

Foothills Presbytery Manual of Operations



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Caring, Empowering and Celebrating the churches in Foothills Presbytery.

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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, Antiracism)

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 CPM 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

MISSION AND STRUCTURE

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.

ECCLESIAL MISSION

In its Ecclesial Mission the Committees and Commissions of Foothills Presbytery will seek to encourage, promote and sustain congregational health and vitality.

DIACONAL MISSION

In its Diaconal Mission the committees and regional diaconal groups will seek to encourage, promote and sustain effective and faithful shared works of compassion, learning and care in and between congregations and between the Church and the world.

MANUAL OF FOOTHILLS PRESBYTERY

I. NAME AND AUTHORITY

This section of the Body of Christ shall be called Foothills Presbytery of the Presbyterian Church (U.S.A.). It shall consist of all the Teaching Ministry and Presbyterian (U.S.A.) churches in six (6) counties: Anderson, Cherokee, Greenville, Oconee, Pickens, and Spartanburg.

Foothills Presbytery is a member of the Synod of the South Atlantic and has the duties and powers specified by the Book of Order.

Foothills Presbytery shall be incorporated as an Eleemosynary Corporation with by-laws according to the laws of the State of South Carolina.

II. CONSTITUTION

The Constitution of Foothills Presbytery is the Constitution of the Presbyterian Church (U.S.A.), and the Standing Rules for its organization and government shall always be subject to the Constitution of the Presbyterian Church (U.S.A.)

III. ORGANIZATION AND OPERATING PROCEDURES

A. MEETINGS

Presbytery shall ordinarily hold at least three stated meetings each year. Unless the Council varies its procedure for special reasons, these meetings are to be held on the following days: the third Tuesday of February, the third Saturday of May, and the second Tuesday of November (unless it is election day, then the first Tuesday.) Unless Presbytery decides otherwise in advance meeting shall convene at 10:00 a.m., take recess for lunch, and continue in session for an appropriate period after that meal when needed. The Tuesday meetings will usually consist of four elements: worship, business, fellowship (meal) and mission program. A moderator and a moderator-in-nomination shall be elected for a one year term. The term for the moderator will begin with the second meeting in the calendar year. The moderator shall preside at all stated or called meetings during the term of office. The moderator-in-nomination shall be the substitute when the current moderator is unable to attend.

Foothills Presbytery may meet by electronic means if all Ministers of Word and Sacrament and Ruling Elder Commissioners have reasonable notice of the electronic meeting and the ability to discuss, deliberate, discern the will of God, and vote on business items. While we shall strive for full participation, per the Book of Order (G-3.0304) the Quorum for a Virtual Meeting shall be three Teaching Elders and Three Ruling Elder Commissioners from three different congregations.¹

B. BASIS AND PLACES OF MEETINGS

Invitations for meetings shall be received by Council.

¹ Approved at the May 16, 2020 Stated Meeting of Presbytery

C. DOCKET FOR MEETINGS

The docket for each meeting shall be prepared by Presbytery's Coordinating Council in consultation with the Stated Clerk. Copies of the docket shall be made available electronically at least two weeks before each meeting to all ministers, clerks of sessions, and others as requested. All meetings shall be opened with prayer. Normally there shall be a worship service during each meeting. The Worship Committee shall plan the services. The Sacrament of the Lord's Supper shall usually be celebrated at the November meeting. Memorials to ministers and a list of ruling elders who have died in the preceding twelve months shall be read before the Communion Service.

In order to ensure fairness and access to all necessary information, any new business to be dealt with at a Presbytery meeting shall be introduced at the place assigned for new business and allocated an appropriate time on the Presbytery docket. Unless Council recommends otherwise, at least a portion of the meeting shall be reserved for an educational or inspirational program, with special emphasis given to theological and social issues, or to the missionary, evangelistic, and teaching tasks of the church.

D. RULES OF PARLIAMENTARY PROCEDURE

The rules that shall govern all the transactions of business in all meetings of Presbytery shall be those found in the latest edition of Roberts Rules of Order. The Stated Clerk and Parliamentarian will have a copy on hand.

E. MEMBERSHIP

All Teaching Elders who are members of the Presbytery and the Ruling Elder commissioners elected by their sessions comprise the voting membership of the body. For continuity and knowledge, all church sessions are encouraged to select their commissioners to attend stated and other meetings of Presbytery for a period of one year. Alternates should also be named. Other ruling elders should be encouraged to attend meetings of Presbytery as visitors and observers.

Signed registration forms shall indicate attendance of members of Presbytery. The appropriate forms shall be made available by the Stated Clerk.

The act of proper registration by a ruling elder is construed as that person's declaration that he or she is a person duly elected by his or her session as a commissioner to this meeting of Presbytery.

Teaching Elders and Ruling Elders are expected to arrive promptly at the announced hour for the convening of Presbytery and to remain throughout the meeting until adjournment unless specifically excused. Those who cannot attend or must be excused early shall send in writing prior to the meeting their reasons for absence or for being excused early. Repeated failure in the matter of attendance by ministers shall be reported to the Committee on Ministry as shall like failure of a congregation to send a commissioner. Normally no minister shall be excused from all the meetings of Presbytery in any one calendar year.

Regarding the issues of parity, Foothills Presbytery:

1. Will count all resident teaching elders in validated ministries, including parish ministry, chaplaincy, specialized ministry, etc. (Book of Order G-3.0306),

2. Will count resident retired teaching elders who attended at least one Presbytery meeting during the previous year,
3. Will give voice to Certified Christian Educators, and in the case of Certified Christian Educators who are ruling elders the privilege of voice and vote, at all its meetings. (G-2.1103b)
4. Will grant Commissioned Ruling Elders the privilege of voice, and in the case of those moderating session a voice and vote, at all its meetings.

Foothills Presbytery invites ruling elders in the following categories to be commissioners to all meetings of Presbytery: (a) officers of the Presbytery, (b) chairpersons of commissions and committees, (c) members of Presbytery Council, (d) Stated Clerk and Presbytery Pastor, and Associate Stated Clerk and Presbytery Pastor.

Further, that these ruling elder commissioners be included in the consideration of parity.

F. THE OFFICERS OF PRESBYTERY:

1. The Moderator
2. The Moderator-in-Nomination
3. The Stated Clerk & Presbytery Leader
4. The Associate Stated Clerk
5. The Associate for Shared Mission & Ministry
6. The Treasurer
7. The Assistant Treasurer
8. The Parliamentarian
9. The Recording Clerk
10. The Assistant Recording Clerk ²

G. PRESBYTERY ADMINISTRATIVE STAFF:

1. Office Administrator and Bookkeeper
2. Communications Coordinator and Assistant Office Administrator

The Stated Clerk, the Associate Stated Clerk and the Parliamentarian shall be elected to three-year terms at the November meeting of Presbytery. The Treasurer, the Recording Clerk and the Associate Recording Clerk shall be elected to one-year terms at the November meeting of Presbytery.

IV. STRUCTURE

- A. **Coordinating Council:** Council serves to oversee, coordinate and review all commissions, committees and work groups in Foothills Presbytery. The FCC is composed of the FCC Chair, the Presbytery Moderator and the Moderator-elect, and the Chairs of the following committees:

The Ecclesial Committees

- Committee on Ministry
- Committee on Preparation for Ministry

² Approved at the May 16, 2020 Stated Meeting of Presbytery

Bills and Overtures Committee
Representation and Review Committee
Finance and Stewardship Committee
Personnel Committee
Nominating Committee
Worship Committee
Racial Ethnic Cabinet
Antiracism Ministry Team
Disaster Preparedness Administration Commission

The Diaconal Committee

Committee on Shared Ministry

Ex Officio Members: The Stated Clerk, the Associate Stated Clerk, the Associate for Shared Mission & Ministry, the Treasurer, and the Parliamentarian.

B. The Permanent Judicial Commission (PJC) *Note description on page 22*

COMMITTEES & COMMISSIONS

I. COORDINATING COUNCIL

Composition: Chair of Council, Moderator of Presbytery, Moderator-in-Nomination of Presbytery (3); and the Moderators of the Ecclesial and Diaconal Committees of Presbytery: Worship, Committee on Ministry, Committee on Preparation for Ministry, Bills and Overtures, Representation and Review, Finance and Stewardship, Personnel, Nominations, Committee on Shared Ministry, Antiracism, and the Racial Ethnic Cabinet (10). The Stated Clerk, the Associate Stated Clerk, the Associate for Shared Mission & Ministry, the Treasurer and the Parliamentarian shall be Ex-Officio members (5). [Total: 18 members] A quorum for a meeting shall consist of at least seven members and either the Stated or Associate Stated Clerk.

The Coordinating Council coordinates the meetings of Presbytery, and acts as instructed by Presbytery between meetings. It provides for communication among the committees and commissions of Presbytery and interprets their work to the Presbytery. The Coordinating Council functions as the Corporate Board of the Presbytery. By virtue of their election to Council, Council members are also elected to the Corporate Board. The Chair of Council serves as Chair of the Corporate Board. Per South Carolina State Law, the Coordinating Council designates the Stated Clerk, or upon his or her absence, the Associate Stated Clerk as “the Agent” of Foothills Presbytery. All Ruling Elder Committee Chairs are Commissioners to Presbytery during their terms of service (G-3.0301).

Council Responsibilities:

1. Provide for the worship of Presbytery.
2. Set the agenda of Presbytery meetings and make arrangements for Presbytery meetings.
3. Interpret and communicate the budget of Presbytery.

4. Facilitate communications among the commissions, and committees of the Presbytery and from the commissions and committees to the Presbytery.
5. Ensure a fair and clear decision-making process that is consistent with the Constitution of the Presbyterian Church (USA).
6. Encourage maximum participation in Presbytery meetings.
7. Act on behalf of Presbytery between meetings as Presbytery deems appropriate and as instructed by Presbytery.
8. Make editorial changes to Presbytery's manual which do not materially change its intent and interpretation.
9. Act on Presbytery's behalf to approve requests from congregations to buy, sell or encumber property.
10. Function as the corporate board of Foothills Presbytery, Inc. with the authority to acquire property for Presbytery and to hold the same at the direction of Presbytery.
11. When the Presbytery shall purchase property and make deferred payments, the Council shall have the authority to execute a security deed to secure any unpaid balance of the purchase money and to execute all necessary papers in connection with such transaction.
12. Through the Personnel Committee oversee the operations of the Presbytery staff, the Treasurer, the Parliamentarian, and the Recording Clerk and the Assistant Recording Clerk.

A. Committee on Ministry (COM)

Composition: 22 persons elected by Foothills Presbytery. *Ex-officio*: the Stated Clerk and the Associate Stated Clerk.

The Committee on Ministry is Foothills Presbytery's committee to "develop and maintain mechanisms and processes to serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators of the presbytery; to facilitate relations between presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient." (G-3.0307)

Responsibilities:

1. Counsel with congregations, sessions and teaching elders in a manner consistent with the Constitution of the Presbyterian Church (U.S.A.) regarding congregational relationships as outlined in G-3.0301 and G-3.0303.
 - a) Visit with each session of the Presbytery at least once every three years.
 - b) Promote the peace and harmony of the churches of the presbytery, especially in regard to matters arising out of the relations between teaching elders and churches, seeking to mediate and reconcile those involved.
 - c) Follow procedures outlined in G-3.0303d(1-3) as it counsels with churches within which there may be difficulties.

- d) Make recommendations to presbytery concerning the location of new congregations and congregations desiring to move. (G-3.0303b)
 - e) Make recommendations to presbytery concerning congregations which are to be divided, dismissed or dissolved in consultation with their members. (G-30303b)
2. Counsel with congregations, sessions and teaching elders in a manner consistent with the Constitution of the Presbyterian Church (USA) regarding pastoral relationships as outlined in G-2.0504.
- a) On behalf of presbytery, approve all changes in terms of calls for pastors, co-pastors and associate pastors serving in installed pastoral relationships. These changes shall be reported to the presbytery (G-2.0504a)
 - b) On behalf of presbytery, approve the terms of all temporary pastoral relationships. Such temporary pastoral relationships may be full time or part time, and are established by the session or commission of the presbytery with the approval of the presbytery through its Committee on Ministry. A temporary pastor is not installed and is not a member of the Session and therefore has no vote. (G-3.0102)
 - c) Make recommendations to presbytery concerning exceptions allowed in G-2.0504c.
 - d) Select Committee on Ministry members to serve on presbytery's Examinations with special attention to parity between Teaching and Ruling Elders.
 - e) Make recommendations to presbytery concerning designated pastor relationships. (See guidelines in appendix).
3. Counsel with congregations, sessions and teaching elders in a manner consistent with the Constitution of the Presbyterian Church (USA) regarding relationships between sessions and certified Christian Educators. (GH-2.1103)
- a) Include interviews with certified Christian Educators in all formal visits and work with congregations, especially in those situations in which the head of staff position has become vacant.
 - b) Encourage educators to seek certification, provide guidance through the Educator Certification advisor, and encourage sessions to make continuing education funds and time available to educators seeking certification.
 - c) Provide support to certified Christian Educators through a service of recognition and establishing compensation and benefit standards.
 - d) Serve as pastor and counselor to certified Christian Educators, including support and mediation in conflict situations.
4. Work with Commissioned Ruling Elders in a manner consistent with the Constitution of the Presbyterian Church (U.S.A.).
- a) Supervise and approve training of ruling elders preparing to be commissioned to pastoral service.
 - b) Approve commissions of Commissioned Ruling Elders and authorize functions that they are to perform in accordance with G-2.10.
 - c) Assign a Teaching Elder as a mentor and supervisor (G-2.1004) and when necessary consult with the Examinations Commission concerning continuing education of Commissioned Ruling Elders.

5. Work with other presbytery committees and subcommittees as needed.
6. Continually look for ways to think creatively about the areas of responsibility assigned to the committee and when appropriate recommend and implement such changes within the structure of the Presbytery.
7. Work as a Commission on Ministry for the following:
 - a) When the Committee on Ministry needs a subcommittee to be a Commission for Special Inquiry to investigate matters of potential ethics violations or personal concerns of Teaching Elders and Commissioned Ruling Elders that impact their role and function
 - b) The actions of a Commission of Special Inquiry may require referral to the Rules of Discipline but efforts will be made to follow the guidelines of D-1.0103 to avoid formal proceedings under the Rules of Discipline. Usually this commission would be formed when expedient action is required for the health of the minister or congregation in order that that ministry of Jesus Christ will not be harmed.
 - c) Administrative Responsibilities of the Committee on Ministry:
 - 1) To approve and remove teaching elders from Temporary Positions
 - 2) To approve teaching elders serving in Validated Ministries permission to celebrate the sacraments
 - 3) To approve the sermons of Ruling Elders Commissioned to Pastoral Service
 - d) Make recommendations to presbytery concerning the appointment of administrative commissions in those situations where it has determined that such action is necessary, as outlined in G-3.0303e.

The Examination Commission, The Sexual Ethics, Child, Youth and Vulnerable Adult Committee, and The Small Church Working Group report to The Committee on Ministry.

1. Examinations Commission

Composition: 12 persons (including chair and vice chair), typically with no more than one person serving from a particular church. Members will reflect the diversity of Foothills Presbytery. Five members will be selected by the COM from the COM. Two members (1 teaching elder, 1 ruling elder) will be selected by and from the Bills and Overtures Committee. Two members (1 teaching elder, 1 ruling elder) will be selected by and from the Committee on Shared Ministry. Members from the COM, Bills and Overtures Committee and Committee on Shared Ministry will serve a one-year term, renewable up to six years total. The remaining three members will be nominated by the Nominating Committee of Presbytery and elected by Presbytery as at-large members, comprised of three classes of one person elected to a three-year term.

The Examinations Commission shall maintain an active list of those who have served on the Commission in the 10 previous years. In circumstances where the duly chosen and elected members cannot be gathered in such numbers to have a quorum (6 members), then the Chair and/ or the Vice Chair will choose persons from that list to assure a quorum.

The Examinations Commission of Foothills Presbytery is elected by the presbytery to examine candidates and ministers (G-3.0306) who are seeking membership in the Presbytery, and elders seeking to serve as commissioned ruling elders (G-2.1002).

Responsibilities:

- a. All ministers, candidates and commissioned ruling elders shall be examined in the areas of their Call to ministry, Bible, theology, sacraments and church polity. For their first commissioning Commissioned Ruling Elders will preach before the Commissioned Ruling Elder subcommittee of the Committee on Ministry per their Manual of Operations. Candidates for Ministry will usually preach before the Commission on a text chosen by the Commission. The Commission may choose to have the Candidates preach either in a member congregation of Foothills Presbytery during regular Sunday worship or on the Floor of a meeting of Presbytery.
- b. Examine and take action on previously ordained pastors transferring into Foothills Presbytery, and report this action to the Presbytery. Approve Terms of Call and approve Installation Commissions. In conjunction with the Committee on Ministry approve Validated Ministers to serve the sacraments with those whom they minister. The Committee on Ministry will oversee the service of the sacraments.
- c. Examine Candidates for ordination and Commissioned Ruling Elders, and make recommendations concerning the candidate's or Commissioned Ruling Elder's examination on the floor of Presbytery. In the event of a questionable examination, the Examinations Commission will refer the candidate or Commissioned Ruling Elder to the Committee on Ministry for determination of the call. Approve Candidates moving onto the field.
In every case introduce Pastors, Candidates or Commissioned Ruling to the floor of presbytery for the opportunity of dialogue.
- d. Appoint mentors for all newly Ordained Teaching Elders and consult with transferring members regarding their need/ desire for a mentor.

2. Sexual Ethics Committee

Composition: 6 persons elected by Foothills Presbytery.

The Sexual Ethics and Child Protection Committee shall work with other entities of the Presbytery in dealing with matters regarding sexual ethics and misconduct and child protection.

Responsibilities:

- a. Train committee members in issues regarding sexual ethics and misconduct.
- b. Recommend changes in the Foothills Presbytery Policy and Procedures on Sexual Misconduct, Appendix II, to the Presbytery that are consistent with G-3.0106.
- c. Train and form care teams as outlined in the Foothills Presbytery Policy and Procedures on Sexual Misconduct.
- d. Ensure that teaching elders serving in validated ministries in Foothills Presbytery acknowledge receipt of the Foothills Presbytery Policy and Procedures on Sexual Misconduct.
- e. In partnership with the Committee on Shared Mission provide continuing education on sexual ethics and misconduct for teaching elders, educators, church professionals,

congregations and sessions.

- 1) Recommend changes in the Foothills Child Protection Policy that are consistent with G-3.0106.
- 2) Assist congregations and Sessions with developing and maintaining congregational Child Protection Policies.
- 3) Assist presbytery and congregations in promoting best practices regarding child safety.

B. Committee on Preparation for Ministry (CPM)

Composition: The CPM shall be composed of 18 members elected by Foothills Presbytery, Teaching Elders and Ruling Elders in approximately equal number, bearing in mind the principles of unity in diversity in F-1.0403.

The purpose of the Committee on Preparation for Ministry is to help all church members discern and fulfill their Christian vocation and to provide the best possible leadership for the church by assuring that persons who feel called to be Teaching Elders (Ministers of the Word and Sacrament) receive the fullest personal and professional preparation for this office.

Our goals are to facilitate the care process for pre-inquirers, inquirers and candidates in the most caring and efficient manner possible, to be sensitive to the many issues confronting persons under care, and to provide continuity of service to members of the commission and those under care.

Note: The CPM also serves as a commission and is responsible for following the designated processes associated with pre-inquirers, inquirers and candidates. "The Book of Order of the Presbyterian Church (USA) is the authority by which the Committee on Preparation for Ministry may act as a Commission to fulfill its constitutional functions. All requirements and procedures of the current Book of Order must be followed in the Inquiry and Candidacy process (G-2.06)." Particular to Foothills Presbytery's policy and procedure are:

- On behalf of Presbytery, CPM will act as a commission by interviewing individuals recommended by their Sessions for inquiry and decide whether to enroll them as inquirers, reporting the Committee's action at the next stated meeting of presbytery
- Instruct and train Sessions on their role in inquiry and the candidacy process.
- Make recommendation to the presbytery through the Stated Clerk with respect to inquirers' applications for candidacy.
- Provide oversight of inquirers and candidates in matters relating to the preparation for ministry.
- Make decisions regarding applications for financial aid.
- Provide for annual consultations with each inquirer and candidate. Report to the Presbytery on annual consultations. (G-2.0604)
- Recommend an inquirer's move to candidacy and arrange for them to share their faith statement, faith journey and sense of Call to a meeting of presbytery. Questions posed from commissioners may only include questions about inquirer's statement of faith, faith journey, Christian service and Call. Note: Statement of faith must be in writing.
- Conduct final assessments of candidates' readiness for ministry. Report candidate's

readiness to Presbytery. (G-2.0607)

- On behalf of Presbytery, the CPM will act as a commission and make decisions concerning the transfer and removal from covenant relationship of inquirer under its care.
- In case of candidate, make recommendation to the presbytery concerning the transfer and removal from covenant relationship of candidates under its care. (G-2.0608 and G-2.0609)

All actions carried out as a result of delegated authority must be reported to the presbytery at its next regular meeting.” Book of Order G-3.0307

C. Bills and Overtures Committee

Composition: 9 members elected by Foothills Presbytery.

The Bills and Overtures Committee receives all overtures and amendments which have been referred to Presbytery and provides advice to the Presbytery regarding the action on such overtures and amendments.

Responsibilities:

1. Provide regular opportunities for theological conversation and for the discussion of difficult and timely issues that may come before the Presbytery and the larger church
2. Receive all overtures and Constitutional Amendments which have been referred to Presbytery and provide advice to the Presbytery regarding action on such overtures. Presbytery shall vote on all such overtures and amendments to the Constitution.
3. Voting on Amendments to the Constitution of the Presbyterian Church (USA) shall be done by secret ballot and the committee in cooperation with the Stated Clerk and the Coordinating Council will assure this is done in an effective way.
4. Select a Ruling Elder and Teaching Elder member to serve on Presbytery’s Examinations Commission.

D. Representation and Review Committee

Composition: 6 members elected by Foothills Presbytery.

The Representation and Review Committee advises Presbytery with respect to its membership and of its bodies by making sure the principles of participation and inclusiveness are met (see G-30103), and in addition is responsible for the review and control of Sessions and congregations.

Responsibilities:

1. Advocate for the inclusion of racial ethnic members, women, different age groups and persons with disabilities in the life and leadership of Presbytery. (see F-1.0403)
2. Review the performance of the Presbytery in matters pertaining to representation and inclusiveness and reports findings annually. (see G-3.0103)
3. Make recommendations to Presbytery for corrective action which may be necessary to enhance inclusiveness and fair representation.
4. Consult with the Nominating Committee of Presbytery concerning inclusiveness and representation. A member of R&R will attend meetings of the Nominations Committee.

5. Encourage listening and mutual sharing through the annual required review of Session minutes. Communicate information of concern and interest to the Committee on Ministry. (see G-3.0108)
6. To annually review and evaluate Session Minutes. (see G-30108a)
7. To provide ongoing training regarding Minutes and Record Keeping for Sessions and Clerks of Session.
8. Report to Presbytery directly.

E. Finance and Stewardship Committee

Composition: 9 persons elected by Foothills Presbytery. (The Committee will be chosen by expertise in Finance and Stewardship. At least one member will be selected from each of the three Regional Gatherings of Presbytery.)

The Finance and Stewardship Committee provides financial planning and fiscal oversight for the Presbytery. It promotes stewardship in the congregations of the Presbytery and interprets the budgets of Presbytery, Synod and General Assembly.

Responsibilities:

1. Receive budget information and requests from the committees and commissions of Presbytery.
2. Oversee budget process; form an annual budget to submit to Council for consideration, interpretation, and communication to Presbytery.
3. Oversee the finances and report regularly to Presbytery.
4. Oversee the investments of Presbytery.
5. Ensure that an annual independent audit is performed and reported to the team and the Presbytery.
6. Encourage stewardship in the congregations of the Presbytery through training and education. Develop guidelines for the three Regional Gatherings to foster responsible Stewardship and Financial Principles (Best Practices) which will be implemented within the Regional Gatherings.
7. Encourage sessions to make budgeted benevolent allocations for the work of Presbytery, Synod and General Assembly causes.
8. Recommend approval and promotion of special offerings as authorized by the Presbytery, Synod and General Assembly.
9. Recommend scheduling and approval of capital funds campaigns to the Presbytery.
10. Foothills Finance & Stewardship Committee will nominate and elect members of the Investment Committee annually consistent with the requirements stated above. The initial terms for those elected are shown below.
11. Additionally, the Foothills Finance & Stewardship Committee will:
 - a) Receive reports quarterly from the IC on performance and summary activity of the Investment Fund.
 - b) Report to presbytery annually on the status and performance of the IC and the Investment Fund.

1. INVESTMENT COMMITTEE ³

Composition: 6 persons, all qualified by experience or vocation in financial investments. They are tasked with the administration of the Fund. These persons will be nominated and elected by the Finance & Stewardship Committee of Foothills Presbytery. The initial Investment Committee (hereafter, IC) will be composed of qualified persons nominated and elected by the Finance Committee and approved initially formed with terms of one (1) to three (3) years (below). In addition, two at-large members will serve terms of two (2) years.

- Any serving person is eligible to continue service for one additional two-year or three-year term, after which they must rotate off committee for at least one year.
- The committee will welcome as *ex officio* (non-voting) members:
 - the Stated Clerk and/or-
 - the Moderator of Presbytery.

The Committee is composed of three (3) classes of two (2) members each, two members being elected each year terms of three (3) years and the at-large members, as above.

- In order to establish the rotation upon its initial formation, the committee is composed of qualified three-year members with these designated and assigned terms:
 - two (2) representatives serving one (1) year,
 - two (2) representatives serving two (2) years, and-
 - two (2) representatives serving three (3) years.
- Succession and term limits will follow as above.
- Unanticipated vacancies will be filled through a special election as outlined above in order to complete the designated term.

Each year, the IC will elect a chair and a recording secretary from among its members and inform the Finance & Stewardship Committee annually.

The Investment Committee (IC) is charged by the Finance & Stewardship Committee (hereafter F&S Committee) and Foothills Presbytery (hereafter, Presbytery) with the responsibility of formulating and implementing the investment policies of the cash, designated funds, and undesignated funds for the purpose of sustaining the mission and ministries of the Presbytery, creating an Investment Fund.

In managing the Investment Fund (the Fund) of Foothills Presbytery, the IC will:

- a. Establish investment guidelines in furtherance of those policies;
- b. Oversee the investment assets of the Fund;
- c. Monitor the management of the Fund's assets for compliance with the investment policies and guidelines; and-
- d. Faithfully meet performance objectives over time (para. 6).
- e. The IC will review the implementation of this Investment Policy monthly and report its performance quarterly to the Finance & Stewardship Committee and annually to Presbytery.

³ Approved at the November 13, 2018 Stated Meeting of Presbytery

F. Personnel Committee

Composition: 6 persons elected by Foothills Presbytery: three Ruling Elders and three teaching Elders. (At least one person should be nominated from each of the three Regional Gatherings of Presbytery.)

Responsibilities:

1. Define the process and review the annual evaluations of Presbytery staff.
2. Conduct the reviews of the Presbytery Leader/ Stated Clerk
3. Make recommendations for action to the Council concerning compensation of Presbytery staff.
4. Enforce the policies in the Presbytery's Personnel Manual
5. Annually prepare and propose a budget for the Personnel related expenses
6. Administer the Personnel Committee budget
7. Record minutes of all meetings and maintain accurate record of the work of the Personnel Committee, which shall be filed in the Presbytery office.

G. Nominating Committee

Composition: 9 persons elected by Foothills Presbytery: six Ruling Elders and three Teaching Elders. (At least one person should be nominated from each of the three Regional Gatherings of Presbytery.) A member of the Representation and Review Committee will be an ex-officio member and attend all meetings.

The Nominating Committee nominates persons to fill all vacancies on continuing committees, councils, boards, and other bodies that require election by the presbytery. (G-3.0111)

Responsibilities:

1. Paying attention to:
 - a) The nomination of equal numbers of women and men,
 - b) Implementation of the *Book of Order's* principles of inclusiveness in G-3.0103 (in consultation with presbytery's Committee on Representation and Review),
 - c) Consultation with chairpersons of teams and committees concerning committee members who might be inactive and/or suggestions for new persons who might serve, this committee will nominate persons to serve in the following capacities:
 - As officers of presbytery, including the moderator of the Coordinating Council
 - Members for all committees and their chairpersons
 - Commissioners to the General Assembly, following the procedures adopted by presbytery and outlined in the Presbytery Manual, Appendix V.2.6.
 - Commissioners to Synod
 - Members of boards of institutions supported by the presbytery, synod, and General Assembly.
2. This committee will nominate persons for General Assembly committees and agencies as required.

H. Worship Committee

Composition: 6 persons elected by Foothills Presbytery.

The Foothills Presbytery Worship Committee exists to plan services of worship for Presbytery meetings to motivate the people in the pews to earnest praise of God. The committee attempts to design services that are sensitive to the business of Presbytery, the architecture and traditions of the local church or venue housing the meeting, and the musical gifts and styles of the community. The committee also attempts to put before the presbytery solid worship leaders of all stripes, hometowns, ages, and inspiring music of many styles and origins. Ideas are welcome and one does not need to be a member of this committee to suggest them.

Organization:

- The committee is a sub-committee of the Coordinating Council and the Chair will serve as the committee's representative on the Council.
- The committee will ideally consist of at least seven members, representing the diversity of the presbytery.
- The committee generally meets around six times a year depending on need.
- The committee will develop a theme for each worship service, provide appropriate leadership and/or coordinate with the host venue to make sure all aspects of worship are planned for and staffed.
- The Associate for Shared Mission & Ministry shall be an ex-officio member.

I. Racial Ethnic Cabinet

Composition: Two representatives from each racial ethnic congregation; any racial ethnic teaching elders, commissioned ruling elders and educators presently serving within the Presbytery. Approximately 21 persons.

The Racial Ethnic Cabinet serves as an advocate and interpreter for racial ethnic opportunities and concerns to the Presbytery.

Responsibilities:

1. Advocate for the mission and witness of racial ethnic churches within the Presbytery.
2. Support the development of a broad base of potential lay leadership for Presbytery from within racial ethnic congregations.
3. Consult with the Committee on Representation and Nominating Committee concerning representation within Presbytery structures and leadership.
4. Provide an opportunity for networking and fellowship among racial ethnic congregations.
5. Advocate for financial support of ministries within the racial ethnic community and churches.
6. Address and offer effective witness regarding race relations, peacemaking, human suffering and other pressing issues within society that affect the racial ethnic community.

J. Antiracism Ministry Team⁴

Composition: 9 members (3 classes of 3 members each, serving 3 years); Co-chair,

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

Responsibilities:

1. Develop and recommend to Council:
 - Policy changes in the presbytery that will better reflect our commitment to antiracism
 - Opportunities for congregations and members of Foothills Presbytery to engage in conversation, education, and action that lead to the development of antiracist policies and practices in our congregations and the local communities to whom we bear witness.
2. Collaborate with presbytery committees to pursue the goals of antiracism in the scope of their work.
3. Explore our theology, anthropology, and sociology in light of the work of antiracism.

Accountability: Permanent Committee of Council

K. Disaster Preparedness & Response Administrative Commission⁵

Composition: Nine members (3 classes of 3 members):

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

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

Responsibilities:

1. Assist congregations of Foothills Presbytery and their members with disaster preparedness and, in times of disaster, including but not limited to authorizing grants and

⁴ Approved at the February, 2021 Stated Meeting of Presbytery

⁵ Approved at the May, 2021 Stated Meeting of Presbytery

- disbursements of appropriate funds;
2. Coordinate all communication between Foothills Presbytery, congregations, Synod and Presbyterian Church (U.S.A.), including the Presbyterian Disaster Assistance (PDA), as well as any other appropriate agencies;
 3. Assign a member of the commission to represent Foothills Presbytery on the SC VOAD (South Carolina Voluntary Organizations Active in Disaster);
 4. Assess the damage and evaluate the needs of Foothills Presbytery congregations and their members;
 5. Acquire and coordinate, as appropriate, resources from the Synod and Presbyterian Church (U.S.A.) as well as any other appropriate agencies;
 6. Work in partnership with local and denominational agencies when appropriate;
 7. Communicate with Foothills Presbytery staff and Coordinating Council all work and action taken, providing an annual written report to both; and
 8. Communicate when a member of the Commission needs to be replaced.

L. Committee on Shared Ministry (CSM)

Composition: CSM shall be composed of 22-24 Teaching Elders, Ruling Elders and Christian Educators in approximately equal number, bearing in mind the principles of unity in diversity in F-1.0403.

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.

This may include organizing around such ministries as:

- Leadership Development
- Mission Outreach
- Pastoral Support and Peer Groups
- Technology and Communication
- Hospitality
- Curriculum and Resources
- Outdoor Ministry
- Presbytery Youth Council
- Campus Ministry
- Safe Place
- Presbyterian Women
- Regional Connectors

The following support and peer groups report to the Committee on Shared Ministry:

- The Youth Leaders Roundtable
- The Children's Ministry Roundtable

- Regional Minister Gatherings
- Women Clergy Gatherings

II. 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).

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.

APPENDIX I - DEFINITION OF TERMS

The designations, committee and commissions, are employed in conformity with the definitions given in the Book of Order.

Standing Committee:

A Standing Committee is one appointed by the Moderator of the Presbytery who shall name its Chair. Its members shall serve during one stated meeting unless otherwise directed.

Ad Hoc Committee:

Presbytery may elect or may direct the Moderator to appoint an Ad Hoc Committee to examine any question. This Ad Interim Committee shall make its report and recommendations at the following stated meeting, or at a designated meeting of Presbytery. It shall be discharged when the report is received and acted upon by Presbytery, unless that body orders otherwise. The convener of the committee shall be appointed by the Moderator, and the committee shall organize itself.

Ex-Officio Member:

An ex-officio member of any committee shall be a person who holds membership in it by virtue of his or her office. Ex-officio members have full privileges in the committee, except that of voting.

Task Force:

A task force is not a part of the permanent structure of Presbytery, but is a group enlisted to serve for a definite period of time and for the purpose of making some special study or of rendering some specific service, or of both. When the particular assignment given a task force is completed, the group shall be dissolved with appreciation expressed.

If the duties and responsibilities of a task force extend over more than the twelve months, there shall be a careful review of its work.

By-Laws of Foothills Presbytery

Foothills Presbytery, of the Presbyterian Church (U.S.A.), is a Council of the Presbyterian Church (U.S.A.), governed by the Book of Order of said Church and having the authority and the duties and responsibilities of such as the Book of Order shall from time to time vest in and impose upon it.

The membership of the Presbytery and representation at its meetings, the holding of meetings and the giving of notices thereof, the determination of a quorum, the keeping and transmittal of minutes, and the designation and selection of essential officers are prescribed by the Book of Order. Having authority under the Book of Order, as a governing body of the Church to "establish rules for" its government "agreeable to the doctrines related thereto in the Scriptures," Foothills Presbytery adopts the following by-laws:

2. In the event of inconsistency between these by-laws and the Book of Order, the Book of Order shall prevail.

3. This Presbytery shall be chartered in perpetuity as an eleemosynary corporation under the Laws of South Carolina. It shall adopt a seal, to be kept by its Stated Clerk and impressed as required.
2. The property of the Presbytery, both real and personal, shall be owned and held by it in its corporate name.
3. The real property of the Presbytery and the permanent special funds entrusted to it for the furtherance of its purposes shall, subject to directions of Presbytery at its lawfully convened meetings, be managed by the Foothills Presbytery Council, made up of 17 voting members. (See description of Council in this document for listing of members.)
4. Any vacancies among the elected members shall be filled for the unexpired term by the Presbytery at its next stated meeting.
5. The Council may, without meeting, take any action within its authority when agreed to by all its members in writing.
6. Acting solely under the directions of Presbytery given at a stated meeting or at a special meeting called for the purpose, the Council shall be responsible for the buying, selling and mortgaging of all real property of the Presbytery and the acquiring and conveying to title to such property and, after acquisition, the holding and defending of the title to the same.

The Council, through the Finance and Stewardship Committee, unless otherwise directed by Presbytery, shall see to the retention, investment, and reinvestment of all permanent special funds of Presbytery and shall pay out the income there from and the principal of such funds as Presbytery shall direct. The Council, through the Finance and Stewardship Committee, shall, by its resolutions, establish and may terminate such bank accounts, savings accounts, and investment accounts as it determines to be reasonably required for such purposes and may rent deposit boxes or similar facilities for the protection of its documents and shall designate the person or persons to deposit to and to draw upon said accounts and to have access to said deposit boxes.

7. The seal as impressed at the foot of the by-laws shall be the seal of Foothills Presbytery.
8. These by-laws may be amended at any stated meeting of Presbytery if notice of the proposed amendment shall have been given with notice of the stated meeting. Such notice shall be given upon action of Presbytery's Council.

**APPENDIX II – SEXUAL MISCONDUCT POLICY
(No Changes – Not included in this document)**

APPENDIX III – PROTECTION POLICY FOR CHILD YOUTH AND VULNERABLE ADULTS

(APPROVED MAY 19, 2018)

POLICY APPLICATION STATEMENT ⁶

It is the policy of Foothills Presbytery that all church members, church officers, nonmember employees and/or contractors, and volunteers of congregations, councils, and entities of the church are to maintain the strongest sense of integrity, safety, nurturing, and care involving all interactions with children, youth, and vulnerable adults. This policy applies to all activities sponsored by Foothills Presbytery that involve children, youth or vulnerable adults. Individual churches within Foothills Presbytery are expected to create and implement their own policies that are consistent with the Foothills Presbytery Protection Policy for Children, Youth, or Vulnerable Adults.

POLICY RATIONALE

The implementation and documentation of a Child/Youth/Vulnerable Adult Protection Policy strives to reduce the risk of abuse and neglect for the following reasons:

- Children, youth, and vulnerable adults are a gift from God and the Church has a divine mandate to provide for their safety and nurturing. The Church is called to be a place that reflects the open arms of Jesus. In Matthew 19:14, Jesus says, “Let the little children come to me.” The Church is to be, at all levels of council and in all entities, a place of safety and nurture reflective of the arms of Christ.
- Children and youth are not only persons of care and service in the church, but they are also co-recipients of the graces and love of God. Jesus exemplified this in the Gospel of Mark 10:15–16 when he urged his followers to receive the kingdom of God as a little child. And he specifically takes up the children into his arms and blesses them. So also the Church, as the body of Christ, is to be the presence of Christ’s love, in the same way taking up all children and youth into its arms and blessing them; providing for them a safe, thriving, and nurturing environment in which to grow in every way.
- The *Book of Order* states, “The congregation as a whole, on behalf of the Church universal, assumes responsibility for nurturing the baptized person in the Christian life,” and Presbyterians believe this baptismal commitment to be a serious one, understanding it to apply to all in the church’s care, including children, youth, and vulnerable adults (*Book of Order* W-2.3013).

1. A Vision for Children and the Church

“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of

⁶ Adapted from the PRESBYTERIAN CHURCH (U.S.A.) CHILD/YOUTH/VULNERABLE ADULT PROTECTION POLICY AND ITS PROCEDURES approved GA, 2016.

God like a little child will never enter it." And he took the children in his arms, put his hands on them and blessed them. Mark 10:14-16

Because we affirm that all children are a gift of God, created by God and created good;
all children are a gift to the whole of the human community;
all children have a real faith, and gifts for ministry;
all children have the right to be children;
and all children are not just tomorrow, they are today.

Because we believe that all children depend upon adults for safety and security in a world that does not always value children;
all children are affected first and most deeply by those things that work against health and wholeness:
where there is disease, children sicken and die;
where there is homelessness, children sleep on the streets and in other dangerous places;
where there is war, children are frightened and without a safe place;
where the air and water are polluted, children feel the effect in their bodies and in their futures;
where there is shame, children's spirits are wounded.

Therefore we hope for a world where all children can find a safe place;
where all ages, races, genders, creeds, and abilities are recognized, valued, and celebrated;
where all adults hear the voices of children and speak with as well as for them;
where all children have "first call" on the world's resources and first place in the minds and hearts of the world's adults.

Because Jesus welcomed children and encouraged us to welcome them in his name; Jesus lifted up a child as an example of what the realm of God is like;

Therefore we hope for a church where we take seriously our baptismal vow to nurture all children committed to our care;
where we bring good news to all those places where children are in need;
where adults and children alike share in ministry.

We covenant to act so that this vision may be made real for all children, now and in times to come.

Adopted by the 205th General Assembly, 1993

For the purpose of the Foothills Presbytery Child/Youth/Vulnerable Adults Policy, the word

Children in this statement refers to ALL of God's Children.

2. Definitions- Capitalized terms not defined below shall be as defined in the PCUSA Book of Order.

Abuse:

- **Sexual Abuse**

- **Child and Youth:** Sexual contact or interactions with a child or youth, including physical contact (such as fondling, genital/oral stimulation, sexual intercourse) and non-physical contact (such as exhibitionism, child prostitution, pornography, sexting, and voyeurism).
- **Vulnerable Adult:** Unwanted, unwelcomed, and solicited sexual contact or interactions with a vulnerable adult, including physical contact (such as fondling, genital/oral stimulation, sexual intercourse) and non-physical contact (such as exhibitionism, prostitution, pornography, sexting and voyeurism).

Sexual abuse between a child, youth, or vulnerable adult is always considered forced whether or not by consent.

- **Sexual Harassment:** Unwelcomed and unsolicited sexual advances, requests for sexual favors, obscene or suggestive language or behavior, gender discriminating behavior, and other unwelcomed verbal, visual, or physical conduct of a sexual nature.
- **Sexual misconduct** includes, but is not limited to the following:
 1. Sexual abuse as defined above.
 2. Sexual harassment as defined above.
 3. Rape or sexual contact by force, threat or intimidation.
- **Emotional Abuse** is intentional, non-physical conduct, which results in impaired physiological growth and development including bullying, belittling, rejection, constant unequal treatment, verbal assaults, excessive and unreasonable demands on child's performance, and isolation from normal social activities.
- **Spiritual Abuse** is that which occurs when a teacher, leader, or volunteer uses his or her position or religious influence to control, manipulate or dominate another person regardless of the ramification to other's life and well-being.
- **Physical Abuse** is that which results in physical injury, including but not limited to bruises, burns, cuts, welts, fractures and internal injuries and is caused by intentional or grossly negligent conduct.

- **Neglect** is that which occurs when persons responsible for the well-being of a child, youth, or vulnerable adult fail to take reasonable steps to adequately provide for the child. This may include failure to keep children clean, lack of appropriate supervision, or withholding food, clothing, shelter, and medical care.

Accused: A person who is alleged to have violated this policy.

Accuser: A person who makes a report or provides information indicating that someone may have violated this policy.

Advocate: A person who is permitted to accompany the Accused or Accuser to meetings in order to give moral support and advice.

Allegation: A claim or assertion that someone has done something illegal or wrong.

Alleged Victim: The person who is the subject of alleged misconduct or abuse as defined in this policy.

Book of Order: Part II of the PC(USA) Constitution. It contains the Foundations of Presbyterian Polity, Form of Government (operating rules), Directory of Worship (sacerdotal matters), and Rules of Discipline (judiciary procedures) of the Presbyterian Church (USA).

Certified Authority: The designated person(s) of Foothills Presbytery, who submits, reviews, evaluates, and maintains background checks and other documents associated with Foothills Presbytery's Protection Policy for Children, Youth and Vulnerable Adults.

Certified Christian Educator: Certified Christian educators are persons certified and called to service in the ministry of education in congregations or councils.

Child or Youth: Persons under the age of eighteen years old.

Commissioned Ruling Elder: A Ruling Elder commissioned to limited pastoral service as assigned by the presbytery.

Deacon: Persons elected by a congregation for the ministry of "compassion, witness, and service, sharing in 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."

Employee/Staff Member: Any person who is employed and/or compensated by the Presbytery.

Pastoral Care Givers: A Pastoral Counselor fits the category of persons defined in the *Book of Order* as "a person duly appointed by a governing body." The *Book of Order* further specifies that such persons "shall not testify before a ... Permanent Judicial Commission..." See Book of Order, D-14.0203 (new version of Rules of Discipline.)

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) Order.

- Refer to APPENDIX C: South Carolina Definition of Abuse Law & Abuse Reporting Law.
- PC(USA) 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 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.

Ruling Elder: Persons elected by a congregation who have wisdom, maturity of faith, demonstrated skills in leadership and a compassionate spirit. Ruling elders, together with Ministers of Word and Sacraments, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships.

Sexting: The act of transmitting sexually explicit messages through cell phone text messaging, emails, cyber chat, social media, websites, or other means of electronic communication.

Sexual Ethics Team: The six-member team nominated by the Nominating Committee of Foothills Presbytery and elected by the entire Presbytery. A full description of this team, its makeup and function is found in Foothills Presbytery's Manual of Operations.

Stated Clerk/Associate Stated Clerk: Chief ecclesiastical officers of Foothills Presbytery. They are to further the ministry of Jesus Christ in the world through vision, interpretation, and inspiration. The position exists to carry out the responsibilities and functions outlined in the *Book of Order*. The work of the Stated Clerks must be undertaken as a conscious act of discipleship to Jesus Christ. It always bears elements of a pastoral style, both with individuals to whom the Stated Clerk(s) relates, and as a leader for Foothills Presbytery.

Ministers of Word and Sacrament: An ordained minister or pastor in the PC(USA) is known as a Ministers of Word and Sacrament, or a teaching elder. They may serve in a variety of ministries, as authorized by the presbytery: preachers, teacher, worship leader, pastor and presbyters.

Volunteer: Persons working directly with children, youth and vulnerable adults at any Foothills Presbytery sponsored or co-sponsored events.

Vulnerable Adult: Is a person who may be unable to take care of him/herself, or unable to protect him/herself against significant harm, or exploitation due to disability, age or illness.

3. POLICY FOR THE PROTECTION OF CHILDREN, YOUTH, AND VULNERABLE ADULTS ENGAGED IN OUR MINISTRIES

A. Policy

Foothills Presbytery adopts the following covenant to provide a safe place for our children, youth or vulnerable adults to experience the kingdom of God.

Foothills Presbytery sponsored events, activities, and programs are subject to the following:

1. Employees are required to have a background check and be approved according to this policy in order to work with children, youth and vulnerable adults.
 - o Sign background check consent form (Appendix A).
 - o Background Check consists of: Credit report, SSN verification, national criminal search, state criminal bureau search, sexual offender search and motor vehicle record search.
2. Foothills Presbytery strives to provide two unrelated adults, older than eighteen years of age, to supervise or lead activities involving children, youth or vulnerable adults. Supervising adults must have a completed and approved background check.
 - o Complete Foothills Presbytery Volunteer Release Form (Appendix A)
 - o Sign background check consent form
 - o Background check consists of: SSN verification, national criminal search, state criminal bureau search, sexual offender registry search and in the case of those who will be transporting, a motor vehicle record search.
 - o In the case of individuals who do not possess a social security card, an international search may be done.
3. All volunteers and supervising adults shall have been an official or affiliate member with a congregation within the Foothills Presbytery for at least six months prior to contact with children, youth and vulnerable adults. For church-employed staff workers who have gone through the church pre-hiring process and whose background screening has been approved, the six-month rule is waived.
4. Foothills Presbytery strives to have supervising adults be at least five (5) years older than those being supervised.
5. All persons transporting children, youth or vulnerable adults must be at least 25 years of age, have a current valid driver's license, up-to-date auto liability insurance coverage, and have an acceptable driving record as confirmed by Motor Vehicle Record search (MVR). An MVR for persons transporting children, youth and vulnerable adults will be done annually.
6. Drivers should not engage in any cell phone or digital diversion while transporting children, youth and vulnerable adults. Driver must pull over to a safe parking area to make that communication.
7. A Foothills Presbytery church may adopt a policy that is more stringent than this

Foothills Presbytery policy so long as it is consistent with applicable laws and regulations. If a Foothills Presbytery church that is hosting a Foothills Presbytery activity has a policy that is more stringent than this policy the more stringent policy will apply.

8. A copy of this policy is available to each congregation within the bounds of Foothills Presbytery by contacting Foothills Presbytery Office or website.
9. The Foothills Presbytery Policy for the Protection of Children, Youth and Vulnerable Adults is a part of the Operational Manual of the Presbytery and is shared as a regular part of presbytery, employee, committee and council orientation.

B. Standards of Behavior

Sexual abuse, physical abuse, emotional abuse, neglect, sexual harassment and sexual misconduct by Presbytery employees and volunteers are prohibited.

Consuming or being under the influence of alcohol, or drugs (legal or illegal), juuling, or vaping, while leading or participating in a ministry program of Foothills Presbytery involving children, or youth is prohibited.

Foothills Presbytery maintains supervision responsibility when registration begins and during the event.

C. Screening

As described above, national background checks must be completed on employees and volunteers of the Foothills Presbytery before they supervise activities involving Children, Youth, or Vulnerable Adults. After the initial check, follow-up background checks should be completed at three year intervals. Employees and volunteers who serve in positions requiring such background checks complete the Foothills Presbytery Release Authorization in Appendix A. [Note: the release form is not just for volunteers.]

D. Training

The Committee on Ministry shall include Child, Youth and Vulnerable Adult policy training in conjunction with their scheduled Ethics, Boundaries Awareness and Sexual Misconduct Policy training.

E. Reporting Procedures

In order to maintain a safe environment for all children, youth and vulnerable adults, all persons serving Foothills Presbytery and its churches (both as employees and as volunteers) should be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation thought to be in violation of this policy by following

steps detailed in this section (Appendix C). **South Carolina State Law requires prompt reporting of suspected abuse.** Your efforts can help protect a child, youth or vulnerable adult with one simple phone call. Nothing in this policy is intended to require anyone to divulge religious, medical, or legally privileged communications.

Any employee or volunteer covered by this policy that witnesses or receives an allegation of any of this policy must follow these steps listed below to insure the security and protection of all persons involved:

1. Personally ensure the safety of children, youth or vulnerable adults. Do not abandon or leave the child/children, children, youth or vulnerable adult in order to report the incident.
2. FOLLOW the steps in Appendix C if the suspected abuse occurred in the State of South Carolina. In the event the suspected abuse occurred in another state, the law of that state will inform next steps.
3. Report the incident to the program or ministry supervisor. A copy of the Incident Report (Appendix B) should be sent to the Foothills Presbytery Stated Clerk and/or Associate Stated Clerk.
4. Do not personally confront the accused violator of the policy.
5. Maintain the confidentiality of the accused, the accuser, and the victim.
6. Do not contact parents or legal guardians of those involved. This responsibility is handled by law enforcement or other social services authorities.
7. Do not investigate the accusation. Allow professional/law enforcement officials this responsibility.
8. Until an investigation is complete, the accused and accuser should not participate in Presbytery meetings or Presbytery-sponsored events. This policy does not prohibit attendance at regular worship services.

F. Right to Exclude from Service

Foothills Presbytery reserves the right to exclude from serving or terminate any volunteer or employee who has been found in violation of this policy or for whom potentially negative or questionable information has been discovered in background screenings, interviews or reference checks.

4. THE PREVENTION OF SEXUAL MISCONDUCT

- **See Foothills Presbytery Sexual Misconduct Policy**
 - o The Sexual Ethics Team (SET) and Committee on Shared Ministry (CSM) will work with the Presbytery as they create systems for churches to write and adopt policies and procedures for preventing and reporting child, youth, and vulnerable adult misconduct and abuse.

5. THE FOOTHILLS PRESBYTERY SEXUAL ETHICS TEAM (See Operations Manual for Definition)

6. AMENDMENTS AND REVISIONS TO THIS POLICY

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).

Every three (3) years, CSM and will review this policy and suggest any revisions which seem prudent or necessary to ensure the safety of children, youth and vulnerable adults.

Coordinating Council of Foothills Presbytery has the responsibility:

1. To receive and act upon recommendations for changes which are received from CSM (Foothills Presbytery's Protection Policy for children, youth and vulnerable adults sub-team) and SET.
2. It is the responsibility of the Committee on Ministry (COM) to be compliant with the current Sexual Misconduct Policy as it relates to any portion of this policy.
3. To review the Policy as a whole to ensure cohesion and the consistent use of this Policy across Foothills Presbytery.
4. 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:
 - a. After the adoption of the original Policy, this Policy may be revised at any Foothills Presbytery Stated Presbytery Meeting as long as:
 - i. Suggested revisions come from CSM and/or COM and have been discussed and voted on by those bodies.
 - ii. The suggested revisions passed on by those entities are made available to the entire Coordinating Council of Foothills Presbytery at least 3 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.
 - iii. 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 at least voting members of Foothills Presbytery
 - iv. 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.
5. To make this policy available to all Moderators of Foothills Presbytery Committees, Ordered Ministry, Clerks of Sessions and professional church leaders/staff on an annual basis and to ensure that training and education is carried out as it seems appropriate and necessary.

7. FOOTHILLS PRESBYTERY APPENDICES

- Appendix A:** Release Authorization
- Appendix B:** Incident Report
- Appendix C:** SC Definition of Abuse Law and Abuse Reporting Law
- Appendix D:** Standards of Ethical Conduct for Ordered Ministries of the PCUSA

APPENDIX A: FOOTHILLS PRESBYTERY RELEASE AUTHORIZATION

Applicant Complete the Following

In connection with my service through Foothills Presbytery, I understand that a thorough background check will be required.

I acknowledge that a telephonic facsimile (FAX), photographic, or scanned copy shall be as valid as the original. This release is valid for most federal, state and county agencies.

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted during a background check, to furnish the information described in Section

1. The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

Please print your full name: _____ Date: _____

Please sign your full name: _____

APPENDIX B: FOOTHILLS PRESBYTERY INCIDENT REPORT FORM

Date and time of incident: _____

Name of Reporter: _____

Primary phone #: _____ Work # _____

Name(s) of persons involved incident:

_____ Age: _____

_____ Age: _____

_____ Age: _____

_____ Age: _____

Location of Incident (including City, State and Country): _____

Quote the first words verbatim of the child, youth or vulnerable adult making the accusation:

Describe the behavior and appearance of the person making the accusation: _____

Describe the behavior and appearance of anyone else making the accusation or involved in the incident: _____

Describe what exactly happened as reported to you: _____

Were there any witness? Yes: _____ No: _____

1st Name: _____ Age: _____

Signature _____ Date _____

2nd Name: _____ Age: _____

Signature _____ Date _____

3rd Name: _____ Age: _____

Signature _____ Date _____

4th Name: _____ Age: _____

Signature _____ Date _____

What actions did you take? _____

Has the incident been resolved? How so? _____

Person(s) this report was given to:

1st Name: _____ Date: _____

2nd Name: _____ Date: _____

3rd Name: _____ Date: _____

Signature of person submitting report: _____

Date: _____

APPENDIX C: South Carolina Definition of Abuse Law & Abuse Reporting Law

SECTION 63-7-20: Definitions:

(6) "Child abuse or neglect" or "harm" occurs when the parent, guardian, or other person responsible for the child's welfare:

- a. inflicts or allows to be inflicted upon the child physical or mental injury or engages in acts or omissions which present a substantial risk of physical or mental injury to the child, including injuries sustained as a result of excessive

corporal punishment, but excluding corporal punishment or physical discipline which:

- i. is administered by a parent or person in loco parentis;
 - ii. is perpetrated for the sole purpose of restraining or correcting the child;
 - iii. is reasonable in manner and moderate in degree;
 - iv. has not brought about permanent or lasting damage to the child; and
 - v. is not reckless or grossly negligent behavior by the parents.
- b. commits or allows to be committed against the child a sexual offense as defined by the laws of this State or engages in acts or omissions that present a substantial risk that a sexual offense as defined in the laws of this State would be committed against the child;
- c. fails to supply the child with adequate food, clothing, shelter, or education as required under Article 1 of Chapter 65 of Title 59, supervision appropriate to the child's age and development, or health care though financially able to do so or offered financial or other reasonable means to do so and the failure to do so has caused or presents a substantial risk of causing physical or mental injury. However, a child's absences from school may not be considered abuse or neglect unless the school has made efforts to bring about the child's attendance, and those efforts were unsuccessful because of the parents' refusal to cooperate. For the purpose of this chapter "adequate health care" includes any medical or nonmedical remedial health care permitted or authorized under state law;
- d. abandons the child;
- e. encourages, condones, or approves the commission of delinquent acts by the child, including but not limited to, sexual trafficking or exploitation and the commission of the acts are shown to be the result of the encouragement, condemnation, or approval;
- f. has committed abuse or neglect as described in subsections (a) through (e) such that a child who subsequently becomes part of the person's household is at substantial risk of one of those forms of abuse or neglect.⁷

SECTION 63-7-310: Persons required to report.

- A. A physician, nurse, dentist, optometrist, medical examiner, or coroner, or an employee of a county medical examiner's or coroner's office, or any other medical, emergency medical services, mental health, or allied health professional, member of the clergy including a Christian Science Practitioner or religious healer, school teacher, counselor, principal, assistant principal, school attendance officer, social or public assistance worker, substance abuse treatment staff, or childcare worker in a childcare center or foster care facility, police or law enforcement officer, juvenile justice worker, undertaker, funeral

⁷ To see complete section of SECTION 63-7-20 see: www.scstatehouse.gov Title 53 SC Children's Code

home director or employee of a funeral home, persons responsible for processing films, computer technician, judge, or a volunteer non-attorney guardian ad litem serving on behalf of the SC Guardian Ad Litem program, must report in accordance with this section when in the person's professional capacity the person has received information which gives the person reason to believe that a child has been or may be abused or neglected as defined in Section 63- 7- 20.

- B. If a person required to report pursuant to subsection (A) has received information in the person's professional capacity which gives the person reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by acts or omissions that would be child abuse or neglect if committed by a parent, guardian, or other person responsible for the child's welfare, but the reporter believes that the act or omission was committed by a person other than the parent, guardian, or other person responsible for the child's welfare, the reporter must make a report to the appropriate law enforcement agency.
- C. Except as provided in subsection (A), any person, including but not limited to, a volunteer non-attorney guardian ad litem serving on behalf of the SC Guardian Ad Litem program, who has reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse and neglect may report and is encouraged to report in accordance with this section.
- D. Reports of child abuse or neglect may be made orally by telephone or otherwise to the county department of social services or to a law enforcement agency in the county where the child resides or is found.

Appendix D: Standards of Ethical Conduct for Ordered Ministries of the PCUSA



**Approved by the 210th General Assembly (1998)
Presbyterian Church (U.S.A.)**

Life Together in a Community of Faith:
Standards of Ethical Conduct for Ordained Officers in the
Presbyterian Church (U.S.A.)

Professional Code of Ethics

*Approved by the 210th General Assembly (1998) Presbyterian
Church (U.S.A.)*

Developed by

The Special Committee on a Professional Code of Ethics Published by

The Office of the General Assembly PC(USA)

Edited by

The Committee on Ministry of Foothills Presbytery

The Committee on Preparation for Ministry of Foothills Presbytery 9-4-2013

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**TOGETHER IN THE COMMUNITY OF FAITH: STANDARDS OF ETHICAL CONDUCT FOR
ORDAINED OFFICERS IN THE PRESBYTERIAN CHURCH (U.S.A.)**

As an ordained officer* in the Presbyterian Church (U.S.A.), in obedience to Jesus Christ, under the authority of Scripture and guided by our Confessions, I affirm the vows made at my ordination, confirm that Jesus Christ is the pattern for my life and ministry and, relying on God's grace, commit myself to the following standards of ethical conduct:

b) ONE

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

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

c) TWO

I will conduct my ministry so that nothing need be hidden from a council or colleagues in ministry. Therefore I will:

- a. Preach, teach, and bear witness to the gospel of Jesus Christ with courage, speaking the truth in love;
- b. Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries;
- c. Be judicious in the exercise of the power and privileges of my office and positions of responsibility I hold;
- d. Avoid conflicts of interest that might compromise the effectiveness of my ministry;
- e. Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as defined by appropriate;
- f. Recognize the limits of my own gifts and training, and refer persons and tasks as appropriate.
- g. Claim only those qualifications actually attained, give appropriate credit for all sources used in sermons, papers, music, and presentations, and observe copyrights;
- h. Refrain from incurring indebtedness that might compromise my ministry;
- i. Be a faithful steward of and fully account for funds and property entrusted to me;
- j. Observe limits set by the appropriate council for honoraria, personal business endeavors, and gifts or loans from persons other than family;
- k. Accept the discipline of the church and the appropriate guidance of those to whom I am accountable for my ministry;
- l. Participate in continuing education and seek the counsel of mentors and professional advisors;
- m. Deal honorably with the record of my predecessor and upon leaving a ministry or office speak and act in ways that support the ministry of my successor;
- n. **Participate in the life of a ministry setting I left or from which I have retired only as directed by presbytery;
- o. **Provide pastoral services for a congregation I previously served only as directed by the presbytery and provide pastoral services to members of other congregations only with the consent of their pastors; and
- p. **Consult with the Committee on Ministry in the presbytery of my residence regarding my involvement in any ministry setting during my retirement.

d) THREE

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

- a. Participate in the mission and governance of the Presbyterian Church (U.S.A.) and work for the unity of the holy catholic church;
- b. Show respect and provide encouragement for colleagues in ministry;
- c. Recruit church members responsibly, respect existing congregational relationships, and refrain from exploiting persons in vulnerable situations; and

- d. Cooperate with those working in the world for justice, compassion, and peace, including partners in ministry of other faith traditions.

*Includes all Ordered Ministry personnel

**These standards apply only to pastors. They also apply to commissioned ruling elders when they are performing pastoral functions.

APPENDIX IV - INVESTMENT POLICY & INVESTMENT COMMITTEE

Finance & Stewardship Committee
(Approved November, 2018)

1. Purpose

The purpose of this Investment Policy is to form and guide the Investment Committee of Foothills Presbytery in effectively and prudently managing, monitoring, and evaluating an investment portfolio for the purposes of sustaining the ministries and mission of Foothills Presbytery and the church of Jesus Christ. The investment portfolio consists of all funds (hereafter designated as, the Fund) managed by the Investment Committee.

2. Division of Responsibilities

Investment Committee

The Investment Committee (IC) is created through the adoption of this policy. The Investment Committee shall consist of six (6) persons, all qualified by experience or vocation in financial investments. They are tasked with the administration of the Fund. These persons will be nominated and elected by the Finance & Stewardship Committee of Foothills Presbytery as follows:

- The initial Investment Committee (hereafter, IC) will be composed of qualified persons nominated and elected by the Finance Committee and approved initially formed with terms of one (1) to three (3) years (below). In addition, two at-large members will serve terms of two (2) years.
- Any serving person is eligible to continue service for one additional two-year or three-year term, after which they must rotate off committee for at least one year.
- The committee will welcome as *ex officio* (non-voting) members:
 - the Stated Clerk and/or-
 - the Moderator of Presbytery.

The Committee is composed of three (3) classes of two (2) members each, two members being elected each year terms of three (3) years and the at-large members, as above.

- In order to establish the rotation upon its initial formation, the committee is composed of qualified three-year members with these designated and assigned terms:
 - two (2) representatives serving one (1) year,
 - two (2) representatives serving two (2) years, and-
 - two (2) representatives serving three (3) years.
- Succession and term limits will follow as above.
- Unanticipated vacancies will be filled through a special election as outlined above in order to complete the designated term.

Each year, the IC will elect a chair and a recording secretary from among its members and inform the Finance & Stewardship Committee annually.

The Investment Committee (IC) is charged by the Finance & Stewardship Committee (hereafter F&S Committee) and Foothills Presbytery (hereafter, Presbytery) with the responsibility of

formulating and implementing the investment policies of the cash, designated funds, and undesignated funds for the purpose of sustaining the mission and ministries of the Presbytery, creating an Investment Fund.

In managing the Investment Fund (the Fund) of Foothills Presbytery, the IC will:

- a. Establish investment guidelines in furtherance of those policies;
- b. Oversee the investment assets of the Fund;
- c. Monitor the management of the Fund's assets for compliance with the investment policies and guidelines; and-
- d. Faithfully meet performance objectives over time (para. 6).
- e. The IC will review the implementation of this Investment Policy monthly and report its performance quarterly to the Finance & Stewardship Committee and annually to Presbytery.

Foothills Finance & Stewardship Committee

Foothills Finance & Stewardship Committee will nominate and elect members of the Investment Committee annually consistent with the requirements stated above. The initial terms for those elected are shown above.

Ordinarily, only two qualified persons with three-year terms would be elected each year following the initial formation of the IC. The at-large members with two-year terms would be elected on alternate years, or as needed for vacancies.

Additionally, the Foothills Finance & Stewardship Committee will:

- Receive reports quarterly from the IC on performance and summary activity of the Investment Fund.
- Report to presbytery annually on the status and performance of the IC and the Investment Fund.

Investment Principles and Guidelines

The Investment Committee is responsible for contracting and overseeing the relationship with an outsourced investment agency, this being a fully FINRA-approved investment group, representative investment agent (RIA), broker-dealer, or similarly appropriate independent investment institution, such as the Presbyterian Foundation, to whom it delegates investment and management authority for the Fund, as defined in an Investment Management Agreement between the Investment Committee, as representative of Presbytery, and the investment agency, as defined above.

In addition, the IC will:

- Act in good faith and with the care of an ordinarily prudent person in a like position in selecting, continuing, or terminating the investment institution, establishing the scope and terms of engagement, and monitoring their performance and compliance with the scope and terms of the agreement.
- Meet at least semi-annually with the investment institution, or as required by the IC. The investment institution will provide quarterly reports on all investments and their performance relative to appropriate benchmarks.

In all meetings of the Investment Committee:

- A simple majority of the IC shall constitute a quorum for the transaction of ordinary business of the IC, and-
- The act of a majority of the members of the IC present at any meeting at which a quorum is present shall be the act of the entire Investment Committee.

3. Standard of Care

In exercising its responsibilities, the Investment Committee and its members will act in good faith as stated in para. 3 (above) in accordance with the Uniform Prudent Management of Institutional Funds Act (UPMIFA) and within the by-laws and guidelines of Foothills Presbytery and the *Constitution* of the Presbyterian Church (USA).

4. Standards for Prudent Investing

In investing and managing the portfolio, the Investment Committee (IC) will consider both the purposes of the designated and non-designated funds under their supervision and the purpose of any specific institutional fund. Management and investment decisions about an individual asset will be made, not in isolation, but rather in the context of the portfolio as a whole and as part of an overall investment strategy having risk and return objectives reasonably suited to the Capital Fund.

In managing the portfolio, the IC will incur only those costs that are appropriate and reasonable in relation to the portfolio or any specific institutional fund, the purposes of the Fund, and the skills available to the IC, its members, and the investment institution. At all times, the IC will use reasonable efforts to verify facts relevant to the management and investment of the portfolio or any specific institutional fund.

Except as a donor's gift instrument otherwise requires, the IC will operate in a manner consistent with the accepted practices of non-profit entities and the laws of South Carolina and the United States.

The following factors must be considered by the IC and the investment institution in managing and investing the investment portfolio, including any specific institutional funds:

- General economic conditions;
- The possible effect of inflation or deflation;
- The expected tax consequences, if any, of investment decisions or strategies;
- The role that each investment, or course of action, plays within the Fund's overall investment portfolio;
- The expected total return from income and the appreciation of investments;
- Other resources of the Fund;
- The needs of the Fund and a given institutional fund to make distributions and to preserve capital;
- An asset's special relationship or special value, if any, to the purpose of the Fund

5. Return Objectives

The long-term investment objective of the Investment Fund and the Investment Committee is to

preserve the real value of the endowment so that it will continue its purposes as stated above in support of the mission and ministries of Foothills Presbytery (para. 1, above). On an annual basis, portfolio returns will be compared to appropriate benchmarks. (See para. 2, above.)

6. Risk Considerations

Only prudent risk will be used in guiding investment decisions, consistent with modern portfolio theory and sustainable growth.

Risk will be modified through a prudent diversity of asset categories for investment to include stocks, bonds, U.S. Treasury issues, selected international securities, and hybrid securities, such as mutual funds and Exchange Traded Funds (ETF).

No additional risk or leverage is allowed in the investment strategies, to include but not limited to: options, leveraged commodity contracts, and non-regulated financial instruments (such as CDO's and other derivative instruments).

7. Liquidity

Under normal circumstances, sufficient cash will be kept on hand to fund obligations to the operating budget of Foothills Presbytery and outlays of Designated Funds for a period of at least three (3) months, but not to exceed twelve (12) months.

8. Strategies

The investment portfolio will be diversified across asset classes and managers including, but not limited to, domestic equity, international equity, emerging markets, alternative equity, private equity, and fixed income.

9. Asset Allocation

Targets and Ranges

One of the most important components of an investment strategy is the portfolio asset mix, or the allocation among the various classes of securities and investment strategies available to the long-term investment pool for investment purposes.

- The Investment Committee and the investment institution will set the long-term asset allocation targets and ranges. The current status of these will be reported to the Finance Committee at least annually.
- The investment institution will diversify investments among asset classes in a manner consistent with the investment policy (para. 7 & 9, above), providing a balance with the goal of enhancing the total return of the portfolio while attempting to avoid undue risk concentration.
- Decisions regarding the allocation targets or the inclusion of new asset classes will be made when such action is expected to increase the expected return and/or reduce the risk of the portfolio or when deemed appropriate by a super majority of two-thirds ($\frac{2}{3}$) of the entire Investment Committee.

Expected return, risk, correlation, and these characteristics' overall impact on the portfolio, will be analyzed before any new asset class can be included.

The asset allocation should allow for:

- A diverse portfolio without undue concentration in any single asset class and-
-
- Enough flexibility to adapt to various market environments.

For this reason, the asset allocation policy calls for a long-term “target” allocation as well as a range around that target, or goal. The targets and ranges will be determined by the Investment Committee in consultation with the investment institution.

The IC is authorized to revise the targets and ranges from time to time by a supermajority vote of two-thirds ($\frac{2}{3}$). As both the targets and ranges are long term in nature, it is expected that they will change infrequently.

10. Rebalancing

An asset class is considered to be within an acceptable range if the current allocation remains within the lower and upper bands as discussed above. The actual allocation will be reviewed quarterly but may be adjusted at any time (as long as allocations are within acceptable ranges) based on judgment of the investment institution as approved by a majority of the Investment Committee.

The Investment Committee should work with the investment institution at all times to minimize portfolio expenses.

11. Reporting

In order to ensure that the Investment Committee is able to fulfill its duties with respect to prudent management of the portfolio, the investment institution will provide detailed reports monthly to the Committee. Such reports shall include, though not be limited to, performance of the Fund’s investment portfolio, actions taken with respect to the investment portfolio, and expected changes in investments.

The Chair of the IC, or other designated IC member, will report quarterly to the Finance & Stewardship Committee of Foothills Presbytery on the status of the investment portfolio of the Fund. The Chair of the IC will provide a report annually to the Presbytery.

12. Conflicts of Interest

The Investment Committee will address all actual or potential conflicts of interest involving any member of the IC or any other participant of the Finance Committee or the investment institution. These must be disclosed and resolved pursuant to the Presbytery’s Conflict of Interest Policy and the *Constitution* of the Presbyterian Church (USA).

13. Liability

In view of the responsibilities incumbent on the serving members of the Investment Committee, they will be comply with the directives and requirements for coverage against errors and omissions through the current insurer for Officers and Directors of Foothills Presbytery or, if required and appropriate, through separate E & O Insurance coverage as recommended by the insurance advisors and counsel of Foothills Presbytery.

Appendix V PERSONNEL POLICY
(Approved May, 2021)

Acknowledgement of Receipt, Disclaimer, and Consent

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

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

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

Date

Employee Name (Print)

Employee Signature

PERSONNEL POLICY

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Preamble: The Philosophy of the Personnel System

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

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

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

The Style of the Personnel System

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

Employer Functions and Goals:

Functions:

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

Goals:

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

6. To provide for regular performance reviews and evaluations which relate to work objectives and which give employees the opportunity to participate in evaluating their own performance in relation to those objectives.
7. To assist employees in meeting their career goals and objectives in a manner consistent with the interests of the employer.
8. To establish and maintain open communication with employees on matters concerning their welfare and the employer's interests.
9. To establish and administer a process which provide for hearing and resolutions of complaints and grievances.
10. To inform and consult with employees regarding amendments and modifications to this Personnel Policies and Practices.

Employee Functions and Goals:

Functions:

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

Goals:

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

The Personnel Committee to Foothills Presbytery

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

Principles for the Development and Administration of Personnel Policies and Practices

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

Equal Opportunity Employment: In accordance with the PC(USA) Constitutional affirmation of Inclusiveness (see F-1.0403 and G-3.0103) Foothills Presbytery is committed to fair and equal opportunity employment for all qualified persons, without regard to race; color; national origin; sex; age; disability; genetic information; veteran status; marital status; or other protected class to the extent required by law as applicable to Foothills as a religious institution. As a religious institution, Foothills reserves the right to base employment decisions in part on religious views as permitted by law. Foothills Presbytery fully endorses the concept of equal employment opportunity.

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

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

Employment Categories, Terminology and Practices

Exempt and Non-Exempt Categories:

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

Ministers of Word and Sacrament (Teaching Elders):

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

Elected Regular Administrative Exempt Staff:

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

Employment of Regular Non-Exempt Staff:

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

Regular Employees:

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

Temporary Employees:

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

Office Hours:

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

Holidays:

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

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

Vacation:

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

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

Sick Leave/Personal Leave:

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

Parental/ Family Care Leave:

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

Worker’s Compensation Insurance:

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

Positions within the Presbytery

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

Position descriptions should be kept current (at least every two years) and should be reviewed and altered whenever a significant change is made. Since they identify end results expected for each position, they are an excellent tool in setting performance objectives and should be used in the performance review. Major alterations to position descriptions of the Presbytery Leader/Stated Clerk and Associate Stated Clerk (if present) requires Presbytery approval. All other changes may be made by Coordinating Council.

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

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

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

Recruitment and Selection

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

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

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

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

Salary Administration and Performance Reviews

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

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

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

Separation Practices

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

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

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

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

The above is not an all-inclusive list.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Complaint Resolution Procedure

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

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

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

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

After a full examination of the facts (which may include a review of the employee's

written summary, discussions with all individuals concerned, and a further investigation if necessary), the employee will be advised of the resolution as soon as reasonably practicable.

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

Termination Complaint

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

Administrative Topics

Inclement Weather

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

Sexual Ethics and Misconduct Policy

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

Electronics Communication

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

Business Expense Reimbursements

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

Foothills Presbytery Job Descriptions

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

Appendix AA: Presbytery Leader and Stated Clerk

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

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

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

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

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

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

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

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

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

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

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

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

- Lead with a clear understanding of the presbytery's core mission and values, and coach leaders and congregations to develop ways to engage, develop, and interpret the way our

mission/values show-up in their context.

- Ensure the purpose, plan and proper management of presbytery meetings.
- Serve as the primary staff leader to Coordinating Council, Committee on Ministry, Committee on Preparation for Ministry, Nominations, Bills & Overtures, Exams Commission, Records & Review, and Finance.
- Build awareness, identify leaders and connect people to opportunities within the presbytery.
- Ensure learning opportunities for presbytery leadership, committees, commissions, and other task forces are designed, include clear steps for action, and are goal oriented. [SEP]
- Oversee, in partnership with the Office Administrator, Treasurer, and Finance Committee, the preparation and administration of the annual budget. [SEP]
- Support the Worship Team as it plans and implements reformed worship for presbytery.
- Ensure staff support for the other Committees and Commissions of the presbytery.

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

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

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

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

- The presbytery is represented at governing body levels of the PC (USA). [SEP]
- The presbytery is represented, as appropriate, in ecumenical and interfaith settings.
- As Stated Clerk, the reports and maintenance of required information are accomplished:
 - The minutes of presbytery meetings.
 - The rolls of presbytery: Ministers of Word and Sacrament, Certified Christian Educators, Candidates and Inquirers, Commissioned Ruling Elders,
 - The preservation of the minutes and records of the presbytery.

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

Position Expectations:

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

Appendix BB: Associate Stated Clerk

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

Foundation:

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

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

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

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

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

Description and Scope of Duties:

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

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

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

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

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

Work within Foothills Presbytery:

Coordinating Council: assist in creating the agenda, collect and distribute the committee and commission reports to Council members, update the Manual of Administrative Operations at the

direction of Council, assist in matters related to property, record and distribute the Minutes of Council.

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

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

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

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

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

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

Work Beyond Presbytery:

General Assembly:

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

Synod:

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

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

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

Appendix CC: Associate for Shared Mission and Ministry

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

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

The Mission of Foothills Presbytery: We exist to care, empower, and celebrate the shared mission and ministry of our 58 congregations, from the mountains to the lakes, in upstate SC. Foothills Presbytery is responsible for the government of our churches, for assisting and supporting the witness of our congregations to the sovereign activity of God in the world, so that all our congregations become communities of faith, hope, love, and witness.

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

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

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

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

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

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

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

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

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

The Associate for Shared Mission and Ministry is a person

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

Responsibilities:

1. Facilitate, empower, and equip shared ministry throughout our presbytery
2. Meet with the Committee on Shared Ministry to facilitate, support and encourage their work.
3. Meet with the Coordinating Council (3 times a year) to report the ways congregations and leaders are in shared mission and ministry together.
4. Be available to Pastors and congregations to visit, share stories, listen, and invite further missional and ministry involvement (may include 1-2 Sunday mornings/month).

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

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

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

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

Appendix DD: Office Administrator/Bookkeeper

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

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

Reports to: Presbytery Leader/Stated Clerk

Duties and Responsibilities:

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

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

accounting system balances. Compile the data for the annual budget and attend all financial related meetings.

- Other assigned duties by the Stated Clerk or Associate Stated Clerk.

Appendix EE: Communications Coordinator and Assistant Office Administrator

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

Classification: Part time position (20 hours/week)

Qualifications:

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

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

Primary Duties and Responsibilities:

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

- Order and maintain office supplies
- Keep Presbytery Manual up to date

Committee on Preparation

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

Nominating Committee

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

Representation & Review Committee

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

APPENDIX VI - PROCEDURE FOR NOMINATING COMMISSIONERS TO GENERAL ASSEMBLY

At the meeting at which nominees for Commissioners to the General Assembly are determined, the Nominating Committee shall prepare a slate of nominees.

1. In drawing up its slate of Commissioners to the General Assembly, the names of ministers shall be submitted as follows:
 - a. The Committee shall nominate two ministers as principals and two ministers as alternates to General Assembly. Among the criteria to be taken into account are: time of service in this and other presbyteries; fair representation of male, female and racial members; effective work on a division or committee of Presbytery, Synod or General Assembly. The Committee may also consider special reasons such as the Presbytery's desire to nominate a member as Moderator of the General Assembly, its wish to have an overture from the Presbytery duly supported, its belief that a member is especially qualified to contribute to the debate on issues before the General Assembly, or its knowledge of special circumstances in a member's case which makes it particularly appropriate that she or he be a Commissioner.
 - b. Ordinarily the ministers elected as alternates shall become the principal commissioners at the next General Assembly.
2. In drawing up its slate of Commissioners to the General Assembly, the names of elders shall be submitted as follows:
 - a. The committee shall choose elder nominees from the churches of Presbytery, taking into consideration such criteria as the varieties in the size of the congregation, the involvement of the church in the life and work of Presbytery, and the geographical distribution of churches within Presbytery.
 - b. The committee shall ask the Sessions of two churches to recommend one of their elders to the committee, as well as an alternate, including biographical data and record of church service as part of the recommendation.
 - c. In order to ensure that both men and women are represented in the nominating process, the committee shall be free to make suggestions to the sessions regarding possible candidates.
 - d. Presbytery shall elect two principals and two alternates. Ordinarily the alternates shall become the principal commissioners in the following General Assembly. The alternates will attend General

Assembly as observers at Presbytery expense.

- e. Those sessions failing to make a recommendation when given the opportunity shall be given another opportunity the following year. A session not presenting a nominee for two consecutive years shall be placed at the bottom of the list for consideration.
3. The Nominating Committee shall not place the name of any person in nomination until it has secured the consent of that person.
4. Notwithstanding the names placed in nomination by this committee, nominations from the floor of Presbytery at the time of any election shall always be in order, provided that the consent of the person nominated has first been secured and a brief biographical sketch prepared for distribution to members of Presbytery.
5. In case any minister or elder elected as a Commissioner finds it necessary to be excused from attendance at the General Assembly, the Moderator shall be empowered to substitute one of the alternate ministers or elders.
6. The Moderator shall designate one of the elected as Chair of the Commissioners. Following the General Assembly, the Commissioners, under the guidance of the Chair, shall prepare a brief report to the Presbytery which shall summarize the work of the Assembly. All commissioners shall report to the Stated Clerk, in writing, certifying their attendance at the General Assembly.

APPENDIX VII. DISASTER PREPAREDNESS AND RESPONSE PLAN

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Commonly Used Acronym List

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

Disaster Preparedness and Response Plans - Overview

Plan Contents

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

Background

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

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

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

Rational

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

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

Scope

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

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

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

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

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

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

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

Appendix AA Disaster Response Plan

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

Organization

Presbytery Disaster Preparedness and Response Commission (DPRC)

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

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

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

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

12. Coordinate periodic reviews and revisions of this Plan.

The DPRC Preparedness and Training Coordinator is generally responsible to:

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

The general functions of the DPRC are to:

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

Presbytery Disaster Assistance Commission

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

Response and Communication Protocols

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

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

Church Leadership – Presbytery Leadership and Pastors

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

Presbytery Disaster Response Commission - Directors and Team Members

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

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

Long-Term Recovery

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

In most cases long-term recovery is managed by local (county) LTRGs that may be set-up as the recovery process proceeds. These organizations are aided by Emergency Management Divisions

(county or state EMD), FEMA, VOAD, and other national agencies that may have partnerships with local jurisdictions. The DPRC will identify all local LTRGs and will foster participation by our congregations that will connect us to those with unmet needs. Support for this effort can come from PDA.

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

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

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

Responding to National and International Disasters

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

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

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

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

Preparing for Pandemic Infectious Diseases

When confronted with a possible infectious disease event, the DPRC will disseminate appropriate information about best hygiene practices and church procedures. The DPRC will be informed by the best practices shared by the South Carolina Department of Health and Environmental Control

(SCDHEC), National Institute of Health (NIH), the Governor's office and PDA. As is the case for all disasters – they are local. Pandemic events, although global in nature, have differing ramifications for local communities. Infectious disease situations change rapidly, so it is important to stay tuned to the local situation and the recommendations from local health authorities when making decisions about modifying church procedures and activities. See Appendix D for the latest PDA guidance.

Appendix BB

Administrative Office Disaster Plan

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

A. Develop Memoranda of Understanding with some area churches/entities for temporary housing of the Presbytery Office as needed.

B. Develop contingency staffing plans depending on location of the disaster. All current staff should be able to work from home, given internet access, cell phone access, and power.

C. Create a disaster “Go Box” containing:

- Current Directory
- Hard copy of Presbytery Manual
- Copy of Presbytery Disaster Response Plan
- Community emergency contacts
- Current Planning Calendar
- Official copy of the property deed
- List of credit card numbers and holders
- Account numbers and contact information for all bank accounts
- Copy of insurance policy
- Copy of PDA Memorandum of Understanding
- Complete computer record backup (flash drives, cloud, or offsite)
- Presbytery stationery/stamps
- Business cards for all Presbytery staff
- Memoranda of Understanding for temporary housing of Presbytery Office
- Contingency staffing plan
- Book of Order/Confessions
- Book of Common Worship
- Hymnal
- Bible

D. Secure equipment:

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

E. Other considerations:

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

Appendix CC

Disaster Preparedness and Response Education Plan

Objective:

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

Goals - Local Disaster

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

Goals - National Disaster

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

Goals - International Disaster

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

Process

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

Appendix DD Disaster Preparedness and Response Resources

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

FEMA Are You Ready Guide

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

Presbyterian Disaster Assistance

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

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

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

The American Red Cross

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

Appendix EE Congregational Disaster Plan Template

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

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

Congregational Disaster Plan Template

Name of Church _____
Address _____
Phone _____
Email _____
Social Media _____
Goal Date for completion _____

DISASTER PLAN

Date Updated: _____

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

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

Overview

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

SECTION 1

Contacts and Staff Responsibilities

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

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

Church Contacts:

Position:

Name:

Phone: (mobile/text, home)

Email Address:

Home address:

Position:

Name:

Phone: (mobile/text, home)

Email Address:

Home address:

Add others as necessary.

Local Community Contacts:

Emergency: 911

Police:

Sheriff:

Fire Rescue:

Emergency Management:

Insurance Agent:

Presbytery Contacts:

Presbytery Office Address:

Phone:

Email:

Website Address:

Position: Stated Clerk/Presbytery Leader

Name:

Phone: (mobile/text, home)

Email Address:

Position: Stated Clerk
Name:
Phone: (mobile/text, home)
Email Address:

Position: Associate for Shared Mission and Ministry
Name:
Phone: (mobile/text, home)
Email Address:

Position: Administrative
Name:
Phone: (mobile/text, home)
Email Address:

Add others as necessary.

DISASTER PREPAREDNESS DUTIES

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

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

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

Examples:

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

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

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

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

Congregational Preparedness Checklist

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

SECTION 2 Facilities Evacuation Plan

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

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

SECTION 3 Alternate Facilities and General Communication

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

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

Name of Alternate Facility:

Address:

Contact Person(s):

Phone/Text:

Email:

Name of Media Spokesperson/Alternate:

Phone/Text:
Email:

Name of Social Media/Website Communicator:
Phone/Text:
Email:

SECTION 4 Documentation of Property

FACILITIES INVENTORY

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

CHURCH RECORDS

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

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

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

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

SECTION 5 Protection of Property

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

PROPERTY CHECKLIST

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

SECTION 6 Caring for the Congregation

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

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

SECTION 7 Immediate Response Protocol

Adjust the following to fit your particular situation.

IF YOU HAVE PRIOR NOTIFICATION

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

DURING THE EVENT

TAKE APPROPRIATE STEPS TO BE SAFE!

IMMEDIATELY FOLLOWING AN EVENT

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