PARTNERSHIPS

- Emmaus Walks
- Carolina Dog Society Gathering
- Trinity Presbytery Fall Adult Retreat
- Laurens Middle School
  - Leadership & Environmental Education
- Community First Aid/CPR/AED Training
- Winter Camp 2019
- Winter Wind-Up Knitting Retreat
- Red Letter Day
- Imani Milele Emergency Sheltering (251 days)

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 John Visbisky, Intern ([intern@campfellowship.org](mailto:intern@campfellowship.org))  
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## **Committee on Ministry Report January 19, 2021**

The Committee on Ministry reports:

1. The following Temporary Pastoral relationship contracts have been approved: Terri Price at Providence, Beth Hoskins at Landrum, Robert Bannan at First Spartanburg, Mel Davis at Fair Play, Indy Dennis at Piedmont and Chris Jones at Trinity.
2. The following Commissioned Ruling Elder Covenant was extended: Jeff Gilstrap at St. Andrews.
3. That Bob McCully was approved to labor within the bounds of Foothills. He serves as the Treatment Director at the Cherokee County Commission on Alcohol and Drug Abuse. Bob was also approved for the Pulpit Supply list.
4. That Preston Shealy, who is Honorably Retired, was welcomed to Foothills Presbytery and approved for the Pulpit Supply list.
5. That Cyndi Banks was approved to be examined by the Examinations Commission as a Commissioned Ruling Elder upon her completion of all requirements in the CRE process.
6. That Exit Interviews were conducted with Pressley Cox (Eastminster), Tom Evans (First Spartanburg), and Elizabeth Jones, CRE (Flat Rock) and Moderator (Salem).
7. That Mike Turner was approved as Moderator for Florence Moore and Chad Wright-Pitman was approved as Moderator for Salem.
8. That Julie Schaaf was appointed as IPNC liaison for Eastminster IPNC.
9. That we received a report from Art Williams on Richland Church.
10. That we actively reached out to Pastors and Clerks to provide support during COVID-19 and during the season of Advent.
11. The CRE Subcommittee submitted a revised Commissioned Ruling Elder Manual, which was approved on November 5, 2020.
12. That a resource/tool was developed for Definitions of Ministerial Positions, which was approved December 3, 2020
13. That a draft has been completed for Sexual Ethics and Misconduct Policy and Procedures. This document is being reviewed by an outside resource.

Respectfully submitted,

Nath Briley, 2020 Chair  
Gordon Turnbull, 2021 Chair

## FAITH JOURNEY OF PRESTON SHEALY

My faith journey can best be seen through the roles I play in life. These show my understanding of God's leading me from my earliest days through this call to retirement. These roles are not exclusive and often show up in at the same times in my life. Among these roles are:

*A Committed Christian.* My faith in Jesus Christ as Lord and Savior is at the center of my life and provides the foundation for all areas of my life. I try to seek God's guidance throughout my life as I make decisions that seem both great and small.

*A Loving Husband and Father.* I am married to Debbie, who is also my best friend in life, and am father to Matthew (age 29) and Paige (age 25). They are the joys of my life. Debbie is a Physical Therapist, specializing in the rehabilitation of stroke and brain-injured patients. Our favorite pastime is sharing time together as a family – either at home or on the road. Debbie is an elder and a deacon and active in the life of the church. She enjoys playing the piano and handbells along with volunteering in various ministries. Matthew works with Amazon in the Cleveland area and Paige is part of the State Farm call center in Tempe, Arizona.

*A Loving Son.* My parents, Preston and Frances Shealy, provided the foundation for my life and faith. From my birth in North, South Carolina, through the Camden Public School system to Clemson University (and the WF/PSA) and Columbia Theological Seminary to pastorates in Illinois, Florida, Georgia and South Carolina, they supported my activities and challenged me to continue to grow in faith and life. They were always active in the church, and set a wonderful example by their participation in all areas of church life. They served as elders, Sunday School teachers, and on PNCs at Bethesda Presbyterian Church in Camden, South Carolina. (They served as youth advisors at FPC Greer early in their marriage and I still have the silver tray the church gave them when they moved to North.) While they may have died, the example they set for me still provides a foundation for my living a life of faith.

*A Minister of the Word and Sacrament.* I have no doubt that God's hand has led me each step of the way in life – even if I did not know it at the time – and continues to lead me day by day. As an accounting major at Clemson, I put off God's call to consider the ordained ministry for as long as I could, finally considering it when I could not ignore it any longer. God's loving grace is not only the basis for the forgiveness of my sins, but is the cornerstone of my ministry – enabling me to reach out and share God's love with all people.

*A Community Volunteer.* I believe it is important for all citizens to be involved in their community, and have sought to work to improve each community where I have lived. My service has included officiating soccer (all ages), volunteering at in area schools (including serving on School Advisory Councils), being active in various service clubs and serving as a board member of Habitat for Humanity, Teen Court and the Red Cross.

*A Presbyterian.* I search for ways to support the larger church through giving of my energies and time. I have served as a commissioner to the General Assembly and the Synod of the South Atlantic and on committees of presbytery (often as chair) including the Committee on Preparation for Ministry, Congregational Development Division, New Church Development Committee, Nominating Committee, the Committee on Ministry, the BethEl Presbyterian Migrant Ministry board. Additionally, my terms of call always included a week of service to the larger church – usually at Montreat, Triennium, or presbytery camp.

*An Active Person.* I participate in a variety of activities as participant and spectator. I enjoy most any sporting activity, but I also enjoy the opportunity to relax by reading, listening to a variety of music, and enjoying family life.

*Lover of Life.* I feel blessed by the opportunities which have come my way in life, and I am committed to seeking "to glorify God and to enjoy God" in all areas of my life!

## **STATEMENT OF FAITH**

Jesus Christ is my Lord and Savior.

The church is the people, not the building.

Our chief end is to glorify God and to enjoy God forever.

These are three central statements in my life and faith. Both of these areas – my life and my faith – are wrapped up in my calling to serve Jesus Christ as Lord and Savior. This commitment reaches out to all areas of my life and to my relationship with everyone with whom I come in contact. The most important aspect of my life and my ministry is my interaction with God and all of God's people. I strive to relate the message of God's redeeming love and grace to people in whatever context I find myself – from worship to emergency visitation to family to vacation to the soccer field. I believe that God calls all people to enjoy life and look for the many simple ways we can exalt and serve God throughout our lives.

The church is the corporate body of believers gathered together under Christ's authority and guidance. Along with individual Christians, the church is called to proclaim God's message, carry out God's will, and share God's love, grace and forgiveness with a broken world.

Two sacraments were instituted by our Lord to commemorate the redemptive acts which unite us with God. Baptism is an outward or visible sign of God's forgiving and restoring love. It occurs only once in the life of each believer and does not need repeating. The Lord's Supper helps us to remember Christ's life, death, resurrection and ascension and its significance in our lives. It is a time of renewal and recommitment to serving Jesus Christ as Lord. We participate in the sacraments in response to the love God shares with us.

I understand the Bible to be the inspired written Word of God, witnessing to the wonderful love and grace of God – Father, Son, and Holy Spirit. The Bible, as the written Word of God, points to Jesus Christ, the incarnate Word of God, and shows forth God's love and amazing grace.

In conclusion, my faith in God enables me to enjoy life on earth to its fullest by seeking to share God's love each day while trusting God throughout my life.

Preston S. Shealy



The Examination Commission met at 12:00 noon, on Thursday, November 19, 2020 at the Foothills Presbytery Office. Those present in person or by Zoom were Bill Burns, Amos Workman, Nan Jones, Al Masters, Scott Berry, Ann Broom, Elizabeth Clayton, Audrey Reese, and Debbie Foster. Bill Burns opened the meeting with prayer and Amos Workman explained the procedure for the meeting.

The interview with Whitney A. Moss at 12:30 pm was opened with prayer. Candidate for ordination Whitney Moss preached a sermon on Luke 15:11-32. She then described her faith journey and sense of call to Fountain Inn Presbyterian Church. She was examined in the areas of Bible, Theology, Sacraments, and Polity. Her examination and sermon were unanimously approved. She will be presented to Presbytery for further examination at the February 2021 meeting. She is scheduled to begin on site on Monday, January 4, 2021 with full responsibilities after the February meeting. Elizabeth Clayton closed the interview with prayer.

Her terms of call were approved as follows: Salary \$46,154; Reimbursement of Continuing Ed/mileage/books \$4,000; Housing \$13,846; SECA \$4,590; Medical \$16,148; Pension \$7,105; Death/Disability \$646; SECA Supplement \$4,590; Moving up to \$7,500; Vacation 4 weeks; Continuing Education 2 weeks with number of Sundays to be specified; Sabbatical after 6 or 7 years.

At 2:00 pm the Commission meeting with Julia Watkins was opened with prayer by Elizabeth Clayton. Julia comes to us from Charlotte Presbytery to become Associate Pastor for Mission and Congregational Life at Westminster Presbyterian Church in Greenville, SC. She shared her faith journey and sense of call to Westminster. She was examined in the areas of Bible, Polity, Sacraments, and Theology. The examination was unanimously approved. She will start at Westminster in May, 2021.

Her proposed terms of call subject to Session and Congregational approval are: Salary and Housing \$50,000; ½ SECA \$3,825; ½ SECA \$3,825; Pension/Medical/Death/Disability \$19,915; Professional reimbursement \$3,000; Continuing Education reimbursement \$2,000; Moving Expense to be determined; Vacation 4 weeks with 4 Sundays; Continuing Education 2 weeks with 2 Sundays; and Sabbatical after 7 years.

The meeting was closed with prayer by Amos Workman.

Respectfully Submitted,

Amos Workman

Co-chair

Elizabeth Clayton

Co-chair

## **Foothills Presbytery Examinations Commission Report December 16, 2020**

The Examinations Commission met at 10:00 am on Thursday, December 16, 2020 at the Foothills Presbytery office. Those present in person or by Zoom were: Al Masters, Bill Burns, Nan Jones, Amos Workman, Elizabeth Clayton, Julie Schaaf, Audrey Reese, Debbie Foster, and Robin Morris. Amos Workman opened the meeting with prayer and explained the procedure for the meeting.

The interview with Cyndi Banks at 10:30 am was opened with prayer by Al Masters. The Commission members introduced themselves to Cyndi. The CRE Supervisory Team and the COM had approved Cyndi to be examined to become a Commissioned Ruling Elder serving with Liberty Presbyterian Church.

Cyndi preached on Isaiah 9:2-7. She shared her faith journey and sense of call to Liberty Presbyterian Church. She was examined in the areas of Bible, Theology, Sacraments, and Polity. Her sermon and examination were unanimously approved. She will be presented to Foothills Presbytery for further examination at the February 2021 meeting.

The Examinations Commission will recommend to Presbytery that Cyndi Banks be approved as a Commissioned Ruling Elder at Liberty with the following responsibilities:

- Provide worship leadership, including preaching
- Administer the sacraments
- Moderate Session Meetings
- Perform a service of Christian marriage when invited/approved by Session

Cyndi will currently preach, work with the Session and a moderator, hold office hours each Friday, and communicate through newsletter and directory. After she is commissioned, she will perform sacraments, moderate the Session and congregational meetings, officiate at weddings and funerals, perform Session training, and lead Bible Study or Sunday school as needed.

Her present contract as a Supply is: Salary \$14,400 for 10 hours per week. A new CRE contract will be established in the future. The meeting was closed with prayer by Julie Schaaf.

Respectfully submitted,

Amos Workman  
Co-chair

Elizabeth Clayton  
Co-chair

## **Faith Journey**

### **Cyndi Banks**

My faith journey began as a child of Presbyterian parents, and grandparents. My family were members of Abbeville Presbyterian and we were active in all areas of church life. I consider myself to have been raised by the covenant community of my church family, just as I was by my own birth family.

I have happy memories of a faith – based childhood growing up in Abbeville, as my knowledge and faith grew through the influence of so many wonderful servants through the years.

I remained active through school and into college, even though long-distance from home. I was not as active in my younger adulthood living away, although my faith and belief in God remained strong. After returning home, I immediately became active at my childhood church and established strong bonds through Adult Sunday School and involvement in Presbyterian Women.

I was called to ordination as an elder in 2002 and served on the Session at the Abbeville Church through 2005. My employment led me to move to Liberty at that time, where I immediately sought out a new church family, finding a strong connection to the Pickens church. I felt called to continue serving on committees as before, where I felt my talents would serve. I was called to serve on the Session at Pickens in the class of 2015.

I joined the staff of the Pickens church at the end of 2015, and fully believe that all of my experiences through my church life, education and employment was God leading me one step at a time toward how God is now calling me to serve.

My previous work experience led me to my current employment in the church office. Through the church's communications I discovered the SC Presbyterian Lay School, and I completed that program in the spring of 2020.

I substituted for the former Supply at the Liberty church and felt called to serve that church on a part-time basis once their Supply was called to another church. I began serving them full time in spring 2020, and we formed our relationship agreement together in June, as the church returned to live services.

I see a great need and feel called to serve small congregations, and hope to continue that ministry if it is what God has planned for my service. I thank God for my many gifts and blessings in this life, and the many opportunities I've been given. No accomplishment is of my own achievement. All that I do and all that I am is through the grace of God, the love of Jesus Christ our Savior and through the continued encouragement of the Holy Spirit.

## **Statement of Faith Cyndi Banks**

I believe in God the Father Almighty, in Jesus Christ, God incarnate here on earth who was sent here to suffer and die our redemption. I believe that we are led and inspired and given strength to continue Jesus' mission to the ends of the earth in word or deed through the power of the Holy Spirit.

We are all one body in Christ, sharing and supporting and loving each other as a covenant community of God.

I believe that the living God is continuously at work in the world.

I believe that God gives us each gifts and talents unique to each of us to serve God in our own way in the world.

I believe that we are charged to share the good news of the Gospel to the world.

I believe that we are charged to oppose divisiveness, and uphold those who are marginalized, suffering, in need, damaged, regardless of our differences. And pray for the guidance and strength to oppose that divisiveness, to hold up and support all people.

I believe Jesus will come again, and in eternal life in God's kingdom.

I believe all blessing and gifts are from God and give thanks for those many blessings every day.

I celebrate in the knowledge that through Jesus Christ we are forgiven, and through forgiveness we are called to share that love, grace and forgiveness to others, continuing to fulfill Jesus' mission.

I believe in the power of the Holy Spirit, that Advocate that was sent to give us the encouragement to continue that mission when we feel unworthy, tired and worn by the effects of our sinful world. I pray to be freed from doubt and guided by the Holy Spirit to answer God's call and work for God's kingdom here on earth.

I am a sinful and imperfect human being that strives to better myself and my spirit and ministry. My prayer is that I may be worthy to share the knowledge of those unearned gifts of God's grace and love, through the incarnation of Jesus Christ, his death and resurrection.

**Whitney A. Moss**  
**Biographical Information and Sense of Call**

I am grateful to have been raised in a family with faithful parents who from birth taught me that I am a beloved child of God. A cradle Presbyterian, I grew up under the good care of a great cloud of witnesses at John Calvin Presbyterian Church in Florence, South Carolina. Being a part of a congregation and engaging in the life of faith was central to who my family was and is. I was baptized and confirmed in that congregation, and was offered love, nurture, support and great care. I give thanks that I have always been assured of the Triune God's presence in my life.

Claiming my identity as a child of God and recognizing God given gifts, I was encouraged to explore church vocation and God's call on my life. This led me to the Religion/Christian Education program at Presbyterian College in Clinton, South Carolina. At PC, my childhood faith matured into one of asking questions, seeking answers, and living out my identity as a child of God.

Engaging with others through service and mission experiences have always been important pieces of my personal faith journey. Stepping out of what is familiar allows me to experience God in new and meaningful ways. The year after I graduated from college, I served as a PC(USA) Young Adult Volunteer in Mission working in a day center for adults with mental disabilities in Reading, England. It was a joy and privilege to witness these beloved children of God live out their faith. I was awestruck by the simple, yet deep and rich, spiritual lives of those I worked with each day.

Upon returning from England, I begin working in educational ministries at St. Simons Presbyterian Church in St. Simons Island, Georgia before moving to Foothills Presbytery in 2004 to serve at Second Presbyterian in Spartanburg and then at First Presbyterian in Greer. My personal faith and sense of call continued to grow and be impacted by those I worked, worshiped and served with. While continuing to work in areas of non-ordained congregational ministry, I give thanks for the persistent nudging of the Holy Spirit and for those who helped me name and recognize my call to ordained ministry.

With a leap of faith and lots of prayer, I began my seminary studies at Union Presbyterian Seminary in Charlotte, North Carolina in 2015. Along every step in this journey, I could feel God nurturing and developing my gifts, and preparing me for ordained ministry.

After 20 years of church vocation, I continue to feel called to congregational ministry. I am excited about God's call on my life and honored at the invitation to serve as pastor at Fountain Inn Presbyterian Church. I look forward to the opportunity to engage with God's people as we seek together to be faithful to God's call and Christ's mission and ministry through worship, study and service.

**Whitney A. Moss**  
**Personal Faith Statement**

I believe in the one Triune God; God the Father, God the Son and God the Holy Spirit. I believe we worship and serve the one God, Creator, Redeemer and Sustainer.

I believe in God the Creator, maker of all things, source of all life. I believe God created order out of chaos, and brought forth life. I believe God is the Alpha and Omega; God is. The God who called Abraham, who delivered God's people from Egypt, who accompanied Naomi and Ruth, is the same God that calls, delivers and accompanies us today and will in the future.

I believe in Jesus Christ, God's Son; fully human and fully divine. I believe we come to know God through the person of Jesus Christ. God in Jesus Christ came to earth to live among God's creation. Jesus Christ lived love and taught the world how we are to work for justice and care for God's creation, the earth and all God's people. In Jesus Christ, Immanuel, we come to know God's hope, peace, joy and love. In God's mercy and love, Jesus Christ died on the cross for my sins and the sins of the world. In God's might and power, Jesus was raised from the dead, conquered the power of sin and death, and ascended into heaven. I rejoice knowing that nothing, in life or in death, can separate us from the love of God in Christ Jesus our Lord.

I believe God is with us through the Holy Spirit. I believe the Holy Spirit is God at work in the world among and in God's people. The Holy Spirit is God's guiding presence in our lives, leading us to lives of faithful discipleship. The Holy Spirit accompanies us on our faith journey, and is at work in our lives to remind us we are claimed and called children of the Triune God.

I believe the two sacraments in the Reformed tradition, Baptism and the Lord's Supper, were commanded by Jesus Christ, and are visible signs of God's invisible grace. In baptism, we join in the death and resurrection of Jesus Christ; are cleansed of our sins through the blood of Jesus' sacrifice; and are received into the community of Christ. Baptism is a transformational sacrament; marked and sealed as God's own, baptism a response to God's grace and God's call on our lives.

In the sacrament of the Lord's Supper, we celebrate and remember the new covenant God made with God's people through the sacrifice, death and resurrection of Jesus Christ. The risen Christ is present with us at the table, meeting the people in the serving of the bread of life and the cup of salvation.

I believe the holy Scriptures of the Old and New Testaments, inspired by the Holy Spirit, to be the unique and authoritative witness to Jesus Christ. In Scripture we read God's Word of good news for God's people. When the Word of God is read and proclaimed, the sacraments are administered, and the covenant community is nurtured, the Church is a witness to the work of the Triune God.

I believe the church is God's gift for God's people. The church universal of Jesus Christ is the community of believers in all times, places, spaces where we are called to worship, learn and serve together. I believe as followers of Jesus Christ, we are called to be church in the world. Together, we are called to embody and live out the Gospel message of hope, peace, justice, joy and love to all of creation as we wait for the risen Christ to come again.

## CPM Report to Presbytery January 19, 2021

The Committee on Preparation for Ministry reports:

1. On November 19, 2020, we:
  - a. Received reports and updates on students under care of CPM.
  - b. Met with Will Delaney as a **Pre-Inquirer**. Following successful completion, Will was unanimously approved as an **Inquirer**, pending approval of his MDS.
  - c. Received the news Ordination Exam fees for Winter Exams (anticipated through Spring 2022) have been reduced to \$40 [Total of \$100 in savings for students if taking all 4]
  
2. On December 17, 2020, we:
  - a. Received reports and updates on students under care of CPM.
  - b. Received a report from the Finance Subcommittee which reported seminarian scholarship requests. Requests were approved in the amount of \$6000 total.
  - c. Met with Martin Pruitt (Inquirer – First Anderson) for request to move to Candidate status. CPM voted to **recommend** that Martin be presented to the floor of Foothills Presbytery to be examined and enrolled as a Candidate on February 16, 2021.
  - d. Received the news Whitney Moss has accepted a call as the pastor of Fountain Inn Presbyterian Church.
  - e. Received a motion from the CPM Manual subcommittee for the approval of the revised CPM Manual. Motion was unanimously approved.

Respectfully Submitted,

The Rev. Dottie Metropol, CPM Chair

The Rev. Will Nickles, CPM Co-Chair

### Current Members of the Foothills CPM

<i>Class of 2021</i>	<i>Class of 2022</i>	<i>Class of 2023</i>
RE Jennifer Biber*	RE John Byce	TE Mel Davis
RE Ed Irick	TE Leslie Lang*	RE Jan Ellis
RE Judy Pearson*	TE Will Nickles*	TE Dottie Metropol*
TE Terri Price*	TE Allen McSween*	RE Cherie Setzler*
TE Stan Reid*	TE Dennis Tedder*	TE Lauren Slingerland
	TE David Howell	RE David Weneck*

*LeAnne White, Staff and Debbie Foster, ex-officio; \* denotes 2nd Term*

### Students Currently Under Care of Foothills CPM

#### Candidates (3)

<u>Date of Cand.</u>	<u>Name</u>	<u>Church</u>	<u>Educational Status</u>	<u>CPM Liaison</u>
07.23.15	Ginger Shuler*	1st Spartanburg	2017 Grad of Union Pres - Chlt	Judy Pearson
05.23.13	Landon Hammett	1st Spartanburg	2017 Grad of Union Pres - Chlt	Dottie Metropol
08.27.20	John DuBose	Easley	Union - Chlt (4th Yr)	Allen McSween

(\* Signifies "Certified Ready" to receive a call)

#### Inquirers (8)

<u>Date of Inquiry</u>	<u>Name</u>	<u>Church</u>	<u>Educational Status</u>	<u>CPM Liaison</u>
02.26.15	Glenda Wickstrom	John Knox	Columbia Sem. (4 <sup>th</sup> Yr)	
03.23.17	Martin Pruitt	1st Anderson	2018 & 2020 Grad of Union - Chlt	Jennifer Biber
02.27.20	Mary Moore Driggers	1st Greer	Union – Rchmd (2 <sup>nd</sup> Yr)	Leslie Lang
05.28.20	Lindsey Odom	Easley	Union Chlt (2 <sup>nd</sup> yr)	Lauren Slingerland
06.25.20	Ashley Brown	WPC, Greenville	Austin (1 <sup>st</sup> year)	David Weneck
09.24.20	Sarah Cornell	Fair Play	Dubuque (1 <sup>st</sup> year)	Stan Reid
10.22.20	Cyndi Banks	Pickens	Union Chlt (1 <sup>st</sup> year)	Ed Irick
11.19.20	Will Delaney	2 <sup>nd</sup> Spartanburg	Duke (1 <sup>st</sup> year)	John Byce

## Committee on Shared Ministry Council Report January 19, 2020

### 2020

Jane Frost 2  
Ralph May 2  
Pat Shufeldt 2  
Ken Schafer 2  
Pressley Cox (Ex-Officio)

### 2021

Beth Burris 1  
Mary Kathleen Duncan 1  
David Ellenburg 1  
Joseph Gaston 1  
Jessica Meggs 1  
Audrey Reese (VC) 1

### 2022

Craig Foster (C) 2  
Peggy Hayes 1  
Jackie Putnam 1  
Noelle Read 1  
Natalie Schwartz 1  
Peggy Swann 1

Mission: To equip, connect, and nurture the churches of Foothills Presbytery.

Core Values: We will celebrate an adaptive environment where grace abounds while striving to strengthen our connectional church and share mission in a spirit of experimentation.

How: We will explore our mission by offering opportunities for faith formation, gatherings, fellowship, service, encouragement, resources, and support.

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Since the November 10, 2020 Presbytery meeting, the Committee on Shared Ministry met via Zoom on Tuesday, November 17, 2021. The committee reports the following:

### Leadership Development

The College and Vocation Discernment Team is looking toward the summer of 2022 for the next group of interns. Next steps and a structure for this ministry are being considered.

The SC Minister/Educator Retreat was held virtually on October 27-28. Dr. Sam Adams (Union Presbyterian Seminary) led the 2-day retreat on Wisdom, The Bible and Politics. Those attending felt this was very timely and gained a renewed perspective of the unique role of the Christian voice in current events.

Five full scholarships were approved for people to attend the virtual APCE annual event in early February 2021.

During the month of October, Ministry Architects led a six-person cohort centered around developing an Advent plan. Positive feedback was received from those who participated. The tiered pricing was appreciated, and the cost of the series was almost fully covered even though the cohort was not completely filled.

### Mission Outreach

Cents-Ability: Congregations participating in this ministry are encouraged to continue this offering given to help alleviate hunger. The committee is working on raising awareness about this offering. The 2020 Cents-ability offering from Foothills congregations of \$2,942 was distributed evenly among these area ministries working to alleviate hunger.

- Project Host (Greenville)
- Spartanburg Soup Kitchen



- Daily Bread Ministries/Greer Soup Kitchen
- South Main Chapel and Mercy Center (Anderson)
- United Ministries of Greenville
- Dot's Kitchen
- Clemson Community Care
- AIM (Anderson)
- Harvest Hope Food Bank
- SHINE Soup Kitchen (Easley)
- Salvation Army of Gaffney
- Faith Presbyterian Church Food Bank
- Operation Hope (Landrum)
- Woodruff Area Soup Kitchen

Foothills Collaborative Habitat Build: Building is on hold until COVID-19 numbers are at levels mandated by Habitat for Humanity.

Foothills PDA The Disaster Preparedness and Response Draft plan was reviewed and approved by the committee. The plan needs to be sent to Presbytery Council for review and approval. Once approved, the plan calls for a commission to be formed and ready to act without delay if/when a disaster occurs.

**Recommendation:** Committee on Shared Ministry makes a recommendation to council to approve the Disaster Preparedness and Response Plan and that in accordance with the plan a commission be formed. The purpose of the commission is to direct and oversee the preparation for and response to a disaster on behalf of Foothills Presbytery to focus, align and coordinate resources toward areas of need.

Tornado Relief (Seneca) Work is completed except some homes that will need to be rebuilt. Unused relief funds were sent to Oconee Habitat to be used to reduce mortgages with a clause that this money does not need to be repaid by the homeowner.

### **Hospitality, Peer Ministry, and Joys and Concerns**

Several of the peer groups continue to meet via Zoom or in other safe ways. A new group for Associate Pastors met for the first time in December.

The following peer groups are currently meeting via Zoom and supported by the CSM:

- Large Church Children's Educators
- Youth Leader Roundtable
- Church Music Directors/Leaders

The Committee is exploring ways to connect ministers, educators, and leaders through other peer groups and cohorts during this time when so many are not gathering in person.

Joys and concerns are still being shared with the presbytery.

### **Outdoor Ministry**

The Imani Milele Children's Choir from Uganda is still being housed at Camp Fellowship and should be able to return home the first part of December.

### **Youth Ministry**

Youth Leader Roundtable meets via Zoom. Youth council programs are being taken to churches and Council has made adaptations to programming to continue to lead and engage.

### **Campus Ministry**

Most campus ministries continue to meet virtually, and some are beginning to meet outside.

### **Child Advocacy and Awareness**

Working on guidelines to be added to protection policies but it is difficult to find information other than guidelines for media. Some congregations are using or considering using child protection training materials produced by their insurance companies.

### **Small Church Connections**

People are needed to serve on this subcommittee in 2021.

The Association of Smaller Congregations (Synod of South Atlantic) is bringing back small church of the year and small church lay person of the year awards. Recommendation was made to put forward Mt. Zion Presbyterian Church and Elizabeth Jones for these awards.

### **Presbyterian Women**

PW in some churches are meeting via Zoom, others have consolidated into morning or evening groups and adapted in other ways.

### **Other Business**

Appreciation was expressed to Jane Frost, Ken Schafer, and Pat Shufeldt for their service on CSM.

Meeting dates for 2021 are: January 12, March 16, May 18 (a retreat style meeting), July 20, September 21, and November 16. The committee will continue to meet via Zoom.

Respectfully Submitted,

Craig Foster, Chair

## **Foothills Presbytery Coordinating Council Report January 19, 2021**

The Foothills Presbytery Coordinating Council held a Stated Meeting virtually on January 19, 2021. The Council **reports:**

1. The Stated Presbytery meetings of February 16, 2021 and May 15, 2021 will be held virtually.
2. Heard and unanimously approved the recommendation from Moderator-Elect, Terri Price, to launch a Prayer Group Ministry by establishing an initial team comprised of the moderator and volunteers from the presbytery's Worship Team and Committee on Shared Ministry.
  - Weekly virtual prayer group provides participants with opportunity to refresh, renew, reinvigorate their spirits
  - Based on practice launched by PCUSA Office of Theology, Formation & Evangelism, drawing on the PCUSA Daily Prayer app and the Book of Common Worship-Daily Prayer
  - Audience could include pastors, CREs, church musicians, CEs/youth ministry leaders currently serving the church
  - Duration 15 to 30 minutes
  - Self-sustaining once launched, with participants sharing responsibility for selecting liturgy, scripture, and music
3. That the Council formally approved the honorable retirements of Frank Strickland, Tim Holland, and Gordon Raynal.
4. That Council heard and approved the recommendation from the Personnel Team to adopt the Personnel Policy and Practices document for Foothills Presbytery.
5. That Council authorized Debbie Foster, as the Presbytery Leader/Stated Clerk, to sign the contract for the sale of the Pelzer Church property for \$85,000 with a \$5,000 escrow with the Historic Pelzer Presbyterian Church Preservation Society on behalf of Foothills Presbytery.
6. That Council received from the Committee on Shared Ministry a report and recommendation that Foothills adopt a new Presbytery Disaster Preparedness and Response Plan. Council discussed the plan, voted to endorse it, and to present it to the Presbytery for a first reading on February 16.
7. That Council received from the Committee on Shared Ministry a recommendation that Foothills Presbytery establish a Presbytery Disaster Assistance (PDA) Administrative Commission to oversee the preparation and judicious response to disasters on behalf of the Presbytery. Council concurred with the recommendation and will present the recommendation to Presbytery for a first reading on February 16. The PDA Administrative Commission is accountable to Coordinating Council.

The Coordinating Council **recommends:**

1. That the Antiracism Ministry Team become a permanent committee of Coordinating Council and therefore add its description and composition to the Manual of Operations. (second reading)
2. Adopting the Personnel Policy and Practices to our Manual of Operations. (first reading)
3. Adopting the Presbytery Disaster Preparedness and Response Plan and adding it to our Manual of Operations. (first reading)
4. Establishing a Presbytery Disaster Assistance Administrative Commission and adding its description and composition to the Manual of Operations. (first reading)

Respectfully submitted,

Nath Briley, Chair

**Members:** Nath Briley, Chair; Sidney Mize, Presbytery Moderator; Terri Price, Presbytery Moderator-Elect; Phil Lyles; Craig Foster; Dennis Latham; David Howell; Dottie Metropol; Gordon Turnbull; Susan Tompkins; Holt Andrews; Bill Lancaster; Michael Sullivan; Lerone Wilder; and Mary Kathleen Duncan

Ex Officio: Debbie Foster, Presbytery Leader & Stated Clerk; Robin Morris, Associate Stated Clerk; Pressley Cox, Associate for Shared Mission and Ministry; Leland Burch, Recording Clerk; De Calvert, Parliamentarian; and Stan Reid, Treasurer

## **Antiracism Ministry Team**

Approved by Coordinating Council on October 6, 2020

Presented to Foothills Presbytery for First Reading on November 10, 2020

### **Scope:**

a. Develop and recommend to Council:

- Policy changes in the presbytery that will better reflect our commitment to antiracism
- Opportunities for congregations and members of Foothills Presbytery to engage in conversation, education, and action that lead to the development of antiracist policies and practices in our congregations and the local communities to whom we bear witness.

b. Collaborate with presbytery committees to pursue the goals of antiracism in the scope of their work.

c. Explore our theology, anthropology, and sociology in light of the work of antiracism.

### **Composition:**

9 members (3 classes of 3 members each, serving 3 years)

Co-chair, Person of Color, Co-chair, White, liaison to COM, liaison to CPM, liaison to CSM, liaison to the REC, 3 Members-at-large, and the Stated Clerk, Associate Stated Clerk, Associate for Shared Mission and Ministry, serving ex-officio.

### **Accountability:**

Permanent Committee of Council

# Foothills Presbytery

## Personnel Policies and Practices



*Caring, Empowering and Celebrating the churches in Foothills Presbytery*

Approved by Foothills Presbytery Coordinating Council January 19, 2021

**Acknowledgement of Receipt, Disclaimer, and C**

This document, Personnel Policies and Practices for Foothills Presbytery of the Presbyterian Church (U.S.A.) (the "Handbook"), prepared by Foothills, contains important information about Foothills policies. This Handbook supersedes all previous employee brochures, handbooks, and personnel policies issued to employees by Foothills, or otherwise, regarding any of the matters addressed herein. All Foothills employees are responsible for reading this Handbook and contacting a member of Foothills Leadership in the event clarification is needed on anything contained herein. Foothills may amend, edit, add or delete, or deviate from the policies contained in this Handbook from time-to-time, subject to and in accordance with applicable law.

**BY YOUR SIGNATURE BELOW YOU ACKNOWLEDGE THAT YOUR EMPLOYMENT WITH FoothILLS IS AT-WILL, MEANING THAT YOU MAY QUIT OR BE TERMINATED AT ANY TIME, FOR ANY OR NO REASON, FOR CAUSE OR WITHOUT CAUSE, AND WITHOUT PRIOR NOTICE. THIS HANDBOOK DOES NOT IN ANY WAY CONSTITUTE, AND SHOULD NOT BE CONSTRUED AS, A CONTRACT OF EMPLOYMENT. NOTHING CONTAINED IN THIS HANDBOOK, INCLUDING THE EMPLOYER AND EMPLOYEE RIGHTS AND RESPONSIBILITIES, ALTERS YOUR AT-WILL EMPLOYMENT WITH FoothILLS. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, CREATE A CONTRACT OF EMPLOYMENT BETWEEN YOU AND FoothILLS UNLESS: 1) THE TERMS ARE PUT IN WRITING; 2) THE DOCUMENT IS LABELED "CONTRACT"; 3) THE DOCUMENT STATES ITS TERM/DURATION; AND 4) THE DOCUMENT IS SIGNED BY FoothILLS STATED CLERK.**

**BY YOUR SIGNATURE BELOW, YOU FURTHER ACKNOWLEDGE RECEIPT OF THIS HANDBOOK AND THE SEXUAL ETHICS AND MISCONDUCT POLICY, YOUR OBLIGATION TO COMPLY WITH THE POLICIES CONTAINED OR REFERENCED HEREIN, AND YOUR UNDERSTANDING THAT THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT.**

\_\_\_\_\_   
Date

\_\_\_\_\_   
Employee Name (Print)

\_\_\_\_\_   
Employee Signature

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## **Preamble: The Philosophy of the Personnel System**

The Work of the Presbytery is to be understood within the context of the "mission" of the Church as defined by the Book of Order and the Book of Confessions of the Presbyterian Church (U.S.A.).

As Reformed Christians, we believe that God calls each one of us to service through our vocations. As stated in A Brief Statement of Faith, we believe that the Spirit "calls women and men to all ministries of the Church." We believe that each staff member is called by God to serve the Presbytery and the Church through each person's work as a member of the staff.

Foothills Presbytery shall provide staff to support our mission: caring, empowering, and celebrating churches in Foothills through shared ministry.

## **The Style of the Personnel System**

The staff personnel system is based on a commitment to attempt to recognize and affirm the full potential of each employee, and to develop, support and use the full range of human resource potential by securing and maintaining cooperation between employer and employee. The system reflects an open style in which objectives are shared, and in which both employer and employee acknowledge their functions and goals.

### **Employer Functions and Goals:**

Functions:

1. To establish work goals consonant with the mission and purpose of the Presbyterian Church (U.S.A.) and Foothills Presbytery.
2. To establish an overall structure designed to accomplish the basic goals.
3. To establish and administer a personnel system which can meet the personnel needs of the structure.
4. To establish and administer processes for compensation, career development, benefits, working conditions, promotions, transfers, dismissals, and other phases of employment.
5. To expect employees to be productive in their assigned roles.
6. To exercise suitable discipline and to encourage growth.
7. To establish rules as necessary to govern the working environment.
8. To amend, modify, and change these policies as needed.

Goals:

1. To provide opportunity for employee participation in the development and administration of the personnel system, allowing adequate time during regular working hours for such participation.
2. To assure that policies and administration of the personnel system are consonant with the functions of the employee and the PC(USA) Constitutional principles regarding equal employment opportunity.
3. To use every reasonable means of communication for a reasonable length of time to ensure equal opportunity to apply for all available positions.
4. To establish position descriptions and personnel qualifications for particular functions and determine who is qualified to perform such duties.
5. To provide adequate and justifiable compensation to employees.
6. To provide for regular performance reviews and evaluations which relate to work objectives and which give employees the opportunity to participate in evaluating their own performance in relation to those objectives.

7. To assist employees in meeting their career goals and objectives in a manner consistent with the interests of the employer.
8. To establish and maintain open communication with employees on matters concerning their welfare and the employer's interests.
9. To establish and administer a process which provide for hearing and resolutions of complaints and grievances.
10. To inform and consult with employees regarding amendments and modifications to this Personnel Policies and Practices.

### **Employee Functions and Goals:**

#### Functions:

1. To receive adequate information from which to develop an understanding of his/her role and function in the total structure of the organization.
2. To receive regular information on the quality of his/her performance.
3. To have as much control as possible over his/her own career development.
4. To be kept informed of proposed changes in personnel policies and practices.
5. To have input in personnel policies where appropriate to ensure objectivity and fairness (e.g., grievance procedures, development of job descriptions, performance review, evaluation, etc.).
6. To have benefits and working conditions that promote Foothills purpose.
7. To receive appropriate compensation with due consideration by Foothills.

#### Goals:

1. To understand his/her role and function in the context of the goals of the organization.
2. To perform at a standard of excellence expected in the defined role.
3. To take initiative through the proper channels so that employee opinion is presented to the Personnel Committee.
4. To honor his/her commitment to the goals and objectives agreed upon by his/her participation in the personnel system.
5. To make suggestions on the improvement of operations and to act in accordance with the employer's rules and regulations.

### **The Personnel Committee to Foothills Presbytery**

The Personnel Committee shall be open at all times to communication with Sessions, ministers, and active Ruling Elders who wish to express concerns about staff performance. The Committee shall exercise wise discretion in determining when to take cognizance of information concerning perceived difficulties with a staff person. The Committee may act to correct difficulties in consultation with the Coordinating Council in specific cases. Procedural safeguards as outlined in the PC(USA) **Book of Order** Rules of Discipline shall be established in all situations.

## **Principles for the Development and Administration of Personnel Policies and Practices**

The Presbytery will be guided by the following principles in the development and administration of personnel policies:

**Equal Opportunity Employment:** In accordance with the PC(USA) Constitutional affirmation of Inclusiveness (see F-1.0403 and G-3.0103) Foothills Presbytery is committed to fair and equal opportunity employment for all qualified persons, without regard to race; color; national origin;

sex; age; disability; genetic information; veteran status; marital status; or other protected class to the extent required by law as applicable to Foothills as a religious institution. As a religious institution, Foothills reserves the right to base employment decisions in part on religious views as permitted by law. Foothills Presbytery fully endorses the concept of equal employment opportunity.

Employees must show respect and sensitivity toward all other employees, and to demonstrate a commitment to Foothills' equal employment opportunity objectives and prohibition on discrimination and harassment of anyone. Employees who observe or are subject to a violation of this policy, should report it immediately to the Presbytery Leader/Stated Clerk, Associate Stated Clerk, or Foothills' Personnel Committee. Foothills will handle all such complaints according to its Complaint Resolution Procedure (below). Violation of this policy may result in disciplinary action, up to and including separation from employment.

- 1. Compensation and Benefits:** Foothills Presbytery will establish and administer a process of compensation wherein the individual employee's compensation is determined on the basis of a system of qualifications, equitable salary scales and increments determined in light of economic factors and performance in the position.
- 2. Career Development:** Foothills Presbytery will establish and administer a process of career development which will endeavor to afford employees the opportunity for acquiring new skills/ knowledge and/or refreshment of old skills/ knowledge, consonant with the needs of the employing organization.
- 3. Grievances and Complaints:** Foothills Presbytery shall establish and administer a process that will ensure all employees a fair and equitable opportunity, including the right to choose an advocate, for the hearing and resolution of misunderstandings and grievances that may arise in the administration of the total personnel system.

# Employment Categories, Terminology and Practices

## **Exempt and Non-Exempt Categories:**

In accordance with the Fair Labor Standards Act, there are exempt and non-exempt positions.

## **Ministers of Word and Sacrament (Teaching Elders):**

In accordance with Federal and State statutes and PC(USA) Church policy, all ordained clergy are considered self-employed persons engaged in the exercise of their ministry and are not subject to withholding for certain taxes (nor are they covered under Unemployment Insurance). They are, however, included in all other policies which apply to “exempt employees,” except where excluded by Federal or State law. Foothills Presbytery provides full SECA reimbursement as a part of salary and benefits.

## **Elected Regular Administrative Exempt Staff:**

All Presbytery administrative staff shall be elected in accordance with provisions of the Form of Government. (see: G-3.0104 and G-3.0110)

## **Employment of Regular Non-Exempt Staff:**

To carry out the mission of the church within the Presbytery, office personnel are employed to assist the exempt staff. The effectiveness of these persons in their work is vital in accomplishing the mission of the church in the Presbytery. Non-exempt staff are employed by the Coordinating Council of Foothills Presbytery. The Personnel Committee will interview candidates and make their recommendations to the Coordinating Council regarding employment.

## **Regular Employees:**

New employees, who work a regular full-time schedule of at least 37 ½ hours a week, or part-time schedule of at least 17 ½ hours a week become regular employees after having satisfactorily completed a 3-month probationary period. They are entitled to full benefits of the Board of Pensions, as it establishes and may amend those benefits from time to time, including credit toward vacation and sick leave during the probationary period.

## **Temporary Employees:**

Those employed for a short period or for a very limited service (example: the PYC Clerk) are not paid for holidays, sick leave or other leaves, and so do not earn vacation leave during their temporary employment. They are not eligible for the full Board of Pensions plan. The Personnel Committee will make the decision about what parts, if any, of the Board of Pensions “menu-option” are available for such positions. If a temporary employee joins the regular staff, his/her temporary employment is not considered in computing vacation, sick leave or other benefits.

## **Office Hours:**

The regular working office hours for Foothills Presbytery are Monday through Thursday, 9 a.m. to 4:30 p.m. The Administrative Assistant/ Bookkeeper will work Fridays, but the office will not be open for regular business. As the Exempt Staff's work regularly entails night, weekend and multiple travel-day work, they will attempt to keep their work within a 40 hour per week norm.

## **Holidays:**

All Regular employees will be paid for Presbytery holidays, in accordance with local customs and laws. The following will be observed each year by Foothills Presbytery:

- Martin Luther King, Jr. Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving – 2 days
- Christmas and New Year’s Break (varies from year to year according to the calendar)

**Vacation:**

- **Presbytery Leader/Stated Clerk:** The Stated Clerk receives four weeks of vacation and three weeks of study leave annually.
- **Associate Stated Clerk:** The Associate Stated Clerk receives four weeks of vacation and two weeks of study leave annually.
- **Associate for Shared Mission and Ministry:** The Associate Stated Clerk receives four weeks of vacation and two weeks of study leave annually.
- **Administrative Staff:** After the probationary period, the Administrative Staff receive three weeks of vacation annually. Every year thereafter, on a calendar year, they accrue one extra day per year, up to a maximum of four weeks of annual vacation.

Vacation is to be used in the calendar year earned and may not roll over to the next year.

**Sick Leave/Personal Leave:**

Administrative staff receive ten days per year sick and/or personal leave. Unused days may be carried over, except that total accumulation of unused sick/personal leave may not exceed 90 days. Sick/Personal days may not be redeemed upon retirement or separation.

**Parental/ Family Care Leave:**

Staff receive full pay for the first month, one-half pay for the second month, third month if desired with no pay. A fourth month will be considered in extraordinary circumstances based upon medical need. During Parental/Family Leave, the Presbytery may continue to provide benefits through the Board of Pensions as allowed by the Board of Pensions policies and plans. For the purpose of Parental/Family Care, family is defined as immediate family (including spouse, parents, children, stepchildren, and siblings). Personnel Committee may approve an exception to this list of immediate family members at their discretion.

**Worker’s Compensation Insurance:**

All employees of the Presbytery shall be covered by the South Carolina Worker’s Compensation Law which provides benefits in case of an on-the-job accident. On-the-job injuries must be communicated to Foothills as soon as possible. The employee is required to submit an incident report to the Presbytery Leader/Stated Clerk.

**Positions within the Presbytery**

Writing of Position Descriptions: A position description, subject to periodic review, will be required for each position (exempt and non-exempt), to be prepared by the Personnel Committee and approved by Coordinating Council.

Position descriptions should be kept current (at least every two years) and should be reviewed and altered whenever a significant change is made. Since they identify end results expected for each

position, they are an excellent tool in setting performance objectives and should be used in the performance review. Major alterations to position descriptions of the Presbytery Leader/Stated Clerk and Associate Stated Clerk (if present) requires Presbytery approval. All other changes may be made by Coordinating Council.

The Stated Clerk and Associate Stated Clerk (if present) will be elected by Presbytery upon recommendation of Coordinating Council. The customary Term is three years. There are no Term Limits on these positions.

**Validation of Positions:** All new exempt administrative positions will be recommended by the Personnel Committee and approved by the Coordinating Council.

**Salary:** All positions of the Presbytery will be reviewed by the Personnel Committee for the purpose of determining the salary to be voted on by Coordinating Council. The final approval of the salaries of the Stated Clerk and Associate Stated Clerk will require approval by the Coordinating Council.

## **Recruitment and Selection**

The Stated Clerk shall be the Head of Staff and Presbytery Leader and will be nominated by Council to the Presbytery, unless otherwise determined by the Presbytery. Adequate publicity must be given to the position opening and reasonable efforts made to secure candidates from among women and racial and ethnic persons.

The Presbytery through Council may decide its mission requires the position of Associate Stated Clerk. The Associate Stated Clerk will be nominated by Council to the Presbytery. Adequate publicity must be given to the position opening and reasonable efforts made to secure candidates from among women and racial and ethnic persons.

Non-Exempt Staff: Non-exempt staff are selected by the Council through recommendations by the Personnel Committee in accordance with Presbytery procedures.

The Presbytery Leader/Stated Clerk shall be a voting member of the Personnel Committee.

## **Salary Administration and Performance Reviews**

Performance reviews for the Presbytery Leader/Stated Clerk shall be conducted annually by the Foothills Presbytery Personnel Committee. Any significant outcomes should be reported to Coordinating Council.

The Presbytery Leader/Stated Clerk (PLSC) will lead the annual review for the Associate Stated Clerk (ASC), the Associate for Shared Mission and Ministry (ASMM), and all other presbytery staff. The PLSC will share the evaluation results with the Personnel Committee.

The personnel committee will make salary recommendations to the Coordinating Council for the Presbytery Leader/Stated Clerk's position. For all other positions, the PLSC and Personnel Committee will make salary recommendations to Coordinating Council. These shall be made annually, even if no change in salary is recommended.

## Separation Practices

The term “separation” shall refer to any and all terminations of the relationship between an employee, exempt or non-exempt, and the Presbytery.

**Voluntary Resignation:** Voluntary separation (resignation) may take place after a two-week written notice for non-exempt employees or a one-month notice for exempt employees. At the discretion of the Presbytery Head of Staff, some or all of the period of written notice may be waived. At the date of separation, there will be no severance allowance, but employees will be paid cash equivalent of their unused accrued vacation pro-rated on a quarterly basis.

**Dismissal for Cause:** Dismissal for cause may take place by written notice from the Presbytery Head of Staff and the Personnel Committee, giving specific reasons for the termination. Causes for dismissal may include:

- Unsatisfactory performance, including violation of any Foothills policy,
- Insubordination, including, but not limited to, refusal to do any work which falls within the purview of his/her position description, or as assigned by the Presbytery Leader/Stated Clerk,
- Neglect in the care and use of Presbytery property and funds,
- Unexcused absence,
- Repeated tardiness,
- Illegal conduct,
- Failure to observe Foothills Presbytery policies,
- Dishonest or unethical conduct,
- Mistreatment, including discrimination or harassment, of others, including employees, and/or
- Violation of Sexual Ethics and Misconduct Policy.

The above is not an all-inclusive list.

Discharge of an employee is always considered to be an action of last resort taken after remedial measures have been proven ineffective, or when the employee’s conduct is such as to preclude further employment in the discretion of the Presbytery Leader/Stated Clerk and the Foothills Personnel Committee. Written documentation is preferred, whenever possible, prior to recommendation for dismissal. Dismissal is subject to the complaint procedure as outlined in these policy guidelines.

At the date of separation there will be no severance allowance, but employees will be paid the cash equivalent of their unused accrued vacation pro-rated on a quarterly basis.

**Suspension:** In the event of unacceptable behavior (e.g., insubordination, apparent involvement of dishonest or unethical acts, etc.), the supervisor of that employee determines that suspension is warranted, the supervisor may suspend the employee, in accordance with Presbytery procedure, pending verification and evaluation of the circumstances or other remedial measures or needs of the Presbytery. Suspended employees will receive pay during the investigation process.

Suspension without pay may be invoked by the Presbytery Head of Staff in circumstances where an offense has been clearly established requiring disciplinary action but not warranting dismissal. Such suspensions shall be considered warnings to the employee that repetition would subject the employee to dismissal. Suspension without pay may be for a period of up to two weeks.

Consultation between the employee, the Presbytery Head of Staff, and the Personnel Committee, should precede suspension when possible. Notice of the reason for the suspension must be given to the employee in writing.

The employee shall be notified in writing of his or her right to use the complaint procedure as outlined in these policy guidelines and shall be given the right to defend his or her position, with or without an advocate, but at the employee's own expense.

**Reduction of Force:** Separation because of the discontinuation of a project or retrenchment in budget, or for other circumstances arising out of no fault of the employee, is at the discretion of the employer. Written notice of such separation will come from the Presbytery Head of Staff and the Personnel Committee.

If the position is reinstated within a period of one year, the individual who was previously employed in that position will be given first opportunity for employment in that position.

A severance allowance may be given, when Foothills finances allow, or otherwise deemed appropriate, and may be in relation to length of continuous service with Foothills Presbytery, for example as follows:

<u>Years of service</u>	<u>Weeks of Severance Allowance</u>
Less than 1	2
1, but less than 5	4
5 years and over	6

**Death in Service:** In the event of the death of a member of either the exempt or the non-exempt staff, the salary of that person will be continued to the spouse, dependent, or estate for one month from the date on which the death occurs.

Additional death benefits may be provided through the Board of Pensions of the Presbyterian Church (U.S.A.), according to its policies, plans, and in its discretion.

**Exit Interview:** Prior to an employee's actual departure, for any reason, an exit interview may be conducted. The exit interview is a personnel process wherein the employee who is being separated sits down with the Presbytery Head of Staff and/or the Chair of the Personnel Committee to review the reasons that occasioned the separation.

The interview can be initiated by the separated employee (exempt or non-exempt) or by the Presbytery Head of Staff, or the Chair of the Personnel Committee. Some of the purposes of the interview are:

- To demonstrate to the staff person the Presbytery's support and concerns for the employee as a person.
- To obtain information which the Presbytery can use to keep staff morale high and improve employee/employer relations and communications.
- To obtain information which will influence the efforts of the Presbytery to keep the number of separations to a minimum.



The exit interview should be arranged and conducted at a time mutually convenient to the separated employee, the Presbytery Head of Staff and/or the Chair of the Personnel Committee. Frankness and a free flow of information should be encouraged.

## **Complaint Resolution Procedure**

Foothills Presbytery aims to maintain among its staff good working relationships that affirm the importance of each individual and of his/her contribution to the work being done, encourage mutual respect of employee and supervisor, provide prompt answers to questions, minimize misunderstandings, and seek resolution of differences as quickly as possible.

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. The procedure described here should be used for bringing a complaint to the management's attention.

**Step One:** When an issue arises, a meeting with the Presbytery Head of Staff should be held to discuss the issue(s) and resolution steps. The Presbytery Head of Staff may consider the facts, conduct an investigation, and may also review the matter with the Chair of the Personnel Committee. The employee will normally receive a response regarding the problem within five working days of meeting with the Presbytery Head of Staff. If the issue involves the Presbytery Head of Staff then the employee should begin the complaint process with Step Two below.

**Step Two:** If the employee is not satisfied with the decision and wishes to pursue the complaint further, he/she may prepare a written summary of concerns and request that the matter be reviewed by the Personnel Committee.

After a full examination of the facts (which may include a review of the employee's written summary, discussions with all individuals concerned, and a further investigation if necessary), the employee will be advised of the resolution as soon as reasonably practicable.

Foothills Presbytery does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be constructed, as preventing, or delaying the Presbytery from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the Presbytery deems disciplinary action appropriate.

### **Termination Complaint**

If the employee is not satisfied with the way he/she was terminated and wishes to pursue the complaint further, he/she may prepare a written summary of concerns and request that the matter be reviewed by the Personnel Committee.

## **Administrative Topics**

### Inclement Weather

Foothills Presbytery follows the Greenville County School District decisions. Employees should contact their supervisor with any questions or concerns about working during inclement weather.

#### Sexual Ethics and Misconduct Policy

All employees shall conduct themselves in accordance with the Foothills Presbytery Sexual Ethics and Misconduct Policy. Any violation will not be tolerated and may be a cause for disciplinary action.

#### Electronics Communication

As a follower of Jesus Christ, everything we say and do is expected to honor God. Therefore, employees of Foothills Presbytery are expected to use sound judgement with all electronic communications, including social media platforms, both while working and in their personal use, to ensure the peace, unity, and purity of the church. Inappropriate use of electronic communication, including social media, will not be tolerated and may be a cause for disciplinary action.

#### Business Expense Reimbursements

Employees are expected to be good stewards of the Foothills Presbytery budget. Employees will be reimbursed for reasonable business expenses made on behalf of Foothills. Employees are required to complete a check request form and obtain approval from the Head of Staff, made in his/her discretion, prior to submitting the request for reimbursement.

## **Foothills Presbytery Job Descriptions**

Each of the job descriptions for the Foothills Presbytery positions have been added in the appendix.

### **Appendix A: Presbytery Leader and Stated Clerk**

Foothills Presbytery exists to care, empower, and celebrate the shared mission and ministry of our 58 congregations in upstate SC.

Foothills Presbytery is responsible for the government of our churches, for assisting and supporting the witness of our congregations to the sovereign activity of God in the world, so that all our congregations become communities of faith, hope, love, and witness.

In light of this charge, the presbytery has responsibility and power to:

- Provide that the Word of God may be truly preached and heard.
- Provide that the Sacraments may be rightly administered and received.
- Nurture the covenant community of disciples of Christ.

The presbytery also has a responsibility to maintain regular and continuing relationship to the Synod, and General Assembly.

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As a servant of Jesus Christ, the **Stated Clerk and General Presbyter's purpose** is to serve Foothills Presbytery, its congregations, the body of Christ, the PCUSA and the Church Universal.

The Stated Clerk and General Presbyter serves as a liaison between presbytery and sessions and guides the Presbytery Council, its teams, committees and commissions to strengthen our community of churches, and our shared mission and ministry together.

The Stated Clerk and General Presbyter provides a ministry of presence within the presbytery. He/she is to maintain a relationship with the Councils of the Presbyterian Church (USA). As the Stated Clerk of Foothills Presbytery, he/she shall be elected by the presbytery as required by the Constitution of the Presbyterian Church (USA).

**In relation to minister members, sessions and church leaders:** (40% of annual work time)

In collaboration with staff and presbytery leadership ensure that: [L] [SEP]

- Ministers and congregations are supported theologically, ecclesiastically, and pastorally.
- Tools are developed for church leaders to assess their strengths, best practices, challenges and map plans to confront pressure points, create goals and discover new opportunities for ministry.
- [L] [SEP] Communication is effective: active listening, powerful questions, and direct communication with ministers, sessions, and church leaders.
- The flow of information regarding the life of the congregations within the presbytery is ongoing: telling the story of their successes, and the opportunities to serve.

**In relation to presbytery:** (20% of annual work time)

- Lead with a clear understanding of the presbytery's core mission and values, and coach leaders and congregations to develop ways to engage, develop, and interpret the way our mission/values show-up in their context.
- Ensure the purpose, plan and proper management of presbytery meetings.
- Serve as the primary staff leader to Coordinating Council, Committee on Ministry, Committee on Preparation for Ministry, Nominations, Bills & Overtures, Exams Commission, Records & Review, and Finance.
- Build awareness, identify leaders and connect people to opportunities within the presbytery.
- Ensure learning opportunities for presbytery leadership, committees, commissions, and other task forces are designed, include clear steps for action, and are goal oriented. [L] [SEP]
- Oversee, in partnership with the Office Administrator, Treasurer, and Finance Committee, the preparation and administration of the annual budget. [L] [SEP]
- Support the Worship Team as it plans and implements reformed worship for presbytery.
- Ensure staff support for the other Committees and Commissions of the presbytery.

**In relation to presbytery staff:** (25% of annual work time)

- Oversee and collaborate with presbytery staff: Associate Stated Clerk, Office Administrator/Bookkeeper, Communications Coordinator/Assistant Office Administrator.
- Oversee and collaborate with presbytery volunteers: Presbytery Treasurer, Resource Center Coordinator, Presbytery Youth Council Clerk and Adult Moderator.

**In relation to the broader church:** (15% of annual work time)

In collaboration with staff and presbytery leadership ensure that: [L] [SEP]

- The presbytery is represented at governing body levels of the PC (USA). [L] [SEP]
- The presbytery is represented, as appropriate, in ecumenical and interfaith settings.
- As Stated Clerk, the reports and maintenance of required information are accomplished:
  - The minutes of presbytery meetings.

- The rolls of presbytery: Ministers of Word and Sacrament, Certified Christian Educators, Candidates and Inquirers, Commissioned Ruling Elders,
- The preservation of the minutes and records of the presbytery.

**Evaluation of Performance:** The Stated Clerk and General Presbyter shall receive an annual review, per accordance with the presbytery's personnel policy.

**Position Expectations:**

- Lead with integrity, enthusiasm, and imagination.
- Hold strong skills in relationship development and communication.
- Cultivate ability to dialogue with persons of different convictions, including skills to navigate conflict.
- Reflect an awareness of interpersonal dynamics, seek opportunity for growth, and can maintain confidentiality in all working relationships.
- Give appropriate attention to the tasks required of the role.
- Lead faithfully, in a time of religious and cultural transition, and change.
- Maintain a strong faith, rooted in God's wisdom, and the saving grace of Jesus Christ.
- Continual commitment to PC (USA) polity.

**Appendix B: Associate Stated Clerk**

**Classification:** This is a full-time (32 hours per week) salaried position with full benefits.

**Foundation:**

Foothills Presbytery exists to care, empower, and celebrate the shared mission and ministry of our 58 congregations in upstate SC.

Foothills Presbytery is responsible for the government of our churches, for assisting and supporting the witness of our congregations to the sovereign activity of God in the world, so that all our congregations become communities of faith, hope, love, and witness.

In light of this charge, the presbytery has responsibility and power to:

- Provide that the Word of God may be truly preached and heard.
- Provide that the Sacraments may be rightly administered and received.
- Nurture the covenant community of disciples of Christ.

The presbytery also has a responsibility to maintain regular and continuing relationship to the Synod, and General Assembly.

**Description and Scope of Duties:**

As a servant of Jesus Christ, the Associate Stated Clerk's (ASC) primary purpose is to *serve* Foothills Presbytery, its congregations, the body of Christ, the PCUSA and the Church Universal by:

- **Supporting the** Presbytery Leader/Stated Clerk with the regulatory responsibilities of the constitution of the Presbyterian Church (USA).
- **Providing** a support and presence as the presbytery fulfills its Ecclesial responsibility in the PCUSA.
- **Maintaining** a relationship with the Councils of the Presbyterian Church (USA).

The Associate Stated Clerk under the supervision of the Presbytery Leader/Stated Clerk will serve as the primary driver for fulfilling the ecclesiastical, legal and administrative duties of the presbytery.

The Associate Stated Clerk shall be elected by presbytery as required by the Constitution of the Presbyterian Church (USA). The Term is three years.

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Working in collaboration with the Stated Clerk/Presbytery Leader and the Coordinating Council the Associate Stated Clerk will fulfill the following duties:

**Work within Foothills Presbytery:**

**Coordinating Council:** assist in creating the agenda, collect and distribute the committee and commission reports to Council members, update the Manual of Administrative Operations at the direction of Council, assist in matters related to property, record and distribute the Minutes of Council.

**Committees of Council:** Staff the following committees: Finance and Stewardship and the Investments Subcommittee, Bills & Overtures, Nominations, Representation & Review.

**Presbytery Meetings:** assist in creating the Presbytery Docket, gather, organize and distribute the reports and communications for the Presbytery Pack and Supplement. Assist the Parliamentarian to educate Presbytery first-time Commissioners. Work with and review the work of the Recording Clerk to assure that the Minutes of Presbytery meetings are accurate. Work with the Stated Clerk/Presbytery Leader and the Office Administrator/Bookkeeper to compile the annual Minutes, and assure appropriate storage of Approved Minutes. Assist the Stated Clerk and Parliamentarian with appropriate interpretation of the Constitution of the PCUSA as it relates to the business of Foothills Presbytery.

**Committee on Ministry:** attend meetings; support the work of the subcommittees; participate in Session/ congregation visits when asked; work with the Stated Clerk/ Presbytery Leader to find Moderators for churches without pastors, to find candidates to serve as Stated Supplies and Interims. Receive Stated Supply contracts, work with the Bookkeeper to make sure the salary and benefits are appropriately recorded, and forward to the Committee on Ministry for their consideration. On request, lead transition meeting with Sessions when their pastor leaves, and to do PNC/APNC education. Receive and record the Annual Terms of Call and Work of the Minister reports. Receive, review and record Background Checks. Communicate with candidates for Pastoral Calls, send Candidates the Examination Questions, receive and distribute the PIF, Bio/Call and Faith Statements to members of the Examinations Commission, and include the Bio/Call and Faith Statements in the Presbytery Pack. Duly record the Ordination and Installation reports.

**Committee on Preparation for Ministry:** work with the Chair and Vice Chair of CPM and the Stated Clerk/Presbytery Leader to assure that all General Assembly files and papers are appropriately documented and stored. Receive, review and record Background Checks, and MDS reports. Coordinate with the CPM chairs and the office staff to assure that paper work is in order for presbytery meetings. As requested, lead Orientation for Sessions with students coming under care of CPM.

**Permanent Judicial Commission:** work with the Stated Clerk/ Presbytery Leader to assure that any Remedial or Disciplinary cases are handled with the appropriate confidentiality and sensitivity, and assure that the Presbytery follows the Rules of Discipline in dealing with cases.

**Office/ Staffing:** work with the Stated Clerk/Presbytery Leader to deal with regular communications, the Office Administrator/Bookkeeper, the Communications Coordinator/Assistant Office Administrator and the Officers of Presbytery (Treasurer, Assistant Treasurer, Parliamentarian, Recording Clerk and Assistant Recording Clerk), the and any other Part-Time staff (Example: PYC Clerk). Work with the Office Administrator/Bookkeeper on issues related to Office Building repair and upkeep issues.

### **Work Beyond Presbytery:**

#### **General Assembly:**

- **E-Minister:** record Teaching Elder and CRE Positions, retirements, deaths, and assist the Stated Clerk/Presbytery Leader with reference checks.
- **CLC:** record approval of PIFs, create log-ins/passwords for MIFs, do PNC Matching, and partner with CPM to attest PIFs.
- **Statistical Reports:** review the Fine-Line reports and update as appropriate; complete the annual GA Reports: Fine-Line, Per Capita, Meeting Dates, Governing Body Costs, Church Changes, biennially complete the report of GA Commissioners and record the votes on GA Amendments; assists the Communication Coordinator with annual Congregation Reports.
- **Meetings:** attend General Assembly, Big Tent, and the Mid-Council Leaders Gathering.

#### **Synod:**

- **Meetings:** attend the Synod Leaders gathering semi-annually, and the annual Stated Meeting of Synod.
- **SC5:** read/ review the Minutes of another Presbytery annually, assist the Stated Clerk/ Presbytery Leader with the planning and execution of SC5 events (Lay School, GA Commissioner Training, Alphabet Soup, Statewide Staff Retreat, Leader of Leaders).
- **Communications:** Keep abreast of communications from Presbyterian College, Union and Columbia Seminaries, Thornwell and the Presbyterian Communities.

*The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required.*

**Education & Credentials:** Preference given to an individual who is a PC(USA) Ruling Elder or Teaching Elder and has a Bachelor's Degree.

### **Appendix C: Associate for Shared Mission and Ministry**

**Purpose:** To be a servant of Jesus Christ, the Body of Christ, the Church Universal and Foothills Presbytery, its congregations and the PCUSA. The Presbytery's primary role is to fulfill the call of God as is expressed in the Mission Statement of Foothills Presbytery.

**Classification:** This is a full-time (32 hours per week) salaried position with full benefits.

**The Mission of Foothills Presbytery:** We exist to care, empower, and celebrate the shared mission and ministry of our 58 congregations, from the mountains to the lakes, in upstate SC. Foothills Presbytery is responsible for the government of our churches, for assisting and supporting

the witness of our congregations to the sovereign activity of God in the world, so that all our congregations become communities of faith, hope, love, and witness.

In light of this charge, the presbytery has responsibility and power to:

- Provide that the Word of God may be truly preached and heard.
- Provide that the Sacraments may be rightly administered and received.
- Nurture the covenant community of disciples of Christ.

The presbytery also has a responsibility to maintain regular and continuing relationship to the Synod, and General Assembly.

**Focus:** The Associate for Shared Mission and Ministry will be supporting Presbytery Leaders as they seek to form mission and ministry connections among the 58 congregations of our presbytery, the surrounding communities, and across our denomination.

The duties of the Associate for Shared Mission and Ministry primarily include listening, making connections, resourcing, coaching, and facilitating those connections in order to grow the ministry of Jesus Christ through our congregations. This ministry is more about growing ministry amongst the congregations than Presbytery performing ministry on behalf of the congregations.

The Associate will partner with the leaders and members of the Committee on Shared Ministry as they seek to fulfill their mission:

Mission: To equip, connect, and nurture the churches of Foothills Presbytery.

Values: We will celebrate an adaptive environment where grace abounds while striving to strengthen our connectional church and share mission in a spirit of experimentation.

The Committee on Shared Ministry fulfills their mission by listening for themes across the life of the Presbytery. As themes are assessed, the committee discerns how they can best weave connections and invite leaders and congregations to engage and implement mission and ministry together. The Committee on Shared Ministry also nurtures peer connections for pastors, youth leaders, Christian educators, elders, and church leaders.

### **The Associate for Shared Mission and Ministry is a person**

- Who is curious about what God is doing in any given situation.
- Who loves to ask people good questions.
- Who is more energized by an unknown future than discouraged.
- Who gets excited by imagination and experimentation.
- Who is committed to a rhythm of prayer and life-giving spiritual disciplines.
- Who is active in the worship life of a congregation.
- Who is committed to a lifestyle that affirms and honors scriptural teachings and values.
- With demonstrated ability in leading groups and ministry initiatives.
- Has demonstrated ability to work with many volunteers across ages, cultures, and backgrounds.
- Has demonstrated gifts to nurture teams.
- Has demonstrated skills in coordinating communications across an organization.
- Has an open heart and mind toward change and new possibilities.
- Who is a spiritual leader, deeply committed to Christ and to the Body of Christ.

### **Responsibilities:**

1. Facilitate, empower, and equip shared ministry throughout our presbytery
2. Meet with the Committee on Shared Ministry to facilitate, support and encourage their work.
3. Meet with the Coordinating Council (3 times a year) to report the ways congregations and leaders are in shared mission and ministry together.

4. Be available to Pastors and congregations to visit, share stories, listen, and invite further missional and ministry involvement (may include 1-2 Sunday mornings/month).
5. Create ways to listen to congregations and help them explore ways they can better weave mission and ministry connections across our presbytery.
6. Find ways for us to hold up stories of God's activity for the whole Presbytery to hear and celebrate.
  - a. Help coordinate ideas for our Covenant Connections
  - b. Partner with the Communications Coordinator and office staff to share the good news of our Presbytery
7. Create ways to reach out to the regions of our presbytery and collect information about how they are in shared mission and ministry together.
8. Work with the other South Carolina Presbyteries (SC5) as they seek ways to offer leadership opportunities for church leaders.
9. Work as a team player with other Presbytery Staff and other ministry leaders.
10. Other duties as assigned.

While performing the duties of this job the employee may be required to travel to meet with people in churches, retreat centers or public places.

*The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required.*

**Education & Credentials:** Preference given to an individual who is a PC(USA) Ruling Elder or Teaching Elder and has a Bachelor's Degree and related ministry experience.

#### **Appendix D: Office Administrator/Bookkeeper**

**Purpose:** To be a servant of Jesus Christ, Foothills Presbytery, its congregation, and the PCUSA. To assist the Presbytery in implementing its mission, strategy and programing.

**Classification:** This is a full-time (40 hours per week) salaried position with full benefits.

**Reports to:** Presbytery Leader/Stated Clerk

#### **Duties and Responsibilities:**

- Serve as receptionist
- Serve as secretary to the Stated Clerk
- Maintain Presbytery calendar
- Send out meeting notices and meeting minutes
- Keep postage on postage meter
- Keep petty cash and maintain petty cash ledger
- General office duties such as maintaining the date and message on the telephone, ordering office supplies, and general supplies
- Send out per capita notices to all churches
- For the Presbytery Council-Receive and email copies of reports for meetings, poll council when request are made that require a vote, report results to presbytery, and keep Presbytery manual up to date on any changes.
- For the Committee on Ministry- Email copies of all paperwork for monthly meetings. Keep record of agreements with stated supplies and interim pastors and notify them when they



need to be renewed by sending a blank agreement form. Copying completed agreement forms for COM and filling signed copies in the notebook. Send a copy of agreement forms to the church. Update website with changes in terms of call form to every minister at the beginning of the year. Collect the completed forms and report to COM and Presbytery. Summarize salary figures by church size for other churches to use when working on salary changes. Update ministers working in validated ministry annually.

- For the Nominations Committee- Keep an accurate record of all committee/team members and the year of service. Prepare an agenda for Nominations Committee meetings with a list of vacancies to be filled. Meet with Nominations Committee and keep a record of suggested nominees. Receive notifications of people who agree to serve on a team. Write up nominations results and include them in the presbytery meeting handbook.
- For the Governing Body Team- Send out notifications of scheduled meetings to read session minutes with a guidelines sheet for clerks of sessions to use. Work with other teams as needed: NCD, Cultural Context, Racial Ethnic, Campus Ministry, Finance and Stewardship, Ghana, Corporate Board, PJC, Sexual Ethics, Unity.
- Send letters to host church of the upcoming presbytery meeting with details about the meeting. Arrange for tables for any organization requesting to put up a display in the meeting.
- Create presbytery meeting handbook and distribute at least two weeks before the presbytery meeting. Put the presbytery handbook on the website. Make extra copies of the handbook for the meeting, Take name tags, registration cards, and other necessary material to the meeting. Write a summary of the meeting and post it on the website after the meeting.
- Keep the rolls and attendance for the presbytery.
- Write thank you letters to host church after the presbytery meeting.
- Keep minutes of the presbytery meetings and make a booklet of minutes for the year to be approved by the synod. Fill out the synod questionnaire concerning the minutes.
- At the end of the year send each church their statistical report material including log in, password and workbook. Assist churches with questions filling out the report. Send reminders to churches about the report as the deadline nears.
- Complete the statistical reports for the presbytery, making certain the total number of ministers and churches OGA has for us at the end of the year matches the foothills presbytery records. Fill out all other forms that are sent to foothills presbytery at the end of the year.
- Bookkeeping- Enter credit card deposits, reconcile bank account and note payable balances, monitor and transfer invest cash. Prepare cash projections, reconcile payroll balance sheets and manage the end of month ledger reconciliation. Prepare the monthly budget projections for governing body. Prepare quarterly financial package and budget information for teams and committees reports. Generate accruals for transactions and maintain insurance coverage with reflection in the financial statements. Prepare the records, reports and backup for the annual audit. Post all accounting system balances. Compile the data for the annual budget and attend all financial related meetings.
- Other assigned duties by the Stated Clerk or Associate Stated Clerk.

## **Appendix E: Communications Coordinator and Assistant Office Administrator**

**Purpose:** To be as servant of Jesus Christ, Foothills Presbytery, its congregations and the Presbyterian Church (USA)

**Classification:** Part time position (20 hours/week)

**Qualifications:**

- A willingness to be open, friendly and accessible
- A corporative, willing spirit
- Ability to manage multiple projects simultaneously
- Desktop publishing skills
- Administrative skills, including proficiency in software programs (i.e. Excel, Microsoft Publisher, Word, Power Point, etc)
- Self-starter and can work independently
- Able to maintain confidentiality
- Familiar with the program and mission of the PC(USA)
- Work in collegial relationship with all other staff members

**Reports to:** Presbytery Leader/Stated Clerk & Associate Stated Clerk

**Primary Duties and Responsibilities:**

- Serve as primary support staff for Associate Stated Clerk
- Maintain correspondence, develop communications, manage databases, responses, registrations, files, and deposits for various committees and ministry areas – Committee on Preparation for Ministry, Committee on Shared Ministry, Female Clergy, Representation & Review, Nominations Committee, Presbytery Youth Council and related events
- Prepare and distribute a Presbytery Directory annually
- Maintain Presbytery Website, attempting to keep news and calendar up to date and current
- Prepare and distribute a Presbytery Newsletter twice a month and maintain the e-mail newsletter mailing list
- Holding checks and preparing bank deposits on a regular basis
- Attend committee and subcommittee meetings on occasion and as directed for awareness and support
- Send out information to clerks throughout the year as needed
- Attend staff meetings and staff retreats
- Initial contact for walk-ins and phone calls in absence of Office Administrator
- A willingness to undertake additional duties as necessary
- Order and maintain office supplies
- Keep Presbytery Manual up to date

*Committee on Preparation*

- Maintain Inquirer and Candidate records, forms, and spreadsheet
- Communicate monthly with committee members, Inquirers, Candidates, and Session Liaisons as needed regarding deadlines for paperwork, meeting notices, questions about the process, etc.
- Make copies of all paperwork for monthly meetings
- Order Lunch when necessary

### *Nominations Committee*

- Keep an accurate record of all committee/team members and the year of service
- Prepare an agenda for Nominations Committee meetings with a list of vacancies to be filled
- Meet with Nominations Committee and keeping a record of suggested nominees - Receiving notification of people who agree to serve on a team, writing up the Nominations Report and including it in the presbytery meeting handbook

### *Representation & Review Committee*

- Send out notice of scheduled meetings to read session minutes with a guidelines sheet for Clerks of Sessions to use
- At the end of the year send each church their statistical report material – log in, password, and workbook. Answer questions and assist when help is needed in filling out the report. As the deadline approaches, remind churches that have not done a report that they need to complete it soon.



# **Foothills Presbytery Disaster Preparedness and Response Plans**



Approved by Committee on Shared Ministry 11-17-2020  
Approved by Foothills Presbytery Coordinating Council 1-19-2021

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## Commonly Used Acronym List

CPC	Coordinating & Planning Commission
CSM	Committee on Shared Ministry
CWS	Church World Service
DPRC	Disaster Preparedness & Response Commission, Foothills Presbytery
EMD	Emergency Management Division (local by county & state)
FEMA	Federal Emergency Management Agency
KCC	Key church communicators
LTR	Long-term recovery
LTRG	Long-term recovery group
MOU	Memorandum of understanding
PC(USA)	Presbyterian Church (U.S.A.)
PDA	Presbyterian Disaster Assistance
SC-PDAT	South Carolina Presbyterian Disaster Assistance Team (5 SC presbyteries)
SCVOAD	South Carolina VOAD (see VOAD)
VDH	Virginia Department of Health
VOAD	Voluntary Organizations Active in Disaster
WVDH	West Virginia Department of Health and Human Resources

## Disaster Preparedness and Response Plans - Overview

### Plan Contents

The content of the Disaster Preparedness and Response Plan is organized in appendices for ease in locating information and to streamline revisions. The Disaster Preparedness & Response Commission (DPRC) is responsible for coordinating and periodically reviewing all content, and submitting significant revisions to Presbytery for review and approval via the Committee on Shared Ministries (CSM).

### Background

This Plan defines roles and responsibilities across the Presbytery for response to disasters. It recognizes our relationships with local and national disaster assistance organizations and develops an organization structure and communication pathways within the Presbytery. These response protocols will facilitate the flow of information to bring appropriate resources to those most in need. This Plan is based on training and materials provided by Presbyterian Disaster Assistance (PDA), a ministry of the Presbyterian Church (USA); supported primarily by the One Great Hour of Sharing special offering.

This Plan serves as a beginning of an evolutionary and expanding system of connecting members of our Presbytery to resources and needs both inside and outside of our boundaries. It is hoped that future iterations of this Plan can serve as a model for congregations to develop their own specific disaster plans and move outward into their communities and regions.

The Plan recognizes one of the key tenants of disaster response: **all disasters are local**. Therefore, pastors play a key leadership role in disaster situations and often require an extra measure of emotional and spiritual support. Even in widespread events, the effects of a disaster are always localized right down to individuals and their families.

### Rational

Foothills Presbytery, as a collection of church families, characterizes itself as a *community of Christ for worship, nurture, and mission*. As such, it is important to be a part of the healing love of Christ by caring for communities adversely affected by crises and catastrophic events – both natural and human-caused. From PDA's perspective presbyteries are gateways for an organized response to disaster. To be effective in this ministry, we recognize the need for careful preparation, communication, and mobilization plans that reach across many churches and can be activated in a timely manner.

Presbyteries and congregations need to have good communication plans in place in the event of a disaster. Often without reporting from the local community, the Presbytery (and Synod) is dependent on news accounts rather than first-hand information, which could lead to an uneven or inadequate response.

## Scope

Foothills Presbytery is a mid-level council of the Presbyterian Church (USA). It encompasses churches in the upstate of South Carolina. It includes the counties of Anderson, Cherokee, Greenville, Oconee, Pickens, and Spartanburg.

Disaster response addressed by this Plan moves in two directions. It reaches inward to churches and communities experiencing disaster events within the boundaries of Foothills Presbytery. It also includes reaching out to areas in need beyond our Presbytery. It encompasses not only a disaster response plan, but also addresses protection and recovery of the Presbytery office facility, a training plan and model disaster plan for congregations, and a list of disaster response resources.

The nature of disasters covered by this Plan is purposely left unspecified. This Plan is not tied to a specific class of disasters. Disasters are events that cause human suffering or create human needs that survivors cannot alleviate without spiritual, monetary, material, and/or physical assistance. However, because Foothills Presbytery is in the upcountry of SC, it may assume a role of providing sheltering for hurricane evacuees from the coastal areas that should be addressed in disaster planning.

Disaster planning covers three distinct phases: preparation, immediate response, and recovery. Our response philosophy includes offering a ministry of presence, assessing need, and coordinating a response. An adequate response meets physical, emotional, and spiritual needs. Special attention must be paid to care of pastors who often bear a tremendous leadership role in local disasters. We will address these phases by:

- Identifying experienced individuals and congregational resources within the Presbytery that can respond to a disaster;
- Developing a response organization and communication protocols that can be activated as needed;
- Managing donated material and financial resources, including granted funds;
- Training teams and collecting resources for response; and
- Linking our resources among:
  - Presbytery churches
  - Community-based and ecumenical response organizations including regional and state Voluntary Organizations Active in Disaster (VOAD)
  - Presbyterian Disaster Assistance (PDA) and other national and international relief agencies.

We remain especially attentive to responding to those of our communities with limited personal options and resources to overcome the chaos often delivered by disasters.

Although this Plan focuses primarily on responding to disasters within the Presbytery, guidelines for responding to national situations are included. Resources and connections provided by PDA for response to national and international disasters are recommended.



# **Appendix A**

## **Disaster Response Plan**

## **Appendix A**

# **Disaster Response Plan**

This Plan defines roles and responsibilities across the Presbytery for response to disasters. The Disaster Preparedness and Response Commission (DPRC) has responsibility for coordinating communication and for training in response to both disasters within the Presbytery and help with disasters nationally and internationally – including long-term recovery. This team may be commissioned by the presbytery to take certain actions in response to a disaster.

## **Organization**

### **Presbytery Disaster Preparedness and Response Commission (DPRC)**

A Disaster Preparedness and Response Commission will be formed at the Presbytery level as a sub-committee of the Committee on Shared Ministries.

The DPRC will normally consist of a Director, Co-Director, Preparedness Training Coordinator, and members from across the Presbytery. Presbytery Leader/Stated Clerk, or another presbytery representative(s) appointed by the Presbytery Leader will be an ex officio member(s).

The responsibilities of the Director can often be shared or delegated. The Co-Director provides back-up availability and general assistance to the Director, and shares in all responsibilities of the Director. As a leadership team, their responsibilities include:

- Convene and chair DPRC meetings;
- Recruit and train DPRC members as needed as approved by the Committee on Shared Ministries (CSM);
- During times of disaster, activate the protocols listed below as appropriate;
- Coordinate information flow to/from the appropriate members of the DPRC and communicate directly with the Presbytery staff;
- Advise the Presbytery leadership about requesting assistance from PDA, including deployment of members of the PDA National Response Team and applying for PDA grants;
- As needed, recommend creation of financial accounts to receive and disburse relief funds and creation of an administrative commission for disaster recovery (see below);
- Coordinate communication with Presbyterian Disaster Assistance, South Carolina Presbyterian Disaster Assistance Team (SC-PDAT) and other inter-faith and civil disaster response agencies;
- Collaborate with Presbytery leadership about information for the news media;
- As is appropriate, foster and maintain a relationship with South Carolina Volunteer Organizations Active in Disaster (VOAD);
- As needed, develop recommendations for partnerships, certifications, and memorandums of understanding with other organizations;

- Ensure there is consistent representation from the DPRC to the Committee on Shared Ministries;
- Coordinate periodic reviews and revisions of this Plan.

The DPRC Preparedness and Training Coordinator is generally responsible to:

- Coordinate training of DPRC members across the Presbytery;
- Assist congregations with organizing and training, including presentations about disaster preparedness and response;
- Coordinate assembly and delivery of disaster kits if/when needed;
- Coordinate with PDA and train Presbyterian Women in disaster preparedness training;
- Maintain a current list of disaster response and preparedness resources;
- Liaison with PDA regarding training materials and other resources;
- Review and revise, as needed all Appendices of this Plan.

The general functions of the DPRC are to:

- Coordinate a Presbytery response to any disaster brought to the attention of the DPRC including ministry of presence visits, assessments of need, providing emotional and spiritual care, and coordinating volunteer response;
- If warranted, coordinate a rapid response to local and national disasters;
- Form and activate communication protocols as needed;
- Ensure that pastors affected by disasters receive pastoral care;
- As directed, disseminate assessment and response information to affected and responding churches, PDA, and other organizations including local inter-faith networks and VOAD;
- Develop and maintain comprehensive Disaster Preparedness and Response Plans;
- Work with the DPRC Preparedness & Training Coordinator to conduct training for DPRC members, and congregations;
- Help organize and equip disaster response work teams as needed for response both within and outside the Presbytery;
- Liaison with inter-faith and civic disaster response agencies, and provide representatives as requested.

## **Presbytery Disaster Assistance Commission**

A Presbytery Disaster Assistance Commission (DPRC) can be a very useful body to act on behalf of Foothills Presbytery in directing a significant and/or long-term disaster response. The responsibilities of an administrative commission can include managing a response from PDA, creating and managing accounts to receive donations and grants, disbursing funds to congregations and long-term recovery organizations, forming partnerships with other disaster recovery agencies, managing volunteers, and hiring staff if needed (with approval from CSM and using designated, donated or granted funds). The Commission may act in times of disaster on behalf of and with the full authority of Foothills between meetings of Presbytery. The Commissioning document recommendation will include specific responsibilities and accountability for the commission.

## **Response and Communication Protocols**

The principle methods of communication during disaster situations will be direct phone/cell phone contact among Presbytery leadership, pastors, and DPRC directors. In the context of this Plan Presbytery leadership includes the Presbytery Leader/Stated Clerks, the Associate Stated Clerk, the Associate for Shared Mission and Ministry, and the Presbytery Communications Coordinator. Hopefully, information can be passed throughout the Presbytery via email from the Presbytery Communications Communicator. If cellular capacity is limited, often text messages can get through when cell phone calls fail.

Guidelines for communication and response are provided by PDA. The following protocols are recommended for responding to disasters within Foothills Presbytery and are based on a PDA model. These items are listed in order of importance and sequence of events.

### **Church Leadership – Presbytery Leadership and Pastors**

1. If you are in a safe location, remain sheltered until danger passes.
2. Assess your own damage and attend to loved-ones and yourself first.
3. When it is safe, assess the general situation and physical needs of your neighbors, congregations, and community.
4. Congregations follow the protocols of their church disaster plans.
5. Respond to the immediate needs of survivors in cooperation with local emergency response agencies.
6. Pastors report congregation status and immediate needs to Presbytery leadership.
7. Presbytery leadership initiate contact with pastors where there is expected significant impact and record the results of an assessment.
8. Presbytery leadership communicate the status of the Presbytery and congregations to other leadership and staff within the Presbytery as needed.
9. Undergird all efforts with spiritual support to the survivors in cooperation with other spiritual leaders of the community. (No secular agency is equipped to perform this unique and vital role.)
10. Pastors coordinate efforts of congregations, relying as much as possible on church members to lead work teams – focusing on those in the community with the most need (beyond church members).

### **Presbytery Disaster Response Commission - Directors and Team Members**

1. If you are in a safe location, remain sheltered until danger passes.
2. Assess your own damage and attend to loved-ones and yourself first.
3. Establish a plan for maintaining communications with the Presbytery leadership.
4. Advise Presbytery leadership about contacting PDA and requesting a National Response Team (NRT) deployment and/or requesting financial grant assistance. If NRT are deployed, maintain close liaison with those PDA responders.

5. Assist Presbytery leadership with the assessment of the status of congregations, damaged churches, and affected communities. Record this information and note where there needs to be follow-up contact and where there are likely to be unmet needs.
6. Assemble information to communicate to all churches via the Presbytery Communications Administrator about the current status of areas affected and any expected needs.
7. DPRC Directors communicate needs to DPRC members and assist them with coordinating volunteer responses when it is safe to send in field workers.
8. Establish a regular meeting schedule (in-person or virtual) for the Presbytery DPRC as long as the situation warrants support from the Presbytery and national organizations including PDA and VOAD.
9. Participate in VOAD and FEMA conference calls.
10. Coordinate “ministry of presence” visits to all affected areas and report needs to Presbytery leadership.
11. Assess and respond to spiritual care needs, especially for pastors of affected churches.
12. Monitor the shelter needs of Presbytery counties and surrounding areas.
13. DPRC initiate or join any long-term recovery organizations, and recruit church members to be part of this effort.
14. As FEMA and insurance companies respond, begin a list of “unmet needs” that can serve as an assignment guide for the long-term recovery groups. Coordinate this effort through the local long-term recovery organizations (LTRGs) and VOAD. Enlist the aid of local church members in this survey, paying special attention to the poor, minorities, disabled, elderly, and uninsured.
15. If warranted, advise Presbytery leadership about creating financial accounts to manage recovery donations and grant funds.
16. If needed, DPRC survey churches that may become volunteer host sites for the long-term recovery and communicate this information to PDA.
17. Seek professional advice as needed from a panel of advisors (see Long-Term Recovery section below).

## **Long-Term Recovery**

While immediate disaster response periods can be counted in terms of days and weeks, long-term recovery efforts may stretch into several months and even years. If these efforts continue for extended periods, it is very important to enlist help from long-term recovery groups (LTRGs). In this situation the Presbytery DPRC may recommend creation of an Administrative Commission if it has not already been created (see above). During this extended period, pastors and relief workers will need pastoral care for themselves and their families. Disasters always put great stress on persons and families involved in response and recovery, especially those in leadership positions. Foothills Presbytery will make a special effort to minister to the special needs of these persons during times of crisis.

In most cases long-term recovery is managed by local (county) LTRGs that may be set-up as the recovery process proceeds. These organizations are aided by Emergency Management Divisions (county or state EMD), FEMA, VOAD, and other national agencies that may have partnerships with local jurisdictions. The DPRC will identify all local LTRGs and will foster participation by our congregations that will connect us to those with unmet needs. Support for this effort can come from PDA.

Another valuable resource during a long-term recovery situation is an Advisory Panel. The Presbytery DPRC will foster relationships with specialists who can provide professional advice to guide the Presbytery in decision-making and recovery planning. Generally, this advice will pertain to:

- Protection and safety of survivors and workers;
- Possibilities for advocacy, relationships, and creative responses;
- Propriety issues around norms and issue ownership; and
- Community re-development issues.

Advisors will be available in many areas including medicine, law, finance, banking, insurance, engineering, community organization, psychiatry, agriculture, human rights, religion, ecumenical and inter-faith relationships, governmental agencies, private enterprise, the environment, etc.

## **Responding to National and International Disasters**

Responding to persons in need is a very natural way of showing Christ's love and putting faith and compassion into action. An increasing number of congregations seek to respond to those in need by:

- Organizing and sending volunteer work teams to disaster sites;
- Collecting and donating money; and
- Assembling or donating funds for various disaster recovery kits for survivors (e.g., hygiene, school, flood buckets). Guidelines are contained on PDA and Church World Service websites.

Foothills Presbytery will use the resources of PDA to communicate needs and coordinate management of work teams, monetary donations, and disaster kits. Some DPRC members have extensive disaster response work trip experience and can provide helpful information about forming teams and planning a work trip.

PDA maintains a list of disaster sites across the country in need of volunteer teams. Information about current national and international disaster response needs are contained on the PDA web site and are communicated via e-mail on the PDA Rapid Information Network. Monetary donations for disaster response may be given through One Great Hour of Sharing. Also, during the year when a special appeal is made for significant recovery needs, PDA will assign a designated account number for giving to a specific disaster response. Even if there is no specific appeal issued for a disaster, donations can always be sent to PDA for general disaster response.

## **Preparing for Pandemic Infectious Diseases**

When confronted with a possible infectious disease event, the DPRC will disseminate appropriate information about best hygiene practices and church procedures. The DPRC will be informed by the best practices shared by the South Carolina Department of Health and Environmental Control (SCDHEC), National Institute of Health (NIH), the Governor's office and PDA. As is the case for all disasters – they are local. Pandemic events, although global in nature, have differing ramifications for

local communities. Infectious disease situations change rapidly, so it is important to stay tuned to the local situation and the recommendations from local health authorities when making decisions about modifying church procedures and activities. See Appendix D for the latest PDA guidance.

# **Appendix B**

## **Administrative Office Disaster Plan**



## **Appendix B**

### **Administrative Office Disaster Plan**

This plan is an appendix of a set of disaster preparedness and response plans developed within Foothills Presbytery. The Overview section discusses the background, rationale, and scope of preparedness and response plans being developed in the Presbytery. This appendix outlines disaster preparedness plans to ensure the continuing function of Presbytery administrative functions in the event that the Presbytery facility is damaged or lost. See the resources in Appendix D for the latest PDA guidance about infectious diseases.

- A. Develop Memoranda of Understanding with some area churches/entities for temporary housing of the Presbytery Office as needed.
- B. Develop contingency staffing plans depending on location of the disaster. All current staff should be able to work from home, given internet access, cell phone access, and power.
- C. Create a disaster “Go Box” containing:
  - Current Directory
  - Hard copy of Presbytery Manual
  - Copy of Presbytery Disaster Response Plan
  - Community emergency contacts
  - Current Planning Calendar
  - Official copy of the property deed
  - List of credit card numbers and holders
  - Account numbers and contact information for all bank accounts
  - Copy of insurance policy
  - Copy of PDA Memorandum of Understanding
  - Complete computer record backup (flash drives, cloud, or offsite)

- Presbytery stationery/stamps
- Business cards for all Presbytery staff
- Memoranda of Understanding for temporary housing of Presbytery Office
- Contingency staffing plan
- Book of Order/Confessions
- Book of Common Worship
- Hymnal
- Bible

D. Secure equipment:

- Laptop computers - at least one capable of reading backup flash drives
- Cell phones
- Copier(s)
- Surge protectors

E. Other considerations:

- Records preservation
- Evacuation plan
- Severe storm shelter
- Plan for sheltering in place
- Ensure PDA has the presbytery's bank information so granted funds may be quickly received

# **Appendix C**

## **Disaster Preparedness and Response Education Plan**

## **Appendix C**

### **Disaster Preparedness and Response Education Plan**

#### **Objective:**

This plan outlines educational processes that will encourage congregations to develop their own emergency or disaster response, whether local, national or international.

#### **Goals - Local Disaster**

- Provide list of resources for congregations to use in developing their congregational disaster plans and print resources as needed.
- Provide list of resources for families to use in developing their family disaster plans and print resources as needed.
- Provide sample plans.

#### **Goals - National Disaster**

- Provide list of resources for congregations to use in developing their response to a national disaster.
  - How to organize and plan for a work team
  - Prepare “kits” to be available as Presbyterian Disaster Assistance (PDA) determines the need.

#### **Goals - International Disaster**

- Provide list of resources for congregations to use in developing their response to an international disaster
  - How to connect with Presbyterian Disaster Assistance to determine needed resources
  - How to publicize information about needed resources.

#### **Process**

- Create list of resources

- Use materials from Presbyterian Disaster Assistance Preparedness Commission for presentations to churches about disaster planning
- Be prepared to make presentations to churches
- Post materials for developing plans on the Foothills Presbytery website.

## **Appendix D**

# **Disaster Preparedness and Response Resources**

## Appendix D

# Disaster Preparedness and Response Resources

Listed below are sources for disaster planning materials developed by PDA and other organizations regarding disaster planning, work team coordination, volunteer management, spiritual care, infectious disease events, and long-term recovery. Many items are annotated with a summary of the content.

### **FEMA Are You Ready Guide**

<https://www.ready.gov> an Extensive guide on preparing for disasters. The entire document is available online, in pdf format and in book form. The *Ready Kids* materials are especially useful for family preparedness and for doing Family Preparedness events with your congregations.

### **Presbyterian Disaster Assistance**

<http://www.pcusa.org/pda>

The PDA web site has a number of resources for training.

- **Community Arise** <http://www.communityarise.com/> curriculum is appropriate for a wide range of audiences: potential volunteers; faith-based and secular community groups; disaster response groups (long-term recovery, pre-disaster planning, or immediate post disaster); and denominational and community decision-makers.
- **God With Us** <http://www.pcusa.org/media/uploads/pda/pdfs/god-with-us-curriculum.pdf> worship and Christian Education Resources for Congregational use after a local disaster with emphasis on the needs of children, youth, and families immediately after a disaster.
- **Preparedness For Pandemics** – <https://pda.pcusa.org/pda/resource/disease-guidance-for-congregations/> can help congregations plan a response for worship and ministry continuation should the need arise.

### **The American Red Cross**

<http://www.redcross.org/services/prepare/> provides information and a video covering family and community aspects of disaster preparedness.

## **Appendix E**

# **Congregational Disaster Plan Template**



## **Appendix E**

# **Congregational Disaster Plan Template**

This is a guide to help congregations prepare for disaster response in their church or local community. It consists of steps that can be accomplished in sequence or concurrently by a group involved in planning. The guide breaks the many important steps in disaster planning into smaller more manageable blocks. It covers many, but not all, of the topics that should be considered in making your church plan. Adapt this list to meet the unique needs of your congregation.

This checklist comes directly from the work of the Preparedness Team of the PDA National Response Team.

# Congregational Disaster Plan Template

Name of Church \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Social Media \_\_\_\_\_

Goal Date for completion \_\_\_\_\_

## DISASTER PLAN

Date Updated: \_\_\_\_\_

This plan (or portions thereof) is to be activated in the event of a disaster or warning of potential disaster.

- Section 1: Contacts and Staff Responsibilities
- Section 2: Facilities Evacuation Plan
- Section 3: Alternate Facilities and General Communication
- Section 4: Documentation of Property
- Section 5: Protection of Property
- Section 6: Caring for the Congregation
- Section 7: Immediate Response Protocol

### Overview

*This document is a template to help churches work through designing a disaster preparedness plan. It is not exhaustive and should be expanded upon, taking into consideration the many variables in found in church facilities, congregations and disasters. Add, delete, and make it your own.*

## SECTION 1

### Contacts and Staff Responsibilities

#### **CONTACTS - Cell phone numbers are essential because disasters don't happen during office hours.**

*List all church staff, clerk of session, disaster team members, etc.*

#### **Church Contacts:**

Position:

Name:

Phone: (mobile/text, home)

Email Address:

Home address:

Position:

Name:

Phone: (mobile/text, home)

Email Address:

Home address:

*Add others as necessary.*

#### **Local Community Contacts:**

Emergency: 911

Police:

Sheriff:

Fire Rescue:

Emergency Management:

Insurance Agent:

#### **Presbytery Contacts:**

Presbytery Office Address:

Phone:

Email:

Website Address:

Position: Stated Clerk/Presbytery Leader

Name:

Phone: (mobile/text, home)

Email Address:

Position: Stated Clerk

Name:

Phone: (mobile/text, home)

Email Address:

Position: Associate for Shared Mission and Ministry

Name:

Phone: (mobile/text, home)

Email Address:

Position: Administrative

Name:

Phone: (mobile/text, home)

Email Address:

*Add others as necessary.*

### **DISASTER PREPAREDNESS DUTIES**

*Assign duties to staff and disaster team members to perform if adequate warning is provided (hurricane, etc.). Also, make a list of who does what if no warning is provided (tornado, etc.) Plan for someone to act as “back up” in case a staff member is out of town.*

*Provide brief but clear descriptions of their responsibilities so everyone understands ahead of time what is expected of them.*

*Make sure staff is briefed on alternate plans and post-disaster operating procedure.*

*Examples:*

Administrator – Make back up of all important computer files and see that they are stored off site.

Building Maintenance Staff – Prepare and secure equipment, buildings and grounds for the emergency.

Ushers/Greeters – Follow protocol for evacuating the building (fire, bomb threat, etc.). Should be trained in AED, CPR and First Aid.

*List everything that needs to be done in checklist form for each person and include in this plan. Add or remove as needed.*

## **Congregational Preparedness Checklist**

- \_\_\_\_\_ Develop a communication system within the congregation (i.e. phone tree, Shepherds, etc.)
  
- \_\_\_\_\_ List of congregational members with special needs noted and updated annually
  
- \_\_\_\_\_ Congregational Directory updated at least quarterly. (Including e-mail addresses and cell phone numbers.)
  
- \_\_\_\_\_ Insurance Policies reviewed annually and saved in multiple locations.
  
- \_\_\_\_\_ Financial and Session records saved electronically and stored in multiple locations monthly.
  
- \_\_\_\_\_ Inventory of physical plant made and updated annually. Video record recommended for insurance purposes.
  
- \_\_\_\_\_ Determine if the physical plant can be used as an emergency shelter, point of distribution, etc.
  
- \_\_\_\_\_ Consult with local American Red Cross and Emergency Management Agency regarding possible shelters in the area.
  
- \_\_\_\_\_ Share plan with Emergency Management Agency, first responders and presbytery.

## SECTION 2

### Facilities Evacuation Plan

*The evacuation plan should be in a presentation format and placed on the walls in strategic locations so staff, members and visitors will know where to go in an emergency. This plan should also designate a safe room where a large group of people could weather a storm if necessary and a location to gather outside of the building that would be clear of emergency vehicles.*

1. Make a floor plan of each of your buildings. On it, mark the exit doors to the outside, location of fire alarm pulls, fire extinguishers, first aid kits and AED unit. Post the plan throughout the building, marking “you are here” at the appropriate location. Show how to get to the nearest two exits.
2. Attach your evacuation plan to this document.
3. At a staff meeting at least once a year, talk about what everyone should do in case of an emergency. Discuss both evacuation and maintaining a safe area. Make this part of your Usher/Greeter training. If your facility already has evacuation plans posted, check them yearly for updates.
4. Conduct a congregational fire drill once a year. Include staff, session, deacons, ushers and greeters and as many congregation members as possible, ensuring that there are plans for evacuating vulnerable people.

## SECTION 3

### Alternate Facilities and General Communication

*A disaster may render portions of your facility uninhabitable. You should have a plan for alternative work/worship space.*

- 1. Determine if there is an accessible location, perhaps another church, for an alternate office that can be used in an emergency situation (e.g. offices damaged, no power, etc.). Develop an agreement with that site that you will offer your facilities to them for emergency use if they will reciprocate. Decide what systems, procedures, and records should be available in an emergency, and make plans accordingly.*
- 2. Plan for an off-site worship location should your building become uninhabitable. If safe to do so, meeting for worship in the church parking lot the Sunday following the disaster can be a time of great healing. **If at all possible and safety is not compromised, do not cancel worship services.***
- 3. Determine who will be the Media Spokesperson.*
- 4. Keep the website and social media current.*

Name of Alternate Facility:

Address:

Contact Person(s):

Phone/Text:

Email:

Name of Media Spokesperson/Alternate:

Phone/Text:

Email:

Name of Social Media/Website Communicator:

Phone/Text:

Email:

## SECTION 4

### Documentation of Property

#### **FACILITIES INVENTORY**

*Complete a facilities inventory of your property. Document the inventory with a written description listing the items, including serial number, cost, and the date purchased if possible. Also, take digital pictures or a room-by-room video/DVD (a great project for the youth). Make copies and store this inventory in a couple of safe places off site. Update your inventory annually. Check your insurance policy yearly and update as necessary.*

#### **CHURCH RECORDS**

*Determine what records need to be protected and copied. List those records below.*

1. Membership records including Church Directory
2. Financial records
3. Session minutes
4. Historical documents
5. *Other?*

Back-up electronic records on a routine basis (at least monthly) and store off site or to the cloud.

Put irreplaceable hardcopy files in a waterproof/fireproof container and store off the floor, above expected flooding levels (or move off site). These tasks should be included on one of the staff preparedness checklists, as noted in Section 1.



## SECTION 5

### Protection of Property

*Equipment and supplies such as plastic bags, plastic sheeting, tarps, duct tape, rope and waterproof containers are needed to cover equipment and protect items, etc. These supplies should be purchased ahead of time and stored ready for use. Upon notification of a pending disaster event, each area of all buildings should be secured if time allows. Items that will need special protection should be listed accordingly. Equipment that requires special procedures (tie down, gas and electrical shut-off, etc.) should also have instructions included with the checklist.*

#### **PROPERTY CHECKLIST**

1. Place plastic bags or sheet plastic over electronic equipment.
  2. Disconnect electricity to all electronic equipment.
  3. Cover large items with tarps.
  4. Position equipment in hallways if feasible or move away from windows.
  5. Check each room after it is secured to ensure all items are properly secured.
  6. Turn off electrical breakers, shut of gas and water mains if deemed necessary.
- Add other tasks.*

## SECTION 6

### Caring for the Congregation

*Plan ways the church can assist congregation members and members of the community. Implement the following ideas if possible.*

1. Remind your congregation to be prepared for disasters. See resource lists.
2. Identify those within your congregation who may need assistance with disaster preparation. Are there any vulnerable members who may need help (i.e. preparing to shelter in place, shopping for supplies, transportation if they have to evacuate)? Are there vulnerable non-members whom the church could assist? Assemble a team who will assist those who need help.
3. Develop a system to check on members and neighbors post-disaster. Remember that phone lines may be down and cell phones may not work. Text messaging often works when other communication does not.
4. If your church is not damaged and it's safe to do so, open your facility to the community and responders (e.g., get water, charge cell phones, etc.).

## SECTION 7

### Immediate Response Protocol

*Adjust the following to fit your particular situation.*

#### **IF YOU HAVE PRIOR NOTIFICATION**

1. Contact staff and volunteers. Distribute/email the written protocol to be sure everyone has the latest update.
2. Activate your preparedness plan to protect facility and contents.
3. Staff should share personal shelter location arrangements (where will they go if unable to stay at home).

#### **DURING THE EVENT**

TAKE APPROPRIATE STEPS TO BE SAFE!

#### **IMMEDIATELY FOLLOWING AN EVENT**

1. Initial contacts are made to all staff.
2. Staff / disaster team contact each other to confirm initial response actions.
3. Staff / assigned personnel should begin to assess building as soon as it is safe to do so. Do not turn utilities on unless safe to do so.
4. Activate protocol for checking on congregation members.
5. Contact your presbytery office and ask the presbytery to advise PDA of the disaster.
6. Hold a staff meeting as soon as possible.
7. Worship together.

**PRESBYTERY DISASTER PREPAREDNESS & RESPONSE COMMISSION**  
**(Approved by Foothills Presbytery: \_\_\_\_\_)**

**Purpose:** The purpose of the Presbytery **Disaster Preparedness & Response Commission (DPRC)** is to direct and oversee the preparation for and response to a disaster on behalf of Foothills Presbytery to focus, align and coordinate resources toward areas of need.

**Accountability:** The Commission shall be accountable to the Coordinating Council.

**Authority:** The Commission may act in times of disaster on behalf of and with the full authority of Foothills Presbytery between meetings of the Coordinating Council, and the Council of Presbytery. If matters arise related to Core Missional Committees, or Constitutional Committees, that committee will be consulted.

**Membership:** The Commission shall consist of nine members (3 classes of 3 members):

- 3-4 members will be selected by the Committee on Shared Ministry from the CSM;
- 2-3 at-large members who have experience/knowledge in the area of disaster preparedness, relief and assistance, emergency management, construction and/or emergency medical response;
- 1 member as a liaison to Committee on Ministry;
- 1 member as a liaison to Committee on Preparation to Ministry;
- Ex-officio members include: Foothills Presbytery Leader/Stated Clerk, Associate Stated Clerk, and Associate for Shared Mission and Ministry.

Members will be identified by CSM (3 -4 members) and by the Nominations Committee (all others) each year.

**Quorum:** A quorum of the Commission shall consist of five members and shall be required for business to be conducted and action taken.

**Meetings:** As needed, but at least annually for organizing, preparedness work, and coordination.

**Responsibilities:**

1. Assist congregations of Foothills Presbytery and their members with disaster preparedness and, in times of disaster, including but not limited to authorizing grants and disbursements of appropriate funds;
2. Coordinate all communication between Foothills Presbytery, congregations, Synod and Presbyterian Church (U.S.A.), including the Presbyterian Disaster Assistance (PDA), as well as any other appropriate agencies;
3. Assign a member of the commission to represent Foothills Presbytery on the SC VOAD (South Carolina Voluntary Organizations Active in Disaster);
4. Assess the damage and evaluate the needs of Foothills Presbytery congregations and their members;
5. Acquire and coordinate, as appropriate, resources from the Synod and Presbyterian Church (U.S.A.) as well as any other appropriate agencies;
6. Work in partnership with local and denominational agencies when appropriate;
7. Communicate with Foothills Presbytery staff and Coordinating Council all work and action taken, providing an annual written report to both; and
8. Communicate when a member of the Commission needs to be replaced.

## **Representation and Review Committee Report**

**January 14, 2021**

Due to COVID-19, the Representation and Review Committee could not review 2019 Session Minutes in the spring in our normal manner. In our September meeting, we decided to ask the Clerks to drop off their minutes at the Presbytery Office.

As of January 14, our committee has reviewed the Session Minutes for 46 out of 58 churches. Given the difficulties faced by churches and Clerks in 2020, we feel good about the number we were able to review. In 2019, the minutes from 49 churches were reviewed. The committee appreciates the faithful service of all those involved in this important work.

A review of the demographic representation on all councils and committees was conducted in December. A copy of the report is attached.

The Representation and Review Committee will meet on March 10 and determine how to handle the review of 2020 Session Minutes.

Respectfully Submitted,

Elizabeth Anne Morris Jones

Representation and Review, 2020 Chair

Susan Tompkins

Representation and Review, 2021 Chair

**Personnel Committee**  
**Report as of January 14, 2021**

The Personnel Committee **reports:**

- Employee Reviews were completed by Debbie Foster as Head of Staff in December 2020 for all Foothills Presbytery staff
- Employee Review was completed by the Personnel Committee in January 2021 for Debbie Foster as Presbytery Leader/Stated Clerk
- That we recommended a salary increase for Warren Templeton and LeAnne White for 2021 at \$500 each to the Finance Committee. (Finance Committee has approved this recommendation.)

The Personnel Committee **recommends:**

- Approval of the Personnel Policies and Practices Manual by the Coordinating Council and that the document be incorporated into the Foothills Presbytery Manual of Operations.

Respectfully submitted,

Phil Lyles, Chair