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PRESBYTERY OF WYOMING

STANDING RULES

ARTICLE I • THE PRESBYTERY

- 1.01 The Presbytery of Wyoming is a council of the Presbyterian Church (U.S.A.) subject to the Constitution of the Church. The form and organization of the presbytery is prescribed in Chapter III of the *Form of Government*. Specific duties and responsibilities are outlined in G-3.03.
- 1.02 The presbytery is incorporated under the laws of the State of Wyoming. A copy of the articles of incorporation is available for examination in the presbytery office. Trustees manage corporation business as directed by the presbytery, and with the advice of legal counsel. (Trustees are defined in G-4.0101)

ARTICLE II • MEMBERS, MEETINGS & OFFICERS

2.01 **Members**

2.011 Teaching Elder Members

2.012 Teaching elder members of presbytery are ministers of Word and Sacrament who have been received and enrolled in accordance with provisions in the *Book of Order* (G-3.0306). The committee on ministry or the presbytery itself will examine ministers seeking membership prior to their reception. Ministers of other denominations, who qualify under the provisions of G-2.0506, shall be enrolled as temporary members for the duration of their service within the presbytery.

2.013 Election of Commissioners

Sessions elect commissioners according to provisions of the *Form of Government* (G-3.0301). Presbytery urges sessions to select commissioners and alternate commissioners for an entire year; and to notify the stated clerk of commissioners and alternates selected, including term of service.

2.014 Voting Privileges for Commissioners

Those eligible to vote are continuing and temporary members of presbytery, commissioners elected by their respective sessions, and elders serving as officers of presbytery, on the presbytery council, or moderators of continuing committees.

2.015 Privilege of the Floor

Privilege of the floor, with voice but not vote, shall be granted to the following persons resident within the presbytery:

Moderator (or vice moderator), Presbyterian Women in the Presbytery of Wyoming
Former moderators of the Presbytery of Wyoming
Former moderators of the Synod of the Rocky Mountains
Certified Christian Educators

Commissioned Ruling Elders (CREs) holding commissions from this presbytery
Certified members of the Administrative Personnel Association
Certified members of the Presbyterian Association of Musicians
Certified members of the Presbyterian Church Business Administrators Association

2.016 Corresponding Members & Visitors

A corresponding member is a teaching or ruling elder, or minister, in good standing in another governing body in this or in any other Christian church, who is present at any meeting of the presbytery and may be invited to sit as corresponding members with voice but without vote. Presbytery may grant privilege of the floor to visitors, with or without voice, for all or part of the meeting as may be appropriate in each instance.

2.017 Redress of Imbalance

When the number of teaching elders entitled to vote in presbytery is greater than the number of ruling elders so entitled, the clerk shall report this imbalance and shall invite sessions (in the order of the church's date of charter) to elect an additional ruling elder commissioner until the balance is restored.

2.02 Meetings

2.021 The presbytery will hold three stated meetings each year. Ordinarily, stated meetings begin at 8:00 a.m. on Friday, and end at noon the following day (Saturday). When circumstances indicate, council may set a later hour for convening on Friday, provided that the hour is specified in the first (mailed) notice of the meeting.

Meetings will be held as follows:

February	The second Friday and the following Saturday
May	The first Friday and the following Saturday
September	The Friday and Saturday following the second Monday

2.022 Attendance

Teaching and ruling elder commissioners, and elders entitled to vote by virtue of office are expected to attend all stated meetings unless excused. Requests for excused absence shall be submitted to the stated clerk prior to the meeting for which an excused absence is requested. For a church to be listed as excused, both the commissioner and the alternate must have approved absences.

- a. All teaching elders on the roll of presbytery who are honorably retired, are on approved disability through the Board of Pensions, or who are living or laboring outside the bounds of the Presbytery of Wyoming shall be excused from regular attendance.
- b. Presbyters not in attendance at a special called meeting shall be granted an excused absence.

2.023 Place of Meeting

The place for each stated meeting shall be determined in advance by the presbytery upon recommendation of the presbytery council.

2.024 Change of Place or Time of Meeting

Whenever it becomes necessary to change the time or place of any stated

meeting of the presbytery, the moderator, stated clerk, and general presbyter shall be authorized to secure another time and/or place of meeting, and to issue a call for that meeting according to the rules for calling a special meeting.

2.025 Special Meetings

Special meetings may be called by council or committee on ministry with two weeks notice by e-mail and letter. The business of the meeting will be specified and no other business may be held. All presbytery meetings will be held in person.

2.026 Proceedings

a. Worship

Each session (day) of a stated meeting begins with worship; and the first day's session concludes with a worship service. The Sacrament of the Lord's Supper will be celebrated at each stated meeting.

b. Proceedings

Each session convenes with prayer, followed by

- Roll call,
- Seating of alternate commissioners and corresponding members,
- Introduction of new business for that session
- Adoption of the docket for that session.

c. Friday sessions ordinarily are devoted to events designed to enhance the ministry of the presbytery and its churches. Business ordinarily is docketed for the Saturday session.

d. Meetings of the presbytery and its units are conducted in accordance with the most recent edition of *Robert's Rules of Order*, except in cases where the *Constitution of the Presbyterian Church (U.S.A.)* provides otherwise.

e. Consent and Action Agendas

Consent Agenda

Presbytery will provide a consent agenda for the purpose of listing action items coming before presbytery. The consent agenda will be printed and distributed to members and commissioners no later than the evening before it is due to be considered. Items will be removed from the consent agenda at the request of any voting member, and these items will be dealt with on the action agenda.

Action Agenda

Action items are presented in the form of a motion. (Motions from presbytery committees and work groups do not require a second.) Substantive motions will be printed in the approved format and distributed to members and commissioners no later than the evening before they are due to be considered. (A sample format for presentation of action items is located in the "Forms" section of the presbytery manual.)

2.03 **Officers**

The officers of the presbytery are moderator, vice moderator, stated clerk and treasurer. The moderator and vice moderator will serve one-year terms. Upon completion of the term as vice moderator, the vice moderator will become

moderator. The stated clerk and treasurer will be elected to five-year terms in accordance with the personnel policies of the presbytery.

2.031 Moderator

The vice moderator is installed as the moderator of presbytery upon the election and installation of a new vice moderator. The one-year term begins at the adjournment of the September stated meeting.

Description and Expectations:

- Possess an appreciation and love for the Presbyterian Church (U.S.A.) and for the ministry and witness of the Presbytery of Wyoming.
- Provide inspiration and encouragement to commissioners, elected officers and staff.
- Represent the larger church to congregations and ecumenical agencies.
- Possess knowledge of Presbyterian polity and parliamentary procedure.
- Be available to visit congregations and ecumenical gatherings, as invited.

Responsibilities:

- Preside over presbytery meetings, guiding the presbytery in fulfilling its responsibilities
- Moderate administrative commissions as necessary.
- Visit committees as time permits, and encourage members in their service.
- Visit congregations upon invitation, as time and budget allow, interpreting the mission of the whole presbytery.
- Attend denominational and ecumenical gatherings as requested by the general presbyter and presbytery.
- Appoint investigating committees and committees of counsel in consultation with the stated clerk and in accordance with requirements of the *Rules of Discipline*; and report appointments to the next stated meeting of presbytery.
- Make appointments to fill vacancies on presbytery entities (with the exception of the permanent judicial commission) and representation to ecumenical bodies between meetings of the nominating committee and presbytery.
- Arrange for worship services and oversee implementation of program plans for presbytery meetings

2.032 Vice Moderator

The vice moderator is nominated by the nominating committee and elected by presbytery during the September stated meeting. The one-year term begins at the adjournment of the September stated meeting.

Description and Expectations: (same as for moderator)

Responsibilities:

- Discharge the functions of the moderator when requested by the moderator to do so, when the moderator is absent or is incapacitated, or when the moderator has moved from the bounds of the presbytery.
- Coordinate with council the program portion of presbytery meetings for the following year.

2.033 Moderator Pro Tempore

In the absence of the moderator and vice moderator, the stated clerk is authorized to name a member or commissioner present to be elected by presbytery as moderator pro tempore for that meeting.

2.034 Stated Clerk & Treasurer

Position descriptions for stated clerk and treasurer are included in the personnel section of the presbytery manual.

ARTICLE III • ORGANIZATION FOR MISSION

3.01 Committees and Commissions

The work of the presbytery shall be coordinated by a council and by committees and commissions. Unless otherwise required by the *Book of Order*, committees and commissions shall be composed of ruling and teaching elders in numbers as nearly equal as possible. When a committee or commission consists of an odd number of members, the additional member may be either a teaching or ruling elder. When allowed by the *Book of Order*, up to one-third of the committee may be non-ordained members of presbytery. Presbytery shall elect members of all committees and commissions; and shall elect moderators of those bodies, with the following exceptions:

- a. Each permanent judicial commission shall meet and elect from its members a moderator and a clerk (D-5.0201).
- b. The committee on ministry is authorized to approve and present calls for service for teaching elders, to approve the examination of teaching elders transferring from other presbyteries, to dissolve the pastoral relationship in cases where the congregation and pastor concur, to grant permission to labor within or outside the bounds of presbytery, and to dismiss teaching elders to other presbyteries, with the provision that all such actions be reported to the next stated meeting of presbytery. COM members who have received appropriate training may be appointed to administrative commissions to examine candidates for teaching elder within the presbytery.

3.011 Terms of Service

Unless otherwise required by the *Book of Order*, committees shall be organized into three classes, with each class serving a three-year term. Insofar as possible, classes shall be of equal size. Election of new classes will occur at the September stated meeting; election of persons to fill vacancies may occur at any meeting. Unless otherwise specified, terms of service begin immediately upon election. No one may serve for more than six consecutive years on any committee. Persons eligible to serve may be elected to unexpired terms, provided that consecutive service does not exceed six years. Insofar as possible, committees and commissions shall reflect broad geographical representation.

3.012 Quorum for Committees and Commissions

A majority of elected members constitutes a quorum. No commission or committee may conduct business without a quorum.

3.02 Continuing Committees & Permanent Judicial Commission

3.021 Presbytery Council

The council shall be composed of nine voting members: a moderator, the moderator and vice moderator of presbytery, and six members elected at-large. At-large members shall be divided into three classes. The general presbyter, stated clerk and treasurer shall serve ex officio and without vote. The stated clerk shall record and preserve the minutes of each meeting. The presbytery shall elect a council moderator at-large for a three-year term, according to the usual nominating procedures.

Between stated meetings, council acts on behalf of the presbytery on all matters assigned to it, in accordance with this manual.

Council members, when elected and for the duration of their terms, shall be the trustees of the Presbytery of Wyoming. Legal signatories shall be any two trustees, provided that the board shall have approved the action and shall have ordered that legal documents be signed. The president of the corporation shall be the moderator of council. For purposes of state filings, the stated clerk and treasurer of the presbytery shall be the secretary and treasurer of the corporation; and the general presbyter shall be the director.

- 3.0211 Council handles only such administrative and programmatic business as may be referred to it by the presbytery. It may make recommendations concerning administrative and programmatic business as may come to its attention between meetings of the presbytery. Council shall have no power to initiate action except as provided in Section 3.0212 below. No judicial business may be referred to the council. The council shall report at each stated meeting of the presbytery every item of business transacted by it. Its decisions shall be immediately operative wherever power has been conferred, but may be reviewed and reversed by the presbytery.
- 3.0212 In accordance with (G-3.0307), the following powers are assigned to the council, subject to presbytery review:
- a) To develop strategy for the mission of the Church within the presbytery's geographic area, consistent with G-3.0301, and to recommend to the presbytery appropriate actions to initiate mission in light of the larger strategy of the synod and the General Assembly.
 - b) To coordinate relationships with ecumenical bodies and agencies consistent with presbytery mission strategy, and recommend to presbytery new ecumenical partnerships or revisions to existing partnerships.
 - c) To validate mission projects and fund raising projects that are consistent with presbytery mission. In so doing, council will refer requests to other appropriate units or agencies of the presbytery for their response and concurrence.
 - d) To consult with the synod concerning the overall mission needs of the synod, as well as the needs for financial assistance in maintaining staff services for the presbytery.
 - e) To adjust line items in the administrative and mission budgets upon recommendation by the budget and finance committee.
 - f) To approve requests for non-budgeted expenditures, upon recommendation by the budget and finance committee.
 - g) To approve project grants and scholarship applications from budgeted funds.
 - h) To approve applications for presbytery church partnership funds, with concurrence of the committee on ministry or congregational development committee.
 - i) To endorse grant applications to synod and General Assembly from churches and related entities.
 - j) To approve expenditures from designated or restricted funds upon recommendation from the budget and finance committee, and in accordance with the purposes established for those funds.

- k) To approve applications to the Hardy V. Ratcliff loan fund and to the church revitalization or redevelopment fund.
- l) To consider, and by a two-thirds majority, act upon requests from particular churches for permission to take actions regarding real property described in G-4.02. (Requests that fail to achieve a two-thirds majority will be referred to the presbytery.)
- m) To direct the work of employed administrative personnel, and to terminate or accept (between stated meetings of the presbytery) the resignation of administrative staff, in accordance with personnel policies of the presbytery and upon recommendation by the personnel subcommittee.
- n) To consider and report on all proposals and appeals for funding presbytery programs.
- o) To receive under care of the presbytery candidates for the ministry from other presbyteries, upon recommendation of the vocations committee.
- p) To nominate persons to serve on the presbytery's nominating committee.
- q) To make recommendations concerning bills and overtures, including proposed amendments to the *Constitution*.
- r) To propose the docket for meetings of presbytery, in consultation with the stated clerk and general presbyter; and to approve displays and dissemination of materials at presbytery meetings.
- s) To recommend locations for stated meetings of the presbytery.
- t) To review manuals and policies, in consultation with the stated clerk and with committees and others responsible for implementing specific areas of presbytery mission; and to recommend changes as appropriate, except in those areas assigned to another committee.
- u) To recommend contracts for the conduct of audits and financial reviews, and report results of such reviews to presbytery.
- v) To issue corporate resolutions of authority as may be necessary for the conduct of presbytery business.
- w) To provide for the maintenance of presbytery offices, furniture, fixtures and equipment.
- x) To implement personnel policies and procedures, performs staff performance evaluations and recommends personnel actions as appropriate.

3.022 Permanent Judicial Commission

Elections are held in even-numbered years, or to fill vacancies as needed. The permanent judicial commission shall be composed of seven members, according to the terms and organization outlined in D-5.0100 and D-5.0201. The permanent judicial commission shall handle all matters referred to it under the *Rules of Discipline*. The stated clerk staffs the commission, coordinates training for commission members, and refers matters to it as necessary

3.023 Nominating Committee

The nominating committee shall be composed of six members, who shall be nominated by council and elected by presbytery. The committee shall be responsive to the church's commitment to diversity.

The nominating committee publishes current information about opportunities for service, maintains current profiles on persons desiring to serve in a variety of elected positions, and encourages sessions and related entities to recommend

individuals for particular service in the church. Every three years the nominating committee will consult with Presbyterian Women regarding a ruling elder nominee for a position on council.

The committee is responsible for presenting one nominee for each position in the following categories: presbytery committees, permanent judicial commission, commissioners to higher governing bodies, and representatives to ecumenical organizations. In presenting nominees for commissioners to higher governing bodies and representatives to ecumenical organizations, the committee will comply with guidelines established by the presbytery and by the specific governing body or organization.

3.024 Committee on Ministry

The committee on ministry shall be composed of twelve members, with as nearly as possible an equal number of teaching elders and ruling elders, as directed by the presbytery.

The committee on ministry shall perform those duties assigned in the *Book of Order* (G-3.0307), including authority to perform those functions delegated to it by the presbytery. The committee also may appoint administrative commissions for ordination and installation of teaching elders and commissioning and installing of commissioned ruling elders. The committee also reviews and recommends policies affecting calls and contracts for a variety of pastoral and professional services.

3.025 Committee on Vocations

The committee on vocations shall be composed of five members, including two teaching elders and two ruling elders.

The committee on vocations shall function as the committee on preparation for ministry and shall be responsible for all aspects of the care and oversight of inquirers and candidates, including authority to dismiss candidates, enroll inquirers, and certify candidates as ready for examination for ordination, with the provision that all such actions be reported to the next stated meeting of the presbytery (G-2.0605). The committee nominates readers (and alternates) from its own body for the Presbyteries' Cooperative Committee examinations (G-2.0607d).

The committee on vocations also shall administer a commissioned ruling elder educational program. Upon completion of basic courses, the committee shall certify to presbytery persons ready to be commissioned as commissioned ruling elders (G-2.1001 & G-2.1002).

3.026 Budget, Finance and Stewardship Committee

The budget, finance and stewardship committee shall be composed of five members: four chosen at-large by the presbytery, and one appointed by and from the council. The committee will develop and administer the mission and administrative budgets in consultation with appropriate committees and structures of the presbytery, and presents budgets for council review and presbytery approval. The committee recommends budget revisions as necessary and oversees financial operations of the presbytery. The committee also reviews financial statements and selected transactions, advises council and presbytery on financial matters, and recommends policies as needed. The committee is also responsible for developing and implementing a comprehensive strategy for mission support and assisting congregations in developing

stewardship goals.

3.027 Retreats, Outdoor Ministry, Camping, Conference and Service Committee

The camp and youth ministry committee shall be composed of up to ten members chosen at-large. The primary focus of the committee is to provide and promote camp and conference opportunities, and support youth ministry and encourage participation in PCUSA and presbytery youth activities.

The committee exists to provide and promote opportunities and programs for sharing the Good News of Jesus Christ through camps, conferences and faith-building experiences located at the presbytery camps whenever feasible and elsewhere when weather precludes such use. The committee is responsible for securing counselors and providing counselor training and orientation, providing support for camp program staff during the camping season, and supervising camp operations. Employment practices are coordinated with the presbytery's personnel committee; bookkeeping and accounting functions are coordinated with the presbytery treasurer and with the presbytery office. Subcommittees appointed by the committee to facilitate specific functions, each composed of at least two members whenever possible in separate classes, the function of which may include: coordinate maintenance of camp facilities and meet local needs of the camp locations, secure, train and supervise staffing, and coordinate administrative matters. Both in facilities and programming, the committee adheres to the standards of the Presbyterian Church Camps and Conference Association.

In addition to providing camp opportunities, this committee will promote and facilitate the annual Sr. High Retreat and Triennium and other Presbytery wide youth activities.

3.03 **Temporary Committees & Task Forces**

3.031 The moderator may appoint temporary committees, as needed, for the duration of a presbytery meeting. Such committees shall report before adjournment of the meeting at which they are appointed.

3.032 Presbytery may appoint temporary (ad hoc) committees and task forces to complete specific tasks within a specified period of time, at the conclusion of which they shall cease to exist. Temporary (ad hoc) committees and task forces shall report to the presbytery at least annually. Presbytery action is required to extend the time limit set at election.

3.033 Presbytery committees may appoint task forces as needed to complete specific tasks. Unless otherwise provided for in the budget, expenses for temporary committees and task forces are charged to the appointing body.

3.04 **Investigating Committees & Committees of Counsel**

3.041 The moderator of presbytery appoints investigating committees and committees of counsel in consultation with the stated clerk and in accordance with requirements of the *Rules of Discipline* (D-10.0200); and reports appointments to the next stated meeting of presbytery.

3.05 **Conflicts of Interest**

- 3.051 Mindful of potential conflicts of interest, committee and commission members may speak but are to refrain from voting on matters affecting them or the churches or enterprises with which they are connected. Committee and commission members will not receive remuneration beyond reimbursement of expenses for duties performed in connection with their service for the unit or agency.
- 3.06 **Resignation from Office**
- 3.061 Any person who is or becomes unable to perform the duties of office shall submit a resignation to the stated clerk, who shall present the resignation to presbytery at its next stated meeting.
- 3.062 Members of presbytery agencies or units who move outside the bounds of the presbytery will be considered to have resigned from any office held (effective the date of such move) unless the person presents to the stated clerk reasons for remaining in office. Upon receipt of such a statement, the stated clerk will present it to the next meeting of the council for its consideration and recommendation to presbytery.
- 3.063 It is the responsibility of all agencies or units of the presbytery to encourage full participation of their members. A non-functioning member of any agency/unit of the presbytery (except the permanent judicial commission) may be replaced by another member elected by the presbytery (or temporarily appointed by the moderator of presbytery) at the request of the agency. Requests for such replacements shall give details of non-participation, i.e. number of unexcused absences, etc. Before appointing a temporary replacement, the moderator shall consult with the vice moderator and with the presbytery's nominating committee. Appointment of a temporary replacement shall be reported to council and presbytery.

ARTICLE IV • RELATED ENTITIES

- 4.01 **Welsh Memorial Scholarship Committee**
The Welsh Memorial scholarship committee is composed of three persons elected by the presbytery: one member from Saratoga, one from Encampment, and one from the presbytery at large. The committee awards scholarships annually to students from Encampment and Saratoga according to the terms of the Welsh Memorial endowment fund. The committee determines the number of scholarships to be awarded and the amount of each scholarship.
- 4.02 **Evangelism, Church Development and Leadership Committee**
The Evangelism, Church Development and Leadership Committee is composed of six persons elected at large. The committee solicits gifts from churches, institutions and individuals to be designated for church development, redevelopment and revitalization. The committee provides training and related services to churches and pastors.
- 4.03 **Presbyterian Women in the Presbytery of Wyoming**
The primary focus of Presbyterian Women in the Presbytery of Wyoming is to provide support and network for Presbyterian women in congregations, and relates to the synod and national organizations. The organization keeps presbytery and its churches informed of the work of Presbyterian Women across the denomination and around the world. PW offers excellent study resources

and leadership training opportunities. From time to time, PW may recommend to the nominating committee individuals qualified for service on presbytery continuing committees, as well as in the larger church.

4.04 Wyoming Association of Churches

The Wyoming Association of Churches fosters ecumenical ministry within the State of Wyoming. One representative is designated to serve of the WAC board. The Wyoming Association of Churches supports a variety of ministries and coordinates chaplain services in state correctional facilities. WAC encourages socially responsible legislation.

ARTICLE V • PRESBYTERY STAFF

5.01 Presbytery employees a general presbyter and other staff deemed necessary in order to fulfill its mission. Policies governing employment and position descriptions are contained in personnel section of the presbytery manual.

ARTICLE VI • SUSPENSION AND REVISION OF Manual

6.01 In accordance with the *Form of Government* (G-3.0106) and in order for the Presbytery of Wyoming to have a basis for administrative procedures and understandings by which it functions, this manual of administrative operations is approved for use.

6.02 The administrative manual may be suspended or amended by a two-thirds majority of presbyters present and voting, provided that proposed amendments have been submitted in writing at the previous stated meeting or have been distributed in written form in connection with the call for the meeting.

6.03 When changes in the *Book of Order* occur that place this manual in contradiction, the *Book of Order* prevails.

PRESBYTERY OF WYOMING

POLICIES & PROCEDURES

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I . General Procedures

1.01 Policies & Procedures

Policies and procedures may be adopted, revised, amended or repealed by a majority of presbyters present and voting, provided that proposals are contained in the action agenda of presbytery.

1.02 Review of Policies & Procedures

Policies and procedures will take effect when adopted, unless otherwise specified. Policies and procedures will be in effect for five years following the date of adoption, unless modified or repealed. At least every five years, the council and/or other appropriate presbytery agencies/units will report completion of a review of existing policies and procedures and recommend extension, modification or elimination of said policies. Failure to complete such review in a timely manner will extend the effect of existing policies until the next stated meeting of the presbytery, at which time the council or appropriate unit will present recommendations.

II . Life Together in the Community of Faith

2.01 Seeking To Be Faithful Together

Guidelines for Presbyterians During Times of Disagreement

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

Give them a hearing...listen before we answer
John 7:51 and Proverbs 18:13

Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus the Christ;

- We will keep our conversations and communications open for candid and forthright exchange,
- We will not ask questions or make statements in a way which will intimidate or judge others.

Learn about various positions on the topics of disagreement.

State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.

Speak the truth in love
Ephesians 4:15

Share our concerns directly with individuals or groups with whom we have disagreements in the spirit of love and respect in keeping with Jesus' teaching.

Focus on ideas and suggestions instead of questioning people's motives, intelligence or integrity;

- We will not engage in name-calling or labeling of others prior to, during, or following the discussion.

Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.

Maintain the unity of the spirit in the bond of peace
Ephesians 4:3

Indicate where we agree with those of other viewpoints as well as where we disagree. Seek to stay in community with each other though the discussion may be vigorous and full of tension;

- We will be ready to forgive and be forgiven.

Follow these additional Guidelines when we meet in decision-making bodies:

- Urge persons of various viewpoints or views to speak and promise to listen to these positions seriously;
- Seek conclusions informed by our points of agreement;
- Be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience;

- Abide by the decision of the majority, and if we disagree with it and wish to change it, work for that change in ways which are consistent with these Guidelines.

Include our disagreements in our prayers, not praying for the triumph of our viewpoints, but seeking God’s grace to listen attentively, to speak clearly, and to remain open to the vision God holds for us all.

2.02 Guidelines for Healthy Statements

A PROCESS FOR HONORING GOD’S CALL FOR CHURCH DELIBERATIONS

Begin with prayer and respect for all persons

Positive Regard for Self, others, and the Presbytery

1. Address all statements/questions to the moderator
2. Use “I” statements at all times. (“You,” “they,” “we,” “them,” etc. confuses, distracts and detracts.
3. Be specific, identify the words (spoken or printed) and/or behavior wish to address. Identify the issue “for you.” Stick to it.
4. Address the merits/demerits of the specific amendment issue at hand.

Negative Behavior that Distracts from the Issue

1. Personal attacks
 - PLEASE – no personal attacks.
 - Do not attribute motives.
 - Do not label opponents.
 - Do not use euphemisms or stereotypes.
2. No “Hot Button” Words
 - They are used primarily to incite others.
3. The floor of presbytery is no place for “self-claimed authority,” especially the authority of personal prophecy.

2.03 Ethical Standards

Standards of Ethical Conduct

A. *Standards for Members of the Presbyterian Church (U.S.A.)*

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

As a member of the Presbyterian Church (U.S.A.), in obedience to Jesus Christ, I accept Christ's call to be involved responsibly in the ministry of the church, 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 membership in the Presbyterian Church (U.S.A.).

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 life's work and church membership, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
6. Refrain from abusive, addictive, or exploitive 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.

II

I will conduct myself within the Presbyterian Church (U.S.A.) so that nothing need be hidden from sisters and brothers in Christ. Therefore I will:

1. 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 positions of responsibility I hold;
4. Avoid conflicts of interest that might compromise my witness and relationships within the community of faith;

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;
7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
8. Claim only those qualifications actually attained, give appropriate credit to others where due and observe copyrights;
9. Be a faithful steward of and fully account for funds and property entrusted to me; and
10. Accept the discipline of the church.

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 sisters and brothers in Christ;
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.

B. Standards for Employees and Volunteers of the Presbyterian Church (U.S.A.)

**Life Together in the Community of Faith:
Standards of Ethical Conduct
for Employees and Volunteers of the Presbyterian Church (U.S.A.)**

As an employee or volunteer in an entity, governing body, or congregation associated with the Presbyterian Church (U.S.A.), I commit myself to the following standards of ethical conduct.

I

I will conduct my life in a manner that will support the ministry of my workplace. Therefore I will:

1. Be honest and truthful in my relationships with others;
2. Treat all persons with equal respect and concern;
3. Maintain a healthy balance among the responsibilities of my position, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
4. Refrain from abusive, addictive, or exploitive behavior and seek help to overcome such behavior if it occurs; and
5. Refrain from gossip and abusive speech.

II

I will conduct myself at my workplace in a manner that will support its ministry. Therefore I will:

1. Honor relationships within the workplace and observe appropriate boundaries;
2. Be judicious in the exercise of the power and privileges of my position;
3. Avoid conflicts of interest that might compromise the effectiveness of my work;
4. Refrain from exploiting relationships within the workplace for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;
5. 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;
6. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
7. Claim only those qualifications actually attained, give appropriate credit for all sources used in papers, music, and presentations, and observe copyrights;
8. Observe limits set by the appropriate governing body for honoraria;
9. Deal honorably with the record of my predecessor and, upon leaving a position, speak and act in ways that support the work of my successor;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Accept the appropriate guidance of those to whom I am accountable;
12. Participate in continuing education and seek the counsel of mentors and professional advisors;
13. Show respect and provide encouragement for colleagues; and
14. Cooperate with persons of other faith traditions.

C. Standards for Ordained Officers in the Presbyterian Church (U.S.A.)

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 exploitive 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.

II

I will conduct my ministry so that nothing need be hidden from a governing body 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;
7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
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 governing body 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.

** Standards that apply to pastors also apply to commissioned lay pastors when they are performing pastoral functions.

2.04 Misconduct Policy

SEXUAL MISCONDUCT POLICY

Introduction:

We believe that Scripture and our faith in Jesus Christ call us to standards of responsible conduct in all of life, including sexual behavior.

Human sexuality is an integral part of who we are as persons. However it can become the basis for oppression, where trust relationships are breached and persons are abused.

The purposes of this policy are:

1. To prevent and eliminate sexual abuse within the Presbytery of Wyoming.
2. To safeguard the Church's members and staff from abuse through any form of sexual misconduct.
3. To seek justice by assuring effectiveness of the church's administrative, investigative and judicial process in determining truth, protecting the innocent, and dealing appropriately with those who victimize others.
4. To promote proper healing of all persons and congregations where sexual misconduct has occurred.

Definition:

Sexual misconduct is a comprehensive term used in this policy to cover the following: inappropriate sexual conduct, sexual contact, rape, sexual malfeasance, sexual harassment and sexual abuse as further defined:

1. Sexual abuse is any contact or interaction with a child under the age of 18, or with an adult who lacks mental capacity or is physically incapacitated, when that person is being used for the sexual stimulation of another person. The behavior may or may not involve touching. Sexual behavior between an adult and a minor is always considered sexual abuse whether or not there is perceived consent.
2. Inappropriate sexual conduct is language, visual contact, touching or other behavior judged by a person to be injurious to his or her physical or emotional health. It involves crossing a reasonable boundary the allegedly injured person was attempting to set.
3. Any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position (D-10.0401a).
4. Rape is a genital, oral or anal contact by force, threat, intimidation, or coercion.
5. Sexual malfeasance is sexual contact within a ministerial or professional relationship (e.g. minister with parishioner, counselor with a client, church employee with a church member, presbytery staff person with a volunteer). It includes sexual advances, requests

for sexual favors, behavior of a sexual nature, and romantic relationships whether or not there is consent.

6. Sexual harassment is a sexual advance, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature that is unwelcome and is sufficiently severe or pervasive to make it difficult to work or serve as a volunteer, employee or employer or under certain conditions specified by law.
7. Presumed consent is the assertion that a particular act is between consenting adults. Presumed consent does not apply to relationships where there is a disparity of power, such as those between a minister and a parishioner.

This policy also applies to use of the telephone, internet, or any other means of communication as well as to in-person communication.

Prevention:

1. All candidates, ministers, and employees of the Presbytery of Wyoming are required to sign a written acknowledgment (see Attachment "A") indicating that they have received copies of this Misconduct Policy adopted by presbytery. Such acknowledgment will be kept in the person's personnel file.
2. All ministers seeking new calls within the Presbytery of Wyoming shall complete the Personal Information Form currently being distributed by the Call Referral Services of the PC(USA), including Part IV, Sexual Misconduct Information or its successor form.
3. It is further the policy of presbytery that employees and volunteers, as well as Ministers of the Word and Sacrament and other pastors complete an employee/volunteer questionnaire provided by the personnel committee prior to employment or assignment; and that background checks be conducted on pastors and employees when they begin serving within the presbytery, and on volunteers working in high risk areas such as camping, ministry, mission, differently-abled persons, and seniors.
4. The employing body is responsible for contacting references for prospective ministers, employees, or volunteers.
5. The Presbytery of Wyoming and all its agencies, committees, and affiliates will adhere to this policy, including its standards, procedures, and practices.
6. This policy shall be distributed to all ministers, employees, volunteers, and entities of the Presbytery of Wyoming. The policy shall be made available to all persons who accuse others of misconduct as well as those accused of misconduct.
7. The Presbytery of Wyoming, through its committee on ministry, will annually provide a training workshop for its membership and its

committees, task forces and workgroups. All such participants are required to attend an initial training and then a refresher course at least every five years. Failure to attend such workshop will result in dissolution of the relationship.

Tasks to be addressed by the governing body:

1. Required reporting
 - a) To insurance carriers
 - b) To appropriate local, state, or federal authorities if the allegations involve the abuse of a minor child or other criminal behavior.
2. Contact with the accuser and/or alleged victims and family (*reversed order*)
 - a) Interviews in relation to the investigation
 - b) Addressing their needs (i.e. counseling, advocacy)
3. Contact with the accused and family (*reverse order*)
 - a) Interviews in relation to the investigation
 - b) Addressing their needs (i.e. counseling, advocacy)
4. Contact with the session and congregation (if a congregation is involved) – based upon need-to-know decisions, in order to help the session and congregation survive.
5. Contact with others affected. This may include other persons in a presbytery or an agency.

Disciplinary Process:

All allegations of sexual misconduct will be investigated through the appropriate process. In cases of members under the jurisdiction of the Presbytery of Wyoming, judicial process as provided in the *Rules of Discipline* from the *Book of Order* will be followed. In cases involving employees, the provisions of the personnel policy will be followed. For employees who are members of presbytery, both personnel policy provisions and disciplinary process will apply.

Judicial Process:

If the clerk receives written allegations under D-10.0100, the presbytery moderator, in consultation with the stated clerk, shall appoint an investigating committee of three to five members (D-10.0202), which shall meet as soon as possible after its formation. The investigating committee shall conduct its investigation in accordance with D-10.0202 and Attachment "B" ["Investigating Committee and Judicial Process," from Polity Reflection paper # 3, Constitutional Services of the Presbyterian Church (USA)]. The investigating committee shall maintain regular contact with the person making the allegations, keeping her/him informed about the status of the investigation. The investigating committee shall not contact the person being accused without first advising the person making the allegations of the date of that contact.

Administrative Process:

Following an accusation of misconduct against a staff member of the Presbytery of Wyoming or a member of presbytery serving a church or agency, the appropriate committee (COM or personnel) shall consult with the accuser, the accused, and the involved session or board of oversight to ascertain whether the circumstances would be aided by the person accused being advised to take an administrative leave. If the person accused refuses and the presbytery believes it imperative, the presbytery may proceed under G-11.0103o or the personnel policy to remove the person. The (COM or other body) may also request that an administrative commission be appointed to deal with the discord caused by the alleged misconduct.

The COM will maintain a list of interim or supply pastors trained in responding to congregations where abuse has occurred. The COM will also work carefully with the session to recognize and deal with denial and anger that typically accompanies abuse allegations.

III • Presbytery & Unit Meetings

3.01 Location of Presbytery Meetings

Each year the three stated meetings will be held in different areas of the presbytery. Due to the possibility of severe weather conditions, the February stated meeting will be held in a central location.

Council will recommend locations based on the following criteria:

- Availability of adequate meeting space
- Availability of lodging and meal service
- Accessibility of facilities to persons with disabilities
- Significant events and celebrations in the life of congregations
- Last date that presbytery met at the particular location.

3.02 Excused Absence from Presbytery Meetings

Excused absence (for all or part of a meeting) will be granted for the following reasons: personal illness; illness of an immediate family member; death in one's family; attendance at meetings of other governing bodies of the Presbyterian Church (U.S.A.) or their committees; attendance as a representative of the Presbytery of Wyoming at meetings of ecumenical bodies; attendance at a previously approved course of study; and inclement weather resulting in highway closings or airline flight cancellations. Other requests will be reviewed on a case-by-case basis and may be granted by presbytery upon recommendation of the stated clerk.

3.03 Holy Communion at Presbytery Functions

Pursuant to provisions of the *Book of Order*, W-2.4012, agencies of the Presbytery of Wyoming, i.e. commissions, continuing committees, work groups and related bodies, may include the Sacrament of the Lord's Supper when deemed appropriate in their meetings, workshops, retreats and conferences under the following conditions:

- a. The presbytery stated clerk shall be informed in writing of the intention to include the Lord's Supper in connection with the specific activity at least thirty days in advance of the observance.
- b. A minister of the Word and Sacrament, who is a member of the Presbytery of Wyoming, will preside and the servers will be elders and/or deacons ordained in the Presbyterian Church (U.S.A.). In ecumenical gatherings, ministers of the Word and Sacrament in other Christian churches may be invited to participate, and servers may include persons authorized to perform such function in other Christian churches, provided that those churches represented are also partners in the ecumenical organization.
- c. A report of the observance will be sent to the presbytery stated clerk within thirty days following the event, including the name of the minister presiding.

3.04 Reimbursement of Expenses

Presbytery will reimburse the following expenses:

Presbytery Meetings

Round trip mileage (at 14 cents per mile) and meals for commissioners and minister members, and for the moderator (or vice moderator) of Presbyterian Women in the Presbytery of Wyoming.

Round trip mileage, housing and meal expenses for ruling elder officers of the presbytery.

Meetings of Presbytery Agencies/Units

Round trip mileage (at 16 cents per mile), housing and meal allowance for elected members of presbytery agencies/units.

In order to receive reimbursement for expenses, a voucher must be completed and receipts submitted for items over \$5.00, within sixty (60) days of incurring the expense, except for meals which will be reimbursed at the rates shown below. Authorized personnel must approve all vouchers before reimbursement is made.

The following meal allowances apply for meetings of presbytery and its units/agencies:

Maximum allowance	Restaurant	Church
Breakfast	\$4.50	\$3.50
Lunch	\$6.00	\$4.50
Dinner	\$8.00	\$6.00

When applicable, overnight accommodations will be reimbursed for moderately priced hotels/motels.

For carpools to presbytery or other meetings: an additional 2 cents per mile will be paid for each additional voting member in the vehicle,

Presbytery encourages churches to include in their budgets provision for covering all non-reimbursed expenses for commissioners.

IV • Commissioners & Youth Advisory Delegates

4.01 Guidelines for Selection of General Assembly and Synod Commissioners

All GA and synod commissioners are elders and ministers who possess certain qualities and who commit themselves to participate in the church's life in certain ways:

- Strong personal faith in and commitment to Jesus Christ
- Strong commitment to Presbyterian polity
- Personal integrity
- Spiritual maturity
- Knowledge of the Presbyterian Church (U.S.A.) at all levels
- Active in the Presbytery of Wyoming (as well as in their particular church)
- Awareness of issues facing GA and synod
- Willingness to read, study and learn about issues to be considered
- Ability to listen to others – and to show respect for those with different viewpoints
- Ability to work with others in group settings
- Ability to attend training events, if needed
- Commitment to attend committee and assembly meetings
- Ability/willingness to report on the work of higher governing bodies, and the issues facing those bodies

Presbytery responsibilities & nominating process

- Presbytery will encourage all ministers and elders to participate in the work of GA and synod – as commissioners and in other elected positions.
- GA and synod nominating materials will be readily available to elders and ministers; and completion of application forms will be encouraged.
- Elders and ministers will be urged to complete profile forms for the nominating committee and to submit applications for service as commissioners to GA and synod.
- Nominating committee will present nominees based on the established criteria.
- Commissioner nominees will be encouraged to attend a presbytery meeting and address the body about their interest in serving.
- Nominees for GA commissioner ordinarily will be elected to serve as alternate commissioner the first year and principal commissioner the second year.
- If a commissioner is unable to attend and the alternate becomes the commissioner, a new alternate commissioner will be elected at the next presbytery meeting.
- If persons completing applications do not meet the criteria, the committee may encourage others to consider service as commissioners.
- Insofar as possible, nomination of commissioners will demonstrate inclusiveness with respect to age, sex, ethnic origin, and theological orientation.

The stated clerk will publish the following lists annually, prior to election of commissioners:

- Minister members of the presbytery, showing date of ordination and service as commissioner to GA and synod
- Previous elder commissioners, with names of churches and dates of service, and number of years since the church was last represented by an elder commissioner to GA and synod

Selection of minister commissioners (especially for GA) will take into account these factors:

- Date of ordination
- Whether the minister has served as a commissioner – if so, the number of times
- Time elapsed since last service as a commissioner
- Involvement in presbytery, synod and GA (including service in other presbyteries and synods)

Selection of elder commissioners (especially for GA) will take into account these factors:

- Date of ordination
- Whether the elder has served as a commissioner – if so, the number of times
- Time elapsed since last service as a commissioner
- Involvement in presbytery, synod and GA (including service in other presbyteries and synods)
- Last date the church of which the elder is a member had an elder commissioner (to GA/synod, depending on the position being considered)

4.02 Guidelines for Selection Youth Advisory Delegates

GA youth advisory delegates possess certain qualities and who commit themselves to participate in the church's life in certain ways:

- Growing faith in and commitment to Jesus Christ
- Basic understanding of and commitment to Presbyterian polity
- Personal integrity
- Spiritual maturity
- Active membership in the Presbyterian Church (U.S.A.) – with consideration given to participation in presbytery, synod and GA youth events
- Active in their particular church
- Consideration given to awareness of issues facing GA and synod
- Willingness to read, study and learn about issues to be considered
- Ability to listen to others – and to show respect for those with different viewpoints
- Ability to work with others in group settings
- Ability to attend training events, if needed
- Commitment to attend committee and assembly meetings
- Ability/willingness to report on the work of higher governing bodies, and the issues facing those bodies

In addition to characteristics listed above, selection of youth advisory delegates will take into account these factors:

- Level of participation in one's local church, presbytery, synod and GA
- Last date the church of which the applicant is a member had youth advisory delegate

Presbytery responsibilities & nominating process

- Presbytery will encourage all youth (ordained and non-ordained) to participate in the work of GA and synod and presbytery.
- Information about youth events will be readily available; and participation will be encouraged.
- Persons in the designated age group will be urged to submit applications for service as a GA youth advisory delegate.
- References from persons in the local church and community (as well as references from presbytery, synod and GA) will be considered in the selection process.
- Council will present a nominee based on the established criteria.
- Insofar as possible, nomination of youth advisory delegates will demonstrate inclusiveness with respect to age (within the specified range), sex, ethnic origin, and theological orientation.

4.03 Observers at General Assembly

In order to develop effective commissioner participation and to encourage good communication between the presbytery and General Assembly, council may approve reimbursement of expenses for observers at General Assembly. Alternate commissioners and advisory delegates, advocates for presbytery-sponsored overtures, presbytery officers and other presbytery leader may apply to council for reimbursement of expenses. The amount of reimbursement will depend on the number of observers and funds available.

V • Churches & Church Property

5.01 Standards and Insurance Coverage

Each church within the bounds of the presbytery shall observe the following minimum standards for insurance:

Property

- 90% replacement cost on all structures
- Special form coverage
- Theft coverage
- \$3,000,000 General Aggregate
- \$1,000,000 Products Completed Operations
- \$1,000,000 Occurrence
- \$1,000,000 Personal and Advertising
- \$300,000 Sexual and Molestation Aggregate
- \$300,000 Sexual and Molestation Occurrence
- \$10,000 Medical
- \$10,000 Loss of Life
- \$20,000 Loss of Life Accident
- \$100,000 Property Damage and Legal Liability

Crime Coverage

Based on weekly church offering. If the offering is less than \$500, there is no need for additional coverage. If the weekly offering is greater than \$500, the blanket bond coverage should be equal to five weeks' worth of offerings.

Professional Liability

- \$3,000,000 Counseling Professional Liability Aggregate
- \$1,000,000 Counseling Professional Each Claim
- \$1,000,000 Directors, Officers and Trustees Liability

Hired and Non-Owned Automobile Liability

- \$3,000,000 Aggregate
- \$1,000,000 Occurrence
- \$10,000 Medical

Each church may purchase insurance from the company of its choice, provided coverage meets these minimum requirements.

Annually, on the policy renewal date, each church shall send a copy of its certificate of insurance, showing the level of coverage, to the presbytery office. The trustees shall review these certificates after the trustee's next meeting.

The trustees shall work with any church unable to comply with this policy, for whatever reason, and shall have authority to grant exceptions as necessary, provided that the trustees report their action to the next stated meeting of the presbytery.

5.02 Guidelines for Property Sale, Purchase, Lease or Mortgage of Church Property

Restrictions on the sale, lease, purchase and/or mortgage of church property are outlined in the *Book of Order* (G-2.0406). Property transactions will conform in all respects to the requirements of the *Book of Order* and to provisions contained in the most recent edition of the *Legal Resources Manual for the Presbyterian Church (U.S.A.) Middle Governing Bodies and Churches*.

Any congregation within the bounds of the Presbytery of Wyoming that plans to build or purchase buildings, make additions to existing facilities, or purchase real property shall submit the proposal to the trustees through the stated clerk prior to securing preliminary drawings, architect or contractor. The proposal shall include the legal description of the property.

The trustees may act on the proposal or submit it to the presbytery, at their discretion.

If the proposal involves a mortgage or encumbrance, the total amount of the proposed mortgage must be included either in the original proposal or in a subsequent request or permission to mortgage the property. The actual amount of the mortgage may be less than the limit approved or may exceed the approved limit up to ten percent (10%), if due to inflation or unavoidable delay. If the final amount of the mortgage exceeds the approved limit by more than ten percent (10%), a new request for a revised limit must be made.

The local church without presbytery action may handle remodeling plans, unless the cost of remodeling exceeds twenty-five percent (25%) of the appraised value of the building or the cost involves a mortgage or other encumbrances.

Request for permission to sell a manse shall include the following information:

- The reason for selling the manse, and arrangements for housing the pastor.
- The proposed minimum selling price or the words “at approximately the value set by a professional appraiser.” The selling price may be as much over the minimum as it is possible to obtain; and the selling price may be as much as ten percent (10%) under the approved minimum. If the actual selling price is more than ten percent (10%) below the minimum approved, a new approval must be obtained from the presbytery.
- The proposed use to be made of the proceeds from the sale.
- Whether there are any outstanding mortgages or encumbrances against the property and, if so, the amount of the mortgage and/or encumbrances and the holder(s) of each.

On all requests for permission to buy, sell build, or mortgage, a statement of actions taken by the session, trustees, and/or congregation is required. The statement shall include the date votes were taken, method of voting, and the number of votes cast for and against the proposed action.

Trustees may request other information deemed necessary for their decision or for their recommendation to presbytery.

After the sale of any real property, the church shall report to the stated clerk the sale price, the reason for the sale, name of the purchaser, and the proposed use of the proceeds.

After the purchase of any real property, the church shall report to the stated clerk the purchase price, the name of the seller, and the proposed use of the property.

When executing a lease the church shall report to the stated clerk the terms of the lease, the name of the lessee, the reason for leasing, and the proposed use by the lessee.

VI • Ministry & Church Professionals

6.01 Ministry

A. Ordination/Installation of Ministers of the Word and Sacrament

The committee on ministry ordinarily appoints the administrative commission, and accepts suggestions from the candidate of persons to serve on the commission. The commission will consist of at least five members, one of whom shall be the moderator of the presbytery or his/her designee, who will act as the presiding officer. The candidate or congregation may invite others to participate in the service, with the concurrence of the commission and at their own expense. Presbytery encourages the candidate and the church to extend invitations to the service far enough in advance so that other presbyters and members of others churches may attend.

The order of worship for services of ordination and installation shall be planned by the person to be ordained/installed, and shall conform in all respects to the provisions of the *Book of Order*. The order of worship shall be submitted (in working form) to the presiding officer of the commission for approval at least two weeks before the service is to be held. The presiding officer will make any necessary additions or corrections before service folders or bulletins are printed. (The *Book of Common Worship* and *Book of Occasional Services*, published by this denomination, are reliable resources for services of ordination/installation.)

B. Inquirers

The purpose of the inquiry phase is described in the *Book of Order* (G-2.0603)

1. Admission to Inquiry

A member of a congregation is considered for enrollment as an inquirer when he or she approaches the session about the possibility of becoming a minister of the Word and Sacrament and formally agrees with the session and with the presbytery's Committee on Vocations to explore the implications of this quest. Enrollment is intended to be a thoughtful and deliberate step; people are encouraged to take this formal action soon after they have made their personal decision to explore this ministry so that the presbytery's committee can provide them with support and counsel as early as possible. The process and requirement of the inquiry phase shall be as follows:

- a. A person desiring to become an inquirer shall indicate to the session of the particular church a desire to explore the personal implications of becoming a minister of the Word and Sacrament.
- b. The person shall have been an active member of that particular church for at least six months.
- c. The session shall contact the Committee on Vocations for orientation to the process used by the presbytery.

- d. The session shall consult with the person and, if the individual requests to be enrolled as an inquirer, shall make a recommendation to presbytery through the stated clerk with respect to the request.
- e. Upon receipt of the recommendation of the session, the committee on vocations shall recommend to the presbytery whether to enroll the person as an inquirer. The Committee on Vocations shall interview the person before making its recommendation. The period of enrollment shall be at least two years from the date of the presbytery's action, at least one year of which shall be as a candidate, required in G-2.0602. A presbytery may assign to its committee on vocations the power to enroll inquirers, with the provision that the action be reported to the next stated meeting of the presbytery.
- f. This phase of inquiry shall be of sufficient length for the inquirer, the session, and the Committee on Vocations to decide whether the inquirer should apply to become a candidate. During this time, the Committee on Vocations shall make use of resources such as information provided by the inquirer, personal references, and reports from counseling services, the session, and the inquirer's institution of learning, if the inquirer is a student.

2. During Inquiry

Before deciding whether to apply for candidacy, the inquirer consults at least once a year with the Committee on Vocations. During each consultation, the committee and the inquirer assesses her or his progress toward previously established goals and together negotiate new goals.

The presbytery shall require the inquirer to submit an annual written report on progress in studies and service to the church. The seminary or institution of theological education shall make an annual report on the progress of the inquirer toward preparation for ministry. The presbytery shall conduct an annual consultation for the evaluation and nurture of the inquirer. In no case shall an inquirer be excused from these annual consultations.

The Committee on Vocations is given several options for conducting an annual consultation. The provisions are intended to underscore the importance of these mandatory consultations.

Presbytery, together with the session and the inquirer shall bear necessary expenses for the annual consultation, which shall be concerned with spiritual growth and needs of the individual, the financial planning for his or her relation to the church and progress in the program of study leading to ordination for ministry. The annual consultation may be held by the entire committee or may be carried out by persons appointed by the committee either from its membership or by persons with similar responsibilities in a presbytery within which the inquirer is

pursuing a course of study or engaging in other approved service. The case of final assessment shall be conducted by the Presbytery of Wyoming's Committee on Vocations.

Each consultation shall include a decision, made by the whole committee, whether to continue or terminate the period of inquiry. The decision shall be reported to the presbytery.

3. Completion of Inquiry

The initial phase concludes when the committee on vocations knows the inquirer well enough to determine whether or not to recommend that presbytery receive him or her as a candidate.

4. Expected Outcomes

By the end of the inquiry phase, each inquirer shall demonstrate adequate promise for ministry by presenting

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

B. Candidates

The purpose of candidacy is defined in G-2.0604.

1. Admission to Candidacy

The inquirer becomes a candidate by action of the presbytery. At that time the candidate formally agrees to accept the presbytery's supervision in her or his preparation for the ministry of the Word and Sacrament. The process for the candidacy phase is as follows:

- a. An inquirer shall apply to the presbytery through the stated clerk to become a candidate for the office of Minister of the Word and Sacrament through the session of his or her church
- b. The session shall confer with the inquirer, review the evidence of the inquiry phase, and make

- recommendations to the presbytery through the stated clerk with respect to the application
- c. The Committee on Vocations shall confer with the inquirer and review the evidence which indicates whether the inquirer is ready to proceed to candidacy
 - d. The Committee on Vocations shall make a definite recommendation to the presbytery with respect to whether the inquirer should be received as a candidate. Presbytery shall act on every committee recommendation regarding the application for candidacy.
 - e. The presbytery or Committee on Vocations shall examine the inquirer in person with respect to his or her Christian faith, forms of Christian service undertaken, and motives for seeking the ministry. The Committee on Vocations is authorized to approve the candidacy.
 - f. If the examination is approved, the presbytery shall receive the inquirer as a candidate after the following manner. The moderator of the Committee on Vocations shall propose the following questions to the inquirer:
 - (1) Do you believe yourself to be called by God to the ministry of the Word and Sacrament?
 - (2) Do you promise in reliance upon the grace of God to maintain a Christian character and conduct, and to be diligent and faithful in making full preparation for the ministry?
 - (3) Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?
 - (4) Do you desire now to be received by this presbytery as a candidate for the ministry of the Word and Sacrament in the Presbyterian Church (U.S.A.)?
 - g. If these questions are answered in the affirmative, a brief charge shall be given, the candidate's name shall be recorded on the presbytery's roll of candidates, and the proceedings shall close with prayer.

2. During Candidacy.

The covenant relationship between the candidate and the presbytery is expressed through the negotiation and review of a series of learning contracts based on expected outcomes for this phase. In consultations that occur at least once a year, both the committee and the candidate assess her or his progress toward completion of previously established goals and negotiate appropriate new goals. It is essential that during each consultation the decision be made as to whether candidacy should be continued, especially if it becomes clear that adequate growth is not taking place.

The presbytery shall require the candidate to submit an annual written report on progress in studies and service to the church.

The seminary or institution of theological education shall make an annual report on the progress of the candidate toward preparation for the ministry. The presbytery shall conduct an annual consultation for the evaluation and nurture of the candidate. In no case shall a candidate be excused from these annual consultations.

The Committee on Vocations is given several options for conducting an annual consultation. The provisions are intended to underscore the importance of these mandatory consultations

Presbytery, together with the session and the candidate shall bear necessary expenses for the annual consultation, which shall be concerned with spiritual growth and needs of the individual, the financial planning for his or her relation to the church and progress in the program of study leading to ordination for ministry. The annual consultation may be held by the entire committee or may be carried out by persons appointed by the committee either from its membership or by persons with similar responsibilities in a presbytery within which the candidate is pursuing a course of study or engaging in other approved service, except in the case of final assessment, which should be conducted by the Presbytery of Wyoming's Committee on Vocations.

Each consultation shall include a decision, made by the whole committee, whether to continue or terminate the period of candidacy. The decision shall be reported to the presbytery.

3. Completion of candidacy

Candidacy continues until the presbytery acts in one of three ways to remove the candidate's name from the Roll of Candidates:

- a. Withdrawal by the candidate;
- b. Removal by the presbytery;
- c. Completion of the preparation for the ministry process with a call to the ministry of the Word and Sacrament. In this case, the following steps are involved:
 - (1) The Committee on Vocations determines that the candidate is ready to be examined for ordination;
 - (2) The candidate receives a call; and
 - (3) The candidate is examined and approved for ordination by the responsible presbytery (G-14.0481).

By the end of the candidacy phase, each candidate to be ordained shall demonstrate readiness to begin ministry of the Word and Sacrament by

- a. presenting evidence of competence in the fields of theology, Bible, polity and worship and sacraments, ordinarily attested to by completion of the requirements of

- G-2.0607; and evidence of ministerial skill attested in the supervised practice of ministry;
- b. presenting evidence of readiness to participate in a calling presbytery's plan for transition and of plans for continuing study and growth;
 - c. expressing theological views compatible with the confessional documents of the church;
 - d. expressing understanding of the meaning of the questions required for ordination informed by knowledge of the church in diverse settings;
 - e. revealing commitment to the ministry of the Word and Sacrament with the Presbyterian Church (U.S.A.) with personal maturity, spiritual depth, and a capacity to respond to the needs of others, including colleagues in the ministry;
 - f. presenting a written sermon, together with a description of the contemporary need to which it was addressed and an exegetical interpretation of the biblical material out of which the sermon arose. This sermon shall be preached before the calling presbytery or a committee thereof as part of the appearance of the candidate.

C. Requirements to be Certified Ready for a Call

To be certified by the presbytery responsible for the candidate's preparation, each candidate is required to fulfill the following:

1. demonstrate the readiness to begin ministry of the Word and Sacrament as required in the expected outcomes above;
2. presentation of a transcript showing satisfactory grades at a regionally accredited college or university, together with a diploma;
3. presentation of a transcript from the theological institution accredited by the Association of Theological Schools acceptable to the presbytery, the transcript showing satisfactory grades, and presentation of a plan to complete the theological degree including Hebrew and Greek texts.
4. presentation of satisfactory grades together with the examination papers in the five areas covered by the Presbyteries' Cooperative Committee on Examinations for Candidates; and
5. successful completion of at least one unit of Clinical Pastoral Education.

Ordinarily it takes at least two years to proceed from admission to the inquiry phase to ordination as a minister of the Word and Sacrament. During this time, the inquirer or candidate and members of the Committee on Vocations strive to discover and be faithful to God's purpose. The committee's recommendations to begin and to continue the candidacy phase are based on prayerful reflection, on common negotiations with the candidate, and on their mutual discernment that God has called that

person and that he or she has adequately developed in response to that call.

When conducting final assessment and certifying candidates ready to seek a call, it is important for the Committee on Vocations to give attention to, and prepare the candidates for, some of the first call issues which include:

1. self-understanding in their role as pastor;
2. help for understanding the congregation they will serve in terms of history, ethos, programs, and status in the community, and in relation to the denomination;
3. assistance in establishing an appropriate pastoral relationship style for their situation;
4. support in dealing with conflict that may emerge in the congregation; and
5. intent to attend the Board of Pensions' and the Synod of the Rocky Mountains' *Seminar for New Pastors*.

The candidates are to be reminded of the resources and programs available to them as newly ordained pastors: New Pastors Seminars, Seminar Debt Program, presbytery mentor programs and pastoral support groups.

D. Extraordinary Circumstances for Candidates

General

Exceptions to the requirements in G-2.0610 are at the discretion of the presbytery. The requirement that any exception be granted only by a three-fourths vote of the members present at a meeting of presbytery makes it clear that exceptions are not to be granted lightly.

Educational Requirements (G-2.0607b-d)

Presbytery may determine (by three-fourths vote at a stated or called meeting) that an inquirer or candidate need not meet certain of the educational requirements of G-14.0310b(2) or b(3) and that an exception shall be granted, only after the Committee on Vocations has reported in full the reasons for such exceptions to the presbytery and the course of study which shall be completed to satisfy the presbytery that the candidate has adequate educational preparation, which preparation would normally be demonstrated by the transcripts and degree for a college or university and a theological institution. A full account of the rationale shall be entered in the minutes of presbytery.

Examination Requirements (G-2.0607d)

This portion of the policy requires review every three years, including the approval of the synod.

Presbytery may not waive any of the examination requirements before an inquirer or candidate has failed to receive a satisfactory grade on two attempts on any particular exam, unless the inquirer or candidate has a disability that affects the person's test-taking disability, such disability to be documented by a person or persons of the presbytery's choice. The Committee on Vocations shall be authorized to select the person or persons to make the determination of disability. The Committee on Vocations shall report the rationale for granting the exception; approval shall be by three-fourths vote of the presbytery. The exception shall be noted in the minutes of presbytery.

In cases of either failure on a particular exam on two attempts or documented disability, the Committee on Vocations shall appoint a special committee of three members of presbytery qualified to conduct an examination of the candidate.

The special committee shall consult with the Associate of Examinations in the Office of the General Assembly on an appropriate alternate exam or examination process, such as an oral examination, in the area of examination (see G-6.0607d) and conduct the examination. The examination will require approximately the same time to complete as would the standard exam.

The results of the exam shall be reported to the Committee on Vocations and shall inform the recommendations of the Committee on Vocations on future steps toward ordination.

Time requirements (G-2.0610)

The presbytery shall act upon a request for an exception to the time requirements of G-2.0610 only after hearing the report of the Committee on Preparation for Ministry regarding the advisability of granting an exception. The exception shall be approved by a three-fourths vote of presbytery and the account of the rationale shall be included in the minutes of presbytery.

Reporting Exceptions to Any Presbytery Receiving an Inquirer or Candidate (G-2.0610)

The presbytery shall always report any exceptions granted to another presbytery considering receiving the inquirer or candidate. If the presbytery receives the candidate, the presbytery has confirmed exceptions granted and such exceptions shall be binding on any presbytery.

6.02 Pastoral Relationships

The authority for finding calls in order, for approving and presenting calls, for approving the examination of ministers transferring from other presbyteries, for dissolving the pastoral relationship in cases where the congregation and pastor concur, and for dismissing ministers to other presbyteries is delegated by the presbytery to the Committee on Ministry, with the provision that all such actions be reported to the next stated meeting of the presbytery.

6.03 Continuing Education for Church Professionals

Requirements

In light of the importance placed on formal education for ministers and church professionals in the Presbyterian Church (U.S.A.), and recognizing the value of continuing education, the Presbytery of Wyoming requires:

- a. That all calls to ministers and other church professionals, whose terms of call are approved by presbytery, shall provide annually two weeks for continuing education (including two Sundays), during which time the employee is relieved of all job-related duties.
- b. That continuing education is not to be considered part of the employee's vacation, nor is it to be treated as such by the employee.
- c. That churches, parishes and other employing agencies shall budget a minimum of \$500.00 annually for each minister or church professional whose terms of call are subject to presbytery approval; and that those funds be accruable up to a maximum of three years.
- d. That study leave be cumulative to a maximum of six weeks, with the approval of the session or other appropriate body.
- e. That ministers and church professionals confer with the session or other appropriate body at least annually concerning plans for continuing education.
- f. That there be an annual accounting to the employing body of the utilization of study leave taken and funds expended; and that this information be included in the annual report on ministerial compensation and changes in terms of call.
- g. That continuing education be a concern in biennial visits with sessions, and in annual visits with non-parish ministers of the presbytery.
- h. That unused accrued continuing education leave for ministers and other church professionals, whose terms of call are subject to presbytery approval, be forfeited (not compensated financially) when the call is dissolved.
- i. As part of the Terms of Call, first call pastors within Wyoming Presbytery will be required to attend the Board of Pension's and the Synod of the Rocky Mountain's *Seminars for First Call Pastors* at the earliest opportunity. The calling church's responsibility will be to provide monetary assistance to attend. COM will provide registration costs.

Guiding Principles

The Presbytery of Wyoming recognizes that educational needs vary with individuals and with situations of employment. The presbytery further recognizes that education opportunities encompass a broad range of events and programs, some involving portions of a day and other requiring several years. The nature of particular educational programs, and the duration of courses of study, has direct bearing on associated costs; and special circumstances may require inclusion of expenses for a spouse or other family members. The presbytery encourages all persons utilizing continuing education leave and funding – and all employing agencies – to give careful consideration to planning and funding study programs that benefit both the employee and the church. Travel tours, while often

educational, are not considered appropriate use of continuing education leave and funds unless an organized program of study is included.

6.05 Commissioned Ruling Elders

COMMISSIONED RULING ELDER PROGRAM BOOK OF ORDER REQUIREMENTS G-2.10

- A. The Commissioned Ruling Elder is an elder of the Presbyterian Church (U.S.A.), who is granted a commission by the presbytery to:
- lead worship
 - watch over the people
 - and provide for their nurture and service.

This commission is valid only in one or more congregations designated by the presbytery.

Such an elder is selected by and receives training approved by the presbytery. The elder is instructed in:

- Bible (Old and New Testaments)
- Reformed theology and sacraments
- Presbyterian polity
- Preaching
- Leading worship
- Pastoral care
- Teaching

The elder shall be examined by the appropriate committee of presbytery as to:

- Personal faith
- Motives for seeking the commission
- The areas mentioned above

An elder who has been commissioned and later ceases to serve in a particular congregation may continue to be listed as available to serve, but is not authorized to perform the functions of a Commissioned Ruling Elder until appointed again to a particular congregation by the presbytery.

- B. The commission shall be valid for a period up to three years as determined by the presbytery. It may be removed at expiration or terminated at any time at the discretion of the presbytery.

Presbytery shall regularly provide resources for the person's spiritual and intellectual development.

A review of the Commissioned Ruling Elder shall be conducted annually. Presbytery shall revoke the commission of any commissioned ruling elder who does not abide by these provisions or whose work is evaluated as not adequate to meet the needs of the particular congregation or the presbytery.

- C. When a presbytery, in consultation with the session or other responsible committee, determines that its strategy for mission in a local church requires it, and after additional instruction deemed necessary by the presbytery has been provided, a presbytery may authorize a commissioned ruling elder to perform any or all of the following functions described in 1-6 below:

1. Administer the Lord's Supper.
2. Administer the Sacrament of Baptism.
3. Moderate the session of the congregation under the supervision of and when invited by the moderator of the session appointed by the presbytery.
4. Have a voice in meetings of presbytery.
5. Have a vote in meetings of the presbytery (such vote to be counted as an elder commissioner).

6. Perform a service of Christian marriage when invited by the session or other responsible committee, and when allowed by the state.
- D. The commissioned ruling elder shall work under the supervision of the presbytery through the moderator of the session of the church being served or through the Committee on Ministry. A minister of the Word and Sacrament shall be assigned as a mentor and supervisor.
- E. When the presbytery is satisfied with the qualifications of an applicant it shall ask the applicant the following questions:
1. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
 2. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you?
 3. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our Church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
 4. Will you fulfill your commission in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
 5. Will you be governed by our Church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
 6. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
 7. Do you promise to further the peace, unity, and purity of the Church?
 8. Will you seek to serve the people with energy, intelligence, imagination, and love?
 9. Will you be a faithful commissioned ruling elder, watching over the people, providing for their worship? In your ministry will you try to show the love and justice of Jesus Christ?
- F. The applicant having answered these questions in the affirmative, the moderator shall pray and say to the applicant: [Name] you are now a ruling elder commissioned to lead worship and preach for the time and place set by this presbytery. The grace of the Lord Jesus Christ be with you. Amen.

OVERVIEW OF CRE PROCESS

Application and Interview

An applicant for the commissioned ruling elder training program shall be a ruling elder. The applicant shall submit to the Committee on Vocations (1) a Commissioned Ruling Elder training program application form, (2) a pastor's statement, and (3) a session endorsement from the session of the applicant's church.

Upon receipt of these forms, the Committee on Vocations shall interview and examine the applicant with respect to (1) personal faith, (2) motives for entering the training program, and (3) experience in the church. Part of the purpose of the interview shall be to determine whether past training, experience, course work, or other background shall qualify the applicant in one or more of the training areas specified in the *Book of Order*.

On the basis of this interview, the Committee on Vocations shall recommend and work with the applicant on obtaining the necessary training to fulfill the requirements of the *Book of Order*.

Recognition of Candidacy

Following the application and interview by the Committee on Vocations and the designing of a program of training, the applicant shall be presented to the presbytery as a candidate for Commissioned Ruling Elder and upon vote of the presbytery shall be enrolled as a candidate for Commissioned Ruling Elder.

In consultation with the Committee on Vocations there shall be appointed a pastor-mentor who shall be a consultant and guide for the candidate during his/her period of training.

Psychological Evaluation

The Committee on Vocations will secure a background check and evaluation by a qualified psychologist of persons desiring to become Commissioned Ruling Elders.

The Training Program

During the period of training the candidate shall be expected to take course work or other training in each of the areas specified by the *Book of Order*, with the exception of those areas in which it has been determined that the candidate is already qualified.

Options for Training

1. Dubuque Theological Seminary offers online courses for Commissioned Ruling Elders in each of the areas specified by the *Book of Order*. Online application and registration may be accessed through:

<http://udts.dbq.edu/lillyhome.htm>

or by contacting:

John P. Jewell, Jr., D.Min.

Director of Instructional Technology and Distance Learning

University of Dubuque Theological Seminary

Phone: (319) 589-3101; Fax: (319) 589-3110

2. Starting in the fall of 2002, some or all of these courses will be able to be taken, one each year, at the Western National Leadership Training event in Jackson.
3. Presently the committee is reviewing courses in the biblical areas and church history on tape. These are university level courses produced by The Teaching Company and chosen for their excellence from universities and colleges across the country. In using these courses, the committee would be responsible for any assessment process to determine satisfactory understanding of the material.
4. Resources which may be used between mentor and candidate include the following:

Bible

The Bible Speaks to You, Robert McAfee Brown

The Interpreter's Bible, Vols. 1 and 7

The New Interpreter's Bible, vols. 1 and 8

The Laymen's Bible Commentary

Understanding The Old Testament, Bernhard W. Anderson

Understanding The New Testament, Kee and Young

Others approved by the committee on vocations.

Reformed Theology

Presbyterian Creeds: A Guide to the Book of Confessions, Jack Rogers

Presbyterian Creeds: A Supplement on the Brief Statement of Faith, Jack Rogers

A Commentary on the Confession of 1967 and an Introduction to the Book of Confessions, Edward A. Dowey, Jr.

Major Themes in the Reformed Tradition, Donald K. McKim

Book of Confessions: Study Edition

Presbyterian video series by Jack Rogers, Isabelle Rogers or Synod of Lakes and Prairies.

Others approved by the committee on vocations.

Worship and Sacraments

Directory for Worship

Reformed Worship, Rice and Huffstutler.

Polity

Book of Order

Mentorship and Review

1. During the course of study, the candidate will have regular recourse to the mentor appointed by the Committee on Vocations to answer questions and discuss the material being studied. There should normally be regular meetings with the mentor during this time. The mentor may make recommendations for further reading and/or supply materials for intellectual and spiritual growth which he/she deems to be of value to the candidate.

The first meeting with the mentor shall take place with a representative of Committee on Vocations during which time the full program of study and practical learning shall be explained and an understanding reached with respect to the roles of the learner, the mentor, and the committee, and a regular schedule of meetings between mentor and learner agreed upon.

2. Once or twice a year, the Committee on Vocations shall convene a seminar of one to three days duration to include the candidates, their mentors, with invitation extended to already commissioned ruling elders, and a person or persons from the presbytery or from the outside with particular expertise in one or more of the areas of study for the purposes of:
 - a. Sharing progress in the studies and development of the candidates.
 - b. Covering areas of importance not specifically covered in the academic courses.
 - c. Allowing for practice in specific areas of ministry (such as sermon delivery).
 - d. To build collegiality and mutual support in ministry.

Topics to be covered in seminars could include, but not be limited to: personal spiritual development and disciplines, worship leadership, the writing and delivery of sermons, church school and other curricula, youth programming, the techniques of caring ministries, the use of biblical study tools for sermon preparation, such as concordances, commentaries, Bible dictionaries, and Bible atlases, the conduct of funerals and weddings (if applicable).

3. During the period of training and under the guidance of the mentor, the candidate shall begin, when ready, to carry out certain functions such as worship leadership, preaching, pastoral care, or teaching, and shall spend time observing the mentor functioning in these capacities. Experiences in these areas of growth shall be shared in the seminars conducted by the committee for the mutual growth of all.
4. Toward the end of the training program, the candidate, under the guidance of the mentor, shall prepare a personal statement of faith to share with the Committee on Vocations and the presbytery. This shall be discussed with the Committee on Vocations in the final interview with the candidate.
5. The committee anticipates a completion time of two to six years for the program, depending upon the pace at which the various learners work.

Completion and Commissioning

When the candidate has completed the necessary course work, has attended the seminars during that period, and in the assessment of the mentor and the Committee on Vocations has learned the material and skills required for commissioned ruling elder ministry as specified in the *Book of Order*, the Committee on Vocations shall present the candidate to the presbytery as ready for commissioning. Upon questioning on the floor of presbytery and vote of the presbytery, the candidate shall be approved for commissioning. At that point, the Committee on Ministry shall work with the candidate to arrange ministry for which the candidate may be commissioned.

6.06 Moderators for Sessions/Churches without Pastors

When a church is without a pastor, the Committee on Ministry will consult with the session, and presbytery will appoint a moderator upon recommendation of the committee. The church shall be responsible for the moderator's direct expenses, including mileage reimbursement, overnight accommodations and meals, as necessary. If reimbursement of expenses poses a financial hardship on the church, the session will negotiate with the Committee on Ministry so that no church suffers undue hardship in providing for a moderator.

When convenient to do so, travel expenses for more than one purpose may be combined and costs pro-rated to the appropriate churches/committees.

6.07 Compensation for Pulpit Supplies

Compensation for pulpit supplies includes mileage reimbursement, overnight accommodations and meals when necessary, and an honorarium. A minimum honorarium of \$75.00 for one service (\$100.00 for two services) shall be offered.

When convenient to do so, travel expenses for more than one purpose may be combined and costs pro-rated to the appropriate churches/committees.

6.08 Transfers of Pastoral Status

Four rolls are to be maintained by the stated clerk. They are: active members, inactive members, members-at-large, and a roll listing those who have been deleted from the other rolls (G-3.0104).

Procedure 1. At the request of a member, the Credentials Task Force of the Committee on Ministry (COM) will investigate the circumstances, take the necessary actions and make appropriate recommendation to the presbytery for a change in status.

Procedure 2. In the case of ministers who are engaged in an occupation that does not comply with all of the criteria in G-2-0503 (Categories of Membership), the presbytery may on its own initiative determine that the minister's category of membership is that of inactive after following the criteria give in paragraph G-3.0306.

It will be the responsibility of the ministers in the Presbytery of Wyoming to keep COM informed and up to date on what they are doing. To help and encourage this, the Credentials Task Force will send a form letter to every member that is on the rolls of the presbytery in December of every year asking that their work, etc. be noted on the form and the form be returned to the presbytery office prior to the first presbytery meeting of the ensuing year.

Oversight will be the responsibility of COM as required by the Book of Order, G-2.0803 of COM.

6.09 Dissolution of Pastoral Relationship

When either party requests, to the Committee on Ministry, a desire to dissolve the pastoral relationship, COM will act on behalf of the presbytery regarding the terms of dissolution.

Two months notice by either party will be considered normal notice for dissolution.

If a dispute arises in connection with the terms of dissolution, COM has sole discretion to determine the nature of the dispute and to facilitate a suitable severance package, based on the circumstances, that is equitable and just for the congregation and the pastor.

6.10 Guidelines for Transitional Ministry

Introduction

WE, the Presbytery of Wyoming, recognize the importance of transitional ministry in churches that are in the midst of a pastoral transition. We believe that transitional ministry can enhance and strengthen our congregations.

Basic Manual Approach

Interim Ministry is intentional transitional ministry. The five developmental tasks of the Interim Pastor or a discerned process agreed to by the PNC and COM will be utilized by the Presbytery of Wyoming while recognizing that various situations call for differing skills or emphasis from the Interim Minister.

Types of Transitional Models

We live in a world in which one size does not fit all. This is not only true in the general ministries of churches, but it is also true for Interim Ministry as well.

1. Models with Interim Ministers

a. A Healing Model: For congregations recovering from the trauma of a natural disaster, clergy betrayal, clergy death, or serious conflict, a person who is skilled in grief and trauma work with congregations may be called for. Usually such an interim would be contracted for 2 to 3 years.

b. A Revitalizing Model: For congregations that are in decline or are lethargic or static, an interim that is skilled in revitalization and helping a church discover God's plan for them is needed.

c. A Hospice Model: Some congregations are in the process of dying and are too tired or do not want to make the changes necessary to be revitalized. An Interim Minister skilled in helping a congregation celebrate its history and come to some degree of closure is needed.

d. A Collaborative Model: infrequently, yet recently occurring more often, a church may need an Interim Minister that can assist it in joining or cooperating with another Presbyterian Church or Protestant church in the area.

2. Models without Interim Ministers

a. Succession Model: A healthy, vibrant church that has over 150 people in worship services may not need an Interim Minister. A succession model may be very effective in such a situation. A newly called pastor would overlap the outgoing pastor so the church does not lose its momentum. If agreed upon by the Committee on Ministry, a succession model could be utilized. (This Succession Model was not previously recommended in the PC(USA) but is now possible under the new form of government).

b. Vacancy Model: Some situations may not use either succession or an interim. Instead, congregations may choose to continue ministry using pulpit supply and lay leadership. A retired Teaching Elder, CRE, Candidate, or Ruling Elder (or a combination of these) might assume responsibilities. (The new Book of Order states, *“When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the Session, with the approval of Presbytery, may obtain the services of a teaching elder, candidate, or ruling elder in a temporary pastoral relationship.”*)

Securing an Interim Pastor The Interim Search Committee may acquire candidates to interview in one of several ways, or a combination of them, depending on the circumstances of the church, and as recommended by the COM and the General Presbyter, with the

understanding that a shorter search time for an interim contributes to a shorter overall transition between called pastors. Whichever method is used or however long it takes, the ISC must remain focused on the Holy Spirit for guidance. The GP (and possibly the COM) should do a thorough background check on final candidates regardless of the process(es) used.

1. Candidates may be provided to the Interim Search Committee through the collaborative efforts of the General Presbyter and one or more COM members. A candidate is presented to the Session for approval, and is then presented to the COM for examination and approval.
2. The Interim Search Committee may write a Mission Information Form which is approved by the COM and then posted on the PC(USA) online database with a specified time cutoff. The ISC then downloads the Personal Information Forms of applicants, reviews them, presents a final candidate to the Session for approval, and finally the candidate is presented to the COM for examination and approval.

3. An Interim candidate may be discovered in official PC(USA) "Face-to-Face" opportunities such as at General Assembly, Big Tent events, Synod events like WNLT or through other PC(USA) gatherings or interfaith contacts.

Reference and Background Checks for Interim Candidates Interim Search Committees and General Presbyters should be extremely diligent about primary references, secondary references (those not listed by the candidate but suggested by others because they are thought to have knowledge of the individual), and background checks of people we intend to place in positions of trust.

There needs to be as much accountability as possible, and we need to go beyond the judgment of a few professional Presbyters when doing the background checks of candidates. Inquiries should always be included which reach to the congregational level, a community that tends to be less transitory than the membership and leadership of the Presbytery. The PC(USA) guidebook "On Calling a Pastor" cautions that "under no circumstances should a PNC contact members of a prospective pastor's present congregation without her or his permission to do so." An Interim about to conclude time with a congregation should have no problem with this. A Teaching Elder serving a church might have concerns about his/her congregation knowing he or is seeking a new call, however, so prudence would be necessary. It is not necessary to ask permission of the candidate to query leaders in middle level government (GPs/EPs). It is suggested that primary references be asked the question, "Are there other people that we might contact regarding this candidate?" These become the secondary references.

Training

We believe that adequate training for interim ministry is essential. Part One of Certified Interim Training offered by the Presbyterian Church (USA) will take place prior to application for an interim position within the Presbytery of Wyoming. An exception may be granted by the Committee on Ministry if an applicant can show good cause for being considered and a commitment to completing the training within six months of accepting an interim call with the presbytery. Ordinarily, Part Two of interim training should be taken no less than six months after the completion of Part One.

Presbytery Membership We expect Interim Ministers serving in the Presbytery of Wyoming to transfer or maintain their membership in this Presbytery and to be an active participant in the full life and ministry of the Presbytery. Upon request, the Committee on Ministry can make exceptions.

Theological Commitment *"Understanding that transitional ministry contains opportunities for growth and change, persons applying for interim positions should be committed to using such opportunities to encourage the church to reaffirm and reinforce their commitment to sharing with its members and surrounding community the gift of the reformed distinctions with which we are*

blessed,” as described in the Foundation of Presbyterian Polity Chapter Two (F-2) of the *Book of Order* with special emphasis on F-2.04 and F-2.05.

Committee on Ministry Connection

Support and oversight will be a collaborative process involving the Session, the Interim Minister and the Committee On Ministry. We expect the Interim Minister to keep the Committee on Ministry informed of his/her ministry progress through written reports every six months and by phone or e-mail as necessary. At the end of the first year a consultation will be held with the Interim Minister, the Session, and the Committee On Ministry to consider a future course of action. At the conclusion of the interim process the Interim will produce a final report and COM will conduct exit interviews with the Interim and with the Session.

Terms

Interim Ministers within the Presbytery of Wyoming ordinarily will be compensated on the basis of the Terms of Call of the previous Teaching Elder. The terms of the contract should be consistent with the Standard Terms of Call form of the Presbytery. Some flexibility will be allowed by the COM, but in no case will the Interim Minister be paid less than the minimum salary required by the Presbytery. The COM liaison to a church seeking an interim should communicate to that Session the specific procedural steps to be taken before negotiations begin between the Session and the Interim Candidate. Session and the COM should agree on the Terms before they are shared with the Candidate. When the Session and the Teaching Elder have settled on a contract, then the Committee on Ministry will review and vote on the agreement. Specification of the content and duration of the interim task should be included in the contract.

Approval An Interim Pastor cannot begin work within the Presbytery without approval of the Committee on Ministry. The executed contract must be on file before the Interim can begin. Normally, a teaching elder employed in a temporary pastoral relationship is not eligible to serve as the next installed pastor, co-pastor, or associate pastor, but exceptions under extraordinary circumstances may be made according to the procedures described in the Book of Order under Temporary Relationships (G-2.0504).

6.11 Dissolution of Pastoral Relationships

1. Pastor' Responsibilities and Requirements

a. Voluntary separation may take place after written notice from the pastor requesting a dissolution of a pastoral call has received concurrence from both the session and the presbytery. Resigning pastors will be paid the cash equivalent of their unused earned vacation, but not continuing education funds, at the official date of the dissolution of the pastoral call by the session and the presbytery.

b. The pastor shall send a letter to the congregation which should include:

- * a statement of appreciation for the opportunity to have served the congregation and

- * the pastor's plans for his/her new call,

- * the effective date of the dissolution and

- * a reminder to the congregation that after the pastor's relationship is dissolved, no further pastoral services shall be provided including baptisms, weddings, funerals, hospital calls, etc. unless given permission by the moderator of COM and invited by the current moderator of the Session.

c. Normally a pastor shall leave no sooner than one month and no later than two months after giving notice of resignation.

d. No severance allowance will be provided by the church.

e. The pastor will remove all personal items from the church property by the effective date of dissolution. All property in the pastor's possession belonging to the church will be returned to the Clerk of Session or the person designated by the session. Arrangements for payment of any monies due to the pastor (salary, annuities, etc.) or repayment of any loan made by the church to the pastor shall be made by the effective date of dissolution unless stipulated in writing by both parties. Any funds in an existing "Pastor's Discretionary Fund" shall return to the church budget. When a pastor lives in a manse the session shall determine with the pastor the date by which the manse will be vacant.

f. The former pastor shall not provide any pastoral services (baptisms, weddings, funerals, counseling, teaching, etc.) to that former congregation unless given permission by the moderator of COM and invited by the current moderator of session. The former pastor shall not attend worship or events at his/her former church for at least one year after dissolution unless given permission by the moderator of COM and invited by the current moderator of session. It is important that the congregation find its identity separate from the former pastor.

2. Voluntary Separation (Retirement)

a. Retirement may take place after written notice from the pastor requesting a dissolution of a pastoral call has received concurrence from both the Session and the Presbytery. This notice shall contain the proposed date of retirement.

b. The pastor shall send a letter to the congregation which should include:

- * a statement of appreciation for the opportunity to have served the congregation and
- * the pastor's plan to retire,
- * the effective date of the dissolution, and

* a reminder to the congregation that after the pastor's relationship is dissolved, no further pastoral services shall be provided including baptisms, weddings, funerals, hospital calls, etc., unless given permission by the moderator of COM and invited by the current moderator of the Session.

c. Ordinarily, the period of time between announcement and retirement should be three to four months. (1) Call the Board of Pensions, 1-800-773-7752, and ask for an application for Honorable Retirement, or download a form from the website, www.pcusa.pensions.org/Library/Forms/pen-001.pdf.

d. The pastor will remove all personal items from the church property by the effective date of dissolution. All property in the pastor's possession belonging to the church will be returned to the Clerk of Session or the person designated by the session. Arrangements for payment of any monies due to the pastor (salary, annuities, etc.) or repayment of any loan made by the church to the pastor shall be made by the effective date of dissolution unless stipulated in writing by both parties. Any funds in an existing "Pastor's Discretionary Fund" shall return to the church budget.

e. The former pastor shall not provide any pastoral services (baptisms, weddings, funerals, counseling, teaching, etc.) to that former congregation unless given permission by the moderator of COM and invited by the current moderator of session. The former pastor shall not attend worship or events at his/her former church for at least one year after dissolution unless given permission by the moderator of COM and invited by the current moderator of session. It is important that the congregation find its identity separate from the former pastor.

3. Reduction in Force (Layoff)

a. Separation because of the elimination of a position, retrenchment in budget, or for other circumstances arising out of no fault of the pastor, is at the discretion of the session and the congregation with approval of presbytery.

b. Written notice will come to the Committee on Ministry from the session after consultation with the pastor about the termination of the call.

c. Six (6) months notice or pay in lieu of notice will be given. The pastor will be paid the cash equivalent of any unused annual leave.

d. The pastor shall send a letter to the congregation which should include:

- * a statement of appreciation for the opportunity to have served congregation and the pastors future plans,
- * the effective date of the dissolution, and
- * a reminder to the congregation that after the pastors relationship is dissolved, no further pastoral services shall be provided including baptisms, weddings, funerals, hospital calls, etc. unless given permission by the moderator of COM and invited by the current moderator of Session.

e. The pastor will remove all personal items from the church property by the effective date of dissolution. All property in the pastor's possession belonging to the church will be returned to the Clerk of Session or the person designated by the session. Arrangements for payment of any monies due to the pastor (salary, annuities, etc.) or repayment of any loan made by the church to the pastor shall be made by the effective date of dissolution unless stipulated in writing by both parties. Any funds in an existing "Pastor's Discretionary Fund" shall return to the church budget.

f. The former pastor shall not provide any pastoral services (baptisms, weddings, funerals, counseling, teaching, etc.) to that former congregation unless given permission by the moderator of COM and invited by the current moderator of session. The former pastor shall not attend worship or events at his/her former church for at least one year after dissolution unless given permission by the moderator of COM and invited by the current moderator of session. It is important that the congregation find its identity separate from the former pastor.

4. Involuntary Separation (Dissolution or Removal by Presbytery or an Administrative Commission)

a. The terms of all involuntary dissolutions will be negotiated between the pastor, the session and the Committee on Ministry, before the session decides to call for a congregational meeting to request dissolution of the pastoral relationship.

b. Normally a minimum severance package shall consist of one (1) month's salary and housing for every year of service, with a minimum of two month's severance provided, not to exceed a total severance package equal to six months of salary and housing. Accrued vacation pay shall also be paid. The

Committee on Ministry must approve any other compensation. This package will be paid by the session/congregation.

c. The pastor will remove all personal items from the church property by the effective date of dissolution. All property belonging to the church will be returned to the Clerk of Session or the person designated by the session. Arrangements for payment of any monies due to the pastor (salary, annuities, etc.) or repayment of any loan made by the church to the pastor shall be made by the effective date of dissolution unless stipulated otherwise in writing by both parties. Any funds in an existing "Pastor's Discretionary Fund" shall return to the church budget.

d. The former pastor shall not provide any pastoral services (baptisms, weddings, funerals, counseling, teaching, etc.) to that former congregation unless given permission by the moderator of COM and invited by the current moderator of session. The former pastor shall not attend worship or events at his/her former church for at least one year after dissolution unless given permission by the moderator of COM and invited by the current moderator of session. It is important that the congregation find its identity separate from the former pastor.

e. Responsibilities of Committee on Ministry to Pastors involved in involuntary separations:

- * The COM may recommend that the pastor receive pastoral care from a professional therapist. The Presbytery will share the cost of this service if necessary. This shared cost, if necessary, will be negotiated between the Session and the Committee on Ministry.

- *The COM will send a team of its members to meet with the pastor in order to discuss the pastor's future plans, current needs, and what was learned from the situation that led to the dissolution.

f. Responsibilities of Committee on Ministry to congregations involved in involuntary separations:

- *The COM will send a team of members to meet with the Session of the affected church in order to explore what was learned from the situation that led to the separation and to assist in discerning plans for the future.

- *The COM team will also review the pastoral call process and commit themselves to shepherding the church in its search for a new pastor.

While the above separation policies serve as a guideline for the dissolution of pastoral calls within The Presbytery of Wyoming, these policies assume that (a) pastors, sessions and congregations will respect the procedures outlined in the Book of Order of the PC(USA) regarding dissolution of pastoral calls and that (b) ministers, sessions and congregations will respect the authority of The Presbytery of Wyoming

to adjudicate the terms of separation when pastors and sessions are unable to negotiate mutually acceptable terms.

5. Involuntary Separation (Disability)

In the event separation without cause is occasioned by the medical disability of the pastor, the congregation will continue full salary, housing, and benefits for a period of three months whereupon the Board of Pension disability coverage commences. In the event that the person does not qualify for disability, then an agreement will be negotiated between the COM, the Session, and the pastor.

6. Involuntary Separation (Death in Service)

In the event of the death of a pastor, the salary and allowable benefits of that person will be continued by the congregation to the spouse or dependent for up to three months from the date on which the death occurs or until the Board of Pension death and retirement benefits commence.

SESSION'S RESPONSIBILITIES AND REQUIREMENTS

1. Invite a representative of the Committee on Ministry to a meeting in order to provide information concerning the dissolution process, the interim period, and the pastoral search process.
2. In the case of a voluntary separation:
 - a. receive a copy of the letter of resignation or request for retirement that will then be mailed to the congregation by the pastor.
 - b. call a special meeting of the congregation to vote on the pastor's request to dissolve the pastoral relationship.
3. In the case of an involuntary separation through the work of an administrative commission:
 - a. the session will receive notification from the Administrative Commission.
 - b. the session shall notify the congregation of the separation.

A Sample Agreement For Termination And Separation

TERMS OF DISSOLUTION BETWEEN THE REV. (Name of Person)
AND (Name of the Church), (Address/Location of the Church)

We, the members of the church Session agree to request dissolution of the pastoral relationship with the Rev. pastor / staff for the following reasons and on the following terms:

- 1 .List reasons for the dissolution:

2. List the terms:
 - A. Amount of salary continuation to be paid
 - B. Housing arrangements
 - C. Vacation to be paid
 - D. Pension\medical to be paid
- E. Repayment of loans or any other special financial arrangements such as whether they be will be paid in lump sum or over a period of time.
3. Specify the time and date of separation:
 - A. The effective date that ministry duties will cease.
 - B. The relationship will end on a date set by the congregation and approved by the presbytery.
 - C. Date set for congregational meeting
 - D. Date for COM action and completion of the separation agreement.
4. Other terms to be specified:
 - A. Promise to seek remedies for grievances only in the Courts of the PC(USA).
 - B. Specify how or if the termination package will be affected by whether employment is full or part time.
 - C. Any other terms that may be required by the presbytery or by the state.

The Pastor agrees to follow the Presbytery Policy: *Memorandum Of Understanding Statement of Ethics For Former Pastors*, adopted by the Presbytery of Wyoming. Attach a signed copy to the contract.

We the undersigned have negotiated this agreement in good faith and have every intention of being faithful in fulfilling it.

Approved by the Session of Church of _____
 Moderator of Session _____ Date _____
 Clerk of Session _____ Date _____
 Committee on Ministry Representative _____ Date _____
 Signed by other members of Session: _____,

 Date approved by congregation: _____
 Date approved by COM: _____
 Date approved/disapproved by Presbytery: _____

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

6.12 Policy for the Presbytery of Wyoming Concerning Gracious Separation

Preamble to Policy Regarding Churches That May Be Disaffected

With joy in the Lord Jesus, even with sorrow in the divisions within the body of Christ, we, the Presbytery of Wyoming, commit ourselves to the following understandings and policies in dealing with the congregations of the Presbytery of Wyoming that are so disaffected that they are considering leaving the membership of the Presbytery of Wyoming and the Presbyterian Church (U.S.A.)

We first acknowledge and affirm that Jesus Christ is head of the Church (F-1.02). Scripture teaches, and our polity has always recognized, that Jesus Christ is head of the Church, His body. “Almighty God, who raised Jesus Christ from the dead and set him above all rule and authority, has given to him all power in heaven and on earth, not only in this age but also in the age to come. God has put all things under the Lordship of Jesus Christ and has made Christ Head of the Church, which is his body. The Church’s life and mission are a joyful participation in Christ’s ongoing life and work.” (F-1.0201) The property of the Church is “a tool for the accomplishment of the mission of Jesus Christ in the world.” (G-4.0201)

“Christ calls and equips the Church, giving it everything necessary for its mission in the world. Christ alone rules, calls, teaches, and uses the Church as he wills.” (F-1.0202)

“Christ gives to the Church its faith and life, its unity and mission, its order and discipline. Scripture teaches us of Christ’s will for the Church, which is to be obeyed.” (F-1.0103)

With all Christians of the Church catholic, we affirm that the Church is “one, holy, catholic, and apostolic.” Unity is God’s gift to the Church in Jesus Christ. Just as God is one God and Jesus Christ is our one Savior, so the Church is one because it belongs to its one Lord, Jesus Christ. The Church seeks to include all people and is never content to enjoy the benefits of Christian community for itself alone. There is one Church, for there is one spirit, one hope, “one Lord, one faith, one baptism, one God and Father of all, who is above all and through all and in all.” (Eph 4:5-6)

“Because in Christ the Church is one, it strives to be one. ... Division into different denominations obscures but does not destroy unity in Christ.” (F-1.0302a)

The church strives to be faithful to the good news it has received and accountable to the standards of the confessions. The Church seeks to present the claims of Jesus Christ, leading persons to repentance, acceptance of Christ alone as Savior and Lord, and new life as his disciples.

“Where Christ is, there is the true Church. Since the earliest days of the Reformation, Reformed Christians have marked the true church where the Word of God is truly

preached and heard, the sacraments are rightly administered, and ecclesiastical discipline is uprightly administered.” (F-1.0303).

In working with churches considering separation from the PCUSA, the Presbytery of Wyoming shall implement a process using the following principles:

- Consistency: The local authority delegated to presbyteries is guided and shaped by our shared faith, service, and witness to Jesus Christ.
- Pastoral Responsibility: The requirement in G-0303b to consult with the members of a church seeking dismissal highlights the presbytery’s pastoral responsibility which must not be submerged beneath other responsibilities.
- Accountability: For a council, accountability rightly dictates fiduciary and connectional concerns, raising general issues of property (G-4.02) and specific issues of schism within a congregation (G-4.0207). But, full accountability also requires preeminent concern with “caring for the flock.”
- Gracious Witness: Scripture and the Holy Spirit require a gracious witness from us rather than a harsh legalism.
- Openness and Transparency: Early, open communication and transparency about principles and process of dismissal necessarily serve truth, order, and goodness; and work against seeking civil litigation as a solution.

The *Book of Order* (G-4.0203) states “All property held by or for a congregation, a presbytery, a synod, the General Assembly, or the Presbyterian Church (U.S.A.), whether legal title is lodged in a corporation, a trustee or trustees, or an unincorporated association, whether the property is used in programs of a congregation or of a higher council or retained for the production of income, is held in trust nevertheless for the use and benefit of the Presbyterian Church (U.S.A.)

The trust Clause is meant to reflect the church’s organic unity as it fulfills “The Great Ends of the Church,” strengthening its ability to guide its member churches into their witness to the broader community. Because the trust clause is meant as a means of witness to our unity in the covenant of common mission, it is incumbent upon the presbytery to act ministerially rather than adversarially to its member churches in regard to its provisions. It is also the right of a congregation to seek and to request dismissal with its property to another Reformed denomination.

We affirm these principles that will guide the presbytery’s use of the Trust Clause:

- It will not be used to shackle churches to the institution of the Presbyterian Church (U.S.A.) if a church genuinely desires to depart.
- It will not be used as a weapon to threaten civil action against a congregation over issues of conscience (F-3.0101).
- It reflects a tangible exhibition of the inter-connected relationship organically existing between the presbytery and its congregations.

Policy Regarding Churches That May Be Estranged

From time to time in the life of a particular church, its members may disagree with each other on points of theology, policy, practice or procedure. These disagreements can lead to the development of a division within that congregation. In the same way, particular churches may disagree on points of theology, policy, practice or procedure with governing bodies within the denomination, which can also lead to division. These disagreements may be resolved by mediation and compromise or by dissolution of the relationship. While dissolution is the least desirable outcome, at times it is the only solution possible in order for the differing parties to move on. It is the desire of the Presbytery of Wyoming to craft guidelines for mediation or dissolution when conflict arises within or between congregations in this Presbytery. It is also the desire of this Presbytery that these guidelines provide an avenue of ministry for and to all the affected parties so that if we disagree we can do so in love.

1. Outline of Process for Engagement with Presbytery

a. Initial Contact and Dialogue

When the leadership of the Presbytery becomes aware, either through formal session action or discussion, or through informal contacts with church leaders or members, that a congregation is in serious disagreement with the denomination to the extent of considering leaving the PC (USA), a committee will be formed, hereafter called the Presbytery Engagement Team (PET), consisting of ruling and teaching elders and shall include at least five people, one of which will be either the General Presbyter or Stated Clerk, one of which will be either the Moderator of Presbytery or the Moderator of Council, a member of the Committee on Ministry, and an at large representative appointed by presbytery council, in order to provide pastoral care and oversight to the disaffected congregation. Persons appointed to the PET shall remain as members of the PET until the PET has completed its task and is dismissed. In the event of any conflict of interest on the part of any of the above persons, presbytery council will appoint a replacement through a process and person agreed upon by both parties. If at all possible it would be desirable that one member of the PET have knowledge of mediation techniques. The PET will meet with the session and jointly, or subsequently, with the congregation as the church works to discern its mission in its location and God's will for denominational affiliation. This process is meant to insure that the congregation is fully informed of the issues at hand, and equipped with knowledge of the Presbytery's process, as well as the processes and values that have guided other churches and presbyteries in their decision making. In doing so, the Presbytery hopes to creatively engage the concerns of the congregation, and enable them to make decisions based on facts and not assumptions. The PET will regularly report to the Presbytery Council and to other Presbytery committees as needed.¹

b. Prayerful discussion of differences and determination of possibility of reconciliation

¹ Because of the infrequency of Presbytery meetings it is important that the PET keep the council and other committees apprised of progress or lack thereof in a timely manner.

The PET will attempt to “bridge the gap” with the congregation through discussion of possibilities for reconciliation and likely impacts on local mission and ministry in the case where dismissal is the course decided upon. The PET will outline the process and likely consequences of dismissal from the Presbytery, and will use the following principles to guide the PET’s dialogue with the church:

- To engage either the leaders of the congregation or the congregation as a whole, as circumstances dictate, in a time of prayer and conversation aimed at discerning the mission of the particular congregation, past, present and future, understanding the issues of the session/congregation which prompt them to desire that they and their congregation be dismissed, and also hearing from those congregation members who wish to remain within the PC (USA).
- If the team determines that progress can be made toward reconciliation through continued and constructive dialogue, the session and the team will establish a mutually agreeable timeline of talks to be held and proceed to engage in such dialogue.
- In its dialogue with the church session and congregation, the team will share implications for a church considering leaving the PC (USA). The PET will discuss with all teaching elder members the likely impacts on their benefits and ordination status and the various options available to them, so that they fully understand the implications of their transfer to another Reformed body, or staying as a member of Presbytery.
- When there is a group that desires to remain within the PC (USA) and a group that desires to be dismissed to another Reformed body, the best goal of Presbytery team conversations with congregations is to discuss financial, property and other issues that will enable members of both groups to be as healthy as possible in the aftermath of separation. If after a period of dialogue, the PET and the leadership of the congregation are not able to establish a process for reconciliation, the PET and the leaders of the congregation will begin the process of negotiating the terms of dismissal, and the validation of the true desire of the members of the congregation with regards to denominational affiliation.
- Acting on behalf of the Presbytery, the PET working with a disaffected church may be granted the following powers;
 - To counsel with the session and any subordinate boards or committees of the church concerning reported difficulties within the congregation, (G-3.0303e),
 - To interview the pastor(s) and employed staff,
 - To receive comments from individual members of the congregation,
 - To require the production of session minutes, church rolls, financial records and any other documents the commission deems relevant in conducting its work,
 - To call a meeting of the session when necessary (G-3.0203),
 - To call a congregational meeting and consult with the church’s membership about the congregation’s future, (G-1.0502),

- To provide the moderator and secretary for a congregational meeting, if the installed pastor is unable to moderate and/or to name another moderator, (G-1.0504),
- To determine if and when a vote of the congregation is appropriate for the purpose of advising the Presbytery concerning the relationship of the church to the PC(USA),
- To report the results of the congregational vote to Council and other appropriate bodies, and
- To propose to the Presbytery the recommendation for the dissolution or dismissal of the church and the disposition of the property held by or for the church.

2. Process for a congregation to request dismissal

a. Negotiation of terms of dismissal

The dismissal of a church from the Presbytery is a traumatic event in the life of the congregation and the Presbytery. The actions of the Presbytery are truly focused on the preservation and even the advancement of mission and ministry through the process of negotiation and after the congregation is dismissed. Actions to dismiss an ecclesiastical entity involve transferring ecclesiastical jurisdiction to another reformed denomination, and can only be effected by action of both bodies under a mutually acceptable plan of dismissal. All actions of the session, the Presbytery, and their individual members to dissolve a particular church shall be conducted according to the Constitution of the PC(USA) and the laws of the state of Wyoming. Ordinarily, the Presbytery should not dissolve a church as an ecclesiastical entity without dissolving its civil corporation as well. The PET will engage with a special committee of the congregation (SCC) to negotiate the terms of dismissal. The team may not enter into any binding agreement on behalf of the Presbytery. The Presbytery strongly recommends that the congregation's committee be comprised of a mixture of pastoral leadership and ruling elders, with representatives from the congregation's finance, property, and personnel committees, and should be selected with a goal of being representative of the congregation. If any members desire to remain with the PC(USA), every effort should be made to include their representative as well. The goal is to be respectful of all points of view and for the process to be minimally divisive. The normal process from initial conversation about dismissal to the vote of the presbytery will be no less than one year.

b. Status of members of the congregation being dismissed

Members of the church being dismissed shall be notified by mail after the vote by Presbytery to dismiss, of the action being taken, and the church shall inform those wishing to continue membership in a PC(USA) church of the process available to them to have their membership transferred. Each member desiring to be dismissed with the church must request such dismissal in writing to the Presbytery. The church being dismissed must provide to the PET a list of all active members. This list should be provided within 30 days of the vote by Presbytery to dismiss the congregation. It is important that throughout the process

that both the PET and SCC communicate well so that both the members who transfer out of PC(USA) and the members who remain are properly ministered to, the level of divisiveness and conflict can be minimized, and that the ministry of both groups may continue. Members of the church being dismissed who are on Presbytery committees shall have their terms of service end on the day the Presbytery votes to dismiss the congregation. The Presbytery welcomes former elder commissioners' participation at Presbytery meetings as a way of continuing shared ministries and mission in the Presbytery, but such participation will be only as visitors without standing or voice.

c. Status of Teaching Elder members of Presbytery

One of the paramount concerns of this process of dismissal is to assure that the rights and status of teaching elder members are considered and properly handled. Teaching elders may choose to remain as members of Presbytery and not transfer to the other reformed body that the church is being dismissed to, or to request transfer along with the congregation. Such transfers may be requested concurrent with the church requesting dismissal, or may occur separately. If the teaching elder chooses to remain a member of presbytery and to pastor the congregation being dismissed, presbytery may approve this Call as a validated ministry. If the transfer is not requested concurrently, the teaching elders shall be placed on inactive status. This allows them to continue to seek calls within the PC(USA) during the period of inactive status, or request to become members at large if their call at the church ends. At the end of 3 years of inactive status, the COM will normally remove the member from the rolls of the Presbytery. Transfers to another reformed body shall normally be approved, unless the teaching elder member is the subject of a pending judicial or investigative action. Members under discipline of the Presbytery may not be transferred until the administrative process is complete and any required remedial actions completed. At that point the transfer may be completed, but a record of judicial or investigative actions, if any, must be transmitted to the other body prior to the transfer being requested so proper disclosure of any issues can occur.

d. Policy for releasing claims to property

If a church seeking dismissal has outstanding loans to the Synod or other PC(USA) body, before the actual transfer of title occurs, the loans must be repaid or transferred to another creditor as part of the loan being repaid. Since the church being dismissed will no longer be under the authority of PC(USA), the denominational body that holds the loan should not be placed in the position of being exposed to loss without having a position of oversight of the church, or having the Presbytery being able to act as a guarantor of the loan. [This repayment does not have to be made before the Presbytery acts on the request to dismiss, but must be made within 90 days of the Presbytery vote to dismiss. If the PET does not believe a viable plan for repayment exists, the PET shall recommend to the SCC that the process be put on hold before the congregational vote until a viable plan to repay the loan is established.] Prior to the Presbytery vote on the dismissal, the SCC shall provide the PET details regarding to whom

the church property shall be transferred, so that the appropriate legal documentation can be prepared. Such transfer should occur no later than 90 days of the vote taken by Presbytery to dismiss.

The use of any assets transferred to the Presbytery by dissolution or dismissal of a particular church should be prioritized as follows: (1) to empower those who wish to remain in the PC(USA) to continue as a congregation; (2) to develop and realize a strategy for mission in the subject church location, which may include new church development or redevelopment of the existing church; (3) to reimburse the Presbytery for any costs incurred in the defense of its rights and exercise of its responsibilities regarding the particular church; (4) to facilitate church development or redevelopment elsewhere in the Presbytery; and (5) to further the mission of the Presbytery and/or PC(USA).

e. Validation of Congregation’s desire and discernment to request dismissal

After the PET and the congregation’s SCC have met and negotiated the terms of dismissal, the next step in the process is to validate the congregation’s desire for dismissal, and to ascertain the congregation’s unity in that decision. A congregational meeting may be called, where a non-binding vote may be held to discern the will of the congregation. Every action should be taken to maximize the participation of the congregation in this meeting. It is also expected that representatives of the PET would have an opportunity to address the congregation and be able to discuss specific issues that would enable the congregation to make an informed decision based on the facts of the situation and to engage in prayerful discernment. If the results of the vote to request dismissal and to accept the terms of the negotiated agreement is 75% or greater of the active members of the congregation present at that meeting, the dismissal request is considered validated, and then will be placed on the docket of the next scheduled Presbytery meeting for a vote to accept the terms to dismiss and dissolve. If the vote is less than 75%, the PET, at its own discretion, may request presbytery council to take the request for dismissal to presbytery.

f. Process for the Presbytery to vote to dismiss a congregation

Once the congregation has voted to request dismissal from Presbytery and has accepted an agreement on terms of dismissal, the Presbytery will vote on accepting the terms of the negotiated agreement and the dismissal of the congregation to another reformed body, and dissolution of the pastoral relationship(s) if requested. To do this and maintain the trust and integrity of the process, it’s essential that the motion be a “thumbs up or thumbs down” vote. Renegotiation of the terms of dismissal through the use of amendments on the floor of Presbytery would essentially invalidate months of work between the PET and the congregation, and destroy any trust built between the Presbytery and the congregation. Therefore, the following steps shall be taken by the Presbytery to avoid this outcome:

- The vote shall be scheduled at a regular meeting of Presbytery.
- Voting on the PET proposal will be preceded by a 2/3rds vote required to limit debate and amendments or tabling.

- The PET proposal will be presented as a whole, with the understanding that the agreement was arrived by good faith negotiations between both the PET and the congregation.

It should be assumed that after following through the steps of this process if the Presbytery votes down the proposal, the outcome would be the initiation of a process to force a separation. Our prayer above all, through the above process is to attempt to resolve differences reasonably and civilly in good faith. At this point the PET would be granted additional authority in conducting its work related to the congregation in question. That additional authority could include the authority:

- To retain legal counsel,
- To consult with appropriate committees of Presbytery or its representatives in the process of doing its work and preparing its recommendation, and
- To have a budget and to authorize expenditures from those funds up to the limit of that/those accounts to do its work.

3. Mitigation of financial impact on mission and ministry of the Presbytery

Just as this process is designed to aid in Presbytery's ability to respectfully deal with a congregation's desire to be dismissed, and to have that happen in a way that minimizes the impact on that congregation's members, mission and ministry, it is also important for the congregation to act in a way as to minimize the impact on the mission and ministry of the Presbytery. G-4.0203 of the Book of Order says 'All property held by a particular church, a presbytery, a synod, the General Assembly, or the Presbyterian Church (U.S.A.), whether legal title is lodged in a corporation, a trustee or trustees, or an unincorporated association, and whether the property is used in programs of a particular church or of as more inclusive governing body or retained for the production of income, is held in trust nevertheless for the use and benefit of the Presbyterian Church (U.S.A.). On a case by case basis, the PET and the SCC will evaluate the assets of the church seeking dismissal – cash, investments, endowments, receivables, real property, intellectual property, etc. and determine a faithful, just and equitable proposal for dismissal.

The payment of per capita and mission financial obligations for a set number of years may also be a part of the dismissal proposal. The PET needs to ask the question, "How does this dismissal affect the mission of Jesus Christ and the Presbyterian Church (U.S.A.)?" The use and benefit of the property and assets of the Presbytery of Wyoming must be taken into account. In the entirety of this process the first concern will be to do no harm to the proclamation of the Gospel or to the witness of any part of Christ's Church. At all stages and in all places of the process care shall be taken to continue to seek possibilities for reconciliation and to assure that all persons are treated with care and respect by anyone representing the Presbytery of Wyoming or the Presbyterian Church (U.S.A.).

VII • Presbytery Mission & Program

7.01 New Ministries & Congregational Development

INTRODUCTION

"All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations." With that commission Jesus Christ sends believers into the world to proclaim Good News in the power of the Holy Spirit. From earliest days, worshipping communities have been the foundation of the Church. The Presbytery of Wyoming, a governing body of the Presbyterian Church (U.S.A.) affirms that developing and supporting healthy worshipping communities is a major responsibility of the presbytery. Although the presbytery may work cooperatively with other Christian communions in these efforts, ecumenical cooperation will not take the place of a Presbyterian and Reformed witness to the Gospel.

In order to be good stewards of available resources, the presbytery establishes policies and guidelines for developing new ministries and congregations. In so doing, the presbytery affirms its intention to be faithful to the Gospel and to the Church's mission in the world; and to be pro-active, creative and flexible in responding to the needs of ministry in Wyoming.

DEVELOPING NEW MINISTRIES

The Presbytery of Wyoming develops new ministries in accordance with the following guidelines:

Development Strategy

1. **The presbytery will pursue demographic and other relevant studies to determine areas of growth with a view toward establishing new ministries or congregations.**
2. **The presbytery also may respond to direct requests from residents in a given area.**
3. **The presbytery will consider factors specific to Wyoming, giving particular attention to:**
 - Communities with growing populations
 - Communities not served by other churches, or by other Reformed churches
 - Native American communities
 - Communities that reflect racial ethnic diversity
 - Communities marked by a variety of socio-economic groups
 - Communities that have significant seasonal changes in population
 - Communities created by short-term business ventures
4. **The presbytery will cooperate with other denominations wherever possible and wherever advantageous to the whole Church.**
5. **The presbytery will encourage a variety of leadership alternatives to meet the**

needs of different situations (e.g. evangelists, commissioned lay pastors, tent making pastors).

6. The presbytery will consult with the Synod of the Rocky Mountains in developing mission strategy, and with other synods and presbyteries when appropriate.
7. The presbytery will seek to involve local residents in the development of new ministries.

Presbytery Structure and Ministry/Congregational Development

The responsibility for planning, strategy and oversight shall be vested in the council. It shall coordinate its work with the committee on ministry; and financial concerns shall be referred to the budget and finance committee.

Resources for Developing Ministries/Congregations

1. General Assembly
 - Office of Evangelism and Church Development (or its successor)
 - **Resources for stewardship development, capital fund campaign assistance**
 - Program grants and capital loans
 - Demographic studies and published resources
 - Staff services
2. Synod
 - Loans and program support
3. Presbytery
 - Mission and designated support
 - Staff services
 - Resources available through Percept
 - Project review and evaluation
 - Facilities (when and where available)

Identification and Selection of New Ministry Areas

Demographic studies will be completed and evaluated, and presbytery will have opportunity to review the data, before funding development of any new ministry by the presbytery. The evaluation process and subsequent recommendations will include:

- The type of ministry to be developed
- The nature of leadership required for the project
- Financial projections for development of the ministry, source of development funds, and projections for long-term support of the ministry
- Projected timeline for establishment of the ministry

Presbytery will approve the final development proposal before funds are committed.

Types of Ministries

1. **New Church Development:** A new church development project is undertaken when demographic and other studies indicate that the community can sustain a new, long-term, self-supporting congregation.

2. **Mobile Parish Development:** A mobile parish is developed when the population in a given area is temporary, usually for business reasons (e.g. mining operations or pipeline construction), but sufficient to constitute a viable worshipping community in the short-term. If a long-term community is established, a mobile parish may become a new church development.
3. **Extension Parish:** An extension parish serves sparsely populated areas. (The ranch ministry of First Presbyterian Church, Gillette, is an example of this type of ministry.) The ministry may be undertaken by an existing congregation or by the presbytery itself. If an existing congregation undertakes the ministry, the session will consult with the congregational development work group and other appropriate presbytery units, and will exercise oversight of the ministry. If the presbytery itself undertakes the new ministry, project development and oversight provisions will apply.

Project Development & Oversight

The following process applies to all new ministries developed by the presbytery.

1. **Steering Committee:** A steering committee recommended by the congregational development work group and elected by the presbytery will coordinate the project and develop a design for mission. The steering committee and congregational development work group will consult regularly; and the work group will report quarterly progress reports and evaluations to the presbytery. Presbytery must approve the mission design before a search for pastoral leadership commences.
2. **Pastoral Leadership:** Following approval of the mission design, presbytery will elect a search committee comprised of representatives from the project steering committee and the presbytery at-large. Depending on the type of ministry being developed and the design for mission, the search committee will conduct an open search process for pastoral leadership, exploring alternative forms of leadership as appropriate. The committee on ministry will provide liaison services to the committee. Presbytery will approve the call extended for pastoral service in accordance with established procedures. The pastor, evangelist, commissioned lay pastor or other person in leadership will become an employee of the presbytery. The organizing pastor of a new church development may subsequently be called to become the pastor of the new congregation, subject to provisions of the *Book of Order*.
3. **Chartering of New Congregations:** New congregations will be organized/chartered in accordance with provisions of the *Book of Order*, and under the guidance of the presbytery. In each instance, presbytery shall determine requirements for the number of members necessary for chartering during the development stage of the project.

VIII • Mission Support

8.01 Special Offerings

Presbytery endorses the special offerings requested by General Assembly and urges sessions to approve receiving these offerings at the times specified by General Assembly.

8.02 Fund for Theological Education

Presbytery encourages support of the denomination's Fund for Theological Education and urges each session to designate one percent of budgeted operating expenses to the fund.

8.03 Disaster Assistance

From time to time, the Presbyterian Church (U.S.A.) establishes funds to assist recovery efforts in areas affected by natural disasters, famine and war. Presbytery may inform churches and church members of opportunities to support relief efforts; and presbytery encourages sessions to support relief efforts through gifts designated for specific denominational causes.

8.04 Validation of Mission Projects & Fund Raising Requests

All requests for the approval of specific mission projects initiated by a congregation and implemented within a community within the presbytery as a validated presbytery mission project must be submitted to the Council on a form provided for that purpose; a project is validated if it falls within the mission emphases of the Presbytery and provides for participation in the leadership, planning, contribution of funds and involvement by other congregations in the Presbytery. The participating church or churches then may have their contributions to this project credited as Presbytery mission giving over and above their mission giving pledge. Council will refer requests to other appropriate presbytery units/agencies for their response and/or concurrence before action is taken.

All requests to raise funds within the bounds of the presbytery must be submitted to the Council on a form provided for that purpose. Recommendations will take into account the vision, target group, ministry plan, accountability structure and funding of the project in relation to the mission emphases of the Presbytery. Referrals and action taken on the request is the same as for validation of specific mission projects.

8.05 Church Partnership Grants, Mission Project Grants & Scholarships

All requests for presbytery grants and scholarships must be submitted to the council on a form provided for that purpose. Council may refer requests to other presbytery units/agencies for their response and/or concurrence before taking action; and council may refer requests to presbytery for final disposition. (See also section 9.00 below.)

8.06 Gift Acceptance Guidelines

- Purpose

These guidelines serve as an aid to staff and committee members of the Presbytery of Wyoming involved in accepting gifts, to outside advisors who assist in the gift planning process, and to prospective Donors who wish to make gifts to Presbytery of Wyoming. It is the intent of these guidelines to allow for some flexibility on a case-by-case basis.

The Presbytery seeks to help Donors meet their charitable goals while benefiting the ministries of the Presbyterian Church (USA). The Presbytery encourages donors to make both outright and deferred gifts and will accept gifts in a variety of forms.

- Responsibility to Donors

- The Presbytery is committed to the highest ethical standards of philanthropy, stewardship and development. In all transactions between potential Donors and the Presbytery, the Presbytery will provide accurate information and full disclosure of the benefits and liabilities that could influence a Donor's decision. This will include IRS regulations, presbytery fees, the irrevocability of a gift, prohibitions on donor restrictions, investment policies and other information needed by individuals to make an informed choice about using the Presbytery as a vehicle for charitable gifts. It should be noted that information supplied by the Presbytery is advisory only. The Presbytery cannot provide legal or tax advice to potential donors.
- The Presbytery will make reasonable efforts to be aware of and sensitive to the Donor's expectations.
- The Presbytery will advise all prospective Donors to seek legal and/or tax advice from their own counsel and/or financial advisor. Presbytery staff and committee members should be knowledgeable about gifts and should disclose to the Donor advantages and disadvantages that could reasonably be expected to influence the decision of the Donor to make a gift to the Presbytery. In particular, planned gift items subject to variability (such as market value and income payments) should be discussed fully.
- The Presbytery will not knowingly accept a gift that it believes to be contrary to the Donor's best interests.
- The Presbytery, by law, cannot furnish property appraisals or valuations of non-cash gifts to donors for tax purposes or for any other purpose.

- In the case of deferred gifts, the Presbytery shall comply with all provisions of the Internal Revenue Code and related regulations, maintaining proper records and filing any required tax returns or forms required by the IRS.

- Donor Recognition

Donors may choose to make gifts anonymously in which case the Presbytery shall maintain Donor information only to the extent required by law. That Donor information retained shall be maintained in secure off-site locations such as bank safe deposit boxes and/or secured computer files. Donors not requesting privacy will be recognized for contributing to the mission of the Presbytery and the Presbyterian Church (USA) in meetings of the Presbytery and in Presbytery publications.

- Authorization for Gift Negotiation

The Presbyterian Church (USA) Foundation has standard fund agreement forms, which were reviewed by legal counsel. Proposed fund agreements that deviate from the standard forms require legal counsel review before being approved and executed. The officers and staff of the Presbytery shall have the authority to handle inquiries, negotiate with Donors and execute agreements on behalf of the Presbytery. All gifts of one million dollars or above or gifts that fall outside the gift acceptance policies need the review and approval of the Budget and Finance Committee and the Presbytery Council.

- Designations and Restrictions on Gifts
 - The Presbytery accepts gifts both undesignated and designated. Acceptance of designated gifts will honor the desires of the Donor and meet the needs of the Presbytery and the Presbyterian Church (USA).
 - The Presbytery, in keeping with IRS regulations, cannot accept a gift that will be directly or indirectly subject to any material restriction or condition by the Donor that prevents the Presbytery from freely and effectively employing the transferred assets, or the income from those assets, to further its ministry as reflected in its mission statement. The Presbytery Council shall have the responsibility of identifying those categories of gifts that meet the above criteria. The Presbytery reserves the right to refuse any gift that jeopardizes its mission or is not in its best interest.
 - Donors of restricted gifts of \$5,000 or more shall be asked to sign a Re-designation of Restricted Gifts form that grants the Presbytery the right to re-designate the principal and income from restricted gifts under the conditions specified in the fund description.
 - Gifts in excess of \$100,000 that are not designated will, under normal circumstances, become part of the presbytery endowment fund.

- Based on recommendations from the Budget and Finance Committee, gifts and bequests of real property shall be subject to acceptance by the trustees and gifts of personal property shall be subject to acceptance by council.
 - The Budget and Finance Committee shall make recommendations to council regarding the acceptance of gifts of securities, real property and personal property. The Budget and Finance Committee shall make recommendations to council regarding the distribution of undesignated gifts of any type.
- **Minimum Gifts**
 The Presbytery will accept gifts to existing funds of any size. An existing fund may be a fund established by the Presbytery and/or the Presbytery Council for the purpose of soliciting funds for use as stated in the fund description. In that case, the first contribution to that fund may be for any amount. The minimum gift for a Donor defined permanent fund with the Presbyterian Foundation is currently \$20,000. Higher minimums may be required depending on the type of gift, such as real estate or other gifts of property. Funds may be established with a lower minimum if the Donor arranges regular payments to bring the fund's assets to the minimum within a reasonable period of time or if a lower minimum is negotiated with the Budget and Finance Committee. No grants may be made from funds until the minimum is reached.
- **Fundraising for a Fund**
 The Presbytery is legally responsible for all fundraising undertaken on its behalf. Therefore Donor-initiated fundraising events for a fund must be approved by the Presbytery Council prior to any fundraising activity.
- **Cash**
 - The Presbytery accepts cash, checks or money orders made payable to The Presbytery of Wyoming or to any of its established funds.
 - No check shall be made out to an individual.
 - Gifts given electronically – online and/or credit card will be accepted and considered cash gifts.
- **Publicly Traded Securities**
 - Readily marketable securities, such as those traded on a stock exchange, can be accepted by the Presbytery. It is the Donor's responsibility to establish the value of the gift in accordance with current IRS regulations. The Presbytery will provide to the donor a receipt describing the gift but cannot by law, place any value on the gift.

- Securities received as gifts are normally sold immediately (within three months) by the Presbytery with the proceeds being invested in the appropriate fund.
- For accounting purposes, (the value carried on the Presbytery's books prior to the sale of the security) the IRS states that the value of the gift is the average of the high and low of the security on the date of the gift.
- Closely Held Securities
 - Non-directly traded securities may be accepted after consultation with the Budget and Finance Committee and Presbytery Council.
 - Prior to acceptance, the Budget and Finance Committee shall explore methods of liquidation for the securities through redemption or sale. A representative of the Presbytery shall try to contact the closely held corporation to determine:
 - An estimate of fair market value (the value to be carried on the Presbytery's books prior to sale of the securities)
 - Any restrictions on transfer
 - No commitment for sale of closely held securities shall be made prior to completion of the gift of the securities.
 - It is the responsibility of the Donor to establish the value of such securities in accordance with current IRS regulations. The Presbytery will provide a receipt to the donor describing the gift but the Presbytery cannot by law, place any value on the gift.
- Real Estate
 - Gifts of real estate must be reviewed by the Budget and Finance Committee and the Board of Trustees of the Presbytery before acceptance. Gifts of real property will require a property analysis including physical condition, likelihood of an immediate sale, current market analysis of value and environmental issues, among other factors.
 - The Donor is responsible for obtaining a qualified appraisal of the property and completing IRS form 8283 for their tax purposes. The cost of the appraisal is borne by the Donor. The Presbytery will issue a receipt describing the property but cannot by law place any monetary value on the property.
 - Prior to presentation to the Board of Trustees, two or more members of the Budget and Finance Committee and/or Board of Trustees shall conduct a visual inspection of the property taking pictures for presentation to the Board of Trustees. If the property is located in a geographically isolated area, a local

real estate broker can substitute for one of the Budget and Finance Committee or Board of Trustees members in conducting the visual inspection.

- Due to the expense associated with gifts of real estate, normally only gifts with an appraised value in excess of \$50,000 will be accepted.
- Prior to presentation to the Board of Trustees by the Budget and Finance Committee, the Donor must provide copies of the following documents:
 - Real estate deed
 - Real estate tax bill
 - Plot plan
 - Substantiation of zoning status such as: title reports, notes or mortgages, phase I environmental impact report
 - Survey
 - Current appraisal
 - Results of title search (to uncover any liens, etc.)
- Depending on the value and desirability of the gift, the Donor's connection with the Presbytery and the Donor's past gift record, the Donor may be asked to pay for all or a portion of the following:
 - Maintenance costs
 - Real estate taxes
 - Insurance
 - Real estate broker's commission and other costs of sale
- For the Presbytery's accounting purposes, the value of the gift is the appraised value of the real estate. (Note: A nonprofit can choose to exclude from the value of the gift costs for maintenance, insurance, real estate taxes, broker's commission, and other expenses of sale.)
- The presbytery will normally dispose of the property at the earliest possible time.
- Life Insurance
 - The Presbytery will accept life insurance policies as gifts only when the Presbytery of Wyoming is named as the owner and beneficiary of 100% of the policy.
 - If the policy is a paid-up policy, the value of the gift for Presbytery's accounting purposes is the policy's replacement cost.
 - If the policy is partially paid up, the value of the gift for the Presbytery's accounting purposes is the policy's cash surrender value. (Note: For IRS

purposes, the donor's charitable income tax deduction is equal to the interpolated terminal reserve, which is the amount slightly in excess of the cash surrender value.)

- The Presbytery will issue a receipt describing the gift but cannot by law place any monetary value on the gift.

- Tangible Personal Property
 - Gifts of tangible personal property to the Presbytery should have a use related to the presbytery's mission or be readily marketable.

 - Gifts of jewelry, artwork, collections, equipment, and software may be accepted after approval by the Budget and Finance Committee and the Presbytery Council.

 - Such gifts of tangible personal property defined above shall be used by or sold for the benefit of the Presbytery.

 - No property which requires special display facilities or security measures shall be accepted without consultation with the Budget and Finance Committee and the Presbytery Council.

 - Depending upon the anticipated value of the gift, the Presbytery may have a qualified outside appraiser value the gift for its own use before accepting it. By law such appraisal shall not be furnished to the Donor for tax purposes or for any other purpose.

 - The Presbytery shall adhere to all IRS requirements related to disposing of gifts of tangible personal property and filing appropriate forms. Receipts issued to the Donor for such property shall contain only a description of the property and cannot by law contain any monetary value.

- Bequests

Bequests should be made to "The Presbytery of Wyoming." Sample bequest language is available to donors through the Presbyterian Church (USA) Foundation to ensure that the bequest is properly designated. The Presbytery appreciates a copy of documents naming The Presbytery of Wyoming as a beneficiary for our files.

- Planned Gifts
 - The Presbytery offers the following planned gift options in conjunction with the Presbyterian Church (USA) Foundation or a commercial money manager:
 - Charitable gift annuities

- Deferred gift annuities
 - Pooled income funds
 - Charitable remainder trusts
 - Bequests
 - Donor advised funds
- All planned gifts are administered by and come under the current policies of the Presbyterian Church (USA) Foundation or the commercial money manager.
- **Endowed Funds**

The Presbytery recognizes that the church's charitable interests are best served by a long term commitment of resources. Therefore, the Presbytery encourages permanent endowment whenever possible. These guidelines are intended to assist persons who are considering making a gift to establish an endowment at The Presbytery of Wyoming. The establishment of a permanent endowment is the privilege of a Donor to provide perpetual funding for a valued purpose.

 - **Endowment Definition.** An endowment is a gift of funds which are invested to provide continuing income, for a general or specific purpose stated in the written endowment agreement between the Donor and the Presbytery of Wyoming. Donor established endowments shall be used only for the purposes specified in the original endowment agreement unless that purpose has changed in accordance with the Re- designation of Restricted Gifts clause in the endowment agreement.
 - **Objectives of the Endowment Funds**
 - To offer an extra dimension of stewardship to make special gifts to the Presbytery. To actively encourage and invite gifts to the Presbytery through a system of education and support to perspective donors.
 - To provide an additional, long term source of financial resources for the endowed areas of ministry of The Presbytery of Wyoming.
 - To protect the mission of the Presbytery by reviewing and analyzing the subject matter of any intended gift, and if necessary, to decline the acceptance of any gift, deemed as not being in the best interest of the Presbytery.
 - **Structure.** the Presbytery will have five (5) separate endowment funds:
 - Camping Fund
 - Church Redevelopment Fund
 - Undesignated Fund
 - Pastoral Support Fund
 - New Church Development Fund

- **Endowed Funds.**
 - **Camping Fund:** This fund can be used for the development of new facilities or the upkeep of existing ones at Camp Story and Camp Skyline.
 - **Church Redevelopment Fund:** This fund will be used to assist churches who are seeking to revitalize their ministry. Usage may include the following but not be limited to them: beginning a new ministry, supporting the income of a pastor, assisting a small church secure an Interim Pastor, etc.
 - **Undesignated Fund:** This fund will be used as directed by the Presbytery Council to help fund the Mission and/or Administrative Budgets or special projects.
 - **Pastoral Support Fund:** This fund will support educational and sabbatical expenses for pastors of small churches as well as pastors who have exceptional circumstances and need additional support.
 - **New Church Development Fund:** This fund will help in planning and planting a new church in the Presbytery. These funds can be used only for funding a pastor or for ministry expenses.

- **Endowment Income.** Income utilized by endowment funds will normally be 5% of the three year rolling average of the market value of the funds. Endowment earnings in excess of the approved utilization percentage are credited to the principle of the endowment. This enables the endowment to preserve principal while keeping pace with inflation and continuing to fulfill the original intent of the Donor.

- **Endowment Focus.** Endowment gifts may be unrestricted or restricted for a particular purpose, subject to the approval of the Budget and Finance Committee and the Presbytery Council. Unrestricted gifts enable the Donor to support the total ministry of the Presbytery. Such gifts provide institutional stability and flexibility. Restricted Donor to provide funds for a stated purpose in perpetuity or until that purpose is changed by the Re-designation of Restricted Gifts clause of the endowment agreement. A Donor may request that an unrestricted or restricted endowment carry the name of the Donor.

- **Procedures for Endowments Named for Donors.** Normally a “Donor named” endowment shall be established through a written and binding agreement assuring 100% funding of that endowment by the Donors within a specified period of time (usually within three years or less) and stating parameters for the fund which are agreeable to both the Donor and the Presbytery. Donors may also specify that available earned income be added to the principal, rather than expended for a fixed number of years during which time the fund will grow.

- **Endowment Names.** If endowments do not carry the Donor's name they will normally carry names that reflect the purpose of the endowment; eg: "Hunger Fund". They may also carry the names of individuals or organizations which are to be memorialized or honored. The Budget and Finance Committee and/or Presbytery Council shall determine how endowments will be named.
- **Giving a Gift.** Gifts for endowments may be funded with checks and/or cash, appreciated securities, and/or a variety of planned giving instruments which may be beneficial to both the Donor and the Presbytery. If the Donor cannot give an initial gift at the minimum threshold level, the Donor may consider a multi-year pledge and/or specify that accrued interest be applied entirely to the principal until the required sum is reached. Any exceptions to these guidelines require the approval of the Budget and Finance Committee and the Presbytery Council.
- **Minimum Restricted Endowment Gift Levels.** Any new restricted endowment may be established at a minimum of \$10,000 subject to consultation with the Budget and Finance Committee and the Presbytery Council. Gifts of any amount may be added to any existing restricted endowment fund at any time.
- **Unrestricted Gifts.** Gifts of any amount are welcomed at any time for unrestricted endowment purposes.
- **Administration.** The Endowment Funds will be given oversight and administration by the Budget and Finance Committee. The funds will be deposited in one or more accounts with the Presbyterian Church (USA) Foundation, including the subsidiaries and associated programs of the Foundation, such as the New Covenant Funds. Sessions from a church within the Presbytery or a Presbytery entity, Committee, Council or Work Group may apply for usage of the 5% interest from each fund each year. The application will be submitted to the Budget and Finance Committee with the approval of the appropriate Presbytery Committee or Work Group. The Budget and Finance Committee will make decisions regarding the fulfillment of requests. The Presbytery Council must approve any approved request above \$1,000. The Administrative Assistant/Bookkeeper will create and submit an Endowment Report to the Budget and Finance Committee at least quarterly.
- **Amendments.** The provisions of these Endowment Funds may be amended on recommendation of the Budget and Finance Committee to the Presbytery Council, subject to final approval by the Presbytery. Any amendment shall not affect any gifts made to the Endowment Funds prior to such amendment. All such gifts made to the Endowment Funds will be administered in accordance with the provision of the funds s in effect at the time the gift was made.

- Administrative Issues
 - The Presbytery of Wyoming shall not act as an executor (personal representative) for a Donor's estate.
 - The Donor will pay for the drafting of legal documents for a charitable remainder trust when the Presbytery of Wyoming is named as a beneficiary.

8.07 Investment Guidelines (Endowment Procedures)

I. General Scope

The Council of the Presbytery of Wyoming ("Presbytery") is committed to the view that permanent funds owned by the Presbytery ("Endowment") must grow by additions, appreciation, and/or the reinvestment of a portion of annual earnings.

The Council is responsible for establishing policies for investing the Endowment assets, approving asset allocation, selecting investment managers and custodians and authorizing them to manage the actual investments. Acting directly, or through a designated committee, the council will retain one or more professional investment managers and will delegate to those managers full discretionary authority to invest, reinvest and manage the assets of the Endowment. The investment managers are responsible for meeting or exceeding investment return objectives within the established policies.

The allocation and management of the Endowment assets should be designed to produce a total return (yield plus capital appreciation or depreciation) necessary to preserve and enhance the principal and, in addition, provide a reliable and stable source of income.

The purpose of equity investments is to provide long-term appreciation of principal. Fixed income investments are to provide a predictable and dependable source of income and to lessen current earnings volatility. The portfolio should not have a high proportion of its assets invested in one security, or class of securities, but rather should be diversified for protection of principal and to reduce volatility of returns.

The Council has adopted this statement to define the objectives of the Endowment's overall investment program and to provide policies within which the investment managers are to exercise their discretionary authority to help achieve these investment objectives.

I. Investment Objective

The overall objective of the Endowment is to realize a total return overtime that is sufficient (1) to permit distribution of a periodic, inflation-adjusting, current income stream to support specific operations, ministries and mission as determined either by donors or the Council, and (2) to retain a portion of total return to permit overall portfolio growth at the approximate rate of inflation, net of the periodic distributions. With these considerations in mind, the Council has set the following benchmarks for the Endowment:

To produce a total annualized rate of return (income plus realized and unrealized gains,) measured over a three to five year period, that:

1. Equals or exceeds the Consumer Price Index (All Urban) plus two percent
OR
2. Exceeds the average performance of a peer group of balanced managers as represented by the Lipper Balanced Funds Index or another appropriate peer group universe selected by the Council or its designated committee.

III. Investment Guidelines

The Council or its designated committee has delegated discretionary investment authority to the investment managers. However, the investment managers shall a

1 General Policies

- A. Each investment manager shall be a foundation related to the Presbyterian Church (USA); another non-profit organization authorized by law to provide investment management services to other non-profit organizations; a licensed independent investment advisor or investment manager; a licensed broker; a bank or; a trust company.
- B. If an investment manager shall not provide independent custody of the assets of the Endowment, the Council or its designated committee shall engage a custodian for this purpose, which may be one of the organizations described in paragraph A immediately above.
- C. Each investment manager shall be entitled to reasonable compensation and/or reimbursement of expenses for its services, which may be in the form of an account-level fee, a charge directly to an underlying portfolio or pooled fund, transactional charges, or any combination of these.
- D. An investment manager may be engaged to manage one or more specified strategies within the overall portfolio or may be engaged to manage all or a portion of the entire Endowment employing a fully-diversified balanced portfolio strategy.
- E. Each investment manager shall manage that portion of the Endowment assets entrusted to it as a prudent investor would, by considering the purposes, terms, distribution requirements, and other circumstances of the Endowment or any individual fund thereof. In satisfYing this standard, the investment manager shall exercise reasonable care, skill, and caution.

- F. An investment manager's investment and management decisions respecting individual assets will be evaluated not in isolation but in the context of the portfolio as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the Endowment and the overall objectives stated in this policy.
 - G. Among circumstances that an investment manager shall consider in investing and managing Endowment assets are such of the following as are relevant to the Endowment or any individual fund thereof, and to such manager's particular assignment:
 - i. General economic conditions
 - ii. The possible effect of inflation or deflation
 - iii. Any possible tax consequences of investment decisions or strategies
 - iv. The role that each investment or course of action plays within the overall portfolio
 - v. The expected total return from income and the appreciation of capital
 - vi. Needs for liquidity, regularity of income, and preservation or appreciation of capital
 - H. Investments shall be diversified to minimize the risk of loss and to reduce volatility of return.
 - I. Investments may be made in one or more portfolios of individual securities, mutual funds, "funds-of-funds," partnerships, or in other similar comingled or pooled portfolios.
 - J. Investments shall be made for the exclusive benefit of the Endowment.
 - K. Mission Responsibilities through Investment (MRTI) guidelines shall be a consideration when considering individual investments.
2. In selecting brokers to execute purchases and sales transactions, the investment managers shall use best efforts to obtain the best execution at competitive commission rates through responsible brokers. An investment manager may participate in a commission recapture program with a broker or consortium of brokers, provided the proceeds from such program inure to the benefit of the Endowment assets either through direct credit or by reduced administrative expenses.
 3. An investment manager may participate in a fully collateralized securities lending program with one or more brokers or other financial institutions, provided the proceeds from such program inure to the benefit of the Endowment assets either through direct credit or by reduced administrative expenses.
 - A. Investments may be made in one or more portfolios of individual securities, mutual funds, common funds, "funds-of-funds," partnerships, or in other similar comingled or pooled portfolios.

- B. Investments shall be made for the exclusive benefit of the Endowment.
- C. Mission Responsibility through Investment (MRTI) guidelines shall be a consideration when considering individual investments.

2. Asset Allocation

- A. The Council or its designated committee shall allocate the overall portfolio generally within the ranges shown below, and, from time to time, shall determine the specific target allocation and the policy for periodic rebalancing to the target.

Cash Equivalents – Fixed Income Equity
 U.S. Large Capitalization
 U.S. Mid Capitalization
 U.S. Small Capitalization International
 Alternative Investments

Policy Range

- 0%-10%
- 20%-50%
- 50%-70%
- 25%-40%
- 0%-10%
- 0%-15%
- 5%-20%
- 0%-20%

Percentages subject to change as a result of consultation with the financial managers

- B. In lieu of, or in addition to, determining a specific target allocation, the Council or its designated committee may utilize one or more of the funds designed by the investment manager or other investing entity to provide an optimally-balanced portfolio for a permanent fund with a long term time horizon and administered with or without a built-in rolling three-year average spend rate.

- 3. In selecting brokers to execute purchases and sales transactions, the investment managers

shall use best efforts to obtain the best execution at competitive commission rates through responsible brokers. An investment manager may participate in a commission recapture program with a broker or consortium of brokers, provided the proceeds from such program inure to the benefit of the Endowment assets either through direct credit or by reduced administrative expenses.

4. An investment manager may participate in a fully collateralized securities lending program with one or more brokers or other financial institutions, provided the proceeds from such program inure to the benefit of the Endowment assets either through direct credit or by reduced administrative expenses.

IV. Other Duties and Responsibilities

- 1) The investment managers will submit quarterly reports on the performance of the portfolio to the Council or its designated committee.
- 2) The investment managers are responsible for assisting the Council or its designated committee in making an appropriate asset allocation decision based on the particular needs, objective, and risk profile of the Endowment. The investment managers will be available on a regular basis to meet with the Council and/or its designated committee and to review the portfolio. Such meetings may be in person, by teleconference, by web conference, or other similar electronic means.
- 3) Periodically, but not less often than annually, the Council or its designated committee shall review the performance of each investment manager with respect to the accomplishment of its specific investment objectives and its continued compliance with these policies.
- 4) The investment managers will communicate openly and freely with the Council and/or its designated committee on all matters pertaining to the Endowment. Furthermore, the investment managers will advise the Council or its designated committee if a manager concludes that the Endowment's investment objectives or policies are inappropriate or are hindering performance.
- 5) The Council and/or its designated committee shall provide ongoing communication with the presbytery concerning the administration and investment of the Endowment.

IV. Spending Guidelines

The Council or its designated committee shall adopt spending guidelines, appropriating for expenditure from the Endowment, annually or at more frequent intervals, for the uses and purposes for which a particular fund may be established, or, in the case of an unrestricted fund, for the uses and purposes determined by the Council or its designated committee, a portion of the total return earned by the Endowment over time, retaining the remaining portion of the total return for future growth of the Endowment. Spending guidelines may be stated as a fixed percentage (such as five percent) of a

trailing or rolling average of the value of the Endowment measured over a period of time (for example three years,) or such other formula the Council or its designated committee shall determine to be reasonable for this purpose. However, in the case of a separate fund that is restricted by the donor from distribution of principal, the Council may not appropriate for expenditure in any year an amount greater than five percent of the fair market value of the separate fund, calculated on the basis of market values determined at least quarterly and averaged over a period of not less than three years immediately preceding the year in which the appropriation for expenditure was made, or, for a separate fund in existence for fewer than three years, the fair market value of the fund must be calculated for the period the fund has been in existence.

VI. Amendments

This policy may be amended at any meeting of the Presbytery provided notice of the proposed amendment is given to all Presbytery members at least seven (7) days prior to the meeting.

IX • Presbytery Grants & Loans from Designated Funds

9.00 Grants & Loans from Designated Funds

Grants and loans from designated funds shall be made in accordance with established procedures and in accordance with the purposes of the particular fund.

9.01 Congregational Revitalization/Redevelopment Fund: Grant Procedures and Guidelines

A. Congregational Revitalization/Redevelopment

Source of Funds: The initial source of funds was a generous gift from the Presbyterian Church of Jackson. All other churches within the Presbytery of Wyoming are encouraged to follow the Jackson Church's lead with gifts to support those churches within the Presbytery, which are in need of revitalization or redevelopment. Additional funding shall be at the direction of Presbytery.

Allocations from this fund are to be made to projects which meet the criteria, have been well researched and planned and which demonstrate by this research and planning that they have a reasonably good chance of meeting their goals and objectives.

1. Definitions

A revitalization/redevelopment is not a natural cycle or stage of congregational life. It is a planned intervention in a congregation to stimulate the dynamics needed to enable the congregation to reorient its ministry.

a. Congregational Revitalization

The process by which the spiritual, life-giving energy of a congregation is renewed and heightened. Revitalization results in spiritual renewal that empowers the congregation for more effective ministry and while it may occur as a part of the ongoing rhythms in the life of the congregation it is far more likely to be undertaken as a planned developmental process.

b. Congregational Redevelopment

The redirection of its ministry in light of changes in needs or circumstances among its membership, the community to be served, or both. Redevelopment includes a planned effort and intent to increase the congregations' capabilities for effective ministry where it is.

2. Application Procedures

Applicants for Revitalization/Redevelopment Grants are to consult with appropriate persons in the presbytery to develop strategy, resource, support, and secure application forms to prepare collaboratively the Plan for Ministry and the Program Grant Application.

Appropriate persons from the presbytery will answer questions, provide guidance and understanding of the criteria and steps to be followed for preparing the application and other related documentation.

The application is to be approved by the submitting congregation before submission to the presbytery.

If a congregation cannot fulfill one or more of the following project criteria, the presbytery may waive those criteria.

3. Project Criteria

The following criteria are to assist applicants in developing the Plan for Ministry and in preparing the Program Grant Application.

a. The Plan for Ministry shall:

- (1) represent new work in the areas of congregational revitalization/redevelopment
- (2) demonstrate its commitment to witness the Gospel of Jesus Christ
- (3) be a response to the mission priorities and strategies of the congregation, presbytery, synod, and General Assembly
- (4) be related to the life and development of the surrounding community and respond, within the context of the Gospel of Jesus Christ, to human needs not otherwise being adequately met
- (5) include an affirmative action plan to implement the church's commitment to equal employment opportunity
- (6) attempt to plan ecumenically and/or obtain ecumenical financial support as appropriate

b. The Plan for Ministry shall include:

- (1) **Creating Spiritual Energy:** Many potential revitalization/redevelopment congregations have encountered periods of decline and no longer possess the vision and vitality for effective ministry. Attention must be given to building the spiritual strength and energy of the congregation. How can sufficient spiritual energy be stimulated within the congregation so that the corporate strength needed to carry out the ministry starts to build? How can despair be replaced with hope?
- (2) **Congregation Identity: Coming To Terms With The Past, Present, And Future.** Some revitalization/redevelopment congregations are locked into the past. Members remember fondly the time when more people were in church and the congregation was vital. If things could only be the way they used to be, everything would be okay. Processes must be provided that enable the congregation to confront the nature and degree of change that has occurred within the church and the community. Opportunity must be given for people to recall how things used to be, in contrast to how they are presently. Coming to terms with the past and present means allowing time for corporate grief. Until members of the congregation can

openly affirm that the past is gone forever, movement toward a new future is unlikely.

- (3) Congregational Leadership: Building A Ministry Team. Congregational revitalization/redevelopment requires that the pastor and laity work together as a team to redirect the ministry of the church. This begins by recognizing and honoring the variety of gifts of people within the congregation. It requires blending the talents of those who have been part of the congregation for years, with the ideas and abilities of new persons who are just venturing into the congregation. It necessitates creating an atmosphere in which conflict is recognized, confronted, and dealt with openly.
 - (4) Re-Entering The Community. Many congregations that exist in areas of dramatic community change withdraw from direct contact and ministry with the people in the community around the church. The people in the church have little knowledge of or relationship with the people of the community around the church. As relationships develop, the church laity begins to understand the hopes, desires, and dreams of the people with whom they need to be in ministry.
 - (5) Building A Financial Base For Ministry. Revitalization/redevelopment congregations must build the necessary financial base to create a new future. Increased stewardship commitment of members is essential. A capital campaign for building improvements is often necessary. Increasing the financial base will ensure that the congregation's ministry will extend into the future.
- c. Developing A Ministry Plan. If you don't know where you're going chances are you won't get there. Planning is essential in revitalization/redevelopment congregations. As the interplay among the previously mentioned five forces builds, a series of ministry plans can begin to unfold. Components of the plans might include changes in worship and education programs, and the development of new ministries directed toward meeting specific needs of people in the community. As these program changes are woven into an overall ministry plan, the congregation may begin to move toward revitalization/redevelopment.
- d. Objectives. Objectives are descriptions of specific strategies describing measurable ways that the goals of a project will be fulfilled during a specified time period. Objectives should be realistic, measurable, and challenging with a stated deadline for achievement.
- e. The Program Grant Application Shall:
- (1) Demonstrate how the project will be financially supported following termination of the grant
 - (2) Include complete financial projections of income and expenditure and statements of assets and liabilities

- (3) Contribute, as part of its stewardship commitment, at least 10% of its total current operating budget to Presbyterian mission giving (presbytery, synod, General Assembly); or submit a plan for achieving this goal
- (4) Include a budget to be funded by the Program Grant which covers the cost of the program, and which does not include capital expenditures (Grants are not for site acquisition, church building construction, purchase, or renovation)

4. Grant Funding Guidelines

- a. **Funding Schedule.** Ordinarily the grant is allocated for a specified term (1-5 years) and will decrease each year during the term of funding.

A grant may be renewed for additional terms by special request from the applicant providing criteria, goals, and objectives describing the project need for renewed grant terms are provided.

A project review will be conducted when considering renewal of the grant.

The grant is approved for two years from the date of the action by the presbytery. If the grant disbursement is not requested within the two year period, the grant approval may be cancelled.

- b. **Project Staff.** The grant funds a project with an installed pastor (including tent makers), stated supply, designated pastor, commissioned lay preacher, and co-pastors. Funds may be used for the search phase and call of a pastor, including relocation expenses.
- c. **Unexpended Grant.** The grant funds only the specific project for which it has been approved. Any portion of a grant not expended for the project must be returned to the presbytery immediately.
- d. **Funding Conditions.** Prior to granting funds, presbytery shall review:
 - (1) The church's budgets for the current and previous two years to insure the church is fiscally sound.
 - (2) The project budget to insure it will be properly funded.
 - (3) The mission giving of the church to determine if that giving is at the 10% level or is at a minimum 3% level with a plan to reach the 10% level.
 - (4) The stewardship program of the church to insure the congregation is being adequately challenged to support the mission of the church.
 - (5) The project staffing to insure that staff is sufficient and has proper job descriptions.
 - (6) The mission study of the church to insure that it is current and that the project supports that mission.

The grant allocation may have a "condition" placed upon it by presbytery, requesting additional information relating to the application. When the condition is satisfied it will be removed and the project will be funded.

5. Annual Progress Report and Evaluation of Grants
 - a. Annual Progress Report. The church shall submit an annual progress report to presbytery by November 1 of each year. This report should relate the current status of the project to the project schedule, note any changes in that schedule and in the project objectives, and the status of funding and leadership.
 - b. Final Status Report. The church shall submit a final status report that details how well the project objectives were met and an evaluation of how the project assisted the church in fulfilling it's mission.

9.02 Hardy V. Ratcliff Loan Fund Policies

1. Loans from the Hardy V. Ratcliff Church Loan Fund will be available to churches and to other presbytery entities for the following purposes:
 - a) Emergency repairs to existing structures and/or equipment,
 - b) New construction for new church development projects,
 - c) Preventative maintenance and repairs to existing structures/equipment,
 - d) Additions or alterations to existing structures.
2. Loans shall be made only for projects involving properties to which presbytery or one or more of its congregations hold title.
3. Loans from this fund may be used to supplement loans from synod and General Assembly lending programs and/or commercial lending institutions, when overall financing complies with the purposes for which this fund is established.
4. Churches receiving loans from this fund shall budget at least ten percent of their current operating budget for Presbyterian Church (U.S.A.) mission, or present a plan to increase mission giving to Presbyterian causes to the requisite level within three years. No application will be considered from churches giving less than five percent to Presbyterian mission. (Support of general mission through presbytery, synod and General Assembly; General Assembly special offerings; and General Assembly directed/extra commitment giving and disaster relief be used to calculate level of giving.)
5. The maximum loan amount is \$15,000.00. Ordinarily loans will be repaid within ten (10) years, and the term shall never exceed fifteen (15) years.
6. The rate of interest charged on a loan ordinarily will be 75 percent of prime at the time of closing.
7. Loan proceeds will not be disbursed until the borrower has executed a promissory note and has provided other documentation as may be required by the Trustees of the Presbytery of Wyoming in order to comply with accepted business practice.
8. The Trustees of the Presbytery of Wyoming shall administer the fund in accordance with presbytery policies and shall develop procedures necessary for the promotion and implementation of this program. Requirements for borrowers shall include but not be limited to the following: financial statements and budgets; verification of costs; proof of adequate insurance and of compliance with federal, state, and local regulations; certification of congregational or governing body actions regarding the loan request; and periodic financial information during the life of the loan.
9. The trustees shall report all loans made under this program to the presbytery and shall report the status of each existing loan annually.

X • Fiscal Management & Budget Administration

10.01 Financial Reviews

Financial records of the presbytery shall be subjected to internal reviews conducted by members of the Budget & Finance Committee or by a committee elected by presbytery as prescribed by the Book of Order. The committee shall have a minimum of two members and a maximum of five members and shall conduct a review prior to each presbytery meeting of the records generated from the date of the previous review to the current date. The committee shall provide a report of its findings at that meeting. A documented process approved by council shall be used for the review that provides consistency in the review and reporting processes.

Each year the council will determine the level of financial services to be provided by a CPA. The options may be agreed-upon procedures, a financial review, or an audit. Once a year the financial records for the previous fiscal year shall be reviewed by a CPA firm to provide a disinterested, third party view of the presbytery's financial operations. The CPA shall apply agreed-upon procedures to that area, or areas, of the financial operations designated by presbytery or the presbytery council.

10.02 Purchasing Guidelines

Purchases must be initiated by at least two members. Any two staff members may purchase supplies, equipment, furniture and fixtures not to exceed \$1500.00 per purchase, provided that such purchases fall within current budgets and at least one staff member has been granted check signing authority.

Expenditures in excess of \$1500 for office supplies, equipment, furniture and fixtures require prior approval by presbytery council.

10.03 Contract Administration

Contracts binding on the presbytery may be entered into only by the duly elected officers of the corporation which are: moderator, stated clerk, and treasurer. Any two officers may enter into a contract that encumbers the presbytery for no more than \$1000 and 12 months if such a contract falls within the current budgets. Officers must be specifically authorized by council to enter into any contract that encumbers the presbytery for more than \$1000 or 12 months. Authorization by presbytery for council to act on its behalf for contracts that encumber presbytery in excess of \$1000 or 12 months will be made annually.

10.04 Accounts Payable

Checks shall be issued only after invoices or vouchers have been approved for payment. The treasurer, stated clerk, or general presbyter may approve invoices and vouchers. Moderators of presbytery units/agencies may approve vouchers for that unit/agency only. No person may approve vouchers for his/her personal expenses.

Check signing authority is vested in the general presbyter, stated clerk, treasurer, and moderator of the Budget & Finance Committee. If check signing authority is to be granted to any other person, that authority must be granted by the presbytery council and must be for a stated period of time.

No person may sign a check payable to himself/herself.

10.05 Budget Control

Committee moderators are responsible for their committee budgets, and are responsible for documenting requests for additional funds if required by forwarding the request to council in a timely manner so that council can process the request. Requests will include the amount of extra funds needed and a rationale for exceeding their budget.

10.06 Bank Reconciliation & Outstanding Items.

All bank accounts shall be reconciled monthly and record made of outstanding checks. If checks have not cleared within six months of date of issue, processes for clearing those checks will be undertaken as prescribed by the Wyoming Unclaimed Property Act.

XI – General Administration

11.01 Records Management

For the purposes of this policy, records shall be defined as all documents, regardless of form, produced or received by any body, officer, or employee of the Presbytery of Wyoming in the conduct of its business. Documents include all forms of recorded information, such as: correspondence, computer data, files, financial statements, manuscripts, moving images, publications, photographs, sound recordings, drawings, or other material bearing upon the activities and functions of the presbytery, its officers, and employees. Not included in the definition of records as used in this policy are: sermons, library material, material made or acquired for reference, research, or exhibition purposes, and extra copies of publications and other documents.

Records produced or received by any employee of the presbytery in the transaction of presbytery business become presbytery property and subject to presbytery policy for retention/disposal, access and publication. Records produced or received by staff or members in administration and committee service capacities are presbytery records subject to this policy.

Records will be maintained for a minimum period of time as indicated:

TYPES	RETENTION
Minutes	Permanent
Registers	Permanent
Annual Reports	Permanent
Reports	Permanent
Bylaws/charters	Permanent
Incorporation records	Permanent
Annual budgets	Permanent
Annual audits	Permanent
Financial ledgers of final entry	Permanent
Subject correspondence	Permanent
Manuals/handbooks	Permanent
Newspapers/newsletters	3 years
Brochures/promotional materials	3 years
Photographs	Permanent
Property records	Permanent
Wills, bequests	Permanent
Legal/judicial cases	Permanent
Records of dissolved congregations	Permanent
Loan agreements	Satisfaction + 20 years
Contracts	Active + 5 years
Personnel/employee records	Employment + 7 years
Minister records	Lifetime
FICA/W-2/1099 records	Permanent
TYPE	RETENTION

Accounts payable invoices	10 years
Accounts payable	10 years
Accounts receivable records	7 years
Accounts receivable invoices	7 years
Trial balance	Permanent
General ledger	Permanent
Bank deposit slips	3 years
Bank statements	7 years
Canceled checks	7 years
Cash receipt & disbursement records	7 years
Data for updating mailing lists	1 year
Mailing lists	Active
Financial statements	Permanent
Expense reports	7 years
General/routine correspondence	3 years
Invitations	1 year
Petty cash records	7 years
Receipts for purchases	7 years
Meeting notices	1 year
Travel plans/arrangements	15 years
Resource files	Active
Fixed asset records	Permanent
Insurance policies	Permanent

Preservation of records: The presbytery will maintain and preserve these records as securely as possible. Microfilming of records is permitted. Presbytery minutes and related documents will be deposited with the Presbyterian Historical Society after several (generally five) years,

Records of dissolved congregations: Copies of records of dissolved congregations will be retrieved as soon as possible after dissolution has been approved by presbytery. All minutes and other official records of existing and dissolved sessions that are no longer required for frequent reference are to be deposited for preserving and servicing with the Presbyterian Historical Society (G-9.0406). If the church is dismissed to another denomination, records will be retrieved before dismissal and forwarded to the Presbyterian Historical Society. The Presbyterian Historical Society will copy records for the new denomination, provided that permission is granted by the Presbytery of Wyoming.

Electronic Records: Electronic records shall be maintained for the same length of time that paper records are maintained unless they are converted to paper records, in which case the electronic records may be destroyed prior to the required destruction date.

Disposal of records: Non-current temporary records will be boxed periodically (generally every five years) and labeled with the contents. A destruction date will be included on the label. Records will be destroyed in an appropriate manner, to include

shredding, recycling and normal trash, depending upon sensitivity of the content, after the destruction date has been reached. The person responsible for the specific document will determine the sensitivity of the document and its method of destruction.

Responsibility: The trustees for the Presbytery of Wyoming are responsible for implementing and maintaining this policy, with day to day maintenance assigned to the General Presbyter.

11.02 Relief of Conscience from Funding Abortion Procedures Through the Medical Plan for the PC(USA) Board of Pensions

In 1996 the General Assembly of the Presbyterian Church (USA) “acknowledged the serious and urgent concern of those relief-of conscience congregations and individuals” who have conscientious objections to having their mandatory contributions to the Board of Pensions to present a plan that would protect those Presbyterians’ “moneys from funding abortions.”

The Presbyterian Church (USA) Board of Pensions (BOP) voted at its October 25, 1997 meeting to adopt a third “relief of conscience” measure for Presbyterians whose contributions to their churches have been used to provide unrestricted abortion coverage. The measure took effect on January 1, 1998.

The appropriate procedure to receive relief of conscience is for the session of a local church to petition the governing body of jurisdiction (i.e. the Presbytery of Wyoming, not the Board of Pensions) for said relief. The presbytery grants Relief of Conscience and notifies the Board of Pensions, including a request for confirmation from the Board to the Presbytery and the local congregation that Relief has been noted and that the provision is being applied in regards to the congregation which has received the relief.

12.01 Personnel Policy

PERSONNEL MANUAL PRESBYTERY PERSONNEL POLICY

The goal of the Presbytery personnel system is to be a team of colleagues who support, encourage and stimulate one another to be creative, intelligent, and responsible in the fulfillment of the mission and vision of the Presbytery of Wyoming. This Personnel Manual applies only to presbytery employees including Camp Story employees.

This policy shall be implemented using procedures as set out below or as modifications shall arise in fulfillment of the policy.

PRESBYTERY PERSONNEL PROCEDURES

Staffing Pattern

The Presbytery, (POW or Presbytery), shall determine its staff in consultation with the Presbytery's member churches, in accordance with and fulfilling the Presbytery's mission and vision.

TEAM MINISTRY

The Presbytery staff functions as a team: each and all are concerned about and responsible for the work of the Presbytery. Members of the Presbytery staff support and assist one another and are in constant communication with one another so as to be able to serve as resources to one another. Individuals are expected to treat each other with dignity and respect.

I. NATURE OF EMPLOYMENT

A. *No Contractual Obligations*

Policies set forth in this Personnel section are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between POW and any of its employees.

B. *Exceptions or Waivers*

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Presbytery via the Presbytery Council exercising its functional duties. Requests for an exception or waiver from the

Personnel section must be recommended by the supervisor, then reviewed and approved by the Presbytery Council.

II.. EMPLOYMENT CATEGORIES

A. EMPLOYER

The legal corporate employer of all Presbytery staff is The Presbytery of Wyoming, a legal corporation organized under the laws of the state of Wyoming.

B. EXEMPT AND NON-EXEMPT CATEGORIES

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

C. EXEMPT

All exempt staff are elected personnel and are not entitled to overtime wages.

D. NON-EXEMPT

All non-exempt staff are entitled to overtime wages for actual time worked in excess of 40 hours per week. Overtime must be authorized in advance by the employee's supervisor. Employees will be compensated at time and one-half for overtime worked.

E. FULL-TIME, PART-TIME, TEMPORARY EMPLOYMENT

- 1) Full-time employees are hired for 40 hours of work per week (exclusive of lunch period).
- 2) Part-time employees are hired for less than 40 hours of work per week (exclusive of lunch period).
- 3) Temporary employees are hired for a short period of time, usually less than three months.

F. INTERIM EXEMPT STAFF POSITIONS

1) General Provisions

To provide continuity of administrative and/or program services in the Presbytery, interim staff may be elected to fill vacant approved positions, to serve until the position is filled (or abolished).

This is applicable to all positions whether filled by full-time, part-time, ordained or non-ordained personnel.

2) Position/Person Description

A position description shall clearly identify the kind of accomplishments and administrative/programmatic leadership desired during the interim period. The accountability of the position shall be clearly defined and be consistent with the accountability provisions of the *Book of Order*.

G. CONSULTANT/CONTRACT STAFF

Consultative/contractual staffing is a staffing style that involves temporary employees for short-term periods.

- The specific tasks and financial requirements for consultative/contractual arrangements shall be reviewed and negotiated at least annually.
- Consultative/contractual positions may be established for up to five years from the date the position is approved. Standard procedures for annual performance reviews will apply.

- Consultative/contractual positions shall be evaluated at the end of five years, using existing personnel practices, to determine whether the arrangement shall continue.

Unexpended funds for previously negotiated and approved staff positions that become available due to mid-year resignation or vacancy may be utilized for consultative/contractual services in order to maintain the vitality of ongoing programs.

III. EMPLOYEE RELATIONS

A. ***Non-Clergy Employees***

The work conditions, wages, and benefits the Presbytery offers to non-clergy employees are competitive with those offered by other employers in this area and industry. Non-clergy employees concerned about work conditions or compensation are strongly encouraged to voice these concerns openly and directly to their supervisor and the Presbytery Council.

B. ***Clergy***

Work conditions, wages, and benefits of clergy and pastoral leadership positions elected or approved by action of POW shall be according to the Constitution of the Presbyterian Church (U.S.A.) and the policies of POW.

C. ***Supervisor Communication***

Experience has shown that when employees deal openly and directly with the supervisor, the work environment can be excellent, communications can be clear, and attitudes can be positive. The Presbytery amply demonstrates its commitment to employees by responding effectively to employee concerns.

D. ***Equal employment opportunity***

1) Does Not Discriminate

In order to provide equal employment opportunities to all individuals, employment decisions will be based on merit, qualifications, and abilities. The Presbytery does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

2) Reasonable Accommodations

Reasonable Accommodations will be made for qualified individuals with known disabilities unless doing so would result in an undue hardship on the mission of the Presbytery. This clause governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

3) No Reprisal

Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor first and then to the Presbytery Council. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

E. **ETHICS AND CONDUCT**

1) Principles of Fairness, Integrity, Excellence, and Trust

The successful mission and reputation of the Presbytery is built upon the principles of fairness, integrity, and excellence practiced by the employees. Scrupulous regard for the highest standards of conduct and personal integrity garners and preserves trust.

2) Compliance

The Presbytery will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Disregarding or failing to comply with this standard of ethics of conduct could lead to disciplinary actions, up to and including possible termination of employment.

F. DISABILITY ACCOMMODATION

1) Americans with Disabilities Act

The Presbytery is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. The Presbytery is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The POW will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

2) Accommodation

Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

3) Equal Compensation

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

IV. JOB POSTING AND EMPLOYEE REFERRALS

The Presbytery encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral.

V. GOAL REVIEW

Supervisors and employees will discuss job performance and goals on an informal, regular basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire. Additional formal performance evaluations are conducted yearly to provide both supervisors and employees the opportunity to discuss job tasks, identify and

correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Presbytery Council will conduct General Presbyter (Head of Staff) annual performance review. Will review annual performance evaluation on all employees. No less than two members of the Personnel Committee of Presbytery Council will meet with the GP for a review on an annual performance evaluation.

Presbytery Council considers any merit-based pay adjustment recommended by the Personnel Committee of Council.

VI NEPOTISM

To affirm and facilitate equal opportunity for all employees and employment candidates, care will be exercised in the employment and assignment of persons who are direct relatives of people in the Presbytery's employ. Such people should not be automatically denied employment or fair treatment in the full spirit of these policies. However, individuals shall not be hired by or through the involvement of direct relatives, and they shall not be assigned to a position where a direct relative is in a position to influence the employee's salary, promotion or other aspects of personnel practice.

VII HARASSMENT

It is the practice of the Presbytery to maintain a workplace free of any form of harassment or intimidation from any Presbytery employee, including supervisors, or from non-employee work contacts. Any form of harassment is unacceptable behavior within the workplace and is subject to appropriate disciplinary action.

Harassment includes, but is not limited to, unwelcome and unsolicited sexual advances, requests for sexual favors, discriminatory tormenting based on gender and other undesired verbal, visual, or physical conduct of a sexual nature up to and including termination.

Any Presbytery employee who believes in good faith that there has been a violation of this practice should report the violation as soon as possible to the general presbyter or to the moderator of the personnel committee. The general presbyter shall immediately also notify the moderator of the personnel committee. The moderator shall alert committee members of the complaint and shall call a meeting of the committee as soon as possible. If the matter cannot be resolved between the parties involved, the general presbyter with the personnel committee will investigate the allegations promptly, objectively and confidentially.

The Presbytery will take no adverse action against any employee who in good faith complains of harassment and will protect such employee against reprisal from other employees to the extent possible. Where it is determined that harassment did in fact occur, disciplinary action, including dismissal when appropriate, will be taken.

VIII. SUBSTANCE ABUSE

The use of illegal drugs by employees while in performance of official duties on behalf of the Presbytery of the Presbyterian Church (U.S.A.) is strictly prohibited. Individuals deemed to be under the influence of illegal substances while in the performance of official church duties will be counseled and instructed to refrain from such usage while performing church-related activities. Individuals who refuse to refrain from usage will be subject to disciplinary action in accordance with Presbytery practice.

Individuals who suffer from substance abuse problems are encouraged to seek professional help in dealing with their problems. This provision applies to all instances of substance abuse, for legal and illegal drugs. Persons who submit to drug treatment will not be subject to disciplinary action for substance abuse provided they refrain from the use of illegal substances. All information regarding individuals seeking substance abuse treatment will be treated with extreme confidentiality.

IX. CONFLICT OF INTEREST

No employee shall accept any gift, gratuity, grant, service or any special favor from any person or persons, or from any businesses which provide or receive goods and services or which seek to provide or receive goods and services to or from the Presbytery. However, minor courtesies such as luncheons, dinners, or similar arrangements in connection with business discussions may be received.

In addition, if any employee is called upon to participate in a decision in which the interests of the Presbytery may conflict with his or her personal interests, the employee should abstain from participating in the decision. Employees shall avoid even the appearance of conflict of interest, special interest, or any other inappropriate conduct.

X. CONFIDENTIALITY

In the course of employment by the Presbytery of Wyoming, staff may necessarily hear, receive, handle or process confidential information. According to the rules of the Presbyterian Church (U.S.A.), certain ecclesiastical files and records, as well as their contents, must be preserved as absolutely confidential. Such confidential information includes, but is not limited to, the following: information about pastors, information about personnel matters, information about congregations, information about ecclesiastical matters and other litigative matters. It is the practice of the Presbytery of Wyoming that nothing learned by a staff person with respect to such confidential information shall ever be revealed; no documents may be copied without the explicit permission of staff responsible for the area of information; and access to files and records shall never be given to persons not authorized by the staff responsible. This confidentiality practice also applies to contents of reports not yet or never to be distributed to the Presbytery as a whole.

Breaches of confidentiality constitute grounds for immediate dismissal.

XI. EMPLOYEE PERSONAL ITEMS

The Presbytery maintains a variety of office equipment and insures office equipment against damage and/or loss. The Presbytery will replace damaged or stolen personal items of employees only if such items are determined by the general presbyter or the Presbytery Council to be reasonable and necessary to the performance of the employee's job-related duties. Other personal items (e.g. stereos, radios, pictures, plants, art objects, decorations, certificates of acknowledgment, etc.) will not be replaced by the Presbytery if they are damaged or stolen. An employee who elects to have such items at the office assumes complete responsibility for their repair or replacement. Personal items used by staff away from the office shall be governed by this practice as delineated in the previous paragraph.

XII. FULLY ACCOUNTABLE REIMBURSEMENT PROCEDURE FOR STAFF BUSINESS EXPENSES

- A. Staff persons employed by the Presbytery of Wyoming shall be reimbursed for business and professional expenses incurred if the following conditions are met:
 - the expenses are reasonable and do not exceed budgeted amounts;
 - the staff person documents the amount, time, place, and purpose of the expense; and
 - the staff person provides an accounting of such expenses no more than 60 days after the expense is paid or incurred.
- B. Reimbursable business and professional expenses include local transportation, travel (including lodging and meals), hospitality, books, subscriptions, educational costs and professional dues.
- C. The Presbytery reimburses mileage at the standard rate allowed by the Internal Revenue Service.

XIII. RECRUITMENT AND SELECTION

EXEMPT STAFF

The general presbyter position is filled by action of the Presbytery, which shall elect a special search committee. The Presbytery elects the general presbyter. The stated clerk and treasurer are nominated by the Presbytery Council and elected by the Presbytery.

NON-EXEMPT STAFF

The general presbyter and Presbytery Council will fill non-exempt positions in keeping with the affirmative action program of the Presbytery, subject to the approval of Presbytery Council.

XIV. POSITIONS

POSITION AND PERSON DESCRIPTIONS

A position and person description, subject to periodic review, shall be provided for each position.

VALIDATION OF POSITION

All new and vacant exempt positions shall be validated by Presbytery.

EVALUATION OF POSITIONS

The Presbytery Council, in accordance with the guidelines established by the Presbytery, shall evaluate all positions.

MODIFICATION OF WORK WITHIN A POSITION DESCRIPTION

In order to enable employees to make use of their skills and to increase their potential abilities, position descriptions or titles may be modified by mutual agreement between the Presbytery Council and the staff person. Any such modification shall be reported to both Council and Presbytery at their first meeting following such change.

XV. TENURE

A. EXEMPT STAFF

The stated clerk, treasurer and general presbyter are **normally** elected for five-year terms. Upon completion of a comprehensive review and upon recommendation of the Presbytery Council, exempt staff may be elected to serve additional terms. Following election to an exempt position, there shall be an initial six-month review and evaluation and, thereafter, annual reviews.

Re-election of stated clerk and treasurer will be proposed at the Presbytery meeting prior to the end of term; re-election of the general presbyter will be proposed at least two Presbytery meetings prior to the end of term. If Presbytery fails to deal with the proposal at that time, terms will be extended as follows: three months for the stated clerk and treasurer, and six months for the general presbyter.

B. NON-EXEMPT STAFF

Non-exempt staff shall serve for an indefinite period. There shall be an annual performance review and evaluation conducted by the general presbyter and reported to the Presbytery Council.

The first three months of employment of non-exempt personnel is an introductory period, giving the employee and his/her supervisor an opportunity to evaluate interest and qualifications for the position under actual working conditions. Prior to regular employment a performance appraisal is prepared and discussed with the employee by his/her supervisor and in consultation with the general presbyter. When all requirements for regular employment are completed satisfactorily, regular employment shall begin with the next pay period.

XVI. CLERGY TERMS OF CALL AND APPOINTMENT

All exempt clergy staff shall be provided with a written "call" as provided by the General Assembly. In compliance with the *Book of Order* (**G-14.0506**), the call of a minister shall be submitted to the minister's Presbytery for approval.

In accordance with the *Book of Order* (**G-14.0500**), changes in terms of call for an ordained staff member must be approved by his/her Presbytery.

XVII. SALARY ADMINISTRATION

The Presbytery is committed to paying wages that reflect the requirements and responsibilities of each position that are comparable to the pay received by similarly situated employees in other organizations in the area. Employees should bring their pay-related questions or concerns to the attention of the Personnel Committee of the Presbytery Council and their supervisor.

A. PRINCIPLES/GUIDELINES

- 1) The system of compensation in the Presbytery of Wyoming and its related organizations or institutions shall be in accord with the biblical, theological, and ethical standards of the Presbyterian Church (U.S.A.).
- 2) Effective, competent staffing throughout the Presbytery is essential to the fulfillment of its mission, and adequate compensation is necessary for the attainment and maintenance of such staff.
- 3) The system of compensation should be fair to all and should be compatible with the Presbyterian system of government.
- 4) Compensation for a position should be based on the nature, purpose, scope and responsibility of the position; the experience, knowledge, and skills required; the challenge of the work to be done and its impact on the effectiveness with which the Presbytery achieves its mission.
- 5) Salary changes should be based on annual performance reviews, with consideration given to changes in living costs and changes in responsibilities of positions. Increases related to good performance provide opportunity for increased financial recognition to employees. However, cost of living adjustments should not be confused with increases based on performance.
- 6) Employees recruited locally should be paid within salary ranges related to the average salaries paid by employers locally for comparable positions requiring similar skills and experience. Employees recruited regionally or nationally should be paid within salary ranges related to the average salaries regionally or nationally paid by employers for comparable positions, modified to reflect the local cost of living.
- 7) It is important that the compensation system be accompanied by a vigorous program of economic justice to insure that all employees are paid fairly and represented at all levels of employment, including women, racial/ethnic persons, persons with disabilities, and persons over fifty years of age.
- 8) Since the church recognizes the value of all varieties of service, and since it seeks to temper the values and rewards of the secular world, the salary range for the highest level position within each governing body should be no more than approximately four times the salary range of the lowest level position.
- 9) For non-exempt positions the minimum and maximum salary range should be established in relation to salaries for each type of position as paid in the community, keeping in mind that the church should be leading the community in demonstrating its concern for fair wages.

XIII HONORARIA

No honoraria are to be received for services considered part of a person's position description

XIX COMPENSATORY TIME

According to the Fair Labor Standards Act, non-exempt staff may not receive compensatory time in lieu of overtime. When non-exempt staff are expected to work outside normal business hours, work schedules may be adjusted so that an employee does not work more than 40 hours within the week.

XX. TERMINATION PRACTICES FOR EXEMPT STAFF

A. PRINCIPLES

1. The Presbytery Council shall prepare a written report citing specific reasons for the staff member's departure; and confirming the date of separation, any and all financial obligations existing between the Presbytery and the individual; and any other matters pertinent to the personnel record. Copies of the report will be available to Presbytery Council and the stated clerk.
2. The separation process shall be considered incomplete until the hiring body acts upon it.
3. Immediate discharge for cause shall be made on the basis of substantial evidence. However, the discharge process shall not be completed without providing the staff person with the opportunity to be heard by the body that will make the final decision regarding his/her discharge.
4. The record of events, facts, and discussions regarding the proposed discharge of a staff person shall be treated with strict confidentiality.
5. Staff may appeal separation decisions to the synod in accordance with the appeal process outlined in the *Book of Order (D-13.000)*. Separation shall be operative without discrimination based on race, color, sex, national origin, age and ordination status.

B. REASONS FOR SEPARATION/TERMINATION

1). Voluntary Resignation

Voluntary choice of separation freely made by the employee (resignation) may take place after one month's written notice to the general presbyter and/or the Presbytery Council, with copies to the Presbytery Council.

When the general presbyter resigns, the written notice shall be sent to the Presbytery Council, with copies to the moderator of the Presbytery and stated clerk.

Staff will be paid cash equivalent to unused earned vacation at the official date of separation. No severance allowance will be provided.

2). Reduction of Force

Separation because of the discontinuation of a project, retrenchment in budget, or for other circumstances in which the employee bears no fault, is at the discretion of the Presbytery. The Presbytery shall provide written notice of termination after consultation with the Presbytery Council. Notice will be given as early as possible for relocation and/or other employment.

When the staff member continues employment until the effective date of separation, severance pay shall be paid according to the following schedule. If the employee voluntarily terminates employment prior to the effective date of separation, severance pay will be at the discretion of the Presbytery Council.

<u>Years of Service</u>	<u>Weeks of Severance Allowance</u>
Less than 1	2
1-but less than 3	6
3-but less than 5	8
5 years and over	8 – plus 2 weeks’ salary for each year over 5 years, to a maximum of 12 weeks

3). Failure to Re-Elect

In the event Presbytery fails to re-elect the general presbyter for subsequent terms, a severance allowance is authorized in accordance with the schedule listed under **Reduction of Force**.

4). Suspension

A staff member may be suspended, with or without pay, at the discretion of the Presbytery Council, pending investigation of alleged wrongdoing or misconduct. Investigation of allegations will be undertaken promptly by the Presbytery. The person suspended shall have the right to appear before the Presbytery Council or representatives thereof, with or without advocate, in order to provide the Presbytery with facts and to defend his/her position.

5). Separation for Cause

Separation for cause shall include but not be limited to:

- Unsatisfactory performance,
- Neglect in the care and use of Presbytery property/funds,
- Significant and/or repeated violations of Presbytery policies and procedures,
- Repeated unexcused absences and/or repeated tardiness, and/or
- Any other just cause.

A staff member whose performance fails to meet position expectations and is unsatisfactory shall be counseled initially by the immediate supervisor, general presbyter, or Presbytery Council. Every attempt shall be made to correct deficiencies in performance and establish effective work patterns. A written summary of this action, together with specifics for improvement (including a timeline for follow-up, not to exceed three months) will be given to the staff member. A copy of the report will be placed in the employee’s personnel file, and copies forwarded to the Presbytery Council and to the Presbytery council.

If unsatisfactory performance continues, the Presbytery Council will present specific instructions to the employee in writing, citing corrections to be made and establishing a deadline for improvement (not to exceed three months from date of notice). A formal report of this action will be placed in the employee’s personnel file, and copies of the report will be given to the employee and to Presbytery council.

If unsatisfactory performance continues beyond the deadline for improvement, the Presbytery Council shall give one month’s notice of termination or, alternatively, one month’s salary in lieu of notice. No severance pay will be allowed, but cash equivalent to the employee’s unused vacation will be paid.

XXI. TERMINATION PRACTICES FOR NON-EXEMPT STAFF

A. PRINCIPLES

- 1) The general presbyter shall prepare a written report citing specific reasons for employee's departure; and confirming the date of separation, any and all financial obligations existing between the Presbytery and the individual; and any other matters pertinent to the personnel record. A copy of the report will be presented to the Presbytery Council.
- 2) Immediate discharge for cause shall be made on the basis of substantial evidence. However, the discharge process shall not be completed without providing the staff person with the opportunity to be heard by the body that will make the final decision regarding his/her discharge.
- 3) The record of events, facts, and discussions regarding the proposed discharge of a staff person shall be treated with strict confidentiality.
- 4) Separation shall be operative without discrimination based on race, color, sex, national origin and age.

B. REASONS FOR SEPARATION/TERMINATION

1) Resignation

Voluntary separation (resignation) may take place after written notice to the general presbyter with copy to the Presbytery Council. Staff will be paid cash equivalent to unused earned vacation at the official date of separation. No severance allowance will be provided.

2) Reduction of Force

Separation because of the discontinuation of a project, retrenchment in budget, or for other circumstances in which the employee bears no fault, is at the discretion of the Presbytery. The Presbytery Council shall provide a minimum of thirty days' written notice of termination. Alternatively, the committee may provide thirty days' pay in lieu of notice. A severance allowance will be given in relation to the length of continued service as follows:

<u>Years of Service</u>	<u>Weeks of Severance Allowance</u>
Less than 1	2
1 but less than 2	6
3 but less than 5	8
5 years and over	8 – plus 2 weeks' salary for each year over 5 years, to a maximum of 12 weeks

3) Separation for Cause

Separation for cause shall include but not be limited to:

- Unsatisfactory performance,
- Neglect in the care and use of Presbytery property/funds,
- Significant and/or repeated violations of Presbytery policies and procedures,
- Repeated unexcused absences and/or repeated tardiness, and/or
- Any other just cause.

A staff member whose performance fails to meet position expectations and is unsatisfactory shall be counseled initially by the immediate supervisor or general presbyter. Every attempt shall be made to correct deficiencies in performance and establish effective

work patterns. A written summary of this action, together with specifics for improvement (including a timeline for follow-up, not to exceed one month) will be given to the employee. A copy of the report will be placed in the employee's personnel file, and a copy forwarded to the Presbytery Council.

If unsatisfactory performance continues, the general presbyter may recommend termination for cause. If the Presbytery Council concurs, written notice will be given indicating reasons for termination.

The general presbyter, alternatively, may present specific instructions to the employee in writing, citing corrections to be made and establishing a deadline for improvement (not to exceed one month from date of notice). A formal report of this action will be placed in the employee's personnel file, and copies of the report will be given to the employee and to Presbytery council.

If unsatisfactory performance continues beyond the deadline for improvement, the general presbyter and/or Presbytery Council shall give two weeks' notice of termination or two weeks' salary in lieu of notice. No severance pay will be allowed, but cash equivalent to the employee's unused vacation will be paid.

XXII. GRIEVANCE PROCESS

For the purpose of this practice, a complaint or grievance is an alleged violation of an approved personnel practice, the alleged violation of an applicable state or federal law, or alleged irregularities in the implementation of discipline.

In order to deal promptly and fairly with all complaints or grievances, the following steps are to be taken.

A. PRELIMINARY COMPLAINT PROCEDURE

Prior to filing a formal written grievance, several preliminary steps are to be taken. The complaining party must first discuss his/her problem with his/her immediate supervisor. The supervisor will make every effort to resolve the difficulty.

B. FORMAL GRIEVANCE PROCEDURE

If informal efforts to resolve a grievance have failed, a formal grievance may be filed by submitting a written statement to the moderator of the Presbytery Council, with a copy to the general presbyter and the person's supervisor. Formal grievances must be filed within forty-five (45) days of the alleged grievance.

1. The moderator of the Presbytery Council shall call a Personnel committee meeting to review the grievance with all parties concerned. The committee shall make a determination of the grievance within 45 days.
2. If the complainant is dissatisfied with the decision of the Presbytery Council, he/she may file an appeal with the Presbytery council within fifteen (15) days of the committee's determination. The Presbytery Council, in consultation with all parties concerned, shall make a final determination within 90 days. The Presbytery council shall supply all parties concerned with its decision in writing.

C. RIGHT OF ADVOCACY

It is understood that the complaining party may arrange to have an advocate with him or her at all steps in the formal process.

D. WRITTEN RECORDS

A written record of all decisions arrived at in all meetings shall be kept.

Letters of decision from the Presbytery Council or the Presbytery council shall contain provision for the complaining party to indicate his or her acceptance or rejection of the decision.

XXIII. RETIREMENT

The benefits plan of the Presbyterian Church (U.S.A.) is designed to make retirement at age sixty-five (65) possible with full benefits in relation to accrued pension credits. Those who work beyond age sixty-five (65) will continue to accrue additional pension credits. (See the provisions of the benefits plan for further information.)

Subject to normal performance standards, employees who desire to work beyond age sixty-five (65) may do so.

XXIV. CONTINUING EDUCATION OPPORTUNITIES

A. CAREER DEVELOPMENT

All employees will be given an annual opportunity to review and determine their short and long term goals and objectives. Such an opportunity will include at least the following:

1. A sharing of the employee's career goals and objectives, and his or her career goals and objectives as an employee of the Presbytery.
2. Sharing of the Presbytery's goals and objectives within the context of the total mission of the Presbyterian Church (U.S.A.).
3. Review and analysis of the employee's skills and knowledge in light of his or her current work assignment, and the Presbytery and employee's goals and objectives.
4. Analysis of the employee's potential career opportunities within the structure of the Presbyterian Church (U.S.A.) and the Presbytery of Wyoming.
5. Agreement by the employee and the Presbytery concerning short and long term goals and objectives.
6. Development of a projected program to help the employee develop new skills and knowledge, or refresh old skills and knowledge, which will be helpful in achieving the agreed upon objectives.

B. ANNUAL CONTINUING EDUCATION FOR EXEMPT STAFF

The purpose of continuing education is to strengthen the exempt staff in their work. It should have two results:

1. Skills development of the person, theologically and academically.
2. Added benefit to the Presbytery through increased knowledge, skills, motivation, and enthusiasm for ministry.

C. GUIDELINES OF CONTINUING EDUCATION FOR EXEMPT STAFF

Paid leave for continuing education will be granted, according to terms of employment/call and the following guidelines:

1. The Council shall approve an application detailing study plans prior to leave being taken. The committee also will receive a follow-up report upon return from study leave.
2. The Presbytery strongly encourages staff members to take study leave each year. To accommodate scheduling and/or plans for specific programs of study, up to six (6) weeks of leave may be accumulated, subject to prior approval of the Council.
3. Unused continuing education, for which a plan of accumulation has not been approved, will not be carried over from one year to the next. When staff members leave the employ of the Presbytery, whether by voluntary or involuntary separation, no compensation will be allowed for unused study leave.

D. CONTINUING EDUCATION FOR NON-EXEMPT EMPLOYEES

The general presbyter may approve up to two weeks of continuing education annually for non-exempt employees, providing that educational plans benefit the Presbytery and enhance the employee's professional development.

XXV. BENEFITS - FULL-TIME EMPLOYEES

A. SOCIAL SECURITY

Personnel are covered by the Federal Old Age and Survivors Benefits Act (social security). The employee's share of the tax is withheld from the wages of non-ordained staff. Ministers are considered self-employed for purposes of social security and taxes are neither withheld nor paid for them.

B. PENSION AND BENEFITS PLAN

A pension and medical plan is provided by the Presbyterian Church (U.S.A.) that includes provisions for retirement pensions, major medical benefits, disability income, death benefits and optional coverage for dental and death benefits and for retirement savings. The terms of the plan are contained in handbook "The Terms of the Benefits Plan of the Presbyterian Church (U.S.A.)."

C. MINISTER PARTICIPATION

All ministers of the Presbyterian Church (U.S.A.), who meet the terms for eligibility, are required to participate in the pension and benefits plan.

D. LAY EMPLOYEE PARTICIPATION

All lay employees who work at least 30 hours per week are eligible to participate in the pension and benefits plan. If an employing organization elects to cover one employee in an employment classification (exempt or non-exempt employees), it must cover all eligible employees in that classification who work at least 30 hours per week.

Information regarding status and eligibility of lay employees, exempt and non-exempt, for participation in the pension and benefits plan, will be provided to applicants during the interview, prior to employment.

E. ALTERNATE PENSION AND BENEFIT PLAN

All full-time and regular part-time exempt and non-exempt lay employees working a minimum of 20 hours per week are eligible to have paid by the Presbytery for their benefit a percentage amount based on the base salary for the purpose of providing medical and dental insurance and/or an annuity.

F. FLEXIBLE SPENDING PLAN

All employees are eligible to elect to participate in a Flexible Spending Plan (Section 125 Plan) to cover deductible and/or medical or dental expenses not covered by the Pension and Benefits Plan of the Presbyterian Church (U.S.A.) or alternate plan. Each calendar year, employees must indicate in writing their desire to participate and the dollar amount to be set aside. Reimbursements from the employee's Flexible Spending Plan account are made upon presentation of a voucher, together with receipts, for the included expense. No unexpended moneys are returned to the employee. Unspent moneys may be carried over to the following year in accordance with IRS regulations.

G. VACATION

A vacation with pay is provided for all regular employees for refreshment, relaxation, health, and work effectiveness. Vacations are not cumulative and must be used within the calendar year, except when special provision has been made by the Presbytery Council. Vacations are computed on January 1 of each year for service during the ensuing calendar year. Leave must be taken in half-day increments.

It is expected that vacation will be taken at a time convenient to the work of the Presbytery and the employee. Family commitments may call for unique scheduling and every effort will be made to make necessary adjustments.

Normally, the dates of vacation must be approved at least a month in advance by the supervisor(s) and the general presbyter. During the remainder of the calendar year in which an employee begins work, vacation will be prorated on the following ratio:

Exempt

Full-time exempt employees are entitled to 2½ days per month vacation per year, accumulative up to 30 calendar days annually (22 working days). All teaching elder employees shall have vacation and continuing education allowance minimums corresponding to the Presbytery of Wyoming minimum for installed teaching elders as established by Committee on Ministry.

Non-Exempt

Full-time non-exempt employees are entitled to annual paid vacation. Vacation will be credited after six months of employment. At that time, five (5) days will be credited and after one (1) year, another five days, so that a total of ten (10) working days will be earned annually until the completion of five (5) years continuous employment. The annual paid vacation entitled to non-exempt employees is according to the following schedule:

Service up to 1 year	5 working days
Service from 1 - 5 years	10 working days
Service from 6 - 11 years	15 working days
Service from 11 - over	20 working days

Part-time non-exempt employees who work more than 20 hours per week are entitled to 8 vacation days per year.

Refer to termination policies regarding earned vacation, as applicable.

H. HOLIDAYS

Presbytery recognizes all federal holidays. Saturday holidays will be observed on Friday, and Sunday holidays will be observed on Monday. There are 13 paid holidays:

New Year's Eve Day
New Year's Day

Martin Luther King Day

Presidents' Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

Plus one additional day (Veteran's Day or employee's birthday as negotiated)

If a holiday falls within a vacation period, an extra day of vacation is granted.

I. SICK LEAVE

Regular full-time non-exempt employees accrue 12 working days sick leave per year, with unused days cumulative to 60 working days. Sick leave entitlement during the first year of employment will be pro-rated according to the length of employment. Absences that occur after the allowed 12 working days sick leave shall be without pay. Leave must be taken in half-day increments.

Exempt employees accrue 12 working days sick leave per year, credited at the beginning of each calendar year. The first year of employment, exempt employees receive sick leave credits according to the number of months remaining in the calendar year. Leave must be taken in half-day increments.

The maximum accumulation of 60 days of sick leave applies to all full-time employees. Sick days may be used for personal injury or illness or for illness or injury in the immediate family. "Immediate" is defined in the section entitled "Bereavement Leave." At time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave. When medical leave is anticipated, advance notification should be given.

Regular part-time non-exempt employees accumulate 5 working days sick leave per year up to 60 days.

J. WORKER'S COMPENSATION INSURANCE

All employees in all locations are covered by the worker's compensation law of the state of Wyoming. This provides coverage for on-the-job illness and injury. State-set premiums are paid by the Presbytery for coverage, as required by law.

K. PARENTAL LEAVE

Parental leave shall be in accord with the policies of the POW Committee on Ministry Manual as may be updated from time to time.

L. LEAVES OF ABSENCE WITH PAY

Leaves of absence, with pay or partial pay, are provided under the following circumstances with approval by the general presbyter:

- a) Regular training period of the U.S. armed forces (maximum of two weeks). Since most such service includes military pay, the pay liability of the Presbytery will be to make up the difference, if any, between the employment salary and the military salary.
- b) For jury duty (under normal circumstances, jury pay is to be returned to the employer).
- c) For marriage of an employee who has been with the Presbytery for one (1) year or longer, up to 3 days.
- d) For personal and family emergencies, up to 3 days annually.
- e) Bereavement leave: in the event of death in the immediate family (spouse, child, sibling, parent, parent-in-law, grandparent or relative in the same household), three (3) consecutive days will be given with pay. If an employee must travel, generally out of state, to attend the funeral of spouse, children, or parents, up to five (5) consecutive days will be allowed as leave with pay. In the event of the death of another relative, up to three (3) consecutive days with pay will be given.

M. LEAVES OF ABSENCE WITHOUT PAY

Leaves of absence without pay are provided under the following conditions with the approval of the general presbyter in consultation with the Presbytery Council.

Medical

Medical leaves of absence without pay are provided typically for injuries due to auto accident, surgery and recovery, pregnancy (maternity), serious illness, etc. These leaves are subject to approval of the general presbyter in consultation with the Presbytery Council. Medical leaves of absence are extended normally to employees who have completed one (1) year continuous service.

Maternity/Adoption

Parental leave shall be in accord with the policies of the POW Committee on Ministry Manual as may be updated from time to time

Paternity

Parental leave shall be in accord with the policies of the POW Committee on Ministry Manual as may be updated from time to time

Military

For military service of an employee who has been with the Presbytery for three (3) months upon return, every effort will be made to place the employee in a position with like seniority and status and salary.

Other

For any other reasons determined adequate by the general presbyter and the Presbytery Council.

XXVI. BENEFITS - PART-TIME EMPLOYEES

Part-time employees are employed less than 40 hours per week. If they are not temporary and if they work at least 20 hours per week, they are eligible for the following:

1. Holiday pay, if the holiday falls on one of the regularly scheduled working days; payment is in the number of hours normally worked that day.
2. Jury duty pay.
3. Vacation and sick pay in proportion to hours worked each week and as described in personnel policies.

4. Worker's compensation.
5. Severance allowance in proportion to hours worked each week.
6. Social security participation.
7. Benefits plan as described in personnel policies.

If a part-time employee is later placed on full-time basis, pro-rated service credit will be given from the first day of his/her part-time employment for sick leave and vacation benefits.

XXVII. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

In determining its own witness to the world and its service to humanity, the Church of Jesus Christ is bound by the Gospel mandate to "announce good news to the poor, to proclaim release for prisoners and recovery of sight for the blind, to let the broken victims go free, to proclaim the year of the Lord's favor." Thus it sounds the note of liberation, reconciliation and healing, and calls all persons to the more abundant life in Christ.

In the modern world such a mission has many implications, one of which is the removal of discriminatory practices that deny individuals the opportunity to achieve their highest employment potential. Therefore, it is the practice of the Presbytery of Wyoming to:

- Provide equal opportunity in employment and upward mobility for all qualified and qualifyable persons;
- Prohibit discrimination in employment because of race, religious affiliation, color, national origin, sex, age, marital status or disability; and,
- Promote the full realization of equal employment opportunity through a positive and continuing program of affirmative action.

Affirmative action is the execution of a set of specific and result-oriented procedures designed to eliminate both conscious and unconscious discriminatory employment practices in order to ensure equal employment opportunity. Affirmative action goes beyond the prohibition of discrimination, to ensure that recruiting, training, hiring, and promotion practices are non-discriminatory.

In accordance with the Presbyterian Church (U.S.A.) plan for AA/EEO, the Presbytery of Wyoming will:

1. Recruit, hire, call, train, and promote all persons in all positions without regard to race, color, national origin, sex, age, marital status, or disability.
2. Periodically conduct analysis of all personnel policies and actions to ensure equal employment opportunity for exempt and non-exempt personnel.
3. Provide equal opportunities in training during employment for all staff personnel.
4. Ensure that all other personnel actions will be administered on a non-discriminatory basis.
5. Develop uniform and comprehensive guidelines and procedures for the recruiting, screening, interviewing, and employment of exempt and non-exempt personnel.

The AA/EEO practice will implement *Book of Order* provisions G-11.0103(d), G-11.0502(f), G-12.0102(d), G-13.201(b), G-14.502] and the "Churchwide Plan for EEO." No person shall be employed in any position requiring ordination unless the Presbytery is assured that at least one qualified or qualifyable person in an equal employment opportunity category (racial/ethnic, woman, and other) has been interviewed and heard in person. This **policy** will also apply to persons employed in staff positions.

XXVIII IMPLEMENTATION

The Presbytery Council, through the Presbytery will implement this policy and these related practices by:

1. Inclusion in the personnel manual and distributing it to all employees.
2. Interpret and review this section to all employees as they are employed.
3. Monitor the employment practices of Presbytery staff and the development of position descriptions, and provide reports to the Presbytery on implementation.

XXIX: REVISIONS TO THE PERSONNEL MANUAL

Presbytery may revise, amend or replace personnel policies and practices upon the advice and recommendation of the Presbytery Council without concurrence or additional consideration of employees. Copies of the personnel manual shall be available in the Presbytery office and shall be placed with members of staff, the stated clerk, Presbytery moderator, and Presbytery Council.

NOTE: Dates at the bottom of page indicates date of original adoption or date of revision of material on that particular page whichever is most recent.

13.01 Forms

Presbytery entities will develop forms for use within the presbytery in accordance with the established guidelines and policies. Whenever practical, they will correspond to similar forms used by higher governing bodies.

Frequently used forms are included with this manual. As presbytery forms are updated, copies will be sent to churches; and a wide selection of current forms will be available at presbytery meetings. Since forms in use throughout the church frequently are updated, please request current General Assembly loan and grant forms as needed.

Presbytery forms included:

- Action Form (for submitting business to presbytery)
- Nominating Committee profile
- Ethical Standards receipt
- Misconduct Policy receipt
- Reducing the Risk workshop certification
- Commissioned Lay Pastor application form
- Commissioned Lay Pastor – pastor form
- Commissioned Lay Pastor – session form
- Church Partnership Funds application
- Project application
- Scholarship application
- Validation of Mission Project & Fund Raising application
- Radcliff Loan Fund application
- Radcliff Loan Fund checklist

13.02 Reference Documents

Several reference documents also are included in this manual for information.

Documents included:

- Misconduct Policy – Appendix B
- Synod Church Loan Policy revised
- Synod Church Loan application
- Synod Church Loan requirements (checklist)
- Compensation Guidelines