

# Foothills Presbytery Stated Meeting #119

Virtual Meeting

Presbyterian Church (U.S.A.)



## Foothills Presbytery

2242 Woodruff Road  
Simpsonville, SC 29681  
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**COMMISSIONER'S HANDBOOK**  
**February 15, 2022 – 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."



## CORDINATING COUNCIL

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

## CORE MISSIONAL COMMITTEES

### Faithful

COM demonstrates care and discipline with our Teaching Elders, Ruling Elders, and Sessions.

#### Committee on Ministry (21)

- Triennial Visitation
- Pulpit Supply
- Work of the Minister/Terms of Call
- PNC Training and Liaisons
- Exam Commission
- Commission on Ruling Elders
- Certified Christian Educators
- Ethics and Boundaries Policies and Training

### Loving

Our CSM facilitates ways to engage, connect, and celebrate the shared ministry of Foothills' Communities of Faith.

#### Committee on Shared Ministry (24)

- Leadership Development
- Mission: Local, National, Global
- Hospitality, Peer Ministry, Joys & Concerns
- Technology and Communication
- Resource Center
- Outdoor Ministry
- Youth Ministry
- Campus Ministry
- Child Advocacy & Awareness
- Presbyterian Women
- Small Church Connections

### Hopeful

Our COM guides those seeking ordination as a Minister of Word and Sacrament.

#### Committee on Preparation for Ministry (18)

- Session Orientation
- Student Liaisons
- Education & Ordination
- Scholarships & Finance
- Career and Professional Development

**Foothills Presbytery  
119<sup>th</sup> Stated Meeting  
Tuesday, February 15, 2022, 10:00 a.m.**

**Orientation for New Elder Commissioners:** Monday, February 14<sup>th</sup> at 5:00

**Special Orders of the Day**

Worship	10:10
Education: Faithful Innovation TED Talk	11:45

**Opening and Worship**

A. Call to Order, Establishing a Quorum and Opening Prayer	10:00
Terri Price, Moderator	
B. Welcome and Announcements	10:05
C. Worship	10:10

**Business**

D. Presentation and Approval of the Docket	10:45
E. Presbytery Leader & Stated Clerk Report	10:50
Debbie Foster	
F. Report of Coordinating Council	11:10
1. Antiracism Ministry Team	11:25
2. <i>Bills and Overtures</i>	Richard Caldwell
3. Finance and Stewardship	Russ Williams
4. Nominations	David Howell
5. <i>Personnel</i>	Phil Lyles
6. <i>Racial Ethnic Cabinet</i>	Michael Sullivan
7. Representation and Review	Susan Tompkins
8. <i>Worship</i>	Allyson Helvie
11:40	
G. Faithful Innovation TED Talk	11:45
Sheryl Kinder-Pyle	
H. Ecclesial and Diaconal Committees	
1. <i>Committee on Shared Ministry</i>	Audrey Reese
2. <i>Committee on Preparation for Ministry</i>	Will Nickles
3. Committee on Ministry	Gordon Turnbull
a. Examinations Commission Report	Elizabeth Clayton
12:10	

- |                                   |       |
|-----------------------------------|-------|
| I. New Business                   | 12:15 |
| J. Adjournment and Closing Prayer | 12:20 |

*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.*

**Upcoming Presbytery Meetings:**



**May 20 & 21, 2022  
Five SC Presbyteries  
Convocation & Stated Meetings  
Presbyterian College & Thornwell  
Clinton, SC**

**Friday, May 20**

- |         |   |
|---------|---|
| 3:00 pm | Registration & Tours                                  |
| 5:00 pm | Dinner  |
| 7:00 pm | Worship   |
|         | Guest Preacher: <b>Rev. Dr. J. Herbert Nelson, II</b> |
|         | Stated Clerk of the General Assembly of PCUSA         |
| 8:45 pm | Reception & Celebration of our Presbyterian Community |

**Saturday, May 21**

- |          |  |
|----------|--|
| 9:00 am  | Registration for the 5 SC Presbytery Stated Meetings |
| 9:30 am  | Stated Meeting of Foothills Presbytery at Thornwell  |
| 12:00 pm | Lunch  |

Hotel information and a registration link will be provided after March 1.

**Tuesday, November 1, 2022, Trinity Church in Travelers Rest**

## Report of the Presbytery Leader and Stated Clerk January 18, 2022

### The Stated Clerk and Presbytery Leader reports:

- Having received and found in good order the Ordination and Installation Commission to Ordain and Install Jacob Kennedy as Associate Pastor for Youth and Mission at the Forth Hill Church. (See Attachment A.)
- The Investigating Committee appointed and approved by Presbytery at the 118<sup>th</sup> Stated Meeting of Presbytery, met to receive training from the PCUSA Manager of Judicial Process Flor Vélez-Díaz, developed their procedures, proposed a tentative timeline, and have begun the investigation.
- Thanksgiving for the hard work of the sub-committee of COM who updated the Sexual Ethics and Misconduct Policy that will be presented to Presbytery for its first reading in February. Thank you: Gordon Turnbull (Chair), Betsy Chapman, Mary Morrison, Mark Sucher, and Robin Morris.
- Receiving a letter of gratitude from Fort Hill's Crucial Calling Campaign Committee Co-Chair, Gregg F. Morton, expressing thanks for Foothills Presbytery's generous contribution to their PC(USA) campus ministry endowment.
- The Associate Stated Clerk, Moderator, and Parliamentarian have read and reviewed the Minutes of the November 2021 Stated Meeting of Presbytery and have approved them.
- Having met with the five SC Presbytery Leaders to plan details for our statewide ministry events. They are: [SC5 Statewide COM, CPM \(1/27/22\), PDA, & PJC Workshops](#) to be offered February 18-19; 2022 GA Commissioner Training, April 9<sup>th</sup>, Columbia, SC; [SC5 May 20-21 Presbytery Convocation](#) and Stated Meetings are May 20-21 at Presbyterian College; and Minister/Educator Retreat is October 24-26 at Montreat. (See flyer in Attachment B for the SC5 Workshops.)
- Having received the reviewed 2020 minutes of the Meeting of Foothills Presbytery from the Stated Clerk of the Synod of the South Atlantic, Joyce Lieberman. The minutes were approved without exception.
- That our Future Church Initiatives continue to be well received.
  - Our partnership with Olanda Carr (Presbyterian Foundation) on The Legacy Partnership Project (LPP) has gleaned interest from over eleven congregations.
  - The Faithful Innovation Ambassador Team and Coaches are recruiting congregations and plan to share more information about Faithful Innovation Learning Communities (FILC) at the February Presbytery Meeting.
  - Work has begun on a new initiative called The Road Ahead. It will include some portions of the LPP and FILC and will begin by specifically targeting congregations with fewer than thirty members.
- Gratitude for the financial response to our year-end Stewardship letter which was mailed to every congregation in mid-December.
- An update on the West Georgia Road property - As a reminder, Foothills agreed to amend our real estate contract with our buyers, Anderson Ridge Development, LLC, in October 2021 with an extension through January 31, 2022 (to finalize a

second rezoning process for the Property). Unfortunately, the Planning staff and then the Planning Commission denied the new project (luxury townhomes) and to prevent a likely denial in the next phase of the process, the zoning request was put into "hold" status. We are in conversation with our Realtor, Joe Teague, and the buyers on the best strategy moving forward.

- Having met with Session representatives from the Pendleton Church to review historical documents (Session minutes and Congregational meeting minutes) found clear confirmation to denote their intent to be exempt from the revised trust clause in the Book of Order (PCUSA), and have amended our roster to include the Pendleton Church.
- Requests from Rev. Dr. Tim Moore, Director of Development (Union Presbyterian Seminary, Charlotte), the Rev. Erika Funk, Director of CROSS Missions (Myers Park Presbyterian, Charlotte), and the Rev. Kevin Cartee (Exec Director Camping Ministries of the Carolinas) to have the privilege of the floor at the 119<sup>th</sup> Stated Meeting and provide updates.

The Stated Clerk and Presbytery Leader **recommends:**

- Having received requests for excused absences from the November 9, 2021 meeting of Foothills Presbytery, and having found them to be in order, moves their approval.
- That the Coordinating Council grant the Rev. Dr. Tim Moore, Director of Development (Union Presbyterian Seminary, Charlotte), the Rev. Erika Funk, Director of CROSS Missions (Myers Park Presbyterian, Charlotte), and the Rev. Kevin Cartee the privilege of the floor at the 119<sup>th</sup> Stated Meeting of Foothills Presbytery.

Respectfully submitted,  
Rev. Debbie G. Foster  
Presbytery Leader and Stated Clerk



**Report of Commission to install and ordain Jacob  
Kennedy, as Minister of Word and Sacrament  
Associate Pastor at Fort Hill Presbyterian Church**

The Commission met at 9:00 Sunday morning November 21st, 2021, at Fort Hill Presbyterian Church in Clemson, SC. Commission members present were:

**Commission Minister/Moderator:** Laura Conrad (Fort Hill Presbyterian Church)

**Commission Secretary/Guest:** Pat Street (Fort Hill Presbyterian Church)

**Minister:** Pressley Cox (Foothills Presbytery)

**Ruling Elders:** Dulcie Mohr (Fort Hill Presbyterian Church), and Fred Tolly (First Presbyterian Church Anderson)

**Guests of the Commission:** Wilson Kennedy (Minister of Word and Sacrament PC(USA))  
Rebecca Davis (Union Presbyterian Seminary), and Michele Kennedy (First Presbyterian Church Wilson, NC)

The Commission was opened with prayer by Laura Conrad. The Rev. Laura Conrad welcomed the commission and guests and as a group walked through the logistics of the service. It was moved and seconded that the business of the Commission would be closed with the closing benediction in the worship service. The Commission then recessed to the Ordination and Installation Service.

The Reverend, Laura Conrad of Fort Hill opened the worship service with welcome and announcements about the Church life at Fort Hill. Rev. Mary Morrison of Fort Hill offered the Call to Worship. The Rev. Wilson Kennedy led the congregation in Confession and Assurance of Pardon. The Rev. Rebecca Davis read the scripture passage from John 18:33-37. The sermon, titled "Beyond our Wildest Imagination," was preached by the Rev. Becky Davis.

Following the sermon, The Rev. Laura Conrad offered the opening sentences of the service of Ordination and Rev. Pressley Cox issued the Statement of Ordination on behalf of Foothills Presbytery. Fred Tolly, Pat Street, and Pressley Cox asked the Constitutional Questions to Jacob Kennedy which were affirmed. Then Robin Weeks, a ruling elder at Fort Hill led the congregation of Fort Hill through the installation questions, which were affirmed. The Rev. Becky Davis invited and led the congregation through the Prayer/Laying of hands. At the conclusion of this prayer, the Rev. Laura Conrad began with the Declaration of Ordination and with the help of Ruling Elder Dulcie Mohr vested Jacob, and officially declared the Rev. Jacob Kennedy as Minister of Word and Sacrament. The Rev. Wilson Kennedy began the Welcome and Charge to the Ministry of Word and Sacrament. Dulcie Mohr charged the congregation to love and care for Jacob as he began the work of ministry.

After the concluding hymn *The Summons* was played, Jacob Kennedy offered the benediction and the service concluded.

Respectfully submitted, Pat Street, Secretary



Attachment B

**MOVED TO A VIRTUAL FORMAT**  
**January and February 2022**  
**Five SC Presbyteries**  
**Statewide COM, CPM, & PJC Workshops**

**Providing Education and Training for Ministry Effectiveness**

**For Whom:** Committees/Commissions on Ministry (COM)  
Committees on Preparation for Ministry (CPM)  
~~Presbyterian Disaster Assistance (PDA)~~ **Postponed/in-person date TBD.**  
Permanent Judicial Commissions (PJC)

**What:** Statewide COM, CPM, & PJC Workshops for Five SC Presbyteries

**When: CPM** January 27 12:00 – 3:00 pm  
*Hosted by Foothills Presbytery*

**PJC** February 18 7:00 – 8:30 pm  
February 19 9:00- 12:00 and 1:00 – 3:00 pm  
*Hosted by Charleston Atlantic Presbytery*

**COM** February 19 9:00 – 12:00 and 1:00 – 3:00 pm  
*Hosted by New Harmony Presbytery*

**Leaders: CPM:** Tim Cargal, Manager, Preparation for Ministry, OGA  
**COM:** Joyce Lieberman, Exec. & Stated Clerk, Synod of South Atlantic  
**PJC:** Flor Velez-Diaz, Manager of Judicial Process, OGA

**Topics to be Discussed**

\*Organizing for successful COM ministry \*Working with Congregations seeking pastoral leadership \*Empowering the COM to say, "No" \*Conducting an effective triennial visit \*Preventing & responding to difficulties \*Identifying potential candidates \*Working together cross culturally \*Discovering practical ways to support & guide students under care \*Deciding about "fitness & readiness" \*Examining inquirers & candidates \*Completing final assessment & negotiation for service \*Exercising discipline within the context of pastoral care & oversight \*Pinpointing the types of conflict requiring judicial process \*Appreciating differences between secular & PCUSA judicial processes \*Functioning effectively as a PJC when called to act as a court of appeal from sessions \*And more!

**The Presbytery hosting each workshop will send follow-up information with details about workshop schedule, materials, and a Zoom link.**

## Foothills Presbytery Coordinating Council Report January 2022

- I. The Coordinating Council **reports** the following since our last report on October 5, 2021.
  - a. Council began its January meeting by reading and listening to Isaiah 43:1-3a, 18-19. This practice of “dwelling in the word” (reading, listening, and reflecting) is being used in the Legacy Partner Project and Faithful Innovation Learning Communities work, two of our Future Church Initiatives.
  - b. Future Church Initiatives:
    - i. Council was reminded that the Staying Connected Grants were the offspring of the Future Church Initiatives. Because of the pandemic, we could not initiate other planned activities, so we pivoted and used the investment proceeds to support churches with technology and missional projects. Overall, twenty-one churches received grants totaling \$50,650.
    - ii. Council received an update about the work of the Legacy Partnership Project (LPP) with the Presbyterian Foundation. We continue to work with churches who previously began the LPP and new congregations as they begin their work. To date, eleven churches are involved in LPP. More information about the LPP is in the Committee on Ministry (COM) report.
    - iii. Council received an update about the work of the Faithful Innovations Learning Communities (FILC). Our Ambassador Team, Susan Oldham (CRE First Spartanburg), Anthony Dawson (Elder Mattoon), Hudson Neely (Minister Tyger River), Pressley Cox (Associate Presbyter), and Debbie Foster (Presbytery Leader), completed training in May 2021, recruited coaches who are being trained, and have begun to identify congregations who will begin the FILC process next month. More information about the FILC is in the COM report.
    - iv. Debbie Foster, Presbytery Leader and Stated Clerk, provided an introduction to The Road Ahead (our fourth Future Church Initiative). The Road Ahead focuses on our smallest churches. We have twenty-three churches with fewer than 50 members. Within those twenty-three, fourteen have fewer than thirty members. Seven congregations are historically African American, seven are historically Caucasian. Council, the Committee on Ministry (COM), the Committee on Shared Ministry (CSM) and the Antiracism Ministry Team (AMT) will be involved in this work. (See Attachment A for more information.)
  - c. Heard the report from the Stated Clerk & Presbytery Leader who reported
    - i. That the Georgia Road property is still on the market and under a revised contract with Anderson Ridge Development, LLC. A new zoning variance with an updated site plan is pending approval from

Greenville County authorities. We continue to receive guidance support from Joe Teague (Commercial Realtor), along with legal assistance from Pete Roe (Elder, Westminster Gville).

- ii. Requests for excused absences from the November 9, 2021 meeting of Foothills Presbytery, and having found them to be in order, are approved.
  - iii. Having met with Session representatives from the Pendleton Church to review historical documents (Session minutes and Congregational meeting minutes) found clear confirmation to denote their intent to be exempt from the revised trust clause in the Book of Order (PCUSA), and have amended our roster to include the Pendleton Church.
  - iv. The requests from Rev. Dr. Tim Moore, Director of Development (Union Presbyterian Seminary, Charlotte), the Rev. Erika Funk, Director of CROSS Missions (Myers Park Presbyterian, Charlotte), and the Rev. Kevin Cartee (Exec Director Camping Ministries of the Carolinas) to have the privilege of the floor at the 119<sup>th</sup> Stated Meeting and provide updates. Having heard the request from the Stated Clerk, **Council approved.**
  - v. The reminder that Council will present the recommended updates to the PJC section of the Manual of Operations for the second reading at the Stated Meeting in February. The additional language includes a specific process to establish (when needed) formation of a Committee of Council (Remedial Process) or formation of an Investigating Committee (Disciplinary Process).
- d. Discussed the February Presbytery Stated Meeting and decided that in light of the high number of COVID cases in South Carolina and out of an abundance of caution, the February 15, 2022 Stated Meeting (#119) will be held via Zoom Meetings.
- e. Reviewed and approved the Docket for the February 15, 2022 Stated Meeting of Presbytery (119).
- f. **Approved** the Rev. Sheryl Kinder-Pyle, Executive Presbyter at Presbytery of the Inland Northwest, as the worship leader for the 119<sup>th</sup> Presbytery Meeting.

II. The Coordinating Council **recommends:**

- a. That Presbytery approve an addition to the Manual of Operations (Permanent Judicial Commission section) to include a specific process to establish (when needed) formation of a Committee of Counsel (Remedial Process) or formation of an Investigating Committee (Disciplinary Process). (See Attachment A.)
- b. That Presbytery approve the Sexual Ethics and Misconduct Policy and that it become part of the Manual of Operations. (See Attachment B.)

Respectfully submitted,  
Nath Briley, Chair

**Members:** Nath Briley, Chair; Terri Price, Moderator; Patrick Jinks, Moderator-Elect; Phil Lyles (Personnel); Audrey Reese (Committee on Shared Ministry); Russ Williams (Finance & Stewardship); David Howell (Nominations); Will Nickles (Committee on Preparation for Ministry); Allyson Helvie (Worship); Susan Tompkins (Representation and Review); Michael Sullivan (Racial Ethnic Cabinet); Gordon Turnbull (Committee on Ministry); Lerone Wilder and Erin Foster Farry (Antiracism Ministry Team); and Richard Caldwell (Bills & Overtures) **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; Stan Reid, Treasurer; and Mark Sucher, Assistant Treasurer

From the Foothills Presbytery Manual of Operations:

### **PERMANENT JUDICIAL COMMISSION**

Composition: 8 persons elected by Foothills Presbytery as required in D-5.0000 of the Rules of Discipline of the *Constitution* of the Presbyterian Church (USA).

*The Permanent Judicial Commission addresses all matters referred to it which are related to judicial process as required in the Rules of Discipline of the Constitution of the Presbyterian Church (USA). It reports directly to the Presbytery.*

#### Responsibilities:

1. Hear remedial cases and appeals which are under its jurisdiction. (See D-6.000-D-8.000)
2. Hear disciplinary cases which are under its jurisdiction. (See D-9.000-D.13.000)
3. Act on requests for reference which are under its jurisdiction. (See D-4.000)
4. Act on any other matters related to judicial process as required by the *Constitution* of the Presbyterian Church (USA).

Suggested additions:

#### **Formation of a Committee of Counsel**

*In the interim between meetings of Foothills Presbytery Coordinating Council upon receipt of a Complaint of an Irregularity (**Book of Order**, D-6.0102 Remedial Case), the Stated Clerk shall inform the Chair of the Permanent Judicial Commission of the complaint and shall form a Committee of Counsel in accordance with the provisions of the **Book of Order**, D-6.0302. The Stated Clerk shall form the Committee of Counsel with the consultation of the Chair of Permanent Judicial Commission. The Stated Clerk shall report the formation of a Committee of Counsel and the names of the individuals serving to the Presbytery Coordinating Council by or at the next meeting of the Presbytery Coordinating Council.*

#### **Formation of an Investigating Committee**

*In the interim between meetings of Foothills Presbytery Coordinating Council upon receipt of a Statement of Offense (D-10.0102 Disciplinary Case), the Stated Clerk, with input from the Moderator of the Presbytery, shall form an Investigating Committee in accordance with the provisions of the **Book of Order**, D-10.0201. The Stated Clerk shall report the formation of an Investigating Committee and the names of the individuals serving to the Presbytery Coordinating Council in accordance with the provisions of the **Book of Order**, D-10.0201b, by or at the next meeting of the Presbytery Coordinating Council.*

## Foothills Presbytery Sexual Ethics and Misconduct Policy

### Policy Statement

The Presbyterian Church (USA) has been given a public and spiritual trust. It is the policy of the Foothills Presbytery (“Foothills”) that all Presbytery Professionals and all Presbytery Volunteers (as such terms are defined herein) are to maintain the integrity of ministerial, employment, professional and ecclesiastical relationships at all times. Sexual misconduct is a violation of Scripture and human dignity and is never permissible.

This policy has two purposes: to raise awareness of the responsibility to ethically prevent any and all sexual misconduct, and to provide for an appropriate response when misconduct is alleged. This policy offers guidelines to ensure appropriate intervention in any alleged incidence of sexual misconduct, offers care to all parties involved, and provides information to help prevent further instances of abuse. Foothills is also aware of the needs of survivors, alleged offenders, congregations, and those in ecclesiastical employment. Foothills’ goal is a policy that will work for justice, healing and restoration for all persons.

Because work in the name of the Church implies a covenant relationship, a privilege, and a trust, it is the responsibility of all persons covered by this policy to observe appropriate boundaries in all Church relationships.

Our commitment is to model the example of Jesus Christ, and to be rooted in the love of Christ in all relationships.

### A. Applicability

The requirements of this policy apply to:

1. All Ministers of Word and Sacrament who are members of Foothills Presbytery.
2. Certified Christian Educators when performing functions under the jurisdiction of the Foothills Presbytery.
3. Commissioned Ruling Elders within Foothills when performing functions specified in their commissions.
4. Inquirers/Candidates who are under the care of the Committee on Preparations for Ministry of Foothills.
5. All others employed by Foothills, including both ordained and lay personnel.
6. All volunteers, including both ordained and lay personnel, when they are working on Foothills councils, committees, commissions, or other formally established activities of Foothills.

### B. Definitions

Sexual Misconduct is the comprehensive term used to cover all unacceptable sexual behavior, as defined below:

1. **Sexual abuse:** an offense to a child under 18 years of age, or anyone without the mental capacity to consent, as defined in the Foothills Presbytery Child, Youth, and Vulnerable Adult Protection Policy.

2. **Sexual harassment:** unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.
3. **Rape or sexual contact** by force, threat, or intimidation.
4. **Misuse of technology** that results in sexual harassment or abuse of another person, such as texting or emailing suggestive messages and images to another person.
5. **Ministerial Sexual Malfeasance:** sexual activities within a professional ministerial relationship.

Other definitions:

1. **Accused:** The person against whom an accusation of sexual misconduct is being made.
2. **Accuser:** A person alleging sexual misconduct covered by this policy. The accuser may or may not be the alleged victim of sexual misconduct.
3. **Adultery:** Voluntary sexual intercourse between a married person and a person who is not his or her spouse.
4. **Allegation:** A report of alleged misconduct. The initial allegation may be verbal but must be followed with a written statement, whether by the accuser or by the person to whom an oral allegation is made. If a written statement is not made, the investigation cannot move forward.
5. **Alleged victim:** The person who is the subject of alleged misconduct or abuse as defined in this policy.
6. **Professional relationships** include, but are not limited to, counselor–client; lay employee–church member; minister–church member; Presbytery executive–committee member; or supervisor/manager–employee/volunteer.
7. **Breach of Professional Responsibility** occurs when a person in a position of trust engages in a sexual act, has sexual contact, or creates a sexualized environment with any person to whom he or she owes a professional responsibility. A breach of professional responsibility includes, without limitation, consensual sexual relationships between ministers and laity with whom they have a professional relationship.
8. **Required Reporter:** A person who has a legal obligation to report information regarding harm, or risk of harm, involving abuse or misconduct involving children, youth, or vulnerable adults under applicable state law or the PC(USA) Book of Order.
  - a. Under South Carolina law, certain people who receive information in their professional capacity giving them reason to believe that a child has been or may be abused or neglected, must report to the county department of social services or to a law enforcement agency in the county where the child resides or



is found. A person who reports such child abuse or neglect to a supervisor or a person in charge of an institution, school, facility or agency is not relieved of their duty to report to social services or law enforcement. People covered by this requirement include members of the clergy, religious healers, clerical or non-clerical religious counselors who charge for their services, and childcare workers in a childcare center. A clergy member must report in accordance with this law except when the information is received from the alleged perpetrator of the abuse or neglect during a communication that is protected by the clergy and penitent privilege as provided by South Carolina law (Section 19-11-90). Nothing in this policy is intended to modify or override the requirements of South Carolina law. (The detailed requirements for mandatory reporting are set out in South Carolina Code Ann. Section 63-7-310.)

- b. PC(USA) **Book of Order** G-4.0301: **Trust and Confidentiality:** In the exercise of pastoral care, ministers of the Word and Sacrament and ruling elders who have been commissioned by a presbytery to limited pastoral service (G-2.10), shall maintain a relationship of trust and confidentiality, and shall hold in confidence all information revealed to them in the course of providing care and all information relating to the exercise of such care.

When the person whose confidences are at issue gives express consent to reveal confidential information, then a minister of Word and Sacrament or a commissioned pastor (also known as commissioned ruling elder) may, but cannot be compelled to, reveal confidential information.

A minister of the Word of Sacrament or commissioned pastor (also known as commissioned ruling elder) may reveal confidential information when she or he reasonably believes that there is a risk of imminent bodily harm to any person.

**Book of Order** reference G-4.0302: **Mandatory Reporting:** Any member of this church engaged in ordered ministry and any Certified Christian Educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in **Book of Order** G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse.

9. **Mutual Consent:** the voluntary agreement between two parties to engage in an act together.

In a sexual relationship, mutual consent is **not possible** when one of the parties is not of the age of consent or does not have the mental capacity to consent regardless of age. The applicable age of consent is determined by the applicable state law. Typically, this will be SC law, but if a sexual relationship occurs during Presbytery sponsored activities that occur in another state, that state's law could be applicable to determine the age of consent that is relevant. Any formal determination of the relevant age of consent by authorized state or local officials will take priority. Note: In SC, the age consent is sixteen when one of the parties is over the age of eighteen; and the age of consent is fourteen when both parties are under the age of sixteen.

- a. Mutual consent is **not possible** when one party is a minister or a professional lay leader in a pastoral, counseling, or leadership position within the church, related organization, entity, or other sponsored activity in which the other party is a parishioner, member, employee, counselee or participant.
- b. If a complaint of sexual misconduct under this policy arises from a relationship, the burden of proof will be on the minister or professional lay leader to demonstrate mutual consent in that situation.

10. **Pornography** is defined by the General Assembly (1988) of the Presbyterian Church (USA) as follows:

- a. Pornography includes any sexually explicit materials (books, magazines, movies, videos, musical lyrics, TV shows, telephone services, internet sites, live sex acts) produced for the purpose of sexual arousal by eroticizing violence, power, humiliation, abuse, dominance, degradation, or mistreatment of any person, male or female, and usually produced for monetary profit.
- b. Any sexually explicit material that depicts children is pornography.

11. **Presbytery Professional:** All Ministers of Word and Sacrament who are members of Foothills Presbytery; Certified Christian Educators when performing functions under the jurisdiction of the Foothills Presbytery; Commissioned Ruling Elders within Foothills when performing functions specified in their commissions; Inquirers/Candidates who are under the care of the Committee on Preparation for Ministry of Foothills; and all others employed by Foothills, including both ordained and lay personnel.

12. **Presbytery Volunteer:** All volunteers, including both ordained and lay personnel, when they are working on Foothills councils, committees, commissions, or other formally established activities of Foothills.

13. **Sexual Ethics Team:** The six-member team nominated by the Nominating Committee of Foothills Presbytery and elected by the entire Presbytery to serve as the inquiry committee for the presbytery. A full

description of this team, its makeup and function are found in Foothills Presbytery's Manual of Operations.

14. **Vulnerable Adult:** A person above the age of consent (see definition of Mutual Consent, above) who is unable to take care of him/herself, or unable to protect him/herself against significant harm, or exploitation due to disability, age or illness.

### C. Ethics and Prevention

Leadership within the Christian community, whether exercised by ministers or lay people, is a sacred trust to be exercised with faithfulness and love. Sexual misconduct is a violation of this trust, betraying its alleged victim, damaging the abuser, and threatening the sanctity, the credibility, and the sanctuary of the church itself.

Leaders must conduct themselves in a manner which nurtures and protects the vulnerable. There is inherent power associated with a position of leadership; therefore, leaders are responsible for maintaining appropriate boundaries. Consequently, we cannot overlook sexual misconduct, or an abuse of power and trust, in sexual malfeasance.

The following items are required activities to prevent any ethical or sexual misconduct.

1. All Presbytery professionals and Presbytery Volunteers shall receive a copy of this policy and sign a written acknowledgment of receipt to be kept on file in the Foothills Presbytery office. (Appendix A)
2. All Ministers of Word and Sacrament, Commissioned Ruling Elders, and Certified Christian Educators seeking membership, and the rights therein, in Foothills Presbytery are required to sign a release for a complete background check.
3. Reference Checks
  - a) Search Committees, Presbytery staff and Committee on Ministry will conduct reference checks from a candidate's previous employments/church relationships and presbyteries on all final candidates for Ministers of the Word and Sacrament positions, for Commissioned Ruling Elders, Certified Christian Educators and for all employees.
  - b) The Presbytery will arrange for criminal background checks for Ministers of the Word and Sacrament, Commissioned Ruling Elders, Certified Christian Educators, and Inquirers and Candidates under care of Committee for Preparation for Ministry.
4. Anyone working with Children, Youth and/or Vulnerable Adults must adhere to the specifics included in the Child, Youth and Vulnerable Adult Protection Policy approved by Foothills Presbytery (May 2018).
5. All Presbytery professionals and new Presbytery Volunteers are required to attend a Boundaries Training workshop and/or a Sexual Ethics Workshop

either offered by Foothills Presbytery or another training source that is satisfactory to the Committee on Ministry.

Ministers of the Word and Sacrament, Commissioned Ruling Elders, or Certified Christian Educators shall report their attendance at the required workshop to the chair of the Committee on Ministry and/or Stated Clerk.

Employees of Foothills shall report their attendance at the required workshop to the Presbytery Leader/Stated Clerk. The Presbytery Leader/Stated Clerk shall report his or her attendance to the chair of the Personnel Committee.

Presbytery Volunteers shall report their attendance at the required workshop to the chair of the committee or council on which such individual serves.

6. If a Presbytery Professional fails to attend the required workshop within the required time period, the COM may place the person on unpaid administrative leave and exclude him/her from the exercise of ministry until such time as the required workshop is completed. He/She may be subject to other adverse action as well.

#### D. Reporting

1. Any Presbytery Professional or Presbytery Volunteer who has a reasonable belief that an incident of sexual misconduct has occurred shall make a written report to the Stated Clerk in a timely manner. The written report shall consist of the names of the accused, accuser, and alleged victim, together with a brief description of the alleged sexual misconduct along with any available supporting information. Such reporting individual shall not undertake an inquiry or question the persons involved. The report will be marked and treated as confidential.

If the Stated Clerk is a party to the incident, such written report shall be rendered to the Chair of the Coordinating Council. If the Chair of the Coordinating Council is also a party to the incident, the written report shall be provided to the Stated Clerk of the Synod of South Atlantic.

#### Rules for the Reporter

Under state law and per PCUSA, it is mandatory to report child abuse to the appropriate secular authorities.

- a) Do not personally confront the accused violator of the policy.
- b) Maintain the confidentiality of the accused, the accuser, and the alleged victim.
- c) Do not contact parents or legal guardians of those involved. This responsibility is handled by law enforcement or other social services authorities.
- d) Do not investigate the accusation. Professional/law enforcement officials will fulfill this responsibility.

2. The Stated Clerk shall inform the accused and accuser they should not participate in Presbytery meetings or Presbytery-sponsored events until the investigation is complete. This policy does not prohibit attendance at regular worship services.
3. As per our Child, Youth and Vulnerable Adult Protection Policy, when child sexual abuse is alleged, the secular authorities must, by law, be contacted immediately to take control of the investigation and disposition of charges against the accused. All persons shall cooperate with the secular authorities in any secular investigation of sexual misconduct.

#### E. Responding

The appropriate council or entity response will vary according to the relationship of the Presbytery with the person who is accused of sexual misconduct and depending on who the alleged victim is. Church members and officers are subject to inquiry and discipline under the **Book of Order**. Non-church member employees and volunteers are subject to oversight and correction by the Coordinating Council or by the Presbytery entity that employs them.

Confidentiality shall be maintained at all times in order to protect all parties involved. Confidentiality regarding any discipline process resulting from an allegation of sexual misconduct shall be maintained.

#### F. Rehabilitation

The Presbytery should demonstrate a Christian approach, treating all parties in a fair and equitable manner. The alleged victim may require spiritual and professional assistance as a result of sexual misconduct. The Presbytery should offer to help arrange for such support should this be desired. The Presbytery should also be aware of the impact this event has on the family of the alleged victim should he/she be a staff member and recommend resources to support these needs.

Whether the allegations about the Accused are eventually found to be true or not, the Accused deserves to be treated with Christian kindness and respect. Seeking spiritual support or professional counseling may be recommended. Staff members should not be engaged in personal counseling because of their potential involvement in the disciplinary process. If an allegation is not confirmed as a result of the investigation, it is important that this decision be disseminated as soon as possible to the appropriate persons.

If a case of sexual misconduct becomes a matter of public knowledge within the workplace, appropriate meetings with individuals, small groups, or with the entire staff shall be held. Such meetings should provide information about sexual misconduct in general, Presbyterian polity and our judicial process, and how those who may have been victimized may be heard and supported. Such meetings are particularly important where there is an allegation of sexual misconduct against a minister in a call or temporary position to allow for pastoral support within congregations.

#### G. Presbytery or Entity Record Keeping

The Presbytery or entity shall keep detailed records of its actions and minutes of its deliberations and its conversations with the accuser, the accused, and other parties involved, correspondence, and copies of the reports received from committees or commissions. Such records will be kept confidential as far as possible. In Case # 208-6, the General Assembly Permanent Judicial Commission (GAPJC) interpreted the Rules of Discipline to say that a presbytery or entity may share the contents of inquiry reports with other presbyteries or entities of the PC(USA) when necessary. The Presbytery Leader/Stated Clerk or director of the entity will maintain the records while the investigation is in process. When the investigation is completed, the records are stored in a secure location.

#### H. Declarations

1. This policy, in its entirety, is to be revised and applied under the primary supervision of Foothills Presbytery's Coordinating Council and Sexual Ethics Team (SET).
2. Every three (3) years, the Presbytery Leader/Stated Clerk will assure a committee of COM will review this policy and suggest any revisions which seem prudent or necessary.
3. Coordinating Council of Foothills Presbytery has the responsibility:
  - a) To receive and act upon recommendations for changes received from the Sexual Ethics Committee.
  - b) To review the Policy as a whole to ensure cohesion and the consistent use of this Policy across Foothills Presbytery.
  - c) To take any changes approved by the Coordinating Council of Foothills Presbytery to the whole Presbytery for action so the Policy may be amended by Presbytery:
    - i. After the adoption of the original Policy, this Policy may be revised at any Foothills Presbytery Stated Presbytery Meeting as long as:
      - a. Suggested revisions come from COM and/or SET and have been discussed and voted on by those bodies.
      - b. The suggested revisions passed on by those entities are made available to the entire Coordinating Council of Foothills Presbytery at least three days prior to the meeting when suggested revisions are to be considered, and the proposed revisions are approved by a majority of the Coordinating Council of Foothills Presbytery.
      - c. The suggested revisions, thus approved by Coordinating Council of Foothills Presbytery, are listed on the Agenda of a Stated Meeting of Foothills Presbytery and the text of the revisions are made available to voting members of Foothills Presbytery at least three days prior to the meeting.
      - d. After these requirements are met, revisions may be made by a majority vote of Foothills Presbytery at that Stated

Meeting and will become official upon approval.

- d) To distribute copies of this policy to all Presbytery Professionals and Presbytery Volunteers on an annual basis and to ensure that training and education beyond that required by this policy is carried out as it seems appropriate and necessary.

Approved by Committee on Ministry January 2022

Approved by Coordinating Council January 2022

**APPENDIX A**  
**Foothills Presbytery**  
**Sexual Ethics and Misconduct Policy**

**ACKNOWLEDGMENT**

The Foothills Presbytery has adopted a "Sexual Ethics and Misconduct Policy" ("Policy") which explicitly prohibits misconduct of a sexual nature by Presbytery Professionals and Presbytery Volunteers, as such terms are defined in the policy. This policy of the Foothills Presbytery applies to all as defined in Section A, Applicability. It is essential that all who are subject to the policy and its procedures read and understand the policy, acknowledge that they have done so, and formally consent to being bound by the Presbytery's Policy and any discipline administered in accordance with the Policy. Please complete the form below and return to the Foothills Presbytery office at the address listed below.

Please initial as appropriate:

\_\_\_\_\_ I have received a copy of the "Sexual Ethics and Misconduct Policy," as adopted by the Foothills Presbytery in 2022. **I have read this policy and I understand it.** I acknowledge that the policy and procedures apply to me.

\_\_\_\_\_ I certify that no civil, criminal or ecclesiastical complaint has been sustained or is pending against me for sexual misconduct (as defined in the Foothills Presbytery Policy) and that I have never resigned or been terminated from a position for reasons related to sexual misconduct.

\_\_\_\_\_ I am unable to make the above certification. I offer instead a description of the complaint, termination, or the outcome of the situation with explanatory comments. (See attached.)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name

Return via mail or email to:

Foothills Presbytery  
2242 Woodruff Rd  
Simpsonville SC 29681  
Email: lwhite@foothillspresbytery.org



**Nominations Committee Report  
January 2022**

**Examinations Commission:**

Rev. Terri Price (Providence)

At-Large, Class of 2023

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*For Member Information. Not elected by Presbytery:*

**Examinations Commission:**

*Committee on Ministry:*

Rev. Ben Dorr (Westminster, Greenville)

**Disaster Preparedness & Response Administrative Commission:**

*Committee on Ministry:*

Sandy Thrasher (Trinity)

*Committee on Shared Ministry:*

Rev. Indy Dennis (Honorably Retired)

Rev. Peggy Swann (Townville)

**Investment Committee Nominees**

*Members at large:*

Rev. Lud Weaver (Honorably Retired)

Rev. Allyson Helvie (Mt. Zion)

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**2022 Nominations Committee**

*Chair: David Howell*

**Class of 2022:** Fran Bagwell, Jimmy Cheeks, and David Howell

**Class of 2023:** Mary Cooper, Sonya Dawson, and Ginna Lister

**Class of 2024:** Jeff Gilstrap and Connie Lane

**Presbytery Staff:** Debbie Foster, Robin Morris, and LeAnne White

## Personnel Committee Report January 2022

The Personnel Committee *reports*:

- That we met on January 11, 2022
- That we heard updates from Debbie Foster, Presbytery Leader and Stated Clerk, on the process and outcome of the staff evaluations. The staff is doing very well and working well together as a team.
- That we reviewed the feedback from Coordinating Council on Debbie, Robin Morris (Associate Stated Clerk) and Pressley Cox (Associate for Shared Mission and Ministry). All comments were positive. Our Council members enjoy working with these three and had complimentary things to say about each.
- That we met with LeAnne White, Warrant Templeton, and Robin Morris. All were very positive about their employment at Foothills and reported that the team works well together.
- That we conducted a review of Debbie Foster, hearing highlights of her accomplishments. We also reviewed her goals for 2022.
- That, at the April meeting of Coordinating Council, the Committee will recommend to extend Debbie Foster's contract as the Presbytery Leader and Stated Clerk (current contract ends in December 2022) for at least another three years. If Council concurs, that information will be presented at the May 2022 Stated Presbytery meeting.

Respectfully submitted,  
Phil Lyles, Chair

### Committee Members:

2022 - Christie Gravely (TE), Phil Lyles (RE)  
2023 - Angie Rodgers (RE), Lud Weaver (TE)  
2024 - Robert Blakely (RE), Fred Tolly (RE)  
Presbytery Staff: Debbie Foster and Robin Morris

## **Representation and Review Report January 2022**

The Representation and Review committee **reports:**

1. That we reviewed diversity representation on all Presbytery Committees. The committee approved the amended representation report. (Report is Attachment A.)
2. That we agreed to complete mid-year representation report to share the findings with the Nominating Committee.
3. That we are working with the Committee on Shared Ministry (CSM) to schedule training for Clerks of Session.
  - a. We had one opportunity to host a session in 2021 in collaboration with Trinity Presbytery's Officer's Training at Camp Fellowship on October 30th.
  - b. Our Foothills Staff, Pressley Cox and Robin Morris, plan to develop a Clerk's Training for Spring. Details to be announced.
4. That we revised the Clerk's Session Minutes Review Form and the Annual Review of Session Minutes Form to be used for reviewing the 2021 Session Minutes. (See Attachments B and C.)
5. Several procedure changes have been made to streamline the Clerk's recordkeeping responsibilities prior to presenting to Foothills Presbytery for review.
6. Clerks, please review the new process prior to preparing your minutes for review.
7. The new Clerk's Session Minutes Review Form may be found on the Foothills Presbytery website at: <https://foothillspresbytery.org/forms/> If you need assistance with the form, please contact our Associate Stated Clerk, Robin Morris, 864.288.5774 or [rmorris@foothillspresbytery.org](mailto:rmorris@foothillspresbytery.org).

Respectfully Submitted,  
Susan Tompkins  
Representation and Review, Chair

### **Committee Members**

Class of 2021: Tandy Taylor, Morton White

Class of 2022: Michael Sullivan

Class of 2023: Fred Hyslop, Jeff Motes, Susan Tompkins

Presbytery Staff: Robin Morris

**Representation and Review Committee  
2021 Representation**

From the **Book of Order** G-3.0103

The councils of the church shall give full expression to the rich diversity of the church's membership and shall provide for full participation and access to representation in decision-making and employment practices (F-1.0403). In fulfilling this commitment, councils shall give due consideration to both gifts and requirements for ministry (G-2.0104) and the right of people in congregations and councils to elect their officers (F-3.0106).

The report of the Representation and Review Committee of Foothills Presbytery including the membership analysis of committees, councils and teams will be received as information which includes the observations below for 2021:

<b>Name of Committee</b>	<b>clergy</b>	<b>lay</b>	<b>white</b>	<b>black</b>	<b>other</b>	<b>male</b>	<b>female</b>	<b>Total</b>
Antiracism Ministry Team	8	2	7	3		5	5	10
Coordinating Council	13	5	16	2		14	4	18
Bills and Overtures	5	4	9	0		5	4	9
Committee on Ministry	6	13	19	0		11	8	19
Committee on Preparation	10	8	18	0		8	10	18
Committee on Shared Ministry	10	15	24	1		8	17	25
Examinations Commission	3	8	11	0		5	6	11
Finance and Stewardship	4	5	9	0		7	2	9
Nominations Committee	2	7	6	2	1	4	5	9
Permanent Judicial Commission	3	5	7	1		4	4	8
Personnel Committee	2	4	6	0		4	2	6
Racial Ethnic Cabinet	2	11	1	12		6	7	13
Representation and Review Committee	3	3	5	1		4	2	6
Sexual Ethics Committee	4	2	6	0		4	2	6
Worship Committee	3	3	4	2		2	4	6

**REPRESENTATION & REVIEW (R & R)  
FOOTHILLS PRESBYTERY ANNUAL REVIEW OF CLERK'S RECORDS**

Church name: \_\_\_\_\_ Year \_\_\_\_\_ Diaconate: Yes \_\_\_\_\_ No \_\_\_\_\_

Clerk of Session: \_\_\_\_\_ Date: \_\_\_\_\_

**Reader:** Please check YES or NO in the left column. If No, please explain on the lines provided for each section and on the back of this sheet, if necessary.

**REQUIRED DOCUMENTS (RD) in addition to the Session Minutes:**

- 1) Yes \_\_\_\_\_ No \_\_\_\_\_ Clerks review form \_\_\_\_\_
- 2) Yes \_\_\_\_\_ No \_\_\_\_\_ Financial Review Affidavit \_\_\_\_\_
- 3) Yes \_\_\_\_\_ No \_\_\_\_\_ Statistical Report \_\_\_\_\_
- 4) Yes \_\_\_\_\_ No \_\_\_\_\_ Adopted annual budget \_\_\_\_\_
- 5) Yes \_\_\_\_\_ No \_\_\_\_\_ Copy of membership roll \_\_\_\_\_
- 6) Once read, should these minutes be returned to the church \_\_\_\_\_, or shredded \_\_\_\_\_?

**SESSION**

- 1) Yes \_\_\_\_\_ No \_\_\_\_\_ Did the Session hold stated meetings at least quarterly? G-3.0203
- 2) Yes \_\_\_\_\_ No \_\_\_\_\_ Do Session minutes state the date, time, place, type (Stated or Called)? 3.0203
- 3) Yes \_\_\_\_\_ No \_\_\_\_\_ Was a quorum established and stated for each meeting? G-3.0203
- 4) Yes \_\_\_\_\_ No \_\_\_\_\_ Is the Session Moderator named for each meeting? G-3.0201
- 5) Yes \_\_\_\_\_ No \_\_\_\_\_ Do Session minutes use full names in recording those were present?
- 6) Yes \_\_\_\_\_ No \_\_\_\_\_ Does each meeting state the meeting was opened and closed in prayer? G-3.0105
- 7) Yes \_\_\_\_\_ No \_\_\_\_\_ Were motions properly made (name recorded,) seconded (name does not need to be recorded), voted upon, and recorded?
- 8) Yes \_\_\_\_\_ No \_\_\_\_\_ Were each session meeting minutes approved and recorded, including corrections?
- 9) Yes \_\_\_\_\_ No \_\_\_\_\_ Are all Session meetings approved and signed by the Session Clerk?

NOTES: \_\_\_\_\_

**SESSION and CHURCH RECORDS**

- 1) Yes \_\_\_\_\_ No \_\_\_\_\_ Does Session maintain a register of Baptisms, Elders, Deacons, Pastors? G-3.02046
- 2) Yes \_\_\_\_\_ No \_\_\_\_\_ Do minutes state approval of the Sacrament of the Lord's Supper dates, at least quarterly?

NOTES: \_\_\_\_\_

**SESSION RESPONSIBILITIES**

- 1) Yes \_\_\_\_\_ No \_\_\_\_\_ Did Session elect a Clerk and Treasurer along with stated length of term?
- 2) Yes \_\_\_\_\_ No \_\_\_\_\_ Were all church officers properly elected, instructed, examined by Session and ordained and installed in the presence of the congregation? G-2.04021
- 3) Yes \_\_\_\_\_ No \_\_\_\_\_ Did Session elect commissioners to the Stated and Called Presbytery Meetings?
- 4) Yes \_\_\_\_\_ No \_\_\_\_\_ Were commissioner reports received and recorded within Session minutes?
- 5) Yes \_\_\_\_\_ No \_\_\_\_\_ Was the annual budget adopted by Session with a copy in the minutes?
- 6) Yes \_\_\_\_\_ No \_\_\_\_\_ Was a full financial review conducted by a public accountant, another PCUSA church of qualified members, or qualified accounting members included in the session minutes? See RD #2.

- 7) Yes \_\_\_ No \_\_\_ Was the annual statistical report approved by the Session, submitted online, and included in Session minutes? See RD #3
- 8) Yes \_\_\_ No \_\_\_ Were the previous years' Session minutes reviewed by Foothills Presbytery for annual review?
- 9) Yes \_\_\_ No \_\_\_ Has Session developed, approved and implemented a Manual of Operations? G-3.0106

Date \_\_\_\_\_

- 10) Yes \_\_\_ No \_\_\_ Has Session adopted and implemented a sexual misconduct policy? Date \_\_\_\_\_

- 11) Yes \_\_\_ No \_\_\_ Has Session adopted and implemented a Child, Youth, and Vulnerable Adult policy? Date \_\_\_\_\_

12) Yes \_\_\_ No \_\_\_ Has the church leased any part of the church facility to an outside organization for the purpose of Worship? G-4.0206b

- a. Per Book of Order G-4.0206b, did the Session receive approval from the Foothills Presbytery Coordinating Council for the lease? **Page #'s** \_\_\_\_\_

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DIACONATE**

If the church has a Board of Deacons, please answer the following:

- 1) Yes \_\_\_ No \_\_\_ Does the Diaconate meet at least quarterly?
- 2) Yes \_\_\_ No \_\_\_ Were Diaconate records reviewed at least annually by the Session?
- 3) Yes \_\_\_ No \_\_\_ Did the Session and Deacons have at least one joint meeting annually?

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CONGREGATION**

- 1) Yes \_\_\_ No \_\_\_ Was at least one congregational meeting held? G-10501
- 2) Yes \_\_\_ No \_\_\_ Did the Congregation approve changes to the Terms of Call for the Pastor?
- 3) Yes \_\_\_ No \_\_\_ Did the Congregation elect a Nominating Committee? G-2.0401

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**OTHER**

- 1) Yes \_\_\_ No \_\_\_ Is a copy of the current church insurance declaration stating the company, policy dates and coverage available at the church?
- 2) Yes \_\_\_ No \_\_\_ Is the church incorporated? Date \_\_\_\_\_
- 3) Yes \_\_\_ No \_\_\_ Are corporation minutes properly recorded and maintained?
- 4) Yes \_\_\_ No \_\_\_ Are a second set of church/session records stored in an off-site location such as the Historical Society, Columbia Theological Seminary, or the Cloud?
- 5) Yes \_\_\_ No \_\_\_ Has your church appointed a primary contact for Disaster Preparedness?

NOTES: \_\_\_\_\_  
 \_\_\_\_\_

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<b>Reviewer/Reader</b>	<b>Representation &amp; Review Committee Member</b>	<b>Date</b>
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**REPRESENTATION & REVIEW (R & R)  
CLERK'S ANNUAL REVIEW FORM**

Church name: \_\_\_\_\_ Year \_\_\_\_\_ Diaconate: Yes \_\_\_\_\_ No \_\_\_\_\_

Clerk of Session name: \_\_\_\_\_ Email address: \_\_\_\_\_

This checklist is designed to assist Foothills Presbytery's congregations in fulfilling their annual constitutional responsibilities.

**INSTRUCTIONS CHECKLIST**

1. Place minutes in a notebook with monthly dividers Yes \_\_\_\_\_ No \_\_\_\_\_
2. Assign each page of the minutes a page number Yes \_\_\_\_\_ No \_\_\_\_\_
3. Provide the page number in *fields below* or answer Yes or No
4. Contact Robin Morris (Foothills Presbytery) or Susan Tompkins (Representation & Review Chair) if you have questions.

**REQUIRED DOCUMENTS (RD) in addition to the Session Minutes:**

- 7) Clerks Review Form: Yes \_\_\_\_\_ No \_\_\_\_\_
- 8) Financial Review Affidavit: Yes \_\_\_\_\_ No \_\_\_\_\_ (Form provided by Foothills Presbytery)
- 9) Statistical Report: Page # \_\_\_\_\_
- 10) Adopted annual budget: Page # \_\_\_\_\_
- 11) Copy of membership roll: Yes \_\_\_\_\_ No \_\_\_\_\_
- 12) Once read, should these minutes be returned to the church \_\_\_\_\_, or hredded \_\_\_\_\_ ?

**SESSION**

- 10) Did the Session hold stated meetings at least quarterly? G-.0203 Page #'s \_\_\_\_\_
- 11) Do Session minutes state the date, time, place, type (Stated or Called)? G3.0203 Page #'s \_\_\_\_\_
- 12) Was a quorum established and stated for each meeting? G-3.0203 Page #'s \_\_\_\_\_
- 13) Is the Session Moderator named for each meeting? G-3.0201 Page #'s \_\_\_\_\_
- 14) Do Session minutes use full names in recording those present? Page #'s \_\_\_\_\_
- 15) Does each meeting state the meeting was opened and closed in prayer? G-3.0105 Page #'s \_\_\_\_\_
- 16) Were motions properly made (name recorded), seconded (name does not need to be recorded), voted upon, and recorded? Yes \_\_\_\_\_ No \_\_\_\_\_
- 17) Were each session meeting minutes approved and recorded, including revisions? Yes \_\_\_\_\_ No \_\_\_\_\_
- 18) Are all Session meetings minutes approved and signed by the Session Clerk? Yes \_\_\_\_\_ No \_\_\_\_\_

**SESSION and CHURCH RECORDS**

- 1) Does Session maintain a register of Baptisms, Elders, Deacons, Pastors? G-3.02046 Yes \_\_\_\_\_ No \_\_\_\_\_
- 2) Do minutes state approval of the Sacrament of the Lord's Supper dates, at least quarterly? Page #'s \_\_\_\_\_

**SESSION RESPONSIBILITIES**

- 13) Did Session elect a Clerk and Treasurer along with stated length of term? Page #'s \_\_\_\_\_
- 14) Were all church officers properly elected, instructed, examined by Session and ordained/installed in the presence of the congregation? G-2.04021 Page #'s \_\_\_\_\_
- 15) Record page #'s when Session elected commissioners to Stated/Called Presbytery Meetings. G-3.0202a  
 Winter: \_\_\_\_\_ Spring: \_\_\_\_\_ Fall: \_\_\_\_\_  
 Called: \_\_\_\_\_ Called: \_\_\_\_\_ Called: \_\_\_\_\_
- 16) Record page #'s where commissioners written or oral reports are in the minutes.

Winter: \_\_\_\_\_ Spring: \_\_\_\_\_ Fall: \_\_\_\_\_

Called: \_\_\_\_\_ Called: \_\_\_\_\_ Called: \_\_\_\_\_

- 17) Was the annual budget adopted by Session with a copy in the minutes? See RD #5 G-3.0205i Page # \_\_\_\_\_
- 18) Was a full financial review conducted by a public accountant, another PCUSA church of qualified members, or qualified accounting members? See RD #2 G-3.0113 Page # \_\_\_\_\_
- 19) Was the annual statistical report approved by the Session, submitted online and included in Session minutes? See RD #3 Page # \_\_\_\_\_
- 20) Were the previous years' Session minutes reviewed by Foothills Presbytery for annual review?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 21) Has Session developed, approved and implemented a Manual of Operations? G-3.0106  
Yes \_\_\_\_\_ No \_\_\_\_\_ Date implemented \_\_\_\_\_
- 22) Has Session adopted and implemented a sexual misconduct policy? Yes \_\_\_ No \_\_\_ Date impl \_\_\_
- 23) Has Session adopted and implemented a Child, Youth, and Vulnerable Adult policy?  
Yes \_\_\_ No \_\_\_ Date implemented \_\_\_\_\_
- 24) Has the church leased any part of the church facility to an outside organization for the purpose of Worship? G-4.0206b Yes \_\_\_ No \_\_\_
  - a. Per Book of Order G-4.0206b, did the Session receive approval from the Foothills Presbytery Coordinating Council for the lease? Page #'s or date \_\_\_\_\_

**DIACONATE** If the church has a Diaconate, please answer the following:

- 1) Does the Diaconate meet at least quarterly? G-2.0202 Yes \_\_\_\_\_ No \_\_\_\_\_
- 2) Were Diaconate records reviewed at least annually by the Session? Page #'s \_\_\_\_\_
- 3) Did the Session and Deacons have at least one joint meeting annually? Page #'s \_\_\_\_\_

**CONGREGATION**

- 1) Was at least one annual congregational meeting held? G.10501 Page # \_\_\_\_\_ Date: \_\_\_\_\_
- 2) Did the congregation approve any changes to the Terms of Call for the Pastor? Page # \_\_\_\_\_ Date: \_\_\_\_\_
- 3) Did the congregation elect a Nominating Committee? G-2.0401 Page #' \_\_\_\_\_ Date: \_\_\_\_\_

**OTHER**

- 1) Is a copy of the current church insurance declaration stating the company, policy dates and coverage available at the church? Yes \_\_\_\_\_ No \_\_\_\_\_ Location: \_\_\_\_\_
- 2) Is the church incorporated? G-4.0101 Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_
- 3) Are corporation minutes properly recorded and maintained? Yes \_\_\_\_\_ No \_\_\_\_\_
- 4) Are a second set of church/session records stored at an off-site location such as the Historical Society, Columbia Theological Seminary, or the Cloud? (This is strongly advised.) G-3.0107 Yes \_\_\_\_\_ No \_\_\_\_\_
- 5) Has your church appointed a primary contact for Disaster Preparedness? Yes \_\_\_\_\_ No \_\_\_\_\_
  - a. If yes, please provide name: \_\_\_\_\_ (should not be the Pastor)



## Worship Committee Report January 2022

The Worship Committee reports

- Planning is underway for the February 15<sup>th</sup> Stated Presbytery Meeting. Committee held discussions with Rev. Sheryl Kinder-Pyle, Executive Presbyter of Presbytery of the Inland Northwest. Rev. Kinder-Pyle to be the worship leader for the meeting.
- The committee agreed to plan two virtual worship services. One virtual service will be planned for the summer and one for Christmas Day.

Respectfully submitted,  
Rev. Allyson Helvie, Chair

### **2022 Worship Committee members:**

Rev. Allyson Helvie (Chair), Mandy Keathley (Co-Chair), Jimmy Cheeks, Rev. Beverly Kelly, Rev. Chad Wright-Pittman, Cynthia Sims, Rev. Pressley Cox (Presbytery Staff)

### **Bio Rev. Sheryl Kinder-Pyle, Worship, Ted Talk, and Workshop Leader**



*Sheryl Kinder-Pyle serves as the Executive Presbyter for the Inland Northwest Presbytery. As a former church organizer, she now explores missional transformation at the presbytery level. Sheryl will be sharing stories of their missional experiments of joining God in the neighborhood and helping us dream of where the Spirit might be leading us. Sheryl loves her husband, Scott, 2 adult sons (Ian & Philip), their disc dog Caesar, all things Jane Austen, and adventures with friends.*

**Committee on Shared Ministry Report  
January 2022**

**CSM Mission and Core Values from Foothills Presbytery Handbook:**

**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.

The Committee on Shared Ministry has been through a process of restructuring and is now structured around four subcommittees: 1) Communications and Resources, 2) Leadership Development, 3) Mission and Outreach, and 4) Youth, Camp, and Campus. Additionally, we have revamped our meeting schedule and structure to allow each of these committees to meet within the time allotted for the monthly CSM meeting. CSM will now meet monthly, on the second Thursday of each month at noon, alternating between in-person (hybrid) meetings at Fourth Presbyterian Church in Greenville, and fully online meetings. Regular monthly meetings were held from August through November with this new structure.

At the January 13, 2022 meeting, we will welcome three new members to the committee: Jacob Kennedy, Shannon Weinel, and Debbie Shealy.

<b>CSM Leadership</b>	<b>Communications &amp; Resources</b>	<b>Leadership Development</b>	<b>Mission &amp; Outreach</b>	<b>Youth, Camp &amp; Campus</b>
Audrey Reese (chair) Jackie Putnam (vice-chair) Pressley Cox (ex-officio staff)	Beth Burris (chair) Pat Fuller Ralph May Pat Schufeldt (ex-officio)	Noelle Read (chair) Joseph Gaston Peggy Hayes Jackie Putnam Minnie Thomas	Peggy Swann (chair) Indy Dennis Bob Phillis April Swanson Rick Turner	Jessica Meggs (chair) Jennifer Poag Natalie Schwartz Andrea Storie

**Communications and Resources:**

*Focus: To support the churches as they connect and communicate in electronic and other traditional ways.*

- The team has been reviewing 45 pages of social media policies. They have found a template for a policy that can be adapted for use, but it still needs some work. The subcommittee will be meeting to do the work of adapting and closely reviewing this to bring it forward at the January 2022 meeting.

**Leadership Development:**

*Focus: To equip congregations to connect and nurture members and leaders.*

- Four scholarship applications for the APCE national gathering have been received. The team also noted that some additional requests may come in due to some people not being comfortable committing to travel at this time. CSM

approved an amended recommendation to offer \$500.00 scholarships per applicant to be used for the February 2022 APCE National Gathering.

- The leadership team had conversation with Lauren Wright-Pittman about a print for Foothills' clergy as a way of expressing appreciation. Cost for 150 prints entitled, "You Are Worthy" was \$1626.84. The committee approved using the Shared Mission and Ministry Fund to cover the cost of this project.
- A Spiritual Retreat is in the works.
- Plans for Clerk and Officer Training are being developed.
- Debbie Foster, Presbytery Leader and Stated Clerk, joined the meeting. She noted that CSM has been involved in the diaconal work of shared ministry and mission in Foothills and shared information and updates on those areas of concern and interest to CSM. Of particular concern is how Presbytery can come alongside our smallest congregations beginning with the seven historic black congregations of Foothills Presbytery. A matching grant of \$5,000 has been offered to help support these seven congregations and their leadership. The initiative is being called "The Road Ahead" and will start with the historically black churches. Some of the conversation included offering mentors or partners; participation in the Legacy Partnership to help determine where God is calling the congregation; partnerships with other Presbytery entities such as COM, CSM, Antiracism Ministry Team; possible resources beyond Foothills Presbytery; input from other interested groups within Foothills. A recommendation was approved to allocate \$5,000.00 from the Shared Mission and Ministry Fund to support The Road Ahead initiative.

### **Mission & Outreach:**

*Focus: To initiate, incubate, implement connectional mission opportunities locally, nationally, and globally to share God's love.*

- Most congregations received a flyer with information about the Cents-ability offering, a poster and sample offering box at the meeting of Presbytery on November 9<sup>th</sup>. Discussion concerned how to evaluate ministries and agencies receiving these funds and an application process. These will be developed and implemented in 2022.
- A recommendation was approved to split the remaining \$1,700.00 in the 2021 CSM Mission budget equally between Frontera de Cristo and Cents-ability offering distribution.
- Congregations of Foothills Presbytery have contributed \$7,381.63 to the Cents-ability offering as of December 9, 2021. With the addition of the \$850 from the CSM Mission Operating budget, the total is \$8,231.63. A recommendation from the Mission team was approved to add \$168.37 from the Shared Mission and Ministry Fund to bring the total to an even \$8,400.00.
- A recommendation was approved to distribute \$600.00 to 14 ministries throughout the presbytery with a note that the funds were to be used specifically for food assistance since some of the organizations assist people in many and varied ways. The 14 ministries receiving funds are:
  - Project Host (Greenville)
  - Spartanburg Soup Kitchen
  - Daily Bread Ministries/Greer Soup Kitchen

- o South Main Chapel and Mercy Center (Anderson)
  - o United Ministries of Greenville
  - o Clemson Community Care
  - o AIM (Anderson)
  - o Harvest Hope Food Bank
  - o SHINE Soup Kitchen (Easley)
  - o Salvation Army of Gaffney
  - o Faith Presbyterian Church Food Bank
  - o Operation Hope (Landrum)
  - o Woodruff Area Soup Kitchen
  - o Dot's Kitchen (Westminster)
- PDA is moving to the next phase in the work of a disaster plan for Foothills Presbytery and providing resources and encouragement for congregations to develop a disaster preparedness plan. The team is working on adapting a video about developing such a plan for use by Foothills congregations.

**Youth, Camp, and Campus:**

*Focus: To equip and connect the ministries of our Presbytery that provide faith formation for children, youth, and young adults.*

- High School Mini Montreat is scheduled for March 4-6, 2022.
- Since the October Middle School retreat to Bonclarken was cancelled, a spring retreat has been rescheduled for April 1-3, 2022 at Asbury Hills. A recommendation was approved to send a payment of \$1,500 to Asbury Hills for the Foothills Middle School Retreat in April 2022. Since two middle school retreats will be held in 2022, sending this payment will help the 2022 budget.
- Presbyterian Youth Triennium (July 24-27, 2022) is in need of a coordinator within Foothills Presbytery to handle notices to churches, travel, communication, etc.
- The Presbytery Youth Council had the privilege of providing liturgy for the December 26, 2021 virtual worship service. This service was a collaboration with PYC, the Presbytery Music Leaders and the Worship Committee.
- The Presbytery-wide Family Camp Day has been moved to March 12, 2022 and will be a half-day event instead of a full day.
- A Confirmation Retreat is being planned for some time during the 2022-2023 school year.
- A recommendation was approved to offer the three college campus ministries \$1,000 each to be used for the Montreat College Conference in January

Respectfully submitted,  
Audrey Reese

**Committee on Preparation for Ministry Report  
January 2022**

The Committee on Preparation for Ministry **reports:**

1. On October 28 we:
  - a. Received reports and updates on students under care of CPM.
  - b. Received a request from Lindsey Odom to transfer her preparation for ministry oversight to the Presbytery of Charlotte. She is now under care of their CPM.
  - c. Met with Will Delaney for an Annual Consultation.
2. On November 16 we:
  - a. Received reports and updates on students under care of CPM
  - b. Received a report from the Finance Subcommittee regarding Spring 2022 scholarship requests from current seminarians. Five requests were reviewed and approved for a total amount of \$5,500.
3. No meeting was held in December.

Respectfully Submitted,  
William A Nickles, CPM Chair  
Lauren Slingerland, CPM Vice-Chair

**Current Members of the Foothills CPM**

<b>Class of 2022</b>	<b>Class of 2023</b>	<b>Class of 2024</b>
RE John Byce (1)	TE Mel Davis (1)	RE Elliott Grow (1)
TE Leslie Lang (2)	RE Jan Ellis (1)	RE Ed Irick (2)
TE Will Nickles (2)	TE Dottie Metropol (2)	RE Josh Pannell (1)
TE Allen McSween (2)	RE Cherie Setzler (2)	TE Will Shelbourne (1)
TE Dennis Tedder (2)	TE Lauren Slingerland (1)	TE Julie Schaaf (1)
TE David Howell (1)	RE Jean Mahaffey (1)	
RE Richard Dorn (1)		
Staff members: LeAnne White, Debbie Foster (ex. officio)		

**Students Currently under Care of Foothills CPM**

<b>Inquirers (5)</b>				
Date	Name	Church	Educational Status	CPM Liaison
10.22.20	<b>Cyndi Banks</b>	Pickens PC	Union Charlotte (2 <sup>nd</sup> year)	Ed Irick
06.25.20	<b>Ashley Brown</b>	WPC, Greenville	Austin (2 <sup>nd</sup> year)	Mel Davis
09.24.20	<b>Sarah Cornell</b>	Fair Play PC	Dubuque (2 <sup>nd</sup> year)	Elliott Grow
11.19.20	<b>Will Delaney</b>	2 <sup>nd</sup> PC, Spartanburg	Duke Divinity (2 <sup>nd</sup> year)	John Byce
07.22.21	<b>Langley Hoyt</b>	4 <sup>th</sup> PC, Greenville	Austin (1 <sup>st</sup> year)	Cherie Setzler
<b>Candidates (5)</b>				
Date	Name	Church	Educational Status	CPM Liaison
04.22.21	<b>Mary Moore Driggers</b>	1 <sup>st</sup> PC, Greer	Union Richmond (2 <sup>nd</sup> year)	Leslie Lang
08.27.20	<b>John DuBose</b>	Easley PC	Union Charlotte (5 <sup>th</sup> year)	Allen McSween
05.23.13	<b>Landon Hammett</b>	1 <sup>st</sup> PC, Spartanburg	2017 Grad – Union Charlotte	Dottie Metropol
12.17.20	<b>Martin Pruitt</b>	1 <sup>st</sup> PC, Anderson	2018, 2020 Grad – Union Charlotte	Jennifer Biber
07.23.15	<b>Ginger Shuler (†)</b>	1 <sup>st</sup> PC, Spartanburg	2017 Grad – Union Charlotte	Julie Schaaf
(†) denotes that a Candidate has been “certified ready to receive a call”				

## **Committee on Ministry Report January 2022**

### **The Committee on Ministry reports:**

1. The following Temporary Pastoral relationship contracts were approved: Beth Hoskins at Inman, Beth Hoskins at Landrum, Lerone Wilder at Mattoon, Matt Horne at Limestone, and Terri Price at Providence.
2. The following Commissioned Ruling Elder contracts were approved: Elizabeth Jones at Flat Rock, Art Williams at Fair Play, Jeff Gilstrap at St. Andrews, and Mike Turner at Florence Moore.
3. The following Ruling Elder Pulpit Supply contract was approved: Joe Ellers at Richland.
4. That we met with Matt Horne, Stated Supply Pastor at Limestone, to get to know him. Matt is a member of Providence Presbytery and been granted permission to labor within the bounds.
5. That the following Moderator was approved: Kathy Chamlee at Pickens
6. That we have three active Associate Pastor Nominating Committees (APNC) and five active Pastor Nominating Committees (PNC) seeking installed pastors at seven of our churches.
7. That we actively reached out to Pastors, Clerks, and other church leaders to provide support during the pandemic.
8. That Future Church initiatives are underway with the Legacy Partnership Project (LPP) and Faithful Innovation Learning Communities (FILC). (See Attachments A and B.)
9. That initial discussions are underway for a third future church initiative focused on our smallest worshipping communities. "The Road Ahead" will have a two-phase approach with the foundation of Isaiah 43: 1-2 & 18-19 and Acts 10:9 -16. Phase 1 will include covenants with churches that have fewer than 30 members.
10. That we received, reviewed, and approved a new Sexual Ethics and Misconduct Policy and will present it to Council on January 18<sup>th</sup>.
11. That the Commissioned Ruling Elder (CRE) Supervisory Subcommittee has completed a brochure about the CRE program. (See Attachment C.)

### **The Committee on Ministry recommends:**

1. That Council present the Sexual Ethics and Misconduct Policy to Presbytery for approval and addition to the Manual of Operations.

Respectfully submitted,  
Gordon Turnbull, 2022 Chair

### **Committee Members**

Class of 2022: Phil Beckwith, Deborah Broadwell, Elizabeth Clayton, Ben Dorr, Ted Morlok, and Judy Snipes

Class of 2023: Nath Briley, Anna Johnson, Beth Meyer, Susan Oldham (Vice Chair), Rudy Painter, Mark Taylor, Gordon Turnbull (Chair)

Class of 2024: Scott Berry, Patrick Jinks, Barbara Moran-Faile, Whitney Moss, Sandy Thrasher

Staff: Debbie Foster (Stated Clerk) and Robin Morris (Associate Stated Clerk)



## Legacy Partnership Project

A Partnership with Foothills Presbytery and the Presbyterian Foundation



- What will our congregation be known for in this corner of South Carolina?**
- What gifts do we want to hand down to future generations?**
- What are the strengths and challenges for our congregation at this time?**
- What are we called to do next?**

The Legacy Project is a time of discernment for congregations to identify gifts of the congregation, reflect upon their impact to the community, and plan for the future. Discernment is a gift from God, mediated through the presence of the Holy Spirit.

The 4–6-month process is a partnership with Foothills Presbytery, the Presbyterian Foundation, and a leadership team from the congregation.

- Who:** Foothills Presbytery representative  
Presbyterian Foundation representative  
Two point people from the congregation (Typically Pastor & Elder)  
Leadership team (or Session)
- When:** Time to be determined between leadership team and Presbytery/Foundation.  
Typically spans 4-6 months. Each gathering is 60-90 minutes.

### Gathering Overview:

**1. Covenant and Overview** - Create a covenant, overview of the Legacy Partnership process, clarify expectations, and answer questions

*(4 weeks between gathering #1 & #2)*

*(Financial Health Assessment conducted by the Presbyterian Foundation.)*

**2. Assessment Presentation**

- a. Clearer Picture of Today's Church
- b. Giving Trends of Congregation: Strengths, Challenges and recommendations.
- c. Expense report
- d. General Statistics about Giving and Spending
- e. **Invitation** to read ***Sail Boat Church*** by Joan Gray and engage in forty days of prayer and discernment.

*(5 – 6 weeks between gathering #2 & #3)*

**3. Process & Reflect** upon discoveries, inspiration and learnings from Financial Presentation and forty days of prayer & discernment. Ask the question, what is next?

**4. Vision-** Create actions, goals, and intentions for “this is what God is calling us to do next.”

Foothills Presbytery

# Faithful Innovation Learning Communities

**Discover the unique story God wants to tell through your congregation.**



*Gain ideas, inspiration, and tools for ministry.*

*Enjoy the support of interactive workshops and ongoing coaching.*

*Pray, learn, and walk with other congregations in Foothills Presbytery.*

*Shift to asking God questions:*

*Where do you notice God at work?*

*How can we join in what God is already doing?*

## Congregational Commitment

- Identify Guiding Team of 4-7 members
- Attend three training gatherings (March 5, May 7, and a Saturday in October)
- Participate in monthly gatherings with a trained coach provided by the Presbytery
- There is no cost for your guiding team. We only ask that your congregation participate actively in the annual financial commitment to Foothills Presbytery.

In the Foundations section of our PCUSA *Book of Order* we profess:

*"The mission of God in Christ gives shape and substance to the life and work of the Church. In Christ, the Church participates in God's mission for the transformation of creation and humanity by proclaiming to all people the good news of God's love, offering to all people the grace of God at font and table, and calling all people to discipleship in Christ. Human beings have no higher goal in life than to glorify and enjoy God now and forever, living in covenant fellowship with God and participating in God's mission."*

Faithful Innovation Learning Communities (FILC) help congregations listen and vision new ways of sharing the good news. Through the process, congregation members and leaders will develop deeper connections with God, each other, and their neighbors. This happens through the introduction of spiritual practices of

***listening,  
reflecting,  
discerning,  
and participating in small experiments.***



## Guiding Teams

Every congregation participating in FILC will identify a Guiding Team of 4-7 congregation members. The pastor(s) will also participate alongside the team. The team will attend three training days where they will engage in the spiritual practice of action reflection. Between training days, the team will meet monthly with a trained coach who will support and encourage the team in their work. The team is the conduit through which the congregation as a whole is invited to participate in FILC.

## Congregations

As Guiding Teams participate in the FILC process, they will invite the congregation to join in listening and participating in God's leading through reflection and small experiments. Congregations engaged in FILC will strengthen connections with one another, with God, and with their neighbors.

## Pastors

The primary role of the Pastor is that of shepherd. You are a member of the Guiding Team, not the leader. You, as Pastor, engage in the process alongside the Guiding Team. An added bonus is a monthly coaching session specifically designed for pastors.



## Training Dates

Guiding Team members and their pastors attend all three trainings

**Saturday, March 5, 2022**

9:00 am-1:00 pm

**Saturday, May 14, 2022**

9:00 am-1:00 pm

**Saturday in October 2022**

9:00 am -3:00 pm

*Date TBD during March training  
Possible dates include Oct 8, 15, 22*

## FILC Training Team

Anthony Dawson, Mattoon  
Hudson Neely, Tyger River  
Susan Oldham, First Spartanburg  
Pressley Cox, Foothills  
Debbie Foster, Foothills

## Coaches

Pressley Cox  
Hudson Neely  
Christi O. Brown  
Mary Katherine Sosobee

Connecting with God,  
one another,  
and our neighbors.

## Contact us

Rev. Debbie Foster  
[dfoster@foothillspresbytery.org](mailto:dfoster@foothillspresbytery.org)

Rev. Pressley Cox  
[pcox@foothillspresbytery.org](mailto:pcox@foothillspresbytery.org)

Foothills Presbytery  
2242 Woodruff Road  
Simpsonville, SC 29681  
864-288-5774

[www.foothillspresbytery.org](http://www.foothillspresbytery.org)  
<https://foothillspresbytery.org/presbytery-leadership-and-committees/faithful-innovation/>

## Covenant for Commission

Once you have completed all requirements and have received a call to serve at a church, a written covenant between you, Session, and COM will be signed that lists the duties that you are commissioned to provide.

A CRE can be commissioned to the following responsibilities:

- Preaching
- Administering Sacraments
- Moderating Session meetings
- Officiating at weddings when approved by Session



**Will I have any Support?**

While a student, scholarships are available to assist you with costs associated with the course work.

Once you are commissioned, the Committee on Ministry assigns a Minister of Word and Sacrament as a Mentor to you. This pastor will help support you during your commission.

## I'm interested! How do I get more information?

You can find information about becoming a Commissioned Ruling Elder on the Foothills Presbytery website under the Committee on Ministry Commissioned Ruling Elder or by calling the Foothills Presbytery Office at 864.288.5774.

The Foothills Presbytery site for more CRE information is:

<https://foothillspresbytery.org/commissioned-ruling-elders/>



## Attachment C



## Commissioned Ruling Elder



Do you know a Ruling Elder who has a heart for serving the church and following God's call? Tell them about the Commissioned Ruling Elder (CRE) program!

The CRE program is an expansion of the Presbyterian Church's mission in a changing world. CREs and Ministers of Word and Sacrament are partners in mission as we seek to bring the good news of Jesus Christ to an ever-changing culture.

## What is a Commissioned Ruling Elder (CRE)?

A Commissioned Ruling Elder (CRE), previously called a Commissioned Lay Pastor, is a Ruling Elder who has completed training and other requirements to be commissioned to service in a PC(USA) call. They are Ruling Elders in the Presbyterian Church who have been called to serve in a variety of roles in support of churches, the Presbytery, or other types of ministries. The leadership role can vary depending on the needs of the congregation and range from preaching, teaching, serving as moderator, and other important leadership roles in the church.

The PC(USA) **Book of Order** defines the functions, training, commissioning, and supervision of a Commissioned Ruling Elder.

Foothills Presbytery, along with the other four SC Presbyteries, supports the SC Lay School of Theology. The Lay School offers courses each Fall and Spring for Ruling Elders.

## How can I become a CRE?

To enter the program to become a Commissioned Ruling Elder in the Foothills Presbytery, you must be an active member of a Foothills congregation and an ordained Ruling Elder, who has completed at least one full, active 3-year term in the Presbyterian Church U.S.A.



Foothills Presbytery provides a process for ruling elders to become ready to receive a commission. This process falls under the responsibility of the CRE Supervisory Committee of the Committee on Ministry. Seeking your Session's endorsement and submitting an application are the first steps.

The endorsement and applications form can be obtained by contacting the Foothills Presbytery office at 864-288-5774 or through this link:

<https://foothillspresbytery.org/commission-on-ruling-elders/>

## Course Requirements

Foothills Presbytery requires 8 (eight) core courses as part of the training to become a Commissioned Ruling Elder. The courses are:

1. Old Testament Survey
2. New Testament Survey
3. Reformed Theology
4. Presbyterian Polity
5. Preaching
6. Worship and Sacraments
7. Pastoral Care
8. Church History

These courses are offered through the SC Lay School of Theology, a joint venture of the five South Carolina presbyteries. Upon completion of these courses, a diploma is issued. Online courses through Union Seminary Pathways and Dubuque Seminary may meet the course requirements. Students need pre-approval for these online courses.

## **Examinations Commission Report January 2022**

### **The Examinations Commission reports:**

That at our November 11, 2021 meeting, Reverend Elizabeth Morse was examined. Elizabeth is serving as Parish Associate for Youth and Youth Families at Fourth Presbyterian Church in Greenville, S.C. The Commission members introduced themselves to Elizabeth. She shared her faith journey and sense of call to ministry. She was examined in the areas of Bible, Theology, Sacraments, Polity, and fit for the position. She was unanimously approved. Her contract with the Fourth Presbyterian Church Session is for a stipend of \$750.00 per month for 25 hours per month. She transferred to Foothills Presbytery from the Presbytery of Santa Fe, New Mexico. She will be introduced to Foothills Presbytery at the February Presbytery Stated Meeting.

Respectfully submitted,  
Amos Workman  
Co-Chair

Elizabeth Clayton  
Co-Chair

### **Examinations Committee members:**

Bill Burns, Joanne Hull, Nan Jones, Amos Workman (Co-Chair), Phil Beckwith, Scott Berry, Elizabeth Clayton (Co-Chair), Barbara Moran-Faile, Ann Coleman, Audrey Reese, Debbie Foster (Presbytery Leader/Stated Clerk), and Robin Morris (Associate Stated Clerk)

## Elizabeth Morse, Biography October 2021

After the Blizzard of 1978, my family moved from Cohasset, MA to Winter Park, FL. I grew up with an older brother and sister. Our family attended a local Methodist church where I participated in the choir and youth groups. It was in high school where I felt a fuller understanding of my faith through Jesus Christ. Through volunteering at a local center for Independent Living to assist people with disabilities in outings, I felt a renewed understanding of God's love for myself and others – those who I had sought to serve taught me, albeit indirectly, about being loved as a child of God.

Additionally, through the illnesses and deaths of two people very close to me during high school and college, I learned of the strength of God within us and the power that God gives our minds and spirits. I was grateful that what had been a challenging situation was also an opportunity to grow closer to God. During this time, I began to attend a Presbyterian Church (USA) youth group where I experienced community and support in my relationship with God.

Through these times I began to more fully appreciate seeing myself and others in a spiritual perspective. What may have begun as a means to connect with healing for myself turned into a sensing of God's leading to serve others who were experiencing illness. In college, I volunteered for a hospice organization and at the Ronald McDonald Clinic, which was adjacent to my college. After college, I participated in a year-long faith-based volunteer program where I worked as a case manager in a homeless shelter run by the St. Vincent de Paul Society. It was during this time that I saw people offering counseling and support to others through a spiritual perspective. I connected with this calling within myself and was called to attend seminary. During the period of preparation, I returned to my home church where I also helped serve the youth groups.

At Princeton Theological Seminary, I was grateful for the opportunity to have classes that nurtured and broadened my faith as well as to have experiences that seemed to confirm and enrich my call to chaplaincy. I served at a local prison, a hospital, and a local Presbyterian church that specialized in small groups. I also interned at the Church of the Saviour in Washington, D.C., where I lived with women recovering from drugs and homelessness and served as an Innkeeper. One reason that I was drawn to this ministry was because of its emphasis not only on service, but also our inner way of being and experiencing God. During these times I was grateful to be in a position to be of support to others as they walked in uncharted territories of their lives. As I had experienced transformation through my relationship with God, I connected with meaning in building supportive relationships with others. Seeking to attend to both the inner and outer journeys has continued to be consistent theme in my life.

Attending Emory and Princeton Theological Seminary were also good opportunities to build friendships with students from other cultures. I have experienced much of my life and calling as building bridges with those who may or may not appear to be different than me. When I was younger, my family would often have international students visit us from the university where my mother taught. My mother was also a leader in facilitating programs that supported girls of diverse racial and ethnic backgrounds in their pursuit of learning in the fields of math and science. I learned from her example and, through these experiences, I valued the continued opportunity to nurture relationships with people from other walks of life. After seminary, I participated in the Presbyterian Church's Young Adult Volunteer program as one of the first volunteers to be in Kerala, India. During this time, I assisted the chaplain in the hospital, through primarily sought to learn the language and culture as well as establish relationships within the community in which I lived.

After living overseas, I returned home and finished the remaining units of Clinical Pastoral Education, part of the year-long residency requirement to become a Board Certified Chaplain. Afterwards, I began working for Orlando Health as a psychiatric chaplain and at a community hospital where I was eventually called to work full-time. I was at South Lake Hospital for a total of nine years. During this time, I was ordained in 2001 and became a Board Certified Chaplain in 2003.

While at South Lake Hospital, I developed and coordinated a Community Clergy Council of approximately twenty-five interfaith members. I also facilitated other programs that nurtured the whole person - healing arts, pet therapy, and therapeutic music. I offered spiritual and emotional support to patients as well as supported the ministry of others who were called to do the same including clergy council members, spiritual care volunteers, and interns. While there, I was also involved in the local Presbyterian community through attendance at a local church, assistance with the children's sermons, and chairing of the Committee of Representation.

When living in Florida, an interest in the overall process of rehabilitation as well as my continued interest in working with people with cancer, drew me to apply to the position of Spiritual Care Manager, and subsequently, the Director, at Carolinas Rehabilitation. In this position, I was part of the team that offered support to patients and their families. I also supported the ministry of two part-time chaplains, volunteers, and spiritual direction students. Overall, including time serving at Atrium Health Pineville, I worked at Atrium Health for over eight years.

In May of 2019, I moved to Albuquerque, NM to serve as the Director of Spiritual Care for Presbyterian Hospital where I served for almost two years and supervised seventeen chaplains and one secretary. A large draw to move there was to learn of the many cultures of that area. While COVID did halt the in-person experience after some time, I was able to volunteer at the Indian Pueblo Cultural Center and also take strides to build relationships that enhanced the department's support of indigenous patients and their families with the aim of not only supporting the patients, but the chaplains who were serving them.

In the late spring, I moved to Greenville to serve as the System Patient Experience Director for a food and nutrition company that serves a state-wide hospital system. This position allows me to serve many and enhance the experience of those who come to the hospital for care. It also allows me to become closer to family members whose health is not as strong as it used to be (my father passed away a couple of months after the move). Through this role, I participate in or engage in building programs that support the engagement of food and nutrition teammates, nursing, and most of all, our care of patients. With interaction with many people throughout my day, my hope is to continue to serve in such a way that supports them and the service that they provide. I am grateful to be involved with the Fourth Presbyterian Church where I hope to serve as a Parish Associate for Youth and Youth Families. This role would allow me to return to a ministry of great meaning to me through supporting the youth, their families, as well as those serving. It is my hope that this role would be considered a validated ministry within the presbytery.

**Elizabeth Morse,  
Statement of Faith, 2021**

I believe in the Triune God as our Creator, Redeemer, and Sustainer.

I believe that because of God's love for us, he sent Jesus Christ for our salvation. Through the divinity and humanity of Jesus Christ, though we all fall short, we have been given the opportunity to have new life. Jesus Christ lived for our redemption, was crucified for our sins, and rose again to sit on the right-hand seat of God. It is through my faith that I have come to understand my identity as a child of God and have a desire to serve; it is through the grace of God that I am able to do so.

Our nature is that we have sin within us that creates distance between us and God, but through God's grace, we have been given the means to give our sins and burdens to Jesus and to grow closer to God. Through the Holy Spirit, we gain understanding of the pathway as we are to "proclaim good news to the poor...liberty to the captives and recovering of sight to the blind, to set at liberty those who are oppressed (Luke 4:18)." Through times of solitude and community, prayer, worship, and conversation, I seek to live out my call to faith.

I believe that the Bible is the inspired Word of God that gives us direction and understanding through the power of the Holy Spirit. I read the Bible for inspiration and to understand our Creator.

The church is called to be a vessel of grace and witness of Christ to the world and to establish Christ's peace within ourselves as individuals and as a community. As part of the reformed tradition, part of our calling is to service. As a covenantal community, we seek to be stewards of God's grace and love of our kingdom of heaven here on earth.

*"Jesus proclaimed the reign of God:  
preaching good news to the poor  
and release to the captives...  
...eating with outcasts,  
forgiving sinners,  
and calling all to repent and believe the gospel."*

*"Loving us still,  
God makes us heirs with Christ of the covenant.  
Like a mother who will not forsake her nursing child,  
like a father who runs to welcome the prodigal home,  
God is faithful still."<sup>1</sup>*

The Presbyterian Church is a covenantal community that attests to relationships through the connectional ministry of government. The sacraments, baptism and communion, are symbols and signs of God's presence and workings within us as well as God's faithfulness to us and our commitment to live in service through the guidance of the Holy Spirit. Through our faith, we have a connection to a deep hope and promise of New Life.

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<sup>1</sup> *"The Brief Statement of Faith."* <https://esthervillepresbyterian.com/wp-content/uploads/sites/75/2013/07/Brief-Statement-of-Faith.pdf>. Retrieved 9/29/2021.