

BY-LAWS



PRESBYTERY OF FLORIDA

MAILING ADDRESS

**P. O. Box 7
Chipley, FL 32428**

PHYSICAL LOCATION

**3320 Harmony Rd.
Chipley, Florida**

**850-535-2335 (PHONE]
www.presbyteryofflorida.com-net**

Adopted June 6, 2020; Revised May 2023

June 16, 2020; revised May 2023

TABLE OF CONTENTS

ARTICLE I	THE PRESBYTERY	PAGE 3
ARTICLE II	OBJECT	PAGE 3
ARTICLE III	MEMBERSHIP	PAGE 3
ARTICLE IV	GOVERNMENT	PAGE 3
ARTICLE V	OFFICERS OF PRESBYTERY	PAGE 4
ARTICLE VI	TIME AND PLACE OF MEETINGS	PAGE 5
ARTICLE VII.....	COORDINATING AND PLANNING COMMISSION	PAGE 5
ARTICLE VIII	TRUSTEES	PAGE 5
ARTICLE IX	COMMITTEES	PAGE 6
ARTICLE X	SPECIAL COMMITTEES/COMMISSIONS	PAGE 6
ARTICLE XI	JUDICIAL PROCESS	PAGE 6
ARTICLE XII	STAFF	PAGE 6
ARTICLE XIII	AMENDMENTS	PAGE 6
ARTICLE XIV	SPECIAL RULES OF ORDER	PAGE 7

1
2 **By-Laws of the Presbytery of Florida, Inc.**

3 *ARTICLE I: THE PRESBYTERY*

4 The name of this governing body is the Presbytery of Florida, Inc.

5 The Presbytery of Florida, Inc. shall consist of all congregations governed by the Constitution of the
6 Presbyterian Church (U.S.A.) which are located in the counties of Escambia, Santa Rosa, Okaloosa,
7 Walton, Washington, Bay, Jackson, Calhoun, Liberty, Gulf, Gadsden, Leon, Wakulla, Jefferson,
8 Madison, Holmes, and Franklin, all in the State of Florida.

9 The Presbytery of Florida, Inc. is a presbytery of the Synod of South Atlantic of the Presbyterian Church
10 (U.S.A).

11 The Presbytery was incorporated under the laws of the State of Florida in 1986.

12 *ARTICLE II: OBJECT*

13 "The presbytery is responsible for the government of the church throughout its district, and for assisting
14 and supporting the witness of congregations to the sovereign activity of God in the world, so that all
15 congregations become communities of faith, hope, love, and witness." (*Book of Order*, G-3.0301)

16 *ARTICLE III: MEMBERSHIP*

17 The membership of the council (presbytery) shall consist of all congregations of the Presbyterian Church
18 (U.S.A.) located within the geographical bounds defined by the General Assembly of the Presbyterian
19 Church (U.S.A.), and all Ministers of Word and Sacrament who are continuing members of the
20 presbytery or actively serving in one or more churches in the presbytery.

21 1. In addition, each elder elected moderator or other officer of the presbytery, each elder
22 elected as a member of the Coordinating and Planning Commission (CPC) of presbytery and each
23 elder elected as -general presbyter or associate presbyter (when applicable) and exempt staff (when
24 applicable) shall be enrolled as a member of presbytery for the term of his or her office, whether or not
25 commissioned by his or her session.

26 2. Commissioner Representation

27 Each congregation within the presbytery shall be entitled to one elder commissioner.

28 Congregations with membership over 500 shall be represented as follows:

29 501-1000: 2 elders

1501-2000: 4 elders

30 1001 -1500: 3 elders

2001-2500: 5 elders

31 ~~3. Before the end of each year, the Stated Clerk shall communicate with all resident honorably retired~~
32 ~~ministers allowing them to voluntarily register in writing as "inactive participants" for the purpose of~~
33 ~~determining balance of minister/elders for the next year. Such registration will also excuse them from~~
34 ~~attendance at presbytery meetings for the year.~~

35 3. In determining the parity, those retired ministers who are serving on presbytery committees, on the
36 pulpit supply list or otherwise actively engaged in the activities of the presbytery will be considered
37 'active members' for the purposes of parity.

- 38 4. When the number of resident Ministers of Word and Sacrament entitled to vote in the presbytery is
39 greater than the number of elders so entitled, the presbytery shall have a mechanism in place to create
40 parity~~redress this imbalance~~ annually by ~~providing for the election, appointment, or selection of~~
41 ~~additional elders~~, paying special attention to the concerns of Book of Order (G-3.0103).

42 *ARTICLE IV: GOVERNMENT*

- 43 1. The government of the Presbytery of Florida shall conform to the *Book of Order* of the Presbyterian
44 Church (U.S.A.).
- 45 2. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall be the rules
46 of parliamentary order for the guidance of the Presbytery of Florida in all cases to which they
47 are applicable and in which they are not inconsistent with these bylaws and any special rules of order
48 the presbytery may adopt.
- 49 3. A Manual of Operations (Manual) shall be adopted which establishes the organizational structure of
50 the presbytery for its ministry and mission.
- 51 4. Commissioned ~~Lay Pastors~~ Ruling Elders (CRE) (G-2.1001) assigned to temporary pastoral relations
52 with a particular congregation shall be seated with voice and vote at all presbytery meetings.
- 53 5. Certified Christian Educators/Certified Associate Christian Educators and all other persons
54 employed as Christian educators by churches in the Presbytery of Florida who have at least a B.A. in
55 Christian Education or in a related field, and/or five or more years paid church related Christian
56 Education experience currently employed within a Presbyterian congregation(s) within the bounds of
57 the Presbytery of Florida shall be seated with voice at all presbytery meetings. Any of the above who
58 are elders shall be seated with voice and vote at all presbytery meetings (G-2.1103).
- 59 6. Persons in Certified Church Service (G-2.1102) employed by the presbytery or by any of its member
60 congregations, and past moderators of presbytery may be seated with privileges of the floor at all
61 meetings of the presbytery.
- 62 7. The Presbyterian Women Moderator, the Vice Moderator, and Youth Council members shall have
63 voice on the floor of presbytery.
- 64 8. Floor privileges do not include the right to vote or to make motions. Visitors may be accorded the
65 privilege of the floor when the council (presbytery) so desires.

66 *ARTICLE V: OFFICERS OF PRESBYTERY*

- 67 1. The officers of presbytery shall be a moderator, a vice moderator, a stated clerk, and a treasurer. No
68 one individual shall be elected to serve in more than one office at the same time.
- 69 2 A moderator shall be elected at each fall meeting of the presbytery for a term of one year and shall hold
70 office until a successor is elected. The installation shall occur at the winter meeting of the presbytery.
71 The moderator shall perform such duties as are prescribed by the *Book of Order* and such other duties

72 applicable to the office by the bylaws and Manual of Operations, but he/she may delegate these duties
73 to another person temporarily. Upon completion of the term as moderator, shall serve as chair of the
74 Coordinating and Planning Commission (CPC).

- 75 3. The vice moderator shall be elected at each fall meeting of the presbytery. The vice moderator shall
76 serve as the individual who performs the duties of the moderator should the moderator be unable to
77 fulfill his/her duties. The vice moderator shall attend the OGA moderator training in preparation for
78 servng as moderator at the end of the term of the moderator.
- 79 4. The stated clerk (or co-stated clerks) or assistant clerk, as needed, shall be elected for three-~~year~~
80 termsyear terms by the presbytery upon nomination by the Committee on Presbytery Administration
81 (CPA) at the fall meeting of presbytery. The term of office begins ~~January~~ January 1st. See ~~Appendix~~
82 —Manual of Operations for specific job responsibilities.
- 83 5. The treasurer shall be elected for a three-year term by the presbytery upon nomination by the
84 Committee on Presbytery Administration (CPA) at the fall meeting of presbytery. The term of office
85 begins ~~January~~ January 1st. See ~~Appendix~~ —Manual of Operations for specific job responsibilities.

86 Assistants to the Officers

- 87 1. Assistant treasurer(s). In the exercise of his/her responsibilities the treasurer may recommend, for
88 appointment by the CPC, one or more persons to serve as assistant treasurer(s) with authority to sign
89 checks and other instruments for the withdrawal or transfer of funds within such limits and on such
90 accounts as the treasurer may specify. The assistant treasurer(s) shall be bonded in the same manner
91 as the treasurer.
- 92 2. A parliamentarian shall assist the moderator in the orderly conduct of the business of the council
93 (presbytery). The parliamentarian is appointed by the moderator upon recommendation of the stated
94 clerk.

95 *ARTICLE VI: MEETINGS*

- 96 1. The Presbytery of Florida shall hold stated meetings at least twice each year, shall meet at the
97 direction of synod, and may call special meetings, in accordance with the Manual of Operations (G-
98 3.0304).
- 99 2. A quorum of the presbytery shall be ten Ministers of Word and Sacrament and ten elders, representing
100 at least ten member congregations.
- 101 3. For conducting urgent or time-sensitive business between meetings, the Presbytery of Florida
102 authorizes its committees and commissions to conduct meetings by means of conference telephone or
103 by any means of communication by which all persons participating in the meeting are able to hear one
104 another, and such participation shall constitute presence in person at the meeting. The notice of
105 electronic meeting must be sent a reasonable amount of time prior to the meeting and must provide
106 instructions for participation in the meeting.

107 *ARTICLE VII: Coordinating and Planning Commission (CPC)*

108 ~~A~~The Coordinating and Planning Commission shall have general supervision of the affairs of the
109 presbytery between its stated sessions. It shall perform such duties as are specified in the bylaws and
110 Manual of Operations. The CPC will be composed of the current moderator, past moderator (serving as
111 chair of the CPC), vice moderator, and chairs of the presbytery committees. The stated clerk ~~(ex~~
112 ~~officio)~~, general presbyter ~~(ex officio)~~ and treasurer ~~(ex officio)~~ shall each serve a ex officio members,
113 who. Ex officio members shall have voice without vote.

114 *ARTICLE VIII: TRUSTEES*

115 The members of the Coordinating and Planning Commission (CPC) who are Ministers of Word and
116 Sacrament or elders shall serve as the Trustees of the Presbytery of Florida, Inc. The Board of Trustees
117 shall have such powers as given in the Articles of Incorporation.

118 Each Trustee, Director and Officer of the Corporation now serving and hereafter serving as such may be
119 indemnified by the Corporation by reason of the fact that he/she is or was a director, trustee, officer,
120 employee, or agent of the Corporation or is or was serving at the request of the Corporation as a trustee,
121 director, officer, employee, or agent of another Corporation, partnership, joint venture, trust or other
122 enterprise against all claims and liabilities to the full extent provided by the laws of the State of Florida as
123 amended from time to time.

124 *ARTICLE IX: STANDING COMMITTEES*

125 The presbytery shall establish such standing committees as are necessary to advance its mission and
126 purpose. These standing committees shall be named, and composition and manner of selection described,
127 along with their responsibilities, in the Manual of Operations.

128 *ARTICLE X: SPECIAL COMMITTEES AND COMMISSIONS*

129 Special committees and commissions shall be appointed in accordance with the following provisions:

130 **Investigating Committees:** When an accusation against an individual under the authority of the
131 Presbytery of Florida is received by the stated clerk, the stated clerk will notify the presbytery moderator
132 who, in consultation with the stated clerk and the general presbyter, shall appoint an investigating
133 committee (D-10.0200). If the moderator is unable or unwilling to make appointments, the vice
134 moderator shall designate the committee. Names of the investigating committee shall be given to the
135 presbytery at its next meeting.

136 **Committee of Counsel:** When the stated clerk receives a complaint (D-6.0102; D-6.0202), the stated
137 clerk shall notify the presbytery moderator who, in consultation with the stated clerk and general
138 presbyter, shall appoint three members to serve as a committee of counsel (D-6.0302). If the moderator
139 is unable or unwilling to make the appointments, the vice moderator shall appoint the committee (D-
140 6.0302a). Names of the members of the Committee of Counsel shall be given to the presbytery at its
141 next meeting.

142 **Administrative Commission:** If the Committee on Ministry (COM) of the presbytery deems it wise for
143 an administrative commission to be appointed, they shall, after consultation with the moderator, stated

144 clerk, and general presbyter, recommend such a commission for the presbytery's approval. The purpose
145 and power of such a commission shall also be recommended to the presbytery. (G-3.0109; G-3.0109b)

146 From time to time a particular committee may be given commission authority.

147 *ARTICLE XI: JUDICIAL PROCESS*

148 There shall be a permanent judicial commission of the presbytery which shall fulfill the requirements of
149 the Book of Order (D-5.0000). The commission shall consist of nine members in three classes serving
150 six-year terms, elected by the presbytery upon recommendation by the nominating committee in alternate
151 years as provided in Book of Order (D-5.0102). The moderator, stated clerk, or any member of the staff
152 of the presbytery or the staff of any of its entities shall not serve on the permanent judicial commission.
153 (D-5.0105)

154 *ARTICLE XII: STAFF*

155 Presbytery may employ staff as is required by the mission of the body in accordance with the principles
156 of unity in diversity (F-1.0403), (G-3.0110)

157 *ARTICLE XIII: AMENDMENTS*

158 1. Amendments to the bylaws will be made by the presbytery in a regular stated meeting or a special
159 meeting. The amendments shall be distributed in writing ten (10) days prior to the meeting. .
160 Approval shall require a two-thirds vote.

161 2. Proposed amendments shall be submitted to the stated clerk for counsel and review and posted on the
162 presbytery web-site.

163 3. No rule or policy shall be adopted that is contrary to these bylaws or the *Book of Order* of the
164 Presbyterian Church (U.S.A.).

165 ~~3.~~

166 *ARTICLE XIV: SPECIAL RULES OF ORDER*

167 1. Special rules of order will be provided for in the Manual of Operations.

168 2. To suspend a special rule of order shall require a three-fourths vote of the members present and voting
169 at that time, and such suspension shall apply for that particular meeting only.

MANUAL OF OPERATIONS



Presbytery of Florida

Mailing address:

P. O. Box 7

Chipley, Florida 32428

Physical location:

3320 Harmony Rd., Chipley, FL

850-535-2335 [phone]

844-361-9448 [fax]

www.presbyteryofflorida.comwww.presbyteryofflorida.net

Adopted Dec. 2, 2014

Revised ~~June 2020~~ May 2023

TABLE OF CONTENTS

<u>SECTION I</u>	<u>INTRODUCTION</u>
<u>SECTION II</u>	<u>COORDINATING AND PLANNING COMMISSION (CPC)</u>
<u>SECTION III</u>	<u>TRUSTEES</u>
<u>SECTION IV</u>	<u>PRESBYTERY COMMITTEES</u>
<u>SECTION V</u>	<u>PERMANENT JUDICIAL COMMISSION (PJC)</u>
<u>SECTION VI</u>	<u>COMMITTEE ON BILLS AND OVERTURES (CBO)</u>
<u>SECTION VII</u>	<u>PRESBYTERY MEETINGS</u>
<u>SECTION VIII</u>	<u>STAFF</u>
<u>APPENDIX A</u>	<u>MINOR PERSONS AND VULNERABLE ADULTS PROTECTION POLICY</u>
<u>APPENDIX B</u>	<u>SEXUAL MISCONDUCT POLICIES</u>
<u>APPENDIX C</u>	<u>FINANCIAL POLICIES</u>
<u>APPENDIX D</u>	<u>PERSONNEL POLICIES</u>
<u>APPENDIX E</u>	<u>ELECTED OFFICER POSITIONS</u>
<u>APPENDIX F</u>	<u>HEALTHY CHURCH FRAMEWORK</u>

SECTION I	INTRODUCTION
SECTION II	COORDINATING AND PLANNING COMMISSION (CPC)
SECTION III	TRUSTEES
SECTION IV	PRESBYTERY COMMITTEES
SECTION V	PERMANENT JUDICIAL COMMISSION
SECTION VI	COMMITTEE ON BILLS AND OVERTURES (CBO)
SECTION VII	PRESBYTERY MEETINGS
SECTION VIII	STAFF
APPENDIX A	PERSONNEL POLICIES

APPENDIX B

FINANCIAL POLICIES

APPENDIX C

SEXUAL MISCONDUCT POLICY

APPENDIX D

HEALTHY CHURCH FRAMEWORK

MANUAL OF OPERATIONS FOR THE PRESBYTERY OF FLORIDA

SECTION I – Introduction

VISION STATEMENT

Serve Christ, Love the World

MISSION STATEMENT

We lean forward to embrace change

We strengthen, nurture, and connect congregations

We support and connect elders engaged in pastoral leadership

We inspire members to grow spiritually and model the love of Christ in service and witness

We develop creative outreach and outdoor ministries

Guiding Principles

The *Book of Order* offers the following clarity about the roles of congregations and presbyteries:

- The congregation is the church engaged in the mission of God in its particular context. Through the congregation, God’s people carry out the ministries of proclamation, sharing the Sacraments, and living in covenant life with God and each other. In the life of the congregation, individual believers are equipped for the ministry of witness to the love and grace of God in and for the world. The congregation reaches out to people, communities, and the world to share the good news of Jesus Christ, to gather for worship, to offer care and nurture to God’s children, to speak for social justice and righteousness, to bear witness to the truth and to the reign of God that is coming into the world. *G-1.0101*
- Councils of the church exist to help congregations and the church as a whole to be more faithful participants in the mission of Christ. *G-3.0101*
- The presbytery is responsible for the government of the church throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness. *G-3.0301*

Therefore, the Presbytery of Florida will create and develop structures, programs and relationships that enable congregations and their members to thrive and adapt to the changing needs of their community.

The Presbytery of Florida will ~~carry out the responsibilities as outlined in G-3.0301. respond to its member churches by:~~

- ~~● Helping congregations carry out their ministries~~
- ~~● Assisting congregations to cooperate in mission and ministry that can more effectively be done together~~
- ~~● Providing resources for member congregations~~
- ~~● Supporting the Ministers of Word and Sacrament, Commissioned Lay Pastors and certified Christian educators~~
- ~~● Responding to the changing needs within the presbytery with a commitment to “The church reformed, always to be reformed according to the Word of God” in the power of the Spirit. F-2.02~~

39 **SECTION II – Coordinating and Planning Commission (CPC) (15)**

40 **Membership:** Past ~~Moderator-moderator (Chairchair)~~, ~~Moderator-moderator~~ of ~~Presbytery-presbytery~~,
41 ~~Vicevice-m~~Moderator of ~~Presbytery-presbytery~~, all ~~Presbytery-presbytery Committee-committee Chairs-chairs~~

42 **Purpose:** To provide for strategic planning and to coordinate the work of the presbytery; and to serve as a
43 commission of presbytery to address matters needing immediate attention between presbytery meetings.

44 **Responsibilities:**

- 45 1. Hear and review reports from all presbytery committees.
- 46 2. Oversee the planning and docket of presbytery meetings.
- 47 3. Address matters not listed as a responsibility of any committee.
- 48 4. Nominating to presbytery members of the Committee on Representation and members of the Committee on
49 Nominations, their chairs and vice-chairs.
- 50 5. Engage the presbytery in strategic planning and monitor the alignment of vision and mission in the work of
51 the presbytery.
- 52 6. Oversee the development and training of leadership of presbytery committees.
- 53 7. Act as a commission of presbytery on all matters that are time-sensitive and cannot wait for a presbytery
54 meeting to address and report those actions to the presbytery at the next stated meeting.
- 55 8. Approve minutes of previous meeting of presbytery.
- 56
- 57 [9. Maintain an updated Minor Persons and Vulnerable Adults Protection Policy \(G-3.00106\)](#)

58 **SECTION III - Trustees**

59 The members of the [Coordinating and Planning Commission \(CPC\)](#) who are Ministers of Word and
60 Sacrament or elders shall constitute the Board of Trustees of the Presbytery of Florida, Inc. The
61 moderator and the stated clerk of the presbytery are authorized to execute on behalf of the Trustees any
62 deed or other legal papers relating to property transactions or other corporate matters, when such action
63 has been properly approved by the presbytery or the CPC.

64 **SECTION IV – Presbytery Committees**

- 65 ● **Committee on Congregational ~~Revitalization-Discernment~~ (CCDR)**
- 66 ● **Committee on Dogwood Acres (CDWA)**
- 67 ● **Committee on Educational Resources (CER)**
- 68 ● **Committee on Ministry (COM)**
- 69 ● **Committee on Mission and Outreach (CMO)**
- 70 ● **Committee on New Congregational Development (CNCD)**
- 71 ● **Committee on Nominations (CN)**
- 72 ● **Committee on Preparation for Ministry (CPM)**
- 73 ● **Committee on Presbytery Administration (CPA)**
- 74 ● **Committee on Representation (CR)**

- 75 Quorum for each presbytery committee or commission shall be a majority of its members.
- 76 Each presbytery committee shall establish its own meeting schedule.
- 77 Chairs shall ordinarily submit written reports for inclusion the presbytery meeting docket.
- 78 Presbytery committees are encouraged to create other sub-groups to address specific tasks as needed.
- 79 New committee members' terms begin ~~January-March~~ 1 and ~~the end of December-February~~ 31 of the year
80 appropriate for their class.
- 81 No person shall serve more than six consecutive years on a committee.

82
83 ***Committee on Congregational ~~Revitalization-Discernment~~ (CCDR) (9)***

84 **Membership:** Chair, ~~Vicevice-Chair~~chair, ~~Seven-seven Members~~members-at-~~Large-large~~

85 **Purpose:** To provide processes and support for congregations that have an identified need, willingness, and
86 ability to engage in spiritual and/or programmatic growth which can lead to deeper commitment both within
87 and beyond current membership.

88 **Responsibilities:**

- 89 1. Define types and degrees of congregational redevelopment that might be offered.
- 90 2. Develop and evaluate annually an instrument to assess congregational ability to engage in redevelopment.
- 91 3. Identify congregations, not in pastoral transition, to approach about possible interest in revitalization and
92 renewal.
- 93 4. Develop, train, and maintain Redevelopment Consultants who will work with congregations from assessment
94 through the implementation of a redevelopment plan.
- 95 5. Consult with congregations the committee works with, not released from the property clause, who wish to
96 consider buying, selling, or encumbering property and explain what will be required by the Book of Order and the
97 presbytery.
- 98 6. Review and recommend to [the Committee on Ministry \(COM\)](#) action when a particular congregation the
99 committee is working with, not released from the property clause, requests permission to buy, sell, or encumber any
100 real property.
- 101 7. Consult with COM about any congregation the committee is working with who is interested in pursuing a capital
102 funds campaign for the purpose of acquiring real property.
- 103 8. Develop and maintain procedures for the use of congregational redevelopment funds.
- 104 9. Develop and administer presbytery-wide conferencing related to congregational redevelopment.

105 ***Committee on Dogwood Acres (CDWA) (~~913~~)***

106 **Membership:** Chair, ~~Vicevice-Chair~~chair, ~~7seven11 Members~~members-at-~~Large-large~~

107 **Purpose:** To provide short- and long-term planning, management, development, operations, and programs
108 connected with Dogwood Acres.

109 **Responsibilities:**

110 1. Assess physical needs and prioritize them including maintenance, landscaping, painting, construction, and
111 safety.

112 2. Provide for administrative matters such as a website, print material, thank-you notes, inventories, and
113 assistance to the Dogwood Acres staff.

114 3. Schedule volunteers, promote work days, maintain a volunteer to-do list, recognize volunteer efforts, and
115 track volunteer hours.

116 4. Supervise the Youth Council, provide for student service hours, excite and inspire youth to remain engaged
117 and involved with DWA for a lifetime.

118 5. Provide for summer staff, curriculum, training, scholarships, and program ideas and recruit nurses and
119 chaplains.

120 6. Greet and orient retreat users, market and sponsor retreats, develop how-to information for retreat leaders
121 and potential retreat leaders.

122 7. Raise funds, develop sponsorships, partner with civic groups, scouts, and business groups.

123 ***Committee on Educational Resources (CER) (7)***

124 **Membership:** Chair, ~~Vice~~ Chair, ~~Five~~ five members-at-~~Large~~ large

125 **Purpose:** To provide education and resources in the areas of stewardship, children's ministry, youth and
126 young adult ministry, evangelism, social justice issues, and other areas related to congregational ministry
127 through the use of specialized committees and regional and presbytery-wide training events.

128 **Responsibilities:**

129 1. Develop, train, and oversee committees which specialize in resourcing and training congregations for
130 various ministry needs, e.g. ~~Stewardship~~ stewardship, ~~Evangelism~~ evangelism, etc.

131 2. Develop and administer regional and presbytery-wide conferencing related to congregational ministries.

132 3. Plan and conduct or coordinate with another committee to conduct an educational time at each presbytery
133 meeting.

134 4. Serve as a conduit to congregations for educational information and resources from the denomination.

135 5. Oversee and administer education-related funds of the presbytery.

136 *Committee on Ministry (COM) (15)*

137 **Membership:** Chair, ~~Vice~~Chair, ~~Thirteen~~13 Members-at-~~Large~~large

138 **Purpose:** To fulfill all *Book of Order* and presbytery manual responsibilities related to oversight of and
139 assistance to congregations, Ministers of Word and Sacrament and Certified Christian Educators in their
140 ministry. These responsibilities include all matters related to matriculation of new pastors, periodic visits with
141 sessions and pastors, support for clergy and Certified Christian Educator wellness and professional
142 development, minimum standards for clergy compensation, dissolving pastoral relationships, processes
143 leading to the next pastoral call, and examining ministers for readiness and suitability to receive calls.

144 **Responsibilities:**

145 1. Visit with each session and pastor of the presbytery periodically using a pre-determined schedule.

146 2. Train, oversee, and assign consultants to conduct periodic visits with sessions and pastors.

147 3. Develop, implement, and oversee methods of congregational development and transformation in the
148 churches of this presbytery.

149 4. Counsel pastors and congregations when conflict or dissension has arisen.

151 5. Train, commission, oversee, and evaluate authorized ruling elders (AREs).

152 6. Develop intentional planning for the use of bi-vocational ministers.

153 7. Plan and implement the orientation for pastors new to the Presbytery of Florida.

154 8. Appoint a “Colleague in Ministry” for each newly ordained/first-call pastor.

155 9. Visit regularly and consult with pastors in the Presbytery who are not serving congregations.

156 10. Fulfill the provisions of G-2.0508 relating to validated ministry.

- 157 11. Assist pastors and/or their families in retirement and crisis situations to draw on all available resources,
158 such as Board of Pensions, Medicare, Medicaid, Veterans Administration, Social Security, etc.
- 159
- 160 12. Receive requests for a pastor's and/or certified Christian educator's honorable retirement and plan an
161 appropriate recognition at a presbytery meeting.
- 162
- 163 13. Recommend initiatives to enhance wellness for pastors and Christian educators which include resources
164 and support for sabbaticals, continuing education, and use of career counseling centers.
- 165
- 166 14. Review policies related to ministers and/or certified Christian educators (i.e. parental leave, medical leave,
167 family leave, etc.) and submit recommended changes to the presbytery.
- 168
- 169 15. Review and report to Presbytery annually salaries and other benefits being received by pastors and
170 certified Christian education in the Presbytery. Counsel with sessions, congregations, or other responsible
171 entities in cases where presbytery minimum compensation requirements are not met.
- 172
- 173 16. Recommend to Presbytery minimum compensation and changes therein needed for pastors and Christian
174 educators.
- 175
- 176 17. Review annually sessional records according to Book of Order (G-3.0108) and recommend action to
177 redress whatever a congregation has done contrary to order.
- 178
- 179 18. Conduct examinations of ministers of other denominations and ordained PCUSA pastors who desire to
180 become members of Presbytery of Florida and are not seeking to serve congregations in the presbytery or who
181 are serving in non-called positions such as hospital chaplaincy, camp and conference ministry.
- 182
- 183 19. Review and recommend to Presbytery action when a particular congregation requests permission to sell,
184 mortgage, lease, or otherwise encumber any of its real property or to acquire real property subject to
185 encumbrance or condition.
- 186
- 187 20. Consult with, provide guidelines and procedures for congregations and sessions undertaking capital fund
188 programs and, where appropriate, recommend to Presbytery actions regarding permission to borrow funds
189 requiring the endorsement of Presbytery.
- 190

- 191 21. Guide and approve the formation of larger parishes for cooperative ministry.
- 192 22. Recommend formation and changes in the yoking of congregations.
- 193 23. Consider requests for exemptions that ruling elders and deacons be elected for limited terms of active
194 service.
- 195 24. Find in order calls of other presbyteries issued by congregations to Ministers of Word and Sacrament who
196 are members of Presbytery of Florida before transferring membership.
- 197 25. Receive a report from the Stated Clerk determining the minister members of Presbytery as specified in G-
198 2.0503, reporting to Presbytery before December 31 of each year, and recommending to Presbytery any
199 appropriate actions required by the above provisions and G-3.0307.
- 200 26. Coordinate the annual necrology and written memorials for Ministers of Word and Sacrament and ruling
201 elders.
- 202 27. Approve the renewal of contracts between congregations and persons serving in temporary pastoral
203 relationships including [CLPsCREs](#).
- 204 28. Dissolve the pastoral relationship in cases where the congregation and pastor concur and dismiss Ministers
205 of Word and Sacrament to other presbyteries, with the provision that all such actions be reported to the next
206 stated meeting of the presbytery.
- 207 29. Make provision of a moderator for the session congregations in transition (G-3.0104 and G-3.0201).
- 208 30. Assign liaisons for all congregations seeking pastors, for those seeking additional pastors, and for all
209 congregations whose time of transition includes new models for temporary pastoral services (G-2.0504).
- 210 31. Recommend persons for temporary pastoral relationships.
- 211 32. Review initial temporary pastoral supply contracts between congregations and temporary pastors.

- 212 33. Facilitate and support transitional studies (such as Congregational Assessment Tool or Conversations) in
213 vacant congregations.
- 214 34. Assist and guide pastor nominating committees in their searches for and call of new pastors.
- 215 35. Develop, train, and supervise consultants in conducting transitional studies with congregations in pastoral
216 transition.
- 217 36. Compile, maintain, and make available to each congregation in transition a list of approved pastors,
218 inquirers or candidates, and ruling elders to serve in temporary pastoral relationships (G-2.0504b and G-
219 2.0606).
- 220 37. Maintain and distribute a manual with required forms for the use of pastor nominating committees of
221 congregations in transition.
- 222 38. Consider any requests under the provision of G-2.0504c regarding whether a pastor in a temporary pastoral
223 relationship or an associate pastor is eligible to serve as the next installed pastor, co-pastor, or associate pastor.
- 224 39. Conduct examinations of all candidates for the ordered ministry of Minister of Word and Sacrament who
225 are seeking to receive a call in the Presbytery of Florida (G-2.0607).
- 226 40. Conduct examinations of all ministers who are seeking to receive a call in Presbytery of Florida (G-
227 3.0306).
- 228 41. Make the final determination in reporting on any special needs or conditions (i.e. granting permission to
229 move on the field prior to ordination).
- 230 42. Conduct an examination of anyone who is preaching consistently in the same congregation.
- 231 43. Conduct an examination of anyone from another denomination requesting to be on the Presbytery of
232 Florida pulpit supply list.
- 233 44. Maintain a current list of ministers who have received training in interim ministry.
- 234 45. Manage all Presbytery funds assigned to COM.

235

Committee on Mission and Outreach (CMO) (7)

236

Membership: Chair, ~~Vice~~Chair, ~~Five~~five ~~Members~~members-at-~~Large~~large

237

Purpose: To coordinate local, national, and international mission work through congregations and mission communities by providing information and resources and to oversee and coordinate presbytery-wide mission work.

238

239

240

Responsibilities:

241

1. Receive and discuss reports regularly from all mission communities.

242

2. Communicate with congregations and mission communities regarding general mission opportunities.

243

3. Oversee, staff and receive reports regularly from any presbytery-wide mission endeavors.

244

4. Conduct mission-oriented workshops and mission fairs regularly.

245

5. Inform congregations and mission communities of denominational mission opportunities.

246

6. Provide mission resource materials for congregations and mission communities.

247

7. Oversee and administer mission-related funds of the presbytery.

248

8. Keep an accurate list of all mission activities involving congregations and mission communities.

249

9. Encourage and facilitate the creation of new mission communities around common missional interests.

250

10. Promote ecumenical and international partnerships in mission.

251

Committee on New Congregational Development (CNCD) (7)

252

Membership: Chair, ~~Vice~~Chair, ~~Five~~five ~~Members~~members-at-~~Large~~large

253

Purpose: To formulate and implement a comprehensive plan for location, funding, and development of new congregations and new worshipping communities within the bounds of the presbytery.

254

255

Responsibilities:

256

1. Design and implement a process for determining where and what kinds of congregations or worshipping communities are needed.

258

2. Design and implement a process for determining pastoral leadership for new congregations and worshipping communities.

259

260

3. Design a packet of information and steps useful to those who will be organizing new congregations or worshipping communities.

261

- 262 4. Work with existing congregations and/or individuals who have interest in seeding a new congregation or
263 worshipping community.
- 264 5. Develop and maintain procedures for the use of new congregational development funds.
- 265 6. Oversee new congregational development fund.

266 *Committee on Nominations (CN) (7)*

267
268 **Membership:** Chair, ~~Vice-vice Chair~~chair, ~~Four-four Members~~members-at-Large representing all geographic
269 areas of the presbytery, ~~One-one Liaison~~liaison from the Committee on Representation.

270 **Purpose:** To nominate to Presbytery individuals to serve on presbytery committees, adhering to established
271 norms of committee membership and representation including vacancies, chairs and vice-chairs; and to
272 nominate persons to serve on presbytery's PJC-Permanent Judicial Commission and as commissioners to
273 Synod and General Assembly meetings.

274 **Responsibilities:**

- 275 1. Maintain fair representation from all parts of the presbytery.
- 276 2. Give consideration to the nomination of equal numbers of ministers and laity, both male and female,
277 whenever possible, and meet other requirements for nominating persons to particular responsibilities, as
278 specified in Book of Order (G-3.0103) and (G-3.0111).
- 279 3. Develop and maintain a volunteer service form.
- 280 4. Develop a file of prospective leadership.
- 281 5. Fill vacancies as they occur during the year.
- 282 6. Contact each person for consent prior to nomination.

283 *Committee on Presbytery Administration (CPA) (11)*

284 **Membership:** Chair, Vice Chair, Nine Members-at-Large

285 **Purpose:** To oversee the management of presbytery funds, property, and staff.

286 **Responsibilities:**

- 287 1. Recommend to presbytery a proposed budget.
- 288 2. Review and update all sources of income.
- 289 3. Determine Shared Mission Support (which includes per capita apportionment) for each congregation
290 annually.
- 291 4. Correspond with congregations regarding Shared Mission Support or other matters related to the presbytery
292 budget.
- 293 5. Conduct an annual stewardship campaign.
- 294 6. Communicate with presbytery committees regarding budget matters.
- 295 7. Oversee and administer all funds not assigned to other committees.
- 296 8. Manage all real property belonging to the presbytery.
- 297 [9. Maintain updated financial policies.](#) (
- 298 ~~9~~[10](#). Work with the General Presbyter in overseeing presbytery staff.
- 299 ~~10~~[11](#). Evaluate staff on an annual basis.
- 300 ~~11~~[12](#). Employ non-ordained staff to fill vacancies.
- 301 ~~12~~[13](#). Recommend to presbytery a process for calling ordained staff.
- 302 [14. In the last year of elected staff terms, nominate the incumbent or conduct an open search for a candidate,
303 per Appendix A, Stated Clerk and Treasurer position descriptions](#)
- 304 ~~13~~[15](#). Maintain [updated](#) a personnel policies ~~iesy~~ manual.
- 305 ~~14~~[16](#). Recommend to presbytery compensation for staff on an annual basis.

306 ***Committee on Preparation for Ministry (CPM) (7)***

307 **Membership:** Chair, ~~Vice~~[vice-Chair](#)~~chair~~, ~~Five~~[five Members](#)~~members~~-at-~~Large~~[large](#)

308 **Purpose:** To oversee the care and examination of Commissioned Lay Pastors, Inquirers, and Candidates for
309 Ministry, inform sessions of the process for CLPs, inquiry and candidacy, and conduct examinations of
310 candidates seeking calls within the bounds of this presbytery.

311 **Responsibilities:**

- 312 1. Provide effective means of testing and validating the calls of those seeking to become a Minister of Word
313 and Sacrament or [CLPCommissioned Ruling Elder \(CRE\)](#).
- 314 2. Provide potential ministers and potential [CLPs-CREs](#) with nurture, guidance, and oversight.
- 315 3. Bring to active candidacy those with appropriate abilities and gifts.
- 316 4. Review and act on all applications that are a part of the CPM or [CLP-CRE](#) processes and add or remove
317 applicants from the presbytery's roll of [CLPsCREs](#), inquirers, and candidates and the Online Inquirer &
318 Candidate Management System through the Mid Council Ministries of the Office of the General Assembly,
319 with the CPM, making a full report to presbytery concerning these actions.
- 320 5. Approve or disapprove, in consultation with an applicant, inquirer, or candidate, seminaries not related to
321 the Presbyterian Church (U.S.A.) but accredited by the Association of Theological Schools, that are
322 appropriate for that individual's academic and professional preparation as a minister.
- 323 6. Approve or disapprove all CPE and/or supervised ministry placements and receive any and all reports,
324 evaluations, etc., associated with these activities.
- 325 7. Approve or disapprove any and all requests to take an ordination exam or exams by other accommodations.
- 326 8. Oversee and administer presbytery funds related to Inquirers and Candidates.
- 327 9. Recruit, enroll, and support those Ministers of Word and Sacrament and Ruling Elders to be Ordination
328 Exam Readers, in accordance with the requests and policies of The Presbyteries' Cooperative Committee on
329 Examinations for Candidates (PCC) and the Assistant Stated clerk for Preparation for Ministry in the Office of
330 the General Assembly.

331 ***Committee on Representation (CR) (4)***

332 **Membership:** Chair, [Vicevice-Chairchair](#), [Two-two Membersmembers](#)-at-l~~l~~arge

333 **Purpose:** To advise the Presbytery with respect to membership of its committees and to the employment of its
334 personnel per Book of Order G-3.0103.

335 **Responsibilities:**

- 336 1. Advise the presbytery with respect to membership of its committees in fulfillment of G-3.0103.
- 337 2. Advise the presbytery with respect to personnel employments in fulfillment of G-3.0103.
- 338 3. Appoint a liaison to work with the Committee on Nominations.
- 339 4. Appoint a liaison to work with the Committee on Administration regarding personnel matters.

340 ***SECTION V - Permanent Judicial Commission [\(9\)](#)***

341 The presbytery shall elect a Permanent Judicial Commission in accordance with *D-5.0000* – 9 members

342 **Membership:** Commission ~~Moderator~~ *moderator*, Commission ~~Clerk~~ *clerk*, ~~Seven~~ *seven* ~~Members~~ *members* -at-
343 ~~Large~~ *large* composed of an equal number of ministers and elders plus one of either, with no more than one
344 elder member from any one constituent congregation (D-5.0000)

345 **Purpose:** To provide the means by which the presbytery exercises discipline within the context of pastoral
346 care and oversight of congregation members and minister members of presbytery, to be accomplished after a
347 due process or hearing of complaints against the presbytery or allegations of offense against individual
348 members.

349 **Responsibilities:**

- 350 1. Function in accordance with the provisions of the Rules of Discipline found in the *Book of Order*
- 351 2. Act as a court of appeal for sessions
- 352 3. Exercise original jurisdiction in disciplinary cases against minister members of the presbytery

353 ***SECTION VI - Committee on Bills and Overtures (CBO)***

354 The committee is appointed by the moderator annually.

355 The committee is responsible for but not limited to:

- 356 ● Present the overture or resolution to the presbytery as submitted and make a recommendation to
357 approve, amend or not approve the overture or resolution.
- 358 ● Hold a presentation on the proposed amendments to the constitution in order to present information
359 relative to them so commissioners voting on them can make an informed decision when voting.
- 360 ● At the presbytery meeting when the amendments are being considered, make a recommendation to
361 approve or not to approve.

362 ******NOTE: OVERTURES MUST BE IN THE HANDS OF THE STATED CLERK AT LEAST***
363 ***28 DAYS PRIOR TO THE MEETING OF THE PRESBYTERY AT WHICH THEY ARE TO BE***
364 ***CONSIDERED.***

365 ***SECTION VII– Presbytery Meetings***

366 **Time and Place of Meetings**

367 Presbytery will meet a minimum of three times per year (a Winter meeting, Spring meeting, and
368 Fall meeting). -The Coordinating and Planning Commission (CPC) ~~CPC~~ will set the dates for the
369 coming year to be announced at the last meeting of the year. The Coordinating and Planning

370 ~~Commission (CPC)~~ CPC may order a different date for a stated meeting, but only for that single
371 meeting on that particular occasion.

372 Each stated meeting shall begin at 9:00 a.m. Central Time, with the place to be determined by the
373 Coordinating and Planning Commission (CPC). The time of adjournment shall be when all
374 business on the docket has been concluded.

375 The moderator of presbytery shall call a special meeting at the request, or with the concurrence, of
376 two (2) ministers and two (2) elders, with all being of different congregations. Should the
377 moderator be unable to act, the vice moderator shall, under the same conditions, issue the call.
378 Notice of a special meeting shall be sent not less than ten (10) days in advance to each minister
379 and to the session of every congregation. The notice shall set out the purpose of the meeting, and
380 no other business than listed in the call shall be transacted.

381 **Presbytery Meeting Planning**

382 The stated clerk, ~~general presbyter, moderator, vice moderator~~ and ~~chair of~~ CPC shall plan each
383 regular meeting of the presbytery. The docket will include sections for ~~f~~Fellowship (ordinarily
384 registration/morning coffee and lunch), ~~w~~Worship, ~~p~~Partner and ~~Ministry-ministry Reportsreports,~~
385 ~~and and~~ Educationeducation.

386 **Special Rules of Order**

387 Specific times shall be allotted by the Coordinating and Planning Commission (CPC) for each
388 business item and for committee reports ~~by the Coordinating and Planning Commission (CPC)~~ for
389 each stated meeting.

390 Motions and amendments from the floor must be submitted in writing to the stated clerk.

391 In debate on motions, speakers ordinarily shall be limited to three (3) minutes on all issues for
392 discussion / action, with speakers alternating between those for / against the motion.

393 ~~Committee chairs who are not Ministers of Word and Sacrament or elders shall have privilege of~~
394 ~~the floor, but not vote, during presbytery meetings, unless elected by their session as voting~~
395 ~~representatives to the meeting.~~

396 **Moderator-appointed Committee Members**

397 The moderator shall appoint:

- 398 ○ Members of the Committee on Bills and Overtures
- 399 ○ Tellers for specific meetings (upon recommendation by the stated clerk)
- 400 ○ Parliamentarian (upon recommendation by the stated clerk)

SECTION VIII– Staff

401

402
403
404
405

The presbytery may employ such staff as necessary to carry out its functions, as recommended by the Committee on Presbytery Administration (CPA) and provided for by the presbytery annual budget. All staff shall carry out those tasks and responsibilities contained in the position description developed by the Committee on Presbytery Administration (CPA).

406
407
408

If the general presbyter is a Minister of Word and Sacrament, employment shall be by a call and vote of the presbytery. If the general presbyter is a ruling elder, employment shall be by vote of the presbytery.

409
410
411
412

The general presbyter shall serve as an ex-officio member, with voice and without vote, on all presbytery committees. Other persons called and elected by the presbytery shall serve only as advisory members to the committees of presbytery. No staff member shall be an elected member on any presbytery ~~committee~~.~~team~~.

- 35 4. All those who work with minors/vulnerable adults paid, contracted, or volunteer, must participate in
36 training sometime within the year prior to the event. The training is to be provided by the Presbytery
37 of Florida through its appropriate committee and shall cover this protection policy thoroughly as
38 well as methods of abuse prevention and a detailed plan of reporting. Outside experts may be
39 contracted to provide these trainings. These trainings shall further cover:
- 40 • What constitutes minor/vulnerable adult abuse and neglect.
 - 41 • How to recognize signs and symptoms of abuse and neglect.
 - 42 • Definitions of abuse and reporting.
 - 43 • Mandatory criminal background checks and the security of those files.
 - 44 • Explanation of the importance of the application and screening processes.
 - 45 • Appropriate boundaries with minors, especially regarding adult-to-minor ratios, transportation,
46 and use of technology.
 - 47 • If an overnight event is planned, discussions of boundaries involving appropriate sleeping
48 arrangements and restroom/shower facilities use shall be discussed.
 - 49 • At least one volunteer or paid staff member working directly with event participants must be
50 certified in first aid and CPR.
 - 51 • Other related topics.
- 52 5. No person may serve as a minor/vulnerable adult worker who has a conviction on his/her record of
53 certain felonies or misdemeanors, including, but not limited to, any of the following:
- 54 • Criminal homicide;
 - 55 • Aggravated assault;
 - 56 • Crimes related to the possession, use, or sale of drugs or controlled substances;
 - 57 • Sexual abuse;
 - 58 • Sexual assault;
 - 59 • Incest;
 - 60 • Indecency with a youth;
 - 61 • Inducing sexual conduct or sexual performance of a minor or vulnerable adult;
 - 62 • Possession or promotion of child pornography;
 - 63 • The sale, distribution, or display of harmful material to a minor;
 - 64 • Abandonment or endangerment of a minor or vulnerable adult;
 - 65 • Any crime that involves abduction, kidnapping, or unlawful restraint;
 - 66 • Public lewdness or indecent exposure;
 - 67 • Any crime that involves sexual misconduct or sexual abuse, particularly if it involves misconduct
68 or abuse with a minor;
 - 69 • Any crime that involves misuse of technology for sexual purposes, such as collecting or
70 distributing photographs of minors who are naked or in sexual or inappropriate poses (child
71 pornography);
 - 72 • Any crime that involves the use of force, such as assault or endangerment;
 - 73 • Any crime that involves drinking and driving, such as driving while intoxicated.

74 In addition, if any council (as defined in the latest version of the *Book of Order* Part 2 of the
75 Presbyterian Church (U.S.A.) of the Presbytery of Florida is aware that one who wishes to work with
76 minors/vulnerable adults has a prior conviction for one of the aforementioned crimes or a related crime,
77 that person shall automatically be ineligible to serve.

78 **PAID OR VOLUNTEER COUNSELORS**
79 **AT DOGWOOD ACRES**

80 Briefly, the State of Florida says: Personnel for the purposes of screening for summer day camps and
81 summer 24-hour camps includes owners, operators, employees, and volunteers working in summer day
82 camps and summer 24-hour camps providing care for children. Volunteers who assist on an intermittent
83 basis for less than 10 hours per month do not need to be screened if a person who meets the screening
84 requirement is always present and has the volunteer in his or her line of sight.

85 An employer may not hire, select, or otherwise allow an employee to have contact with any vulnerable
86 person that would place the employee in a role that requires the background screening.

87 There are two levels of screening – Level 1 and Level 2

88 Level 1 Background Screening requires an employment history check, statewide criminal
89 correspondence checks through the Florida Department of Law Enforcement (FDLE) (name-based
90 check), and a check of the Dru Sjodin National Sex Offender Public Website and may include local law
91 enforcement checks.

92 Level 2 Background Screening requires fingerprinting for statewide criminal history checks through
93 FDLE and national criminal history checks through the Federal Bureau of Investigation (FBI), and may
94 include local law enforcement checks.

95 For further explanation of background screening requirements for persons who wish to work as a camp
96 counselor for remuneration or as a volunteer at Dogwood Acres, please refer to those stated at:

- 97 • https://www.myflfamilies.com/programs/backgroundscreening/faqs_camps.shtml, (The Florida
98 Department of Children and Families); and
- 99 • The State of Florida statutes found in Title XXXI (Labor), Chapter 435, under Employment
100 Screening, and related references.

101 The level of interaction with minors and vulnerable persons will determine whether a Level 1 or Level 2
102 Background Screening is required.

103 The level of interaction with minors and vulnerable persons, and the type of engagement as a paid or
104 volunteer staff person will determine whether a Level 1 or Level 2 Background Screening is required.

105 **EXPECTATIONS FOR PERSONS WORKING WITH**
106 **MINORS, AND/OR VULNERABLE ADULTS**

107 It is the policy of the Presbytery of Florida to provide events free of any form of sexual abuse and
108 misconduct, including sexual intimidation by any volunteer or Presbytery employee contacts. Sexual
109 abuse and misconduct, in any form, is unacceptable behavior and is subject to disciplinary action.

110 Sexual abuse and misconduct includes, but is not limited to, unwelcome and unsolicited sexual
111 advances, requests for sexual favors, discriminatory torment based on gender or sexual preference, and
112 other undesirable verbal, visual, or physical conduct of a sexual nature, manifested in person or via one
113 (1) or more types of electronic media.

114 In particular, sexual abuse and misconduct has occurred if:

- 115 • submission to any kind of sexual abuse and misconduct is an explicit or implicit term or condition
116 of participation in an event;
- 117 • submission to, or rejection of, sexually harassing behavior is used as the basis of employment or
118 other personnel decisions affecting the recipient of the behavior;
- 119 • Sexual abuse and misconduct has the purpose or effect of unreasonably interfering with the
120 recipient's participation in an event or creating an intimidating, hostile, or offensive environment.

121 Any Presbytery employee or volunteer who believes, in good faith, that there has been a violation of this
122 policy should report the perceived violation as soon as possible. If the perceived violation occurs during
123 a Presbytery sponsored event, the matter must be reported to the coordinator of the event. If the event is
124 sponsored by the Committee for Dogwood Acres, the Director of Dogwood Acres, the CDWA Chair, or
125 a member of the CDWA Personnel Team must be contacted as soon as possible. Every complaint
126 received by any one of these persons must be immediately communicated to the Stated Clerk and
127 General Presbyter for action in accordance with the Presbytery's policy and procedures on sexual
128 misconduct.

129 **MANDATORY EVENT RULES FOR WORKING WITH** 130 **MINORS AND VULNERABLE ADULTS**

131 The Presbytery of Florida shall ensure that the following measures be in place and actions taken for each
132 event or activity of the Presbytery involving minors and/or vulnerable adults.

133

- 134 1. Supervision: There will always be one (1), and when feasible two (2) adult workers present in
135 groups of minors and vulnerable adults.
- 136 2. Ratios: It is preferable that the adult to minor ratio for events is 2:17. There shall also be one adult
137 of each gender when there is more than one gender in a group. Only in emergency situations may
138 the ratio and gender diversity be compromised.
- 139 3. View windows and open doors: When minors and adult workers or volunteers are in a room, if the
140 door is closed, the door must have a view window installed. If no view window is installed in the
141 door, the door must remain open at all times.
- 142 4. Adult workers/caregivers should respect the privacy of the minors to whom they provide care.
143 Responsible use of digital devices and cell phones is required in all situations (e.g. Taking age-
144 appropriate photographs and movies, not taking photographs of minors who are not fully clothed).
145 Adults and minors are required at all times to wear appropriate attire. Training is to be provided to
146 understand age-appropriate behaviors that need to be reported to a caregiver or leader of the event.
- 147 5. All volunteers and employees at any Presbytery of Florida sponsored event must also abide by a
148 code of conduct that emphasizes the following prohibited behaviors. Some of these prohibited
149 behaviors include but are not restricted to:
 - 150 a. Display of sexual affection toward a minor/vulnerable adult.
 - 151 b. Use of profanity.
 - 152 c. Discussion of sexual encounters with or around minors/vulnerable adults or in any way
153 involving minors/vulnerable adults in personal problems or issues.
 - 154 d. Dating or becoming "romantically" involved with minors or vulnerable adults.

- 155 e. Using or being under the influence of alcohol or illegal drugs in the presence of minors or
156 vulnerable adults.
- 157 f. Possessing sexually oriented materials – including printed or online – at such an event.
- 158 g. Telling a minor to keep something secret told to the minor.
- 159 h. Staring at or commenting on others’ bodies.
- 160 i. Initiating inappropriate or unapproved electronic communication with minors/vulnerable
161 adults.
- 162 j. Working one-on-one with minors/vulnerable adults in a private setting.
- 163 k. Abusing minors/vulnerable adults in anyway, including (but not limited to) the following:
- 164 1) Physical abuse: hit, spank, shake, slap, unnecessarily restrain.
- 165 2) Verbal abuse: degrade, threaten, or curse.
- 166 3) Sexual abuse: expose oneself, or engage in sexually oriented conversations.
- 167 4) Shame, humiliate, act cruelly toward others.
- 168 5) Neglect: withhold food, water, shelter.
- 169 l. Permitting minors/vulnerable adults to engage in hazing, bullying, derogatory name-calling,
170 ridicule, humiliation, or sexual activity.

171 **ALLEGATION REPORTING**

- 172
- 173 • All adults working with minors and/or vulnerable adults are to be completely familiar with the
174 procedures for reporting alleged abuse. Please see
175 <https://www.flsenate.gov/Laws/Statutes/2018/39.201> for State of Florida mandates for reporting
176 allegations of abuse.
- 177 • Anyone aware of inappropriate contact involving a minor or vulnerable adult regardless of where
178 the conduct occurred, must immediately report the questionable activity to the event coordinator.
- 179 • If an incident is witnessed or reported, that person should first secure the safety of the
180 minor/vulnerable adult. The minor or vulnerable adult should not be left alone.
- 181 • The coordinator is to immediately notify the General Presbyter, who will then notify the Stated
182 Clerk.
- 183 • The person initially contacted by the alleged victim, or who observed the offense, should
184 immediately fill out a written report verbatim.
- 185 • The Presbytery will have available a list of agencies to be contacted which will also contain the
186 Abuse Hotline number of 1-800-252-5400.
- 187 • The event coordinator shall have “Incident Report” forms available at the event.
- 188 • If an accusation by one attending a Dogwood Acres camp or conference is made after the camp
189 season is over, it shall be directed to the Director of Dogwood Acers, and the chair of CDWA, who
190 will then report to the General Presbyter.

191 **RESPONDING TO ALLEGATIONS**

192 A response team (trained and available through the Committee on Ministry), shall be initiated by the
193 General Presbyter. This team will then follow its prescribed responsibilities. (See COM Handbook,
194 latest version.)

195 *Approved for use by the Presbytery by the Coordinating and Planning Commission May 14, 2020*

1 **PRESBYTERY OF FLORIDA**
2 **REVISED SEXUAL ABUSE AND MISCONDUCT GUIDELINES**
3 Adopted 10/22/96, Amended 2/14/98 and Revised 10/13/12 and 1/26/13

4 **SECTION I – INTRODUCTION**

5
6 The Presbytery of Florida, Inc. [hereafter, the Presbytery] recognizes and affirms that all church members,
7 officers, nonmember employees, and volunteers of governing bodies and entities of the Presbyterian Church
8 (USA) [hereafter, PC (USA)] are to maintain the Church’s integrity at all times. Sexual abuse and misconduct
9 is not only a violation of the principles set forth in Scripture, but also of the ministerial, pastoral, employment,
10 and professional relationship with the Church. It is never condoned. The Presbytery adopts the following
11 guidelines for defining sexual abuse and misconduct establishing orderly procedures for dealing with
12 allegations and accusations of sexual abuse and misconduct by those persons who are subject to its jurisdiction.
13 Also, the Presbytery adopts these guidelines in the hope that Sessions of the Presbytery will use them as a
14 model or standard for developing their own particular definitions and procedures for dealing with allegations
15 and accusations of sexual abuse and misconduct by those persons who are subject to the local Session's
16 jurisdiction.

17 **SECTION II – STANDARDS AND DEFINITIONS**

18 **A. Standards of Conduct and Definitions:**

- 19 1. Sexual abuse and misconduct within the church violate the role of those called to ordered ministry,
20 employees, volunteers, counselors, supervisors, teachers, and advisors of any kind who are called
21 upon to exercise integrity, sensitivity, and caring in a trust relationship. Sexual abuse constitutes a
22 misuse of authority and power that breaches Christian ethical principles by misusing a trust relation
23 to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner.
- 24 2. Sexual Abuse is the comprehensive term used in these guidelines to include:
- 25 a. **Child Sexual Abuse**, which includes, but is not limited to, any contact or interaction between a
26 child and an adult when the child is being used for the sexual stimulation of the adult person or
27 of a third person. The behavior may or may not involve touching. Sexual behavior between a
28 child under the age of 18 and an adult is always considered forced whether or not consented to
29 by the child.
- 30 b. **Sexual Harassment**, which is unwelcome sexual advances, requests for sexual favors, and other
31 verbal or physical conduct of a sexual nature when:
- 32 • Submission to such conduct is made either explicitly or implicitly a term or a condition of an
33 individual's employment or their continued status in an institution;
 - 34 • Submission to or rejection of such conduct by an individual is used as the basis for
35 employment decisions affecting such individual; or
 - 36 • Such conduct has the purpose or effect of unreasonably interfering with an individual's work
37 performance by creating an intimidating, hostile, or offensive working environment.
- 38 c. **Sexual Malfeasance**, which is sexual conduct within a ministerial relationship (e.g., clergy with
39 a member of the congregation) or professional relationship (e.g., lay employee with a church
40 member or general presbyter with a committee member who may be a lay person, a minister, or an
41 elder). If the parishioner, student, client, or employee initiates or invites sexual content in the
42 relationship, it is the responsibility of the pastor, counselor, officer, or supervisor to maintain the
43 appropriate role and prohibit a sexual relationship. This definition is not meant to cover

1 relationships between spouses, nor is it meant to restrict church professionals from having normal,
2 mutual, social, intimate, or marital relationships.

3 d. **Rape or Sexual Battery**, which is sexual contact by force, threat, or intimidation.

4 e. **Sexual Misconduct**, which is offensive, obscene, suggestive language, or behavior that involves
5 unwelcomed touching or fondling that is injurious to the physical or emotional health of another
6 when committed by a person in a position of trust constituting a breach of that trust.

7 SECTION III – REPORTING REQUIREMENTS

8 A. Expectations and Reporting:

- 9 1. The Presbytery regards any allegation of sexual abuse as a grave matter. In responding to
10 allegations of sexual abuse, the Church should seek healing and should assure the protection of all
11 persons. To the maximum extent possible, the privacy of persons should be respected and
12 confidentiality of communications guaranteed.
- 13 2. The PC (USA) assures all persons of fair procedures in the disciplinary process through the
14 provisions of the *Book of Order* from the Rules of Discipline. These procedures should be referenced
15 and available throughout the handling of the allegations even before the initiation of formal
16 proceedings.
- 17 3. The Presbytery will treat any written statement alleging sexual abuse as initiating a disciplinary case
18 and will respond according to procedures provided in the Rules of Discipline from the *Book of*
19 *Order*. Certain kinds of cases may require special handling, such as those involving accusation of
20 child abuse or in situations where more than one governing body of the PC (USA) is involved.
- 21 4. Mandatory Reporting (G-4.0302): “Any member of this church engaged in ordered ministry and any
22 certified Christian educator employed by this church or its congregations, shall report to
23 ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the
24 physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental
25 capacity when (1) such information is gained outside of a confidential communication as defined in
26 G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3)
27 she or he reasonably believes that there is risk of future physical harm or abuse.
28

29 SECTION IV – PASTORAL RESPONSE TEAM

30 A Presbytery Pastoral Response Team (PRT) shall be established to assure that a caring response is made to all
31 allegations of sexual abuse in the Presbytery. The team shall be responsible to all persons who are affected by
32 an alleged incident of abuse. Its responsibilities include needs assessment and the identification and
33 coordination of resources.

34 **1. Composition of the Pastoral Response Team:** The PRT shall consist of three to five persons,
35 diverse as to gender and reflective, at least to some extent, of the ethnic background of both the
36 accuser/victim and the offender. The membership shall wherever possible reflect professional
37 expertise and/or extensive experience in the following areas:

- 38 a. Psychological counseling, with particular experience in the area of sexual abuse and its
39 aftermath, as well as pastoral care.
- 40 b. Child advocacy.
- 41 c. Conflict management and resolution, particularly in the religious community setting.

1 All members of the PRT shall be members of The Presbyterian Church (U.S.A.) and familiar with its
2 policies and procedures, particularly in the area of sexual abuse. Members of a specific team shall
3 not be members of the congregation in which an allegation arises. Presbytery executive staff
4 members shall be prohibited from membership on the PRT.

- 5 **2. Sources of members for the Pastoral Response Team:** The Committee on Ministry (COM) shall
6 maintain a list of persons who meet the above qualifications and who are willing to serve as needed.
7 Members shall serve no less than three years in staggered terms and will be oriented to these
8 guidelines by the COM.

9 When a PRT is needed, it shall be appointed from the list by the chairperson of the COM within five
10 days. The members of each specific PRT shall elect their own chairperson. Administrative costs for
11 the PRT shall be borne by the Presbytery.

- 12 **3. Task of the Pastoral Response Team:** The task of the PRT is to insure, insofar as it is possible,
13 that competent pastoral care is offered to all persons involved when there is an allegation of sexual
14 abuse. Normally, that would involve oversight and referral by the team.

- 15 **4. Provision of Intensive Pastoral Care:** It is the general policy of the Presbytery that provision of
16 intensive pastoral care in these situations is best rendered by someone relatively distant from the
17 situation and by someone who, by reason of training and experience, is competent to deal with the
18 complexities of such situations. If persons involved in an instance of alleged sexual abuse are
19 insistent that the local pastor is the one to offer intensive pastoral care, or if the local pastor is
20 insistent that the provision of such pastoral care is his/her prerogative, then the PRT would take care
21 to monitor the situation. In such cases, the local pastor should have ongoing and regular supervision
22 of his/her work by a professional recognized by the Board of Pensions as competent to offer
23 psychotherapy to members of the Benefits Plan (i.e. psychiatrist, clinical psychologist, clinical social
24 worker, or Fellow in the American Association of Pastoral Counselors).

- 25 **5. Tenure of the Pastoral Response Team:** A PRT will disband on its own initiative when, in its
26 judgment, the need for its care is ended and will so inform the Committee on Ministry. If in the
27 judgment of the PRT its continued existence is necessary beyond six (6) months, the PRT will
28 petition the Committee on Ministry for a six (6) months extension of its mandate.

- 29 **6. Media Contact with the Pastoral Response Team:** Questions from the media shall not be
30 addressed by any member of the PRT. Any inquiries from the media regarding an incident of sexual
31 abuse are to be directed to a designated official of the Presbytery.

32 APPENDIX

33 GLOSSARY

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

35 **Accuser/Victim** is a term used to represent the person claiming knowledge of sexual misconduct by a person
36 covered by these guidelines or a person claiming to have been abused by a person covered under this policy. A
37 person such as a family member, friend, or colleague may be the accuser.

- 1 **Church** when spelled with the initial capitalized refers to the Presbyterian Church (U.S.A.). Church when
2 spelled with the initial in lowercase refers to a local church. The word congregation is used loosely for
3 members and participants.
- 4 **Employee** is the comprehensive term used to cover individuals who are hired or called to work for the Church
5 for salary or wages.
- 6 **Entity** is the term used to refer to any program or office managed by a board, committee, council, or other body
7 whose membership is elected by the Presbytery.
- 8 **Inquiry** is the term used in the Rules of Discipline to determine whether charges should be filed based upon
9 allegations of an offense received by a governing body (Cf. D-10.0201).
- 10 **Pastoral Response Team** is a body constituted by the Presbytery to facilitate the process of providing a
11 pastoral response to allegations of sexual abuse by persons covered under these guidelines. The structure and
12 function of the PRT are detailed in Section IV of this report.
- 13 **Persons Covered** by this policy include church members, church officers, ministers, and nonmembers who are
14 employees or volunteers under the supervision of the Presbytery or its entities, including those who are accused
15 of sexual abuse under circumstances in which (1) access to the accuser/victim is related to some form of service
16 to or appointment by the Presbytery or its entities or (2) sexual abuse in a non-church-related setting which
17 raises questions of character for the Church.
- 18 **Reasonable Suspicion** is a subjective criterion that refers to a belief or opinion based on facts or circumstances
19 of sexual abuse that are sufficient enough for a prudent person to want to inquire further, to take protective
20 action, or report to authorities.
- 21 **Response** is the action taken by the Presbytery or entities when a report of sexual misconduct is received. It
22 may include (1) inquiry into facts and circumstances, (2) possible disciplinary action (administrative or judicial
23 or both), (3) pastoral care for accuser/victims and their families and others, and (4) pastoral care and
24 rehabilitation for the accused and care for their families.
- 25 **Volunteer** is the term used for those who provide services for the Presbytery and entities of the Church and
26 receive no benefits or remuneration. Volunteers include persons elected or appointed to serve on boards,
27 committees, and other groups. For purposes of these guidelines, volunteers are treated the same as employees.
28 Liabilities of the Presbytery or its entities may be the same for volunteers as for employees.

PRESBYTERY OF FLORIDA, INCORPORATED
FINANCIAL POLICY

I. Functions: With the Committee on Presbytery Administration's approval, the Presbytery shall employ a part-time accountant for bookkeeping services. The accountant shall provide regular financial statements to the Committee on Presbytery Administration, to mission/ministry chairs and to churches in such form as approved by the Committee on Presbytery Administration.

II. **Internal Controls:**

A. **Receipts:** All remittances to Presbytery shall be received by a staff member approved by the treasurer. That staff member shall record the source and amount of all receipts, be responsible for the safekeeping and prompt deposit in the appropriate account and transmit the deposit amount and source to the accountant. Whenever cash is received, a written acknowledgement is to be issued by the person receiving those monies and either given to the person giving such monies or sent by mail. The accountant then shall be responsible for the proper accounting for all such funds received. Undesignated gifts to the Presbytery shall be utilized in a manner to be determined by the Committee on Presbytery Administration. Bank reconciliation will be done monthly by the accountant and subsequently reviewed by the general presbyter. The treasurer shall be responsible for checking to ascertain that all funds received are properly deposited and accounted for at least monthly.

B. **Expenditures:** All expenditures shall be validated by at least two authorized signatures: one on the check and a different signature on the authorizing voucher or by committee minutes. The authorized signature(s) on a check is(are) that of the general presbyter, presbytery administrator and a member of the Committee on Presbytery Administration so designated by the Committee, and the treasurer. An authorized signature on a voucher may be by the appropriate presbytery committee chair or staff person. Approval of vouchers and signatures on the checks shall be based on funds being available, the expenditure being for a valid Presbytery purpose, and the expenditure being charged to the proper account in the budget approved by Presbytery. In no case shall a check issued to an individual be signed by that same individual. All checks over three thousand dollars (**\$3,000**) are to have two (2) authorized signatures, one of them to be either that of the treasurer or of the general presbyter.

In addition to the above approvals, the treasurer and general presbyter will review monthly all credit card payments and all payments to third parties which specifically benefit a single staff member (i.e. travel, in-service education, etc.). Any item which in the treasurer's judgment cannot be justified as a legitimate Presbytery expense shall be referred to the appropriate committee for review by the treasurer. If it is not deemed to be a legitimate expense, it shall be reimbursed to the presbytery by the purchaser, unless subsequently approved by Committee on Presbytery Administration.

The accountant shall regularly provide to each team chair a report of all individual expenditures charged to the budgetary accounts of that team.

Checks shall be written for signature by the accountant as needed, with payroll checks being written twice monthly, just prior to the 15th and the last day of each month. Checks may be issued at other times in emergencies or to preserve discounts and avoid penalties, only with specific approval of the treasurer or general presbyter.

C. **Credit Cards:** The treasurer, with approval of the Committee on Presbytery Administration, may obtain and issue to appropriate staff credit cards, which are to be used only for

44 legitimate presbytery business. All credit card purchases shall be documented by a cash register
45 receipt, showing the exact item purchased, as well as by the credit card sales slip, and shall be further
46 documented to show the Presbyter activity for which the item is purchased and the account number
47 to which it is to be charged.

48 D. **Bank Statements:** The monthly bank statements are reconciled and reviewed by the
49 Treasurer.

50 E. **Cash Transfers:** All cash transfers of funds must have the approval of the treasurer
51 and one other designated signature.

52 III. **Other Safeguards:**

53 A. **Audit:** The Committee on Presbytery Administration shall be responsible for a
54 financial review of all Presbytery funds as provided in The Book of Order.

55 B. **Bond:** The funds of Presbytery shall be protected by a blanket bond in the amount of
56 \$25,000 per occurrence.

57 IV. **Fund Accounting:** All monies received by Presbytery shall be deposited into and accounted for either
58 in the Operating Fund, or in a designated Fund established by Presbytery Committee, in coordination
59 with the Committee on Presbytery Administration to be used for specific purposes. These designated
60 funds, except per capita assessments which shall be received and accounted for, shall be continued
61 from year to year. Up to \$500 may be expended from a designated fund between meetings of
62 Presbytery upon approval of the Committees who are responsible for the activity or program for
63 which such a fund was established. Expenditures of designated funds in excess of \$500 but under
64 \$2,000 shall be approved by the treasurer, and anything over \$2,000 shall be approved by the
65 Coordinating and Planning Commission. All expenditures of designated funds shall be reported
66 to the Presbytery at the next stated meeting of Presbytery.

67 V. **Presbytery Operating Budget Funds:** Purpose: to underwrite the annual budgeted program of the
68 Presbytery of Florida. Funds are disbursed on authority of the treasurer for line items in the annual
69 Budget.

70 VI. **Designated Funds:** The following are existing designated funds as of February 22, 2016. All funds
71 are subject to limitations and restrictions found in "III. C. Safeguards – Fund Accounting" above.

72 All requests for the solicitation of designated funds shall be submitted to, and endorsed by a
73 particular committee and then forwarded to the Committee on Presbytery Administration for their
74 review and referral to the Coordinating and Planning Commission for final action/authorization.

75
76 A. **Candidate's Aid Fund** - Purpose: to assist persons in preparation for ministry to become
77 ministers or other full-time Christian service. Income is from designated gifts and offerings.
78 Funds are disbursed by action of the Committee on Preparation for Ministry and reported to the
79 next stated meeting of Presbytery.

80
81 B. **Emergency Relief Fund** – Purpose: to aid in meeting human needs which result from natural
82 disasters, such as hurricanes, tornadoes, floods, and earthquakes. Funds are disbursed by action
83 of the Committee on Mission and Outreach and general presbyter and reported to the next stated
84 meeting of Presbytery

- 85 C. **Two Cents-A-Meal** – Purpose: to finance Presbytery approved program and grants for the
86 prevention, cure or relief of hunger. Funds are disbursed by action of the ~~appointed Presbytery~~
87 ~~team/committee~~ Committee on Mission and Outreach and reported to the next stated meeting of
88 Presbytery.
- 89 D. **Minister Emergency Assistance Fund** - Purpose: to provide emergency financial assistance to
90 minister members of Presbytery for medical/counseling expenses or emergency living expenses.
91 Funds are disbursed by action of the Committee on Ministry.
- 92 E. **New Church Development Fund** - Purpose: to finance the development of new congregations
93 (land purchase, program assistance, building aid). Funds are disbursed by action of Presbytery
94 on recommendation of the Committee on New Congregational Development and the
95 Coordinating and Planning Commission and reported to the next stated meeting of Presbytery.
- 96 F. **Redevelopment Fund** – Purpose: to assist in redevelopment of congregations. Funds are
97 disbursed by action of the Committee on Congregational Revitalization and reported to the
98 next stated meeting of Presbytery.
- 99 G. **Peacemaking Fund** - Purpose: to finance peacemaking programs of the Presbytery, having
100 Presbytery approval. Funds are disbursed by action of the Committee on Mission and Outreach
101 and reported to the next stated meeting of Presbytery.
- 102 H. **Self Development of People Fund** - Purpose: to provide grants for self-development projects
103 approved by the Presbytery’s Self Development of People Sub-ommittee, under the
104 Committee on Mission and Outreach, according to the guidelines of the Presbyterian Church
105 (U.S.A.) Self Development of People Committee. Funds are disbursed by action of the SDOP
106 Committee and reported to the next stated meeting of the Presbytery.
- 107 I. **Small Church Pastor Grant Fund** - Purpose: to assist ministers of small churches of 150 or
108 fewer members in our Presbytery, in accordance with guidelines adopted by the Presbytery.
109 Funds are disbursed by action of the Committee on Congregational Revitalization and
110 reported to the next stated meeting of Presbytery.
- 111 J. **Disciplefest Fund** – Purpose: to subsidize the costs associated with this annual training event.
112 Funds are disbursed by action of the Committee on Educational Resources and reported at the
113 next stated meeting of Presbytery.
114

115 **Dogwood Acres Designated Funds:**

- 116 1. **Dogwood Acres Development Fund** - Purpose: to finance the improvement and
117 development at Dogwood Acres. Funds are disbursed by action of the Committee on Dogwood Acres
118 and reported to the next stated meeting of Presbytery.
- 119 2. **Dogwood Acres Timber Management Fund** - Purpose: to defray costs of managing
120 the Dogwood Acres forest area with net proceeds to be transferred to the Dogwood Acres
121 Development Fund. Funds are disbursed by action of the Committee on Dogwood Acres and reported
122 to the next stated meeting of Presbytery.
- 123 3. **Dogwood Acres Endowment Fund** - Purpose: to undergird the maintenance, repair,
124 and improvement of Dogwood Acres Camp and Conference Center. Funds are disbursed by action
125 of the Committee on Dogwood Acres and reported to the next stated meeting of Presbytery.

126 4. **Brian Monroe Endowment Fund** – Purpose: to provide a fund the income from
127 which shall be a supplement for the administration of the camp program, not capital improvements.
128 Income from the endowment may be disbursed by action of the Committee on Dogwood Acres and
129 reported to the next stated meeting of Presbytery.

130 5. **Dogwood Acres Circle of Friends Fund: Purpose:** to generate funds to cover the
131 cost of producing and distributing information about Dogwood Acres, special events for Friends
132 of Dogwoods Acres, and to build the Dogwood Acres Endowment and Campership Funds.
133 **Source:** Gifts of congregations, individuals and organizations designated for the Circle of Friends
134 program. Money from this fund is distributed by action of the Committee on Dogwood Acres for
135 the purposes identified above and reported to the next stated meeting of Presbytery.

136 6. **Julia Woodward Scholarship Fund** –The funds are disbursed upon request of
137 the camp director or the Committee on Dogwood Acres, and reported to the Committee on
138 Presbytery Administration at the end of each summer camp season.

139 7. **Joe Vaughn Memorial Camp Scholarship Fund** – Purpose: To provide
140 scholarships for underprivileged children within the Presbytery of Florida with emphasis on
141 children and youth from Bay County, FL, to attend summer camp at Dogwood Acres. The funds
142 are disbursed upon the approval and awarding of the scholarship and request by the Committee on
143 Dogwood Acres.

144 8. **Fund for the Least of These** – Purpose: to fund special needs retreats at Dogwood
145 Acres. Funds are disbursed by action of the Committee on Dogwood Acres and reported at the next
146 stated meeting of Presbytery.

147 VII. **Payroll:** Employees of Presbytery shall be paid bi-monthly, ordinarily on the 15th of the month for
148 the period first through fifteenth and on the 30th of the month for the period sixteenth through the
149 31st, or the last working day prior to these dates.

150 VIII. **Investment of Funds:** In accordance with provisions of the Manual of Presbytery, the treasurer is
151 authorized, with the concurrence of the Committee on Presbytery Administration, to deposit the
152 various funds of the Presbytery in appropriate financial institutions, and to open and close accounts
153 as needed. In the investment of funds, safety and liquidity as well as maximum return shall be
154 considered.

155 IX. **Capital Funds Policy**

156 This policy is intended to give the Presbytery of Florida guidelines for the frequency and
157 management of capital campaigns and is intended to give teams/committees of the Presbytery
158 rules for proposing campaigns.

159 A capital campaign is any solicitation of funds for purposes not included in the operating
160 budget of the presbytery.

161 The Presbytery is united in its mission and ministry; its work is coordinated by the
162 Coordinating and Planning Commission and carried out by Presbytery committees and task forces
163 and congregations. This policy stresses the unity of our mission and ministry.

164 The Presbytery will ordinarily conduct a capital campaign every five to ten years in order to
165 raise significant money for its capital needs.

166 The primary needs are generally (but not limited to): land and/or staff for new worshipping
167 communities and congregational support, the outdoor ministry of Dogwood Acres, and
168 endowments to support the various missions and ministry of the Presbytery.

169 Organizations, institutions and entities outside the presbytery may or may not be included in

170 the Presbytery capital campaign by request, and at the discretion of the presbytery. [Some
171 examples of such organizations are Montreat, higher education, Thornwell Home and School,
172 etc.]

173 The Presbytery may combine several different needs into one campaign, and will not
174 ordinarily conduct two simultaneous capital campaigns or a second campaign within two years
175 of the conclusion of the first. Presbytery may approve a second campaign, or concurrent
176 campaign, by two-thirds vote.

177 The Coordinating and Planning Commission shall create a special campaign committee for
178 each capital campaign and will ordinarily hire outside fundraising counsel or staff with significant
179 and proven capital campaign experience. The majority of the cost of the campaign will be borne
180 by the campaign, with the Coordinating and Planning Commission providing start-up funds from
181 the Presbytery's budget.

182 Following the current policies of the Presbytery, Presbytery committees may publish "wish
183 lists" of capital items needed for their mission and ministry upon approval by the Committee on
184 Presbytery Administration.

185 Presbytery teams/committees may not conduct their own capital and/or fund request
186 campaigns without approval of the Presbytery upon recommendation of the Coordinating and
187 Planning Commission. Congregations who require assistance with operating support shall make
188 their request through the Committee on Congregational Revitalization.

189 *Amended February 22, 2016*

190 *Updated February 20, 2019*

191 **POLICY REGARDING USE OF FUNDS RECEIVED FROM THE SALE OF**
192 **PROPERTIES AND OTHER MONIES PLACED IN THE RESERVE FUND**

193 From time to time, the Presbytery of Florida may come into possession of unbudgeted and
194 undesignated money. Sources of such money include but are not limited to the net proceeds from
195 the sale of property held in trust by member congregations of the presbytery, unspent budgeted
196 income, and undesignated gifts, and are immediately put into the presbytery’s Reserve Fund.

197 This policy is set to determine how such funds are to be managed by the presbytery
198 through its Committee on Presbytery Administration.

199 A Biblical and Theological Rationale

200 There are two rudimentary Biblical principles that guide our use of money. Both come from
201 Jesus although they are implicit throughout Scripture. The first is that earthly wealth as we know it,
202 is essentially illusory and passing if not used for God’s plan and purpose. “Do not store up for
203 yourselves treasures on earth” Jesus tells us, “where moth and rust destroy, and where thieves break
204 in and steal.” (Matthew 6:19) We are never to accumulate wealth for wealth’s sake.

205 The second is that believers are encouraged to take whatever worldly wealth they do have and
206 understand it as something with which they are entrusted. While wealth is essentially transitory, it is
207 also something given to us from God to invest wisely, multiply and, ultimately, glorify the same One
208 who is the Giver of all good things. (James 1:17) Jesus’ teachings in the parable of the talents
209 (Matthew 25:14-30) and the parable of the shrewd manager (Luke 16:1-
210 3) empower us to do this.

211 As stated in the Confession of 1967, we know that “God instructs his church and equips it for
212 mission. When carried on in fidelity to the Scriptures and dependence upon the Holy Spirit, people
213 hear the word of God and accept and follow Christ.”

214 Fund Investment

215 On behalf of the Presbytery of Florida, the Committee on Presbytery Administration shall
216 establish an invested corpus, the earnings of which shall be reinvested. The principle shall be made
217 available as grants to presbytery programs which propose to support congregational and/or presbytery
218 development, redevelopment, and/or transformation. Additionally, the equivalent of up to one half of
219 any year’s budget shall be held in reserve for emergency budgetary use and/or to zero-balance the
220 current year’s budget before closing the books for that year.

221 Definition of Net Proceeds From Property Sales

222 Net proceeds are any monies remaining from the sale of any real estate and other property held in
223 trust for the PCUSA which has been closed after (a) all financial obligations of the congregation have been
224 paid; (b) the presbytery has been reimbursed for any funds disbursed on behalf of the congregation during or
225 after the dissolution process; and (c) at the discretion of the presbytery administrative commission involved,
226 a tithe (10%) of net unrestricted assets may be distributed to Presbyterian causes and institutions that have
227 been meaningful to the life of the congregation and/or local ecumenical and benevolent causes that have
228 been meaningful to the life of the congregation. Any net proceeds shall be placed in the Reserve Fund.

229 In the event that property is leased with an option to purchase, net proceeds will become available
230 when the purchase is consummated. Income from such leases will be used to offset expenses related to
231 maintaining the property. Any remaining income from such leases shall be added to the Reserve Fund.

232 Definition of Unspent Budgeted Income

233 The books for any year's presbytery budget shall be closed no later than January 31st of the following
234 year. Any income remaining from the presbytery budget after all expenses have been paid for that calendar
235 year shall be placed in the Reserve Fund.

236 Definition of Undesignated Gifts

237 An undesignated gift can come in several forms: money, real estate, and other property.
238 It can come from someone living or from a Will after someone's death. Any undesignated money shall be
239 placed in the reserve Fund. Any real estate or other property shall be sold as soon as possible and monies
240 from those sales shall be placed in the Reserve Fund.

241 Definition of Other Unbudgeted Income

242 Other kinds of income not related to the annual budget or other existing presbytery funds, shall be
243 placed in the Reserve Fund.

244 Division of Income from the Reserve Fund

245 After the equivalent of one half of the current year's budget is set aside, which can be used to zero-
246 balance the current year's budget before closing the books for that year, 10% of the remainder shall be set
247 aside for special, unbudgeted presbytery projects defined by that policy, 50% shall be assigned to the
248 Committee on Congregational Revitalization to be used as defined by their policy for such funds, and 40%
249 shall be assigned to the Committee on New Congregational Development to be used as defined by their
250 policy. Any growth in the Reserve Fund shall be distributed pro rata.

251 *Approved by the Coordinating and Planning Commission 6-8-2020*

UNBUDGETED PRESBYTERY PROJECTS

Ordinarily, each committee or presbytery will have submitted a budget request for the next budgetary year to include monies needed for doing the committee's work. But, on occasion, a new programmatic idea may arise after the annual budget has been set that a committee would like to pursue.

A portion of the Presbytery Reserve Fund has been set aside to provide financial support when such occasions arise.

Project Application Schedule

Proposals may be submitted for review at any time during the current budgetary cycle to the presbytery office. The Committee on Presbytery Administration shall review the application at its next scheduled meeting. Responses shall be made within 90 days of the request.

Project Application Form

The application form is found on the Florida Presbytery website or a copy may be picked up or emailed upon request.

Amounts Available

All requested amounts will be considered but not guaranteed. Several factors including the total amount of available funds and the projected need for those funds will determine amounts to be approved.

Criteria to be Considered in Approving Funds

- Does the proposal start something completely new, alter or expand a current activity?
- Is the vision clear and the overall rationale compelling?
- Are the goals and objectives for this proposal well-articulated?
- Is the dollar amount requested well-rationalized?
- Does the proposal demonstrate multiple sources of financial support and a plan to develop the project toward sustainability?
- Does the proposal have the approval of the presbytery committee involved?
- Does the presbytery entity exhibit readiness and ability to accomplish its intentions? Do those involved demonstrate wholehearted ownership of the project?
- Does the development of this proposal show evidence of God's leading and guiding the proposers through discernment?
- Does the proposal contain evaluation criteria that measure the anticipated results?

UNBUDGETED PROJECT APPLICATION

283

284

285 PROJECT NAME: _____

Date _____

286 Requesting Committee: _____

287 Contact person(s): _____

288 Summary of the project (one paragraph)

289 Amount requested

290 Which of the 6 Project Objectives (see below) does this Project address? How? Include all that apply.

291 What is the timeline for the project?

292 ■ What are the expected outcomes? How will you measure if the project accomplished its goals?

293 ■ Describe the contributions to the project other than the grant: (money, time, talents, etc.). As part of this step
294 please provide a proposed current income and expense budget for the project. How will this be funded in the
295 future?

296 ■ How will this project build discipleship?

297 ■ How will this unbudgeted financial support from presbytery enable our presbytery's effort to grow in being a
298 community of faith, hope, love, and witness?

299 ■ How will this financial support enable our presbytery to grow in vitality and faithfulness and service?

300 ■ Who (individual(s) or team(s)) will be championing this project?

301

PROJECT OBJECTIVES

302

- 303 1. To invite the members and congregations of Florida Presbytery to dream new dreams, imagine new
304 ways, and begin new initiatives that lead to the development, redevelopment and renewal of
305 congregational life, ministry and outreach. (Joel 2:28-29)
- 306 2. To encourage innovative attempts to develop and expand hands-on ministries that serve the people of
307 our local communities in Christ-like ways. (Ephesians 4)
- 308 3. To encourage members and congregations to become more involved in the wholeness and wellbeing
309 (Shalom) of their communities (Jeremiah 29:7)
- 310 4. To seek to make disciples across all economic, racial and ethnic boundaries. (Galatians 3:20)
- 311 5. To foster innovation in Florida Presbytery mission and outreach. (Acts 2:46-47)
- 312 6. To encourage congregations and Presbytery entities to rethink their ministries for the 21st century.
313 (Romans 12:1-2, Acts 9:31)

PERSONNEL POLICY
OF THE PRESBYTERY OF FLORIDA
Approved June 4, 2020

This Personnel Policy of the Presbytery of Florida is divided into 3 sections: overall policies that apply to all employees of the Presbytery of Florida, policies that are specific to the operation of the called and lay staff of the Presbytery and policies that are specific to the operation of Dogwood Acres (a camp / retreat center that is owned by the Presbytery of Florida). The reason for this format is that due to the nature of the operation of Dogwood Acres, there need to be policies that are slightly different in content and execution from the policies of the Presbytery at large.

Overall Policies

I. Equal Employment Opportunity

The Presbytery of Florida will recruit, hire, call, train, and promote all persons in all job classifications without regard to race; color; national origin; sex; age; marital status; disability; or religious affiliation, except when religious affiliation is determined to be a *bona fide* occupational qualification.

II. Definitions

- A. Presbytery of Florida (Presbytery) is a regional governing body made up of local churches of the Presbyterian Church (U.S.A.).
- B. Dogwood Acres (DWA) is a camp / retreat center owned by the Presbytery.
- C. Committee on Dogwood Acres (CDWA) is a committee of the Presbytery that oversees the operation of DWA.
- D. CDWA Personnel Team is a sub-committee of the CDWA that is responsible for the personnel decisions associated with DWA.
- E. General Presbyter is the head of the Presbytery.
- F. DWA Director (Director) is the head of DWA.

III. Exempt and Non-Exempt Categories

The Fair Labor Standards Act, passed on June 25, 1938, established the minimum wage and maximum hours requirements and defined the kinds of work “exempt” from those requirements. Under the Act, “non-exempt” refers to a job for which the employer must pay at least minimum wage for the position and must give overtime pay for hours worked in excess of the weekly hours for which a person is employed. “Exempt” employees are not paid overtime.

IV. Sexual Abuse and Misconduct

- A. It is the policy of the Presbytery and DWA to maintain a workplace free of any form of sexual abuse and misconduct, including sexual intimidation by any Presbytery or DWA employee or by non-employee work contacts. Sexual abuse and misconduct, in any form, is unacceptable behavior within the workplace and is subject to disciplinary action.
- B. Sexual abuse and misconduct includes, but is not limited to, unwelcome and unsolicited sexual advances, requests for sexual favors, discriminatory torment based on gender or sexual preference, and other undesirable verbal, visual, or physical conduct of a sexual nature, manifested in person or via one (1) or more types of electronic media. In particular, sexual abuse and misconduct has occurred if:
 - submission to any kind of sexual abuse and misconduct is an explicit or implicit term or

- 43 condition of employment;
- 44 • submission to, or rejection of, sexually harassing behavior is used as the basis of
- 45 employment or other personnel decisions affecting the recipient of the behavior;
- 46 • Sexual abuse and misconduct has the purpose or effect of unreasonably interfering with
- 47 the recipient's work performance or creating an intimidating, hostile, or offensive work
- 48 environment.

49 C. Any Presbytery or DWA employee who believes, in good faith, that there has been a violation of this

50 policy should report the perceived violation as soon as possible. Presbytery employees should report

51 the violation to the General Presbyter or the Stated Clerk and DWA employees should report either

52 to the Director, the CDWA Chair, or a member of the CDWA Personnel Team. Every complaint

53 received by any one of these persons must be immediately communicated to the Stated Clerk and

54 General Presbyter for action in accordance with the Presbytery's policy and procedures on sexual

55 misconduct.

56 **V. Computer/Electronic Media**

57 The Presbytery and DWA maintains control over all Presbytery and DWA owned computers and other

58 digital devices (e.g. phones, cameras, projectors, iPads, etc.) used by its employees. These devices are

59 only to be used in furtherance of the Presbytery's and DWA's ministry and mission. Generating, viewing,

60 and/or sharing sexual, hate, or other degrading or incendiary content by ANY means will not be tolerated,

61 whether on DWA-owned, Presbytery-owned, or personal devices while on Presbytery or DWA property.

62 Sensitive or personal content should not be accessed from or kept on a digital device belonging to DWA

63 or the Presbytery. Personal use of digital devices is to be limited and appropriate.

64 The Presbytery and DWA have the right to monitor computer, Internet and email use by its employees

65 on Presbytery-owned and DWA-owned equipment; no employee should have an expectation of privacy

66 with regard to any material on such equipment. Abuses of this policy may be grounds for immediate

67 termination of employment, without severance pay or pay for accrued vacation.

68 **VI. Substance Abuse**

69 The Presbytery and DWA are Drug Free Workplaces. All Presbytery and DWA employees shall adhere to a

70 drug-free, smoke-free, and vape-free policy. The General Presbyter or Director may at any time require

71 drug testing. Substance abuse is defined as the use of illegal drugs and/or the abuse of legal drugs and/or

72 alcohol. For Presbytery employees, if substance abuse is substantiated after drug test, the Personnel

73 Committee will make a recommendation to the Coordinating and Planning Commission after consulting

74 legal counsel, as appropriate. Similarly for DWA employees, if substance abuse is substantiated after

75 drug testing, the CDWA Personnel Team will, after consulting with legal counsel, make a

76 recommendation to CDWA, as appropriate. Substance abuse may be grounds for termination.

77 **VII. Nepotism**

78 To affirm and facilitate equal opportunity for employees and employment candidates, care shall be

79 exercised in the employment and assignment of persons who are direct relatives of people in the

80 Presbytery's or DWA's employment. Such people shall not be automatically denied employment or fair

81 treatment in the full spirit of these policies.

82 However, individuals shall not be employed by or through the involvement of direct relatives and they

83 shall not be assigned to a position where a direct relative is in a position to influence the employee's

84 salary, promotion, supervision, or other aspects of personnel practice. Exceptions may be made after

85 consultation with Presbytery's Personnel Committee or CDWA, as appropriate.

86 **VIII. Conflict of Interest**

87 A. No employee shall accept any gift, gratuity, grant service, or any special favor from any person(s) or

88 businesses which provide or receive goods and services, or which seek to provide or receive goods

89 and services to or from the Presbytery or DWA. However, minor courtesies such as luncheons,

90 dinners, or similar arrangements in connection with business discussions may be received.

- 91 B. In addition, if an employee is called upon to participate in a decision in which the interests of the
92 employer will have an effect on his or her personal interests, the employee shall abstain from
93 participation in the decision.
- 94 C. Employees who hold other paid or volunteer positions should ensure that such outside employment
95 or volunteer work will not interfere with the performance of their duties or produce a conflict of
96 interest in the pursuit of those duties. Any question regarding this shall be reviewed with the
97 Presbytery supervisor or Director.
- 98 D. All employees shall avoid even the appearance of conflict of interest, special interest, or any other
99 inappropriate conduct. If an employee discovers that s/he may be in a position of conflict of
100 interest, s/he shall immediately report this conflict to the Presbytery supervisor or Director.

101 **IX. Honoraria**

- 102 A. Ordinarily, Presbytery or DWA personnel will not retain honoraria for any services rendered off-site; if
103 impossible to refuse or return, it shall be given to the Presbytery or DWA in the name of the person
104 or entity that offered the honorarium to the staff person. If an honorarium is kept, the individual
105 assumes all costs for travel, housing, and other related expenses.
- 106 B. When any teaching or ruling elder or other staff persons are preaching in a local church, they shall
107 be on their own time and cost unless on Presbytery business. Therefore teaching or ruling elders or
108 other staff persons should be paid by the inviting congregation when the invitation is unrelated to
109 Presbytery business. The teaching or ruling elder or other staff persons shall not be considered to be
110 pulpit supply for the Presbytery.

111 **X. Outside Investigations**

112 In the event of an inquiry by the press, police, Federal Bureau of Investigation, or other
113 investigational agency or official concerning the work of the Presbytery or DWA, its activities,
114 records, or personnel; or in the event an employee of the Presbytery or DWA is sought for
115 questioning by a governmental agency, employees shall adhere to the following policy:

- 116
- 117 ▪ All such inquiries shall be referred to the General Presbyter and /or Director.
 - 118 ▪ No information or documents of any kind will be released until the General Presbyter,
119 Director and Stated Clerk have consulted with and attained the clearance of the Moderator
120 of the Presbytery or his/her representative in matters regarding governmental
investigations.
 - 121 ▪ The General Presbyter, Director, CDWA Chair, and Stated Clerk may release information or
122 documents following the consultation and clearance described above.

123 **XI. Separation Practices**

124 The term "separation" shall refer to any and all terminations of the relationship between the
125 Presbytery or DWA and an employee, exempt or non-exempt.

- 126 A. **Voluntary resignation:** A voluntary choice of separation, freely made by the employee, may take
127 place after two (2) week's written notice for exempt employees or non-exempt employees. For
128 exempt employees, thirty (30) days of notice is preferred. All such employees will receive pay for
129 accrued vacation in that calendar year. Vacation pay is forfeited if notice is not given.
- 130 B. **Suspension:** In the event of unacceptable behavior (e.g., insubordination, harassment of other
131 employees, apparent involvement in dishonest or unethical acts) the supervisor of that employee
132 may suspend the employee, pending verification and evaluation of the circumstances. Suspended

133 employees will receive pay during the investigation process.

134 Suspension without pay may be invoked by a supervisor in circumstances where an offense
135 requiring disciplinary action has been clearly established, but not warranting immediate dismissal.
136 Normally, suspension will be invoked after verbal and written warnings have been issued to
137 employees regarding inappropriate conduct on the job. Suspension shall be a warning to the
138 employee that repetition or failure to improve job performance would subject the employee to
139 dismissal. Suspension without pay may be for a period of up to two (2) weeks.

140 Consultation between the employee and the immediate supervisor shall precede suspension.
141 Notice of the reason for the suspension must be given to the employee in writing.

142
143 The employee shall be notified in writing of his/her right to use the complaint procedure as
144 outlined in these policy guidelines and shall have the right to defend his/her position with or
145 without an advocate. If the employee decides to use an advocate, it will be at the employee's
146 expense.

147 Prior to all actions of suspension of employees by supervisors, consultation with the Presbytery
148 Personnel Committee or CDWA Personnel Team and /or consultation with the General Presbyter or
149 his/her designee will precede the decision to suspend.

150 XII. Retirement

151 The Benefit Plan of the Presbyterian Church (USA) is designed to make possible retirement at age
152 sixty-five (65) with full benefits in relation to accrued pension credits. Those who work beyond age
153 sixty-five (65) will continue to accrue additional pension credits.

154 A. **Early retirement:** An employee may retire as early as age fifty-five (55) with an
155 actuarially reduced benefit.

156
157 B. **Transition to retirement:** Employees who wish to plan for a gradual transition to
158 retirement are encouraged to explore with the General Presbyter, Director or CDWA
159 Chair possibilities for alternative responsibilities, part-time responsibilities, special
160 project assignments, or other arrangements which would be beneficial to the employee
161 and the employer.

162 C. **Working beyond seventy (70):** Those who desire to work beyond age seventy (70) may
163 continue on a year-to-year basis.

164 Presbytery Specific Policies

165 XIII. Position Descriptions

166 A. A written position description which accurately reflects the job functions will be developed by
167 the appropriate Search Committee, or the General Presbyter and the Personnel Committee,
168 depending on the position to be filled. New positions must be approved by the Coordinating and
169 Planning Commission and, in the case of the exempt staff, also approved by the Presbytery.

170 B. Position description will be validated by the General Presbyter in consultation with the new staff
171 member and the Personnel Committee 4 to 6 months following employment. Minor changes may
172 be approved by the Personnel Committee, with significant changes in job function to be
173 approved by the Coordinating and Planning Commission. Should the new person be called by the
174 Presbytery, the changes would have to be approved by the Presbytery upon recommendation by
175 the Personnel Committee.

176 C. Advertised positions shall state that the Presbytery is an Equal Employment Opportunity

177 employer. The E.E.O. policy shall be followed in consideration of applicants.

178 D. All new employees as part of the hiring process shall be subject to background checks. All
179 applicants who have been offered employment regardless of classification are required to
180 submit a written application prior to the initial interview. The creation of all full-time, part-time
181 and interim positions shall be upon the recommendation of the Coordinating and Planning
182 Commission or the Personnel Committee. All staff will have a background check performed
183 prior to their hiring that includes Driver's License, credit and criminal background checks.
184 Review of each background check is done by the General Presbyter and will be retained under
185 lock-and-key in the Presbytery Office.

186 E. The Personnel Committee, in consultation with Committee on Presbytery Administration, will
187 make recommendations to either the Coordinating and Planning Commission or Presbytery for
188 salary ranges for each position description and recommendations for any salary changes or
189 bonuses.

190 **XIV. The Employer**

191 The legal employer of all Presbytery staff is the legal corporation of the Presbytery. The Presbytery, in
192 consultation with the Synod of South Atlantic, will have the authority to employ, appoint, call, terminate,
193 provide compensation and benefits and direct the work of its staff.

194
195 The General Presbyter is the head of staff of the Presbytery with the exception of DWA staff. DWA staff
196 report to the Director. The General Presbyter is responsible to oversee all employment, termination,
197 compensation and benefits, and to direct the work of staff in accordance with the goals and objectives of
198 the Presbytery.

199 **General Presbyter:** The search for and election of the General Presbyter will be coordinated by
200 the Coordinating and Planning Commission.

201 **elected staff:** The General Presbyter, stated clerk and treasurer are elected by Presbytery in
202 accordance with the provisions of the Book of Order.

203 **non-exempt staff:** Non-exempt staff positions are hired upon recommendation of the General
204 Presbyter and concurrence by the Personnel Committee.

205 **XV. Probationary Period**

206 The first 180 days of employment in a non-exempt position constitute a probationary period.
207 Employment may be terminated for any reason during this period. Neither pay in lieu of notice nor
208 severance pay will be given an employee whose employment is terminated during the probationary
209 period.

210 **XVI. Work Week**

211 A. Unless otherwise specified in the position description, the normal work week for non-exempt
212 staff is 35 hours (9 – 4); this includes a 30-minute lunch and two 15-minute breaks. For all hours
213 per week over 35 hours, pay is at the rate of one and one-half times the regular hourly rate.
214 Exempt employees are not paid overtime wages for hours worked in excess of 35 hours per
215 week.

216 B. Required attendance at meetings for non-exempt staff outside of normal working hours shall be
217 considered overtime and shall be compensated as indicated.

218 **XVII. Business Expense Reimbursements**

219 A. All reasonable expenses incurred by personnel that are considered to be ordinary and necessary
220 costs of performing the duties of their positions will be reimbursed. Reimbursements are made

221 from the appropriate budgeted accounts (a) when the staff person has paid or incurred the
222 expenses in the performance of his or her job functions and has substantiated or adequately
223 accounted for those expenses by submitting receipts and vouchers and (b) when the
224 reimbursement has been authorized by the General Presbyter and verified by the treasurer.
225 Amounts so reimbursed are not subject to income tax withholding or payment of social security,
226 Medicare, and federal unemployment taxes. Ordinarily, reimbursement amounts are paid after
227 the expense has been incurred; however, if a staff person receives an advance for an anticipated
228 expense, any excess reimbursement must be returned within 30 days of receipt of the advance.

229 B. **Per Diem:** Meals and Incidental expenses shall be based on figures obtained from the current
230 Domestic Per Diem Rates for Florida, from the U. S. General Services Administration found at
231 <http://www.gsa.gov> .

232 Should a person go over on their per diem expenses as a whole for the day, they would be
233 responsible for the difference or have prior approval from the Personnel Committee to go above
234 the amount depending on the location of the event that is being attended.

235 **XVIII. Benefits**

236 A. **Social Security:** All personnel are covered by the Federal Old Age and Survivors Benefits Act
237 (Social Security). The employee's share of the tax is withheld from the wages of lay staff.

238 B. **Pension:** Exempt staff is enrolled in the Benefits Plan of the Presbyterian Church (USA). Non-
239 exempt, full-time employees may elect to participate in a 403(b) plan. Presbytery may match a
240 contribution up to a percentage of the employee's annual salary as set by the Personnel
241 Committee dealt with on an individual basis or 3% per employee.

242 C. **Health Insurance:** Exempt staff is enrolled with the Benefits Plan and are covered by the Plan's
243 Major Medical Plan. (Non-exempt full-time employees are eligible for the Benefits Plan through
244 the Board of Pensions, or may be enrolled in a plan with comparable benefits.) Employee
245 membership is paid by the Presbytery. Should an employee choose additional optional insurance
246 or to insure their family those costs will be covered by the employee.

247 D. **Vacation:** Vacation is earned and used on a calendar year basis. Seventy-six (76) hours will be
248 prorated during the first calendar year of employment, with no leave available for use during the
249 first 180 days. The General Presbyter may grant exceptions to this limitation for extenuating
250 circumstances. There will be no carryover of unused vacation. At the time of termination of
251 employment [voluntarily or involuntarily], vacation days will be paid on a prorated basis.

252 One year to three years of service: 76 hours

253 Three years to six years of service: 92 hours

254 Six years to ten years of service: 114 hours

255 Beyond ten years of service: 168 hours

256 E. **Holidays:** Ten (10) paid holidays will be observed each year:

257 New Year's Day

258 Martin Luther King Jr. Day

259 Good Friday

260 Memorial Day

261 Independence Day

- 262 Labor Day
- 263 Thanksgiving Day
- 264 Day after Thanksgiving Day
- 265 Christmas Eve
- 266 Christmas Day

267 Should the holiday fall on a Saturday, the holiday will be taken on Friday. If it falls on a Sunday it will
 268 be taken on Monday. Should the holiday fall on a part time employee's normal day off, the
 269 employee will not be entitled to a different day off during the week. During the 180 day
 270 probationary period of employment, employees are entitled to paid holidays observed by the
 271 Presbytery.

272 One (1) personal day with approval of the immediate supervisor is provided.

273 Any changes will be recommended to the Committee on Presbytery Administration by the
 274 Personnel Committee at the end of each year.

275 F. **Sick leave:** During the 180 day probationary period of employment, non-exempt employees are
 276 entitled to one paid sick day.

277 Permanent employees will receive seventy-six (76) hours of sick leave each calendar year,
 278 cumulative up to 648 hours, to be used in case of personal illness with approval of the General
 279 Presbyter. Sick leave entitlement during each year of employment will be prorated according to
 280 length of employment that calendar year. At the time of termination of employment (either
 281 voluntary or involuntary) an employee shall have no claim to pay in lieu of unused sick leave.

282 G. **Worker's Compensation Insurance:** All employees shall be covered by the Worker's
 283 Compensation Laws of the State of Florida.

284 H. **Leaves of absence with pay:** Leaves of absence with pay shall be granted to the following:
 285 1. Employees engaged in regular training periods in the U.S. Armed Forces, including
 286 probationary employees, at their Net Pay rate.
 287 2. Employees called for Jury Duty at their Net Pay rate.
 288 3. Employees who marry and who have been employed with the Presbytery for one
 289 year or longer (for up to three days), at their Net Pay rate.
 290 4. Employees who have personal or family emergencies which cannot be cared for
 291 outside working hours (up to three days annually) at their Net Pay rate, upon
 292 approval of the General Presbyter.

293 I. **Active military personnel:** Active military personnel are granted leave of absence without pay
 294 for the duration of their active duty. The Presbytery shall abide by the Federal Law as to
 295 returning to their position.

296 **XIX. Other**

297 A. Ordinarily children of employees are not allowed to accompany their parent to work-related
 298 activities, business or meetings. However, children of employees may participate in any activity
 299 of the Presbytery that is appropriate for their age group. Exceptions can be granted by the
 300 General Presbyter based on individual circumstances that might arise.

301 B. Professional Organizations – Membership and participation in professional organization will be
 302 encouraged by the Presbytery.

- C. Continuing Education: (exempt employees)
 - 1. Must be coordinated and approved by the General Presbyter.
 - 2. The Personnel Committee coordinates the study leave of the General Presbyter.
- D. Continuing Education: (non-exempt employees/non-probationary employees) Up to five (5) days per calendar year with approval by the General Presbyter. Additional time requested shall be granted by the Personnel Committee.

XX. Grievances

- A. All problems arising from employment or conditions of employment are to be directed to the General Presbyter as head of staff. In those cases where solution to a problem has not been resolved through discussion with the General Presbyter, the employee may appeal to the Personnel Committee.
- B. If the above steps fail to provide an acceptable remedy, the employee may file a written complaint with the Coordinating and Planning Commission, which becomes the mediator and will strive to work out an acceptable solution.

Note: If further steps are required in the grievance process, the Presbytery will follow the Complaint Procedure recommended in "Personnel Policies for Agencies and Guidelines for Councils of the Presbyterian Church (U.S.A.)."

XXI. Termination

- A. **Dismissal for Cause:** Dismissal for cause may take place by written notice by the General Presbyter, with concurrence from the Personnel Committee, giving reasons for termination. Reasons may include, but are not limited to: unsatisfactory performance; insubordination; computer / internet policy violations; illegal, dishonest or unethical behavior; refusal to work within his/her position description; repeated unexcused absences; repeated tardiness; incompetence; or substance abuse. An employee may be placed on probation for a specific period of time with guidance/instructions from the Personnel Committee stating ways to improve work performance before dismissal.

Discharge of an employee is always considered to be an action of last resort taken after remedial measures have been proven ineffective or when the employee's conduct is such as to preclude further employment. Written documentation is required prior to recommendation for dismissal unless immediate dismissal is considered necessary for the safety of persons or property. Dismissal is subject to the complaint procedure as outlined in these policy guidelines.

- B. **Reduction of Staff:** If the Presbytery, because of a fundamental change in long-range objectives, reorganization changes, changes in program or a serious change in financial outlook is required to make a reduction in work force, the decisions and procedures by which staff members will be released will be fairly and consistently applied to all staff of the Presbytery. After consultation with the affected employee(s), written notice will be issued by the General Presbyter or the Coordinating and Planning Commission to all regular staff announcing the reduction and the reasons for it. A severance allowance will be granted in relation to length of service, with one week of severance pay for each completed year of service, not to exceed five weeks of pay.

- C. **End of term and exit interview:** End of term and exit interviews for all staff shall be held by representatives of the Personnel Committee with recommendations to the Coordinating and Planning Commission concerning changes in position description or renewal calls.

XXII. Part-time Employees

Part-time employees are those who are employed to work less than the 35-hour week. If they are not temporary and are employed at least 20 hours a week, they are eligible for the following:

- 347 A. Holiday pay, if the holiday falls on one of the regularly scheduled working days for that part-time
348 employee.
- 349 B. Jury duty pay at the Net Pay rate.
- 350 Regular pay up to 35 hours; time and a half pay over 35 hours in any work week.
- 351 C. Vacation pay and sick leave in proportion to hours worked each week shall be based on percentage
352 of 1976 hours, which are the total hours for a full time employee.
- 353 D. Worker's Compensation.
- 354 E. Social Security participation.
- 355 F. Severance allowance in proportion to hours worked each week.

356 **XXIII. Performance Reviews**

357 All employees shall have a bi-annual performance review, [February for reviewing goals and continuing
358 education objectives and August for performance] with the participation of the employee and the General
359 Presbyter. The chair of the Personnel Committee will solicit feedback from a representative population of
360 those individuals that the employee would normally encounter over the course of the year in support of
361 these performance reviews. A list of individuals shall be given to the chair of the Personnel Committee
362 prior to the performance review. Prior to discussions with the employee, the chair of the Personnel
363 Committee will summarize the results of the feedback for each employee and his/her assessment of the
364 employee, and brief the Personnel Committee. The feedback forms will be made available to the
365 Personnel Committee upon request. Records of the discussions between the General Presbyter and the
366 Personnel Committee will be documented in the Personnel Committee minutes. The performance reviews
367 for each employee will be signed by the reviewer and the employee and placed in the employee's
368 personnel folder.

369 Feedback for reviews will include the Chairperson of the teams each employee relates to directly or
370 indirectly.

371 **XXIV. Annual Compensation Review**

372 A. The Personnel Committee is responsible for recommending to the Committee on Presbytery
373 Administration all salary increases. Salary levels shall be maintained in a manner that results in their
374 being consistent internally, responsive to changes in the cost of living, and in keeping with the
375 church's compensation standards. Salary scales for non-exempt staff shall be in keeping with the
376 provisions of Federal laws covering minimum wages.

377
378 B. Salary reviews will be scheduled annually, as part of the performance review held during August,
379 with any proposed changes effective 1 January.

380 The Personnel Committee will determine salary adjustment recommendations for the General
381 Presbyter, and provide the recommendation to the Committee on Presbytery Administration for
382 budgeting and approval.

383 The General Presbyter will make salary adjustment recommendations for each member of the staff
384 during the review with the Personnel Committee. The Personnel Committee will consider the
385 General Presbyter's recommendations and decide on those salary adjustments which will be
386 recommended to the Committee on Presbytery Administration for budgeting and approval.

387 **XXV. Parental Leave and Benefits**

388 In addition to the benefits available while an employee is medically disabled, an employee is entitled to
389 parental leave in the period immediately preceding and following the birth or adoption of a child as
390 follows:

- 391 A. The employee should apply for the leave at least one month in advance of the expected arrival of
392 the child, specifying the amount and type of leave time desired.
- 393 B. The leave may be up to six months. The leave may include a period in advance of the expected arrival
394 of the child, and some may be taken after the child has arrived. The leave normally should be
395 unbroken except for any periods of absence due to medical disability.
- 396 C. The first two months of the parental leave will be at 75 percent of the employee's annual pay.
397 Alternatively an employee may choose to take the first three months at 60 percent of their annual
398 pay. **Any leave following the parental paid periods will be leave without pay.**
- 399
- 400 D. Benefit coverage (except vacation and sick leave accrual) and service credit will continue during the
401 entire leave, with the cost of benefits paid by the employing unit.
- 402 E. If both parents are on the same employing unit payroll, only one parental leave will be granted. It
403 may be shared by the two parents.
- 404 F. Upon completion of parental leave, the employee will be entitled to return to his or her position. The
405 position will not be filled during the leave except on a temporary basis. The employer may offer a
406 different but comparable position to the employee returning from parental leave, which the
407 employee will be free to accept or decline without prejudice.
- 408 G. Any salary increase action for which the employee may become eligible in the course of the leave
409 will be effective on return to employment.
- 410 H. If the position left by the employee has ceased to exist, the regular termination policy, Section XXI,
411 paragraph B, will apply.

412 **XXVI. Term of Office**

413 Unless an employee is elected for a specific period or has a contract of employment, all employment is
414 of indefinite term.

- 415 A. **Elected staff:** In accordance with the Book of Order, elected staff may be elected for a specific term
416 or for an indefinite period, at the discretion of the agency or council.
- 417 B. **Exempt staff:** All other exempt staff will be appointed for indefinite periods unless there are
418 particular programmatic or budget reasons for specific term appointments.
- 419 C. **Non-exempt staff:** Non-exempt staff shall serve for an indefinite period unless otherwise
420 determined in advance of employment.

421 **XXVII. Calls**

- 422 A. **Calls for ministers:** All staff, other than the General Presbyter, who are ministers or elders shall be
423 provided with an initial written call stating the terms of employment. Such a call is to be prepared by
424 the Search Committee with input from the General Presbyter in a form authorized by the Personnel
425 Committee and Committee on Presbytery Administration. In compliance with the Book of Order, the

426 call shall be submitted to the Presbytery for approval. Subsequent changes to these calls will be
427 prepared and presented to the Presbytery by the Personnel Committee.

428 B. **Calls for General Presbyter:** The initial call for the General Presbyter shall be provided with a
429 written call stating the terms of employment. Such a call is to be prepared by the Search
430 Committee, recommended by the Coordinating and Planning Commission, approved by the
431 Presbytery and then signed by the moderator and stated clerk of the Presbytery. Subsequent
432 changes to this call will be prepared and presented to the Presbytery by the Personnel Committee.

433 C. **Calls for elected staff:** All elected staff shall be provided with a written call stating the terms of
434 employment. Such a call is to be prepared by the General Presbyter or the Coordinating and
435 Planning Commission.

436 D. **All calls:** All written calls will contain wording that will indicate the intent of the Presbytery to honor
437 the terms of a call except in case of a failure of the employee to perform satisfactorily or in the case
438 of a change in structure or function (in which case adequate notice will be given.)

439 **Dogwood Acres Specific Policies**

440 The Overall policies and Dogwood Acres Specific policies apply to all Dogwood Acres employees, with specific
441 exceptions relative to seasonal employees (see below). The DWA Director, CDWA Chair, CDWA Personnel Team,
442 and/or CDWA may increase or extend the benefits outlined in this document, which sets a minimum standard for
443 creating Employee Agreements and Job Descriptions.

444 Employment for seasonal staff, such as summer camp counselors, is guided by this Policy, with the following
445 exceptions: III, IX, XI, XII, XXIX (B), XXXI, XXXIV (B-H), XXXVII (B para 2), XXXIX, XL, XLII (A). The remaining sections of
446 this Policy shall apply to seasonal employees, as well.

447 **XXVIII. Position Descriptions**

448 A. Written position descriptions that accurately reflect the job functions of each position will be developed
449 by the CDWA and/or CDWA Personnel Team, in consultation with the DWA Director and approved by the
450 CDWA.

451 B. The creation of all full-time, part-time, and interim positions at DWA shall be the responsibility of the
452 CDWA, with input from the Director.

453 C. The Director, in consultation with the CDWA, will be responsible for hiring and, when necessary,
454 dismissal of DWA personnel. Except where otherwise noted, all DWA staff will report to and be
455 supervised by the DWA Director.

456 D. All new employees, as part of the hiring process, shall fill out a written application and shall be subject
457 to background checks, which will include driver's license, credit, and criminal background. Review of
458 completed background checks will be done by the Director and kept secure.

459 E. The CDWA, in consultation with the Director, will make recommendations for salary ranges for each
460 position description and recommendations for any salary changes or bonuses. The CDWA will have sole
461 discretion over the salary and bonuses of the Director.

462 **XXIX. The Employer**

463 The legal employer of all Presbytery (therefore, DWA) staff is the legal corporation of the Presbytery.
464 As a practical matter, however, the DWA Director is Head of Staff for Dogwood Acres. S/he, in
465 consultation with the CDWA, is responsible for overseeing all employment, termination,
466 compensation and benefits and for directing the work of DWA staff in accordance with the goals and

objectives of the CDWA and Presbytery.

XXX. Probationary Period

The first 180 days of employment in both exempt and non-exempt positions constitute a probationary period, which will conclude with a performance review. Employment may be terminated for any reason during this period. Neither pay in lieu of notice nor severance pay will be given an employee whose employment is terminated during the probationary period.

XXXI. Work Week and Full-Time, Part-Time

- A. Unless specified in the position description, the normal work week for full-time non-exempt staff is 40 hours, which includes two (2) 15-minute breaks daily. For all hours per week over forty (40) hours, pay is at the rate of one and one-half (1.5) times the regular hourly rate. Overtime work by full- and part-time non-exempt employees is generally allowable only at the discretion of the Director. Exempt employees are not paid overtime wages for hours worked in excess of forty (40) hours per week.
- B. Employees working fewer than forty (40) hours per week will be considered part-time. Part-time employees' hours will include one (1) 15-minute break for each 4-hour period worked during a day.

XXXII. Business Expense Reimbursements

All reasonable expenses incurred by personnel that are considered ordinary and necessary costs of performing the duties of their positions will be reimbursed. Only expenses approved by the CDWA or Director and substantiated by receipts will be reimbursed.

XXXIII. Benefits

- A. **Social Security:** All personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee's share of the Social Security tax is withheld from the wages of the employee.
- B. **Pension:** Full-time exempt staff is eligible to be enrolled in the Benefits Plan of the Presbyterian Church (U.S.A.) and its Pension Plan. Non-exempt full-time employees and part-time employees working an average of at least thirty (30) hours per week may elect to participate in a 403(b) plan. Presbytery may match a contribution of up to 3% of the employee's annual salary. The election to participate and the agreed upon amount of withholding and match will be indicated in each employee's Employment Agreement. The employee's decision to enroll can be re-examined during annual reviews.
- C. **Health Insurance:** Full-time exempt staff is eligible for enrollment with the PC(USA) Benefits Plan and may be covered by the Plan's Major Medical Plan. The decision to enroll and the levels of cost covered by DWA will be part of each employee's Employment Agreement, will be made on a case-

500 by-case basis at the time of original employment and can be re-examined during annual reviews. Full-
501 time non-exempt employees are eligible for the Benefits Plan through the Board of Pensions, or may
502 be enrolled in a plan with comparable benefits. Part-time staff must average at least thirty (30) hours
503 per week to become eligible for this benefit. Should an employee choose additional optional
504 insurance or to insure their family, those costs will be covered by the employee.

505 D. **Vacation:** Vacation for non-exempt staff is earned and used on a calendar-year basis. Vacation will be
506 accumulated during the calendar year, based on the number of hours worked. As a minimum
507 standard, one (1) hour of vacation is earned for every forty (40) hours worked. Vacation time must be
508 used in the calendar year that it is earned and does not carry over at the end of the year. Exempt
509 employees' vacation time rate of accrual is decided on at the time of employment and described in
510 the individual Employment Agreement.

511 E. **Holidays:** Ten (10) paid holidays will be observed each year: **New Year's Day, Martin Luther King,**
512 **Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day**
513 **after Thanksgiving Day, Christmas Eve, and Christmas Day.** These holidays are paid at each
514 employee's regular rate, whether salaried or hourly. Part-time employees' "regular rate" will be
515 their average daily hours over the previous fifteen (15) weeks of employment. For full-time
516 employees who work Monday through Friday, holidays that fall on the weekend may be taken on
517 either Friday or Monday, as agreed-upon in advance by the employee and employee's immediate
518 supervisor and must be taken in the week immediately preceding or following the holiday. Should
519 the holiday fall on a part-time employee's day off, the employee will not be entitled to a different
520 day off during the week. During the 180-day probationary period of employment employees are
521 entitled to paid holidays observed by DWA.

522 However, if an event has been contracted on or includes a paid holiday (e.g., a family reunion held
523 over the 4th of July weekend; A Dogwood Acres Christmas), the staff approved for the event by the
524 DWA Director will be remunerated—for that paid holiday alone—at twice the rate of their regular
525 pay for comparable, non-holiday time. When remunerated at this rate a replacement holiday will
526 not be taken.

527 F. **Sick leave:** During the 180-day probationary period of employment, full-time non-exempt employees
528 are entitled to one (1) paid sick day. Part-time non-exempt employees are entitled to one (1) paid
529 sick day during the 180-day probationary period of employment, based on their averagedaily hours
530 over the previous fifteen (15) weeks of employment. After the 180-day probationary period, non-
531 exempt employees will receive one (1) hour of sick leave per 40 hours worked during the calendar
532 year, cumulative up to a total of eighty (80) hours of sick leave, to be used in case of personal or
533 family illness. More than five (5) consecutive days of sick leave require submission of a doctor's note
534 to the employee's immediate supervisor. Extenuating circumstances may be approved at the
535 discretion of the Director or CDWA Chair. At the time of employment termination, either voluntary or
536 involuntary, an employee shall have no claim to use of or pay in lieu of unused sick leave.

537 G. **Worker's Compensation Insurance:** All employees shall be covered in accordance with the Worker's
538 Compensation laws of the State of Florida.

539 H. **Leaves of Absence with Pay:** Leaves of absence with pay shall be granted to all employees for the
540 following when they fall on one (1) or more work days:
541 1. Jury Duty – up to five (5) days per year at their normal average hours per day and pay rate. The
542 stipend paid for jury duty must be relinquished to DWA, as the employee is paid while on Jury
543 Duty. The employee may choose to take Jury Duty as unpaid leave, if the stipend for Jury Duty is
544 higher than a day's wage at DWA.
545 2. Personal or family emergencies which cannot be addressed by an employee outside working
546 hours – up to three (3) regular work days per calendar year at the normal (15-week average)
547 pay, upon approval by the Director or CDWA.

- 548 3. Bereavement Leave – up to one (1) calendar week for the passing of a member of the
549 employee’s immediate family. Approval is at the discretion of the DWA Director or CDWA Chair.

550 **XXXIV. Other**

- 551 A. Ordinarily, children of employees are not allowed to accompany their parents to work-related
552 activities, business, or meetings. However, children of employees may participate in DWA activities
553 that are appropriate for their age group. Exceptions may be granted by the Director based on
554 individual circumstances that might arise.
- 555 B. Continuing Education: Efforts to increase skills and knowledge are encouraged. Continuing
556 education that impacts the employee’s work schedule must be coordinated with and approved by
557 the Director; the Director’s continuing education must be approved by and coordinated with the
558 CDWA. For non-exempt employees, up to five (5) continuing education days per calendar year may
559 be approved by the Director. Additional time requested may be approved by the CDWA.

560 **XXXV. Grievances**

561 All problems arising from employment or conditions of employment are to be directed to the
562 Director. In those cases where the employee(s) cannot reasonably discuss the problem with the
563 Director or when the problem has not been resolved through discussion with the Director, the
564 employee(s) may appeal to the CDWA Chair, who may consult with the CDWA Personnel Team.

565 **XXXVI. Termination of Employment**

- 566 A. **Dismissal for Cause:** Dismissal for cause may take place by verbal and/or written notice by the DWA
567 Director, giving reasons for termination. Reasons may include, but are not limited to, unsatisfactory
568 performance; insubordination; policy violations; illegal, dishonest or unethical behavior; refusal to
569 work within his/her position description; repeated unexcused absences; repeated tardiness;
570 incompetence or substance abuse. Before dismissal, an employee may be placed on probation for a
571 specific period of time with guidance and/or instructions from the Director or CDWA Chair, stating
572 ways in which to improve work performance. Severance pay will be granted only at the discretion of
573 the Director, acting on the advice of the CDWA Chair and CDWA Personnel Team.
- 574 B. **Involuntary Separation:** If DWA is required to make a reduction in work force because of a
575 fundamental change in long-range objectives, reorganization changes, a serious change in financial
576 outlook, or other circumstances arising out of no fault of the employee, the decision for dismissal
577 will be at the discretion of the Director in consultation with the CDWA Chair and CDWA Personnel
578 Team. The decisions and procedures by which staff members will be released will be fairly and
579 consistently applied to all DWA staff. After consultation with the affected employee(s), written
580 notice will be issued by the Director or CDWA Chair to all staff announcing the reduction and the
581 reasons for it.

582 Severance pay for full-time exempt employees may be granted relative to length of service, with one
583 (1) week of severance pay for each completed year of service, not to exceed five (5) weeks of pay. For
584 non-exempt part-time employees, severance pay may be granted relative to length of service, with
585 one (1) week of severance pay for each completed year of service, not to exceed five (5) weeks of pay,
586 based on an average of the previous fifteen (15) weeks.

587 **XXXVII. Performance Reviews**

- 588 A. All DWA employees shall have an annual performance review with the participation of the employee
589 and the CDWA Personnel Team, based on input by the Director, as appropriate. However, both the
590 employee and immediate supervisor should actively seek opportunities for regular feedback
591 throughout the year and make the CDWA Chair aware of particular successes, strengths, and needs
592 for improvement.
- 593 B. The performance reviews for each employee will be signed by the reviewers and employee, and

594 placed in the employee's personnel folder. Signature by the employee indicates receipt of the
595 performance review, but does not signify agreement with its contents.

596 **XXXVIII. Annual Compensation Review**

597 A. The CDWA Personnel Team is responsible for recommending to the Director all salary ranges,
598 increases, and bonuses. Salary scales for non-exempt staff shall be in keeping, at minimum, with
599 provisions of federal laws covering minimum wages.

600 B. Salary reviews will be scheduled annually as part of the performance review.

601 **XXXIX. Parental Leave and Benefits**

602 In addition to the benefits available while an employee is medically disabled, an employee who has
603 worked for a minimum of three (3) months is entitled to Parental Leave in the period immediately
604 preceding and following the birth or adoption of a child, as follows:

605 A. The leave may be up to three (3) months and may be extended at the discretion of the
606 Director or CDWA Personnel Team. The leave may include a period in advance of the
607 expected arrival of the child and some may be taken after the child has arrived. The leave
608 normally should be unbroken, except for any periods of absence due to medical disability.

609 B. The employee should apply for the leave at least one (1) month in advance of the expected
610 arrival of the child, specifying the amount and type of leave time desired.

611 C. The first two (2) months of the parental leave will be at 75% of the employee's annual pay.
612 Alternatively, an employee may choose to take all three (3) months at 60% of his/her annual
613 pay. Any leave following the paid Parental periods will be without pay.

614 D. Service credit and benefit coverage, except vacation and sick leave accrual, will continue
615 during the entire leave, with the cost of benefits paid by DWA as specified in the Employee
616 Agreement.

617 E. If both parents work for DWA, only one (1) parental leave will be granted. It may be shared
618 by the parents.

619 F. Upon completion of parental leave, the employee will be entitled to return to his or her
620 position. The position will not be filled during the leave, except on a temporary basis. The
621 employer may offer a different, but comparable position to the employee returning from
622 parental leave which the employee will be free to accept or decline without prejudice.

623 G. Any salary increase action for which the employee may become eligible in the course of the
624 leave will be effective on return to employment.

625 H. If the position left by the employee has ceased to exist, the regular termination policy,
626 Termination of Employment: Involuntary Separation will apply.

627 **XL. Term of Office**

628 A. **Exempt staff:** Exempt staff will be appointed for indefinite periods unless there are particular
629 programmatic or budget reasons for specific term appointments.

630 B. **Non-exempt staff:** Non-exempt staff shall serve for an indefinite period unless otherwise
631 determined in advance of employment.

632 **XLI. Separation Practices**

633 The term "separation" shall refer to any and all terminations of the relationship between DWA and
634 an employee, exempt or non-exempt.
635

- 636 A. **Exit interview:** When possible and prudent, exit interviews for departing staff shall be held by one
637 (1) or more representatives of the CDWA Personnel Team with recommendations to the CDWA
638 concerning changes in Position Description or Employment Agreement.
- 639 B. **Prior to departure:** Prior to disbursal of the final check, the departing employee must return all DWA
640 property. Full access must also be provided to all intellectual property (e.g., web and graphic design,
641 documents, flyers, music) generated on behalf of DWA, which remains DWA property and to which it
642 holds the copyright.

Combined Accountant/Treasurer

Purpose:

To keep a detailed account of all revenues and expenditures and prepare reports for the Presbytery, committees, tax authorities, and others as needed. To maintain compliance with accounting and Presbytery standards.

Accountability:

The Accountant/Treasurer is employed by the Presbytery and reports to the General Presbyter in consultation with the Personnel Committee and the Committee on Presbytery Administration (CPA).

Responsibilities:

- Record bank deposits and accurately report designated funds separately from operating funds.
- Maintain subsidiary accounts to support payments made by each church in support of shared mission giving, building our presbytery giving, and other designated giving.
- Reviews and prepares vouchers for the payment of bills and other obligations, and ascertains the appropriate budget accounts and spending approval.
- Prepares checks for all approved disbursements, including benevolence payments and payroll, and mails or otherwise distributes such checks when properly signed.
- Process payroll in a timely manner.
- Maintains vacation and sick leave records for staff on the pay stub.
- Track bank account balances.
- Make journal entries as required for designated fund transfers, corrections, and adjustments approved by CPA.
- Prepare report of journal entries for review by CPA and General Presbyter.
- Perform monthly bank account reconciliations.
- Balance and maintain accurate general ledger.
- Maintain all financial spreadsheets and subsidiary worksheets to support balances that the CPA and other committees desire to be tracked.
- Prepare monthly financial statements, including Statement of Assets, Liabilities, and Net Assets, Statement of Revenue, Expenses, and change in Net Assets, and Schedule of Revenues and expenses – Budget vs Actual.
- Prepare monthly, quarterly, and annual payroll tax forms and payments.
- Provides monthly and end-of-year summaries of church contributions for congregational treasurers.
- Prepares all records for insurance audits and for the annual audit of presbytery financial records.
- Work with selected auditor in annual review of Presbytery finances.
- Performs other duties as assigned by the Executive Presbyter.
- Provide regular financial statements to the Committee on Presbytery Administration (CPA), to mission/ministry committee chairs and all others designated by the CPA and General Presbyter.
- Review monthly all financial reports prepared by the Dogwood Acres bookkeeper.

- Serve as a non-voting member of the CPA and attend all of its meetings.
- Attend meetings of Presbytery's Coordinating and Planning Commission (CPC).
- Coordinate selection of auditor for annual review of Presbytery finances.
- Assist the accountant contracted to conduct the annual financial review of Presbytery.
- With the Chair of the CPA, present financial reports at meetings of the Presbytery.
- Assist the General Presbyter and the CPA in preparation of Presbytery's Annual Budget.
- Serve as financial advisor to the General Presbyter, Director of Dogwood Acres, and Committees and Teams of the Presbytery.
- Perform other financial duties as requested by the Presbytery or by the General Presbyter.

Position Description

Title: Stated Clerk for the Presbytery of Florida

Purpose: The stated clerk is an elected official of the Presbytery of Florida required by the *Book of Order G-3.0104* and is directly responsible for carrying out ecclesiastical functions as listed in the *Book of Order*.

Accountability: The stated clerk is elected by the presbytery and is accountable to the presbytery through the Presbytery Personnel Subcommittee. This is a part time position.

Responsibilities:

1. Keeps a record of all of the actions and proceedings of the Presbytery of Florida, publishes the minutes of each meeting, and submits the same annually to the synod for review.
2. Prepares the docket for the presbytery meeting and coaches the leadership participants.
3. Serves as resource to the presbytery on matters concerning interpretation of the Constitution of the Church. Provides constitutional opinions as needed and participates in legal matters as requested.
4. Handles documentation regarding inquirers and candidates and processes calls for teaching elders entering and leaving the presbytery.
5. Keeps accurate rolls of all minister of Word and Sacrament, Certified Christian Educators, Commissioned Ruling Elders, candidates and inquirers.
6. Writes official correspondence for the presbytery and acts as chief correspondent with other councils or denominations regarding the status of teaching elders.
7. Prepares all reports as required by the General Assembly.
8. Reports each January any imbalance between resident teaching elders and the number of ruling elder commissioners from the sessions.
9. Serves as resource staff to administrative and judicial commissions as needed. Acts as primary staff to the Permanent Judicial Commission.
10. Serves as secretary for the Coordinating and Planning Commission.
11. Serves as a resource for the Committee on Ministry
12. Receives and reviews communications and assigns them to the appropriate group.
13. Fulfill those functions and tasks as assigned in the by-laws and manual of operations for the Presbytery of Florida.

Relationships:

1. Shall relate directly to all elected officers of the presbytery and the Presbytery Personnel Subcommittee
2. Shall relate to the presbytery staff as a team member.
3. Shall relate to the synod and General Assembly when required.

Review and Evaluation:

A performance review and evaluation shall be conducted annually by the Presbytery Personnel Subcommittee.

Term: Three (3) year term. May be elected for an indefinite number of terms, according to the will of the presbytery.

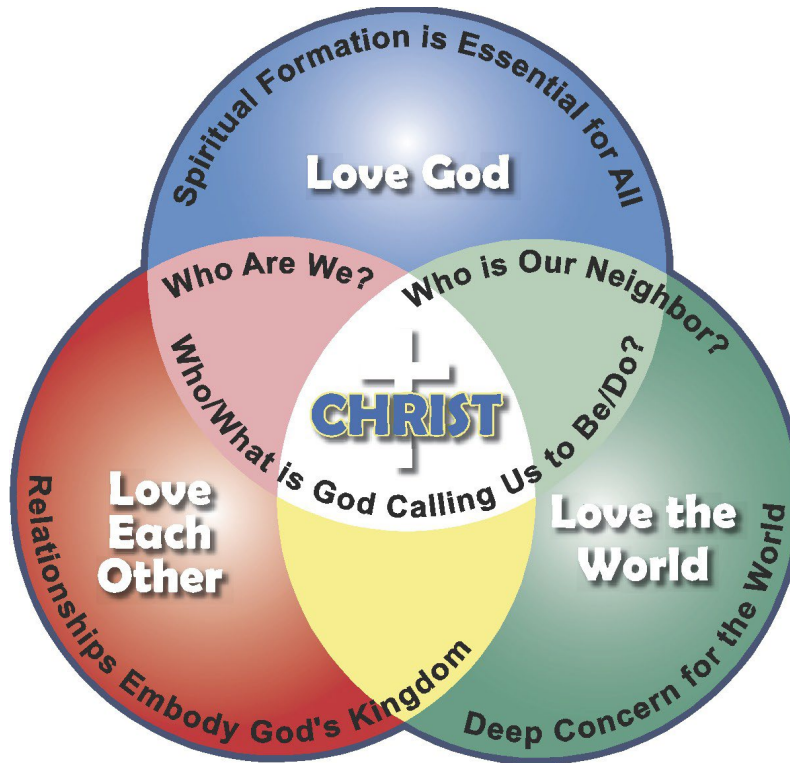
Knowledge, Skills and Abilities:

1. Teaching or ruling elder in the Presbyterian Church (U.S.A.) with strong faith and character.
2. Knowledge of the Reformed tradition, doctrine and the polity of the Presbyterian Church (U.S.A.).
3. Knowledge of Robert's Rules of Order.
4. Works independently and in cooperation with others.
5. Skilled in word processing and database management software.
6. Able to build trust and honors confidentiality.

.....

Process for the election of the stated clerk:

In the last year of the three (3) year term (no later than June), the Personnel Subcommittee will determine if they will nominate the incumbent for another term or do an open search. If a search is conducted, the presbytery will advertise the position for at least one month. The nominee will ordinarily be elected at the last presbytery meeting of the year and assume office January 1.



Healthy Church Framework

Presbytery of Florida

1
2
3 The “Healthy Church Framework” was created for our Presbytery to provide guidance
4 in developing healthy churches. It is designed to be relational and biblical. This framework of
5 church health allows for diversity of size, culture, geography, gifts and communities.

6 We invite individuals, Sessions, and congregations to use it as a tool to vision, set
7 goals, strategize, and evaluate their spiritual and congregational life with new and discerning
8 eyes. Our hope is that all of us will engage in this common conversation of church health, and
9 that we learn from each other, challenge each other, improve and build upon our strengths,
10 and move toward God’s vision.

11 We seek invitations to meet with Sessions to have a conversation about healthy
12 churches as we walk with you on this journey to grow our faith and our community.

13
14
15

16
17

18
19
20

21
22
23
24
25

26
27

28

29
30
31

32
33
34

35
36
37
38

39
40

41
42

43
44
45

46
47

Our Vision

A community of congregations, clergy and neighbors engaged in healthy, nurturing, loving, and intentional Christ-centered relationships.

Our Presbytery Goal

A Presbytery of Healthy, Thriving Churches

Our Biblical Foundation

The Greatest Commandment (Matthew 22:34-40)

The Great Commission (Matthew 28:16-20)

Our Responsibilities

The Congregational Mission Support Team is responsible for, but not limited to, strengthening and supporting churches including leadership development, transformation (such as Acts 16:5), networking and connecting ministries, mission and resources.

Three Loving Relationships to Nurture

With God, With Each Other, With the World

1. NURTURING OUR RELATIONSHIP WITH THE TRIUNE GOD

Method

This is done through Worship and Bible Study (corporate *and* personal), Spiritual Disciplines, Sabbath Keeping, Giving Time, Talent, Treasure

Healthy Mark Assessment #1: Continual Spiritual Formation is an essential for all.

All church leaders & vast majority of communicants are in some form of group spiritual formation & daily devotion

Discernment Questions:

Who are we?

Who is our neighbor?

Who and what is God calling us to be and do?

Knowing who/whose we are, the gifts we have and the needs of the community, what is God's will for us?

2. NURTURING OUR RELATIONSHIPS WITH EACH OTHER

IN THE FAITH COMMUNITY

Method

This is done through Intentional Discipleship, Spiritual Formation, Spiritual Gifts Identification and Development, Intentional Mentoring

Healthy Mark Assessment #2: Relationships embody God's kingdom

Relationships which are loving, need-responsive, mentoring, Christ-centered

48 *Discernment Questions: Who are we?*
49 *Who is our neighbor?*
50 *Who and what is God calling us to be and do?*

51 Identifying, developing and mentoring gifts of the congregation, knowing history &
52 heritage & God's vision

53 **3. NURTURING OUR RELATIONSHIP**
54 **WITH THOSE OUTSIDE THE FAITH COMMUNITY**

55 *Method*

56 Demographics tools, Ministries matching needs of our neighbors with gifts & passions of the
57 congregation

58 *Healthy Mark Assessment # 3: A pervasive concern for the well-being of those outside the*
59 *church*

60 Relationships are cultivated & maintained with those outside the church, programs &
61 ministries meet actual needs

62 *Discernment Questions:*

63 *Who are we?*

64 *Who is our neighbor?*

65 *Who and what is God calling us to be and do?*

66 Studying demographics, getting to know the needs of the community with objective and
67 anecdotal data

68 ***BRIEF BIBLIOGRAPHY FOR THE HEALTHY CHURCH FRAMEWORK***

69 The following brief bibliography includes the resources that most informed the Church
70 Development and Evangelism Committee in creating the Healthy Church Framework. A more
71 complete bibliography is available.

72 **Brief Bibliography**

73 *The Bible*

74 Matthew 22:34-40 The Greatest Commandment

75 Matthew 28:16-20 The Great Commission

76 *Pathway to Renewal* (Smith & Sellon)

77 "3 Marks of Inner Health of a Church"

78 *12 Dynamic Shifts* (Ott)/Acts 16:5 Initiative

79 3-D Church (Glorify God, Make Disciples, Meet Human Need)

80 *PC(USA)'s Dynamic Shifts of Congregational Transformation PC(USA)'s*

81 *Engage Curriculum*

82 *The ABC's of Natural Church Development (NCD) (Schwarz)*

83 8 Characteristics of NCD

84 *Practices of Fruitful Congregations* (Schnase)

85 *Three Discernment Questions*, Gil Rendle, Alban Institute Consultant

86 ***RESOURCES USED FOR NURTURING OUR RELATIONSHIP WITH OUR TRIUNE GOD***

87 *The Bible*

88 Matthew 22:32-40 The Greatest Commandment

89 Matthew 28:16-20 The Great Commission

90 **Healthy Mark #1: Spiritual formation is an essential for all, not just for some**

91 *12 Dynamic Shifts* (Ott)

92 1. Shift from your present hopes for your congregation's future to the high expectation
93 that God has a vital future for your church

94 2. Shift from merely running programs to implementing a vision for ministry

95 3. Shift from a maintenance mentality to a sustaining and advancing vision

96 *PC(USA)'s Dynamic Shifts of Congregational Transformation*

97 Create spiritual energy

98 *The ABC's of Natural Church Development*

99 #3 – Passionate Spirituality

100 #5 – Inspiring Worship

101 *Practices of Fruitful Congregations*

102 Passionate Worship

103 Intentional faith Development

104 *Three Discernment Questions:*

105 Who are we?

106 Who is our neighbor?

107 Who/what is God calling us to be/do?

108 ***RESOURCES USED FOR NURTURING OUR LOVE FOR EACH OTHER***

109 ***WITHIN THE COMMUNITY OF FAITH***

110 *The Bible*

111 Matthew 22:32-40 The Greatest Commandment

112 Matthew 28:16-20 The Great Commission

113 **Healthy Mark #2 – Relationships embody the kingdom (kin-dom) of God**

114 *12 Dynamic Shifts* (Ott)

115 #5 Shift from assuming discipleship to developing discipleship

- 116 #10 Shift from a “leader-deploying” ministry to a “leader-developing” ministry, from
- 117 committees to teams
- 118 #11 Shift from a controlling leadership to a permission-giving “sending” leadership
- 119 #12 Shift from a pastor-centered/officer-centered ministry to shared ministry among pastor,
- 120 officers, and church

- 121 *PC(USA) ’s Dynamic Shifts of Congregational Transformation*
- 122 Congregational Identity
- 123 Leadership Development
- 124 Developing a Ministry Plan

- 125 *The ABC’s of Natural Church Development (NCD)*
- 126 #1 Empowering Leadership
- 127 #2 Gift-based Ministry
- 128 #4 Effective Structures
- 129 #6 Holistic Small Groups
- 130 #8 Loving Relationships

- 131 *Practices of Fruitful Congregations*
- 132 Intentional Faith Development
- 133 Radical Hospitality
- 134 Extravagant Generosity

- 135 *Three Discernment Questions*
- 136 Who are we?
- 137 Who is our neighbor?
- 138 Who/what is God calling us to be/do?

***RESOURCES USED FOR NURTURING OUR LOVE
FOR THE WORLD***

- 141 *The Bible*
- 142 Matthew 22:32-40
- 143 Matthew 28:16-20

144 Healthy Mark #3 – A deep, pervasive concern exists for those outside the church walls

- 145 *12 Dynamic Shifts (Ott)*
- 146 #4 Shift from an emphasis on friendliness to a ministry of friendliness and hospitality
- 147 #6 Shift from a primary emphasis on communal life to a balanced emphasis on communal
- 148 & missional life of the church
- 149 #7 Shift from an unchanging worship format to a ministry of worship and music respon-
- 150 sive to the variety of needs present in the congregation and in the community that
- 151 you want to reach

- 152 #8 Shift from primarily audience-oriented programming (worship services, classes) to a
153 balance of audience-oriented ministry and face-to-face ministry (small groups, 1-on-1
154 spiritual direction)
155 #9 Shift from adding new people to established groups to adding new groups

156 *PC(USA)'s Dynamic Shifts of Congregational Transformation*
157 Developing a Ministry Plan
158 Re-entering the Community

159 *The ABC's of Natural Church Development (NCD)*
160 #2 Gift-based Ministry
161 #5 Inspiring Worship Service
162 #6 Holistic Small Groups
163 #7 Need-oriented Evangelism
164 #8 Loving Relationships

165 *Practices of Fruitful Congregations*
166 Radical Hospitality
167 Extravagant Generosity
168 Risk-Taking Mission and Service

169 *Three Discernment Questions*
170 Who are we?
171 Who is our neighbor?
172 Who/what is God calling us to be/do?