

# Consent Agenda

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## **\*\*PLEASE NOTE**

All the business listed in a Consent Agenda comes from the Council, a committee or an officer of the presbytery and is considered to be routine, noncontroversial business for the presbytery to approve. The Consent Agenda will be moved as one motion and voted on by the presbytery. There is no discussion or debate and no opportunity for amendments.

However, any minister member or elder commissioner may request that any item of business be removed from the Consent Agenda for individual consideration. Also in the instance of elections and there are nominations from the floor, the action is removed from the Consent Agenda. All business removed from the Consent Agenda is docketed at the end of the business meeting.

The chairperson's contact information is included with each of the consent agenda items. Ministers and commissioners are encouraged to contact the chair prior to the meeting in case there are questions or need for clarification.

## **REPORT OF THE STATED CLERK**

Consent Agenda

February 11, 2012

The Stated Clerk recommends that the Presbytery:

1. Approve the minutes of the stated meeting on November 12, 2011 (pages CA 3 - 9) and the special meeting on January 12, 2012 (pages CA 10 -13).
2. Approve the request for the celebration of the Lord's Supper at the 2012 Youth Rally at Kirkmont Center with the Rev. Nancy Hodgkins as celebrant.
3. Approve the final report of the Administrative Commission for Springhill (page CA - 14) and to dissolve the AC effective today with the thanks of the Presbytery.

Teaching Elder Doris Arnett Whitaker, Stated Clerk

Email – [doris.whitaker@miamipresbytery.org](mailto:doris.whitaker@miamipresbytery.org)

Phone – 937-258-8118

**REPORT OF LEADERSHIP COUNCIL**

Consent Agenda

February 11, 2012

The Leadership Council recommends that the Presbytery:

1. Approve the Policy and Practice documents for the following committees:
  - a. Committee on Preparation for Ministry (pages CA 15-18)
  - b. Network Support and Grants (pages CA 19 – 21)
  - c. Participation, Representation and Diversity (pages CA 22 – 23)
  - d. Presbytery Trustees (pages CA 24 - 29)
  - e. Staff Support (pages CA 30 – 47)

Ruling Elder Marge Morgan, chair  
Email – [marjorie.morgan@wright.edu](mailto:marjorie.morgan@wright.edu)  
Phone - (937) 438-9491

MINUTES FROM THE STATED MEETING OF PRESBYTERY OF THE MIAMI VALLEY

November 12, 2011

Corinth Presbyterian Church, Dayton, Ohio

GATHERING OF GOD'S PEOPLE

The meeting was convened with prayer and Call to Worship by Ruling Elder John Mauntler, Moderator, at 4:00 p.m., Tuesday, November 12, 2011 at Corinth Presbyterian Church, Dayton, Ohio.

LEGEND: P = Present E = Excused Blank= Absent *Italics*=attendance recorded in more than one category

OFFICERS OF THE MIAMI PRESBYTERY:

Ruling Elder John Mauntler (Moderator) - P  
Teaching Elder Tom Harmon (Vice Moderator) - P  
Ruling Elder Marge Morgan (Council Chair) - E

Teaching Elder Doris Arnett Whitaker (Stated Clerk) - P  
Ruling Elder Larry Hollar (Recording Clerk) - P

TEACHING ELDERS ON ACTIVE ROLL

Angleberger, Kelley	- P	Hamilton, Susan	- P	Neely, John	- P
Avotri, Solomon		Hanhart, Karel		Niece, Linda	- P
Bain, Marcianna		Harmon, Thomas	- P	Nowak, Jacqueline	- P
Barnes, Barbara	- P	Helling, Michael		Ott, Jeffrey	
Barnes, Mark	- P	Hernandez, David		Olson, Reginald	
Barr, Judith Dunlap		Hess, Lisa	- P	Pasanchin, Eric	
Battin, Barbara	- P	Hinds III, Joe M.	- P	Pelaez-Diaz, Francisco	- P
Beres, Benjamin	- P	Hinds, Kathryn Blocher	- P	Person, John	
Brown, David JW	- P	Hodgkins, Nancy	- P	Piermont, Julia Wharff	- P
Bryant, Kendall		Horne, Kathy		Ramsey, Tom	
Carter, Daniel		Horrigan, Kevin	- E	Reisenweaver, William	
Cassedy, Karen	- P	Horton, Anne	- P	Schenck, Angela	- P
Clark, Kathy		Howard, Kenneth	- P	Shin, Kelley Wehmeyer	- P
Collins, David	- P	Ingram, Denise	- P	Shonle, John	
Collins, Megan	- P	Ingram, Steven		Soards, Marion	
Conn, Arby		Jackson, David E.		Springer, Linda	
Culp, Richard	- P	Jones, Robert E.	- E	Stewart, Raymond	
Davis, Laurie		Judd, David		Testas, Chuck	
Dillaman, Janet	- P	Kim, Soo Kwang	- P	Thornton, Jesse	
Doty, L. Timothy	- P	Larson, Peter		Wade, Robert	- P
Douglass, Katherine		Lawler, Kevin		Warren, Patrick	
Dozeman, Thomas		Lewis, John		Weston, Derrick	
Evans, Michael		Long, Joshua	- P	Whitaker, Doris Arnett	- P
Foster, Jeffrey T.	- P	Maguire, Brian	- P	Wiley, Shelley	- P
Fulton, Rob		Martin, Christopher	- E	Wilson, Donald	- E
Garrigan, Carmen	- P	McConnel, George	- P	Worthen, Merritt	
Gockel, Stanley	- P	McCormick, Dwight	- E	Ziegler, Diane	
		Morrison, Wayne			

HONORABLY RETIRED TEACHING ELDERS (Excused unless attendance indicated)

Amidon, C. Forrest		Girbert, David A.		Schechter, Richard	
Angerman, Jack W.		Graham, James		Sheldon, Jocelyn J.	
Angerman, Susan		Hookey, Joseph R.	- P	Slife, Paula Short	
Bickett, David E.		Kester, Gordon L.		Smith, Robert B., Jr.	
Brown, Edward		Kingsbury, Edwin		Sparks, W. Franklin	
Bueschel, Bruce	- P	Locke, C. William		Stewart, Donald M.	
Creager, Ronald		Martin, Thomas		Swaim, Gerald G.	
Davis-Dudding, Kay		McCoy, Wayne L.		Thompson, Glenn E.	
Dawes, Preston		Meyer, JoAnne		Wall, Evan	
Edwards, Robert L.		Philips, William	- P	Walthour, William	
Fleming, David L.		Phleger, Terry		Williams, Russell D.	
Foubert, David	- P	Rainey, Lutrelle		Yanney, William	
Garcia, Nehemias		Righter, Richard L.			
Gibson, Gregory		Sensenbrenner, Edward W.			

ROLL OF CHURCHES (RULING ELDERS)

BEAVERCREEK: KIRKMONT		BELLE CENTER		BLUE BALL	
1 - Youter, Pat (CCE)	- P	1 - Shepherd, Janice	- P	1 -	
2 - Ed Hermes	- P	BELLEFONTAINE		BRADFORD	
BELLBROOK		1 -		1 - Roberts, Irwin (CRE)	- P
1 - Ben Rader	- P			2 -	

CARLISLE: NEW JERSEY 1 – Doliboa, Mary Ann - P	FAIRBORN: FIRST 1 – Hazlett, Joyce - P	RUSHSYLVANIA 1 -
CEDARVILLE 1 – Campbell, Charlene - P	FARMERSVILLE: SLIFERS 1 - Leatherman, Carolyn - P	SEVEN MILE 1 – Ault, Lee (CRE)
CLIFTON 1-	GREENVILLE: FIRST 1 -	2 -
COLLINSVILLE 1 – Gabbard, Michael (CRE)	HAMILTON: THE P. C. 1 –	SIDNEY: FIRST 1 –
2 -	2 -	SOMERVILLE 1 -
COVINGTON 1 -	HAMILTON: WESTWOOD 1 – Craiglow, Jodi - P	SOUTH CHARLESTON: FIRST 1 –
DAYTON: BATH 1 – Collins, Cheryl - P	HUBER HEIGHTS: FAITH 1 – Harris, Jim - P	SPRINGBORO: COVENANT 1 - Sebastian, Loretta - P
DAYTON: CENTRAL 1 – Ayers, Sandy - P	HUNTSVILLE 1 – Hanson, Debra - P	SPRINGFIELD: COVENANT 1 –
DAYTON: COLLEGE HILL 1 – Givens, Rosalyn - P	JAMESTOWN 1 -	SPRINGFIELD: NORTHMINSTER 1 – Rigio, Terry - P
DAYTON: CORINTH 1 – Baust, Hank - P	LEBANON 1 –	SPRINGFIELD: OAKLAND 1 –
DAYTON: FAIRMONT 1 –	2 -	SPRINGHILL 1 -
2 –	MIDDLETOWN: FIRST 1 – Hensler, Marty - P	TRENTON: MT. OLIVET 1 – Hellmuth, Dan - P
DAYTON: GOOD SHEPHERD 1 -	2 - Jenkins, Michael - P	TROY: FIRST 1 – Luken, Ellen - P
DAYTON: IMMANUEL KOREAN 1 -	MIDDLETOWN: ST. LUKE 1 -	URBANA: FIRST 1 – Wallace, Peter - P
DAYTON: MEMORIAL 1 -	MONROE 1 -	WEST CARROLLTON: FIRST 1 –
DAYTON: SOUTHWESTMINSTER 1 – Lawson, Marj - P	MORNING SUN 1 -	WEST LIBERTY 1 -
2 – Davis, Steve - P	NEW CARLISLE: HONEY CREEK 1 –	WILMINGTON 1 -
DAYTON: SUGAR CREEK 1 - Gordon, Ruth - P	NEW PARIS 1 -	XENIA: MEMORIAL UNITED 1 -
DAYTON: TRINITY 1 – Mobley, Evelyn - P	OXFORD 1 – Garton, Christine - P	XENIA: WESTMINSTER 1 – Freeman, Martha - P
DAYTON: WESTMINSTER 1 – Merz, Sue - P	PIQUA: GOOD SHEPHERD 1 – Kerns, Sandra - P	YELLOW SPRINGS: FIRST 1 -
2 –	PIQUA: WESTMINSTER 1 -	
3 -	REILY 1 – Scherzinger, Dennis - P	
EATON: FIRST 1 -		

#### **RULING ELDER MEMBERS OF PRESBYTERY**

<i>Gordon, Ruth (Council)</i> - P	Mauntler, John (V Mod) - P	Morgan, Marge (Mod) - E
Hess, Carol (Council) - P	Milligan, Tom (Com chair)	Piermont, Dennis (EP) - P
		Walton, Artence (Com Chair) - P

**Corresponding Members** – Teaching Elder Cuaugtemoc Angulo (National Presbyterian Church of Mexico)

**Ex-Officio Persons with Voice/No Vote** (not otherwise registered) – Elder Larry Hollar (Recording Clerk)

**Inquirers and Candidates** (not otherwise registered) – Inquirer Sarah Sparks-Franklin (Beavercreek: Kirkmont)

**Staff Members of the Miami Presbytery** (not otherwise registered) – Tom Oxley

#### **OPENING HYMN** “When Morning Gilds the Skies”

#### **REPORT OF THE STATED CLERK** – Teaching Elder Doris Arnett Whitaker

##### **Preliminary Business**

- A quorum was declared and on motion/second, the roll was formed by signatures obtained during registration showing an attendance of forty-one (41) teaching elders, thirty-two (32) ruling elder commissioners (representing twenty-nine [29] churches), and four (4) elder members of presbytery: seventy-seven (77) voting members. Also present and not otherwise registered were, one (1) alternate commissioner, one (1) corresponding members, one (1) ex-officio with voice/no vote, one (1) inquirer/candidate, one (1) staff member of the presbytery, and twelve (12) registered visitors for a total registered attendance of ninety-four (94).
- On motion/second, the docket was adopted as amended.

### **Corresponding Members**

- On motion/second, the following teaching elders were seated as corresponding members:  
Lee Dorsey (Presbytery of Whitewater Valley) - absent  
Cuaugtemoc Angulo (National Presbyterian Church of Mexico)

### **Minutes**

- On motion/second, Approved the minutes of the special meeting held on November 3, 2011.

### **Correspondence report** (September 10, 2011 through November 10, 2011)

- From the Office of the General Assembly – letter of gratitude for full participation in per capita program
- From the Board of Pensions – Delinquency reports
- Minister membership changes (since last presbytery meeting) –
  - Losses – none
  - Gains – Rev. Jeffrey Ott (from Detroit)
  - In transition – Rev. Lee Dorsey (from Whitewater Valley)

### **Judicial Cases**

- Synod of the Covenant Remedial Case #2011-02: Rev. David Fleming v. The Presbytery of the Miami Valley - The parties in this matter have jointly requested that this case be dismissed. The request for dismissal is under consideration by the Synod PJC.

### **Administrative Commissions**

- Churches Seeking Departure - The AC has been meeting weekly to research and address the issues presented to it by the Presbytery. The AC has also been in contact with churches that have expressed a desire to separate from the P.C. (U.S.A.) and has been involved in substantive and productive conversations with the Lebanon Church working toward developing a mutual agreement to address the congregation's concerns.  
In all things the AC is directed by two principles. First, to do not harm to the church of Jesus Christ, either to member congregations or the Presbytery. Second, through how we treat each other to do honor to Jesus Christ as the only guide to human conduct and demonstrate to God and the world that our discipleship extends to our disagreements. To that end we are neither seeking nor desiring conflict or litigation, but rather anticipate working towards mutually agreeable resolutions with all churches that have expressed a desire to depart.  
The AC has not assumed original jurisdiction of any congregations and will both report and make recommendations to the Presbytery at the appropriate time.
- Dayton: Good Shepherd/Shepherd of the Still Waters
  - **Motion** – To approve the request of the congregation of Shepherd of the Still Waters to dissolve the congregation as of November 6, 2011. Opportunity granted to discuss and debate. Motion passes by voice vote.
- Springhill (Appendix A)
- Wilmington – see consent agenda

### **HOSPITALITY REPORT**

- Greetings were extended by the host church
- New elders and guests were introduced
- Hunger Offering – one-half to Presbyterian Hunger Program and one-half to East Dayton Food Pantry

**PRAYER OF CONFESSION & ASSURANCE OF PARDON** - Teaching Elder Megan Collins

### **CHOIR ANTHEM**

**REPORT OF THE COUNCIL** – Teaching Elder Tom Harmon

**Consent Agenda** – The following actions were approved by voice vote after the presbytery was given the opportunity to pull business:

From the Stated Clerk:

- Approve the minutes of the stated meeting on May 10, 2011 and special meeting on October 11, 2011.
- Approve the final report of the Administrative Commission for Wilmington (Appendix) and to dissolve the AC effective today with the thanks of the Presbytery.

From the Committee on Ministry:

- Bradford – To renew the part-time (14 hours per week) commissioned ruling elder covenant with Irwin Roberts for one year beginning January 1, 2011. Duties: Preach and worship leadership, administer the Sacraments of Baptism and the Lord's Supper, perform weddings and funerals, provide pastoral care, advise and resource Session and congregational committees, serve as Moderator of Session, attend meetings of the Presbytery of Miami Valley with voice and vote. Terms: effective salary \$8,000, travel and prof exp reimb \$2,600, prof dev reimb \$1,000, four (4) weeks vacation and two (2) weeks study leave.
- Collinsville – To renew the part-time (20 hours per week) commissioned ruling elder covenant with Michael Gabbard for one year beginning January 1, 2011. Duties: Preach and worship leadership, administer the Sacraments of Baptism and the Lord's Supper, perform weddings and funerals, provide pastoral care, advise and resource Session and congregational committees, serve as Moderator of Session, attend meetings of the Presbytery of Miami Valley with voice and vote. Terms: effective salary \$15,324, continuing education reimbursement \$1,020, four (4) weeks vacation and two (2) weeks study leave.
- Seven Mile - To renew the part-time (20 hours per week) commissioned ruling elder covenant with Lee Ault for one year beginning January 1, 2011. Duties: Preach and worship leadership, administer the Sacraments of Baptism and the Lord's Supper, perform weddings and funerals, provide pastoral care, advise and resource Session and congregational committees, serve as Moderator of Session, attend meetings of the Presbytery of Miami Valley with voice and vote. Terms: effective salary \$22,000, travel reimbursement up to \$2,500, prof dev reimb \$1,500, five (5) weeks vacation and two (2) weeks study leave.

**Report of the Executive Presbyter – Ruling Elder Dennis Piermont (Appendix C)**

#### **Sale of Property**

- **Motion - Approve the sale of the residential property located at 7116 Co. Rd. 10, Zanesfield, Ohio** (Situated in the Township of Jefferson, in the County of Logan and State of Ohio, and being more particularly described as follows: Lying in Virginia Military Survey 12563, Jefferson Township, Logan County, Ohio. Being out of The Miami Presbytery original 68 3/4 acre tract as deeded and described in Volume 389, Page 853 of the Logan County Records of Deeds and being more particularly described as follows: Beginning at a 1/2 inch iron rod found at Station 149+55.6 of the Logan County Engineer's Records Field Book 615, Page 16 on the centerline of County Highway 10 [50 feet wide]. Thence with the centerline of County Highway 10, S 800 00' 00" W. a distance of 176.70 feet to a railroad spike found at the TRUE POINT OF BEGINNING. Thence, with the West line of the Kathleen A. Barrows 11.7 acre tract (OR 144, Page 423), S 11 0 15' 00" E., a distance of 350.00 feet to a 5/8 inch iron rod set, passing 1 5/8 inch iron rod set at 25.00 feet. Thence S. 800 00' 00" W. a distance of 150.00 feet to a 5/8 inch iron rod set. Thence N. 110 15' 00" W. a distance of 350.00 feet to a MAG nail set, passing a 5/8 inch rod set at 325.00 feet. Thence with the centerline of County Highway 10, N. 800 00' 00" E. a distance of 150.00 feet to the point of beginning. Containing 1.205 acres of which 0.088 acre is within the highway right-of-way. The basis for bearings is the centerline of County Highway 10 being N. 800 00' 00" E. and all other bearings are from angles and distances measured in a field surveyed by Lee Surveying and Mapping Co., Inc. on June 12, 2000. Jeffrey I. Lee, registered Surveyor No. 6359.) **and an additional 2.795 acres** (Situated in the Township of Jefferson, in the County of Logan and State of Ohio, and being more particularly described as follows: Commencing at a 1/2 inch iron found inside a monument box on the center-line of County Highway 10 (60 feet wide) at Station 158+50 per the Logan County Engineer's Field Book 615, Page 17. THENCE, with the center-line of County Highway 10, N 85°-27'-09 "E, a distance of 251.83 feet to a MAG nail set at the TRUE POINT OF BEGINNING. THENCE, with the center-line of County Highway 10, N 85°-2 7'-09"E, a distance of 314 .77 feet to a MAG nail set. THENCE, with the lines of the Presbytery of the Miami Valley 1.205 acre tract (O. R. 930, Pg . 129) the following two courses: S 05°-53 '-21 "E, a distance of 350.00 feet to a 518 inch iron rod set. N 85°-

27'-09"E, a distance of 150.00 feet to a 518 inch iron rod set. THENCE, with the Kathleen A. Barrows 111.7 acre tract (O .R. 144, Pg . 423), S 05°-53 '-21 "E, a distance of 25 .00 feet to a 518 inch iron rod set. THENCE, S 85°-2 7'-09"W, a distance of 464.77 feet to a 518 inch iron rod set. THENCE, N 05°-53 '-21"W, a distance of 375.00 feet to the point of beginning, passing a 5/8 inch iron rod set at 344.99 feet. Containing 2. 795 acres of which 0.217 acre is within the highway right-of-way.) **for \$162,000; and to authorize the Trustees to complete this sale on behalf of the Presbytery.**

- After an opportunity for questions and discussion, the motion passed on voice vote.

#### **FY 2012 Budget**

- **Motion** – To approve the FY 2012 Budget as printed. (Appendix D)
  - Narrative budget presented using PowerPoint presentation
  - Presbytery was given the opportunity for questions and discussion.
  - Motion passed on voice vote.
- **Motion from the floor** – That Council and the Administrative Commission spend no more than \$50,000 legal fees without prior presbytery approval.
  - Second received.
  - Presbytery was given the opportunity for questions and discussion.
  - **Motion to end debate.** Seconded. Passed on voice vote.
  - Main motion failed on voice vote.

#### **Bylaws of the Presbytery of Miami Valley**

- **Motion** – To approve the Bylaws of the Presbytery of Miami Valley as printed. (Appendix E)
  - Presbytery was given the opportunity for questions and discussion.
  - Vote by hands raised and declared 2/3 majority in favor by Moderator.

#### **Practice and Policy manuals**

- **Motion** – To approve the Presbytery Policy and Practice manual as printed. (Appendix F)
  - Presbytery was given the opportunity for questions and discussion.
  - Motion passed on voice vote.
- **Motion** – To approve the Leadership Council Policy and Practice manual as printed. (Appendix G)
  - Presbytery was given the opportunity for questions and discussion.
  - Motion passed on voice vote.
- **Motion** – To approve the Committee on Ministry Policy and Practice manual as printed. (Appendix H)
  - Presbytery was given the opportunity for questions and discussion.
  - Motion passed on voice vote.
- **Motion** – To approve the Nominations Policy and Practice manual as printed. (Appendix I)
  - Presbytery was given the opportunity for questions and discussion.
  - Motion passed on voice vote.

#### **Treasurer's Report**

- Treasurer Report and Balance Sheet through August 2011 distributed. YTD Receipts \$497,506.22; YTD Disbursements \$520,647.99; Net Balance -\$23,141.77. Total Net Worth and Liabilities \$2,042,446.49.

#### **COMMITTEE ON NOMINATIONS – Teaching Elder David Collins**

**For action**, the Committee on Nominations places the following names in nomination as Commissioners to the 220<sup>th</sup> General Assembly, Pittsburgh, PA:

Teaching Elder Thomas Harmon  
Teaching Elder George H. McConnell  
Ruling Elder Henry Baust (Dayton: Corinth)

**For information**, the Committee on Nominations reports the following:

- Recent resignations as of November 10, 2011:

- a. Council
  - Class of 2012 – Teaching Elder Charles Testas
  - Class of 2013 – Ruling Elder Pat Youther (Beavercreek: Kirkmont)
- b. Committee on Ministry
  - Class of 2012 – Ruling Elder Joe McKenzie (Lebanon)
  - Class of 2012 – Ruling Elder Tom Staten (South Charleston)
- c. Committee on Preparation for Ministry
  - Class of 2013 – Ruling Elder Tom Davidson (Lebanon)
- d. Networks Support Committee
  - Class of 2012 – Teaching Elder Peter Larson
- e. Board of Trustees
  - Class of 2013 – Teaching Elder John Person

**COMMITTEE ON PREPARATION FOR MINISTRY** – Teaching Elder Megan Collins

**For action**, the committee recommends that the presbytery:

- o Examine Inquirer Sarah Sparks-Franklin (Beavercreek: Kirkmont) for candidacy.
  - o Ms. Collins reported to the presbytery that Ms. Sparks-Franklin is in the process of moving her church membership to Xenia: Westminster.
  - o Ms. Sparks-Franklin read her statement of call and was examined by the presbytery on matters of faith and vocation. On motion/second, the examination was arrested and the presbytery was given the opportunity for debate and discussion.
  - o On motion/second, Ms. Sparks-Franklin was approved for candidacy in preparation for ordered ministry as teaching elder
  - o Moderator John Mauntler asked the new candidate questions of intent which were answered in the affirmative; charged the candidate; and led the presbytery in prayer. Ms. Sparks-Franklin's name was recorded on the presbytery's roll of candidates.

**For information**, the committee reports the following action taken on behalf of the presbytery:

- o Enrolled Mr. Mario Amaro (Dayton: College Hill) as an Inquirer on June 28, 2011.

**COMMITTEE ON MINISTRY** – Teaching Elder Shelley Wiley

*See consent Agenda for additional action items*

**For action**, the committee recommends that the presbytery:

- o Springfield: Oakland - Authorize the Moderator to appoint an Administrative Commission the Session to determine an appropriate goal for pastoral ministry, with the authority to assume original jurisdiction according to G-3.0303e, if necessary.
  - o Presbytery was given the opportunity for questions and discussion.
  - o Motion passed on voice vote.

**For information**, the committee reports the following action taken on behalf of the presbytery:

- o Belle Center – Approved the full-time stated supply appointment of teaching elder James D. Burton, HR, for one year beginning November 20, 2011; appointed him moderator of session; and to request his credentials from the Presbytery of Western New York. Terms: effective salary \$45,000, free use of manse, post-retirement dues, travel reimb at IRS rate, prof dev reimb \$1,055, 4 weeks vacation and 2 weeks study leave.
- o Dayton: Central - Renewed the full-time interim pastor covenant with teaching elder David E. Jackson for one year beginning November 28, 2011; and appointed him moderator of session. Terms: effective salary \$47,577, full medical/pension dues, travel reimb (IRS rate) up to \$2,000, prof dev reimb \$1,055, 4 weeks vacation and 2 weeks study leave.
- o Dayton: Westminster – Renewed the full-time interim pastor covenant with teaching elder John Shonle for one year beginning July 25, 2011, at the same terms of compensation as last year (terms exceed required minimums).
- o Dayton: Westminster – Completed Triennial visit with session and professional staff.
- o New Carlisle: Honey Creek – Renewed the part-time (30 hrs per week) stated supply appointment with teaching elder Shelley Wiley for one year beginning November 16, 2011; and appointed her moderator of session. Terms: effective salary \$36,000, ministry expenses reimbursed included travel

- at IRS rate, 5 weeks vacation and 2 weeks study leave.
- Springfield: Oakland – Approved the request of the congregation and pastor to dissolve the pastor relationship with teaching elder, Derrick Weston, effective November 30, 2011 with his last Sunday in the pulpit on November, 20, 2011. The congregation affirmed this action as a duly called meeting on Sunday, October, 2, 2011.
- Validated the specialized ministry for teaching elder, Joe M. Hinds, as director of the teen center at the Piqua YMCA beginning January 1, 2012.

### **HEARING GOD’S WORD PROCLAIMED**

**SCRIPTURE LESSON**        II Corinthians 3:4-6, 12-14

**SERMON**                    “Hermeneutics” Teaching Elder William Philips, preaching

### **RESPONDING TO GOD’S WORD**

**AFFIRMATION OF FAITH** – from “A Brief Statement of Faith”

**PRAYERS OF THE PEOPLE** – Teaching Elder Kathryn Blocher Hinds

**SACRAMENT OF THE LORD’S SUPPER** – Teaching Elder David Collins, officiating

**REPORT OF THE COUNCIL, CON’T.**

- Opportunity for Questions on Printed Reports

### **GOING FORTH INTO GOD’S WORLD**

**CLOSING HYMN**            *“Come, Ye Thankful People Come”*

The meeting was adjourned with prayer at approximately 11:30 a.m.. The next stated meeting of the Presbytery of the Miami Valley is Saturday, February 10, 2012, 9:00 a.m. at The Presbyterian Church, Hamilton, Ohio.

Attest:

Doris Arnett Whitaker, Stated Clerk

**APPENDICES:**

- A. Administrative Commission report on Springhill
- B. Administrative Commission report on Wilmington
- C. Report of the Executive Presbyter
- D. FY 2012 Budget
- E. Bylaws of the Presbytery of Miami Valley
- F. Presbytery Policy and Practice manual
- G. Leadership Council Policy and Practice manual
- H. Committee on Ministry Policy and Practice manual
- I. Nominations Policy and Practice manual

**MINUTES FROM THE SPECIAL MEETING OF THE PRESBYTERY OF MIAMI VALLEY**

January 12, 2012

Memorial Presbyterian Church, Dayton, Ohio

The meeting was convened with prayer by the Ruling Elder John Mauntler, Moderator, at 4:30 p.m., Thursday, January 12, 2012, at the Memorial Presbyterian Church, Dayton, Ohio.

LEGEND: P = Present E = Excused

**OFFICERS OF THE PRESBYTERY OF MIAMI VALLEY:**

Ruling Elder John Mauntler (Moderator) – P Teaching Elder Doris Arnett Whitaker (Stated Clerk) - P  
Teaching Elder Tom Harmon (Vice Moderator) – E Ruling Elder Larry Hollar (Recording Clerk) – E  
Ruling Elder Marge Morgan (Council Chair) – P

**TEACHING ELDERS**

Bain, Marcianna	- P	Horton, Anne	- P
Beres, Benjamin	- P	Jackson, David	- P
Brown, David JW	- P	Jones, Robert E.	- P
Cassedy, Karen	- P	Judd, David	- P
Collins, David	- P	Kingsbury, Edwin HR	- P
Collins, Megan	- P	Long, Joshua	- E
Conn, Arbuth	- P	Maguire, Brian	- P
Culp, Richard	- E	Martin, Christopher	- E
Davis, Laurie	- P	Martin, Thomas HR	- P
Fleming, David HR	- P	McConnel, George H.	- P
Garrigan, Carmen	- P	Nowak, Jacqueline	- P
Gockel, Stanley	- P	Ott, Jeffrey	- E
Hamilton, Sue	- P	Pasanchin, Eric	- P
Harmon, Thomas	- E	Pelaez-Diaz, Francisco	- P
Helling, Michael	- P	Piermont, Julia Wharff	- P
Hess, Lisa	- P	Shin, Kelley Wehmeyer	- P
Hinds, Kathryn	- E	Shonle, John	- P
Hodgkins, Nancy	- P	Stewart, Raymond	- P
Hookey, Joseph HR	- P	Whitaker, Doris Arnett	- P
Horrihan, Kevin	- E	Wiley, Shelley	- P

**ROLL OF CHURCHES (RULING ELDERS)**

BEAVERCREEK: KIRKMONT		FAIRBORN: FIRST	
Youther, Pat (CCE)	- P	Hazlett, Joyce	- P
DAYTON: BATH		MIDDLETOWN: FIRST	
Collins, Cheryl	- P	Peterson, Nancy	- P
DAYTON: CORINTH		RILEY	
Baust, Henry	- P	Scherzinger, Dennis	- P
DAYTON: SOUTHMINSTER		SPRINGFIELD: COVENANT	
Lawson, Marj	- P	Wagle, Barbara	- P
DAYTON: SUGAR CREEK		XENIA: WESTMINSTER	
Gordon, Ruth	- P	Hughes, Elaine	- P
DAYTON: WESTMINSTER			
Ferguson, Les	- P		

**RULING ELDER MEMBERS OF PRESBYTERY**

Gordon, Ruth (CNCL)	- P	Morgan, Marge (CNCL chair)	- P
Mauntler, John (Mod)	- P	Piermont, Dennis (EP)	- P

**Ex-Officio Persons with Voice/No Vote** (not otherwise registered) – none

**Presbyters Present who did not register to vote:** Teaching Elder Peter Larson, Teaching Elder Charles Testas, Ruling Elder Carolyn Lucke (Lebanon), and Ruling Elder Barney Wright (Lebanon)

**Presbytery Staff:** Tom Oxley

**REPORT OF THE STATED CLERK:**

- On motion, a quorum was declared and the roll was formed by signatures obtained during registration showing an attendance of thirty-three (33) teaching elders, eleven (11) ruling elder commissioners [representing eleven (11) churches], and three (3) ruling elder members of presbytery: a total of forty-

- seven (47) voting members. In addition, six (6) visitors, four (4) presbyters not registered to vote, and one (1) staff member were registered for a total present of fifty-eight (58).
- On January 3, 2012, the Moderator received the request from the Administrative Commission for Churches Seeking Departure to schedule a special meeting in order to take action on the final report and recommendation regarding Lebanon Presbyterian Church, Lebanon, Ohio. The request came from at least two teaching elders and two ruling elders of different congregations and the meeting was called in accordance with the Bylaws of the Presbytery of Miami Valley.
  - The Moderator reminded the presbytery that business was confined to the call of the meeting; no new business could be introduced; and that only teaching elders, ruling elder commissioners, and ruling elder members of presbytery may speak or vote during the process.

**REPORT OF THE ADMINISTRATIVE COMMISSION – Teaching Elder Brian Maguire**

- Members of the Administrative Commission introduced
- **Motion** - To approve the final report and recommendation for Lebanon Presbyterian Church (Appendix A)
  - Detailed report presented on work of the Commission and negotiations with the Session of Lebanon PC.
  - Presbytery given an opportunity for questions and discussion
  - **Motion to postpone** – A motion to postpone action to the stated meeting of the Presbytery in February. Second obtained.
    - Presbytery proceeded to discuss merits of motion to postpone hearing arguments both in favor and against the motion.
    - Motion/second to end debate. Passed on voice vote.
    - Moderator directed the Presbytery to vote by standing in favor or against motion to postpone. Motion failed (10/33).
  - Presbytery was given additional opportunity for discussion and debate on main motion.
  - Motion passes on voice vote.
  - A written Dissent was received by the Rev. George H. McConnel regarding the action taken on the main motion.

**REPORT OF THE STATED CLERK – Teaching Elder Doris Arnett Whitaker**

- Letters have been received by the Rev. Peter Larson and Rev. Charles Testas renouncing jurisdiction of the PCUSA effective with the action of presbytery dissolving Lebanon Presbyterian Church. G-2.0509 directs the stated clerk to remove the names from the roll of teaching elders of PCUSA without action from the presbytery.

Having completed the docket for this special meeting, the Moderator closed the meeting with prayer at 5:10 p.m.

The next stated meeting of the Presbytery of the Miami Valley is Saturday, February 11, 2012, 9:00 a.m. at The Presbyterian Church, Hamilton, Ohio.

Attest:

Doris Arnett Whitaker  
Stated Clerk

Appendices:

- A. A Covenant of Gracious Separation

APPENDIX A  
**A COVENANT OF GRACIOUS SEPARATION  
BETWEEN  
LEBANON PRESBYTERIAN CHURCH  
AND THE PRESBYTERY OF THE MIAMI VALLEY**

In recognition of our mutual desire to further the peace, unity, and purity of the larger church, the living body of Christ, and to fulfill our respective roles and responsibilities towards our Presbytery, Church and congregation, we, the Presbytery of the Miami Valley, and the Lebanon Presbyterian Church, enter into this Covenant of Gracious Separation, recognizing the end of our denominational affiliation and covenanting not to pursue legal action against the other.

**ARTICLE I**

In furtherance of this covenant, the Presbytery of the Miami Valley acknowledges that the Lebanon Presbyterian Church as a congregation has sought to remove itself from the Presbytery of the Miami Valley and to end its relationship as a congregation within the Presbyterian Church (U.S.A.) and the bonds between Lebanon Presbyterian Church and the Presbytery (and through the Presbytery, its relationship with the Presbyterian Church (U.S.A.)). Pursuant to this understanding, the Presbytery of the Miami valley by ratification of this agreement dissolves Lebanon Presbyterian Church as a congregation within the Presbyterian Church (U.S.A.) and a member congregation of this Presbytery effective the date of the ratification of this Covenant by the Presbytery of the Miami Valley. The Presbytery agrees, for purposes of the civil law of Ohio, that the dissolution of Lebanon Presbyterian Church as a congregation within the Presbyterian Church (U.S.A.) does not dissolve Lebanon Presbyterian Church as a not-for-profit corporation in the state of Ohio.

**ARTICLE II**

Further, the Presbytery, based upon its discernment of its mission, for itself and as the council of Presbyterian Church (U.S.A.) relinquishes its claims upon the real and personal property held by Lebanon Presbyterian Church, and any beneficial interests therein. As Lebanon Presbyterian Church believes that title is currently in the name of Lebanon Presbyterian Church, and it shall be an on-going Christian church regardless of its denominational affiliation, Lebanon Presbyterian Church does not seek any further transfer of title to this real property other than the assurances given in this Covenant.

**ARTICLE III**

Lebanon Presbyterian Church shall make no claims of membership in the Presbyterian Church (U.S.A.), and shall be entitled to no benefits of association with the Presbytery of the Miami Valley or the Presbyterian Church (U.S.A.).

**ARTICLE IV**

For historical purposes, complete copies of the church records (baptism, membership, ordination verification, Session and Congregational Meeting Minutes) from the entire period of time that the church was part of the Presbyterian Church (U.S.A.) or its predecessors shall be delivered to Presbytery representatives at the time of the signing of this Covenant. Original Records and the Lebanon Presbyterian Church name are understood and agreed to be owned and retained by the congregation.

**ARTICLE V**

Members of Lebanon Presbyterian Church who wish to remain as members of the Presbyterian Church (U.S.A.) shall be under the care of the Presbytery of the Miami Valley.

**ARTICLE VI**

In further consideration of this Covenant, The Lebanon Presbyterian Church shall provide at the signing of this agreement the Presbytery of the Miami Valley the equivalent of Lebanon Presbyterian Church's PCUSA denominational per capita payments for the support of the

Presbytery's work through the end of calendar year 2012, which sum amounts to Thirty Four Thousand One Hundred Forty Eight Dollars and Sixty Cents (\$34,148.60), and shall pledge to spend Fifteen Thousand Dollars (\$15,000.00) in support of the African Medical Mission project which was jointly undertaken by the Lebanon Presbyterian Church and the Presbytery.

This serves as a written covenant agreement between the Presbytery of Miami Valley and the Lebanon Presbyterian Church and is understood to be binding on any succeeding governing body.

We pray that each other go forth in peace, honoring Christ.

Attested:

**LEBANON PRESBYTERIAN CHURCH**

\_\_\_\_\_  
CLERK OF SESSION

\_\_\_\_\_  
DATE

**PRESBYTERY OF THE MIAMI VALLEY**

\_\_\_\_\_  
MODERATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STATED CLERK

\_\_\_\_\_  
DATE

**FINAL REPORT OF ADMINISTRATIVE COMMISSION**  
Springhill Presbyterian Church, Springhill, Ohio  
1826-2012

The last worship service was held at Springhill on at 10:45 a.m. on January 8, 2012. For the prelude, Susan Hines and Katha Dill played a poignant piano and organ medley of hymns that have enriched our worship through the years. The Rev. Angie Schenck delivered a wonderful sermon message entitled “Evening and Morning,” and Tim Walls provided special music accompanied by his guitar. We remembered our baptism, celebrated the Lord’s Supper, and sang with fervor. Following the benediction all stood and sang “Blest Be the Tie That Binds.” Representatives from the Presbytery Commission for Springhill who were able to worship there that day included Doug Dill, Dave Rose, and Phil Calland.

Members of the congregation each received a 2012 calendar filled with familiar pictures of the church families, scenes from the sanctuary, and notations of the birthdays of each of the final active members. A few artifacts such as the church bell and a very large picture of one of the church founders have been relocated to the Champaign County Historical Society for safekeeping.

We ask that Presbytery long remember the many people whose lives were enriched through worship and service at this church. The former members of Springhill will be visiting other churches and making individual decisions regarding where God is calling them to serve in the future. Please keep them in your prayers. “Because He lives, we can face tomorrow!”

J. Phillip Calland, chair

**THE PRESBYTERY OF THE MIAMI VALLEY  
COMMITTEE ON PREPARATION FOR MINISTRY  
POLICY AND PRACTICE**

**For Presbytery Action February 11, 2012**

**ARTICLE I  
POLICY**

**Section 1.01: General**

The policies of the Committee on Preparation for Ministry represent the authority vested in it by the Presbytery of the Miami Valley. In carrying out such policies the Committee on Preparation for Ministry is acting as the Presbytery in all measure and manner. All additions, deletions or changes to policy must be approved by the Presbytery. No policy of the Committee on Preparation for Ministry shall be contrary to the provisions of the *Book of Order*.

**Section 1.02: Function**

The Committee on Preparation for Ministry shall execute the various functions necessary to carry out the mission and ministry of the Presbytery of the Miami Valley, in accordance with *Section 3.07* of the *PMV Policy and Practice*. Specifically, the Presbytery on Preparation for Ministry shall be the agency by which the Presbytery becomes *Pastor, Counselor, and Advisor to Teaching Elders and Congregations (G-3.0307)*, with respect to *G-2.06 Preparation for Ministry, G-2.10 Commissioning Ruling Elders for Particular Pastoral Service, and G-2.1103 Certified Christian Educators*.

1. Specific functions of the committee with respect to *G-2.06 Preparation for Ministry* shall include:
  - a. Oversee the work, study and preparation for ordination of inquirers and candidates, and review and evaluate their performance
  - b. Counsel with sessions regarding criteria for potential inquirers and candidates, session's responsibilities for members who are inquirers or candidates, and the ongoing needs of the church for professional leadership
  - c. Counsel with inquirers and candidates as to their responsibilities to communicate closely, openly and regularly with the committee, especially about specific needs and problems (spiritual, financial, educational, professional, vocational, etc.) some of which may require committee assistance or pastoral care

- d. Conduct annual consultations with all inquirers and candidates and determine if each will be continued under care, reporting such action to the Presbytery
  - e. Counsel with, advise and evaluate persons wishing to become candidates regarding their potential for service to the church in a professional capacity
  - f. Determine candidates' readiness to begin ordained ministry
  - g. Assist the COM in determining that candidates from other presbyteries have met the same requirements for ordination that are required of candidates from the Presbytery of the Miami Valley
  - h. Elect readers for ordination examinations
2. Oversee the process for preparation, instruction, counseling and examinations for ruling elders seeking to serve in commissioned pastoral service, in accordance with *G-2.1002 Training, Examination and Commissioning*.
  3. Shepherd persons seeking Christian Educator certification through the process of skills and training, in accordance with *G-2.1103a*.

**Section 1.03: Committee Size**

Membership of the committee shall be six (6) teaching elders and six (6) ruling elders, elected in three classes of four (4) persons, for terms of three years each, renewable for one term.

One member of the Committee on Preparation for Ministry shall be chosen by the committee to serve a one year renewable term on the Participation, Diversity and Representation committee.

**Section 1.04: Quorum**

One more than one-half of the current voting members shall constitute a quorum. All proceedings from meetings with no quorum present must be ratified at the earliest subsequent meeting in which there is a quorum.

**Section 1.05: Budget**

The operating budget for the Committee on Preparation for Ministry shall be determined and approved by the Presbytery. As part of the budget process, the committee shall provide its funding request annually to the Presbytery Trustees.

**Section 1.06: Authority to Act as Presbytery**

The Committee on Preparation for Ministry may act as the Presbytery of the Miami Valley in the following matters:

1. Enrolling inquirers
2. Granting permission to candidates to circulate dossiers
3. Granting permission for the examination and ordination of a candidate in the Presbytery of call

All actions taken on behalf of the Presbytery by the Committee on Preparation for Ministry shall be reported at the next stated meeting of the Presbytery.

**Section 1.07: Communication and Access**

The Committee on Preparation for Ministry shall be open to communication and access at all times to all persons within the Presbytery.

**Section 1.08: Staff Support**

The Executive Presbyter shall serve as staff support without vote.

**(End of Article I)**

## **ARTICLE II PRACTICE**

### **Section 2.01: Schedule of Meetings**

Meetings shall be held on the third Thursday of each month. The committee may meet in special session as needed. All actions taken by the Committee on Preparation for Ministry shall be reported at the next meeting of the Presbytery.

### **Section 2.02: Denominational Guidance**

All work of the Committee on Preparation for Ministry shall be in conformance with the *Book of Order*. While general guidance for the work of committees on ministry is provided in the *Preparation for Ministry in the Presbyterian Church (U.S.A.) Advisory Handbook*, prepared by the *Office of Vocation of the Presbyterian Church (U.S.A.)* and the *Christian Educator Certification Handbook*, prepared by the *General Assembly Mission Council of the Presbyterian Church (U.S.A.)*, no recommendation contained in either publication shall be contrary to the policies of the Committee on Preparation for Ministry of the Presbytery of the Miami Valley.

**Section 2.03: Vacant**

**Section 2.04: Vacant**

**(End of Article II)**

**(End of Committee on Preparation for Ministry Policy and Practice)**

**THE PRESBYTERY OF THE MIAMI VALLEY**  
**NETWORK SUPPORT AND GRANTS**  
**POLICY AND PRACTICE**  
**For Presbytery Action February 11, 2012**

**ARTICLE I**  
**POLICY**

**Section 1.01:      General**

The policies of the Network Support and Grants committee represent the authority vested in it by the Presbytery of the Miami Valley. In carrying out such policies the Network Support and Grants committee is acting as the Presbytery in all measure and manner. All additions, deletions or changes to policy must be approved by the Presbytery. No policy of the Network Support and Grants committee shall be contrary to the provisions of the *Book of Order*.

**Section 1.02:      Function**

The Network Support and Grants committee shall execute the various functions necessary to carry out the mission and ministry of the Presbytery of the Miami Valley, in accordance with *Section 3.10* of the *PMV Policy and Practice*.

1. Establishing, monitoring and maintaining criteria for Designated Networks within the Presbytery
2. Establishing, monitoring and maintaining new network approval process
3. Reviewing existing Designated Networks annually
4. Establishing, monitoring and maintaining criteria for Network financial support
5. Identifying and evaluating issues facing the Presbytery that might be served by establishing Designated Networks
6. Establishing, monitoring and maintaining criteria for the approval of grants outside of the Presbytery for funding of Designated Networks; such approval by the committee shall be required for all outside grant funding
7. Providing oversight of all outside grants for Designated Network grants from outside sources, with advice and counsel from the Presbytery Trustees
8. Establishing, monitoring and maintaining criteria for the administration of grants from the Northminster Fund
9. Evaluating and awarding of grants from the Northminster Fund
10. Providing oversight of all Presbytery matching grants from General Assembly and/or Synod
11. Assisting the Presbytery, through the Leadership Council, in its covenantal relationship with Self Development of People

**Section 1.03: Network Support and Grants Size**

Membership of the Network Support and Grants committee shall be six teaching elders and six ruling elders, elected in three classes of four persons, for terms of three years each, renewable for one term.

One member of the Network Support and Grants committee shall be chosen by the committee to serve a one year renewable term on the Leadership Council.

**Section 1.04: Quorum**

One more than one-half of the current voting members shall constitute a quorum. All proceedings from meetings with no quorum present must be ratified at the earliest subsequent meeting in which there is a quorum.

**Section 1.05: Budget**

The operating budget for the Network Support and Grants committee shall be determined and approved by the Presbytery. As part of the budget process, the Network Support and Grants committee shall provide its funding request annually to the Presbytery Trustees.

**Section 1.06: Communication and Access**

The Network Support and Grants committee shall be open to communication and access at all times to all teaching elders, ruling elders and church members within the Presbytery.

**Section 1.07: Staff Support**

The Executive Presbyter shall serve as staff support without vote.

**(End of Article I)**

**ARTICLE II  
PRACTICE**

**Section 2.01: Schedule of Meetings**

Meetings shall be held generally eight times a year at a schedule to be determined. The Network Support and Grants committee may meet in special session as needed. All actions taken by the Network Support and Grants committee shall be reported at the next meeting of the Leadership Council.

**(End of Article II)**

**(End of Network Support and Grants Committee Policy and Practice)**

**THE PRESBYTERY OF THE MIAMI VALLEY  
PARTICIPATION, DIVERSITY AND REPRESENTATION  
POLICY AND PRACTICE**

**For Presbytery Action February 11, 2012**

**ARTICLE I  
POLICY**

**Section 1.01: General**

The policies of the Participation, Diversity and Representation committee represent the authority vested in it by the Presbytery of the Miami Valley. In carrying out such policies the Participation, Diversity and Representation committee is acting as the Presbytery in all measure and manner. All additions, deletions or changes to policy must be approved by the Presbytery. No policy of the Participation, Diversity and Representation committee shall be contrary to the provisions of the *Book of Order*.

**Section 1.02: Function**

The Participation, Diversity and Representation committee shall execute the various functions necessary to carry out the mission and ministry of the Presbytery of the Miami Valley, in accordance with *Section 3.12* of the *PMV Policy and Practice*.

Specific functions of the committee shall include:

1. Consult with, advise and counsel the Nominations committee as part of the process of nominating persons for office in the Presbytery and persons to serve on the Presbytery's Leadership Council, committees and commissions.
2. Advise the Leadership Council, through the Staff Support committee, on the employment of personnel in accordance with the principles of participation, diversity and representation (*F-1.0403*).
3. Monitor the movement of the Presbytery, its constituent churches, and its committees and agencies, toward the fulfillment of the church's commitment to participation, diversity and representation (*F-1.0403*).

**Section 1.03: Committee Size**

Membership of the committee shall consist of three (3) at-large members, elected in three separate classes for terms of three years, with no more than either two teaching elders or two ruling elders serving as elected members of the committee at any one time, and one (1) representative from each of the following committees of the Presbytery, who shall be annually chosen by that committee:

1. Committee on Ministry
2. Committee on Preparation for Ministry
3. Network Support and Grants Committee

**Section 1.04: Quorum**

One more than one-half of the current voting members shall constitute a quorum. All proceedings from meetings with no quorum present must be ratified at the earliest subsequent meeting in which there is a quorum.

**Section 1.05: Budget**

The operating budget for the Participation, Diversity and Representation committee shall be determined and approved by the Presbytery. As part of the budget process, the committee shall provide its funding request annually to the Presbytery Trustees.

**Section 1.06: Communication and Access**

The Participation, Diversity and Representation committee shall be open to communication and access at all times to members of the Leadership Council.

One member of the Participation, Diversity and Representation committee shall be chosen by the committee to serve a one year renewable term on the Leadership Council.

**Section 1.07: Staff Support**

The Stated Clerk shall serve as staff support without vote.

**(End of Article I)**

**ARTICLE II  
PRACTICE**

**Section 2.01: Schedule of Meetings**

Four (4) regular meetings shall be held quarterly, at a time determined by the committee. The committee may meet in special session as needed. All actions taken by the Participation, Diversity and Representation committee shall be reported at the next meeting of the Leadership Council.

**(End of Article II)**

**(End of Participation, Diversity and Representation Policy and Practice)**

**THE PRESBYTERY OF THE MIAMI VALLEY**  
**PRESBYTERY TRUSTEES**  
**POLICY AND PRACTICE**  
**For Presbytery Action February 11, 2012**

**ARTICLE I**  
**POLICY**

**Section 1.01:      General**

The policies of the Presbytery Trustees represent the authority vested in it by the Presbytery of the Miami Valley. In carrying out such policies the Presbytery Trustees are acting as the Presbytery in all measure and manner. All additions, deletions or changes to policy must be approved by the Presbytery. No policy of the Presbytery Trustees shall be contrary to the provisions of the *Book of Order*.

**Section 1.02:      Function**

The Presbytery Trustees shall execute the various functions necessary to carry out the mission and ministry of the Presbytery of the Miami Valley, in accordance with *Section 3.11* of the *PMV Policy and Practice*.

Specific functions of the Presbytery Trustees shall include:

1. Preparing a Presbytery budget for approval by the Leadership to the Council, after receiving and reviewing all budget requests from committees
2. Monitoring the operating budget and Presbytery finances throughout the year
3. Serving as the Trustees of the Presbytery of the Miami Valley; the Board of Chairperson of the Presbytery Trustees shall be the President of the Corporation and the Stated Clerk shall be the Secretary of the Corporation
4. Taking and holding all property, real or personal, which may be acquired by or be devised, bequeathed, transferred, or conveyed to the Presbytery for the use and benefit of the Presbytery or the denomination which it represents within its bounds
5. Managing or disposing of such property as directed by the Presbytery, subject to such restrictions as might be imposed by the terms of the will, deed, or other instrument by which such property is acquired
6. Reporting to the Presbytery at least annually on the assets held by the corporation and on the liabilities incurred by the corporation on behalf of the Presbytery
7. Coordinating, advising and counseling the Network Support Committee with respect to the financial responsibilities of its work, including specific Network Funds, Presbytery Grants, and non-Presbytery grant funding for specific networks

8. Interpreting, upholding, and making recommendations to the Presbytery through the Leadership Council on all matters relating to the buying, accepting, selling or mortgaging of property; and the razing or disposing of buildings
9. Developing, monitoring and maintaining a fiscal accountability policy for the Presbytery
10. Developing, monitoring and maintaining an investment policy for the Presbytery

**Section 1.03: Authority to Act as Presbytery**

The Presbytery Trustees may act as the Presbytery of the Miami Valley in the following matters, when the schedule of Presbytery meetings makes acting otherwise impractical:

1. Approving loans up to \$100,000.00 to churches of the Presbytery, with communication and counsel from, and consent of, the Leadership Council
2. Approving the sale or encumbrance of property owned by churches of the Presbytery, with communication and counsel from, and consent of, the Leadership Council
3. Authorizing non-budgeted expenditures up to \$5,000.00 for any one particular instance

**Section 1.04: Presbytery Trustees Size**

Membership of the Presbytery Trustees shall be three teaching elders and three ruling elders, elected in three classes of two persons, for terms of three years each, renewable for one term.

**Section 1.05: Quorum**

One more than one-half of the current voting members shall constitute a quorum. All proceedings from meetings with no quorum present must be ratified at the earliest subsequent meeting in which there is a quorum.

**Section 1.06: Budget**

The operating budget for the Presbytery Trustees shall be determined and approved by the Presbytery. As part of the budget process, the Presbytery Trustees shall provide their funding request annually to the Leadership Council, as part of the preparation of the budget.

**Section 1.07: Communication and Access**

The Presbytery Trustees shall be open to communication and access at all times to all members of the Presbytery.

## **Section 1.08: Fiscal Accountability Policy**

### **1. Income**

The Presbytery Budget shall include the following sources of income:

- A. Mission pledges made by sessions and congregations
- B. Per Capita Apportionment established annually by the Presbytery
- C. Interest income from invested funds
- D. Use of principle with prior approval of the Presbytery
- E. Grants from General Assembly, Synod and other sources
- F. Designated gifts
- G. Miscellaneous receipts
- H. Pass through funds
- I. Proceeds from sale or rental of real estate

### **2. Designated and Undesignated Funds**

- A. The Leadership Council and Trustees shall develop an annual budget with the assumption that all contributed funds will be undesignated. This procedure will serve to ensure that the budget is developed in accordance with the mission directives of the Presbytery.
- B. Congregations and individuals may designate mission funds to a particular committee, Designated Network, or other approved Presbytery project or program. Congregations may also designate general mission funds to a General Assembly project, first coordinating with General Assembly to insure that the project is current and funds can be so designated.
- C. Undesignated mission giving shall be distributed as directed by current Presbytery action.

### **3. Expenditures and Controls**

- A. Balances available at the end of the year from the presbytery budget shall be carried forward in the General Fund Balance, except where an agreement with General Assembly, Synod or grant sources requires the return of salvage funds from any grant at the end of the year—with the following exceptions:
  - 1. Those portions of the Office Budget which relate to accruing funds for major capital improvements or equipment purchases
  - 2. Salary support for pastors, executive staff continuing education, special assistance funds, new church development and church redevelopment funds

- B. All designated funds and trust funds received by the Presbytery shall be administered strictly in accordance with the stipulations of the donor, and with the restrictions and provisions of the trusts. A reasonable service fee set by the Presbytery Trustees may be charged against such funds.
- C. The proceeds from the sale of real estate will be placed in the reserve fund unless otherwise directed by the Presbytery.
- D. The funds of the Presbytery shall be expended in accordance with the budget approved by the presbytery. The Leadership Council, in consultation with Presbytery Trustees, shall have authority to adjust the budget as necessary during the year.
- E. The Treasurer of the Presbytery shall have authority to establish “pass through” accounts for non-budgeted funds received, with expenditures limited to the income received.
- F. The Treasurer, or anyone authorized by the Leadership Council to handle Presbytery funds or assets, shall be bonded at the expense of the Presbytery in amounts to be determined by the Presbytery Trustees.

#### 4. Budget Administration

- A. Deposits, excluding investments covered under Section 1.08, shall be kept in federally insured financial institutions in appropriate checking and investment accounts. All funds received by mail shall be recorded by the Office Manager and deposited by the Bookkeeper in consultation with the Treasurer.
- B. All checks shall normally be written in the Presbytery Office, except when otherwise authorized by the Trustees/Finance Committee. The Trustees shall determine who shall be authorized to sign checks. All checks over \$2,500.00 with the exception of payroll, will require two authorized signatures.
- C. Every committee and program of the presbytery will spend no more than its total budget, plus “pass through” income, escrow and carryover accounts identified for a committee or program, in a given year. If a committee or program finds it necessary to exceed its budget, the committee or program shall submit a written proposal to the Leadership Council for approval prior to expending any funds. The Leadership Council shall consult with the Presbytery Trustees on such requests.

#### 5. Purchases

Expenditures in excess of \$2,500.00 for office equipment, or any other items that become property of the Presbytery, must have prior approval by the Trustees.

## 6. Financial Statements

- A. The Treasurer of the Presbytery shall provide to the Leadership Council monthly reports of all income, expenditures, holdings, assets and liabilities.
- B. Alternating financial reviews or full audits, prepared by a Certified Public Accountant, shall be provided to the Presbytery annually, not later than the June Stated Meeting showing the operations for the prior year and the status of all the accounts as of the end of the prior year.
- C. The Executive Presbyter (or her/his designee) shall receive the bank statement unopened from the bank and shall review all cancelled checks to determine that no unusual or unauthorized checks have been cashed.
- D. Designated gifts shall be accounted for separately. Any unspent gifts at the end of the fiscal year will remain separate from the General Fund and shall not be used for any purpose other than that which has been designated.

## 7. Voucher Approval

- A. No check shall be issued without a signed voucher.
- B. Vouchers may be approved by the presbytery committee chair, the written action of the committee, or the Executive Presbyter.
- C. The Executive Presbyter or Stated Clerk may not sign vouchers approving the issuance of check exceeding \$2,500.00 unless authorized by the Leadership Council.
- D. The Executive Presbyter, Stated Clerk and the Treasurer are authorized to approve vouchers related to payroll, utilities, insurance, Board of Pension dues, rent and routine items that are required to operate the presbytery.

**Section 1.09: Investment Policy** *(Reserved)*

**Section 1.10: Staff Support**

The Executive Presbyter and Treasurer of the Presbytery shall serve as staff support without vote.

**(End of Article I)**

## **ARTICLE II PRACTICE**

### **Section 2.01: Schedule of Meetings**

Meetings shall be held quarterly at times determined by the Presbytery Trustees at the beginning of the year. In general, meetings shall be scheduled to occur prior to meetings of the Leadership Council or Presbytery in order that there be proper time for actions to be taken. The Presbytery Trustees may meet in special session as needed. All actions taken by the Presbytery Trustees shall be reported at the next meeting of the Leadership Council.

### **Section 2.02: Minutes**

The Presbytery Trustees shall appoint one of their members to serve as scribe to record minutes at meetings.

### **Section 2.03: Committees**

The Presbytery Trustees may appoint committees to carry out various tasks as necessary.

### **Section 2.04: Conflicts of Interest**

No member of the Presbytery Trustees may take action on any matter which directly relates his or her congregation should this recusal result in the absence of a voting quorum, action of such matters shall be referred to the Leadership Council.

**(End of Article II)**

**(End of Presbytery Trustees Policy and Practice)**

**THE PRESBYTERY OF THE MIAMI VALLEY**  
**STAFF SUPPORT**  
**POLICY AND PRACTICE**  
**For Presbytery Action February 11, 2012**

**ARTICLE I**  
**POLICY**

**Section 1.01:      General**

The policies of the Staff Support committee represent the authority vested in it by the Presbytery of the Miami Valley. In carrying out such policies the Staff Support committee is acting as the Presbytery in all measure and manner. All additions, deletions or changes to policy must be approved by the Presbytery. No policy of the Staff Support committee shall be contrary to the provisions of the *Book of Order*.

**Section 1.02:      Function**

The Staff Support committee shall execute the various functions necessary to carry out the mission and ministry of the Presbytery of the Miami Valley, in accordance with *Section 3.13* of the *PMV Policy and Practice*.

Specific functions of the committee shall include:

1. Reviewing and monitoring staffing needs of the Presbytery
2. Making recommendations for appropriate compensation for all members of the presbytery staff and all others employed by the presbytery through the Trustees/Finance Committee for submission to presbytery
3. Conducting the annual review of both the Executive Presbyter and the Stated Clerk
4. Consulting with the Executive Presbyter on and monitoring the annual review of the Presbytery staff
5. Providing consultation with individual staff members when requested, concerning issues related to staff and executive relationships
6. Providing pastoral support for staff individuals on behalf of the Presbytery
7. Supporting the Executive Presbyter in the role of Head Staff of the Presbytery

**Section 1.03:      Committee Size**

Membership of the committee shall be three teaching elders and three ruling elders, elected in three classes of six persons, for terms of three years each, renewable for one term.

One member of the Staff Support committee shall be chosen by the committee to serve a one year renewable term on the Leadership Council.

**Section 1.04: Quorum**

One more than one-half of the current voting members shall constitute a quorum. All proceedings from meetings with no quorum present must be ratified at the earliest subsequent meeting in which there is a quorum.

**Section 1.05: Budget**

The operating budget for the Staff Services committee shall be determined and approved by the Presbytery. As part of the budget process, the committee shall provide its funding request annually to the Presbytery Trustees.

**Section 1.06: Communication and Access**

The Staff Support committee shall be open to communication and access at all times to all Presbytery professional and support staff. The Stated Clerk or members of the Presbytery support staff may request the exclusion of the Executive Presbyter when seeking communication with and access to the committee.

**Section 1.07: Presbytery Personnel Policy**

1. General

The office of the Presbytery of the Miami Valley has been established to facilitate the work of the Presbytery and all its units and its exempt and non-exempt staff in fulfilling these unique responsibilities.

2. Employment Categories

- a. Employer: The legal corporate employer of all Presbytery staff is the Presbytery of the Miami Valley of the Presbyterian Church (U.S.A.), Inc.
- b. Exempt: Exempt staff shall be elected to office in accordance with the applicable provisions of the *PMV Policy and Practice*. Persons employed in exempt positions are not eligible for overtime compensation. All exempt positions are established only after approval of the Presbytery and in consultation with the Synod of the Covenant.
- c. Non-Exempt: Non-exempt staff shall be selected by the Executive Presbyter and the Staff Support committee. Non-exempt staff shall be eligible for overtime compensation after they have worked 40 hours in a given work week.
- d. Regular/Temporary: A regular employee is a person employed on a continuing basis. A temporary employee is a person employed for a short period, usually less than three months and is not entitled to benefits.

- e. **Part-Time/Full-Time:** Part time employees are those persons employed to work less than 37.5 hours weekly and may be granted prorated employee benefits. Full-time employees are those persons who are hired to work a minimum of 37.5 hours weekly.
- f. **Provisional Employment:** The first three (3) months of employment for non-exempt personnel
- g. **Consultative/Contractual Services:** Consultative-contract staffing is a staffing style that involves temporary employees for short-term periods. The specific tasks and financial requirements for consultative-contract arrangements shall be reviewed and negotiated at least annually. Consultative-contract positions may for up to a three-year term (with annual review) beginning from the date the position was approved. Consultative-contract positions shall be evaluated three months before at the term's end to determine if such positions shall continue.

### 3. Rights and Responsibilities

#### a. Employer Rights

- 1. To establish basic work goals consonant with the purpose of the Presbytery
- 2. To establish an overall structure designed to best accomplish the basic goals
- 3. To establish and administer a personnel system that can meet the personnel needs of the structure
- 4. To establish and administer processes for compensation, career development, benefits, working conditions, promotions, transfers, dismissals, and other phases of employment
- 5. To expect employees to be productive in their assigned functions
- 6. To exercise suitable oversight

#### b. Employer Responsibilities

- 1. To be faithful to the purpose of the organization
- 2. To provide open communication and opportunity for employee participation in the personnel system, which will allow the employees input for decisions that affect them
- 3. To assure that policies and administration of the personnel system are supportive of employees in setting and meeting objectives and career goals
- 4. To provide equal opportunity for all employees in all aspects of every phase of the personnel system and to have an affirmative action program for equal employment opportunity
- 5. To provide adequate and equitable compensation to employees
- 6. To establish position descriptions and qualifications for particular functions and to determine who are qualified and/or qualifiable to perform such functions

7. To conduct for all employees regular performance reviews and evaluations which relate their work objectives to goals of the Presbytery, and which give them an opportunity to participate in evaluating their own performance in relation to these objectives
8. To provide benefits and working conditions for the general welfare and well being of all employees in an equitable manner
9. To establish and administer a process which provides for the hearing and resolution of complaints and grievances

c. Employee Rights

1. To receive adequate information, which may be in the form of a personnel manual and a written job description, from which to develop an understanding of a specific position's role and function in the total structure of the Presbytery
2. To receive regular information on the performance of the specific duties; such information will be provided at least annually
3. To be kept informed of proposed changes in personnel policies and procedures in order to provide input into the process of personnel policy formation
4. To have adequate and reasonable working conditions
5. To receive reasonable compensation and other benefits as determined by the employer

d. Employee Responsibilities

1. To provide the best possible performance in a specific assigned function
2. To understand a position's role and function in the context of the goals of the Presbytery
3. To make and honor a commitment to goals and objectives of the Presbytery

4. Employment Policies

a. Basic Policies

1. Determination of Personnel Guidelines and Policy: Personnel Policies are determined by the Presbytery upon recommendation by the Presbytery Staff Support committee.
2. Employment practices shall be in accordance with the binding provisions of the *Form of Government* and the *Rules of Discipline* guided by the civil rights, equal employment, and equal pay acts and other applicable provisions of the state and federal government.
4. All employees are subject to *Article VI: Preventing and Responding to Sexual Misconduct* of the *PMV Policy Practice*

b. Position Descriptions

1. Position Descriptions for Exempt Staff: Position descriptions, subject to periodic review, at least one in every five years, shall be required for each exempt position. Position descriptions shall be prepared by the Staff Support committee, and approved by the Presbytery Leadership Council.
2. Position Descriptions for Non-Exempt Staff: Position descriptions, subject to periodic review, at least one in every five years, will be prepared by the Executive Presbyter, and/or the Staff Support committee, and approved by the Presbytery Leadership Council.
3. Validation of Exempt Positions: All new and vacant exempt positions shall be validated by the Presbytery in consultation with the Synod before candidates are sought.

c. Tenure

1. Exempt Staff: Election may be for a definite or indefinite period, at will of employer and shall receive an annual performance review and evaluation.
2. Non-Exempt Staff: Non-exempt staff shall serve for an indefinite period, at will of Executive Presbyter and the Staff Support committee, and shall receive an annual performance review and evaluation.
4. All exempt staff shall be provided with a written "call" approved by the Presbytery. Financial arrangements shall be stated in full in each call. Changes in the terms of each call shall be recorded in the minutes of the Presbytery.

d. Annual Review

1. The performance of each employee will be reviewed at least once a year. All non-elected staff members will be reviewed by the Executive Presbyter and reported to the Staff Support Committee, which shall, at its discretion, conduct a further review of its own. The clear primary purpose of exempt staff evaluation shall be understood to be the improvement of staff competence, performance and morale. Therefore, the public results of evaluation shall include no gradation of performance except "satisfactory" or "unsatisfactory". The Staff Support committee will report annually to the Leadership Council upon completion of all performance reviews.
2. Performance review for elected staff shall be conducted by the Staff Support committee, with recommendations made to the Leadership Council for any action and their subsequent reporting to Presbytery.

- e. Personnel Files: Files for all staff will be kept in the Presbytery office for the Staff Support committee. All staff shall have access to their own personnel records, including commendations and complaints. Each staff person shall be notified of personnel record entries and shall be assured of the opportunity to file his/her response. The files of all staff persons shall be available only to the

Executive Presbyter and the Staff Support committee unless specific written permission is granted by the staff member for wider release.

- f. **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's authorized agents or agencies and the employee.
- g. **Grievances:** Should an employee feel there has been a violation of an approved personnel policy or practice, the following procedure shall apply:
  - 1. Discuss the grievance with the Executive Presbyter or the immediate supervisor (who shall report the violation to the Executive Presbyter), seeking to find an informal resolution of the grievance.
  - 2. If there is no resolution by this informal effort, a written statement filed within fifteen (15) days of the alleged grievance shall be submitted to the chair of Staff Support committee who shall review the matter with the committee and with all parties concerned and the committee shall make a final determination within fifteen (15) days of receipt of the written statement.
  - 3. If the complainant is dissatisfied with the decision of the Staff Support committee, an appeal may be filed within fifteen (15) days to the moderator of the Presbytery. The moderator shall appoint at least three persons to meet with the moderator and all concerned parties to make a final determination within fifteen (15) days of receipt of the appeal. All parties concerned shall be supplied with a written copy of the decision.
  - 4. The above paragraphs notwithstanding, grievances may also be made through the process outlined in the *Rules of Discipline (D-6.0202)*. All decisions to seek redress in this manner shall be the right of the staff member who shall in no way be penalized for such action.
  - 5. **Right of Advocacy:** It is understood that the complaining party may arrange to have an advocate or attorney with him/her at their own expense at all steps in the formal process. For exempt employees this advocate or attorney must be a Presbyterian.
  - 6. **Written Records:** A written record of all decisions arrived at in all meetings shall be kept in the Presbytery personnel files.

## 5. Salary Administration

### a. Salary Principles

- 1. The Presbytery is committed to salary administration principles which will provide: fair pay for the work performed; incentive for personal achievement and growth; equity of payment for positions of relative value; flexibility to meet the many changes in organization, functions, positions, and personnel over a period of time. Salary levels will be maintained in a manner which results in their being consistent.

2. Initial salary placement should reflect a judgment of the qualifications and experience of the employee relative to the position requirements.
- b. Salary Policies
1. Salaries for exempt positions will be determined by Presbytery action on the recommendation of the Staff Support committee and in consultation with other presbyteries and the synod.
  2. Initial placement within a salary range should reflect a judgment of the qualifications and experience of the employee relative to the position requirements.
- c. Adjustment of Salary
1. Salary for exempt staff will be reviewed at least once a year by the Staff Support committee, with reference to cost of living changes, salary information supplied by the Board of Pensions on pastors in the Presbytery, salaries in other presbyteries and non-profit organizations in the city where the employee works and in nearby metropolitan areas.
  2. The salary for non-exempt staff will be reviewed at least once a year by the Staff Support committee in consultation with the Executive Presbyter.
- d. Individual Salary Review and Increments
1. All salaries will be reviewed at least annually. Such review should normally include a personal interview with each person.
  2. In general, salary adjustments for exempt staff will be made by the Presbytery on recommendation by the Staff Support committee in consultation with the Committee on Ministry's annual recommendation for compensation for teaching elders.
  3. Salary adjustments for non-exempt staff will be determined by the Staff Support committee in consultation with the Executive Presbyter, based upon such factors as cost of living, adjustment of schedules, changes in duties and responsibilities, and merit as determined through the annual performance review.
    - a. An increase may be given when an individual has improved performance or has consistently maintained an outstanding level of performance. Long service alone is not considered a valid reason for an increase.
    - b. An interim evaluation and accompanying salary adjustment may be made on the basis of any changes in duties or responsibilities.

## 6. Benefits

### a. Objective

The following benefits are established to satisfy the needs of regular employees for medical services and insurance, pension coverage, regular vacations, regular and special leaves, etc., as long as the needs are consonant with the goals and financial capacity of the Presbytery. Such needs and benefits may be reviewed annually.

1. **Social Security:** All non-clergy employees are covered by the Federal Old Age Survivors Benefits Act (Social Security) and the employee's share of the tax is withheld from the wages of all such employees. Clergy staff are considered self-employed and taxes are not withheld, unless requested in writing.
2. **Worker's Compensation Insurance:** All non-clergy employees of the Presbytery shall be covered by the Worker's Compensation law of the State.

### b. Holidays

The Presbytery shall grant the following eleven (11) paid holidays to all staff, in accordance with local customs and laws:

New Year's Day  
Martin Luther King's Birthday  
Good Friday  
The Monday following Easter  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day

1. Holidays falling in a Saturday shall be observed the previous Friday; those falling on a Sunday shall be observed the subsequent Monday.
2. Holidays occurring during vacation time shall increase that vacation time accordingly.
3. Employees required to work during a holiday shall be given an alternate day off.

### c. Sick and Personal Leave:

Non-exempt employees accumulate 10 working days sick leave in each calendar year, with unused days cumulative up to 60 working days. Sick leave

entitlement during the first year of employment will be prorated according to length of employment. Exempt employees follow the same formula, except that they are granted 60 days of sick leave at beginning of employment. The maximum accumulation of 60 working days of sick leave applies to all employees.

1. Sick days (not to exceed five days for each illness or injury) also may be used when a member of the employee's immediate family is ill or injured.
2. Employees shall have no claim for pay in lieu of unused sick leave at the time of termination of employment.
3. For illness in excess of three (3) days all employees may be required to submit a doctor's certificate indicating the nature of the illness. The Staff Support committee may require the employee to be examined by a physician of the committee's choice at the committee's expense. When extended medical leave is anticipated, advance approval should be secured.

d. Vacation

Vacation with pay is provided for all regular employees for rest, refreshment, and relaxation. Vacations are not cumulative, must be used within the calendar year, except when special provision has been made by the Staff Support committee and the Executive Presbyter.

1. Exempt employees are entitled to at least one full month's vacation per year in accordance with the terms of the contract or call.
2. Full-time non-exempt employees are entitled to annual paid vacation according to the following schedule. Vacation entitlement during the first year of employment will be prorated accordingly:

Service from 0 to 5 years:	10 working days
Service from 5 to 10 years:	15 working days
Service from 11 years & over:	20 working days

e. Study Leave:

Study leave with salary is provided for all exempt staff in accordance with their current terms of compensation and in alignment with the requirements of the Committee on Ministry guidelines for compensation for teaching elders. Unused study leave time and unused Continuing Education expenses for any year may be applied to immediate subsequent years to a maximum of three. Study leave activities shall be reported annually to the Staff Support committee.

f. **Training Required by Employer for Increased Work Effectiveness:**

In some instances, new training or retraining may be required by the Presbytery for staff to function well in their work. When the Presbytery judges this to be necessary for any staff member it shall be the responsibility of the Presbytery as an employer to provide both time with pay and the expenses of the training.

g. **Health Insurance:**

1. For exempt employees: Presbytery paid major medical and family coverage is provided through the Board of Pensions of the Presbyterian Church (U.S.A.).
2. For non-exempt full-time employees: Presbytery paid health insurance shall be provided, except where a spouse's employment already provides such coverage.

h. **Pension:**

1. All full-time exempt employees who have completed a waiting period may be enrolled in the plan from the Board of Pensions of the Presbyterian Church (U.S.A.), for which dues are paid by the Presbytery.
2. Tax Sheltered Annuities: Any employee may elect to designate a portion of his/her salary to be used for purchase of a tax sheltered annuity or other tax saving benefit. A copy of the related contract, signed, must be submitted to the Executive Presbyter before any deductions will be made.

i. **Death in Service:** When the death of an exempt or non-exempt member of Presbytery staff person occurs, the spouse, or dependents, shall receive a separation allowance. The amount shall be the equivalent of the salary of the deceased for thirty (30) days from the time of death, unless covered otherwise.

j. **Bereavement Leave:** In the event of death in the immediate family, (wife, husband, child, brother, sister, 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 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 death of another relative, up to three (3) days will be allowed.

k. **Jury/Military Leave:** Any employee called upon to serve jury duty will be granted leave with pay for this purpose, with the understanding the jury pay will be returned to the employer. An employee will be granted up to two weeks unpaid military leave each year, without charge to the employee's vacation time, to complete his/her annual training or the employee may use their vacation time and be paid for the time they are attending such training. Also, if the employee is called to active duty with the military forces of the United

States they will be granted a leave of absence without pay for the period of such active duty. Upon return they will be returned to the job they had when they were called to active duty or another position with the same status and pay.”

**l. Compensatory Time (for non-exempt staff)**

1. Overtime work is to be kept at a minimum in the Presbytery offices and is not encouraged. Compensation for approved overtime work shall be given either as Compensatory Time or at the following rates of pay:
  - a. Over 37.5 hours to 40.0 hours: base hourly pay
  - b. Above 40.0 hours: 1.5 times base hourly pay
2. Compensatory time earned must be used within three months from the date earned or time will be lost, unless negotiated otherwise with the Executive Presbyter.

**m. Travel and Business Expense Reimbursement**

**1. General**

- a. Expenses will be vouchered with receipts attached, if possible. The Presbytery bookkeeper retains vouchers.
- b. A record of dates and purposes of travel should be kept by the staff person for IRS review, if required.
- c. Travel includes auto mileage, plane fare, taxi, rental car, road tolls, parking fees, and lodging.

**2. Mileage**

- a. Staff travel by personal car on weekdays is reimbursed from office to destination and return to office.
- b. On weekends or evenings, reimbursement is from home to destination and return to home.

**3. Meals**

- a. Reimbursable meals for staff are incurred during required travel time, while at an over-night conference or when a staff person initiates a working meal with another person.
- b. Group meals, when necessary for the conduct of Presbytery business, shall be charged to the committee for which the business occurs.

#### 4. Study Leave

- a. Registration fees for study leave events should be approved in advance by the Executive Presbyter and charged to the study leave account.
- b. Travel for study leave events should be charged to the travel account.

#### 5. Gratuities

- a. Members of the Presbytery staff are free to accept or decline invitations to conduct worship at congregations and to receive honoraria.
- b. When staff are at congregations to represent the Presbytery (installations, special presentations, etc.) no honoraria may be accepted.

#### 7. Discipline

Except for the process used to Suspend and Terminate Employees as explained below in Paragraphs c. and d., the following applies to both Exempt and Non-Exempt employees.

##### a. Disciplining an employee occurs for one of two reasons.

1. Unsatisfactory job performance, i.e. the employee is inefficient or ineffective on the job, either because of inability or unwillingness.
2. Misconduct, i.e. an employee conduct in not in a manner appropriate for a business office of the Presbytery of the Miami Valley. While such normally applies to conduct “on the job” there may be instances in which an employee’s conduct brings discredit or embarrassment to the Presbytery of the Miami Valley.
3. Misconduct includes, but is not limited to, the following:
  - a. Insubordination
  - b. Neglect in the care or use of Presbytery property and/or funds.
  - c. Habitual unexcused absences of tardiness (more than three times in a six month period).
  - d. Discourteous treatment of the public or other employees.
  - e. Falsification of employment application or work record.
  - f. Harassment of other employees or sexual misconduct.

##### b. Types of disciplinary Action

1. Unsatisfactory job performance: An employee whose job performance is not satisfactory shall normally be told by the immediate supervisor who will counsel the employee as to their deficiencies, set up a performance improvement program if appropriate, and establish a time frame to correct the deficiencies. This shall normally be a thirty-to-sixty-day period. The plan will be tailored to specific needs, but in general outline the following:

- a. What was wrong, and why it was wrong
- b. What steps the employee must take to correct the problem
- c. What assistance (if applicable) the employee's supervisor can provide
- d. Time frame in which the employee must exhibit an improvement
- e. Steps which will be taken if performance does not improve during that time frame

If at the end of that time, an employee whose performance has still not improved to the supervisor's satisfaction, shall be (with the concurrence of the Executive Presbyter) formally notified in writing of continued deficiencies. This notification shall state what is not being done, what is expected, and what steps must be made to correct any deficiencies, and the allotted time frame, which shall be considered a *probationary* period – normally a period of three to six months. If performance does not so improve, employment shall be terminated with a two week notice.

2. Misconduct: When an employee's behavior is such that discipline is necessary, it normally will be progressively severe; however, for unusually serious problems or violations, an employee may be terminated immediately. The following steps shall normally apply:
  - a. First Offense: Normally action taken after the first offense is a verbal discussion of the problem with the employee. A written notation will be made in the employee's record which will be kept for a period of two years. The two-year period will begin anew whenever an additional offense occurs.
  - b. Second Offense: Normally action taken in a second offense within one year of the first offense would be a written reprimand to the employee with the written reprimand kept for a period of two years. The two-year period will begin anew whenever an additional offense occurs.
  - c. Third Offense: Normally action taken as a result of a third offense within a one-year period would be a suspension without pay for from 3 to 14 workdays. A written record will be made of this action and it will be kept in the employee's record for a period of five years. The five-year period will begin anew whenever an additional offense occurs.
  - d. Fourth Offense: Normally an employee will be terminated for four or more offenses within a two-year period. The action will be made a permanent part of the employee's record.

c. Procedure for Suspending or Terminating Exempt Employees

1. The process stated in the *Rules of Discipline (D-6.0202)* shall apply and supersede all other Presbytery procedures.
2. The complete record of reasons for discharge, including the report of performance evaluations, events, facts, and discussions regarding the

proposed action of an exempt staff employee shall be retained by the Presbytery for ten years with strict confidentiality.

d. Procedure for Suspending or Terminating Non-Exempt Employees

When it is proposed that a non-exempt employee be suspended or terminated for cause, the employee's supervisor will notify the Executive Presbyter of the proposed action, including the justifying reasons. With the approval of the Executive Presbyter, the employee will be notified in writing of the proposed action. The employee will have 15 days from the day they receive the written notice of the proposed action to appeal the decision to the chair of the Staff Support committee. Within 15 days of the day the employee files a written appeal, the chair of the Staff Support committee will convene or discuss the appeal with all available members of the Staff Support committee. On a majority recommendation they shall make a final decision to approve, amend, or reject the action proposed. The employee has no additional appeal rights.

8. Employment Separation

a. Voluntary

1. Resignation: The employee has the responsibility to give at least two weeks notice of their resignation to their supervisor. The supervisor will, in turn, notify the Executive Presbyter and the Staff Support committee. Failure to do will be recorded on the staff member's employment record.

2. Retirement:

a. The pension plan of the Board of Pensions 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.

b. Subject to normal performance standards, employees who desire to work beyond age 65 may do so. Those who desire to work beyond age seventy (70) may continue on a year-to-year basis subject to the following terms:

1. Exempt: upon recommendation of the Staff Support committee and the concurrence of the Presbytery

2. Non-exempt: upon recommendation of the Executive Presbyter and the concurrence of the Staff Support committee

b. Involuntary as a Result of Budget Reduction and Reorganization

1. Separation because of reductions in budget, reorganization, or other circumstances that are no fault of the employee is at the discretion of the Presbytery.
2. For Exempt staff employees, six (6) months notice shall be given unless otherwise provided by an individual contract with continuing payment during the continuing employment.
3. For Non-exempt employees, ninety (90) days notice will be given with continuing payment for continuing employment.
4. The two-week notice or resignation period is waived for all employees during the time periods covered in the preceding two paragraphs.

9. Revisions or Amendments to Personnel Policy

Staff Support committee: The Staff Support committee shall review the personnel policies of the Presbytery at least every two years, and may recommend changes or amendments to the Presbytery.

**Section 1.08: Staff Family Leave**

1. Theological Grounding:

God created us to be in relationship with one another, to care for one another, and to participate in families. We are required to honor our father and mother, and to care for our children and kin. Thus, provision is made when a staff person needs to be absent from work in order to care for both self and family.

2. Purpose:

To ensure that presbytery staff receive fair and equitable leave when required. It is anticipated that staff will only use this policy when needed, and not abuse the generosity of the presbytery.

3. Guidelines:

- a. Family Leave: When a staff person needs to take extended leave due to the needs of a family member, the Staff support Committee should be informed as soon as possible. Situations that may fall under this heading include, but are not limited to, an extended hospitalization/rehabilitation, the need to place a family member into long-term care, and the need to take care of property in the event of death. Family leave may be up to 12 weeks in length, during which time the staff person should receive full effective salary and full Pension dues, if applicable. Additional leave, if required, shall be negotiated with the presbytery through the Staff Support Committee.

- b. Maternity Leave: When a staff person becomes pregnant, the Staff Support Committee should be informed within 12 weeks of a physician's confirmation of the pregnancy. Maternity leave should ordinarily begin with the physician's certification that the staff person can no longer perform her duties and end when she is medically released by her physician to return to her professional duties. This is ordinarily an eight-week period, during which the staff person should receive full effective salary and full Pension dues, if applicable.
- d. Paternity Leave: If a staff person's spouse becomes pregnant, the staff person should notify the Staff Support Committee within 12 weeks of a physician's confirmation of the pregnancy. A request for paternity leave should be made no later than a month before the requested leave is to begin. Paternity leave may be up to 8 weeks in length, during which time the staff person shall receive full effective salary and full Pension dues, if applicable. If additional leave is necessary, it may be arranged under the terms of the Family Leave paragraph of this section.
- e. Adoption Leave: Recognizing that the adoption of a child requires as much of a transition as the birth of a child, a staff person who is adopting should be granted leave commensurate with maternity or paternity leave. If additional leave is necessary, it may be arranged under the terms of the Family Leave paragraph of this section.
- f. Military Leave: Staff persons who serve in the Military Reserves shall ordinarily settle on all details regarding their military requirements in a Mobilization Agreement with Staff Support at the time of their employment, or at the time of beginning reserve service. These details should include the annual two-week training period during which time presbytery shall make up the difference between the military reimbursement and the staff person's current salary.

**Section 1.09: Staff Support**

The Executive Presbyter shall serve as staff support without vote.

**(End of Article I)**

## **ARTICLE II PRACTICE**

### **Section 2.01:      Schedule of Meetings**

Meetings shall be held quarterly, normally on the second Tuesday of January, April, July, and October. The committee may meet in special session as needed. All actions taken by the Staff Support committee shall be reported at the next meeting of the Leadership Council.

### **Section 2.02:      Review of Professional Presbytery Staff**

Reviews of the professional Presbytery staff occur in coordination with the cycles of terms of service.

1. For both the Executive Presbyter and Stated Clerk, there shall be a comprehensive review soon after the completion of the first year of the initial term of service. This review shall engage chairs of committees staffed by the individual, along with any other leaders in the Presbytery who might be in positions to comment on professional staff performance. This review should relate to how the work during the first year related to the ministry, mission, and vision of the Presbytery. There shall also be a self-evaluation made by the professional staff as part of this review. The committee shall review their findings with, and make any recommendations to, the professional staff member. The first year review shall be reported to the Leadership Council.
2. For both the Executive Presbyter and Stated Clerk there shall be annual mid-term reviews, conducted soon at the end of mid-term years two and three. Mid-term reviews shall be engage chairs of committees staffed by the Executive Presbyter, along with other leaders in the Presbytery who may be in positions to comment on professional performance, however, unlike the first year review of the initial term of service, the process for information gathering shall be less comprehensive and involved (i.e. a questionnaire), and shall also be focused on the *continued* performance of the Executive Presbyter. There shall also be a self-evaluation made by the Executive Presbyter as part of this review. This type of review shall also be used during the first years of any re-elected terms. The committee shall review their findings with, and make any recommendations to, the Executive Presbyter. This review shall be reported to the Leadership Council.
3. For both the Executive Presbyter and the Stated Clerk, there shall be a comprehensive review six months prior to the end of the final year of the term of service. Conducted much like the comprehensive first-year review of the initial service, the review shall also focus on the prospect and value of re-election to the position. There shall also be a self-evaluation made by the professional staff as part of this review. The committee shall review their findings with, and make any

recommendations to, the professional staff member. As part of the final-year term review Staff Support committee shall recommend to the Leadership Council whether or not the professional staff member should be proposed for reelection.

**Section 2.03      Review of Presbytery Support Staff**

As part of the role as Presbytery head of Staff, annual reviews for the Presbytery support staff are conducted by the Executive Presbyter.

The Staff Support committee shall provide counsel to the Executive Presbyter as to the process undertaken and shall review all evaluations and recommendations made by the Executive Presbyter.

The Staff Support committee shall, if requested by the Executive Presbyter, counsel individuals of the support staff with respect to annual evaluations.

**(End of Article II)**

**(End of Staff Support Policy and Practice)**