

Presbytery of Detroit

Policies and Procedures Manual

Adopted 4/22/03

TABLE OF CONTENTS

PRESBYTERY POLICIES

- P-1 Mission Statement *Amended by substitution 11/27/07*
- P-2 *Deleted 11/27/07*
- P-3 *Deleted 11/27/07*
- P-4 Sexual Misconduct Policy And Procedures *Amended by substitution 4/26/05. Amended 10/24/06. Amended 6/23/09*
- P-5 On Complex and Controversial Issues *Amended by substitution 2/28/06*
- P-6 Equalization of Elders
- P-7 Resignations from Presbytery Committees
- P-8 Absences from Committee Meetings
- P-9 Distribution of Funds Collected as Offering During an Installation or Ordination Service
- P-10 Guidelines for Disaffected Churches *Amended by substitution 11/27/07*
- P-11 Criteria for Validated Ministry Within the Presbytery of Detroit
- P-12 Statement of Professional Ethics
- P-13 Process for Alternative Ordination Examinations *Amended by substitution 10/25/05*
- P-14 On Amending the Presbytery Budget
- P-15 Non-Payment of Per Capita
- P-16 On Use of Alcohol at Presbytery Events *2/14/04*
- P-17 Certification of Candidates *9/28/04*
- P-18 On Interviewing Candidates for Staff Positions *11/23/04*
- P-19 Presbytery Guarantees Of Loans To Congregations *11/22/05*
- P-20 Strategy for Urban Ministry *2/27/07*
- P-21 Questions to Candidates *6/26/07*
- P-22 Use of Styrofoam Containers and Bottled Water *11/24/09*

COMMITTEE GUIDELINES AND POLICIES

COORDINATING CABINET

- CC-1 Presbytery Meeting Arrangements
 - CC 1.1 Official and Unofficial Tables
 - CC 1.2 Deadlines for Papers for Presbytery Meetings *Amended 11/23/04*
 - CC-1.3 Mailings for Presbytery Meetings *Amended 11/23/04*
- CC-2 Interim Executive Search Committee *2/14/04*
- CC-3 Time limits for announcements and reports. *8/26/08*
- CC-4 Personnel Guidelines *10/28/08*
- CC-5 On computer file names of papers. *8/25/09*

PLANNING AND VISIONING

- P&V-1 Budget
 - P&V 1.1 Procedures for Requesting and Validating an Extra Commitment Opportunity (ECO)

- P&V 1.2 Per Capita
- P&V 1.3 Changes to Adopted Budget
- P&V 1.4 Budget Deficits and Surpluses
- P&V 1.5 Budget Control
- P&V 1.6 Non-Budget Funds in Reserve Accounts

COMMITTEE ON MINISTRY

- COM-1 Guidelines for Involuntary Dissolution of Pastoral Services
- COM-2 AA/EEO Policy
- COM-3 Guidelines for Study Leave
- COM-4 Guidelines for Parental Leave
 - COM-4.1 Maternity Leave
 - COM-4.2 Paternity Leave *Amended 2/14/04*
- COM-5 Sub-Minimum Compensation Procedures
- COM-6 Guarantee of Pension dues
- COM-7 Ministers from Other Denominations
- COM-8 FICA Inclusions
- COM-9 Tax Deferred Annuity
- COM-10 Manse Policy
- COM-11 Pastor Nominating Committees and Ministerial Calls
- COM-12 The Role of Staff in the Pastor/Associate Pastor Nominating Process *6/24/03*
- COM-13 Interim Ministry Training *10/23/07*
- COM-14 Retaining former Chapter XIV Rules. *6/26/07*
- COM-15 Process for Transferring Ministers and Certified Lay Pastors into Detroit Presbytery *6/26/07*
- COM-15 When a PIF has a report of Sexual Misconduct. *10/28/08.*
- COM-17 Sabbatical Leave Policy for Churches less than 200 Members. *10/28/08*
- COM-18 Compensation Guidelines for the Interim Pastor *4/28/09*
- COM-19 On Payment of Pension Dues Before Calling a Pastor. *10/27/09*

COMMITTEE ON PREPARATION FOR MINISTRY

- CPM-1 Financial Policy
- CPM-2 Policy for Commissioned Lay Pastors
- CPM-3 Field Education Policy
- CPM-4 Educational Standards for Seminarians at Non-PC(USA) Schools Who Are Under Care
- CPM-5 Moving from Inquirer to Candidate
- CPM-6 Psychological Assessment Procedure
- CPM-7 Circulation of Personal Information Forms *11/23/04*
- CPM-8 Policy on Interviewing Candidates *6/26/07*

COMMITTEE ON NOMINATIONS

- NOM-1 Commissioners to Other Governing Bodies
- NOM-2 Guidelines for General Assembly Representation
- NOM-3 Emergency Appointment of GA Commissioners

TRUSTEES

- T-1 Policy Regarding the Presbytery's Role in Housing Pastors and Other Ministers
- T-2 Implementation of Financial Assistance for Down-payment of Loans
- T-3 Policy for Permission to Purchase Real Estate
- T-4 Policy for the Sale of Church Real Estate
- T-5 Guidelines for Presbytery Loans
- T-6 Guidelines for Reviewing Refinancing Requests
- T-7 Statement of Investment Objectives, Policies, and Guidelines
- T-8 Theological Education Fund Loans
- T-9 Guidelines for Receiving Donations of Real Estate
- T-10 Signing Contracts
- T-11 Presbytery Budget Process; Use of Capital or Endowment Funds for Operating Expenses
- T-12 Check Writing and Disbursement Controls *9/23/03*
- T-13 Volunteer Driver Guidelines *4/28/09*
- T-14 On Approving Contracts Greater than \$10,000. *8/25/09*
- T-15 Sales Contracts for the Sale of Buildings. *11/24/0*

MINISTRY TEAM GUIDELINES AND POLICIESPRESBYTERY OPERATIONS

- PO-1 Staff
 - PO-1.1 Affirmative Action
- PO-2 Use of Presbytery Resources
 - PO-2.1 Mailing Labels and Lists
 - PO-2.2 Use of Presbytery Letterhead
- PO-3 Session Records
 - SR-1 Westminster Minutes Book
 - SR-2 Westminster Register
 - SR-3 Erasures, interlineations, footnotes
 - SR-4 No insertions
 - SR-5 Chronological numbers
 - SR-6 Use of Chronological numbers
 - SR-7 Page numbers
 - SR-8 Recording Administration of the Lord's Supper
 - SR-9 Recording names of elders
 - SR-10 Recording of Baptisms
 - SR-11 Reporting Marriages
 - SR-12 Annual Report
 - SR-13 Timely preparation of minutes
 - SR-14 Timely Entries in the Registers
 - SR-15 Reviewer's Guidelines *9/23/03*

NEW CHURCH DEVELOPMENT/REDEVELOPMENT

- NCD/R-1 Guidelines for Urban Ministry Fund
- NCD/R-2 Guidelines for Dissolution of a Church

NCD/R-3 Policy on New Church Development *Amended by replacement 2/26/08*

CONGREGATIONAL LIFE

CL-1 Policy Guidelines for Self-Study Process 9/28/04

PRESBYTERY POLICIES

P-1 MISSION STATEMENT PRESBYTERY OF DETROIT

Strengthening and Transforming Our Congregations to be Missional Pastoral Prophetic

Our Vision is a New and Living Way:

Confident in the “new and living way” of Jesus Christ, we, the lay and clergy leaders of The Detroit Presbytery, commit ourselves to hold fast to the confession of our hope. We will encourage one another in love and good works:

“[B]y the new and living way that he opened for us through the curtain (that is, through his flesh), and since we have a great priest over the house of God, let us approach with a true heart in full assurance of faith, with our hearts sprinkled clean from an evil conscience and our bodies washed with pure water. Let us hold fast to the confession of our hope without wavering, for he who has promised is faithful. And let us consider how to provoke one another to love and good deeds, . . .” Hebrews 10: 20-24.

God’s Word will guide us, the sacraments will sustain us, and the Holy Spirit will empower us. God will lead us to strengthen and transform congregations to embassies of mission, pastoral care and prophetic proclamations. We will aim to glorify God in our actions and attitudes and demonstrate the love revealed through Jesus Christ who is our Lord.

Emphasis through 2013

To implement our vision we will emphasize the following:

- We will provide care, oversight and accountability for pastors and educators, we will equip them to perform ministry in such a manner that will strengthen congregations.
- We will challenge, equip and support our congregations and leaders in their discernment of God’s invitation to join in the journey of a new way of living that will strengthen congregations.
- We will acknowledge and celebrate diversity among the citizenship of the Kingdom of God in a way that will strengthen congregations.
- We will launch new communities of faith in cooperation with and to strengthen our existing congregations.
- We will serve as a catalyst for mission and seek to connect our congregations with common local, regional, national and international mission interests and needs.
- We will provide a forum for our leaders and congregational members to reflect together theologically.
- We will provide a forum for social witness. We will bear a prophetic word to the powers and principalities of the world based upon the love, justice and mercy of Jesus Christ.
- We will provide a ministry of nurture and spiritual growth which supports the name given to children and youth at the sacrament of baptism.

11/27/07

P-2 Deleted 11/27/07

P-3 Deleted 11/27/07

P-4 SEXUAL MISCONDUCT POLICY AND PROCEDURES

Table of Contents

I.	Introduction	I
	A. Theological Rationale	
	B. Purpose and Scope	
II.	Definitions	D
	A. Sexual Misconduct	
	B. Presumed Consent	
	C. Presbytery Entities Involved in Sexual Misconduct Cases	
	D. Additional Definitions	
III.	The Pastoral Response Team	
	A. Purpose	
	B. Membership	
	C. Training	
	D. Annual Review	
	E. Resources	
IV.	Procedures and Implementation	
	A. General Principles	
	B. Initial Report	
	C. The Role of the Pastoral Response Team	
	D. The Role of the Special Investigating Committee	
	E. Appeal Process	
	F. Unsupported Allegations	
V.	Additional Responsibilities of the Presbytery	
	A. Availability of the Policy and Compliance	
	B. Management of the Policy	
	C. Screening of Applicable Persons	
	D. Requests for Transfer, Release, or Renunciation of Jurisdiction	
	E. Disposition of Files	

Appendices

- A. Process in Disciplinary Proceedings
- B. Process Flow in Sexual Misconduct Situations
- C. Mandatory Reporting of Suspected Child Abuse
- D. Accusation of Sexual Misconduct
- E. Policy on Administrative Leave
- F. Receipt and Acknowledgement of Sexual Misconduct Policy and Procedures

I. INTRODUCTION

In recent years, sexual misconduct has become a public matter, having been quietly dispatched or ignored previously. Presbyteries, Synods and the General Assembly of the Presbyterian Church (U.S.A.) have adopted policies for the prevention and judicial management of these cases. This document applies to the Presbytery of Detroit and its constituent ministers, committee members, related agencies, and staff. Through its implementation, the Presbytery is establishing the norm that no sexual misconduct will be tolerated.

A. Theological Rationale

Under the grace of God and the Lordship of Jesus Christ, the church and its people are called to behave responsibly in a connectional system that is clear in its expectations and uniform in its discipline. Biblical standards for the sanctity of marriage and for ethical behavior are based on a combination of love, justice and the equitable distribution of power. Sexual behavior is one aspect of human interaction that must be conducted justly and fairly. Our faith, under Christ, leads us to decry any interactions where people are treated without love and justice.

The church has grappled since its inception with the tension between judgment and grace as attributes of God's nature. Though grace predominates and forms the motivation of human response, judgment and discipline are expected when individual behavior affects other persons and the church body as a whole. To lightly dismiss an instance of sexual misconduct, though it appears on the surface to be gracious, is really a compounding of the misconduct. Maintaining silence, though characteristic of the church's history, is unacceptable. In the words of Paul: "All things are lawful but not all things build up. Do not seek your own advantage, but that of the other." (I Corinthians, 10:23-24)

B. Purpose and Scope

1. Purpose

It is the purpose of this policy:

- a. to define sexual misconduct in the Presbytery of Detroit;
- b. to provide standards for behavior applicable to all members of the Presbytery of Detroit: its ministers, commissioned lay pastors, committee members, candidates, inquirers, volunteers, employees, or any other person carrying out the programs of the Presbytery of Detroit;
- c. to provide for measures to prevent the occurrence of sexual misconduct;
- d. to provide the basis for policies to be adopted by church Sessions dealing with church members and non-ordained employees;
- e. to have a system which provides for an expeditious, professional, confidential, and caring response in sexual misconduct situations;
- f. to serve as a companion to the Book of Order but not to supercede any of its provisions.

2. Scope

The persons governed by this policy are all members of the Presbytery of Detroit: its ministers, commissioned lay pastors, committee members, candidates, inquirers, volunteers, employees, or any other person carrying out the programs of the Presbytery of Detroit.

- a. Particular Churches: This policy does not purport to regulate sexual conduct within the particular churches of the Presbytery of Detroit. It is recommended that Sessions adopt policies similar to this one.
- b. Child Protection: Because of the unique issues involved in monitoring youth and child activities, this policy is not intended to serve as a full child protection policy. The Presbytery Assembly and its entities are to be given one year from the date of implementation of this policy to adopt an appropriate child protection policy (see Section V.C.2.b below).

3. Other Policies and Procedures

This policy is to be interpreted and applied consistently with any and all other applicable policies of the Presbytery of Detroit, the Presbyterian Church (U.S.A.), and state, federal, and local law.

II. DEFINITIONS

A. Sexual Misconduct

Sexual misconduct is the comprehensive term used in this policy to cover the following:

1. **Child sexual abuse** is any contact or interaction between a child under the age of 18 when the child is being used for sexual stimulation of adults. The behavior may or may not involve touching. Sexual behavior between an adult and a child is always considered forced whether or not there is consent.
2. **Inappropriate sexual conduct** is language, visual contact, touching or other behavior judged by the person to be injurious to his or her physical or emotional health. It involves crossing a boundary the person was attempting to set.
3. **Rape** is sexual contact by force, threat, intimidation, or coercion.
4. **Sexual malfeasance** is sexual conduct within a ministerial or professional relationship (e.g., minister with a parishioner, counselor with a client, church employee with a church member, Presbytery staff person with a volunteer). It includes unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature, as well as consensual romantic relationships (see Section II.B, below).
5. **Sexual harassment** is an unwelcome sexual advance, verbal or physical contact, or display of sexually related material when:
 - a. the affected party has previously rejected those advances;
 - b. submission is explicitly or implicitly made a condition of future employment, service or care;
 - c. such conduct affects morale or performance of the individual or others involved in the situation; or
 - d. persons in the work setting claim to find the material offensive.
6. **Single party conduct** is that where no partner is involved, such as use of computers, reproduction machinery or other office equipment belonging to a governing body. When discovered it could fall under this policy.
7. **Inappropriate use of the Internet** to communicate with another to commit sexually abusive activity, including but not limited to the activities as listed above.

B. Presumed Consent

Presumed consent is the assertion that a particular act was between consenting adults. It may apply to relationships where there is no disparity of power, such as spouses or single adults functioning as peers or colleagues. Within this policy presumed consent does not apply between ministers and parishioners, supervisors and supervised, or with anyone involved with performance review, compensation, promotion or continued employment, even though the parties claim that a consensual agreement exists. The inherent imbalance of power between the minister and the lay person undermines the validity of such consent. If a minister and lay person wish to pursue a consensual romantic relationship, one or the other must change churches so that the professional relationship is no longer in place.

C. Presbytery Entities Involved In Sexual Misconduct Cases

1. An **Advocate** is a person who provides support and emotional and physical presence, to the alleged victim(s) and their family, the accused, family members of the accused, or the congregation involved in a sexual misconduct case. The advocate may also provide clarification of the investigative process of the church and the judicial process of the church to the person(s) with whom he or she works. The role of an advocate is not to speak for the party for whom he or she is an advocate but to inform that party of his or her rights within the investigative process. The advocate shall not give advice regarding civil remedies. When requested by the party for whom he/she is advocate, the advocate

may accompany that person to meetings of Presbytery entities when that party is testifying.

2. **Committee on Ministry** continues in its constitutional role as resource to ministers and congregations, particularly where pastoral vacancies occur. When appropriate, the Committee on Ministry is to facilitate the employment of interim leadership competent to manage any conflict associated with the sexual misconduct case. The committee facilitates the relations between congregations, ministers, and the Presbytery, and resolves difficulties on behalf of the Presbytery when possible and expedient.
3. The **Executive Presbyter** maintains his or her role as resource to the Committee on Ministry. Under most circumstances the Executive Presbyter is the point of entry when an allegation of misconduct is made, and is to ensure that the proper steps are taken to bring the process to issue.
4. The **Pastoral Response Team** is a group of clergy and laity, from which panels of at least 3 persons shall be assigned to work with the person making the complaint, the accused and the affected governing body (in a congregation the Session) to make a preliminary intervention with affected parties. It has no judicial function, nor should it attempt to assume one. It shall talk with parties individually and assist them in selecting advocates; members of the Pastoral Response Team do not serve as advocates. It may maintain contact with those involved in the situation, but must assure the parties that it is not interfering with the disciplinary case in process should there be one. This team shall be responsible for the training of ministers and lay persons in the Presbytery in matters related to sexual misconduct, and shall take steps toward its prevention. Attendance at training sessions will be tracked and reported by the team.
5. The **Permanent Judicial Commission** is the continuing body elected by the Presbytery to conduct trials when an investigating committee files charges. The commission's structure and duties are described in D-5.000.
6. From the **Permanent Investigating Committee** of nine members who shall be elected by the Presbytery, the Stated Clerk or designee shall select at least three from the Committee whenever a written statement of offense is received by Stated Clerk (D-10.0103). The three are charged, under the Rules of Discipline, with conducting a full investigation of an allegation of sexual misconduct, determining whether or not charges are to be filed, and prosecuting the case if there is one. Where the allegations call for special expertise, the Stated Clerk or designee, Moderator, and the Presbytery Executive together may appoint an additional person to the team investigating those allegations. *Amended 6/23/09*
7. The **Stated Clerk** receives the initial complaint and notifies the Presbytery Assembly that a complaint has been received. The Clerk consults with the Executive Presbyter and the Committee on Ministry on whether the complaint warrants an administrative leave. The Clerk refers recommendations from the Special Investigating Committee to the Permanent Judicial Commission.

D. Additional Definitions

1. The **Accused** is the person against whom a claim of sexual misconduct is being made.
2. An **Accuser/victim** is the person claiming knowledge of sexual misconduct by a person covered by this policy or a person claiming to have been the subject of sexual misconduct by a person covered under this policy. The accuser may or may not have been the victim of the alleged sexual misconduct.
3. An **Employee** of the Presbytery of Detroit has been hired by the Presbytery and/or its entities to perform specific duties for the Presbytery of Detroit or its entities. The employee receives salary/remuneration from the Presbytery for work performed.
4. A **Mandated Reporter** is a person required by the laws of Michigan (and other states) to report suspected incidents of child abuse, including child sexual abuse, which come to

their attention. As state laws vary, any person who knows or suspects child abuse and has questions about reporting should confer with an attorney.

5. A **Volunteer** is a person who provides services for the Presbytery and/or its entities and receives no benefit or remuneration. Volunteers include persons elected or appointed to serve on boards, committees, task forces, and other groups. For purposes of this policy, volunteers are treated the same as employees.

III. THE PASTORAL RESPONSE TEAM

A. Purpose

Every March, a Pastoral Response Team shall be appointed by and serve under the authority of the Committee on Ministry and shall be confirmed by the Presbytery. The purpose of the Pastoral Response Team is to:

1. Ensure that an expeditious, professional, confidential, and caring response is made by the Presbytery to charges of sexual misconduct, particularly in a congregational environment. The Pastoral Response Team, however, is not an investigatory body and will not usurp the roles of Presbytery officials or committees, including investigating committees.
2. Lead an ongoing preventative program of continuing education for staff, clergy, volunteers, and congregations in the Presbytery, as outlined below in Section V.A.

B. Membership

The Pastoral Response Team shall be comprised of Presbyterian clergy and lay persons who represent a range of professional expertise, including but not limited to pastoral counseling/therapy, law, interim ministry, conflict resolution, personnel management and training, and child advocacy. The Pastoral Response Team should reflect the racial/ethnic and gender constituency of the Presbytery, and be composed of an equal number of clergy and laity.

The Pastoral Response Team should consist of twelve to fifteen persons to allow for the possibility that more than one allegation of misconduct will be pending at any particular time. Members should agree to serve for six years, in order to build experience and expertise within the group. One third of the Pastoral Response Team shall be appointed by the Committee on Ministry every other year. No person who has served a full six-year term shall be re-appointed until one full year has elapsed.

C. Training

The Pastoral Response Team members will receive training in dealing with sexual and ethical misconduct, with specific attention to the dynamics that are unique to the ministerial role. The cost of training the Pastoral Response Team shall be borne by the Presbytery.

In addition, the Pastoral Response Team is responsible for conducting seminars on the issues of sexual misconduct. This training is to be given yearly. See Section V.A.4., below.

D. Annual Review

Since this policy cannot detail all the procedures needed by the Pastoral Response Team in addressing different kinds of cases, the Pastoral Response Team shall annually evaluate this policy and recommend changes to the Committee on Ministry for approval by the Presbytery Assembly. There shall be an annual report of this evaluation made to the Presbytery Assembly at its June meeting, regardless of whether changes are recommended.

E. Resources

1. Through the Committee on Ministry, the Pastoral Response Team shall maintain a list of interim or supply pastors trained in responding to congregations where abuse has occurred and other resources for assisting such congregations.
2. The Presbytery shall develop a fund from which the expenses of administering this policy may be drawn.

IV. PROCEDURES AND IMPLEMENTATION

A. General Principles

1. Ministers, elders, deacons, and ministerial candidates and inquirers are subject to inquiry and discipline under the Book of Order, Rules of Discipline. This policy is intended to supplement the Rules of Discipline, not replace them.
2. Employees of the Presbytery are subject to the employee policies administered by the Presbytery Operations Ministry Team.
3. The victim, accuser, and accused each have the right to have an advocate (i.e. a colleague, friend, family member, counselor, or other person of their choosing) and an attorney/counsel present at all interviews and meetings. The role of the advocate is to be a supportive presence to the party. The advocate may be provided by the Pastoral Response Team if desired by the person affected. Criteria for the attorney/counsel are set in the Rules of Discipline, as follows:
 - a. In proceedings under the Rules of Discipline, any person who serves as an attorney/counsel must be a member of the Presbyterian Church (U.S.A.).
 - b. In the event the accused is unable to secure counsel, the permanent judicial commission shall appoint counsel. Reasonable expenses for defense shall be authorized and reimbursed by the Presbytery (D-11.0302).
 - c. Should the accuser or the accused retain legal counsel, the Presbytery shall also retain legal counsel.
4. Provision of Information
 - a. All requests for information by anyone outside the disciplinary process or the Pastoral Response Team shall be referred to the Executive Presbyter and his or her designee.
 - b. A final report of any proceeding under the Rules of Discipline, including any charges filed and actions taken, shall be made by the Stated Clerk to the Presbytery Assembly. A copy of the report will be filed in the permanent personnel file of the accused.

B. Initial Report

1. When a person believes that sexual misconduct has been committed by a member, employee, or volunteer of the Presbytery of Detroit, or if such a person self-accuses, the incident shall first be reported to the Stated Clerk, or Executive Presbyter, or the Committee on Ministry Chair, or Pastoral Response Team Chair, who shall then notify the Pastoral Response Team. If the accused is an employee of the Presbytery of Detroit or one of its entities, the chair of the Presbytery Operations Ministry Team will also be notified.
2. Disciplinary proceedings under the Rules of Discipline are initiated by submitting a "written statement of an alleged offense" to the Stated Clerk. Such a statement "shall give a clear narrative and allege facts, that, if proven true, would likely result in disciplinary action." (D-10.0101). At any point when an accuser submits a written allegation to the Stated Clerk, the disciplinary proceedings under the Rules of Discipline apply and a Special Investigating Committee will be appointed. The form attached as Appendix D may be used for this purpose.
3. If the accuser/victim is not willing or ready to file a written allegation with the Stated Clerk, or if the victim is a child or is not a member of the Presbyterian Church (USA), the Executive Presbyter, the Stated Clerk, and the Moderator or his/his designee shall proceed to determine whether an offense may have occurred and whether a written allegation should be submitted. (D-10.0102b).
4. When the Stated Clerk of the Presbytery receives a written statement of an alleged offense of sexual misconduct, in addition to initiating the procedures required by the Rules of Discipline, the Stated Clerk shall consult with the Executive Presbyter and the moderator of the Committee on Ministry. If it is their unanimous judgment that the complaint warrants administrative leave, the Stated Clerk will notify the minister and the

Session that the minister is placed on administrative leave, as provided in the Presbytery Policy on Administrative Leave (see Appendix E). All persons placed on administrative leave are none-the-less to be presumed innocent until proven guilty.

5. Sexual misconduct involving children shall be reported by the Executive Presbyter or his or her designee, to civil authorities and, if applicable, to the related Presbytery entity. It should be noted that reporting an allegation of child abuse to the Presbytery does not relieve the accuser of his or her mandated reporting responsibilities under state law.
6. The Executive Presbyter or his or her designee will immediately notify the Presbytery's insurance company and the moderator of the Pastoral Response Team that an allegation was received.
7. Any allegations that fall within the jurisdiction of a local Session will be referred to the Clerk of that Session and the pastor of the church.

C. The Role of the Pastoral Response Team

1. When the Pastoral Response Team is first notified of an accusation, it shall coordinate pastoral care as needed for the accuser/victim(s), the accused, their families, the congregation, and all other involved parties. The Pastoral Response Team's responsibilities are to:
 - a. notify the affected parties of the Pastoral Response Team's role;
 - b. confirm that civil authorities have been notified, when appropriate;
 - c. assess the needs of the affected parties, congregations, entities, agencies, and governing bodies, including the need for advocates and/or an attorney or counsel.
 - 1) The Accuser/Victim(s): At least two persons from the Pastoral Response Team will meet with the accuser/victim(s) and their family to listen to their concerns and ascertain their needs. The Pastoral Response Team members' role is to help clarify options for the accuser/victim(s) so they may decide for themselves what they will choose to do, as well as make available to the accuser/victim a list of counseling resources.
 - 2) The Accused: The Pastoral Response Team, through its moderator, shall consult with the Executive Presbyter and his or her designee, to determine what support and resources should be offered to the accused. The Executive Presbyter or his or her designee will offer to arrange for at least two persons from the Pastoral Response Team to provide support, as well as make available to the accused a list of counseling resources, if requested.
 - 3) The Congregation: When a congregation is involved, the Pastoral Response Team, in consultation with the Committee on Ministry and the Executive Presbyter or his/or her designee, shall determine if it would be helpful to offer the congregation support and services. When appropriate, members of the Pastoral Response Team may be called upon to meet with the Session to advise the congregation on the kind of support and resources that are available and to help the Session plan a response to the situation.
 - 4) Resources: The Pastoral Response Team will identify the resources available for professional counseling. If the victim and/or the accused do not have insurance and are unable to assume the costs of counseling, the Presbytery shall accept responsibility for payment of counseling fees, for a reasonable time, up to a maximum of one year.
2. At no time will there be only one person in possession of knowledge of any matters pertaining to a case. At least two members of the Pastoral Response Team will be present when meeting with the accuser, victim, accused, or witnesses. Such consultations shall always include at least one person who is of the same gender as the person being interviewed.

3. Members of the Pastoral Response Team will make reasonable efforts to guard the privacy of persons involved. Material information will be made available only to authorized persons on a need-to-know basis.
4. Should the accuser choose to file a complaint as defined in this policy, the Pastoral Response Team ceases to function in the case, other than to listen and counsel on the initiative of the parties involved.
5. Should the accuser refuse to file a complaint, the Pastoral Response Team is to continue in a supportive role with the various parties through their advocates.

D. The Role of the Special Investigating Committee

1. The Special Investigating Committee is charged, under the Rules of Discipline, with conducting an inquiry to determine whether charges should be filed (D-10.0201).
2. The Special Investigating Committee is appointed by the Moderator of Presbytery, in consultation with the Stated Clerk and the Executive Presbyter, for the particular case.
3. The Special Investigating Committee will provide the accused with a copy of the statement of the alleged offense (D-10.0202a).
4. The Special Investigating Committee will determine whether sufficient grounds exist to bring the complaint to trial. If the committee determines that grounds exist, and they can reasonably be proved (D-10.0202b), the investigating committee will prosecute the case before the Presbytery Permanent Judicial Commission.
5. After the investigation is complete, the Special Investigating Committee, if appropriate, will initiate alternative forms of dispute resolution (D-10.0202g), or proceed to the filing of charges (D-10.0302) and the prosecution of the case (D-10.0402).

E. Appeal Process

If the defense in a case alleges that grounds exist for an appeal (D-13.0106), the appeal shall be made to the Permanent Judicial Commission of the Synod. During the appeal process, any level of censure invoked by the Presbytery shall remain in force.

F. Unsupported Allegations

If the accused is acquitted of charges or if the investigating committee determines that the allegations are unsupported by evidence, the Executive Presbyter and his or her designee will consult with the accused to decide how best to repair any damage that may have been done to the reputation of the accused. If an allegation is found to have been submitted maliciously or without grounds, the accuser may be named and disciplinary action may be initiated. The Special Investigating Committee and the Pastoral Response Team should encourage the accused to file a 'request for vindication' under D-9.000.

V. ADDITIONAL RESPONSIBILITIES OF THE PRESBYTERY

A. Availability of the Policy and Compliance

1. All ministers, ministerial candidates, and inquirers, members of the Presbytery Coordinating Cabinet, and the moderators of any of the Presbytery's entities, shall be given copies of the policy and be required to sign an acknowledgment of receipt. Such a signature constitutes an agreement by the signatory to abide by the policy and be governed by its terms.
2. This document shall also be available on request to all church members and to the public.
3. Presbytery employees shall receive this document as a supplement to the employee handbook and shall be required to sign an acknowledgment of receipt.
4. All ministers, ministerial candidates and inquirers, members of the Presbytery Coordinating Cabinet, the moderators of any of the Presbytery's entities, and all employees of the Presbytery of Detroit shall be required to attend a seminar offered by the Presbytery on the issues of sexual misconduct. All new clergy are required to attend a seminar no later than one year after employment. Persons who have taken training offered by other entities, such as another Presbytery or a synod, seminary or other similar institution, may submit proof of that training to satisfy this requirement. Youth

overnight advisors/volunteers must receive training prior to spending the night with minors at Presbytery of Detroit sponsored functions. The Pastoral Response Team or its designee will train all youth advisors/volunteers regarding this policy prior to overnight youth events.

B. Management of the Policy

1. Liability and insurance: The Presbytery shall periodically obtain from its insurance agents, confirmation that the liability insurance policy covers sexual misconduct liability for its programs and activities, if such coverage is available.
2. Record Keeping: The Presbytery of Detroit will include in every employee's personnel file, including ministers, the application for employment, any employment questionnaires, reference responses, and other documents related to this policy, including a signed receipt for receiving the sexual misconduct policy.

C. Screening of Applicable Persons

1. Pre-Employment Reference Checks
 - a. Pre-employment screening includes specific questions related to previous complaints of sexual misconduct. The Presbytery reviews the *Sexual Misconduct Information* of the Presbyterian Church (U.S.A.) Personal Information Form when interviewing persons seeking ministerial calls.
 - b. The Executive Presbyter and his or her designee are responsible for making reference checks to ascertain whether persons seeking ministerial calls have any history of sexual or other misconduct. The Executive Presbyter or his or her designee will report to the Committee on Ministry either that there was no reported misconduct, or that the committee should inquire into reported sexual or other misconduct. A written record of conversations and correspondence with references will be kept in the minister's/employee's file.
 - c. When the Executive Presbyter or his or her designee provides a reference, any information provided concerning complaints, inquiries, and administrative disciplinary action shall be accurate.
2. Criminal Background Checks
 - a. Pre-employment screening for prospective incoming clergy and Presbytery staff shall also include a mandatory criminal history background check, conducted by the Executive Presbyter or his or her designee, using VolunteersSelect or a similar national screening organization.
 - b. Within a year of the passage of this policy, the Presbytery Assembly and its appropriate entities shall adopt and come into compliance with a child protection policy which, among other provisions, shall require mandatory criminal background checks for all volunteers who may or will be spending the night with minors at Presbytery of Detroit sponsored functions. The background check for volunteers spending the night with minors shall take place immediately, using the same national screening organization as in Section V.C.2.a, above.
 - c. All persons for whom a background check is required shall be required to sign a written consent and release form authorizing the criminal record background check. The Committee on Ministry will provide all prospective incoming clergy with a written disclosure that a criminal record background report will be requested. The failure of a prospective incoming clergy person to volunteer important information regarding his or her criminal history shall prevent that person from consideration or employment in any capacity, or will be grounds for termination.
 - d. The discovery of a criminal conviction will not automatically exclude a person from entry into the Presbytery and work in its congregations or with its youth. The use the Presbytery makes of the criminal record background report will be determined on an individual case-by-case basis, and shall include, where necessary, appropriate supervision of the individual. Only the Executive Presbyter or his or her designee

shall order and review the criminal record background reports. The Executive Presbyter and his or her designee shall ensure the confidentiality and appropriate retention of criminal record background checks.

- e. A person who claims that the information in the report is inaccurate, false, or incomplete shall have the right to dispute it.

D. Requests for Transfer, Release, or Renunciation of Jurisdiction

A Session or the Presbytery is constitutionally prohibited from granting a certificate of transfer to a member while an inquiry or charges are pending (D-10.0105). The reasons for not granting a transfer may be communicated by the Clerk of Session or the Stated Clerk to the appropriate persons. Should a minister renounce the jurisdiction of the Presbyterian Church (U.S.A) under G-6.0501, the Stated Clerk shall report to the governing body both the renunciation and the status of the matter at that time, including the name of the accused, the date and fact of renunciation during an investigation or trial, and the charges filed, if any. These actions shall end the Presbytery's disciplinary process. In the case of a renunciation, the Committee on Ministry shall make all reasonable efforts to provide pastoral care and justice to the accuser/victim and the congregation.

E. Disposition of Files

At the conclusion of a case, the records and files of all allegations and their disposition shall be delivered to the Stated Clerk as the designated custodian of all files concerning the case. No committee or its members shall keep copies of a file.

**APPENDIX A
PROCESS IN DISCIPLINARY PROCEEDINGS**

The Presbytery of Detroit takes seriously all allegations of misconduct which may come to its attention. Such allegations will be dealt with according to the procedures contained in the Rules of Discipline. To help familiarize members of the Presbytery Assembly and its churches with these procedures, we call attention to the following facets of the disciplinary process.

A. Initiating or Exploring the Filing of a Statement of Alleged Offense

Anyone who believes that she or he has been a victim of professional misconduct by a member of the Presbytery or one of its employees or volunteers is advised to contact the Executive Presbyter, the Stated Clerk, the Moderator of the Committee on Ministry, or the Moderator of the Pastoral Response Team, in person or in writing.

The official who has been contacted will provide information regarding the appropriate procedure for pursuing the matter. The official will not attempt to judge the legitimacy of the allegation or seek to resolve the matter. If the allegation involves any of the above individuals, or any other official of the Presbytery, that person is barred from participating in proceedings relative to the matter.

B. Filing a Written Allegation of Offense

1. An individual who wishes to proceed with the formal disciplinary process is advised to file a signed, written statement of allegation with the Stated Clerk of the Presbytery or, if the accused is an elder or deacon, with the Clerk of the accused's Session. The statement of allegation should state briefly the nature of the offense, the name of the accused, and provide relevant and supporting information. It need not contain full details or evidentiary material. The accuser is expected to be prepared to attest personally to the allegation in the course of the investigation and disciplinary process.

Note: The procedures which follow describe only the process followed in the Presbytery of Detroit. Disciplinary procedures in a local church will be similar to those described here. For specific details about the disciplinary process in a church, see chapter 10 of the Rules of Discipline.

2. Upon receipt of a written statement of allegation, the Presbytery Moderator, in conjunction with the Stated Clerk and the Executive Presbyter, will appoint an investigating committee. The Presbytery is informed by the Stated Clerk at its next

meeting, without naming any of the individuals involved or the nature of the alleged offense.

3. Members of the investigating committee will be elder and minister members of the Presbytery. They will receive special orientation by the Stated Clerk or his or her designee and training in matters of process and sensitivity and are chosen to represent both particular skills and disciplines and the broader spectrum of the Presbytery's membership.
4. Upon receipt of a written statement of allegation, any need for administrative leave will be reviewed, as provided for in the Sexual Misconduct Policy of the Presbytery. The Committee on Ministry, with concurrence of the Session, shall assist in finding Temporary Supply and shall appoint an Interim Pastor for the duration of the administrative leave.

C. The Initial Investigation

1. The Special Investigating Committee will inform the parties of the options and procedures open to them in the disciplinary process. The committee will respect both the rights of the accused and the alleged victim(s), and will provide the accused with a copy of the statement of the alleged offense. The committee will determine whether the accused's Session or other responsible entity should be informed at this time.
2. Both the accuser/victim and the accused have the right to be represented by counsel in the course of the investigation and any subsequent trial. Under the Rules of Discipline, such counsel do not need to be licensed attorneys. They must, however, be members of the Presbyterian Church (U.S.A.). In the event the accused is unable to secure counsel, the permanent judicial commission shall appoint counsel. Reasonable expenses for defense shall be authorized and reimbursed by the Presbytery.
3. If the Special Investigating Committee determines that there is probable cause to believe that a chargeable offense has been committed, and that it can be reasonably proved, the committee, under the powers assigned to it in the Rules of Discipline, may elect to file charges against the accused and proceed to prosecute the case before the Permanent Judicial Commission; or, with the agreement of both the accuser/victim and the accused, initiate the process of alternative resolution as provided in the Rules of Discipline.

D. Full Judicial Process

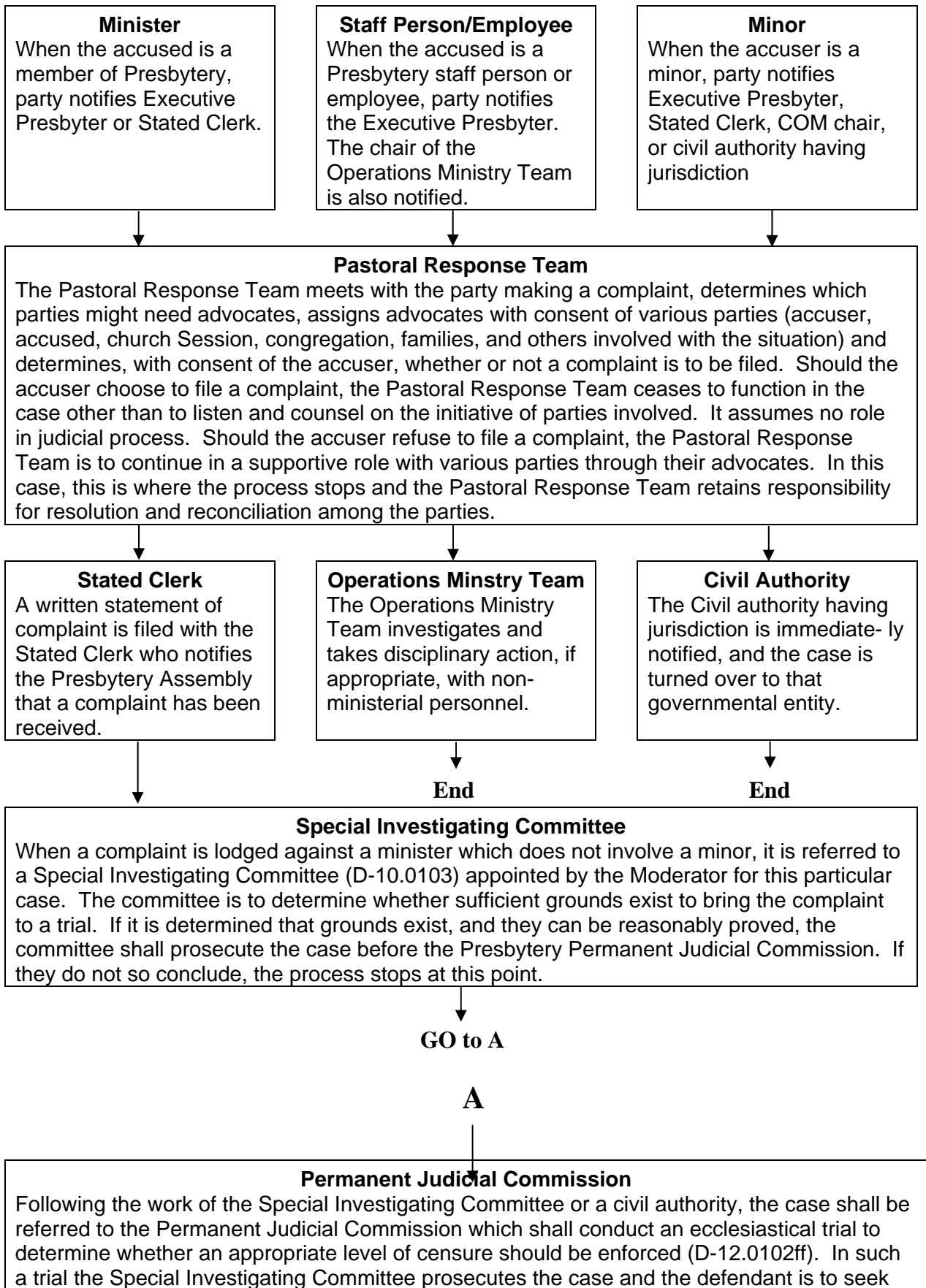
1. If formal charges are filed, the case will be tried before the Permanent Judicial Commission. In the event the accused is found guilty, the Commission determines the degree of censure as guided by the Rules of Discipline and reports its findings to the Presbytery Assembly.
2. In the event the accused is found innocent or the charges are not proven, the Executive Presbyter or his or her designee will consult with the accused to decide how best to proceed to repair any damage that may have been done to his or her reputation. Follow-up with the accuser will be done as deemed necessary and appropriate at the time.

E. Renunciation of Jurisdiction

Should a minister renounce the jurisdiction of the Presbyterian Church (U.S.A.) while disciplinary proceedings are pending, the Stated Clerk shall report to the Presbytery Assembly both the renunciation and the status of the matter at that time, including the name of the accused, the date and fact of renunciation during an investigation or trial, and the charges filed, if any. These actions end the Presbytery's disciplinary process.

APPENDIX B PROCESS FLOW IN SEXUAL MISCONDUCT SITUATIONS

Refer to Section IV – *Procedures and Implementation* and to Appendix A – *Process in Disciplinary Proceedings* for a more in-depth description of the process.



counsel from within the membership of the Presbyterian Church (U.S.A.). In the absence of an appeal, the decision of the Permanent Judicial Commission settles the matter.

Appeal to the Permanent Judicial Commission of the Synod

Should the defense in a case allege that grounds exist for an appeal (D-13.0106) it shall be made to the Permanent Judicial Commission of the Synod. During the appeal process, any level of censure invoked by the Presbytery shall remain in force.

Request for Vindication

Should a Special Investigating Committee conclude that grounds for filing charges do not exist and that the complaint was frivolous or defamatory to the person accused, it would be appropriate for the Presbytery to take remedial action to defend that person's reputation. The Pastoral Response Team and the Special Investigating Committee should encourage the accused to file a 'request for vindication' under D-9.0000.

Throughout the process described above, from accusation to resolution, the Committee on Ministry shall ensure that the congregation involved receives appropriate care, including the appointment of interim pastoral leadership trained in the management of sexual misconduct cases. Should a pastor be placed on administrative leave, this interim appointment, in consultation with the church Session, should be made with dispatch.

APPENDIX C

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

MICHIGAN:

For child abuse occurring in Michigan, contact the Child Protective Service emergency contact number for the appropriate county. The website giving information for each Michigan County is:

http://www.michigan.gov/fia/0,1607,7-124-5452_7119_7193-15252--,00.html

APPENDIX D

ACCUSATION OF SEXUAL MISCONDUCT

Date of Report: _____ Date Received by Stated Clerk: _____

1. ACCUSER INFORMATION (please print)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____/_____-_____

Church Membership: _____

Please list the name, address, and phone number of persons who may have information related to or pertinent to this accusation.

6. OTHER INFORMATION

Please identify any additional information that may be helpful to the investigation.

**APPENDIX E
THE PRESBYTERY OF DETROIT
POLICY ON ADMINISTRATIVE LEAVE**

A. The Policy

Under appropriate circumstances, Ministers of Word and Sacrament who are being investigated for professional misconduct should be temporarily removed from their ministerial positions. Under no circumstances will administrative leave be required when there is no concurrent disciplinary proceeding in process under the Rules of Discipline. The conditions in which administrative leave is appropriate include, but are not limited to, situations where:

1. the facts described in a statement of alleged offense, or where the investigating committee in the course of its investigation uncovers allegations of facts which, if true, pose a significant present risk of sexual abuse, as defined in the Presbytery of Detroit's Sexual Misconduct Policy, particularly to children or those unable to consent because of physical or mental disability;
2. the facts described in a statement of alleged offense, or where the investigating committee, in the course of its investigation uncovers allegations of facts which, if true, pose a present risk of serious physical, emotional, or financial harm, particularly to children or those unable to consent because of physical or mental disability;
3. relations between the minister and the congregation or entity he or she serves have become severely conflicted in the course of the disciplinary process.

B. Application

When the Stated Clerk of the Presbytery receives a written statement of an alleged offense, in addition to initiating the procedures required by the Rules of Discipline, the Stated Clerk shall consult with the Executive Presbyter and the moderator of the Committee on Ministry. If it is their unanimous judgment that the complaint warrants administrative leave, the Stated Clerk will notify the minister and the local Session that the minister is placed on administrative leave. All persons placed on administrative leave are none-the-less to be presumed innocent until proven guilty.

C. Term

The duration of administrative leave will be set by the Committee on Ministry and will depend upon the time needed for the investigative and judicial process. The investigation will proceed to conclusion with all deliberate speed, mindful of the financial obligations of those involved.

D. Conduct of Minister on Leave

The minister on leave shall:

- 1. not initiate or sustain contact with any member of the church staff or any member of the congregation (other than family members) except under the following circumstances:
 - a. one member of the staff may be designated, by prior mutual agreement, to deliver personal mail or other personal effects to the minister on administrative leave; or
 - b. when contact has been authorized by the Stated Clerk for the purpose of preparing a defense.

All other contact with the congregation shall be through the moderator appointed by the Committee on Ministry and/or through his or her designee. Even in non-church events such as scouting, school, or sports programs, the minister shall not use social contact with church members to garner support for his or her case;

- 2. remain out of all church buildings and off church grounds (excluding a manse and/or a school on the church property when the minister is in the role of a parent of a child enrolled in the school) throughout the duration of administrative leave;
- 3. not conduct worship services, weddings, funerals, administer the sacraments or engage in any form of pastoral leadership in the congregation which the minister serves, or in funeral homes, wedding chapels, or in any other congregation in the Presbytery or any other Presbytery. Provisions may be made with the Stated Clerk, Executive Presbyter, or the Committee on Ministry in those cases where the minister’s pastoral care is requested by his or her own family;
- 4. not attend Session meetings or meetings of any other board of the congregation.

E. Financial Arrangements

- 1. Because a minister on administrative leave is presumed innocent, he or she will continue to receive full salary, housing allowance, and medical and pension benefits as defined by his or her terms of call. However, expense allowances, including educational benefits, shall not be paid. The period during which financial support is paid shall be set by the Committee on Ministry and shall not ordinarily exceed one year. If the administrative leave is extended, the terms of call may be amended by the congregation, with the approval of the Committee on Ministry and the Presbytery.
- 2. Ordinarily, these costs shall be borne by the minister’s congregation. In the event the congregation cannot afford to honor the accused minister’s terms of call and pay for interim leadership, the costs of interim leadership may be borne in whole or in part by the Presbytery of Detroit. The reasonableness of these costs shall be determined by the Committee on Ministry.

F. Enforcement:

Any violations of the terms of a person’s administrative leave shall be reported to the Stated Clerk of the Presbytery, and may themselves become the subject of disciplinary proceedings.

PRESBYTERY OF DETROIT

**ADMINISTRATIVE LEAVE
FINANCIAL TERMS OF AGREEMENT**

Date: _____

During the period of administrative leave, from _____ to _____, the Session and congregation of _____ Church agree to continue to pay _____ according to the current terms of call, not including expense allowances and/or educational benefits.

If the administrative leave is extended beyond the aforementioned date, the congregation has a right to amend the terms of call, with the approval of the Committee on Ministry and the Presbytery Assembly. Any amendment of the terms of call must be negotiated by the Committee on Ministry and the Session, in consultation with the minister, and put before the congregation for approval.

(COM Representative)

(Date)

(Minister)

(Date)

(Clerk of Session)

(Date)

(Stated Clerk)

(Date)

APPENDIX F

**RECEIPT AND ACKNOWLEDGMENT OF
SEXUAL MISCONDUCT POLICY AND PROCEDURES**

I have received the Presbytery of Detroit Sexual Misconduct Policy and Procedures and acknowledge its contents.

Name: _____

Date: _____

Position(s): _____

I agree to abide by the standards of the Presbytery of Detroit Sexual Misconduct Policy and Procedures as long as I remain a minister, ministerial candidate or inquirer, employee, volunteer, or work in a position carrying out the programs of the Presbytery of Detroit.

Name: _____

Date: _____

Approved 4/26/05

P-5 ON COMPLEX AND CONTROVERSIAL ISSUES:

Whenever Presbytery is considering a complex or controversial issue, steps must be taken to provide a safe, relaxed arena in which information is clear, all opinions are heard, and commissioners feel, at the conclusion of business, that the process was fair and equitable. In situations where it is known that a sizable minority opinion on an issue exists, decision-making by which a 51% majority prevails may lead to escalated conflict and ill feeling. Therefore, to improve the decision-making process, the presbytery will seek to do the following:

1. Distribute to all congregations and continuing members of Presbytery all business which is to come before the Presbytery as early as possible to provide adequate time for study, private deliberation and discovery prior to consideration at a stated meeting of Presbytery.
2. In preparing the docket for business at a stated meeting of Presbytery, the coordinating cabinet shall provide sufficient time for expected debate on those items which the cabinet considers controversial or complex. However, it is not the responsibility of the Cabinet to announce to commissioners that the issue is controversial or complex.
3. Any Presbyterian entity may advise the coordinating cabinet that it believes the item they are presenting should be docketed as a controversial or complex item of business.
4. In the situations of #2 and #3, the Coordinating Cabinet could also docket time in which it recommends that the Presbytery adjourn to a committee of the whole. During that time the body may engage in such spiritual discernment practices as scripture study, prayer, small group discussion, all for the purpose of seeking a common ground. Following the committee of the whole process, then the Presbytery may proceed to a debate and vote on the issue.
5. An item of business may also be deemed complex or controversial if a commissioner moves at the beginning of debate or during the debate that the item be considered complex or controversial and if the motion is supported and passed by majority vote. Unless there is a motion to table or postpone action on the item, the debate may continue, but the item shall be treated as a first reading with final debate and vote at the next meeting of the Presbytery. The Coordinating Cabinet would then prepare the docket as noted in #s 1 and 4.
6. At any time during debate on an issue before the Presbytery a commissioner or the moderator may call for a time of prayer, a recess, or an adjustment of the docket moving the item to a point later in the meeting. This may provide a time for feelings to calm down, for perspective to return, and for the credibility and acceptability of the final decision when it is reached.

7. Whenever a complex or controversial issue has been decided by the Presbytery, it is incumbent on its officers to communicate and interpret the action to the Sessions of the congregations in the Presbytery and other interested parties.
8. At all times the members of Presbytery shall be encouraged to know and utilize the document, "Seeking to be Faithful Together: Guidelines for Presbyterians During Times of Disagreement." Adopted by the 204th General Assembly (1992) of the Presbyterian Church (U.S.A.):

Seeking to be Faithful Together:

Guidelines for Presbyterians During Times of Disagreement

In a spirit of trust and love, we promise we will...

<p><i>Give them a hearing... listen before we answer</i></p> <p><i>John 7:51 and Proverbs 18:13</i></p>	<p>1 <i>Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus the Christ;</i></p> <ul style="list-style-type: none"> • <i>we will keep our conversations and communications open for candid and forthright exchange,</i> • <i>we will not ask questions or make statements in a way which will intimidate or judge others.</i> <p>2 <i>Learn about various positions on the topic of disagreement.</i></p> <p>3 <i>State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.</i></p>
<p><i>Speak the truth in love</i></p> <p><i>Ephesians 4:15</i></p>	<p>4. <i>Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus' teachings.</i></p> <p>5. <i>Focus on ideas and suggestions instead of questioning people's motives, intelligence or integrity;</i></p> <ul style="list-style-type: none"> • <i>we will not engage in name-calling or labelling of others prior to, during, or following the discussion.</i> <p>6 <i>Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.</i></p>
<p><i>Maintain the unity of the spirit in the bond of peace</i></p> <p><i>Ephesians 4:3</i></p>	<p>7 <i>Indicate where we agree with those of other viewpoints as well as where we disagree.</i></p> <p>8 <i>Seek to stay in community with each other though the discussion may be vigorous and full of tension;</i></p> <ul style="list-style-type: none"> • <i>we will be ready to forgive and be forgiven.</i> <p>9 <i>Follow these additional guidelines when we meet in decision-making bodies:</i></p> <ul style="list-style-type: none"> • <i>urge persons of various points of view to speak and promise to listen to these positions seriously;</i> • <i>seek conclusions informed by our points of agreement;</i> • <i>be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience;</i> • <i>abide by the decision of the majority, and if we disagree with it and wish to change it, work for that change in ways which are consistent with these Guidelines.</i> <p>10 <i>Include our disagreement in our prayers, not praying for the triumph of our viewpoints, but seeking God's grace to listen attentively, to speak clearly, and to remain open to the vision God holds for us all.</i></p>

Adopted by the 204th General Assembly (1992) of the Presbyterian Church (U.S.A.) for use by sessions and congregations

As Presbyterians, we are called to work for the “peace, unity and purity of the Church” (Book of Order) as we seek to be faithful to God’s work in the world. However, disagreements and conflicts are inevitable in the life of the Presbyterian Church (U.S.A.) as we try to be faithful. They exist within committees, congregations, presbyteries, synods, at General Assemblies and in the national life of the denomination.

Conflicts are inevitable in all of life and certainly in the church. The history of the church is filled with conflicts and disagreements. Several of Paul’s letters address the conflicts which were common in the early church. There have been and are going to be disagreements as Christians attempt to discern God’s work in the world and as we interpret scripture.

Conflicts can be harmful and even destructive. They can cause individuals a great deal of pain and the community of faith immeasurable damage. Congregations have been divided; denominations have experienced schisms.

At the same time, conflicts can be an opportunity for new insights, learning, and individual and corporate growth. Disagreements can illuminate a topic in helpful ways and can present solutions to problems which previously had not been seen. The successful resolution of conflict can also bind people together in a powerful way.

The Bible contains many stories of conflict and disagreement and much advice about how they can be addressed. As those stories indicate, God is already present wherever there is brokenness, granting wholeness and peace. God promises to be with us in times of disagreement and calls us to reconciliation, trust, love and forgiveness.

We realize that our perspectives are limited, so to help us affirm each other, enhance our community, stay open to the viewpoints of others and be sensitive to cultural diversity, we commit ourselves to the Guidelines in a spirit of prayer, trust, and love, seeking the guidance of the Holy Spirit.

Adopted by the 204th General Assembly (1992) of the Presbyterian Church (U.S.A.)

Approved 2/28/06

P-6 EQUALIZATION OF ELDERS

The Book of Order requires the Stated Clerk annually to ascertain the members of Presbytery who are active in the life of the Presbytery in order to determine the appropriate number of commissioners that the churches should be sending. The intention is to ensure that the number of ministers and elders is equal. G-11.0101

The Book of Order specifies certain representation according to the size of the church. G-11.0101a. It further states that if additional commissioners are needed to bring the representation to equal numbers, a Presbytery may select its own for granting additional commissioners. Those churches that have racial-ethnic minorities as a majority of their membership shall be given priority in assigning additional commissioners.

To equalize the number, the Stated Clerk shall count the number of active ministers as those on the active roll who are resident in the area, plus those on the retired roll who are active in the life of Presbytery, measured by counting those retired ministers who are on a Presbytery committee, who have a position of some kind in a local congregation, or who attended a meeting last year.

P-7 RESIGNATIONS FROM PRESBYTERY COMMITTEES

Resignations from Presbytery positions shall be presented in writing to the units involved who may accept them. The units shall report their action to the Committee on Nominations.

P-8 ABSENCES FROM COMMITTEE MEETINGS

Committees of Presbytery having members absent for three consecutive meetings without acceptable reason may declare the position vacant and refer the vacancy to the Committee on Nominations.

P-9. DISTRIBUTION OF FUNDS COLLECTED AS OFFERING DURING AN INSTALLATION OR ORDINATION SERVICE.

Funds collected during an afternoon or evening service shall be transmitted to the Committee on Preparation for Ministry for the Theological Education Fund. Funds collected during a regular Sunday worship shall be distributed as follows: pledged funds to the church where the service is held, loose offering to the Committee on Candidates.

P-10 GUIDELINES FOR DISAFFECTED CHURCHES

JOHN 17:21

I PRAY THAT THEY MAY ALL BE ONE. FATHER! MAY THEY BE IN US, JUST AS YOU ARE IN ME AND I AM IN YOU. MAY THEY BE ONE, SO THAT THE WORLD WILL BELIEVE THAT YOU SENT ME.

THE PRESBYTERY OF DETROIT GUIDELINES FOR DISAFFECTED CHURCHES

1. THE CHURCH AND ITS UNITY

Universal and Particular (G-4.102)

Since this whole company cannot meet together in one place to worship and to serve, it is reasonable that it be divided into particular congregations. The particular church is, therefore, understood as a local expression of the universal Church.

A Particular Presbyterian Church (G-4.104)

Each particular church of the Presbyterian Church (U.S.A.) shall be governed by this Constitution. Its government and guidance are the responsibility of the session. It shall fulfill its responsibilities as the local unit of mission for the service of all people, for the upbuilding of the whole church, and for the glory of God.

Oneness (G-4.0402)

There is one Church. As the Bible speaks of the one body which is the Church living under the one Spirit of God known through Christ, it reminds us that we have “one Lord, one faith, one baptism, one God and Father of us all.” (Ephesians 4: 5-6)

2. INTRODUCTION

The Church of Jesus Christ has never been free of conflict. As people of the church struggle with tension, they are periodically polarized.

Whatever is happening at any given time that might cause individuals or churches to contemplate separation, the Detroit Presbytery is firmly committed to unity, diversity, reconciliation, justice, peace, love, mercy, values that lead to harmony.

There is a confessional mandate for unity in our Confession of 1967, which calls for reconciliation across various lines of conflict.

When faced with the possibility of any kind of organized separation, the Presbytery of Detroit is obligated to facilitate the maintenance and integrity of the Presbyterian system. We are a connectional church, which does not readily provide for the unilateral separation of a segment of the body from the rest of the body.

3. PROCESS

A. When the leadership of the presbytery receives word that a congregation is discussing whether to leave the denomination, either through formal congregational action or through informal contacts with church leaders or members, the Executive Presbyter will, as soon as possible, ask for a pastoral visit to hear concerns and offer the assistance of a Denominational Concerns Task Force appointed by the Moderator of Presbytery. The Denominational Concerns Task Force shall consist of three people. This action shall be reported to the Coordinating Cabinet and Presbytery at the next meeting. The purpose of the Denominational Concerns Task Force would be to engage either the leaders of the congregation, or the congregation as a whole, in a time of prayer and conversation aimed at understanding the conflict or identifying steps toward reconciliation. If the Denominational Concerns Task Force determines that progress can be made toward reconciliation through continued dialogue this will be reported to the Executive Presbyter, Coordinating Cabinet, and Presbytery. If this effort leads to resolution of the situation, no further action is required. If the visit is refused or unsuccessful the Denominational Task Force shall recommend to Presbytery that an Administrative Commission be nominated by the Moderator of the presbytery and elected by the presbytery as soon as possible. The Denominational Task Force shall recommend to presbytery the specific powers that should be given the Administrative Commission. Ordinarily the power to remove a pastor would require a specific request by the Commission after it is formed. The Administrative Commission shall consist of 3 ministers and 4 elders, directed to report its progress at Coordinating Cabinet meetings and Presbytery meetings. The commission shall complete its work and make recommendations with all deliberate dispatch as outlined herein. There shall be no session meetings without the Administrative Commission.

If the Denominational Concerns Task Force finds that no resolution is likely and that the congregation, sincerely bound by conscience and Scripture, wishes to work with Presbytery to seek dismissal to another Reformed denomination in correspondence with the General Assembly, the Task Force shall request the Administrative Commission facilitate the procedure under E below while not assuming original jurisdiction.

B. The Administrative Commission of the presbytery will meet with the session and minister of the church in disagreement to resolve the issues. The commission could listen to the concerns of the congregation at large and with the session offer a pastoral presence. The commission and the session would agree to work within the system to affect changes they mutually see as beneficial to the life of the denomination and the work of the Gospel. Should this strategy succeed the relationship between the congregation and presbytery could be preserved. The commission would continue to work with the congregation for an additional two months as a support. In the event that this option is unsuccessful the commission must consider other alternatives within the powers given it or request additional powers from Presbytery. (G-4.0301f)

C. If the commission has been given the authority to do it and finds that all or part of the ordained leadership unable or unwilling to function within the Presbyterian Church (USA) it shall assume original jurisdiction pursuant to G-11.0103s. If the commission finds it necessary it could recommend the Presbytery dissolve the pastoral relationship.

D. If a congregation requests to be dismissed by Presbytery to another Christian body, it must be one recognized by the Stated Clerk of the General Assembly (PCUSA) and the procedure in E (below) be followed.

E. If a congregation requests to be dismissed by Presbytery the commission shall follow this procedure: (G-11.0103i)

a. The session shall meet with representatives from the Administrative Commission elected by Presbytery. All financial records, minutes and any other correspondence shall be made available to the commission.

b. The session shall call a Congregational Meeting within a month of the meeting with the commission. Prior notice shall be given orally from the pulpit on two successive Sundays. Notice shall be in the parish newsletter and a letter sent to all active members stating the purpose of the meeting. At least twenty-five percent (25%) of the active members of the congregation shall be present. Representatives of the Administrative Commission shall be present throughout and have the right to speak. The question to be discussed is "Shall the -----Presbyterian Church be dismissed from the Presbyterian Church (USA)?" Ample time shall be provided for speakers wanting dismissal and those wanting to stay with the PCUSA.

No type of vote for any purpose shall be taken at this meeting.

c. The session, no later than three months after the first meeting described above, shall call a second congregational meeting. Prior notice shall be given orally from the pulpit on two successive Sundays. Notice shall be in the parish newsletter and a letter sent to all active members stating the purpose of the meeting. At least seventy-five (75%) of the active members shall be present. Representatives of the Administrative Commission shall be present throughout and have the right to speak. The question to be discussed is "Shall the -----Presbyterian Church be dismissed from the Presbyterian Church (USA)?" Ample time shall be provided for both speakers wanting dismissal and those wanting to stay with the PCUSA.

After discussion and prayer, a secret written ballot shall be taken on this question, the only choices being "Request dismissal" or "Do NOT request dismissal."

If the vote is three-quarters (75%) of those active members present and voting vote to request dismissal, the request shall go to presbytery. If the vote fails, the commission will report this to the presbytery and offer suggestions on healing within the congregation.

If any member, present and voting, contests the regularity of the second meeting, he/she shall send the details of the allegation to the Stated Clerk of Presbytery, who shall convene the Permanent Judicial Commission to render a decision.

d. If the vote is to dismiss the commission shall immediately contact the Board of Trustees and offer its recommendation concerning THE CHURCH AND ITS PROPERTY, (G-8.000) A full written report shall be submitted to the Coordinating Cabinet Moderator, Moderator of Presbytery, Stated Clerk of Presbytery and the Executive Presbyter within a week of the deciding vote.

CORINTHIANS 12: 12-13

CHRIST IS LIKE A SINGLE BODY, WHICH HAS MANY PARTS; IT IS STILL ONE BODY, EVEN THROUGH IT IS MADE UP OF DIFFERENT PARTS. IN THE SAME WAY ALL OF US, WHETHER JEWS OR GENTILES WHETHER SLAVES OR FREE, HAVE BEEN BAPTIZED INTO THE ONE BODY BY THE SAME SPIRIT, AND WE HAVE ALL BEEN GIVEN THE ONE SPIRIT TO DRINK

Amended by substitution 11/27/07.

P-11 Criteria for Validated Ministry Within the Presbytery of Detroit

Presbytery membership classifications include the following for ministers of the Word and Sacrament who are Continuing Members of Presbytery. (G-11.0406)

A. **Active:** (G-11.0406a) Active members have been admitted to the Presbytery in accordance with G-11.0401 and engaged in a validated ministry that complies with criteria in G-11.0403 without exception,

- in service in a Presbyterian congregation
- in other service of this church and honorably retired.

This status shall be reviewed every three years. An active member in service beyond the jurisdiction of this church whose ministry is validated shall have this status reviewed and renewed annually.

B. **Members-at-Large:** (G-11.0406b; 0413) Members-at-large who have been previously admitted to the presbytery but without intentional abandonment of ministry are no longer engaged in an occupation that complies with all criteria in G-11.0403. This status shall be reviewed annually.

C. **Inactive:** (G11.0406c; 11.0413) Inactive members are previously active members of presbytery, voluntarily engaged in an occupation that does not comply with all the criteria in G-11.0403. This status shall be reviewed annually.

This position deals with the status of **active** membership of those who are engaged in service beyond the jurisdiction of this church. Such ministry in service beyond the jurisdiction of this church must be validated by the presbytery.

In order for a ministry to be validated it must comply with all the criteria in G-11.0403 which are as follows:

a. “The ministry on continuing members shall be in demonstrable conformity with the mission of God’s people in the world as set forth in Holy Scripture, the Book of Confessions, and the Book of Order of this church.” (G-11.0403a)

Comment:

A statement of Mission is essential in order for presbytery to determine if a particular ministry is in “conformity with the mission of God’s people.” Such a statement should specify what the presbytery sees as its mission within its geographic bounds and should clarify the types of ministries needed in order to accomplish this mission. This statement should be as comprehensive as possible; it should be flexible and dynamic, periodically assessed and modified as new concerns emerge or new human resources become available.

A particular work should not be ruled invalid simply because it is not funded by the presbytery nor does all involvement in validated mission projects mean that the person serving there will automatically be validated.

b. “The ministry shall be one that serves others, aids others, and enables the ministries of others.” (G-11.0403b)

Comment:

The primary thrust of the work being validated is toward serving people and enabling them to serve other peoples. Its primary thrust is not toward things, nor toward profit-making activities.

This does not mean that a person in a profit-making business cannot perform ministry, nor that a minister cannot be employed in a profit-making enterprise. The primary functions of one's work should relate to the service of people rather than the production of goods or of profits. The special gifts and training of the minister of Word and Sacrament that provide a theological perspective on the life of people must be used in a validated ministry.

- c. "The ministry shall give evidence of theologically informed fidelity to God's Word. This will normally require the Master of Divinity degree or its equivalent and the completion of the requirements for ordination set forth in G-14.0202" (G-11.0403c)

Comment:

"Theologically informed fidelity to God's Word" will be evident in the ministry if it requires the ability to apply theological competence to such skills as communication, interpretation, or the care and nurture of a person's wholeness and growth. Key questions may be: Does the ministry relate God's Word to life experience, to faith and service? Does the ministry gather persons for worship, support and study? If a proposed calling does not provide opportunity to articulate the Christian faith, questions should be raised as to whether it can be a validated ministry.

- d. "The ministry shall be carried on in accountability for its character and conduct to the presbytery and to other organizations, agencies and institutions." (G-11.0403d)

Comment:

Accountability implies that a member of presbytery is answerable to the presbytery for agreed-upon end results or activities in addition to the "character and conduct" of one's ministry. It must be clear from the outset what is expected in the ministry. Accountability involves intentionality. It includes a performance review by the employer and provides support from presbytery, which enables the person to carry out the ministry with maximum effectiveness.

A person who is employed by a body other than the presbytery or a congregation will be accountable to an employer in ways which may not necessarily relate to the mission intention of that person or of the presbytery. Presbytery should ask that person to describe the specific ways in which his or her work contributes to the mission of presbytery. Both presbytery and the person need to evaluate the ministry on a regular basis.

It may be helpful for presbytery to assign this accountability and support relationship not only to COM but to another committee whose responsibilities related in some closer way to the work of the minister concerned. Presbytery could assign a colleague group or another minister to meet with these persons at least once a year to discuss their ministry.

It is inadequate for a presbytery to exercise its accountability relationship solely by collecting and reviewing annual report forms. At the very least, accountability to the presbytery should involve a face-to-face review of the ministry every three years.

The same criteria used for full-time ministers should be used in determining the validity of part-time ministers. Presbytery may validate ministries for which there is no compensation. While neither the amount of time spent in the particular ministry nor the amount of compensation should be prime considerations in applying the criteria for validation, a lack of compensation and large time demands can be a means of misusing people and abusing the system of validation.

- e. "The ministry shall include responsible participation in the deliberations and work of the presbytery and in the worship and service of a congregation." (G-11.0403e)

Comment:

Minimum standards for involvement in presbytery and congregations include the following:

- persons with validated ministries shall attend at least one presbytery meeting per year

- persons with validated ministries shall be encouraged to participate in the committee life of presbytery
- persons with validated ministries shall be available to moderate sessions and preach in congregations
- persons with validated ministries shall regularly participate in worship in a congregation.

If one or more of the criteria (a-e) cannot be met, the continuing member should ask to be designated either a member-at-large or an inactive member of presbytery. If presbytery is unwilling to grant this then the continuing member should seek release from the exercise of ordained office (G-11.0414) until he or she receives a call to ministry that fulfills all five criteria.

Ordinarily, the presbytery needs to be a formal party to any call involving a minister of Word and Sacrament. While this is obvious for those engaged in ministries within a congregation, in ministries beyond the jurisdiction of the church, such calling process is less evident.

Normally, the agency or employer will participate as a third party to the call. If the employer does not wish to be involved in the call or if the minister does not wish to approach the employer about this matter, a call can still be validated if the function to be performed meets the criteria in G-11.0403.

The comments are adapted from the 1994 GA handbook for Committee on Ministries. The Book of Order is the primary resource for the above position paper on Validated ministries that are beyond the jurisdiction of this church.

P-12 Statement of Professional Ethics

The following is a statement on expected professional ethics for the clergy of the Presbytery of Detroit. Accepting a professional role is unavoidably a promise-making act. Expectations of conscientiousness, commitment, and competence are integral to ministry in the church. The current social environment is testing our commitment to certain standards of conduct that previously were assumed as normative. Thus, the Presbytery restates its understanding of what we hold in common as ethical standards of professional behavior and adopted in “Standards of Ethical Conduct” approved by the 210th General Assembly (1998) Presbyterian Church (U.S.A.), which is the current guideline for all governing bodies, officers, congregations, and personnel.¹

- 1. Services for Members of Another Church.** When a minister is called upon to officiate at a wedding, funeral or baptism for families who are not members of his/her congregation, he/she should ascertain whether they are members of another church or denomination. If they are members of another church or denomination, they should be asked to request the services of their own pastor.
- 2. Local Membership Transfers.** When a person wants to change his/her church affiliation from another Presbyterian Church (USA) congregation within the same community, the receiving minister is to encourage the person to communicate his/her desire to the minister where he/she currently holds membership. The receiving minister is also to consult with the minister where he/she currently holds membership. These communications are designed to encourage the transferring person to consider seriously the change, and to remove possible misunderstandings between the ministers and sessions involved.
- 3. Calling on Members of Neighboring Churches.** If a minister is asked to make a pastoral call on a member of another church, then the minister of that church shall be consulted. A minister is

not to provide pastoral services to members of another church, unless asked to do so by the minister of that church or the governing body.

- 4. Multiple Staff Relationships.** In staff relationships, as in all intra-church relationships, the objective is to work together with a spirit of cooperation in nurturing the whole church. The pastor has primary responsibility for establishing a harmonious relationship. To this end, all ministers should be understanding toward one another, respect the competence of each, offer constructive suggestions to one another, forgive misunderstandings, and be tolerant of differences of opinion and style of ministry. Innuendo and gossip should be strictly avoided. A minister should not aspire to succeed any other minister on the same church staff

Staff members should speak openly and frankly about their differences and problems to the individual(s) with whom they differ and to the Session's personnel committee rather than to a third person. If a person working on a staff as pastor, co-pastor, associate, or parish associate feels unable to manage relationships with other staff members in a creative and effective manner, then she/he should consult with the Executive Presbyter and/or the Committee on Ministry for possible assistance in resolving the conflict. Mutual support among members of a staff, who do their work with enthusiasm and confidence in each other, exemplify the Gospel in word and deed.

- 5. When a Minister Leaves a Congregation.**² When the pastoral relationship between the permanent, designated, or temporary minister and the congregation is dissolved, the minister shall announce to the congregation that he/she is ending the pastoral relationship, and therefore, is not available for pastoral services. This includes funerals, weddings, baptisms, visiting the sick, and counseling. This fact is to be made clear in the liturgy of the final service, in the church newsletter, and in a personal letter from the minister to each member of the congregation.

The departing minister, particularly after an interim pastorate, should decline cordially invitations to perform pastoral duties in his/her former community (this includes pastoral calling, funerals, baptisms, and weddings)--even if such invitations come from the current pastor and/or session. He/she should recognize how difficult it is for the current pastor to say no to a family desiring the services of a former pastor, and that accepting such invitation establishes a precedent, which can damage congregational relationships. Moreover, once a former pastor accepts such an invitation, it is difficult for him/her ever to refuse another. If, for some compelling reason, a former pastor participates in any service, it shall be made clear that the current pastor is officiating and the former pastor is a guest.

The departing minister is encouraged to prepare a notebook or other resource explaining key elements of his/her ministry and of the congregation's life, both as an act of closure and as an aid to the new pastor's ministry.

When a minister is called to another church or retires, he/she is to exercise due care not to influence by direction or indirection, by spoken or written word, the selection of a successor. And after leaving, there is to be no influence over (or comment offered about) the policies of the session and the congregation.

- 6. When a Minister Enters a Congregation.** The successor has the responsibility to be courteous to his/her predecessor. Over years loyalties may have developed that are strong, and though a predecessor may do everything possible to discourage a family from seeking his/her services, it may be an act of grace in certain instances for the successor to invite the former

minister. The wise minister will observe that such an attitude may do more to move people to accept his/her own ministry than would resistance and “standing for one’s rights” as the installed minister.

7. **The Interim Minister.** The purpose of an interim is to serve a congregation until a new minister is called. To this end, the interim is to help prepare the congregation for a new minister. The Interim Minister cannot become the Installed Minister.
8. **Other Ministers.** Ministers-at-large are not to perform pastoral functions in a local church without an invitation from the Moderator, preferably in consultation with the Session, or the Committee on Ministry.

¹ Standards of Ethical Conduct (#OGA-98-009, 24pp), Presbyterian Distribution Service, 800-524-2612.

² Suggested resources: *Book of Occasional Services* (Geneva Press, 1999). Alban Institute: Ed White, *Saying Goodbye*; Roy Oswald, *New Beginnings* and *Running Through the Thistles*. Available at Presbyterian Resource Ctr.

P-13 Process for Alternative Ordination Examinations

Process for Alternatives to the Standard Ordination Examinations

In order to fulfill the requirements of G-14 .0310b(4) for ordination to the ministry of Word and Sacrament, Detroit Presbytery's Committee on Preparation for Ministry (CPM) submits the following process to the Synod for approval concerning an alternative process for Candidates for Minister of Word and Sacrament. (See G-14.0313(b) for guidelines)

Candidates who have previously failed any or all the standard ordination exams twice or more are eligible to submit a written request to the CPM for an alternate means to show competence in the failed area(s). After review and consultation with the candidate, the CPM will determine whether the prospective candidate should:

1. be authorized to re-take the Standard Ordination Exam; or
 2. be recommended to the Presbytery of Detroit for an alternative process.
- A. If the Candidate has failed the Standard Ordination Exam in Theological Competence, Worship and Sacraments, and/or Church Polity, the following alternative process may be used:

Exam Preparation

The CPM shall select no more than four persons (representing both minister members and elders of the Presbytery of Detroit) currently not serving on CPM to prepare an alternative examination. The Exam Preparation Committee shall be composed of qualified individuals who are able to contribute to the:

- content area of the exam; i.e., worship and sacraments, theology, polity, etc.;
- organization and preparation of the particular exam to be administered.

The Exam Preparation Committee may use resources available from the General Assembly and/or may seek assistance in the preparation of the examination from the faculty at the candidate’s theological institution.

Exam Administration and Grading

The CPM shall also select a Work Group to administer and grade the examination. If the examination is a written format, the Work Group shall be composed of three people. If the examination is an oral format, the Work Group shall be composed of five people. The Work Group’s composition should include at least:

- a person from the Exam Preparation Committee;

- a person from the presbytery who is qualified and experienced at grading exams;
- a person who has previously served on a CPM

This Work Group shall meet to identify the standards for passing the exam and then provide the evaluation of the exam by the candidate submitting alternative work in the area of examination. It will also arrange for the exam to be administered.

All members of the Work Group shall evaluate the exam. If the majority gives an exam a passing grade, the CPM will report the results to the Presbytery of Detroit and to the Offices of the General Assembly of the Presbyterian Church USA.

- B. If the Candidate has failed the Standard Ordination Exam in Biblical Exegesis, the following alternative process may be used:

The CPM shall select one text from the Old Testament and one text from the New Testament. The candidate shall be given the choice from these two texts and shall have no more than one week of seven consecutive days to complete the examination.

The exegetical study of the selected text shall include the following:

1. a study of the language of the text that exhibits a working knowledge of the original language and that deals appropriately with text-critical issues, grammar, syntax, and word use;
2. a study of literary issues, including the literary boundaries and context, the structure and composition, and the genre of the text;
3. a study of the principle theological motifs, themes, and ideas developed in the text; and
4. a study of the historical/sociological setting of the text, its redaction history, and its subsequent interpretation by communities of faith.

Evidence of ability to make contemporary application of the text shall be demonstrated by preparing a sermon or a lesson outline that is derived from and informed by the exegetical study. The candidate will provide a brief description of the situation and audience addressed.

The CPM shall arrange for the exam to be administered by a proctor and the team of three graders (see below) shall identify the standards for passing the examination.

A team of three graders shall evaluate the examination. One grader shall be a member of the Presbytery of Detroit with experience as a reader of standard ordination exams. One grader shall be a former member of a CPM. One grader shall be a faculty member of an accredited seminary with competence in the biblical language.

All three graders shall evaluate the exam. If two give the exam a passing grade, the CPM will report the results to the Presbytery of Detroit and to the Offices of the General Assembly of the Presbyterian Church USA.

- C. If the Inquirer or Candidate has failed the Standard Ordination Exam in Bible Content, the following alternative process may be used:

The CPM will appoint a proctor for the exam and form a Work Group of three individuals not presently serving on the CPM.

The Work Group will draft an examination of 100 questions, using questions asked in previous Bible Context Exams, select an appropriate means of administering the exam (e.g. computer, oral, etc.), determine the time period within which the inquirer or candidate must complete the exam, and grade the completed exam.

The minimum passing grade will be correct answers to 70% of the questions asked. If the inquirer or candidate earns a passing grade, the CPM will report the results to the Presbytery of Detroit and to the Offices of the General Assembly of the Presbyterian Church USA.

Amended by substitution 10/25/05

P-14 On Amending the Presbytery Budget

Motions at a Presbytery meeting to increase or decrease the amounts in the Presbytery budget (once approved) require approval by a 2/3 vote instead of a simple majority.

P-15 Non-payment of Per Capita

When a congregation is unable or refuses to pay any part of its per capita apportionment to higher governing bodies, the Presbytery shall pay that apportionment.

P-16 On Use of Alcohol at Presbytery Events

No alcohol may be served at Presbytery events or purchased with Presbytery funds, except for wine at communion. When wine is used as a part of a communion service, an appropriate alternative shall be offered along with the wine. *2/14/04*

P-17 Certification of Candidates

The Committee on Preparation for Ministry is, on behalf of Presbytery, authorized to certify candidates as ready for examination for ordination without seeking a vote of Presbytery.

9/28/04

P-18 On Interviewing Candidates for Staff Positions

When candidates are interviewed in person for a Presbytery of Detroit staff position, the candidates interviewed shall include persons of both genders and at least two racial ethnic groups.

11/23/04

P-19 Presbytery Guarantees Of Loans To Congregations

The Presbytery of Detroit shall not guarantee any loan obtained by a member congregation unless the funding source for said loan is either through the Synod of the Covenant or the General Assembly of the Presbyterian Church USA.

DEFAULT OF LOAN

In the event of default of any loan that is secured by the real property or other assets of a congregation that is a member congregation of the Presbytery of Detroit, the Board of Trustees may meet with the Session of that member congregation, if that Session is still viable, or with the Administrative Commission for that member congregation. The Board of Trustees may consider whether it is appropriate to recommend that the Presbytery of Detroit provide financial assistance to the member congregation to satisfy the default. In making recommendations and decisions, the Board of Trustees and other committees and task forces of the Presbytery of Detroit shall consider whether the mission of the Presbytery of Detroit and its member congregations would be enhanced by curing such default; provided that the Presbytery of Detroit shall not under any circumstances provide financial assistance to any member congregation to satisfy loan obligations unless the current appraised market value of the real estate and other assets securing the loan exceeds 115% of the outstanding principal balance and accumulated interest and any penalties or other liabilities related to such loan, together with the principal balance, accumulated interest and any penalties respecting any other loans secured by all or any part of the same collateral that secures the loan that is in default. This policy shall be carried out without regard to the effect of default on any reversionary interest of the Presbytery of Detroit in any real property or other assets that are collateral securing the loan. *11/22/05*

P-20 Strategy for Urban Ministry

Rationale for the formation of a Detroit Presbytery Metropolitan Urban Ministry Team

INTRODUCTION:

The journey of the urban initiative task group has been a long, laborious but rewarding one. Members have worked diligently and have persevered for almost two years. Each meeting involved discussion of biblical passages focused on what God is calling us to do. We were energized by such passages as Matthew 28:19 which directed us to “go and make disciples of all nations, baptizing them in the name of the Father, the Son and the Holy Spirit, and teaching them to obey everything I have commanded.” We have been challenging each other and the presbytery to “grow up in every way into him who is the head, into Christ, from whom the whole body, joined and knit together by every ligament with which it is equipped, as each part is working properly, prompting the body’s growth in building itself up in love.” –Ephesians 4:15-16.

HISTORY AND CONTEXT:

Among metropolitan areas in the United States, Detroit is the second in size of its land area. Only Los Angeles exceeds Detroit in its suburban sprawl, amounts of land taken up in highways, parking lots and shopping centers. Detroit is unique in not having effective rail mass-transit. Suburban sprawl continues to take place with people commuting greater and greater distances from suburban homes into the City or to other suburbs to work. In a community like this, none of us is well served. With its sprawl, its racial and cultural divisions, and its outdated systems, it does not work well for any of us.

THE CURRENT STATE OF URBAN MINISTRY IN DETROIT PRESBYTERY:

The presbytery is fractured, in a state of division. This is most graphically illustrated when people are asked whether they are urban people and part of an urban area. Detroit city residents say they are. People outside the city do not claim an urban identity or character. Urban to them is somebody else somewhere else. Some of them may go into the city to conduct urban program but do not live there, do not identify there, but at best go there to help. In spite of the fact that many suburban congregations are struggling to remain viable, the suburban churches have newer more functional facilities, more adequately supported pastors and more support staff than their city compatriots. Their neighborhoods are safer, their schools are better, their incomes are higher and their crime rates are lower.

THE CURRENT STATE OF URBAN MINISTRY IN THE LIGHT OF OUR FAITH:

Moving from a current description of the Presbytery’s urban strategy that focuses on treating diseased parts of the Church, the Task Force now seeks to outline a strategy that will guide and direct the ministry of the members of Presbyterian churches in the metro-urban communities, cities, suburbs, townships and rural areas in the six county area of Wayne, Oakland, Macomb, Livingston, St.Clair and Washtenaw, where racially and culturally diverse communities are economically, socially, politically and spiritually interdependent, interrelated and connected.

We seek a healthy, vital, growing Presbytery of Detroit, where Christ is head, where partiality does not exist, and where everyone is respected and welcomed. Our understanding of our ministry is that it...

- Begins and ends with God’s call
- Will reflect on the nature and attributes of God
- Finds its starting point, its direction, its vision in God’s Word
- Is functional, practical and applicable
- Challenges us and calls us to live out our ministry
- Is molded and shaped by the context of where it is carried out
- Grows out of a careful listening to God’s people.

THE DESIRED STATE OF URBAN MINISTRY:

In response to God's call, Presbyterians see themselves as interconnected and interdependent. Anything that happens in one part of the Presbytery affects people, communities and congregations in other parts. Though there are particular communities in Southeastern Michigan with which people identify as residents, they see themselves as citizens of the metropolitan area, connected and accountable to people in other communities. Where one rejoices we all rejoice. Where one suffers we all suffer. We believe ourselves called to ministry across every line of conflict to achieve reconciliation. (Confession of 1967 9.45)

In Presbyterian polity there is no such thing as an isolated congregation. "Since the whole company cannot meet together in one place to worship and to serve, it is reasonable that it should be divided into particular congregations. The particular church is, therefore, understood as a local expression of the universal Church." (G-4.0102) "Visible oneness, by which a diversity of persons, gifts and understandings is brought together, is an important sign of the unity of God's people." (G-4:0203) It is the desired state of the Presbytery of Detroit that congregations are constantly led to affirm that they are interconnected and interdependent with each other, engaged in mutual ministry that crosses the lines of city and suburbs. In this way city and suburban congregations can all be strengthened and their call to ministry broadened and energized.

HEALTHY CONGREGATIONS - The desired state of urban ministry shall be achieved through healthy congregations. A healthy congregation is:

A. Confident

- Conducting normal church program with confidence
- Conducting worship, education, prayer and witness in a way that is alive and responsive to the life situations and needs of its members and others.
- Uses a variety of cultural expressions and forms

B. Involved

- A congregation which is seen in the community as a symbol and center of Godly activity.
- Seen by the community as prophetic and challenging, and collaborates with community groups.

C. Inviting

- The lights are on and the doors are open.
- A physical place that is inviting, functional and accessible in a physical and psychological sense.

D. Equipped

- A congregation with adequate people, staff, space, energy and ideas from its own resources and in partnership with others.

E. Listening

- A congregation that places high priority on the needs of persons outside the church who are not its members.

COOPERATIVE MISSIONS - The desired state of urban* ministry shall be achieved through cooperative missions. Initially, several cooperative missions would involve a number of congregations, both urban and suburban, which conform to this group's definition of a healthy church, taking into account the following:

- A. Exhibition of most of the criteria for healthy# churches listed above.
- B. History of relationships already existing in the presbytery. with churches already related in some way.
- C. Size in resources, membership and staff sufficient to engage comfortably in new urban programming.
- D. Demonstrated willingness among the potential partners to engage in ministries of outreach, including such things as housing, transportation, elderly, children, health care, community organization, and./or food.
- E. Geographical proximity making transportation convenient from one service area to another.
- F. An urban* community environment that shows signs of growth, health, good infrastructure and positive change, leading to the conclusion that ministry by a coalition of churches has some possibility of success.

Definitions -

Healthy Congregation – see definition and criteria above.

* Urban - we have defined urban as descriptive of the whole Presbytery, but include this further understanding - areas of the Presbytery, most specifically Detroit, where the reality of life falls shortest of the Presbytery Vision, where the need is greatest, where too few congregations are healthy and where shared resources can make the greatest difference.

BIBLICAL REFLECTIONS

The urban initiative task group has studied Scripture at length and in depth over the last several years and sees a stark contrast between the current state and the Divine call when doing so. Whenever in Scripture divisions are seen, lines of cleavage, there is a challenge to reconcile across those lines and achieve unity. Wherever in Scripture disparities are noted in income and viability between different groups of people, there are challenges to achieve distributive justice.

A. Scriptures we have found helpful:

Exodus 3	burning bush	we are on holy ground
Proverbs 11: 10-14	listening respect	shared wisdom
Isaiah 2:1-11	hope for the city	God's people
Jeremiah 29	pray for the city	the city counts with God
Ezekiel 11	the meat and the pot	essentials not casinos
Daniel 3	out of the fire	the power of faith
Matthew 5:1-12	Beatitudes	the blessings we should seek
Matthew 9:35	The harvest is plentiful	preaching in the cities
Matthew 28	go	our mission charge
Luke 4:18	I am sent to find the lost	is this not its shape?
Acts 2:8-44	the early church in	a caring community of

Acts 4	action fellowship and sacrifice	faith shared resources
Romans 2	a new time of faithfulness	time for new things
I Corinthians 12	the body of Christ	weeps and rejoices together
II Corinthians 1 & 4	missional church	against all odds we grow strong
II Corinthians 5: 16-21	ambassadors for Christ	in all we do we proclaim him
Revelation 21:1-11	I saw a new city	the vision of the future is a city

B. How these texts addressed us:

“In the beginning God created the heavens and the earth” God is omnipotent, omnipresent, omniscient reality.

“But seek the welfare of the city where I have sent you into exile, and pray to the Lord on its behalf, for in its welfare you will find your welfare. (Jer. 29.7) The prophet’s message is to the exiles, to pray for the city and the city will bless you.

“Then Jesus went about all the cities and villages, teaching in their synagogues and proclaiming the good news of the kingdom and curing every disease and every sickness. When he saw the crowds he had compassion for them because they were harassed and helpless, like sheep without a shepherd. Then he said to his disciples ‘The harvest is plentiful, but the laborers are few; therefore ask the lord of the harvest to send laborers into his harvest.’ Mt. 9:35-38

“The spirit is upon me because he has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed free, to proclaim the year of the Lord’s favor. “ Luke 4:18-19

In Jesus we find the supreme expression of God’s presence in the cities. Jesus did not flee the challenges and ills of the city. He entered the cities so he could address the needs. He lived among the unsaved. Should the church not do the same?

“Go therefore and make disciples of all nations, ...teaching them to observe all things that I have commanded, and I am with you always, even to the end of the age.” Matthew 28. The call of God is to follow Jesus into the city. The authority given to the disciples was to do ministry in the city. The lord instructs disciples for ministry in the city with a promise to be with disciples in ministry to the city.

2/27/07

P-21 Questions to Candidates

When a candidate is received under care of the Presbytery, the Moderator shall ask the following questions of the candidate before the candidate is declared enrolled:

Do you believe yourself to be called by God to the ministry of the Word and Sacrament?

Do you promise in reliance upon the grace of God to maintain a Christian character and conduct, and to be diligent and faithful in making full preparation for this ministry?

Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?

Do you desire now to be received by this presbytery as a candidate for the ministry of the Word and Sacrament in the Presbyterian Church (U.S.A.)?

If these questions are answered in the affirmative, a brief charge shall be given, the candidate's name shall be recorded on the presbytery's roll of candidates, and the proceedings shall close with prayer.

6/26/07

P-22 Use of Styrofoam Containers and Bottled Water

Styrofoam containers and individual bottled water shall not be provided at presbytery meetings, functions of all types, and participants are asked to bring their own water in containers of their choice. Congregations hosting Presbytery meetings are requested to abide with this policy.

COMMITTEE GUIDELINES AND POLICIES

COORDINATING CABINET

CC-1 PRESBYTERY MEETING ARRANGEMENTS

CC-1.1 Official and Unofficial Tables.

There shall be two tables at presbytery meetings: one for business papers and one for papers of an informational nature. Papers shall be germane to the programs and concerns of the Presbyterian Church (U.S.A.). Placing of papers on the tables must be approved by the Stated Clerk, the Executive Presbyter or a presbytery unit. The Stated Clerk shall be informed in advance of all papers, which are to be distributed at a presbytery meeting. Business papers shall ordinarily be available to commissioners at the Presbytery office by noon on the Friday before the meeting of Presbytery.

CC 1.2 DEADLINE FOR PAPERS FOR PRESBYTERY MEETINGS.

Papers to be included in the Pre-Presbytery posting must be in the Presbytery office ready to be filed by the 14th day before any meeting. Documents not received by the deadline may not be included in the posting.

Papers to be duplicated and distributed at Presbytery meetings shall be submitted to the Presbytery office by the Wednesday preceding each Tuesday meeting and the Friday a week before each Saturday meeting. (There is no guarantee that papers not submitted by the deadline for each meeting can be duplicated.)

No document will be printed or posted that has not been submitted to the Presbytery office in a timely way and in digital form. *Amended 11/23/04*

CC 1.3 WEB POSTINGS FOR PRESBYTERY MEETINGS

Date Posted: The Friday or Tuesday eleven days before the Presbytery meeting. No documents will be added to the web site once posted.

How Posted: On the web site, www.detroitpresbytery.org in pdf format..

Contents of the posting:

Call to the meeting, including an explanation of the arrangements

Proposed Docket

Minutes of the previous Presbytery meeting

Report of the Coordinating Cabinet

Report of the Trustees

Other papers received by the deadline.

DISTRIBUTION OF DOCUMENTS.

Documents posted on the web site will not be available at the Presbytery meeting.

Documents received after the due date will not be posted on the web site.

Individual members of Presbytery, including former moderators, committee chairs, committee chairs, minister members, etc., are responsible for downloading and printing the documents, and bringing them to the Presbytery meeting.

Churches are responsible for downloading the documents and distributing them to their commissioners, for them to bring to the Presbytery meeting.

Churches or individuals who do not have the capability to download postings may come to the Presbytery and do so on a Presbytery computer. Those who are unable to afford acquiring the capability to download postings may receive them by mail on payment of \$30/year to cover the cost of the mailings. Those churches and individuals unable to afford the \$30/year may apply to the Coordinating Cabinet to suspend this rule in their case. *Amended 11/23/04*

CC-2 Interim Executive Search Committee

When the Coordinating Cabinet has the task of searching for an Interim or Acting Executive Presbyter, pursuant to the Bylaws Article 5, §3, the committee conducting the search shall consist of the Presbytery Moderator, Vice-Moderator, and Chairperson of the Coordinating Cabinet. If the above three persons are all Caucasian, a fourth member who is a person of color shall be added to the committee. *2/14/04*

CC-3 Time limits for announcements and reports

The time limit for announcements at Presbytery meetings shall be 2 minutes. The time limit for reports at Presbytery meetings shall be 5 minutes.

Reported to Presbytery 8/26/08

CC-4 PERSONNEL GUIDELINES

Table of Contents

- Introduction
- Equal Employment Opportunit
- Employee Classifications
 - Regular Employment
 - Term Employment
 - Interim Employment
 - Full- time or Part-Time status
 - Exempt or Non-Exempt Status
 - Exempt Called Staff
 - Exempt Non-Called Staff
 - Non- Employees
- Probationary Period
- Work Schedule
 - Exempt Called Staff
 - Exempt Non-Called Staff
 - Non- Exempt Staff
 - Flex Time – Non-exempt Staff
- Employment at Will
- Employee Relocation
- General Employee Complaints
- Sexual Misconduct Complaints
- Benefit Plans and Eligibility
- Job Postings
- Paid Time Off
 - Holidays – Office Closed

- Vacation – Exempt Called Staff
- Vacation – Exempt Non-Called Staff
- Vacation – Non-Exempt Staff
- Vacation - Carry-over
- Sick Leave
- Sick Leave - Carry-over
- Personal Days
- Leaves of Absences - Unpaid
 - Eligibility
 - Description of Benefit
 - Notice

- Approval
- Return to Work
- Health Care Benefits during leave
- Leaves of Absence - Paid
 - Bereavement
 - Jury Duty
 - Annual Study leave – Exempt Called Staff
 - Sabbatical – Exempt Called Staff
- Conduct in the Workplace
- Attendance
 - Tardiness
 - Unscheduled Absences
- Annual Performance Review
- On-the-Job Accidents and Injuries
 - Worker’s Compensation
- Employment Separations
 - General Dismissal
 - Reduction in Force/Job Elimination
 - Vacation leave – reimbursement to employee
 - Vacation leave – reimbursement to employer
 - Severance
 - Retirement
- Employee Handbook Disclaimer

Appendix 1 – Presbytery of Detroit Sexual Misconduct Policy

INTRODUCTION

The Presbytery of Detroit is a Christian organization committed to Christian ethics and principles. These Personnel Guidelines reflect that philosophy and have been developed to help clarify what is expected of each employee, and to help each employee know what may be expected by the Presbytery of Detroit (hereafter referred to as Employer).

The Guidelines are not a contract. As circumstances demand, these policies can be amended or revised without notice.

The policies outlined in this document apply to all personnel staff of the Presbytery to the extent required by applicable civil law and includes all employees who are paid on an hourly basis or on an annual salary basis.

These policies are also subject to the current edition of the Book of Order of the Presbyterian Church (U.S.A.)

Questions about these Personnel Policies or human resources procedures should be referred to your supervisor or to the Operations Ministry Team.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Presbytery of Detroit to engage in employment policies and practices which promote equality of opportunity in all aspects of employment.

All employment policies and practices including recruiting, selection, benefits, compensation, performance appraisal, promotion, transfers, discipline, training, and separation will be administered without discrimination based on race, color, national origin, gender, age, marital status, creed, disability, or religious affiliation (except where a category is determined to be a bona fide occupational qualification), Federal, state or local law.

The Employer will make reasonable accommodation for the known physical or mental limitations of qualified individuals with disabilities unless to do so would impose an undue hardship on the Employer.

It is the policy of the Employer to act affirmatively to expand employment opportunities which contribute to a diverse workforce.

EMPLOYEE CLASSIFICATIONS

The employee classifications are: regular, term, and interim. Where it is required by law, a distinction will be made between those considered exempt and non-exempt by the Fair Labor Standards Act (FLSA), or any other applicable statutes. Exempt employees are not eligible to receive overtime pay, while non-exempt employees are eligible to receive overtime pay, as pre-approved by Presbytery Executive.

Notwithstanding anything else in this manual, all employees, regardless of status, are at-will employees as defined by the laws of the State of Michigan. The employment relationship may be terminated at any time for any lawful reason by either party.

No person may be employed in a position that is under the direct supervision of an immediate family member.

Three factors define the status of employees. These are: the period of employment (regular/term/interim), the number of hours regularly scheduled to work (full-time/part-time) and eligibility for overtime (exempt called staff, exempt staff and non-exempt staff).

Regular

If the period of employment has no prearranged ending date, the employee's status is regular.

Term

If the period of employment is three months or more and has a prearranged ending date, the employee's status is term. Term employment is appropriate for:

- a. special projects of finite duration;
- b. projects of time-limited funding; or
- c. programs in transition

Full-Time or Part-Time Status

Full-time employees are those regularly scheduled to work a full work schedule as defined by the Employer. Part-time employees are those regularly scheduled to work less than a full work schedule as defined by the Employer.

Exempt or Non-Exempt Status

Employees whose positions meet specific exemption tests established by the Fair Labor Standards Act (FLSA) are exempt from overtime.

Employees whose positions do not meet these tests are not exempt and must be paid at least time and a half of their established hourly rate of pay or receive 1 ½ compensatory time hours for time worked in excess of 40 hours per week.

Exempt Called Status

Written calls to service are required for certain staff positions. These must be approved by Presbytery on the recommendation of the Coordinating Cabinet and the Presbytery Operations Ministry Team.

For persons employed in positions where ordination is not a minimum qualification, the terms of call and benefits will be established by the Employer and may or may not meet the Presbytery minimums but will be comparable to those offered to other exempt and non-exempt staff in similar positions

For Ministers of the Word and Sacrament, the Employer will provide a detailed "terms of call" consistent with the *Book of Order* 11.0410 and the terms of call must at least meet the Presbytery minimums for salary and study leave.

Changes in the terms of the call or dissolution of the relationship shall be reported to the Presbytery.

Non-employees

Consultants, independent contractors, temporary agency workers, and volunteers are not employees, and are not eligible for any benefits available to employees, including withholding taxes, FICA contributions, etc.

INTRODUCTORY PERIOD

During the first three months of employment, newly hired employees shall be evaluated on attendance, job performance, and compliance with all work rules by a supervisor. The employee will be advised if their overall performance is deemed acceptable or unacceptable. If unacceptable, employment will be terminated. This section is not intended to suggest that termination is limited to the introductory period.

WORK SCHEDULE

Exempt Called Staff

The standard work week for full-time Exempt Called Staff is 50 hours, including any time spent providing leadership for Presbytery-related work, meetings and or events held in the evenings, on Saturdays and/or Sundays.

Exempt Non-Called Staff

The standard work week for full-time Exempt Non-Called Staff is 40 hours The standard work week is Monday through Friday from 8:30 am to 5:00 pm with **30** minutes for lunch and **two**15 minutes for a break. Any change in work schedules must be approved by the employee's supervisor.

Other Full-Time Staff - Non-Exempt

The standard work week **full time staff** is 40 hours. The standard work week is Monday through Friday from 8:30 am to 5:00 pm with **30** minutes for lunch and **two**15 minutes for a break. Any change in work schedules must be approved by the employee's supervisor.

Flex Time – Non-Exempt Staff

Flex Time arrangements are possible for temporary and specified periods of time. All such arrangements must be documented and signed by the employee and her/his immediate supervisor (See Appendix #2)

EMPLOYMENT AT WILL

The employment of all employees covered by these policies, is not pursuant to any contract (either written or oral, expressed or implied) and is not for any set period or upon any set conditions, and is terminable by either party at any time for any reason. Any manuals, handbooks or other personnel-related material which employees or supervisory personnel may receive, do not constitute a commitment of employment or require any graduated disciplinary steps.

No representative of the Employer has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless such agreement is in writing and signed by the Chairperson of the Operations Ministry Team and the Executive Presbyter.

EMPLOYEE RELOCATION

It is the policy of the Employer to assist new or transferred called employees, who must relocate more than 50 miles with certain moving expenses. However, it must be remembered that full reimbursement for all such expenses is not guaranteed, and will be granted at the sole discretion of the Executive Presbyter and the Presbytery Operations Ministry Team.

The amount of basic reimbursement for new or transferred employees of the Presbytery of Detroit may include the following types of expenses: house search, travel to new location, shipment of household effects, and temporary living costs up to three (3) months.

GENERAL EMPLOYEE COMPLAINTS

This policy relates to general complaints of unfairness, inappropriate application of policy, or similar work-related problems. It is the policy of the Employer to encourage good working relationships that affirm the importance of each individual and his or her contribution to the organization in an atmosphere of mutual respect.

Employees are encouraged to take initiative in seeking answers to their questions or offering solutions to work-related problems through immediate discussion with the Supervisor.

Supervisors are expected to encourage honest and frequent communication with employees, to give prompt attention to suggestions, and to provide active assistance in dealing with concerns or complaints in a manner free from reprisal or retaliation.

The supervisor is the person through whom an employee shall raise concerns. Other sources such as the Presbytery Operations Ministry Team are available to the employee to check information, clarify personnel policies, or obtain guidance.

In the event that the immediate supervisor is the subject of the concern or complaint, the employee may go to the Executive Presbyter, or if the Executive Presbyter is the subject of the concern or complaint, the employee may go to the Chair of the Presbytery Operations Team.

Supervisors or managers working with employees to resolve complaints shall take advantage of the full resources as identified by the Presbytery of Detroit for counsel and direction during the investigation and resolution process. This complaint procedure may also be used to address concerns or complaints related to termination.

Employees must notify her/his immediate supervisor, or if that is not possible, the Executive Presbyter or the Chair of the Operations Ministry Team, in a timely fashion, of any complaint considered appropriate for handling under this policy. The complaint process is the exclusive remedy for employees with appropriate complaints. As used in this policy the terms "timely fashion," "reasonable time," "as soon as practical," and "promptly" generally mean five working days. The Employer will promptly investigate all complaints in conjunction or consultation with the Operations Ministry Team.

SEXUAL MISCONDUCT COMPLAINTS

All complaints regarding sexual harassment or sexual misconduct shall be reported and handled pursuant to the Presbytery of Detroit Sexual Misconduct Policy, attached as Appendix #1.

BENEFIT PLANS AND ELIGIBILITY

It is the policy of the Employer to provide a fair, competitive, family-supportive benefits program to attract and retain qualified employees. Regular full-time and part-time employees that work twenty hours or more a week are eligible for benefits. Term and interim employees may be eligible for certain benefits. Non-employees are not eligible for benefits.

Benefits offered by the Employer through the Board of Pensions of the Presbyterian Church (USA) and other providers, as appropriate, may include, but are not limited to:

- social security
- worker's compensation insurance
- medical insurance
- dental insurance (optional)
- 403(b) savings plan (optional)
- holidays
- personal leave
- sick leave
- leave without pay
- life insurance (basic and optional)
- funeral, jury duty and military leaves
- employee funded medical accounts

Optional benefits are benefits which are not paid by the employer. Information regarding benefits may be obtained from your supervisor.

JOB POSTINGS

Current job postings for positions at the Presbytery of Detroit will be (1) sent to all churches; (2) published in Newsletter; (3) distributed at Presbytery Meetings; (4) published on the website; and (5) posted on a bulletin board in the main hallway at the Presbytery Office.

PAID TIME OFF

It is the policy of the Employer to provide time off with pay for certain holidays and to enjoy time away from work. The following are designated holidays for the Presbytery of Detroit:

New Year's Day	Martin Luther King Jr. Day	Good Friday
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Friday following Thanksgiving Day	Christmas Eve Day
Christmas Day	New Year's Eve Day	

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

Employees who have an unexcused absence on the day preceding or following a holiday are ineligible for holiday pay.

Vacation – Exempt Called Staff

26 days of paid vacation time, based on a 50 hour work week, is available to all Exempt Called full-time and part-time employees who work twenty (20) hours or more a week. This may be available, depending on length of service, to term and interim employees.

Vacation – Exempt Called Staff

22 days of paid vacation time, based on a 40 hour work week, is available to all Exempt Non-Called full-time and part-time employees who work twenty (20) hours or more a week. This may be available, depending on length of service, to term and interim employees.

Vacation – Non – Exempt Staff

Paid vacation time is available to all non-exempt full-time and part-time employees who work twenty (20) hours or more a week. Vacation for part-time employees is pro-rated based on the percentage of time worked.

On January 1 of each year, non-exempt employees with one or more years of service are eligible for vacation leave according to the following service schedule (pro-rated for part-time):

Service Over One Year

<u>Years</u>			<u>Working Days</u>
1	10	9-10	16
2	11	11-12	17
3	12	13-14	18
4	13	15-19	19
5-6	14	20+	20
7-8	15		

With prior approval of the immediate supervisor, vacation may be used in increments of four hours. Under extenuating circumstances, a lesser increment can be used with the approval of the Executive Presbyter and/or the Associate Executive Presbyter.

No more than eight hours of vacation may be charged to one working day. Employees must exhaust all vacation before moving into any unpaid leave status (except military).

If an employee resigns or is terminated because of reduction in force or job elimination, compensation will be paid for any unused vacation determined by a pro-rated schedule for the year. If the employee has exceeded her/his vacation allocation at the time of separation, the employee will be asked to reimburse the Employer.

Vacation Carryover– Exempt Called/Exempt /Non-Exempt

No more than 10 days of vacation time may be carried over into another calendar year. Any carry-over must be approved by the Operations Ministry Team.

Sick Leave – Exempt Called/Exempt /Non-Exempt

Paid sick leave is available to all regular full-time and part-time employees and may be available to term and interim employees. Leave for part-time employees is prorated based on the percentage of time worked. Sick leave is available January 1 to eligible employees at the rate of 4 hours per pay period. In the first year of employment, sick leave will be prorated based on the percentage of the year worked. The rate of accrual of medical leave does not increase with length of service.

An employee who cannot report to work because of illness or injury must notify his/her supervisor before the start of the shift. A physician's statement may be required for any absence at the discretion of the supervisor. Absences of three days or more require a doctor's statement.

Sick Leave Carryover – Exempt Called/Exempt /Non-Exempt

Unused sick leave may accumulate to a maximum of 120 days.

Sick Leave at Separation – Exempt Called/Exempt /Non-Exempt

Employees whose employment with the Presbytery of Detroit ends, for any reason, shall have no claim for pay in lieu of unused sick leave.

Personal Days– Exempt Called/Exempt /Non-Exempt

Employees are entitled to three paid personal days per year to be used for personal business or emergencies. These personal days may be ***used in 1 hour increments.***

In the first year of employment and in the year of termination of employment, personal leave will be pro-rated at the rate of 2 hours per month worked. Leave of Absence Policy

LEAVES OF ABSENCE - UNPAID LEAVES:

Eligibility

Only Regular full-time and part-time employees are eligible for a leave of absence. Employees shall not be entitled to a leave more than once in a 12 month period unless granted by the Operations Ministry Team.

Unpaid Leaves of Absences may be used for:

- Parental - birth or adoption of a child
- Military - covered as required by law
- Family Emergencies
- Personal -for personal reasons

Description of Benefit

Eligible employees may request an unpaid leave of absence (maximum of three months). However, all paid personal and vacation time must be used prior to any unpaid leave of absence. The leave must be continuous.

Notice of Use of Leave

The employee shall provide the Employer with thirty days' advance notice in writing. If the employee is unable to do this, reasonable rationale must be provided.

Approval

Requests for leave without pay must be approved by the Executive Presbyter, in concurrence with the employee's supervisor, and the Presbytery Operations Ministry Team. While all requests will be considered, they will be granted or denied at the sole discretion of the Executive Presbyter and the Presbytery Operations Ministry Team.

Return to Work

Upon completion of the leave, the employee may be returned to his or her position. Failure to return at the end of a scheduled leave under this policy will constitute a voluntary resignation.

Health Care Benefits During Leave

Health care benefits will continue during parental leave and unpaid Leaves of Absences. No other benefits, other than the Employer provided life insurance, are available during a leave.

LEAVES OF ABSENCE - PAID LEAVE

Bereavement

Regular full-time and part-time employees who work 20 or more hours a week are eligible for up to three days of paid leave, immediately following the death of a member of their immediate family (spouse, parent, parent-in-law, child, grandchild, brother, sister, grandparent). Verification of death and date of funeral is required to receive this benefit.

Jury Duty

Regular full-time and part-time employees shall be paid when summoned for jury duty. If the summon is less than 3 hours, the employee shall return to work for the remainder of the day. Any compensation received for jury duty must be paid to the Employer.

Employees are required to submit appropriate documentation to their supervisor concerning jury duty to be placed in their personnel file.

Annual Study Leave – Exempt Called Staff

Annual study leave with pay may be granted to Exempt Called staff at the discretion of the Executive Presbyter and Presbytery Operations Ministry Team in accordance with their approved salary packages.

Study leave is granted only when the employee and the supervisor/Operations Ministry Team have agreed on the appropriate timing of the leave related to the needs of the individual and the Employer.

Annual study leave may be cumulative for up to three years. The total accumulation of annual study leave will be no more than six weeks. Pay in lieu of this leave will not be provided.

Sabbatical – Exempt Called Staff

After seven years of service, each Exempt Called staff person (EP, AEP, Stated Clerk and Director of Outdoor Ministries) is eligible for a sabbatical leave of an additional eight weeks to be used within the next seven years. The sabbatical leave must be scheduled one year in advance and the purpose and timing approved by the Operations Ministry Team. Requests for leave shall be granted in the order of seniority.

CONDUCT/MISCONDUCT IN THE WORKPLACE

To ensure the highest standards of work, health and safety, all employees shall conduct themselves in a professional manner and perform their job duties with integrity. To this end, the following policies are in effect:

- Smoking is prohibited in the Presbytery of Detroit building.
- Employees who report to work intoxicated or under the influence of illegal drugs will be disciplined and required to seek help.
- Weapons of all types (whether or not a permit is issued) are prohibited on Presbytery grounds (including the parking lot).
- No form of harassment, intimidation or discrimination will be tolerated. After a fair investigation, such acts shall result in disciplinary action up to and including termination of employment.

- No form of sexual misconduct will be tolerated. Any employee accused of such misconduct will be dealt with according to the terms of the Sexual Misconduct Policy (Attached as appendix #1) adopted by the Presbytery of Detroit.
- Communication systems, equipment, and other Presbytery resources shall be used solely for the purpose of conducting the business of the Presbytery and may be examined by the Employer without notice or warning.
- Presbytery records entrusted to an employee shall be protected against unauthorized access, loss, or destruction.
- Public statements shall be made in the name of the employee, and not the Presbytery.
- Advertised services, solicitations, or unauthorized collections may not be conducted by employees.
- The Presbytery of Detroit claims full property rights for all work created by employees that are created within the scope of employment.
- Potential conflict of interest situations shall be immediately reported to the employee's supervisor. Supervisors should report conflict of interest situations of which they become aware immediately to the Executive Presbyter, who will take appropriate action to resolve the conflict.

CONDUCT/MISCONDUCT OUTSIDE THE WORKPLACE

Since the Presbytery of Detroit is a Christian organization committed to Christian ethics and principles, conduct by any employee outside the workplace that is inconsistent with these principles and Christian standards of morality, or that may be detrimental to the reputation of the Presbytery of Detroit may result in discipline or discharge.

ATTENDANCE

Each employee is expected to be present and ready to work during all scheduled work hours. Attendance records are kept to document absences for pay purposes and will be considered in evaluating performance.

If an employee develops a recurring pattern of lateness or unexcused absences, he or she will be subject to disciplinary action up to and including dismissal. An employee may be counseled by Executive Presbyter or designee for a recurring lateness pattern.

Under most circumstances, an employee must give adequate and timely notice of her/his intended absence or lateness to work. It is expected that this notice be prior to her/his scheduled start of work. The notice should include the reason for absence or lateness and the expected time of appearance. Failure to communicate with employee's supervisor for three consecutive scheduled working days will be cause for termination of employment.

Tardiness (5 to 15 minutes late)

If there are 5 occurrences of tardiness in a 6 month period the employee shall receive a disciplinary warning that will be placed in her/his personnel file. If there is a sixth episode in the same six months, the employee will be subject to termination.

Unscheduled Absences (16 minutes or more of unscheduled absence)

If there are 5 occurrences of unscheduled absences in a 12 month period the employee shall receive a disciplinary warning that will be placed in her/his personnel file. If there is a sixth episode in the same twelve months, the employee will be subject to termination.

ANNUAL PERFORMANCE REVIEW

It is the policy of the Employer to conduct performance reviews/evaluations of all staff at least annually. These evaluations serve several purposes. They provide employees with feedback on performance; provide managers with an opportunity to coach, counsel, and motivate employees

to their best efforts; serve as a measurement of organizational effectiveness; and provide a basis for merit salary increases.

Performance review is accomplished by comparison of the employee's performance to job responsibilities and pre-established performance goals and objectives.

Evaluations shall be conducted honestly and fairly and reflect the collaborative nature of the work environment. The evaluation must be documented in writing and signed by the reviewer; the employee should acknowledge the review and may add written comments.

Employee that receives a rating that is less than satisfactory shall be placed on probation.

ON-THE-JOB ACCIDENTS AND INJURIES

It is the policy of the Employer to provide worker's compensation or travel accident insurance at the employer's expense for injuries incurred by employees who occur while performing duties specifically related to the employee's position or while traveling on Employer business.

Employees are responsible for reporting on-the-job accidents or injuries as soon as possible after the incident.

Worker's Compensation

Employees shall be covered by worker's compensation insurance in accordance with state law.

During this period of absence due to injury or illness, the employee's position may be filled due to business necessity on either a temporary or regular basis, depending upon the business needs of the department. Upon return, the employee will be placed in the same or equivalent position.

EMPLOYMENT SEPARATIONS

It is the policy of the Employer that employment relationships are at-will and may be terminated at any time with or without cause by the employee or the Employer (except where limited by Federal or state law).

Non-exempt employees ending employment voluntarily are requested to give at least two weeks notice; exempt employees are requested to give one month's notice.

Reduction in Force/Job Elimination

Reductions in force will be accomplished in a manner that best preserves overall organizational effectiveness as determined by the Employer. Decisions on which groups of jobs are affected will be based on functions being eliminated or changed. Where choices must be made between employees, decisions will be based on objective criteria such as job performance, individual experience and qualifications for the jobs which remain, need for specific skills and the number of people with similar skills. Staff members with outstanding performance ratings and exceptional qualifications should *be* the last to be affected by a reduction in force, giving appropriate consideration to affirmative action commitments and equal employment opportunity. Employees who choose to accept a voluntary severance package during a Reduction in Force process are not eligible for re-employment with the Employer for a minimum of five (5) years. Exempt employees whose jobs will be eliminated in a reduction in force will receive three months notice of the separation date; non-exempt employees will receive thirty days notice. At its sole discretion, the Employer may require certain employees to continue to work through the notice period in order to phase out the responsibilities of their positions. If employees are not required to work during all of the notice period, the notice pay will continue as regular wages. These employees may also be eligible for severance pay at the end of the notice period. Employees required to work through the notice period who choose to resign before the official

separation date as determined by the Employer may forfeit any remaining notice and severance pay. If the employee secures other employment, notice pay will cease on the first day of employment and no severance will be paid. If an employee is required to work through the notice period, he or she shall be granted notice pay from the time they leave.

Benefits continue for employees as long as they are receiving notice pay and severance in biweekly payments.

Vacation leave – reimbursement to employee

Any unused pro-rated vacation leave will be paid to the employee within 30 days of the termination or separation date, whichever is later, as well as accrued carryover vacation leave.

Vacation leave – reimbursement to employer

If the employee has used all of her/his vacation allowance and based on a pro-rated formula has exceeded the number of days available at the time of termination or separation, the employee may be required to reimburse the Employer for the number of days taken that exceed the prorated allocation. Any accrued carry-over is not subject for re-imbusement to the employer.

Severance

It is the policy of the Employer to provide financial assistance, when able, to eligible employees whose employment is involuntarily terminated because of organizational structure change, fundamental change in objectives, significant change in financial outlook, or for other reasons unrelated to job performance. Severance, if available, is paid in addition to unused prorated vacation, notice pay, and any other compensation owed to the employee. This policy does not guarantee the payment of severance to any employee. Severance is granted at the sole discretion of the Executive Presbyter and the Presbytery Operations Ministry Team.

In order to be eligible for severance, termination must not be voluntary or due to unsatisfactory performance. Only exempt/non-exempt full-time or part-time employees on the date of termination are eligible for severance. Term employees are not eligible or entitled to severance pay. Severance for part-time employees will be prorated according to the percentage of time normally scheduled to work.

Employees who have received official notice of the date of job elimination but who choose to resign before the date of termination forfeit any remaining notice and may forfeit severance.

This policy does not guarantee severance to any employee.

Retirement

As the Board of Pensions' Plan currently stands, employees must be at least 55 years of age to be eligible for retirement. Employees who retire and who are to receive pension benefits from the Board of Pensions will receive wages for hours worked plus payment for unused accrued vacation leave.

Employees who retire with 20 or more years of service will receive severance pay of one month's salary.

Employees who retire should give one month's notice of their intention to retire. Retirement benefits must be coordinated with the Board of Pensions.

EMPLOYEE HANDBOOK DISCLAIMER

I have received a copy of the Presbytery of Detroit's Employee Handbook and have read and understand its contents, specifically including the statements describing the purpose and effect of the Handbook. I understand that the Presbytery of Detroit is an "at will" employer and, as

such, employment with the Presbytery of Detroit is not for a fixed term or definite period and may be terminated at anytime at the will of either party, with or without cause or notice, and that no one, except the Executive Presbyter and the Presbytery Operations Ministry Team can make any agreements to the contrary to this "at will" status, and such an agreement, to be enforceable, must be in writing and signed by the Executive Presbyter and the Chair of the Presbytery Operations Ministry Team. In addition, I understand that this Employee Handbook states the Presbytery of Detroit's policies and practices in effect on the date of publication. I understand that this Employee Handbook does not create or constitute a contract of any kind between any employee and the Presbytery of Detroit. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or discontinued at any time by the Presbytery of Detroit.

Sign and date to acknowledge receipt of this document and return it to the Operations Ministry Team

Print Name: _____ Dated: _____

Signature: _____

Reported to Presbytery 10/28/08

CC-5 On Computer File Names of Papers

The computer file name of all papers posted for any meeting shall be identical to the name at the top of the document and shall include the date of the meeting to which it is submitted. Staff are authorized to rename any paper submitted for distribution in accord with this policy.

Reported to Presbytery 8/25/09

PLANNING AND VISIONING GUIDELINES AND POLICIES

P&V-1 BUDGET

P&V 1.1 PROCEDURES FOR REQUESTING AND VALIDATING AN ECO

What is a ECO?

An Extra Commitment Opportunity (ECO) is a project that has been through the budgeting and/or validating process. It is considered an approved project of the Presbytery to be supported by special designated contribution from churches or individuals over and above the Presbytery Mission Budget.

How do ECOs originate?

The request for inclusion in the Presbytery budget as an ECO, or designation of a current project as a ECO, shall be made by Committees, Teams, or Coordinating Cabinet of the Presbytery to the Planning and Visioning Team. The request shall be submitted on a "Extra Commitment Opportunity (ECO) Request Form". (See attached sample.) All portions of the request form shall be completed. ECO request forms for a budget year shall be completed and submitted on a date in October of the year prior to the budget year specified by the Planning and Visioning Team when the request forms are sent to the committees.

How is ECO status determined?

Upon receipt of a completed "Extra Commitment Opportunity (ECO) Request Form", the Planning and Visioning Team shall review all pertinent data and shall make a validation recommendation to the Coordinating Cabinet. Upon Cabinet recommendation and motion, the Presbytery shall vote for approval or disapproval of ECO status for a project.

Procedure for Validation of a ECO

Validation of a project for ECO status within the Presbytery of Detroit annual budget will be determined using the following criteria applied to the responses to the questions and data requests set forth in the "Extra Commitment Opportunity (ECO) Request Form" and to project informational and financial data submitted.

Purpose

1. The purpose of the project shall be stated clearly.
2. The stated purpose of the project shall be consistent with the Mission Directions and Goals of the Presbytery of Detroit.
3. Normally, the projects should not compete for funds with a mission program of our denomination.
4. The activities of the project should be consistent with its statement of purpose.
5. Priority will be given to projects sponsored by Presbyterian agencies.

Funding/Financial

1. Promotion, fund raising and public information undertaken by the project must accurately identify the purpose, program and financial needs of the project.
2. At least 60% of annual expenses should support project program.
3. Annual fund raising expenses should not exceed 25% of income.
4. Normally, the project's reserve fund should not exceed two (2) times its annual expenditures.
5. An annual report, or equivalent package of documents, should be available on request and if required should include:
 - a. Explicit narrative description of project's major activities
 - b. Current audited financial statements
 - c. Current annual budget
 - d. List of project board members

6. Means of assessing success potential of project shall be stated.
7. Project should have success potential of Excellent or Good.

P&V-1.2 PER CAPITA APPORTIONMENT

PER CAPITA DEFINED

The per capita apportionment of the Presbytery is for ecclesiastical expenses as defined by the Book of Order and administrative expenses as decided by Presbytery.

A. General Assembly Definition

'Definition: The Per Capita Apportionment is a means of providing for all members to share in the costs involved to conduct and administer the ecclesiastical, judicial, and legislative functions of the Presbyterian Church (U.S.A.).

B. Presbytery of Detroit Definition

The Per Capita Apportionment covers the administrative expenses of the following functions of the Presbytery:

1. Legislative functions, which include the work done by the Presbytery when it meets as a governing body, and the work done by its Administrative Commissions;
2. Judicial functions, which include that of the Permanent Judicial Commission, and Investigating Committees.
3. Ecclesiastical functions, which include the work done by the Committees on Ministry, Candidates, Nominations, Representation, the review of session records, Planning and Visioning Team, and Presbytery Operations Ministry Team.
4. Managerial functions, which include the work done by the Coordinating Cabinet, the Planning and Visioning Team, and the Presbytery Operations Team, to plan, oversee, and evaluate the Presbytery's program and mission.

Administrative expenses include the following:

- A. Meeting expenses of units, which carry out the functions, listed above.
- B. Operating expenses of units needed to carry out the functions listed above.
- C. Salaries and expenses of staff members who help the units carry out the functions listed above.
- D. Office expenses related to carrying out the functions listed above.

The Per Capita Apportionment is used for planning, overseeing, and evaluating the Presbytery's program and mission, but it is not used for the direct costs of the Presbytery's program and mission.

C. Allocation Of Line Items

In order to arrive at a recommendation of the amount of Per Capita Apportionment each year the Planning and Visioning Team shall identify which lines in the budget are to be covered by the Apportionment. If a line item is used primarily for the functions and expenses listed in the definition, the entire line item should generally be included. If only a small amount of it is used for such functions, generally none of it will be included.

In the case of staff salaries and expenses, those staff members whose position descriptions relate primarily to the functions listed in the definition should have their salaries and expenses included in full. Those whose position descriptions relate primarily to carrying out the Presbytery's program and mission should not be included at all. Using this guideline, the amounts for the Presbyter, Financial Administrator, Treasurer, and Stated Clerk are included, while those for Associate Executives are not.

The percentage of the office operations costs allocated to the Per Capita Apportionment also shall be determined by the proportion of staff that are paid from Per Capita Apportionment.

P&V-1.3 CHANGES TO ADOPTED BUDGET

1. All budget changes must be reported to the Planning and Visioning Team.
2. Budget changes within a committee responsible and not across category lines may be approved by the committee.
3. Budget changes affecting more than one department or division must be recommended to the Planning and Visioning Team.
4. Budget changes across category lines must be recommended to Planning and Visioning Team.

P&V 1.4 BUDGET DEFICITS & SURPLUSES

1. Deficits shall be handled in the same manner as surpluses; that is, they shall be carried in cash flow as a reduction in equity for one year, and in the second year shall be entered on the income projection, reducing the projected income for that year
2. Year-End Deficits
Year-end deficits are considered a reduction in equity for one year. In the next year, they are considered negative income."

P&V-1.5 BUDGET CONTROL

1. Expenditure control of the Program Budget is lodged in the Planning and Visioning Team. All requests for adjustments in Program Budget allocations must have approval of the Planning and Visioning Team, which shall recommend any proposed amendments to the Coordinating Cabinet.
2. Standing Committee Financial Procedures
 - a) Teams, Cabinets, and Required Committees of the Presbytery are responsible directly to the Presbytery.
 - b) Annual budget requests are submitted to the Planning and Visioning Team and by it to the Coordinating Cabinet, that presents an annual Operating Budget for approval by the Presbytery.
 - c) Responsibility for approved budget management for their work rests with each Team, Cabinet, or Committee.
 - d) Requested expenditures will be within the Committee, Team, or Cabinet budget.
 - e) Required Committees may make necessary shifts within their budgets, but any significant variance in projected expenditures shall be reported by them to the Planning and Visioning Team.
3. NCD Financial Procedures
 - a) Where an administrative commission (G-9.0503) is elected by the presbytery and is given the powers of a session for each NCD, the following apply:
 - b) Any NCD Administrative Commission shall report directly to the Presbytery at least each quarter. Responsibility for approved budget management rests with each NCD Administrative Commission. NCDs receive shared funding from Synod of the Covenant, GA and the Presbytery; their budgets must be approved annually by the Presbytery.
 - c) Annual budgets shall be presented by each NCD Administrative Commission to the Planning and Visioning Team, before the end of the third quarter, for approval by the Presbytery. The budget presented by an NCD Administrative Commission must be consistent with the financial plan approved by Presbytery, Synod and GA in their original request for funding.
 - d) If variation from the original financial plan should be necessary, such changes will be presented for approval by the participating governing bodies.
 - e) Requests for any disbursement of funds by Presbytery financial officers will be consistent with

- the administrative commission and Planning and Visioning Team approved budget.
- f) NCD Administrative Commissions may make necessary shifts within line items of their budgets. Should budgeted receipts fall more than ten percent below approved budget projections, further expenditures will require specific prior approval by the particular NCD Administrative Commission and be reported by them to the Planning and Visioning Team.
 4. Funds from the sale of capital assets shall ordinarily be regarded as continuing capital assets.
 5. The books of presbytery are closed for income and disbursements for the preceding year, on January 31.

P&V-1.6 NON-BUDGETED FUNDS IN RESERVE ACCOUNTS

1. Only non-budgeted funds in established reserve accounts may be continued from year to year.

COMMITTEE ON MINISTRY

COM-1 Involuntary Dissolution of Pastoral Services

Pastoral calls are established and dissolved by the Presbytery. The Presbytery, through the COM, is a party to the negotiations in involuntary dissolutions and resignation agreements to ensure fairness and unity of purpose.

It is understood that this guideline is applicable to those situations after the Committee on Ministry, the Session and the minister have done all in their power to seek reconciliation and peace. But the matter remains unresolved.

The Committee on Ministry shall be involved in the guidance and counsel process, recommending to Presbytery the dissolution of the pastoral relationship. All negotiated agreements shall be documented in writing and signed by the Session representative, Pastor, and COM representative. The Committee on Ministry must be satisfied that these terms meet the guidelines of COM before recommending the dissolution to Presbytery.

PROCEDURES AND GUIDELINES

Salary and Pension/Medical Provisions: Recognizing that clergy do not have access to unemployment security payments, we recommend that full salary, housing, pension, medical deductible and Social Security payments already agreed upon be paid for three months minimum to six months maximum beyond the effective date of dissolution, or until the minister has found full-time employment, whichever occurs first. The Presbytery will not assume financial liability for severance agreements.

Church-owned manse: If a manse has been provided, but it seems appropriate to arrange for other housing prior to the effective dissolution date, the church shall provide for other housing. Otherwise, manse occupancy is expected to terminate on the effective dissolution date, and definitely at the end of the support period. A thorough inspection of the manse by a representative of the Session, a member of the COM and an officer of the involved church must be made when the manse is vacated and prior to the departure of the minister. The minister shall be responsible for any damages to the manse beyond ordinary wear and tear. Any reimbursement for unusual damage shall be negotiated among the Session, COM representative and minister.

Vacation, Study Leave and Allowances: Vacation time prorated for the current year shall be allowed and must be taken prior to the effective date of dissolution. Study leave time is not allowed, unless there has been a specific event previously agreed upon by the minister and Session. Car allowances and other prerequisite are not allowed after the date of dissolution.

Pastoral Contact: The minister is subject to the Book of Order G.14.0606 and Statement of Ethics of the Detroit Presbytery regarding professional contact with members of the former parish after the date of dissolution.

Approval of the Congregation: When the terms of dissolution have been negotiated, the dissolution of call and the written severance agreement must be approved at a congregational meeting. This agreement may include prepared statements about the reason for the dissolution.

Ministerial Counseling and Training: The Committee on Ministry may recommend appropriate counseling and/or training for the minister.

Congregational Counseling and Training: In order to restore congregational vitality and address underlying causes for the dissolution, COM may recommend appropriate actions for the congregation to undertake.

Signed Agreements: Both clergy and Clerk of Session (on behalf of the congregation) will sign agreements of the terms of dissolution including agreements not to sue (see attached).

Authority of Committee on Ministry: The Committee on Ministry will expect the church and the minister to fulfill all the terms of the approved written severance agreement. If they are not fulfilled by the minister, the Committee shall reserve the right to withhold the transfer of credentials and/or reserve recommendations for future secular/ecclesiastical employment. For the church, the Committee may refuse to allow a new search process to begin or continue. The minister and the ordained officers are subject to disciplinary process for breach of this agreement

The Committee on Ministry's obligations are to the peace and welfare of both the congregation and minister. The procedures and responsibilities dissolution form used in involuntary dissolutions are attached to this document as an addendum.

AGREEMENT FOR TERMINATION AND SEPARATION

TERMS OF DISSOLUTION BETWEEN

Rev. _____
And

Church: _____

We the members of the _____ Session request dissolution of the pastoral relationship with Rev. _____ for the following reasons and the followings terms:

1. List reasons for the dissolution:

2. List the terms:

A. Amount of salary to be paid. _____

B. Housing arrangements. _____

C. Vacation to be paid. _____

D. Pension/Medical to be paid. _____

E. Repayment of loans. _____

F. Any special financial arrangements to be paid in a lump sum or over a period of time.

3. Time and date of separation:

A. Pastoral duties will cease effective _____

B. The relationship will end on a date set by the congregation and approved by the presbytery on

C. Date set for congregational meeting on _____

D. Scheduled date of presbytery action and completion of separation agreement on

_____.

4. Other terms

A. Attached waiver for right to pursue legal action must be completed.

B. It is understood that all benefits for Rev. _____ will be discontinued at any time before _____ (payoff date) should he/she receive another call for full time employment.

C. Any other terms that may be required by the presbytery or by the State of Michigan.

Signed on _____ (date)

By _____
(Minister) (Clerk of Session)

Committee on Ministry Representative(s) _____

Signed by other members of Session:

Date approved by congregation _____

Signed by Clerk _____

Date approved by COM _____

Date approved/disapproved by Presbytery _____

Copies to: The Minister, Executive Presbyter, Clerk of Session, Moderator of COM, Stated Clerk of Presbytery

WAIVERS

In conjunction with the consideration provided by the Dissolution Agreement and release with _____ Church, and _____ Presbytery, dated _____, I agree, knowingly and voluntarily, to waive any and all claims that I might have under the Age Discrimination in Employment Act of 1967 against the Church, its employees or agents, occurring on or before the date of this Waiver. I acknowledge that I have been advised to consult with legal counsel prior to executing this Waiver and have been provided up to twenty-one (21) days within which to consider the Waiver. I further understand that I have seven (7) days after the execution of this Waiver in which to revoke the Waiver, subject to the provisions and possible penalties specified in the Agreement for Termination and Settlement.

Also, because of the negotiated settlement received, I hereby agree not to sue _____ Church and/or its officers, singularly or collectively. I also agree not to sue the Presbytery of Detroit.

Date: _____ Clergy: _____

The following agreement is to be signed by the Clerk of Session on behalf of the congregation:

On behalf of _____ Church, we agree to any limitations herein stated _____ (state or say none) _____. And further, in consideration of _____ (name of clergy) _____ leaving in peace, we hereby individually and collectively agree not to sue _____ (name of clergy) _____.

ate: _____ Clerk of Session: _____

NEGOTIATING TERMS FOR DISSOLUTION

(This information is from a seminar titled “*Conflict Over The Pastor. How Executives Can Help.*” Conducted by Speed Leas of the Alban Institute in Phoenix, AZ December 1996)

Select equal numbers of persons representing the pastor and session to serve as negotiating teams. The teams will negotiate an agreement for recommendation to the session that the session can present to the congregation for vote.

There are requirements.

- There must be enough “stuff” for everyone to get something. Deciding whether or not the pastor should leave is not negotiable; it is a yes or no situation. This maybe can be reframed, but the question as stated is not negotiable.
- You can negotiate over the manse, music, worship style etc.
- In negotiation, everybody gets something

NEGOTIATION AGENDA

PREPARATION OF AGENDA

Explore with each negotiating team their preferences with regard to how the interim period will be handled while the minister is looking for another position apart from or until he finds another position or is asked to leave. What will be the conditions of his search? How long should he remain active as the pastor whether or not he has found another position? Will severance pay be given? What kinds of responses will be given to search committees inquiring about his ministry and what consideration will be given concerning accrued leave and/or sabbatical time?

Agree on what it means to “bargain in good faith”

Agree on what will be appropriate Ground Rules for this negotiation

Clarify each negotiating team’s interests in attempting to arrive at an agreement

NEGOTIATION MEETING

1:00 pm-Opening Prayer

1:05 - Agenda and Ground Rules will be reviewed and agreed upon

1:15 - Together all the participants will explore and discuss the underlying interests of the Church, the Pastor, and each of the negotiating teams.

1:45 - Together the participants will explore alternatives for mutual gain in which the Church and each of the negotiating groups can be responsive to the interests of the other. At this stage the group will be brainstorming

3:00 - If areas of possible agreement are not found (we reach an impasse) by 3:00 pm, the negotiations will adjourn for up to one half hour and the leadership team will attempt to write a proposal for possible agreement from the proposed alternatives for mutual gain, incorporating each group’s needs and interests for consideration

3:30 - the negotiations will resume, directed at the leadership team’s proposal, exploring the possibility of agreement. The leadership team’s proposal will be revised and reworked by the group.

4:30 - if agreement is reached the negotiators will discuss:

- Ways of encouraging all parties to abide by these agreements.
 - The process by which the agreements will taken to the congregation for review, modification, ratification
 - How further disruption of relationships in the church can be minimized by the leadership of each of the groups represented in these negotiations.
- 5:00 - Close

TENTATIVE GROUND RULES

- No work (negotiation) will be done without all the representatives from each team in the room.
- It is legitimate for any party (including the leadership team) to call for a caucus at anytime. A caucus is an opportunity for one group to meet apart from the other group for private discussion and reflection. Caucuses will not last more than fifteen minutes.
- It is legitimate to request that members of the leadership team not be a part of a caucus. If the negotiating group does not specifically that the leadership team is not to be a part of a caucus, they will assume that they are welcome to sit in.
- Members of the leadership team will moderate the negotiation sessions.

COM-2 AA-EEO Policy

In the light of the requirement of Form of Government (G-10.0102n, G-11.0303, G-11.0502g, G-12.0302, G-13.0109, G-13.0201b) and this Presbytery's concern for Equal Employment Opportunity, the Committee on Ministry will provide for each Pastor Nominating Committee a presentation of the rationale for Affirmative Action and Equal Employment Opportunity in the hiring of a pastor and other ordained ministers. This presentation will be made by the Ministerial Relations liaison assigned to each local church committee. This presentation will provide the following information:

- a) An outline of the General Assembly's position on Equal Employment Opportunity and Affirmative Action.
- b) Explanation and distribution of forms for reporting committee and Session action.
- c) Encouragement to seriously consider minority, women and physically handicapped persons.
- d) Resources for considering minority, women and physically handicapped persons for pulpit supply employment."

COM-3 GUIDELINES FOR STUDY LEAVE

Every or contract from a church or agency of this Presbytery with an ordained minister shall, in accordance with the Book of Order, grant study leave in addition to vacation and all other terms of call. The scheduling of study leave shall be arranged by mutual agreement of the minister and the session or agency board, with concern for the welfare of the church or agency and the educational benefits for the minister. Each church or agency shall meet the minimum terms of call established by COM for study leave. Additional financial assistance may be available through contact with the Committee on Professional Growth and Development and other sources. The following options shall be provided:

- a) a two-week study leave taken each full year of active service in order to stay abreast of current educational developments and opportunities,
- b) up to three years' accumulation (six weeks) should be allowed so long as scheduling is mutually agreeable to the session or agency and minister,
- c) Study leave is not considered salary and should not be paid after resignation.
- d) A report of study leave activities should be made to the minister's session or agency.

COM-4 GUIDELINES FOR PARENTAL LEAVE

The Committee on Ministry has become aware of the need for interim guidelines to assist clergy and sessions in arriving at a contract to cover time off resulting from pregnancy, adoption, or guardianship. The purpose of these interim guidelines is to suggest reasonable terms for such leave.

COM-4.1 MATERNITY LEAVE

- a) It is recommended that maternity leave consist of not less than eight (8) weeks with full salary and benefits, timing in relation to delivery date to be negotiated between clergy and session.
- b) Extension of one (1) week may be negotiated as vacation time or leave without pay. Pension benefits to continue on regular salary basis.

COM-4.2 PATERNITY LEAVE

It is recommended that two weeks paternity leave with full pay be granted following the arrival of a child. Any additional time is to be negotiated with the Session from Vacation and study leave.

Amended 2/14/04

Additional Considerations

These guidelines may be considered in negotiating appropriate maternity leave for families.

- a) Study leave may not be used for maternity/paternity leave.
- b) 'Re-entry' may be scheduled on a full-time or part-time basis as agreed upon by pastor and session, with medical approval.
- c) If a pastor initiates dissolution within one year following maternity leave, any unused vacation time should be credited against the maternity leave.
- d) These interim guidelines will be available to pastors and sessions as they negotiate parental leave.

COM-5 SUB-MINIMUM COMPENSATION PROCEDURES

Should churches be unable to meet the minimum levels of compensation above, after consultation with the Committee on Ministry, they will be asked to consult with the New Church Development/Redevelopment Team for reevaluation of their mission design. Such consultation may result in the church receiving assistance in its stewardship program, applying for mission assistance, becoming part-time, being yoked with another church, or some other such solution. Exceptions to the minimum compensation, with reasons for such exceptions, will be approved only after the above consultations have been completed."

COM 6 GUARANTEE OF PENSION DUES

In order to maintain the full protection benefits of the Presbyterian Church (U.S.A.) Pension Plan for the categories of plan members set forth below, the Presbytery of Detroit guarantees to the Board of Pensions the payment of full requisite dues becoming due and payable on or after January 1, 1979 and until this action is cancelled.

- a) All minister members serving churches or other organizations with the approval of and within the bounds of Presbytery,
- b) All minister members serving outside the bounds of this Presbytery in service approved by this Presbytery,
- c) All minister members who are unemployed or who are doing post-graduate work and participating in the Presbyterian Church (USA) Pension Plan on a minimum salary basis of \$1,200 per year,
- d) All missionaries, directors of religious education, or commissioned church workers who are participants in the plan and serving within the bounds of this Presbytery.
- e) All that, should the said full requisite dues not be paid when due, by or in behalf of any such member, such dues plus interest and servicing costs, shall become the obligation of this Presbytery, and the Presbytery shall remit the same to the Presbyterian Board of Pensions not later than six months after the end of the calendar year in which the dues were payable.

COM-7 MINISTERS FROM OTHER DENOMINATIONS

Committee on Ministry is designated as the appropriate committee to examine ministers seeking membership in the Presbytery in accordance with G-11.0402. Committee on Ministry will insure that an examination is conducted.

COM-8 FICA INCLUSIONS

The Presbytery does not require that FICA be included as part of the salary in determining the pension

base. However, it is to be understood that FICA payments must be reported as income for IRS purposes.

COM-9 TAX DEFERRED ANNUITY

Presbytery of Detroit, Presbyterian Church (U.S.A.) desires to make available to employees an annuity purchase program, which provides the Federal income tax treatment prescribed by Section 403 (b) of the U.S. Internal Revenue Code of 1954 as amended by Public Law 87-370. The Presbytery of Detroit is willing to make such program available to any employee by purchasing and paying premiums on any annuity policy for such employee to the extent such employee is willing to accept a reduction in salary;

It is the policy of the Presbytery of Detroit that this Tax Deferred Annuity Program be made available to all employees of the Employer at the election of each employee. The Treasurer is authorized to prepare a form agreement to be executed by the Presbytery of Detroit and by each employee desiring to participate in this Tax Deferred Annuity Program under the terms of which agreement the Presbytery of Detroit shall agree to pay the premiums in the amount of such reduction of an annuity policy owned by the employee and

The Treasurer is authorized to adopt such administrative rules and procedures as may be necessary and proper to implement this Tax Deferred Annuity Program and employer's appropriate officers are authorized to execute such applications and other forms as may be necessary to effectuate the purchase of annuity policies for individual employees pursuant to this program.

COM-10 MANSE POLICY

The following policy is for the purpose of clarifying the relationship between the clergy and the trustees of congregations with manses (or the appropriate committee such as property, buildings and grounds, manse). Its purpose is to facilitate clear communication between the parties to a pastoral call involving the use of a church-owned manse, and to assist the trustees (or appropriate committee) with their ongoing plans for repair, maintenance, and property upkeep.

1. Inspections of the manse (with written reports) will be completed at the entrance and exit of clergy who will live in that manse as a part of their terms of call. Inspection will be done by the clergy involved, a representative of the personnel committee, a representative of the trustees (or appropriate committee), and a representative of the Presbytery's Committee on Ministry.
2. A clergy's Facilities Use Agreement will be negotiated, drawn up and signed by the clergy, the clerk of session, and the president of the trustees (or chair of the appropriate committee) at the time the call is issued. This may be renegotiated during the time of the call as conditions change. A copy will be forwarded to the Presbytery's Committee on Ministry along with the report of the terms of call.
3. There will be an annual manse evaluation by the clergy, a representative of the personnel committee and a representative of the trustees (or appropriate committee) with written report including (a) condition, (b) needs, (c) plans for the upcoming year's repair, redecoration, etc. This report will be signed by each of the above parties with a copy forwarded to the Presbytery's Committee on Ministry along with the annual terms of call report. At the request of any of the above parties, a representative of the Committee on Ministry can be included in the evaluation viewing.
4. The repair of any damage caused by unusual use of the facility by the clergy or other

occupants is the responsibility of the clergy. If the clergy is leaving the call, the repair or arrangements for the repair must be completed to the satisfaction of the trustees (or appropriate committee) and the Committee on Ministry before the clergy's credentials will be released from the Presbytery of Detroit.

COM-11 PASTOR NOMINATING COMMITTEES AND MINISTERIAL CALLS

1. Pastor Nominating Committees may be elected by congregations only with the prior approval of the Committee on Ministry.
2. Ministers serving in temporary pastoral positions (Stated Supplies, Interim Supplies and Temporary Supplies), may not become candidates for permanent positions in the churches they serve.

COM-12 THE ROLE OF STAFF IN THE PASTOR/ASSOCIATE PASTOR NOMINATING PROCESS

NOMINATING A PASTOR (Solo or Head of Staff)

THE INTERIM HEAD OF STAFF		
<i>may:</i>	<i>may not:</i>	<i>may, with discretion, care, and attention to issues of confidentiality:</i>
<p>Encourage the nominating committee to make frequent reports to the session and the congregation about the status of their process.</p> <p>Provide reflections to the nominating committee on the culture of the congregation, its strengths and weaknesses.</p> <p>Provide information to the nominating committee and the session on job responsibilities.</p>	<ul style="list-style-type: none"> ◆ Make name recommendations for the composition of the nominating committee. ◆ Make recommendations of potential candidates to the nominating committee. ◆ Provide PIFs to the nominating committee. ◆ Read PIFs. ◆ Participate in the deliberations of the nominating committee. 	<ul style="list-style-type: none"> ◆ Converse with ministers/candidates about submitting a PIF for the position. ◆ Converse with ministers/candidates who are interested/want more information about the position. ◆ Advise the PNC about either of the above two activities without revealing names.
THE ASSOCIATE PASTOR		
<i>may:</i>	<i>may not:</i>	<i>may, with discretion, care, and attention to issues of confidentiality:</i>
<p>Prior to call, converse with short list candidates (arranged by the nominating committee).</p>	<ul style="list-style-type: none"> ◆ Make name recommendations for the composition of the nominating committee. ◆ Attend meetings of the nominating committee 	<ul style="list-style-type: none"> ◆ Converse with ministers/candidates about submitting a PIF for the position. ◆ Converse with ministers/candidates who are

without invitation from the chair.

- ◆ Make recommendations of potential candidates to the nominating committee.
- ◆ Provide PIFs to the nominating committee.
- ◆ Read PIFs.
- ◆ Participate in the deliberations of the nominating committee.

interested/want more information about the position.

- ◆ Advise the PNC about either of the above two activities without revealing names.

THE INTERIM ASSOCIATE PASTOR

may:

may not:

may, with discretion, care, and attention to issues of confidentiality::

Prior to call, converse with short list candidates (arranged by the nominating committee).

- ◆ Make name recommendations for the composition of the nominating committee.
- ◆ Make recommendations of potential candidates to the nominating committee.
- ◆ Provide PIFs to the nominating committee.
- ◆ Read PIFs.
- ◆ Participate in the deliberations of the nominating committee.

- ◆ Converse with ministers/candidates about submitting a PIF for the position.
- ◆ Converse with ministers/candidates who are interested/want more information about the position.
- ◆ Advise the PNC about either of the above two activities without revealing names.

OTHER PAID STAFF (Christian Educator, Music Director, Business Manager, Custodian, etc.)

may:

may not:

may, with discretion, care, and attention to issues of confidentiality:

Advise the session and nominating committee of the nature of their working relationship with the previous installed pastor, strengths and weaknesses.

Participate in all congregational events designed to elicit information prior to the completion of a CIF.

- ◆ Make name recommendations for the composition of the nominating committee.
- ◆ Recommend potential candidates to the nominating committee
- ◆ Provide PIFs to the nominating committee.
- ◆ Read PIFs.
- ◆ Participate in the deliberations of the

- ◆ Converse with ministers/candidates about submitting a PIF for the position.
- ◆ Converse with ministers/candidates who are interested/want more information about the position.
- ◆ Advise the PNC about either of the above two activities without revealing names.

nominating committee.

THE FORMER PASTOR(S)	<i>may not:</i>	<i>may, with discretion, care, and attention to issues of confidentiality:</i>
<p><i>may:</i></p> <p>Take no action in the work of the Pastor Nominating Committee.</p>	<p>◆ Be consulted by the Pastor Nominating Committee as to potential candidates.</p>	<p>◆ Converse with ministers/candidates about submitting a PIF for the position.</p> <p>◆ Converse with ministers/candidates who are interested/want more information about the position.</p>

NOMINATING AN ASSOCIATE PASTOR

THE HEAD OF STAFF	<i>may not:</i>	<i>may, with discretion, care, and attention to issues of confidentiality:</i>
<p><i>may:</i></p> <p>◆ Attend the meetings of the nominating committee in a supportive, collaborative role.</p> <p>◆ Provide input to the nominating committee for the CIF.</p> <p>◆ Reflect with the nominating committee on the kind of working relationship you would like to have with an associate, i.e., shared job responsibilities, definitive job responsibilities, changeable job responsibilities.</p> <p>◆ Read PIFs with the nominating committee.</p> <p>◆ Help design interview questions.</p> <p>◆ Have one on one time with the final few candidates.</p> <p>◆ Prior to the decision of the nominating committee, shall disclose support or non-support for each of the final</p>	<p>◆ Write the CIF.</p> <p>◆ Vote in nominating committee meetings.</p> <p>◆ Interview applicants without the knowledge of the nominating committee.</p>	<p>◆ Converse with ministers/candidates about submitting a PIF for the position.</p> <p>◆ Converse with ministers/candidates who are interested/want more information about the position.</p> <p>◆ Advise the APNC about either of the above two activities without revealing names.</p> <p>◆ Check other references in regards to the candidate(s).</p>

candidates.

THE EXISTING ASSOCIATE PASTOR(S)

may:

may not:

may, with discretion, care, and attention to issues of confidentiality:

Discuss with APNC how you were received by the congregation/staff.

Discuss with APNC how your role is same as or different from what is expected of the newly sought associate.

Prior to call, converse with short list candidates (arranged by the nominating committee).

◆ Make recommendations of potential candidates to the nominating committee.

◆ Make name recommendations for the composition of the nominating committee.

◆ Provide PIFs to the nominating committee.

◆ Read PIFs.

◆ Participate in the deliberations of the nominating committee.

◆ Converse with ministers/candidates about submitting a PIF for the position.

◆ Converse with ministers/candidates who are interested/want more information about the position.

◆ Advise the APNC about either of the above two activities without revealing names.

OTHER PAID STAFF (Christian Educator, Music Director, Business Manager, etc.)

may:

may not:

may, with discretion, care, and attention to issues of confidentiality:

◆ Advise the session and nominating committee of the nature of their working relationship with the previously installed associate pastor, strengths and weaknesses.

◆ Participate in all congregational events designed to elicit information prior to the completion of a CIF.

◆ Make name recommendations for the composition of the nominating committee.

◆ Make recommendations of potential candidates to the nominating committee.

◆ Provide PIFs to the nominating committee.

◆ Read PIFs.

◆ Participate in the deliberations of the nominating committee.

Converse with ministers/candidates about submitting a PIF for the position.

Converse with ministers/candidates who are interested/want more information about the position.

Advise the APNC about either of the above two activities without revealing names.

THE INTERIM ASSOCIATE PASTOR

may:

may not:

may, with discretion, care, and attention to issues of confidentiality:

Discuss with APNC how you were received by the congregation/staff.

Discuss with APNC how

◆ Make name recommendations for the composition of the nominating committee.

◆ Converse with ministers/candidates about submitting a PIF for the position.

your role is same as or different from what is expected of the newly sought associate.

- ◆ Make recommendations of potential candidates to the nominating committee.
- ◆ Provide PIFs to the nominating committee.
- ◆ Read PIFs.
- ◆ Participate in the deliberations of the nominating committee.

- ◆ Converse with ministers/candidates who are interested/want more information about the position.
- ◆ Advise the APNC about either of the above two activities without revealing names.

FORMER PASTOR(S) OR ASSOCIATE PASTOR(S)

may:

may not:

may, with discretion, care, and attention to issues of confidentiality:

- ◆ Take no action in the work of the Associate Pastor Nominating Committee.

- ◆ Be consulted by the Pastor Nominating Committee as to potential candidates.

- ◆ Converse with ministers/candidates about submitting a PIF for the position.
- ◆ Converse with ministers/candidates who are interested/want more information about the position.

Submitted to Presbytery 6/24/03

COM-13 INTERIM MINISTER TRAINING

All interim pastors in our Presbytery are required to take Phase I of interim training. All new Interim Pastors in our Presbytery who wish to take a second interim in our Presbytery to enroll in Phase II of interim training, and those, who upon completion of Phase II would like to take a third interim position, to have obtained endorsement by the course leaders of Phase II interim training.

Submitted to Presbytery 10/24/06

COM-14 Retaining former Chapter XIV Rules.

The Committee on Ministry shall continue to use the rules of Chapter XIV in effect as of July 2006 until it develops new rules and procedures to conform to the June 2007 Amended Chapter XIV.

6/26/07

COM-15 PROCESS FOR TRANSFERRING MINISTERS AND CERTIFIED LAY PASTORS INTO DETROIT PRESBYTERY

A PROCESS FOR TRANSFERRING MINISTERS AND CERTIFIED LAY PASTORS INTO DETROIT PRESBYTERY

Relevant Book of Order sections:

G-11.0401

- a. Every minister shall ordinarily be a member of the presbytery where his or her work is situated.

- b. The authority for granting permission to labor within...the bounds of the presbytery may be delegated by presbytery to its ...committee on ministry, with the provision that all such actions be reported to the next stated meeting of the presbytery.

G-11.0402

The presbytery, through its appropriate committee, shall examine each minister...who seeks membership in it on his or her Christian faith and views in theology, the Sacraments, and the government of this church....

G-11.0502

- b. The Committee on Ministry shall make recommendations to presbytery regarding calls for the services of its ministers.
- d. No call to a permanent pastoral relationship shall be in order for consideration by the presbytery unless the church has received and considered the committee's counsel before action is taken to issue a call.

G-14.0502

- c. A call to a permanent pastoral relationship shall not be issued until the call has been approved by the presbytery.

G-14.0506

- f. Every call to a candidate shall be accompanied by a description of the presbytery's plan for the integration of new ministers into the life and work of presbytery.

Persons to be considered under this proposal:

1. Pastors, Co-Pastors, Associate Pastors; Interim Pastors, Associates, and Co-Pastors; Organizing Pastors; Stated Supplies; Temporary Supplies; Designated Pastors; Commissioned Lay Pastors; and those who are to serve in validated ministries of the presbytery.
2. All final/short-listed ministers or CLPs for positions shall be examined/interviewed.

Examination/Interview Team:

1. No fewer than two members of the Committee on Ministry, one of whom shall be the COM liaison or designee. The team, at minimum, shall consist of one pastor and one elder. Others, such as the EP, the liaison from temporary pastoral relations subcommittee, or a member of a Board for a validated ministry may be included depending on the employment circumstances.

Before meeting with the interviewee, the interviewers shall receive copies of the CIF, the PIF, a Statement of Faith from the interviewee and any relevant statistical information related to the employment, i.e., annual report, GA statistics.

Examination/Interview of Transferring Ministers or Commissioned Lay Pastors

1. Questions to be asked during the interview would include:
 - inquiries related to the Statement of Faith.
 - inquiries related to the ordination/installation questions.
 - an exploration of the interviewee's vision for ministry and how it relates to the ministry goals of the body with whom the interviewee will be working.
 - a discussion of previous and future presbytery involvement.
 - an exploration of any special accommodations the person would need to fulfill the obligations of the position.
2. The candidate should be given ample opportunity to ask about the presbytery, terms of call questions, an appraisal of the health and history of the presbytery, neighboring

congregations, the community, and the body with whom the minister will be working. The interviewee will be advised of the required attendance at the Orientation Gathering and the Sexual Misconduct Training and be given a copy of the Statement of Professional Ethics which will have to be signed at the time the Call papers are signed.

Welcome into the Presbytery

1. A COM liaison (or designee) shall attend the congregational or session meeting when the report of the search committee is being made.
2. The liaison shall see that the call papers are signed, including the Ethics Statement, and returned to the Presbytery office or to the COM committee for processing.
3. If the person is being hired into a non-called position or into a validated ministry, the liaison shall make other arrangements to receive the appropriate contract terms and the signed Ethics statement.
4. At the time the presbytery votes to approve the call/contract, any problem or accommodation declared by a person being transferred into the presbytery, must be reported to the presbytery.
5. Introduction of the new person(s) shall be made at the first Presbytery meeting after the person(s) begin work.
6. The person(s) shall sit at a designated dinner table where neighboring pastors and others shall also be asked to sit and welcome the new persons. The appropriate liaison shall arrange for this.
7. The person(s) shall be introduced early in the presbytery meeting, ideally by a member of the Pastor/Associate Pastor Nominating Committee.
8. The COM Moderator or designee shall present each person a welcome gift.

6/26/07

COM-16. WHEN A PIF HAS A REPORT OF SEXUAL MISCONDUCT

Every Personal Information Form (PIF) has a section to report sexual misconduct. On most Personal Information Forms, this report will be blank, indicating that the candidate has no history of sexual misconduct. However, you may receive a PIF with a report of sexual misconduct. When you receive such a PIF please consider it as you would any other PIF. The Committee on Ministry Representative working with your PNC can walk with you in discerning the faithful implications of this section. The representative will also assist in reference checks regarding any issue shared in the PIF. Please consider the following issues as you prayerfully work through this issue:

1. Please receive a report of sexual misconduct with a spirit of openness. PC (U.S.A.) makes sure that all candidates address the sexual misconduct issue. The intent is to establish an atmosphere of honesty and truthfulness. While your spirits review this in faithful deliberations please remember the confidentiality of this sensitive information.
2. You are welcome to discuss the sexual misconduct report with the Candidate. The report of sexual misconduct on the PIF is brief. If you believe you need to know more, ask the Candidate. For instance, it is important to know if the Candidate has a history of misconduct or is guilty of a singular occurrence. It is important to know the type of misconduct – i.e. adultery verses child sexual abuse. You will gain a sense of the

Candidate's responsibility and personal and spiritual growth in how she/he responds to this issue.

3. "What will we tell the congregation?" This is another important question for the PNC to ask. Sometimes a PNC rejects a Candidate with reports of sexual misconduct because they believe it puts the PNC in a difficult situation when it comes time to present the Candidate to the congregation. Every congregation is different and the PNC, Candidate, and Presbytery will need to develop an appropriate communication strategy. At times, it is appropriate to communicate the information to the entire congregation. At other times, it is appropriate to communicate to the Session. At still other times, it is appropriate that the sexual misconduct report remain confidential within the PNC.
4. Evaluate the report knowing God is at work. Sexual misconduct is a sin and a serious violation of trust. The gravity of the issue requires that we address it openly and justly by the Presbytery in which the offense took place. Once Presbytery's disciplinary procedure has been satisfied and the Candidate given permission to circulate a PIF, it is important that the church be open to God's grace at work. The purpose of discipline in the PC (U.S.A.) is "to bring members to repentance and restoration."(See D-1.0101.) God has a plan for clergy who repent. This may be the Creator's plan for your church family.

Reported to Presbytery 10/28/08

COM-17. SABBATICAL LEAVE POLICY FOR CHURCHES LESS THAN 200 MEMBERS

Someone has compared the life of a minister with that of a taxi leaving an airport. It is so loaded down with passengers and suitcases and the other items that the car has a hard time even moving and is strained to the point of breaking, yet the taxi may be only a few years old. So it is with clergy. They bear the burdens, the anguish, the pain and hurt of their parishioners 24-7. That is 24 hours, seven days a week. As a result, many, if not all, experience one degree or another symptoms of emotional collapse, stress related illnesses, and "burnout" adversely affecting the minister's personal, family, and parish life, and greatly diminishing his or her effectiveness and well being. For too long, this situation has been accepted, even tolerated as an inevitable part of the job.

A viable solution to the peculiar stresses and strained the clergy encounter is the Sabbath Leave, sometimes referred to as a Sabbatical. This solution has its roots in Scripture and in church tradition.

Definitions

Sabbatical Leave for pastors and church educators is a planned time of intensive enhancement for ministry and mission. Sabbatical Leave follows precedents in the academic community and among a growing number of private sector groups. This "extended time" is qualitatively different from "vacation" and "days off". It is an opportunity for the individual to strategically disengage from regular and normal tasks so that ministry and mission may be viewed from a new perspective because of a planned time of focus.

Sabbatical Leave is recommended for all full-time pastors and educators serving churches, who have served in their present position for six (6) continuous years and who have served the Presbyterian Church (USA) for a minimum of ten years. The recommended length of the Sabbatical Leave is three (3) months. Accrued vacation time and study leave may be attached to the Sabbatical Leave. It is further recommended that this Sabbatical Leave be

built into the Call Process. Upon completion of the Sabbatical Leave, the incumbent pastor/educator would normally continue serving the same congregation for a period of at least four times the length of the Sabbatical Leave plus accrued vacation time. In addition, Congregations may limit Sabbatical Leave to one staff person per year, in multiple staff situations.

Planning for Sabbath Leave

Eligible Program Activity and Judicial Review

To be eligible for a Sabbatical Leave, the pastor/educator shall present, in writing, to the Church session for their approval, a program (“The Plan”) of activity for the Sabbatical Leave at least one year prior to the proposed beginning of the Sabbatical Leave. This program of activity and meditation shall include:

- 1. A detailed description of the plan,
- 2. The goals to be achieved, and
- 3. The expected end-product(s), together with
- 4. A personal statement as to why this Sabbatical Leave would be valuable for both the pastor/educator and the church.

Upon the approval by the Session in the year prior to the Sabbatical Leave, the Plan shall be forwarded to the Presbytery’s Committee on Ministry for their review and recommendation. Included in this Plan will be the church’s plan for pastoral/educator services during the period of the Sabbatical Leave.

At the completion of the Sabbatical Leave, the pastor/educator should present to the next regular meeting of the church Session, a written report of activities and findings. This report also will be sent to the Committee on Ministry immediately following the Session meeting when it is presented.

Funding

The employing church will continue the pastor/educator salaries, pension/major medical benefits, book allowance, and, at the direction of the Session, auto and continuing education allowances at the same level as those in effect at the time of the Sabbatical Leave.

The employing church will also contract for substitute pastor/educator services during the period of the Sabbatical Leave. Although on the face of it, the Sabbatical Leave may seem like yet another financial burden for the local congregation to bear, it is crucial for Session and congregation to recognize the long-term benefits they as a church will reap from granting Sabbaticals. For example, ministers/educators who have the opportunity to examine issues of professional growth and development as ministers within an existing pastorate are more likely to stay more years in a particular call. The sabbatical provision conveys a sense of support and caring on the part of the calling church. It also offers an incentive to both ministers and educators to commit to and think in terms of longer years of service in a particular church.

Clergy, churches, and presbytery are encouraged to set aside funds each year so that resources will be available during the time of Sabbatical Leave. Those churches that would have financial problems in providing for the Sabbatical Leave could consult with their Presbytery. In addition, those churches that could not secure lay leadership within

their own congregations might consider using elders trained as Lay Pastors or Associate Pastors who might be willing to preach one Sunday without honorarium, etc.

NOTE: The Louisville Institute, a Lilly Endowment Program housed at Louisville Seminary provides study grants for pastoral leaders.

Re-Entry

Upon re-entry, it is strongly suggested that the clergy share with the entire congregation the details of the leave as well as reflections on its value and benefit. The re-entry process provides a great opportunity to reflect upon the benefits that resulted from the Sabbath Leave. Such expected benefits as:

- Discovering the strength of lay leadership heretofore under utilized.
- New understandings of the concepts of mission between clergy and congregation.
- Reaffirmation of calling to ministry on part of clergy and congregation with both being reinvigorated and rededicated to the work of God's people.

The ideal result would be for the congregation to see this period of time not just as the clergy's Sabbath Leave, but also as the congregation's Sabbath Leave.

Presented to Presbytery 10/28/08

COM-18. Compensation Guidelines for the Interim Pastor

ASSUMPTIONS:

1. All interim packages will meet the presbytery minimum standards.
2. Interim pastors will negotiate their own compensation package with the Session including annual increases and cost of living adjustments.
3. While it is an important function of the Committee on Ministry and presbytery to insure a living and viable salary for the ministers in its care, it must be remembered that COM and the Presbytery of Detroit exists to insure that the congregations under their care are nurtured and supported so that they will grow in their membership and service to Christ.

GUIDELINES:

1. In determining the appropriate salary for the interim, the following items should be considered:
 - Compensation provided previous pastor
 - Interim pastor's previous salary
 - Interim pastor's "successful" experiences as an interim
 - Interim pastor's special skills and talents that will be especially helpful to the congregation
2. If the interim ministry is part-time, the financial and benefit package should be pro-rated accordingly.

Reported to Presbytery 4/28/09

COM-19. On Payment of Pension Dues Before Calling a Pastor

When a congregation wishes to call a pastor/associate pastor, it may proceed only if the Board of Pension dues are current for the previous pastor(s).

Reported to Presbytery 10/27/09

COMMITTEE ON PREPARATION FOR MINISTRY

CPM-1 FINANCIAL POLICY

I. PREMISE

The Presbytery of Detroit, through its Committee on Preparation for Ministry, reviews the financial well being of those individuals under the care of the presbytery in their preparation for ordination as minister of Word and Sacrament.

The committee sees its role as two-fold. First, the committee has a responsibility to guide inquirers and candidates in understanding acceptable rates of indebtedness and realistic levels of repayment on a pastor's starting salary. Second, the committee has a responsibility to assist candidates and inquirers in locating sources of financial aid within acceptable indebtedness levels.

II. TOTAL EDUCATIONAL DEBT

After consulting with seminaries and individuals who assist candidates and inquirers in financial planning, the Committee on Preparation for Ministry has determined that \$12,000 is the maximum acceptable level of educational indebtedness. Educational indebtedness beyond this level is virtually impossible to repay on a pastor's starting salary.

The committee defines total educational indebtedness as the total of all outstanding debt from undergraduate, graduate and post-graduate studies.

While excessive debt beyond the acceptable level will not affect an individual's status as candidate or inquirer, it may affect the individual's ability to continue in school or seminary. It may be necessary for the individual to take time off from studies to work and reduce the debt load.

Each individual will be asked to complete a FINANCIAL INFORMATION FORM - EDUCATIONAL INDEBTEDNESS. This form is updated as the individual meets with the committee for annual consultations and status review or change.

III. PRESBYTERY THEOLOGICAL AID LOAN FUND

The presbytery, through the Committee on Preparation for Ministry, administers a Theological Aid Loan Fund. Funding for this Loan Fund comes from offerings collected at each ordination or installation service conducted by the presbytery. All individuals under the care of the presbytery, as inquirers or candidates, are eligible to apply for loan assistance.

Applicants for loans from the presbytery fund must adhere to the following process.

- 1) All applicants will furnish the Committee on Preparation for Ministry Finance Sub-committee with a current GAPFAS (Graduate and Professional Financial Aid for Students) form.
- 2) The request for financial aid must be accompanied by a detailed accounting of anticipated income and expenses. This accounting should include all income sources - self, family, church, seminary, denomination and any other financial assistance the individual will receive (or anticipates receiving). Expenses should be specific, e.g. tuition, room, board, books, supplies, etc.
- 3) The presbytery will only consider requests for assistance after verification has been provided that the individual has applied for assistance from the sources listed above.
- 4) Individuals who receive a loan from the presbytery will sign a promissory note.
- 5) Payment on the loan will begin six months after graduation from seminary or upon termination of theological education prior to graduation. Individuals who take time off from school to reduce debt load from all sources will be considered as still in the educational process and not liable to begin payment on presbytery loans immediately.

- 6) Upon approval of the Committee on Preparation for Ministry, an individual who is ordained and serves within the PC(USA) may have up to one-half of the loan forgiven as a grant.
- 7) When an Inquirer or Candidate who has received financial assistance from CPM withdraws from the process, the loan is due and payable in full at the time of removal. Notice of repayment will be sent to the individual's home congregation and to the seminary.

CPM-2 POLICY FOR COMMISSIONED LAY PASTORS

AUTHORITY

The Commissioned Lay Pastor (CLP) Program of the Presbytery of Detroit has been developed in accordance with the provisions in the *Book of Order* (G-14.0801). The purpose of the Program is to prepare and commission lay members for preaching and pastoral commissions at places of need within the Presbytery. The Policy for Commissioned Lay Pastors established by the Committee on Preparation for Ministry (CPM) provides guidelines to attract, discover, train, counsel and support qualified individuals to provide leadership, nurturing and service to member congregations.

COMMISSIONED LAY PASTOR

A Commissioned Lay Pastor is a full-time or part-time, salaried or volunteer person interested in lay ministry, affirmed by his or her session, and trained and commissioned by Presbytery to be a preacher or pastor for a particular parish or congregation. CLPs are not ordained ministers. They are commissioned only to a particular parish. Therefore: 1) They shall follow a separate "track" from those seeking ordination. The track presented is Seeker, Learner, and Commissioned. 2) Requirements and preparation are different from ordination, not requiring the same level of knowledge and training. Laypersons' ability to preach, teach and lead worship is seen as much as gifts of the Spirit developed through experience and practice as academic training. Consequently we present competency more than credentials as a basis for commissioning. This competency is to be understood in light of the place of local commissioning and not of the whole church.

COMMISSIONED LAY PASTOR PROGRAM

The CPM considers the CLP Program a further means of fulfilling its commitment to see that all churches within the bounds of the Presbytery of Detroit have the best possible leadership in ministry. The purpose is to prepare lay members of the Presbytery to preach, teach and lead worship as well as to develop skills to serve as a resource for other church programs.

The Presbytery has designated the CPM to administer the CLP Program and shall evaluate the effectiveness of the Program. The CPM is responsible for the selection of applicants and the training and the examination of candidates. The CPM is also responsible for approving that the candidate is ready to accept a position as a Commissioned Lay Pastor. The Presbytery is responsible for authorizing the placement and commissioning.

QUALIFICATIONS

Normally, the qualifications for acceptance into the program shall be that the individual:

- senses that he or she has a call to ministry
- is a member in good standing of the Presbyterian Church (U.S.A.)
- is an ordained elder for at least two years
- holds a baccalaureate degree or its equivalent. The CPM shall determine appropriate credit for post high school course work and life experience.
- possesses recognized leadership ability
- is endorsed by his or her local session
- is recommended by three references, at least one of whom is an ordained Minister of the Word and Sacrament and a member of the Presbytery of Detroit
- is willing to accept the care and guidance of a mentor appointed by the presbytery
- submits a completed application that provides responses to all stated questions.

APPLICATION

Qualified applicants must complete all sections of the “Commissioned Lay Pastor Program Application for Enrollment”. The applicant must also obtain the endorsement of their home session. Each applicant shall be interviewed and recommended by CPM for acceptance into the CLP program.

EDUCATION AND TRAINING

All developmental and administrative aspects of the education of Lay Pastors shall be the responsibility of the CPM. The CLP curriculum shall be designed to prepare pastors to lead congregations in all aspects of service to God and each other. The student shall be instructed in Bible, Reformed Theology and Sacraments, Presbyterian Polity, preaching, leading worship, pastoral care and teaching as stated in the *Book of Order* (G-14.0801).

EXAMINATION

At the successful completion of all the coursework and following the desires of the student, an examination of the student shall be arranged by the CPM. The examination shall be scheduled at a time, place, and location and in a manner determined by the CPM.

The examination shall include but not be limited to the following:

1. submit a statement of faith
2. submit an exegesis on a particular biblical passage (selected by CPM)
3. preach a sermon and submit homiletical rationale

The material shall be reviewed by the CPM and discussed with the candidate. Input may also be offered or requested from the student’s mentor or supervisor. Based on this discussion and examination:

1. The CPM may request that the material be revisited or rewritten.
2. The CPM may approve the candidate’s readiness and preparedness to be a Commissioned Lay Pastor.

After the CPM has approved the candidate as ready to be commissioned, the candidate may actively seek a position as a Lay Pastor. Once commissioned, the Lay Pastor comes under the supervision of the Presbytery as provided for in the *Book of Order* (G-14.0808d).

COMMISSIONING

The Presbytery shall do the commissioning of lay pastors. Ordinarily, this commissioning shall take place at a regular meeting of the Presbytery. If other circumstances warrant, and if Presbytery approves, the commissioning may take place at another time and place. Refer to the *Book of Order* (G-14.801e) for questions asked at the time of commissioning.

RESPONSIBILITY AND ACCOUNTABILITY

The Lay Pastor shall work under the supervision of a mentor assigned by the COM who is an ordained Minister of the Word and Sacrament and shall comply with the polity of the Presbyterian Church (U.S.A.) and the by laws of the church(s) being served. The Lay Pastor is expected to participate in continuing educational training experiences while commissioned.

APPENDIX A: The Commissioned Lay Pastor Training Program

The CLP training program is provided by and in conjunction with the Maumee Valley Presbytery (MVP) Training program. The MVP curriculum is arranged under five marks of the church drawn from scripture. These five marks are worship, service, discipling, belonging and witnessing. Each of these marks is necessary for the church to fulfill its calling to be the Church of Jesus Christ and the body of God's believers. In addition, the category of "pastoring" has been added to cover administrative and ethical issues of being a pastor to a congregation. The five categories and the courses that shall help lead a lay pastor to an understanding of the role of the church are:

- Worship - Preaching and Liturgy, Worship and Sacraments
- Service - PC (U.S.A.) Mission, Pastoral Care, Stewardship
- Discipling - Teaching, Faith Development
- Belonging - Old Testament, New Testament, Church History
- Witnessing - Reformed Theology, Evangelism
- Pastoring - Polity, Pastoral and Personal Boundaries, Internship

The MVP Training Program consists of six retreats each year. Each retreat shall run from Friday at 7:00 p.m. to Sunday at 2:00 p.m. The retreats shall include opportunities for lecture, small-group discussions and spiritual formation as well as times for worship and prayer. The retreat times are central to the Lay Pastor Training Program as not only times for learning but for sharing our own reflections and listening to the experiences of others. For this reason, it is assumed that complete learning cannot be accomplished alone and all retreats are required of all participants.

The focus of the CLP curriculum emphasizes the practical aspects of ministry and the application of Christian faith to the contemporary world. To this end, the curriculum has been designed so that it can be completed successfully by laypersons, with its organization, content and delivery to college-level instruction.

Each course shall require preparatory study and projects before the retreat weekend. Attendance at and involvement in each of the retreats are mandatory. A final project shall be assigned for

completion after the retreat weekend.

The candidate shall complete the core curriculum listed below. Each year shall consist of the following subjects. They are not listed in the order they shall be offered.

First Level

Preaching and Liturgy (Worship)
Pastoral Care (Service)
Old Testament (Belonging)
New Testament (Belonging)
Faith Development (Discipling)
Reformed Theology (Witnessing)

Second Level

Worship and Sacraments (Worship)
PC (U.S.A.) Mission (Service)
Teaching (Discipling)
New or Old Testament (Belonging)
Church History (Belonging)
Presbyterian Polity (Pastoral)

Third Level

Preaching & Liturgy (Worship)
Stewardship (Service)
Old or New Testament (Belonging)
Evangelism (Witnessing)
Pastoral and Personal Boundaries (Pastoral)
Internship and Reflection (Pastoral)

For the Internship and Reflection, the CPM shall recruit churches willing to receive a third year student. The MVP Training program coordinator shall meet with and train the pastors who shall be the students' supervisors. After assessing both the student's gifts and the church's needs, the coordinator, in conjunction with CPM, shall match the student with an internship. The internship shall offer opportunities for preaching, worship leadership and pastoral care, and involvement in other aspects of the church's life.

Other learning experiences, such as found in Synod School, conferences and training workshops, are encouraged. While these shall be important components of the student's education, they shall normally not replace attendance at any of the retreats.

During the first year of study, each student shall participate in career counseling at the Midwest Career Development Service in Columbus, OH. Upon completion, the results of this experience are to be released to the CPM.

CPM-3 FIELD EDUCATION POLICY

- The CPM recommends for each Inquirer or Candidate either
- a) one full time three month long experience, and an academic year, part-time experience ;
- or
- b) a full year, full time experience (internship)
- A CPE experience can count as one Field Education experience.

One Field Education experience shall be in a formal Presbyterian or Reformed church or parish-like setting with supervision and evaluations as made available by the seminary and approved beforehand by the CPM.

The Field Education must not be in the Inquirer or Candidate's home church and should be in a different setting from the home congregation. If the Inquirer or Candidate is from a small town, a suburban church would be a challenging and broadening experience. If the Inquirer or Candidate's home church has 2,000 members, a 200-member church would provide new experiences.

Evaluations by supervisors and Inquirers/ Candidates will be shared with the CPM via the CPM Liaison.

CPM-4 EDUCATIONAL STANDARDS FOR SEMINARIANS AT NON-PC(USA) SCHOOLS WHO ARE UNDER CARE

These are the minimum courses that candidates for the Ministry of Word and Sacrament attending non-Presbyterian seminaries should complete by the end of seminary. Please contact your CPM Liaison regarding equivalent courses at your seminary for substitution.

Biblical Languages (4 courses required)

1. Hebrew
2. Greek
3. Hebrew Scriptures original language exegesis
4. New Testament original language exegesis

Biblical Studies (4 courses required)

1. Old Testament survey
2. New Testament survey
3. Additional Biblical study course – OT
4. Additional Biblical study course – NT

History (3 courses required)

1. Church history overview, pre-Reformation
2. Church history overview, post-Reformation
3. Presbyterian history and creeds

Theology (3 courses required)

1. Systematic theology
2. Systematic theology
3. Reformed theology

Practical Theology (8 courses required)

1. Ministerial overview course
2. Reformed Worship and Sacraments
3. Speech class
4. Homiletics
5. Christian Education
6. Pastoral Counseling
7. Mission / Evangelism
8. Presbyterian Polity

Note: Any course that a student would like to take Pass / Fail must be approved by the CPM prior to enrolling in that course.

CPM-5 MOVING FROM INQUIRER TO CANDIDATE

This paper has been given to you so you can consider your move from an Inquirer to a Candidate for Ministry of Word and Sacrament. Once you determine that you are ready to initiate such a move, you should contact your CPM liaison and also your church Session.

By the end of the inquiry phase, each Inquirer must demonstrate adequate promise for ministry before a recommendation to proceed to the candidacy phase can be made. Your church Session will meet with you and make a recommendation to CPM. Next, CPM will meet with you and make a recommendation to the Presbytery. Finally, you will come before the Presbytery to discuss your sense of call. Following the approval of the Presbytery, you will be asked the questions found in *Book of Order* G-14.0305f and be enrolled as a Candidate.

How to Initiate this Process

The Inquirer shall have completed a psychological assessment at one of the approved locations and released the results to CPM.

The Inquirer shall complete **Form 5A – Application to be Received as a Candidate**, submitting a copy to the church Session and to CPM.

In order to assist the Session and the Committee on Preparation for Ministry, the Inquirer shall present the following (per G-14.0303g) to his/her church Session and CPM:

- 1) a statement of his/her understanding of Christian vocation in the Reformed tradition and how it relates to his or her sense of call;
- 2) a statement of personal faith which incorporates an understanding of the Reformed tradition;
- 3) an analysis of at least one concept from the personal faith statement regarding what it suggests about God, humanity, and their interrelationships;
- 4) a statement of what it means to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church;
- 5) a statement of self-understanding which reflects the Inquirer's personal and cultural background and includes a concern for maintaining spiritual, physical, and mental health;
- 6) a statement of his/her understanding of the task Ministers of the Word and Sacrament perform, including an awareness of his/her specific gifts for ministry of the Word and Sacrament and of areas in which growth is needed.

The Inquirer shall contact his/her pastor or clerk of Session to schedule a meeting with the Session for dialogue about the Inquirer's readiness to move to candidacy. The CPM Liaison attends this meeting.

CPM-6 PSYCHOLOGICAL ASSESSMENT PROCEDURE

The Committee on Preparation for Ministry (CPM) in the Presbytery of Detroit requires that an Inquirer have a psychological assessment prior to moving from the inquiry phase to the candidacy phase. Ordinarily, this assessment should be scheduled within 6 months after being enrolled as an Inquirer in the Presbytery of Detroit.

CPM's practice regarding the cost at the Center for this assessment is that:

one-third of the cost be paid by the Inquirer

one-third of the cost be paid by the Inquirer's home church

one-third of the cost be paid by the CPM

If there are significant financial issues for either the Inquirer or the Inquirer's church, the Committee is willing to negotiate another payment plan.

(Ordinarily, the Committee on Preparation for Ministry does not share in any related costs incurred for a psychological assessment; i.e., meals and housing costs while at the Center, travel to the Center, etc.)

The procedure for completing psychological assessment:

1. Receive approval from CPM to have the psychological assessment at a specific Center (see back of sheet for information on Centers).
2. Schedule a date for your assessment at the Center.
3. Inform the Center that you will pay one-third of the cost of the assessment as the down payment, that one-third of the balance should be billed to your home church (provide the address), and the final one-third billed to:
Committee on Preparation for Ministry
The Presbytery of Detroit
17575 Hubbell Avenue
Detroit, MI 48235.
4. The Church Career Center will correspond with you regarding the specific materials you must complete and bring for your assessment date.
5. Sign a release to have the results of your assessment sent to the current Chair of CPM (at the Presbytery address).

Church Career Centers

Detroit Presbytery's CPM recommends that Inquirers make every effort to use:

Midwest Ministry Development Service
1520 Old Henderson Road, Suite 102-B
Columbus, OH 43220-3616
614-442-8822

OR use one of the other Midwest locations, if more convenient:

Midwest Ministry Development Service

P.O. Box 7249
1840 Westchester Boulevard, Suite 204
Westchester, IL 60154
708-343-6268
E-mail: mmds69chgo@aol.com

Midwest Ministry Development Service
P.O. Box 2816
754 North 31st Street
Kansas City, KS 66110-0816
913-621-6348
E-mail: mmds69kc@aol.com

CPM-7 Circulation of Personal Information Forms

Any candidate who has successfully passed all of the Standard Examinations for Ordination, received a positive Final Assessment, and is within six (6) months of completion of all academic and clinical pastoral education requirements may begin to circulate his/her Personal Information Form for the purpose of seeking a call to Ministry of Word and Sacrament. *11/23/04*

CPM-08 Interviewing Candidates

When interviewing candidates, the Committee shall replace the questions recommended by the Task Force, which reads:

“Our Constitution precludes the ordination and or/installation of any person, who without repentance, engages in intimate sexual activity outside marriage between a man and a woman. Are you in compliance and do you intend to continue to be?”
with a reading of G.60106b, which reads:

“Those who are called to office in the church are to lead a life in obedience to Scripture and in conformity to the historic confessional standards of the church. Among these standards is the requirement to live either in fidelity within the covenant of marriage between a man and a woman, or in chastity in singleness. Persons refusing to repent of any self-acknowledged practice which the confessions call sin shall not be ordained and/or installed as deacons, elders, or ministers of Word and Sacrament.”

And the questions, “Are you in compliance and do you intend to continue to be?”

6/26/07

COMMITTEE ON NOMINATIONS

NOM-1 COMMISSIONERS TO OTHER GOVERNING BODIES

Nom1.1: Commissioners to each General Assembly shall be nominated at the November meeting prior to the assembly according to the guidelines approved by the Presbytery. The Moderator of Presbytery shall be one of these nominees and when elected, shall serve as coordinator of the General Assembly commissioners. The Moderator shall also serve as liaison for the Presbytery with all persons serving from this Presbytery on General Assembly units. Should the Moderator not be elected a Commissioner, the elected Commissioners shall elect a Coordinator from among themselves to fulfill the above responsibilities.

Nom 1.2: Commissioners/Negotiators to the Synod Assembly shall be elected prior to, and begin serving as of, the fall meeting of the assembly. They shall be elected to two year terms on a rotating basis and may not ordinarily serve more than four consecutive years. After the annual election, these commissioners shall elect a Coordinator from among themselves. This Coordinator will orient new commissioners and negotiators, serve as a member of the Coordinating Cabinet, initiate preparation of necessary materials and resource personnel to support the work of the commissioner/negotiators and serve as liaison for the Presbytery with all persons serving from this Presbytery on Synod units.

NOM-2 GUIDELINES FOR GENERAL ASSEMBLY REPRESENTATION

Commissioners to each General Assembly shall be nominated at the November stated meeting prior to the assembly according to the guidelines approved by the Presbytery. The Moderator of Presbytery shall be one of these nominees and when elected, shall serve as coordinator of the General Assembly Commissioners. The Moderator shall also serve as liaison for the Presbytery with all persons serving from this Presbytery on General Assembly units. Should the Moderator not be elected a Commissioner, the elected Commissioners shall elect a Coordinator from among themselves to fulfill the above responsibilities.

Ordained Minister Guidelines for Nomination:

1. Committee on Nominations will solicit applications from clergy, but will not be limited to only those who apply.
2. Ministers are representatives of their own membership in Presbytery, not the place of service. Generally only one G. A. Commissioner is sent from any church.
3. A balanced mix based on age, sex, race, ethnicity and theology.
4. Active in life of Presbytery.
5. Regular attendance at Presbytery stated meetings.
6. Member of Presbytery at least one year.
7. Not transferring out of the Presbytery by Assembly time.
8. Longest time elapsed since having been a commissioner.

Elder Guidelines for Nomination:

1. Session takes initiative in submitting name to Committee on Nominations and providing application completed by elder and session.
2. A balanced mix based on age, sex, race, ethnicity, theology and church; city, rural, suburban, large, small

3. Commissioners active in the life of Presbytery: meetings and/or structure.
4. Church never having had a commissioner or, longest time elapsed since church sent a commissioner.

Youth Advisory Delegate Guidelines for Nomination:

1. Session takes initiative in submitting name to Committee on Nominations and providing application completed by youth and session.
2. Not over 23 years of age.
3. Not under 17 years of age.
4. Active in the life of church.
5. Church never having had a Youth Advisory Delegate or, longest time elapsed since church sent a Youth Advisory Delegate.

Emergency Appointment of G. A. Commissioners:

The Moderator, when at General Assembly and when the Presbytery slate of commissioners falls below our quota, may appoint members of Presbytery staff who are present to fill out the term or terms as required. This provision will be voted on annually by Presbytery in order for it to take effect that particular year.

NOM-3 EMERGENCY APPOINTMENT OF GA COMMISSIONERS

The Moderator, when at General Assembly and the Presbytery slate of commissioners falls below our quota, to appoint members of Presbytery staff who are present to fill out the term or terms required.

TRUSTEES

- T-1. POLICY REGARDING THE PRESBYTERY'S ROLE IN HOUSING PASTORS AND OTHER MINISTERS.** It is the responsibility of the particular church or calling agency to provide adequate housing for pastors and ministers. Churches are advised to consider the long-range implications of this responsibility. Churches, which sell a manse, will be expected to use the net proceeds from the sale to meet future housing needs of pastors.
- a. The Presbytery takes no position regarding the means of providing such housing (e.g. manse, housing allowance, etc.).
 - b. The Presbytery has the responsibility of reviewing the adequacy of housing provisions when it considers calls and changes in calls. The Committee on Ministry will be responsible for overseeing this review.
 - c. As provided in Section T-2 below, the Presbytery may provide limited financial assistance to calling churches for securing housing for the church's pastor, subject to the consideration of need and the availability of resources.
- T-2. IMPLEMENTATION OF FINANCIAL ASSISTANCE FOR PASTOR DOWNPAYMENT LOANS**
- a. Financial assistance from the Presbytery will be in the form of a loan to the calling church, and the Presbytery's interest in such loans will be secured by a promissory note from the church and a recorded mortgage (secured by the calling church's property) as with all loans from the Presbytery to a church, as provided under Section T-5.
 - b. Matters pertaining to financial assistance to calling churches for housing will be administered by the Trustees of the Presbytery.
 - c. A bank-approved appraisal of the property being purchased by the church or the pastor shall be provided to the calling Church and, if the Trustees so request, to the Trustees.
 - d. The purchase price should not exceed the fair market value price as established by the bank-approved appraisal.
 - e. Title insurance shall be obtained.
 - f. A financial statement will be submitted by the minister to the conventional lender and, if required by the calling church, to the calling church.
 - g. Ordinarily no more than 10% of the appraised value will be loaned by the Presbytery to the calling church for a loan by the calling church to the pastor to assist with the down-payment ("downpayment loan"). The remainder of the purchase price shall be supplied either by conventional loan or by the pastor's own savings.
 - h. The downpayment loan shall be repaid by the pastor to the calling church and by the calling church to the Presbytery ordinarily within not more than seven (7) years.
 - i. A promissory note from the pastor should be obtained by the calling church for the downpayment loan. When a conventional commercial loan secured by a first mortgage is being obtained by the minister, the calling church's downpayment loan interest also may be secured by a duly recorded second mortgage if the calling church so requires and if the first lender permits.
 - j. The Presbytery's loan to the calling church shall be secured by a promissory note from the church and a recorded mortgage (secured by the calling church's property) as with all loans from the Presbytery to a church. See Section T-5 below.

T-3. POLICY FOR PURCHASE OR MORTGAGE OF REAL ESTATE BY A CHURCH. If a church will purchase real estate and simultaneously encumber the real estate with a mortgage loan, the church must complete and submit to the Trustees the Request for Permission to Purchase Real Estate form prior to the purchase. In addition, the Trustees recommend that member churches complete and submit to the Trustees the Request Permission to Purchase Real Estate form prior to a proposed purchase of real estate.

T-4. POLICY FOR THE SALE OF CHURCH REAL ESTATE. Consultation with the Trustees shall precede the listing of any church property for sale and/or the execution of any agreement for sale.

T-5. GUIDELINES FOR PRESBYTERY LOANS TO CHURCHES. Churches seeking loans from the Presbytery should be aware of the following guidelines:

- a. If the congregation's request has not been approved by the Church Strategy Committee, Trustees may elect to refer the request to the Church Strategy Committee for their review and recommendation.
- b. Churches should apply for funding to General Assembly, Synod, and/or PILP, before seeking funds from the Presbytery. The loan application forms can be obtained from the Presbytery Office. Assistance in completing the forms can be requested from the Trustees or from Presbytery staff.
- c. Churches with 300 members or fewer will have priority in borrowing from the Presbytery.
- d. Loans from Presbytery will normally be considered only for the following:
 - i. Major repairs
 - ii. Assistance for churches in providing downpayment loans for pastors as provided in Section T-2 above.
 - iii. Expansion or remodeling for upgrading
 - iv. Building accessibility for handicapped people
 - v. Energy conservation
- e. The usual limit for established churches is \$50,000. Exceptions may be granted in extenuating circumstances.
- f. Churches requesting Presbytery, Synod, General Assembly and/or PILP loans shall have a fund-raising campaign(s) to repay the loans, and the campaign results will be reported in the loan application.
- g. A promissory note shall be required for all loans from the Presbytery to a church. In addition, a mortgage (and recording of the mortgage) shall also be required for a loan which (when combined with other outstanding loans from the Presbytery to the church) equals \$25,000 or more.

T-6. GUIDELINES FOR REVIEWING REFINANCING REQUESTS

- a. Except for special circumstances, the Trustees intend to recommend to Presbytery for approval any refinancing requests where the principal of the loan is not increased, the interest is decreased, and the other terms and conditions do not materially change to the church's detriment, provided the church submits:
 - i. Letter of session stating intent
 - ii. A copy of the bank commitment letter;

- iii. The prior year financial statement
 - iv. Current year budget.
- b. Except when there are special circumstances, the Trustees intend to recommend to Presbytery for approval refinancing requests where the principal of the loan is increased over the current outstanding balance (whether the interest rate is reduced, remains the same, or is increased), only if the following information is furnished and deemed to provide reasonable evidence that the church can fulfill its obligations under the proposed loan.
- i. Letter of Session stating intent for additional funds.
 - ii. A copy of Bank Commitment letter
 - iii. Completion of the forms and information required for new GA Coordinated Loan Program loans (including financial records membership data, and pledge information).

T-7. STATEMENT OF INVESTMENT OBJECTIVES, POLICIES AND GUIDELINES

- a. Investment Objectives. The primary objective of the Investment Policy is to outline the investment objectives of the Presbytery of Detroit so that a maximum total rate of return will be realized given a level of risk consistent with the preservation of capital and anticipated future cash flow requirements. The objectives of this policy shall be accomplished utilizing a balanced strategy of equities, fixed income securities and cash equivalents in a mix, which is conducive to participation in rising markets while allowing for adequate protection in falling markets.
- b. Asset Classes. Investments are to be made in the following asset classes: equity investments (common stocks and convertible securities), fixed income securities (maturities longer than one year), and cash equivalents (maturities less than one year).

The following alternatives are not to be included in the portfolio: real estate (except in common stocks or convertible securities issued by companies which invest in real estate or interests therein, or real estate investment trusts), venture capital, illiquid partnerships, tangible assets, options, futures, short selling, margin, and securities lending.

- c. Asset Allocation. The Investment Manager should allocate assets within the following range and in consideration of the following target positions:

	s	t
/ Investments	50%	
Income Investments	50%	
Equivalents	0%	

- d. Benchmarks

Equities: S&P 500

Fixed Income: Lehman Bros. Aggregate Bond Index

Cash Equivalents: 3-Month U.S. Treasury Bill

- e. Security Selection/Permissible Investments.

- i. **Equity investments** should generally be in high quality, well-established companies with highly marketable securities. Domestic equity investments are permitted and may include common stocks traded over-the-counter or on a domestic stock exchange. Convertible bonds, preferred stocks, warrants and rights may be purchased as equity substitutes so long as the underlying equity meets with applicable standards. American Depository Receipts (ADRs), which are dollar denominated foreign securities traded on domestic stock exchanges, may be held. The Investment Manager should determine that the securities to be purchased are of an investment

- grade suitable for this portfolio.
- ii. **Domestic debt securities** are permitted and may include U.S. Government and Agency obligations, corporate bonds, asset-backed securities, agency guaranteed mortgage pass-through securities, commercial paper and certificates of deposit. This portfolio may also invest in U.S. dollar denominated issues of international agencies, foreign governments and foreign corporations (i.e. Eurodollar and Yankee bonds). All fixed income securities should be rated “investment grade” by at least one of the major rating sources.
 - iii. **Derivative instruments** are not allowed. Interest-only and principal-only mortgage backed securities, inverse floating rate securities, and interest rate swaps are specifically prohibited.
 - iv. **International investments** are permitted and may include equity and fixed income securities. International investments shall only be entered into through the selection of a qualified investment management organization as consistent with fiduciary responsibilities. International fixed income securities should be rated “investment grade” by at least one of the major rating sources.
 - v. **Cash equivalents** should be commercial paper rated A1/P1, certificates of deposit issued by banks rated investment grade, and U.S. Treasury and government agency securities.
 - vi. **Mutual funds and/or commingled funds** may be used as investment vehicles if the Investment Manager deems appropriate.
 - f. Portfolio Duration. The duration of the fixed income portfolio should be similar to that of the Lehman Bros. Aggregate Bond Index.
 - g. Transactions. The Investment Manager shall make all portfolio transactions on a “best execution” basis. Arrangement to direct commissions shall only be implemented by specific authorization of the Financial Records and Investments Committee.
 - h. Diversification Limits. The portfolio should be diversified among economic sectors. No sector should account for more than 35% and no issue should account for more than 5% of the equity portfolio. No issue should account for more than 5% of the fixed income portfolio, with the exception of U.S. Treasury and government agency securities.
 - i. Socially Responsible Guidelines. The guiding principles of our organization dictate sensitivity to investing directly in 1) tobacco and liquor companies 2) companies involved in gambling 3) weapons contractors.
 - j. Reporting Requirements. The Investment Manager will report the following information:
 - Total return (quarterly)
 - Current portfolio holdings (quarterly)
 - Relative performance versus appropriate benchmarks (quarterly)
 - Portfolio changes as they occur.
- Regular communication concerning investment strategy and outlook is also expected. In addition, the Investment Manager is required to inform the Financial Records and Investments Committee in a timely manner of any change in firm ownership, organizational structure or fundamental investment policy.
- k. Monitoring of Objectives and Guidelines. All objectives, policies and guidelines are in effect until modified by the Investment Committee. The Financial Records and Investments Committee will review them at least annually for their continued appropriateness.

If at any time the Investment Manager believes that any policy or guideline inhibits its investment performance, it is the Investment Manager’s responsibility to communicate this view to the Financial Records and Investments Committee.

The portfolio will be monitored by the Financial Records and Investments Committee for consistency in investment philosophy, for return relative to investment objectives to include relative performance, and for investment risk as measured by asset concentrations, exposure to extreme economic conditions, geographic concentration, credit quality and market volatility.

T-8. THEOLOGICAL EDUCATION FUND LOANS. The Committee on Preparation for Ministry shall have complete control over and responsibility for lending and for receiving payment of the Theological Education Fund loans.

T-9. GUIDELINES FOR RECEIVING DONATIONS OF REAL ESTATE.

- a. Overview. The Detroit Presbytery and its member congregations periodically receive offers of donated real estate. While support for the mission of the Presbytery and its congregations is always welcome and appreciated, the legal and financial burdens created by real estate can be substantial and should not be undertaken without careful consideration. It is our hope that these suggestions will help avoid potential problems in the future.
- b. Types of Real Estate and Relevant Considerations. Potential donated real estate can be divided into 3 general categories: Property that can be used for mission, income-producing property, and property that must be sold to benefit the recipient.
 - i. Property that could be used for mission activities include houses suitable for use as a manse, land or buildings that could be used for worship or education activities, and facilities that could be used for mission activities such as a warehouse for supplies. Prior to accepting property that fits this category a specific use for the building must be identified and a task force with adequate expertise must determine that the donated property would be the best solution to the space needs created by that activity. After the property has been identified as the best space solution, the building should be inspected by a qualified engineer, contractor, or architect (the appropriate specialty will vary with the property features and the proposed use). The purpose of the investigation is to determine what repairs or renovations are required to utilize the property for the intended use in compliance with current laws and regulations and functional requirements of that activity. It is important to be sure the program funding is adequate to cover the day-to-day operation costs of the program space. It is equally important to insure that the funds for any initial required renovations and expected future repairs are also in the budget.
 - ii. Income-Producing Property. Real estate is an excellent investment; it also requires careful management and the ability to fund unexpected repairs or vacancies. Thus rental real estate is not a good investment for not-for-profit corporations that lack capital reserves for non-program needs and lack real estate expertise. Income-producing real estate investments should be restricted to property under long-term fully net leases to major corporations. Prior to accepting such property an attorney should be retained to review the lease and an appraiser be retained to estimate the value of the property and the probable security of the lease. Multiple-tenant buildings, whether residential rentals, a shopping center, or an industrial complex are not recommended as appropriate investments.
 - iii. Property that must be sold to benefit the Recipient. There can be significant tax benefits (as of September 2000 law) to the donor of property that will be quickly resold by the recipient. However, such a donation can produce a risk to the intended beneficiary. There are expenses associated with owning real estate, even during the marketing period. Current law has significantly speeded the time in which property can be lost due to non-payment of taxes. Even vacant land carries the requirement that property taxes be paid each year and liability

insurance be carried. Other expenses for vacant land may include weed cutting, association dues, and special assessments. If a gift of property that will be sold is accepted, it is important the recipient have investigated the expected holding expenses and budgeted the funds that will be required. A marketing plan and expected listing price should be developed through use of an appraiser (preferably an MAI) and broker prior to accepting the property.

- c. General Considerations. The donor of any real estate must be required to provide adequate evidence at their sole expense that the property will not produce any environmental liability (generally a Phase I Audit will be sufficient). A legal description and a survey certified to the Presbytery shall be provided by the Donor, and title insurance equal to the estimated value of the property should be provided by the donor at its or their sole expense and insurable title conveyed with the proposed transfer. It is strongly recommended that the donor provide an appraisal prepared by an MAI providing a value estimate of the property to be donated. ***It is strongly recommended that an attorney be retained by Presbytery to review the proposed donation and that any donation be accepted in accordance with these guidelines.***

T-10. SIGNING CONTRACTS. No money shall be paid on a contract unless the contract is signed by an authorized signer, with indication of the budgeted source of funds. Contracts can only be signed by the Executive Presbyter and his or her designee, or the President of the corporation and his or her designee, after obtaining approval as follows:

- a. Items under \$100 which are Covered by Budget. Items costing under \$100 for which money is appropriated in the operating budget are approvable by executive staff and paid for out of the operating budget.
- b. Items between \$100 and \$3,000 which are Covered by Budget. Items costing between \$100 and \$3,000 for which money is appropriated in the operating budget are approvable by the Executive Presbyter, paid for out of the operating budget and reported retroactively to the Board of Trustees.
- c. Items of \$3,000 or more which are Covered by Budget. Items costing over \$3,000 must be approved in advance by the Executive Presbyter and approved in advance by the Board of Trustees.
- d. Items which are not Covered by Budget. Any items, which are not included in the Budget (or for which funds do not remain in the Budget), must be approved in advance by: (a) the committee or subcommittee of Presbytery, which has authority for such item in budget authorizations, (b) the Executive Presbyter and (c) the Board of Trustees.

T-11. PRESBYTERY BUDGET PROCESS; USE OF CAPITAL OR ENDOWMENT FUNDS FOR OPERATING EXPENSES.

- a. General. As a general rule, the Board of Trustees recommends that the Presbytery operating budget be met from operating revenues and income from investments, rather than from the principal of restricted net assets and designated net assets.
- b. Budget Process. In preparing budget submissions, each council or subcommittee shall indicate the source of all funds, which it expects to spend in the next fiscal year. If funding of the subcommittee's activities is expected from a source other than general operating revenues, the council or subcommittee shall consult with the Board of Trustees by no later than September 15 in advance of final approval of the budget as to whether the anticipated endowment or other capital fund will be available for the proposed use for the fiscal year in question.

T-12. CHECK WRITING AND DISBURSEMENT CONTROLS

The safeguarding of assets is a basic management requirement for all organizations, whether large or small, profit seeking or not-for-profit. Within the Presbytery of Detroit, the overall responsibility for the day-to-day financial control is assigned to the Financial Administrator who reports to the Executive Presbyter and the Corporate Treasurer.

The Financial Administrator, assisted by the Financial Assistant, maintains the accounting records by recording all income and expense transactions, prepares vouchers for disbursement requests, generates payroll and disbursement checks for authorized signatures and prepares financial reports.

Voucher Approval

Request for disbursements require completion of a Voucher request. This document lists the Work Group\ Description\ Payee and Amount Requested and is accompanied by the original vendor invoice\expense report. The approver, who is generally the Ministry Committee Chair, submits Vouchers to the Financial Assistant for Processing.

The Financial Administrator will review all voucher requests for budgeted funds availability and the applicable general ledger coding before checks are written.

Check Signing

The Financial Assistant will prepare checks on the basis of an approved voucher request. Voucher requests received by Monday at 5:00 PM will be processed for payment and checks issued for approved signatures by 12:00 PM each Wednesday.

All checks up to \$ 1,000 will be signed by the Executive Presbyter, or in his or her absence, any of the authorized signatories. A second signature, one of either the Treasurer, President or Corporate Secretary will be required for checks over \$1,000.

EFT Transfers

The Financial Administrator is authorized to initiate the following transfers: Bi-weekly payroll (for direct deposit employees), Bi-weekly Federal withholding\FICA\Medicare deposit, Monthly Board of Pension Dues

Interbank Transfers

The Financial Administrator is authorized to transfer funds between cash accounts of the Detroit Presbytery, and shall maintain a log of such transfers.

Reported to Presbytery 9/23/09

T-13 Volunteer Driver Guidelines

Background and Need for a Policy

Volunteer drivers are being recruited to drive children, youth and adults to Presbytery sponsored events. The guidelines that follow are intended to assure that proper measures are taken for the safety and well being of those being transported.

Volunteer.

A volunteer is an unpaid person providing transportation on behalf of the Presbytery of Detroit. The volunteer might be serving on an advisory or governance board; a committee member; participating in a one-time project; or in a support group function. It is the responsibility of the leader/organizer to assure these guidelines are followed.

Voluntary Background and Driving Checks.

Volunteers who are working with children and adults will be asked to undergo criminal record checks and other appropriate screening before assignment(s).

Insurance Coverage.

- Accident, liability and automobile insurance coverage are the responsibility of the volunteer.
- Insurance must be in effect and meet the minimum standards of the State of Michigan.
- You are encouraged to consult with your insurance agent regarding your personal insurance coverage relative to Presbytery related volunteer work. The volunteer should have the State of Michigan required minimum being driven.
- It is a violation of Michigan automobile insurance regulations for an insurance company to raise your rates based on volunteer-related driving.

Additional requirements.

- All volunteer drivers must be at least twenty five (25) years of age.
- All volunteer drivers must undergo a driving license history check prior to serving as a volunteer driver for the Presbytery of Detroit.
- All volunteer drivers must have good driving records and current proof of insurance. Any and all traffic violations are to be reported to the event leader.
- Any volunteer can drive unrelated children if his or her child is in the car.
- Copies of the volunteer driver's insurance and license should be given to the event leader

Reported to Presbytery 4/28/09

T-14 On Approving Contracts Greater than \$10,000

Any contract where there is an obligation of \$10,000 or more shall be reviewed by the Trustees and outside counsel. *Reported to Presbytery 8/25/09*

T-15 Sales Contracts for the Sale of Buildings

1. Broker Listing Agreements. Listing agreements with a broker should be reviewed by counsel before being signed, because there are many items which brokers do not include in their forms which can be added to protect a seller. Attached is a draft Rider with various provisions which should be considered by Presbytery and/or the local church before signing a listing agreement, and which should be incorporated into the listing agreement as appropriate to the particular transaction.

a. Broker commissions can vary from 3% to 7%. Meeting with several different brokers may result in savings on the commission.

b. Varying "broker protection periods" can be negotiated.

c. The various requirements for purchase agreements (please see Item 2 below) should be included in the broker's listing agreement.

d. If the seller has been negotiating with a particular party already, consider excluding that party from the broker's commission, entirely or in part.

2. Sales Contract/Purchase Agreement. The sales contract should be submitted for attorney review before being signed by the Presbytery or the church. Once a church has signed an agreement, its much harder for Presbytery to get changes made. Particular considerations which should be considered in connection with a sales agreement are:

a. Allocation of Purchase Price. If both real estate and personal property (easily movable property) are being sold together, the agreement should allocate the aggregate purchase price between realty and personalty. Real estate sales involve a transfer tax which is usually paid by the seller, unless the contract provides differently. If the price for personal property is separately stated, there is currently no transfer tax on personal property. In addition, if a land contract is used for financing, a different remedy must be used to take back the personal property.

- b. What is not being Sold? If the seller wants to keep any components of the building (stained glass, for example), the sales contract should expressly exclude those items.
 - c. Inventory of What is Being Sold. A detailed inventory of the personal property (easily movable property) that is being sold along with the real estate should be prepared and attached as an exhibit to the purchase agreement. If the broker is expected to prepare this inventory, the price for that work should be negotiated and agreed on up front. This should be done before the purchase agreement is signed, so that both parties know for sure just what is being sold.
 - d. Carrying Costs. If the due diligence period is going to be longer than 60 days, or if delays arise for which the Buyer seeks extensions, the seller should consider getting the prospective buyer to pay additional nonrefundable fees for extending the agreement. If the building is empty, the seller may also want to get the buyer to pay upfront all or a negotiated part of security costs, utilities, and other carrying costs during the period before closing.
 - e. Land Contract Sale? If the sale is proposed to be a land contract sale, please see Item 3 below.
 - f. Financing Commitment. If the buyer is getting third party financing, a binding commitment from the lender should be reviewed before the agreement is signed. Evidence that the buyer has the money for the down payment should also be reviewed before the agreement is signed.
 - g. Is there Debt owed to Presbytery, Synod or General Assembly? This would be good to check out upfront, so the selling church is aware of the required payment.
3. Land Contracts/Seller Financing. If a land contract sale (or other seller financing) is proposed, the following should be included in the Sales Contract/Purchase Agreement:
- a. Financing Document Prep Fees. The buyer should pay the costs incurred by Presbytery and/or the local congregation for drafting the land contract or other Seller financing documents.
 - i. Financing documents include: land contract, memo of land contract, deed in escrow agreement, land contract discharge documents, borrowing resolutions, etc. Borrowers pay these costs for mortgage lenders, and a seller is taking a risk when accepting an installment sale rather than cash up front.
 - ii. A nonrefundable flat fee should be charged to the buyer up front in the Sales Agreement, and this fee should be paid to Seller when the Sales Contract/Purchase Agreement is signed.
 - b. Due Diligence Requirements. Due diligence should either be done before the sales agreement is signed, or as a contingency to Seller's obligation to close. Due diligence review can include: review of financial statements, confirmation of bank holdings and investment holdings, name search in debtor databases, review of credit reports; reviewing credit references acceptable to seller & seller's attorney; reviewing payment timeliness on other debt obligations of the buyer. The costs of obtaining credit reports and other information and reviewing it should be charged upfront to the buyer.
 - c. Amortization Statement. An amortization statement should be attached as an exhibit to the purchase agreement/sales contract.
 - d. Monitoring of Land Contract. After the land contract is signed, the seller and/or Presbytery must be prepared to carefully monitor the following until final payment is made:
 - a. Are the monthly payments made timely?
 - b. Is insurance being maintained by the buyer?
 - c. Are taxes being paid (if applicable)?

- d. Did the buyer obtain tax exemption for their use of the property? (If not, taxes may be unnecessarily assessed which, if not paid, could result in tax foreclosure.)
- e. Is the property being properly maintained by the buyer? Inspections by the seller and/or Presbytery should be done regularly.

Reported to Presbytery 11/24/09

MINISTRY TEAM GUIDELINES AND POLICIES

PRESBYTERY OPERATIONS

PO 1. STAFF

PO 1.1 AFFIRMATIVE ACTION

All staff search committees make the strongest possible commitment to Affirmative Action in the naming of all executive staff. We understand this to require:

(1) Full adherence to the requirements of G-4.0403

G-4.0403 The Presbyterian Church (USA) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions consistent the Reformed tradition, as well as different marital conditions (married, single, widowed, or divorced) shall be guaranteed full participation and access to representation in the decision making of the church. (G-9.0104ff)

(2) Full adherence to the requirements of G-9.0104

The GA (19982, 87): Adopted a definition of affirmative action: *“In order to address past, present, and future discrimination, affirmative action is the execution of a set of specific and result-oriented measures designed to eliminate both conscious and unconscious discriminatory practices in order to promote equal opportunity and access to the entire church.”*

The PJC (1985, 111, Heartland Pby v. Stoutimore): *A provision in a call to clergywoman for pregnancy leave with compensation does not represent discrimination against clergymen and is not prohibited by G-9.0104a.*

(3) Full adherence to the requirements of G-13.0201(b)

G-13.0201b. to institute and coordinate a churchwide plan for equal employment opportunity and affirmative action for members of racial ethnic groups, for women, for various age groups, for persons regardless of marital condition (married, single, widowed, or divorced), and for persons with disabilities;

(4) Full adherence to the requirements of G-6.0107

G-6.0107 The government of this church is representative, and the right of God’s people to elect their officers is inalienable. Therefore, no person can be placed in any permanent office in a congregation or governing body of the church except by election of that body.

PO 2 USE OF PRESBYTERY RESOURCES

PO 2.1 MAILING LABELS/LISTS

Sets of labels would be supplied only to official Presbyterian organizations - - including such organizations as Presbyterian colleges and retirement homes.

PO 2.2 USE OF PRESBYTERY LETTERHEAD

Outside organizations and their representatives shall not be permitted to use the Presbytery’s letterhead.

PO 3 SESSION RECORDS

The Minutes and Registers of the churches of the Presbytery of Detroit shall be prepared in accord with the Constitution of the Presbyterian Church (U.S.A.), Robert’s Rules of Order, and the following

provisions:

- SR-1. Minutes shall be kept in the standard Westminster minutes book.
- SR-2. The standard Westminster register shall be used.
- SR-3. There shall be no erasures, interlineations, or footnotes.
- SR-4. Except for the Annual Report to the General Assembly, there shall be no insertions of separate sheets of paper.
- SR-5. A chronological number shall be assigned to each member (from the Register).
- SR-6. Chronological roll number shall always be included in actions pertaining to membership, rolls, transfer, death, marriage, ordination.
- SR-7. When previous actions of session are referred to, the page number shall be given.
- SR-8. Administration of Lord's Supper shall be recorded at next meeting.
- SR-9. Where the Lord's Supper is administered privately, the names of elders assisting shall be listed.
- SR-10. Baptisms of adults and infants are recorded at next meeting.
- SR-11. Marriages shall be reported at next regular meeting.
- SR-12. The Annual Report to the General Assembly shall be inserted into the into the minutes book at the place where the report is approved by Session.
- SR-13. All minutes shall be promptly (within 90 days) transcribed into the official minutes book after session approval.
- SR-14. Entries on the official rolls and registers of the church shall be made in a timely manner (within 60 days of the applicable date).
- SR-15. REVIEWER'S GUIDELINES

APPROVAL RATINGS

oved without exception

Approved

Approved with exceptions

Not approved

(No deficiencies)

Approved with minor deficiencies (see page one)

Corrections must be made

Corrections must be made and Books reviewed

CHECKLIST GUIDELINE STANDARDS

- 0 Approve - Judgment Call
- 1 Approve with Exceptions - Change in future
- 2 Approve with Exceptions - Must correct — Consider 1 year review
- 3 Correct – review again prior to approval
- 4 Report Not Approved - must be corrected

Minutes and records cannot be approved if any of the following are present:

Item 21 Minutes are NOT in the Standard Westminster minutes book.

Item 67 Rolls and Registers are not in the Standard Westminster register.

Item 52 Terms of Call by line item are not in Congregational Meeting Minutes.

The reviewer may inform the clerk — and set a date for another review in the near future.

OR Minutes are obviously missing.

In a case where missing minutes cannot be located after a reasonable search — The available minutes may possibly be approved with exceptions after full committee consideration and consultation with the Stated Clerk and Presbytery Operations Team.

OR The reviewer finds a large number of exceptions that should be corrected.
The reviewer may inform the clerk — and set a date for another review in the near future.

Minutes may be Approved Without Exceptions if deficiencies are only found in a few of these Check List areas:

- Item 19 Minutes promptly transcribed (90 days) but are transcribed within six months.
- Item 24 Previous motion page numbers (if infrequent)
- Item 25 Erasures (if infrequent)
- Item 27 Election of Treasurer — new requirement (caution for future)
- Item 28 Election of Clerk — new requirement (caution for future)

The deficiency should be noted on the review report and communicated to the clerk in the follow-up letter — They should not be overlooked in future reviews.

Minutes may be approved if there are only a few (2 or 3) other minor (*Standard 1*) deficiencies,

The deficiency should be noted on the review report and communicated to the clerk in the follow-up letter — They should not be overlooked in future reviews.

All other deficiencies should result in an Approved With Exceptions rating.

The reviewer should require correction where needed and report it on the review sheet.

The reviewer should indicate on the Review Report that a review should be conducted in one year instead of two if in their opinion the Exceptions are substantial and require early follow up.

Reported to Presbytery 9/23/03

NEW CHURCH DEVELOPMENT/REDEVELOPMENT

NCD/R-1. URBAN MINISTRY FUND

Urban Defined

For the purposes of this fund, *urban* includes but is not limited to the cities of Detroit, Ecorse, Pontiac, Port Huron and Mt. Clemens. Consideration may be given for use of the funds in near suburbs that strongly exhibit some of the following sociological qualities:

1. high racial/ethnic diversity and/or racial/ethnic minority population;
2. concentration of population at or below poverty level;
3. areas of declining housing stock and infrastructure;
4. consistency with “urban lifestyle” descriptions used in the Percepts studies (#’s 24, 32, 36, 40, 41, 42, 43, 44, 45, 46, 48). Copies of these descriptions are available from the Presbytery office.

The Urban Ministry Fund in the Presbytery of Detroit was created by action of the Presbytery at its Stated Meeting on November 22, 1994 utilizing the proceeds from the sale of the Calvin (West) Presbyterian Church in Detroit. The Urban Ministry Fund recognizes:

- the need for support of Presbyterian witness in urban areas;
- the need for well-trained leadership;
- the need for creative and experimental ways to do urban ministry;
- the need for significant funding for major projects; and
- the need for partnerships that increase the resources available for urban ministry.

The guidelines/criteria and procedures set forth below for the Urban Ministry Fund are consistent with:

- the General Assembly resolution on the use of funds from the sale of urban churches stemming from an overture from this presbytery to the General Assembly in 1992;
- the mission statement of the former Urban Ministry Cabinet of the Presbytery of Detroit;
- the mission directions of the Presbytery;
- and the merger agreement between Calvin (West) Church and Westminster Church.

Procedural Guidelines

1. Applications for Urban Ministry Fund grants are made through the New church Development/Redevelopment Team, with a November 1 deadline for application. Notification of grants will be made by December 15, 2001. Disbursements of approved grants will begin shortly thereafter.
2. The Planning and Visioning Team shall evaluate applications.
3. Ordinarily, up to 33% of the balance or \$50,000, whichever is greater, may be disbursed each year.

Proposal Criteria

1. Grants will be limited to **new** urban ministry proposals.
2. Regardless of origination, a proposal must have the endorsement of the session of at least one congregation of the Presbytery of Detroit. Preference will be given to proposals that include active participation by membership.
3. A proposal may originate from any congregation of the Presbytery as long as the ministry

proposed is to be implemented in an area defined as **urban**.

4. A proposal must be consistent with mission directives of the Presbytery.
5. A proposal shall articulate a clear Christian theological vision for urban ministry.
6. A proposal must have a clear outreach beyond current church membership in evangelism, mission or both.
7. A proposal should include a budget demonstrating that at least 10% of the funding comes from sources other than Presbytery committees. Funding is intended to be used during the subsequent year.
8. A proposal may be funded for more than one year; however, a separate application must be submitted each year. High priority will be given to programs funded for less than three (3) years.
9. Projects should demonstrate possibilities for vitalization of sponsoring churches.
10. Projects should evidence increasing dependence on other funding sources.
11. All funded projects are required to send semi-annual progress reports to the Special Funds Work Group. Continued funding will not be approved without the progress reports.
12. Grants will ordinarily be distributed quarterly or semi-annually depending on recipient request. Grants will typically be limited to \$15,000 for any particular project in one year. Funds Continued funding will not be distributed without progress reports.

Urban Ministry Fund Grant Criteria:

- Grants are limited to new urban ministry proposals.
- Regardless of origination, a proposal must have the endorsement of the session of at least one congregation of the presbytery. Preference will be given to proposals that include active participation by membership.
- A proposal may originate in any congregation of the presbytery as long as the ministry proposed is to be implemented in an area defined as urban.
- A proposal must be consistent with the mission directives of the Presbytery of Detroit.
- A proposal must articulate a clear Christian theological vision for urban ministry.
- A proposal must have a clear outreach beyond current church membership through evangelism, mission, or both.
- A proposal must generate an amount equal to at least 10% of the grant from sources other than presbytery committees. Proposals with greater than 10% of such funds will be given preference.
- A proposal may be funded for more than one year, however, a separate application must be submitted each year.

Preference will be given to proposals that include active participation by a Presbyterian congregation.

NCD/R-2. GUIDELINES FOR DISSOLUTION OF A CHURCH

For use by: The Administrative Commission
 Presbytery Committees, Teams, Cabinets and Trustees
 Local Church Session and Trustees
 The Congregation of a local church

Just as the presbytery has the authority to dissolve churches or to dismiss churches to another denomination. (G-11.0103i). Just as the presbytery consults with members at the time of organizing, merging, and forming a federated or a union church, such a consultation takes place

at the time of dissolution or dismissal. (G-15.0203a,b; G-16.0201w; G-16.0401q)

In the Presbyterian Church (U.S.A.), property is held in trust by the particular church on behalf of the denomination. When a particular church is dissolved, the real and personal property is held, used, or transferred as directed by the presbytery.(G-8.0401)

Just as the compelling question at the time of organizing a church is, “How can Christ’s mission be carried out most effectively?”, the same question is asked at the time of dissolution. Again, it is appropriate for the presbytery to celebrate the mission carried out by that church and the people whose lives were positively enriched during its years of service.

The Companion to the Constitution, 1999, p.33

There shall be a meeting of the Session and Trustees of the church with the Presbytery Church Strategy Committee and Trustees prior to any action for dissolution of the church, in order to go over this policy. (Significant parts of this policy are taken from the section on Dissolution of a Particular Church from the old publication “Presbyterian Law for Presbytery and Synod”, Chapter V, Paragraph 10, page 73-74.)

1. The power to dissolve a particular church is specified among the powers listed in Form of Government, (G-11.0103i). The two constitutional provisions cited below, provide for such dissolved and extinct churches.
 - a. Grounds for the dissolution. These grounds are intimated in the following clause in the Constitution: the church has become “extinct by reason of the dispersal of its members, the abandonment of its work, or other cause.” G-8.0401
 - b. Such information may be brought to the attention of presbytery in any one of various ways: (1) by report of a member or members of the session (or former session); (2) by petition of some of those whose names are on the roll of the particular church; (3) by report of the committee on session records that (a) no records have been presented by the church, or (b) such records as are presented indicate that the church is not functioning properly; (4) by report of the committee on ministerial relations that the church has abandoned its work as an organized group; (5) by report of the committee on strategy or some other committee that, in the opinion of the committee, a church should be dissolved. In whatever form the information or request may come to presbytery, the general council or special administrative commission should be directed to make inquiry into all the circumstances and recommend reorganization or dissolution. If dissolution is decided, two matters of constitutional duty are prescribed. (See Dig., pp. A380 if.)
 - c. Records and members. When a church is dissolved, the presbytery of jurisdiction shall take possession of its records, have jurisdiction over its members, and grant them certificates of transfer to other churches. G-10.0302b.(2). Care should be taken concerning members removed from the bounds of the dissolved church and those resident members who may have become inactive. The presbytery shall a/so determine any case of discipline begun by the session and not concluded. (D-10.0105.) Discipline here has the broad meaning of the term, making it the duty of presbytery to attempt to transfer all members of the dissolved church who can be located. Such responsibility should be placed upon the stated clerk in consultation with the general council or upon a special commission or committee appointed for the purpose, and reporting to presbytery upon completion of the task, ordinarily within two years of the dissolution of the church.
 - d. Real and personal property. “Whenever a particular church is formally dissolved by the presbytery, or has become extinct by reason of the dispersal of its members, the abandonment

of its work, or other cause, such property as it may have shall be held, used, and applied for such uses, purposes, and trusts as the presbytery may direct, limit, and appoint, or such property may be sold or disposed of as the presbytery may direct, in conformity with the Constitution of the Presbyterian Church (U.S.A.).” G-8.0401. This provision of the Constitution needs little elaboration. The corporation of presbytery, whatever its form may be, should carry out the instructions of the presbytery. If the property or properties are sold, the proceeds of such sale should be treated as capital assets: held by the presbytery to be used for rotary loans to particular churches for property improvement or church building aid; or reserved as endowment funds, the income from which may be used as grants to struggling churches, mission work, etc., as the presbytery may direct. The assets of church organizations, as well as the corporate holdings of the particular church, are included in the responsibilities of the presbytery. The corporation of the particular church should be terminated to complete the action of dissolution.

- 2) Procedure on dissolution. It is important that presbytery follow a procedure that is deliberate and fair. This involves fulfilling three conditions. These are, investigation of the facts, an opportunity of the church or its representatives to be heard, and a fair and open hearing by the presbytery. In fulfilling these conditions, five steps are suggested:
 - a) Preliminary investigation of the facts by the presbytery or a committee or commission of the presbytery appointed for the purpose.
 - b) Report to the presbytery on the investigation, if done by a committee or commission, with a recommendation as to whether or not the presbytery should consider the possible dissolution of the church.
 - c) If on hearing the report the presbytery decides to consider the possibility of or advisability of dissolution of the church, then notice of the time and place that presbytery will conduct a hearing should be given to all parties in interest to allow them an opportunity to be heard before the presbytery. It would seem that such notice, as to the church, could be given to the clerk of session and the pastor, if any. The time and place of the hearing should be reasonably convenient to the interested church and the presbytery. The notice should contain a statement that the church and interested persons shall appear at the time and place stated and show cause, if any they have, why the presbytery should not dissolve the church.
 - d) Presbytery should hold a hearing at the time and place given in the notice and, with an open mind, consider all the evidence, testimony, and arguments pro and con.
 - e) At the end of the hearing, presbytery should take such action, as it deems proper. If the presbytery decides to dissolve the church, it should include in its order (a) that all property of the church be turned over, transferred and conveyed to the trustees of the presbytery pursuant to the provisions of “Whenever a particular church is formally dissolved by the presbytery, or has become extinct by reason of the dispersal of its members, the abandonment of its work, or other cause, such property as it may have shall be held, used, and applied for such uses, purposes, and trusts as the presbytery may direct, limit, and appoint, or such property may be sold or disposed of as the presbytery may direct, in conformity with the Constitution of the Presbyterian Church (U.S.A.).” G-8.0401 of the Form of Government; (b) authorize and direct the moderator or the stated clerk of the presbytery or both, to take any civil action necessary to effectuate the order of the presbytery; (c) declare that the church has become extinct; (d) provide for the preservation of the records of the church, and the care of and dismissal of the church members to some other church; and (e) provide for such other matters that may be involved in the dissolution of the church.

It should be remembered that the order or judgment of the presbytery does not *ipso facto* transfer legal

title in property to the trustees of the presbytery. It may be necessary to have the legal title to property transferred by one of two methods: First, by proper officials of the church corporation voluntarily conveying the legal title in property to the trustees of the presbytery; or, second, by legal procedure in which (a) the church corporation is dissolved according to state law and, in the process, the property is ordered to be transferred to the trustees of the presbytery, or (b) the church corporation is ordered in a civil action to transfer the property as directed by the presbytery. In any case, where the legal title is not voluntarily transferred to the presbytery, the laws of the state must be consulted on procedure.

- f) After the congregation votes to dissolve, another meeting shall be held with the Session, Trustees and the Administrative Commission appointed by the Presbytery over the church, to go over these guidelines carefully so that all know and understand the process and the options and limitations open to the church. At this meeting the following shall be clarified:
 - i) There shall be a clear understanding of what “title to Presbytery means”, (Session and Trustees are stewards and Presbytery holds residual title.)
 - ii) An account of investments, property and any limitations on use shall be given to the Administrative Commission.
 - iii) A current list of church members, their addresses and phone numbers shall be given to the Administrative Commission; any changes made in the list shall be conveyed to the Administrative Commission.
 - iv) A copy of the budget, which was approved by the session for church’s current year and covering the period to the final dissolution, shall be placed in the hands of the Administrative Commission. An understanding shall be reached that no funds beyond the line items in the budget can be expended without permission of the Administrative Commission.
- g) Pastors whose churches are within the parish area of particular members of the church being dissolved, shall be asked to call on these members prior to the date of dissolution to invite them to their churches so the members can have a ministry and an opportunity to continue their ministry within the Presbytery. Special concern shall be given to persons in nursing facilities and shut-ins, and any member of the dissolved church shall be invited to join at least one Presbyterian Church regardless of residence address. This shall be coordinated by the Moderator of the dissolving church.
- h) A copy of any history of the church shall be obtained (or duplicated) to place in the archives of the Presbytery.
- i) Wherever possible, the will of the members of the church shall be considered in the disposal of any memorials, remembering paragraph #1, page #1. All items to be removed from the church shall be removed before listing for sale with a real estate broker.
- j) At least one active elder from the church shall be a member of the Administrative Commission to dissolve the church.
- k) During a meeting of the Presbytery, there shall be a celebration of witness of the church, coordinated and scheduled by the New Church Development/Redevelopment Team, the Administrative Commission and the Planning and Visioning Team through Coordinating Cabinet. If the church so desires, the last worship service in the church shall be a celebration of its witness, with the Presbytery assisting in any way it can as invited by the Session.
- l) Any action relative to funds or property on the part of the church shall be properly moved, seconded and approved by the majority of the Session or Trustees (as the situation would require), and supported by the Administrative Commission. The Administrative Commission shall be most considerate in conveying to the Presbytery any desires by the Session and/or

Trustees (Congregation or Corporation) pertaining to the use or disposal of any of the funds or property of the church.

- m) The Administrative Commission of the Presbytery shall empower to intervene, and if necessary replace the Session when properties and /or funds are being disposed of without the approval of the Presbytery or its duly authorized Commission - the Administrative commission appointed for that church. The Administrative commission shall have authority to seek restitution for any property improperly disposed of, if necessary.
- n) The Presbytery shall receive all books of the trustee and all Session Records (Minutes and Registers), all cancelled checks and paid bills, with a list of any outstanding obligations, and all bankbooks, checkbooks or other financial records after all bills of the church have been paid and all pledges are fulfilled. In addition, the Presbytery shall receive the following:
- Insurance Policies;
 - Titles, deeds, abstracts of all property;
 - Government reports if any;
 - Employee records;
 - Statements of position regarding outstanding obligations, with full disclosure;
 - Notice of any suits pending, or claims likely to result from suit;
 - Authority to list property for sale and show property before final dissolution;
 - Authority of the Administrative Commission to countermand budget if not proper (viz. self-serving, such as a bonus to the minister);
 - Adequate notice of intention to dissolve.
- o) Listing of property for sale shall be by the Trustees, subject to approval by the New Church Development/Redevelopment Team and Presbytery. Sale of property by the Trustees shall be subject to approval by Presbytery.
- p) Net proceeds of sale of building and land shall be added to the New Church Development/Redevelopment Fund of Presbytery after payment of all expenses and carrying charges, as well as commissions incurred from time of dissolution to sale. The Trustees shall oversee the investments of these funds. The New Church Development/Redevelopment Team shall designate dispersal of the funds, with approval of Presbytery.
- q) Any other assets, of a local church, at the time of dissolution, shall become the property of the Presbytery of Detroit and, except as otherwise designated, shall be added to the Unrestricted Endowment Fund of Presbytery.
- r) Every effort shall be exercised to complete disposal of property at the time of the final service of local congregation.

NCD/R 3. POLICY FOR NEW CHURCH DEVELOPMENTS

New Church Development Vision and Strategic Plan

Presbytery of Detroit

December 2007

Prepared by

Philip J. Reed, Brenda Jarvis, Mickey Blair

Our Call

We believe God is calling the Presbytery of Detroit to grow in faith, membership, and impact.

- We believe God is calling our Presbytery to grow in faith by presenting us with a significant challenge – to reverse the current downward trends of membership loss and

re-establish the PCUSA as a vibrant missionary body sharing the good news of Jesus Christ in word and deed.

- We believe God is calling our Presbytery to grow in membership by reaching more and more people currently not connected to a Presbyterian church and inviting them to faith in Jesus Christ and service in his name.
- We believe God is calling our Presbytery to grow in impact as we re-position ourselves as a moral and visionary leader in shaping our community and culture as “the salt of the earth” and “the light of the world.” These are tough economic times within our Presbytery. Unemployment, declining real estate values, corporate downsizing, increasing foreclosure all add up to poor economy. With it comes despair and hopelessness. Because of our faith in God, however, we believe in the people of Detroit and Southeast Michigan. We believe God is calling us to encourage the spiritual revitalization in this area.

In order to fulfill God’s call, we envision launching 4 new Presbyterian congregations within the bounds of the Presbytery of Detroit in the next 36 months.

1. **Detroit Downtown (Woodward Corridor)**
2. **Dexter/Chelsea**
3. **Hartland**
4. **Oxford**

This plan is unique

This plan is unique is that we are proposing a unified effort of the entire to launch these congregations. Most Presbyterian New Church Developments are isolated efforts that do not take full advantage of all Presbytery resources and they suffer because of it. We propose are intentional and consorted effort of the Presbytery, giving all Pastors and congregations opportunity to invest in and rally behind this major project. In addition, there are major economies as we pull resources together.

- **We envision one general fund to launch all 4 new church developments.**
- **We envision sharing of support staff and other administrative functions for a time.**
- **We envision a common fund-raising effort from a variety of sources.**
- **And we envision a coming together within our Presbytery that will generate excitement, enthusiasm and commitment.**

Typical Reactions to the Proposal of New Church Development

(Please see Tim Keller’s article in Appendix A.)

1. *We already have plenty of Presbyterian congregations and other mainline churches that have lots and lots of room for all the new people who have come to the area. Let's get them filled before we go off starting new ones.*

Response: This concern assumes that existing congregations reach new people as well as new congregations. This is not typically the case.¹ But to reach new generations and people groups will require *both* renewed older churches and lots of new churches.

¹ Tim Keller, Why Plant Churches; “Dozens of denominational studies have confirmed that the average new church gains most of its new members (60-80%) from the ranks of people who are not attending any worshipping body,

2. *Every church in this community used to be more full than it is now. A new church here will just take people from churches already hurting and weaken everyone.*

Response: This concern assumes that new church developments will only reach current active churchgoers or will only tap into the market of existing congregations. But new churches do far better at reaching those who are not currently connected to any church, especially younger adults.²

3. *Let's help churches that are struggling first. A new church doesn't help the ones we have that are just keeping their nose above water. We need better churches, not more churches.*

Response: This concern assumes that new church development will discourage existing congregations. There may be some prospect that this might happen, but it is not necessarily so. It is very difficult to turnaround a congregation that is in decline. It is not correct to assume that a declining congregation will be able to reach new people as and new people groups as they move into the area. New church development may revitalize existing congregations by becoming the Research and Development for the Presbytery, testing new ideas for communication, new models for discipleship, new way to reach out and make them available to the entire Presbytery.

4. *Been there, done that in this Presbytery. We tried new church development four times in the past ten years in this Presbytery and it has not worked well, plus we had some spectacular failures. All that money and time wasted.*

Response: No, not wasted because we learned extremely valuable lessons. We learned what does not work. We learned that what does not work is an isolated, unsupported effort of the Presbytery. We learned that what does not work in pastoral leadership that

while churches over 10- 15 years of age gain 80-90% of new members by transfer from other congregations. This means that the average new congregation will bring 6-8 times more new people into the life of the Body of Christ than an older congregation of the same size.

So though established congregations provide many things that newer churches often cannot, older churches in general will never be able to match the effectiveness of new bodies in new reaching people. Why would this be? As a congregation ages, powerful internal institutional pressures lead it to allocate most of its resources and energy toward the concerns of its members and constituents, rather than toward those outside its walls. This is natural and to a great degree desirable. Older congregations therefore have a stability and steadiness that many people thrive on and need.

However, new congregations, in general, are forced to focus on the needs of its non-members, simply in order to get off the ground. So many of its leaders have come very recently from the ranks of the un-churched, that the congregation is far more sensitive to the concerns of the non-believer. Thus a congregation filled with people fresh from the ranks of the un-churched will have the power to invite and attract many more non-believers into the events and life of the church than will the members of the typical established body.”

² *Ibid. Younger adults have always been disproportionately found in newer congregations. Long-established congregations develop traditions (such as time of worship, length of service, emotional responsiveness, sermon topics, leadership-style, emotional atmosphere, and thousands of other tiny customs and mores), which reflect the sensibilities of long-time leaders from the older generations who have the influence and money to control the church life*

has not been assessed specifically for New Church Development. We learned that what does not work is poor communication and a general lack of awareness in Presbytery of what is happening in New Church Developments. We failed because we had the wrong leadership in place and we did not support the effort of the people gathered. But just because we failed, it does not mean we should give up on New Church Development within the Presbytery of Detroit! Let's not waste what we've learned the hard way.

Time to Act!

Let us redefine the Presbytery of Detroit's understanding of successful New Church Development success. We define failure as doing nothing and success as trying new models with renewed energy for New Church Development. We realize that all our New Church Developments may not develop into large thriving congregations. But we know we won't have any new congregations unless we try

The Plan

3 primary target areas within 24 months, an additional 1 within 36 months, and 3 more for the next 72 months.

Within 24 months:

Downtown Detroit – Woodward Corridor

Far West Suburbs – Dexter/Chelsea with a satellite in Hartland

Within 36 months

Far Northern Developing Suburbs – Oxford

Downriver

Within 72 months

Canton

Milford

Detroit

Launch Models: How it might work

1. Presbytery initiated Parachute Drop – One Pastor, one area, and go to it! Highest risk, longest start up.
2. Jet Landing – One Pastor, plus leadership team.
3. Cruise Ship Launch – One Pastor, Leadership Team, plus missionaries from other congregations. Lowest risk, fastest start up.

We believe each of these models will work in the Presbytery of Detroit.

Tentative Timeframes

1. Downtown Detroit
 - Plan Landing in the First Quarter 2008
 - Pastor begins several bible studies in the area with an “emerging target.” 25 to 40 year old – working professionals
 - Continue to develop core team
 - Define vision and mission

- Public launch Advent 2008 to January 2009
-
- 2. Dexter/Chelsea
 - Cruise ship in the fall 2008
 - Saline, Westminster in Ann Arbor, and others contribute missionaries
 - Pastor begin bible studies in the spring 2008
 - Define vision and mission
 - Public launch Christmas 2008
- 3. Hartland Satellite
 - Parachute drop in the spring of 2008
 - Pastor begins several bible studies in the area focused on suburban, family target.
 - Develop a core team
 - Define vision and mission
 - Public launch spring 2009
- 4. Oxford
 - Parachute drop in the spring 2008
 - Pastor begin several bible studies
 - Develop core team
 - Define vision and mission
 - Public launch spring 2009

Cost

(Detailed spreadsheets in Appendix B)

7 Sources of Income/3-Year Timeframe

- 10 Partner Churches
5,000 each year
- Member Support
50,000
- POD Budget Support
380,000
- Feasibility Grant
10,000 POD
10,000 Synod
- Special Gifts
150,000 Congregations
150,000 Individuals
- POD Capital Support
100,000
- NCD Grants
450,000

Total = \$1,450,000 over 3 years

Presbytery Support and Leadership is Key!

- A unified effort of POD
- Properly assessed pastoral leadership who recognize the value of PCUSA New Church Development coaching and recognize the fund-raising will be a major part of their responsibilities as Organizing Pastor!
- There are 3 Pastors within POD who believed they are called to New Church Development. 2 have already been assessed by PCUSA and are ready to begin.
 1. Brenda Jarvis (already assessed by PCUSA) – Downtown Detroit
 2. Philip Reed (already assessed by PCUSA) – Dexter/ Chelsea and Hartland satellite
 3. Mickey Blair (pending assessment) - Oxford

Action Step 1

(See Chuck Dennison, *Connectional Church Development: A Presbytery Handbook for Creating New Churches* available at <https://www.pcusa.org/newchurch/pdf/ncdhandbook.pdf>.)

Establish POD Church Development Team

Action Step 2

(See PCUSA Guidelines for Starting a New Church Development in Appendix C)

Encourage Brenda, Phil and Mickey to refine their specific vision for new church development within target areas. Have them to “Write the vision and make it plain on tablets so that a runner may read it.” (Habakkuk 2:2) These vision statements must include the following:

- Statement of Vision
- Statement of Mission
- Description of Target Community
- Demographic Information
- Religious Picture of Target Community
- Statement of Your Call to These People
- Launch Plan
- Networking Plan
- Ministry Plan
- Timetable that will include key tasks each month
- Tentative Budget
- Funding Plan
- Presbytery Oversight Plan

Additional Steps

- Seek advice and support of other pastors in the target area and similar church types
- Authorize NCD Pastor to create a steering committee
- Authorize NCD Pastor to begin work

Jesus Calls Us to New Church Development

“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey all that I have commanded you.” (Matthew 28:28)

Baptism means incorporation into a worshipping community of faith. Teaching means an on-going relationship to a community of faith. Jesus calls us not to just make disciples but to also ground them in communities of his followers, the church.

Jesus Calls Us to New Church Development

- The best way to reach new people!
- The best way to reach people we are least effective in reaching now – 20s and 30s
- The best way to strengthen and encourage existing congregations
- The best way to bring new ideas to Presbytery.
- The best way to surface new and creative leaders in Presbytery.
- The best way for us to do what Jesus asks us to do, “Go, therefore . . .”

2/3rds of God is “Go!”

Let’s Act Now!

(Note: Appendices are found in the minutes of Presbytery for February 26, 2008.)

Amended by replacement 2/26/08

[End]

CONGREGATIONAL LIFE TEAM

CL-1 Policy Guidelines for Self-Study Process

- I. Introduction
- II. General Assumptions
- III. Guidelines for the Presbytery Self- Study Sub-Committee
- IV. Guidelines for the Session and its Clerk
- V. Guidelines for the Congregational Self-Study Committee

I Introduction

The Congregational Life Ministry Team (CLMT) understands that there are at least three distinct reasons exist why congregations will engage in self-study. These reasons are Interim period entered, healthy congregational adjustments or redirection desired, and the congregational transformation process. In each case, those who enter into a congregational study must realize that they must do so with both great humility and care. This is because the subject of your work is a community of faith filled with people whose lives must be treated with both love and respect.

A good congregational study is one which seeks to undertake a process which will be a disciplined examination of a congregation. “This study should expect to find various patterns and structures that lie seemingly beneath unrelated issues. To evaluate the various successes and failures in their life as a community of faith and to try and discover the elements of strength which held them together until this point.”³

“In this analysis, we must also understand that this may expose some areas which we do not like about our congregation and in truth is painful to us.”⁴ In spite of the painful nature of what we discover we must be faithful to expose these revelations in a constructive fashion, which will allow both the leadership and congregation to react and to address them.

Our reasons may vary for undertaking a self-study but the overall goal is the preparation of a congregation in her ability to better serve the call of Christ in her community. It is to this end that we invite you now to heed the call given to Timothy by the apostle Paul when he wrote: “Study to show thyself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth.” 2Timothy 2:15 NKJV

Your study therefore, is an important work of your church approved unto God, in the many ways in which your congregation can improve her service in your community.

II General Assumptions

In the introduction we spoke of three reasons for a self-study and each reason has within itself a different set of assumptions to explore. Your task is to explore these assumptions and choose one or more which best fits your starting point and frame of reference.

The reason of Interim Period entered carries with it two distinct assumptions; a.) That we must do this because the Presbytery says we cannot form a Pastor’s Nominating Committee (PNC) until it is done and b.) we must do this fast, quick and in a hurry so that we might get on with calling a minister. Our Church needs a Pastor, we need a leader.

³ Nancy T. Ammerman, Jackson W. Carroll, Carl S. Dudley, William McKinney...[et al.] Studying Congregations A New Handbook Nashville, Abingdon Press, 1998. p11

⁴ Ibid. p11

We would add to these assumptions also by stating in this interim period when the church is without pastoral leadership that lack is not due to pastoral retirement. It is suggested that a congregation or pastor knowing retirement is near start a self-study six months to a year before retirement. This concept of retirement would place the church in a position of redirection as opposed to the discussion below in interim period self-study.

Assumption a: We must do this because Presbytery says we cannot form a PNC until it is done.

“Congregational Life Ministry Team: Prior to the election of a Pastor Nominating Committee (PNC), a representative from the Congregational Life Ministry Team (CLMT) will consult with your Session about completing a self study.”⁵

Yes, it is true that the presbytery affirms that your congregation needs to do a self-study before a PNC can be formed and it is for these reasons:

In this interim period when a pastor resigns or is called to glory, the church is hurting in a sense, Presbytery uses this period as a time to heal or mourn the loss and to help a church step back to re-evaluate the life, mission, and ministry of a congregation.

“It is important to keep in mind that a change in pastoral leadership generates strong feelings in the congregation, about the pastor leaving, about past activities in the church, about the effect of transition, and about the future of the congregation.”⁶ All of these issues most find some time to be aired, reviewed, and addressed by both the leadership and congregation.

Assumption b: We must do this fast, quick and in a hurry so that we might get on with calling a minister. Our Church needs a Pastor, we need a leader.

We feel this assumption of speed in order to move the process along to get to the end result of finding a leader or calling a pastor is wrong. We need to reaffirm that what we are doing is an important part of the will and work of God within our congregation and it is good for our health as a congregation. We must also affirm that it is important to fully understand who you are as a congregation of people and where you believe the direction, God is calling your congregation into. This direction which can be discovered in a self-study and will enable the future PNC to ask the right questions of any potential ministerial candidate. It is our hope by taking the time to do a good self-study you will be able to create a better match with ministers to congregations in the calling process.

It shall be the position of the Congregational Life Ministry Team to support the use of an **intentional interim pastorate**, through your Committee on Ministry representative.

It is the intention of presbytery that they will work with you in the identification of an interim pastor, and your understanding of the possibilities for an interim ministry in your church.

⁵ Presbytery of Detroit Committee on Ministry, Guidelines for Interim Period, Detroit Presbytery, revised 6/2003. p 6.

⁶ Ibid. p.5

We believe that the true first move of COM ought to be helping a congregation to establish stability and secure pastoral leadership through the interim process and that the clock ought to start within two weeks of Session notice that the minister is leaving a congregation and the process ought to be secured within 60 days after the minister is lost.

“Basically, the interim pastor provides leadership to help the congregation continue its ministry, rediscover and renew its resources, and prepare for a new pastor. The interim pastor is not a caretaker, but rather the interim pastorate, is an intentional ministry with the following minimum tasks we find supportive of a self-study process:

- helping your congregation and Session come to terms with history, including understanding and valuing where the congregation has been;
- helping your congregation and Session to discover a new identity, congruent with but no longer defined by the past;
- facilitating shifts of power, authorizing persons and processes in ways appropriate to the new situation;
- building commitment to new leadership and to a new future, developing a shared vision and working relationships with each other and with new pastors.

(From Mead, The Developmental Tasks of a Congregation in Search of a Pastor).”⁷

All of these tasks will be a part of the discovery made by such a disciplined self-study and the leadership of an **intentional interim pastor** will enable the Session to review, react and address

issues of importance but will also provide the congregation with the stability to sustain the ministry with both vim and vigor while the search process goes on. Therefore, the need to rush this self-study process with an intentional interim pastor in place should not trouble your congregation nor defeat the concept of ministry in your community.

The second reason for self-study was healthy congregational adjustments or redirection. The word healthy is not a statement of the congregational condition, but of the state of the leadership’s condition, in their understanding that every church needs to take some time to evaluate the ministry in the life of a congregation.

The general assumption here is that the evaluation of the internal life of the congregation, the various programs and ministries of the church without consideration to the community around your congregation in this we have failed.

The direction for such a self-study needs to include not only your community of faith but how that community interacts with the general community at large. The self-study needs to include and understanding of the general needs of the community at large. This is not done by our normal method of saying that we live here and know what the community wants. The reality of the past is that we have done just that and have nothing to show for it.

⁷ Ibid. p7.

In order to discover what the community at large needs you must engage the community by asking them. Jesus commanded his disciples in Matthew and Mark to “Go into all the world...” Therefore you must at least enter your own community and achieve two things while you are out there a sample of something new or a confirmation of what you thought was needed as a concern of your community. The result of your efforts is that you will effectively announce the presence of your congregation in the community at large.

The evaluation of both in and out added together will aid the process, and determine the level of ministry that will be most effective in both how you see your selves and what you are able to provide in your community.

The third reason for a congregational self-study is the congregational transformational process. This carries with it three clear assumptions and many hidden reasons in which to engage in the process. We will investigate the assumptions and time will reveal the hidden reasons.

Assumption one: your external community is caught in an ethnic and cultural change. The second assumption: your internal community is aging, dying and the support of the ministry is in jeopardy and you are unsure of what to do. There is also a third possibility assumption one and two are at work in your church at the same time.

If this is your reason for the study, either external or internal change is taking place and a self study will help you and your congregation discover direction. This process will enable you to address the issues or challenges your congregation must realistically face and conclude before your congregation is able to call a minister. This will be the job of both your **intentional interim pastor, and the work of Presbytery with your Session.**

III. Guidelines for the Presbytery Self-Study Sub-Committee.

Your task is to aid in the oversight process and to provide information to our congregations on how to do a self-study. Your role will be to set up a meeting and send representatives to meet with Sessions or congregational self-study committees. You will act as an enabler by recruitment of two persons on the committee for contact, information disbursement and encouragement. You will train these persons in how this work is done and adopt at least one onto the presbytery level self-study committee. This process will enable other churches in the presbytery to have help from someone who has been through the process and will train their replacement.

Your role will be to read and evaluate the document and to provide Presbytery with both personal and written observations to enhance the effectiveness of the total process.

This committee will work with the interim ministry committee of COM in an effort to provide direction from the study process. This will aid the process by giving the interim minister goals to achieve which can be measured. Those aspects which need addressing can then be addressed before the process of calling a Pastor into a broken or divided congregation, or into a misinformed and ill prepared interview on an unenlightened situation could happen. Your reason

for being is to aide in the process of preparing congregations and Sessions for the process of doing ministry in a community.

IV. Guidelines for the Session and its Clerk

Whenever, for any reason a self-study is needed and you desire the assistance of the Presbytery of Detroit, call the presbytery office to request that someone from the committee be assigned to your congregation. Leave the important information of who to contact and the best time in which to make that contact.

A self-study committee member will then respond to set-up a meeting with either your session or your self-study committee. It is suggested that the sooner you get the meeting established the faster you will be able to begin the process.

The Session will be charged to provide a budget that the local self-study committee will be able to use to perform its task and to print the results.

V. Guidelines for the Local Self-Study Committee

This committee shall be responsible for the collection of, assimilation of and distribution of the self-study information. This committee shall consist of between five and seven members plus an active Session elder. This committee will be asked to meet with the presbytery self-study committee representatives and elect for themselves a moderator, vice moderator, and clerk for this committee.