

**THE MISSION STATEMENT**

**&**

**THE MANUAL**

**OF**

**ADMINISTRATIVE OPERATIONS**

**FOR**

**TRINITY PRESBYTERY**

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**THE MISSION STATEMENT  
OF  
TRINITY PRESBYTERY**

# THE MISSION STATEMENT OF TRINITY PRESBYTERY

**The mission of Trinity Presbytery is to serve Christ in a changing world by:**

- **Being open to the movement of God's Spirit:**
- **Facilitating the connection and partnership of churches; and,**
- **Equipping and encouraging its diverse community in spiritual growth and mission effectiveness.**

## THE GOALS OF TRINITY PRESBYTERY

### **Mission and Outreach -**

*That the Presbytery initiate mission conversations leading to potential cluster partnerships between churches of shared interests and various sizes to be in outreach together.*

*That Presbytery explore with larger churches ways to engage in stronger partnerships for new church development.*

*That Presbytery commit itself to an expanding understanding of and engagement with the growing multicultural nature of our region; and address both the spiritual and social service demands of our new neighbors.*

### **Leader Development -**

*That the Presbytery direct the Committee on Ministry to recruit, train and mentor Commissioned Lay Pastors to advocate for their deployment; further, that the COM be directed to develop a sub-committee to focus on this mission emphasis.*

*That Presbytery experiment with regional leadership development in areas such as officer training, youth leaders, etc.*

### **Strengthening Partnerships and Relationships -**

*That Presbytery form a task force composed of one representative from the Committee on Ministry, one representative from Presbytery Coordinating Team, one Teaching Elder who has been in our Presbytery for less than three years, one Teaching Elder serving in the Presbytery ten years or more, one Educator and the General Presbyter to develop strategies and an implementation plan for deepening the personal relationship and friendships between Teaching Elder, congregational leaders, and churches in the Presbytery to report back at a later date.*

*That Presbytery become more intentional about drawing on the institutional resources within our Presbytery (such as Presbyterian College, Thornwell, Presbyterian Communities, Campus Ministry, etc.).*

**Communication -**

*That the Presbytery approve the formation of a Coordinating Team Committee of Communication consisting of six (6) members including appropriate staff and Ruling Elders/Members with particular skills in the communications field (both technology and marketing). The responsibilities of this committee would be:*

*Effectively communicating the mission of the Presbytery and designing interpretive materials.*

*Reviewing and overseeing the communications tasks of the Presbytery (newsletters, web pages, etc.)*

*Assisting congregations with technological and interpretive tools.*

*That the Presbytery Personnel Committee develop a position description for Moderator and Vice-Moderator of Presbytery and for Moderator of Presbytery Coordinating Team which will encourage opportunities to be visible and present in all parts of the Presbytery.*

*That Presbytery Coordinating Team be encouraged to plan opportunities for Presbytery-wide dialogue on significant issues facing the Presbytery of the PCUSA as needed.*

Adopted by Trinity Presbytery  
February 9, 2008

**THE MANUAL  
OF  
ADMINISTRATIVE OPERATIONS**

**TRINITY PRESBYTERY**

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**MANUAL OF ADMINISTRATIVE OPERATIONS  
FOR  
TRINITY PRESBYTERY**

**M-1.0000 Chapter I. THE PRESBYTERY**

- M-1.0100 This council shall be known as Trinity Presbytery of the Presbyterian Church (U.S.A.), Synod of South Atlantic.
- M-1.0101 The Presbytery comprises all of the Teaching Elders who have been received into membership under the provisions of the constitution of the Presbyterian Church (U.S.A.) and all the Presbyterian Church (U.S.A.) congregations located in the South Carolina counties of Abbeville, Aiken, Edgefield, Fairfield, Greenwood, Laurens, Lexington, McCormick, Newberry, Richland, and Saluda, and that portion of Kershaw County located west of the Wateree River.
- M-1.0102 Trinity Presbytery is established by the authority of the General Assembly of the Presbyterian Church (U.S.A.) and the Synod of South Atlantic, and has all those duties, authorities, powers, and responsibilities specified by The Book of Order.
- M-1.0103 Trinity Presbytery and the Trinity Presbytery, Incorporated, shall meet at the same time and place, and in the announcement of the meeting, the term "Trinity Presbytery" shall designate both civil and ecclesiastical functions.



**M-2.0000 Chapter II. AUTHORITY, AMENDMENTS, AND SUSPENSION**

- M-2.0100 This Manual of Administrative Operations shall establish the basic organization of Trinity Presbytery and provide for its functioning both during and between meetings of the council.
- M-2.0101 This Manual of Administrative Operations may be amended as follows: A proposed amendment shall be presented in writing to the Coordinating Team of the Presbytery. The Stated Clerk and the Coordinating Team shall review the proposed amendment to ensure that it is in harmony with The Book of Order and with other sections of this Manual. The Council then shall present the proposal to the next Stated Meeting of the Presbytery with its recommendations. To become effective, an amendment must be approved by a majority vote of the members present at one meeting of the Presbytery and submitted without revision for adoption by a majority vote of members present at the next Stated Meeting.
- M-2.0102 The Presbytery may amend this Manual at any Stated Meeting with a two-thirds vote of those present, provided that notice of the vote and copies of the proposed amendment(s) have been mailed by the Stated Clerk to all Teaching Elders, Clerks of Session, and members of the Presbytery Coordinating team at least ten days prior to the Stated Meeting.
- M-2.0103 This Manual of Administrative Operations may be suspended by a two-thirds vote of members present at any meeting of the Presbytery. The reason for suspension shall be noted in the minutes of Presbytery.
- M-2.0104 Any amendment to this Manual proposed under suspension of the Manual shall require that notice of the vote and copies of the proposed amendment have been mailed by the Stated Clerk to all Teaching Elders, Clerks of Session, and members of the Presbytery Coordinating Team ten days prior to the Stated Meeting, as provided in M-2.0102.

## M-3.0000 Chapter III. MEETINGS, MEMBERSHIP, AND ORGANIZATION

### M-3.0100 MEETINGS, MEMBERSHIP, QUORUM, AND FORMAT

M-3.0101 The Presbytery shall meet in Stated Session during the second month of each quarter:

- on a Saturday morning in February,
- a Saturday morning in May,
- a Saturday/Tuesday morning in August (alternating each year), and
- a Tuesday morning in November.

For the convenience of the Teaching Elders and Sessions, and to facilitate organizational planning, the date, time, and place of the next Stated Meeting shall be announced at the conclusion of each Stated Meeting. Called meetings may be held as necessary and shall be called under the provisions of the Book of Order, G-3.0304. *The Moderator shall call a special meeting at the request, or with the concurrence, of two Teaching Elders and two Ruling Elders, the elders being of different churches. Should the Moderator be unable to act, the stated clerk shall, under the same conditions, issue the call. If both the moderator and the stated clerk are unable to act, any three Teaching Elders and three Ruling Elders, the elders being of different churches may call a special meeting of presbytery.*

M-3.0102 Meeting places shall be recommended to the Presbytery by the Coordinating Team in cooperation with the Moderator and the Stated Clerk. Ordinarily the places of meeting shall be rotated among the churches of the Presbytery; however, the Presbytery may choose some other meeting place to allow a church whose physical facilities cannot accommodate Presbytery to host a meeting at a suitable site in their community. The Presbytery, at its discretion, may also elect to meet at a site outside its bounds when necessary or appropriate.

#### a. Meetings Held by Electronic Means

1. Meetings via teleconference shall be conducted by a technology that allows all participating members to see each other, as well as to hear each other, at the same time.
2. Meetings of divisions, committees, or subcommittees may be held by electronic means provided that such a meeting does not lose its character as a deliberative assembly, and so long as conditions of opportunity for simultaneous aural communication among all participating members are provided, that are equivalent to those of meetings held in one room or area.
  - a. Electronic meetings in committees and subcommittees are authorized so long as the conditions listed in M-3.0102 a and b are met.
  - b. Members who are not present in person have the right to participate by electronic means and the right to vote, provided the conditions of M-3.0102 a and b are met, and that they are present at the time of the vote.

#### b. Voting By Email

Committee and subcommittee matters may be acted upon by email vote, so long as the following criteria are met:

- Only one item or subject is put forward for a vote by the Moderator of the committee;
- This policy (M-3.0102b) is included in the body of the email;
- The committee member who makes the motion and the committee member who provides the second to the motion are both named in the email;
- All committee members record a vote by email to the Moderator;
- The results of the email vote are reported by the Moderator to the members of the committee once voting has ended;
- The vote tally is recorded in the minutes of the closest committee meeting under the appropriate sub-committee or section;
- The item for action does not go beyond the bounds of the approved committee budget; and,
- The item does not include information of a sensitive nature that requires confidentiality.

- M-3.0103 Churches, institutions, or organizations who host meetings of the Presbytery are expected to provide meeting sites that are accessible to handicapped persons. They shall provide for child care as needed.
- M-3.0104 The Presbytery shall celebrate the Sacrament of the Lord's Supper at least once a year (G-3.0301b), ordinarily at the February (winter) Stated Meeting, and in conjunction with a memorial service for Teaching and Ruling Elders who have died during the preceding year.
- M-3.0105 Institutions, organizations, or individuals desiring to have displays or to distribute materials at Presbytery meetings should notify the Presbytery Office, providing information on space requirements and the names of persons responsible for the displays or materials, and should receive approval of the Presbytery Coordinating Team prior to the meeting date.
- M-3.0106 The Presbytery shall be governed in its meetings and in the actions of its agencies by the Constitution of the Presbyterian Church (U.S.A.), this Manual of Administrative Operations, and, where neither of these applies, by the most recent edition of Roberts Rules of Order. Decisions are made by those present and VOTING. A vote to abstain has no effect, positive or negative.
- M-3.0107 Voting members at Presbytery meetings shall include all enrolled ordained Teaching Elders, together with Ruling Elder commissioners elected by the Sessions of churches of the Presbytery in accord with the provisions of The Book of Order, G-3.0301. Also, any Ruling Elder elected moderator of Presbytery, or serving as an officer of the Presbytery, or who is a member of the Coordinating Team (including moderators of Divisions), or holds an exempt staff position in the Presbytery, or chairs the Nominating Committee, the Committee on Representation, or the Permanent Judicial Commission, shall be enrolled and entitled to both voice and vote, whether or not commissioned by a church Session (G-3.0301).

- M-3.0108 A quorum of Presbytery shall be ten (10) percent of the Teaching Elder members and ten (10) percent of Ruling Elder Commissioners to which the churches are entitled, provided that at least three different churches are represented by elders.
- M-3.0109 Each Teaching Elder, unless Honorably Retired or engaged in service as a military chaplain or overseas missionary, shall be required to attend Stated Meetings of the Presbytery, or shall present reasons acceptable to the Presbytery, through the Stated Clerk, for non-attendance, late arrival, or early departure.
- M-3.0110 Any executive or spokesperson from the General Assembly, Synod, agencies and institutions of the Church, and certified Christian Educators (G-30104) in the Presbytery, shall have the privilege of the floor, with voice, and their attendance shall be listed in the minutes of Presbytery.
- M-3.0111 The format for any meeting of the Presbytery, including the Agenda and time, shall be prepared by the Stated Clerk in consultation with the Coordinating Team, and shall be recommended by the Coordinating Team to the opening session of the meeting. The Stated Clerk shall ensure that all constitutional requirements are met. Provisions shall be made for reports from the Coordinating Team, committees, divisions, task forces, and commissions responsible to the Presbytery.

#### **M-3.0200 AD HOC AND STANDING COMMITTEES**

- M-3.0201 Provision may be made for Ad Hoc Committees as needed by action of the Presbytery. Ad Hoc Committees normally shall terminate with the next Stated Meeting of the Presbytery unless instructed by Presbytery to continue until a specified future date and time.
- M-3.0202 Provision shall be made for Standing Committees (existing only during the meeting of the Presbytery) as required for the following purposes:
- a. RESOLUTIONS AND THANKS: to prepare and present to the council appropriate resolutions of appreciation.
  - b. LEAVES OF ABSENCE: to receive and consider requests to be excused from all or any part of the meeting, to certify alternate commissioners, and to recommend appropriate action regarding non-attendance and neglect of duty.
  - c. OTHERS AS MAY BE REQUIRED.
- M-3.0203 Membership on Ad Hoc Committees and Standing Committees shall be elected by the Presbytery upon nomination by the Moderator. The floor always shall be open for further nominations.

## **M-4.0000 Chapter IV. OFFICERS OF THE PRESBYTERY**

- M-4.0101 The officers of the Presbytery shall be the Moderator, the Vice Moderator, The General Presbyter, the Stated Clerk, and the Treasurer.
- a. Signatories on presbytery financial accounts shall be, by virtue of their office, the General Presbyter, the Stated Clerk, and the Recording Clerk.
- M-4.0102 At the Stated Meeting in the fourth quarter, the Presbytery's Nominating Committee shall present nominations for Moderator and Vice Moderator of the Presbytery. Nominations from the floor shall be received. Upon election at the next Stated Meeting (first quarter) by majority vote of the Presbytery, the Moderator and Vice Moderator shall be installed to begin their terms of service at once.
- M-4.0103 The Moderator shall serve for one year, presiding at all meetings of Presbytery and performing all the duties prescribed in G-3.0104. The Moderator also shall chair the meetings of the Presbytery corporation. The Moderator shall be a voting member of the Presbytery Coordinating Team, an ex officio member of the Trustees of Presbytery, and an advisory member of the Divisions, committees, and task forces of Presbytery. In preparation for all meetings of the Presbytery, the Moderator shall be responsible, with the Coordinating Team for worship.
- M-4.0104 To provide for continuity in the Presbytery's work, the person serving a one-year term as Moderator of Presbytery ordinarily shall be asked to serve the next year as Moderator of Coordinating Team, for a one-year term.
- M-4.0105 The Vice Moderator shall serve for one year and shall be an advisory member of Presbytery's Coordinating Team. Should the Moderator leave the Presbytery during his/her term of service, or by incapacity be unable to fulfill the duties of office, the Stated Clerk shall direct the Vice Moderator to assume immediately the position of Moderator. The Nominating Committee then shall present a nominee for Vice Moderator at the next Stated Meeting.
- M-4.0106 The Presbytery shall elect the Stated Clerk to a three-year term, with the person so elected being eligible for re-election. As Stated Clerk, the person shall serve according to the provisions of The Book of Order and the Manual of Administrative Operations of Trinity Presbytery. The Stated Clerk shall serve as Parliamentarian, and shall assist individuals and groups with advice regarding the presentation of matters to the council. The Stated Clerk annually shall make a written report to the Presbytery upon completion of the Annual Statistical Reports. The Stated Clerk may nominate assistant clerks to the Presbytery, as needed.
- M-4.0107 The Presbytery shall elect a Treasurer to a 3-year term, with the person so elected being eligible for re-election. The nomination of a Treasurer shall be made by the General Presbyter and the Coordinating Team, and the Treasurer shall serve under the supervision of the General Presbyter. The person elected shall serve as Central Treasurer for all regular Presbytery financial matters, and

shall receive and disburse all funds according to the stewardship and financial management policies adopted by the Presbytery. The Treasurer ordinarily shall be the Treasurer of the Presbytery corporation and shall serve as an advisory member of the Presbytery committee responsible for budget administration and financial oversight.

- M-4.0108 The Presbytery also shall elect a Recording Clerk to serve a term of one year, with eligibility for re-election. The Recording Clerk shall keep minutes of the meetings of Presbytery and perform duties under the direction and supervision of the Stated Clerk.
- M-4.0109 The Coordinating Team of Presbytery shall determine an annual stipend for persons serving as Treasurer and as Recording Clerk, if those persons are not employed as members of the Presbytery staff.
- M-4.0110 The Moderator of Presbytery may appoint a temporary clerk or clerks to assist the Stated Clerk during Presbytery meetings and to facilitate the business of the meeting. They shall perform their duties subject to the direction of the Stated Clerk and the Recording Clerk.

## **M-5.0000 Chapter V. PRESBYTERY STAFF**

### **M-5.0100 DEFINITIONS AND ROLE**

M-5.0101 The role of the Presbytery staff shall be to facilitate, enable, encourage, resource, and inspire the entire mission and ministry of Trinity Presbytery. Staff members are expected to perform their duties in ways that will enable the interdependent parts of our system of church government to work together harmoniously. Staff shall advise and assist the Coordinating Team and the various divisions, committees, commissions, task forces, and agencies of the Presbytery, but staff members are neither authorized nor expected to accept responsibilities for or to do the work assigned to elected or appointed members of Presbytery agencies.

M-5.0102 The Presbytery staff shall comprise the following:

- a. Executive Staff: the General Presbyter and the Stated Clerk.
- b. Professional Staff: persons serving in exempt professional positions under the supervision of the General Presbyter and the Coordinating Team of Presbytery.
- c. Support Staff: All secretarial and support function personnel.

M-5.0103 The Staff shall be expected to meet regularly at times designated by the General Presbyter for purposes of communication and coordination of work and to ensure that staff resources are allocated to support the work of Coordinating Team and the agencies of Presbytery in ways that reflect good stewardship of time and talents.

M-5.0104 All staff positions and the appropriate range of compensation shall be authorized by the Presbytery upon recommendation of the Coordinating Team.

### **M-5.0200 THE GENERAL PRESBYTER/STATED CLERK**

M-5.0201 The General Presbyter shall function within Trinity Presbytery as the servant of its constituent churches, seeking to enable their health, their mission and ministry. Within that frame-work, this person shall serve as the Administrative Officer of the Presbytery, and shall represent the Coordinating Team in overseeing the administration and coordination of the entire organizational system of the Presbytery and in supervising all staff members. The General Presbyter shall be responsible for:

- a. Serving as the head of staff of Trinity Presbytery, working closely with the Personnel Committee and the Coordinating Team as prescribed in the Manual of Administrative Operations.
- b. Supervising professional and support staff of the Presbytery under the authority of the Coordinating Team.



- c. Employing, supervising, and evaluating support staff, as prescribed in the personnel policies of Presbytery.
- d. Coordinating staff services for all divisions and committees of Presbytery, fostering good communication among staff members and with the Presbytery.
- f. Interpreting the work of the Presbytery to local churches and the general public.
- g. Administering the budget of the Presbytery, overseeing the work of the Presbytery Treasurer.
- h. Facilitating the delivery of services to local congregations.
- i. Advising the Nominating Committee and the Committee on Representation as they seek broad participation by people representative of our Presbytery's diversity, as mandated by The Book of Order, and in offering equal employment opportunity as required in The Book of Order.
- j. Serving as an advisory member of the Coordinating Team and the Church Vocations Division.
- k. Serving as a resource to the Nominating Committee, the Permanent Judicial Commission, and the Board of Trustees of Trinity Presbytery.
- l. Being sensitive to the pastoral needs of individual church professionals and their families and arranging needed counseling or support services for Teaching Elders and other church professionals in conjunction with the Vocations Division.
- m. Giving special attention to the needs of small churches, church redevelopment, and new church development.
- n. Visiting on a systematic basis the congregations of Trinity Presbytery.
- o. Performing other duties as may become necessary or as may be assigned by the Coordinating Team or the Presbytery.

- M-5.0202 The Stated Clerk shall function within Trinity Presbytery as the servant of its constituent churches, seeking to enable their health, their mission and ministry. The Stated Clerk shall be responsible for:
- a. Serving as Stated Clerk of the Presbytery under the constitution of the Church.
  - b. Fostering good communication among staff members and with the Presbytery.



- c. Interpreting to the Presbytery the policies, programs, and decisions of the General Assembly and Synod.
- d. Interpreting the work of the Presbytery to local churches and the general public.
- e. Facilitating the delivery of services to local congregations.
- f. Overseeing the preparation of a handbook for distribution to Teaching Elders and elder commissioners ten days prior to each Stated Meeting of Presbytery.
- g. Serving as a resource to the Permanent Judicial Commission and the Division of Council Operations and Institutional Support.
- h. Performing other duties as may become necessary or as may be assigned by the Coordinating Team or the Presbytery.

M-5.0203 When a vacancy occurs in the office of General Presbyter or Stated Clerk, it shall be the responsibility of the Coordinating Team to nominate to the Presbytery a Search Committee for the purpose of seeking a new General Presbyter or Stated Clerk. The person nominated by the Search Committee shall be nominated to the Presbytery for election after consultation with the Coordinating Team

M-5.0204 The General Presbyter and the Stated Clerk shall be accountable to Presbytery through the Coordinating Team, which shall provide for an annual review of their job performance and terms of call through the Personnel Sub-committee provided for in M-6.0103p, with a report and recommendations to be brought to the Coordinating Team for presentation to the Presbytery.

## **M-6.0000 Chapter VI. THE AGENCIES OF THE PRESBYTERY**

The agencies of Trinity Presbytery shall be all teams, committees, commissions, task forces, divisions, and other work groups established to accomplish the mission and ministry of the Presbytery. Regular attendance of members of any of the above-named agencies is necessary and expected for the effective work of the Presbytery. When a person has unexcused absences from three consecutive meetings of any agency, this shall constitute automatic resignation of the member. The moderator of the agency thus having a vacancy shall notify the moderator of Coordinating Team and the Nominating Committee in order to proceed with replacement of the delinquent member.

The term of office for persons elected to serve on all teams, divisions, committees, commissions, task forces, and other agencies shall be three years, except for those persons elected to fill unexpired terms. No person shall serve an aggregate of more than six (6) consecutive years on any agency of Trinity Presbytery. A person shall be eligible for election to further service after one (1) full year has elapsed.

### **M-6.0100 THE COORDINATING TEAM OF PRESBYTERY**

- M-6.0101 The authority of the Presbytery Coordinating Team is derived from the Presbytery itself. Its purpose is to serve as both the executive and the coordinating body of the Presbytery and to promote the programmatic work of the Presbytery. To accomplish this task, the Coordinating Team is empowered to create such committees, task forces, and divisions as are necessary to accomplish its task. The creation of new divisions and agencies, and any subsequent changes in organizational structure proposed by the Coordinating Team, require the approval of the Presbytery.
- M-6.0102 The Coordinating Team shall determine policy and assign responsibility relating to the work of the agencies of Presbytery. Within the policies established, the divisions and their committees or task forces shall be expected to and are authorized to function in ways they deem best to accomplish their assigned work. The Coordinating Team shall review the work of the various divisions and committees, for the purpose of providing coordination and oversight. Matters requiring policy decisions shall be referred by the divisions to the Coordinating Team with recommendations for appropriate action.
- M-6.0103 The duties of the Coordinating Team shall include the responsibility to:
- a. To serve as the executive body of the Presbytery.
  - b. To receive all ordinary presentments to the Presbytery and to provide avenues for their access to the council, if found in order, together with recommendations for their disposition as each may require.

- c. To implement the policies and decisions of the Presbytery through the professional staff and the agencies of Presbytery.
- d. To work with the General Presbyter and Stated Clerk to prepare the agenda for each meeting of the Presbytery and to coordinate reports and presentations to Presbytery; to produce a handbook for distribution at least ten days prior to each Stated Meeting to all Teaching Elders, Ruling Elder commissioners, and Christian educators serving churches of the Presbytery; and to give approval to institutions, organizations, and individuals wishing to have displays or to distribute materials at Presbytery meetings.
- e. To require reports from all agencies, committees, commissions, divisions, and task forces under its jurisdiction, with the reports to be written in clear, simple, narrative language, unless a more formal style of presentation is required; and to approve their standing rules.
- f. To propose a balanced budget for the Presbytery annually, to administer it in accord with the stewardship and management policies adopted by Presbytery, and to report regularly to the Presbytery on matters of stewardship and financial management.
- g. To provide annually for an outside audit of the books and financial records of the Presbytery and any agencies responsible to the Presbytery; and to ensure that the results of the audit are included in the minutes of the Presbytery.
- h. To oversee the work of the General Presbyter (see M-5.0204).
- i. To coordinate all ecumenical concerns for which Presbytery has responsibility.
- j. To coordinate denominational programs through correspondence, communication, cooperation, and consultation with the General Assembly, the Synod of South Atlantic, and their agencies.
- k. To hear reports and communications as needed from the divisions of Presbytery and at least annually from Presbyterian Women, the Board of Trustees, institutional representatives, the Permanent Judicial Commission, the Nominating Committee, and the Committee on Representation.
- l. To assess Presbytery and local church needs, identify potential areas of service and witness, and develop mission priorities and plans through appropriate divisions of Presbytery.
- m. To evaluate the mission direction and effectiveness of the structure of presbytery, including priorities, plans, policies, programs, and the Mission Statement and Goals, and to recommend revisions. This is an ongoing process, but is required to be done in an intentional manner every five years, with a report and recommendations to be presented to the Presbytery.

- n. To develop programs and policies for the Presbytery that are consistent with the adopted Mission Statement and Goals, and present same to Presbytery for appropriate action.
- o. To consider and to approve or disapprove on behalf of Presbytery requests from congregations for permission to take such actions concerning real property as are described in The Book of Order, G-4.02060, G-4.0206b, and G-4.0208 with the provision that any such actions shall be reported fully to the next Stated Meeting of the Presbytery and shall be recorded in the Minutes.
- p. To function through a sub-committee working under the authority of the Coordinating Team as the Personnel Committee of Presbytery, to maintain the "Personnel Policies and Practices Manual" and "Procedural Manual for Dealing with Sexual Misconduct," Trinity Presbytery's "Child Protection Policy," and to provide for annual performance evaluations and compensation reviews for members of the Presbytery staff; to review at least every two years the job descriptions of all staff to ensure that there is harmony among the goals of Presbytery, the duties assigned in the job description, and the gifts of the person holding the position.
- q. To consult with the divisions of Presbytery and with the General Presbyter to assess professional and support staff needs of the Presbytery and to present recommendations to the Presbytery for approval; to ensure that staffing patterns are consistent with the mission, goals, and programming needs of Presbytery. All staff authorized by Presbytery shall be employed according to the provisions of the "Personnel Policies and Practices Manual."
- r. To recommend to the Presbytery annually the compensation and benefits for all members of Presbytery's staff.
- s. To review and maintain the "Manual of Administrative Operations of Trinity Presbytery," and to recommend appropriate revisions to Presbytery for action (see M-2.0100).
- t. To provide for worship at each meeting of the Presbytery.
- u. To be responsible for overseeing mission planning, implementation, and evaluation not specifically assigned to other agencies by The Book of Order.

M-6.0104 Any member in good standing in a Presbyterian Church (U.S.A.) congregation within the bounds of Presbytery, together with all Teaching Elders who are members of the Presbytery, shall be eligible for election to membership on the Coordinating Team. Such members ordinarily shall be Ruling Elders, Teaching Elders, or other church professionals.

M-6.0105 The voting membership of the Coordinating Team of Presbytery shall be:

- a. A Moderator, who ordinarily shall be the immediate past Moderator of the Presbytery; or who shall be nominated by the Nominating Committee or nominated from the floor of the Presbytery and elected by the Presbytery. The Moderator shall serve a 1-year term.
- b. The moderators of the Committee on Ministry, the Committee on Preparation for Ministry, The Division of Education and Nurture, the Division of Evangelism and Church Support, the Division of Mission, the Division of Council Operations and Institution Relations, and the Outdoor Ministry Division.”
- c. Nine persons elected for three-year terms by the Presbytery at-large, in three equal classes, to balance the layperson/ Teaching Elder ratio in a. and b. above.
- d. The Moderator of the Presbytery and the Moderator of the Presbyterian Women.

M-6.0106 Advisory membership of Coordinating Team (with voice but not vote) shall include the General Presbyter and Stated Clerk, Presbytery Staff Associates authorized by Presbytery, the Presbytery Treasurer, and the Vice Moderator of Presbytery.

M-6.0107 Ordinarily no person shall serve more than three (3) consecutive years on the Council, and no person shall succeed himself/ herself.

M-6.0108 The Coordinating Team shall meet in preparation for the Stated Meetings of Presbytery, and shall meet on the call of the Coordinating Team Moderator at other times as required.

M-6.0109 A quorum shall consist of one-third of the voting membership.

M-6.0110 The Coordinating Team Executive Committee shall comprise the Coordinating Team Moderator (who serves as chair), Vice Moderator, and Secretary; the Moderator of Presbytery; and the General Presbyter and Stated Clerk. The Executive Committee shall plan for Coordinating Team meetings and shall meet on the call of the Coordinating Team Moderator. It shall carry out only approved Coordinating Team programs and policies between meetings of Coordinating Team.

M-6.0111 The Executive Committee shall function as a Presbytery Office Committee to advise the General Presbyter regarding the operation of the office, its physical facilities, and its operational policies.

## **M-6.0200 THE DIVISION OF CHURCH VOCATIONS**

M-6.0201 The Division of Church Vocations shall be responsible for all of those areas that pertain to the recruitment, education, care, and continuing development of Teaching Elders, church educators, and commissioned workers. Within this

Division are two constitutional committees which report directly to the Presbytery: the Committee on Ministry; and the Committee on Preparation for Ministry.

M-6.0202 THE COMMITTEE ON MINISTRY shall function according to the provisions of the Book of Order, G-3.0307 and G-2.08. It shall have the authority of Presbytery to dissolve the pastoral relationship in cases where the congregation and Ruling Elder concur (G-2.09).

The Committee shall have responsibility for all Teaching Elder members of Presbytery, Teaching Elders seeking membership, candidates seeking ordination, Christian Educators, Pastor Nominating Committees, and Educator Search Committees. All Teaching Elders seeking membership in the Presbytery and all candidates seeking ordination and membership in the Presbytery shall be examined by this Committee in preparation for the examination and reception by the Presbytery (G-2.0503).

In all matters regarding Teaching Elders, calls to Teaching Elders from churches, the appropriateness of Teaching Elder's work, and the relationship between Teaching Elders and congregations, or educators and congregations, the Committee on Ministry shall report directly to the Presbytery as part of the Division of Church Vocations' report.

M-6.0203 The Committee on Ministry shall have responsibility for administration of the Mitchell Loan Fund held by Presbytery.

- M-6.0204
- a. The Committee on Ministry shall exercise responsibility for the professional development of Teaching Elders, church educators, and commissioned workers, providing conferences, seminars, and continuing education opportunities for these persons. They shall oversee the distribution of available scholarship funds for continuing education for church professionals.
  - b. The Committee is responsible for pastoral care and support of church professionals, for developing opportunities for fellowship and guidance, and for attending to the emotional, spiritual, and physical well-being of these persons and their families. They should be aware particularly of persons with special needs for care. They shall seek to develop colleague groups for clergy, educators, and spouses.
  - c. The Committee is responsible for interpreting and promoting the work of the Board of Pensions among Teaching Elders, educators, and members of the Benefits Plan. It shall take care to provide information on material support and benefits available to church workers.

M-6.0205 Membership on the Committee on Ministry shall be at least twenty-four (24) and as many as thirty (30) people with equal numbers of Ruling Elders and Teaching Elders (G-3.0307 and F-1.0403). There shall be three classes, with members serving terms of three years, and no one serving more than two consecutive terms or consecutive portions of terms. To comply with the spirit of G-2.1103 one Certified Christian Educator shall be seated with the Committee, with voice and



vote. All members shall be elected by the Presbytery through its regular nominations process. Any member in good standing in a Presbyterian Church (U.S.A.) congregation within the bounds of Trinity Presbytery, together with all Teaching Elders who are members of the Presbytery, shall be eligible for election to this committee.

- M-6.0206 The Moderator of the Committee on Ministry and the Moderator of the Committee on Preparation for Ministry shall be elected by the Presbytery through its regular nominations process. Both shall serve as members of the Coordinating Team of Presbytery and shall report to each stated meeting of Presbytery.
- M-6.0207 THE COMMITTEE ON PREPARATION FOR MINISTRY shall function according to the provisions of the Book of Order, G-2.0403. The Committee shall report directly to the Presbytery regarding its work with candidates.
- M-6.0208 a. As provided in G-2.0603, G-2.0403, the Committee shall have power to enroll inquirers, with the provision that the action shall be reported to the next stated meeting of the Presbytery (G-3.0106).
- b. The Committee shall make a definite recommendation to the Presbytery with respect to whether an inquirer should be received as a candidate. Presbytery shall act on every committee recommendation regarding application for candidacy (G-3.0307, G-2.0403).
- M-6.0209 This Committee shall appoint the Presbytery's representative or representatives to the Presbyteries' Cooperative Committee on Examinations (G-3.0302b) and shall report the name(s) of the person(s) appointed to the Presbytery for confirmation.
- M-6.0210 Membership on the Committee on Preparation for Ministry shall be fifteen (15) persons with the numbers of Teaching Elders and laypersons as nearly equal as possible. There shall be three classes, with persons serving three-year terms. All members shall be elected by the Presbytery through its regular nominations process. Any member in good standing in a Presbyterian Church (U.S.A.) congregation within the bounds of Trinity Presbytery, together with all Teaching Elders who are members of the Presbytery, shall be eligible for election to this committee.

## **M-6.0300 THE DIVISION OF EDUCATION AND NURTURE**

- M-6.0301 The Division of Education and Nurture shall be responsible for events and activities concerned with Christian education and congregational nurture for persons of all ages. It shall seek to provide Presbytery-wide educational events that will include, but not be limited to:
- a. Church school administration and development; curriculum development and promotion of PC(USA) curriculum;
- b. Teacher and leader development, including church officers;

- c. Ministries to children (including child care and child development programs), Mid-High and Senior High youth;
- d. Family ministries and parenting skills;
- e. Adult ministries, including young adults, older adults, and single persons.
- f. Physically-challenged persons;
- g. Reformed worship and spiritual renewal.

M-6.0302 The Division shall work with the Educator Advocacy Committee of the Committee on Ministry to offer support for local church educators.

M-6.0303 Membership on the Division of Education and Nurture shall comprise twelve to eighteen persons, at least one-third of whom shall be Teaching Elders. Members shall serve three-year terms, with no person serving more than two consecutive terms or consecutive portions of terms. All members shall be elected through the regular nomination process of presbytery.

M-6.0304 Persons who have special interests or expertise in a particular area of the Division's work may be co-opted by the Division to serve up to three consecutive years on sub-committees and task forces created by the Division without jeopardizing their ability to serve in an elected position elsewhere in the Presbytery structure.

#### **M-6.0400 THE DIVISION OF MISSION**

M-6.0401 The Division of Mission has general responsibility for encouraging and enabling the Presbytery to direct its attention and resources to the needs of the world and to the relationship between the church and the community. Through its sub-committees and task forces, the Division shall provide education and motivation to local churches and to the Presbytery to become involved in global mission and mission partnerships, as well as in responses to justice issues throughout the world.

M-6.0402 The Division shall make the congregations and the Presbytery aware of opportunities for mission beyond itself in the following areas:

- a. Global Mission: The Division shall interpret and promote the global mission program of the Presbyterian Church (USA) among the churches, including opportunities for support and service in the various fields of missionary work. The Division shall encourage visits to mission fields, participation in volunteer programs, and other personal involvement in mission.
- b. Hunger: The Division shall interpret to the churches and the Presbytery the Hunger Action Program of the Presbyterian Church (USA), raising



awareness of the needs and providing avenues for response, and administering the funds generated.

- c. Justice Concerns: The Division shall advocate for, provide educational information about, and support theologically-informed responses to social justice issues in this country and around the world. In fulfillment of this responsibility, the Division, or its sub-committee, should take care to consider positions taken by the Presbyterian Church (USA), and any program opportunities available.
- d. Local Mission Enabling: The Division shall encourage and enable the involvement of the Presbytery's churches in mission and ministry in their communities. This may include but not be limited to Habitat for Humanity, medical clinics, AIDS ministry, literacy programs, migrant ministry, ministries to victims of violence and abuse, mental health programs, as examples.

M-6.0403 The membership of the Division of Mission shall be fifteen (15) persons, with at least one-third of the membership being Teaching Elders. Members shall serve three-year terms, and no person may serve more than two consecutive terms or consecutive portions of terms. All members shall be elected by the Presbytery through the regular nominations process.

M-6.0404 Persons with special interests or expertise in particular areas of the Division's work may be co-opted to serve on sub-committees and task forces created by the Division for up to three years without jeopardizing their eligibility to serve in an elected position elsewhere in the Presbytery structure.

## **M-6.0500 THE DIVISION OF EVANGELISM AND CHURCH SUPPORT**

M-6.0501 The Division of Evangelism and Church Support shall have general responsibility for planning and promoting evangelistic work within the congregations and for planning and coordinating the development of new churches and the redevelopment of existing congregations. The Division shall give special attention to the smaller-membership churches throughout the Presbytery, seeking ways to strengthen their ministries. The Division has responsibility for being aware of, and for sharing with the Presbytery, the particular concerns of the racial-ethnic communities of the Presbytery, developing goals and strategies for appropriate responses to those concerns.

M-6.0502 In fulfillment of its responsibilities, the Division shall

- a. Promote effective programs and strategies for evangelism and outreach within congregations of the presbytery.
- b. Determine the appropriate time and place for the purchase of property for new church developments; develop a workable model and strategy for organizing new congregations; oversee the establishment of new churches;

and encourage existing congregations to be involved in organizing and colonizing new congregations.

- c. Work with the Committee on Ministry to identify congregations that may be candidates for redevelopment and assist in the study and evaluation of those churches with a view toward seeking funding for redevelopment.
- d. Develop guidelines for churches seeking aid (salary sustentation or redevelopment grants) and recommend programmatic assistance or financial aid; implement a systematic annual evaluation of all aid-receiving churches.
- e. Work with churches seeking assistance in goal-setting, long-range planning, and congregational mission analysis.
- f. Maintain a network of support and resourcing for smaller-member churches.
- g. Assist churches in writing grant proposals for the Synod and General Assembly grant programs.
- h. Administer the Johnson Loan Fund; review and endorse applications to Synod's Hemphill Loan Fund; administer the Trinity Builders Fund.

M-6.0503 The Division shall be responsible for maintaining a liaison with the Campus Ministry program at USC, and shall maintain contact with campuses throughout the state. It regularly shall advise the Presbytery and its churches about our denomination's activities in higher education as one of the significant fields of evangelism and outreach. The Division shall encourage congregations located in or near college communities to explore the possibilities of ministry to students and staff members at those institutions.

M-6.0504 Membership of the Division shall consist of eighteen (18) persons, one-half of whom shall be Teaching Elders. They shall serve terms of three years, but no one shall serve more than two consecutive terms or consecutive portions of terms. All persons shall be elected by the Presbytery through the regular nomination process.

M-6.0505 Persons with special interests or expertise in particular areas of the Division's work may be co-opted to serve on sub-committees and task forces which the Division may create for up to three years without jeopardizing their eligibility to serve in an elected position elsewhere in the Presbytery structure.

## **M-6.0600 THE DIVISION OF COUNCIL OPERATIONS AND INSTITUTIONS**

M-6.0601 The Division of Council Operations and Institutions shall be responsible for coordinating relationships between the Presbytery and the institutions supported by it, the councils over which the Presbytery has jurisdiction, and all other councils unless otherwise specified in this Manual of Administrative Operations.

M-6.0602 This Division shall be responsible for developing the annual budget of the Presbytery. The process shall be one of negotiation and open communication within the community of Presbytery. The Division shall gather from the various divisions, committees, task forces, and other entities of the Presbytery their program proposals and budget requests for the following year during the first quarter of each calendar year, and shall prepare from these requests a budget of needs and objectives for the following calendar year.

The budget of needs shall be reported to the Coordinating Team for review and shall be presented to the meeting of the Presbytery in late Spring for information. A schedule of proposed askings from the churches shall be prepared and presented to the Presbytery and to the churches at the earliest possible date. After any necessary refinements and adjustments, a budget shall be presented to the Fall meeting as the Proposed Budget for the Presbytery, and shall include projected support for higher councils and institutions.

After the churches have responded to the annual mission funding askings, a balanced Spending Budget shall be negotiated among the Divisions and entities of the Presbytery and shall be presented to the February meeting of the Presbytery together with a demonstration of how it is to be supported. At that meeting it shall be adopted by the Presbytery for implementation.

M-6.0603 This Division shall prepare and recommend to the Coordinating Team and to the Presbytery suggested mission funding askings from each congregation with justification for these askings. The askings may be separated into the categories of Per Capita Apportionments, Unified Giving, Theological Education Fund. It shall be made clear that Selected Giving by congregations does not fund or affect the Operating Budget of Presbytery. These askings shall be presented to the Churches as part of a mission education/stewardship promotion effort annually.

M-6.0604 The Division shall work with the Presbytery's Associate for Finance and Administration to monitor revenue and expense budgets of Presbytery and to oversee all funds held by the Presbytery. Requests for expenditures not in the approved budget shall require the review and approval of this Division. Proposals for capital campaigns and special offerings will be received and studied by this Division, which shall make recommendations to Presbytery.

M-6.0605 The Division shall work with the Stated Clerk and the Associate for Finance and Administration to provide annual training for Clerks of Session, Church Treasurers, and Commissioners elected to attend the General Assembly.

M-6.0606 This Division shall be responsible for developing and monitoring the systems of communication that enable timely and relevant information to flow between congregations, Divisions, the Coordinating Team, individuals, and institutions.

M-6.0607 This Division shall be responsible for the annual review of the Sessional Records of all churches, and shall review biennially the registers of the churches.

- M-6.0608 The Division shall review proposed amendments to the Constitution of the Presbyterian Church (USA) and recommend action to Presbytery in accordance with the Book of Order, G-6.04.
- M-6.0609 Any overtures and resolutions addressed to Presbytery or to higher councils shall be reviewed by this Division in consultation with the Stated Clerk, and shall be presented to the Presbytery along with recommendations for response.
- M-6.0610 Annually the Division shall request from institutions supported by the Presbytery's budget a report on their ministries. This shall include the Presbyterian Communities of South Carolina; the William Brearley Home and the South Carolina Inn at Montreat; Thornwell Home for Children; Presbyterian College; Villa International-Atlanta; the South Carolina Campus Ministry Cabinet; and the South Carolina Christian Action Council.
- M-6.0611 Membership on the Division of Council Operations and Institutions shall comprise at least nine (9) and as many as eighteen (18) people, one-half of whom shall be Teaching Elders. The term of service shall be three years, with no one serving more than two consecutive terms or consecutive portions of terms. All members shall be elected by the Presbytery through the regular nomination process. Any member in good standing in a Presbyterian Church (U.S.A.) congregation within the bounds of Trinity Presbytery, together with all Teaching Elders who are members of the Presbytery, shall be eligible for election to this committee.
- M-6.0612 Persons with special interests or expertise in particular areas of the Division's work may be co-opted to serve for no more than three years on a sub-committee or task force created by the Division, without jeopardizing that person's eligibility to serve in an elected position elsewhere in the Presbytery structure.

## **M-6.0700 OUTDOOR MINISTRY DIVISION**

- M-6.0701 The Outdoor Ministry Division shall be responsible for coordinating the mission of outdoor ministry of Trinity Presbytery. The Division will be mindful of promoting the theological, educational, and ecological possibilities for furthering God's call of disciples through the planning and implementation of programs for Trinity Presbytery and especially at Fellowship Camp & Conference Center. It will seek to provide events that will include, but not be limited to:
- a. on-going annual summer camps; "non-summer" events such as retreats, meetings, confirmation and officer training; parenting; ecological/environmental education;
  - b. the development of partnerships with local educational institutions, business, and community organizations that promote and enhance the ecological/environmental issues associated with the camp and region.
  - c. modeling the principles of environmental science and the practices of good stewardship of God's creation;
  - d. reach out to local groups in ways that make the camp and presbytery relevant to the local community and which demonstrate the Gospel of Jesus Christ.

- M-6.0702 The Division shall work with the Director of Fellowship Camp & Conference Center and the Associate for Finance in the development and maintenance of an accounting and reporting process that provides clear and realistic lines of communication and responsibility. That process shall provide events that will include, but not be limited to:
- a. delineation of separate program costs for summer camp and year round camp. (counselors, other staffing, food service, housekeeping, supplies, etc.)
  - b. delineation of costs of ownership (depreciation, insurance, etc.).
  - c. delineation of facilities costs (repairs, maintenance, utilities, vehicle, etc.)
  - d. determining the “per camper” costs not otherwise included above.
  - e. develop a funding, other designated giving and capital development opportunities.
- M-6.0703 The Division shall develop and maintain a facilities management and needs program that will include, but not be limited to:
- a. implementation of an on-going maintenance program.
  - b. development of a Maintenance Master Plan which includes major item replacement, on-going maintenance schedule, crisis and disaster issues. This plan shall include a 3-5 year plan for renovation, improvement and/or expansion of existing facilities.
- M-6.0704 Environmental Issues: The Division shall enable the churches and the Presbytery to be informed about issues relating to the protection and restoration of the environment and opportunities for response by individuals and congregations.

## **M-7.0000 Chapter VII: NOMINATING COMMITTEE**

- M-7.0101 The Nominating Committee shall be responsible for nominating to the Presbytery qualified persons to serve in all elected positions in the agencies, divisions, committees, and councils of the Presbytery.
- M-7.0102
- a. The Nominating Committee shall function in conformity with the Book of Order, G-3.0111. It shall consist of nine (9) members, three of whom are Teaching Elders, three of whom are male laypersons, and three of whom are female laypersons. The membership shall reflect the racial-ethnic diversity of the Presbytery. Any member in good standing in a Presbyterian Church (U.S.A.) congregation within the bounds of Trinity Presbytery, together with all Teaching Elders who are members of the Presbytery, shall be eligible for election to this committee.
  - b. The term of office is for three years, and eligibility terminates after one term. The Moderator of the Presbytery, in consultation with the Past Moderator and the Vice Moderator, shall bring to the Fall meeting of Presbytery nominations for vacancies on the Nominating Committee. The Moderator of the Committee should be nominated to the Presbytery along with committee members.
- M-7.0103 The Committee shall solicit and consider recommendations from churches and Teaching Elders of the Presbytery, from the Moderator, from the Coordinating Team, and from Divisions; and shall consult with the professional staff of the Presbytery. In making nominations, they shall give careful attention to the principles of representation described in G-1.0102, G-1.103.
- M-7.0104
- a. The Nominating Committee shall present its major report to the Fall Meeting of the Presbytery each year. The report shall include nominations of persons to serve as Moderators of committees, councils, divisions, and agencies, who shall be members of the unit they moderate. Moderators shall be elected to one-year terms and are eligible to serve no more than three consecutive terms.
  - b. A simple majority of votes cast shall be required for election. Persons elected at the Fall meeting shall take office on January 1 following the meeting at which they are elected.
  - c. The Nominating Committee may report at any meeting of Presbytery and recommend persons to fill vacancies. When such elections occur, it shall be understood that the terms of service begin immediately unless otherwise specified by the Committee.
- M-7.0105 Ordinarily no person shall be elected to more than one continuing structure of Presbytery, except as provided or required by this Manual of Administrative Operations. Persons elected to a continuing structure of Presbytery may serve as designated representatives from one structure to another or on task forces.



- M-7.0106 Should a vacancy need to be filled between meetings of Presbytery, the Moderator of Presbytery, the Past Moderator, the Vice Moderator, and the Nominating Committee Moderator shall make a temporary appointment which shall stand until confirmed by the next meeting of Presbytery.
- M-7.0107 a. When possible, all Teaching Elders in the Presbytery are to be nominated to at least one Presbytery, Synod, or General Assembly responsibility. The Committee shall attempt to have at least one Ruling Elder from every Church serving in a Presbytery or higher council position.
- b. This Committee shall endorse and commend to Nominating Committees of the Synod, the General Assembly, and institutions supported by the Presbytery the names of persons from within the Presbytery for service on their committees, councils, boards, and agencies.
- M-7.0108 Each year at the Fall Meeting of the Presbytery, the Nominating Committee shall nominate a Moderator and Vice Moderator for the Presbytery for the following year.
- M-7.0109 Terms of service and expectations of diligence are described in M-6.0000 and in descriptions of the Divisions of Presbytery.
- M-7.0110 a. Commissioners to the General Assembly and alternates shall be nominated and elected at the Fall Meeting of the Presbytery. The Nominating Committee shall confer with the Stated Clerk to determine the number of Ruling Elder and Teaching Elder commissioners and Youth Advisory Delegates the Presbytery is entitled to send. Any member in good standing in a Presbyterian Church (U.S.A.) congregation within the bounds of Trinity Presbytery, together with all Teaching Elders who are members of the Presbytery, shall be eligible for election to this committee.
- b. In making these nominations the Committee shall take into account the person's service to the church and the Presbytery, and the ability of the person to work effectively in the Assembly committees and plenary sessions.
- c. They may consider the number of years the person has been ordained, the length of membership in the Presbytery, and whether the person has attended a meeting of the Assembly previously. They may also consider the nature of the business to come before the Assembly and the capacity of persons to contribute constructively, to understand, and in turn, to interpret to the Presbytery the work of the Assembly and its decisions. Care should be taken to rotate the nominations among the churches of the Presbytery, and the Committee should seek suggestions from the Sessions.
- M-7.0111 Commissioners to the Synod of South Atlantic shall be nominated and elected at the Winter Meeting of the year in which the Synod plans to meet. Teaching Elders shall ordinarily be nominated on a rotating basis; and Ruling Elders shall be nominated by the Sessions of the Churches in the Presbytery on a rotating basis. At least three months before the Presbytery meeting at which the election of

commissioners is to be held, the Committee should notify the Sessions eligible to make nominations that they have such responsibility.



## **M-8.0000 Chapter VIII: THE COMMITTEE ON REPRESENTATION**

M-8.0101 The Presbytery Committee on Representation shall function in accord with the Book of Order, G-3.0103, and shall "advise the council with respect to their membership and to that of their committees, boards, agencies, and other units in implementing the principles of participation and inclusiveness to ensure fair and effective representation in the decision-making of the church" (G3.0103).

M-8.0102 The efforts of the Committee shall be directed toward "giving full expression to the diversity within [the Presbytery] and shall provide means which shall assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, and different theological positions consistent with the Reformed tradition shall be guaranteed full participation and access to representation in the decision-making of the church" F-1.0403.

M-8.0103 The Committee shall be composed of eight persons:

- One white male layperson or Teaching Elder;
- One white female layperson or Teaching Elder;
- Two racial ethnic male laypersons or Teaching Elders;
- Two racial ethnic female laypersons or Teaching Elders;
- Two youth, one of whom shall be male, and one shall be female;  
and one of whom shall be a racial ethnic person.

M-8.0104 The Committee shall be nominated and elected by Presbytery according to the process in regular use. For purposes of budgeting, the Committee's expenses shall be provided under a "Constitutional Committees" line item. For purposes of reporting, the Committee shall report directly to the Presbytery, and shall consult regularly with the Nominating Committee and the Personnel Sub-committee. Any member in good standing in a Presbyterian Church (U.S.A.) congregation within the bounds of Trinity Presbytery, together with all Teaching Elders who are members of the Presbytery, shall be eligible for election to this committee.

## **M-9.0000 Chapter IX: THE TRUSTEES OF PRESBYTERY**

- M-9.0101 The Trustees of Trinity Presbytery, Inc., shall have the following responsibilities:
- a. To receive, hold, encumber, manage, and transfer property, real or personal, for the Presbytery.
  - b. To accept and to execute deeds of title to such property.
  - c. To manage any permanent special funds for the advancement of the purposes of the Presbytery, subject to the authority of the Council and under the supervision of the Constitution of the Presbyterian Church (USA).
- M-9.0102 In buying, selling, and mortgaging real property, the Trustees shall act only after approval of the Presbytery has been granted in a duly constituted meeting (Book of Order, G-4.02).
- M-9.0103 There shall be six (6) Trustees serving in three classes of two persons for terms of three years. They shall be nominated by the Nominating Committee through the regular nomination process and shall be elected by the Presbytery. One of the six shall be designated to serve as Moderator. Any member in good standing in a Presbyterian Church (U.S.A.) congregation within the bounds of Trinity Presbytery, together with all Teaching Elders who are members of the Presbytery, shall be eligible for election to this committee.

## **M-10.0000 Chapter X: THE PERMANENT JUDICIAL COMMISSION**

M-10.0101 The Permanent Judicial Commission of the Presbytery shall function in accordance with the provisions of the Book of Order, D-5.0000.

M-10.0102 The Permanent Judicial Commission shall be composed of nine (9) persons who shall serve six-year terms, in three equal classes. Five Ruling Elders and four Teaching Elders shall be elected. Not more than one of its members shall be related to any one constituent church. Any member in good standing in a Presbyterian Church (U.S.A.) congregation within the bounds of Trinity Presbytery, together with all Teaching Elders who are members of the Presbytery, shall be eligible for election to this committee.

M-10.0103 The Permanent Judicial Commission shall fulfill all those duties and responsibilities delineated in the Book of Order as responsibilities of the Permanent Judicial Commission. They shall serve as an advisory committee on interpretation of the Constitution when requested to do so by the Stated Clerk.

## **M-11.0000 Chapter XI: ELECTION OF TRUSTEES OF INSTITUTIONS**

- M-11.0101 Trinity Presbytery joins the other Presbyteries in South Carolina in electing Trustees to the Boards of the Presbyterian Communities of South Carolina, the South Carolina Inn at Montreat (William Brearley Home), Presbyterian College, and from time to time, to other institutions. Nominees for election shall be proposed by the Nominating Committee of the Presbytery, which shall give serious consideration to, but not be bound by, recommendations submitted from the current Board of Trustees of each institution. All nominations shall be in conformity with the provisions of the Book of Order and this Manual of Administrative Operations. Any member in good standing in a Presbyterian Church (U.S.A.) congregation within the bounds of Trinity Presbytery, together with all Teaching Elders who are members of the Presbytery, shall be eligible for election to this committee.
- M-11.0102 Trustees elected by the Presbytery shall serve three-year terms and shall be eligible for a maximum of two consecutive terms.
- M-11.0103 The Presbytery shall elect three Trustees for the Presbyterian Communities of South Carolina: one Teaching Elder, one layman, and one laywoman.
- M-11.0104 The Presbytery shall elect three trustees to the Board of the South Carolina Inn at Montreat (William Brearley Home): one Teaching Elder, one layman, and one laywoman.
- M-11.0105 Trustees shall consider themselves agents of the Presbyterian Church (USA) with primary responsibility to the church as represented in the Presbytery.
- M-11.0106 Presbytery-elected Trustees of the various institutions shall:
- I. Communicate with the Presbytery at least annually, and at any time it seems appropriate or necessary, through the Division of Council Operations and Institutions, in fulfillment of the responsibility to serve as two-way channels of communication, understanding, and support between the institution, the Presbytery, and the churches.
  - II. Encourage and promote benevolent support of the institution by the Presbytery and the churches.
  - III. Expand the ministry of Presbytery through and to the institution.
  - IV. Faithfully participate in meetings and functions of the institutional board, carrying out duties assigned by the board or the administration of the institution.
  - V. Promote continued responsiveness and compliance of the institution to the concerns and desires of the Presbytery and its churches.

VI. Ensure clarity within the institution concerning its ultimate responsibility to Christ as Head of the Church.

M-11.0107 Trustees of institutions who are elected by the Presbytery shall take office either on the date of their election by the Presbytery or at a date consistent with the practice and needs of the institution, but no later than January 1st following the date of the Presbytery meeting at which they are elected.

## **M-12.0000 Chapter XII: PROVISIONS FOR THE WORK OF DIVISIONS AND COORDINATING TEAM**

- M-12.0101 The Coordinating Team of Presbytery and the Divisions of the Presbytery's mission and ministry shall organize themselves to fulfill their assigned responsibilities using elected committees and establishing sub-committees and task forces as necessary or appropriate.
- M-12.0102 Additional persons may be enlisted or appointed to assist in the work of the agencies of Presbytery as provided in the sections on co-opting persons found under Division descriptions.
- M-12.0103 All structures of the Coordinating Team and the Divisions, including persons serving on those structures and having responsibilities for particular functions, shall be reported to the Stated Clerk by the Council or Division Moderator.
- M-12.0104 Standing rules shall be maintained and submitted annually to the Stated Clerk.
- M-12.0105 Copies of minutes of the Coordinating Team, Divisions, sub-committees, task forces, and other agencies shall be submitted to the Stated Clerk in a timely manner, but in all cases within two weeks of a meeting.
- M-12.0106 The Coordinating Team and Divisions shall meet at least quarterly, and more often if necessary. All regular meeting dates, times, and places should be reported to the Presbytery office for placement on the calendar, for notification to members, and for coordination.
- M-12.0107 The Divisions are responsible to, and shall report to Presbytery through the Coordinating Team, with the exception of the Division of Church Vocations, which reports directly to the Presbytery.
- M-12.0108 During the first quarter of the year, the Divisions shall submit annual budget requests to the Division of Council Operations and Institutions for the following year's work.
- M-12-0109 The Moderator of a Division shall be an advisory member of each sub-committee and task force under that Division.
- M-12.0110 The Divisions are encouraged to communicate and to coordinate with each other to discover ways they can cooperate and places in which they can support each other. Where responsibilities and interests overlap, it is expected that such coordination will take place.

Revised Manual presented to Presbytery for adoption,  
Stated Meeting, October 8, 2014

# Trinity Presbytery

# Protection Policy Manual

## Section Headings

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1. Definitions
2. Protection of Children, Youth and Persons with Special Needs
3. Prevention of Sexual Misconduct
4. Response Coordination Team
5. Amendments and Revisions to This Policy
6. Appendices

**Proposed Revisions 6/1/2015**  
**Adopted 10/27/2015**

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## 1. DEFINITIONS

**Accused** is the term used for the person against whom a claim of sexual misconduct is made.

**Accuser** is the term used for the person claiming to have been the victim of sexual misconduct by a teaching elder, staff person, or volunteer. Other persons may also report an allegations (family member, friend, or colleague of the Accuser, another teaching elder or church member, etc.).

**Advocate** is a friend, family member, or pastor who is permitted to accompany the Accused or Accuser to meetings in order to give moral support and advice. The Accused and Accuser will select their own Advocates.

**Allegations** are assertions that allege an offense committed by a minister, staff person, or volunteer. It is the term which refers to assertions made prior to the commencement of formal *Book of Order* Rules of Discipline proceedings. (See “Charges” below.)

**Book of Order** contains the Form of Government (operating rules), Directory of Worship (sacerdotal matters), and Rules of Discipline (judiciary procedures) of the Presbyterian Church (USA).

**Charges** are formal statements of accusation made by an Investigating Committee (replaces a “Special Disciplinary Committee” per D-10.0100 of proposed “Rules of Discipline”) against a teaching elder, staff person, or volunteer when it has reason to believe an offense has occurred which should be brought to trial before the Permanent Judicial Commission of the Presbytery for the purpose of discipline in the case of teaching elders and which should be brought before the Coordinating Team in the case of lay employees and volunteers.

**Child Sexual Abuse** includes, but is not limited to, any contact or interaction between a child under the age of eighteen and an adult when the child is being used for sexual stimulation of the adult person or a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. Child sexual abuse is a felony (according to federal and state law) and must be reported to the appropriate officials.

**Contact Person** is the Response Coordination Team Member assigned to a particular case. Contact Persons are specially trained in interviewing those affected by allegations of sexual misconduct.

**Pastoral Care Givers** are assigned by the Response Coordination Team to provide pastoral care to those affected by allegations of sexual misconduct. In this Presbytery a Pastoral Care Giver fits the category of persons defined in the *Book of Order* as “a person duly appointed by a governing body to provide counseling services for persons within the jurisdiction of the governing body.” The *Book of Order* further specifies that such persons “shall not testify before a ...permanent judicial commission...” See *Book of Order*, D-14.0203 (new version of “rules of Discipline”).

**Response Coordination Team** is the six member team that is nominated by the Nominating Committee of Trinity Presbytery and elected by the entire Presbytery. A full description of this team - its makeup and function, is found in section four of this Policy.

**Sexual Harassment** as defined for this Policy is as follows: Unwelcomed and unsolicited sexual advances, requests for sexual favors, discriminatory tormenting based on gender, and other unwelcome verbal, visual or physical conduct of a sexual nature. In particular, sexual harassment occurs if:

1. submission to any kind of sexual harassment is explicit or implicit term or condition of employment;
2. submission to, or rejection of, sexually harassing behavior is used as the basis of employment, or other personnel decisions affecting the recipient of the behavior;
3. sexual harassment has the purpose or the effect of unreasonably interfering with the recipient's work performance or creating an intimidating, hostile, or offensive environment.

**Sexual misconduct** includes, but is not limited to the following:

1. Child sexual abuse as defined above.
2. Sexual harassment as defined above.
3. Rape or sexual contact by force, threat or intimidation.
4. Sexual conduct (such as offensive, obscene or suggestive language or behavior, unwelcome touching or fondling) which is injurious to the physical or emotional health of another person.
5. Sexual malfeasance is defined as sexual conduct within a ministerial or professional relationship (for example, clergy with a committee member, camp counselor with a conferee, lay employee with a church member). Sexual malfeasance includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature, whether consensual or non-consensual, and regardless of any purported therapeutic benefit or treatment within a counseling or professional relationship of any kind.

## 2. **POLICY FOR THE PROTECTION OF CHILDREN, YOUTH AND PERSONS WITH SPECIAL NEEDS ENGAGED IN OUR MINISTRIES**

### A. **A Vision for Children and the Church**

*“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it.” And he took the children in his arms, put his hands on them and blessed them. Mark 10:14-16*

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

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

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

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

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

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

Adopted by the 205th General Assembly, 1993

## B. Policy

Because we believe that children are a gift of God as demonstrated by Jesus welcoming them; because we believe in the *Vision for Children* adopted by the 205<sup>th</sup> General Assembly; and because we are called, as God's people to nurture, love, and care for our children, Trinity Presbytery adopts the following covenant to provide a safe place for our children, youth or persons with special needs to experience the kingdom of God.

For the purpose of this policy, the terms "child," "children," or "youth" include all persons under the age of eighteen years. It is also the intent of this policy to protect persons with special needs regardless of age. "Special needs" is defined as any individual who requires assistance for disabilities that may be medical, mental, or psychological.

**For the protection of those persons in our care, everyone working directly with children, youth and persons with special needs, whether paid or volunteer, at any Trinity Presbytery sponsored or cosponsored events is subject to the provisions of this policy.**

Therefore, all Presbytery activities and programs will be subject to the following policy:

1. It is our intent to provide two unrelated adults, aged 18 or older, to be designated to supervise or lead all activities involving children or youth on behalf of the presbytery. Supervising adults should be at least four (4) years older than those being supervised. If this is not possible and only one adult or two related adults are supervising, there will be multiple children or youth participating, and parents/guardians will be informed of the situation in writing.
2. Individuals who have not been members of a church in Trinity Presbytery for at least six (6) months *may* be invited to work in supervised settings with children, youth and special needs persons, but ***will not*** be the adult in charge. Paid staff (church and/or presbytery) are exempt from this requirement.
3. Each Division and Committee must complete procedures and management practices to include Screening, Standards of Behavior, and Reporting Procedures as related to this policy to Trinity Presbytery Coordinating Team (PCT). Trinity PCT should approve each Division's policy.
4. Each Division and Committee will be responsible for completion of Volunteer Information Form, criminal record check and reference checks before service begins for events under their supervision. Employees of Trinity Presbytery are required to complete information/background screening as provided for in this policy, and will be subject to additional requirements as per the Trinity Presbytery Personnel Policy.
5. Trinity Presbytery will provide a copy of this policy to each congregation within its bounds.
6. All Divisions and Committees will provide training annually on the Trinity Presbytery Policy for the Protection of Children, Youth and Persons with Special Needs and the guidelines of that Division.

## **C. Standards of Behavior**

Pursuant to South Carolina Definition of Abuse Law & Abuse Reporting Law (Appendix E), sexual/physical abuse acts are prohibited by Presbytery employees and volunteers.

Use of alcohol, tobacco or illegal drugs while leading or participating in a ministry program of Presbytery involving children, youth or persons with special needs is prohibited.

Volunteers and Presbytery employees are to uphold appropriate and faithful communications with children, youth and persons with special needs in all contexts, including all electronic and social media.

Supervision according to this policy must be maintained before, during and after Presbytery events until a parent/guardian resumes responsibility.

## **D. Screening Procedures**

National background checks for volunteers or adults leading activities shall be completed every three (3) years. Congregations are encouraged to use a reputable national vendor, such as the vendor used by Trinity Presbytery. Background checks normally include:

- State and National Criminal Background checks,
- Driving Record check, if driving is required for activity,
- Sexual Offender Registry check.

## **E. Reporting Procedures**

In order to maintain an environment free of destructive acts toward all children, youth and persons with special needs, the staff, employees, teachers, parents and volunteers of the presbytery must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation thought to be in violation of this policy. South Carolina law requires the prompt reporting of suspected abuse.

Anyone who witnesses or receives an allegation of such an occurrence should follow these steps to insure the security and protection of all persons involved:

1. Personally ensure the safety of the child, children, youth or persons with special needs.
2. Report the incident immediately to the supervisor of the program or ministry area and to appropriate authorities. (If help is needed in making the report, contact supervisor or Presbytery staff.)
3. Do not leave the child, children, or youth alone to report the incident.
4. Do not personally confront the accused violator of the policy.
5. Maintain the confidentiality of the accused, the accuser, and the victim.
6. Parents or legal guardians of those involved in the incident will be contacted by supervisor of the program or ministry area.
7. The Person with firsthand knowledge of the event shall complete the Incident Report Form (Appendix D).

8. Once the situation is stabilized, the completed incident report form will be given to the General Presbyter of Trinity Presbytery, the Chair of the Coordinating Team of Presbytery or the Moderator of the Committee on Ministry within 48 hours. These persons have a responsibility to refer the allegations to the Moderator of the Response Coordination Team within three days.
9. Do not investigate the accusation. Allow professional/law enforcement officials this responsibility.
10. Until an investigation is complete, the accused and accuser may not participate in Presbytery events.

## **F. Right to Exclude from Service**

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

## **3. THE PREVENTION OF SEXUAL MISCONDUCT**

### **A. Policy:**

It is the policy of Trinity Presbytery as a governing body of the Presbyterian Church (U.S.A.) that all Teaching Elders, lay employees and volunteer staff are to maintain the integrity of the ministerial, employment and professional relationship at all times. Sexual misconduct is not only a violation of the principles set forth in Scripture, but also of the ministerial, pastoral, employment, and professional relationship. It is never permissible or acceptable. Sexual Misconduct is defined and further explained in the Definitions found in Section 1 of this Policy and by the *Standards of Ethical Conduct* which was approved by the 210th General Assembly (1998) and adopted for use by Trinity Presbytery in October of 2013. (Appendix F)

This Policy on Sexual Misconduct (hereafter called “Policy”) applies to every Teaching Elder (“minister”) who is a member of Trinity Presbytery and every lay employee and volunteer staff of Trinity Presbytery. In all its provisions, this Policy is under the authority of the Constitution of the Presbyterian Church (U.S.A.) as contained in the *Book of Order* (most recent edition).

### **B. Standards of Behavior**

In order to maintain integrity of relationships between Christians, those who plan, supervise and execute events sponsored by Trinity Presbytery are expected to take care to observe both the spirit and the requirements of this policy to avoid either the appearance or the occurrence of Sexual Misconduct or Harassment as defined in Section 1 of this Policy. In order to accomplish this goal, the following standards of behavior, taken from the larger *Standards of Ethical Conduct* document (approved as Presbytery Policy in October of 2013 - Appendix F) are to be followed by all Teaching Elders, lay employees and volunteer staff of Trinity Presbytery.

1. Be honest and truthful in my relationships with others;
2. Be faithful, keeping the covenants I make and honoring marriage vows;
3. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs;

4. Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries;
5. Be judicious in the exercise of the power and privileges of my office and positions of responsibility I hold;
6. Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;
7. Accept the discipline of the church and the appropriate guidance of those to whom I am accountable for my ministry.

## **C. Reporting Procedure**

Anyone who believes that they are the victim of sexual misconduct or harassment by a Teaching Elder, lay employee or volunteer staff member of Trinity Presbytery, or anyone who believes they have observed such conduct have the right to let their complaint be made known and to take advantage of the processes and protections offered by this policy.

Allegations should be put in writing and sent to the General Presbyter of Trinity Presbytery, the Chair of the Coordinating Team of Presbytery or the Moderator of the Committee on Ministry. These persons have a responsibility to refer the allegations to the Moderator of the Response Coordination Team within three days. After the written allegation is referred to the Response Coordination Team, their policies and procedures shall govern and guide the actions of the Presbytery.

## **4. THE TRINITY PRESBYTERY RESPONSE COORDINATION TEAM**

**A. Response Coordination Team** is a six member team elected by the Presbytery having been nominated by the Nominating Committee. These persons are selected on the basis of special skills and with substantial knowledge of human resources and knowledge of liability exposure. Care shall be given by the Presbytery Nominating Committee to have as equal a number of Ruling and Teaching Elders on this Team as possible. Members serve staggered terms of three years. Members may be elected to serve for two consecutive terms. The Moderator of the Response Team is elected by the Team itself each year in November/December before the class rotating off leaves office. In the rest of this paper this group is called simply the Response Team. Responsibilities of the Response Team are:

1. To fulfill the procedures of the Policy and prevention assignments outlined in the Personnel Manual.
2. To make provision for pastoral care to all parties, to help all parties understand the process, to coordinate the implementation of the process, to help train and give counsel to all parties.
3. To review this Policy and make recommendations for change.
4. To develop a handbook which outlines the specific duties of and provides a training guide for new Response Team members, Pastoral Care Givers, Contact Persons, and others charged with responsibilities under this Policy.

In the event a member of the Response Team or any family member, relative or personal friend of a member of the Response Team is named as an Accused or an Accuser, or is the ongoing pastor or Pastoral Care Giver of an Accused or Accuser, that member shall be relieved of service on the Response Team until the case in question is completed in both ecclesiastical and secular



courts. (Upon notification, the Nominating Committee may name a replacement for the duration of the suspension period.)

## **B. Reporting Procedures**

Procedures for reporting abuses against children, youth or persons with special needs are outlined in that Policy (see Section 2E). Procedures for reporting sexual misconduct or harassment against a Teaching Elder, lay staff or volunteer staff member of Trinity Presbytery are outlined in that Policy (see Section 3C). In both cases the following procedures are assumed for reporting:

1. The intention of these policies is to make clear and available recourse for action for all allegations of sexual misconduct. The Response Coordination Team has the authority, given the unique circumstances of any case, to make a change in the order of the procedures so long as the changes facilitate the reporting and response.
2. The General Presbyter, Moderator of Presbytery Coordinating Team or the Moderator of the Committee on Ministry are the persons to whom allegations should be given. Depending on the needs of the specific event, allegations may initially be received verbally. However, eventually all allegations shall be put in writing.
3. These persons will ensure that the allegations are referred to the Moderator of the Response Coordination Team within three (3) days.
4. Ordinarily, within three days of receiving an allegation, the chair of the Response Team assigns a member of the Response Team to serve as Contact Person (i.e. Coordinator) for the case. Ordinarily the chair will not be a Contact Person. The two primary roles of the Response Team are:
  - a. To make provision for pastoral care to all parties throughout the process; and
  - b. To coordinate the implementation of the process.

## **C. The Response Team and the Accuser**

1. Ordinarily within three days of receiving an allegation, the chair of the Response Team contacts the accuser and assigns a Pastoral Care Giver for the Accuser (and family).

Note: (The same Pastoral Care Giver will not be assigned to both the Accuser and Accused.) The Pastoral Care Givers are assigned from a pool of people previously recruited by the Response Team, from other pastors or pastoral care specialists. The chair of the Response Team always consults with the Accuser and the Accused to obtain their consent for the Pastoral Care Giver assigned to them. The Pastoral Care Giver will not be a member of the Response Team nor a staff member of any congregation involved.

2. Ordinarily within three days of appointment, the Contact Person and Pastoral Care Giver arrange a meeting with the Accuser. They inform the Accuser that an Advocate may also attend the meeting.
3. The Contact Person, Pastoral Care Giver and Advocate meet together with the Accuser for the following purposes:
  - a. They help the Accuser understand this Policy and disciplinary procedures of the *Book of Order*; and



- b. The Accuser is offered assistance to arrange for counseling. If the Accuser (or family) needs financial help to pay for therapy, the General Presbyter is informed and makes the necessary arrangements, and
  - c. All parties are encouraged to keep this matter in strictest confidence, and,
  - d. If the accusation is not in written form, the Accuser is informed that for the process to continue, the allegation must be put in writing by either the Accuser or by an officer of the Presbytery. The Contact Person, Advocate or Pastoral Care Giver may assist the Accuser to prepare a written accusation, and
  - e. The Accuser is informed that a limited release or waiver of confidentiality is necessary if the case is taken to the Permanent Judicial Commission or to the Presbytery Coordinating Team. (The Accuser will be required to give permission for the Accused to answer any allegations which grow out of “privileged communication” settings, such as counseling session.) This release will be limited to the procedures of the Policy and ecclesiastical disciplinary proceedings which may ensue.
4. The chair of the Response Team asks the General Presbyter to notify the Presbytery insurance carrier in order to comply with the requirements of the insurance policy.
  5. Ordinarily within ten days of the meeting with Accuser, the written accusations are given to the Chair of the Response Team.
  6. Ordinarily within ten days after the General Presbyter, the Moderator of Presbytery Coordinating Team or the Moderator of the Committee on Ministry receives the written accusations, the Chair of the Response Team and the Moderator of the Presbytery appoint an Investigating Committee from the pool of persons previously elected by the Presbytery. (See *Book of Order*, Rules of Discipline, Chapter X, “Disciplinary Cases”)

## **D. The Investigating Committee and the Person Accused**

1. Ordinarily within ten days of appointment, the Investigating Committee shall arrange a meeting with the Accused. Information passed on to the Accused concerning the meeting to be held shall include the following:
  - a. That an Advocate chosen by the Accused may attend the meeting;
  - b. That the Response Team will be in contact with him/her in order to assign a Pastoral Care Giver for the Accused and family; and
  - c. That the Accused has the right to be represented by legal counsel and the right to refuse to comment on the accusation.
2. The Investigating Committee, Pastoral Care Giver and Advocate meet together with the Accused for the following purposes:
  - a. To review with the Accused this policy and the disciplinary procedures of the *Book of Order*, Rules of Discipline, Chapter X;
  - b. To provide a summary of the written accusations to the Accused;
  - c. To instruct the Accused not to have further contact with the Accuser or the Accuser’s family;

- d. To offer the Accused assistance in arranging for counseling. If the Accused (or Family) need financial help to pay for therapy, the General Presbyter is informed and, if possible, makes the arrangements for assistance; and
  - e. To inform all parties that this matter is to be kept in strictest confidence.
3. The Investigating Committee shall conduct an inquiry in strict accord with the provisions of the *Book of Order*, D-10.0200 to determine whether or not charges should be filed. If the Investigating Committee determines that there are no probable grounds or cause to believe that an offense was committed, or that there is insufficient evidence to proceed (see *Book of Order*, D-10.0202, D10.0303 and D10.0304), the Pastoral Care Givers will continue to offer pastoral care to all parties and no further action will be taken at this time.
  4. If the Investigating Committee determines that there are sufficient grounds to warrant the filing of charges, they shall notify the Accused and the Committee on Ministry (or the Coordinating Team of Presbytery if the Accused is a lay employee or volunteer) of their decision.
    - a. In the case of lay employees or volunteers, the Coordinating Team or Personnel Committee may determine whether limitations should be imposed on the Accused. Specific limitations shall be communicated in writing to the Accused within three days.
    - b. In the case of lay employees, if there are compelling reasons, the Coordinating Team may do one of the following:
      - i. Suspend the Accused from the performance of certain duties.
      - ii. Place the Accused on Administrative Leave.
    - c. In the case of a volunteer, if there are compelling reasons, the Coordinating Team may suspend the Accused from the performance of certain or all duties.
    - d. In the case of a teaching elder, the Constitution of the Presbyterian Church (U.S.A.) does not permit a governing body to place a teaching elder on temporary leave simply because there is a formal accusation of sexual abuse or misconduct.
  5. The provisions of G-3.0109b regarding the functioning of an administrative commission or the provisions of the Rules of Discipline regarding disciplinary cases must be implemented and brought to their full conclusion before anyone can be temporarily or permanently removed from office. A voluntary suspension may be agreed to by the parties involved.

from Minutes of General Assembly, 1995

Report of Advisory Committee on the Constitution - 21.103 - 21.105

6. The Coordinating Team informs the Accused lay employee of the Administrative Leave or the volunteer of the temporary suspension in writing, within three days, and the Contact Person instructs the Accused to have no further contact with members of any churches involved, or any other persons who have a pastoral or professional relationship with the Accused (unless approved in advance by the Contact Person.) During the period of Administrative Leave or suspension, the Accused shall refrain from the exercise of any function of the previous position. This process will be carried out with no undue delay.
7. D-10.0103 states "...the stated clerk shall ... report to the governing body only that an offense has been alleged without naming the alleged offender , or the nature of the alleged offense..." This section does NOT mean that the allegations are kept secret. Instead, it means that only those who have a "need to know" are informed. The investigating committee will decide who needs to be informed.

8. Representatives from the Response Team, Committee on Ministry, Coordinating Team and General Presbyter continue to offer care and guidance to the parties involved until such care is no longer needed.

## E. Settlement

1. If at any time during the course of these proceedings, a request for a civil settlement is made by the Accuser, the following principles apply:
2. Legal counsel will be consulted, and
3. The Response Team will negotiate terms.
4. If there are any financial dimensions to a proposed settlement, the Response Team, in consultation with the appropriate officers, determines if this cost is covered by the Presbytery insurance for such purposes. If it is, the Response Team may propose a settlement.
5. The following committee is authorized to give final approval to settlements which are within Presbytery insurance coverage: The Chair of Presbytery Coordinating Team, the Moderator of the Board of Trustees, the Moderator of Presbytery, and the General Presbyter. If the terms of the Proposed settlement go beyond the scope of Presbytery insurance, the final terms must be approved by the Presbytery Coordinating Team, and reported to the Presbytery.
6. The final settlement will be reported to the General Presbyter, Committee on Ministry and/or Coordinating Team and will be retained in the permanent confidential personnel file of the Accused. A summary of the settlement will be reported to prospective employers of the Accused in the future.
7. If at any point in the process the Response Team or investigating committee requires the assistance of an attorney, the General Presbyter is informed and makes arrangements.
8. If disciplinary procedures are required, those procedures are as follows:
  - a. The disciplinary procedures for teaching elders (investigation, filing of charges, trial before the Permanent Judicial Commission, renunciation of jurisdiction, appellate procedures, etc.) are described in the *Book of Order*, “Rules of Discipline.” (Refer to the “Rules of Discipline” for a full statement of the formal procedures.)
  - b. The disciplinary procedures for lay employees and volunteer staff are described below and are consistent for lay employees with the Personnel Policies and Practices of Trinity Presbytery, Sections IV and VI:
    - i. If the Investigating Committee, after their inquiry, feels there are probable grounds or cause to believe an offense was committed, or there is sufficient evidence to proceed, they shall present such evidence to the Coordinating Team.
    - ii. The Accused will be given an opportunity to defend himself or herself before the Coordinating Team.
    - iii. If in the case of a lay employee, the Coordinating Team concludes that there are probable grounds that an offense did occur, the Accused will be dismissed with cause immediately. In such cases pay in lieu of notice will be given.
    - iv. In the case of a volunteer staff, if the Coordinating Team feels that there are probable grounds that an offense did occur, the Accused will be dismissed from the volunteer position.

## 5. AMENDMENTS AND REVISIONS TO THIS POLICY

This policy, in its entirety, is to be revised and applied under the primary supervision of the Coordinating Team of Trinity Presbytery. Each year, The Education and Nurture Ministry and the Outdoor Ministry Board shall review Section 2 of this Policy and suggest any revisions that seem prudent or necessary to ensure the safety of children, youth and Persons with Special Needs. The Committee on Ministry, likewise, has responsibility annually to review Section 3 of this Policy and to suggest any revisions that seem prudent or necessary to ensure the prevention of sexual harassment and misconduct by teaching elders, commissioned ruling elders, lay employees and volunteer staff of Trinity Presbytery.

Coordinating Team of Trinity Presbytery has the responsibility:

1. To receive and to act upon recommendations for changes that are received from Education and Nurture, Outdoor Ministries and the Committee on Ministry.
2. To ensure that a Response Coordination Team is recruited, trained and in place in the event that such a team is needed.
3. To review the Policy as a whole to ensure cohesion and the consistent use of this Policy across our Presbytery.
4. To take any changes approved by the Coordinating Team of Trinity Presbytery to the whole Presbytery for action so that the Policy may be amended by Presbytery.
  - a. After the adoption of the original Policy (date), this Policy may be revised at any Stated Presbytery Meeting as long as:
    - i. Revisions come from Education and Nurture, Outdoor Ministries and/or Committee on Ministry and have been discussed and voted on by those bodies.
    - ii. The Revisions passed on by those entities are made available to the entire Coordinating Team of Trinity Presbytery at least 3 days prior to their meeting when such revisions are to be considered, and the proposed revisions are approved by a majority of the Coordinating Team.
    - iii. The Revisions, thus approved by Presbytery Coordinating Team, are listed on the Agenda of a Stated Meeting of Trinity Presbytery and the text of the revisions are made available to Trinity Presbytery in the original Presbytery Packet (not the supplement) so that they may be considered.
    - iv. After these requirements are met, revisions may be made by a majority vote of Trinity Presbytery at that Stated Meeting and will become official upon approval.
5. To ensure that this Policy is made available to all Moderators of Trinity Presbytery Committees, all Teaching Elders, Clerks of Sessions and lay Presbytery Staff on an annual basis and to ensure that training and education as seems appropriate and necessary happen.

## 6. APPENDICES

## APPENDIX A

### TRINITY PRESBYTERY VOLUNTEER INFORMATION FORM

FOR WORKERS WITH CHILDREN, YOUTH AND PERSONS WITH SPECIAL NEEDS 1.

Name (last, first, middle, maiden name) \_\_\_\_\_

\_\_\_\_\_  
If you have ever used another name, please indicate the name and the time period(s) used:

Current Address: \_\_\_\_\_

How long have you lived at this address: \_\_\_\_\_

How long have you lived in South Carolina: \_\_\_\_\_

Gender: M \_\_\_ F \_\_\_ Birth date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Work Phone: \_\_\_\_\_

2. (skip number 2 if your position does not include driving)

Drivers License Number: \_\_\_\_\_

Have you ever had your driver's license suspended or restricted for any reason?

\_\_\_\_\_  
If yes, please describe the dates and reasons for each such occurrence on the back.

3. Location of current church membership: \_\_\_\_\_

Date you became a member: \_\_\_\_\_

4. List all previous church work involving children, youth, and special needs persons: (church name, address, type of work, dates, etc.)

\_\_\_\_\_  
\_\_\_\_\_

5. ~~List all previous non-church work involving children, youth, special needs persons: (Name of organization, address, type of work, dates, etc.)~~

\_\_\_\_\_  
\_\_\_\_\_

6. ~~Have you ever been arrested, charged, indicted or convicted for any criminal offense (misdemeanor or felony) other than a traffic violation?~~ \_\_\_\_\_ (If yes, please explain.)

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7. Have you ever been subject to any disciplinary action, complaint or allegations that you violated any employer's or any organization's policy concerning sexual misconduct? \_\_\_\_\_ (If yes, please explain.)

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8. References: Please list the names, addresses, occupations, and telephone numbers of three people (other than relatives) who are familiar with your character and abilities. References will be contacted.

Name	Address	Occupation	Work Phone	Home Phone
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9. I understand and agree that:

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- a) All information that I have provided may be verified. I agree to release from liability any person or organization that provides information concerning me, including these persons I have listed as references. I understand and agree that any information received will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.
- b) By signing this form, I certify and affirm that the information I have given is true complete, and correct in all respects.
- c) I have read, understood and agree to abide by Trinity Presbytery Policy for the Protection of Children, Youth and Persons with Special Needs.
- d) I have completed the Release Authorization form or have furnished an accepted background screening.
- e) I will participate in any required training for volunteer leaders.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If under age eighteen)

**This form must be updated at least triennially.**  
This form is confidential and will be kept in a locked file at the presbytery office.

## APPENDIX B

### TRINITY PRESBYTERY RELEASE AUTHORIZATION Applicant Complete the Following

1. In connection with my Christian service through Trinity Presbytery, I understand that a national background check will be required.
2. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies.
3. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted during a background check, to furnish the information described in Section 1. The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

\_\_\_\_\_  
Please print your full name

\_\_\_\_\_  
Please print other names you have used

\_\_\_\_\_  
Home address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

The following states require sex and race data to obtain information: AL, AR, FL, GA, IA, IN, OR, TX, WI.

☐ Male      ☐ Female

☐ Asian   ☐ Black/African American   ☐ Hispanic   ☐ White   ☐ Native American   ☐ Other

Drivers License Number \_\_\_\_\_ State Issuing License \_\_\_\_\_

Name as it appears on license \_\_\_\_\_

Signature \_\_\_\_\_ Today's date \_\_\_\_\_

## APPENDIX C

### TRINITY PRESBYTERY VOLUNTEER PHONE REFERENCE CHECK

Identify yourself.

Tell the person that (applicant's name) gave you permission to call for a personal reference and that you will keep the conversation confidential.

Explain what the applicant will be doing for the (church's name) and the age and sex of the children or youth with whom the volunteer will be working.

Name of volunteer applicant: \_\_\_\_\_

Name of staff/volunteer calling for reference: \_\_\_\_\_

Name of reference: \_\_\_\_\_

Title/occupation: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date called: \_\_\_\_\_

How long have you known (applicant's name) and in what capacity?

Have you observed (applicant's name) interacting with children/youth/persons with special needs and in what kind of environment?

Please describe this interaction.

Is there any other information you can tell me about (applicant's name)?

Would you let (applicant's name) take care of your children or persons with special needs?

Do you have any reservations about (the applicant) working in a setting with Children, Youth or persons with special needs?



## APPENDIX D

### TRINITY PRESBYTERY INCIDENT REPORT FORM

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Reporter: \_\_\_\_\_ Phone: \_\_\_\_\_

Name(s) of those involved:

\_\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_\_ Age: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Quote the first words verbatim of the child/youth/special needs person making the accusation.

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Briefly describe behavior/appearance of the person making the accusation.

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Briefly describe the behavior/appearance of anyone else involved in this incident.

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Briefly describe what happened.

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What actions did you take?

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Has the incident been resolved? \_\_\_\_ Yes \_\_\_\_ No Explain: \_\_\_\_\_

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Were there any witnesses? \_\_\_\_ Yes \_\_\_\_ No

Names:

_____	Phone: _____
_____	Phone: _____
_____	Phone: _____

Signatures (If possible): \_\_\_\_\_

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Signature of person submitting report:

_____	Date: _____
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Report given to: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX E**

### **South Carolina Definition of Abuse Law & Abuse Reporting Law**

#### **SECTION 63- 7- 20. Definitions**

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

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

- (A) A physician, nurse, dentist, optometrist, medical examiner, or coroner, or an employee of a county medical examiner's or coroner's office, or any other medical, emergency medical services, mental health, or allied health professional, member of the clergy including a Christian Science Practitioner or religious healer, school teacher, counselor, principal, assistant principal, social or public assistance worker, substance abuse treatment staff, or childcare worker in a childcare center or foster care facility, police or law enforcement officer, undertaker, funeral home director or employee of a funeral home, persons responsible for processing films, computer technician, or a judge must report in accordance with this section when in the person's professional capacity the person has received information which gives the person reason to believe that a child has been or may be abused or neglected as defined in Section 63- 7- 20.
- (B) If a person required to report pursuant to subsection (A) has received information in the person's professional capacity which gives the person reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by acts or omissions that would be child abuse or neglect if committed by a parent, guardian, or other person responsible for the child's welfare, but the reporter believes that the act or omission was committed by a person other than the parent, guardian, or other person responsible for the child's welfare, the reporter must make a report to the appropriate law enforcement agency.
- (C) Except as provided in subsection (A), any person who has reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse and neglect may report in accordance with this section.
- (D) Reports of child abuse or neglect may be made orally by telephone or otherwise to the county department of social services or to a law enforcement agency in the county where the child resides or is found.

# STANDARDS OF ETHICAL CONDUCT

Approved by the 210th General Assembly (1998)

Presbyterian Church (U.S.A.)



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

# **Professional Code of Ethics**

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

*Developed by*  
The Special Committee on a Professional Code of Ethics  
Published by The Office of the General Assembly PC(USA)

*Edited by*  
The Committee on Ministry of Trinity Presbytery  
The Committee on Preparation for Ministry of Trinity Presbytery  
9-4-2013

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## **LIFE TOGETHER IN THE COMMUNITY OF FAITH: STANDARDS OF ETHICAL CONDUCT FOR**

## **ORDAINED OFFICERS IN THE PRESBYTERIAN CHURCH (U.S.A.)**

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

### **I**

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

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

### **I I**

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

1. Preach, teach, and bear witness to the gospel of Jesus Christ with courage, speaking the truth in love;
2. Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries;
3. Be judicious in the exercise of the power and privileges of my office and positions of responsibility I hold;
4. Avoid conflicts of interest that might compromise the effectiveness of my ministry;
5. Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;
6. Respect the privacy of individuals and not divulge information obtained in confidence without express permission, unless an individual is a danger to self or others;

appropriate;

7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as
8. Claim only those qualifications actually attained, give appropriate credit for all sources used in sermons, papers, music, and presentations, and observe copyrights;
9. Refrain from incurring indebtedness that might compromise my ministry;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Observe limits set by the appropriate council for honoraria, personal business endeavors, and gifts or loans from persons other than family;
12. Accept the discipline of the church and the appropriate guidance of those to whom I am accountable for my ministry;
13. Participate in continuing education and seek the counsel of mentors and professional advisors;
14. Deal honorably with the record of my predecessor and upon leaving a ministry or office speak and act in ways that support the ministry of my successor;
15. \*\*Participate in the life of a ministry setting I left or from which I have retired only as directed by presbytery;
16. \*\*Provide pastoral services for a congregation I previously served only as directed by the presbytery and provide pastoral services to members of other congregations only with the consent of their pastors; and
17. \*\*Consult with the Committee on Ministry in the presbytery of my residence regarding my involvement in any ministry setting during my retirement.

### III

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

1. Participate in the mission and governance of the Presbyterian Church (U.S.A.) and work for the unity of the holy catholic church;
2. Show respect and provide encouragement for colleagues in ministry;
3. Recruit church members responsibly, respect existing congregational relationships, and refrain from exploiting persons in vulnerable situations; and
4. Cooperate with those working in the world for justice, compassion, and peace, including partners in ministry of other faith traditions.

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



## **Revision History**

2016.1018 Add as item M-4.0101a

M-4.0101a Signatories on presbytery checking accounts shall be, by virtue of their office, the General Presbyter, the Stated Clerk, and the Recording Clerk.

Correct M-4.0102 which currently reads:

*“At the October Stated Meeting . . .”*

to read as follows:

*“At the Stated Meeting in the fourth quarter . . .”*

2016.0818 Add to section M-3.0102 of the Manual of Administrative Operations of Trinity Presbytery as M-3.0102 a and M-3.0102 b

a. **Meetings Held by Electronic Means**

b. **Voting By Email**

2015.1027 Include Protection Policy Manual