

Manual of Administrative Operations
of
The Presbytery of St. Andrew

a middle council of the Presbyterian Church (U.S.A.)

***** Revisions as of May 6, 2014 *****

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Section I – Mission of the Presbytery of St. Andrew

1.01.00 PREAMBLE (adopted 1986)

- 1.01.10 As a part of the Kingdom of God, the Church Universal, and the Presbyterian Church (USA), the Presbytery of St. Andrew acknowledges that Jesus Christ is Lord and head of the Church, which is His body, and seeks to enable and encourage its member churches and ministers to present the gospel to a lost world and seeks to sustain the persons of such churches in a vital relationship with Jesus Christ and with each other.
- 1.01.20 And, as the Presbytery of St. Andrew is in the world but not of the world, it is called upon by its Lord and Savior to reach out to those who are in need, and when necessary to express its witness concerning economic, political, and social justice.
- 1.01.30 And, in response to the commission of its Lord and Savior, the Presbytery confirms its strong interest in support of the global mission to make disciples of all nations in order that such persons may not only have the hope of eternal life but be a part of the Kingdom of God while it is present on earth.

1.02.00 MISSION STATEMENT (adopted 2009)

- 1.02.10 In joyful response to the Grace of God shown to us in Jesus Christ our Lord and Savior, we the teaching elders and congregations of the Presbytery of St. Andrew make it our mission to bear witness to the presence of Jesus Christ through the Presbyterian Church (U.S.A.) within our geographic bounds.

1.03.00 GOALS (adopted 2009)

- 1.03.10 To be a presbytery:
- characterized by the vitality of:
- thriving congregations both large and small.
 - effective pastoral relationships in every congregation.
 - teaching elders and congregational members whose faith is growing, and who are biblically, theologically, and ecclesiastically knowledgeable.
 - significant communal relationship among ministers and congregations, and healthy interactions with the larger church.
- that is actively engaged in mission through:
- participation in global mission efforts such as Living Waters for the World, Presbyterian Disaster Assistance, mission partnerships.
 - an active, affordable, and financially stable camping ministry.
 - effective outreach to students on the college and university campuses in our bounds.

Section II – Bylaws and Special Rules of Order

2.01.00 THE PRESBYTERY

- 2.01.10 The Presbytery shall be known as the Presbytery of St. Andrew, Presbyterian Church (U.S.A.), Inc. hereinafter, “the Presbytery.” The Presbytery of St. Andrew is a council of the Presbyterian Church (U.S.A.). The most recent edition of the *Constitution of the Presbyterian Church (U.S.A.)* governs this Presbytery, and supersedes any provision of this Manual of Administrative Operations (Manual) which in any way contradicts it.
- 2.01.20 The Presbytery of St. Andrew is the successor to the Presbyteries of St. Andrew (PCUS) and Mississippi (UPCUSA), effective January 1, 1986.
- 2.01.30 The geographical jurisdiction of the Presbytery of St. Andrew shall consist of all the following counties in the state of Mississippi: Alcorn, Benton, Bolivar, Calhoun, Carroll, Chickasaw, Choctaw, Clay, Coahoma, DeSoto, Grenada, Itawamba, Kemper, Lafayette, Leake, Lee, Leflore, Lowndes, Marshall, Monroe, Montgomery, Neshoba, Noxubee, Oktibbeha, Panola, Pontotoc, Prentiss, Quitman, Sunflower, Tallahatchie, Tate, Tippah, Tishomingo, Tunica, Union, Washington, Webster, Winston, Yalobusha, and the vicinity of McCool in Attala County.

2.02.00 MEMBERSHIP

- 2.02.10 The Presbytery “is composed of all the congregations and teaching elders within [its bounds]” (G-3.0301). When the Presbytery meets, all congregations may be represented by a ruling elder duly elected and commissioned by its session. Congregations of 500 or more Active Members may be represented by two ruling elders, and congregations of 1,000 or more Active Members may be represented by three ruling elders.
- 2.02.20 Each teaching elder, unless Honorably Retired, and each congregation by means of its ruling elder commissioner(s) shall be required to attend every stated meeting of the Presbytery, or shall present acceptable reason to the Presbytery through the stated clerk for absence, late arrival, or departure before adjournment. They may then be granted excused absences by the Presbytery.
- 2.02.25 The Presbytery’s officers and other members of the Presbytery’s Administrative Board who are ruling elders as well as ruling elders currently commissioned to particular pastoral service shall be enrolled as members with voice and vote for the duration of their terms of office, consistent with *Book of Order* G-3.0301.
- 2.02.30 Any of the following, if not commissioners to the Presbytery, shall be automatically admitted as corresponding members with voice, but without vote: the moderators or duly appointed spokespersons of any standing committee, commission, or task force; any executive or duly appointed spokesperson from the Synod of Living Waters or the General Assembly; certified educators of the Presbytery’s congregations; teaching elders of any other presbytery or Christian Church who are serving in temporary pastoral relationships in congregations of the Presbytery; Inquirers, Candidates, or Commissioned Ruling Elders who are serving in pastoral relationships in the Presbytery, and members of the program staff of the Presbytery.
- 2.02.40 Teaching or ruling elders from any other presbytery or Christian Church body may be invited to sit as corresponding members with voice but without vote by the affirmative vote of a majority of those present and voting.

2.03.00 MEETINGS

- 2.03.10 Stated meetings shall ordinarily be held on the second Tuesday in the months of February, May, and October of each year, at locations approved by the Presbytery's Administrative Board. The times of stated meetings may be altered by the Presbytery's Administrative Board provided that notice is received at least thirty days in advance.
- 2.03.20 The moderator of the Presbytery may, in an emergency, convene the Presbytery by written notice at a time and place different from that previously designated by the body.
- 2.03.30 Special meetings may be called by the Moderator, and the Moderator shall call a meeting when requested in writing by at least two of its teaching elders and two ruling elders, the ruling elders being of different congregations.
- 2.03.40 A quorum of the Presbytery shall be three minister members and three elder commissioners, the elders being of different congregations (*Book of Order* G-3.0304).

2.04.00 RULES OF PROCEDURE

- 2.04.10 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Presbytery in all cases to which they are applicable and in which they are not inconsistent with the Constitution of the Presbyterian Church (U.S.A.), these bylaws and any special rules of order the Presbytery may adopt. Commissions shall follow the rules of order for "Boards," and may follow the modified rules for "Small Boards" when composed of no more than about a dozen members.
- 2.04.20 Amendments to this *Manual* may be made at any stated or special meeting of the Presbytery provided that the proposed amendment is: 1) presented to the Presbytery's Administrative Board in sufficient time to be docketed for the meeting at which it is to be considered, and 2) mailed with the notice of the meeting at least ten days in advance. Sections I and IV (Mission Statement and Standing Rules) may be amended by a majority vote. Amendments to Sections II and III (Bylaws, Special Rules of Order, and Policies) require a two-thirds vote.
- 2.04.30 Special Rules of Order may be temporarily suspended by a vote of two-thirds of those present and voting at any stated or special meeting of the Presbytery. Standing Rules may be temporarily suspended by a majority vote of those present and voting at any stated or special meeting of the Presbytery.
- 2.04.40 The Appendices to this *Manual* may be amended by the Presbytery's Administrative Board at its discretion except where noted in the body of any particular appendix.
- 2.04.50 Dockets for all stated and special meetings of the Presbytery shall be prepared by the Presbytery's Stated Clerk in consultation with the Administrative Board.
- 2.04.60 The Presbytery of St. Andrew authorizes its commissions, committees, boards, and agencies to meet via video conference, teleconference, or by other electronic means whenever the moderator of said entity believes that such meeting will best serve the needs of its members, provided that the technology employed allows for simultaneous aural communication among all participants.

Any entity may adopt its own procedural rules for the orderly conduct of business when such electronic means are employed.

2.04.70 Presbytery's Administrative Board is authorized to approve minutes of the Presbytery's meetings, unless the Presbytery makes another provision for the approval of its minutes for any particular meeting.

2.04.80 Bills and Overtures

All overtures to Presbytery, when received by the Stated Clerk of the Presbytery, will be immediately referred to a Bills and Overtures Committee, which will be convened when needed by the Executive Presbyter, and then shall elect its own moderator for the duration of the matter under consideration.

The Bills and Overtures Committee, when so convened, shall be composed of the current commissioners to the General Assembly, the commissioners-elect to the General Assembly, the current Moderator of the Presbytery, and the Moderator-elect of the Presbytery. In addition, the Executive Presbyter shall be a member *ex officio* and without vote.

2.04.85 Special Rules Related to the Conduct of Business

Items of new business at stated meetings must be delivered to the Stated Clerk in writing prior to the adoption of the docket, and no new business is permitted at called meetings.

Debate on motions is limited to five minutes per speaker.

Materials to be projected (documents, videos, PowerPoint presentations, etc.) require the approval of the Presbytery while in session, and must be delivered to the Stated Clerk no later than 24 hours prior to the meeting. Such items, if noted in entity reports in the presbytery packet, are approved by adoption of the docket.

2.04.90 Rules for Debate on Proposed Amendments to the Constitution

Voting members and commissioners will sit in a designated area during this portion of the meeting.

All discussion and debate will remain decorous and be offered in the context of the ultimate unity we share in our common faith in Jesus Christ. We covenant not to attack the character of others or to question the integrity of their faith.

The entire period of debate on all amendments will last no longer than 90 minutes.

Those who wish to speak either "for" or "against" any amendment will line up at the predetermined "for" or "against" locations. No person may speak more than once on any amendment, and each speech may last no longer than two minutes. The moderator will alternate between the "for" and "against" locations when speakers from both sides wish to be heard.

2.05.00 OFFICERS AND STAFF

2.05.10 Moderator: At the October Stated Meeting, the Nominations Committee shall present a nomination and the Presbytery shall elect a Moderator for the calendar year following, who shall be formally installed at the February stated meeting. In the event of the resignation or death of the Moderator or the inability of the Moderator to serve, the Presbytery shall be convened and

moderated by the most recent past Moderator who is able to attend, and if appropriate, the Nominations Committee shall nominate an individual to complete the unexpired term. The Moderator shall serve *ex officio* on Presbytery's Administrative Board with voice and vote.

- 2.05.15 Moderator-Elect: At the October Stated Meeting, the Nominations Committee shall present a nomination and the Presbytery shall elect a Moderator-Elect for the calendar year following, who shall ordinarily be nominated for election as Moderator the following October. The Moderator-Elect shall serve *ex officio* on Presbytery's Administrative Board with voice and vote.
- 2.05.20 Stated Clerk: The Stated Clerk, who may be the Executive Presbyter, shall be elected by the Presbytery upon nomination by the Presbytery's Administrative Board for a three year term and may be elected to successive terms. The duties of the Stated Clerk shall be described in a job description approved by the Presbytery's Administrative Board which shall be included in the appendices of this Manual. The salary and expenses for the office shall be determined annually by the Presbytery. The Stated Clerk, who shall ordinarily be the Parliamentarian of the Presbytery, shall serve *ex officio* on Presbytery's Administrative Board with voice and vote.
- 2.05.25 Recording Clerk: The Recording Clerk, who may be a member of the Presbytery's staff, shall be elected for a three year term by the Presbytery, upon nomination by the Stated Clerk, and shall assist the Stated Clerk in the recording and preparation of the minutes.
- 2.05.30 Treasurer: The Treasurer, who may be the Executive Presbyter, shall be elected by the Presbytery upon nomination by the Presbytery's Administrative Board, for a three year term and may be elected to successive terms. The duties of the Treasurer shall be described in a job description approved by the Presbytery's Administrative Board which shall be included in the appendices of this Manual. The salary and expenses for the office shall be determined annually by the Presbytery. The Treasurer shall serve *ex officio* on Presbytery's Administrative Board with voice and vote.
- 2.05.40 Trustees: The Presbytery, being incorporated under the laws of the State of Mississippi, shall meet as a corporation concurrently with the February stated meeting of the Presbytery for the purpose of electing Trustees and transacting any other necessary business. There shall be six Trustees of the corporation, elected for three year terms, with two Trustees for each class. One Trustee shall be elected as President, and another as Vice-President. The Treasurer of the Corporation shall be the Presbytery's Treasurer, who shall also serve as the Secretary of the Corporation. The Trustees shall receive title to all real properties held by the Presbytery and shall hold, handle, administer, and dispose of such real properties as may be determined by the Presbytery of St. Andrew.
- 2.05.50 Executive Presbyter: There shall be an Executive Presbyter who shall be a teaching or ruling elder, who is called by the Presbytery. The Executive Presbyter shall be the Chief Administrative Officer of the Presbytery, and shall serve as its Head of Staff. The Executive Presbyter is accountable to the Presbytery through its Administrative Board, for the implementation of decisions and matters of strategy, program, and resources. The specific duties of the Executive Presbyter shall be described in a position description approved by the Presbytery's Administrative Board which shall be included in the appendices of this Manual.
- 2.05.60 Associate Executive Presbyters: Associate Executive Presbyters are teaching or ruling elders called by the Presbytery to work in the accomplishment of the Presbytery's mission. Associate Executive Presbyters are accountable to the Presbytery through its Administrative Board, and are directed in their work by the Executive Presbyter. The duties of all Associate Executive

Presbyters shall be described in position descriptions approved by the Presbytery's Administrative Board which shall be included in the appendices of this Manual. Presbytery's Administrative Board shall also develop a process for calling such individuals and for their terms of employment for the Presbytery's approval in advance of any search process.

2.05.70 Staff Associates: Staff Associates are teaching or ruling elders who are employed part-time by the Presbytery through its Administrative Board upon recommendation of the Executive Presbyter.

2.05.80 Directors: Directors are Program Staff Members who are employed either part-time or full-time by the Presbytery through its Administrative Board upon recommendation of the Executive Presbyter in consultation with Presbytery's entities with which they will work. They are accountable to the Presbytery's Administrative Board through the Executive Presbyter, who shall determine their specific duties and supervise their work. The duties of all Directors shall be described in position descriptions approved by the Presbytery's Administrative Board which shall be included in the appendices of this *Manual*.

2.05.90 Office and Support Staff: The Presbytery's Administrative Board shall determine, upon recommendation of the Administration and Stewardship Committee and in consultation with the Executive Presbyter, the need for office staff sufficient to ensure the operation of the Presbytery. Position descriptions for all such positions, whether exempt or non-exempt, shall be approved by the Presbytery's Administrative Board and shall be included in the appendices of this Manual. The Executive Presbyter shall be responsible for employing Office and Support Staff, and shall be accountable to the Presbytery's Administrative Board for their work.

2.06.00 ORGANIZATION

2.06.10 Committees and Commissions: the mission of the Presbytery shall be accomplished through the work of its committees and commissions. It is expected that each teaching elder of the Presbytery, whether engaged in a validated ministry or a member at large, will serve on at least one standing committee or commission. Honorably Retired teaching elders and ruling elders in congregations of the Presbytery are also particularly encouraged to consider volunteering their time and talents to the Presbytery's committees and commissions.

2.06.20 Terms of Service: Members of standing committees and commissions are elected by the Presbytery upon nomination by the Nominations Committee for three year terms with one third of the committee or commission being elected each year. Nominations from the floor shall be accepted provided the individuals are qualified to serve and have agreed to serve if elected. Terms begin on January 1, except that the Nominations Committee shall seek to fill vacancies by placing names in nomination at any meeting. Such members, when elected, begin their term of service immediately upon election. Individuals may not serve for more than six consecutive years on any standing committee or commission, unless they are serving ex officio as members of the Presbytery's staff. Additionally, the process for election of members and moderators of the Nominations Committee and the Permanent Judicial Commission and their terms of service are described separately.

2.06.25 Moderators: Moderators of standing committees and commissions (except as noted above) shall be elected annually by the Presbytery upon nomination by the Nominations Committee. Moderators shall not serve for more than two consecutive one year terms.

- 2.06.30 Commissions are entities of the Presbytery that are empowered to consider and conclude matters referred to them in accordance with G-3.0109 of the *Book of Order*. Commissions are required by the above provision to be composed of teaching and ruling elders “in numbers as nearly equal as possible.” Any ex officio member of a commission who is not a teaching or a ruling elder shall therefore have voice but not vote.
- 2.06.40 Standing commissions of the Presbytery are the following: Administrative Board (membership varies), Permanent Judicial Commission (7 members), Commission on Ministry (18 members), and Commission on Preparation for Ministry (9 members).
- 2.06.50 Committees are those deemed necessary by the Presbytery to organize, coordinate, and carry out its ecclesiastical responsibilities and mission program. Except as noted herein, Standing Committees report to the Presbytery through its Administrative Board, which has authority to modify their recommendations.
- 2.06.60 The Standing Committees of the Presbytery are: Administration and Stewardship (9 members); Camps and Conferences (12 members); Campus Ministry (9 members); Education, Worship, and Nurture (9 members); Evaluation (6 members); Evangelism and Church Development (12 members); Governing Body Relations (9 members); Missions (12 members); Nominations and Representation (9 members).
- 2.06.65 Special Administrative Commissions are commissions appointed by the Presbytery in accordance with G-3.0109 of the *Book of Order* for any of the purposes stated in that section. They are composed of not fewer than five teaching and ruling elders, and cease to exist when the matters for which they were created have been concluded.
- 2.06.70 Special Committees are committees or sub-committees formed to accomplish specific tasks. They may be created by the Presbytery or any of its Standing Committees or Commissions, and the membership and term of service shall be determined by the appointing body, except that the moderator of any Special Committee shall be a member of the appointing body. Special Committees are accountable to and work at the sole direction of their appointing body.

2.07.00 PRESBYTERY’S ADMINISTRATIVE BOARD

- 2.07.10 Presbytery’s Administrative Board is responsible for the overall operation of the Presbytery of St. Andrew, and for the coordination of its work. The Administrative Board shall serve as the Employing Agency for Staff Associates, Directors, and Office and Support Staff.
- 2.07.20 Composition: All members of the Administrative Board serve ex officio with voice and vote except as noted in this section and section 2.06.30 above. The Nominations Committee shall nominate and the Presbytery shall elect a Moderator of the Administrative Board annually, who shall become a member of the Administrative Board who shall serve no more than two consecutive terms. The Stated Clerk of the Presbytery shall be a member of the Administrative Board and shall serve as its Secretary. Additional members of the Administrative Board shall be the following: The Moderators of all standing committees and of the commissions on Ministry and Preparation for Ministry, the Moderator of Presbytery, the Moderator-Elect of Presbytery, the Executive Presbyter, any Associate Executive Presbyters, the current Moderator of the Presbytery’s Presbyterian Women, and sufficient At Large members to ensure that the Administrative Board is composed of teaching and ruling elders in numbers as nearly equal as possible.

- 2.07.30 Operations: The Administrative Board shall meet a minimum of three times each year, at least three weeks prior to each Stated Meeting of the Presbytery. A quorum shall be a majority of its voting members. It shall hear reports from the Presbytery's Committees and Commissions, and shall give direction to the Stated Clerk regarding development of the docket for Stated Presbytery Meetings. The Administrative Board, through the Administration and Stewardship Committee, shall develop and recommend to the Presbytery an annual budget, including a recommendation for an annual per capita assessment to cover the Presbytery's ecclesiastical expenses.
- 2.07.40 Personnel Committee: The Administrative Board shall maintain a Personnel Committee which shall be composed of the moderator of the Administrative Board who shall serve as its moderator, and the moderators (or their designees) of the following: Evaluation Committee, Commission on Ministry, Missions Committee, Camps and Conferences Committee, Administration and Stewardship Committee. The Personnel Committee shall be responsible for an annual performance review of all paid Officers and Staff to be completed between August 1 and the end of the third week in August. As Head of Staff, the Executive Presbyter shall be a member of this committee, except for the purpose of its annual evaluation of the performance of the Executive Presbyter. The Personnel Committee shall make recommendations for any changes in terms of employment or terms of call, including modifications of Position Descriptions, to the Administrative Board.
- 2.07.50 Through its Personnel Committee, the Administrative Board shall regularly review and give advice on the role of the Executive and Stated Clerk on the presbytery's various committees, commissions, and boards to ensure that within our bounds "Ecclesiastical jurisdiction is a shared power, to be exercised jointly by presbyters gathered in councils" (*Book of Order*, F-3.0208).

2.08.00 COMMISSION ON MINISTRY

- 2.08.10 *to be added*

[note: former section 3.6.10 remains in force and effect until the adoption of a new 2.08.00]

- 3.6.10 In accordance with G-11.0502h of the [2009-2011] *Book of Order*, The Committee [Commission] on Ministry of the Presbytery of St. Andrew is granted authority "to find in order calls issued by churches, to approve and present calls for services to ministers, to dissolve the pastoral relationship in cases where the congregation and pastor concur, to grant permission to labor within or outside the bounds of the presbytery, and to dismiss ministers to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the presbytery."

2.09.00 COMMISSION ON PREPARATION FOR MINISTRY

- 2.09.10 In the Reformed tradition, a "call to ministry" is understood as a "call to prepare." Consequently, those who wish to enter a period of discernment concerning such a call, and those wishing to prepare for ministry as a Teaching Elder or Commissioned Ruling Elder will do so under the direction of the presbytery's Commission on Preparation for Ministry (CPM). The relationship between these persons, their congregations and sessions, and the presbytery is a significant

covenant relationship.

2.09.20 In accordance with G-2.06 of the *Book of Order*, the Commission on Preparation for Ministry (CPM) is granted authority to consult with, coordinate, examine, and enroll persons as Inquirers concerning ordered ministry as Teaching Elders; to consult with, coordinate, examine and recommend Inquirers to the presbytery to become Candidates for ordered ministry as Teaching Elders; and to consult with, coordinate, examine, and recommend ruling elders as Candidates for ministry as Commissioned Ruling Elders (CRE). Implicit in this authority is the supervision of the specific educational preparation processes used to develop persons for ministry in the presbytery.

2.09.30 Inquiry Phase.

- A. Purpose The purpose of the Inquiry phase is to allow persons believing they may be called to ordered ministry as teaching elders to explore the call communally with their session, congregation, and the CPM. The focus of this phase is to allow Inquirers, sessions, congregations, and the CPM to make an informed decision about the Inquirer's suitability for ordered ministry. (G-2.0601) [NOTE: A successful outcome of the Inquiry phase is finding the Inquirer's proper area(s) of Christian ministry, whether or not it means continuing in further preparation as a Candidate for ordered ministry as a teaching elder.]
- B. Sessions Persons wishing to become Inquirers will complete the application forms supplied by the CPM, and these persons will present the forms to the session of the congregation where they have been active in the worship and work for at least six (6) months (G-2.0602). Sessions will consult with potential Inquirers about their sense of call, their observed Christian deportment, and their gifts and abilities for ministry the sessions have observed during the person's involvement with the congregation. When a session concurs with a person's request to become an Inquirer, it will grant him/her an endorsement to proceed in the process with the CPM. Sessions will complete the written endorsement and will appoint a session member as the session liaison with the potential Inquirer.
- C. CPM Once the session has granted an endorsement, the potential Inquirer will forward the completed forms to the CPM. The CPM will schedule a consultation with the persons as soon as practical. If, after the consultation, the CPM grants the person "Inquirer status," a time of profound covenant relationship begins. The CPM will appoint a CPM liaison with the Inquirer to explain the process of Inquiry, to act as a contact person with the Inquirer, and to serve as an advocate for the Inquirer. The CPM will meet periodically (at least annually) with each Inquirer, and it may require Inquirers to complete actions and activities designed to assist them in their personal and professional development, refinement of the sense of call, and the maturing of their Christian faith and devotion.
- D. Goals and Outcome Ultimately, the essential question to be answered during the Inquiry phase is: Does the overall experience of the Inquiry phase point toward a future in the ministry of Word and Sacrament for the Inquirer, or do his/her gifts and motivations suggest a better fit with other ministries in the church? Following the Inquiry phase, persons desiring to continue preparing for ordered ministry as teaching elders may request to become Candidates. Indications that the Inquirers may be suitable for ministry and continue into the Candidate phase include:
 1. The ability to articulate an understanding of Christian vocation in the Reformed tradition and how it relates to his/her sense of call.

2. The ability to express his/her personal faith in a manner that demonstrates an understanding of the Reformed tradition.
3. The ability to expound upon at least one concept from his/her personal faith statement at greater depth explaining what it suggests about God, humanity, and their interrelationships.
4. The ability to explain what it means for him/her to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church.
5. The ability to discuss his/her personal and cultural background as it relates to the ministry of Word and Sacrament, including a concern for maintaining personal spiritual, physical, and mental health. Inquirers should be able to relate their own personal cultural location to changes in American society and its increasingly multicultural character.
6. The ability to express his/her understanding of the tasks teaching elders perform, including expression both of his/her specific gifts for this particular ministry and of areas in which further growth is needed.
7. The ability to express how their personal deportment is related to their spiritual and professional life.

2.09.40 Candidacy Phase

- A. Purpose The decision to move a person from the Inquiry phase to the Candidacy phase is reserved to the presbytery itself, and it indicates a positive communal discernment of the person's suitability for ordered ministry as a teaching elder. Therefore, the primary purpose of Candidacy is to provide for the Candidate's "full preparation" for ministry and formal assessment of his/her "fitness and readiness for a call to ministry requiring ordination" as a teaching elder (G-2.0604). When the presbytery enters into the Candidacy phase with a Candidate, the expectation is established that once preparation is completed the person will find a call to the ministry of Word and Sacrament.
- B. Sessions Inquirers desiring to enter the Candidacy phase will notify the CPM, and will complete the application form(s) required by the CPM. The Inquirer's session will consult with him/her, review the evidence of the Inquiry phase, and will endorse the potential Candidate to the presbytery when it concurs with the request. Sessions will complete the written endorsement and will appoint/reappoint a session member as the session liaison for the potential Candidate. [NOTE: If a session is uncertain about whether an Inquirer's gifts are suitable for the ministry of Word and Sacrament, the Inquirer needs to continue in the Inquiry phase rather than establish false expectations by prematurely being moved to Candidacy!]
- C. CPM When the session has granted an endorsement, the potential Candidate will forward the completed forms to the CPM. The CPM will consult with the person as soon as practical. If, after the consultation, the CPM agrees with the person's request for "Candidate status," it will recommend the action to the presbytery. Upon the approval of the presbytery for "Candidate status," the CPM will appoint/reappoint a CPM liaison with the person. The CPM will meet periodically (at least annually) with each Candidate, and may require Candidates to complete actions and activities designed to assist them in their personal and professional development, refinement of the sense of call, and the maturing of their Christian faith and devotion.
- D. Presbytery The presbytery will receive the report and recommendation(s) of the CPM for each potential Candidate and will examine each Candidate in person with respect to his/her Christian faith and deportment, forms of Christian service undertaken, and motives

for seeking the ministry of Word and Sacrament. If the examination is sustained, the presbytery will receive the Inquirer as a Candidate by proposing the following questions to the Candidate:

1. Do you believe yourself to be called by God to the ministry of the Word and Sacrament?
2. 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?
3. Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?
4. 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 may be given, the Candidate's name will be recorded on the presbytery's roll of Candidates, and the proceedings closed with prayer.

E. Length of Phases Normally, the phases of Inquiry and Candidacy will continue for a period of no less than two (2) years, including at least one (1) year as a Candidate. The phase of Candidacy continues until the Candidate receives an approved call and is examined and ordained, or until the candidate's name is removed from the roll of candidates in accord with G-2.0609. [NOTE: The length of the phases may be altered or waived by a three-fourths (3/4) vote of the presbytery. In the case where the length of Inquiry or Candidacy is altered or waived by the presbytery, "a full account of the reasons for exception" will be included in its minutes and communicated to any other presbytery to whom the person may be transferred either as an Inquirer/Candidate or in relation to receiving a call to ministry requiring ordination as a teaching elder (G-2.0610).]

2.09.50 Completion of Candidacy, Final Consultation, and Certification of Readiness for a Call

- A. To certify a Candidate as ready for examination for ordination as a teaching elder, the CPM will conduct a final consultation with him/her with regards to the evidences of readiness in G-2.0607. In addition, the Candidate will:
1. Communicate plans for continuing study and growth.
 2. Express theological views compatible with the confessional documents of the Presbyterian Church (USA).
 3. Express understanding of the meaning of the questions required for ordination (W-4.4003) informed by knowledge of the church in diverse settings.
 4. Express commitment to the ministry of the Word and Sacrament within the discipline of the Presbyterian Church (U.S.A.) with personal maturity, spiritual depth, and a capacity to respond to the needs of others, including colleagues in ministry.
 5. Present a written sermon, together with a description of the contemporary need to which it was addressed and an exegetical interpretation of the biblical material out of which the sermon arose. This sermon shall be preached before the CPM.

When conducting the final consultation with each Candidate to determine if he/she is ready to seek a call, the CPM will give attention to, and prepare the Candidate for, some common issues faced in one's first-call:

1. Continuing development of one's self-understanding in the role of pastor.

2. Understanding the congregation he/she will serve in terms of its history, ethos, programs, and status in the community, and in relation to the denomination.
 3. Establishing an appropriate pastoral relationship style for the specific ministry context.
 4. Dealing with conflict that may emerge in the congregation or ministry setting.
- B. The CPM's decision to certify a Candidate "ready for examination for ordination, pending a call" is based on prayerful reflection, review of the covenanted goals negotiated with the Candidate, and on their mutual discernment that he/she has adequately prepared for the ministry of Word and Sacrament by developing his/her personal gifts for ministry in response of that call.
1. The certification of readiness for a call will be adopted by a vote of the CPM, and this action will be reported to the presbytery.
 2. As the candidate pursues a first call, the presbytery continues to provide "support, guidance, and evaluation." The CPM will assist in this ministry as requested by the COM.

2.10.00 PERMANENT JUDICIAL COMMISSION

- 2.10.10 Permanent Judicial Commission: The Presbytery shall elect seven persons: four elders and three ministers, who shall be elected in three classes for six year terms in accordance with D-5.0100 of the *Book of Order*. Moderators are elected for two year terms, and may not be re-elected to consecutive terms as Moderator. The duties and responsibilities of the commission are described in the appendices.

2.11.00 NOMINATIONS AND REPRESENTATION COMMITTEE

- 2.11.10 The Nominations and Representation Committee shall be composed of nine members as follows: The Moderator-Elect, Moderator, and Immediate Past Moderator of the Presbytery shall be members of the Nominations Committee, and the Immediate Past Moderator of the Presbytery shall serve as the committee's moderator. At the October Stated Meeting each year, the outgoing Moderator shall name two additional individuals to serve on the committee for a three year term whose term shall be concurrent with the individual elected at the same meeting to be the next Moderator-Elect. This complete three-member "class" shall be composed of: a minister (male or female), a female elder, and a male elder. This committee reports directly to the Presbytery, and shall fulfill the constitutional function of ensuring participation and representation as described in G-3.0103 of the *Book of Order*.

Section III – Policies

3.01.00 PERSONNEL

3.02.00 CODE OF ETHICS FOR CLERGY AND OTHER CHURCH PROFESSIONALS

3.02.10 PURPOSE

- A. These ethical guidelines for ministerial conduct serve two purposes: as a guide to what is expected professionally of clergy and other church professionals in the Presbytery of St. Andrew, and to inform church members of what they can expect from clergy and other church professionals (hereafter referred to as "ministers") as defined in G-6.0200 in the *Book of Order*. It is the expectation of the Presbytery of St. Andrew that individual sessions shall adopt similar standards for all of their other employees.
- B. These guidelines do not presume to speak to all areas of ministers' lives. They are minimum expectations and the minister must also be guided by Scripture, personal conscience, the *Book of Order*, Christian tradition and peer approval. They assume basic honesty and integrity of conduct. Expectations of ministers and styles of behavior change. The ethical behavior of ministers is a topic which should be regularly considered, discussed, and mutually agreed upon by the members of presbytery. This code, however, does articulate certain customs and practices which have been largely accepted within the profession of ministry. They are subject to regular review.
- C. These principles are not designed to be a basis for analysis of the civil liability of those persons guided by them.

3.02.20 SOME FUNDAMENTAL PRINCIPLES

- A. In all professional matters, ministers are to maintain practices that give glory to God; advance the goals of the Christian Church; and nurture, challenge and protect the welfare of church members, parishioners, clients and the public.
- B. Ministers are to act in such a manner as to uphold and enhance the honor, integrity, morality and dignity of the calling.
- C. Ministers are to limit their ministries to those positions and responsibilities for which they are qualified.
- D. Ministers will conduct all aspects of their ministries in a manner which assures confidentiality and avoids conflicts of interest.
- E. Ministers will seek to maintain professional competency throughout their careers.
- F. In personal as well as professional relationships ministers are to demonstrate honest and sincere motives evidencing respect, honesty and fairness; uphold the peace, unity and purity of the church; and share faith, hope and love with all people.

3.02.30 MINISTERS AS PERSONS

A. MINISTERS BEAR UNIQUE EXPECTATIONS.

In considering the ethics particular to ordained ministry, it is well to remember that ministers are expected to live in the same manner of faithfulness, forgiveness and obedience as are all members of Christ's church. While all who follow Christ are subject to the same human weaknesses, nevertheless, those who are called as ordained servants are set apart with particular expectations.

People expect high standards of ministers. To deny or ignore this is unrealistic and irresponsible. Ministers will show sensible regard for the moral, social and religious standards of the Christian community and the community at large, realizing that any violation on their part may be damaging to their congregants, to colleagues in ministry, to their profession, to the body of Jesus Christ, and to the Church's wider witness.

B. MINISTERS AND FREEDOM OF CONSCIENCE.

Though the Reformed tradition emphasizes the freedom of individual conscience, ministers are still subject to the discipline of the church (*see Book of Order* G-6.0106, G-6.0108, G-1.0301, G-1.0302, G-6.0202, G-6.0203, G-14.0405b). Violations of these standards may be cause for disciplinary procedures. (cf. also *Ministers and the Civil Law #4* below.)

Standards for ministerial conduct grow out of a vision of the Christian life and a sense of calling to a particular service. Like other Christians, ministers experience sin, grace, alienation and forgiveness. Along with other Christians, they are expected by the Christian community to witness to the renewal of humanity in Christ by demonstrating in their daily lives love, compassion and respect for other persons; fidelity in marriage; responsibility in parenthood and other family obligations; joy in service; and integrity and trustworthiness in all their dealings with others.

C. THE PASTORAL CARE OF MINISTERS.

Ministers also need pastoral care. They should take the initiative in establishing relationships with other ministers, with the Presbytery Executive, the Committee on Ministry, or others specifically designated by the presbytery to provide support in difficult times, caring concern, encouragement for Christian growth, and sharing in both successes and failures.

D. MINISTERS AND FEES, HONORARIA AND DISCOUNTS.

Ministers should ordinarily not require or solicit fees for pastoral services to families or individuals within the congregation. Such services include performing baptisms, marriages, funerals and counseling. In those cases in which an unsolicited gift is given ministers may use their own best judgment as to what to do with the gift. All ministers stand ready to render services to individuals and communities in crisis without regard to financial remuneration.

While fees for the use of the church facilities are set by the session, honoraria or fees for the minister's services to non-members can be set by the minister in consultation with the

session. The minister must be aware of and responsible to civil authorities regarding the possible tax consequences of receipt of honoraria, gifts, etc.

Presbytery staff members are entitled to honoraria for services they perform which are not required by the terms of their employment, including supply preaching.

E. PARTICIPATION IN NON-PARISH ACTIVITIES.

Though ministers are expected to participate in presbytery, ecumenical and other activities beyond the particular church, it is wise for the minister to discuss the time involved in such activities with the session. "Discussion" does not mean "seek permission," as pastors are expected to participate in the governing bodies of the church by virtue of their ordination vows, G- 14.0405b.(9).

If any honoraria are received for duties outside the particular church (such as speaking, lecturing or teaching), and these duties are carried on during time which would otherwise be understood as available to the congregation, a common understanding between the minister and the session should be established as to the disposition of such honoraria. This presupposes agreement between minister and session concerning the limits of the congregation's claim on the minister's time. Conversation between ministers and their sessions should arrive at mutual concurrence as to expectations regarding the minister's work time and free time.

3.02.40 MINISTERS AND THE PRESBYTERY

A. THE MINISTER AND COLLEAGUES.

Whenever a colleague's conduct is believed to be harmful to any individual or group, including that person himself or herself, the concerned person is encouraged to first speak directly to that colleague. The Presbytery Executive or the Moderator of the Committee on Ministry may also be consulted. Anyone registering a concern with regard to the behavior of a colleague will be encouraged to make her or his own identity known.

B. THE MINISTER AND THE NON-MEMBER.

Ministers are sometimes called upon to officiate at weddings and funerals for persons who are not members of the congregation. It is appropriate in such situations to ascertain to what particular church these persons belong and to suggest that they procure the services of their own minister.

C. THE MINISTER AND OTHER CHURCHES.

Ordinarily ministers should not knowingly call upon members of another church in the community to administer pastoral care unless the initiative and interest shown by such a person requires it as a courtesy. If such a visitation occurs, it is a helpful courtesy to, after obtaining the parishioner's permission, inform the colleague to whose church the person belongs regarding visitation. Invitations to perform marriages, funerals and baptisms are not to be accepted by ministers unless the invitation has been extended by the minister of the church involved.

D. THE MINISTER AND THE MULTIPLE STAFF.

When a minister serves as head of staff in a congregation and bears the responsibility which this implies, the spirit within the staff should be that of a shared ministry where all bring their particular gifts to the work of ministry. To this end, each person should strive to be understanding of the mistakes of colleagues and seek to give support and help when needed. Care should be taken to avoid inappropriate criticism, negative suggestions and innuendo. It is not appropriate to attempt to seek to ally other church members and/or co-workers in disagreements. A staff member should not aspire to succeed any other person on staff (Book of Order, G-14.0501.f).

The principles of ethical, healthy staff relationships apply equally to professional, paraprofessional, support staff (secretarial and custodial employees) and volunteers. All staff members are given equal respect without regard to age, sex, race, ethnic origin, disability, or marital status.

E. THE MINISTER IN AN INTERIM SITUATION.

The purpose of an interim minister is to provide pastoral service and to prepare a particular congregation for new pastoral leadership. An interim minister should avoid seeking to mold loyalties to himself or herself, and should instead direct a congregation's attention to the new challenges in mission and ministry that manifest themselves in a period of transition to new pastoral leadership. An interim minister should make clear, without ambiguity, that presbytery takes very seriously the *Book of Order* G-14.0513b, namely that "a minister may not be called to be the next installed minister or associate minister of a church served as interim minister."

Under no circumstances should an interim minister become involved in the work of the pastor nominating committee beyond preparation of the Church Information Form. Presbytery representatives should make this policy clear to the congregation at the time the congregation elects a pastor nominating committee.

F. THE MINISTER AND THE SUCCESSOR.

When a minister accepts another call, the minister should exercise due care not to influence directly or indirectly the policies of the successor. Frequent visits to one's former parish should be avoided. Even when occasional visits occur, it is a courtesy to pay one's respects to one's successor and to inform the successor about the nature and purpose of the visit. During the period of temporary supply or interim, the former minister should avoid performing ministerial services (weddings, funerals, baptisms, etc). Moreover, even when a successor issues an invitation to a former minister to assist or take part in a ministerial function, it is a wise idea for the former minister to take the initiative in a candid discussion with the successor about the propriety of such functioning and the possible harmful effects of the life of the congregation in terms of its new ministry. One reasonable and workable rule of thumb is for a former minister to make clear to former parishioners that the former minister would accept an invitation of the present minister only to assist the present minister in a ministerial function. In any case, regarding all such situations, the former minister and the present minister should seek the advice and approval of the current session of the church. If misunderstandings arise in these areas, it is appropriate for the former minister and the present minister to seek the counsel of presbytery's Committee on Ministry. The Book of Order, G-14.0606 states: "Former ministers, associate ministers, and

assistant ministers may officiate at services for members of a particular church, or at services within its properties, only upon invitation from the moderator of the session, or in the case of the inability to contact the moderator, from the clerk of session."

G. THE MINISTER AND THE PREDECESSOR.

If the former minister or retired minister bears primary responsibility for making clear that the ministry in a given location should be directed to the future rather than to the past, it is the primary responsibility of the successor or the currently installed minister to show respect and gratitude for the heritage of that church and for the positive work of the predecessor. Ordinarily it is wise for the successor to take the initiative in making contact with a predecessor to discuss the mission and work of the church. There may be occasions when it is appropriate to invite a predecessor to return to the church for a visit, possibly to celebrate a special occasion or event or, if deemed appropriate by all concerned, to assist in a ministerial function.

H. THE MINISTER AND RETIREMENT.

The above discussions (#s 6 & 7) are relevant for the retired minister. Additionally, a retired minister at times remains within the boundaries of presbytery and sometimes within proximity to a former church. This can create problems both for the successor and for the retired minister. This should be a matter for serious discussion by the session of the local church and presbytery's Committee on Ministry. Perhaps most important is for all concerned to recognize some fundamental professional priorities, namely: (a) that the local church and its new ministry should be the first priority; (b) that the new ministry will probably develop new directions and should be encouraged in freedom to do so; (c) that there will be a natural tendency for some in the church to resist change and that it is very important for the successor and the retired minister to deal with this resistance by reiterating with love and understanding that the mission of the church should be oriented to the future rather than the past.

The retired minister or staff person who still remains within the bounds of presbytery or in proximity to the local church bears primary responsibility for making these priorities known. Moreover, the retired minister should make it entirely clear that "retired" means "withdrawn from active service," at least in that location. There may naturally be misunderstandings about these matters, and there may be occasions when the line between "old friend" and "parishioner" will be unclear. In all such cases of ambiguity, it is the retired minister who bears primary responsibility for making clear what "retired" means.

One obvious way to ease the pain in such situations is for the retired minister and the family involved to relocate to a residence some distance away from the former parish and to become active in another church in a non-professional role; economically, however, moving is not always feasible. Another way to deal with such situations is for the retired minister to have candid conversation with the installed minister regarding their mutual feelings in terms of collegial interaction. Where there is a difference of opinion, the retired minister should defer to the installed minister with respect to collegiality in that location. In the case of lack of agreement or uncertainty, it is appropriate for either minister to seek the guidance of the Committee on Ministry.

I. "TEACHERS, CHAPLAINS, AND OTHERS" (G-6.0203).

All ministers who fall into the category of the *Book of Order's* listing of "others" are expected to be active in the life of a particular congregation while respecting the position of installed ministers regarding all ministerial functions within the community. Those in specialized ministries should also refer to their own codes of ethics when they exist. Ministers may administer the sacraments only at the request of the session concerned, or by permission of the presbytery.

3.02.50 ETHICAL ISSUES OF PARTICULAR CONCERN

A. MINISTERS AND CONFIDENTIALITY.

Ministers shall not disclose confidences to anyone except when:

1. required to do so by law. (Most states will not require this.)
2. disclosure is consented to by the person communicating confidences, which consent is normally given in writing.
3. disclosure is necessary to prevent the person from harming himself or herself or others. Harmful behavior is that which is a violation of law or poses a threat to the physical well-being of the self or others.
4. disclosure is necessary to defend a minister against claims made by a person who asserts that particular communications related to the claim were made in confidence.
5. so required by the *Book of Order* (G-6.0204b)

B. MINISTERS AND SPECIAL PRIVILEGES.

Ministers, as servants of the Servant of God, need to be sensitive to the danger of any use of the authority of the pastoral office for personal benefit. Boundaries should be set, in consultation between the minister, the session and the Committee on Ministry to determine how much and in what manner a minister may promote among the members of the congregation any of the minister's private business endeavors, tours or products. The same consultation should occur concerning the minister's private use of church resources, business machines, secretarial time, etc.

C. BUSINESS AND FINANCE.

The minister's integrity in personal business and financial dealings is also an ethical concern. Ministers are expected to conduct their financial affairs with the utmost integrity. Many ministers manage discretionary funds on behalf of the congregation. It is suggested that wherever possible the minister identify someone in the congregation or presbytery to audit the use of this money. This suggestion is made to protect the minister both from the temptation to use the funds unwisely and from rumors in the congregation about his/her misuse of the funds.

Ministers are not to solicit clergy discounts for merchandise or services rendered them.

D. THE MINISTER AND THE CIVIL LAW.

The minister shall him/herself obey the civil law and insist that leaders and members of his/her congregation do likewise. This includes, but is not limited to, matters related to taxes, copyrights, insurance, marriages, and the keeping of records.

There may be times when the minister affirms the necessity of civil disobedience for moral reasons. Whether this is done alone or in conjunction with others (including officers and members of the congregation), it shall be done openly and with a willingness to accept the consequences of the law. However, in such cases no moral justification for violence against another person or property is acceptable.

E. PREACHING AND WRITING.

The minister's public preaching, teaching and writing should always be her or his own work with appropriate acknowledgment. In sermons this includes the exegetical work, the organization and the words of the sermon, and the use of examples and illustrations.

F. LANGUAGE AND BEHAVIOR.

The minister shall recognize her or his unique position in the eyes of the congregation. It is a position of trust. This position shall not be abused through misuse of ministerial authority. In visits, counseling sessions, or other contacts with members of the congregation, the minister shall maintain strict decorum.

Ministers shall avoid discriminatory or harassing treatment of any person or group. Ministerial language shall not include slurs or other verbal conduct relating to gender, race, etc., which has the purpose or effect of creating an intimidating, hostile, or offensive environment. Sexual harassment shall not take place. This includes but is not limited to verbal or non-verbal behavior such as sexist remarks, demeaning statements relating to gender, pressure for sexual activity and threats of punishment or promises of rewards for sexual behavior.

Sexual abuse of or misconduct with a congregational member shall be understood as strictly forbidden. The church worker has the responsibility to set the boundaries and to maintain them. Due to the issues of power and trust involved, it is recommended that single pastors or professional church workers not date members of their congregations. The same is true for presbytery staff members regarding the members of committees or other groups they staff.

These provisions shall include ministers of presbytery who are involved as teachers, counselors, or supervisors in programs which train for special work in ministry, e.g., Clinical Pastoral Education or Spiritual Development.

As professionals, ministers are aware of the variation in spiritual and psychological dynamics at work in a person. Where the minister himself or herself feels compulsions to behavior which is either criminal or unethical he or she will seek immediate help from an appropriate counselor. This standard shall apply to those caught in substance, drug, or alcohol abuse or addiction. If therapy or counseling seems to be unfruitful the minister shall lay aside the office of ministry.

G. THE MINISTER AND RUMORS.

The minister may find her/himself the subject of rumors in the congregation or community. Response to these shall be carefully considered. No action including verbal response shall be taken without consultation with the Session or an appropriate committee of a higher governing body. The goal of whatever action taken shall be to end such rumors; hostile action toward the bearer of such rumors endangers the life of the congregation as well as the spiritual or emotional health of the perpetrator. It is not acceptable.

3.02.60 CIRCULATION OF ETHICAL STANDARDS

The Presbytery of St. Andrew will circulate this code of ethics among its member churches and minister members. Each minister shall submit a signed statement certifying he/she has read the code of ethics, is aware of the standards of the presbytery, and will make a sincere, good faith effort to abide with both the spirit and the letter of this code of ethics.

3.02.70 ETHICAL COUNSELORS

The Presbytery of St. Andrew will appoint a number of its members to serve as counselors in understanding and fulfilling these standards. These counselors will not be members of the presbytery's staff.

3.02.80 VIOLATIONS AND SANCTIONS

The presbytery considers that fidelity to these standards enhances the peace, unity, and purity of the church. Violations of these standards may be viewed as a breaking of ordination vows and subject to the disciplinary processes of the *Book of Order*.

3.02.90 CANDIDATES AND INQUIRERS

The Committee on Preparation for Ministry shall circulate these standards to its inquirers and candidates for the ministry. It shall make clear that these standards apply also to those under its supervision.

3.02.95 CONCLUSION AND RATIONALE

Central to the vocation of Minister of Word and Sacrament is leadership of the people of God in a peculiarly Christian lifestyle which has at its core the embodiment of Jesus' words in John 15:12: "This is my commandment, that you love one another as I have loved you." These ethical standards are an attempt, not to set legalistic limitations, but rather to guide us all in showing the kind of love for each other that Christ has shown. So may all be encouraged to live in such a manner as to promote the health and growth of the Church, and give glory to God in Jesus Christ.

3.03.00 SEXUAL MISCONDUCT POLICY

3.03.10 PURPOSE

The purpose of this document is to define sexual misconduct by minister members and staff of the Presbytery of St. Andrew which is prohibited by the Presbytery's Code of Ethics and to describe the procedures for reporting sexual misconduct to the Presbytery, and dealing with those reports when they have been made. In any case where the Book of Order (Part 2 of the constitution of the Presbyterian Church (U.S.A.)) addresses the issue of sexual misconduct, its provisions take precedent over the provisions of this policy.

3.03.20 DEFINITION OF SEXUAL MISCONDUCT

- A. Sexual misconduct is the comprehensive term used in this policy to include: sexual abuse of children or adults, rape or sexual assault, and sexual harassment. Sexual misconduct is an abuse of authority and power, breaching Christian ethical principles by misusing a trust relationship to gain advantage over another for personal gratification in an abusive, exploitative and unjust manner. Categories of sexual misconduct are described below.
1. Sexual abuse occurs whenever a person in a position of trust engages in a sexual act or sexual contact with another person to whom he or she owes a professional responsibility. Such abuse shall include, but not be limited to, the following:
 2. Sexual acts or sexual contact with a minor.
 3. Sexual acts or sexual contact involving inducement, threat, coercion, force, violence, or intimidation of another person.
 4. Sexual acts or contact between ministers and those with whom they have a professional relationship. This includes consensual physical relationships. Sexual relationships even when consensual are not acceptable regardless of whether pastoral care is involved. The inherent imbalance of power in such a relationship undermines the validity of that consent.
 5. Sexual acts or sexual contact with another person who is incapable of appraising the nature of the conduct or is physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act or sexual contact.
 6. Sexual acts or sexual contact arising from the administration to another person of a drug or intoxicant which substantially impairs the ability of that person to appraise or control the nature of the conduct.
- B. Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Child sexual abuse between an adult and a child is always considered forced whether or not consented to by the child. Child sexual abuse is a crime in all states and must be reported to civil authorities. Anyone who knows or has reason to suspect that child abuse has occurred or is occurring generally may be a mandated reporter under the law.
- C. Rape or sexual assault is a crime in every state and should be reported to civil authorities and to the Stated Clerk of the Presbytery.
- D. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually offensive nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or their continued status in an institution;
 2. submission to or rejection of such conduct by an individual is the basis for employment decisions affecting that individual; or
 3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.
- E. Sexual harassment can consist of a single intense or severe act or multiple persistent or persuasive acts. Sexual harassment may include, but is not limited to:
1. sexually oriented jokes or humor;
 2. sexually demeaning comments;
 3. verbal suggestions of sexual involvement or sexual activity;
 4. questions or comments about sexual behavior;
 5. unwelcome or inappropriate physical contact;
 6. graphic or degrading comments about an individual's physical appearance;
 7. express or implied sexual advances or propositions;
 8. display of sexually suggestive objects or pictures;
 9. repeated requests for social engagements after an individual refuses.

3.03.30 POLICY ON SEXUAL MISCONDUCT

- A. Sexual misconduct is never permissible. It is a violation of the principles set forth in Scripture as well as of ministerial, pastoral, employment, and professional relationships. Sexual misconduct by a minister violates the ordination vows of the Presbyterian Church (USA).
- B. All ministers and ministerial inquirers and candidates shall be required to attend a seminar offered by the Presbytery or approved by the Committee on Ministry on the issues of sexual misconduct.
- C. Whereas this policy addresses sexual misconduct by ministers and presbytery staff, each congregation of the presbytery is responsible for developing its own policy for its church professionals, officers, members, nonmember employees, and volunteers which is consistent with this document.

3.03.40 RESPONSIBILITIES AND ROLES IN POLICY IMPLEMENTATION

- A. AVAILABILITY OF POLICY AND PROCEDURES
 1. All ministers and all Presbytery employees shall be given copies of the policy and be required to sign an acknowledgment of receipt.
 2. This document shall also be available to all church members and to the public.
- B. MANAGEMENT OF ALLEGATIONS OF SEXUAL MISCONDUCT BY MINISTERS
 1. Resource Documents

The responsibilities, structures and procedures for responding to allegations of sexual misconduct are mandated in part by the *Book of Order*, such as the roles of the Committee on Ministry and a Special Disciplinary Committee (see G-11.0502 and D-7.0800).

2. Liability and Insurance

The Presbytery and its congregations shall periodically obtain from their insurance agents, confirmation that their liability insurance policy covers sexual misconduct liability for its programs and activities.

3. Record Keeping

The Presbytery of St. Andrew will include in every employee's personnel file, and in every minister's official file, their application for employment or Personal Information Form, any employment questionnaires, reference responses, and other documents related to this policy including a signed receipt for receiving the sexual misconduct policy.

C. PRE-EMPLOYMENT SCREENING

Pre-employment screening includes specific questions related to previous complaints of sexual misconduct, as well as the satisfaction of all requirements of insurance carriers necessary to maintain sexual misconduct coverage. The Executive Presbyter reviews **Part VI, Sexual Misconduct Information** of the Presbyterian Church (USA) Personal Information Form for all persons seeking ministerial calls within the bounds of the Presbytery. The Executive Presbyter is responsible for making reference checks through the offices of his or her counterparts or other authorized persons in other presbyteries to ascertain whether any history of sexual misconduct exists. The Executive Presbyter shall report to the Committee on Ministry any verified instance of sexual misconduct on the part of any minister or candidate being considered for membership in the Presbytery.

A written record of conversations and correspondence with references will be kept in the minister's/ employee's personnel file. This record shall include the dates, times, and method of contact with references, and essential information regarding allegations of sexual misconduct. It shall not include the names of any parties involved other than the names of the references contacted, and the file shall not be conveyed to any third party except that in the case of minister members it may be forwarded to another presbytery upon that minister's transfer of membership to that presbytery.

The Presbytery Executive, when giving references on members of the Presbytery who are being considered for positions in other presbyteries, is further obligated to give full and truthful information regarding any and all complaints, inquiries, and administrative or disciplinary action related to sexual misconduct by the applicant.

Applicants shall be given an opportunity to correct or respond to information regarding sexual misconduct obtained from a reference check.

D. EDUCATION

The Presbytery of St. Andrew has a commitment to offer, provide resources for, and publicize educational opportunities to prevent sexual misconduct in the church. Presbytery staff, Response Coordination Team members, ministers, ministerial candidates, and all persons and committees working with the issue including local congregations will be invited to read the resources and attend sexual misconduct prevention seminars. All minister members of the Presbytery are required to attend educational programs on the Sexual Misconduct Policy.

E. MAINTENANCE OF A SEXUAL MISCONDUCT RESPONSE COORDINATING TEAM (RCT)

A Sexual Misconduct Response Coordinating Team (RCT) shall be maintained. The purpose of the RCT is to assure that an expeditious, professional, objective, effective, and caring response is made by the Presbytery to charges of sexual misconduct. The RCT will not investigate an allegation or in any way usurp the roles of Presbytery officials or committees (including Special Disciplinary Committees). The RCT will confine its activities to:

1. Coordinating a process that addresses the specific needs of the alleged victims and their families, those accused and their families, an affected congregation, and the Presbytery;
2. Assigning advocates, if desired, to the alleged victims, accused, family members, and an involved congregation;
3. Recommending and participating in education and training regarding sexual misconduct, its consequences, and its prevention.

Members of the RCT and any individual participating in the work of the RCT shall sign a pledge of confidentiality, copies of which shall be furnished to the chair of the RCT, the Executive Presbyter, and the Stated Clerk. Members of the RCT may be subject to disclosure of confidentiality subject to court order, and non-clergy members of the RCT are not generally subject to the priest-penitent privilege in this regard.

3.03.50 POLICY ON RESPONSE TO ALLEGATIONS OF SEXUAL MISCONDUCT

- A. Known or suspected sexual misconduct by a minister shall be reported to the Stated Clerk and to other authorities where required.
- B. Sexual misconduct involving children shall be reported to civil authorities as well as to the Stated Clerk.
- C. Ministers are subject to inquiry and discipline under the Rules of Discipline of the *Book of Order*. A final report, including any charges filed, and actions taken shall be made by the Stated Clerk to the Presbytery. A copy of the report will be filed in the permanent personnel file of the accused. Names of any victims or alleged victims of sexual misconduct shall be redacted from this report.
- D. A written complaint to the Stated Clerk alleging sexual misconduct by a minister member of the Presbytery subjects that minister to any policy on administrative leave that is in effect.

- E. A minister may make a written confession of misconduct without a victim's complaint to the Stated Clerk. The Stated Clerk will proceed under the Rules of Discipline of the *Book of Order*.
- F. The Presbytery will respect the rights of all parties involved: accusers/victims, accused, and an involved congregation. These rights include:
1. To be heard and taken seriously. From the time that sexual misconduct is reported, all persons shall receive immediate attention and serious consideration from those representing the Presbytery. A reasonable attempt to identify and to locate the victim(s) will be made in the case of self-accusation.
 2. To be informed about church procedures with regard to the accusation. One member of the RCT will be the Presbytery contact for each party involved.
 3. To be represented by counsel. As described in D-11.0301 of the Book of Order, "Each of the parties in a disciplinary case shall be entitled to appear and may be represented by counsel, provided, however, that no person shall act as counsel who is not a member of the Presbyterian Church (U.S.A.). No member of a permanent judicial commission shall appear as counsel before that commission while a member. Counsel need not be a paid representative or attorney-at-law."
 4. To be offered an advocate. While the Presbytery of St. Andrew proceeds to deal with the accusation, the Presbytery has the responsibility to provide each party involved moral support from an individual who is available to him or her or them.
 5. To be assured that justice will be pursued through the procedures set forth in the *Book of Order* and this Policy.
 6. To become engaged in work toward healing and reconciliation.
- G. The Presbytery shall design a plan for provision of counseling or reimbursement of counseling fees for the victim(s) that involves Presbytery, the victim or victims' insurance, the perpetrator, congregation or its insurance for a reasonable period of time, up to a maximum of one year.

3.03.60 Glossary of Terms

Accused is the person against whom a claim of sexual misconduct is being made.

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.

Advocate is a person, who is appropriately trained in the issues of sexual misconduct, and provides support, and emotional and physical presence, to either 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 also provides 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 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 she or he is an advocate, the advocate may accompany that person to meetings of Presbytery entities when that party is testifying.

Mandated Reporter is described by the laws of the State of Mississippi as a person who is required to report any and all suspected incidents of child abuse, including child sexual abuse, that come to their attention. All ministers and church professionals in the Presbytery of St. Andrew will comply with current reporting requirements of the State of Mississippi.

3.04.00 ADMINISTRATIVE LEAVE POLICY

3.04.01 BACKGROUND:

Relations between a Minister of the Word and Sacrament (hereafter "minister") and the church (or institution, ie: Presbytery staff) he or she serves can become discordant and inharmonious if the minister becomes subject to investigation and judicial process under the Rules of Discipline. These strained relations can occur regardless of the validity of the accusation, and may continue until (or beyond) completion of the judicial process prescribed by the Rules of Discipline. Administrative Leave can promote the peace and harmony of the local church by temporarily separating the accused minister and local congregation. Furthermore, since being accused can be physically, emotionally and spiritually exhausting, Administrative Leave can relieve the accused minister of the burden of ministering, especially in a conflicted situation.

3.04.02 APPLICATION:

Administrative Leave will normally be utilized in cases where the Stated Clerk has received a complaint alleging that a pastor has violated the Presbytery of St. Andrew's Code of Ethics.

3.04.03 POLICY:

Except in cases in which the *Book of Order* mandates another process, upon receiving a written complaint which is in keeping with the Rules of Discipline in the *Book of Order*, the Stated Clerk shall consult with the Moderator of the Committee on Ministry and the Executive Presbyter. If in their unanimous judgment the complaint warrants Administrative Leave, the Stated Clerk will notify the minister and local session that the minister is placed on administrative leave.

3.04.04 DEFINITION:

Administrative Leave means a leave of absence from professional duties for a Minister of the Word and Sacrament who is a member of the Presbytery of St. Andrew and/or who is in a position under the jurisdiction of the Presbytery of St. Andrew.

3.04.05 TERM:

The duration of Administrative Leave will depend upon the time needed for the investigative and judicial process. An initial determination on probable cause shall be made within 60 days, whereupon the session shall be consulted regarding this determination. The investigation will proceed to conclusion with all deliberate speed, mindful of the financial obligations of the congregation involved.

3.04.06 FINANCIAL TERMS:

The congregation will honor the terms of call unless or until the congregation votes to change them with the approval of the COM. (See Document A.) Financial terms for temporary pastoral services will be addressed by Committee on Ministry on a case-by-case basis.

3.04.07 CONDUCT:

A minister placed on Administrative Leave will:

- A. Comply with all aspects of this policy.

- B. Remain out of all church buildings and off church grounds (excluding a manse or 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.
- C. Not initiate contact with any member of the church staff, except for one member of the staff who may be designated, by prior mutual agreement, to deliver personal mail or other personal effects to the minister on Administrative Leave.
- D. Not initiate or sustain contact with members of the congregation, except for contact authorized by the Stated Clerk for the purpose of investigation of the defense. 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/her case.
- E. Not conduct worship services, weddings, funerals, administer the Sacraments or engage in any form of pastoral leadership of any kind in the congregation the minister serves or in funeral homes, wedding chapels or in any other congregation in the Presbytery or any other Presbytery. Provisions can be made with the Stated Clerk, Executive Presbyter, or Moderator of the Committee on Ministry for cases of extraordinary family pastoral care.
- F. Not attend session meetings or any other meetings of any other board, committee, or activity of the congregation or other Presbyterian governing bodies. The minister may communicate with one session member designated by prior mutual agreement.

3.04.08 LIAISON:

The Committee on Ministry will assign a team which may include individuals who are not members of the Committee on Ministry to meet with the session of any church whose minister is on Administrative Leave. The Committee on Ministry will also assign someone to provide pastoral care to the minister placed on Administrative Leave as well as the minister's family, if appropriate. Additionally, the Committee on Ministry may appoint a temporary session moderator if necessary.

3.04.09 ENFORCEMENT

Any violations of this policy identified by members of the team referred to in paragraph 7 or reported to Committee on Ministry will be referred to the Stated Clerk of the Presbytery.

3.04.10 SAMPLE FORM

Administrative Leave Policy
Financial Terms of Agreement

During the period of Administrative Leave, from _____
to _____, the session and congregation of _____
Presbyterian Church of _____, Mississippi, agree to continue to pay the minister
according to the current terms of call.

If the Administrative Leave is extended beyond the aforementioned date due to a lack of cooperation on behalf of the minister thereby causing a delay in the investigative and/or judicial process, the congregation has the right to amend the terms of call, with the approval of Committee on Ministry, during the extension of Administrative Leave. Any amendment of the terms of call should be negotiated by the Committee on Ministry and the session, in consultation with the minister, and put before the congregation for approval. Additionally, the Presbytery recommends that no payments be made from the minister's pastoral discretionary funds while the Administrative Leave is in effect.

Committee on Ministry Representative

Clerk of Session

Minister

Stated Clerk of Presbytery

3.05.00 GRIEVANCE

3.06.00 PROCEDURE FOR THE ELECTION OF GENERAL ASSEMBLY COMMISSIONERS AND DELEGATES

- 3.06.10 Commissioners are elected at the February Stated Meeting of the year in which they will serve as Alternate Teaching and Ruling Elder Commissioners. Young Adult Advisory Delegates are elected at the February Stated Meeting of the year in which they will serve as Delegates.
- 3.06.20 Teaching Elder Commissioners to the General Assembly are selected according to a point accumulation system. Current point tabulations are maintained by the Nominations and Representation Committee and are kept on file at the Presbytery Office. Points are distributed as follows:
- 5 points per year for years of service in installed or interim pastorates, or as full-time governing body staff in any presbytery of the Presbyterian Church (U.S.A.).
 - 3 points per year for those serving as stated supply and moderator of a congregation in any presbytery of the Presbyterian Church (U.S.A.).
 - 3 points per year for those engaged in ministerial offices recognized by the denomination (i.e., military chaplains, missionaries, etc.) whether serving in or outside the bounds of the Presbytery of St. Andrew;
 - 1 point per year for Teaching Elders of the Presbytery of St. Andrew without charge who have maintained the required communication with Presbytery.
 - 1 point per year for each additional session of this presbytery to which the Teaching Elder is elected to serve as Moderator.
 - 1 point per year for full attendance at the annual clergy/spouse retreat.
 - 1 point per year for full attendance at all stated meetings of the Presbytery.
 - 1 point for each year of service as a member with at least 50% attendance of a Standing Committee or Commission of the Presbytery or its Trustees, or a Special Committee or Commission other than a Commission to ordain/install a pastor, at the discretion of the Administrative Board.
- 3.06.30 Points are tabulated for any calendar year of service within Presbytery. If there is a point tie, the earliest date of enrollment into the Presbytery will determine the priority of the two commissioners. A Teaching Elder must have been a member of the Presbytery of St. Andrew for at least two years before being eligible to be nominated. Honorably Retired Teaching Elders shall be eligible for consideration for nomination, provided that they maintain residence within the bounds of the presbytery and activity within its life including attendance at a minimum of two presbytery meetings per year. Points are returned to zero after service as a Teaching

Elder commissioner. If the Teaching Elder with the highest point count either declines to be nominated or is not elected to serve for two consecutive elections, then their point count returns to zero.

- 3.06.40 Ruling Elder Commissioners are selected from among candidates from a particular geographic region of the Presbytery (see section 3.5.00 below) on a rotating basis. Sessions may submit applications for candidates from the proper areas to the Nominations and Representation Committee prior to December 1 of the year prior to the year in which they may be elected (see section 3.06.10), and the Nominations and Representation Committee shall present one candidate for election to each available opening. The progression continues alphabetically with the Alternate Elder Commissioner to the 217th General Assembly (2008) coming from Areas A and B.
- 3.06.50 Young Adult Advisory Delegates are selected according to the standards established by the General Assembly. They may come from any geographic Area, and any session may recommend qualified youth to the Nominations and Representation Committee using a nominations form available at the Presbytery office prior to December 1 each year prior to the year in which a General Assembly will be held. The Nominations and Representation Committee shall present one candidate for election to each available opening.
- 3.06.60 All commissioner/delegate applicants are required to complete an application form, undergo a personal interview with the Nominations and Representation Committee, be present at the meeting of the presbytery at which they will be nominated, make a five minute prepared presentation answering a question or questions given to them in advance by the Nominations and Representation Committee, and agree to serve as described above if elected. The applications and supporting documents from Nominees will be included in the presbytery packets distributed in advance of the meeting at which the election will be held.
- 3.06.70 Nominations from the floor will be accepted at the meeting of the presbytery at which the election is held provided the individual is present and prepared to make a similar five minute presentation, has agreed to serve if elected, and that all materials described in 3.4.60 are available for distribution no later than the opening gavel of the meeting.

3.07.00 GEOGRAPHIC AREA DESIGNATIONS

- 3.07.10 The following Area Designations shall be used for the purposes of selecting Ruling Elder Commissioners to the General Assembly and for other Nominations processes to ensure fair representation of our churches on committees and boards of the church:

Alpha

Byhalia, First
Hernando, First
Holly Springs, First
Horn Lake, New Bethlehem
Lake Cormorant, Eudora
Lamar
Nesbit
Olive Branch, Bethel
Oxford, First
Oxford, Sand Spring
Senatobia
Southaven, Providence
Waterford, Greenfield

Beta

Algoma, Monroe
Blue Springs, Fairfield
Booneville
Corinth, Covenant
Falkner
Nettleton
Plantersville, Unity
Pontotoc, First
Rienzi (Biggersville), New Hope
Ripley (Dumas), New Prospect
Ripley
Ripley, Westminster
Saltillo, First
Toccopola, Lebanon
Tupelo, First
Tupelo, Zion

Gamma

Aberdeen, First
Amory, First
Columbus, First
French Camp, Huntsville
Hamilton
Louisville, Bethany
Louisville, Messiah
Louisville, St. James
McCool, Mt. Zion
Okolona
Okolona, Wren
Philadelphia, Dixon
Starkville, First
Starkville, Osborn
Starkville, Trinity
Weir
West Point, Trinity

Delta

Batesville
Batesville, Black Jack
Batesville, Independence
Benoit
Cleveland, First
Greenville, Calvary
Greenville, First
Greenwood, First
Grenada, First
Hollandale
Leland
Oakland, Pine Hill
Scobey, New Hope
Rosedale
Sumner

3.08.00 COVENANT FAITHFULNESS

- 3.08.10 G-2.0104b of the *Book of Order* states that “Standards for ordained service reflect the church's desire to submit joyfully to the Lordship of Jesus Christ in all aspects of life (F-1.02).” Among the implications of this statement is the requirement of faithfulness to the covenant agreements into which we have chosen to enter. Teaching Elders of the Presbytery of St. Andrew have entered a vocational covenant through their affirmative responses to the constitutional questions of W-4.4003 (ordination vows). They may also have entered covenants in their personal or professional lives.

Covenants of marriage require fidelity to one's spouse. While the Presbyterian Church (U.S.A.) provides for the realities of divorce and remarriage under certain circumstances (see *Book of Confessions* 6.137), this in no way diminishes the importance of covenant faithfulness, and it does not permit infidelity to one's spouse prior to such divorce and remarriage.

With respect to ordination vows, those in the ordered ministries of the Presbyterian Church (U.S.A.) have promised, among other things, to "be governed by our church's polity, and . . . abide by its discipline." They have further promised, "to further the peace, unity, and purity of the church." At the same time, our constitution provides a means by which those in its ordered ministries can, if they become convinced that their conscience so requires, be released from these obligations.

The provisions of G-2.0507 for release from ministry as a Teaching Elder are a matter of personal conscience. They do not grant a Teaching Elder permission to intentionally violate the standards and definition of marriage as defined in Part I and Part II of the Constitution as an act of pastoral compassion or as an act of ecclesiastical civil disobedience and they do not grant a Teaching Elder permission to actively participate in any *congregation's* dismissal from the Presbyterian Church (U.S.A.).

Section IV – Standing Rules

4.00.00 COMMISSIONED RULING ELDERS

4.01.10 Commissioned Ruling Elders

- A. Persons seeking approval as Commissioned Ruling Elders (CRE) shall be experienced ruling elders in congregations of the Presbyterian Church (USA). Such persons shall present letters of endorsement from the session of their church to the Commission on Preparation for Ministry (CPM). The letters will address the elders' faith in Jesus Christ, the maturity of their faith, their judgment, and their commitment to the church and its mission. In addition, they will complete any other forms provided by the CPM and provide them to the CPM moderator.
- B. After receiving all the completed necessary documents from CRE applicants, the CPM will schedule a personal interview with them. When the CPM has granted an applicant's approval to become a CRE candidate, it will assign the candidate a liaison who will guide, nurture, and communicate with the candidate on a regular basis. The candidate will proceed with the prescribed education and training program.
- C. CRE Candidates will complete the following required courses: Introduction to the Old Testament, Introduction to the New Testament, Church History, Reformed Theology, Reformed Worship and Sacraments, Introduction to Preaching, Presbyterian Polity and Rules of Order, and Pastoral Care.
- D. CRE Candidates will complete required courses via "online" courses from the University of Dubuque Theological Seminary (<http://udts.dbq.edu>), equivalent courses from approved and accredited education institutions, and education opportunities offered by the CPM and/or the Presbytery of St. Andrew.

- E. A CRE Candidate may submit a transcript of previously completed coursework from an accredited educational institution. The CPM will evaluate the transcript, and may prescribe additional study in areas it deems necessary.
- F. Upon completion of all course requirements, the CRE Candidate will preach a sermon to the CPM, and will submit an exegesis of the passage/passages upon which it is based.
- G. CRE Candidates will meet at least annually with the CPM for progress, consultation, and discernment. CLP Candidates will submit an annual written report to the CPM prior to their meeting indicating their forms of service to the church during the past year, continuing education completed, and a statement of their desire to continue as CLP Candidates.
- H. After CRE Candidates have completed all course requirements and have successfully preached a sermon before the CPM, they will be scheduled for a final interview. When the CPM has granted final approval to CRE Candidates, it will endorse them to the Committee on Ministry (COM) as being ready for a commissioned responsibility. Until actual commissioning by the presbytery, CRE Candidates will continue in their relationship and responsibility to the CPM.
- I. CRE Candidates who are eligible for commissioning will not be authorized to perform the functions of a CRE until being called by to a particular responsibility and being commissioned by the presbytery.

4.02.00 MINUTES AND FINANCIAL RECORDS

- 4.02.10 All committees, commissions, and entities of the Presbytery of St. Andrew are required to keep minutes of their proceedings, and to submit a copy of each set of minutes to the presbytery office to be placed in its permanent file.
- 4.02.20 With certain exceptions, copies of the approved minutes of presbytery committees, commissions or entities may be obtained through a written request directed to the Stated Clerk or the moderator of the entity whose minutes are requested. The minutes of the Commission on Ministry, the Commission on Preparation for Ministry, the Personnel Committee, and the Permanent Judicial Commission are deemed to be confidential; however, the moderator of these committee/commission(s), in consultation with the Stated Clerk, upon written request, may release all or any portion of said minutes with any confidential portions excised from them. Any committee, commission or entity may, by majority vote, designate any portion of its minutes as confidential and said portion shall be excised before the minutes are released. Members of any committee, commission or entity shall be entitled to full access to the minutes of the committee, commission or council on which they serve.
- 4.02.30 Financial records are only available after they have been approved for distribution by the Administration and Stewardship Committee.

Appendices

Administration and Stewardship Committee

Overview

The Administration and Stewardship Committee develops an annual budget for presentation to Presbytery's Council and the Presbytery, and is responsible for efforts to raise the funds necessary to balance the budget. It is also responsible for publicizing the work of the Presbytery to its congregations and members.

Composition and Accountability

The Administration and Stewardship Committee is a program committee composed of nine members in three classes. It reports to presbytery's Council, and its Moderator is a member of presbytery's Council.

Staff

The Presbytery Executive and the Associate Executive Presbyters resource this committee.

Meetings

This committee meets prior to each meeting of presbytery's Council to act on the budgetary requests of the Presbytery's committees. Additional meetings are sometimes necessary during the late fall and early winter to deal with budget proposals.

Responsibilities

The Administration and Stewardship Committee is charged with the development of an annual budget for presentation to the presbytery's Council at its September meeting. It is then responsible for developing "Askings" figures for the congregations of the Presbytery. It is also responsible for recommending a per capita assessment each year to cover the ecclesiastical expenses of the presbytery. This committee also oversees the invested funds of the Presbytery, including directing the Treasurer in the task of responsibly caring for these funds.

Camps and Conferences Committee

Overview

This committee has general oversight of the Hopewell Camp and Conference Center, including responsibility for its: facilities, program, staff, and budget.

Composition and Accountability

The Camps and Conferences Committee is a program committee composed of twelve members in three classes. It reports to presbytery's Council, and its Moderator is a member of presbytery's Council.

Staff

The Associate Executive Presbyter(s) for Camps and Education resources this committee.

Meetings

The Camps and Conferences Committee typically meets 4-5 times per year. Its meetings are at least ½ day in duration, and at least one meeting each year is a lengthier “committee retreat” that includes a night at the camp.

Responsibilities

All aspects of the regular operation and development of the Hopewell Camp and Conference Center are the responsibility of the Camps and Conferences Committee. It has authority to establish fee schedules, make purchases within its budget, propose new developments, and carry out camp program. It develops and approves an annual budget which is submitted to the Council for approval and to the Presbytery as information.

While all staff are ultimately employees of the Presbytery of St. Andrew, Hopewell Camp and Conference Center employees (other than the Associates for Camps and Education) are paid from the camp's bank account, out of the Camps and Conferences Committee budget, and are under the direction and oversight of the Associates for Camps and Education.

Campus Ministry Committee

Overview

The Campus Ministry Committee is responsible for the development and oversight of Campus Ministry programs at institutions of higher learning within the bounds of the Presbytery of St. Andrew. It works in cooperation with the Mississippi Campus Ministry Board to disburse funds for the work of campus ministry, and to promote Campus Ministry within the congregations of the presbytery.

Composition and Accountability

The Campus Ministry Committee is a program committee composed of nine members in three classes. It reports to presbytery's Council, and its Moderator is a member of presbytery's Council.

Staff

The Associate Executive Presbyter(s) for Campus Ministry and Staff Associates for Campus Ministry resource this committee.

Meetings

The Campus Ministry Committee typically meets several times each year, with special emphasis on planning for the fall "start up" efforts on major campuses. Its members participate in additional events on an annual or occasional basis, such as training events for campus ministers and local campus ministry boards, and state-wide campus ministry retreats.

Responsibilities

All campus ministry efforts within the bounds of the Presbytery of St. Andrew are under the jurisdiction of this committee. The Presbytery Executive, as Head of Staff, is responsible for the direct oversight of both Associate Executive Presbyters and Staff Associates for Campus Ministry. The Campus Ministry Committee is responsible for submitting annual reports on the effectiveness of each Campus Minister to the Presbytery Executive.

Education, Worship, and Nurture Committee

Overview

The Education, Worship, and Nurture Committee is responsible for all programmatic ministries of the Presbytery the focus of which is the care and nurture of its members and constituents.

Composition and Accountability

The Education, Worship, and Nurture Committee is a program committee composed of nine members in three classes. It reports to presbytery's Council, and its Moderator is a member of presbytery's Council.

Staff

The Presbytery Executive, the Director or Associate Executive Presbyter responsible for youth ministry and the Resources Center, and the Pastor to Pastors and their Spouses resource this committee.

Meetings

This committee meets in preparation for each stated meeting of the Presbytery.

Responsibilities

Areas of responsibility for the Education, Worship, and Nurture Committee include: leadership development, the Presbytery's Resource Center, youth ministry (including the Presbyterian Youth Council), leadership training events, worship at presbytery meetings, worship education, continuing education for clergy (including oversight of the Columbia - St. Andrew Study program), and intra-presbytery communication and publicity.

Evaluation Committee

Overview

The Evaluation Committee is responsible for the “regular review of the functional relationship between the presbytery’s structure and its mission,” in accordance with G-11.v of the *Book of Order*.

Composition and Accountability

The Evaluation Committee is an Ecclesiastical Committee, and reports directly to the Presbytery. Its members are all ordained presbyters. It is composed of nine members in three rotating classes. Its Moderator is a member of the Presbytery’s Council.

Staff

The Presbytery Executive resources this committee.

Meetings

The Committee meet at least once each year, and may meet more frequently for major reviews of operating procedures.

Responsibilities

The Evaluation Committee is responsible for an annual review of the Presbytery’s operating procedures. It conducts an annual survey of the presbytery’s leadership, and makes recommendations for any changes to the Standing Rules as a result of the survey. It may also conduct a more thorough review at its discretion, or at the direction of the Presbytery’s Council.

Evangelism and Church Development Committee

Overview

The Evangelism and Church Development (ECD) Committee is responsible for the care and support of the smaller congregations of the presbytery through its oversight of the Staff Associate program. ECD is also responsible for the development of a comprehensive presbytery-wide program of Evangelism including the resourcing of congregations for implementing evangelism efforts in their churches, and for all efforts to establish and support new congregations in the bounds of the presbytery.

Composition and Accountability

ECD is a program committee composed of twelve members in three classes. It reports to presbytery's Council, and its Moderator is a member of presbytery's Council.

Staff

The Presbytery Executive resources this committee.

Meetings

ECD holds several meetings each year in preparation for stated meetings of the Presbytery. Additionally, its members serve as liaisons to congregations with Staff Associates, and they meet with the sessions of those churches at least annually.

Responsibilities

The Evangelism and Church Development Committee works closely with the Executive Presbyter in the development and oversight of Staff Associate positions. While Staff Associates are accountable to the Executive Presbyter for their presbytery responsibilities, the ECD Committee is responsible for the relationships of Staff Associates to their congregations, and for ensuring that their work as Pastors of those congregations is not impeded by their other duties.

ECD has considerable latitude in its development of evangelism programming and evangelism resources for congregations; however, any presbytery-wide evangelism events must be approved by the presbytery's Council.

Governing Body Relations Committee

Overview

This committee is responsible for sessional records review, as well as other matters related to the ecclesiastical relationship between congregations and the presbytery (e.g., *Book of Order* exemptions).

Composition and Accountability

The Governing Body Relations Committee reports directly to the Presbytery. Its members are all ordained presbyters. It is composed of nine members in three rotating classes. Its Moderator is a member of the Presbytery's Council.

Staff

The Stated Clerk resources this committee.

Meetings

The Governing Body Relations Committee meets on various occasions during the year for the purpose of handling matters needing attention. The committee directs the review of Sessional Records of congregations. It may require additional meetings to complete other assigned tasks, or meet with sessions regarding their compliance with *Book of Order* requirements.

Responsibilities

The Governing Body Relations Committee is responsible for the annual review of Sessional Records in accordance with G-3.0108a of the *Book of Order*. It is also responsible for the management of any exemptions taken by congregations to specific *Book of Order* provisions, including property exemptions, exemptions from the rotation of officers, etc, and for encouraging the full participation of the congregations of the presbytery in the life and governance of the larger church. Reports are submitted to the presbytery, and to the Committee on Ministry, when requested.

Committee on Ministry

Overview

The Committee on Ministry is responsible for the duties described in G-11.0500 of the *Book of Order*.

Composition and Accountability

The Committee on Ministry is an Ecclesiastical Committee, and reports directly to the Presbytery. Its members are all ordained presbyters. It is composed of eighteen members in three rotating classes. Its membership must be comprised of equal numbers of ministers and elders, and every effort shall be made by the Nominations Committee to ensure equal distribution of members according to geographic areas of the Presbytery. Its Moderator is a member of the Presbytery's Council.

Staff

The Presbytery Executive resources this committee.

Meetings

The Committee on Ministry generally meets six times each year. It sometimes holds additional called meetings, and its members are required to serve as liaisons to congregations seeking pastors, as "pastoral visitors" for triennial visits, and as members of a variety of sub-committees required to accomplish the committee's assigned tasks.

Responsibilities

The Committee on Ministry maintains its own sub-committee structure and assignment list in fulfillment of assigned responsibilities. It works closely with the Executive Presbyter in vacancy processes, oversight of all clergy in their various works, and the care and nurture of pastoral relationships. It is also responsible for the training and oversight of lay preachers and lay pastors.

Missions Committee

Overview

The Missions Committee is responsible for all outreach and social justice ministries of the Presbytery.

Composition and Accountability

The Missions Committee is a program committee composed of twelve members in three classes. It reports to presbytery's Council, and its Moderator is a member of presbytery's Council.

Staff

The Presbytery Executive and the Staff Associates for Hunger Action and Global Mission resource this committee.

Meetings

The Missions Committee meets several times each year in preparation for stated meetings of the Presbytery.

Responsibilities

All outreach and mission ministries of the Presbytery are under the oversight of the Missions Committee. It is typically organized into several sub-committees which oversee specific projects and ministries.

Nominations Committee

Overview

The Nominations Committee is responsible for recommending individuals to the Presbytery to serve on various committees and boards.

Composition and Accountability

The Nominations Committee is an Ecclesiastical Committee, and reports directly to the Presbytery. Its members are all ordained presbyters. It is composed of nine members in three rotating classes. The Moderator-Elect, the Moderator, and the Immediate Past Moderator of the Presbytery are members in different classes, and two additional members are recommended directly to the Presbytery each year by the current Moderator at the October Stated Meeting to begin service the following year. The additional members are nominated so that their class (which includes the new Moderator-Elect) is composed of one Minister of the Word and Sacrament, one female Elder, and one male elder. The Moderator of the Nominations Committee is the Immediate Past Moderator of the Presbytery.

Staff

The Presbytery Executive resources this committee.

Meetings

The Nominations Committee normally meets before each Stated meeting of the Presbytery. In preparation for the October Stated Meeting, it often meets on two or more occasions.

Responsibilities

At the October Stated Meeting, new classes of committee members for all Ecclesiastical and Program Committees (except as elsewhere noted in this *Manual*), as well as individuals to serve as Moderator-Elect, Moderator, and Stated Clerk (upon end of term) are named. Additionally, at each Stated Meeting, the Nominations Committee may bring names of individuals to fill unexpired terms. Individuals to serve on the Mississippi Campus Ministry Board are also named at the October Stated Meeting.

Individuals to serve as commissioners and delegates to higher governing bodies are nominated in accordance with established policies and guidelines contained elsewhere in this *Manual* and as required by those Governing bodies.

Permanent Judicial Commission

Overview

The responsibilities of the Permanent Judicial Commission are those delineated in D-5.0000 of the *Book of Order* plus any other duties assigned by the presbytery.

Composition and Accountability

The Permanent Judicial Commission reports directly to the Presbytery. Its members are all ordained presbyters. It is composed of seven members in three rotating classes with each term lasting six years. Members may serve for no more than two consecutive terms. Its Moderator is a member of the Presbytery's Council, and may serve for no more than one consecutive two-year term.

Staff

The Presbytery Executive and the Stated Clerk resource the Permanent Judicial Commission.

Meetings

The Permanent Judicial Commission meets as necessary to consider proposed amendments to the *Book of Order*. It also meets upon the initiation of judicial process for either remedial or disciplinary procedures as described in the Rules of Discipline of the *Book of Order*.

Responsibilities

- a. The Permanent Judicial Commission is the body of original jurisdiction for all remedial and disciplinary charges lodged either against sessions or minister members of the Presbytery. It also hears appeals of any cases begun at the session level. In all matters, the Permanent Judicial Commission is to be guided in its work by the Rules of Discipline of the *Book of Order*.
- b. Additionally, the Permanent Judicial Commission of the Presbytery of St. Andrew is responsible for encouraging the study of proposed amendments to the Book of Order, reviewing the proposed amendments, giving an analysis of such amendments, listing pros and cons of each amendment, and may make recommendations on the amendments to the entire presbytery.

Committee on Preparation for Ministry

Overview

The Committee on Preparation for Ministry (CPM) works with individuals in their discernment of a call to the vocation of ministry, and oversees their preparation for ordained ministry or certification in fulfillment of requirements of the *Book of Order*.

Composition and Accountability

CPM is an Ecclesiastical Committee composed of nine members in three classes. Its members are all ordained presbyters. CPM reports directly to the presbytery, and its Moderator is a member of the presbytery's Council.

Staff

The Presbytery Executive resources CPM, and the presbytery's Administrative Assistant provides filing and other clerical assistance.

Meetings

CPM is required to meet annually with all Inquirers and Candidates. It typically meets four to six times each year, and meetings are often scheduled during holiday seasons when students are available.

Responsibilities

CPM is responsible for all tasks described in G-14.0300 of the *Book of Order*. While seminary study provides the academic tools required for ministry, this committee's final certification that a candidate is ready to receive a call indicates the committee's judgement that candidates' theologies, moral and ethical standards, and sense of call are consistent with the Constitution of the Presbyterian Church (U.S.A.).

Representation Committee

Overview

The work of the Representation Committee is defined in G-9.0105 and G-11.0302 of the *Book of Order*.

Composition and Accountability

The Representation Committee is an Ecclesiastical Committee, and reports directly to the Presbytery. Its members are all ordained presbyters. It is composed of nine members in three rotating classes. Its Moderator is a member of the Presbytery's Council.

Staff

The Stated Clerk resources this committee.

Meetings

The Representation Committee meets annually to review the composition of presbytery committees and entities.

Responsibilities

It is the responsibility of the Representation Committee to ensure that the perspectives of racial-ethnic and other minorities are fairly represented in the deliberations and decisions of the Presbytery. This is accomplished, in large part, through an annual evaluation of racial-ethnic participation in the Presbytery's committees, task forces, and boards.

Trustees

Overview

The Trustees of the Presbytery of St. Andrew serve as the Presbytery's corporate officers, and therefore receive and hold title to the Presbytery's properties. They are responsible for evaluating any proposed purchases or sales of properties, and for executing deeds and other legal instruments at the direction of the Presbytery.

Composition and Accountability

There are six Trustees, elected in three classes of two members per class. Trustees are elected at the annual meeting of the corporation, which is held concurrently with the February Stated Meeting of the Presbytery.

Staff

The Presbytery Executive serves as Secretary of the Corporation.

Meetings

The Trustees shall meet annual for an organizational meeting. They shall also meet as necessary to conduct business of the corporation, upon the call of the President.

Responsibilities

The duties of the Trustees shall be those normally associated the Trustees of a not-for-profit corporation, as well as any duties delegated to them by the Presbytery.