

Presbytery of Detroit

Policies and Procedures Manual

Adopted 4/22/03
Version 2.3 2/2/2021

BYLAWS OF THE PRESBYTERY OF DETROIT

Article XV. Policies

- 1) Presbytery Policies. Upon motion of Coordinating Cabinet, Presbytery may adopt resolutions labeled as “policies.” Such policies shall be included in Manual of Policies and Procedures. Presbytery Policies may be amended or suspended only by a vote of Presbytery, requiring a simple majority if notice is given, or by a 2/3 majority if no notice is given.
- 2) Committee Policies. The Coordinating Cabinet, Planning and Visioning Team, Ministry Teams and Required Committees of Presbytery may establish policies and guidelines for the purpose of accomplishing their work. These policies and guidelines shall be presented to Presbytery for its information before they are implemented. Presbytery may direct the Coordinating Cabinet, any Committee or Team to change any policy. Committee or Team policies can be suspended by a simple majority vote if notice is given or a 2/3 vote if no notice is given. The Committee/Team shall report any such amendment or suspension to Presbytery along with the justification for why a policy was suspended. All Committee policies and guidelines shall be included in the Manual of Policies and Procedures.
- 3) Manual of Policies and Procedures. The Stated Clerk shall prepare and keep current a Manual of Policies and Procedures of the Presbytery of Detroit, which shall include all Presbytery policies, and all committee policies and guidelines. The Manual of Policies and Procedures shall be made broadly available.

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Strengthening and Transforming Our Congregations to be Missional Pastoral Prophetic

Our Vision is a New and Living Way:

Confident in the “new and living way” of Jesus Christ, we, the lay and clergy leaders of The Detroit Presbytery, commit ourselves to hold fast to the confession of our hope. We will encourage one another in love and good works:

“[B]y the new and living way that he opened for us through the curtain (that is, through his flesh), and since we have a great priest over the house of God, let us approach with a true heart in full assurance of faith, with our hearts sprinkled clean from an evil conscience and our bodies washed with pure water. Let us hold fast to the confession of our hope without wavering, for he who has promised is faithful. And let us consider how to provoke one another to love and good deeds, . . .” Hebrews 10: 20-24.

God’s Word will guide us, the sacraments will sustain us, and the Holy Spirit will empower us. God will lead us to strengthen and transform congregations to embassies of mission, pastoral care and prophetic proclamations. We will aim to glorify God in our actions and attitudes and demonstrate the love revealed through Jesus Christ who is our Lord.

Emphasis through 2013

To implement our vision we will emphasize the following:

- We will provide care, oversight and accountability for pastors and educators, we will equip them to perform ministry in such a manner that will strengthen congregations.
- We will challenge, equip and support our congregations and leaders in their discernment of God’s invitation to join in the journey of a new way of living that will strengthen congregations.
- We will acknowledge and celebrate diversity among the citizenship of the Kingdom of God in a way that will strengthen congregations.
- We will launch new communities of faith in cooperation with and to strengthen our existing congregations.
- We will serve as a catalyst for mission and seek to connect our congregations with common local, regional, national and international mission interests and needs.
- We will provide a forum for our leaders and congregational members to reflect together theologically.
- We will provide a forum for social witness. We will bear a prophetic word to the powers and principalities of the world based upon the love, justice and mercy of Jesus Christ.
- We will provide a ministry of nurture and spiritual growth which supports the name given to children and youth at the sacrament of baptism.

11/27/07

P-2 SEXUAL MISCONDUCT POLICY AND PROCEDURES

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I. INTRODUCTION

In recent years, sexual misconduct has become a public matter, having been quietly dispatched or ignored previously. Presbyteries, Synods and the General Assembly of the Presbyterian Church (U.S.A.) have adopted policies for the prevention and judicial management of these cases. This document applies to the Presbytery of Detroit and its constituent teaching elders, committee members, related agencies, and staff. Through its implementation, the Presbytery is establishing the norm that no sexual misconduct will be tolerated.

A. Theological Rationale

Under the grace of God and the Lordship of Jesus Christ, the church and its people are called to behave responsibly in a connectional system that is clear in its expectations and uniform in its discipline. Biblical standards for the sanctity of marriage and for ethical behavior are based on a combination of love, justice and the equitable distribution of power. Sexual behavior is one aspect of human interaction that must be conducted justly and fairly. Our faith, under Christ, leads us to decry any interactions where people are treated without love and justice.

The church has grappled since its inception with the tension between judgment and grace as attributes of God's nature. Though grace predominates and forms the motivation of human response, judgment and discipline are expected when individual behavior affects other persons and the church body as a whole. To lightly dismiss an instance of sexual misconduct, though it appears on the surface to be gracious, is really a compounding of the misconduct. Maintaining silence, though characteristic of the church's history, is unacceptable. In the words of Paul: "All things are lawful but not all things build up. Do not seek your own advantage, but that of the other." (I Corinthians, 10:23-24)

B. Purpose and Scope

1. Purpose

It is the purpose of this policy:

- a. to define sexual misconduct in the Presbytery of Detroit;
- b. to provide standards for behavior applicable to all members of the Presbytery of Detroit: its officers, committee members, candidates, inquirers, volunteers, employees, or any other person carrying out the programs of the Presbytery of Detroit;
- c. to provide for measures to prevent the occurrence of sexual misconduct;
- d. to provide the basis for policies to be adopted by church Sessions dealing with church members and non-ordained employees;
- e. to have a system which provides for an expeditious, professional, confidential, and caring response in sexual misconduct situations;
- f. to serve as a companion to the Book of Order but not to supersede any of its provisions.

2. Scope

The persons governed by this policy are all members of the Presbytery of Detroit: its officers, committee members, candidates, inquirers, volunteers, employees, or any other person carrying out the programs of the Presbytery of Detroit.

- a. Particular Churches: This policy does not purport to regulate sexual conduct within the particular churches of the Presbytery of Detroit. It is recommended that Sessions adopt policies similar to this one.
- b. Child, Youth and Vulnerable Adult Protection: Because of the unique issues involved in monitoring children Youth and vulnerable adult (CY&V) activities, this policy is not intended to serve as a full CY & V protection policy

3. Other Policies and Procedures

This policy is to be interpreted and applied consistently with any and all other applicable policies of the Presbytery of Detroit, the Presbyterian Church (U.S.A.), and state, federal, and local law.

II. DEFINITIONS

A. Sexual Misconduct

Sexual misconduct is the comprehensive term used in this policy to cover the following:

1. **Child sexual abuse** is any contact or interaction between a child under the age of 18 when the child is being used for sexual stimulation of adults. The behavior may or may not involve touching. Sexual behavior between an adult and a child is always considered forced whether or not there is consent.
2. **Inappropriate sexual conduct** is language, visual contact, touching or other behavior judged by the person to be injurious to his or her physical or emotional health. It involves crossing a boundary the person was attempting to set.
3. **Rape** is sexual contact by force, threat, intimidation, or coercion.
4. **Sexual malfeasance** is sexual conduct within a teaching elder or professional relationship (e.g., teaching elder with a parishioner, counselor with a client, church employee with a church member, Presbytery staff person with a volunteer). It includes unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature, as well as consensual romantic relationships (see Section II.B, below).
5. **Sexual harassment** is an unwelcome sexual advance, verbal or physical contact, or display of sexually related material when:
 - a. the affected party has previously rejected those advances;
 - b. submission is explicitly or implicitly made a condition of future employment, service or care;
 - c. such conduct affects morale or performance of the individual or others involved in the situation; or
 - d. persons in the work setting claim to find the material offensive.
6. **Single party conduct** is that where no partner is involved, such as use of computers, reproduction machinery or other office equipment belonging to a governing body. When discovered it could fall under this policy.
7. **Inappropriate use of technology, the Internet and/or social media** to communicate with another to commit sexually abusive activity, including but not limited to the activities as listed above.

B. Presumed Consent

Presumed consent is the assertion that a particular act is between consenting adults. It applies to relationships where there is no disparity of power, as between spouses or single adults who are peers or colleagues.

In this policy presumed consent does not apply to relationships between teaching elders and members or participants in the life of the church, supervisors and supervised, or with anyone involved with a performance review, compensation, promotion, or continued employment. Even when parties claim that a consensual agreement exists, there is an inherent imbalance of power between the two parties that undermines the assumed validity of such consent.

A relationship **that begins** between a teaching elder and a church member/participant is inherently unequal with regard to the responsibilities of the pastoral relationship. Becoming involved in such a relationship has implications not only for the teaching elder and church member/participant, but it may also have implications for the congregation, especially if the relationship is terminated unhappily. Such a relationship is not a personal matter because it impacts the whole system of the congregation. It is recommended that a teaching elder and member/participant not pursue a romantic

relationship while remaining in the same congregation. If a teaching elder chooses to continue the relationship, one or the other **shall** change churches so that the teaching elder is no longer in the pastoral role **within this relationship**. **It is strongly recommended that** the teaching elder initiate a serious, thoughtful conversation with a trusted, but unbiased, advisor who can assist the teaching elder and the teaching elder's romantic partner to explore all of the ramifications of the emerging relationship.

C. Presbytery Entities Involved In Sexual Misconduct Cases

1. An **Advocate** is a person who provides support and emotional and physical presence, to the alleged victim(s) and their family, the accused, family members of the accused, or the congregation involved in a sexual misconduct case. The advocate may also provide clarification of the investigative process of the church and the judicial process of the church to the person(s) with whom he or she works. The role of an advocate is not to speak for the party for whom he or she is an advocate but to inform that party of his or her rights within the investigative process. The advocate shall not give advice regarding civil remedies. When requested by the party for whom he/she is advocate, the advocate may accompany that person to meetings of Presbytery entities when that party is testifying.
2. **Committee on Ministry** continues in its constitutional role as resource to teaching elders and congregations, particularly where pastoral vacancies occur. When appropriate, the Committee on Ministry is to facilitate the employment of interim leadership competent to manage any conflict associated with the sexual misconduct case. The committee facilitates the relations between congregations, teaching elders, and the Presbytery, and resolves difficulties on behalf of the Presbytery when possible and expedient.
3. The **Executive Presbyter** maintains his or her role as resource to the Committee on Ministry. Under most circumstances the Executive Presbyter is the point of entry when an allegation of misconduct is made, and is to ensure that the proper steps are taken to bring the process to issue.
4. **Pastor** includes Ministers of Word and Sacrament (also known as Teaching Elders), and Commissioned Ruling Elders
5. The **Pastoral Response Team** is a group of clergy and laity, from which panels of at least 3 persons shall be assigned to work with the person making the complaint, the accused and the affected governing body (in a congregation the Session) to make a preliminary intervention with affected parties. It has no judicial function, nor should it attempt to assume one. It shall talk with parties individually and assist them in selecting advocates; members of the Pastoral Response Team do not serve as advocates. It may maintain contact with those involved in the situation, but must assure the parties that it is not interfering with the disciplinary case in process should there be one. This team shall be responsible for the training of pastors and lay persons in the Presbytery in matters related to sexual misconduct, and shall take steps toward its prevention. Attendance at training sessions will be tracked and reported by the team.
6. The **Permanent Judicial Commission** is the continuing body elected by the Presbytery to conduct trials when an investigating committee files charges. The commission's structure and duties are described in D-5.000.
7. The **Investigating Committee**. This is the committee established under the Rules of Discipline to investigate any allegation of misconduct as an allegation of offense. If it determines that an offense has been committed, it will file charges with the Stated Clerk. *Amended 8/28/12.*
8. The **Stated Clerk** receives the initial complaint and notifies the Presbytery Assembly that a complaint has been received. The Clerk consults with the Executive Presbyter

and the Committee on Ministry on whether the complaint warrants an administrative leave. The Clerk refers recommendations from the Investigating Committee to the Permanent Judicial Commission.

D. Additional Definitions

1. The **Accused** is the person against whom a claim of sexual misconduct is being made.
2. An **Accuser/victim** is the person claiming knowledge of sexual misconduct by a person covered by this policy or a person claiming to have been the subject of sexual misconduct by a person covered under this policy. The accuser may or may not have been the victim of the alleged sexual misconduct.
3. An **Employee** of the Presbytery of Detroit has been hired by the Presbytery and/or its entities to perform specific duties for the Presbytery of Detroit or its entities. The employee receives salary/remuneration from the Presbytery for work performed.
4. A **Mandated Reporter** is a person required by the laws of Michigan (and other states) to report suspected incidents of child abuse, including child sexual abuse, which come to their attention. As state laws vary, any person who knows or suspects child abuse and has questions about reporting should confer with an attorney.
5. A **Volunteer** is a person who provides services for the Presbytery and/or its entities and receives no benefit or remuneration. Volunteers include persons elected or appointed to serve on boards, committees, task forces, and other groups. For purposes of this policy, volunteers are treated the same as employees.

III. THE PASTORAL RESPONSE TEAM

A. Purpose

The Pastoral Response Team shall be appointed by and serve under the authority of the Committee on Ministry and shall be confirmed by the Presbytery. The purpose of the Pastoral Response Team is to:

1. Ensure that an expeditious, professional, confidential, and caring response is made by the Presbytery to charges of sexual misconduct, particularly in a congregational environment. The Pastoral Response Team, however, is not an investigatory body and will not usurp the roles of Presbytery officials or committees, including investigating committees.
2. Lead an ongoing preventative program of continuing education for staff, clergy, volunteers, and congregations in the Presbytery, as outlined below in Section V.A.

B. Membership

The Pastoral Response Team shall be comprised of Presbyterian clergy and lay persons who represent a range of professional expertise, including but not limited to pastoral counseling/therapy, law, interim ministry, conflict resolution, personnel management and training, and child advocacy. The Pastoral Response Team should reflect the racial/ethnic and gender constituency of the Presbytery, and be composed of an equal number of clergy and laity.

The Pastoral Response Team should consist of at least nine persons to allow for the possibility that more than one allegation of misconduct will be pending at any particular time. Members should agree to serve for six years, in order to build experience and expertise within the group. One third of the Pastoral Response Team shall be appointed by the Committee on Ministry every other year. No person who has served a full six-year term shall be re-appointed until one full year has elapsed.

C. Training

The Pastoral Response Team members will receive training in dealing with sexual and ethical misconduct, with specific attention to the dynamics that are unique to the ministerial role. The cost of training the Pastoral Response Team shall be borne by the Presbytery.

In addition, the Pastoral Response Team is responsible for conducting seminars on the issues of sexual misconduct. This training shall be given yearly. See Section V.A.4., below.

D. Policy-Review

Since this policy cannot detail all the procedures needed by the Pastoral Response Team in addressing different kinds of cases, at least every three years, the Pastoral Response Team shall evaluate this policy and recommend changes to the Committee on Ministry for approval by the Presbytery Assembly. There shall be a report of this evaluation made to the Presbytery Assembly at its June meeting, regardless of whether changes are recommended.

E. Resources

1. Through the Committee on Ministry, the Pastoral Response Team shall maintain a list of interim or supply pastors trained in responding to congregations where abuse has occurred and other resources for assisting such congregations.
2. The Presbytery shall develop a fund from which the expenses of administering this policy may be drawn.

IV. PROCEDURES AND IMPLEMENTATION

A. General Principles

1. Ministers of Word and Sacrament, ruling elders, deacons, and ministerial candidates and inquirers are subject to inquiry and discipline under the Book of Order, Rules of Discipline. This policy is intended to supplement the Rules of Discipline, not replace them.
2. Employees of the Presbytery are subject to the employee policies administered by the Presbytery Operations Ministry Team.

B. Sexual Misconduct and the Disciplinary Process. Amended 8/28/12

1. When a pastor is accused of sexual misconduct, two processes are begun: procedures under this policy, and judicial procedures under the Rules of Discipline. The two processes are related and in some cases overlap, but they are distinct. The judicial process is mandated by the Rules of Discipline, and where there is a conflict between the two procedures, the judicial process takes priority.
2. A case is initiated by a written allegation. In the case of a pastor, it is given to the Stated Clerk of the Presbytery; in the case of a ruling elder or member of a church, to the Clerk of Session. A person accused is presumed innocent until proved guilty. He or she is afforded the right of counsel at all stages, and the session or Permanent Judicial Commission may authorize payment of counsel fees upon application.
3. Upon receipt of a written allegation, the clerk will cause to be appointed an Investigating Committee, which has the duty to inquire into all the facts, contact all the witnesses, and review all the available evidence. If it determines that the accused committed an offense, and that it has sufficient evidence to prove it, the Investigating Committee will file charges with the clerk, which will begin the process of a trial. In the case of a ruling elder/member, the trial will be before the session; in the case of a pastor, it will be before the Permanent Judicial Commission. In evaluating the evidence for the purpose of determining whether to file charges, the Investigating Committee will take into consideration the credibility of the witnesses. If after hearing the evidence, 2/3 of the members of the Permanent Judicial Commission are persuaded beyond a reasonable doubt, they will find the accused guilty.
4. The remedies available under the Rules of Discipline are variations of "censure." This censure can be a simple reprimand to a removal from office and membership. The decision of the Permanent Judicial Commission will be read to the council and entered into the minutes. It can be appealed by the person convicted.
5. There is a matter of confidentiality to be considered. The rule is that the name of the accused and the nature of the allegations are not revealed. The clerk is required to report

to the council only that allegations have been received against a member and that an Investigating Committee has been appointed. When the Investigating Committee has decided to file charges, this also is reported, without naming the accused or the charges. This confidentiality is required because the mere allegation is sometimes enough to destroy a reputation or a career. Any trial, however, is open; that is, it is not confidential. This confidentiality, as well as the possibility of civil litigation, sets requirements for the implementation of our sexual misconduct policy. Information about the charges and the pastor are not public information, and should not be revealed to anyone except under very limited circumstances, and the identity of the victim must be strictly protected. The exceptions to confidentiality regarding the accused and the accusations are governed by a need to know. If an individual or a group has a need to know this information, it can be revealed to them under the following circumstances: steps must be taken to limit the dissemination strictly to that group or individual; only the amount of information necessary is to be revealed. The very difficult decision is when there is a need to know. Since matters of sexual misconduct in a church are rarely secret, and since rumors frequently abound, there can be significant damage to persons or to churches that can only be limited by accurate information. In such a case, some information can be revealed. Before doing that, it is wise to consult with the Stated Clerk. Since trials are open, confidentiality ends at that point.

C. The Role of the Pastoral Response Team

1. When the Pastoral Response Team is first notified of an accusation, it shall coordinate pastoral care as needed for the accuser/victim(s), the accused, their families, the congregation, and all other involved parties. The Pastoral Response Team's responsibilities are to:
 - a. notify the affected parties of the Pastoral Response Team's role;
 - b. confirm that civil authorities have been notified, when appropriate;
 - c. assess the needs of the affected parties, congregations, entities, agencies, and governing bodies, including the need for advocates and/or an attorney or counsel.
 - 1) The Accuser/Victim(s): At least two persons from the Pastoral Response Team will meet with the accuser/victim(s) and their family to listen to their concerns and ascertain their needs. The Pastoral Response Team members' role is to help clarify options for the accuser/victim(s) so they may decide for themselves what they will choose to do, as well as make available to the accuser/victim a list of counseling resources.
 - 2) The Accused: The Pastoral Response Team, through its moderator, shall consult with the Executive Presbyter and his or her designee, to determine what support and resources should be offered to the accused. The Executive Presbyter or his or her designee will offer to arrange for at least two persons from the Pastoral Response Team to provide support, as well as make available to the accused a list of counseling resources, if requested.
 - 3) The Congregation: When a congregation is involved, the Pastoral Response Team, in consultation with the Committee on Ministry and the Executive Presbyter or his/or her designee, shall determine if it would be helpful to offer the congregation support and services. When appropriate, members of the Pastoral Response Team 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.
 - 4) Resources: The Pastoral Response Team will identify the resources available for professional counseling. If the victim and/or the accused do not have insurance and are unable to assume the costs of counseling, the Presbytery shall

accept responsibility for payment of counseling fees, for a reasonable time, up to a maximum of one year.

2. At no time will there be only one person in possession of knowledge of any matters pertaining to a case. At least two members of the Pastoral Response Team will be present when meeting with the accuser, victim, accused, or witnesses. Such consultations shall always include at least one person who is of the same gender as the person being interviewed.
3. Members of the Pastoral Response Team will make reasonable efforts to guard the privacy of persons involved. Material information will be made available only to authorized persons on a need-to-know basis.
4. Should the accuser choose to file a complaint as defined in this policy, the Pastoral Response Team ceases to function in the case, other than to listen and counsel on the initiative of the parties involved.
5. Should the accuser refuse to file a complaint, the Pastoral Response Team is to continue in a supportive role with the various parties through their advocates.
6. PRT Members cannot serve on judicatory cases in which PRT has been mobilized to respond

D. The Role of the Investigating Committee

1. The Investigating Committee is charged, under the Rules of Discipline, with conducting an inquiry to determine whether charges should be filed (D-10.0201).
2. The Investigating Committee is appointed by the Moderator of Presbytery, in consultation with the Stated Clerk and the Executive Presbyter, for the particular case.
3. The Investigating Committee will provide the accused with a copy of the statement of the alleged offense (D-10.0202 b).
4. The Investigating Committee will determine whether sufficient grounds exist to bring the complaint to trial. If the committee determines that grounds exist, and they can reasonably be proved (D-10.0202b), the Investigating Committee will prosecute the case before the Presbytery Permanent Judicial Commission.
5. After the investigation is complete, the Investigating Committee, if appropriate, will initiate alternative forms of dispute resolution (D-10.0202 j), or proceed to the filing of charges (D-10.0302) and the prosecution of the case (D-10.0402).

E. Appeal Process

If the defense in a case alleges that grounds exist for an appeal (D-13.0106), the appeal shall be made to the Permanent Judicial Commission of the Synod. During the appeal process, any level of censure invoked by the Presbytery shall remain in force.

F. Unsupported Allegations

If the accused is acquitted of charges or if the investigating committee determines that the allegations are unsupported by evidence, the Executive Presbyter and his or her designee will consult with the accused to decide how best to repair any damage that may have been done to the reputation of the accused. If an allegation is found to have been submitted maliciously or without grounds, the accuser may be named and disciplinary action may be initiated. The Investigating Committee and the Pastoral Response Team should encourage the accused to file a 'request for vindication' under D-9.000.

V. ADDITIONAL RESPONSIBILITIES OF THE PRESBYTERY

A. Availability of the Policy and Compliance

1. All Ministers of Word and Sacrament, CRE's, ministerial candidates, and inquirers, members of the Presbytery Coordinating Cabinet, and the moderators of any of the Presbytery's entities, shall be given copies of the policy and be required to sign an acknowledgment of receipt. In addition, they are required to agree to abide by the policy, accept responsibility to review all changes to the policy as posted and abide by

the sexual misconduct policy as amended subsequent to the date of their signature (Appendix F).

2. This document shall also be available on request to all church members and to the public.
3. Presbytery employees shall receive this document as a supplement to the employee handbook and shall be required to sign an acknowledgment of receipt.
4. All Ministers of Word and Sacrament, CRE's, ministerial candidates and inquirers, members of the Presbytery Coordinating Cabinet, the moderators of any of the Presbytery's entities, and all employees of the Presbytery of Detroit shall be required to attend a training offered by the Presbytery on the issues of sexual misconduct. All new clergy are required to attend such training no later than one year after employment. Persons who have taken training offered by other entities, such as another Presbytery or a synod, seminary or other similar institution, must submit proof of that training for review to satisfy this requirement. Youth overnight advisors/volunteers must receive training prior to spending the night with minors at Presbytery of Detroit sponsored functions. The Pastoral Response Team or its designee will train all youth advisors/volunteers regarding this policy prior to overnight youth events. Upon completion of any Presbytery of Detroit sexual misconduct training participants will receive a certificate verifying their attendance. Participants will be required to maintain the certificate for their record, in order to substantiate compliance with this policy.

B. Management of the Policy

1. Liability and insurance: The Presbytery shall periodically obtain from its insurance agents, confirmation that the liability insurance policy covers sexual misconduct liability for its programs and activities, if such coverage is available.
2. Record Keeping: The Presbytery of Detroit will include in every employee's personnel file, including teaching elders, the application for employment, any employment questionnaires, reference responses, and other documents related to this policy, including a signed receipt for receiving the sexual misconduct policy.

C. Screening of Applicable Persons

1. Pre-Employment Reference Checks
 - a. Pre-employment screening includes specific questions related to previous complaints of sexual misconduct. The Presbytery reviews the *Sexual Misconduct Information* of the Presbyterian Church (U.S.A.) Personal Information Form when interviewing persons seeking ministerial calls.
 - b. The Executive Presbyter and his or her designee are responsible for making reference checks to ascertain whether persons seeking ministerial calls have any history of sexual or other misconduct. The Executive Presbyter or his or her designee will report to the Committee on Ministry either that there was no reported misconduct, or that the committee should inquire into reported sexual or other misconduct. A written record of conversations and correspondence with references will be kept in the teaching elder's/employee's file.
 - c. When the Executive Presbyter or his or her designee provides a reference, any information provided concerning complaints, inquiries, and administrative disciplinary action shall be accurate.
2. Criminal Background Checks
 - a. Pre-employment screening for prospective incoming clergy and Presbytery staff shall also include a mandatory criminal history background check, conducted by the Executive Presbyter or his or her designee, using a national screening organization.
 - b. All persons for whom a background check is required shall be required to sign a written consent and release form authorizing the criminal record background check. The Committee on Ministry will provide all prospective incoming clergy with a written

disclosure that a criminal record background report will be requested. The failure of a prospective incoming clergy person to volunteer important information regarding his or her criminal history shall prevent that person from consideration or employment in any capacity, or will be grounds for termination.

- c. The discovery of a criminal conviction will not automatically exclude a person from entry into the Presbytery and work in its congregations or with its youth. The use the Presbytery makes of the criminal record background report will be determined on an individual case-by-case basis, and shall include, where necessary, appropriate supervision of the individual. Only the Executive Presbyter or his or her designee shall order and review the criminal record background reports. The Executive Presbyter and his or her designee shall ensure the confidentiality and appropriate retention of criminal record background checks.
- d. A person who claims that the information in the report is inaccurate, false, or incomplete shall have the right to dispute it.

D. Requests for Transfer, Release, or Renunciation of Jurisdiction

A Session or the Presbytery is constitutionally prohibited from granting a certificate of transfer to a member while an inquiry or charges are pending (D-10.0105). The reasons for not granting a transfer may be communicated by the Clerk of Session or the Stated Clerk to the appropriate persons. Should a Minister of Word and Sacrament or a CRE renounce the jurisdiction of the Presbyterian Church (U.S.A) under G-6.0501, the Stated Clerk shall report to the governing body both the renunciation and the status of the matter at that time, including the name of the accused, the date and fact of renunciation during an investigation or trial, and the charges filed, if any. These actions shall end the Presbytery's disciplinary process. In the case of a renunciation, the Committee on Ministry shall make all reasonable efforts to provide pastoral care and justice to the accuser/victim and the congregation.

E. Disposition of Files

At the conclusion of a case, the records and files of all allegations and their disposition shall be delivered to the Stated Clerk as the designated custodian of all files concerning the case. No committee or its members shall keep copies of a file.

APPENDIX A PROCESS IN DISCIPLINARY PROCEEDINGS

The Presbytery of Detroit takes seriously all allegations of misconduct which may come to its attention. Such allegations will be dealt with according to the procedures contained in the Rules of Discipline. To help familiarize members of the Presbytery Assembly and its churches with these procedures, we call attention to the following facets of the disciplinary process.

A. Initiating or Exploring the Filing of a Statement of Alleged Offense

Anyone who believes that she or he has been a victim of professional misconduct by a member of the Presbytery or one of its employees or volunteers is advised to contact the Executive Presbyter, the Stated Clerk, the Moderator of the Committee on Ministry, or the Moderator of the Pastoral Response Team, in person or in writing.

The official who has been contacted will provide information regarding the appropriate procedure for pursuing the matter. The official will not attempt to judge the legitimacy of the allegation or seek to resolve the matter. If the allegation involves any of the above individuals, or any other official of the Presbytery, that person is barred from participating in proceedings relative to the matter.

B. Filing a Written Allegation of Offense

1. An individual who wishes to proceed with the formal disciplinary process is advised to file a signed, written statement of allegation with the Stated Clerk of the Presbytery or, if the accused is an ruling elder or deacon, with the Clerk of the accused's Session. The statement of allegation should state briefly the nature of the offense, the name of the

accused, and provide relevant and supporting information. It need not contain full details or evidentiary material. The accuser is expected to be prepared to attest personally to the allegation in the course of the investigation and disciplinary process.

Note: The procedures which follow describe only the process followed in the Presbytery of Detroit. Disciplinary procedures in a local church will be similar to those described here. For specific details about the disciplinary process in a church, see chapter 10 of the Rules of Discipline.

2. Upon receipt of a written statement of allegation, the Presbytery Moderator, in conjunction with the Stated Clerk and the Executive Presbyter, will appoint an Investigating Committee. The Presbytery is informed by the Stated Clerk at its next meeting, without naming any of the individuals involved or the nature of the alleged offense.
3. Members of the Investigating Committee will be ruling elder and teaching elder members of the Presbytery. They will receive special orientation by the Stated Clerk or his or her designee and training in matters of process and sensitivity and are chosen to represent both particular skills and disciplines and the broader spectrum of the Presbytery's membership.
4. Upon receipt of a written statement of allegation, any need for administrative leave will be reviewed, as provided for in the Sexual Misconduct Policy of the Presbytery. The Committee on Ministry, with concurrence of the Session, shall assist in finding Temporary Supply and shall appoint an Interim Pastor for the duration of the administrative leave.

C. The Initial Investigation

1. The Investigating Committee will inform the parties of the options and procedures open to them in the disciplinary process. The committee will respect both the rights of the accused and the alleged victim(s), and will provide the accused with a copy of the statement of the alleged offense. The committee will determine whether the accused's Session or other responsible entity should be informed at this time.
2. Both the accuser/victim and the accused have the right to be represented by counsel in the course of the investigation and any subsequent trial. Under the Rules of Discipline, such counsel do not need to be licensed attorneys. They must, however, be members of the Presbyterian Church (U.S.A.). In the event the accused is unable to secure counsel, the Permanent Judicial Commission shall appoint counsel. Reasonable expenses for defense shall be authorized and reimbursed by the Presbytery.
3. If the Investigating Committee determines that there is probable cause to believe that a chargeable offense has been committed, and that it can be reasonably proved, the committee, under the powers assigned to it in the Rules of Discipline, may elect to file charges against the accused and proceed to prosecute the case before the Permanent Judicial Commission; or, with the agreement of both the accuser/victim and the accused, initiate the process of alternative resolution as provided in the Rules of Discipline.

D. Full Judicial Process

1. If formal charges are filed, the case will be tried before the Permanent Judicial Commission. In the event the accused is found guilty, the Commission determines the degree of censure as guided by the Rules of Discipline and reports its findings to the Presbytery Assembly.
2. In the event the accused is found innocent or the charges are not proven, the Executive Presbyter or his or her designee will consult with the accused to decide how best to proceed to repair any damage that may have been done to his or her reputation. Follow-up with the accuser will be done as deemed necessary and appropriate at the time.

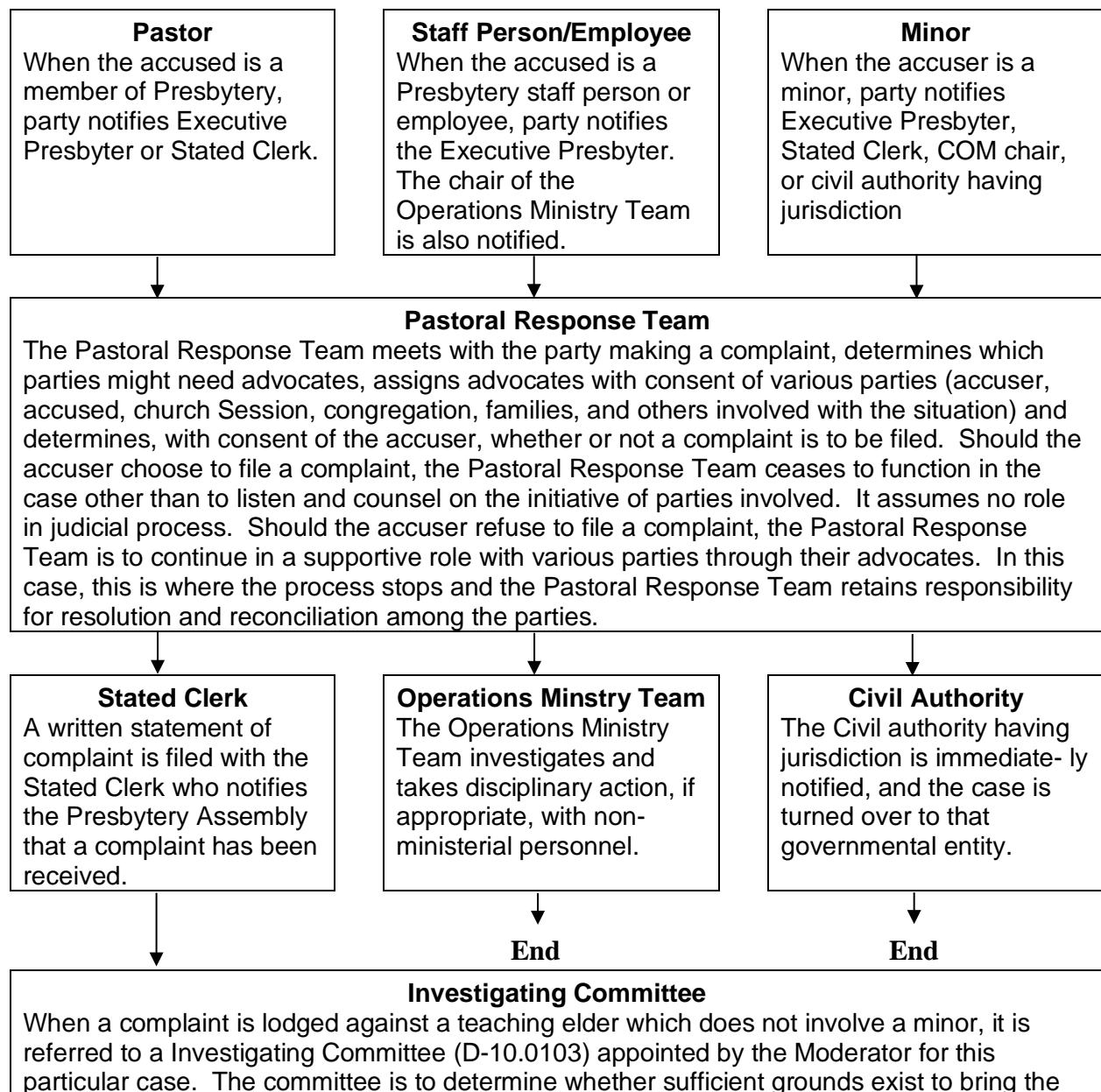
E. Renunciation of Jurisdiction

Should a Minister of Word and Sacrament renounce the jurisdiction of the Presbyterian Church (U.S.A.) while disciplinary proceedings are pending, the Stated Clerk shall report to the Presbytery Assembly both the renunciation and the status of the matter at that time, including the name of the accused, the date and fact of renunciation during an investigation or trial, and the charges filed, if any. These actions end the Presbytery's disciplinary process.

APPENDIX B

• PROCESS FLOW IN SEXUAL MISCONDUCT SITUATIONS

- Refer to Section IV – *Procedures and Implementation* and to Appendix A – *Process in Disciplinary Proceedings* for a more in-depth description of the process.



complaint to a trial. If it is determined that grounds exist, and they can be reasonably proved, the committee shall prosecute the case before the Presbytery Permanent Judicial Commission. If they do not so conclude, the process stops at this point.

↓
GO to A

A

Permanent Judicial Commission

Following the work of the Investigating Committee or a civil authority, the case shall be referred to the Permanent Judicial Commission which shall conduct an ecclesiastical trial to determine whether an appropriate level of censure should be enforced (D-12.0102ff). In such a trial the Investigating Committee prosecutes the case and the defendant is to seek counsel from within the membership of the Presbyterian Church (U.S.A.). In the absence of an appeal, the decision of the Permanent Judicial Commission settles the matter.

Appeal to the Permanent Judicial Commission of the Synod

Should the defense in a case allege that grounds exist for an appeal (D-13.0106) it shall be made to the Permanent Judicial Commission of the Synod. During the appeal process, any level of censure invoked by the Presbytery shall remain in force.

Request for Vindication

Should a Investigating Committee conclude that grounds for filing charges do not exist and that the complaint was frivolous or defamatory to the person accused, it would be appropriate for the Presbytery to take remedial action to defend that person's reputation. The Pastoral Response Team and the Investigating Committee should encourage the accused to file a 'request for vindication' under D-9.0000.

Throughout the process described above, from accusation to resolution, the Committee on Ministry shall ensure that the congregation involved receives appropriate care, including the appointment of interim pastoral leadership trained in the management of sexual misconduct cases. Should a pastor be placed on administrative leave, this interim appointment, in consultation with the church Session, should be made with dispatch.

APPENDIX C

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

MICHIGAN:

For child abuse occurring in Michigan, contact the Child Protective Service emergency contact number for the appropriate county. The website giving information for each Michigan County is:

http://www.michigan.gov/fia/0,1607,7-124-5452_7119_7193-15252--,00.html

APPENDIX D

ACCUSATION OF SEXUAL MISCONDUCT

Date of Report: _____ Date Received by Stated Clerk: _____

1. ACCUSER INFORMATION (please print)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ / _____ - _____

Church Membership: _____

Ordination: Ruling Elder _____ Deacon _____ Minister Word & Sacrament _____

Other _____

Currently serving: Yes: _____ No: _____

2. ALLEGED VICTIM INFORMATION (if different from accuser) (please print)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ / _____ - _____

Church Membership: _____

Ordination: Ruling Elder _____ Deacon _____ Minister Word & Sacrament _____

Other _____

Currently serving: Yes: _____ No: _____

3. ACCUSED INFORMATION (please print)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ / _____ - _____

Church Membership: _____

Position: Ruling Elder _____ Deacon _____ Minister Word & Sacrament _____

Other _____

Presbytery Staff _____ Presbytery Volunteer _____

4. ALLEGATION

Being as specific as possible, please list incident(s) of sexual misconduct, including date(s), time(s), and location(s). If more space is needed, please staple additional comments to this form.

5. POSSIBLE WITNESSES

Please list the name, address, and phone number of persons who may have information related to or pertinent to this accusation.

6. OTHER INFORMATION

Please identify any additional information that may be helpful to the investigation.

**APPENDIX E
THE PRESBYTERY OF DETROIT
POLICY ON ADMINISTRATIVE LEAVE**

A. The Policy

Under appropriate circumstances, pastors who are being investigated for professional misconduct should be temporarily removed from their ministerial positions. Under no circumstances will administrative leave be required when there is no concurrent disciplinary proceeding in process under the Rules of Discipline. The conditions in which administrative leave is appropriate include, but are not limited to, situations where:

1. the facts described in a statement of alleged offense, or where the investigating committee in the course of its investigation uncovers allegations of facts which, if true, pose a significant present risk of sexual abuse, as defined in the Presbytery of Detroit's Sexual Misconduct Policy, particularly to children or those unable to consent because of physical or mental disability;
2. the facts described in a statement of alleged offense, or where the investigating committee, in the course of its investigation uncovers allegations of facts which, if true, pose a present risk of serious physical, emotional, or financial harm, particularly to children or those unable to consent because of physical or mental disability;
3. relations between the pastor and the congregation or entity he or she serves have become severely conflicted in the course of the disciplinary process.

B. Application

When the Stated Clerk of the Presbytery receives a written statement of an alleged offense, in addition to initiating the procedures required by the Rules of Discipline, the Stated Clerk shall consult with the Executive Presbyter and the moderator of the Committee on Ministry. If it is their unanimous judgment that the complaint warrants administrative leave, the Stated Clerk will notify the teaching elder and the local Session that the teaching elder is placed on administrative leave. All persons placed on administrative leave are none-the-less to be presumed innocent until proven guilty.

C. Term

The duration of administrative leave will be set by the Committee on Ministry and will depend upon the time needed for the investigative and judicial process. The investigation will proceed to conclusion with all deliberate speed, mindful of the financial obligations of those involved.

D. Conduct of Pastor ~~Teaching elder~~ on Leave

The pastor on leave shall:

1. not initiate or sustain contact with any member of the church staff or any member of the congregation (other than family members) except under the following circumstances:
 - a. one member of the staff may be designated, by prior mutual agreement, to deliver personal mail or other personal effects to the pastor on administrative leave; or
 - b. when contact has been authorized by the Stated Clerk for the purpose of preparing a defense.

All other contact with the congregation shall be through the moderator appointed by the Committee on Ministry and/or through his or her designee. Even in non-church events such as scouting, school, or sports programs, the pastor shall not use social contact with church members to garner support for his or her case;

2. remain out of all church buildings and off church grounds (excluding a manse and/or a school on the church property when the pastor is in the role of a parent of a child enrolled in the school) throughout the duration of administrative leave;
3. not conduct worship services, weddings, funerals, administer the sacraments or engage in any form of pastoral leadership in the congregation which the pastor serves, or in funeral homes, wedding chapels, or in any other congregation in the Presbytery or any other Presbytery. Provisions may be made with the Stated Clerk, Executive Presbyter, or the Committee on Ministry in those cases where the pastor's pastoral care is requested by his or her own family;
4. not attend Session meetings or meetings of any other board of the congregation.

E. Financial Arrangements

1. Because a pastor on administrative leave is presumed innocent, he or she will continue to receive full salary, housing allowance, and medical and pension benefits as defined by his or

her terms of call. However, expense allowances, including educational benefits, shall not be paid. The period during which financial support is paid shall be set by the Committee on Ministry and shall not ordinarily exceed one year. If the administrative leave is extended, the terms of call may be amended by the congregation, with the approval of the Committee on Ministry and the Presbytery.

2. Ordinarily, these costs shall be borne by the pastor's congregation. In the event the congregation cannot afford to honor the accused pastor's terms of call and pay for interim leadership, the costs of interim leadership may be borne in whole or in part by the Presbytery of Detroit. The reasonableness of these costs shall be determined by the Committee on Ministry.

F. Enforcement:

Any violations of the terms of a person's administrative leave shall be reported to the Stated Clerk of the Presbytery, and may themselves become the subject of disciplinary proceedings.

Amended 8/28/2012

PRESBYTERY OF DETROIT
ADMINISTRATIVE LEAVE
FINANCIAL TERMS OF AGREEMENT

Date: _____

During the period of administrative leave, from _____ to _____, the Session and congregation of _____ Church agree to continue to pay _____ according to the current terms of call, not including expense allowances and/or educational benefits.

If the administrative leave is extended beyond the aforementioned date, the congregation has a right to amend the terms of call, with the approval of the Committee on Ministry and the Presbytery Assembly. Any amendment of the terms of call must be negotiated by the Committee on Ministry and the Session, in consultation with the pastor, and put before the congregation for approval.

(COM Representative)

(Date)

(Pastor)

(Date)

(Clerk of Session)

(Date)

(Stated Clerk)

(Date)

APPENDIX F

- RECEIPT AND ACKNOWLEDGMENT OF
- SEXUAL MISCONDUCT POLICY AND PROCEDURES

I have received the Presbytery of Detroit Sexual Misconduct Policy and Procedures and acknowledge its contents.

Name: _____

Date: _____

Position(s): _____

I agree to abide by the standards of the Presbytery of Detroit Sexual Misconduct Policy and Procedures as long as I remain a teaching elder, ministerial candidate or inquirer, employee, volunteer, or work in a position carrying out the programs of the Presbytery of Detroit.

I acknowledge that any amendments to this Sexual Misconduct Policy require approval of the Presbytery, and thus will appear in Presbytery papers before the meeting and will be in the minutes of that meeting. Those papers and minutes are posted on line on the Presbytery web site. Moreover, I acknowledge that this Sexual Misconduct Policy is included on the Policies and Procedures Manual, which is posted on the Presbytery web site. I accept that it is my responsibility to review all changes to the policy as they are posted, and that I will abide by the Sexual Misconduct Policy as amended subsequent to the date of my signature.

Name: _____

Date: _____

*Approved 4/26/05
Amended 11/22/11
Amended 8/28/12
Amended 4/22/14
Amended 9/25/18*

P-3 ON COMPLEX AND CONTROVERSIAL ISSUES:

Whenever Presbytery is considering a complex or controversial issue, steps must be taken to provide a safe, relaxed arena in which information is clear, all opinions are heard, and commissioners feel, at the conclusion of business, that the process was fair and equitable. In situations where it is known that a sizable minority opinion on an issue exists, decision-making

by which a 51% majority prevails may lead to escalated conflict and ill feeling. Therefore, to improve the decision-making process, the presbytery will seek to do the following:

1. Distribute to all congregations and continuing members of Presbytery all business which is to come before the Presbytery as early as possible to provide adequate time for study, private deliberation and discovery prior to consideration at a stated meeting of Presbytery.
2. In preparing the docket for business at a stated meeting of Presbytery, the coordinating cabinet shall provide sufficient time for expected debate on those items which the cabinet considers controversial or complex. However, it is not the responsibility of the Cabinet to announce to commissioners that the issue is controversial or complex.
3. Any Presbyterian entity may advise the coordinating cabinet that it believes the item they are presenting should be docketed as a controversial or complex item of business.
4. In the situations of #2 and #3, the Coordinating Cabinet could also docket time in which it recommends that the Presbytery adjourn to a committee of the whole. During that time the body may engage in such spiritual discernment practices as scripture study, prayer, small group discussion, all for the purpose of seeking a common ground. Following the committee of the whole process, then the Presbytery may proceed to a debate and vote on the issue.
5. An item of business may also be deemed complex or controversial if a commissioner moves at the beginning of debate or during the debate that the item be considered complex or controversial and if the motion is supported and passed by majority vote. Unless there is a motion to table or postpone action on the item, the debate may continue, but the item shall be treated as a first reading with final debate and vote at the next meeting of the Presbytery. The Coordinating Cabinet would then prepare the docket as noted in #s 1 and 4.
6. At any time during debate on an issue before the Presbytery a commissioner or the moderator may call for a time of prayer, a recess, or an adjustment of the docket moving the item to a point later in the meeting. This may provide a time for feelings to calm down, for perspective to return, and for the credibility and acceptability of the final decision when it is reached.
7. Whenever a complex or controversial issue has been decided by the Presbytery, it is incumbent on its officers to communicate and interpret the action to the Sessions of the congregations in the Presbytery and other interested parties.
8. At all times the members of Presbytery shall be encouraged to know and utilize the document, "Seeking to be Faithful Together: Guidelines for Presbyterians During Times of Disagreement." Adopted by the 204th General Assembly (1992) of the Presbyterian Church (U.S.A.):

Seeking to be Faithful Together:

Guidelines for Presbyterians During Times of Disagreement

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

<p><i>Give them a hearing... listen before we answer</i></p> <p><i>John 7:51 and Proverbs 18:13</i></p>	<p>P <i>Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus the Christ;</i></p> <ul style="list-style-type: none"> • <i>we will keep our conversations and communications open for candid and forthright exchange,</i> • <i>we will not ask questions or make statements in a way which will intimidate or judge others.</i> <p>2 <i>Learn about various positions on the topic of disagreement.</i></p> <p>3 <i>State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.</i></p>
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<p><i>Speak the truth in love</i> <i>Ephesians 4:15</i></p>	<p>4. Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus' teachings.</p> <p>5. Focus on ideas and suggestions instead of questioning people's motives, intelligence or integrity;</p> <ul style="list-style-type: none"> • we will not engage in name-calling or 20abeling of others prior to, during, or following the discussion. <p>6 Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.</p>
<p><i>Maintain the unity of the spirit in the bond of peace</i> <i>Ephesians 4:3</i></p>	<p>7 Indicate where we agree with those of other viewpoints as well as where we disagree.</p> <p>8 Seek to stay in community with each other though the discussion may be vigorous and full of tension;</p> <ul style="list-style-type: none"> • we will be ready to forgive and be forgiven. <p>9 Follow these additional guidelines when we meet in decision-making bodies:</p> <ul style="list-style-type: none"> • urge persons of various points of view to speak and promise to listen to these positions seriously; • seek conclusions informed by our points of agreement; • be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience; • abide by the decision of the majority, and if we disagree with it and wish to change it, work for that change in ways which are consistent with these Guidelines. <p>10 Include our disagreement in our prayers, not praying for the triumph of our viewpoints, but seeking God's grace to listen attentively, to speak clearly, and to remain open to the vision God holds for us all.</p>

Adopted by the 204th General Assembly (1992) of the Presbyterian Church (U.S.A.) for use by sessions and congregations

As Presbyterians, we are called to work for the "peace, unity and purity of the Church" (Book of Order) as we seek to be faithful to God's work in the world. However, disagreements and conflicts are inevitable in the life of the Presbyterian Church (U.S.A.) as we try to be faithful. They exist within committees, congregations, presbyteries, synods, at General Assemblies and in the national life of the denomination.

Conflicts are inevitable in all of life and certainly in the church. The history of the church is filled with conflicts and disagreements. Several of Paul's letters address the conflicts which were common in the early church. There have been and are going to be disagreements as Christian attempt to discern God's work in the world and as we interpret scripture.

Conflicts can be harmful and even destructive. They can cause individuals a great deal of pain and the community of faith immeasurable damage. Congregations have been divided; denominations have experienced schisms.

At the same time, conflicts can be an opportunity for new insights, learning, and individual and corporate growth. Disagreements can illuminate a topic in helpful ways and can present solutions to problems which previously had not been seen. The successful resolution of conflict can also bind people together in a powerful way.

The Bible contains many stories of conflict and disagreement and much advice about how they can be

addressed. As those stories indicate, God is already present wherever there is brokenness, granting wholeness and peace. God promises to be with us in times of disagreement and calls us to reconciliation, trust, love and forgiveness.

We realize that our perspectives are limited, so to help us affirm each other, enhance our community, stay open to the viewpoints of others and be sensitive to cultural diversity, we commit ourselves to the Guidelines in a spirit of prayer, trust, and love, seeking the guidance of the Holy Spirit.

Adopted by the 204th General Assembly (1992) of the Presbyterian Church (U.S.A.)

Approved 2/28/06

P-4 EQUALIZATION OF ELDERS

The Book of Order requires the Stated Clerk annually to ascertain the members of Presbytery who are active in the life of the Presbytery in order to determine the appropriate number of commissioners that the churches should be sending. The intention is to ensure that the number of teaching elders and elders is equal. G-11.0101

The Book of Order specifies certain representation according to the size of the church. G-11.0101a. It further states that if additional commissioners are needed to bring the representation to equal numbers, a Presbytery may select its own for granting additional commissioners. Those churches that have racial-ethnic minorities as a majority of their membership shall be given priority in assigning additional commissioners.

To equalize the number, the Stated Clerk shall count the number of active teaching elders as those on the active roll who are resident in the area, plus those on the retired roll who are active in the life of Presbytery, measured by counting those retired teaching elders who are on a Presbytery committee, who have a position of some kind in a local congregation, or who attended a meeting last year.

P-5 RESIGNATIONS FROM PRESBYTERY COMMITTEES

Resignations from Presbytery positions shall be presented in writing to the units involved who may accept them. The units shall report their action to the Committee on Nominations.

P-6 ABSENCES FROM COMMITTEE MEETINGS

Committees of Presbytery having members absent for three consecutive meetings without acceptable reason may declare the position vacant and refer the vacancy to the Committee on Nominations.

P-7. DISTRIBUTION OF FUNDS COLLECTED AS OFFERING DURING AN INSTALLATION OR ORDINATION SERVICE.

Funds collected during an afternoon or evening service shall be transmitted to the Committee on Preparation for Ministry for the Theological Education Fund. Funds collected during a regular Sunday worship shall be distributed as follows: pledged funds to the church where the service is held, loose offering to the Committee on Candidates.

The Committee of Preparation of Ministry (“CPM”) invites all persons under the care of the Presbytery of Detroit (“PoD”) to apply for a Financial Assistance Scholarship if an

unanticipated loss of income or increase in expenses would unreasonably delay his or her call to ministry.

The term “scholarship” refers to funds awarded to persons under the care of PoD to assist in education expenses but can be granted for other education related expenses at the discretion of CPM. (examples: travel, ordination fees, etc.)

Funds awarded under this Policy shall be paid out of the Theological Education Fund to third parties, when possible, and not directly to the person under the care of PoD.

All scholarships are awarded on an objective and non-discriminatory basis.

The person under the care of PoD shall apply for a scholarship by completing the CPM Application For Financial Assistance Scholarship form and submitting the application to the CPM Chairperson.

The Chairperson, upon receipt of the application, shall appoint a CPM subcommittee to review the application. The subcommittee, in its review of the application, shall consider the financial need of the applicant, the scholarship funds available, the number of pending scholarship applicants, the amount, if any, the applicant has received or anticipates receiving from his or her congregation and any other relevant factor.

The subcommittee shall report to CPM and CPM shall then decide to award or deny the scholarship and timely notify the applicant of its decision.

If the scholarship is denied, the applicant shall be given the opportunity to appear before CPM for scholarship reconsideration.

The person under the care of PoD may apply for a scholarship more than once. These financial scholarships do not require repayment.

This policy may be amended from time to time by CPM but any substantive change to this Policy shall require the approval of the Coordinating Cabinet of the PoD.

Updated 10/6/20

P-8 GUIDELINES FOR DISAFFECTED CHURCHES

JOHN 17:21

I PRAY THAT THEY MAY ALL BE ONE. FATHER! MAY THEY BE IN US, JUST AS YOU ARE IN ME AND I AM IN YOU. MAY THEY BE ONE, SO THAT THE WORLD WILL BELIEVE THAT YOU SENT ME.

1. THE CHURCH AND ITS UNITY

Universal and Particular (G-4.102)

Since this whole company cannot meet together in one place to worship and to serve, it is reasonable that it be divided into particular congregations. The particular church is, therefore, understood as a local expression of the universal Church.

A Particular Presbyterian Church (G-4.104)

Each particular church of the Presbyterian Church (U.S.A.) shall be governed by this Constitution. Its government and guidance are the responsibility of the session. It shall fulfill its responsibilities as the local unit of mission for the service of all people, for the upbuilding of the whole church, and for the glory of God.

Oneness (G-4.0402)

There is one Church. As the Bible speaks of the one body which is the Church living under the one Spirit of God known through Christ, it reminds us that we have “one Lord, one faith, one baptism, one God and Father of us all.” (Ephesians 4: 5-6)

2. INTRODUCTION

The Church of Jesus Christ has never been free of conflict. As people of the church struggle with tension, they are periodically polarized.

Whatever is happening at any given time that might cause individuals or churches to contemplate separation, the Detroit Presbytery is firmly committed to unity, diversity, reconciliation, justice, peace, love, mercy, values that lead to harmony.

There is a confessional mandate for unity in our Confession of 1967, which calls for reconciliation across various lines of conflict.

When faced with the possibility of any kind of organized separation, the Presbytery of Detroit is obligated to facilitate the maintenance and integrity of the Presbyterian system. We are a connectional church, which does not readily provide for the unilateral separation of a segment of the body from the rest of the body.

3. PROCESS

A. When the leadership of the presbytery receives word that a congregation is discussing whether to leave the denomination, either through formal congregational action or through informal contacts with church leaders or members, the Executive Presbyter will, as soon as possible, ask for a pastoral visit to hear concerns and offer the assistance of a Denominational Concerns Task Force appointed by the Moderator of Presbytery. The Denominational Concerns Task Force shall consist of three people. This action shall be reported to the Coordinating Cabinet and Presbytery at the next meeting. The purpose of the Denominational Concerns Task Force would be to engage either the leaders of the congregation, or the congregation as a whole, in a time of prayer and conversation aimed at understanding the conflict or identifying steps toward reconciliation. If the Denominational Concerns Task Force determines that progress can be made toward reconciliation through continued dialogue this will be reported to the Executive Presbyter, Coordinating Cabinet, and Presbytery. If this effort leads to resolution of the situation, no further action is required. If the visit is refused or unsuccessful the Denominational Task Force shall recommend to Presbytery that an Administrative Commission be nominated by the Moderator of the presbytery and elected by the presbytery as soon as possible. The Denominational Task Force shall recommend to presbytery the specific powers that should be given the Administrative Commission. Ordinarily the power to remove a pastor would require a specific request by the Commission after it is formed. The Administrative Commission shall consist of 3 teaching elders and 4 elders, directed to report its progress at Coordinating Cabinet meetings and Presbytery meetings. The commission shall complete its work and make recommendations with all deliberate dispatch as outlined herein. There shall be no session meetings without the Administrative Commission.

If the Denominational Concerns Task Force finds that no resolution is likely and that the congregation, sincerely bound by conscience and Scripture, wishes to work with Presbytery to seek dismissal to another Reformed denomination in correspondence with the General Assembly, the Task Force shall request the Administrative Commission facilitate the procedure under E below while not assuming original jurisdiction.

B. The Administrative Commission of the presbytery will meet with the session and teaching elder of the church in disagreement to resolve the issues. The commission could listen to the concerns of the congregation at large and with the session offer a pastoral presence. The commission and the session would agree to work within the system to affect changes they mutually see as beneficial to the life of the denomination and the work of the Gospel. Should this strategy succeed the relationship between the congregation and presbytery could be preserved. The commission would continue to work with the congregation for an additional two months as a support. In the event that this option is unsuccessful the commission must consider other alternatives within the powers given it or request additional powers from Presbytery. (G-4.0301f)

C. If the commission has been given the authority to do it and finds that all or part of the ordained leadership unable or unwilling to function within the Presbyterian Church (USA) it shall assume original jurisdiction pursuant to G-11.0103s. If the commission finds it necessary it could recommend the Presbytery dissolve the pastoral relationship.

D. If a congregation requests to be dismissed by Presbytery to another Christian body, it must be one recognized by the Stated Clerk of the General Assembly (PCUSA) and the procedure in E (below) be followed.

E. If a congregation requests to be dismissed by Presbytery the commission shall follow this procedure: (G-11.0103i)

a. The session shall meet with representatives from the Administrative Commission elected by Presbytery. All financial records, minutes and any other correspondence shall be made available to the commission.

b. The session shall call a Congregational Meeting within a month of the meeting with the commission. Prior notice shall be given orally from the pulpit on two successive Sundays. Notice shall be in the parish newsletter and a letter sent to all active members stating the purpose of the meeting. At least twenty-five percent (25%) of the active members of the congregation shall be present. Representatives of the Administrative Commission shall be present throughout and have the right to speak. The question to be discussed is “Shall the ---Presbyterian Church be dismissed from the Presbyterian Church (USA)?” Ample time shall be provided for speakers wanting dismissal and those wanting to stay with the PCUSA. No type of vote for any purpose shall be taken at this meeting.

c. The session, no later than three months after the first meeting described above, shall call a second congregational meeting. Prior notice shall be given orally from the pulpit on two successive Sundays. Notice shall be in the parish newsletter and a letter sent to all active members stating the purpose of the meeting. At least seventy-five (75%) of the active members shall be present. Representatives of the Administrative Commission shall be present throughout and have the right to speak. The question to be discussed is “Shall the ----

-----Presbyterian Church be dismissed from the Presbyterian Church (USA)?” Ample time shall be provided for both speakers wanting dismissal and those wanting to stay with the PCUSA.

After discussion and prayer, a secret written ballot shall be taken on this question, the only choices being “Request dismissal” or “Do NOT request dismissal.”

If the vote is three-quarters (75%) of those active members present and voting vote to request dismissal, the request shall go to presbytery. If the vote fails, the commission will report this to the presbytery and offer suggestions on healing within the congregation.

If any member, present and voting, contests the regularity of the second meeting, he/she shall send the details of the allegation to the Stated Clerk of Presbytery, who shall convene the Permanent Judicial Commission to render a decision.

d. If the vote is to dismiss the commission shall immediately contact the Board of Trustees and offer its recommendation concerning THE CHURCH AND ITS PROPERTY, (G-8.000)

A full written report shall be submitted to the Coordinating Cabinet Moderator, Moderator of Presbytery, Stated Clerk of Presbytery and the Executive Presbyter within a week of the deciding vote.

CORINTHIANS 12: 12-13

CHRIST IS LIKE A SINGLE BODY, WHICH HAS MANY PARTS; IT IS STILL ONE BODY, EVEN THROUGH IT IS MADE UP OF DIFFERENT PARTS. IN THE SAME WAY ALL OF US, WHETHER JEWS OR GENTILES WHETHER SLAVES OR FREE, HAVE BEEN BAPTIZED INTO THE ONE BODY BY THE SAME SPIRIT, AND WE HAVE ALL BEEN GIVEN THE ONE SPIRIT TO DRINK

Amended by substitution 11/27/07.

P-9 CRITERIA FOR VALIDATED MINISTRY WITHIN THE PRESBYTERY OF DETROIT

Presbytery membership classifications include the following for ministers of the Word and Sacrament who are Continuing Members of Presbytery. (G-11.0406)

- A. **Active:** (G-11.0406a) Active members have been admitted to the Presbytery in accordance with G-11.0401 and engaged in a validated ministry that complies with criteria in G-11.0403 without exception,
- in service in a Presbyterian congregation
 - in other service of this church and honorably retired.

This status shall be reviewed every three years. An active member in service beyond the jurisdiction of this church whose ministry is validated shall have this status reviewed and renewed annually.

- B. **Members-at-Large:** (G-11.0406b; 0413) Members-at-large who have been previously admitted to the presbytery but without intentional abandonment of ministry are no longer engaged in an occupation that complies with all criteria in G-11.0403. This status shall be reviewed annually.

- C. **Inactive:** (G11.0406c; 11.0413) Inactive members are previously active members of

presbytery, voluntarily engaged in an occupation that does not comply with all the criteria in G-11.0403. This status shall be reviewed annually.

This position deals with the status of active membership of those who are engaged in service beyond the jurisdiction of this church. Such ministry in service beyond the jurisdiction of this church must be validated by the presbytery.

In order for a ministry to be validated it must comply with all the criteria in G-11.0403 which are as follows:

a. “The ministry on continuing members shall be in demonstrable conformity with the mission of God’s people in the world as set forth in Holy Scripture, the Book of Confessions, and the Book of Order of this church.” (G-11.0403a)

Comment:

A statement of Mission is essential in order for presbytery to determine if a particular ministry is in “conformity with the mission of God’s people.” Such a statement should specify what the presbytery sees as its mission within its geographic bounds and should clarify the types of ministries needed in order to accomplish this mission. This statement should be as comprehensive as possible; it should be flexible and dynamic, periodically assessed and modified as new concerns emerge or new human resources become available.

A particular work should not be ruled invalid simply because it is not funded by the presbytery nor does all involvement in validated mission projects mean that the person serving there will automatically be validated.

b. “The ministry shall be one that serves others, aids others, and enables the ministries of others.” (G-11.0403b)

Comment:

The primary thrust of the work being validated is toward serving people and enabling them to serve other peoples. Its primary thrust is not toward things, nor toward profit-making activities.

This does not mean that a person in a profit-making business cannot perform ministry, nor that a minister cannot be employed in a profit-making enterprise. The primary functions of one’s work should relate to the service of people rather than the production of goods or of profits. The special gifts and training of the minister of Word and Sacrament that provide a theological perspective on the life of people must be used in a validated ministry.

c. “The ministry shall give evidence of theologically informed fidelity to God’s Word. This will normally require the Master of Divinity degree or its equivalent and the completion of the requirements for ordination set forth in G-14.0202” (G-11.0403c)

Comment:

“Theologically informed fidelity to God’s Word” will be evident in the ministry if it requires the ability to apply theological competence to such skills as communication, interpretation, or the care and nurture of a person’s wholeness and growth. Key questions may be: Does the ministry relate God’s Word to life experience, to faith and service? Does

the ministry gather persons for worship, support and study? If a proposed calling does not provide opportunity to articulate the Christian faith, questions should be raised as to whether it can be a validated ministry.

d. “The ministry shall be carried on in accountability for its character and conduct to the presbytery and to other organizations, agencies and institutions.” (G-11.0403d)

Comment:

Accountability implies that a member of presbytery is answerable to the presbytery for agreed-upon end results or activities in addition to the “character and conduct” of one’s ministry. It must be clear from the outset what is expected in the ministry. Accountability involves intentionality. It includes a performance review by the employer and provides support from presbytery, which enables the person to carry out the ministry with maximum effectiveness.

A person who is employed by a body other than the presbytery or a congregation will be accountable to an employer in ways which may not necessarily relate to the mission intention of that person or of the presbytery. Presbytery should ask that person to describe the specific ways in which his or her work contributes to the mission of presbytery. Both presbytery and the person need to evaluate the ministry on a regular basis.

It may be helpful for presbytery to assign this accountability and support relationship not only to COM but to another committee whose responsibilities related in some closer way to the work of the minister concerned. Presbytery could assign a colleague group or another minister to meet with these persons at least once a year to discuss their ministry.

It is inadequate for a presbytery to exercise its accountability relationship solely by collecting and reviewing annual report forms. At the very least, accountability to the presbytery should involve a face-to-face review of the ministry every three years.

The same criteria used for full-time ministers should be used in determining the validity of part-time ministers. Presbytery may validate ministries for which there is no compensation. While neither the amount of time spent in the particular ministry nor the amount of compensation should be prime considerations in applying the criteria for validation, a lack of compensation and large time demands can be a means of misusing people and abusing the system of validation.

e. “The ministry shall include responsible participation in the deliberations and work of the presbytery and in the worship and service of a congregation.” (G-11.0403e)

Comment:

Minimum standards for involvement in presbytery and congregations include the following:

- persons with validated ministries shall attend at least one presbytery meeting per year
- persons with validated ministries shall be encouraged to participate in the committee life of presbytery
- persons with validated ministries shall be available to moderate

- sessions and preach in congregations
- persons with validated ministries shall regularly participate in worship in a congregation.

If one or more of the criteria (a-e) cannot be met, the continuing member should ask to be designated either a member-at-large or an inactive member of presbytery. If presbytery is unwilling to grant this then the continuing member should seek release from the exercise of ordained office (G-11.0414) until he or she receives a call to ministry that fulfills all five criteria.

Ordinarily, the presbytery needs to be a formal party to any call involving a minister of Word and Sacrament. While this is obvious for those engaged in ministries within a congregation, in ministries beyond the jurisdiction of the church, such calling process is less evident.

Normally, the agency or employer will participate as a third party to the call. If the employer does not wish to be involved in the call or if the minister does not wish to approach the employer about this matter, a call can still be validated if the function to be performed meets the criteria in G-11.0403.

The comments are adapted from the 1994 GA handbook for Committee on Ministries. The Book of Order is the primary resource for the above position paper on Validated ministries that are beyond the jurisdiction of this church.

Approved by Presbytery October 24, 1995

P-10 STATEMENT OF PROFESSIONAL ETHICS

LIFE TOGETHER IN THE COMMUNITY OF FAITH: STANDARDS OF ETHICAL CONDUCT FOR ORDAINED OFFICERS IN THE PRESBYTERIAN CHURCH (U.S.A.)

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

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

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

Signature

Date

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

1. Preach, teach, and bear witness to the gospel of Jesus Christ with courage, speaking the truth in love;
2. Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries;
3. Be judicious in the exercise of the power and privileges of my office and positions of responsibility I hold;
4. Avoid conflicts of interest that might compromise the effectiveness of my ministry;
5. Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as outlined by Presbyterian Church (U.S.A.) policy and defined by the Presbytery of Detroit in the document I have read and signed;
6. Respect the privacy of individuals and not divulge information obtained in confidence without express permission, unless an individual is a danger to self or others;
7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
8. Claim only those qualifications actually attained, give appropriate credit for all sources used in sermons, papers, music, and presentations, and observe copyrights;
9. Refrain from incurring indebtedness that might compromise my ministry;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Observe limits set by the appropriate governing body for honoraria, personal business endeavors, and gifts or loans from persons other than family;
12. Accept the discipline of the church and the appropriate guidance of those to whom I am accountable for my ministry;
13. Participate in continuing education and seek the counsel of mentors and professional advisors;

Signature _____ Date _____

I will conduct my ministry in a manner that honors the connectional nature of the church as I begin and conclude ministries.

As I enter a new ministry I will:

1. Deal honorably with the record of my predecessor.
2. Be a friend and colleague in ministry with member presbyters and ecumenical gatherings.

3. Seek out consultations from community members, Committee on Ministry, and when appropriate the former pastor.

Upon leaving a ministry or office I will:

1. Speak and act in ways that support the ministry of my successor;
2. Refrain from and exercise due care not to influence by direction or indirection, by spoken or written word, the selection of a successor.
3. Not influence or comment upon the policies of the session and the congregation.
4. Publically announce to the congregation that the pastoral relationship is ending, and I am therefore, is not available for pastoral services.
5. Refrain from Participating in the life of the ministry setting I left or from which I have retired
6. Refuse to provide pastoral services for a congregation I previously served; decline cordially invitations to perform pastoral duties in my former community (this includes pastoral calling, funerals, baptisms, and weddings)--unless such invitation comes from and is initiated by the current pastor.
7. Consult with the committee on ministry in the presbytery of my residence regarding my involvement in any ministry.
8. Consider prayerfully how I can most effectively assist the congregation and my successor as they enter into a new ministry together.

Signature: _____ Date: _____

*Approved by Presbytery 11/27/01
Amended by substitution 11/21/15*

P-11 PROCESS FOR ALTERNATIVE ORDINATION EXAMINATIONS PROCESS FOR ALTERNATIVES TO THE STANDARD ORDINATION EXAMINATIONS

In order to fulfill the requirements of G-2.0607 and G-2.0610 for final assessment, Detroit Presbytery's Committee on Preparation for Ministry (CPM) submits the following alternative process for Candidates for ordination as a teaching elder (Minister of Word and Sacrament).

Candidates who have previously failed any or all the standard ordination exams twice or more are eligible to submit a written request to the CPM for an alternate means to show competence in the failed area(s). After review and consultation with the candidate, which may include a professional assessment of the candidate's difficulties, the CPM will determine whether the prospective candidate should:

1. be authorized to re-take the Standard Ordination Exam; or
2. be recommended to the Presbytery of Detroit for an alternative process.

The Presbytery of Detroit must approve the alternative process for each candidate by a $\frac{3}{4}$ vote. The process the Committee on Preparation for Ministry recommends will depend upon the exam, as described below. (G-2.0610)

- A. If the Candidate has failed the Standard Ordination Exam in Theological Competence, Worship and Sacraments, and/or Church Polity, the following alternative process may be used:

Exam Preparation

The CPM shall select no more than four persons (representing both minister members and elders of the Presbytery of Detroit) currently not serving on CPM to prepare an alternative examination. The Exam Preparation Committee shall be composed of qualified individuals who are able to contribute to the:

- content area of the exam; i.e., worship and sacraments, theology, polity, etc.;
- organization and preparation of the particular exam to be administered.

The Exam Preparation Committee may use resources available from the General Assembly and/or may seek assistance in the preparation of the examination from the faculty at the candidate's theological institution.

Exam Administration and Grading

The CPM shall also select a Work Group to administer and grade the examination. If the examination is a written format, the Work Group shall be composed of three people. If the examination is an oral format, the Work Group shall be composed of five people. The Work Group's composition should include at least:

- a person from the Exam Preparation Committee;
- a person from the presbytery who is qualified and experienced at grading exams;
- a person who has previously served on a CPM

This Work Group shall meet to identify the standards for passing the exam and then provide the evaluation of the exam by the candidate submitting alternative work in the area of examination. It will also arrange for the exam to be administered.

All members of the Work Group shall evaluate the exam. If the majority gives an exam a passing grade, the CPM will report the results to the Presbytery of Detroit and to the Offices of the General Assembly of the Presbyterian Church USA.

- B. If the Candidate has failed the Standard Ordination Exam in Biblical Exegesis, the following alternative process may be used:

The CPM shall select one text from the Old Testament and one text from the New Testament. The candidate shall be given the choice from these two texts and shall have no more than one week of seven consecutive days to complete the examination.

The exegetical study of the selected text shall include the following:

1. a study of the language of the text that exhibits a working knowledge of the original language and that deals appropriately with text-critical issues, grammar, syntax, and word use;
2. a study of literary issues, including the literary boundaries and context, the structure and composition, and the genre of the text;
3. a study of the principle theological motifs, themes, and ideas developed in the text; and
4. a study of the historical/sociological setting of the text, its redaction history, and its subsequent interpretation by communities of faith.

Evidence of ability to make contemporary application of the text shall be demonstrated by preparing a sermon or a lesson outline that is derived from and informed by the exegetical study. The candidate will provide a brief description of the situation and audience addressed.

The CPM shall arrange for the exam to be administered by a proctor and the team of three graders (see below) shall identify the standards for passing the examination.

A team of three graders shall evaluate the examination. One grader shall be a member of the Presbytery of Detroit with experience as a reader of standard ordination exams. One grader shall be a former member of a CPM. One grader shall be a faculty member of an accredited seminary with competence in the biblical language.

All three graders shall evaluate the exam. If two give the exam a passing grade, the CPM will report the results to the Presbytery of Detroit and to the Offices of the General Assembly of the Presbyterian Church USA.

- C. If the Inquirer or Candidate has failed the Standard Ordination Exam in Bible Content, the following alternative process may be used:

The CPM will appoint a proctor for the exam and form a Work Group of three individuals not presently serving on the CPM.

The Work Group will draft an examination of 100 questions, using questions asked in previous Bible Context Exams, select an appropriate means of administering the exam (e.g. computer, oral, etc.), determine the time period within which the inquirer or candidate must complete the exam, and grade the completed exam.

The minimum passing grade will be correct answers to 70% of the questions asked. If the inquirer or candidate earns a passing grade, the CPM will report the results to the Presbytery of Detroit and to the Offices of the General Assembly of the Presbyterian Church USA.

Amended by substitution 10/25/05. Amended 4/24/12

P-12 ON AMENDING THE PRESBYTERY BUDGET

Motions at a Presbytery meeting to increase or decrease the amounts in the Presbytery budget (once approved) require approval by a 2/3 vote instead of a simple majority.

P-13 DETERMINATION OF PER CAPITA PAYMENTS

Each year the Trustees shall determine how much income will be available from churches submitting per capita to Presbytery. They may use historic data on how much to expect, and shall determine the availability for purpose of budget expenditures. The Planning and Visioning Team shall consider that figure when it prepares the budget, and may determine that the expenditure for per capita payments to the Synod and General Assembly be no more than the funds determined available by the Trustees. Should Presbytery receive designated funds above the estimated amount available, Presbytery shall pay that amount. *10/25/14*

P-14 ON USE OF ALCOHOL AT PRESBYTERY EVENTS

No alcohol may be served at Presbytery events or purchased with Presbytery funds, except for wine at communion. When wine is used as a part of a communion service, an appropriate alternative shall be offered along with the wine. *2/14/04*

P-15 CERTIFICATION OF CANDIDATES

The Committee on Preparation for Ministry is, on behalf of Presbytery, authorized to certify candidates as ready for examination for ordination without seeking a vote of Presbytery.

9/28/04

P-16 ON INTERVIEWING CANDIDATES FOR STAFF POSITIONS

When the Presbytery desires to seek candidates for employment as members of the Presbytery staff, the following procedures shall be followed:

- There shall be attempts to locate and consider for employment persons without regard to race, sex, age, disability, or marital status;

- The selection process shall consider past patterns of discrimination on the basis of race, sex, age, or disability;
- Position descriptions shall be realistic and based upon job related qualifications and standards to ensure that the description does not contain qualifications or selection criteria based on race, sex, age, or disability.

11/23/04. Amended by substitution 4/22/14

P-17 PRESBYTERY GUARANTEES OF LOANS TO CONGREGATIONS

The Presbytery of Detroit shall not guarantee any loan obtained by a member congregation unless the funding source for said loan is either through the Synod of the Covenant or the General Assembly of the Presbyterian Church USA.

DEFAULT OF LOAN

In the event of default of any loan that is secured by the real property or other assets of a congregation that is a member congregation of the Presbytery of Detroit, the Board of Trustees may meet with the Session of that member congregation, if that Session is still viable, or with the Administrative Commission for that member congregation. The Board of Trustees may consider whether it is appropriate to recommend that the Presbytery of Detroit provide financial assistance to the member congregation to satisfy the default. In making recommendations and decisions, the Board of Trustees and other committees and task forces of the Presbytery of Detroit shall consider whether the mission of the Presbytery of Detroit and its member congregations would be enhanced by curing such default; provided that the Presbytery of Detroit shall not under any circumstances provide financial assistance to any member congregation to satisfy loan obligations unless the current appraised market value of the real estate and other assets securing the loan exceeds 115% of the outstanding principal balance and accumulated interest and any penalties or other liabilities related to such loan, together with the principal balance, accumulated interest and any penalties respecting any other loans secured by all or any part of the same collateral that secures the loan that is in default. This policy shall be carried out without regard to the effect of default on any reversionary interest of the Presbytery of Detroit in any real property or other assets that are collateral securing the loan.

11/22/05

P-18 STRATEGY FOR URBAN MINISTRY

Rationale for the formation of a Detroit Presbytery Metropolitan Urban Ministry Team

INTRODUCTION:

- The journey of the urban initiative task group has been a long, laborious but rewarding one. Members have worked diligently and have persevered for almost two years. Each meeting involved discussion of biblical passages focused on what God is calling us to do. We were energized by such passages as Matthew 28:19 which directed us to “go and make disciples of all nations, baptizing them in the name of the Father, the Son and the Holy Spirit, and teaching them to obey everything I have commanded.” We have been challenging each other and the presbytery to “grow up in every way into him who is the head, into Christ, from whom the whole body, joined and knit together by every ligament with which it is equipped, as each part is working properly, prompting the body’s growth in building itself up in love.” –Ephesians 4:15-16.

HISTORY AND CONTEXT:

Among metropolitan areas in the United States, Detroit is the second in size of its land area. Only Los Angeles exceeds Detroit in its suburban sprawl, amounts of land

taken up in highways, parking lots and shopping centers. Detroit is unique in not having effective rail mass-transit. Suburban sprawl continues to take place with people commuting greater and greater distances from suburban homes into the City or to other suburbs to work.

In a community like this, none of us is well served. With its sprawl, its racial and cultural divisions, and its outdated systems, it does not work well for any of us.

THE CURRENT STATE OF URBAN MINISTRY IN DETROIT PRESBYTERY:

The presbytery is fractured, in a state of division. This is most graphically illustrated when people are asked whether they are urban people and part of an urban area. Detroit city residents say they are. People outside the city do not claim an urban identity or character. Urban to them is somebody else somewhere else. Some of them may go into the city to conduct urban program but do not live there, do not identify there, but at best go there to help. In spite of the fact that many suburban congregations are struggling to remain viable, the suburban churches have newer more functional facilities, more adequately supported pastors and more support staff than their city compatriots. Their neighborhoods are safer, their schools are better, their incomes are higher and their crime rates are lower.

THE CURRENT STATE OF URBAN MINISTRY IN THE LIGHT OF OUR FAITH:

Moving from a current description of the Presbytery's urban strategy that focuses on treating diseased parts of the Church, the Task Force now seeks to outline a strategy that will guide and direct the ministry of the members of Presbyterian churches in the metro-urban communities, cities, suburbs, townships and rural areas in the six county area of Wayne, Oakland, Macomb, Livingston, St.Clair and Washtenaw, where racially and culturally diverse communities are economically, socially, politically and spiritually interdependent, interrelated and connected.

We seek a healthy, vital, growing Presbytery of Detroit, where Christ is head, where partiality does not exist, and where everyone is respected and welcomed. Our understanding of our ministry is that it...

- Begins and ends with God's call
- Will reflect on the nature and attributes of God
- Finds its starting point, its direction, its vision in God's Word
- Is functional, practical and applicable
- Challenges us and calls us to live out our ministry
- Is molded and shaped by the context of where it is carried out
- Grows out of a careful listening to God's people.

THE DESIRED STATE OF URBAN MINISTRY:

In response to God's call, Presbyterians see themselves as interconnected and interdependent. Anything that happens in one part of the Presbytery affects people, communities and congregations in other parts. Though there are particular communities in Southeastern Michigan with which people identify as residents, they see themselves as citizens of the metropolitan area, connected and accountable to people in other communities. Where one rejoices we all rejoice. Where one suffers we all suffer. We believe ourselves called to ministry across every line of conflict to achieve reconciliation. (Confession of 1967 9.45)

In Presbyterian polity there is no such thing as an isolated congregation. "Since the whole company cannot meet together in one place to worship and to serve, it is

reasonable that it should be divided into particular congregations. The particular church is, therefore, understood as a local expression of the universal Church.” (G-4.0102) “Visible oneness, by which a diversity of persons, gifts and understandings is brought together, is an important sign of the unity of God’s people.” (G-4:0203) It is the desired state of the Presbytery of Detroit that congregations are constantly led to affirm that they are interconnected and interdependent with each other, engaged in mutual ministry that crosses the lines of city and suburbs. In this way city and suburban congregations can all be strengthened and their call to ministry broadened and energized.

HEALTHY CONGREGATIONS - The desired state of urban ministry shall be achieved through healthy congregations. A healthy congregation is:

Confident

- Conducting normal church program with confidence
- Conducting worship, education, prayer and witness in a way that is alive and responsive to the life situations and needs of its members and others.
- Uses a variety of cultural expressions and forms

Involved

- A congregation which is seen in the community as a symbol and center of Godly activity.
- Seen by the community as prophetic and challenging, and collaborates with community groups.

Inviting

- The lights are on and the doors are open.
- A physical place that is inviting, functional and accessible in a physical and psychological sense.

Equipped

- A congregation with adequate people, staff, space, energy and ideas from its own resources and in partnership with others.

Listening

- A congregation that places high priority on the needs of persons outside the church who are not its members.

COOPERATIVE MISSIONS - The desired state of urban* ministry shall be achieved through cooperative missions. Initially, several cooperative missions would involve a number of congregations, both urban and suburban, which conform to this group’s definition of a healthy church, taking into account the following:

- A. Exhibition of most of the criteria for healthy# churches listed above.
- B. History of relationships already existing in the presbytery. With churches already related in some way.
- C. Size in resources, membership and staff sufficient to engage comfortably in new urban programming.
- D. Demonstrated willingness among the potential partners to engage in ministries of outreach, including such things as housing, transportation, elderly, children, health care, community organization, and./or food.
- E. Geographical proximity making transportation convenient from one service area to another.
- F. An urban* community environment that shows signs of growth, health, good infrastructure and positive change, leading to the conclusion that ministry by a coalition of churches has some possibility of success.

Definitions –

Healthy Congregation – see definition and criteria above.

* Urban - we have defined urban as descriptive of the whole Presbytery, but include this further understanding - areas of the Presbytery, most specifically Detroit, where the reality of life falls short of the Presbytery Vision, where the need is greatest, where too few congregations are healthy and where shared resources can make the greatest difference.

• BIBLICAL REFLECTIONS

The urban initiative task group has studied Scripture at length and in depth over the last several years and sees a stark contrast between the current state and the Divine call when doing so. Whenever in Scripture divisions are seen, lines of cleavage, there is a challenge to reconcile across those lines and achieve unity. Wherever in Scripture disparities are noted in income and viability between different groups of people, there are challenges to achieve distributive justice.

A. Scriptures we have found helpful:

Exodus 3	burning bush	we are on holy ground
Proverbs 11: 10-14	listening respect	shared wisdom
Isaiah 2:1-11	hope for the city	God's people
Jeremiah 29	pray for the city	the city counts with God
Ezekiel 11	the meat and the pot	essentials not casinos
Daniel 3	out of the fire	the power of faith
Matthew 5:1-12	Beatitudes	the blessings we should seek
Matthew 9:35	The harvest is plentiful	preaching in the cities
Matthew 28	go	our mission charge
Luke 4:18	I am sent to find the lost	is this not its shape?
Acts 2:8-44	the early church in action	a caring community of faith
Acts 4	fellowship and sacrifice	shared resources
Romans 2	a new time of faithfulness	time for new things
I Corinthians 12	the body of Christ	weeps and rejoices together
II Corinthians 1 & 4	missional church	against all odds we grow strong
II Corinthians 5: 16-21	ambassadors for Christ	in all we do we proclaim him
Revelation 21:1-11	I saw a new city	the vision of the future is a city

How these texts addressed us:

“In the beginning God created the heavens and the earth” God is omnipotent, omnipresent, omniscient reality.

“But seek the welfare of the city where I have sent you into exile, and pray to the Lord on its behalf, for in its welfare you will find your welfare. (Jer. 29.7) The prophet’s message is to the exiles, to pray for the city and the city will bless you.

“Then Jesus went about all the cities and villages, teaching in their synagogues and proclaiming the good news of the kingdom and curing every disease and every sickness. When he saw the crowds he had compassion for them because they were harassed and helpless, like sheep without a shepherd. Then he said to his disciples ‘The harvest is plentiful, but the laborers are few; therefore ask the lord of the harvest to send labors into his harvest.’ Mt. 9:35-38

“The spirit is upon me because he has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed free, to proclaim the year of the Lord’s favor. “ Luke 4:18-19

In Jesus we find the supreme expression of God’s presence in the cities. Jesus did not flee the challenges and ills of the city. He entered the cities so he could address the needs. He lived among the unsaved. Should the church not do the same?

“Go therefore and make disciples of all nations, ...teaching them to observe all things that I have commanded, and I am with you always, even to the end of the age.” Matthew 28. The call of God is to follow Jesus into the city. The authority given to the disciples was to do ministry in the city. The lord instructs disciples for ministry in the city with a promise to be with disciples in ministry to the city.

2/27/07

P-19 QUESTIONS TO CANDIDATES

When a candidate is received under care of the Presbytery, the Moderator shall ask the following questions of the candidate before the candidate is declared enrolled:

Do you believe yourself to be called by God to the ordered ministry of teaching elder?

Do you promise in reliance upon the grace of God to maintain a Christian character and conduct, and to be diligent and faithful in making full preparation for this ministry?

Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?

Do you desire now to be received by this presbytery as a candidate for the ordered ministry of teaching elder in the Presbyterian Church (U.S.A.)?

If these questions are answered in the affirmative, a brief charge shall be given, the candidate’s name shall be recorded on the presbytery’s roll of candidates, and the proceedings shall close with prayer.

6/26/07. Amended 6/26/12

P-20 USE OF STYROFOAM CONTAINERS AND BOTTLED WATER

Styrofoam containers and individual bottled water shall not be provided at presbytery meetings, functions of all types, and participants are asked to bring their own water in containers of their choice. Congregations hosting Presbytery meetings are requested to abide with this policy.

P-21. POLICY ON SPECIAL COMMITTEES FOR LOCAL CHURCH MATTERS

Local congregations sometimes seek to do things to further or end their ministries that require consideration or actions by the Presbytery. These include but are not limited to: closing; merger; consolidation (closing of one church and moving the members and assets to another); yoking parishes. The Presbytery responsibilities, authorities, and powers when these matters are proposed are very broad and cover a wide range of issues.

When churches contemplate such an action, they shall contact the Executive Presbyter. The Executive Presbyter shall prepare and submit to the Coordinating Cabinet a proposal for the creation by Presbytery of a special committee, along with suggested members. The minimum number of this special committee shall be three.

The duties of the special committee will be to ensure that the steps and actions cited below are properly taken. It shall have the authority to solicit appropriate committees, teams, and staff of the Presbytery to advise the committee, churches, sessions, staff and pastors, to take such acts as necessary for facilitation, and to conduct such activities as necessary. When all steps have been properly addressed, the special committee shall propose the consummating act to Presbytery for its approval, which resolution shall include a report that the necessary steps have been accomplished according to this policy.

The matters that the special committee shall address shall include the following (as appropriate to the specific issue):

Presbytery strategy

- Do we want to maintain a church or other mission in the location?
- What will be the effect on surrounding churches?
- Is this an area that we believe needs development?

Property and legal issues

- State law matters:
 - Transfers and sales of property
 - Determination of corporate status. (Including ensuring that the name of the new entity is cleared before Presbytery votes on it.)
 - Filing of new articles of incorporation
 - Dissolutions of corporations
- Creation of new bylaws.
- Disposition of real property.
- Disposition of personal property.
- Disposition and use endowments, designated funds, gifts, memorial funds, etc
- Inventory and audit of the property
- Filing of proper documents; release of mortgages, bank accounts, etc.
- Disposition of the records of each church
- Agreement on the new entity: retain the name of one or create a new entity
- Disposition of liabilities—outstanding bills, debts, mortgages etc

Organizational issues

- Configuration of session to ensure fairness, continuity and preservation of memories.
- Conduct of nominations so as to ensure fairness, continuity and preservation of memories.
- Establishment of some way of addressing disagreements that emerge from the predecessor congregations
- Configuration of committees, roles, purpose, programs, assignments, etc.

Pastoral issues

- Addressing issues of loss and discomfort.
- In mergers, consolidations, and yoked parishes, ensuring that the end product works.
- Ensuring fairness and sensitivity.
- Promoting growing and unitary productive congregations.
- Organizing celebrations and transfers so that the congregations can see this as something positive rather than a defeat.
- Assisting in a way that the parties see Presbytery as being helpful.
- Ensuring the joining of congregational cultures works smoothly.

Pastoral leadership issues

- Dividing time, services and costs between congregations in the case of yoked parishes, or between congregational groups where churches are merged or consolidated.
- Where more than one pastor is involved, determining the status of each pastor.

Process

- Consultation with sessions and congregations individually and collectively.
- Creation and approval of the plan for union
- A rational sequence of meetings of sessions and congregations to ensure that all parties are sufficiently informed of all issues and freely agree to them.
- Approval by the sessions and then the congregations of each entity independently for approval of the plan of union, bylaws of the new church, and the corporate acts to create or dissolve.
- Proposing the final act to the Presbytery.

Definitions

Closing: The process by which a church dissolves as a congregation and a corporation. When a church closes, all its property reverts to the Presbytery. When a congregation shuts down, the session remains until the corporation affairs are fully concluded, frequently including the sale of the property. Members not transferred to other churches before closing are transferred to the Presbytery.

Consolidation: This is a term not found in the Book of Order. In a consolidation, a church closes but requests Presbytery to authorize the transfer of all property to a different Presbyterian Church. The church then closes using the ordinary procedures for closing. Before closing, the members who desire are transferred to the church with which they are consolidating. The transfer of the property to the receiving church requires approval of the closing congregation and Presbytery. If the transfer includes real property, the approval requires the vote of the congregation. Note: Under state corporation law, this process may be called a *merger*.

Merger: This is a term found in the Book of Order. In a merger, two congregations become one. Their membership, assets and property are joined. Each individual church is dissolved and a new corporation is formed. The General Assembly assigns a new PIN number to the new congregation. Note: Under state corporation law, this process is called a *consolidation*.

Plan of Union: When there is a yoking, consolidation or merger, the effect is to bring two congregations together. This requires significant planning and agreement about how it will happen: session configuration; use of endowments; worship styles; pastoral relationships, and a myriad of other considerations. In order to ensure that there is full

understanding and agreement for what will happen once the yoking/merger/consolidation occurs, the congregations of both churches must agree on a written *Plan of Union*.

Yoking: When two churches are of a size, configuration, geographical location, and financial situation that make it difficult for both to support a pastor, they may *yoke*. When churches yoke, they agree to share a single called pastor. This requires negotiation of how costs, worship time, pastoral scheduling, etc are to be configured.

Approved by Presbytery 10/25/11

P-22. ON AUTHORIZING THE COORDINATING CABINET TO APPROVE THE CELEBRATION OF THE LORD'S SUPPER:

When it receives a request for the celebration of the Lord's Supper in sufficient time to submit it to Presbytery for approval, the Coordinating Cabinet shall do so. If the Presbytery will not meet in time to authorize the celebration, the Coordinating Cabinet is authorized to approve the celebration on behalf of Presbytery. In such cases, it shall report its action to the Presbytery.

Approved by Presbytery 4/27/13

P-23. VOLUNTEER DRIVER GUIDELINES.

Voluntary Background and Driving Checks.

Volunteers who are working with children and adults will be asked to undergo criminal record checks and other appropriate screening before assignment(s).

Insurance Coverage.

- Accident, liability and automobile insurance coverage are the responsibility of the volunteer.
- Insurance must be in effect and meet the minimum standards of the State of Michigan.
- You are encouraged to consult with your insurance agent regarding your personal insurance coverage relative to Presbytery related volunteer work. The volunteer should have the State of Michigan required minimum.
- It is a violation of Michigan automobile insurance regulations for an insurance company to raise your rates based on volunteer-related driving.

Additional requirements.

- All volunteer drivers must be at least twenty five (25) years of age.
- All volunteer drivers must undergo a driving license history check as part of the Presbytery criminal background check prior to serving as a volunteer driver for the Presbytery of Detroit.
- All volunteer drivers must have good driving records, with no record of careless, reckless, or alcohol-related violations on their driving record, and no more than 3 points within the last 2 years, and current proof of insurance. Any and all traffic violations are to be reported to the event leader.
- Copies of the volunteer driver's insurance and license shall be given to the event leader.
- In the event of any moving violation or accident during the transport of any youth or adult to Presbytery sponsored events, the driver shall file a written report with a factual description of the incident to the Detroit Presbytery. The event leader shall file the report at the Presbytery office immediately following the event.

4/22/14. (originally T-13)

P-24. ON AUTHORITY GIVEN THE TRUSTEES.

In those cases where the Trustees determine it necessary to act for the benefit of Presbytery before the next stated meeting of Presbytery, the Trustees are authorized to approve actions on behalf of Presbytery. When they do so, they shall report the action in full to the next stated meeting of Presbytery, along with a statement of why they believed it necessary to act on it.

3/21/15

P-25. ON OFFERINGS AT PRESBYTERY MEETINGS

- 1) Offerings, except for table hunger offerings, shall be limited to no more than two per calendar year and shall not take place at consecutive presbytery meetings.
- 2) Offerings that are received shall be related to mission causes.
- 3) Offerings shall be received during worship.
- 4) The collected offering shall be counted by two unrelated people.
- 5) Information about the proposed offering shall be brought to the Coordinating Cabinet so it can make a decision about whether and when a particular offering will be placed on the docket.
- 6) Information about the offering shall be included in the call to the meeting so that people know that an offering

3/21/15

P-26. ON INCLUSIVENESS

The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability.

In order to accommodate those who have disabilities, the Presbytery of Detroit shall:

1. Hold stated meetings and other Presbytery-wide events in settings that are accessible for worship, business, fellowship, and dining.
2. Provide sign language interpreters when requested in a timely manner.
3. Provide **all** necessary meeting materials including announcements in digital format before the day of the meeting and a limited quantity of papers at the meeting in large print.
4. Encourage speakers to read aloud projected materials including announcements that have not previously been made available.
5. Verify that loan requests for funding new construction or remodeling of church property include provision for accessibility.
6. Encourage speakers and leaders to use person-first language when referring to persons with disabilities. For example, use “a woman who is blind,” rather than “a blind woman.” Use inclusive language such as “Please rise in body or in spirit” rather than “Please rise.”
7. Encourage the nominating committee and COR to seek persons with disabilities for leadership positions in Presbytery, Synod, and General Assembly.
8. Encourage inclusion of people with disabilities in worship leadership.

Approved 9/22/15

P-27 POLICY ON FAMILY LEAVE

Amended (title only) 11/18/17

I. Theological Grounding

God created us to be in relationship with one another, to care for one another, and to participate in families. It is a joy to welcome a new baby and a privilege to care for ailing relatives. We are required to honor our father and mother, and to care for our children and kin. This provision is made when a minister needs to be absent from work in order to care for both self and family.

II. Purpose

- A. To provide Sessions and other employing agencies minimum standards for a pastor's family leave to be included in all call packages. It is anticipated that individual churches and employers will not be limited by this policy, and will respond to the need for family leave responsibly and generously.
- B. To ensure that pastors receive fair and equitable leave when required. It is anticipated that pastors will use this policy only when needed, and will not abuse the generosity of the church.

III. Individuals Covered by this Policy

This policy applies to the following members of the Presbytery of Detroit: teaching elders serving in installed and temporary pastoral relationships, validated ministers serving in PCUSA congregational settings, and Commissioned Ruling Elders currently serving churches in the Presbytery.

IV. Policy

- A. Notification to Session: When a pastor or a pastor's spouse becomes pregnant, she or he shall inform the session of the request for family leave at least 30 days but a recommended 60 days prior to the start of the leave, recognizing that the more time the session has to prepare for the pastor's absence, the better the session will be able to ensure provision for necessary pastoral services during the leave. When a pastor's family member is in need of transitional care, the pastor will inform the session and request family leave as early as is reasonable.
- B. Maternity Leave: The pastor shall be granted family leave for a minimum of 8 weeks. However, sessions are strongly encouraged to grant a 12 week leave if possible. During the time of family leave, the pastor shall receive full effective salary and full Pension dues. A pastor may lengthen the period of maternity leave at her discretion by using accrued vacation and sick days.
- C. Paternity Leave: Paternity leave shall be a minimum of two weeks in length, during which time the pastor shall receive full effective salary and full Pension dues. If the pastor is the primary caregiver for the child, the leave shall be extended to 8 weeks. A pastor may lengthen the period of paternity leave at his discretion by using accrued vacation.
- D. Adoption/Long-Term Foster Care Leave: Recognizing that the adoption or long term fostering of a child requires as much of a transition as the birth of a child, a pastor who is adopting or fostering shall be granted leave commensurate with maternity or paternity leave. If the pastor is the primary caregiver, the paid family leave shall be a minimum of 8 weeks. If the pastor is the secondary caregiver, the paid leave shall be a minimum of 2 weeks. A pastor may lengthen the period of adoption leave at his or her discretion by using accrued vacation.
- E. Family Member Care: The pastor of a church may require leave to help transition a family member into appropriate care, or provide intensive caregiving for another close family member. Often these transitions in caregiving require significant time and energy from family members. Recognizing this, the pastor shall be granted up to 6 weeks of paid leave per year, including full effective salary and full Pension dues, as is determined to be reasonable

between the pastor and Session. Examples of direct family members may include, but are not limited to, parents, grandparents, siblings, children, in-laws, or a spouse.

- F. Session Responsibilities during the Pastor's Leave: The Session is responsible for the ongoing work of the congregation during the pastor's leave. Session should be ready to arrange and pay for pulpit supply, a Session moderator, coverage for hospital and emergency visitation and whatever teaching and programming for which the pastor was responsible. Should this become a hardship for congregation, they may apply for assistance from the Committee on Ministry as per section G below.
- G. 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 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. Financial support for the church would be extended for the same time period granted for the leave, up to, but not to exceed, additional time granted by the Session or appropriate calling body for leave. Financial assistance will not be given during a pastor's use of accrued vacation. Individual sessions will apply to the Committee on Ministry when such cases arise, and each case will be judged on its own merits.
- H. Other Church Staff: The Presbytery invites churches to extend this or a similar policy to all church staff.

Approved 11/21/15

P-28. CHILD /YOUTH/VULNERABLE ADULT PROTECTION POLICY

• INTRODUCTION

The Presbytery of Detroit takes seriously its responsibility to provide a safe and nurturing environment for children, youth, and vulnerable adults. To maintain the strongest sense of integrity, safety, nurturing, and care involving all interactions with children, youth, and vulnerable adults Presbyteries, Synods, and the General Assembly of the Presbyterian Church (U.S.A.) and all entities of the General Assembly have adopted policies that all church members, church officers, nonmember employees and/or contractors, and volunteers of congregations, councils, and entities of the church are to follow. This policy applies to the Presbytery of Detroit (POD) and its constituent teaching elders, committee members, related agencies and staff and applies to all entity sponsored activities that involve children, youth, and vulnerable adults. This policy does not replace or supersede the POD's P-2 Sexual Misconduct Policy and Procedures but rather serves as a companion policy to it by addressing the unique issues involved in monitoring children, youth, and vulnerable adult activities.

• RATIONALE

As stated in the PCUSA's Child/Youth/ Vulnerable Adult Protection Policy's rationale, the implementation and documentation of a Child/Youth/Vulnerable Protection Policy strives to reduce the risk of abuse and neglect for the following reasons:

- Children, youth, and vulnerable adults are a gift from God and the Church has a divine mandate to provide for their safety and nurturing. The Church is called to be a place that reflects the open arms of Jesus. In Matthew 19:14, Jesus says, "Let the little children come to me." The Church is to be, at all levels of council and in all entities, a place of safety and nurture reflective of the arms of Christ.
- Any type of abuse involving children, youth, or vulnerable adults has lasting and devastating effects on the life of the victim/survivor. It is the call of the Church to be

a life-giving entity of Christ's healing and hope for community and individuals, not an entity that brings harm and hurt.

- The larger Church suffers with the victim/survivor and his or her family when abuse and neglect occurs. The Church is crippled by the hurt, pain, and distrust that accompanies abuse. Not only does the Church lose its credibility at all levels, it also suffers considerable financial loss and loss of integrity. More importantly, in instances of child, youth, or vulnerable adult abuse within the Church, there is immeasurable spiritual, psychological, emotional, and physical harm perpetrated that woefully cripples God's call on the Church.
- The Book of Order states, "The congregation as a whole, on behalf of the Church universal, assumes responsibility for nurturing the baptized person in the Christian life," and Presbyterians believe this baptismal commitment to be a serious one, understanding it to apply to all in the church's care, including children, youth, and vulnerable adults (Book of Order W-2.3013).
- Children and youth are not only persons of care and service in the church, but they are also co-recipients of the graces and love of God. Jesus exemplified this in the Gospel of Mark 10:15–16 when he urged his followers to receive the kingdom of God as a little child. And he specifically takes up the children into his arms and blesses them. So also the Church, as the body of Christ, is to be the presence of Christ's love, in the same way taking up all children and youth into its arms and blessing them; providing for them a safe, thriving, and nurturing environments in which to grow in every way.

• **DEFINITIONS**

For the purpose of this policy:

Child: A child will be defined as a person between the ages of 0–11.

Youth: A youth will be defined as a person between the ages of 12–17.

Minor: A minor is any child or youth 0–17 years-old.

Child/Youth Worker: Any person, volunteer, paid staff or contractor, who participates at any level at Presbytery of Detroit sponsored events or activities involving children and/or youth.

Vulnerable Adult: Any person eighteen-years-old or older without the developmental or cognitive capacity to consent.

Vulnerable Adult Abuse: Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a vulnerable adult. This may include, but not be limited to, verbal abuse, physical abuse, bullying, neglect, sexual exploitation, inappropriate use of the internet, technology, and/or social media.

Child/Youth Abuse: Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a child or youth. This may include, but not be limited to, verbal abuse, physical abuse, bullying, neglect, sexual exploitation, inappropriate use of the internet, technology, and/or social media.

Sexual Abuse: In the Book of Order, sexual abuse is defined as, "Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position" (Book of Order, D-10.0401c).

Misuse of technology: The use of technology that results in the harassing or abusing of a child/youth is strictly prohibited. This includes using technology to send suggestive, harmful, hateful, and/or misleading messages and images to a child or youth.

Sponsoring Council: Any council of the Presbytery of Detroit that is tasked with the responsibility of planning events and activities for children, youth, or vulnerable adults.

Response Team: shall consist of: The Executive Presbyter, Stated Clerk, Chair of the Committee on Ministry, Chair of the Presbyterian Youth Connection Workgroup or Christian Education [Workgroup](#), and the Pastor/Associate Pastor of the Congregation in which the minor belongs.

Note: Additional relevant definitions may be found in POD P-2 Sexual Misconduct Policy and Procedures

- **SCREENING, TRAINING, AND BACKGROUND CHECKS**

- A. An adult (18 years and older) must be actively associated with a church within the Presbytery of Detroit through regular worship attendance and participation in other church activities for a minimum of six (6) months before he/she will be considered for volunteer work with children/youth.
- B. All Staff and Volunteers are required to undergo a screening process including:
 1. Completion of a Staff or Volunteer Application for Children/Youth Work which includes:
 - a. References
 - b. Form for professional background check
 - c. Acceptance of the POD's Child Protection Policy
 - d. Acceptance of the POD's Sexual Misconduct Policy
 2. A documented reference check.
 3. Criminal Background Check: Prior to any planned event or activity, the host council will submit to the Presbytery of Detroit office, a complete listing of all volunteers directly associated with that event or activity to verify that each and all have successfully passed a national background check within the previous 12 months.
 4. All information obtained in the screening process, including any review/evaluation notes, and the Professional Background Check Report will become a part of the applicant's permanent file.
- C. Any person who is currently under investigation by the authorities for, or who has been convicted of:
 - Criminal sexual misconduct
 - Neglect of a child
 - Physical abuse
 - Crimes related to the possession, use or sale of drugs or controlled substances
 - Other acts of violence
 - Other acts harmful to youth (harmful employment, abandonment, endangerment of a minor)

will be excluded from any, and all, positions, paid or volunteer, involving work with children/youth anywhere within the jurisdiction of the Presbytery of Detroit. In addition, if the POD is aware that an individual has a conviction for one of the above mentioned or related crimes, the individual **shall not be eligible to attend the event in any capacity.**

- **PROVIDING FOR A SAFE ENVIRONMENT FOR POD EVENTS**

The Presbytery of Detroit shall ensure that the following measures be in place and actions taken

for each event or activity involving children and youth:

1. **"Rule of 3"**: Also known as the "2&1" rule. During any situation there should be at least 2 youth and 1 adult present or 2 adults and 1 youth present. Youth and Adults should not be alone, 1 to 1. If a 1 to 1 situation is absolutely unavoidable, the adult should take care to keep the situation as public as possible (doors open, another adult notified and aware of the meeting). This rule requires that employees or volunteers are not alone with children or youth without another person in view. This reduces the opportunity for misconduct and provides a witness if complaints are made against a paid staff or volunteer worker
2. **Ratios**: The adult to child ratio for all child-related events/activities is 2:14. The adult to youth ratio for all youth-related events/activities is 2:14. There shall also be one adult of each gender when there is one or more minors of each gender in a group
3. **View Windows and Open Doors**: When minors and adult workers or volunteers are in a room, if the door is closed, the door must have a view or, the Rule of 3 shall be followed with unencumbered visual access.
4. **Respect privacy**: Adult workers/caregivers should respect the privacy of the children to whom they provide care. Responsible use of digital devices and cell phones is required in all situations (ex. Taking age-appropriate photographs and movies, not taking photographs of minors who are not fully clothed.) Adults and minors are required at all times to wear appropriate attire. The Presbyterian Youth Connection Workgroup shall determine and monitor the appropriate dress code for each event.
5. **Empowering minors to speak up**: A reminder to all participants shall be provided encouraging all participants to report to the parent/guardian or leader of the event of any behavior that makes them uncomfortable.
6. **Transportation**: All adult drivers at child/youth events must have valid license and insurance on file with the organizing council. All vehicles used must have seat belts for the driver and each passenger. No minor under 8 years of age or shorter than 4 feet 9 inches tall may sit in the front seat of any vehicle. All drivers transporting minors and vulnerable adults must be over the age of twenty-five.
7. **Forms**: The legal guardians of each minor must provide the appropriate information and medical forms for each activity/event. The information form should include all contacts for legal guardians and the medical form must include a copy of the minor's health insurance card. Further consent forms must be signed by legal guardians for any events. Completion of these forms includes permission for photos or videos to be used by social media or published material by the organizing council (last names omitted in captioning). All such forms must be stored at the event site, in a secure place with restricted access.
8. **Event rules/ code of conduct**: Each event/activity must ensure that rules are gone over with participants, all staff and volunteers at each event/activity. These rules shall include but are not limited to a code of conduct specific to the event/activity, as well as a list prohibited and expected behaviors for the specific event/activity. The code of conduct and prohibited and expected behaviors list should be given in written form to each participant and legal guardians, as well as discussed thoroughly at the beginning of the event/activity.
9. **Showering/Grooming**: Children/youth and adults must maintain different showering and grooming hours at events in which bathrooms and shower rooms are shared in housing. These hours must be posted on site.
10. **Sleeping quarters**: No adult shall ever be alone with a minor in sleeping quarters, especially if they are changing clothes.

- **Reporting Requirements**

- A. *Every Church Member, employee and person acting as a volunteer in Presbytery related programs involving Children or Youth shall immediately report and document any suspected Incident of Abuse of which such person has knowledge.*
- B. *An Incident of Abuse is any occurrence, in which any adult does, or is suspected of doing, any of the following:*

Threatens or inflicts physical injury upon, or strikes, a Child or Youth other than by accidental means or in self-defense;

Commits or allows to be committed any sexual offense against a Child or Youth

Engages in any sexual contact with a Child or Youth;

Enters into a dating relationship with a Youth

With respect to a Child or Youth, makes any kind of sexual advance, or makes a request for sexual favors, or engages in sexually motivated physical contact, or engages in other verbal, visual or physical conduct of a sexual nature.

Neglects the overall welfare of a child

- C. **REPORTING PROCEDURES for incidents of abuse or suspected abuse:**

1. If there is an imminent threat of continued or additional abuse, any witness to an incident of abuse or suspected abuse shall immediately take measures to protect the alleged victim, this may include contacting the Police.
2. After protective measures, have been taken, the person witnessing or suspecting an incident of abuse or suspected abuse shall report the incident immediately to local law enforcement &/or the mandated reporting hotline and all of the appropriate Presbytery of Detroit representatives explained below:
3. After protective measures, have been taken, the person witnessing or suspecting an incident of abuse or suspected abuse shall report the incident immediately to the **On-site event coordinator** and the **Chair of the sponsoring Presbytery Workgroup or Committee**.
 - **Local Law Enforcement &/or Mandated Reporting Hotline**– All paid staff, Teaching Elders, and volunteers, even those who are not mandated reporters, to report to appropriate civil authorities immediately, without attempting any further investigation their knowledge of abuse of children or youth, if such knowledge is obtained while engaging in the ministries of the POD their knowledge of abuse of children or youth.
 - Depending on the circumstances you will call the local law enforcement agency, county child abuse agency, or the **Mandated Reporter Hotline** at 1-877-277-2585. It is not sufficient to report it to the leader of the event, or a supervisor or other person in the Presbytery. The Michigan law is Act 238 of 1975, MCL 722.623.
 - The **Stated Clerk and Executive Presbyter** in all cases when a violation of this policy is reasonably suspected.
 - When the alleged accused is an Teaching Elder the incident shall be reported to the Stated Clerk. This triggers the formation of an investigating committee under the Rules of Discipline of the Book of Order: The Constitution of the Presbyterian Church (U.S.A.), Part II – Rules of Discipline.

- When the allegation is of a sexual nature, refer to the sexual misconduct policy for specific procedures.
 - If the report is against a Ruling Elder, the response team will notify the session of membership that an allegation of offense has been received against an elder that triggers the formation of an investigating committee under the Rules of Discipline of the Book of Order: The Constitution of the Presbyterian Church (U.S.A.), Part II.
 - If the report is against an employee of the POD, the response team will notify the person(s) or committee responsible for supervision of the employee, Human Resources, and Legal Services. If the report is against an employee of sponsoring council or entity other than the POD, the response team will notify the person(s) or committee responsible for supervision of the employee. The response team will request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.
 - If the report is against a volunteer, or nonmember of the POD the response team will request that the POD entity appoint an investigating committee of three persons to initiate an investigation of the allegations in order to:
 - gather any statements of abuse from those making the report, including any information from the Safety Response Team, and any party to the abuse;
 - gather any information from the accused;
 - make written determinations and take actions appropriate to resolve the matter including, but not limited to, making recommendations for prevention as well as response.
2. The Executive Presbyter and/or the Stated Clerk, working with the sponsoring Presbytery workgroup/committee chair will see that the appropriate action is taken.
 - Notification of the Minor's parents (as directed by the Child Protective services), the Pastor of the Minor's congregation and an incident report being immediately given to the Response Team.
 - The violation of appropriate conduct shall be governed by inquiry and discipline as defined by the Book of Order, Rules of Discipline, with the POD P-2 SMP as a supplement.
 3. A report of suspicious or unusual activity is a serious allegation, and therefore, must include as much detail as possible that may include who, what, when, where and how, of the alleged incident, however in the case of criminal violation any investigation shall be left to the civil authorities.
 4. All reported incidents will be taken seriously, and handled in a manner that is discreet, timely, gentle and protective to both the victim and the alleged abuser.
 5. The accused will be required to **immediately** stop all participation in children and youth activities until it is determined if further action shall be taken. In the event that the removal of an accused party from children or youth activities becomes necessary, care should be taken, to handle this in a discreet manner, recognizing that an investigation is still being conducted.
 6. Response to any and all media inquiries shall be the sole responsibility of the Stated Clerk.

7. Appropriate pastoral counseling for all parties (victim, victim's family, accused, church, other's impacted by abuse) will be provided.
8. A written summary of any proceedings in such cases will be maintained by the POD.
9. Any person bringing a report of abuse or assisting in investigating will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.

ADMINISTRATION OF THIS POLICY

The Presbytery of Detroit event sponsoring entity shall be responsible for ensuring that the policy is followed for an event, including ensuring that all staff, paid and volunteers, provide the required documentation, have the required background and criminal checks, and have received the training as indicated in this policy.

This policy, including reporting procedures and response strategies shall be reviewed annually by a committee or work group identified by the POD Coordinating Cabinet. The Trustees will periodically do a needs/risk management assessment and update as to adequate liability insurance coverage as needed. The Presbyterian Youth Connection Workgroup will review this policy every five years.

Approved 6/13/17

P-29 PRESBYTERY POLICY ON GUNS & GUIDELINES FOR SESSIONS

No person is authorized to carry a gun of any kind to any Presbytery event or any event sponsored by the Presbytery of Detroit except where required by state or federal law.

If an incident with a gun occurs or is suspected, the police shall immediately be called.

If any person suspects there may be a danger to any person or group by a potential assailant, that person should immediately inform those officiating at the meeting.

Guidelines for Sessions

The Book of Order does not give the authority to require sessions to take steps on guns in their churches. But the presence of a gun in church raises many issues of safety.

Michigan law, MCL 28.425o says that no one may carry a concealed weapon in a church unless the session permits it. Those with a permit may openly carry a weapon in church.

Michigan law makes a church responsible for a gun incident in a church only in those cases where the church is informed of a foreseeable act by a third party that poses a risk of imminent harm to a specific member or members of the congregation. Only then does a church have a duty to use reasonable care to protect their congregation from the criminal acts of a third party. *See Bailey v. Schaaf*, Michigan Supreme Court, 2013. If an incident should occur, then police must be informed immediately.

There is, of course, the moral responsibility to protect our congregation. This raises the matter of likelihood that there will be a gun event in a church. That likelihood is very small. Even though some cases make the news, this must be understood in the context of number of churches and synagogues: something around 350,000. A significant number of gun incidents involve family disputes or other quarrels. Moreover the probability of injury to innocent bystanders goes way up in any kind of gun incident.

With this in mind, Presbytery encourages sessions to declare a strict no-gun policy and post a sign declaring the church property a gun-free zone, but if they decide to allow guns in their church, then the presbytery recommends the following guidelines concerning guns in churches:

- *If session decides it is necessary to allow guns on the property, it should:*
 - Conduct a background check on the requester;
 - Require the person present a certification of training in the use of firearms;
 - Require the person present a valid firearm registration and permit to carry;
 - Require the person provide references;
 - Make a full inquiry into specific experience in the use of firearms as a security person;
 - Inform the congregation of who is seeking this permission and whether permission is granted;
 - Inform the church's insurance company, and purchase any additional coverage that might be required;
 - Contact all local law enforcement agencies and seek their advice;
 - Notify Presbytery of their decision or intention;
 - Require any decision to be made in considering such a request be made only after full discussion and debate in a proper session meeting, that the recommended documentation be presented, and that the results of this consideration be laid out fully in the minutes of session;
 - Prepare a written policy for what shall be done should a shooter come on the premises.
 - This policy should require that the immediate response be to call the police.
 - Direct that if a person has a suspicion that any person is in danger from a potential assailant that the person leading the event is informed.
 - Ensure that the designated person carrying a gun is immediately identifiable so that first responders will not mistake him/her for the potential assailant.

Approved 11/18/17

P-30 POLICY ON PUBLIC STATEMENTS FOR SOCIAL JUSTICE

The Presbytery of Detroit has the call for justice and equality deep in its roots and DNA. As such we as a Presbytery look to our Executive Presbyter and Moderator to lead us. In such leadership we find it is necessary for the Executive Presbyter and/or Moderator of the Presbytery to respond orally and in writing during such times and events of injustice and inequality. As a church called to live out our faith in the world we authorize our Executive Presbyter and/or Moderator to respond when an important event occurs and in concurrence with Scripture, the Book of Order, our presbytery approved statements on record, statements from the General Assembly, and the Book of Confessions in a timely fashion. Such public statements will include written letters to our member congregations and pastors in active service, at large and honorably retired, as well as the bodies where such events have taken place, news outlets and those in public office when appropriate. Events where a response is expected but not limited to are events of racism, prejudice, inequality, terrorism and natural or unnatural disaster. We understand that Christ is Lord of conscience and ask that the Executive Presbyter and/or the Moderator inform Cabinet if for any reason they cannot in conscience fulfill this portion of their duties.

Approved 9/27/16

COMMITTEE GUIDELINES AND POLICIES

COORDINATING CABINET

meetings shall be 2 minutes. The time limit for reports at Presbytery meetings shall be 5 minutes.

***Reported* CC-1 PRESBYTERY MEETING ARRANGEMENTS**

CC-1.1 OFFICIAL AND UNOFFICIAL TABLES.

There shall be two tables at presbytery meetings: one for business papers and one for papers of an informational nature. Papers shall be germane to the programs and concerns of the Presbyterian Church (U.S.A.). Placing of papers on the tables must be approved by the Stated Clerk, the Executive Presbyter or a presbytery unit. The Stated Clerk shall be informed in advance of all papers, which are to be distributed at a presbytery meeting. Business papers shall ordinarily be available to commissioners at the Presbytery office by noon on the Friday before the meeting of Presbytery.

CC 1.2 DEADLINE FOR PAPERS FOR PRESBYTERY MEETINGS.

Papers to be included in the Pre-Presbytery posting must be in the Presbytery office ready to be filed by the 14th day before any meeting. Documents not received by the deadline may not be included in the posting.

Papers to be duplicated and distributed at Presbytery meetings shall be submitted to the Presbytery office by the Wednesday preceding each Tuesday meeting and the Friday a week before each Saturday meeting. (There is no guarantee that papers not submitted by the deadline for each meeting can be duplicated.)

No document will be printed or posted that has not been submitted to the Presbytery office in a timely way and in digital form. *Amended 11/23/04*

CC 1.3 WEB POSTINGS FOR PRESBYTERY MEETINGS

Date Posted: The Friday or Tuesday eleven days before the Presbytery meeting. No documents will be added to the web site once posted.

How Posted: On the web site, www.detroitpresbytery.org in pdf format.

For presbytery meetings, a zip file will be available containing all documents available on the web site for that meeting. The zip file can be downloaded by anyone attending the presbytery meeting. *Amended 9/15*

Contents of the posting:

Call to the meeting, including an explanation of the arrangements

Proposed Docket

Minutes of the previous Presbytery meeting

Report of the Coordinating Cabinet

Report of the Trustees

Other papers received by the

deadline. Distribution of Documents.

Documents posted on the web site will not be available at the Presbytery meeting.

Documents received after the due date will not be posted on the web site.

Individual members of Presbytery, including former moderators, committee chairs, committee chairs, minister members, etc., are responsible for downloading and printing the documents, and bringing them to the Presbytery meeting.

Churches are responsible for downloading the documents and distributing them to their commissioners, for them to bring to the Presbytery meeting.

Churches or individuals who do not have the capability to download postings may come to the

Presbytery and do so on a Presbytery computer. Those who are unable to afford acquiring the capability to download postings may receive them by mail on payment of \$45/year to cover the cost of the mailings. Those churches and individuals unable to afford the \$45/year may apply to the Coordinating Cabinet to suspend this rule in their case.

Amended 11/23/04, 9/22/15

CC-2 INTERIM EXECUTIVE SEARCH COMMITTEE

When the Coordinating Cabinet has the task of searching for an Interim or Acting Executive Presbyter, pursuant to the Bylaws Article 5, §3, the committee conducting the search shall consist of the Presbytery Moderator, Vice-Moderator, and Chairperson of the Coordinating Cabinet. If the above three persons are all Caucasian, a fourth member who is a person of color shall be added to the committee. 2/14/04

CC-3 TIME LIMITS FOR REPORTS

The time limit for reports at Presbytery meetings shall be 5 minutes.

Reported to Presbytery 8/26/08

Amended 1/23/18

CC-5 ON COMPUTER FILE NAMES OF PAPERS

The computer file name of all papers posted for any meeting shall be identical to the name at the top of the document and shall include the date of the meeting to which it is submitted. Staff are authorized to rename any paper submitted for distribution in accord with this policy.

Reported to Presbytery 8/25/09

CC-6 ON THE PUBLIC ANNOUNCEMENT OF GRANT AVAILABILITY.

When non-budget funds or grants are available for use by units of the Presbytery of Detroit, the amount of the funds, the process for application, and the use of such funds shall be made public before making grants.

CC-7 WEBSITE POLICIES AND STANDARDS

Content Management Policies and Standards

Maintenance of Web Site -

Presbytery staff designee is responsible for maintaining the website with the following tabs on the Presbytery web site:

- Congregations
- Presbytery Meetings
- About Us
- Contact Us
- Give
- Calendar
- Announcements
- Documents/ Resources

Role of the Communications Work Group:

- Help teams and committees learn how to communicate using web ready material for posting.
- Encourage teams to submit announcements for viewing at Presbytery Assemblies to the website administrator
- Arrange for or run the announcements at Presbytery Assemblies as created by the Presbytery staff designee
- Invite congregations to submit their announcements to the Presbytery Web Administrator for publicizing events open to the Presbytery.
- Assist congregations in communicating by helping them develop and maintain their websites

Responsibility of Chairs

The chair (or designee) of each committee, ministry team, Coordinating Cabinet, or president of an affiliation is responsible for submitting to the staff designee:

- The content to be placed on the web pages for that committee/ministry team/cabinet/affiliation (including work groups)
- The accuracy and timeliness of all information regarding that committee/ministry team/cabinet/affiliation/work group to be placed on the web site
- Announcements, Calendar entries, and event listings for posting

Permissions

The Presbytery staff designee is responsible for the assignment of permissions and authorizations, and accesses relating to the web site.

Use of Video Formats (e.g., Still Pictures, Videos)

Permission must be granted for using pictures, as certified by the administrator

- Parental permission is required for posting of photos of minors (under 18 years of age).
- Stock photos must be licensed for web use. **Do not copy images from the Internet without permission of the photographer.**

Use of Social Media (e.g. Facebook, Twitter, Google+)

Any committee, ministry team, or work group of the Presbytery may create and maintain a page on the Social Media Web Site Facebook. Providing the policies governing the website for content, pictures, and Presbyterian Policy P-2 Sexual Misconduct Policy And Procedures are strictly adhered to. There will be the following disclaimer at the top of every Facebook page "The material posted here is the sole opinion of the author(s) and is not an official statement of the Presbytery of Detroit unless specifically stated."

Standards for Video Formats (e.g., Still Pictures, Movies, Videos)

- Parents/guardians must provide written permission for the use of pictures of minors (under 18 years of age) taken during all Presbytery-related events. (May be accomplished by including this requirement as part of event registration)
- Pictures of minors cannot have the minor's name in the file name of the picture.
- Permission for the use of pictures taken at any Presbytery-related event is assumed to be granted by adults in attendance at the event. This statement must be clearly established at each event.
- Adult and minor permission to use pictures obtained from Presbyterian- related web sites (e.g., PCUSA, Synod) is assumed.
- Pictures must be in the following format for use on the web site (i.e., have the following

file type):

- .jpeg image
- .gif image
- .jpg image
- .png image

*Reported to Presbytery
10/27/13
Amended 4/26/11.
Amended 9/22/15*

Standards for Updating Website.

Deleted 9/22/15

CC-8 ON OVERTURE CONCURRENCE

The Coordinating Cabinet will receive and consider requests from sessions to endorse overtures submitted to the General Assembly. It will receive such recommendations and send them to the Presbytery with a recommendation of approval or disapproval, or with no recommendation at all. The Stated Clerk shall post in a convenient place the overtures received by the General Assembly as they are made available.

CC-4 PERSONNEL GUIDELINES

PRESBYTERY OF DETROIT
Presbyterian Church (USA)

PERSONNEL GUIDELINES
A Policy of the Coordinating Cabinet

July 18, 2013
Effective January 1st, 2014



17575 HUBBELL, DETROIT, MI 48235

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Appendix 1 – Presbytery of Detroit Sexual Misconduct Policy

Appendix 2 – Flex Time Agreement

INTRODUCTION

The Presbytery of Detroit is a Christian organization committed to Christian ethics and principles. These Personnel Guidelines reflect that philosophy and have been developed to help clarify what is expected of each employee by the Presbytery of Detroit (hereafter referred to as Employer).

The Guidelines are not a contract. As circumstances demand, these policies may be amended or revised without notice.

The policies outlined in this document apply to all personnel of the Presbytery to the extent required by applicable law, including all employees who are paid on an hourly basis and those paid on an annual salary basis.

These policies are also subject to the current edition of the Book of Order of the Presbyterian Church (U.S.A.)

Questions about these Personnel Policies or human resources procedures should be referred to your supervisor or to the Operations Ministry Team.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Employer to engage in employment policies and practices which promote equality of opportunity in all aspects of employment.

All employment policies and practices including recruiting, selection, benefits, compensation, performance appraisal, promotion, transfers, discipline, training, and separation will be administered without discrimination based on race, color, national origin, gender, age, marital status, creed, disability, or religious affiliation (except where a category is determined to be a bona fide occupational qualification), in accordance with applicable Federal, state and local law.

Employer will make reasonable accommodation for the known physical or mental limitations of qualified individuals with disabilities unless to do so would impose an undue hardship on Employer. Employees in Michigan must give written notice of the need for a reasonable accommodation within 182 days after knowing of that need.

It is the policy of Employer to act affirmatively to expand employment opportunities which contribute to a diverse workforce.

EMPLOYEE CLASSIFICATIONS

The employee classifications are: regular, term, and interim. Where it is required by law, a distinction will be made between those considered exempt and non-exempt by the Fair Labor Standards Act (FLSA), or any other applicable statutes. Exempt employees are not eligible to receive overtime pay, while non-exempt employees are eligible to receive overtime pay, as pre-approved by Presbytery Executive.

Notwithstanding anything else in this manual, all employees, regardless of status, are at-will employees as defined by the laws of the State of Michigan. The employment relationship may be terminated by Employer at any time with or without cause.

No person may be employed in a position that is under the direct supervision of an immediate family member.

Three factors define the status of employees. These are: the period of employment (regular/term/interim), the number of hours regularly scheduled to work (full-time/part-time) and eligibility for overtime (exempt called staff, exempt staff and non-exempt staff).

Regular

If the period of employment has no prearranged ending date, the employee's status is Regular.

Term

If the period of employment is three months or more and has a prearranged ending date, the employee's status is Term. Term employment is appropriate for:

- a. special projects of finite duration;
- b. projects of time-limited funding; or

c. programs in transition

Interim

If the period of employment is not specified, but the employment is for the temporary filling of a Regular position following the departure of the incumbent but before a permanent replacement has been called/hired, the status is Interim. Note that individuals filling an open Regular position on an Interim basis cannot normally be called/hired to the position on a Regular basis.

Full-Time or Part-Time Status

Full-time employees are those regularly scheduled to work a full work schedule as defined by Employer. Part-time employees are those regularly scheduled to work less than a full work schedule as defined by Employer.

Exempt or Non-Exempt Status

Employees whose positions meet specific exemption tests established by the Fair Labor Standards Act (FLSA) are exempt from overtime.

Employees whose positions do not meet these tests are not exempt and must be paid at least time and a half of their established hourly rate of pay for time worked in excess of 40 hours per week. If mutually agreeable to the employee and the Supervisor, compensatory time off may be granted during the same work week so that the total hours for the work week do not exceed 40.

Exempt Called Status

Written calls to service are required for certain staff positions. These must be approved by Presbytery on the recommendation of the Coordinating Cabinet and the Presbytery Operations Ministry Team.

For persons employed in positions where ordination is not a minimum qualification, the terms of call and benefits will be established by Employer and will generally be comparable to those offered to other exempt and non-exempt staff in similar positions

For Ministers of the Word and Sacrament, Employer will provide a detailed "terms of call" consistent with the *Book of Order* G-2.0804 and the terms of call must at least meet the Presbytery minimums for salary and study leave.

Changes in the terms of the call or dissolution of the relationship shall be reported to the Presbytery.

Non- employees

Consultants, independent contractors, temporary agency workers, and volunteers are not employees, and are not eligible for any benefits available to employees, including deduction and payment of withholding taxes, FICA contributions, etc.

INTRODUCTORY PERIOD

Following the first three months of employment, newly hired employees shall be evaluated on attendance, job performance, and compliance with all work rules by a supervisor. The employee will be advised if his or her overall performance is deemed acceptable or unacceptable.

WORK SCHEDULE

Exempt Called Staff

The standard work week for full-time Exempt Called Staff is 50 hours, unless otherwise specified in the terms of call, including any time spent providing leadership for Presbytery-related work, meetings and or events held in the evenings, on Saturdays and/or Sundays.

Exempt Non-Called Staff

The standard work week for full-time Exempt Non-Called Staff is defined by either contract or job description as approved by the Presbytery Operations Ministry Team

Full-Time Non-Exempt Staff

The standard work week for **full-time Non-Exempt staff** is 32 hours. The standard work week is Monday through Thursday from 8:30 am to 5:00 pm with **30** minutes for lunch and **two** 15 minute breaks. Any change in work schedules must be approved by the employee's supervisor.

Flex Time – Non-Exempt Staff

Flex Time arrangements are possible for temporary and specified periods of time. All such arrangements must be documented and signed by the employee and her/his immediate supervisor (See Appendix #2)

EMPLOYMENT AT WILL

The employment of all employees covered by these policies, is not pursuant to any contract (either written or oral, expressed or implied) and is not for any set period or upon any set conditions, and is terminable by Employer at any time with or without cause. Any manuals, handbooks or other personnel-related material which employees or supervisory personnel may receive, do not constitute a commitment of employment or require any graduated disciplinary steps prior to the termination of employment with any employee.

No representative of Employer has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless such agreement is in writing and signed by the Chairperson of the Operations Ministry Team and the Executive Presbyter.

EMPLOYEE RELOCATION

It is the policy of the Employer to assist new or transferred called employees, who must relocate more than 50 miles with certain moving expenses. However, it must be remembered that full reimbursement for all such expenses is not guaranteed, and any reimbursement of moving expenses will be granted at the sole discretion of the Executive Presbyter and the Presbytery Operations Ministry Team.

The moving expenses that may be reimbursed for new or transferred employees of the Presbytery of Detroit could include the following types of expenses: house search, travel to new location, shipment of household effects, and temporary living costs up to three (3) months.

GENERAL EMPLOYEE COMPLAINTS

This policy relates to general complaints of unfairness, inappropriate application of policy, or similar work-related problems. It is the policy of Employer to encourage good working relationships that affirm the importance of each individual and his or her contribution to the organization in an atmosphere of mutual respect.

Employees are encouraged to take initiative in seeking answers to their questions or offering solutions to work-related problems through immediate discussion with their Supervisor. Supervisors are expected to encourage honest and frequent communication with employees, to give prompt attention to suggestions, and to provide active assistance in dealing with concerns or complaints in a manner free from reprisal or retaliation.

The supervisor is the person through whom an employee shall raise concerns. Other sources such as the Presbytery Operations Ministry Team are available to the employee to check information, clarify personnel policies, or obtain guidance.

In the event that the immediate supervisor is the subject of the concern or complaint, the employee may go to the Executive Presbyter, or if the Executive Presbyter is the subject of the concern or complaint, the employee may go to the Chair of the Presbytery Operations Team.

Supervisors or managers working with employees to resolve complaints shall take advantage of the full resources as identified by the Presbytery of Detroit for counsel and direction during the investigation and resolution process. This complaint procedure may also be used to address concerns or complaints related to termination.

Employees must notify her/his immediate supervisor, or if that is not possible, the Executive Presbyter or the Chair of the Operations Ministry Team, in a timely fashion, of any complaint considered appropriate for handling under this policy. The complaint process is the exclusive remedy for employees with appropriate complaints. As used in this policy the terms "timely fashion," "reasonable time," "as soon as practical," and

"promptly" generally mean five working days or less. Employer will promptly investigate all complaints in conjunction or consultation with the Operations Ministry Team.

SEXUAL MISCONDUCT COMPLAINTS

All complaints regarding sexual harassment or sexual misconduct shall be reported and handled pursuant to the Presbytery of Detroit Sexual Misconduct Policy, attached as Appendix #1.

BENEFIT PLANS AND ELIGIBILITY

It is the policy of Employer to provide a fair, competitive, family-supportive benefits program to attract and retain qualified employees. Regular full-time and part-time employees that work twenty hours or more a week are eligible for benefits. Term and interim employees may be eligible for certain benefits. Non-employees are not eligible for benefits.

Benefits offered by the Employer through the Board of Pensions of the Presbyterian Church (USA) and other providers, as appropriate, may include:

- social security
- worker's compensation insurance
- medical insurance
- dental insurance (optional)
- 403(b) savings plan (optional)
- holidays
- personal leave
- sick leave
- leave without pay
- life insurance (basic and optional)
- funeral, jury duty and military leaves
- employee funded medical accounts
- Paid Time Off (to include Vacation)

Optional benefits are benefits which are not paid by the employer. Information regarding benefits may be obtained from your supervisor.

JOB POSTINGS

Current job postings for positions at the Presbytery of Detroit may be (1) sent to all churches; (2) published in the Presbytery Newsletter; (3) distributed at Presbytery Meetings; (4) published on the website; and (5) posted on a bulletin board in the main hallway at the Presbytery Office.

PAID TIME OFF

It is the policy of the Employer to provide time off with pay (holiday pay) for certain holidays so that employees can enjoy time away from work. The following are designated holidays for the Presbytery of Detroit:

New Year's Day	Christmas Day	New Year's Eve Day
Memorial Day	Martin Luther King Jr. Day	
Thanksgiving Day	Independence Day	
Christmas Eve Day	Labor Day	

When a holiday falls on a Saturday or Sunday, it will be observed as a day off for purposes of holiday pay on the nearest Friday or Monday, respectively.

Employees who have an unexcused absence on the day preceding or following a holiday are ineligible for holiday pay.

Vacation – Exempt Called Staff

26 days of paid vacation time, based on a 50 hour work week, are available to all Exempt Called full-time and part-time employees who work twenty (20) hours or more a week. Paid vacation may also be available, depending on length of service, to Term and Interim employees.

Vacation – Exempt Non-Called Staff

Vacation time may be available for Exempt Non-Called full-time and part-time employees, governed by either contract or job description, as approved by the Presbytery Operations Ministry Team.

Vacation – Non-Exempt Staff

All Non-Called full-time and part-time employees who work twenty (20) hours or more per week are eligible for four (4) standard work weeks of paid vacation time per year, pro-rated based on date of hire or date of termination. Term and interim employees may also be eligible for paid vacation time, depending on their length of service. Paid vacation eligibility for part-time employees is pro-rated based on the percentage of time worked.

Sick Leave – Exempt Called/Exempt /Non-Exempt

Paid sick leave is available to all regular full-time and part-time employees and may be available to term and interim employees. Sick leave is available January 1 to eligible employees at the rate of ½-day per pay period. In the first year of employment, sick leave will be prorated based on the percentage of the year worked. Leave for part-time employees is prorated based on the percentage of time worked. The rate of accrual of medical leave does not increase with length of service. A maximum of thirteen (13) days of sick leave can be accrued in a calendar year.

An employee who cannot report to work because of illness or injury must notify his/her supervisor before the start of the shift. A physician's statement may be required for any absence at the discretion of the supervisor. Absences of three (3) days or more require a doctor's statement.

Sick leave may also be used to provide care for family members of the employee in the event of illness in the family that requires the attention of the employee. No more than five (5) days may be used in any calendar quarter for family illnesses. Caution should be exercised in taking advantage of this benefit so that employees do not find themselves without paid time off if they become ill.

Sick Leave Carryover – Exempt Called/Exempt /Non-Exempt

Unused sick leave may accumulate to a maximum of 120 days.

Sick Leave at Separation – Exempt Called/Exempt /Non-Exempt

Employees whose employment with the Presbytery of Detroit ends, for any reason, shall have no claim for pay in lieu of unused sick leave.

Personal Days– Exempt Called/Exempt /Non-Exempt

Employees are entitled to three paid personal days per year to be used for personal business or emergencies. These personal days may be used in ½ or whole day increments.

LEAVES OF ABSENCE - UNPAID LEAVES:

Eligibility

Only Regular full-time and part-time employees are eligible for a leave of absence. Employees shall not be entitled to a leave more than once in a 12 month period unless granted by the Operations Ministry Team.

Unpaid Leaves of Absences may be used for:

- Parental - birth or adoption of a child
- Military - covered as required by law
- Family Emergencies
- Personal -for personal reasons

Description of Benefit

Eligible employees may request an unpaid leave of absence. However, all paid personal and vacation time must be used prior to any unpaid leave of absence. The requested leave of absence must be continuous.

Notice of Use of Leave

The employee shall provide the Employer with thirty days' advance notice in writing. If the employee is unable to do this, reasonable explanation must be provided.

Approval

Requests for leave without pay must be approved by the Executive Presbyter, in concurrence with the employee's supervisor, and the Presbytery Operations Ministry Team. While all requests will be considered,

they will be granted or denied at the sole discretion of the Executive Presbyter and the Presbytery Operations Ministry Team in accordance with applicable law.

Return to Work

Upon completion of a leave of absence, the employee may be returned to his or her position. Failure to return at the end of a scheduled leave of absence will constitute a voluntary resignation.

Health Care Benefits During Leave

Health care benefits will continue during parental leave and unpaid leaves of absence. No other benefits, other than the Employer provided life insurance, are available during an unpaid leave of absence.

LEAVES OF ABSENCE - PAID LEAVE

Bereavement

Regular full-time and part-time employees who work 20 or more hours a week are eligible for up to three days of paid leave, immediately following the death of a member of their immediate family (spouse, parent, parent-in-law, child, grandchild, brother, sister, grandparent). Verification of death and date of funeral is required to receive this benefit.

Jury Duty

Regular full-time and part-time employees shall be paid when summoned for jury duty. If the summon is less than 3 hours, the employee shall return to work for the remainder of the day. Any compensation received for jury duty must be paid to Employer.

Employees are required to submit appropriate documentation to their supervisor concerning jury duty to be placed in their personnel file.

Annual Study Leave – Exempt Called Staff

Annual study leave with pay may be granted to Exempt Called staff at the discretion of the Executive Presbyter and Presbytery Operations Ministry Team in accordance with their approved compensation packages.

Study leave is granted only when the employee and the supervisor/Operations Ministry Team have agreed on the appropriate timing of the leave related to the needs of the individual and Employer.

Annual study leave may be cumulative for up to three years. The total accumulation of annual study leave will be no more than six weeks. Pay in lieu of this leave will not be provided.

Sabbatical –Exempt Called Staff

After seven years of service, each Exempt Called staff person (EP, AEP, Stated Clerk and Director of Outdoor Ministries) is eligible for a sabbatical leave of an additional eight weeks to be used within the next seven years. The sabbatical leave must be scheduled one year in advance and the purpose and timing approved by the Operations Ministry Team. Requests for leave shall be granted in the order of seniority.

CONDUCT/MISCONDUCT IN THE WORKPLACE

To ensure the highest standards of work, health and safety, all employees shall conduct themselves in a professional manner and perform their job duties with integrity. To this end, the following policies are in effect:

- Smoking is prohibited in the Presbytery of Detroit building.
- Employees who report to work intoxicated or under the influence of illegal drugs will be disciplined and required to seek help.
- Weapons of all types (whether or not a permit is held) are prohibited on Presbytery grounds (including the parking lot).
- No form of harassment, intimidation or discrimination will be tolerated. After a fair investigation, such acts shall result in disciplinary action up to and including termination of employment.
- No form of sexual misconduct will be tolerated. Any employee accused of such misconduct will be dealt with according to the terms of the Sexual Misconduct Policy (Attached as appendix #1) adopted by the Presbytery of Detroit.

- Communication systems, equipment, and other Presbytery resources shall be used solely for the purpose of conducting the business of the Presbytery and may be examined by Employer without notice or warning.
- Presbytery records entrusted to an employee shall be protected against unauthorized access, loss, or destruction.
- Public statements shall be made in the name of the employee, and not the Presbytery.
- Advertised services, solicitations, or unauthorized collections may not be conducted by employees.
- The Presbytery of Detroit claims full property rights for all work created by employees that are created within the scope of employment.
- Potential conflict of interest situations shall be immediately reported to the employee's supervisor. Supervisors should report conflict of interest situations of which they become aware immediately to the Executive Presbyter, who will take appropriate action to resolve the conflict.

CONDUCT/MISCONDUCT OUTSIDE THE WORKPLACE

Since the Presbytery of Detroit is a Christian organization committed to Christian ethics and principles, conduct by any employee outside the workplace that is inconsistent with these principles and Christian standards of morality, or that may be detrimental to the reputation of the Presbytery of Detroit may result in discipline or discharge.

ATTENDANCE

Each employee is expected to be present and ready to work during all scheduled work hours. Attendance records are kept to document absences for pay purposes and will be considered in evaluating performance.

Under most circumstances, an employee must give adequate and timely notice of her/his intended absence or lateness to work. It is expected that this notice be prior to her/his scheduled start of work. The notice should include the reason for absence or lateness and the expected time of appearance. Failure to communicate with employee's supervisor for three consecutive scheduled working days will be cause for termination of employment.

Unscheduled Absences (16 minutes or more of unscheduled absence)

If there are 5 occurrences of unscheduled absences in a 12 month period the employee shall receive a disciplinary warning that will be placed in her/his personnel file. If there is a sixth episode in the same twelve months, the employee may be subject to termination.

ANNUAL PERFORMANCE REVIEW

It is the policy of Employer to conduct performance reviews/evaluations of all staff at least annually. These evaluations serve several purposes. They provide employees with feedback on performance; provide managers with an opportunity to coach, counsel, and motivate employees to their best efforts; serve as a measurement of organizational effectiveness; and provide a basis for merit salary increases.

Performance review is accomplished by comparison of the employee's performance to job responsibilities and pre-established performance goals and objectives.

Evaluations shall be conducted honestly and fairly and reflect the collaborative nature of the work environment. The evaluation must be documented in writing and signed by the reviewer; the employee should acknowledge the review and may add written comments.

An employee that receives a rating that is less than satisfactory shall be placed on probation. The probationary period will be a minimum of three (3) calendar months, during which time the employee's performance against agreed-upon goals and objectives will be closely monitored. If the employee successfully completes the three (3) month probationary period, he/she will be returned to regular employment status. If issues remain, a second three (3) month probationary period **may** be offered, or the employee **may** be subject to termination.

ON-THE-JOB ACCIDENTS AND INJURIES

It is the policy of Employer to provide worker's compensation or travel accident insurance at the employer's expense for injuries incurred by employees while performing duties specifically related to the employee's position or while traveling on Employer business.

Employees are responsible for reporting on-the-job accidents or injuries as soon as possible after the incident.

Worker's Compensation

Employees shall be covered by worker's compensation insurance in accordance with state law.

During a period of absence due to injury or illness, the employee's position may be filled due to business necessity on either a temporary or regular basis, depending upon the business needs of the department. Upon return, the employee will be placed in the same or equivalent position.

EMPLOYMENT SEPARATIONS

It is the policy of Employer that employment relationships are at-will and may be terminated at any time with or without cause by Employer.

Non-exempt employees who resign voluntarily are requested to give at least two weeks notice; exempt employees are requested to give one month's notice.

Reduction in Force/Job Elimination

Reductions in force will be accomplished in a manner that best preserves overall organizational effectiveness as determined by Employer. Decisions on which groups of jobs are affected will be based on functions being eliminated or changed. Where choices must be made between employees, decisions will be based on objective criteria such as job performance, individual experience and qualifications for the jobs which remain, need for specific skills and the number of people with similar skills. Staff members with outstanding performance ratings and exceptional qualifications should *be* the last to be affected by a reduction in force, giving appropriate consideration to affirmative action commitments and equal employment opportunity. Employees who choose to accept a voluntary severance package during a Reduction in Force process are not eligible for re-employment with the Employer for a minimum of five (5) years.

All employees whose jobs will be eliminated in a reduction in force will receive three months notice of the separation date. Employees shall continue to work through the notice period in order to phase out the responsibilities of their positions. Employees may be eligible for severance pay at the end of the notice period. Employees who choose to resign before the official separation date as determined by Employer will be subject to the normal rules applicable to resigning employees. If an employee secures other employment during the notice period, they will be treated as resigning on the first day of such other employment.

Benefits continue for employees as long as they continue to be employed by Employer.

Vacation leave – reimbursement to employee

Any unused pro-rated vacation leave will be paid to an employee within 30 days of the termination or separation date, whichever is later.

Vacation leave – reimbursement to employer

If the employee has used all of her/his vacation allowance and based on a pro-rated formula has exceeded the number of days available at the time of termination or separation, the employee may be required to reimburse the Employer for the number of days taken that exceed the prorated allocation.

Severance

This policy does not guarantee severance to any employee.

Severance pay, if available, is paid in addition to unused prorated vacation, notice pay, and any other compensation owed to the employee. Severance pay will be granted to an eligible employee at the sole discretion of the Executive Presbyter and the Presbytery Operations Ministry Team.

In order to be eligible for severance, termination must not be voluntary or due to unsatisfactory performance. Only exempt/non-exempt full-time or part-time employees on the date of termination are eligible for severance. Term employees are not eligible or entitled to severance pay.

Employees who have received official notice of the date of job elimination but who choose to resign before the date of termination will be treated as resigning for all purposes under this policy.

Retirement

As the Board of Pensions' Plan currently stands, employees must be at least 55 years of age to be eligible for retirement. Employees who retire will receive payment for hours worked (and not otherwise paid) plus payment for unused accrued vacation leave.

Employees who retire with 20 or more years of service will receive a retirement benefit equal to one month's salary.

Employees who retire should give one month's notice of their intention to retire. All retirement benefits must be coordinated with the Board of Pensions.

EMPLOYEE HANDBOOK DISCLAIMER

I have received a copy of the Presbytery of Detroit's Employee Handbook and have read and understand its contents, specifically including the statements describing the purpose and effect of the Handbook. I understand that the Presbytery of Detroit is an "at will" employer and, as such, employment with the Presbytery of Detroit is not for a fixed term or definite period and may be terminated at anytime, with or without cause or notice, and that no one, except the Executive Presbyter and the Presbytery Operations Ministry Team can make any agreements to the contrary to this "at will" status, and such an agreement, to be enforceable, must be in writing and signed by the Executive Presbyter and the Chair of the Presbytery Operations Ministry Team. In addition, I understand that this Employee Handbook states the Presbytery of Detroit's policies and practices in effect on the date of publication. I understand that this Employee Handbook does not create or constitute a contract of any kind between any employee and the Presbytery of Detroit. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or discontinued at any time by the Presbytery of Detroit.

Sign and date to acknowledge receipt of this document and return it to the Operations Ministry Team

Print Name: _____

Dated: _____

Signature: _____

PLANNING AND VISIONING GUIDELINES AND POLICIES

P&V-1 BUDGET

P&V 1.1 PROCEDURES FOR REQUESTING AND VALIDATING AN ECO

What is a ECO?

An Extra Commitment Opportunity (ECO) is a project that has been through the budgeting and/or validating process. It is considered an approved project of the Presbytery to be supported by special designated contribution from churches or individuals over and above the Presbytery Mission Budget.

How do ECOs originate?

The request for inclusion in the Presbytery budget as an ECO, or designation of a current project as a ECO, shall be made by Committees, Teams, or Coordinating Cabinet of the Presbytery to the Planning and Visioning Team. The request shall be submitted on a "Extra Commitment Opportunity (ECO) Request Form". (See attached sample.) All portions of the request form shall be completed. ECO request forms for a budget year shall be completed and submitted on a date in October of the year prior to the budget year specified by the Planning and Visioning Team when the request forms are sent to the committees.

How is ECO status determined?

Upon receipt of a completed "Extra Commitment Opportunity (ECO) Request Form", the Planning and Visioning Team shall review all pertinent data and shall make a validation recommendation to the Coordinating Cabinet. Upon Cabinet recommendation and motion, the Presbytery shall vote for approval or disapproval of ECO status for a project.

Procedure for Validation of a ECO

Validation of a project for ECO status within the Presbytery of Detroit annual budget will be determined using the following criteria applied to the responses to the questions and data requests set forth in the "Extra Commitment Opportunity (ECO) Request Form" and to project informational and financial data submitted.

Purpose

1. The purpose of the project shall be stated clearly.
2. The stated purpose of the project shall be consistent with the Mission Directions and Goals of the Presbytery of Detroit.
3. Normally, the projects should not compete for funds with a mission program of our denomination.
4. The activities of the project should be consistent with its statement of purpose.
5. Priority will be given to projects sponsored by Presbyterian agencies.

Funding/Financial

1. Promotion, fund raising and public information undertaken by the project must accurately identify the purpose, program and financial needs of the project.
2. At least 60% of annual expenses should support project program.
3. Annual fund raising expenses should not exceed 25% of income.
4. Normally, the project's reserve fund should not exceed two (2) times its annual expenditures.
5. An annual report, or equivalent package of documents, should be available on request and if required should include:
 - a. Explicit narrative description of project's major activities
 - b. Current audited financial statements
 - c. Current annual budget

- d. List of project board members
- 6. Means of assessing success potential of project shall be stated.
- 7. Project should have success potential of Excellent or Good.

P&V-1.2 PER CAPITA APPORTIONMENT

Per Capita Defined

The per capita apportionment of the Presbytery is for ecclesiastical expenses as defined by the Book of Order and administrative expenses as decided by Presbytery.

A. General Assembly Definition

Definition: The Per Capita Apportionment is a means of providing for all members to share in the costs involved to conduct and administer the ecclesiastical, judicial, and legislative functions of the Presbyterian Church (U.S.A.).

B. Presbytery of Detroit Definition

The Per Capita Apportionment covers the administrative expenses of the following functions of the Presbytery:

1. Legislative functions, which include the work done by the Presbytery when it meets as a governing body, and the work done by its Administrative Commissions;
2. Judicial functions, which include that of the Permanent Judicial Commission, and Investigating Committees.
3. Ecclesiastical functions, which include the work done by the Committees on Ministry, Candidates, Nominations, Representation, the review of session records, Planning and Visioning Team, and Presbytery Operations Ministry Team.
4. Managerial functions, which include the work done by the Coordinating Cabinet, the Planning and Visioning Team, and the Presbytery Operations Team, to plan, oversee, and evaluate the Presbytery's program and mission.

Administrative expenses include the following:

- A. Meeting expenses of units, which carry out the functions, listed above.
- B. Operating expenses of units needed to carry out the functions listed above.
- C. Salaries and expenses of staff members who help the units carry out the functions listed above.
- D. Office expenses related to carrying out the functions listed above.

The Per Capita Apportionment is used for planning, overseeing, and evaluating the Presbytery's program and mission, but it is not used for the direct costs of the Presbytery's program and mission.

C. Allocation Of Line Items

In order to arrive at a recommendation of the amount of Per Capita Apportionment each year the Planning and Visioning Team shall identify which lines in the budget are to be covered by the Apportionment. If a line item is used primarily for the functions and expenses listed in the definition, the entire line item should generally be included. If only a small amount of it is used for such functions, generally none of it will be included.

In the case of staff salaries and expenses, those staff members whose position descriptions relate primarily to the functions listed in the definition should have their salaries and expenses included in full. Those whose position descriptions relate primarily to carrying out the Presbytery's program and mission should not be included at all. Using this guideline, the amounts for the Presbyter, Financial Administrator, Treasurer, and Stated Clerk are included, while those for Associate Executives are not.

The percentage of the office operations costs allocated to the Per Capita Apportionment also shall be determined by the proportion of staff that are paid from Per Capita Apportionment.

P&V-1.3 CHANGES TO ADOPTED BUDGET

1. All budget changes must be reported to the Planning and Visioning Team.
2. Budget changes within a committee responsible and not across category lines may be approved by the committee.
3. Budget changes affecting more than one department or division must be recommended to the Planning and Visioning Team.
4. Budget changes across category lines must be recommended to Planning and Visioning Team.

P&V 1.4 BUDGET DEFICITS & SURPLUSES

1. Deficits shall be handled in the same manner as surpluses; that is, they shall be carried in cash flow as a reduction in equity for one year, and in the second year shall be entered on the income projection, reducing the projected income for that year
2. Year-End Deficits
Year-end deficits are considered a reduction in equity for one year. In the next year, they are considered negative income."

P&V-1.5 BUDGET CONTROL

1. Expenditure control of the Program Budget is lodged in the Planning and Visioning Team. All requests for adjustments in Program Budget allocations must have approval of the Planning and Visioning Team, which shall recommend any proposed amendments to the Coordinating Cabinet.
2. Standing Committee Financial Procedures
 - a) Teams, Cabinets, and Required Committees of the Presbytery are responsible directly to the Presbytery.
 - b) Annual budget requests are submitted to the Planning and Visioning Team and by it to the Coordinating Cabinet, that presents an annual Operating Budget for approval by the Presbytery.
 - c) Responsibility for approved budget management for their work rests with each Team, Cabinet, or Committee.
 - d) Requested expenditures will be within the Committee, Team, or Cabinet budget.
 - e) Required Committees may make necessary shifts within their budgets, but any significant variance in projected expenditures shall be reported by them to the Planning and Visioning Team.
3. NCD Financial Procedures
 - a) Where an administrative commission (G-9.0503) is elected by the presbytery and is given the powers of a session for each NCD, the following apply:
 - b) Any NCD Administrative Commission shall report directly to the Presbytery at least each quarter. Responsibility for approved budget management rests with each NCD Administrative Commission. NCDs receive shared funding from Synod of the Covenant, GA and the Presbytery; their budgets must be approved annually by the Presbytery.
 - c) Annual budgets shall be presented by each NCD Administrative Commission to the Planning and Visioning Team, before the end of the third quarter, for approval by the

Presbytery. The budget presented by an NCD Administrative Commission must be consistent with the financial plan approved by Presbytery, Synod and GA in their original request for funding.

- d) If variation from the original financial plan should be necessary, such changes will be presented for approval by the participating governing bodies.
 - e) Requests for any disbursement of funds by Presbytery financial officers will be consistent with the administrative commission and Planning and Visioning Team approved budget.
 - f) NCD Administrative Commissions may make necessary shifts within line items of their budgets. Should budgeted receipts fall more than ten percent below approved budget projections, further expenditures will require specific prior approval by the particular NCD Administrative Commission and be reported by them to the Planning and Visioning Team.
4. Funds from the sale of capital assets shall ordinarily be regarded as continuing capital assets.
 5. The books of presbytery are closed for income and disbursements for the preceding year, on January 31.

P&V-1.6 NON-BUDGETED FUNDS IN RESERVE ACCOUNTS

Only non-budgeted funds in established reserve accounts may be continued from year to year.

COMMITTEE ON MINISTRY

COMMITTEE ON MINISTRY

Policies COM 1-22: Approved by COM (9/12/2019) and reported to Presbytery, replacing all previous policies.

Note: Procedures were removed from COM Policy document (9/12/2019) and moved to the COM Manual.

COM-1 INVOLUNTARY DISSOLUTION OF PASTORAL SERVICES

Pastoral calls are established and dissolved by the Presbytery. The Presbytery, through the COM, is a party to the negotiation agreements to ensure fairness and unity of purpose. Separation agreements shall be compatible with the provision of the Book of Order and these procedures and guidelines.

It is understood that this guideline is applicable to those situations after the COM, the Session and the minister have done all in their power to seek reconciliation and peace. But the matter remains unresolved.

The COM shall be involved in the guidance and counsel process, recommending to Presbytery the dissolution of the pastoral relationship. All negotiated agreements shall be documented in writing and signed by the Session representative, Pastor, and COM representative. The COM must be satisfied that these terms meet the guidelines of the Book of Order before recommending the dissolution to Presbytery.

Pastor may request or choose their own advocate.

COM-1.1 SEVERANCE AGREEMENT

Recognizing that clergy do not have access to unemployment security payments, a severance agreement shall include full salary, housing, pension, medical, medical deductible and Social Security payments already agreed upon be paid for six months minimum to twelve months maximum beyond the effective date of dissolution, or until the minister has found full-time employment, whichever occurs first. The Presbytery does not assume financial liability for severance agreements.

COM-1.2 Church-owned Manse

If a manse has been provided, but it seems appropriate to arrange for other housing prior to the effective dissolution date, the church shall provide for comparable housing and moving expense. Otherwise, manse occupancy is expected to terminate on the effective dissolution date, and definitely at the end of the severance period. A thorough inspection of the manse by a representative of the Session, a member of the COM (if requested) and an officer of the involved church must be made when the manse is vacated and prior to the departure of the minister. The minister shall be responsible for any damages to the manse beyond ordinary wear and tear. Any reimbursement for unusual damage shall be negotiated among the Session, COM representative and minister.

COM-1.3 Vacation, Study Leave and Allowances

Vacation time prorated for the current year must be taken prior to the effective date of dissolution. Study leave time is not allowed, unless there has been a specific event previously

agreed upon by the Pastor and Session Other expense allowances are not allowed after the date of dissolution.

COM-1.4 Pastoral Contact

The minister is subject to the Statement of Ethics of the Presbytery regarding professional contact with members of the former parish after the date of dissolution.

COM-1.5 Approval of the Congregation and Presbytery

When the terms of dissolution have been negotiated, the dissolution of call and the written severance agreement must be approved at a congregational meeting. This agreement may include prepared statements about the reason for the dissolution. The terms of dissolution must be submitted to the COM for approval and then voted on by the Presbytery. If the pastor does not concur, the Presbytery shall hear from him/her the reasons why the Presbytery should not dissolve the relationship. If the pastor fails to appear, or if the reasons for maintaining the relationship are judged insufficient, the relationship may be dissolved. It shall be a duty of the COM to monitor compliance with the agreements. A plan to cover the costs of an agreement must be included in this document.

COM-1.7 Congregational Counseling and Training

In order to restore congregational vitality and address underlying causes for the dissolution, COM may recommend appropriate actions for the congregation to undertake.

COM-1.8 Signed Agreements

Both Pastor and Clerk of Session (on behalf of the congregation) will sign agreements of the terms of dissolution including agreements not to sue).

COM-1.9 Authority of Committee on Ministry

The COM expects the church and the pastor to fulfill all the terms of the approved written severance agreement. If they are not fulfilled by the pastor, the COM shall reserve the right to withhold the transfer of credentials and/or reserve recommendations for future secular/ecclesiastical employment. For the church, the COM may refuse to allow a new search process to begin or continue. The pastor and the ordained officers are subject to disciplinary process for breach of this agreement.

The COM's obligation is to the peace and welfare of both the congregation and pastor. The procedures and responsibilities dissolution form used in dissolutions are attached to this document. The Ethics Statement is also attached.

COM-1.10 Dissolution Absent an Agreement

If parties to a disagreement are unable to reach a mutually acceptable dissolution agreement through the counsel and mediation of the COM, and if the COM finds the church's mission requires the dissolution of the pastoral relationship, then the COM shall recommend dissolution to the Presbytery with terms of its devising. Presbytery shall then proceed, according to the Book of Order.

AGREEMENT FOR INVOLUNTARY DISSOLUTION BETWEEN

Pastor _____

And

Church: _____

We the members of the _____ Session request dissolution of the pastoral relationship with Rev. _____ for the following reasons and the followings terms:

1. List reasons for the dissolution:

2. List the terms:

- A. Amount of salary to be paid. _____
- B. Housing arrangements. _____
- C. Vacation to be paid. _____
- D. Pension/Medical to be paid. _____
- E. Repayment of loans. _____

F. Any special financial arrangements to be paid in a lump sum or over a period of time.

3. Time and date of separation:

- A. Pastoral duties will cease effective _____
- B. The relationship will end on a date set by the congregation and approved by the Presbytery on _____
- C. Date set for congregational meeting on _____
- D. Scheduled date of Presbytery action and completion of separation agreement on _____.

4. Other terms

A. Attached waiver for right to pursue legal action must be completed.

B. It is understood that all benefits for Pastor _____ will be discontinued at any time before (payoff date.) should he/she receive another call for full time employment.

C. Any other terms that may be required by the Presbytery or by the State of Michigan.

Signed on _____ (date) By:

(Pastor)

(Clerk of Session)

Committee on Ministry Representative(s): _____

Signed by other members of Session:

Date approved by congregation _____

Signed by Clerk _____

Date approved by COM _____

Date approved/disapproved by Presbytery _____

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

WAIVERS

In conjunction with the consideration provided by the Dissolution Agreement and release with _____ Church, and _____ Presbytery, dated _____, I agree, knowingly and voluntarily, to waive any and all claims that I might have under the Age Discrimination in Employment Act of 1967 against the Church, its employees or agents, occurring on or before the date of this Waiver. I acknowledge that I have been advised to consult with legal counsel prior to executing this Waiver and have been provided up to twenty-one (21) days within which to consider the Waiver. I further understand that I have seven (7) days after the execution of this Waiver in which to revoke the Waiver, subject to the provisions and possible penalties specified in the Agreement for Termination and Settlement. Also, because of the negotiated settlement received, I hereby agree not to sue _____ Church and/or its officers, singularly or collectively. I also agree not to sue the Presbytery of Detroit.

Date: _____ Pastor: _____

The following agreement is to be signed by the Clerk of Session on behalf of the congregation:

On behalf of _____ Church, we agree to any limitations herein stated _____ (state or say none.) _____. And further, in consideration of

_____ (name of pastor) _____ leaving in peace, we hereby individually and collectively agree not to sue _____ (name of pastor) _____.

Date: _____ Clerk of Session: _____

COM-2 AA-EEO POLICY

In the light of this Presbytery's commitment to Equal Employment Opportunity, COM will provide for each Pastor Nominating Committee a presentation of the rationale for Affirmative Action and Equal Employment Opportunity in the calling of Pastors.

COM-3 GUIDELINES FOR STUDY LEAVE

Every contract from a church or agency of this Presbytery with a Pastor shall, in accordance with the Book of Order, grant study leave in addition to vacation and all other terms of call. The scheduling of study leave shall be arranged by mutual agreement to the Pastor and the session or agency board, with concern for the welfare of the church or agency and the educational benefits for the Pastor. Each church or agency shall meet the minimum terms of call established by COM for study leave. The following options shall be provided:

- a.) A two-week study leave taken each full year of active service in order to stay abreast of current educational developments and opportunities,
- b.) Up to three years' accumulation (six weeks) should be allowed so long as scheduling is mutually agreeable to the session or agency and Pastor,
- c.) Study leave is not considered salary and should not be paid after the call or contract is terminated.
- d.) A report for study leave should be made to the Pastor's Session or agency.
- e.) A description of the Pastor's use of study leave shall be reported annually to the COM, along with terms of call.

COM-4 GUIDELINES FOR PARENTAL LEAVE

Rescinded and approved as a Presbytery policy 11/21/15

COM-6 BOARD OF PENSION OBLIGATIONS

The Presbytery shall not be responsible for any unpaid Board of Pension obligations for Pastors or other employees of congregations. A Church may not call any Pastor if the previous Pastor has outstanding pension obligations.

COM-10 MANSE POLICY

- a.) Inspections of the manse (with written reports) will be completed at the entrance and exit of Pastors who will live in that manse as a part of their terms of call. Inspection will be done by the Pastor involved, a representative of the personnel committee, a representative of the Session (or appropriate committee.), and a representative of the COM.
- b.) A Pastor Facilities Use Agreement will be negotiated, drawn up and signed by clergy, the clerk of session, and the Session (or chair of the appropriate committee) at the time the call is issued. This may be renegotiated during the time of the call as conditions change. A copy will be forwarded to the COM along with the report of the terms of call.

c.) There will be an annual manse evaluation by the pastor, a representative of the personnel committee and a representative of the Session (or appropriate committee) with written Committee on Ministry Policies report including (a.) condition, (b.) needs, (c.) plans for the upcoming year's repair, redecoration, etc.

This report will be signed by each of the above parties with a copy forwarded to the COM along with the annual terms of call report. At the request of any of the above parties, a representative of the COM can be included in the evaluation viewing.

d.) The repair of any damage caused by unusual use of the facility by the Pastor or other occupants are the responsibility of the Pastor. If the Pastor is leaving the call, the repair or arrangements for the repair must be completed to the satisfaction of the Session(or appropriate committee) and the COM before the clergy's credentials will be released from the Presbytery of Detroit.

COM-11 PASTOR NOMINATING COMMITTEES

Pastor Nominating Committees may be elected by congregations only with the prior approval of the COM. Spouses or family members of previous Pastors for the searching congregation shall not be members of the Pastor Nominating Committee. In general, church employees should not be members of the Pastor Nominating Committee.

COM-12 THE ROLE OF STAFF IN THE PASTOR/ASSOCIATE PASTOR NOMINATING PROCESS

<i>When NOMINATING A PASTOR (Solo or Head of Staff), THE INTERIM HEAD OF STAFF</i>		
<i>may:</i>	<i>may, with discretion, care, and attention to issues of confidentiality:</i>	<i>may not:</i>
<ul style="list-style-type: none"> ◆ Encourage the nominating committee to make frequent reports to the session and the congregation about the status of their process. ◆ Provide reflections to the nominating committee on the culture of the congregation, its strengths and weaknesses. ◆ Provide information to the nominating committee and the session on job responsibilities. 	<ul style="list-style-type: none"> ◆ Converse with ministers/candidates about submitting a PIF for the position. ◆ Converse with ministers/candidates who are interested/want more information about the position. ◆ Advise the PNC about either of the above two activities without revealing names. 	<ul style="list-style-type: none"> ◆ Make name recommendations for the composition of the nominating committee. ◆ Make recommendations of potential candidates to the nominating committee. ◆ Provide PIFs to the nominating committee. ◆ Read PIFs. ◆ Participate in the deliberations of the nominating committee.

When NOMINATING A PASTOR (Solo or Head of Staff), THE ASSOCIATE PASTOR		
<i>may:</i>	<i>may, with discretion, care, and attention to issues of confidentiality:</i>	<i>may not:</i>
<ul style="list-style-type: none"> ◆ Prior to call, converse with short list candidates (arranged by the nominating committee.). 	<ul style="list-style-type: none"> ◆ Converse with ministers/candidates about submitting a PIF for the position. ◆ Converse with ministers/candidates who are interested/want more information about the position. ◆ Advise the PNC about either of the above two activities without revealing names. 	<ul style="list-style-type: none"> ◆ Make name recommendations for the composition of the nominating committee. ◆ Attend meetings of the nominating committee without invitation from the chair. ◆ Make recommendations of potential candidates to the nominating committee. ◆ Provide PIFs to the nominating committee. ◆ Read PIFs. ◆ Participate in the deliberations of the nominating committee.
When NOMINATING A PASTOR (Solo or Head of Staff), THE INTERIM ASSOCIATE PASTOR		
<i>may:</i>	<i>may, with discretion, care, and attention to issues of confidentiality:</i>	<i>may not:</i>
<ul style="list-style-type: none"> ◆ Prior to call, converse with short list candidates (arranged by the nominating committee.). 	<ul style="list-style-type: none"> ◆ Converse with ministers/candidates about submitting a PIF for the position. ◆ Converse with ministers/candidates who are interested/want more information about the position. ◆ Advise the PNC about either of the above two 	<ul style="list-style-type: none"> ◆ Make name recommendations for the composition of the nominating committee. ◆ Make recommendations of potential candidates to the nominating committee. ◆ Provide PIFs to the nominating committee. ◆ Read PIFs. ◆ Participate in the

	activities without revealing names.	deliberations of the nominating committee.
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When NOMINATING A PASTOR (Solo or Head of Staff), OTHER PAID STAFF (Christian Educator, Music Director, Business Manager, Custodian, etc.)

may:	may, with discretion, care, and attention to issues of confidentiality:	may not:
<ul style="list-style-type: none"> ◆ Advise the session and nominating committee of the nature of their working relationship with the previous installed pastor, strengths and weaknesses. ◆ Participate in all congregational events designed to elicit information prior to the completion of a CIF. 	<ul style="list-style-type: none"> ◆ Converse with ministers/candidates about submitting a PIF for the position. ◆ Converse with ministers/candidates who are interested/want more information about the position. ◆ Advise the PNC about either of the above two activities without revealing names. 	<ul style="list-style-type: none"> ◆ Make name recommendations for the composition of the nominating committee. ◆ Recommend potential candidates to the nominating committee ◆ Provide PIFs to the nominating committee. ◆ Read PIFs. ◆ Participate in the deliberations of the nominating committee.

When NOMINATING A PASTOR (Solo or Head of Staff), THE FORMER PASTOR(S)

may:	may, with discretion, care, and attention to issues of confidentiality:	may not:
<ul style="list-style-type: none"> ◆ Take no action in the work of the Pastor Nominating Committee. 	<ul style="list-style-type: none"> ◆ Converse with ministers/candidates about submitting a PIF for the position. ◆ Converse with ministers/candidates who are interested/want more information about the position. 	<ul style="list-style-type: none"> ◆ Be consulted by the Pastor Nominating Committee as to potential candidates.

**When NOMINATING AN ASSOCIATE PASTOR,
THE HEAD OF STAFF**

may:

- ◆ Attend the meetings of the nominating committee in a supportive, collaborative role.
- ◆ Provide input to the nominating committee for the CIF.
- ◆ Reflect with the nominating committee on the kind of working relationship you would like to have with an associate, i.e., shared job responsibilities, definitive job responsibilities, changeable job responsibilities.
- ◆ Read PIFs with the nominating committee.
- ◆ Help design interview questions.
- ◆ Have one on one time with the final few candidates.
- ◆ Prior to the decision of the nominating committee, shall disclose support or non-support for each of the final candidates.

*may, with discretion, care,
and attention to issues of
confidentiality:*

- ◆ Converse with ministers/candidates about submitting a PIF for the position.
- ◆ Converse with ministers/candidates who are interested/want more information about the position.
- ◆ Advise the APNC about either of the above two activities without revealing names.
- ◆ Check other references in regards to the candidate(s).

may not:

- ◆ Write the CIF.
- ◆ Vote in nominating committee meetings.
- ◆ Interview applicants without the knowledge of the nominating committee.

**When NOMINATING AN ASSOCIATE PASTOR,
THE EXISTING ASSOCIATE PASTOR(S)**

may:

*may, with discretion, care,
and attention to issues of
confidentiality:*

may not:

- ◆ Discuss with APNC how you were received by the congregation/staff.
- ◆ Discuss with APNC how your role is same as or different from what is expected of the newly sought associate.
- ◆ Prior to call, converse with short list candidates (arranged by the nominating committee.).

- ◆ Converse with ministers/candidates about submitting a PIF for the position.
- ◆ Converse with ministers/candidates who are interested/want more information about the position.
- ◆ Advise the APNC about either of the above two activities without revealing names.

- ◆ Make recommendations of potential candidates to the nominating committee.
- ◆ Make name recommendations for the composition of the nominating committee.
- ◆ Provide PIFs to the nominating committee.
- ◆ Read PIFs.
- ◆ Participate in the deliberations of the nominating committee.

When NOMINATING AN ASSOCIATE PASTOR, OTHER PAID STAFF (Christian Educator, Music Director, Business Manager, etc.)

may:

- ◆ Advise the session and nominating committee of the nature of their working relationship with the previously installed associate pastor, strengths and weaknesses.
- ◆ Participate in all congregational events designed to elicit information prior to the completion of a CIF.

may, with discretion, care, and attention to issues of confidentiality:

- ◆ Converse with ministers/candidates about submitting a PIF for the position.
- ◆ Converse with ministers/candidates who are interested/want more information about the position.
- ◆ Advise the APNC about either of the above two activities without revealing names.

may not:

- ◆ Make name recommendations for the composition of the nominating committee.
- ◆ Make recommendations of potential candidates to the nominating committee.
- ◆ Provide PIFs to the nominating committee.
- ◆ Read PIFs.
- ◆ Participate in the deliberations of the nominating committee.

When NOMINATING AN ASSOCIATE PASTOR, THE INTERIM ASSOCIATE PASTOR

may:

-

may, with discretion, care, and attention to issues of confidentiality:

-

may not:

-

- ◆ Discuss with APNC how you were received by the congregation/staff.
- ◆ Discuss with APNC how your role is same as or different from what is expected of the newly sought associate.

- ◆ Converse with ministers/candidates about submitting a PIF for the position.
- ◆ Converse with ministers/candidates who are interested/want more information about the position.
- ◆ Advise the APNC about either of the above two activities without revealing names.

- ◆ Make name recommendations for the composition of the nominating committee.
- ◆ Make recommendations of potential candidates to the nominating committee.
- ◆ Provide PIFs to the nominating committee.
- ◆ Read PIFs.
- ◆ Participate in the deliberations of the nominating committee.

When NOMINATING AN ASSOCIATE PASTOR, FORMER PASTOR(S) OR ASSOCIATE PASTOR(S)

may:

- ◆ Take no action in the work of the Associate Pastor Nominating Committee.

may, with discretion, care, and attention to issues of confidentiality:

- ◆ Converse with ministers/candidates about submitting a PIF for the position.
- ◆ Converse with ministers/candidates who are interested/want more information about the position.

may not:

- ◆ Be consulted by the Pastor Nominating Committee as to potential candidates.

COM-13 INTERIM MINISTER TRAINING

All interim pastors in our Presbytery are required to take Week I of Interim/Transitional Ministry training. In order to be eligible to take a second interim position in our Presbytery, the interim must have completed Week 2 of Interim/Transitional Ministry training (or have registered for Week 2 prior to beginning the interim position). Copies of completion of Interim/Transitional Ministry training are to be submitted to COM.

COM-15 PROCESS FOR TRANSFERRING MINISTERS AND CERTIFIED RULING ELDERS INTO PRESBYTERY OF DETROIT

Examination/Interview Team:

No fewer than two members of the Committee on Ministry or their Designees, one of whom shall be the COM liaison or designee, shall examine and interview the candidate. The team, at minimum, shall consist of one pastor and one elder.

Before meeting, the interviewers shall receive copies of the MIF, the PIF-and the most recent annual report.

Examination/Interview of Transferring Ministers or Commissioned Ruling elders:

1. Questions to be asked during the interview may include:

- inquiries related to the Statement of Faith.
- inquiries related to the ordination/installation questions.
- an exploration of the interviewee’s vision for ministry and how it relates to the ministry goals of the body with whom the interviewee will be working.
- a discussion of previous and future Presbytery involvement.
- an exploration of any special accommodations the person would need to fulfill the obligations of the position.

2. The candidate should be given ample opportunity to ask about the Presbytery, terms of call questions, an appraisal of the health and history of the Presbytery, neighboring congregations, the community, and the body with whom the minister will be working.

The interviewee will be advised of the required attendance at the Orientation Gathering and the Sexual Misconduct Training and be given a copy of the Statement of Professional Ethics which will have to be signed at the time the Call papers are signed.

COM-16 WHEN A PIF HAS A REPORT OF SEXUAL MISCONDUCT

Every Personal Information Form (PIF) has a section to report sexual misconduct. On most Personal Information Forms, this report will be blank, indicating that the candidate has no history of sexual misconduct. You may receive a PIF with a report of sexual misconduct. When you receive such a PIF please consider it as you would any other PIF. The Committee on Ministry Representative working with your PNC will walk with you in discerning the faithful implications of this report of sexual misconduct. The representative will also assist in reference checks regarding any issue shared in the PIF.

1. Please receive a report of sexual misconduct with a spirit of openness.
2. You are welcome to discuss the sexual misconduct report with the Candidate. It is important to gain a sense of the Candidate’s responsibility and personal and spiritual growth in how she/he responded to this issue.

COM-17 SABBATICAL LEAVE POLICY FOR CHURCHES

COM-17.1 Definitions

Sabbatical Leave for pastors and church educators is a planned time of intensive enhancement for ministry and mission. Sabbatical Leave follows precedents in the academic community and among a growing number of private sector groups. This “extended time” is qualitatively different from “vacation” and “days off”. It is an opportunity for the individual to strategically disengage from regular and normal tasks so that ministry and mission may be viewed from a new perspective because of a planned time of focus.

Sabbatical Leave is recommended for all full-time pastors and educators serving churches, who have served in their present position for six (6) continuous years. The recommended length of the Sabbatical Leave is three (3) months. Accrued vacation time and study leave may be attached to the Sabbatical Leave. It is further recommended that this Sabbatical Leave be built into the Call Process. Upon completion of the Sabbatical Leave, the incumbent pastor/educator would normally continue serving the same congregation for a period of at least one year. In addition, Congregations may limit Sabbatical Leave to one staff person per year, in multiple staff situations.

At the completion of the Sabbatical Leave, the pastor/educator should present to the next regular meeting of the church Session, a written report of activities and findings. This report also will be sent to the Committee on Ministry immediately following the Session meeting when it is presented.

COM-18 COMPENSATION GUIDELINES FOR THE TRANSITIONAL PASTOR

Assumptions:

- 1.) All transitional packages will meet the Presbytery minimum standards.
- 2.) Transitional pastors will negotiate their own compensation package with Session including annual increases and cost of living adjustments.

Guidelines:

- 1.) In determining the appropriate salary for the transitional pastor, the following items may be considered:
 - a. Compensation provided previous Pastor
 - b. Transitional Pastor's previous salary
 - c. Transitional Pastor's "successful" experiences in a transitional role
 - d. Transitional Pastor's special skills and talents that will be especially helpful to the congregation
- 2.) If the transitional ministry is part-time, the financial and benefit package should be pro-rated accordingly.

COM-19 TEMPORARY PASTORAL RELATIONSHIPS

All temporary relationships of a Pastor or Commissioned Ruling Elder, full-time or part-time, are established by the Session with the approval of the Presbytery through its Committee on Ministry.

These transitional relationships have titles appropriate to the ministerial tasks to which the Pastor or Commissioned Ruling Elder is called. A Pastor serving in a transitional pastoral relationship is called for a specified period, which may be renewable with the approval of the Committee on Ministry. A written contract signed by the Pastor, the Clerk of Session or Presbytery commission, and a representative of the Committee on Ministry shall specify the pastoral functions, compensation, and any special skills or training required for the ministry. A transitional pastor is not installed and is not a member of the Session. The Presbytery through the

Committee on Ministry shall appoint a moderator of the Session who may be the transitional pastor.

Interim Pastors/Associate Pastors, Temporary Supply Pastors/Associate Pastors and Assistant Pastors contracts are 1 year renewable contracts that shall not be renewed after three years of service.

A person entering into a one year contract as Interim Pastor, Associate Interim Pastor, Temporary Supply Pastor, Temporary Supply/Associate Pastor, Stated Supply Pastor or Assistant Pastor may be ordained as a Pastor upon the recommendation of the Committee on Ministry and the approval of Presbytery.

COM-19.1 Pastor in Transition Seminar

Pastors in any new call within the Presbytery are required to attend a "Pastors in Transition" Seminar. The calling church will pay all expenses for attendance. These expenses, however, are not to be part of the Terms of Call. They are in addition to the Terms of Call. In a yoked parish, expenses will be paid in accordance to time allocations in each parish.

COM-19.2 Titles and Terms of Service for Transitional Pastoral Relationships

- 1.) Interim Pastor/Interim Co-Pastor/Interim Associate Pastor:
 - a. When a Session determines the needs of their church would benefit by searching for an Interim Pastor/Co-Pastor/Associate Pastor to help their church reflect on its past, discern its future and prepare for the arrival of an installed pastor, the Session shall consult the Committee on Ministry for guidance and approval..
 - b. If the Committee on Ministry approves, the Session shall develop a position description and salary package and present it to the Committee on Ministry for approval. If approved, the Session may begin its search for a suitable interim pastor candidate after the departure date of the installed pastor or associate has been announced.
 - c. The Session in consultation with the Committee on Ministry shall determine the search process for an Interim Pastor, Interim Co-Pastor or Interim Associate Pastor.
 - d. The Interim Pastor, Interim Co-Pastor or Interim Associate Pastor shall normally be a Minister of Word and Sacrament in the PCUSA or one of the denominations with which we have full communion.
 - e. The search for an Interim Pastor, Interim Co-Pastor or Interim Associate Pastor shall be open and inclusive.
 - f. The contract for an Interim Pastor/Associate Pastor may be for up to one year, renewable for maximum of three years total.
 - g. The Presbytery may terminate the contract between the Interim Pastor, Interim Co-Pastor or Interim Associate Pastor and the church upon the recommendation of the Committee on Ministry.
 - h. An Interim Pastor, Interim Co-Pastor or Interim Associate Pastor is not eligible to serve the church as the next permanent or designated pastor.
 - i. An Interim Pastor, Interim Co-Pastor or Interim Associate Pastor shall have voice but not vote at Session meetings.

2.) Temporary Supply Pastor/Associate Pastor:

- a. When the Session determines the needs of their church would benefit by searching for a Temporary Supply Pastor/Associate Pastor to maintain the course and direction of the vacated position and to serve the congregation until a new pastor is called, the Session shall consult the Committee on Ministry for guidance and approval.
- b. If Committee on Ministry approves, the Session shall develop a position description and salary package and present it to Committee on Ministry for approval. If approved, the Session may begin its search for a suitable temporary supply candidate after the departure date of the installed pastor or associate has been announced.
- c. The Session in consultation with the Committee on Ministry shall determine the search process for a Temporary Supply Pastor/Associate Pastor.
- d. The contract for a Temporary Supply Pastor/Associate Pastor may be for up to one year, renewable for maximum of three years total.
- e. The Temporary Supply Pastor/Associate Pastor is eligible to become the installed pastor or associate pastor with 3/4 approval of the Presbytery following a traditional PNC/APNC search by the congregation.
- f. The Presbytery may terminate the contract between the Temporary Supply Pastor/Associate Pastor and the church upon the recommendation of the Committee on Ministry.
- g. The Temporary Supply Pastor/Associate Pastor shall have voice but not vote at Session meetings.

3.) Assistant Pastor:

- a. When a Session and Pastor/Head of Staff determine the needs of the church would benefit from establishing an Assistant Pastor position, the Session shall consult the Committee on Ministry for guidance and approval.
- b. If the Committee on Ministry approves, the Session shall develop a position description and salary package and present it to Committee on Ministry for approval. If approved, the Session may begin its search for a suitable Assistant Pastor candidate.
- c. The Session in consultation with the Committee on Ministry shall determine the search process for an Assistant Pastor.
- d. The contract for the Assistant Pastor shall not exceed three years.
- e. The Assistant Pastor may be called to serve as an Associate Pastor with the approval of the congregation and Presbytery without the congregation having to form a pastor nominating committee.
- f. If the Assistant Pastor is not called to serve as an Associate Pastor by the end of the second year of the contract, the contract will conclude no later than the end of the third year.
- g. The Presbytery may terminate the contract between the Assistant Pastor and the church upon the recommendation of the Committee on Ministry.
- h. An Assistant Pastor shall have voice but not vote at Session meetings.

4.) Stated Supply Pastor:

- a. When a Session in consultation with the Committee on Ministry concludes their church will not be conducting a search for an installed pastor, they may consult with and request the Committee on Ministry appoint a Stated Supply Pastor.
- b. If the Committee on Ministry concurs with the Session shall develop a position description and salary package.
- c. The Stated Supply Pastor shall be part-time and not eligible to become the installed pastor.
- d. The Presbytery may terminate the contract with the Stated Supply Pastor upon the recommendation of the Committee on Ministry.
- e. The Stated Supply Pastor shall have voice but not vote at Session meetings.

5.) Pastoral Residency:

The Committee on Ministry believes in the validity of the Resident Minister program. The intensive, purposeful nature of the program equips residents with practical skills for ministry and enriches their core vocational values so that they are ready to serve God's people with versatility and integrity. Congregations are blessed as the resident ministers participate in ministry with them and share their gifts.

The Committee on Ministry of the Presbytery of Detroit has adopted the following guidelines for a Resident Minister program in member churches:

- a. When a Session and Pastor/Head of Staff have confidence that the church is a learning community beyond the bounds of the local congregation; they may determine the church would benefit from establishing a Resident Minister program; where a newly graduating seminarian may benefit from experiencing the full range of pastoral duties and roles within the life of the congregation with intentional directed supervision by the Pastor/Head of Staff or his/her designate. The Session shall consult the Committee on Ministry for guidance and approval of the church's Resident Minister program.
- b. If the Committee on Ministry approves, the Session shall develop a position description and salary package and present it to Committee on Ministry for approval. If approved, the Session may begin its search for a suitable Resident Minister.
- c. The Committee on Ministry is responsible to insure that any search process for a resident minister follows all Equal Opportunity procedures.
- d. The contract for the Resident Minister is a temporary position.
- e. The Resident Minister may not be called to to any Pastoral Position within the contracted congregation without a full and open search conducted in consultation with Committee on Ministry.
- f. The Session may terminate the contract between the Resident Minister and the church in consultation with the Committee on Ministry.
- h. A Resident Minister shall have voice but not vote at Session meetings.

Approved by The Consultations & Credential Committee – 11/09/17

Approved by The Committee on Ministry – 11/09/17

6.) Commissioned Ruling Elder:

- a. When a Session/church determines that it could be served by a Commissioned Ruling Elder, the Session shall consult the Committee on Ministry for guidance and approval of such a strategy.
- b. If the Committee on Ministry concurs, the Session, in consultation with the Committee on Ministry, shall develop a position description and salary package.
- c. Committee on Ministry, at its discretion, may ask the church to consult with the New Church Development/Redevelopment Team for re-evaluation of their mission design. Exceptions to the minimum compensation, with the reasons for such exceptions, will be considered only after the above consultations have been completed.
- d. A Commissioned Ruling Elder compensation package is not restricted to the Presbytery minimums of a Pastor.
- e. If the Committee on Ministry agrees, the Presbytery may authorize a ruling elder (already determined eligible by the committee on preparation for ministry i.e. an eligible certified ruling elder or ECRE) to be commissioned to limited pastoral service as assigned by the Presbytery.
- f. A ruling elder so designated may be commissioned to serve in a validated ministry of the Presbytery. Presbytery, in its commission, may authorize the ruling elder for any or all of the following: 1) to moderate the Session of the congregation to which he or she is commissioned, 2) to administer the Sacraments, 3) and/or to officiate at marriages at (of) the congregation where permitted by state law. This commission shall also specify the term of service, which shall not exceed three years but may be renewable. When the commission ends so do these responsibilities and the validated ministry.
- g. The Presbytery through its Committee on Ministry shall review the work of the Commissioned Ruling Elder, the commission, and the needs of the ministry of the church at least annually. In addition, the Commissioned Ruling Elder will be assigned an ordained Pastor in the Presbytery of Detroit who will meet regularly with the CRE and act as their supervisor.
- h. The Presbytery may terminate the contract with the Commissioned Ruling Elder upon the recommendation of the Committee on Ministry.
- i. The Commissioned Ruling Elder shall have voice but not vote at Session meetings.

7.) Parish Associate:

- a. A Parish Associate is a Pastor who serves in some validated ministry other than the local parish, or is a member-at-large, or is retired, but who wishes to maintain a relationship with a particular church or churches in keeping with ordination to the ministry of the Word and Sacrament. Such persons, already qualified as continuing members of Presbytery, may serve as Parish Associates.
- b. When a Session and Pastor determine the mission of their church would be better served by having a Parish Associate who shall be responsible to the Pastor, as head of staff, on an "as needed, as available" basis and with or without remuneration, they will consult with the Committee on Ministry for guidance and approval.
- c. The contract between the Session, the Parish Associate, and the Presbytery shall terminate when the call to the installed pastor is dissolved.

d. The Parish Associate may not be called to be the next installed Pastor or Associate Pastor of a church served as parish associate, unless at least six months have elapsed since the end of the Parish Associate relationship.

e. The Presbytery may terminate the contract with the Parish Associate and the church upon the recommendation of the Committee on Ministry.

f. The Parish Associate shall have voice but not vote at Session meetings

COM 19.3 PULPIT SUPPLY

After the departure of the pastor has been announced the Committee on Ministry shall provide a list of Pastors and CREs eligible to fill the pulpit on Sunday mornings. The Committee on Ministry shall annually review and determine the appropriate compensation for anyone serving as a pulpit supply.

COM-21 ON COMMENCING SELF STUDIES

A church's self-study for a new pastor cannot begin until the current pastor has announced his/her retirement and a date has been set.

Reported to Presbytery 1/22/13

COM-22 ON SIGNING THE MOST CURRENT VERSION OF THE SEXUAL MISCONDUCT POLICY

All clergy must sign the current version of the Sexual Misconduct Policy as part of their Terms of Call Reported to Presbytery.

COM -23 ON PAYMENT OF ALL DUES FOR MANDATED MEDICAL INSURANCE

Detroit Presbytery requires Employing Organizations to pay all dues for Mandated Plan Member Medical Insurance through the Board of Pensions and, where needed, for Dependent Medical Insurance through the Board of Pensions. We encourage Employing Organizations to verify appropriate, comparable insurance coverage for dependents who choose to opt out of Board of Pensions coverage.

Reported to Presbytery 8/26/14

**COMMITTEE ON PREPARATION FOR
MINISTRY**

COMMITTEE ON PREPARATION FOR MINISTRY

CPM-1 MANUAL OF ADMINISTRATIVE OPERATIONS

Section 1. Preparation for Ministry Process

The preparation for ministry process involves two phases: Inquiry and Candidacy. These two phases are designed to explore the call, evaluate the gifts, and support the preparation of men and women who feel themselves called to the ordered ministry of teaching elder (also called minister of the Word and Sacrament G-2.0501.) (G-20102, G-2.0204, G-2.0601)

Both the Inquiry Phase and the Candidacy Phase of the process evaluate the individual's development in five key areas:

- **Education for Ministry**, which includes evaluation of the individual's academic potential and progress and the individual's ability to relate the academic learning to the ministry of teaching elder (minister of the Word and Sacrament);
- **Spiritual Development**, which explores with individuals their personal faith journeys and their spiritual practices to discern the will of God in their lives;
- **Interpersonal Relations** which provide opportunities to reflect on how an individual relates to others, one's own leadership style, and what this means in terms of the ministry of the teaching elder (minister of the Word and Sacrament);
- **Personal Growth**, through which persons reflect on who they are, what areas they need to develop, how to understand their call, and how to develop personal stewardship;
- **Professional Development**, to help persons develop specific skills that will enhance their effectiveness as teaching elders (ministers of the Word and Sacrament) and as presbyters. Those skills should include and understanding of one's ministry context and the ability to deal with conflict that may emerge in the place one serves.

It is important for inquirers and candidates to understand that an educational process and the Presbytery of Detroit's process, which is consistent with G-2.06, must both be completed prior to ordination. While they interconnect, the educational institutions and the presbytery operate independently. **It is the responsibility of the inquirer or candidate to coordinate the completion and the timing of those processes**

Section 2. Phase 1: Inquiry

“The purpose of the inquiry phase is to provide an opportunity for the church and those who believe themselves called to ordered ministry as teaching elders to explore that call together so that the presbytery can make an informed decision about the inquirer's suitability for ordered ministry.” (G-2.0603) The church is seeking teaching elders who possess “wisdom and maturity of faith, leadership skills, a compassionate spirit, an honest repute, and sound judgment.” (G-2.0607a)

Because this exploration is with the whole church, the inquirer is engaged in a network of relationships—first, between the inquirer and the church session, then with the presbytery through the Committee on Preparation for Ministry, and with finally with a theological institution.

2.1. Admission to Inquiry

- 2.1.1. A member of a congregation is considered for enrollment as an inquirer when he or she approaches the session about the possibility of becoming a teaching elder (also known as minister of the Word and Sacrament G-2.0501) and formally agrees with the session and with the presbytery's Committee on Preparation for Ministry to explore the implications of this quest. Enrollment is intended to be a thoughtful and deliberate step; people are encouraged to take this formal action soon after they have made their personal decision to explore this ministry so that the presbytery's Committee can provide them with support and counsel as early as possible.

2.2. The process of the inquiry phase is as follows:

- 2.2.1. A person desiring to become an inquirer shall indicate to the pastor of the particular church a desire to explore the personal implications of becoming a teaching elder (minister of the Word and Sacrament).
- 2.2.2. The applicant shall have been an active member of that particular church for at least six months
- 2.2.3. If, after consultation with the pastor, the applicant wishes to apply to be taken under care, the applicant shall prepare background information by completing Forms 1A, 1B, 1C, 1D and 2A, and request the pastor notify the session and the Committee on Preparation for Ministry. The applicant shall also complete the Presbytery of Detroit forms required for a background check. These forms will be submitted to the session and the CPM to be used by the liaisons, and kept in the applicant's file.
- 2.2.4. Prior to meeting with the applicant, the session shall schedule a meeting with a CPM liaison for orientation to the process used by the Presbytery of Detroit to prepare persons who are called to be a teaching elder.
- 2.2.5. The session shall consult with the applicant and, if the individual requests to be enrolled as an inquirer, shall make a recommendation to the Committee on Preparation for Ministry. The session's recommendation and the person appointed as session liaison will be reported on Form 1D, "Session Evaluation and Recommendation."
- 2.2.6. Upon receipt of the recommendation of the session, the CPM Co-moderator(s) shall request from the presbytery office a criminal background check, and appoint a liaison who shall conduct a minimum of three reference checks (See Form 2D). [amend. 10/23/12]
- 2.2.7. When the criminal background check has cleared, and the reference checks have been completed, the inquirer's liaison shall review the information gathered, and present the person and the information to CPM. CPM shall determine whether to enroll the person as an inquirer. If the person is enrolled, the committee shall also complete Form 2C, "Report of Initial Consultation." [amend. 10/23/12]

- 2.2.8. CPM shall discuss with the applicant the implications of Form 2B, “Covenant Agreement and Inquirer’s Release.” The applicant shall also be given a copy of the Presbytery of Detroit’s “Sexual Misconduct Policy and Procedures” (Policy P-4). When the applicant has signed Form 2B, and has signed the receipt of and concurrence with the Sexual Misconduct policy, the applicant shall be enrolled as an inquirer. Copies of the documents signed shall be given to the inquirer and the liaisons, and placed in the inquirer’s file.
- 2.2.9. CPM shall report its action to the Stated Clerk of the Presbytery on Form 2A. The Stated Clerk shall then notify the Session and the General Assembly.
- 2.2.10. The date of the Committee’s action to enroll shall be the beginning of the covenant relationship. “The inquiry and candidacy phases shall continue for a period of no less than two years, including at least one year as a candidate.” G-2.0602 (See G-2.0610 for exceptions).
- 2.2.11. The phase of inquiry shall be of sufficient length for the inquirer, the session, and the Committee on Preparation for Ministry to decide whether the inquirer should apply to become a candidate. During this time, the Committee on Preparation for Ministry shall make use of resources such as information provided by the inquirer, personal references, and reports from counseling services, the session, and the inquirer’s institution of learning, if the inquirer is a student.

2.3. *During Inquiry*

When a person is enrolled as an inquirer, she or he, in consultation with the liaison, shall immediately begin the process of gaining a psychological assessment. That assessment should be completed within one year of enrollment as an inquirer but must be completed within 18 months of enrollment to remain an inquirer under the care of the Presbytery of Detroit.

The inquirer should also arrange for and take the Bible Content Exam within one year from the date of enrollment in theological education.

2.4. *Inquirers and candidates shall have a consultation at least once a year*

Inquirers and candidates shall have a consultation at least once a year with the Committee on Preparation for Ministry. In no case shall an inquirer or candidate be excused from these annual consultations. These consultations will be scheduled by the CPM moderator.

- 2.4.1. Prior to meeting with the committee, the inquirer shall complete Form 3, “Pre-Interview Annual Consultation Report: Growth and Development in the Last 12 Months.”
- 2.4.2. These forms must be submitted to the presbytery office one month prior to the scheduled consultation so they may be distributed to the session liaison, CPM and the CPM liaison in preparation for the consultation.
- 2.4.3. During each annual consultation, the Committee, the inquirer, and the session liaison or moderator will assess the inquirer’s progress toward previously

established goals in each of the five growth areas and together negotiate new goals to be completed by the next consultation.

- 2.4.4. The agreed upon goals shall be reported on Form 4, "Report of Annual Consultation." A copy shall be given to the inquirer/candidate, the session and CPM liaisons, and a copy will be kept in the inquirer/candidate's file.

2.5. Psychological Assessment

- 2.5.1. The Committee on Preparation for Ministry (CPM) in the Presbytery of Detroit requires that an inquirer have a psychological assessment prior to moving from the inquiry phase to the candidacy phase. The psychological assessment is developed by the assessment center, for the use of CPM and the inquirer in relationship to the inquirer's application or to become a teaching elder (minister of the Word and Sacrament). The psychological assessment is a confidential document which is available to CPM members, but cannot be released by CPM to any other entity. The inquirer may, of course, sign a release with the assessment center releasing the document to anyone the inquirer wishes.
- 2.5.2. CPM's practice regarding the cost at the psychological assessment center for this assessment is that:
 - 2.5.2.1. one-third of the cost be paid by the inquirer
 - 2.5.2.2. one-third of the cost be paid by the inquirer's home church
 - 2.5.2.3. one-third of the cost be paid by the CPM
 - 2.5.2.4. If there are significant financial issues for either the inquirer or the inquirer's church, the Committee is willing to negotiate another payment plan.
 - 2.5.2.5. (Ordinarily, the Committee on Preparation for Ministry does not share in any related costs incurred for a psychological assessment; i.e., meals and housing costs while at the assessment center, travel to the center, etc.)
- 2.5.3. **To complete a psychological assessment an inquirer must:**
 - 2.5.3.1. Receive approval from CPM to have the psychological assessment at an approved assessment center upon a request from the inquirer.
 - 2.5.3.2. Schedule a date for an assessment at the center.
 - 2.5.3.3. Inform the center that the inquirer will pay one-third of the cost of the assessment as the down payment, that one-third of the balance should be billed to the inquirer's home church (provide the address),
 - 2.5.3.4. Inform the center the final one-third should be billed to: Committee on Preparation for Ministry, The Presbytery of Detroit, 17575 Hubbell Avenue, Detroit, MI 48235.
 - 2.5.3.5. The psychological assessment center will correspond with the inquirer regarding the specific materials to be completed prior to the assessment.

- 2.5.3.6. The inquirer must sign a release to have the results of the assessment sent to the current Chair of CPM (at the Presbytery address).

2.6. Educational Standards for Seminarians Who Are Under Care

A candidate for the ministry of teaching elder (minister of the Word and Sacrament) must attend a theological institution accredited by the Association of Theological Schools acceptable to the presbytery (G-2.0607). The seminary and the course of study must be approved by CPM. The course of study the Presbytery of Detroit requires is listed below. The inquirer shall contact the CPM liaison requesting permission to attend a particular seminary and requesting any equivalent courses for substitution. Exceptions to the minimums listed below must be approved by CPM, and in some cases the Presbytery of Detroit.

2.6.1. Biblical Languages (4 courses required)

- 2.6.1.1. Hebrew
- 2.6.1.2. Greek
- 2.6.1.3. Hebrew Scriptures original language exegesis
- 2.6.1.4. New Testament original language exegesis

2.6.2. Biblical Studies (4 courses required)

- 2.6.2.1. Old Testament survey
- 2.6.2.2. New Testament survey
- 2.6.2.3. Additional Biblical study course - OT
- 2.6.2.4. Additional Biblical study course - NT

2.6.3. History (3 courses required)

- 2.6.3.1. Church history overview, pre-Reformation
- 2.6.3.2. Church history overview, post-Reformation
- 2.6.3.3. Presbyterian history and creeds

2.6.4. Theology (3 courses required)

- 2.6.4.1. Systematic theology
- 2.6.4.2. Systematic theology
- 2.6.4.3. Reformed theology

2.6.5. Practical Theology (8 courses required)

- 2.6.5.1. Ministerial overview course
- 2.6.5.2. Reformed Worship and Sacraments
- 2.6.5.3. Speech class
- 2.6.5.4. Homiletics
- 2.6.5.5. Christian Education

2.6.5.6. Pastoral Counseling

2.6.5.7. Mission / Evangelism

2.6.5.8. Presbyterian Polity

2.6.6. Note: Any of the above courses that a student would like to take with a Pass / Fail grade must be approved by the CPM prior to enrolling in that course.

2.7. *Clinical Pastoral Education*

The CPM requires all inquirers and candidates take one unit of Clinical Pastoral Education (CPE) or an approved alternative as approved by the seminary. Before beginning the CPE experience, CPM must be notified and give their approval, and upon completion, the supervisor's report and the inquirer's/candidate's final report will be sent to the CPM chairperson, for the whole committee's review.

Internet address for CPE sites: www.ACPE.org

2.8. *Field Education*

2.8.1. CPM requires each inquirer or candidate to fulfill an approved 480 hour Field Education experience.

2.8.2. The Field Education experience shall be in a formal Presbyterian or Reformed church or parish-like setting with supervision and evaluations made available to CPM.

2.8.3. The Field Education must not be in the inquirer or candidate's home church and should be in a different setting from the home congregation. For example, if the inquirer or candidate is from a small town, an urban or suburban church would be a challenging and broadening experience. If the candidate's home church is large, a smaller church would provide new experiences.

Section 3. Phase 2: Candidacy

The purpose of the candidacy phase is to provide for the full preparation of persons to serve the church as teaching elders (ministers of the Word and Sacrament). This shall be accomplished through the presbytery's support, guidance, and evaluation of a candidate's fitness and readiness for a call to ministry requiring ordination. Evidence of readiness to begin ordered ministry as a teaching elder (minister of the Word and Sacrament) shall include the completion of the requirements in this manual, and an affirmation of the candidate's wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgment. (G-2.0607a)

3.1. *Admission to Candidacy*

An inquirer becomes a candidate by action of presbytery. At that time the presbytery formally concludes a candidate has demonstrated adequate promise for ministry (G-2.0604), the candidate is assured of God's call to enter ordered ministry, and the candidate formally agrees to accept the presbytery's supervision of the candidate's preparation for the ministry of teaching elder (minister of the Word and Sacrament).

3.2. The process of the candidacy phase is as follows:

- 3.2.1. When the inquirer has completed a psychological assessment and the results, along with reference checks, and any other required information, have been reviewed by the Subcommittee on Inquirer Qualifications, and its recommendations have been acted upon by CPM, the inquirer and liaison may explore together the inquirer's readiness for candidacy.
- 3.2.2. When the inquirer is ready to apply for status as a candidate, the inquirer and the liaison shall:
 - 3.2.2.1. verify that the inquirer has completed and submitted to CPM a psychological assessment,
 - 3.2.2.2. verify that the inquirer has taken the Bible Content Examination, and
 - 3.2.2.3. verify that any other requirements of CPM have been completed.
- 3.2.3. The inquirer shall complete and present to the session and the CPM the following:
 - 3.2.3.1. Form 5A "Application to Be Received as a Candidate," including three references: a professor, a supervisor and a colleague who has worked with the candidate,
 - 3.2.3.2. a statement of his or her understanding of the uniqueness of the Reformed tradition (F-1.01 to F-3.04),
 - 3.2.3.3. a statement of personal faith which incorporates an understanding of our tradition as found in F-1.02,
 - 3.2.3.4. a statement of what it means to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church;
 - 3.2.3.5. a statement of self-understanding which reflects the inquirer's personal and cultural background and includes a concern for maintaining spiritual, physical, and mental health;
 - 3.2.3.6. a statement of the candidate's understanding of the task teaching elders (minister of the Word and Sacrament) perform, including a self-awareness of specific gifts for the ministry of teaching elder (minister of the Word and Sacrament) and of areas in which growth is needed.
- 3.2.4. After Form 5A has been completed, the inquirer, the CPM liaison and the session liaison shall schedule with the Session a time for examination.
- 3.2.5. The session shall make a recommendation to the Committee on Preparation for Ministry that this inquirer should or should not be enrolled as a candidate and shall report that recommendation to CPM on form 5A.
- 3.2.6. The CPM liaison shall check the references, on Form 5A using Form 5C, Reference Form for Candidacy. The CPM liaison will prepare a written summary for the Chair of CPM. Upon receipt of that summary, the chair will

schedule the examination for candidacy with the Committee on Preparation for Ministry.

- 3.2.7. After receiving and reviewing the above information, and examining the inquirer, CPM shall make a definite recommendation to the presbytery that the inquirer shall or shall not be received as a Candidate for Ordered Ministry.
- 3.2.8. If CPM decides that the inquirer shall not be received as a candidate for ordered ministry, that decision shall be reported to the presbytery and the session on form 5A.
- 3.2.9. If CPM recommends to the presbytery that the inquirer should be received as a candidate for ordered ministry, that decision shall be reported to the presbytery on form 5A, and the inquirer shall sign Form 5B, "Covenant Agreement and Candidate Release. A copy of this form shall be given to the candidate and the session and CPM liaisons, and placed in the candidate's file.
- 3.2.10. The presbytery shall receive the report and recommendation of its committee and shall examine the inquirer in person with respect to his or her Christian faith, forms of Christian service undertaken, and motives for seeking the ministry.
- 3.2.11. If the examination is approved, the presbytery shall receive the inquirer as a candidate as described in the Presbytery of Detroit's policy P-21. "The moderator shall ask the following questions of the candidate before the candidate is declared enrolled.
 - 3.2.11.1. "Do you believe yourself to be called by God to *the ordered ministry of teaching elder*?"
 - 3.2.11.2. "Do you promise in reliance upon the grace of God to maintain a Christian character and conduct, and to be diligent and faithful in making full preparation for this ministry?"
 - 3.2.11.3. "Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?"
 - 3.2.11.4. "Do you desire now to be received by this presbytery as a Candidate for *the ordered ministry of teaching elder* in the Presbyterian Church (U.S.A.)?"
- 3.2.12. "If these questions are answered in the affirmative, a brief charge shall be given, the candidate's name shall be recorded on the presbytery's roll of candidates, and the proceedings shall close with prayer."
- 3.2.13. The Stated Clerk of the presbytery shall report the action of the presbytery to the General Assembly, the candidate, and the session by completing Form 5A.

3.3. During Candidacy

The covenant relationship between the candidate and the presbytery shall be continued through annual consultations as described in this manual at Section 2.4., "Inquirers and candidates shall have a consultation at least once a year." During this time CPM will

focus on the candidate's preparation for ministry; especially in the areas of educational requirements, field education, and Clinical Pastoral Education. Every inquirer and candidate enrolled in study in a theological seminary should take the Bible Content exam as often as it is offered, until it is passed.

3.4. Completion of Candidacy

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

- 3.4.1. Completion of the preparation for ministry process with a call to the ordered ministry of teaching elder (minister of the Word and Sacrament). In this case, the following steps are involved:
 - 3.4.1.1. the Committee on Preparation for Ministry determines that the candidate is ready to be examined for ordination (Presbytery of Detroit policy P-17);
 - 3.4.1.2. the candidate receives a call; and
 - 3.4.1.3. "The presbytery placing the call to the candidate for ministry shall ordinarily examine, ordain and install the candidate." (G-2.0702)
- 3.4.2. Withdrawal by the candidate;
- 3.4.3. Removal by the presbytery;

3.5. Final Assessment and Negotiation for Service (G-2.0607)

- 3.5.1. Final assessment must ordinarily be completed within one year of the completion of the educational requirements.
- 3.5.2. A candidate may not enter into negotiation for service as a teaching elder (minister of the Word and Sacrament) without approval of the Committee on Preparation for Ministry. The committee shall record when it has certified a candidate ready for examination for ordination, pending a call, and submit Form 6, "Certification of Final Assessment" to the clerk and to the presbytery. (See Presbytery of Detroit policy P-17). Evidence of readiness to begin ordered ministry as a teaching elder (minister of the Word and Sacrament) shall include: (G-2.0607)
 - 3.5.2.1. a candidate's wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgment;
 - 3.5.2.2. a transcript showing graduation, with satisfactory grades, at a regionally accredited college or university;
 - 3.5.2.3. a transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery, showing a course of study including Hebrew and Greek, exegesis of the Old and New Testaments using Hebrew and Greek, satisfactory grades in all areas of study, and graduation or proximity to graduation; and

- 3.5.2.4. a satisfactory grades, together with the examination papers in the areas covered by any standard ordination examination approved by the General Assembly.
- 3.5.3. The basis for this assessment will be:
 - 3.5.3.1. a statement of faith, presented to the committee;
 - 3.5.3.2. an exegesis of an Old Testament or New Testament text,
 - 3.5.3.3. a sermon based upon that text and exegesis, presented and preached to member of the committee, and
 - 3.5.3.4. a face-to-face examination of the candidate by the committee.
- 3.5.4. Any candidate who has successfully passed all of the Standard Examinations for Ordination, is within five (5) months of successful completion of all academic and clinical pastoral education requirements, has fulfilled any other requirements specified by CPM and the Presbytery, and has received a positive Final Assessment, may begin to circulate a Personal Information Form for the purpose of seeking a call as teaching elder (minister of Word and Sacrament.) This action will be recorded on Form 6, and a copy shall be given to the candidate, the liaisons, and placed in the file. [amend. 11/27/12]

3.6. *Transfer or Removal*

- 3.6.1. At the request of the inquirer or candidate and with the approval of the sessions and presbyteries involved, a presbytery may transfer the covenant relationship of an inquirer or candidate. (G-2.0608) This action shall be reported to the receiving presbytery by the Stated Clerk on Form 7A. If the transfer is to the Presbytery of Detroit, the Stated Clerk shall report the receipt of the inquirer or candidate to the General Assembly on Form 7A.
- 3.6.2. In accord with G-2.069 the CPM may allow an inquirer or candidate to withdraw, or may remove an inquirer or candidate from the roll. These actions shall be reported to the Stated Clerk on Form 7B, who shall then notify the General Assembly.

3.7. *Ordination or reception of a minister from another denomination*

- 3.7.1. When a congregation of the Presbytery of Detroit issues a call to a candidate for ministry, or a minister from another denomination, the Committee on Preparation for Ministry shall conduct the Examination for Ordination, unless the Presbytery agrees that the examination shall be done by another presbytery.
- 3.7.2. CPM shall conduct the examination of a candidate when the candidate provides certification of Final Assessment by the sending presbytery (Form 7A).
- 3.7.3. CPM shall conduct the examination of a minister from another denomination when it has received certification that the minister is in good standing, and has complied with G-2.0505.

- 3.7.4. The candidate shall provide CPM and the presbytery with an autobiographical statement, and a Statement of Faith.
- 3.7.5. The candidate shall preach a sermon before the Committee on Preparation for Ministry, and shall be examined by CPM. The examination shall cover the reasons the candidate seeks membership in the presbytery, the candidate's theological understanding, and any other issues the committee believes appropriate.
- 3.7.6. The committee shall present the candidate to the presbytery, with the candidate's statement of faith and autobiographical statement, and with a recommendation as to whether ordain/receive the candidate into membership. The presbytery shall conduct an examination.
- 3.7.7. The Stated Clerk shall report the ordination to the General Assembly on Form 7B.

Section 4. Miscellaneous Policies

4.1. Financial Aid

Amended 3/21/15

4.1.1. Premise

The Presbytery of Detroit, through its Committee on Preparation for Ministry', reviews the financial well-being of those individuals under the care of the presbytery in their preparation for ordination as teaching elders.

The committee sees its role as two-fold. First the committee has a responsibility to guide inquirers and candidates in understanding acceptable rates of indebtedness and realistic level of repayment on a pastor's starting salary. Second, the committee has a responsibility to assist candidates and inquirers in locating sources of financial aid within acceptable indebtedness levels.

4.1.2. Total Educational Debt

The Committee on Preparation for Ministry suggests that \$50,000 is the maximum reasonable level of educational indebtedness. (The committee defines total educational indebtedness as the total of all outstanding debt. from undergraduate, graduate and post-graduate studies.)

The committee urges candidates to be careful about the amount of educational debt incurred, and realistic in their expectation of their future financial ability to repay that indebtedness.

4.1.3. Availability of Funds

The Presbytery of Detroit has limited funds available to students under the care of the Committee on Preparation for Ministry. Although both inquirers and candidates may apply for tuition and/or expense reimbursement, requests from candidates will receive priority.

4.1.4. Tuition-Presbytery Theological Scholarship Fund

The Presbytery, through the Committee on Preparation for Ministry, administers a Theological Scholarship Fund. Funding for this scholarship fund comes from offerings collected at each ordination or installation service conducted by the presbytery. All inquirers and candidates under care of the Presbytery are eligible to apply for tuition assistance. Applicants for scholarships from the Presbytery must adhere to the process described in 4.1.6 below.

4.1.5. Expenses – Presbytery of Detroit Operating Budget

The Presbytery of Detroit's annual operating budget for the Committee on Preparation for Ministry contains specific accounts where living and travel costs can be expensed. Unlike the Presbytery Theological Scholarship Fund mentioned above, the annual operating budget is funded each year on the basis of anticipated expenses. If an inquirer or candidate expresses a need for educational expense reimbursement in a subsequent year, the Committee on Preparation for Ministry must decide whether or not to reimburse those expenses and then budget for the specific amounts needed. If a request is received for a current year, the amount of money remaining in the budget will limit the amount that can be reimbursed.

4.1.6. Graduate and Professional Financial Aid for Students Form

All applicants for financial aid will furnish the Committee on Preparation for Ministry with a current GAPFAS (Graduate and Professional Financial Aid for Students) form. This document varies from seminary to seminary and should be available through the financial aid office.

4.1.7. Form 1C – Financial Planning

The request for financial aid must be accompanied by a detailed accounting of anticipated income and expenses on Form 1C – Financial Planning. This accounting should include all income sources - self, family, church, seminary, denomination and any other financial assistance the individual will receive (or anticipates receiving). Expenses should be specific, e.g. tuition, room, board, books, supplies, etc.

4.1.8. Verification

The presbytery will only consider requests for assistance after verification has been provided that the individual has applied for assistance from the sources listed in 4.1.7 above.

4.1.9. Non-Degree Coursework

From time to time the Committee on Preparation for Ministry may receive a request from an inquirer or candidate to reimburse tuition and/or expenses related to non-degree coursework it has specifically requested. Based on the

merits of each request, the Committee on Preparation for Ministry will determine whether it will deny, share or totally reimburse these costs.

Amended 10/23/12, 11/27/12,3/21/15

CPM-2 POLICY FOR COMMISSIONED RULING ELDERS



MANUAL AND RESOURCE GUIDE

For Commissioned Ruling Elder Applicants Presbytery of Detroit

Revised Version 03/2013 LJG

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Introduction & Overview

Introduction

The Presbytery of Detroit is committed to providing the best possible leadership to all churches within its bounds. Teaching elder/ministers normally provide this leadership. However, one additional way of providing leadership is through the use of Commissioned Ruling Elders as provided in the *Book of Order*, G-2.10.

This Manual

This manual has been prepared to guide elders seeking to become Commissioned Ruling Elders (CRE) and to be a resource for the various committees of the Presbytery in the administration of the CRE program. It includes the policies, procedures, and forms developed by the Presbytery of Detroit to carry out the CRE program as outlined in the *Book of Order*. A person considering becoming a CRE and those responsible for administering the CRE program should familiarize themselves with the applicable *Book of Order* provisions.

Definition of a Commissioned Ruling Elder

A Commissioned Ruling Elder (CRE) is an ordained elder who is approved to perform pastoral functions not requiring ordination as a teaching elder/minister and is currently a member of a congregation of the Presbytery of Detroit and has been for six months or more. This person may serve in a full-time or part-time, salaried, or volunteer position. He/she has been called by God and affirmed by his/her Session and received appropriate training in accordance with the *Book of Order*, G-2.1002, and under the supervision of the Committee on Preparation for Ministry (CPM). The CRE is commissioned by the Presbytery to serve a particular congregation in the Presbytery of Detroit when invited by the Session of that congregation, recommended by the Committee on Ministry (COM), and approved by the Presbytery.

Standards for Commissioned Ruling Elders

Those being considered as CREs should follow these standards of faith and Christian life:

1. Belief in Jesus Christ as his/her Lord and Savior and acceptance, understanding of, and faithfulness to the questions and vows of a CRE. (*Book of Order*, (W-4.4003)
2. Membership in the Presbyterian Church (U.S.A.) and faithful, regular participation in its worship and service.
3. Demonstrated leadership in the church as an Elder.
4. Demonstrated pastoral ability.
5. Commitment to personal spiritual growth through prayer, Bible reading and devotions.
6. Acceptance, understanding of, and faithfulness to the ethical standards of the Presbyterian Church (USA) as set forth in the documents, *Life Together in the Community of Faith: Standards of Ethical Conduct for Ordained Officers in the Presbyterian Church (USA)*, adopted by the 210th General Assembly and the Presbytery's *Sexual Misconduct Policy and Procedures*.
7. Satisfactory completion of a mandatory background check and pre-employment screening.

Overview of the CRE Program

Those persons seeking to become CREs will follow a different "track" or program from those seeking ordination as teaching elder/ministers. A lay person's ability to preach, teach and lead worship may be seen as a gift of the Spirit developed through experience, practice and formal training.

To further develop these gifts for service in a particular field of ministry, the Presbytery, through the CPM and COM, will guide the CRE Trainee through a program of preparation for service. Throughout this training and preparation, the CPM and the CRE Trainee will prayerfully discern God's call for the individual.

The program track for CREs is:

I Seeking Phase

The individual seeking to become a CRE receives endorsement from the Session of his/her own church and is evaluated and received by the CPM.

II Learning Phase

With the authorization, guidance and support of the CPM, the CRE Trainee will engage in study and preparation for service as an **Eligible Commissioned Ruling Elder (ECRE)**.

III Commissioning Phase

After having completed the program of training, preparation and discernment with the CPM and after the CPM designates the trainee an ECRE and ready to receive a commission to a field of service or congregation, he/she is recommended to COM. At the recommendation of the COM and with the approval of the Presbytery, the ECRE will be commissioned to a particular congregation or field of service for ministry as a **Commissioned Ruling Elder**.

This Manual is divided into three sections, and each section highlights the particular responsibilities of different committees or persons in the three phases of the above process. Familiarity with the overall manual by all those involved is encouraged.

CREs Trained or Commissioned by Other Presbyteries

If a CRE who has been trained or formerly commissioned by another Presbytery seeks to be commissioned to a congregation in the Presbytery of Detroit, the CPM will evaluate the training program and explore past ministerial experience(s) of the CRE candidate. They will then interview the candidate to determine that he/she has met the standards established for training of CREs in the Presbytery of Detroit. Any discrepancies of training will be made up at the discretion of the CPM, prior to the recommendation of the CRE candidate to COM for recommendation to a congregation for commissioning by the Presbytery of Detroit.

The Seeking Phase

During this phase, a person, believing that he/she has been called by God to be a Commissioned Ruling Elder (CRE), seeks validation of the call by his/her Session and then by the Presbytery through the Committee on Preparation for Ministry (CPM). The process of examination followed will be similar to that of those seeking status as Inquirers in preparation for ordination as teaching elder/ministers. (*Book of Order*, G-2.0601, 2.0603-2.0607, a.b.)

The CRE Applicant

- Completes the Commissioned Ruling Elder Application Form [see Appendix] and presents this application to his/her Session for endorsement and then to the CPM for review and examination.

The Session of the home church of the CRE

- Examines the CRE applicant and recommends him/her to the CPM for further evaluation and preparation toward becoming a CRE. [*See the relevant procedures as outlined for Inquirers in the Book of Order, G-2.0605*]
- Encourages, supports, and prays for the CRE applicant throughout his/her time of preparation for service.
- May offer to provide financial assistance for class work or study.
- May offer opportunities for service and preparation for ministry through working in the congregation under the supervision of the pastor(s).

The Presbytery CPM

- Provides materials to congregations to help elder members consider pursuing CRE training and commissioning.
- Receives and reviews applications from CRE aspirants and, if appropriate, guides them through training and preparation for a CRE. The CPM will follow the current process through which they receive and examine those seeking to enroll as Inquirers in preparation for ordained teaching elder/ministers and in accordance with the requirements of the *Book of Order*, G-2.0601 and 2.0603-2.0603-2.0607, a.b. including examining a CRE applicant regarding his/her personal faith and motives for seeking the commission.
- The CPM will require a career assessment by Midwest Ministry Development Service or an approved alternative upon request of the CRE applicant submitted to his/her liaison . **This must be completed within one year or the Seeking Phase shall be terminated.**
- The CPM will ask the applicant to address inadequacies in any area before recommending further preparation.

Upon satisfactory completion of this phase of seeking and exploration, the applicant will be authorized by the CPM to move on to the next phase of learning and preparation as a **CRE Trainee (CRET)**.

The Learning Phase

During this phase, the **CRET** will acquire competency and skills in Bible, Reformed theology and sacraments, Presbyterian polity, preaching, leading worship, pastoral care, and teaching (*Book of Order*, G-2.1002) under the supervision and direction of the Committee on Preparation for Ministry (CPM).

The trainee, with the approval of the CPM, may take classes offered by the Presbytery and designated for CRETs; may enroll in a designated CRE training program offered by a college, seminary, or another Presbytery as approved and recommended by the CPM.

Competency in these skills will be demonstrated through a comprehensive written exam and the delivery of a sermon as arranged and administered by the CPM. [*See the Sample of Possible Examination Questions for Commissioned Ruling Elder Trainees in the Appendix.*]

The Field Education Requirement

The CRET will complete a required 480 hour Field Education experience to be completed within one

year of its start following approval of a written plan submitted to the CPM. (see *Appendices 5 and 5-A*)

The Presbytery CPM

- Reviews available CRE training programs from other presbyteries, seminaries, colleges, etc. and provides an authorized list of available programs to candidates. CPM will review and approve independent study arrangements and other Presbytery-sponsored training programs as requested by a CRE Trainee.
- Will meet with the CRET at least annually through this phase to review his/her progress and determine other needs or future plans.
- Will provide a written final examination, hear a sermon preached by the trainee, and interview him/her for readiness to be commissioned to a field of service or congregation. (*Book of Order*, G-2.1002). Upon successful completion of the final exam and interview by the CPM, the CPM will designate the CRET an ***Eligible Commissioned Ruling Elder (ECRE)*** and ready to be considered for commissioning and will notify the COM.

The Commissioning Phase

Upon recommendation by the Committee on Preparation for Ministry (CPM) to the Committee on Ministry (COM), the designated **ECRE** candidate may complete a Personal Information Form (PIF) [available at www.clc.pcusa.org] and be considered for commissioning to a specific congregation or field of service as a Commissioned Ruling Elder.

This **commission shall be valid for a period up to three years** as negotiated by the Session, COM, and the CRE and approved by the Presbytery. It may be renewed at expiration or terminated at any time at the discretion of the Session, the CRE, or COM, with approval of the Presbytery.

The CRE may perform pastoral functions not requiring ordination as a teaching elder/minister and in agreement with the Session such as teaching, visitation of members in home or hospital, visitation of prospective members, supervising Sunday school, leading music or choir, prayer meetings or study groups, or conducting funerals. If commissioned to a congregation, the CRE will ordinarily be the primary leader of worship and preacher for the congregation.

Upon the written request of the Session to the COM, and with the recommendation of the mentor and supervisor, the CRE may also be authorized by the Presbytery to carry out other functions allowed in *Book of Order, G-2.1001*:

- (a) administer the Lord's Supper;
- (b) administer the Sacrament of Baptism;
- (c) moderate the session of the congregation under the supervision of, and when invited by, the moderator of the session appointed by the Presbytery;
- (d) have voice in meetings of the Presbytery;
- (e) have a vote in meetings of the Presbytery;
- (f) perform a service of Christian marriage when invited by the session or other responsible committee and when allowed by the state;
- (g) may be appointed by the Presbytery as moderator of the session to the church to which he/she is commissioned.

If the CRE is to be commissioned to a field of service not directly supervised by a congregation of the Presbytery of Detroit, then the CRE will follow the same procedure through the COM for confirmation of that field of service as a validated ministry as followed by teaching elder/ministers. (*Book of Order, G-2.0503a.*)

The ECRE Candidate

- Will complete a Personal Information Form (PIF) for distribution to the Pastor Nominating Committee (PNC) or Session of a congregation considering the service of a Commission Ruling Elder. [*This form can not be entered online but will be distributed by paper or email.*]
- Will only distribute his/her PIF to congregations in the Presbytery of Detroit as recommended and approved by the COM to receive PIFs of CREs.
- Will be prepared to interview and preach for sessions or PNCs of congregations that may be considering CREs.
- Once commissioned to a particular congregation or field of service, the CRE should see that he/she meets regularly with his/her assigned mentor and supervisor. An annual consultation and review between the CRE and the mentor and supervisor will be reported to the COM.
- The CRE is encouraged to participate in continuing education and may consult with his/her mentor and supervisor for particular recommendations.

The Session (and/or the PNC) of a Congregation Employing a CRE

- The Session or Pastor Nominating Committee (PNC) consults with the COM considering the appropriateness of seeking a CRE to serve their congregation and/or the particular field of service.
- The Session or PNC reviews PIFs, interviews the ECRE candidates, checks references, and through the COM arranges for a neutral pulpit for the candidate if they wish to consider commissioning that candidate.
- If the Session, at the recommendation of the PNC, invites the ECRE to be employed by the congregation, the Session will draw up a Covenant Agreement between the candidate and the congregation specifying duties to perform, the time expectations, and terms of the employment including compensation, benefits, vacation, study leave, etc. [*See Covenant Agreement with Commissioned Ruling Elders in the Appendix.*]
- The Session will then request COM to recommend to the Presbytery that the ECRE candidate be commissioned to the congregation or field of service as a **Commissioned Ruling Elder (CRE)** as specified in the Covenant Agreement. The Agreement will be reviewed annually by the COM including any subsequent salary adjustments during the term of the commission.
- The Session will request the COM to recommend to the Presbytery that the CRE be authorized to perform certain additional designated responsibilities. (*Book of Order*, G-2.1001)
- The Session will consider a service of recognition welcoming the CRE to their congregation and acknowledging the Presbytery's Service of Commissioning. [*See the Service of Recognition of Commissioning for Congregations in the Appendix.*]
- At the conclusion of the initial term of the commission, if the Session of the church and the CRE desire to renew the commission, they will make a request to the COM three to six months prior to expiration for renewal. A COM representative will review the commission in a meeting with the CRE, the Session, and its moderator (if not the CRE), and will make a recommendation to the COM for action by the Presbytery.

The Presbytery COM

- Consults with congregations considering the appropriateness of seeking a Commissioned Ruling Elder to serve their congregation and advises congregations calling candidates on appropriate levels and forms of compensation and benefits.
- Maintains a listing of ECRE candidates available to be commissioned by the Presbytery and, when appropriate with a congregation, recommends particular available ECRE candidates to the congregation. (*Book of Order*, G-2.1001)
- Upon request of the Session of a congregation, the COM recommends to the Presbytery that an

Eligible Commissioned Ruling Elder candidate be commissioned by the Presbytery to a particular congregation or field of ministry, based on the approved Covenant Agreement with Commissioned Ruling Elder. [See *Covenant Agreement in the Appendix.*]

- Annually reviews the Covenant Agreement between the CRE and the congregation.
- At the request of the Session, the COM may recommend that the Presbytery authorize the CRE to perform particular additional responsibilities. (*Book of Order, G-2.1001*) The COM may require some additional training prior to recommending the granting of these additional responsibilities.
- Recommends to the Presbytery at the request of the Session that a CRE commission be terminated or renewed when appropriate. (*Book of Order, G-2.1001*)
- Assigns a mentor and supervisor to the CRE and through the mentor and supervisor annually reviews the work of the CRE. (*Book of Order, G-2.1004*) [See *Annual CRE Review Form in Appendix.*]
- Provides for a regular periodic gathering of CREs serving in congregations for support, education, and spiritual enrichment.
- Provides a model Covenant Agreement for use by congregations calling CREs. [See *Covenant Agreement with Commissioned Ruling Elders in the Appendix.*]
- Provides resources to congregations for services of recognition of the CRE and the commissioning by Presbytery. [See *the Service of Commissioning for CREs in the Presbytery of Detroit and the Service of Recognition of Commissioning for Congregations in the Appendix.*]
- At the conclusion of the initial term of the commission, if the Session of the church and the CRE desire to renew the commission, they will make a request to the COM three to six months prior to expiration for renewal. A COM representative will review the commission in a meeting with the Session, its moderator and the CRE and will make a recommendation to the COM for action by the Presbytery.

The Presbytery of Detroit

- Will act upon the recommendation of the COM to commission or terminate a commission of a CRE to a particular congregation.
- Will provide a Service of Commissioning at a meeting of the Presbytery to commission the CRE to that congregation. (*Book of Order, G-2.1003*) A Service of Recognition will be held at the commissioning church without undue delay. [See *the Service of Commissioning for CREs in the Presbytery of Detroit and the Service of Recognition of Commissioning for Congregations in the Appendix.*]

The Session of the CRE's Sponsoring Church

- The Session of the sponsoring or home church of the CRE may wish to consider recognition in

worship of the CRE at a time when its congregation is gathered for worship. *[See the Service of Recognition of Commissioning for Congregations in the Appendix.]*

The Mentor and Supervisor

- The mentor and supervisor will be a teaching elder/minister who is a member in good standing of the Presbytery of Detroit who is appointed by the COM to a relationship with the CRE. (*Book of Order*, G-2.1004). The mentor and supervisor may be the pastor serving as moderator of the Session of the commissioning congregation. When the moderator of the Session is not an installed pastor of the commissioning congregation or when the CRE is serving as moderator of the Session as approved by the Presbytery, the mentor and supervisor may be another pastor assigned by COM.
- The mentor and supervisor will meet regularly with the CRE and at least annually with the CRE and members of the Session of the commissioning congregation in conducting the annual review of the work of the CRE. The results of this annual review will be communicated to the CRE, the commissioning congregation, and the COM.

Appropriate CRE Designations

The Committee on Preparation for Ministry of the Presbytery of Detroit has determined the following appropriate use of self-designations for individuals called to service in the commissioned ruling elder ministry:

- **Commissioned Ruling Elder Trainee (CRET)** designation when in the preparation process
- **Eligible Commissioned Ruling Elder (ECRE)** designation when all preparation processes are complete and recommendation to the Committee on Ministry for commissioning has occurred.
- **Commissioned Ruling Elder (CRE)** designation reserved only for a ruling elder serving a commission to a validated ministry in our presbytery. When not doing so, the individual is identified once again as an **Eligible Commissioned Ruling Elder (ECRE)**.

Revised September 2009, September 2010, January 2011, November 2011, December 2011, March 2012, March 2013

Appendix 5 - FIELD EDUCATION APPLICATION FORM
The Presbytery of Detroit
Committee on Preparation for Ministry
Policy on Field Education for Commissioned Ruling Elder Candidates
GUIDELINES

Added 11/16/19

The Committee on Preparation for Ministry (CPM) requires that each Commissioned Ruling Elder Trainee demonstrate their ability in skills and areas critical to pastoral leadership. The Field Education requirement provides an opportunity for a candidate to develop pastoral skills, demonstrate ability in areas essential to the, work with a supervisor to set goal and priorities,

The process has the following requirements:

- The CRE Trainee shall submit a written Field Education Proposal to the CPM's subcommittee for Commissioned Ruling Elder Preparation which contains:

1. **the anticipated time period of the assignment,**
2. **the details of the assignment,**
3. **the fourteen focus areas required the CPM requires a trainee to demonstrate a minimum level of competency**

- The Field Education must be completed under the guidance of a supervisor who has been selected by the Presbytery of Detroit as a CRE Teaching Congregation.
- The Field Education must not be in the CRE candidate's home church.
- The Field Education experience shall be in a formal Presbyterian or Reformed church or parish-like setting with supervision and evaluations as made available and approved beforehand by the subcommittee for Commissioned Ruling Elder Preparation and CPM.
- This field education will be completed when the CPM receives and approves a Standards Evaluation Form that demonstrates basic competence in the focus areas. A Trainee and Supervisor may set a schedule that requires specific hours of the CRE Trainee, the CPM does not mandate a minimum hours requirement.
- The CPM recommends that Sessions compensate CRE candidates for their time serving in ministry at this site. At a minimum, CPM recommends that the mileage driven by the candidate be covered by the Session for work done as part of this Field Education.

Candidate:

CPM Liaison:

Proposed Field Ed Site:

Proposed Supervisor:

Evaluations by supervisors and candidates will be shared with the CPM via the CRE candidate's liaison. **Please use this sheet as the cover page of the written Field Ed Proposal.**

Field Education Application, page 2

Goals of Field Education program

- Develop a more robust sense of identity and call as a pastor and/or ministry leader

- | | | |
|----------------------------|------------------------|---------------------------|
| 1. Preaching | 6. Worship planning | 11. Running meetings |
| 2. Teaching | 7. Sacraments | 12. Volunteer management |
| 3. Church Administration | 8. Weddings & funerals | 13. Program evaluation |
| 4. Budgeting & Stewardship | 9. Pastoral care | 14. Transitional Ministry |
| 5. Facility management | 10. Pastoral calling | |
| | 11. Leadership | |

- Develop new skills and abilities that are necessary to serve ministries and congregations.
- If a CRE Trainee has prior experience and skills, demonstrate those abilities in a structured setting so the supervisor (and the CPM) have a sense of the CRE Trainee's gifts for ministry. The CPM requires basic competence in 14 areas (defined in greater detail on Pages 6-8 below):

- Work with supervisor to identify areas of improvement, receive honest and helpful feedback, and continue to build confidence in the practice of ministry and leadership.

Minimum Field Education Expectations

The CRE Trainee will:

- Attend worship regularly and participate in worship planning. The period of the field placement must include at least one of the high Christian seasons of the calendar (i.e. Advent-Christmas and Lent-Easter.)
- Have experience in leading worship at least once in each of these worship functions: lector, liturgist, children's message, preaching, assist in sacraments
- Design and lead at least one Bible Study.
- Attend/participate in Session and Deacons meetings.
- Attend various standing committee meetings of Session and ad hoc committee meetings. Prepare an agenda and moderate at least one committee meeting.
- Observe and assist in Confirmation and New Member instruction classes
- Attend Presbytery meetings
- Participate and assist in congregational social activities whenever possible
- Participate in youth group meetings and activities where appropriate (not all small churches have youth groups)
- Gain experience in pastoral care/visitation under the supervision of the pastor

Supervisor Commitments

The supervisor must:

- Be approved and designated a “CRE Teaching Congregation” in good standing with the CPM of the Presbytery of Detroit
- Be serving in an ordained (or validated) capacity within the Presbytery of Detroit
- Meet regularly with the CRE Trainee for pastoral and theological reflection about ministry experiences, and provide the student with honest, constructive, and timely feedback.
- Be able to tailor pastoral activities appropriate to the student’s learning goals,

CRE Trainee
Name

CRE Trainee
Signature

Date

Supervisor
Name

Supervisor
Signature

Date

CPM Liaison
Name

CPM Liaison
Signature

Date

- Assess the CRE Trainee’s mastery of the skills required of CRE Trainees as demonstrated in their work in the Teaching Congregation and/or prior experience.

COMMITTEE ON NOMINATIONS

COMMITTEE ON NOMINATIONS

NOM-1 COMMISSIONERS TO OTHER GOVERNING BODIES

Nom1.1: Commissioners to each General Assembly shall be nominated at the November meeting prior to the assembly according to the guidelines approved by the Presbytery. The Moderator of Presbytery shall be one of these nominees and when elected, shall serve as coordinator of the General Assembly commissioners. The Moderator shall also serve as liaison for the Presbytery with all persons serving from this Presbytery on General Assembly units. Should the Moderator not be elected a Commissioner, the elected Commissioners shall elect a Coordinator from among themselves to fulfill the above responsibilities.

Nom 1.2: Commissioners/Negotiators to the Synod Assembly shall be elected prior to, and begin serving as of, the fall meeting of the assembly. They shall be elected to two year terms on a rotating basis and may not ordinarily serve more than four consecutive years. After the annual election, these commissioners shall elect a Coordinator from among themselves. This Coordinator will orient new commissioners and negotiators, serve as a member of the Coordinating Cabinet, initiate preparation of necessary materials and resource personnel to support the work of the commissioner/negotiators and serve as liaison for the Presbytery with all persons serving from this Presbytery on Synod units.

NOM-2 GUIDELINES FOR GENERAL ASSEMBLY REPRESENTATION

Commissioners to each General Assembly shall be nominated at the November stated meeting prior to the assembly according to the guidelines approved by the Presbytery. The Moderator of Presbytery shall be one of these nominees and when elected, shall serve as coordinator of the General Assembly Commissioners. The Moderator shall also serve as liaison for the Presbytery with all persons serving from this Presbytery on General Assembly units. Should the Moderator not be elected a Commissioner, the elected Commissioners shall elect a Coordinator from among themselves to fulfill the above responsibilities.

Ordained Minister Guidelines for Nomination:

1. Committee on Nominations will solicit applications from clergy, but will not be limited to only those who apply.
2. Ministers are representatives of their own membership in Presbytery, not the place of service. Generally only one G. A. Commissioner is sent from any church.
3. A balanced mix based on age, sex, race, ethnicity and theology.
4. Active in life of Presbytery.
5. Regular attendance at Presbytery stated meetings.
6. Member of Presbytery at least one year.
7. Not transferring out of the Presbytery by Assembly time.
8. Longest time elapsed since having been a commissioner.

• Elder Guidelines for Nomination:

1. Session takes initiative in submitting name to Committee on Nominations and providing application completed by elder and session.

2. A balanced mix based on age, sex, race, ethnicity, theology and church; city, rural, suburban, large, small
3. Commissioners active in the life of Presbytery: meetings and/or structure.
4. Church never having had a commissioner or, longest time elapsed since church sent a commissioner.

- **Youth Advisory Delegate Guidelines for Nomination:**

1. Session takes initiative in submitting name to Committee on Nominations and providing application completed by youth and session.
2. Not over 23 years of age.
 3. Not under 17 years of age.
 4. Active in the life of church.
5. Church never having had a Youth Advisory Delegate or, longest time elapsed since church sent a Youth Advisory Delegate.

NOM-3 EMERGENCY APPOINTMENT OF GA COMMISSIONERS

The Moderator, when at General Assembly and the Presbytery slate of commissioners falls below our quota, to appoint members of Presbytery staff who are present to fill out the term or terms required.

TRUSTEES

TRUSTEES

T-1. POLICY REGARDING THE PRESBYTERY'S ROLE IN HOUSING PASTORS

It is the responsibility of the particular church or calling agency to provide adequate housing for called pastors, co-pastors, and associate pastors (herein referred to as “pastors”). Churches are advised to consider the long-range implications of this responsibility. Churches, which sell a manse, will be expected to use the net proceeds from the sale to meet future housing needs of pastors. Amended 4/23/16

- a. The Presbytery takes no position regarding the means of providing such housing (e.g. manse, housing allowance, etc.).
- b. The Presbytery has the responsibility of reviewing the adequacy of housing provisions when it considers calls and changes in calls. The Committee on Ministry will be responsible for overseeing this review.
- c. As provided in Section T-2 below, the Presbytery may provide limited financial assistance to calling churches for securing housing for the church’s pastor(s), subject to the consideration of need and the availability of resources.

T-2. IMPLEMENTATION OF FINANCIAL ASSISTANCE FOR PASTOR DOWN PAYMENT LOANS

- a. Financial assistance from the Presbytery for pastor down payment loans will be in the form of an interest bearing loan to the calling church. Such loans and the Presbytery’s interest in such loans will be secured by a promissory note from the church and a recorded mortgage (secured by the calling church’s property) as with all loans from the Presbytery to a church, as provided under Section T-5. *Amended 4/23/16*
- b. Matters pertaining to financial assistance to calling churches for housing will be administered by the Trustees of the Presbytery.
- c. A bank-approved appraisal of the property being purchased by the church or the pastor shall be provided to the calling Church and to the Trustees. *Amended 4/23/16*
- d. The purchase price should not exceed the fair market value price as established by the bank-approved appraisal.
- e. Title insurance shall be obtained.
- f. If a pastor is seeking the loan, the pastor’s financial statement will be submitted by the pastor to the conventional lender and, if required by the calling church, to the calling church. *Amended 4/23/16*
- g. Ordinarily no more than 10% of the appraised value will be loaned by the Presbytery to the calling church for a loan by the calling church to the pastor to assist with the down payment (“down payment loan”). The remainder of the purchase price shall be supplied either by conventional loan or by the pastor’s own financial resources. *Amended 4/23/16*
- h. The down payment loan shall be repaid by the pastor to the calling church and by the calling church to the Presbytery ordinarily within not more than seven (7) years.
- i. A promissory note from the pastor should be obtained by the calling church for the down payment loan. When a conventional commercial loan secured by a first mortgage is being obtained by the pastor, the calling church’s down payment loan interest- also may be secured by a duly recorded second mortgage if the calling church so requires and if the first lender permits. *Amended 4/23/16*

Section j deleted 4/23/16

T-3. POLICY FOR SALE OR LEASE OF CHURCH REAL ESTATE.

- a. Under the Book of Order, all property owned by a congregation, however titled, is held in trust for the use and benefit of the Presbyterian Church (U.S.A.). Accordingly, a congregation shall not sell, mortgage, or otherwise encumber any of its real property, and shall not acquire real property subject to an encumbrance or condition, without the written permission of the Presbytery transmitted through the session of the congregation. In addition, a congregation shall not lease its real property used for purposes of worship, or lease for a term of more than five years any of its other real property, without written permission of the Presbytery transmitted through the session of the congregation. Added
- b. Approval by Trustees will precede the listing of any church real property for sale and/or the execution of any agreement for sale or long - term lease.

SALE of PROPERTY

Documents required for review by the Trustees at time of listing

1. Commercial Real estate appraisal
2. Approval by session and congregation

Documents required at time of offer

1. Signed purchase agreement
2. Approval by session and congregation of offer

Other

1. Any back per-capita owed to the Presbytery is expected to be paid at the time of closing.

LEASE OF PROPERTY

Documents required for review by the Trustees for a lease

1. Copy of proposed lease
2. Approval by session and congregation.

Amended 4/23/16; 9/11/19

T-4. POLICY FOR PURCHASE OR MORTGAGE OF REAL ESTATE BY A CHURCH.

Renumbered 4/23/16

If a church intends to purchase real estate and simultaneously encumber the real estate with a mortgage loan, the church must complete and submit to the Trustees the Request for Permission to Purchase Real Estate form prior to the purchase. *Amended 4/23/16. Former T-4 deleted 4/23/16*

T-5. GUIDELINES FOR PRESBYTERY LOANS TO CHURCHES.

The following are guidelines and requirements for churches requesting to borrow funds from the Presbytery. The Trustees facilitate this policy and assign a trustee to guide churches through this process. In the case of a national emergency so designated by the Board of Trustees, see letter J.

- a. All loan requests require a full financial review by the candidate church. G-3.0113
- b. All loan requests (over \$500,000. See d) go to the Presbyterian Investment & Loan Program (PLIP). The PLIP application must be approved by the church session,

- congregation and then Trustees before submission to PLIP. In most cases the church makes a short presentation to the Trustees with appropriate financial documentation. Some PLIP loans require a fundraising/capital campaign to facilitate loan repayment. PLIP loan applications are available on their website. (<https://pilp.pcusa.org/>)
- c. Loan requests to Presbytery require a POD loan application and documentation listed below(h). Priority is given to smaller churches.
 - d. Requests for loans from Presbytery are considered for the following
 - 1. Major building repairs
 - 2. expansion or remodeling for upgrading facility
 - 3. adding building accessibility for handicapped people
 - 4. energy conservation
 - 5. churches providing down payment assistance for pastors (see T-2)
 - e. The usual limit for churches is \$50,000 or less.
 - f. A promissory note supported by a mortgage is required and recorded. The mortgage places a lien on the church's property for the amount of the loan. Any back per capita due to the POD will also be included in the mortgage amount. Back per capita payment is expected.
 - g. Line of Credit

The Trustees will consider granting a church a line of credit supported by a mortgage when they have property for sale and have concurrent cash flow issues. Churches with property for sale and related cash flow issues will be referred to the Presbyterian Investment & Loan Program (PILP) for line of credit lending. Trustees reserve the right to add conditions to the draw-down of Lines of Credit.
 - h. Loan documentation expenses such as attorney fees (e.g. note preparation, lien and other documentation preparation/review and Title Insurance (required) will be reimbursed to the Presbytery within 30 days of loan closing. (Loans and LOC's)
 - i. Required documentation for all Presbytery Loan and Line of Credit requests:
 - 1. Commercial appraisal (by a professional appraiser) of church property
 - 2. Most recent annual report
 - 3. Current year budget
 - 4. Three years of financial statements
 - 5. Current year cash flow analysis
 - 6. Session approval
 - 7. Congregational approval
 - 8. Copies of notes and documentation for any other outstanding loans
 - 9. 3 years of membership and attendance records
 - 10. Completed loan application.
 - 11. Allow 60 days for Trustee examination and turnaround requests.
 - j. National Emergency grant/loan policy
 - 1. Complete the Emergency grant/loan application.
 - 2. The application includes all required information, approvals and documentation.

Amended 7/7/20

T-6. GUIDELINES FOR REVIEWING REFINANCING REQUESTS

- a. Except for special circumstances, the Trustees intend to recommend to Presbytery for approval

any refinancing requests where the principal of the loan is not increased, the interest is decreased, and the other terms and conditions do not materially change to the church's detriment, provided the church submits:

- i. Letter of session stating intent
 - ii. A copy of the bank commitment letter;
 - iii. The prior year financial statement
 - iv. Current year budget.
- b. Except when there are special circumstances, the Trustees intend to recommend to Presbytery for approval refinancing requests where the principal of the loan is increased over the current outstanding balance (whether the interest rate is reduced, remains the same, or is increased), only if the following information is furnished and deemed to provide reasonable evidence that the church can fulfill its obligations under the proposed loan.
- i. Letter of Session stating intent for additional funds.
 - ii. A copy of Bank Commitment letter
 - iii. Completion of the forms and information required for new GA Coordinated Loan Program loans (including financial records membership data, and pledge information).

T-7. STATEMENT OF INVESTMENT OBJECTIVES, POLICIES AND GUIDELINES.

Amended by substitution 6/14/16

Statement of Investment Policy - T7

Article I. Purpose

This Investment Policy Statement adopted by the Presbytery of Detroit ((POD) (a tax exempt 501(c) 3 corporation)) Trustees establishes a clear understanding of the values, philosophy and investment objective to be applied to the Investment portfolio (Portfolio(s)). The purpose of the Investment Policy statement is as follows:

- a. To document governance responsibilities and operational policies established for the management of the Portfolio's assets.
- b. To establish objectives and guidelines for the investment of the Portfolio assets that meet the overall goals of the Presbytery of Detroit.
- c. To outline timing, criteria and procedures to assess on an ongoing basis the Portfolio's asset management.

Article II. Definition of Assets to Invest

- a. Restricted investments are defined as those funds commonly called: #410, James Joy Fund; #430, Connor Fund; # 440 McKay Fund , #420 Ranney-Balch Fund and #200, Designated Fund.
- b. Investments from the above named funds are combined for efficient investment management purposes and are further defined by the following percentages.

Table 1 – Designated Funds

Fund Name & Account	Percentage of Total *
• James Joy Fund # 410	76.842%
• Ranney Balch Fund # 420	9.349%
• Connor Fund # 430	3.324%
• McKay Fund # 440	2.584%
• Designated Fund (Capital) # 200	7.901%

* Based on the agreement (Appendix III) between POD and Fort Street Presbyterian Church (FSPC) the percentages above reflect the asset allocation as of August 17, 2009

- c. Income from the above funds are further defined for purposes of investment income distribution and protection of principal following the formula, below;

Table 2 – Income Distribution from the above funds

Fund Name	Fort Street Church	Presbytery of Detroit	Use of Principal
• James Joy #410	50%	50%*	Restricted
• Ranney Balch # 420	0%	100%	Restricted
• Connor # 430	100%	0%	Restricted
• McKay # 440	0%	100%	Restricted
• Designated(Capital) # 200	0%	100%	Unrestricted

*Presbytery of Detroit distributes, per covenant, to designated beneficiaries.

- d. These investments are also governed by the covenants as originally described by the donors and or the Trustees based on the wishes of said donors. Further, the investments are defined by the State of Michigan, as restricted, or unrestricted as it pertains to distribution of principal.

Article III, Additional Unrestricted Investment Assets

- a) Surplus cash beyond operational needs in fund accounts is also available for investment. The cash includes funds from committee escrow accounts #510 and Shared Mission & per Capita #600. (See the Presbytery of Detroit, Cash Policy T-17 for the definition of surplus cash).
- b) These general funds may be needed for the Presbytery of Detroit funding requirements and therefore the investment style of these funds may different from the other investment strategies in this policy to enable these operational requirements.
- c) The Investment Committee is also encouraged to invest funds directly into the Presbyterian Investment Loan Program (PILP) for the general benefit of churches of the Presbytery of Detroit.

Article IV, Duties/Responsibilities: Board of Trustees

- a. Under the bylaws of the Presbytery of Detroit (Article II, Section 5, subsection 5bv The Board of Trustees has the responsibility for managing Presbytery temporarily and permanently restricted funds, in consultation with the Treasurer and the Staff.
- b. The Board of Trustees assigns this management duty to the Investment Committee. The Investment Committee reports in writing at minimum on a quarterly basis to the Board of Trustees regarding performance of the investment funds.
- c. The Investment Committee is composed of a minimum of three current Trustees and the Presbytery of Detroit Treasurer (ex officio). In addition two Elders are appointed by the session from Fort Street Presbyterian Church. The Fort Street representatives have voice and vote in all matters concerning the management of the Connor and Joy Estate Funds.

See Appendix III for a copy of the agreement which outlines the relationship between Fort Street Presbyterian Church and the Presbytery of Detroit.

- d. The Investment Committee is empowered to employ the services of an Investment Manager to direct and conduct the daily investment activities as directed and governed by the policies and procedures listed below.
- e. The Investment Committee shall conduct a review of the Investment Manager on an annual basis and at its discretion may choose to issue a Request for Proposal (RFP) for new investment manager.
- f. The Investment Committee shall review annually compliance with the covenants of the donors.

Article V. Objectives

InvestmentObjective: The objective of the investment policy is to maximize income (dividends and interest) given a level of risk consistent with the preservation of capital and anticipated future cash flow requirements. This objective will be accomplished utilizing an investment strategy of equities, fixed income securities, mutual funds, REITS and money market investments and other approved instruments to participate in rising markets while allowing for adequate protection in falling markets.

Article VI. Investment Guidelines

- a. Management: Management of the asset mix among classes of investment is both necessary and desired. To the extent possible, allocation and diversification of investments among asset classes that are not subject to geopolitical events are desired to limit volatility. Therefore, the goal is to provide an appropriate return to enhance growth of the portfolio and enhance income production. In addition, concentration in single asset classifications and categories is to be avoided.
- b. Funds deposited in FDIC insured accounts may not exceed the current maximum standard insurance per depositor, per bank and for each account ownership category.
- c. All commercial paper investments are limited to A1/P1 rated paper.
- d. Fixed income securities held directly by the portfolio and not via a mutual or common fund **must have** an investment grade credit rating assigned by Moody's and or Standard & Poor's rating services.
- e. Mutual Funds or Common Funds held in the portfolio are subject to the overall risk measurement for the portfolio.
- f. If a rating of any individual security held directly by the investment account is lowered after initial purchase, the Investment Manager will notify the Investment Committee, with an explanation of the credit downgrade and recommended action.
- g. Guiding principles of our organization discourage investing directly in 1.) Tobacco and Liquor companies; 2.) Gambling enterprises; and 3.) Defense contractors. (See

Appendix I for specific PCUSA listing).

- h. Turnover – There are no specific guidelines regarding turnover of the portfolio. The Investment Manager is given the flexibility to alter the asset mix and selection adjusting to changing market conditions.
- i. See Appendix II for definitions of financial terms.

Article VII. Asset Allocation

The Investment Manager will allocate assets within the following ranges and in consideration of the following target positions:

Target Ranges

Equity Investments	40%-60% (Includes REITS up to 15% of the total)	Fixed
Income Investments	40%-60%	
Cash Equivalents	0% - 5%	

Amended 3/10/18

- j. Assets expressly **approved**:
 1. Money Market Funds
 2. Certificates of Deposit
 3. Commercial Paper
 4. U. S. Government Securities
 5. U.S. Agency Securities.
 6. Mortgage Backed Securities
 7. Floating Rate Notes
 8. Real Estate Investment Trusts (REITS)
 9. Asset-backed securities
 10. Corporate Bonds
 11. Mutual Funds (open or closed end)
 12. Preferred Stock
 13. Zero Coupon Bonds
 14. Convertible Securities
 15. Common stock
 16. International equity or fixed income securities
 17. U.S. dollar denominated issues of international agencies, foreign governments and foreign corporations
 18. Foreign Securities or American Depository Receipts(ADR) listed on U. S. Stock Exchanges
 19. Exchange Traded Funds (ETFs)
 20. Common Trust Funds
- k. Assets expressly **prohibited**:
 1. Derivatives
 2. Margin or Lending securities
 3. Non-Marketable securities

4. Private placements
5. Selling short or short against the Box
6. Venture Capital

Article VIII: Portfolio Performance & Measurement

- a. **Time Horizon:** The Investment Committee seeks to achieve the objectives stated above over a full market cycle. To that end, investment objectives may be achieved each year. The committee recognizes that the portfolio may significantly over or under perform relative to broad market measures. Consequently, long term investment returns will be measured annually, over a 3 year moving period and a 5 year moving period.
- b. **Benchmarks**
 1. Composite: 50% Russell 3000 Index/45% Barclays Int. Gov./Credit Index/5% 90 Day US Treasury Bill
 2. Equities: Russell 3000 Index, MSCI ACWI (ETF benchmark)
 3. REITS: FTSE NAREIT Index
 4. Fixed income: Barclay's Aggregate. *Amended 9/26/17*
- c. **Risk Parameters:** A Beta (as a measure of volatility) no greater than 1.2 as a general guideline for the overall performance of the portfolio.

Article IX: Duties/Responsibilities: Investment Manager

The Investment Manager is responsible for all aspect of managing and overseeing the Investment Portfolio. On an ongoing basis the Investment Manager shall:

- a. Implement the overall investment strategy, including the selection/termination of securities and/or investment managers within these investment policy guidelines:
- b. Monitor the asset mix and allocate assets as of each investment strategy within these investment policy guidelines:
- c. Distribute monthly income pursuant to standing instructions to the Presbytery of Detroit and Fort Street Presbyterian Church.
- d. Provide the Investment Committee with quarterly performance reports:
- e. Assist the Investment Committee at its discretion, with a review of the Investment Policy Statement, including an assessment of the current investment objectives and current asset allocation: and
- f. Supply the Investment Committee with reports and information as reasonably requested.

Article X: Reporting/Guidelines/Restrictions

The Investment Manager shall:

- a. Have full investment responsibility commensurate with the above policy.
- b. Immediately notify the Investment Committee members via email and in writing of material changes in the economic / financial outlook, portfolio structure, ownership of the investment firm, or senior personnel.
- c. Vote proxies and share tenders in a manner that is in the best interest of the Investment

portfolio and consistent with the investment objectives contained herein.

- d. Advise the Investment Committee on the payment of investment fees and have an annual vote by the committee on how fees are to be paid either out of realized gains and or investment income or some combination of both.
- e. Report at a minimum on a quarterly basis to the Investment committee the following:
 - 1. Market value of funds under management.
 - 2. Percent return: quarterly, 1 year, 3 year and 5 year annualized: Total and by asset type.
 - 3. Asset allocation by market relative to ranges specified in the policy
 - 4. Income payments: quarterly, YTD to POD & FSPC
 - 5. Current year income estimate and previous year actual income.
 - 6. Fees: YTD directly invoiced, % of total assets, including fees charged by mutual funds.

ACKNOWLEDGEMENT of the POLICY by the INVESTMENT MANAGER

As the Investment Manager, we recognize the importance of adhering to the Presbytery of Detroit's investment policy outlined in this document. The Investment Manager agrees to work to fulfill the objectives and follow the policies stated herein, to the best of our ability. Clear and timely communication between the parties is essential to fulfilling this mission between the parties is essential to achieving these investment goals. Therefore, as Investment Manager we acknowledge the Investment Policy of the Presbytery of Detroit, the process for adjustment of the policies, and the reporting requirements of this statement.

Comerica Wealth Management, Authorized Signature

Date

Investment Manager

Date

► **Appendix I, PRESBYTERIAN CHURCH (U.S.A.)**

2014 -2015 General Assembly Divestment List

October 10, 2014

By the Committee on Mission Responsibility through Investment
(MRTI) Compassion, Peace and Justice Ministries
Presbyterian Mission Agency

The General Assembly of the Presbyterian Church (U.S.A.) urges divestment and/or proscription of some corporations due to their involvement in military-related production (MR), tobacco (TO) or human rights violations (HR). The following is a comprehensive list of corporations or securities affected by those General Assembly policies:

1.	Alliance One International	AOI	(TO)
2.	Altria Group (Philip Morris)	MO	(TO)
3.	ATK (formerly Alliant Techsystems)	ATK	(MR)
4.	BAE Systems	BAESY (ADR)	(MR)
5.	Babcock International	BAB (London)	(MR)
6.	Boeing	BA	(MR)
7.	British American Tobacco Industries	BTI (ADR)	(TO)
8.	CACI	CAI	(MR)
9.	Chemring Group, PLC	CHG (London)	(MR)
10.	Cobham	COB (London)	(MR)
11.	Cubic Corporation	CUB	(MR)
12.	Elbit Systems	ESLT	(MR)
13.	Finmeccania	FNC (BIT)	(MR)
14.	General Dynamics	GD	(MR)
15.	Hanwah	Korea:00880	(MR)
16.	Harris	HRS	(MR)
17.	Imperial Tobacco PLC	ITY (NYSE ADR)	(TO)
18.	Israel Aerospace	ARSP.81 (Tel Aviv)	(MR)
19.	ITT Exelis	XLS	(MR)
20.	Japan Tobacco	Tokyo Exchange	(TO)
21.	K.T.& G.	“033780”	(TO)
22.	L-3 Communications	LLL	(MR)
23.	Lockheed Martin	LMT	(MR)
24.	Lorillard	LO	(TO)
25.	Man Tech International	MANT	(MR)
26.	Norinco	000065Shenzhen	(MR)
27.	Northrop Grumman	NOC	(MR)
28.	Oshkosh Corporation	OSK	(MR)
29.	Philip Morris International Group	PMI	(TO)
30.	Poongsan	Korea:103140	(MR)
31.	Qineti: Q Group	LSE:QQ	(MR)
32.	Raytheon	RTN	(MR)

33.	Reynolds American Inc.	RAI	(TO)
34.	Rockwell Collins	COL	(MR)
35.	Saab	Saab B (OMX)	(MR)
36.	SAIC	SAI	(MR)
37.	Singapore Technologies Engineering	SGX:S63	(MR)
38.	Textron	TXT	(MR)
39.	Ultra-Electronics Holding	ULE (London)	(MR)
40.	Universal Corp.	UVV	(TO)
41.	Vishay Technology	VSH	(MR)

Military-Related Investment Policy

The General Assembly military-related divestment policy was first adopted in 1982, and has been revised three times since then. The most recent revision was made by the 1998 General Assembly. This policy is an outgrowth of the General Assembly's adoption of *Peacemaking: A Believer's calling, which* asked the entire church to review its witness and seek additional ways to promote peacemaking. MRTI conducted a review of its engagements with military-related companies, and developed guidelines consistent with the historic concerns of the General Assembly. These included concern about the overall spending on the military, over-dependence on military contracts by a company, and weapons that do not distinguish between combatants and non-combatants. Later amendments stemmed from General Assembly actions on foreign military sales and land mines. The General Assembly's guidelines, which identify affected companies, are:

1) Corporations that are among the five leading military contractors (measured as dollar volume of military contracts in the most recent year) until such time as the United States is no longer among the top ten nations ranked according to per capita military expenditures.

<u>COMPANY</u>	<u>PREVIOUS RANK</u>	<u>2012 AWARDS (in billions)</u>
Lockheed-Martin	1	\$44,883
Boeing	2	31,378
BAE Systems	3	26,813
Raytheon	5	22,705
General Dynamics	4	21,023

2) Corporations that are among the 100 leading military contractors and in addition are dependent on military contracts (domestic and/or foreign) for more than 50 percent of their sales (measured as the average ratio of military contracts to sales in the most recent three-year period). Insofar as sales to the military can be shown by the corporation to be merely general supplies readily available to civilians, rather than weapons production, such general supplies sales shall be excluded from the

percentage of sales to the military for purposes of these criteria.

<u>COMPANY</u>	<u>DEPENDENCY PERCENTAGE</u>
1. ATK (formerly Alliant Techsystems)	65.57
2. BAE Systems	95.07
3. Babcock International	64.60
4. CACI	78.56
5. Chemring Group PLC	97.87
6. Cobham	66.63
7. Cubic Corp.	65.90
8. Elbit Systems	95.00
9. Finmeccanica	58.43
10. General Dynamics	75.60
11. Harris	50.70
12. Israel Aerospace	75.03
13. ITT Exelis	65.63
14. L-3 Communications	82.80
15. Lockheed Martin	94.37
16. Man Tech International	95.93
17. Northrop Grumman	84.17
18. Oshkosh Corporation	59.57
19. Qineti	69.00
20. Raytheon	93.00
21. Rockwell Collins	58.33
22. Saab	86.64
23. SAIC	77.57
24. Ultra-Electronics Holding	80.67

Note: The source for these calculations is Defense News, which annually issues a ranking of the top 100 military contractors worldwide, and includes the percentage of company revenue derived from military contracts.

In tracking the statistics from Defense News over the last four years, the nature of the top 100 corporations has been shifting significantly toward including numerous non-U.S. companies. For example, BAE Systems (a UK company) is now the third largest military contractor, and has a dependency ratio of 95.07%. Three companies are new to the list this year. All have the required dependency percentage, and were on the waiting list last year. They are Israel Aerospace, Oshkosh Corporation, and Saab. Three corporations have been removed: Anselsan, FLIR Systems and Rheinmetal. Four additional companies saw their three-year average dependency percentage exceed 50%, and have been placed on the waiting list. MRTI will verify that all are publicly traded.

3) Corporations that are among the top five firms engaged in foreign military sales during the most recent fiscal year for which statistics are available.

Note: Until this year, these statistics were compiled for and published by Government Executive magazine. This is no longer the case. However, the Stockholm International Peace Research Institute collects data on arms sales. Initial research confirms that the largest military contractors are also the largest in terms of foreign military sales. With the growing presence of non-US companies among the top 100 DOD contractors, it is not surprising that BAE Systems, a UK company, is the largest seller of military equipment to foreign countries. Its largest customer is the United States. At the same time, the United States remains its number one position as the world's leading arms seller.

4) Corporations that produce weapons whose use can lead to mass or indiscriminate injury and/or death to civilians. Such products would include the key components of nuclear warheads, chemical and biological weapons, anti-personnel weapons such as landmines, and “assault-type” automatic and semi-automatic weapons, rifles, shotguns, handguns and ammunition sold to the civilian market for purposes counter to General Assembly policy.

a) key components of nuclear warheads

None found. At present, there is no warhead production. Maintenance of existing stockpile goes continues through the ICBM Prime Integration Team involving the weapons and the missile delivery systems. The major companies involved are already on the GA divestment list.

Interestingly, the Norway Oil Fund (Government Pension Fund of Norway) includes in its screen companies that make missiles used for no other purpose than to carry nuclear weapons, companies that maintain the weapons, and companies that do the nuclear explosion simulations essential to maintaining the readiness of the nuclear weapon (the Fund excludes Honeywell for this reason). Excluded companies for the first two reasons include GenCorp. BAE Systems and EADS NV, Finmeccania, SAFRAN SA, and Serco Group PLC.

b) Chemical and biological weapons none found.

c) anti-personnel weapons such as landmines and cluster munitions (New policy states that “companies which manufacture components used in landmines will be affected by the criteria unless they have adopted a policy prohibiting such work and are making an active effort to knowingly sell any of their products that are intended for use in anti- personnel landmines.”)

Company

ATK (formerly Alliant Techsystems)
Hanwah

Lockheed Martin Norinco
Poongsan Raytheon
Singapore Technologies
Engineering Textron
Vishay Intertechnology, Inc.

Note: The Convention on Cluster Munitions (CCM) categorically bans the use, production, stockpiling and transfer of cluster munitions. 97 countries have signed the CCM, and 57 have ratified it so it entered into force on August 1, 2010. The United States has not signed.

Pax Christi Netherlands has done extensive studies of investments in companies producing cluster munitions as defined in the CCM. This research identified publicly traded companies involved: ATK (U.S.), Hanwah (South Korea), Lockheed Martin (U.S.), Norinco (China), Poongsan (South Korea), Singapore Technologies Engineering (Singapore), and Textron (U.S.). ATK and Lockheed Martin were already on the GA divestment list. Several countries that have signed the Convention on Cluster Munitions have banned investments in companies producing cluster munitions. Research into other possible manufacturers continues.

d) “assault-type” automatic and semi-automatic weapons

Note: The current “assault weapons” ban has been lifted by Congress. MRTI is now researching any publicly-traded companies affected by the criteria.

SOURCES: Government Executive
Human Rights Watch
U.S. Department of
Defense
Defense News
USASpending.gov
Stockholm International Peace Research
Institute Pax Christi Netherlands
Comprehensive List of Affected Military-Related Corporations

Tobacco Policy

The General Assembly’s policy on tobacco-related investments recommends divestment and/or proscription of the top ten tobacco companies according to revenues averaged over two years. The most recent data revealed the following top ten companies:

Company Average Revenue in millions of US dollars

1. Philip Morris International Group (PMI)	\$31,237
2. British American Tobacco (BTI)	24,167
3. Japan Tobacco (2914)	21,853
4. Altria Group (MO)	17,060
5. Imperial Tobacco (ITY)	11,318
6. Reynolds American Inc. (RAI)	8,423
7. Lorillard (LO)	4,544
8. Universal Corp. (UVV)	2,455
9. K.T. & G. (“033780”)	2,428
10. Alliance One International (AOI)	2,151

Notes:

Reynolds American is the holding company for R.J. Reynolds Tobacco following its merger with the U.S. operations of British American Tobacco (known as Brown & Williamson Tobacco).

In June 2008, Lorillard was spun off by Loews Corp. and now trades under its own name. Imperial Tobacco acquired Altadis in early 2008.

In March 2008 Altria completed a spinoff of its non-U.S. operations into Philip Morris International. In January 2009 Altria acquired UST Inc. The revenues for Altria exclude those for wine.

Japan Tobacco acquired Gallaher Group in April 2007. Its tobacco revenues for the last fiscal year were down substantially.

In May 2005, DIMON Inc. and Standard Commercial Corp. merged to form Alliance One International.

Human Rights

As human rights issues arise, as in the case of South Africa and apartheid, or the Sudan crisis, the General Assembly may place a company on the divestment and/or proscription list. The 2000 General Assembly took such action regarding Talisman after a review of the company’s role in Sudan. With the company’s withdrawal, the 2004 General Assembly removed it from the list. There are currently no companies on the General Assembly divestment list for human rights concerns, although the church is engaged with several corporations on such issues through correspondence, proxy voting and dialogues.

MRTI is currently working on a phased, selective divestment process related to companies operating in Sudan, and to determine that investments in companies doing business in Israel, Gaza, East Jerusalem and the West Bank are only in companies engaged in peaceful pursuits.

For more information about these policies, and other MRTI activities including Corporate Achievement Awards, proxy voting recommendations, dialogues with corporations and socially responsible investing, please contact Rev. William Somplatsky-Jarman, Associate for Mission Responsibility Through Investment, at 888-728-7228, ext. 5809. Fax is 502-569-8963. E-mail is Bill.Somplatsky-Jarman@pcusa.org.

Appendix II, Terms & Definitions

- ▶ **Fund accounting** is an **accounting** system emphasizing accountability rather than profitability, used by non-profit organizations and governments. In this system, a **fund** is a self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations.
- ▶ A **benchmark** is a standard against which the *performance* of a security, mutual fund or *investment* manager can be measured. Generally, broad market and market-segment stock and bond indexes are used for this purpose. e.g. Russell 3000 index
- ▶ Investment **Portfolio** is a range or collection of investments vehicles held by a person or organization.
- ▶ Investment **Vehicles** can be low-risk, such as certificates of deposit (CDs) or bonds, or can carry a greater degree of risk such as with stocks, options and futures. Other types of **investment vehicles** include annuities, collectibles (art or coins, for example), mutual funds and exchange-traded funds (ETFs).
- ▶ **Duration** is the lengthen of time defined in an individual Bond or the average time of a portfolio of Bonds
- ▶ Investment **Income** is defined as dividends paid and or interest earned.
- ▶ Investment **Fees** are those agreed to expenses for the active management of the investment portfolio and are determined as a percentage of the Total Market value under management at the end of each calendar month.
- ▶ **Principal** is defined as the value of the original investment and any reinvestment of dividends and or interest paid, this is also known as the cost bases of the investment.
- ▶ Market **Gains / Losses** are defined as the difference between the market value and the original investment or principal plus any reinvestment of dividends or interest also known as cost bases of the investment.
- ▶ An **asset class** is a group of securities that exhibit similar characteristics, behave similarly in the marketplace, and are subject to the same laws and regulations. The three main asset classes are equities (**stocks**), fixed-income (**bonds**) and **cash** equivalents (money market instruments).
- ▶ A bond is considered **investment grade** or IG if its credit **rating** is BBB or higher by Standard & Poor's or Baa3 or higher by Moody's. Generally they are bonds that are judged by the **rating** agency as likely enough to meet payment obligations that banks are allowed to invest in them
- ▶ **Beta**, as a **measure of Risk**, is a measure of volatility compared to the volatility of a market index—a beta of 1.0 indicates that the stock is equally as volatile as the market, while a

beta greater than 1.0 indicates that the stock is more volatile and a beta less than 1.0 indicates that the stock is less volatile than the overall market.

Appendix III
Minutes of the Trustees
November 3, 2009

The Trustees of the Presbytery of Detroit convened with prayer in a stated meeting at the Presbytery office on November 3, 2009 at 4:53 p.m. Henry Borchardt moderated the meeting.

Present: Nancy Nawrocki, Don Morgan, John Daniel, Henry Borchardt, Alan Timm, Tom Neal, Marva Banks, Kenneth Hollowell.

Members absent: Lou Prues, Elaine Ellis

Also present: Alvin Smith, Ed Koster

Upon motion, minutes of October approved, amending to delete the Joslyn Avenue commentary on p.13 (no grant mortgage.)

Re: Fort St.

Upon motion, the Trustees adopted the Fort Street Agreement:

*AGREEMENT BETWEEN FORT STREET CHURCH AND DETROIT
PRESBYTERY TRUSTEES*

Because the Session of Fort Street and the Trustees of the Presbytery have agreed that civil litigation has failed to produce a satisfactory resolution of issues mutually concerning them, and because subsequent informal conversation by a small group commissioned by their parent bodies has resulted in an agreement which settles those same issues, the following statement is appropriate to describe that solution and guide our behavior in the future.

The issues in question relate to the sharing of information and the need for effective and timely disclosure of that information so that Fort Street and the Presbytery can make informed decisions about their respective finances. The parties agree to arrange with the fund custodian (currently Comerica) to separate the income from the fund with checks sent to each party. The parties agree that the fund custodian shall provide Fort Street with a statement of principal, income, and expenses of the Joy-Connor estate funds within a reasonable time at the conclusion of each quarter. The interest and dividends after fees from these funds shall be distributed monthly within five business days of the receipt of that income for the previous month by the fund custodian to the Presbytery and Fort Street.

It is further agreed that Fort Street's Session may appoint two persons to serve on the investment committee of the trustees which oversees the management of the Joy and Connor funds.

Finally, the Session of the Fort Street Presbyterian Church and the Board of Trustees of the Presbytery of Detroit agree to take no further action in the courts regarding matters which occurred prior to September 28, 2009.

Mr. Borchardt will notify Fort Street.
Above agreement approved by the Fort Street Presbytery Church session October 7, 2009

T-8. THEOLOGICAL EDUCATION FUND GRANTS. The Committee on Preparation for Ministry shall have complete control over and responsibility for providing funds through grants from the Theological Education Fund Program. *Amended 4/23/16*

T-9. GUIDELINES FOR RECEIVING DONATIONS OF REAL ESTATE.

- a. Overview. The Detroit Presbytery and its member congregations periodically receive offers of donated real estate. While support for the mission of the Presbytery and its congregations is always welcome and appreciated, the legal and financial burdens created by real estate can be substantial and should not be undertaken without careful consideration. It is our hope that these suggestions will help avoid potential problems in the future.
- b. Types of Real Estate and Relevant Considerations. Potential donated real estate can be divided into 3 general categories: Property that can be used for mission, income-producing property, and property that must be sold to benefit the recipient.
 - i. Property that could be used for mission activities include houses suitable for use as a manse, land or buildings that could be used for worship or education activities, and facilities that could be used for mission activities such as a warehouse for supplies. Prior to accepting property that fits this category a specific use for the building must be identified and a task force with adequate expertise must determine that the donated property would be the best solution to the space needs created by that activity. After the property has been identified as the best space solution, the building should be inspected by a qualified engineer, contractor, or architect (the appropriate specialty will vary with the property features and the proposed use). The purpose of the investigation is to determine what repairs or renovations are required to utilize the property for the intended use in compliance with current laws and regulations and functional requirements of that activity. It is important to be sure the program funding is adequate to cover the day-to-day operation costs of the program space. It is equally important to insure that the funds for any initial required renovations and expected future repairs are also in the budget.
 - ii. Income-Producing Property. Real estate is an excellent investment; it also requires careful management and the ability to fund unexpected repairs or vacancies. Thus rental real estate is not a good investment for not-for-profit corporations that lack capital reserves for non-program needs and lack real estate expertise. Income-producing real estate investments should be restricted to property under long-term fully net leases to major corporations. Prior to accepting such property an attorney should be retained to review the lease and an appraiser be retained to estimate the value of the property and the probable security of the lease. Multiple-tenant buildings, whether residential rentals, a shopping center, or an industrial complex are not recommended as appropriate investments.
 - iii. Property that must be sold to benefit the Recipient. There can be significant tax benefits (as of September 2000 law) to the donor of property that will be quickly resold by the recipient. However, such a donation can produce a risk to the intended beneficiary. There are expenses associated with owning real estate, even during the marketing period. Current law has significantly speeded the time in which property can be lost due to non-payment of taxes. Even

vacant land carries the requirement that property taxes be paid each year and liability insurance be carried. Other expenses for vacant land may include weed cutting, association dues, and special assessments. If a gift of property that will be sold is accepted, it is important the recipient have investigated the expected holding expenses and budgeted the funds that will be required. A marketing plan and expected listing price should be developed through use of an appraiser (preferably an MAI) and broker prior to accepting the property.

- c. General Considerations. The donor of any real estate must be required to provide adequate evidence at their sole expense that the property will not produce any environmental liability (generally a Phase I Audit will be sufficient). A legal description and a survey certified to the Presbytery shall be provided by the Donor, and title insurance equal to the estimated value of the property should be provided by the donor at its or their sole expense and insurable title conveyed with the proposed transfer. It is strongly recommended that the donor provide an appraisal prepared by an MAI providing a value estimate of the property to be donated. ***It is strongly recommended that an attorney be retained by Presbytery to review the proposed donation and that any donation be accepted in accordance with these guidelines.***

T-10. SIGNING CONTRACTS.

No money shall be paid on a contract unless the contract is signed by an authorized signer, with indication of the budgeted source of funds. Contracts can only be signed by the Executive Presbyter and his or her designee, or the President of the corporation and his or her designee, after obtaining approval as follows:

- a. Items under \$100 which are Covered by Budget. Items costing under \$100 for which money is appropriated in the operating budget are approvable by executive staff and paid for out of the operating budget.
- b. Items between \$100 and \$3,000 which are Covered by Budget. Items costing between \$100 and \$3,000 for which money is appropriated in the operating budget are approvable by the Executive Presbyter, paid for out of the operating budget and reported retroactively to the Board of Trustees.
- c. Items of \$3,000 or more which are Covered by Budget. Items costing over \$3,000 must be approved in advance by the Executive Presbyter and approved in advance by the Board of Trustees.
- d. Items which are not Covered by Budget. Any items, which are not included in the Budget (or for which funds do not remain in the Budget), must be approved in advance by: (a) the committee or subcommittee of Presbytery, which has authority for such item in budget authorizations, (b) the Executive Presbyter and (c) the Board of Trustees.

T-11. PRESBYTERY BUDGET PROCESS; USE OF CAPITAL OR ENDOWMENT FUNDS FOR OPERATING EXPENSES.

- a. General. As a general rule, the Board of Trustees recommends that the Presbytery operating budget be met from operating revenues and income from investments, rather than from the principal of restricted net assets and designated net assets.
- b. Budget Process. In preparing budget submissions, each council or subcommittee shall indicate the source of all funds, which it expects to spend in the next fiscal year. If funding of the subcommittee's activities is expected from a source other than general

operating revenues, the council or subcommittee shall consult with the Board of Trustees by no later than September 15 in advance of final approval of the budget as to whether the anticipated endowment or other capital fund will be available for the proposed use for the fiscal year in question.

T-12. CHECK WRITING AND DISBURSEMENT CONTROLS

The safeguarding of assets is a basic management requirement for all organizations, whether large or small, profit seeking or not-for-profit. Within the Presbytery of Detroit, the overall responsibility for the day-to-day financial control is assigned to the Financial Administrator who reports to the Executive Presbyter and the Corporate Treasurer.

The Financial Administrator, assisted by the Financial Assistant, maintains the accounting records by recording all income and expense transactions, prepares vouchers for disbursement requests, generates payroll and disbursement checks for authorized signatures and prepares financial reports.

Voucher Approval

Request for disbursements require completion of a Voucher request. This document lists the Work Group\ Description\ Payee and Amount Requested and is accompanied by the original vendor invoice\expense report. The approver, who is generally the Ministry Committee Chair, submits Vouchers to the Financial Assistant for Processing.

The Financial Administrator will review all voucher requests for budgeted funds availability and the applicable general ledger coding before checks are written.

Check Signing

The Financial Assistant will prepare checks on the basis of an approved voucher request. Voucher requests received by Monday at 5:00 PM will be processed for payment and checks issued for approved signatures by 12:00 PM each Wednesday.

All checks up to \$ 1,000 will be signed by the Executive Presbyter, or in his or her absence, any of the authorized signatories. A second signature, one of either the Treasurer, President or Corporate Secretary will be required for checks over \$1,000.

EFT Transfers

The Financial Administrator is authorized to initiate the following transfers: Bi-weekly payroll (for direct deposit employees), Bi-weekly Federal withholding\FICA\Medicare deposit, Monthly Board of Pension Dues

Interbank Transfers

The Financial Administrator is authorized to transfer funds between cash accounts of the Detroit Presbytery, and shall maintain a log of such transfers.

Reported to Presbytery 9/23/09

T-13 VOLUNTEER DRIVER GUIDELINES. Made P-23 4/22/14

T-14 ON APPROVING CONTRACTS GREATER THAN \$10,000

Any contract where there is an obligation of \$25,000 or more shall be reviewed by the Trustees and outside counsel.

Reported to Presbytery 8/25/09. Amended 9/27/16

T-15 SALES CONTRACTS FOR THE SALE OF BUILDINGS

1. Broker Listing Agreements. Listing agreements with a broker should be reviewed by counsel before being signed, because there are many items which brokers do not include in their forms which can be added to protect a seller. Attached is a draft Rider with various provisions which should be considered by Presbytery and/or the local church before signing a listing agreement, and which should be incorporated into the listing agreement as appropriate to the particular transaction.
 - a. Broker commissions can vary from 3% to 7%. Meeting with several different brokers may result in savings on the commission.
 - b. Varying "broker protection periods" can be negotiated.
 - c. The various requirements for purchase agreements (please see Item 2 below) should be included in the broker's listing agreement.
 - d. If the seller has been negotiating with a particular party already, consider excluding that party from the broker's commission, entirely or in part.
2. Sales Contract/Purchase Agreement. The sales contract should be submitted for attorney review before being signed by the Presbytery or the church. Once a church has signed an agreement, it's much harder for Presbytery to get changes made. Particular considerations which should be considered in connection with a sales agreement are:
 - a. Allocation of Purchase Price. If both real estate and personal property (easily movable property) are being sold together, the agreement should allocate the aggregate purchase price between realty and personalty. Real estate sales involve a transfer tax which is usually paid by the seller, unless the contract provides differently. If the price for personal property is separately stated, there is currently no transfer tax on personal property. In addition, if a land contract is used for financing, a different remedy must be used to take back the personal property.
 - b. What is not being Sold? If the seller wants to keep any components of the building (stained glass, for example), the sales contract should expressly exclude those items.
 - c. Inventory of What is Being Sold. A detailed inventory of the personal property (easily movable property) that is being sold along with the real estate should be prepared and attached as an exhibit to the purchase agreement. If the broker is expected to prepare this inventory, the price for that work should be negotiated and agreed on up front. This should be done before the purchase agreement is signed, so that both parties know for sure just what is being sold.
 - d. Carrying Costs. If the due diligence period is going to be longer than 60 days, or if delays arise for which the Buyer seeks extensions, the seller should consider getting the prospective buyer to pay additional nonrefundable fees for extending the agreement. If the building is empty, the seller may also want to get the buyer to pay upfront all or a negotiated part of security costs, utilities, and other carrying costs during the period before closing.
 - e. Land Contract Sale? If the sale is proposed to be a land contract sale, please see Item 3 below.
 - f. Financing Commitment. If the buyer is getting third party financing, a binding commitment from the lender should be reviewed before the agreement is signed. Evidence that the buyer has the money for the down payment should also be reviewed before the agreement is signed.

- g. Is there Debt owed to Presbytery, Synod or General Assembly? This would be good to check out upfront, so the selling church is aware of the required payment.
3. Land Contracts/Seller Financing. If a land contract sale (or other seller financing) is proposed, the following should be included in the Sales Contract/Purchase Agreement:
- a. Financing Document Prep Fees. The buyer should pay the costs incurred by Presbytery and/or the local congregation for drafting the land contract or other Seller financing documents.
 - i. Financing documents include: land contract, memo of land contract, deed in escrow agreement, land contract discharge documents, borrowing resolutions, etc. Borrowers pay these costs for mortgage lenders, and a seller is taking a risk when accepting an installment sale rather than cash up front.
 - ii. A nonrefundable flat fee should be charged to the buyer up front in the Sales Agreement, and this fee should be paid to Seller when the Sales Contract/Purchase Agreement is signed.
 - b. Due Diligence Requirements. Due diligence should either be done before the sales agreement is signed, or as a contingency to Seller's obligation to close. Due diligence review can include: review of financial statements, confirmation of bank holdings and investment holdings, name search in debtor databases, review of credit reports; reviewing credit references acceptable to seller & seller's attorney; reviewing payment timeliness on other debt obligations of the buyer. The costs of obtaining credit reports and other information and reviewing it should be charged upfront to the buyer.
 - c. Amortization Statement. An amortization statement should be attached as an exhibit to the purchase agreement/sales contract.
 - d. Monitoring of Land Contract. After the land contract is signed, the seller and/or Presbytery must be prepared to carefully monitor the following until final payment is made:
 - i. Are the monthly payments made timely?
 - ii. Is insurance being maintained by the buyer?
 - iii. Are taxes being paid (if applicable)?
 - iv. Did the buyer obtain tax exemption for their use of the property? (If not, taxes may be unnecessarily assessed which, if not paid, could result in tax foreclosure.)
 - v. Is the property being properly maintained by the buyer? Inspections by the seller and/or Presbytery should be done regularly.

Reported to Presbytery 11/24/09

T-16 ON NEW CHURCH DEVELOPMENT ACCOUNTING

All disbursements to an organizing pastor or a new church development shall be made through the Presbytery's financial procedures until the new church development is chartered.

Reported to the Presbytery 6/26/12

T-17 Policy Statement for Cash and Line of Credit

In the normal business operations of the Presbytery of Detroit cash and cash equivalents are kept in Bank checking and money market accounts.

A minimum cash balance of \$200,000 or as determined by the Treasurer and the Financial Manager for normal business transactions should be kept at all times. (Seasonal requirements may vary)

When cash balances exceed these minimum requirements for a minimum of 30 to a maximum of 60 days these excess funds shall be invested in the general investment funds of the Presbytery of Detroit, as governed by the Board of Trustees Investment policy, (T-7).

The general investments funds will be held in a separate existing account for this purpose and will seek out high quality high yield investment vehicles with low fees.

When it is determined by the Financial Manager and the Treasurer that short term cash will be needed to fund near term cash transactions the bank line of credit will be the first account to be considered to provide short term funds.

If it is determined by the Finance Manager and The Treasurer that the better choice is to sell general investments to raise cash this shall also be permitted with consultation and review of the Investment Group. The total of the general investment fund shall not fall below \$715,000 (to comply with the loan agreement). Transaction costs versus opportunity costs to be minimized where possible.

The Bank Line of Credit will be paid down as cash is received in the normal operations of the Presbytery of Detroit or if required by the sale of investments in the general investment funds.

Reported to the Presbytery 9/27/16

T-18 CREDIT CARD POLICY

1. Presbytery of Detroit provides credit cards to select personnel to facilitate purchases that are required as part of their job responsibilities and/or the operations of the Presbytery office.
2. The Board of Trustees approves the issuance of credit cards and sets the credit limit by employee / job requirement. The Board of Trustees may modify the credit limit if circumstances necessitate.
3. Credit cards will be issued in the name of the employee.
4. The card may be used only for the purchase of goods or services required for official business of the Presbytery of Detroit. Any use for personal or unauthorized purchases will result in disciplinary action, which could include garnishment of wages to recover the misspent funds and/or termination of employment.
5. All purchases must be within current budget line item amounts. If the purchase is to be charged to a budget line other than the pre-approved routine bills or an Operations spending allowance line, the purchaser must have pre-approval from the owner of the budget line being charged.
6. Employees issued a credit card are responsible for its protection and custody, and shall immediately notify the credit card company and Accounting Manager if it is lost or stolen. Employees must immediately surrender the card to the Accounting Manager if employment ends or directed to do so by the Board of Trustees. Employees should not allow other employees to make purchases using the card.
7. Credit card activity will be reconciled and recorded on a monthly basis by the Accounting Manager and submitted to the Treasurer for review. Employees will receive an itemized listing of their activity during the month and must submit receipts showing the date, purpose, and dollar amount of each charge as well as documentation of approval for all items except those on the Routine Bills list. Receipts for meals must include a note with the names of all individuals who were part of the charged amount.
8. The Accounting Manager will request the issuance of cards, manage the online account, review the monthly activity, and record the journal entries related to the credit card. Therefore, a card should not be issued to the Accounting Manager.

Reported to Presbytery 3/20/21

MINISTRY TEAM GUIDELINES AND POLICIES

PRESBYTERY OPERATIONS

PO 1. STAFF

PO 1.1 AFFIRMATIVE ACTION

All staff search committees make the strongest possible commitment to Affirmative Action in the naming of all executive staff. We understand this to require:

(1) Full adherence to the requirements of G-4.0403

G-4.0403 The Presbyterian Church (USA) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions consistent the Reformed tradition, as well as different marital conditions (married, single, widowed, or divorced) shall be guaranteed full participation and access to representation in the decision making of the church. (G-9.0104ff)

(2) Full adherence to the requirements of G-9.0104

The GA (1982, 87): Adopted a definition of affirmative action: *“In order to address past, present, and future discrimination, affirmative action is the execution of a set of specific and result-oriented measures designed to eliminate both conscious and unconscious discriminatory practices in order to promote equal opportunity and access to the entire church.”*

The PJC (1985, 111, Heartland Pby v. Stoutimore): *A provision in a call to clergywoman for pregnancy leave with compensation does not represent discrimination against clergymen and is not prohibited by G-9.0104a.*

(3) Full adherence to the requirements of G-13.0201(b)

G-13.0201b. to institute and coordinate a churchwide plan for equal employment opportunity and affirmative action for members of racial ethnic groups, for women, for various age groups, for persons regardless of marital condition (married, single, widowed, or divorced), and for persons with disabilities;

(4) Full adherence to the requirements of G-6.0107

G-6.0107 The government of this church is representative, and the right of God’s people to elect their officers is inalienable. Therefore, no person can be placed in any permanent office in a congregation or governing body of the church except by election of that body.

PO 2 USE OF PRESBYTERY RESOURCES

PO 2.1 MAILING LABELS/LISTS

Sets of labels would be supplied only to official Presbyterian organizations - - including such organizations as Presbyterian colleges and retirement homes.

PO 2.2 USE OF PRESBYTERY LETTERHEAD

Outside organizations and their representatives shall not be permitted to use the Presbytery’s letterhead.

PO 3 SESSION RECORDS

The Minutes and Registers of the churches of the Presbytery of Detroit shall be prepared in accord with the Constitution of the Presbyterian Church (U.S.A.), Robert's Rules of Order, and the following provisions:

- SR-1. Minutes shall be kept in the standard Westminster minutes book.
- SR-2. The standard Westminster register shall be used.
- SR-3. There shall be no erasures, interlineations, or footnotes.
- SR-4. Except for the Annual Report to the General Assembly, there shall be no insertions of separate sheets of paper.
- SR-5. A chronological number shall be assigned to each member (from the Register).
- SR-6. Chronological roll number shall always be included in actions pertaining to membership, rolls, transfer, death, marriage, ordination.
- SR-7. When previous actions of session are referred to, the page number shall be given.
- SR-8. Administration of Lord's Supper shall be recorded at next meeting.
- SR-9. Where the Lord's Supper is administered privately, the names of elders assisting shall be listed.
- SR-10. Baptisms of adults and infants are recorded at next meeting.
- SR-11. Marriages shall be reported at next regular meeting.
- SR-12. The Annual Report to the General Assembly shall be inserted into the minutes book at the place where the report is approved by Session.
- SR-13. All minutes shall be promptly (within 90 days) transcribed into the official minutes book after session approval.
- SR-14. Entries on the official rolls and registers of the church shall be made in a timely manner (within 60 days of the applicable date).
- SR-15. The Clerk of Session shall report and enter into the minutes that the records have been reviewed by Presbytery, and all corrections and exceptions. *Added 4/23/16*
- SR-16. REVIEWER'S GUIDELINES *Renumbered 4/23/16*

APPROVAL RATINGS

Approved <u>without</u> exception	(No deficiencies)
Approved	Approved with minor deficiencies (see page one)
Approved <u>with</u> exceptions	Corrections must be made
Not approved	Corrections must be made and Books reviewed

• **CHECKLIST GUIDELINE STANDARDS**

- 0 Approve - Judgment Call
- 1 Approve with Exceptions - Change in future
- 2 Approve with Exceptions - Must correct — Consider 1 year review
- 3 Correct – review again prior to approval
- 4 Report Not Approved - must be corrected

Minutes and records cannot be approved if any of the following are present:

- Item 21 Minutes are NOT in the Standard Westminster minutes book.
- Item 67 Rolls and Registers are not in the Standard Westminster register.
- Item 52 Terms of Call by line item are not in Congregational Meeting Minutes.

The reviewer may inform the clerk — and set a date for another review in the near future.

OR Minutes are obviously missing.

In a case where missing minutes cannot be located after a reasonable search — The available minutes may possibly be approved with exceptions after full committee consideration and consultation with the Stated Clerk and Presbytery Operations Team.

OR The reviewer finds a large number of exceptions that should be corrected.

The reviewer may inform the clerk — and set a date for another review in the near future.

Minutes may be Approved Without Exceptions if deficiencies are only found in a few of these Check List areas:

Item 19 Minutes promptly transcribed (90 days) but are transcribed within six months.

Item 24 Previous motion page numbers (if infrequent)

Item 25 Erasures (if infrequent)

Item 27 Election of Treasurer — new requirement (caution for future)

Item 28 Election of Clerk — new requirement (caution for future)

The deficiency should be noted on the review report and communicated to the clerk in the follow-up letter — They should not be overlooked in future reviews.

Minutes may be approved if there are only a few (2 or 3) other minor (Standard 1) deficiencies,

The deficiency should be noted on the review report and communicated to the clerk in the follow-up letter — They should not be overlooked in future reviews.

All other deficiencies should result in an Approved With Exceptions rating.

The reviewer should require correction where needed and report it on the review sheet.

The reviewer should indicate on the Review Report that a review should be conducted in one year instead of two if in their opinion the Exceptions are substantial and require early follow up.

Reported to Presbytery 9/23/03

NEW CHURCH DEVELOPMENT

NCD-1. GUIDELINES FOR DISSOLUTION OF A CHURCH

For use by: The Administrative Commission
Presbytery Committees, Teams, Cabinets and Trustees
Local Church Session and Trustees
The Congregation of a local church

Just as the presbytery has the authority to dissolve churches or to dismiss churches to another denomination. (G-11.0103i). Just as the presbytery consults with members at the time of organizing, merging, and forming a federated or a union church, such a consultation takes place at the time of dissolution or dismissal. (G-15.0203a,b; G-16.0201w; G-16.0401q)

In the Presbyterian Church (U.S.A.), property is held in trust by the particular church on behalf of the denomination. When a particular church is dissolved, the real and personal property is held, used, or transferred as directed by the presbytery.(G-8.0401)

Just as the compelling question at the time of organizing a church is, “How can Christ’s mission be carried out most effectively?”, the same question is asked at the time of dissolution. Again, it is appropriate for the presbytery to celebrate the mission carried out by that church and the people whose lives were positively enriched during its years of service.

The Companion to the Constitution, 1999, p.33

There shall be a meeting of the Session and Trustees of the church with the Presbytery Church Strategy Committee and Trustees prior to any action for dissolution of the church, in order to go over this policy. (Significant parts of this policy are taken from the section on Dissolution of a Particular Church from the old publication “Presbyterian Law for Presbytery and Synod”, Chapter V, Paragraph 10, page 73-74.)

1. The power to dissolve a particular church is specified among the powers listed in Form of Government, (G-11.0103i). The two constitutional provisions cited below, provide for such dissolved and extinct churches.
 - a. Grounds for the dissolution. These grounds are intimated in the following clause in the Constitution: the church has become “extinct by reason of the dispersal of its members, the abandonment of its work, or other cause.” G-8.0401
 - b. Such information may be brought to the attention of presbytery in any one of various ways: (1) by report of a member or members of the session (or former session); (2) by petition of some of those whose names are on the roll of the particular church; (3) by report of the committee on session records that (a) no records have been presented by the church, or (b) such records as are presented indicate that the church is not functioning properly; (4) by report of the committee on ministerial relations that the church has abandoned its work as an organized group; (5) by report of the committee on strategy or some other committee that, in the opinion of the committee, a church should be dissolved. In whatever form the information or request may come to presbytery, the general council or special administrative commission should be directed to make inquiry into all the circumstances and recommend reorganization or dissolution. If dissolution is decided, two matters of constitutional duty are prescribed. (See Dig., pp. A380 if.)
 - c. Records and members. When a church is dissolved, the presbytery of jurisdiction shall take possession of its records, have jurisdiction over its members, and grant them

certificates of transfer to other churches. G-10.0302b.(2). Care should be taken concerning members removed from the bounds of the dissolved church and those resident members who may have become inactive. The presbytery shall a/so determine any case of discipline begun by the session and not concluded. (D-10.0105.) Discipline here has the broad meaning of the term, making it the duty of presbytery to attempt to transfer all members of the dissolved church who can be located. Such responsibility should be placed upon the stated clerk in consultation with the general council or upon a special commission or committee appointed for the purpose, and reporting to presbytery upon completion of the task, ordinarily within two years of the dissolution of the church.

- d. Real and personal property. “Whenever a particular church is formally dissolved by the presbytery, or has become extinct by reason of the dispersal of its members, the abandonment of its work, or other cause, such property as it may have shall be held, used, and applied for such uses, purposes, and trusts as the presbytery may direct, limit, and appoint, or such property may be sold or disposed of as the presbytery may direct, in conformity with the Constitution of the Presbyterian Church (U.S.A.)” G-8.0401. This provision of the Constitution needs little elaboration. The corporation of presbytery, whatever its form may be, should carry out the instructions of the presbytery. If the property or properties are sold, the proceeds of such sale should be treated as capital assets: held by the presbytery to be used for rotary loans to particular churches for property improvement or church building aid; or reserved as endowment funds, the income from which may be used as grants to struggling churches, mission work, etc., as the presbytery may direct. The assets of church organizations, as well as the corporate holdings of the particular church, are included in the responsibilities of the presbytery. The corporation of the particular church should be terminated to complete the action of dissolution.
- 2) Procedure on dissolution. It is important that presbytery follow a procedure that is deliberate and fair. This involves fulfilling three conditions. These are, investigation of the facts, an opportunity of the church or its representatives to be heard, and a fair and open hearing by the presbytery. In fulfilling these conditions, five steps are suggested:
- a) Preliminary investigation of the facts by the presbytery or a committee or commission of the presbytery appointed for the purpose.
 - b) Report to the presbytery on the investigation, if done by a committee or commission, with a recommendation as to whether or not the presbytery should consider the possible dissolution of the church.
 - c) If on hearing the report the presbytery decides to consider the possibility of or advisability of dissolution of the church, then notice of the time and place that presbytery will conduct a hearing should be given to all parties in interest to allow them an opportunity to be heard before the presbytery. It would seem that such notice, as to the church, could be given to the clerk of session and the pastor, if any. The time and place of the hearing should be reasonably convenient to the interested church and the presbytery. The notice should contain a statement that the church and interested persons shall appear at the time and place stated and show cause, if any they have, why the presbytery should not dissolve the church.
 - d) Presbytery should hold a hearing at the time and place given in the notice and, with an open mind, consider all the evidence, testimony, and arguments pro and con.
 - e) At the end of the hearing, presbytery should take such action, as it deems proper. If the

presbytery decides to dissolve the church, it should include in its order (a) that all property of the church be turned over, transferred and conveyed to the trustees of the presbytery pursuant to the provisions of “Whenever a particular church is formally dissolved by the presbytery, or has become extinct by reason of the dispersal of its members, the abandonment of its work, or other cause, such property as it may have shall be held, used, and applied for such uses, purposes, and trusts as the presbytery may direct, limit, and appoint, or such property may be sold or disposed of as the presbytery may direct, in conformity with the Constitution of the Presbyterian Church (U.S.A.)” G-8.0401 of the Form of Government; (b) authorize and direct the moderator or the stated clerk of the presbytery or both, to take any civil action necessary to effectuate the order of the presbytery; (c) declare that the church has become extinct; (d) provide for the preservation of the records of the church, and the care of and dismissal of the church members to some other church; and (e) provide for such other matters that may be involved in the dissolution of the church.

It should be remembered that the order or judgment of the presbytery does not *ipso facto* transfer legal title in property to the trustees of the presbytery. It may be necessary to have the legal title to property transferred by one of two methods: First, by proper officials of the church corporation voluntarily conveying the legal title in property to the trustees of the presbytery; or, second, by legal procedure in which (a) the church corporation is dissolved according to state law and, in the process, the property is ordered to be transferred to the trustees of the presbytery, or (b) the church corporation is ordered in a civil action to transfer the property as directed by the presbytery. In any case, where the legal title is not voluntarily transferred to the presbytery, the laws of the state must be consulted on procedure.

- f) After the congregation votes to dissolve, another meeting shall be held with the Session, Trustees and the Administrative Commission appointed by the Presbytery over the church, to go over these guidelines carefully so that all know and understand the process and the options and limitations open to the church. At this meeting the following shall be clarified:
 - i) There shall be a clear understanding of what “title to Presbytery means”, (Session and Trustees are stewards and Presbytery holds residual title.)
 - ii) An account of investments, property and any limitations on use shall be given to the Administrative Commission.
 - iii) A current list of church members, their addresses and phone numbers shall be given to the Administrative Commission; any changes made in the list shall be conveyed to the Administrative Commission.
 - iv) A copy of the budget, which was approved by the session for church’s current year and covering the period to the final dissolution, shall be placed in the hands of the Administrative Commission. An understanding shall be reached that no funds beyond the line items in the budget can be expended without permission of the Administrative Commission.
- g) Pastors whose churches are within the parish area of particular members of the church being dissolved, shall be asked to call on these members prior to the date of dissolution to invite them to their churches so the members can have a ministry and an opportunity to continue their ministry within the Presbytery. Special concern shall be given to persons in nursing facilities and shut-ins, and any member of the dissolved church shall be invited

- to join at least one Presbyterian Church regardless of residence address. This shall be coordinated by the Moderator of the dissolving church.
- h) A copy of any history of the church shall be obtained (or duplicated) to place in the archives of the Presbytery.
 - i) Wherever possible, the will of the members of the church shall be considered in the disposal of any memorials, remembering paragraph #1, page #1. All items to be removed from the church shall be removed before listing for sale with a real estate broker.
 - j) At least one active elder from the church shall be a member of the Administrative Commission to dissolve the church.
 - k) During a meeting of the Presbytery, there shall be a celebration of witness of the church, coordinated and scheduled by the New Church Development/Redevelopment Team, the Administrative Commission and the Planning and Visioning Team through Coordinating Cabinet. If the church so desires, the last worship service in the church shall be a celebration of its witness, with the Presbytery assisting in any way it can as invited by the Session.
 - l) Any action relative to funds or property on the part of the church shall be properly moved, seconded and approved by the majority of the Session or Trustees (as the situation would require), and supported by the Administrative Commission. The Administrative Commission shall be most considerate in conveying to the Presbytery any desires by the Session and/or Trustees (Congregation or Corporation) pertaining to the use or disposal of any of the funds or property of the church.
 - m) The Administrative Commission of the Presbytery shall empower to intervene, and if necessary replace the Session when properties and /or funds are being disposed of without the approval of the Presbytery or its duly authorized Commission - the Administrative commission appointed for that church. The Administrative commission shall have authority to seek restitution for any property improperly disposed of, if necessary.
 - n) The Presbytery shall receive all books of the trustee and all Session Records (Minutes and Registers), all cancelled checks and paid bills, with a list of any outstanding obligations, and all bankbooks, checkbooks or other financial records after all bills of the church have been paid and all pledges are fulfilled. In addition, the Presbytery shall receive the following:
 - Insurance Policies;
 - Titles, deeds, abstracts of all property;
 - Government reports if any;
 - Employee records;
 - Statements of position regarding outstanding obligations, with full disclosure;
 - Notice of any suits pending, or claims likely to result from suit;
 - Authority to list property for sale and show property before final dissolution;
 - Authority of the Administrative Commission to countermand budget if not proper (viz. self-serving, such as a bonus to the minister);
 - Adequate notice of intention to dissolve.
 - o) Listing of property for sale shall be by the Trustees, subject to approval by the New Church Development/Redevelopment Team and Presbytery. Sale of property by the Trustees shall be subject to approval by Presbytery.
 - p) Net proceeds of sale of building and land shall be added to the New Church

Development/Redevelopment Fund of Presbytery after payment of all expenses and carrying charges, as well as commissions incurred from time of dissolution to sale. The Trustees shall oversee the investments of these funds. The New Church Development/Redevelopment Team shall designate dispersal of the funds, with approval of Presbytery.

- q) Any other assets, of a local church, at the time of dissolution, shall become the property of the Presbytery of Detroit and, except as otherwise designated, shall be added to the Unrestricted Endowment Fund of Presbytery.
- r) Every effort shall be exercised to complete disposal of property at the time of the final service of local congregation.

NCD-2. POLICY FOR NEW CHURCH DEVELOPMENTS

New Church Development Vision and Strategic Plan

Presbytery of Detroit

December 2007

Prepared by

Philip J. Reed, Brenda Jarvis, Mickey Blair

Our Call

We believe God is calling the Presbytery of Detroit to grow in faith, membership, and impact.

- We believe God is calling our Presbytery to grow in faith by presenting us with a significant challenge – to reverse the current downward trends of membership loss and re-establish the PCUSA as a vibrant missionary body sharing the good news of Jesus Christ in word and deed.
- We believe God is calling our Presbytery to grow in membership by reaching more and more people currently not connected to a Presbyterian church and inviting them to faith in Jesus Christ and service in his name.
- We believe God is calling our Presbytery to grow in impact as we re-position ourselves as a moral and visionary leader in shaping our community and culture as “the salt of the earth” and “the light of the world.” These are tough economic times within our Presbytery. Unemployment, declining real estate values, corporate downsizing, increasing foreclosure all add up to poor economy. With it comes despair and hopelessness. Because of our faith in God, however, we believe in the people of Detroit and Southeast Michigan. We believe God is calling us to encourage the spiritual revitalization in this area.

In order to fulfill God's call, we envision launching 4 new Presbyterian congregations within the bounds of the Presbytery of Detroit in the next 36 months.

1. **Detroit Downtown (Woodward Corridor)**
2. **Dexter/Chelsea**
3. **Hartland**
4. **Oxford**

This plan is unique

This plan is unique is that we are proposing a unified effort of the entire to launch these congregations. Most Presbyterian New Church Developments are isolated efforts that do not take full advantage of all Presbytery resources and they suffer because of it. We propose are intentional and

consorted effort of the Presbytery, giving all Pastors and congregations opportunity to invest in and rally behind this major project. In addition, there are major economies as we pull resources together.

- We envision one general fund to launch all 4 new church developments.
- We envision sharing of support staff and other administrative functions for a time.
- We envision a common fund-raising effort from a variety of sources.
- And we envision a coming together within our Presbytery that will generate excitement, enthusiasm and commitment.

Typical Reactions to the Proposal of New Church Development

(Please see Tim Keller's article in Appendix A.)

1. *We already have plenty of Presbyterian congregations and other mainline churches that have lots and lots of room for all the new people who have come to the area. Let's get them filled before we go off starting new ones.*

Response: This concern assumes that existing congregations reach new people as well as new congregations. This is not typically the case.¹ But to reach new generations and people groups will require *both* renewed older churches and lots of new churches.

2. *Every church in this community used to be more full than it is now. A new church here will just take people from churches already hurting and weaken everyone.*

Response: This concern assumes that new church developments will only reach current active churchgoers or will only tap into the market of existing congregations. But new churches do far better at reaching those who are not currently connected to any church, especially younger adults.²

¹ Tim Keller, Why Plant Churches; “Dozens of denominational studies have confirmed that the average new church gains most of its new members (60-80%) from the ranks of people who are not attending any worshipping body, while churches over 10- 15 years of age gain 80-90% of new members by transfer from other congregations. This means that the average new congregation will bring 6-8 times more new people into the life of the Body of Christ than an older congregation of the same size.

So though established congregations provide many things that newer churches often cannot, older churches in general will never be able to match the effectiveness of new bodies in new reaching people. Why would this be? As a congregation ages, powerful internal institutional pressures lead it to allocate most of its resources and energy toward the concerns of its members and constituents, rather than toward those outside its walls. This is natural and to a great degree desirable. Older congregations therefore have a stability and steadiness that many people thrive on and need.

However, new congregations, in general, are forced to focus on the needs of its non-members, simply in order to get off the ground. So many of its leaders have come very recently from the ranks of the un-churched, that the congregation is far more sensitive to the concerns of the non-believer. Thus a congregation filled with people fresh from the ranks of the un-churched will have the power to invite and attract many more non-believers into the events and life of the church than will the members of the typical established body.”

² *Ibid. Younger adults have always been disproportionately found in newer congregations. Long-established congregations develop traditions (such as time of worship, length of service, emotional responsiveness, sermon topics, leadership-style, emotional atmosphere, and thousands of other tiny customs and mores), which reflect the sensibilities of long-time leaders from the older generations who have the influence and money to control the church life*

3. *Let's help churches that are struggling first. A new church doesn't help the ones we have that are just keeping their nose above water. We need better churches, not more churches.*

Response: This concern assumes that new church development will discourage existing congregations. There may be some prospect that this might happen, but it is not necessarily so. It is very difficult to turnaround a congregation that is in decline. It is not correct to assume that a declining congregation will be able to reach new people as and new people groups as they move into the area. New church development may revitalize existing congregations by becoming the Research and Development for the Presbytery, testing new ideas for communication, new models for discipleship, new way to reach out and make them available to the entire Presbytery.

4. *Been there, done that in this Presbytery. We tried new church development four times in the past ten years in this Presbytery and it has not worked well, plus we had some spectacular failures. All that money and time wasted.*

Response: No, not wasted because we learned extremely valuable lessons. We learned what does not work. We learned that what does not work is an isolated, unsupported effort of the Presbytery. We learned that what does not work in pastoral leadership that has not been assessed specifically for New Church Development. We learned that what does not work is poor communication and a general lack of awareness in Presbytery of what is happening in New Church Developments. We failed because we had the wrong leadership in place and we did not support the effort of the people gathered. But just because we failed, it does not mean we should give up on New Church Development within the Presbytery of Detroit! Let's not waste what we've learned the hard way.

Time to Act!

Let us redefine the Presbytery of Detroit's understanding of successful New Church Development success. We define failure as doing nothing and success as trying new models with renewed energy for New Church Development. We realize that all our New Church Developments may not develop into large thriving congregations. But we know we won't have any new congregations unless we try

The Plan

3 primary target areas within 24 months, an additional 1 within 36 months, and 3 more for the next 72 months.

Within 24 months:

Downtown Detroit – Woodward Corridor

Far West Suburbs – Dexter/Chelsea with a satellite in Hartland

Within 36 months

Far Northern Developing Suburbs – Oxford

Downriver

Within 72 months

Canton
Milford
Detroit

Launch Models: How it might work

1. Presbytery initiated Parachute Drop – One Pastor, one area, and go to it! Highest risk, longest start up.
2. Jet Landing – One Pastor, plus leadership team.
3. Cruise Ship Launch – One Pastor, Leadership Team, plus missionaries from other congregations. Lowest risk, fastest start up.

We believe each of these models will work in the Presbytery of Detroit.

Tentative Timeframes

1. Downtown Detroit
 - Plan Landing in the First Quarter 2008
 - Pastor begins several bible studies in the area with an “emerging target.” 25 to 40 year old – working professionals
 - Continue to develop core team
 - Define vision and mission
 - Public launch Advent 2008 to January 2009
 -
2. Dexter/Chelsea
 - Cruise ship in the fall 2008
 - Saline, Westminster in Ann Arbor, and others contribute missionaries
 - Pastor begin bible studies in the spring 2008
 - Define vision and mission
 - Public launch Christmas 2008
3. Hartland Satellite
 - Parachute drop in the spring of 2008
 - Pastor begins several bible studies in the area focused on suburban, family target.
 - Develop a core team
 - Define vision and mission
 - Public launch spring 2009
4. Oxford
 - Parachute drop in the spring 2008
 - Pastor begin several bible studies
 - Develop core team
 - Define vision and mission
 - Public launch spring 2009

Cost

(Detailed spreadsheets in Appendix B)

7 Sources of Income/3-Year Timeframe

- 10 Partner Churches
5,000 each year
- Member Support
50,000
- POD Budget Support
380,000
- Feasibility Grant
10,000 POD
10,000 Synod
- Special Gifts
150,000 Congregations
150,000 Individuals
- POD Capital Support
100,000
- NCD Grants
450,000

Total = \$1,450,000 over 3 years

Presbytery Support and Leadership is Key!

- A unified effort of POD
- Properly assessed pastoral leadership who recognize the value of PCUSA New Church Development coaching and recognize the fund-raising will be a major part of their responsibilities as Organizing Pastor!
- There are 3 Pastors within POD who believed they are called to New Church Development. 2 have already been assessed by PCUSA and are ready to begin.
 1. Brenda Jarvis (already assessed by PCUSA) – Downtown Detroit
 2. Philip Reed (already assessed by PCUSA) – Dexter/ Chelsea and Hartland satellite
 3. Mickey Blair (pending assessment) - Oxford

Action Step 1

(See Chuck Dennison, *Connectional Church Development: A Presbytery Handbook for Creating New Churches* available at <https://www.pcusa.org/newchurch/pdf/ncdhandbook.pdf>.)

Establish POD Church Development Team

Action Step 2

(See PCUSA Guidelines for Starting a New Church Development in Appendix C)

Encourage Brenda, Phil and Mickey to refine their specific vision for new church development within target areas. Have them to “Write the vision and make it plain on tablets so that a runner may read it.” (Habakkuk 2:2) These vision statements must include the following:

- Statement of Vision
- Statement of Mission
- Description of Target Community

Demographic Information
Religious Picture of Target Community
Statement of Your Call to These People
Launch Plan
Networking Plan
Ministry Plan
Timetable that will include key tasks each
month
Tentative Budget
Funding Plan
Presbytery Oversight Plan

Additional Steps

- Seek advice and support of other pastors in the target area and similar church types
- Authorize NCD Pastor to create a steering committee
- Authorize NCD Pastor to begin work

Jesus Calls Us to New Church Development

“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey all that I have commanded you.” (Matthew 28:28)

Baptism means incorporation into a worshipping community of faith. Teaching means an on-going relationship to a community of faith. Jesus calls us not to just make disciples but to also ground them in communities of his followers, the church.

Jesus Calls Us to New Church Development

- The best way to reach new people!
- The best way to reach people we are least effective in reaching now – 20s and 30s
- The best way to strengthen and encourage existing congregations
- The best way to bring new ideas to Presbytery.
- The best way to surface new and creative leaders in Presbytery.
- The best way for us to do what Jesus asks us to do, “Go, therefore . . .”

2/3rds of God is “Go!”

Let’s Act Now!

(Note: Appendices are found in the minutes of Presbytery for February 26, 2008.)

Amended by replacement 2/26/08

[End]

CONGREGATIONAL DEVELOPMENT & TRANSFORMATION

CD&T-1 POLICY GUIDELINES FOR SELF-STUDY PROCESS

- I. Introduction
- II. General Assumptions
- III. Guidelines for the Presbytery Self- Study Sub-Committee
- IV. Guidelines for the Session and its Clerk
- V. Guidelines for the Congregational Self-Study Committee

I Introduction

The Congregational Life Ministry Team (CLMT) understands that there are at least three distinct reasons exist why congregations will engage in self-study. These reasons are Interim period entered, healthy congregational adjustments or redirection desired, and the congregational transformation process. In each case, those who enter into a congregational study must realize that they must do so with both great humility and care. This is because the subject of your work is a community of faith filled with people whose lives must be treated with both love and respect.

A good congregational study is one which seeks to undertake a process which will be a disciplined examination of a congregation. “This study should expect to find various patterns and structures that lie seemingly beneath unrelated issues. To evaluate the various successes and failures in their life as a community of faith and to try and discover the elements of strength which held them together until this point.”³

“In this analysis, we must also understand that this may expose some areas which we do not like about our congregation and in truth is painful to us.”⁴ In spite of the painful nature of what we discover we must be faithful to expose these revelations in a constructive fashion, which will allow both the leadership and congregation to react and to address them.

Our reasons may vary for undertaking a self-study but the overall goal is the preparation of a congregation in her ability to better serve the call of Christ in her community. It is to this end that we invite you now to heed the call given to Timothy by the apostle Paul when he wrote: “Study to show thyself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth.” 2Timothy 2:15 NKJV

Your study therefore, is an important work of your church approved unto God, in the many ways in which your congregation can improve her service in your community.

II General Assumptions

In the introduction we spoke of three reasons for a self-study and each reason has within itself a different set of assumptions to explore. Your task is to explore these assumptions and choose one or more which best fits your starting point and frame of reference.

The reason of Interim Period entered carries with it two distinct assumptions; a.) That we must do this because the Presbytery says we cannot form a Pastor’s Nominating Committee (PNC) until it is done and b.) we must do this fast, quick and in a hurry so that we might get on with calling a minister. Our Church needs a Pastor, we need a leader.

³ Nancy T. Ammerman, Jackson W. Carroll, Carl S. Dudley, William McKinney...[et al.] Studying Congregations A New Handbook Nashville, Abingdon Press, 1998. p11

⁴ Ibid. p11

We would add to these assumptions also by stating in this interim period when the church is without pastoral leadership that lack is not due to pastoral retirement. It is suggested that a congregation or pastor knowing retirement is near start a self-study six months to a year before retirement. This concept of retirement would place the church in a position of redirection as opposed to the discussion below in interim period self-study.

Assumption a: We must do this because Presbytery says we cannot form a PNC until it is done.

“Congregational Life Ministry Team: Prior to the election of a Pastor Nominating Committee (PNC), a representative from the Congregational Life Ministry Team (CLMT) will consult with your Session about completing a self study.”⁵

Yes, it is true that the presbytery affirms that your congregation needs to do a self-study before a PNC can be formed and it is for these reasons:

In this interim period when a pastor resigns or is called to glory, the church is hurting in a sense, Presbytery uses this period as a time to heal or mourn the loss and to help a church step back to re-evaluate the life, mission, and ministry of a congregation.

“It is important to keep in mind that a change in pastoral leadership generates strong feelings in the congregation, about the pastor leaving, about past activities in the church, about the effect of transition, and about the future of the congregation.”⁶ All of these issues most find some time to be aired, reviewed, and addressed by both the leadership and congregation.

Assumption b: We must do this fast, quick and in a hurry so that we might get on with calling a minister. Our Church needs a Pastor, we need a leader.

We feel this assumption of speed in order to move the process along to get to the end result of finding a leader or calling a pastor is wrong. We need to reaffirm that what we are doing is an important part of the will and work of God within our congregation and it is good for our health as a congregation. We must also affirm that it is important to fully understand who you are as a congregation of people and where you believe the direction, God is calling your congregation into. This direction which can be discovered in a self-study and will enable the future PNC to ask the right questions of any potential ministerial candidate. It is our hope by taking the time to do a good self-study you will be able to create a better match with ministers to congregations in the calling process.

It shall be the position of the Congregational Life Ministry Team to support the use of an **intentional interim pastorate**, through your Committee on Ministry representative.

It is the intention of presbytery that they will work with you in the identification of an interim pastor, and your understanding of the possibilities for an interim ministry in your church.

⁵ Presbytery of Detroit Committee on Ministry, Guidelines for Interim Period, Detroit Presbytery, revised 6/2003. p 6.

⁶ Ibid. p.5

We believe that the true first move of COM ought to be helping a congregation to establish stability and secure pastoral leadership through the interim process and that the clock ought to start within two weeks of Session notice that the minister is leaving a congregation and the process ought to be secured within 60 days after the minister is lost.

“Basically, the interim pastor provides leadership to help the congregation continue its ministry, rediscover and renew its resources, and prepare for a new pastor. The interim pastor is not a caretaker, but rather the interim pastorate, is an intentional ministry with the following minimum tasks we find supportive of a self-study process:

- helping your congregation and Session come to terms with history, including understanding and valuing where the congregation has been;
- helping your congregation and Session to discover a new identity, congruent with but no longer defined by the past;
- facilitating shifts of power, authorizing persons and processes in ways appropriate to the new situation;
- building commitment to new leadership and to a new future, developing a shared vision and working relationships with each other and with new pastors.

(From Mead, The Developmental Tasks of a Congregation in Search of a Pastor).”⁷

All of these tasks will be a part of the discovery made by such a disciplined self-study and the leadership of an **intentional interim pastor** will enable the Session to review, react and address issues of importance but will also provide the congregation with the stability to sustain the ministry with both vim and vigor while the search process goes on. Therefore, the need to rush this self-study process with an intentional interim pastor in place should not trouble your congregation nor defeat the concept of ministry in your community.

The second reason for self-study was healthy congregational adjustments or redirection. The word healthy is not a statement of the congregational condition, but of the state of the leadership’s condition, in their understanding that every church needs to take some time to evaluate the ministry in the life of a congregation.

The general assumption here is that the evaluation of the internal life of the congregation, the various programs and ministries of the church without consideration to the community around your congregation in this we have failed.

The direction for such a self-study needs to include not only your community of faith but how that community interacts with the general community at large. The self-study needs to include and understanding of the general needs of the community at large. This is not done by our normal method of saying that we live here and know what the community wants. The reality of the past is that we have done just that and have nothing to show for it.

In order to discover what the community at large needs you must engage the community by asking them. Jesus commanded his disciples in Matthew and Mark to “Go into all the world...” Therefore you must at least enter your own community and achieve two things while you are out there a sample of something new or a confirmation of what you thought was needed as a concern

⁷ Ibid. p7.

of your community. The result of your efforts is that you will effectively announce the presence of your congregation in the community at large.

The evaluation of both in and out added together will aid the process, and determine the level of ministry that will be most effective in both how you see your selves and what you are able to provide in your community.

The third reason for a congregational self-study is the congregational transformational process. This carries with it three clear assumptions and many hidden reasons in which to engage in the process. We will investigate the assumptions and time will reveal the hidden reasons.

Assumption one: your external community is caught in an ethnic and cultural change. The second assumption: your internal community is aging, dying and the support of the ministry is in jeopardy and you are unsure of what to do. There is also a third possibility assumption one and two are at work in your church at the same time.

If this is your reason for the study, either external or internal change is taking place and a self study will help you and your congregation discover direction. This process will enable you to address the issues or challenges your congregation must realistically face and conclude before your congregation is able to call a minister. This will be the job of both your **intentional interim pastor, and the work of Presbytery with your Session.**

III. Guidelines for the Presbytery Self-Study Sub-Committee.

Your task is to aid in the oversight process and to provide information to our congregations on how to do a self-study. Your role will be to set up a meeting and send representatives to meet with Sessions or congregational self-study committees. You will act as an enabler by recruitment of two persons on the committee for contact, information disbursement and encouragement. You will train these persons in how this work is done and adopt at least one onto the presbytery level self-study committee. This process will enable other churches in the presbytery to have help from someone who has been through the process and will train their replacement.

Your role will be to read and evaluate the document and to provide Presbytery with both personal and written observations to enhance the effectiveness of the total process.

This committee will work with the interim ministry committee of COM in an effort to provide direction from the study process. This will aid the process by giving the interim minister goals to achieve which can be measured. Those aspects which need addressing can then be addressed before the process of calling a Pastor into a broken or divided congregation, or into a misinformed and ill prepared interview on an unenlightened situation could happen. Your reason for being is to aide in the process of preparing congregations and Sessions for the process of doing ministry in a community.

IV. Guidelines for the Session and its Clerk

Whenever, for any reason a self-study is needed and you desire the assistance of the Presbytery of Detroit, call the presbytery office to request that someone from the committee be assigned to your congregation. Leave the important information of who to contact and the best time in which to make that contact.

A self-study committee member will then respond to set-up a meeting with either your session or your self-study committee. It is suggested that the sooner you get the meeting established the faster you will be able to begin the process.

The Session will be charged to provide a budget that the local self-study committee will be able to use to perform its task and to print the results.

V. Guidelines for the Local Self-Study Committee

This committee shall be responsible for the collection of, assimilation of and distribution of the self-study information. This committee shall consist of between five and seven members plus an active Session elder. This committee will be asked to meet with the presbytery self-study committee representatives and elect for themselves a moderator, vice moderator, and clerk for this committee.

SOCIAL JUSTICE

SJ-1 POLICY ON GRANTS

1. Peacemaking Offering funds are available for use by churches and organizations within the bounds of the Presbytery of Detroit who wish to sponsor a special peacemaking program or event.
2. Applications for Peacemaking Offering Grants will be received by the Social Justice & Peacemaking (SJP) Team of the Presbytery of Detroit at any time.
3. Applications should be made on the form provided by the SJP Team, available on the Presbytery's website.
4. Action will be taken by the SJP Team three times a year on all applications received within 60 days prior to their meeting day.
5. Meetings when action takes place will ordinarily be in March, June, & October.
6. There will be a public announcement on the Presbytery website at least 90 days prior to the date of the meetings when the SJP Team will act on grant applications.
7. No church or organization will be eligible to receive a grant, if they have received one within the previous twelve months.
8. All grant recipients must submit quarterly reports, including financial reports, to the SJP Team until the grant funds are exhausted.
9. Grants will be limited to \$2,500.00 or less, based on the present amount of annual income from the Peacemaking Offering. Should the annual income increase, this policy will be reviewed by the SJP Team.

4/26/11