

Presbytery Advance
Packet for
November 12 2011

Part 2

**THE PRESBYTERY OF THE MIAMI VALLEY
BYLAWS**

**ARTICLE I
ORGANIZATION**

Section 1.01: Purpose

The Church is the body of Christ. Christ gives to the Church all the gifts necessary to be his body. The Church strives to demonstrate these gifts in its life as a community in the world (1 Cor. 12:27–28):

The Church is to be a community of faith, entrusting itself to God alone, even at the risk of losing its life.

The Church is to be a community of hope, rejoicing in the sure and certain knowledge that, in Christ, God is making a new creation. This new creation is a new beginning for human life and for all things. The Church lives in the present on the strength of that promised new creation.

The Church is to be a community of love, where sin is forgiven, reconciliation is accomplished, and the dividing walls of hostility are torn down.

The Church is to be a community of witness, pointing beyond itself through word and work to the good news of God's transforming grace in Christ Jesus its Lord.

(Book of Order F-1.0301)

Section 1.02: Name and Function

The Presbytery of the Miami Valley of the Presbyterian Church (U.S.A.) is a council of the Presbyterian Church (U.S.A.) including Presbyterian congregations in Butler, Champaign, Clark, Clinton, Darke, Greene, Logan, Miami, Montgomery, Preble, Shelby, and Warren counties in the state of Ohio.

Section 1.03: Organization

The Presbytery of the Miami Valley (hereinafter the "Presbytery") is a non-profit corporation organized and existing under the Ohio Nonprofit Corporation Law.

(End of Article I)

ARTICLE II MEMBERS

Section 2.01: Teaching Elders

Teaching elders shall be enrolled and maintain their membership in the Presbytery as provided in *G-3.0366* of the most recent *Book of Order* and policies of the Committee on Ministry in the *Presbytery of the Miami Valley Policy and Practice*. It shall be the duty of each teaching elder who is an active member or a member-at-large to attend all stated meetings of the Presbytery.

Whenever a teaching elder fails to attend four consecutive stated meetings without excuses satisfactory to the Presbytery, the teaching elder shall be notified in writing by the Stated Clerk and shall be requested to render satisfactory reason for this absence. Teaching elders who are Honorably Retired or permanently disabled are granted an excuse from attendance at all meetings of the Presbytery.

Section 2.02: Representatives of Churches

Each session under the jurisdiction of the Presbytery shall be represented at each meeting of the Presbytery by the number of ruling elders directed by the following active membership calculations:

1 – 400 members:	1 ruling elder
401 – 800 members:	2 ruling elders
801 – 1200 members:	3 ruling elders

Whenever a session is not represented by a regularly elected ruling elder commissioner at four consecutive Stated Meetings without excuses satisfactory to the Presbytery, the session shall be notified in writing by the Stated Clerk and shall be requested to render satisfactory reason for this absence.

Section 2.03: Ruling Elder Members of the Presbytery

Ruling elders elected to serve as Moderator, Vice-Moderator, Leadership Council Chair, a member of the Leadership Council, chairperson of a standing committee, Executive Presbyter, and Stated Clerk shall be enrolled as ruling elder members of the Presbytery for the duration of service in these positions, whether or not commissioned by their sessions.

Section 2.04: Corresponding Members

Former moderators of the Presbytery who are ruling elders shall be enrolled as corresponding members of the Presbytery with voice but no vote as long as they maintain active membership with a member church. A ruling elder serving as recording clerk shall be enrolled as a corresponding member.

Visiting teaching elders may be seated as corresponding members by majority vote of the Presbytery. Such persons shall have voice but no vote.

Section 2.05: Imbalance of Teaching and Ruling Elders

When the number of resident teaching elders entitled to vote in the Presbytery is greater than the number of ruling elders so entitled, this imbalance shall be redressed annually by providing for the election, appointment, or selection of additional ruling elders, paying special attention to the concerns of *G-3.0103*. Such additional elders shall serve for one-year terms, beginning at the close of the May meeting of Presbytery.

(End of Article II)

**ARTICLE III
OFFICERS**

Section 3.01: Officers.

The officers of the Presbytery shall be: Moderator, Vice-Moderator, Leadership Council Chair, Stated Clerk, and Recording Clerk. All positions will be held by a teaching elder member of Presbytery or a ruling elder on the active membership roll of a member church. These officers shall perform the duties prescribed by the *Presbytery of the Miami Valley Policy and Practice* and by the parliamentary authority as described in the most recent edition of the most recent edition of *Roberts Rules of Order Newly Revised*.

Section 3.02: Nomination Procedure, Time of Elections

At the May stated meeting of the Presbytery, the Committee on Nominations shall present nominations for all open officer positions. Nominations from the floor shall be permitted.

Section 3.03: Term of Office

Persons elected as Moderator, Vice Moderator, and Leadership Council chair shall be elected to serve for one year and their term of office begins immediately upon installation. Persons serving as Stated Clerk and Recording Clerk shall be elected to serve three year terms.

Section 3.04: Office-Holding Limitations

No member shall hold more than one office at a time.

(End of Article III)

ARTICLE IV MEETINGS

Section 4.01: Stated Meetings

Unless modified by action of Presbytery there shall be four (4) Stated Meetings each year.

February: The second Saturday @ 9:00 am
May: The second Tuesday @ 4:00 pm
September: The second Tuesday @ 4:00 pm
November: The second Saturday @ 9:00 am

Section 4.02: Special meetings

The Moderator shall call a special meeting at the request, or with the concurrence, of two teaching elders and two ruling elders, the ruling elders being of different churches. Should the Moderator be unable to act, the stated clerk shall, under the same conditions, issue the call. Except in the cases of emergency, notice of a special meeting shall be sent no fewer than ten (10) days in advance to each minister and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.

Section 4.03: Quorum

The quorum of the Presbytery shall be any three teaching elders and the ruling elders present, provided that at least three churches are represented by ruling elders.

Section 4.04: Location

The Leadership Council shall establish the location of each stated meeting of the Presbytery. Through the Stated Clerk, the Council shall solicit and receive invitations from sessions that wish to host the stated meetings of the Presbytery.

Section 4.05: Docket

The officers shall prepare a proposed docket for each meeting of the Presbytery. The Stated Clerk shall forward a copy of the proposed docket to each teaching elder and clerk of session ten (10) days in advance of each meeting.

(End of Article IV)

ARTICLE V LEADERSHIP COUNCIL

Section 5.01: Purpose

The Leadership Council shall be responsible for the coordination and superintending of the agencies necessary to execute the work of the Presbytery that are responsible to the Presbytery through the Leadership Council.

The Leadership Council shall develop a *Policy and Practice* manual describing as *policy*, those aspects of the work for which authorization from the Presbytery is *required*; and to which any changes must be approved by Presbytery.

Section 5.02: Specific Duties and Powers

The Leadership Council shall have general supervision of the affairs of the Presbytery between its business meetings; set the agendas and fix the hour and place of meetings; make recommendations to the Presbytery; and perform other duties as are specified in the *Leadership Council Policy and Practice*.

The Leadership Council shall be directly responsible to, and shall be subject to the orders of, the Presbytery, and none of its acts shall conflict with action taken by the Presbytery.

Section 5.03: Members

The officers of the Presbytery plus elected and/or appointed elders shall constitute the Leadership Council. Such composition shall be detailed in the *Leadership Council Policy and Practice*.

Section 5.04: Meetings

Unless otherwise ordered by the Leadership Council, regular meetings shall be held on the second Thursday of each month. Places and times of meetings shall be the decision of the Leadership Council.

Special meetings of the Board may be called by the Leadership Council chair and shall be called upon the written request of three members of the Leadership Council.

Section 5.05: Staff Support

The Executive Presbyter, Stated Clerk and Treasurer shall provide staff support, without vote, to the Leadership Council.

(End of Article V)

**ARTICLE VI
COMMITTEES AND COMMISSIONS**

Section 6.01: Standing Committees

Standing committees of the Presbytery will be identified by the Leadership Council and will include all bodies required by the Ohio Nonprofit Corporation Law. Composition, duties and policies of such committees are detailed in the *Presbytery of the Miami Valley Policy and Practice*.

Section 6.02: Administrative Commissions

The use of Administrative Commissions will comply with the guidelines provided in the *Book of Order (G-3.0109b)*. Once authorized by the Presbytery at a duly called meeting, the Moderator shall appoint ruling and teaching elders to the commission in accordance with the action of the Presbytery.

Section 6.03: Investigating Committees

The Moderator of the Presbytery may appoint an Investigating Committee between stated meetings of the Presbytery as authorized by *D-10.0201b* upon receipt by the Stated Clerk of a written statement of an offense as defined in *D-10.0101* and *D-10.0102*. If the Moderator disqualifies her/himself in a particular case, the Moderator may delegate to the Vice Moderator the authority to appoint an Investigating Committee. In making the appointment, the Moderator or Vice Moderator shall consult with the Executive Presbyter and Stated Clerk of the Presbytery or their designees. The appointment of Investigating Committees shall be reported as information to the next stated meeting of the Presbytery.

Section 6.04: Committees of Counsel

In the event the Presbytery becomes a complainant or respondent in a remedial case (*D-6.0302*), the Moderator of the Presbytery may appoint a Committee of Counsel between stated meetings of the Presbytery as authorized by *D-6.0302a*. If the Moderator disqualifies her/himself in a particular case, the Moderator may delegate to the Vice Moderator the authority to appoint a Committee of Counsel. In making the appointment, the Moderator or Vice Moderator shall consult with the Executive Presbyter and Stated Clerk of the Presbytery or their designees. The receipt of the remedial complaint and the appointment of committees of counsel shall be reported as information at the next stated meeting of Presbytery.

(End of Article VI)

**ARTICLE VII
PARLIAMENTARY AUTHORITY**

Section 7.01: Constitutional Fidelity

The *Bylaws of the Presbytery of Miami Valley* and the government of this Presbytery shall at all times be in consonance with the Constitution of The Presbyterian Church (U.S.A.). The rules contained in the most recent edition of *Roberts Rules of Order Newly Revised* shall govern the Presbytery in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Presbytery may adopt.

(End of Article VII)

**ARTICLE VIII
AMENDMENTS**

Section 8.01: Bylaws

These bylaws may be amended at any stated meeting of the Presbytery by a two-thirds vote, provided that the amendment has been submitted in writing at the previous stated meeting. The by-laws may be temporarily suspended without such notice when two-thirds of the members present vote in favor of such suspension.

Section 8.02: Policy and Practice

The *Bylaws of the Presbytery of the Miami Valley* shall include an attachment referred to as the *Presbytery of the Miami Valley Policy and Practice*, which includes *Polity and Practice* for the Leadership Council and all standing committees of the Presbytery.

The purpose of the *Presbytery of the Miami Valley Policy and Practice* shall be to describe general policies of the Presbytery and the structure, purpose, duties and policies of the individual committees of the Presbytery.

Changes to *policy* in the *Presbytery of the Miami Valley Policy and Practice* shall be by majority vote of Presbytery with at least ten (10) days prior notice of such changes. Changes to *practice* may be made by the respective councils and committees charged with their oversight.

(End of Article VIII)

(End of Presbytery of the Miami Valley Bylaws)

PRESBYTERY OF THE MIAMI VALLEY POLICY AND PRACTICE DOCUMENTS

NOTES FOR PRESBYTERY REVIEW

Introduction

As the new ***Bylaws of the Presbytery of the Miami Valley*** will replace the former *Standing Rules*, new ***Policy and Practice*** documents will replace the former *Manual of Operations*.

The presbytery itself, along with each of the different entities within its structure, will have its own ***Policy and Practice*** document, each describing the presbytery policies that govern the work a particular committee (Policy), along with general information as to process, schedule and resources (Practice). Thus, there will be nine such manuals:

1. *PMV Policy and Practice*
2. *Leadership Council Policy and Practice*
3. *Committee on Ministry Policy and Practice*
4. *Committee on Preparation for Ministry Policy and Practice*
5. *Nominations Policy and Practice*
6. *Network Support and Grants Policy and Practice*
7. *Presbytery Trustees Policy and Practice*
8. *Participation, Diversity and Representation Policy and Practice*
9. *Staff Support Policy and Practice*

Existing presbytery policies have been folded into the individual documents where they best apply. For instance, the presbytery policy “*Preventing and Responding to Sexual Misconduct*” is contained in the *PMV Policy and Practice* as it applies to the entire presbytery; the presbytery’s “*Personnel Policy*” is part of the *Staff Support Policy and Practice*. Where necessary, language, references, and citations have been updated or clarified to reflect the major constitutional changes to the *Book of Order*.

Policy is understood to mean that which has been approved by the presbytery and can be modified or amended only by action of presbytery. As with other policies, amendments or modifications do not require a “first reading” as do changes to Bylaws.

Practice is understood to be those aspects of the work of a particular committee that are solely under the purview of the committee itself, and do not need presbytery approval to modify.

Thus only the “Policy” portions of the Policy and Practice documents submitted to the presbytery require approval.

Four manuals are being submitted for approval at this time, with the balance scheduled for the February presbytery meeting. The following are summaries of the differences from current presbytery policy reflected in the (former) Standing Rules and Manual Operations.

PMV Policy and Practice

1. Language, references and citations reflect the new *Book of Order*, which took effect July 10, 2011.
2. Committees and other entities of the presbytery reflect the structure of the presbytery in accordance with the Bylaws submitted for approval.
3. *Section 3.06 Meetings* reflects and codifies current practices with respect to the use of electronic “real time” meetings.
4. Descriptions of the various committees (*Sections 3.07-3.14*) reflect language in the *Book of Order* as well as those in the (former) Manual of Operations. These are consistent with the presbytery New Design adopted in June 2007.
5. **There are no changes to existing presbytery policy reflected in the document.**

Leadership Council Policy and Practice

1. Language, references and citations reflect the new *Book of Order*, which took effect July 10, 2011
2. **There are no changes to existing presbytery policy reflected in the document.**

Committee on Ministry Policy and Practice

1. Language, references and citations reflect the new *Book of Order*, which took effect July 10, 2011
2. *Section 1.06 Authority to Act as Presbytery* lists the authority previously granted to COM by the presbytery under former *G-11.0502(h)* – the equivalent no longer

exists in the *Book of Order*.

3. *Section 1.14 Pastoral Succession in Congregations* is a recommendation for **new presbytery policy** required because of changes to the *Book of Order*.
4. *Section 1.18 Head of Staff* is a recommendation for **new presbytery policy** born out of COM experience in congregations within the presbytery.
5. *Section 1.19 Pastoral Affiliates* is **new presbytery policy** necessary because the *Book of Order* no longer recognizes the role of Parish Associate.
6. *Section 1.22 Criminal Background Checks* reflects presbytery practice for the past five years but was never made presbytery policy.
7. **There are no other recommendations for new presbytery policy in the document.**

Nominations Policy and Practice

1. Language, references and citations reflect the new *Book of Order*, which took effect July 10, 2011
2. **There are no changes to existing presbytery policy reflected in the document.**

**PRESBYTERY OF THE MIAMI VALLEY
PMV POLICY AND PRACTICE**

**ARTICLE I
OFFICERS**

Section 1.01: Moderator

The Moderator shall serve for a term of one year. The authority and duties of the Moderator are set forth in *G-3.0104*, and shall include those of presiding officers outlined in the most recent edition of *Roberts Rules of Order Newly Revised*.

The Moderator shall plan worship services at stated meetings of the Presbytery during the year of service, and shall perform such other duties as may be assigned by the Presbytery.

Section 1.02: Vice-Moderator

The Vice-Moderator shall serve for a term of one year and will ordinarily be nominated for Moderator the following year. The Vice Moderator shall perform such duties as may be assigned by the Moderator and by the Presbytery.

Section 1.03: Leadership Council Chair

The Leadership Council Chair shall preside over the meetings of the Leadership Council and, ordinarily, shall be the person who has most recently completed a term as Moderator.

Section 1.04: Stated Clerk

The Stated Clerk is the chief ecclesiastical officer of the Presbytery in accordance with *G-3.0104*, which states:

Each council shall elect a clerk who shall record the transactions of the council, keep its rolls of membership and attendance including the rolls of all Certified Christian Educators and Certified Associate Christian Educators and all Ruling Elders commissioned to particular pastoral service, preserve its records, and furnish extracts from them when required by another council of the church. Such extracts, verified by the clerk, shall be evidence in any council of the church. The clerk of the session shall be a ruling elder elected by the session for such term as it may determine. The clerk of a presbytery, a synod, and the General Assembly shall be called stated clerk, shall be elected by the council for a definite term as it may determine, and must be a ruling elder or teaching elder.

The Stated Clerk of the Presbytery shall be elected at a May meeting of the Presbytery for a term of three years and may be reelected for an indefinite number of terms.

1. The Stated Clerk shall serve as parliamentarian of the Presbytery and assist the Leadership Council in making all necessary arrangements for each meeting of the Presbytery, including the preparation of a docket, registration, maintenance of accurate minutes, compilation of floor papers, and proper notification of all meetings with teaching elder, ruling elder and certified Christian educator members of the Presbytery, and ruling elder commissioners.
2. The Stated Clerk shall maintain the Standing Rules and Manual of Operations under the direction of the Council.
3. The Stated Clerk shall act as the Secretary of the Corporation.
4. The Stated Clerk shall oversee the work of the Recording Clerk and Presbytery historian.
5. The Stated Clerk shall perform other duties as directed by the Presbytery or by the Leadership Council.

The Stated Clerk shall receive compensation for services in an amount set by the Presbytery and shall be responsible to the Presbytery through the Leadership Council and Staff Support committee.

Section 1.04: Recording Clerk

The Recording Clerk shall be concurrently elected with the Stated Clerk for a term of three years and may be reelected for an indefinite number of terms. The Recording Clerk shall serve as assistant to the Stated Clerk and may perform the latter's duties whenever the Stated Clerk is unable to act.

The Recording Clerk shall be assigned the specific task of taking such notes as may be necessary to provide information from which the Stated Clerk can prepare the minutes of the Presbytery meetings.

(End of Article I)

ARTICLE II STAFF

Section 2.01: General

The staff of the Presbytery of the Miami Valley shall have the responsibility to assist the Presbytery, its congregations, committees, and members in the work of promoting the mission of the Church of Jesus Christ in and through the Presbytery and other cooperative ministries of denominational, ecumenical, and interfaith agencies.

Section 2.02: Position Descriptions

Detailed position descriptions shall be maintained up-to-date by the Staff Support committee according to changing needs and shall be available at all times in the files of the Presbytery.

Section 2.03: Personnel Files

Staff personnel files, both written and electronic, shall be considered confidential and available to the Executive Presbyter and members of the Staff Support committee. Written files shall be stored at the Presbytery office.

Section 2.04: Executive Presbyter

The Executive Presbyter shall be the chief administrative and executive officer of the Presbytery, and shall supervise the Presbytery staff. The Executive Presbyter shall be a teaching elder or ruling elder elected by the Presbytery for a term of five years and may be reelected for an indefinite number of terms. The Executive Presbyter shall receive compensation in an amount set by the Presbytery.

The Executive Presbyter shall assist the Presbytery in the implementation of strategy and program, providing staff services as necessary. The Executive Presbyter shall be responsible to the Presbytery through the Leadership Council and Staff Support committee.

Section 2.05: Presbytery Support Staff

Presbytery support staff shall consist of those positions necessary to execute the administrative and support work of the Presbytery. Such positions shall be authorized by the Leadership Council in consultation with the Staff Support committee, and shall carry with them compensation as set by the Presbytery.

(End of Article II)

ARTICLE III STANDING COMMITTEES

Section 3.01: General

The Leadership Council shall create standing committees to execute the various functions necessary to carry out the mission and ministry of the Presbytery, in accordance with *G-3.0109* of the *Book of Order* which states:

Councils may designate by their own rule such committees and commissions as they deem necessary and helpful for the accomplishment of the mission of the church, and may create such structures jointly with other councils, in consultation with the next higher council. In appointing such committees and commissions councils shall be mindful of the principles of unity in diversity consistent with the provisions of this Constitution (F-1.0403, G-3.0103).

Section 3.02: Committees of the Presbytery

The standing committees of the Presbytery shall be:

1. Committee on Ministry
2. Committee on Preparation for Ministry
3. Nominations
4. Network Support and Grants
5. Presbytery Trustees
6. Participation, Diversity and Representation
7. Staff Support

Section 3.03: Policy and Practice

Each standing committee shall develop its own *Policy and Practice* manual. In this context, *Policy* shall refer to those parts of the committee's work which require *authorization from the Presbytery*, and therefore will be understood to be an extension of Presbytery policy. Changes to such policy shall require the consent of the Presbytery.

Section 3.04: Participation

Each committee shall be comprised of an equal number of teaching elders and ruling elders, who shall be nominated by the Nominating Committee and elected by the Presbytery in accordance with *F-1.0403* and *G-3.0103* of the *Book of Order*.

1. Each committee shall be empowered to appoint additional persons to their elected number as dictated by their special workload or the need for some particular talent or expertise. Such persons shall have no vote.
2. A member of any committee needing to resign for good cause shall notify the chair of the particular committee who will then make a written request for replacement. This statement shall be filed with the Stated Clerk who shall forward the request to the Nominations committee.

3. Each committee is responsible for encouraging full participation of its members. Should a member of a committee fail to attend or participate in the work of the committee, the committee may, after conferring with the member, make a written request for replacement, which shall include the reason for requesting the replacement and the nature of the discussion with the member to be replaced. The request shall be filed with the Stated Clerk who shall forward it to the Nominations committee, which may recommend to Presbytery that the position of the nonparticipating member be declared vacant and nominate a person to fulfill the unexpired term.

Section 3.05: Officers

Each standing committee shall have a chair, nominated by the Committee on Nominations and elected by the presbytery, and any other officers that may be specified in the specific committee's *Policy and Practice*.

Section 3.06: Meetings

Each standing committee shall meet on a regular schedule which shall be determined by its own action. All standing committees shall meet a minimum of four (4) times per year.

1. Quorums for all meeting of standing committees shall be stated in each committee's *Policy and Practice*.
2. Meetings shall be opened and closed with prayer and shall be conducted in accordance with the most recent edition of *Roberts Rules of Order Newly Revised*, except when it is in contradiction to the *Book of Order*.
3. A Standing committee meeting with no quorum present may take actions conditional upon the subsequent ratification of a majority whole committee.
4. A standing committee may meet electronically in a "real-time" voice or visual teleconference provided that:
 - a. A quorum is present
 - b. Voting for all actions is by individual poll, rather than simultaneous voice vote
 - c. Provisions of Section 3.04 (1) and (2) are followed
5. A standing committee may also call a special meeting to consider actions that are time specific. When it is not possible or practical to meet either in person or electronically, a committee may take action via electronic or email polling. Each of the following conditions shall apply:
 - a. A specific return time for responses must be clearly stated.
 - b. All members of a standing committee (except those on leaves of absence) must return responses by the specified return time.
 - c. All votes *must* be in the affirmative.
 - d. The committee shall ratify and record this action at the next regular meeting.

Section 3.07: Committee on Ministry

The Committee on Ministry shall serve as pastor, counselor, and advisor to teaching elders and congregations, in accordance with *G-03.0307* which states:

Presbyteries shall be open at all times to communication regarding the life and ministry of their congregations.

Each Presbytery shall develop and maintain mechanisms and processes to serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators of the Presbytery; to facilitate the relations between the Presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and to settle difficulties on behalf of the Presbytery where possible and expedient.

The Executive Presbyter shall provide staff support for the Committee on Ministry. The Committee on Ministry shall be directly responsible to the Presbytery.

Section 3.08: Committee on Preparation for Ministry

The Committee on Preparation for Ministry shall support, guide and assist inquirers and candidates for the ordered ministry of teaching elder (*G-2.0501*) in accordance with *G-3.0307* which states:

Each presbytery shall develop and maintain mechanisms and processes to guide, nurture and oversee the process of preparing to become a teaching elder.

In addition, the Committee on Preparation for Ministry shall support, guide and assist individuals seeking service as certified Christian educators (*G-2.11.03*), and help individuals discern their sense of call to ministry in the Presbyterian Church (U.S.A.).

The Executive Presbyter shall provide staff support for the Committee on Preparation for Ministry. The Committee on Preparation Ministry shall be directly responsible to the Presbytery.

Section 3.09: Nominations

The Nominations committee shall make nominations for all required Presbytery elections, and shall develop and maintain a process encouraging good stewardship of Presbytery leadership resources.

The Stated Clerk shall provide staff support for the Nominations. The Nominations committee shall be directly responsible to the Presbytery.

Section 3.10: Network Support and Grants

The Network Support and Grants Committee shall oversee and administer the designated networks of the Presbytery, monitor the process for compliance of continuing denominational grants received by entities within the Presbytery, and allocate Presbytery network funds and grants.

The Executive Presbyter shall provide staff support for the Network Support and Grants committee. The Network Support and Grants committee shall be responsible to the Presbytery through the Leadership Council.

Section 3.11: Presbytery Trustees

To assist the Leadership Council in preparing the operating and mission budgets for the approval of the Presbytery and to serve as the Trustees of the corporation in accordance with *G-4.0101*.

The Executive Presbyter shall provide staff support for the Presbytery Trustees. The Presbytery Trustees shall be responsible to the Presbytery through the Leadership Council.

Section 3.12: Participation, Diversity and Representation

To advise the Presbytery with respect to the membership of the Presbytery itself, its committees, councils, and commissions, to assure the implementation of the church's commitment to *full expression of the rich diversity of the church in membership and inclusiveness* and *full participation and access to representation in decision making and employment practices*.

The Stated Clerk shall provide staff support for the Participation, Diversity and Representation committee. The Participation, Diversity and Representation committee shall be responsible to the Presbytery through the Leadership Council.

Section 3.13: Staff Support

The Staff Support committee shall review and evaluate the professional Presbytery staff, monitor the evaluation of Presbytery support staff, and provide counsel for the Executive Presbyter.

The Executive Presbyter shall provide staff support for the Staff Support committee. The Staff Support committee shall be responsible to the Presbytery through the Leadership Council.

Section 3.14: Permanent Judicial Commission

The Permanent Judicial Commission shall assist and enable the Presbytery in the proper exercise of church discipline, and to fulfill the constitutional requirements for such a commission, in accordance with *Chapter V* of the *Rules of Discipline*.

The Stated Clerk shall provide staff support for the Permanent Judicial Commission.

(End of Article III)

**ARTICLE IV
COVENANTAL AND OTHER RELATIONSHIPS**

Section 4.01: Covenantal Relationships

The Presbytery of Miami Valley may establish covenantal relationships with agencies and organizations which relate to the Presbyterian Church (U.S.A.), the Presbytery, and its member churches. Such covenants shall affirm mutual support and goals; attest to a visible relationship with the Presbytery; and endorse the work in ministry within the Presbytery's bounds. Such covenants shall permit the use of the name *Presbytery of the Miami Valley* by the outside organization or agency.

Covenants for this purpose are understood to be continuing and do not need renewal but may be ended at any time by action of either party.

Section 4.02: Self Development of People

The Presbytery of the Miami Valley shall establish a covenantal relationship with the local committee of *Self Development of People*, which is a ministry of the *One Great Hour of Sharing* from the General Assembly Mission Council. The local committee shall conform to the requirements of Self Development of People with respect to composition and organization, and certification.

The local committee of *Self Development of People* shall relate to the Presbytery through the Leadership Council, and shall self-certify to the Leadership Council that all requirements for the establishment and continuance have been fulfilled.

Section 4.03: Presbyterian Women

The Presbytery of the Miami Valley shall establish a covenantal relationship with *Presbyterian Women of the Miami Valley*, the local chapter of *Presbyterian Women*, an independent organization within the Presbyterian Church (U.S.A.).

Presbyterian Women of the Miami Valley shall relate to the Presbytery through the Leadership Council.

Section 4.04: Kirkmont Center, Inc.

The Presbytery of the Miami Valley shall establish a covenantal relationship with *Kirkmont Center, Inc.* which is an independent organization directing the program and ministry, and managing the facilities, of Kirkmont Center, a property owned by the Presbytery.

1. The Presbytery shall have six (6) members of the Board of Trustees of Kirkmont Center, Inc.; who shall be elected by the Presbytery.
2. The Executive Presbyter and a representative from the Leadership Council, chosen by the council from its members, shall serve as board members without vote.

Section 4.05 Other Relationships

Through members of particular churches, the Presbytery of the Miami Valley may have representation in organizations and agencies with connections to, and recognition by, the Presbyterian Church (U.S.A.) that conduct ministries of witness, service, and nurture, such as *Black Presbyterian Caucus*, *Korean Presbyterian Caucus*, and *Hispanic Presbyterian Caucus*. With permission of the Leadership Council, local chapters of such organizations may use the name of the *Presbytery of the Miami Valley*.

The organizations shall relate to the Presbytery through the Leadership Council.

(End of Article IV)

ARTICLE V COMMISSIONS

Section 5.01 General

G-3.0109b

Administrative commissions are designated to consider and conclude matters not involving ecclesiastical judicial process, except that in the discharge of their assigned responsibilities they may discover and report to the designating council matters that may require judicial action by the council.

Section 5.02 Membership

Administrative commissions shall be composed of teaching elders and ruling elders in numbers nearly equal as possible. When a commission consists of an odd number of persons, the additional member may be either a teaching elder or ruling elder. In no cases shall two ruling elders from the same congregation serve on an administrative commission.

Each administrative commission shall have chairperson and clerk, each of whom shall be designated by the appointing or electing body or elected by the commission from its members.

Section 5.03 Quorum

A quorum for an administrative commission shall consist of the majority of its members.

Section 5.04 Administrative Commissions to Ordain and/or Install

Administrative commissions to ordain and/or install shall consist of a *minimum* of three persons, one of whom shall be the moderator of the Presbytery, who shall also be the chairperson of the commission. The moderator of the Presbytery, if unable to serve, may appoint instead either the vice moderator or a past moderator, who shall also serve as chairperson.

The balance of members of an administrative commission to ordain and/or install shall be selected by the candidate or elect. In addition, teaching elders or ruling elders from outside the bounds of the Presbytery may be seated as corresponding members with voice but without vote.

The Committee on Ministry shall approve the formation of an administrative commission to ordain and/or install.

Section 5.05 Administrative Commissions for Other Functions

The following functions may be entrusted to an administrative commission:

1. Developing immigrant fellowships, organizing new congregations, merging congregations, or forming union or federated congregations (*G-5.05*)
2. Visiting particular councils (sessions) and congregations over which they have immediate jurisdiction reported to be affected with disorder, and inquiring into and settling the difficulties therein (*G-3.0109*)
3. With specific authorization from the Presbytery, an administrative commission may be empowered to dissolve a pastoral relationship (*G-2.0901*)
4. Making pastoral inquiry into persons accused of sexual abuse of another person (D-10.0401c) when jurisdiction in a judicial proceeding against such persons has ended due to death or renunciation of the accused; such inquiries shall not be understood as judicial proceedings but shall seek to reach a determination of truth related to the accusation and to make appropriate recommendations to the designating council

Administrative commissions shall be formed for the purposes of these functions by action of the Presbytery and shall consist of at least five persons appointed by the moderator of Presbytery, or elected by the Presbytery.

The administrative commission may seat teaching elders or ruling elders from outside the bounds of the Presbytery as corresponding members with voice but without vote.

(End of Article V)

ARTICLE VI
PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT

Section 6.01 Statement of Purpose

We believe that Scripture and our faith in Jesus Christ call us to standards of responsible conduct in all of life, including sexual behavior. Human sexuality is an integral part of who we are as persons. However, it can become the basis for oppression, where trust relationships are breached and persons are abused. Sexual misconduct is a violation not only of the principles set forth in Scripture, but also of the ministerial employment and professional relationship, and as such is never permissible.

Section 6.02 Prohibition of Sexual Misconduct

The Presbytery of the Miami Valley forbids all forms of sexual abuse, sexual harassment, and sexual malfeasance.

The Presbytery of the Miami Valley will not tolerate sexual misconduct, including but not limited to sexual abuse, sexual harassment, and sexual malfeasance by its teaching elders, pastors, church professionals, or any person carrying out the programs of the Presbytery. Presbytery will impose just and stringent consequences in proven cases of sexual misconduct as provided by the Rules of Discipline, the Standards of Ethical Conduct of the Presbyterian Church (U.S.A.) and the policies of the Presbytery.

This policy is intended to apply to and govern the conduct of teaching elders who are members of the Presbytery of the Miami Valley; commissioned ruling elders serving at the direction of the Presbytery of the Miami Valley; Certified Christian Educators serving within the Presbytery of the Miami Valley; employees, officers and agents of the Presbytery of the Miami Valley; and any other persons working for the Presbytery in connection with any of its programs, ministries, organizations or activities.

Church members fall under the jurisdiction and care of their individual sessions.

In addition to proceedings under the Rules of Discipline and this or other policies of the Presbytery of the Miami Valley, employees of the Presbytery working in any of its programs, ministries, organizations or activities who engage in sexual misconduct shall be subject to discipline, up to and including termination of their employment.

Non-Presbyterian employees and volunteers working for the Presbytery are not subject to disciplinary proceedings under the Rules of Discipline, but in all other respects are covered by this policy.

Whenever an allegation of sexual misconduct under this policy is received about a member of a church of the Presbytery, then in addition to the other procedures called for by this policy in response to such complaints, the Pastor of the member's church will be notified of the complaint. Any Session may choose to refer a case to Presbytery (D-12.000).

Section 6.03 Definitions of Sexual Misconduct

Sexual misconduct is a comprehensive term that includes but is not limited to sexual abuse, sexual harassment, and sexual malfeasance.

1. Sexual Abuse:

Includes, but is not limited to:

- a. Any sexual acts or sexual contact by coercion, force, violence, intimidation; or any sexual act or contact that may be prohibited by the laws of the State of Ohio; or,
- b. Any contact or interaction between a minor or a vulnerable adult as defined by the laws of the State of Ohio and an adult when the minor or vulnerable adult is being used for the sexual gratification of the adult person or of a third person. Sexual abuse may or may not involve touching. Sexual behavior including, but not limited to, physical contact, sexually provocative communications as defined below, and any form of sexual relationship between a minor or a vulnerable adult and an adult is always considered forced whether or not the behavior is consented to by the minor or the vulnerable adult.

2. Sexual Harassment:

Sexual harassment is defined by law in the employment context as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following occur:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.

3. Sexual Malfeasance:

Sexual Malfeasance occurs whenever a person in a position of trust engages in a sexual act or sexual contact with another person to whom he or she owes a professional responsibility of care and trust. Such abuse includes, but is not limited to, the following:

- a. Physical sexual contact and sexual relationships between individuals within a pastoral, ministerial, ecclesial, employment or other relationship within the context of church life. Such contact and such relationships are not acceptable even when consensual, and regardless of whether pastoral care is involved. The inherent imbalance of power between ministers and lay people or staff undermines the validity of such consent.
- b. Sexually provocative communications in any form including, but not limited to:
 - sexually oriented jokes or humor;
 - sexually demeaning comments;
 - verbal or non-verbal suggestions of sexual involvement or sexual activity;
 - questions or comments about sexual behavior;
 - unwelcome or inappropriate physical contact;
 - graphic or degrading comments about an individual's physical appearance;
 - express or implied sexual advances or propositions;
 - displays or use of sexually suggestive materials, objects or pictures;
 - repeated requests for social engagements after an individual refuses.

Section 6.04 Prevention

This policy shall be distributed to all teaching elders, Certified Christian Educators, commissioned ruling elders, employees, volunteers, and entities of the Presbytery of the Miami Valley. All candidates, teaching elders, volunteers, and employees of the Presbytery of the Miami Valley are required read and agree to abide by the terms of this policy. A signed acknowledgement and agreement to abide by the policy will be kept in the appropriate file.

In addition, all teaching elders seeking new calls within the Presbytery of the Miami Valley shall complete the Personal Information Form currently being distributed by the Call Referral Services of the PC (USA), including Part IV, Sexual Misconduct Information, or its successor form.

The policy shall be made available to all persons who accuse others of misconduct as well as those accused of misconduct.

Within one year of call or employment, and at least every five years thereafter, Teaching elders who are members of the Presbytery of the Miami Valley; commissioned ruling elders serving at the direction of the Presbytery of the Miami Valley; Certified Christian Educators serving within the Presbytery of the Miami Valley; employees, officers and agents of the Presbytery of the Miami Valley; and any other persons working for the Presbytery in connection with any of its programs, ministries, organizations or activities

whether paid or unpaid, are required to attend a training workshop which the presbytery will provide. Those called/employed at the time this policy is adopted by the presbytery are required to attend the training within one year of the adoption of the policy. Failure to attend the required workshop will result in direct contact with the member/employee and the appropriate calling/employing entity to achieve compliance with this requirement. Teaching elder members of Presbytery, Certified Christian Educators, and commissioned ruling elders that fail to fulfill this requirement will be reported in the next Presbytery docket and shall remain on notice until they have fulfilled their requirement. Additionally, the Executive Presbyter and the Stated Clerk shall not certify any teaching elder members of Presbytery, Certified Christian Educators, or commissioned ruling elders for service in another Presbytery or for posting on the Presbyterian Church (U.S.A.) job search databases until such requirements have been fulfilled.

All teaching elder members of the Presbytery, commissioned ruling elders, Certified Christian Educators seeking to serve within the presbytery, and staff of Presbytery, prior to beginning their duties within the Presbytery, or for those who are not serving in an installed or appointed position prior to being received into membership by the Presbytery, shall be required to submit to and satisfactorily complete a background investigation as required by the Presbytery's criminal background investigation policy.

Section 6.05 Care for Persons Affected by Sexual Misconduct

1. Victims of Sexual Misconduct and Their Families:

The Presbytery and Response Taskforce (*Section 6.07*) shall offer pastoral care and support for victims of sexual misconduct, their families, and the congregations of the Presbytery of the Miami Valley. Feelings of guilt, shame, anger, mistrust, lowered self-esteem, unworthiness, and feelings of alienation from God, self, the religious community and family are frequent injuries suffered by victims of sexual misconduct. It is important for all involved to be sensitive to the pain and need for healing experienced by the alleged victims and their families, and to act by making appropriate pastoral care available.

The extent of the damage will vary from person to person, being influenced by such factors as the degree or severity of abuse, the age and emotional condition of the victim, personality dynamics, and the importance of religious faith to the individuals affected. If the alleged victims and families decline at first, help will continue to be available from the Presbytery and the Response Taskforce.

2. Congregation or Employing Entity:

The Presbytery and Response Taskforce should be aware of the problems a congregation or employing entity may experience resulting from allegations of sexual misconduct by a minister, employee, or volunteer. The allegations may polarize the congregation or organization, damage morale, and create serious internal problems. Efforts should be made to recognize and identify any problems or damage done to the congregation or organization and seek to provide appropriate pastoral care or other needed assistance.

3. Accused and her or his Family:

The Presbytery and Response Taskforce will offer pastoral care for the accused and the immediate family of the accused, and may recommend further treatment, when deemed appropriate. If the accused is under presbytery authority, the selection and approval of treatment, who shall receive it, its monitoring, and its financing is under the supervision of the Executive Presbyter and Committee on Ministry (COM) chair or a person designated by them.

4. Non-Victim Accusers

The non-victim accuser may be an adult bringing a complaint on behalf of another adult who has been an alleged victim of sexual misconduct.

The non-victim accuser may also be the parent, guardian, or other advocate for a child who has been the alleged victim of sexual misconduct. Known or suspected physical, sexual, or emotional offenses involving children are to be reported to appropriate law enforcement and child welfare authorities immediately.

Section 6.06 Process for Reporting Sexual Misconduct

1. Initial Report

When a person believes that he or she has been the victim of sexual misconduct perpetrated by a teaching elder who is a member of the Presbytery of the Miami Valley; a commissioned ruling elder serving at the direction of Presbytery of the Miami Valley; a Certified Christian Educator serving within Presbytery of the Miami Valley; an employee, officer or agent of the Presbytery of the Miami Valley; or any other persons working for the Presbytery in connection with any of its programs, ministries, organizations or activities, the incident should first be reported to the Moderator of the Presbytery, Executive Presbyter, the Chair of the Committee on Ministry, or the Stated Clerk of the Presbytery. These individuals shall contact each other after learning of an incident and shall proceed immediately to notify the Response Taskforce coordinator who shall then contact the alleged victim to determine what further action is necessary. Upon receiving a report the Moderator of the Presbytery, Executive Presbyter, the Chair of the Committee on Ministry, or the Stated Clerk of the Presbytery may draft her or his own written complaint regardless of whether the alleged victim chooses to draft a complaint.

At any point when an accuser submits a written allegation to the Stated Clerk, the disciplinary procedures outlined in *Chapter 10* of the *Rules of Discipline* of the *Book of Order* will control the response of the Presbytery.

2. Filing for a Child

In the case of alleged sexual misconduct toward a child, a parent or adult acting on behalf of the child may contact either the Executive Presbyter or chair of COM who shall then contact the civil authorities immediately. The Executive Presbyter or COM chair shall determine if judicial action is appropriate and/or if the Response Taskforce shall be utilized.

3. Third Party Information

If a third party has information relevant to an incident of alleged sexual misconduct, either the Executive Presbyter or COM chair should be contacted. If a teaching elder who is a member of the Presbytery of the Miami Valley; a commissioned ruling elder serving at the direction of Presbytery of the Miami Valley; a Certified Christian Educator serving within Presbytery of the Miami Valley; an employee, officer or agent of the Presbytery of the Miami Valley; or any other persons working for the Presbytery in connection with any of its programs, ministries, organizations or activities possesses or believes that she or he possesses information that may be relevant to an incident of alleged sexual misconduct, either the Executive Presbyter or COM chair must be contacted and that information must be shared with those individuals and any other individual, commission, or committee that they may designate. The Executive Presbyter or COM chair will then determine whether to contact the victim.

Section 6.07 Response Taskforce

1. Goals

- a. The Response Taskforce will be available to work with all parties concerned in an allegation of sexual misconduct.
- b. The Response Taskforce will lead an ongoing preventative program of continuing education for staff, teaching elders, Certified Christian Educators, commissioned ruling elders, and congregations in the Presbytery.

2. Members

- a. The Response Taskforce shall be a taskforce of COM made up of nine persons appointed by COM in three (3) classes of three (3) years each.
- b. The Response Taskforce shall include persons experienced in related legal, pastoral counseling, pastoral care, conflict resolution, insurance risk management, personnel management, and educational issues.

3. Meetings

- a. The whole Response Taskforce shall meet at appropriate intervals for its own continued learning, group support, and planning for educational events.
- b. Other meetings may be called by the co-chairs at their discretion for dealing with special matters that need to be addressed.

4. Refinement of policy and procedures

This policy document cannot detail all the procedures needed by the Response Taskforce in addressing different kinds of cases. Therefore, the Response Taskforce shall annually evaluate the Presbytery's policy and procedures and recommend needed changes to COM for approval.

5. Procedures for Responding to Allegations of Sexual Misconduct

When arranging to meet with the accuser or the accused, the accuser/alleged victim should be invited to bring a counselor, friend, or advocate to provide support.

6. Responding to the Accuser/Alleged Victim and Family

- a. The Response Taskforce chairs will determine which two Taskforce members will have a first meeting with the accuser. The Response Taskforce members' role is to help clarify options for accusers/alleged victims so they may decide for themselves what they will choose to do.
- b. After the initial meeting with the accuser, the whole Response Taskforce may be convened to discuss the most appropriate response. Additional Taskforce members may be assigned for follow-up with the accuser/alleged victim until the matter is resolved.
- c. The accuser/alleged victim may choose not to submit a written complaint but instead to pursue some alternative method of mediation or resolution. In this situation, the Response Taskforce members assigned to the case may, in consultation with the Executive Presbyter and COM chair, work with the accuser/alleged victim, the accused, and other significant parties involved toward resolution.

7. Responding to the Accused and Family

The Response Taskforce through its co-chairs shall consult with COM chair and the Executive Presbyter to determine what support and resources should be offered to the accused. At a minimum, COM chair and Executive Presbyter will inform the accused in writing of the accusations being made and offer to arrange for one or more person(s) to provide support, as well as make available to the accused a list of counseling if requested. If the accuser files a written complaint with the Stated Clerk, this could be the extent of the services provided. If no written complaint is filed, the Response Taskforce would take the lead in working with both the accuser/alleged victim and the accused to achieve a compassionate and just resolution of the matter.

8. Responding to the Congregation

When a congregation is involved, the Response Taskforce in consultation with COM chair and the Executive Presbyter shall determine when and if it will be helpful to offer the congregation support and/or services. When appropriate, members of the Response Taskforce may be called upon to meet with the Session to advise the congregation on the kind of support and resources that are available and to help the Session plan a response to the situation.

9. Education

- a. The Response Taskforce shall be responsible for planning the sexual misconduct prevention training required for its member Presbytery staff and teaching elders, Certified Christian Educators, commissioned ruling elders, paid and unpaid.
- b. The Response Taskforce shall encourage the congregations of the Presbytery to adopt sexual misconduct policies and shall provide education and support to help them do so.
- c. As part of its educational mission, the Response Taskforce shall develop materials that may be used in congregations to inform members about the Presbyter's sexual misconduct policy and procedures. This information shall include contact names and numbers for the Executive Presbyter, Stated Clerk, and Response Taskforce members.
- d. The Response Taskforce will be available as resource persons who may, at the request of COM and the Executive Presbyter, consult with sessions who are dealing with a sexual misconduct complaint filed by one church member against another.

10. Record Keeping

The Response Taskforce shall keep careful records of its proceedings, including minutes, reports, and correspondence. All official reports and communications relating to a particular case of sexual misconduct shall be forwarded to the Executive Presbyter when the matter is resolved. These confidential files will be

securely stored in a manner consistent with applicable law. Members of the Response Taskforce shall keep no separate or duplicate records of material.

11. Time Limits

From the time a person notifies the Executive Presbyter or COM chair of an allegation of sexual misconduct, no longer than seven (7) days should elapse until the accuser and the Response Taskforce hold an initial meeting.

From the date of the initial meeting of the Response Taskforce and the accuser, no longer than twenty-one (21) days should elapse until the Response Taskforce makes a recommendation for the disposition of the allegation.

The entire process, from the presentation of an allegation to a recommended disposition, should take no longer than twenty-eight (28) days.

Section 6.08 Administrative Process

Following an accusation of misconduct against a staff member of the Presbytery of the Miami Valley or a member of the Presbytery of the Miami Valley serving a church or agency, the Response Taskforce or COM shall consult with the accuser, the accused, and the involved Session or board of oversight to ascertain whether the investigation would be aided by the accused being advised to take an administrative leave. The Committee on Ministry or Response Taskforce may also request that an Administrative Commission be appointed to deal with the discord caused by the alleged misconduct.

COM will maintain a list of interim or supply pastors trained in responding to congregations where abuse or allegations of abuse have occurred. COM will also work closely with the Session to recognize and deal with the denial and anger that typically accompany abuse allegations.

Section 6.09 Disciplinary Process

All written allegations of sexual misconduct filed with the Stated Clerk will be investigated through the appropriate process as outlined in the Rules of Discipline of the Presbyterian Church (U.S.A.). In cases in which misconduct is alleged against teaching elder members of presbytery, Certified Christian Educators, members the of Presbytery staff and commissioned ruling elders serving under the jurisdiction of the Presbytery of the Miami Valley, the disciplinary process as provided in the *Rules of Discipline* will be followed. In cases involving employees, the provision of the personnel policy will be followed. For employees who are members of the Presbytery of the Miami Valley, both personnel policy provisions and the disciplinary process will apply. For volunteers who are working with the Presbytery of the Miami Valley, they may be removed from their volunteer positions if deemed necessary.

(End of Article VI)
(End of Presbytery of the Miami Valley Policy and Practice)

**THE PRESBYTERY OF THE MIAMI VALLEY
LEADERSHIP COUNCIL
POLICY AND PRACTICE**

**ARTICLE I
POLICY**

Section 1.01: General

The policies of the Leadership Council represent the authority vested in it by the Presbytery of the Miami Valley. In carrying out such policies the Leadership Council 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 Leadership Council shall be contrary to the provisions of the *Book of Order*.

Section 1.02: Function

The Leadership Council shall execute the various functions necessary to carry out the mission and ministry of the Presbytery of the Miami Valley, in accordance with *Article V* of the *Bylaws of Presbytery of the Miami Valley*.

Specific functions of the Leadership Council shall include:

1. Be the planning, visioning and forward-looking leadership body for the Presbytery.
2. Review, oversee and coordinate the implementation of the goals of the Presbytery.
3. Establish objectives for equipping church leaders and congregations for ministry.
4. Oversee the development of the annual operating budget of the Presbytery, in consultation with the Presbytery Trustees; and present the proposed budget and the recommended budget allocations to Presbytery for action.
5. Through a *Council Agenda Work Group*, consisting of the Moderator, Vice Moderator, Leadership Council chair, Stated Clerk, and Executive Presbyter, plan the meetings of the Leadership Council, bringing before the body issues and concerns for the enrichment, education and development of Leadership Council. The *Council Agenda Work Group* will report all communications and correspondence to the Leadership Council.
6. Through a *Presbytery Docket Work Group*, consisting of the Moderator, Vice-Moderator, Leadership Council Chair, Stated Clerk and the Executive Presbyter,

plan the meetings of Presbytery, being sensitive to the emphases, mission efforts, worship and Presbytery projects in the planning process.

Section 1.03: Leadership Council Size

Membership of the committee shall consist of the Moderator of the Presbytery, Vice Moderator of the Presbytery, Immediate Past Moderator (who normally will serve as chair); nine (9) at-large members, elected in three separate classes for terms of three years; and one (1) representative from each of the following committees of the Presbytery, who shall be chosen annually by that committee:

1. Network Support and Grants Committee
2. Staff Support committee
3. Presbytery Trustees

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: Communication and Access

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

Section 1.06: Budget

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

Section 1.07: Staff Support

The Executive Presbyter, Stated Clerk and Treasurer 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 first Thursday of each month. The committee may meet in special session as needed. All actions taken by the Leadership Council shall be reported at the next meeting of the Presbytery.

Section 2.02: *Agenda Work Group Membership*****

The Leadership Council may choose one additional elected member to serve on the *Agenda Docket Work Group*.

(End of Article II)

(End of Leadership Council Policy and Practice)

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

**ARTICLE I
POLICY**

Section 1.01: General

The policies of the Committee on Ministry represent the authority vested in it by the Presbytery of the Miami Valley. In carrying out such policies the Committee on 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 Ministry shall be contrary to the provisions of the *Book of Order*.

Section 1.02: Function

The Committee on 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 Ministry shall be the agency by which the Presbytery becomes *Pastor, Counselor, and Advisor to Teaching Elders and Congregations (G-3.0307)*.

Section 1.03: Committee Size

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

One member of the committee shall be chosen to serve as representative to the Participation, Representation and Diversity 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 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 Ministry may act as the Presbytery of the Miami Valley in the following matters:

1. Establishing new pastoral positions within congregations
2. Finding in order calls issued by churches for installed pastoral positions
3. Establishing, approving and overseeing temporary pastoral relationships between sessions and teaching elders
4. Approving examinations of teaching elders transferring from other presbyteries into the Presbytery of the Miami Valley
5. Approving examinations for membership into the Presbytery by persons not yet ordained to the office of teaching elder, contingent upon their subsequent ordination
6. Receiving and enrolling teaching elders for membership in the Presbytery of the Miami Valley
7. Dissolving of pastoral relationships where the congregation and pastor concur
8. Approving and annually reviewing *validated ministries beyond the jurisdiction of the church*
9. Annually reviewing teaching elders engaged *all forms of validated ministry* or as members-at-large, as required by *G-2.0508 Failure to Engage in Validated Ministry*
10. Appointing moderators of session where the position is vacant
11. Authorizing teaching elders in validated ministries not connected to a congregation to celebrate sacraments
12. Granting permission for teaching elders to labor within or outside the bounds of the Presbytery
13. Dismissing teaching elders to other presbyteries
14. Establishing terms, and providing annual review, of minimum compensation for teaching elders, certified Christian educators, and commissioned ruling elders
15. Approving and overseeing relationships between sessions and certified Christian educators
16. Overseeing relationships between sessions and pastoral affiliates
17. Approving administrative commissions to ordain and/or install

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

Section 1.07 Communication and Access

The Committee on Ministry shall be open to communication and access at all times to teaching elders, commissioned ruling elders, certified Christian educators, and ruling elders who are members of sessions of congregations of the Presbytery. Communication shall be directed to the committee either through the chair, or the liaison to the congregation.

Section 1.08: Liaisons

To each congregation in the Presbytery shall be assigned a member of the Committee on Ministry as *liaison*, who shall be the normal point of access to the Committee on Ministry by teaching elders, ruling elders, certified Christian educators and sessions.

Section 1.09: Triennial Visits

At least one time every three years, the Committee on Ministry, through the liaison, shall visit with each session, pastor, educator, as well as other key persons of the pastoral staff, to discuss the ministry of the congregation, as well as to understand how the presbytery might better equip the congregation in its Christian service and mission.

Section 1.10: Pastoral Service in Advance of Ordination

Candidates for ordination may not begin service in positions to which they will be ordained prior to having been examined and approved by the Presbytery for ordination.

Section 1.11: Ordination to a Temporary Pastoral Relationship

Temporary pastoral relationships are between the session and pastor, unlike installed pastoral relationships which are calls from the congregation. In addition, temporary pastoral relationships are not the normative expectation for persons seeking ordination. In order for the Committee on Ministry to approve temporary pastoral relationships for candidates for ordinations, the following shall ensue:

1. The Committee on Ministry shall work closely with the church and the candidate to ensure that both fully understand the implications and challenges of a candidate entering ministry in a temporary relationship.
2. The Committee on Ministry shall determine if the ordination is appropriate for both the particular church and the candidate in the case that is under consideration.
3. If the temporary relationship is for an interim position the candidate will be subject to conforming to the Interim Ministry Training policy of the Committee on Ministry.

Section 1.12: Interim Ministry Training and Accountability

Teaching elders serving as interim pastors to congregations within the bounds of the Presbytery of the Miami Valley must be trained through a program endorsed by the Association of Presbyterian Ministry Specialists (APIMS) or another approved by the Committee on Ministry.

Teaching elders who have not taken the interim ministry training prior to beginning interim pastor service must complete Part I of the training within the first six months of

the commencement of the interim ministry, and must complete the Part II prior to the approval of an interim ministry contract with another congregation.

Interim pastors shall be accountable for their work to the Presbytery through Committee on Ministry. Such accountability shall include providing regular written quarterly reports as well as participation in a Presbytery sponsored Interim Ministry Collegium.

Section 1.13: 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 pastor needs to be absent from work in order to care for both self and family.

2. Purpose:

- a. To provide sessions and other employing agencies minimum guidelines for a pastor's family leave to be included in all call packages.
- b. To ensure that clergy receive fair and equitable leave when required. It is anticipated that clergy will only use this policy when needed, and not abuse the generosity of the church.

3. Guidelines:

a. Medically Certified Disability:

Pastors who are, according to certification of a licensed physician, temporarily disabled shall refer to the Committee on Ministry for direction.

b. Family Leave:

When a pastor needs to take extended leave due to the needs of a family member, the Session or appropriate employing agency 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 pastor should receive full effective salary and full Pension dues. If additional leave is required, the pastor will negotiate for such leave with the Session or appropriate employing agency.

c. Maternity Leave:

When a pastor becomes pregnant, the Session or appropriate employing agency 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 pastor 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 8 week period, during which the pastor should receive full effective salary and full Pension dues.

In the event of medical complications, the pastor should make arrangements for additional leave with the Session or employing agency, under the terms of the Medically Certified Disability paragraph of this section.

d. Paternity Leave

If a pastor's spouse becomes pregnant, the pastor should notify the Session or employing agency 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 pastor shall receive full effective salary and full Pension dues. 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 pastor 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

Pastors who serve in the Military Reserves shall ordinarily settle on all details regarding their military requirements in a Mobilization Agreement as part of their terms of call. These details should include the annual two-week training period and what compensation the church will provide during that time. It is recommended that the pastor not take a cut in salary for those two weeks, so that if the military reimbursement is less than the pastor's salary, the church makes up the difference. Further information is available from the Board of Pensions.

4. Assistance for Churches

The Committee on Ministry will seek to provide assistance to help churches unable to meet the financial obligations outlined above in the event that their pastor requires leave. This assistance is to assure that the pastor does not feel pressured to return to work prematurely and the church is able to secure sufficient pastoral care during the pastor's absence. Individual sessions will apply to the Committee on Ministry when such cases arise, and each case will be judged on its own merits.

Section 1.14: Pastoral Succession in Congregations

While the *Book of Order (G-2.0504c)* permits pastoral succession in certain cases, and under certain condition, the authority to grant such permission rests with the Presbytery. Therefore the policy of the Presbytery of the Miami Valley in such matters is as follows:

1. Pastoral Succession and Associate Pastoral Relationships:

Associate pastors of a congregation may not serve as the next installed pastor of that congregation.

2. Pastoral Succession and Temporary Pastoral Relationships:

a. *Interim pastors* of a congregation may not serve as the next installed pastors of that congregation.

b. *Stated supply* and *organizing pastors* of a congregation may serve as the next installed pastor of that congregation, if so recommended by the Committee on Ministry, and approved by a seventy-five percent (75%) majority vote by the Presbytery.

Section 1.15: Counsel for Teaching Elders, Commissioned Ruling Elders, and Certified Christian Educators in Times of Transition

For teaching elders, commissioned ruling elders, and certified Christian educators undergoing difficulties in times of transition and change, the Committee on Ministry may require and provide companion groups to assist in self-care, accountability, spiritual development, and healing.

It is not intended that, nor appropriate for, the companion group provide any form of therapy. The Committee on Ministry encourages each person in the midst of a time of transition to seek appropriate outside professional counseling. When possible, the Committee on Ministry may assist in obtaining such counseling.

Further, the Committee on Ministry may also require teaching elders, commissioned ruling elders, and certified Christian educators under such difficulties to undergo psychological and professional assessment at a qualified facility specializing in clergy health and ministry development. The cost for such assessments required will be borne by the Presbytery.

Section 1.16: Validated Ministries Under the Jurisdiction of the Church

The *Book of Order* (2.0503) recognizes three categories of membership in the Presbytery for teaching elders:

1. Engaged in validated ministry
2. Member-at-large
3. Honorably retired

Validated ministries under the jurisdiction of the church shall be all installed or temporary pastoral positions; staff of the Presbytery, Synod, or General Assembly; staff of organizations either directly relating to a governing body, or ecumenical organizations one of the partners of which is the Presbyterian Church (U.S.A.).

All persons in validated ministries under the jurisdiction of the church shall abide by all provisions of *G-2.0503a*.

Section 1.17: Validated Ministries Beyond the Jurisdiction of the Church

In general, a validated ministry beyond the jurisdiction of the church is best understood as one in which the performance of the work, or the work itself, is not accountable to the Presbytery.

The Committee on Ministry, responding to requests for validation of ministries beyond the jurisdiction of the church shall consider each request as unique and shall evaluate the request *on its own merits*. Such ministries shall include educators, chaplains, pastoral counselors, campus ministers, missionaries, partners in mission, and other specific tasks and roles appropriate to the ministry of the church.

It shall be the responsibility of the teaching elder requesting such validation to demonstrate how this ministry conforms to the *Book of Order* (*G-2.0503a*):

When teaching elders are called to validated ministry beyond the jurisdiction of the church, they shall give evidence of a quality of life that helps to share the ministry of the good news. They shall participate in a congregation, in their presbytery, and in ecumenical relationships and shall be eligible for election to the higher councils of the church and to the boards and agencies of those councils.

Further, since validated ministries beyond the jurisdiction of the church must be reviewed annually to continuing validation, persons in such ministries shall provide annually the Committee on Ministry confirmation of their continued conformance to all provisions of *G2.0503a* with the exception of the provision requiring accountability to the presbytery.

Section 1.18: Head of Staff

During a time of vacancy in the *head of staff* position in a multi-staff congregation, no person may be appointed as temporary head of staff without the counsel and approval of the Committee on Ministry.

Section 1.19 Pastoral Affiliates

A pastoral affiliate is a teaching elder who serves in a validated ministry beyond the jurisdiction of the church, a member-at-large, or honorably retired who desires to build and maintain a relationship with a particular congregation in keeping with the ordination to ordered ministry.

The pastoral affiliate relationship is between teaching elder and the session, but must be made upon nomination by the pastor, to whom the pastoral affiliate will be directly responsible and accountable. The relationship shall be approved by the Committee on Ministry.

Pastoral affiliates may serve with or without remuneration, as determined in the agreement with the session. The pastoral affiliate relationship ceases upon the departure of the pastor.

Section 1.20: Ethical Conduct

Standards of ethical conduct are expected of all followers of Christ, and for those in Christian service, the highest standards must be maintained. Among the questions asked to persons being ordained to *all ordered ministries* in the Presbyterian Church (U.S.A.), are the following:

Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?

Do you promise to further the peace, unity, and purity of the church?

The responsibility to keep, and abide by, standards of ethical conduct lies at the heart of an affirmative response to these questions. In 1998, the 210th General Assembly adopted church-wide standards, by which all teaching elders, ruling elder, and deacons must abide:

Life Together in the Community of Faith, Standards of Ethical Conduct for Ordained Officers in the Presbyterian Church (U.S.A.) adopted by the 210th General Assembly, 1998

These standards apply as long as the ordered ministry is maintained, whether or not in active service or retirement. For teaching elders leaving pastoral positions this is extremely important. The end of a pastoral relationship is a time of adjustment for pastor and congregation alike. This sacred relationship is valid and in force only so long as the pastor is in office; it is not intended to be life long as far as pastoral ministry is concerned. Therefore, when the date ending a clergy-congregation relationship arrives, the pastoral ministry of the departing pastor ends.

Section 1.21: Sexual Misconduct

Teaching elders, either in validated ministries or enrolled as members-at-large, as well as those whose status is honorably retired but who wish to engage in ministry and service to others in the Presbytery, along with commissioned ruling elders and certified Christian Educators are bound by the provisions of the policy for *Preventing and Responding to Sexual Misconduct* of the Presbytery of the Miami Valley.

Section 1.22: Criminal Background Checks

All teaching elders seeking membership in the Presbytery related to service in a validated ministry; all commissioned ruling elders beginning a pastoral relationship in the Presbytery for the first time; all certified Christian Educators beginning educator positions in the Presbytery for the first time, shall undergo a criminal background check which shall be conducted by an outside, independent organization specializing in ecclesiastical institutions.

This will also apply to all teaching elders, commissioned ruling elders and certified Christian educators, currently or formerly serving in the Presbytery, who have not undergone a criminal background check, but who are planning to serve in new positions within the Presbytery.

Criminal background check reports are considered extremely confidential are read only by the Executive Presbyter, unless there are specific and compelling reasons to share them with the subjects themselves or the chair of the Committee on Ministry. Such reasons shall pertain to information that might disqualify a person from serving, or require clarification because of a specific concern raised in a report. The only information provided to sessions and search committees shall be whether or not the subject is "all clear."

Reports are resealed after reading, with the seal and dated signed by the Executive Presbyter and stored under lock for a period of one year from their receipt, after which they are destroyed. In no cases shall reports be shared with outside agencies, even at the request of the subjects.

Section 1.23: Staff Support

The Executive Presbyter, and when necessary, the Stated Clerk, shall serve as staff support without vote.

(End of Article I)

**ARTICLE II
PRACTICE**

Section 2.01: Schedule of Meetings

The committee shall meet regularly on the last Tuesday of each month at a time and place to be determined by the committee. The committee may meet in special session as needed. All actions taken by the Committee on Ministry shall be reported at the next stated meeting of the Presbytery.

Section 2.02: Denominational Guidance

All work of the Committee on Ministry shall be in conformance with the *Book of Order*. While general guidance for the work of committees on ministry is provided in the *Committee on Ministry Advisory Handbook*, prepared by the *Office of Vocation of the Presbyterian Church (U.S.A.)*, no recommendation in the *Advisory Handbook* shall be contrary to the policies of the Committee on Ministry of the Presbytery of the Miami Valley.

Section 2.03: Pastoral Transition Guidance

Guidance for the work of the Committee on Ministry during times of pastoral transitions shall be provided by the *Pastoral Transitions Manual* prepared by the Committee on Ministry of the Presbytery of the Miami Valley. The *Pastoral Transitions Manual* shall be made available to interim pastors, sessions and search committees for congregations in times of pastoral transition.

Section 2.04: Pastoral Succession Process

As stated in Section 1.14 of *Committee on Ministry Policy and Practice* the Presbytery of the Miami Valley shall permit the exception to pastoral succession (*G- 2.0504c*) *only* as it pertains to *stated supply* and *organizing* pastors. Further, the Committee on Ministry shall have the sole responsibility to assess the advisability of such exceptions and to make recommendations to the Presbytery for its action.

1. With respect to *stated supply* pastors, in order for any exception to be considered, the following criteria must be met:
 - a. The stated supply pastor relationship has been in effect a *minimum* of two years.
 - b. There must be evidence that the congregation can assume the full cost of an installed pastoral relationship for *three years*, providing the necessary financial data that might be requested by the Committee on Ministry for its assessment. In no case shall any *reorganizing* or *re-appropriation* of funds or allocations adversely affecting the program, mission and outreach of the congregation be understood by the Committee on Ministry as proof of financial accountability in this process.
2. Should these criteria be met, the session shall be guided through a sequential process by the Committee on Ministry:
 - a. The congregation shall meet to request the exception. This action must receive a *minimum* vote of 90%.
 - b. The Committee on Ministry shall meet with the session, to review the shared ministry; to establish three-year ministry goals; and to understand how this exception might affect the life of the congregation.
 - c. The session will prepare a brief report outlining these findings. This report will provide the basis for the Committee on Ministry's recommendation to the Presbytery.
 - d. The Presbytery will take action on the recommendation. The action must receive a three-fourths majority vote.
3. With respect to *organizing* pastors, the Committee on Ministry shall receive the counsel and recommendation of the administrative commission for the new church development, before recommending to Presbytery that a succession exception be granted. In accordance with *G- 2.0504c* a three-fourths majority approval by the Presbytery shall be required.

(End of Article II)

(End of Committee on Ministry Policy and Practice)

**THE PRESBYTERY OF THE MIAMI VALLEY
NOMINATIONS
POLICY AND PRACTICE**

**ARTICLE I
POLICY**

Section 1.01: General

The policies of the Nominations committee represent the authority vested in it by the Presbytery of the Miami Valley. In carrying out such policies the Nominations 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 Nominations committee shall be contrary to the provisions of the *Book of Order*.

Section 1.02: Function

The Nominations 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 3.09* of the *PMV Policy and Practice*.

Specific functions of the Nominations committee shall include:

1. Making nominations for all required Presbytery elected positions on the following presbytery entities:
 - a. Leadership Council
 - b. Committee on Ministry
 - c. Committee on Preparation for Ministry
 - d. Nominations
 - e. Network Support and Grants
 - f. Presbytery Trustees
 - g. Participation, Diversity and Representation
 - h. Staff Support
2. Making nominations for all Presbytery representatives to denominational Councils
3. Consult with Presbytery entities to determine gifts and talents necessary to do the work specific to the charge of a committee or council.
4. Discern and evaluate gifts, talents and passions for various ministries in persons throughout the presbytery and recruit such persons to serve where such gifts may best be honored.
5. Consult with *Participation, Diversity and Representation* through their representative to insure that the nominating process is in accordance with *G-3.0103*.

Section 1.03: Nominations committee Size

Membership of the Nominations committee shall be three (3) teaching elders and three (3) ruling elders, elected in three classes of two (2) persons, for terms of three years each, renewable for one term. A member of the *Participation, Diversity and Representation* committee shall serve as an ex-officio member of the Nominations committee without vote.

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 Nominations committee shall be determined and approved by the Presbytery. As part of the budget process, the Nominations committee shall provide its funding request annually to the Presbytery Trustees.

Section 1.06: Communication and Access

The Nominations committee shall be open to communication and access at all times to all teaching elders, ruling elders, and members of all congregations of the Presbytery.

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

The Nominations committee shall be meet when called by the Chair in consultation with the Stated Clerk. All actions taken by the Nominations committee shall be reported at the next meeting of the Leadership Council.

(End of Article II)

(End of Nominations committee Policy and Practice)