

# Manual of Operations Presbytery of Florida



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1 **MANUAL OF OPERATIONS FOR**  
2 **THE PRESBYTERY OF FLORIDA**

3  
4 ***SECTION I – Introduction***

5  
6 **Our Vision:** To be a presbytery of strong, healthy, energetic congregations advancing the ministries of  
7 Jesus Christ.

8  
9 **Our Mission:** To provide guidance, training, and assistance to our congregations.

10  
11 **Guiding Principles:** The Book of Order offers the following clarity about the roles of congregations and  
12 presbyteries:

- 13  
14 • The congregation is the church engaged in the mission of God in its particular context. Through  
15 the congregation, God’s people carry out the ministries of proclamation, sharing the Sacraments,  
16 and living in covenant life with God and each other. In the life of the congregation, individual  
17 believers are equipped for the ministry of witness to the love and grace of God in and for the  
18 world. The congregation reaches out to people, communities, and the world to share the good  
19 news of Jesus Christ, to gather for worship, to offer care and nurture to God’s children, to speak  
20 for social justice and righteousness, to bear witness to the truth and to the reign of God that is  
21 coming into the world. (G-1.0101)  
22  
23 • Councils of the church exist to help congregations and the church as a whole to be more faithful  
24 participants in the mission of Christ. (G-3.0101)  
25  
26 • The presbytery is responsible for the government of the church throughout its district, and for  
27 assisting and supporting the witness of congregations to the sovereign activity of God in the  
28 world, so that all congregations become communities of faith, hope, love, and witness. (G-3.0301)  
29

30 Therefore, the Presbytery of Florida makes it a top priority to provide educational and training  
31 opportunities, guidance, and assistance to our congregations and leaders to build strong, healthy, energetic  
32 congregations to advance the ministries of Jesus Christ.

33  
34 The Presbytery of Florida will carry out the responsibilities as outlined in G-3.0301.

35  
36 ***SECTION II – Ministry Coordinating Council (MCC)***

37  
38 The Ministry Coordinating Council is composed of the moderator(s) or vice-Moderator(s) of each of the  
39 presbytery ministries, the immediate past presbytery moderator, the current presbytery moderator, and the  
40 current vice-moderator. The Council will meet as needed to focus on the specific issues of calendaring,  
41 resource sharing, and communication within the presbytery. The Council is responsible for those duties  
42 outlined below and other such duties identified by The Book of Order G-3.0106.

43  
44 **Responsibilities**

- 45 1. The presbytery shall grant commission authority to the Ministry Coordinating Council.  
46 2. Prayerfully discern the future of the Presbytery of Florida – the congregations and  
47 communities within its bounds.  
48 3. Coordinate and communicate the plans and needs of the various Ministries of the presbytery.  
49 4. Facilitate communication throughout the presbytery.

- 1 5. Assist the Stated Clerk with logistics of presbytery meetings, including the presbytery vice-  
2 moderator planning worship, and setting a quarterly or an annual theme for education,  
3 reflection, and support.
- 4 6. Annually in March hold a short, in-person retreat for review of current strategies and planning  
5 of the coming presbytery year.
- 6 7. Provide a forum, in coordination with the ministries of Leadership Development and  
7 Congregational Health, for sharing the needs in congregations and initiatives that will  
8 strengthen the ministries of congregations.
- 9 8. Hear and review reports from all presbytery ministries.
- 10 9. Provide oversight, review, and evaluation of presbytery staff, as well as termination and  
11 employment when needed.
- 12 10. Maintain the presbytery's Manual of Operations.
- 13 11. Serve as a forum for interim decision-making between stated meetings of the presbytery, as  
14 needed, and reported to the presbytery for its affirmation.
- 15 12. Annually appoint a Recording Clerk
- 16 13. Approve minutes for all meeting of the presbytery.

### 17 *SECTION III – Trustees*

18  
19  
20 The members of the Ministry Coordinating Council (MCC) who are ministers of Word and Sacrament or  
21 elders shall constitute the Board of Trustees of the Presbytery of Florida, Inc. The Moderator of the  
22 presbytery and the stated clerk of the presbytery are authorized to execute on behalf of the Trustees any  
23 deed or other legal papers relating to property transactions or other corporate matters, when such action  
24 has been properly approved by the presbytery or the MCC.

### 25 *SECTION IV – Ministries of the Presbytery*

- 26  
27
- 28 • Ministry of Congregational Health (MCH)
  - 29 • Ministry of Dogwood Acres (MDWA)
  - 30 • Ministry of Leadership Development (MLD)
  - 31 • Ministry of New Congregation Formation (MNCF)
  - 32 • Ministry of Pastoral Transitions (MPT)
  - 33 • Ministry of Presbytery Operations (MPO)
  - 34 • Ministry of Representation (MR)
  - 35 • Permanent Judicial Commission

36  
37 The quorum for each presbytery ministry or commission shall be a majority of its members.

38  
39 Each presbytery ministry shall establish its own meeting schedule.

40  
41 Each ministry shall ordinarily submit written reports to the Ministry Coordinating Council for inclusion in  
42 the presbytery meeting docket. Supplemental reports may be sent to the presbytery office.

43  
44 Presbytery ministries are encouraged to create other subgroups to address specific tasks as needed.

45  
46 New ministry members shall be elected for three-year terms beginning March 1 and conclude at the end  
47 of February of the year appropriate for their class. No person shall serve more than six consecutive years  
48 on a ministry and will be ineligible for election to the same ministry for at least one year. (G-2.0404)

## Ministry of Congregational Health

### Composition

The Ministry of Congregational Health shall have no fewer than six (6) members including the moderator and vice-moderator. The ministry is composed of ministers and elders in approximately equal numbers in equal classes. Ordinarily, the moderator and vice-moderator shall not engage as a congregational liaison and will oversee the work of the ministry.

### Purpose

The ministry is responsible for assisting in maintaining congregational health and viability by providing resources for best practices for congregational health and vitality, discernment of ongoing and future ministry direction, provide assistance during times of pastoral/congregational conflict, and other responsibilities identified by The Book of Order, G-2.1103 b, G-3.0106, and G-3.0303 and duties not assigned to other ministries. The Ministry of Congregational Health shall be granted commission authority by the presbytery for the purpose of addressing matters within its responsibilities and present such matters to the next stated meeting of the presbytery.

### Responsibilities

1. Identify, support, and guide congregations in times of missional discernment and congregational conflict with appropriate resources.
2. Identify and coordinate resources of best practices for congregational health.
3. Review proposed congregational loans for recommendation to the presbytery for its consideration.
4. Recruit, train, and oversee the work of congregational liaisons for work in missional discernment.
5. Plan and hold at least one Pastor Convocation each year for active ministers of Word and Sacrament, Certified Christian Educators, and Commissioned Ruling Elders the theme or which to be determined each year.
6. Receive, review, and approve annual reports on minister and Certified Christian Educator terms of call from each congregation.
7. Annually review the status and contracts of members at-large in validated ministries (G-2.0503a) with a report to the presbytery.
8. Present recommended minimum compensation standards for pastoral calls and Certified Christian Educators within the presbytery (G-3.0303).
9. Develop and promote policies that protect the health and welfare of presbytery's leaders and the children within presbytery congregations and ministries.
  - a. Annually review the Sexual Misconduct Policy, the Child Safety Policy, and the Minor Persons and Vulnerable Adults Protection Policy.
  - b. Provide interpretation and training for minister members and congregational leaders for these policies.
10. Provide support for pastors in crisis through available resources and referrals.
11. Respond to allegations of ethical or moral malfeasance when informed by the stated clerk of the presbytery.
12. Request presbytery to form an Administrative Commission for congregations in conflict.
13. Provide orientation to ministers of word and Sacrament, and Certified Christian Educators that are new to the presbytery.
14. Coordinate Session Records Review policy and process, in cooperation with the Stated Clerk.
15. The ministry shall develop and maintain a Policies and Procedures Handbook, approved by the presbytery, for its responsibilities and methods for achieving those responsibilities. Changes to that Handbook shall be reviewed and approved by the presbytery.

1 **Ministry of Dogwood Acres (CDWA) (9)**  
2 **Unchanged during their 501c3 discernment process**  
3

4 **Membership:** Chair, Vice-Chair, seven members-at-large  
5

6 **Purpose:** To provide short- and long-term planning, management, development, operations, and programs  
7 connected with Dogwood Acres.  
8

9  
10 **Responsibilities**  
11

- 12 1. Assess physical needs and prioritize them including maintenance, landscaping, painting, construction,  
13 and safety.
- 14 2. Provide for administrative matters such as a website, print material, thank-you notes, inventories, and  
15 assistance to the Dogwood Acres staff.
- 16 3. Schedule volunteers, promote work days, maintain a volunteer to-do list, recognize volunteer efforts,  
17 and track volunteer hours.
- 18 4. Supervise the Youth Council, provide for student service hours, excite and inspire youth to remain  
19 engaged and involved with DWA for a lifetime.
- 20 5. Provide for summer staff, curriculum, training, scholarships, and program ideas and recruit nurses and  
21 chaplains.
- 22 6. Greet and orient retreat users, market and sponsor retreats, develop how-to information for retreat  
23 leaders and potential retreat leaders.
- 24 7. Raise funds, develop sponsorships, partner with civic groups, scouts, and business groups.  
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## Ministry of Leadership Development

### Composition

The Ministry of Leadership Development shall have no fewer than six (6) members including the moderator and vice-moderator. The moderator and vice-moderator shall not ordinarily engage as a congregational liaison and will oversee the work of the ministry. The ministry is composed of ministers and elders in approximately equal numbers in equal classes.

### Purpose

The ministry is responsible for providing guidance and resources for persons preparing for the ministry of Word and Sacrament, to serve as Commissioned Ruling Elders, or as Authorized Ruling Elders. The ministry is also responsible for providing educational opportunities to equip and strengthen presbytery and congregational leaders to help further the ministries within their congregations. Other such duties identified by The Book of Order, G-2.0503a; G-2.06; sections of G-3.0302, and duties not assigned to other ministries are to be undertaken. The Ministry of Leadership Development shall be granted commission authority by the presbytery for the purpose of addressing matters within its responsibilities and present such matters to the next stated meeting of the presbytery.

### Responsibilities

1. Direct those under care of presbytery seeking to be ordained as ministers of Word and Sacrament in preparation for ministry (G-2.06), and counsel with pastors and sessions regarding such persons pursuing avenues of ministry.
2. Provide guidance for those seeking to serve as Commissioned Ruling Elders and/or Authorized Ruling Elders.
3. Develop and provide opportunities for continued training for ministers of Word and Sacrament, Certified Christian Educators, and Commissioned Ruling Elders, including boundary training.
4. Develop programming for presbytery leadership summits to the benefit of local congregations (c.f. G-3.0301c “nurture the covenant community of disciples of Christ”).
5. Propose Ruling Elders and ministers of Word and Sacrament to be readers of standard ordination examinations (G-3.0302b)
6. Support and encourage the missional endeavors of the presbytery locally, nationally, and abroad when deemed appropriate by the presbytery.
7. The ministry shall develop and maintain a Policies and Procedures Handbook, approved by the presbytery, for its responsibilities and methods for achieving those responsibilities. Changes to that Handbook shall be reviewed and approved by the presbytery.

## Ministry of New Congregation Formation

### Composition

The Ministry of New Congregation Formation shall have no fewer than six (6) members including the moderator and vice-moderator. The ministry is composed of ministers and congregation members in approximately equal numbers in equal classes.

### Purpose

The ministry is responsible for formulating and implementing a comprehensive plan for location, funding, and development of new congregations and worshiping communities, yoking congregations, and establishing merged congregations within the bounds of the presbytery.

### Responsibilities

1. Design and implement a process for determining where and what kinds of congregations or worshiping communities are needed.
2. Design and implement a process for determining pastoral leadership for new congregations and worshiping communities.
3. Design a packet of information and steps useful to those who will be organizing new congregations and worshiping communities.
4. Work with existing congregations and/or individuals who have an interest in seeding a new congregation or worshiping community.
5. Develop and maintain procedures for the use of new congregational development funds.
6. Oversee new congregational development fund.
7. Develop and maintain procedures for yoking or merging congregations.
8. The ministry shall develop and maintain a Policies and Procedures Handbook, approved by the presbytery, for its responsibilities and methods for achieving those responsibilities. Changes to that Handbook shall be reviewed and approved by the presbytery.

## Ministry of Pastoral Transitions

### Composition

The Ministry of Pastoral Transitions shall have no fewer than six (6) members including the moderator and vice-moderator. The moderator and vice-moderator shall not ordinarily engage as a congregational liaison and will oversee the work of the ministry. The ministry is composed of ministers and elders in approximately equal numbers in equal classes.

### Purpose

The ministry is responsible for those duties outlined below and other such duties identified by The Book of Order, G-2.05, 2.07 - 2.11, G-3.0306, and 3.0307 and not assigned to other ministries. In certain areas of responsibilities and authority, the Ministry of Pastoral Transitions may function as a commission on behalf of the presbytery, such authority granted by the presbytery, and shall report such actions to the presbytery at the next stated meeting of the presbytery. The Ministry of Pastoral Transitions shall be granted commission authority by the presbytery for the purpose of addressing matters within its responsibilities and present such matters to the next stated meeting of the presbytery.

### Responsibilities

1. Review and approve initial Terms of Call for ministers of Word and Sacrament.
2. Dissolve pastoral relations when the minister of Word and Sacrament and congregation concur.
3. Dismiss ministers of Word and Sacrament to other presbyteries.
4. Review and approve initial temporary pastoral contracts for Transitional (Interim) Pastors, Stated Supply Pastors, Commissioned Ruling Elders, and Certified Christian Educators.
5. Grant requests from ministers of Word and Sacrament for release from exercise of ordered ministry with the reasons for such release recorded in the minutes of the presbytery.
6. Approve calls of ministers of Word and Sacrament moving within the presbytery.
7. Submit to presbytery requests to grant the status of Retired to ministers of Word and Sacrament.
8. Review and renew commissions of Commissioned Ruling Elders, pending approval of the presbytery.
9. Examine and receive ministers of Word and Sacrament seeking membership in the presbytery.
10. Designate Administrative Commissions to ordain and/or install ministers of Word and Sacrament, and to commission Commissioned Ruling Elders should the need arise between stated meetings of presbytery.
11. Appoint moderators of sessions for congregations without an installed pastor.
12. Designate persons to moderate sessions and congregational meetings when requested to do so by the Moderator of Record.
13. Examine and approve ministers of Word and Sacrament, and Ruling Elders to be included on the Pulpit Supply List, and regularly update the list.
14. Recruit, train, and oversee the work of congregational liaisons to be engaged in times of pastoral transitions.
15. The ministry shall develop and maintain a Policies and Procedures Handbook, approved by the presbytery, for its responsibilities and methods for achieving those responsibilities. Changes to that Handbook shall be reviewed and approved by the presbytery.

## Ministry of Presbytery Operations

### Composition

The Ministry of Presbytery Operations shall have no fewer than six (6) members including the moderator and vice-moderator. The ministry is composed of ministers and congregation members in approximately equal numbers in equal classes.

### Purpose

The focus of the ministry's work will be supporting the presbytery in the development of the graces of generosity and stewardship both in our shared ministry and in individual congregations, prepare, adopt, and monitor an annual budget, assist congregations in buying, selling, or mortgaging church property. The ministry shall function in accordance with The Book of Order as outlined in the polity of G-3.0106 and G-3.0113.

### Responsibilities

1. Build, monitor, and manage an annual budget and stewardship plan for the presbytery's shared work.
2. Assist congregations with the establishment of sound financial practices.
3. Document financial best practices to share and provide training for congregational treasurers.
4. Review and handle all matters of property directly and solely owned by the presbytery, and make any necessary recommendations to presbytery.
5. Assist Administrative Commissions in matters of finances and property.
6. Assist the Ministry Coordinating Council in the review of hired staff and compensation determination.
7. Monitor presbytery office equipment needs including the purchase, rental, or leasing of appropriate equipment.
8. The ministry shall develop and maintain a Policies and Procedures Handbook, approved by the presbytery, for its responsibilities and methods for achieving those responsibilities. Changes to that Handbook shall be reviewed and approved by the presbytery.

## Ministry of Representation

### Composition

The Ministry of Representation shall have no fewer than six (6) members including the moderator and vice-moderator. The ministry is composed of ministers and congregation members in approximately equal numbers in equal classes.

### Purpose

The ministry shall function in accordance with The Book of Order as outlined in the principles of F-1.0403 and F-1.0404 and the polity of G-3.0103, and is responsible for identifying and implementing efforts to enable a broad, deep, and diverse cadre of leaders in all ministries of the presbytery, including those from racial, ethnic, and immigrant communities, younger adults with new perspectives, and older adults with experience and wisdom. They shall make nominations of such persons to the presbytery for its vote.

### Responsibilities

1. Advise the presbytery regarding implementation of principles of unity and diversity.
2. Advocate for inclusion and diversity in the presbytery's leadership, including:
  - a. Plan and promote cooperative efforts among presbytery Ministries to enhance full participation, fair representation, connections, and communication among all people, congregations, and communities.
  - b. Identify and implement efforts to enable a broad, deep, and diverse cadre of leaders in all committees, including those from racial, ethnic, and immigrant communities, younger adults with new perspectives, and older adults with experience and wisdom.
  - c. Because there are no longer any dividing districts, care should be taken to recruit from as wide an area as possible, seeing the presbytery as a whole, and not limited to geography.
3. Engage the process for nominating persons to serve in presbytery elected positions, in consultation with presbytery membership, the Ministry Coordinating Council, and the Ministries of the presbytery, to ensure that nominations are broadly representative of presbytery constituency and are in conformity with the presbytery's commitment to unity in diversity.
4. Consult with the presbytery, especially with and through its Ministry Coordinating Council as needed, on the employment and termination of presbytery staff and personnel.
5. The ministry shall develop and maintain a Policies and Procedures Handbook, approved by the presbytery, for its responsibilities and methods for achieving those responsibilities. Changes to that Handbook shall be reviewed and approved by the presbytery.

1 **SECTION V - Permanent Judicial Commission**

2  
3 The purpose of the Permanent Judicial Commission is to consider and decide judicial matters presented to  
4 the presbytery in accordance with the Constitution of the Presbyterian Church (U.S.A.), as set forth in The  
5 Book of Order under “Church Discipline.”  
6

7 **The Permanent Judicial Commission shall:**

- 8 1. Have a membership nominated by the Ministry on Representation and approved by presbytery,  
9 a. Composed of nine (9) members (D-3.0101c),  
10 b. Have no more than one member elected from any one congregation (D-3.0101c),  
11 c. Elected to serve for six years in three classes in number as equal as possible, and one class  
12 completing its term every two years, (D-3.0201)  
13 d. Understand that no person who has served on the Permanent Judicial Commission for a full  
14 term of six years shall be eligible for reelection until two years have elapsed after the  
15 expired six-year term (D-3.0203b).  
16 2. Meet at least annually.  
17 3. Elect from its members a Moderator and a Clerk (D-3.04).  
18  
19

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

21  
22 The committee is appointed by the presbytery moderator annually. The committee is responsible for but  
23 not limited to:

- 24 • Present the overture or resolution to the presbytery as submitted and make a recommendation to  
25 approve, amend or not approve the overture or resolution.  
26 • Hold a presentation on the proposed amendments to the constitution in order to present information  
27 relative to them so commissioners voting on them can make an informed decision when voting.  
28 • At the presbytery meeting when the amendments are being considered, make a recommendation to  
29 approve or not to approve.  
30

31 **\*\*\*NOTE: *Overtures must be in the hands of the stated clerk at least 28 days prior to the meeting of***  
32 ***the presbytery at which they are to be considered.***  
33

1 **SECTION VII – Presbytery Meetings**

2  
3 **Time and Place of Meetings**

4  
5 The presbytery will meet a minimum of four times per year (a Winter meeting, Spring meeting, Summer  
6 meeting, and Fall meeting) giving strong consideration to evenly distributing meeting locations  
7 throughout the geographic bounds of the presbytery. The Ministry Coordinating Council (MCC) will set  
8 the dates for the coming year to be announced at the last meeting of the year. The MCC may order a  
9 different date for a stated meeting, but only for that single meeting on that particular occasion.

10  
11 Each stated meeting shall begin at 9:00 a.m. Central Time, with the place to be determined by the  
12 Ministry Coordinating Council (MCC). The time of adjournment shall be when all business on the docket  
13 has been concluded.

14  
15 The moderator of presbytery shall call a special meeting at the request, or with the concurrence, of two (2)  
16 ministers and two (2) elders, with all being of different congregations. Should the moderator be unable to  
17 act, the vice moderator shall, under the same conditions, issue the call. Notice of a special meeting shall  
18 be sent not less than ten (10) days in advance to each minister and to the session of every congregation.  
19 The notice shall set out the purpose of the meeting, and no other business than listed in the call shall be  
20 transacted.

21  
22 **Presbytery Meeting Planning**

23  
24 The stated clerk and MCC shall plan each regular meeting of the presbytery. The docket will include  
25 sections for fellowship (ordinarily registration/morning coffee and lunch), worship, partner and ministry  
26 reports, and resourcing based on a quarterly or annual theme recommended by the Ministry of Leadership  
27 Development. The vice-moderator shall be responsible for arranging worship services for meetings.

28  
29 Any organization, individual, or entity wishing to present petitions, handouts, flyers, or presentations on  
30 socio-political issues that are not part of the business of the presbytery or denomination, and are not  
31 endorsed by a presbytery ministry or the Ministry Coordinating Council (MCC), must submit the request  
32 and materials to the MCC for approval before the presbytery docket is compiled.

33  
34  
35 **Special Rules of Order**

36  
37 Specific times shall be allotted by the Ministry Coordinating Council (MCC) for each business item and  
38 for ministry reports for each stated meeting.

39  
40 Motions and amendments from the floor must be submitted in writing to the stated clerk.

41  
42 In debate on motions, speakers ordinarily shall be limited to three (3) minutes on all issues for discussion /  
43 action, with speakers alternating between those for / against the motion.

44  
45 **Moderator-appointed Committee Members**

46  
47 The moderator shall appoint:

- 48  
49
  - Members of the Committee on Bills and Overtures
  - Tellers for specific meetings (upon recommendation by the stated clerk)

- Parliamentarian (upon recommendation by the stated clerk)

### ***SECTION VIII - Staff***

The presbytery may employ such staff as necessary to carry out its functions, as recommended by the Ministry Coordinating Council (MCC) 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 MCC. 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.

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

### ***SECTION IX – Temporary Pastoral Relationships***

The Book of Order states that presbyteries may provide the titles for positions known as Temporary Pastoral Relationships. In accord with current Book of Order G-2.05040b, the presbytery utilizes the following terms for Temporary Pastoral Relationships:

- Interim Pastor
- Interim Associate Pastor
- Interim General Presbyter
- Stated Supply



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# APPENDICES



1 **PRESBYTERY OF FLORIDA**  
2 *Presbytery Manual of Operations*

3  
4 **Appendix A**

5  
6  
7 **MINOR PERSONS AND VULNERABLE ADULTS**  
8 **PROTECTION POLICY**

9  
10 The members of the Presbytery of Florida believe we are called by God to create a safe haven for all  
11 minor persons and vulnerable adults participating in activities designed to nurture, protect, and empower  
12 them through faith and trust. This commitment includes taking appropriate steps to reduce the risk to  
13 minors and vulnerable adults in our care.

14  
15 The following policy is established to minimize the risk to minors and vulnerable adults from being  
16 subjected to sexual, physical, or mental abuse. These policies and procedures are also intended to respect  
17 the rights and afford due process to persons accused of improper conduct.  
18

19 **DEFINITIONS**

20  
21 **Minor Person (Minor):** Biologically a minor is an individual who is between the ages of birth and under  
22 18 years of age.

23  
24 **Vulnerable Adult:** “A person 18 years of age or older whose ability to perform the normal activities of  
25 daily living or to provide for his or her own care or protection is impaired due to a mental, emotional,  
26 sensory, long-term physical, or developmental disability or dysfunction, or brain damage, or the  
27 infirmities of aging.” ([www.flstate.gov/laws/statutes/2012/0415.102](http://www.flstate.gov/laws/statutes/2012/0415.102))  
28

29 **Paid Staff:** Any adult who is paid to work with minors/vulnerable adults at a Presbytery of Florida  
30 function or event.

31  
32 **Volunteer:** Any unpaid person who is entrusted with the care and supervision of minors/vulnerable  
33 adults, or a person who directly oversees and/or exerts control or oversight of minors/vulnerable adults.  
34

35 **Sexual Abuse:** See Florida Statute at <https://m.flstate.gov/Statutes/827.071>.  
36  
37

38 **SCREENING, TRAINING, AND BACKGROUND CHECKS**  
39 **FOR VOLUNTEERS**

40  
41 One who works with minors/vulnerable adults, whether on the basis of a paid staff, contractor, or  
42 volunteer, shall be subject to:

- 43  
44 1. The approval of completed and signed application and background check authorization forms,  
45 including a signed form verifying the event policy has been read. The application should include a  
46 minimum of two references.  
47

- 1 2. All those who work with minors and/or vulnerable adults must ordinarily be at least eighteen years  
2 old.  
3
- 4 3. The applicant's consent to a criminal background check. The Presbytery of Florida will conduct  
5 and cover the cost of background checks for all volunteer and paid workers. These checks shall be  
6 run no more than six months prior to the event, and may be valid for 2 years, depending on  
7 insurance company standards.  
8
- 9 4. All those who work with minors/vulnerable adults paid, contracted, or volunteer, must participate  
10 in training sometime within the year prior to the event. The training is to be provided by the  
11 Presbytery of Florida through its appropriate committee and shall cover this protection policy  
12 thoroughly as well as methods of abuse prevention and a detailed plan of reporting. Outside  
13 experts may be contracted to provide this training. These trainings shall further cover:
- 14 • What constitutes minor/vulnerable adult abuse and neglect.
  - 15 • How to recognize signs and symptoms of abuse and neglect.
  - 16 • Definitions of abuse and reporting.
  - 17 • Mandatory criminal background checks and the security of those files.
  - 18 • Explanation of the importance of the application and screening processes.
  - 19 • Appropriate boundaries with minors, especially regarding adult-to-minor ratios,  
20 transportation, and use of technology.
  - 21 • If an overnight event is planned, discussions of boundaries involving appropriate sleeping  
22 arrangements and restroom/shower facilities use shall be discussed.
  - 23 • At least one volunteer or paid staff member working directly with event participants must  
24 be certified in first aid and CPR.
  - 25 • Other related topics.
- 26
- 27 5. No person may serve as a minor/vulnerable adult worker who has a conviction on his/her record of  
28 certain felonies or misdemeanors, including, but not limited to, any of the following:
- 29 • Criminal homicide;
  - 30 • Aggravated assault;
  - 31 • Crimes related to the possession, use, or sale of drugs or controlled substances;
  - 32 • Sexual abuse;
  - 33 • Sexual assault;
  - 34 • Incest;
  - 35 • Indecency with a youth;
  - 36 • Inducing sexual conduct or sexual performance of a minor or vulnerable adult;
  - 37 • Possession or promotion of child pornography;
  - 38 • The sale, distribution, or display of harmful material to a minor;
  - 39 • Abandonment or endangerment of a minor or vulnerable adult;
  - 40 • Any crime that involves abduction, kidnapping, or unlawful restraint;
  - 41 • Public lewdness or indecent exposure;
  - 42 • Any crime that involves sexual misconduct or sexual abuse, particularly if it involves  
43 misconduct or abuse with a minor;
  - 44 • Any crime that involves misuse of technology for sexual purposes, such as collecting or  
45 distributing photographs of minors who are naked or in sexual or inappropriate poses (child  
46 pornography);
  - 47 • Any crime that involves the use of force, such as assault or endangerment;
  - 48 • Any crime that involves drinking and driving, such as driving while intoxicated.

1  
2 In addition, if any council (as defined in the latest version of the *Book of Order* Part 2 of the Presbyterian  
3 Church (U.S.A.) of the Presbytery of Florida is aware that one who wishes to work with minors/  
4 vulnerable adults has a prior conviction for one of the aforementioned crimes or a related crime, that  
5 person shall automatically be ineligible to serve.  
6  
7

## 8 **PAID OR VOLUNTEER COUNSELORS** 9 **AT DOGWOOD ACRES**

10  
11 Briefly, the State of Florida says: Personnel for the purposes of screening for summer day camps and  
12 summer 24-hour camps includes owners, operators, employees, and volunteers working in summer day  
13 camps and summer 24-hour camps providing care for children. Volunteers who assist on an intermittent  
14 basis for less than 10 hours per month do not need to be screened if a person who meets the screening  
15 requirement is always present and has the volunteer in his or her line of sight.  
16

17 An employer may not hire, select, or otherwise allow an employee to have contact with any vulnerable  
18 person that would place the employee in a role that requires background screening.  
19

20 There are two levels of screening – Level 1 and Level 2.  
21

22 **Level 1 Background Screening** requires an employment history check, statewide criminal  
23 correspondence checks through the Florida Department of Law Enforcement (FDLE) (name-based  
24 check), and a check of the Dru Sjin National Sex Offender Public Website and may include local law  
25 enforcement checks.  
26

27 **Level 2 Background Screening** requires fingerprinting for statewide criminal history checks through  
28 FDLE and national criminal history checks through the Federal Bureau of Investigation (FBI) and may  
29 include local law enforcement checks.  
30

31 For further explanation of background screening requirements for persons who wish to work as a camp  
32 counselor for remuneration or as a volunteer at Dogwood Acres, please refer to those stated at:  
33 [https://www.myflfamilies.com/programs/backgroundscreening/faqs\\_camps.shtml](https://www.myflfamilies.com/programs/backgroundscreening/faqs_camps.shtml), (The Florida  
34 Department of Children and Families); and The State of Florida statues found in Title XXXI (Labor),  
35 Chapter 435, under Employment Screening, and related references.  
36

37 The level of interaction with minors and vulnerable persons will determine whether a Level 1 or Level 2  
38 Background Screening is required.  
39

40 The level of interaction with minors and vulnerable persons, and the type of engagement as a paid or  
41 volunteer staff person will determine whether a Level 1 or Level 2 Background Screening is required.  
42  
43

## 44 **EXPECTATIONS FOR PERSONS WORKING WITH** 45 **MINORS, AND/OR VULNERABLE ADULTS**

46  
47 It is the policy of the Presbytery of Florida to provide events free of any form of sexual abuse and  
48 misconduct, including sexual intimidation by any volunteer or presbytery employee contacts. Sexual

1 abuse and misconduct, in any form, is unacceptable behavior and is subject to disciplinary action. Sexual  
2 abuse and misconduct includes, but is not limited to, unwelcome and unsolicited sexual advances,  
3 requests for sexual favors, discriminatory torment based on gender or sexual preference, and other  
4 undesirable verbal, visual, or physical conduct of a sexual nature, manifested in person or via one (1) or  
5 more types of electronic media.

6  
7 In particular, sexual abuse and misconduct has occurred if:

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

15  
16 Any presbytery employee or volunteer who believes, in good faith, that there has been a violation of this  
17 policy should report the perceived violation as soon as possible. If the perceived violation occurs during a  
18 presbytery sponsored event, the matter must be reported to the coordinator of the event. If the event is  
19 sponsored by the Ministry of Dogwood Acres (MDWA), the Director of Dogwood Acres, the MDWA  
20 Chair, or a member of the MDWA Personnel Team must be contacted as soon as possible. Every  
21 complaint received by any one of these persons must be immediately communicated to the Stated Clerk  
22 and General Presbyter for action in accordance with the presbytery's policy and procedures on sexual  
23 misconduct.

## 24 25 26 **MANDATORY EVENT RULES FOR WORKING WITH** 27 **MINORS AND VULNERABLE ADULTS**

28  
29 The Presbytery of Florida shall ensure that the following measures be in place and actions taken for each  
30 event or activity of the presbytery involving minors and/or vulnerable adults.

- 31  
32 1. Supervision: There will always be one (1), and when feasible two (2) adult workers present in  
33 groups of minors and vulnerable adults.
- 34  
35 2. Ratios: It is preferable that the adult to minor ratio for events is 2:17. There shall also be one adult  
36 of each gender when there is more than one gender in a group. Only in emergency situations may  
37 the ratio and gender diversity be compromised.
- 38  
39 3. View windows and open doors: When minors and adult workers or volunteers are in a room, if the  
40 door is closed, the door must have a view window installed. If no view window is installed in the  
41 door, the door must remain open at all times.
- 42  
43 4. Adult workers/caregivers should respect the privacy of the minors to whom they provide care.  
44 Responsible use of digital devices and cell phones is required in all situations (e.g. Taking age-  
45 appropriate photographs and movies, not taking photographs of minors who are not fully clothed).  
46 Adults and minors are required at all times to wear appropriate attire. Training is to be provided to  
47 understand age-appropriate behaviors that need to be reported to a caregiver or leader of the event.

- 1 5. All volunteers and employees at any Presbytery of Florida sponsored event must also abide by a  
2 code of conduct that emphasizes the following prohibited behaviors. Some of these prohibited  
3 behaviors include but are not restricted to:
- 4 a. Display of sexual affection toward a minor/vulnerable adult.
  - 5 b. Use of profanity.
  - 6 c. Discussion of sexual encounters with or around minors/vulnerable adults or in any way  
7 involving minors/vulnerable adults in personal problems or issues.
  - 8 d. Dating or becoming “romantically” involved with minors or vulnerable adults.
  - 9 e. Using or being under the influence of alcohol or illegal drugs in the presence of minors or  
10 vulnerable adults.
  - 11 f. Possessing sexually oriented materials – including printed or online – at such an event.
  - 12 g. Telling a minor to keep something secret told to the minor.
  - 13 h. Staring at or commenting on others’ bodies.
  - 14 i. Initiating inappropriate or unapproved electronic communication with minors/vulnerable  
15 adults.
  - 16 j. Working one-on-one with minors/vulnerable adults in a private setting.
  - 17 k. Abusing minors/vulnerable adults in anyway, including (but not limited to) the following:
    - 18 1) Physical abuse: hit, spank, shake, slap, unnecessarily restrain.
    - 19 2) Verbal abuse: degrade, threaten, or curse.
    - 20 3) Sexual abuse: expose oneself, or engage in sexually oriented conversations.
    - 21 4) Shame, humiliate, act cruelly toward others.
    - 22 5) Neglect: withhold food, water, shelter.
  - 23 l. Permitting minors/vulnerable adults to engage in hazing, bullying, derogatory name-  
24 calling, ridicule, humiliation, or sexual activity.
- 25  
26

## 27 **ALLEGATION REPORTING**

- 29 ● All adults working with minors and/or vulnerable adults are to be completely familiar with the  
30 procedures for reporting alleged abuse. Please see  
31 <https://www.flsenate.gov/Laws/Statutes/2018/39.201> for State of Florida mandates for reporting  
32 allegations of abuse.
  - 33 ● Anyone aware of inappropriate contact involving a minor or vulnerable adult regardless of where  
34 the conduct occurred, must immediately report the questionable activity to the event coordinator.
  - 35 ● If an incident is witnessed or reported, that person should first secure the safety of the  
36 minor/vulnerable adult. The minor or vulnerable adult should not be left alone.
  - 37 ● The coordinator is to immediately notify the General Presbyter, who will then notify the Stated  
38 Clerk.
  - 39 ● The person initially contacted by the alleged victim, or who observed the offense, should  
40 immediately fill out a written report verbatim.
  - 41 ● The presbytery will have available a list of agencies to be contacted which will also contain the  
42 Abuse Hotline number of 1-800-252-5400.
  - 43 ● The event coordinator shall have “Incident Report” forms available at the event.
  - 44 ● If an accusation by one attending a Dogwood Acres camp or conference is made after the camp  
45 season is over, it shall be directed to the Director of Dogwood Acres, and the chair of MDWA,  
46 who will then report to the General Presbyter.
- 47

48 A response team (trained and available through the Ministry of Congregational Health), shall be initiated  
49 by the General Presbyter. This team will then follow its prescribed responsibilities.

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



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**Presbytery of Florida**  
*Presbytery Manual of Operations*

***Appendix B***

**REVISED SEXUAL ABUSE AND MISCONDUCT GUIDELINES**

*Adopted 10/22/96, Amended 2/14/98 and  
Revised 10/13/12 and 1/26/13*

**SECTION I – Introduction**

The Presbytery of Florida, Inc. [hereafter, the presbytery] recognizes and affirms that all church members, officers, nonmember employees, and volunteers of governing bodies and entities of the Presbyterian Church (USA) [hereafter, PC (USA)] are to maintain the Church’s integrity at all times. Sexual abuse and misconduct are not only a violation of the principles set forth in Scripture, but also of the ministerial, pastoral, employment, and professional relationship with the Church. It is never condoned. The presbytery adopts the following guidelines for defining sexual abuse and misconduct establishing orderly procedures for dealing with allegations and accusations of sexual abuse and misconduct by those persons who are subject to its jurisdiction.

Also, the presbytery adopts these guidelines in the hope that Sessions of the presbytery will use them as a model or standard for developing their own particular definitions and procedures for dealing with allegations and accusations of sexual abuse and misconduct by those persons who are subject to the local Session's jurisdiction.

**SECTION II – Standards And Definitions**

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

1. Sexual abuse and misconduct within the church violate the role of those called to ordered ministry, employees, volunteers, counselors, supervisors, teachers, and advisors of any kind who are called upon to exercise integrity, sensitivity, and caring in a trust relationship. Sexual abuse constitutes a misuse of authority and power that breaches Christian ethical principles by misusing a trust relation to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner.
2. Sexual Abuse is the comprehensive term used in these guidelines to include:
  - a. **Child Sexual Abuse**, which includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child under the age of 18 and an adult is always considered forced whether or not consented to by the child.
  - b. **Sexual Harassment**, which is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
    - Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or their continued status in an institution;
    - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.
- c. **Sexual Malfeasance**, which is sexual conduct within a ministerial relationship (e.g., clergy with a member of the congregation) or professional relationship (e.g., lay employee with a church member or general presbyter with a ministry member who may be a lay person, a minister, or an elder). If the parishioner, student, client, or employee initiates or invites sexual content in the relationship, it is the responsibility of the pastor, counselor, officer, or supervisor to maintain the appropriate role and prohibit a sexual relationship. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, mutual, social, intimate, or marital relationships.
- d. **Rape or Sexual Battery**, which is sexual contact by force, threat, or intimidation.
- e. **Sexual Misconduct**, which is offensive, obscene, suggestive language, or behavior that involves unwelcomed touching or fondling that is injurious to the physical or emotional health of another when committed by a person in a position of trust constituting a breach of that trust.

### SECTION III – Reporting Requirements

#### A. Expectations and Reporting

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

### SECTION IV – Pastoral Response Team

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

- 1       1. **Composition of the Pastoral Response Team:** The PRT shall consist of three to five persons,  
2       diverse as to gender and reflective, at least to some extent, of the ethnic background of both the  
3       accuser/victim and the offender. The membership shall wherever possible reflect professional  
4       expertise and/or extensive experience in the following areas:  
5       a. Psychological counseling, with particular experience in the area of sexual abuse and its  
6       aftermath, as well as pastoral care.  
7       b. Child advocacy.  
8       c. Conflict management and resolution, particularly in the religious community setting. All  
9       members of the PRT shall be members of the Presbyterian Church (U.S.A.) and familiar with  
10      its policies and procedures, particularly in the area of sexual abuse. Members of a specific  
11      team shall not be members of the congregation in which an allegation arises. Presbytery  
12      executive staff members shall be prohibited from membership on the PRT.  
13

- 14      2. **Sources of members for the Pastoral Response Team:** The Ministry of Congregational Health  
15      (MCH) shall maintain a list of persons who meet the above qualifications and who are willing to  
16      serve as needed. Members shall serve no less than three years in staggered terms and will be  
17      oriented to these guidelines by the Ministry of Congregational Health.  
18

19      When a PRT is needed, it shall be appointed from the list by the moderator of the MCH within five  
20      days. The members of each specific PRT shall elect their own chairperson. Administrative costs  
21      for the PRT shall be borne by the presbytery.  
22

- 23      3. **Task of the Pastoral Response Team:** The task of the PRT is to insure, insofar as it is possible,  
24      that competent pastoral care is offered to all persons involved when there is an allegation of sexual  
25      abuse. Normally, that would involve oversight and referral by the team.  
26

- 27      4. **Provision of Intensive Pastoral Care:** It is the general policy of the presbytery that provision of  
28      intensive pastoral care in these situations is best rendered by someone relatively distant from the  
29      situation and by someone who, by reason of training and experience, is competent to deal with the  
30      complexities of such situations. If persons involved in an instance of alleged sexual abuse are  
31      insistent that the local pastor is the one to offer intensive pastoral care, or if the local pastor is  
32      insistent that the provision of such pastoral care is his/her prerogative, then the PRT would take  
33      care to monitor the situation. In such cases, the local pastor should have ongoing and regular  
34      supervision of his/her work by a professional recognized by the Board of Pensions as competent to  
35      offer psychotherapy to members of the Benefits Plan (i.e. psychiatrist, clinical psychologist,  
36      clinical social worker, or Fellow in the American Association of Pastoral Counselors).  
37

- 38      5. **Tenure of the Pastoral Response Team:** A PRT will disband on its own initiative when, in its  
39      judgment, the need for its care is ended and will so inform the Ministry of Congregational Health.  
40      If in the judgment of the PRT its continued existence is necessary beyond six (6) months, the PRT  
41      will petition the Ministry of Congregational Health for a six (6) months extension of its mandate.  
42

- 43      6. **Media Contact with the Pastoral Response Team:** Questions from the media shall not be  
44      addressed by any member of the PRT. Any inquiries from the media regarding an incident of  
45      sexual abuse are to be directed to a designated official of the presbytery.  
46

## APPENDIX

### Glossary

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

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

**Church** when spelled with the initial capitalized refers to the Presbyterian Church (U.S.A.). Church, when spelled with the initial in lowercase refers to a local church. The word congregation is used loosely for members and participants.

**Employee** is the comprehensive term used to cover individuals who are hired or called to work for the Church for salary or wages.

**Entity** is the term used to refer to any program or office managed by a board, ministry, council, or other body whose membership is elected by the presbytery.

**Inquiry** is the term used in the Rules of Discipline to determine whether charges should be filed based upon allegations of an offense received by a governing body (Cf. D-10.0201).

**Pastoral Response Team (PRT)** is a body constituted by the presbytery to facilitate the process of providing a pastoral response to allegations of sexual abuse by persons covered under these guidelines. The structure and function of the PRT are detailed in Section IV of this report.

**Persons Covered** by this policy include church members, church officers, ministers, and nonmembers who are employees or volunteers under the supervision of the presbytery or its entities, including those who are accused of sexual abuse under circumstances in which (1) access to the accuser/victim is related to some form of service to or appointment by the presbytery or its entities or (2) sexual abuse in a non-church-related setting which raises questions of character for the Church.

**Reasonable Suspicion** is a subjective criterion that refers to a belief or opinion based on facts or circumstances of sexual abuse that are sufficient enough for a prudent person to want to inquire further, to take protective action, or report to authorities.

**Response** is the action taken by the presbytery or entities when a report of sexual misconduct is received. It may include (1) inquiry into facts and circumstances, (2) possible disciplinary action (administrative or judicial or both), (3) pastoral care for accuser/victims and their families and others, and (4) pastoral care and rehabilitation for the accused and care for their families.

**Volunteer** is the term used for those who provide services for the presbytery and entities of the Church and receive no benefits or remuneration. Volunteers include persons elected or appointed to serve on boards, ministries, and other groups. For purposes of these guidelines, volunteers are treated the same as employees. Liabilities of the presbytery or its entities may be the same for volunteers as for employees.

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# PRESBYTERY OF FLORIDA

## *Presbytery Manual of Operations*

### *Appendix C*

#### FINANCIAL POLICY

8 **I. Functions:** With the Ministry of Presbytery Operations’ approval, the presbytery shall employ a part-  
9 time accountant for bookkeeping services. The accountant shall provide regular financial statements to  
10 the Ministry of Presbytery Operations, to ministry chairs and to churches in such form as approved by  
11 the Ministry of Presbytery Operations.  
12

13 **II. Internal Controls:**  
14

15 A. **Receipts:** All remittances to presbytery shall be received by a staff member approved by the  
16 treasurer. That staff member shall record the source and amount of all receipts, be responsible for  
17 the safekeeping and prompt deposit in the appropriate account and transmit the deposit amount  
18 and source to the accountant. Whenever cash is received, a written acknowledgement is to be  
19 issued by the person receiving those monies and either given to the person giving such monies or  
20 sent by mail. The accountant then shall be responsible for the proper accounting for all such funds  
21 received. Undesignated gifts to the presbytery shall be utilized in a manner to be determined by  
22 the Ministry of Presbytery Operations. Bank reconciliation will be done monthly by the  
23 accountant and subsequently reviewed by the general presbyter. The treasurer shall be responsible  
24 for checking to ascertain that all funds received are properly deposited and accounted for at least  
25 monthly.  
26

27 B. **Expenditures:** All expenditures shall be validated by at least two authorized signatures: one on the  
28 check and a different signature on the authorizing voucher or by committee minutes. The  
29 authorized signature(s) on a check is(are) that of the general presbyter, presbytery administrator  
30 and a member of the Ministry of Presbytery Operations so designated by the ministry, and the  
31 treasurer. An authorized signature on a voucher may be by the appropriate presbytery committee  
32 chair or staff person. Approval of vouchers and signatures on the checks shall be based on funds  
33 being available, the expenditure being for a valid presbytery purpose, and the expenditure being  
34 charged to the proper account in the budget approved by presbytery. In no case shall a check  
35 issued to an individual be signed by that same individual. All checks over three thousand dollars  
36 **(\$3,000)** are to have two (2) authorized signatures, one of them to be either that of the treasurer or  
37 of the general presbyter.  
38

39 In addition to the above approvals, the treasurer and general presbyter will review monthly all  
40 credit card payments and all payments to third parties which specifically benefit a single staff  
41 member (i.e. travel, in-service education, etc.). Any item which in the treasurer's judgment cannot  
42 be justified as a legitimate presbytery expense shall be referred to the appropriate ministry for  
43 review by the treasurer. If it is not deemed to be a legitimate expense, it shall be reimbursed to the  
44 presbytery by the purchaser, unless subsequently approved by the Ministry of Presbytery  
45 Operations.  
46

47 The accountant shall regularly provide to each ministry moderator a report of all individual  
48 expenditures charged to the budgetary accounts of that team. Checks shall be written for signature  
49 by the accountant as needed, with payroll checks being written twice monthly, just prior to the

1 15th and the last day of each month. Checks may be issued at other times in emergencies or to  
2 preserve discounts and avoid penalties, only with specific approval of the treasurer or general  
3 presbyter.  
4

5 C. **Credit Cards:** The treasurer, with approval of the Ministry of Presbytery Operations, may obtain  
6 and issue to appropriate staff credit cards, which are to be used only for legitimate presbytery  
7 business. All credit card purchases shall be documented by a cash register receipt, showing the  
8 exact item purchased, as well as by the credit card sales slip, and shall be further documented to  
9 show the presbytery activity for which the item is purchased and the account number to which it is  
10 to be charged.

11  
12 D. **Bank Statements:** The monthly bank statements are reconciled and reviewed by the Treasurer.

13  
14 E. **Cash Transfers:** All cash transfers of funds must have the approval of the treasurer and one other  
15 designated signature.  
16

### 17 **III. Other Safeguards:**

18  
19 A. **Audit:** The Ministry of Presbytery Operations shall be responsible for a financial review of all  
20 presbytery funds as provided in The Book of Order.

21  
22 B. **Bond:** The funds of the presbytery shall be protected by a blanket bond in the amount of \$25,000  
23 per occurrence.  
24

25 **IV. Fund Accounting:** All monies received by presbytery shall be deposited into and accounted for either  
26 in the Operating Fund, or in a designated Fund established by the presbytery ministry, in coordination  
27 with the Ministry of Presbytery Operations to be used for specific purposes. These designated funds,  
28 except per capita assessments which shall be received and accounted for, shall be continued from year  
29 to year. Up to \$500 may be expended from a designated fund between meetings of presbytery upon  
30 approval of the Ministries who are responsible for the activity or program for which such a fund was  
31 established. Expenditures of designated funds in excess of \$500 but under \$2,000 shall be approved  
32 by the treasurer, and anything over \$2,000 shall be approved by the Ministry Coordinating Council .  
33 All expenditures of designated funds shall be reported to the presbytery at the next stated meeting of  
34 presbytery.  
35

36 **V. Presbytery Operating Budget Funds:** Purpose: to underwrite the annual budgeted program of the  
37 Presbytery of Florida. Funds are disbursed on authority of the treasurer for line items in the annual  
38 Budget.  
39

40 **VI. Designated Funds:** The following are existing designated funds as of February 22, 2016. All funds  
41 are subject to limitations and restrictions found in “IV. – Fund Accounting” above. All requests for the  
42 solicitation of designated funds shall be submitted to, and endorsed by, a particular committee and  
43 then forwarded to the Ministry of Presbytery Operations for their review and referral to the Ministry  
44 Coordinating Council for final action/authorization.  
45

46 A. **Candidate’s Aid Fund** - Purpose: to assist persons in preparation for ministry to become  
47 ministers or other full-time Christian service. Income is from designated gifts and offerings. Funds  
48 are disbursed by action of the Ministry of Leadership Development and reported to the next stated  
49 meeting of presbytery.

- 1 B. **Emergency Relief Fund** – Purpose: to aid in meeting human needs which result from natural  
2 disasters, such as hurricanes, tornadoes, floods, and earthquakes. Funds are disbursed by action of  
3 the Ministry Coordinating Council and general presbyter and reported to the next stated meeting  
4 of the presbytery.  
5
- 6 C. **Two Cents-A-Meal** – Purpose: to finance presbytery approved program and grants for the  
7 prevention, cure or relief of hunger. Funds are disbursed by action of the Ministry Coordinating  
8 Council and reported to the next stated meeting of presbytery.  
9
- 10 D. **Minister Emergency Assistance Fund** - Purpose: to provide emergency financial assistance to  
11 minister members of presbytery for medical/counseling expenses or emergency living expenses.  
12 Funds are disbursed by action of the Ministry of Congregational Health.  
13
- 14 E. **New Church Development Fund** - Purpose: to finance the development of new congregations  
15 (land purchase, program assistance, building aid). Funds are disbursed by action of presbytery on  
16 recommendation of the Ministry of New Congregation Formation and the Ministry Coordinating  
17 Council and reported to the next stated meeting of presbytery.  
18
- 19 F. **Redevelopment Fund** – Purpose: to assist in revitalization of congregations. Funds are disbursed  
20 by action of the Committee on Congregational Revitalization and reported to the next stated  
21 meeting of presbytery.  
22
- 23 G. **Peacemaking Fund** - Purpose: to finance peacemaking programs of the presbytery, having  
24 presbytery approval. Funds are disbursed by action of the Ministry Coordinating Council and  
25 reported to the next stated meeting of presbytery.  
26
- 27 H. **Self-Development of People Fund** - Purpose: to provide grants for self-development projects  
28 approved by the presbytery’s Self Development of People Sub-Committee, under Ministry  
29 Coordinating Council, according to the guidelines of the Presbyterian Church (U.S.A.) Self-  
30 Development of People Committee. Funds are disbursed by action of the SDOP Committee and  
31 reported to the next stated meeting of the presbytery.  
32
- 33 I. **Small Church Pastor Grant Fund** - Purpose: to assist ministers of small churches of 150 or  
34 fewer members in our presbytery, in accordance with guidelines adopted by the presbytery. Funds  
35 are disbursed by action of the Ministry on Congregational Health and reported to the next stated  
36 meeting of presbytery.  
37
- 38 J. **Disciplefest Fund** – Purpose: to subsidize the costs associated with this annual training event.  
39 Funds are disbursed by action of the Ministry of Leadership Development and reported at the next  
40 stated meeting of presbytery.  
41
- 42 K. **Dogwood Acres Designated Funds:**  
43
- 44 1. **Dogwood Acres Development Fund** - Purpose: to finance the improvement and development  
45 at Dogwood Acres. Funds are disbursed by action of the Ministry of Dogwood Acres and  
46 reported to the next stated meeting of presbytery.  
47
- 48 2. **Dogwood Acres Timber Management Fund** - Purpose: to defray costs of managing the  
49 Dogwood Acres forest area with net proceeds to be transferred to the Dogwood Acres

1 Development Fund. Funds are disbursed by action of the Ministry of Dogwood Acres and  
2 reported to the next stated meeting of presbytery.

3  
4 3. **Dogwood Acres Endowment Fund** - Purpose: to undergird the maintenance, repair, and  
5 improvement of Dogwood Acres Camp and Conference Center. Funds are disbursed by action  
6 of the Ministry of Dogwood Acres and reported to the next stated meeting of presbytery.

7  
8 4. **Brian Monroe Endowment Fund** – Purpose: to provide a fund the income from which shall  
9 be a supplement for the administration of the camp program, not capital improvements.  
10 Income from the endowment may be disbursed by action of the Ministry of Dogwood Acres  
11 and reported to the next stated meeting of presbytery.

12  
13 5. **Dogwood Acres Circle of Friends Fund: Purpose:** to generate funds to cover the cost of  
14 producing and distributing information about Dogwood Acres, special events for Friends of  
15 Dogwoods Acres, and to build the Dogwood Acres Endowment and Campership Funds.

16 **Source:** Gifts of congregations, individuals and organizations designated for the Circle of  
17 Friends program. Money from this fund is distributed by action of the Ministry of  
18 Dogwood Acres for the purposes identified above and reported to the next stated  
19 meeting of presbytery.

20  
21 6. **Julia Woodward Scholarship Fund** –The funds are disbursed upon request of the camp  
22 director or the Ministry of Dogwood Acres and reported to the Ministry of Presbytery  
23 Operations at the end of each summer camp season.

24  
25 7. **Joe Vaughn Memorial Camp Scholarship Fund** – Purpose: To provide scholarships for  
26 underprivileged children within the Presbytery of Florida with emphasis on children and youth  
27 from Bay County, FL, to attend summer camp at Dogwood Acres. The funds are disbursed  
28 upon the approval and awarding of the scholarship and request by the Ministry of Dogwood  
29 Acres.

30  
31 8. **Fund for the Least of These** – Purpose: to fund special needs retreats at Dogwood Acres.  
32 Funds are disbursed by action of the Ministry of Dogwood Acres and reported at the next  
33 stated meeting of presbytery.

34  
35 **VII. Payroll:** Employees of the presbytery shall be paid bi-monthly, ordinarily on the 15th of the month  
36 for the period first through fifteenth and on the 30th of the month for the period sixteenth through  
37 the 31st, or the last working day prior to these dates.

38  
39 **VIII. Investment of Funds:** In accordance with provisions of the Manual of Operations, the treasurer is  
40 authorized, with the concurrence of the Ministry of Presbytery Operations, to deposit the various  
41 funds of the presbytery in appropriate financial institutions, and to open and close accounts as  
42 needed. In the investment of funds, safety and liquidity as well as maximum return shall be  
43 considered.

44  
45 **IX. Capital Funds Policy:** This policy is intended to give the Presbytery of Florida guidelines for the  
46 frequency and management of capital campaigns and is intended to give Ministries of the presbytery  
47 rules for proposing campaigns.

48  
49 A capital campaign is any solicitation of funds for purposes not included in the operating budget of  
50 the presbytery.



1  
2 The presbytery is united in its mission and ministry; its work is coordinated by the Ministry  
3 Coordinating Council and carried out by presbytery ministries and task forces and congregations.  
4 This policy stresses the unity of our mission and ministry. The presbytery will ordinarily conduct a  
5 capital campaign every five to ten years in order to raise significant money for its capital needs.  
6

7 The primary needs are generally (but not limited to): land and/or staff for new worshipping  
8 communities and congregational support, the outdoor ministry of Dogwood Acres, and endowments  
9 to support the various missions and ministry of the presbytery. Organizations, institutions and  
10 entities outside the presbytery may or may not be included in the presbytery capital campaign by  
11 request, and at the discretion of the presbytery. [Some examples of such organizations are Montreat,  
12 higher education, Thornwell Home and School, etc.]  
13

14 The presbytery may combine several different needs into one campaign, and will not ordinarily  
15 conduct two simultaneous capital campaigns or a second campaign within two years of the  
16 conclusion of the first. Presbytery may approve a second campaign, or concurrent campaign, by  
17 two-thirds vote.  
18

19 The Ministry Coordinating Council shall create a special campaign committee for each capital  
20 campaign and will ordinarily hire outside fundraising counsel or staff with significant and proven  
21 capital campaign experience. The majority of the cost of the campaign will be borne by the  
22 campaign, with the Ministry Coordinating Council providing start-up funds from the presbytery's  
23 budget.  
24

25 Following the current policies of the presbytery, presbytery ministries may publish "wish lists" of  
26 capital items needed for their mission and ministry upon approval by the Ministry of Presbytery  
27 Operations.  
28

29 Presbytery Ministries may not conduct their own capital and/or fund request campaigns without  
30 approval of the presbytery upon recommendation of the Ministry Coordinating Council.  
31 Congregations who require assistance with operating support shall make their request through the  
32 Ministry of Congregational Health.  
33

34  
35 *Amended February 22, 2016*

36 *Updated February 20, 2019*

37 *Appended June 8, 2020*  
38



1 PRESBYTERY OF FLORIDA  
2 PRESBYTERY MANUAL OF OPERATIONS

3  
4 APPENDIX D

5  
6 USE OF FUNDS RECEIVED FROM THE SALE OF  
7 PROPERTIES AND OTHER MONIES PLACED IN THE RESERVE FUND  
8

9 From time to time, the Presbytery of Florida may come into possession of unbudgeted and undesignated  
10 money. Sources of such money include but are not limited to the net proceeds from the sale of property  
11 held in trust by member congregations of the presbytery, unspent budgeted income, and undesignated  
12 gifts, and are immediately put into the presbytery's Reserve Fund. This policy is set to determine how  
13 such funds are to be managed by the presbytery through its Ministry of Presbytery Operations.  
14

15 **A Biblical and Theological Rationale**

16 There are two rudimentary Biblical principles that guide our use of money. Both come from Jesus  
17 although they are implicit throughout Scripture. The first is that earthly wealth as we know it, is  
18 essentially illusory and passing if not used for God's plan and purpose. "Do not store up for yourselves  
19 treasures on earth" Jesus tells us, "where moth and rust destroy, and where thieves break in and steal."  
20 (Matthew 6:19) We are never to accumulate wealth for wealth's sake.  
21

22 The second is that believers are encouraged to take whatever worldly wealth they do have and  
23 understand it as something with which they are entrusted. While wealth is essentially transitory, it is also  
24 something given to us from God to invest wisely, multiply and, ultimately, glorify the same One who is  
25 the Giver of all good things. (James 1:17) Jesus' teachings in the parable of the talents (Matthew 25:14-  
26 30) and the parable of the shrewd manager (Luke 16:1-3) empower us to do this.  
27

28 As stated in the Confession of 1967, we know that "God instructs his church and equips it for mission.  
29 When carried on in fidelity to the Scriptures and dependence upon the Holy Spirit, people hear the word  
30 of God and accept and follow Christ."  
31

32 **Fund Investment**

33 On behalf of the Presbytery of Florida, the Ministry of Presbytery Operations shall establish an  
34 invested corpus, the earnings of which shall be reinvested. The principle shall be made available as grants  
35 to presbytery programs which propose to support congregational and/or presbytery development,  
36 redevelopment, and/or transformation. Additionally, the equivalent of up to one half of any year's budget  
37 shall be held in reserve for emergency budgetary use and/or to zero-balance the current year's budget  
38 before closing the books for that year.  
39  
40

41 **Definition of Net Proceeds From Property Sales**

42 Net proceeds are any monies remaining from the sale of any real estate and other property held in trust  
43 for the PCUSA which has been closed after (a) all financial obligations of the congregation have been  
44 paid; (b) the presbytery has been reimbursed for any funds disbursed on behalf of the congregation during  
45 or after the dissolution process; and (c) at the discretion of the presbytery administrative commission  
46 involved, a tithe (10%) of net unrestricted assets may be distributed to Presbyterian causes and institutions  
47 that have been meaningful to the life of the congregation and/or local ecumenical and benevolent causes

1 that have been meaningful to the life of the congregation. Any net proceeds shall be placed in the Reserve  
2 Fund. In the event that property is leased with an option to purchase, net proceeds will become available  
3 when the purchase is consummated. Income from such leases will be used to offset expenses related to  
4 maintaining the property. Any remaining income from such leases shall be added to the Reserve Fund.  
5

#### 6 **Definition of Unspent Budgeted Income**

7 The books for any year's presbytery budget shall be closed no later than January 31st of the following  
8 year. Any income remaining from the presbytery budget after all expenses have been paid for that  
9 calendar year shall be placed in the Reserve Fund.  
10

#### 11 **Definition of Undesignated Gifts**

12 An undesignated gift can come in several forms: money, real estate, and other property. It can come  
13 from someone living or from a Will after someone's death. Any undesignated money shall be placed in the  
14 reserve Fund. Any real estate or other property shall be sold as soon as possible and monies from those  
15 sales shall be placed in the Reserve Fund.  
16

#### 17 **Definition of Other Unbudgeted Income**

18 Other kinds of income not related to the annual budget or other existing presbytery funds, shall be  
19 placed in the Reserve Fund.  
20

#### 21 **Division of Income from the Reserve Fund**

22 After the equivalent of one half of the current year's budget is set aside, which can be used to zero-  
23 balance the current year's budget before closing the books for that year, 10% of the remainder shall be set  
24 aside for special, unbudgeted presbytery projects defined by that policy, 50% shall be assigned to the  
25 Ministry of Congregational Health to be used as defined by their policy for such funds, and 40% shall be  
26 assigned to the Ministry of New Congregation Formation to be used as defined by their policy. Any  
27 growth in the Reserve Fund shall be distributed pro rata.  
28  
29

### 30 **UNBUDGETED PRESBYTERY PROJECTS**

31  
32 Ordinarily, each committee of presbytery will have submitted a budget request for the next budgetary  
33 year to include monies needed for doing the committee's work. But, on occasion, a new programmatic  
34 idea may arise after the annual budget has been set that a committee would like to pursue.  
35

36 A portion of the Presbytery Reserve Fund has been set aside to provide financial support when such  
37 occasions arise.  
38

#### 39 **Project Application Schedule**

40 Proposals may be submitted for review at any time during the current budgetary cycle to the  
41 presbytery office. The Ministry of Presbytery Operations shall review the application at its next scheduled  
42 meeting. Responses shall be made within 90 days of the request.  
43

#### 44 **Project Application Form**

45 The application form is found on the Presbytery of Florida website or a copy may be picked up or  
46 emailed upon request.  
47

1 **Amounts Available**

2 All requested amounts will be considered but not guaranteed. Several factors including the total  
3 amount of available funds and the projected need for those funds will determine amounts to be approved.  
4

5 **Criteria to be Considered in Approving Funds**

- 6 • Does the proposal start something completely new, alter or expand a current activity?
- 7 • Is the vision clear and the overall rationale compelling?
- 8 • Are the goals and objectives for this proposal well-articulated?
- 9 • Is the dollar amount requested well-rationalized?
- 10 • Does the proposal demonstrate multiple sources of financial support and a plan to develop the  
11 project toward sustainability?
- 12 • Does the proposal have the approval of the presbytery committee involved?
- 13 • Does the presbytery entity exhibit readiness and ability to accomplish its intentions? Do those  
14 involved demonstrate wholehearted ownership of the project?
- 15 • Does the development of this proposal show evidence of God’s leading and guiding the proposers  
16 through discernment?
- 17 • Does the proposal contain evaluation criteria that measure the anticipated results?  
18

1  
2  
3  
4  
5  
6  
7  
8

## PRESBYTERY OF FLORIDA UNBUDGETED PROJECT APPLICATION

9 PROJECT NAME: \_\_\_\_\_ Date \_\_\_\_\_

10 Requesting Ministry: \_\_\_\_\_

11 Contact person(s): \_\_\_\_\_

12  
13 Summary of the project (one paragraph)

14 Amount requested: \_\_\_\_\_

### 15 Required Information

- 16 • Which of the 6 Project Objectives (see below) does this Project address? How? Include all that
- 17 apply.
- 18 • What is the timeline for the project? What are the expected outcomes? How will you measure if
- 19 the project accomplished its goals?
- 20 • Describe the contributions to the project other than the grant: (money, time, talents, etc.). As part
- 21 of this step please provide a proposed current income and expense budget for the project. How
- 22 will this be funded in the future?
- 23 • How will this project build discipleship?
- 24 • How will this unbudgeted financial support from the presbytery enable our presbytery's effort to
- 25 grow in being a community of faith, hope, love, and witness?
- 26 • How will this financial support enable our presbytery to grow in vitality, faithfulness, and service?
- 27 Who (individual(s) or team(s)) will be championing this project?

### 28 Project Objectives

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

# PRESBYTERY OF FLORIDA

## *Presbytery Manual of Operations*

### *Appendix E*

## PERSONNEL POLICY

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. *Ministry of Dogwood Acres* (MDWA) is a committee of the presbytery that oversees the operation of DWA.

D. *MDWA Personnel Team* is a sub-committee of the MDWA 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

1 non-employee work contacts. Sexual abuse and misconduct, in any form, is unacceptable  
2 behavior within the workplace and is subject to disciplinary action.

- 3
- 4 B. Sexual abuse and misconduct includes, but is not limited to, unwelcome and unsolicited sexual  
5 advances, requests for sexual favors, discriminatory torment based on gender or sexual  
6 preference, and other undesirable verbal, visual, or physical conduct of a sexual nature,  
7 manifested in person or via one (1) or more types of electronic media. In particular, sexual abuse  
8 and misconduct has occurred if:
- 9 • submission to any kind of sexual abuse and misconduct is an explicit or implicit term or  
10 condition of employment;
  - 11 • submission to, or rejection of, sexually harassing behavior is used as the basis of  
12 employment or other personnel decisions affecting the recipient of the behavior;
  - 13 • Sexual abuse and misconduct has the purpose or effect of unreasonably interfering with the  
14 recipient's work performance or creating an intimidating, hostile, or offensive work  
15 environment.
- 16
- 17 C. Any presbytery or DWA employee who believes, in good faith, that there has been a violation of  
18 this policy should report the perceived violation as soon as possible. Presbytery employees  
19 should report the violation to the General Presbyter or the Stated Clerk and DWA employees  
20 should report either to the Director, the MDWA Chair, or a member of the MDWA Personnel  
21 Team. Every complaint received by any one of these persons must be immediately  
22 communicated to the Stated Clerk and General Presbyter for action in accordance with the  
23 presbytery's policy and procedures on sexual misconduct.

## 24

### 25 V. Computer/Electronic Media

26 The presbytery and DWA maintains control over all presbytery and DWA owned computers and  
27 other digital devices (e.g. phones, cameras, projectors, iPads, etc.) used by its employees. These  
28 devices are only to be used in furtherance of the presbytery's and DWA's ministry and mission.  
29 Generating, viewing, and/or sharing sexual, hate, or other degrading or incendiary content by ANY  
30 means will not be tolerated, whether on DWA-owned, presbytery-owned, or personal devices while  
31 on presbytery or DWA property.

32

33 Sensitive or personal content should not be accessed from or kept on a digital device belonging to  
34 DWA or the presbytery. Personal use of digital devices is to be limited and appropriate. The  
35 presbytery and DWA have the right to monitor computer, Internet and email use by its employees  
36 on presbytery-owned and DWA-owned equipment; no employee should have an expectation of  
37 privacy with regard to any material on such equipment. Abuses of this policy may be grounds for  
38 immediate termination of employment, without severance pay or pay for accrued vacation.

### 39

### 40 VI. Substance Abuse

41 The presbytery and DWA are Drug Free Workplaces. All presbytery and DWA employees shall  
42 adhere to a drug-free, smoke-free, and vape-free policy. The General Presbyter or Director may at  
43 any time require drug testing. Substance abuse is defined as the use of illegal drugs and/or the abuse  
44 of legal drugs and/or alcohol. For presbytery employees, if substance abuse is substantiated after  
45 drug test, the Ministry Coordinating Council will consult with legal counsel, as appropriate.  
46 Similarly for DWA employees, if substance abuse is substantiated after drug testing, the MDWA  
47 Personnel Team will, after consulting with legal counsel, make a recommendation to MDWA, as  
48 appropriate. Substance abuse may be grounds for termination.



1 **VII. Nepotism**

2 To affirm and facilitate equal opportunity for employees and employment candidates, care shall be  
3 exercised in the employment and assignment of persons who are direct relatives of people in the  
4 presbytery's or DWA's employment. Such people shall not be automatically denied employment or  
5 fair treatment in the full spirit of these policies.  
6

7 However, individuals shall not be employed by or through the involvement of direct relatives and  
8 they shall not be assigned to a position where a direct relative is in a position to influence the  
9 employee's salary, promotion, supervision, or other aspects of personnel practice. Exceptions may  
10 be made after consultation with the presbytery's Ministry Coordinating Council or the MDWA, as  
11 appropriate.  
12

13 **VIII. Conflict of Interest**

14 A. No employee shall accept any gift, gratuity, grant service, or any special favor from any  
15 person(s) or businesses which provide or receive goods and services, or which seek to provide or  
16 receive goods and services to or from the presbytery or DWA. However, minor courtesies such  
17 as luncheons, dinners, or similar arrangements in connection with business discussions may be  
18 received.  
19

20 B. In addition, if an employee is called upon to participate in a decision in which the interests of the  
21 employer will have an effect on his or her personal interests, the employee shall abstain from  
22 participation in the decision.  
23

24 C. Employees who hold other paid or volunteer positions should ensure that such outside  
25 employment or volunteer work will not interfere with the performance of their duties or produce  
26 a conflict of interest in the pursuit of those duties. Any questions regarding this shall be  
27 reviewed with the presbytery supervisor or Director.  
28

29 D. All employees shall avoid even the appearance of conflict of interest, special interest, or any  
30 other inappropriate conduct. If an employee discovers that s/he may be in a position of conflict  
31 of interest, s/he shall immediately report this conflict to the presbytery supervisor or Director.  
32

33 **IX. Honoraria**

34 A. Ordinarily, presbytery or DWA personnel will not retain honoraria for any services rendered off-  
35 site; if impossible to refuse or return, it shall be given to the presbytery or DWA in the name of  
36 the person or entity that offered the honorarium to the staff person. If an honorarium is kept, the  
37 individual assumes all costs for travel, housing, and other related expenses.  
38

39 B. When any teaching or ruling elder or other staff persons are preaching in a local church, they  
40 shall be on their own time and cost unless on presbytery business. Therefore teaching or ruling  
41 elders or other staff persons should be paid by the inviting congregation when the invitation is  
42 unrelated to presbytery business. The teaching or ruling elder or other staff persons shall not be  
43 considered to be pulpit supply for the presbytery.  
44

45 **X. Outside Investigations**

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

- All such inquiries shall be referred to the General Presbyter and /or Director.

- No information or documents of any kind will be released until the General Presbyter, Director and Stated Clerk have consulted with and attained the clearance of the Moderator of the presbytery or his/her representative in matters regarding governmental investigations.
- The General Presbyter, Director, MDWA Chair, and Stated Clerk may release information or documents following the consultation and clearance described above.

## XI. Separation Practices

The term “separation” shall refer to any and all terminations of the relationship between the presbytery or DWA and an employee, exempt or non-exempt.

- A. **Voluntary resignation:** A voluntary choice of separation, freely made by the employee, may take place after two (2) week’s written notice for exempt employees or non-exempt employees. For exempt employees, thirty (30) days of notice is preferred. All such employees will receive pay for accrued vacation in that calendar year. Vacation pay is forfeited if notice is not given.
- B. **Suspension:** In the event of unacceptable behavior (e.g., insubordination, harassment of other employees, apparent involvement in dishonest or unethical acts) the supervisor of that employee may suspend the employee, pending verification and evaluation of the circumstances. Suspended employees will receive pay during the investigation process. Suspension without pay may be invoked by a supervisor in circumstances where an offense requiring disciplinary action has been clearly established, but not warranting immediate dismissal. Normally, suspension will be invoked after verbal and written warnings have been issued to employees regarding inappropriate conduct on the job. Suspension shall be a warning to the employee that repetition or failure to improve job performance would subject the employee to dismissal. Suspension without pay may be for a period of up to two (2) weeks. Consultation between the employee and the immediate supervisor shall precede suspension. Notice of the reason for the suspension must be given to the employee in writing. The employee shall be notified in writing of his/her right to use the complaint procedure as outlined in these policy guidelines and shall have the right to defend his/her position with or without an advocate. If the employee decides to use an advocate, it will be at the employee’s expense.

Prior to all actions of suspension of employees by supervisors, consultation with the presbytery Ministry Coordinating Council or MDWA Personnel Team and /or consultation with the General Presbyter or his/her designee will precede the decision to suspend.

## XII. Retirement

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

- A. **Early retirement:** An employee may retire as early as age fifty-five (55) with an actuarially reduced benefit.
- B. **Transition to retirement:** Employees who wish to plan for a gradual transition to retirement are encouraged to explore with the General Presbyter, Director or MDWA Moderator possibilities for alternative responsibilities, part-time responsibilities, special project

1 assignments, or other arrangements which would be beneficial to the employee and the  
2 employer.

- 3  
4 C. **Working beyond seventy (70):** Those who desire to work beyond age seventy (70) may  
5 continue on a year-to-year basis.  
6

## 7 8 **PRESBYTERY SPECIFIC POLICIES**

### 9 10 **XIII. Position Descriptions**

- 11 A. A written position description which accurately reflects the job functions will be developed by  
12 the appropriate Search Committee, or the General Presbyter and the Ministry Coordinating  
13 Council depending on the position to be filled. New positions must be approved by the  
14 Ministry Coordinating Council and, in the case of the exempt staff, also approved by the  
15 presbytery.  
16
- 17 B. Position descriptions will be validated by the General Presbyter in consultation with the new  
18 staff member and the Ministry Coordinating Council 4 to 6 months following employment.  
19 Minor changes may be approved by the Ministry of Presbytery Operations, with significant  
20 changes in job function to be approved by the Ministry Coordinating Council. Should the new  
21 person be called by the presbytery, the changes would have to be approved by the presbytery  
22 upon recommendation by the Ministry Coordinating Council.  
23
- 24 C. Advertised positions shall state that the presbytery is an Equal Employment Opportunity  
25 employer. The E.E.O. policy shall be followed in consideration of applicants.  
26
- 27 D. All new employees as part of the hiring process shall be subject to background checks. All  
28 applicants who have been offered employment regardless of classification are required to  
29 submit a written application prior to the initial interview. The creation of all full-time, part-  
30 time and interim positions shall be upon the recommendation of the Ministry Coordinating  
31 Council. All staff will have a background check performed prior to their hiring that includes  
32 Driver's License, credit, and criminal background checks. Review of each background check  
33 is done by the General Presbyter and will be retained under lock-and-key in the presbytery  
34 office.  
35
- 36 E. The Ministry Coordinating Council will make recommendations for salary ranges for each  
37 position description and recommendations for any salary changes or bonuses.  
38

### 39 **XIV. The Employer**

40 The legal employer of all presbytery staff is the legal corporation of the presbytery. The presbytery,  
41 in consultation with the Synod of South Atlantic, will have the authority to employ, appoint, call,  
42 terminate, provide compensation and benefits and direct the work of its staff. The General Presbyter  
43 is the head of staff of the presbytery with the exception of DWA staff. DWA staff report to the  
44 Director. The General Presbyter is responsible to oversee all employment, termination,  
45 compensation, and benefits, and to direct the work of staff in accordance with the goals and  
46 objectives of the presbytery.  
47

48 **General Presbyter:** The search for and election of the General Presbyter will be coordinated by the  
49 Ministry Coordinating Council.

1  
2 **Elected staff:** The General Presbyter, stated clerk, and treasurer are elected by presbytery in  
3 accordance with the provisions of the Book of Order.  
4

5 **Non-exempt staff:** Non-exempt staff positions are hired upon recommendation of the General  
6 Presbyter and concurrence by the Ministry Coordinating Council.  
7

#### 8 **XV. Probationary Period**

9 The first 180 days of employment in a non-exempt position constitute a probationary period.  
10 Employment may be terminated for any reason during this period. Neither pay in lieu of notice nor  
11 severance pay will be given to an employee whose employment is terminated during the  
12 probationary period.  
13

#### 14 **XVI. Work Week**

- 15 A. Unless otherwise specified in the position description, the normal work week for non-exempt  
16 staff is 35 hours (9 – 4); this includes a 30-minute lunch and two 15-minute breaks. For all  
17 hours per week over 35 hours, pay is at the rate of one and one-half times the regular hourly  
18 rate. Exempt employees are not paid overtime wages for hours worked in excess of 35 hours  
19 per week.  
20  
21 B. Required attendance at meetings for non-exempt staff outside of normal working hours shall  
22 be considered overtime and shall be compensated as indicated.  
23

#### 24 **XVII. Business Expense Reimbursements**

- 25 A. All reasonable expenses incurred by personnel that are considered to be ordinary and  
26 necessary costs of performing the duties of their positions will be reimbursed. Reimbursements  
27 are made from the appropriate budgeted accounts (a) when the staff person has paid or  
28 incurred the expenses in the performance of his or her job functions and has substantiated or  
29 adequately accounted for those expenses by submitting receipts and vouchers and (b) when the  
30 reimbursement has been authorized by the General Presbyter and verified by the treasurer.  
31 Amounts so reimbursed are not subject to income tax withholding or payment of social  
32 security, Medicare, and federal unemployment taxes. Ordinarily, reimbursement amounts are  
33 paid after the expense has been incurred; however, if a staff person receives an advance for an  
34 anticipated expense, any excess reimbursement must be returned within 30 days of receipt of  
35 the advance.  
36  
37 B. Per Diem: Meals and Incidental expenses shall be based on figures obtained from the current  
38 Domestic Per Diem Rates for Florida, from the U. S. General Services Administration found at  
39 <http://www.gsa.gov> . Should a person go over on their per diem expenses as a whole for the  
40 day, they would be responsible for the difference or have prior approval from the Ministry  
41 Coordinating Council to go above the amount depending on the location of the event that is  
42 being attended.  
43

#### 44 **XVIII. Benefits**

- 45 A. **Social Security:** All personnel are covered by the Federal Old Age and Survivors Benefits Act  
46 (Social Security). The employee's share of the tax is withheld from the wages of lay staff.  
47  
48 B. **Pension:** Exempt staff is enrolled in the Benefits Plan of the Presbyterian Church (USA). Non-  
49 exempt, full-time employees may elect to participate in a 403(b) plan. Presbytery may match a

1 contribution up to a percentage of the employee's annual salary as set by the Ministry  
2 Coordinating Council dealt with on an individual basis or 3% per employee.

3  
4 **C. Health Insurance:** Exempt staff are enrolled in the Benefits Plan and are covered by the  
5 Plan's Major Medical Plan. (Non-exempt full-time employees are eligible for the Benefits Plan  
6 through the Board of Pensions, or may be enrolled in a plan with comparable benefits.)  
7 Employee membership is paid by the presbytery. Should an employee choose additional  
8 optional insurance or to insure their family those costs will be covered by the employee.

9  
10 **D. Vacation:** Vacation is earned and used on a calendar year basis. Seventy-six (76) hours will be  
11 prorated during the first calendar year of employment, with no leave available for use during  
12 the first 180 days. The General Presbyter may grant exceptions to this limitation for  
13 extenuating circumstances. There will be no carryover of unused vacation. At the time of  
14 termination of employment [voluntarily or involuntarily], vacation days will be paid on a  
15 prorated basis.

16	One year to three years of service:	76 hours
17	Three years to six years of service:	92 hours
18	Six years to ten years of service:	114 hours
19	Beyond ten years of service:	168 hours

20  
21 **E. Holidays:** Ten (10) paid holidays will be observed each year:

22 New Year's Day  
23 Martin Luther King Jr. Day  
24 Good Friday  
25 Memorial Day  
26 Independence Day  
27 Labor Day  
28 Thanksgiving Day  
29 Day after Thanksgiving Day  
30 Christmas Eve  
31 Christmas Day

32  
33 Should the holiday fall on a Saturday, the holiday will be taken on Friday. If it falls on a  
34 Sunday, it will be taken on Monday. Should the holiday fall on a part time employee's normal  
35 day off, the employee will not be entitled to a different day off during the week. During the  
36 180-day probationary period of employment, employees are entitled to paid holidays observed  
37 by the presbytery.

38  
39 One (1) personal day with approval of the immediate supervisor is provided. Any changes will  
40 be recommended to the Ministry Coordinating Council at the end of each year.

41  
42 **F. Sick leave:** During the 180-day probationary period of employment, non-exempt employees  
43 are entitled to one paid sick day. Permanent employees will receive seventy-six (76) hours of  
44 sick leave each calendar year, cumulative up to 648 hours, to be used in case of personal  
45 illness with approval of the General Presbyter. Sick leave entitlement during each year of  
46 employment will be prorated according to length of employment that calendar year. At the  
47 time of termination of employment (either voluntary or involuntary) an employee shall have  
48 no claim to pay in lieu of unused sick leave.  
49

1 G. **Worker’s Compensation Insurance:** All employees shall be covered by the Worker’s  
2 Compensation Laws of the State of Florida.

3  
4 H. **Leaves of absence with pay:** Leaves of absence with pay shall be granted to the following:

- 5 1. Employees engaged in regular training periods in the U.S. Armed Forces, including  
6 probationary employees, at their Net Pay rate.
- 7 2. Employees called for Jury Duty at their Net Pay rate.
- 8 3. Employees who marry and who have been employed with the presbytery for one year or  
9 longer (for up to three days), at their Net Pay rate.
- 10 4. Employees who have personal or family emergencies which cannot be cared for outside  
11 working hours (up to three days annually) at their Net Pay rate, upon approval of the  
12 General Presbyter.

13  
14 I. **Active military personnel:** Active military personnel are granted leave of absence without  
15 pay for the duration of their active duty. The presbytery shall abide by the Federal Law as to  
16 returning to their position.

17  
18 **XIX. Other**

- 19 A. Ordinarily children of employees are not allowed to accompany their parent to work-related  
20 activities, business, or meetings. However, children of employees may participate in any  
21 activity of the presbytery that is appropriate for their age group. Exceptions can be granted by  
22 the General Presbyter based on individual circumstances that might arise.
- 23  
24 B. Professional Organizations – Membership and participation in professional organizations will  
25 be encouraged by the presbytery.
- 26  
27 C. Continuing Education: (exempt employees)
  - 28 1. Must be coordinated and approved by the General Presbyter.
  - 29 2. The Ministry Coordinating Council coordinates the study leave of the General Presbyter.
- 30  
31 D. Continuing Education: (non-exempt employees/non-probationary employees) Up to five (5)  
32 days per calendar year with approval by the General Presbyter. Additional time requested shall  
33 be granted by the Ministry Coordinating Council.

34  
35 **XX. Grievances**

- 36 A. All problems arising from employment or conditions of employment are to be directed to the  
37 General Presbyter as head of staff. In those cases where solution to a problem has not been  
38 resolved through discussion with the General Presbyter, the employee may appeal to the  
39 Ministry Coordinating Council.
- 40  
41 B. If the above steps fail to provide an acceptable remedy, the employee may file a written  
42 complaint with the Coordinating and Planning Commission, which becomes the mediator and  
43 will strive to work out an acceptable solution. Note: If further steps are required in the  
44 grievance process, the presbytery will follow the Complaint Procedure recommended in  
45 “Personnel Policies for Agencies and Guidelines for Councils of the Presbyterian Church  
46 (U.S.A.).”

47  
48 **XXI. Termination**

- 49 A. **Dismissal for Cause:** Dismissal for cause may take place by written notice by the General  
50 Presbyter, with concurrence from the Ministry Coordinating Council, giving reasons for

1 termination. Reasons may include, but are not limited to: unsatisfactory performance;  
2 insubordination; computer / internet policy violations; illegal, dishonest, or unethical behavior;  
3 refusal to work within his/her position description; repeated unexcused absences; repeated  
4 tardiness; incompetence; or substance abuse. An employee may be placed on probation for a  
5 specific period of time with guidance/instructions from the Ministry Coordinating Council  
6 stating ways to improve work performance before dismissal.

7  
8 Discharge of an employee is always considered to be an action of last resort taken after  
9 remedial measures have been proven ineffective or when the employee's conduct is such as to  
10 preclude further employment. Written documentation is required prior to recommendation for  
11 dismissal unless immediate dismissal is considered necessary for the safety of persons or  
12 property. Dismissal is subject to the complaint procedure as outlined in these policy guidelines.  
13

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

23  
24 **C. End of term and exit interview:** End of term and exit interviews for all staff shall be held by  
25 representatives of the Ministry Coordinating Council with recommendations to the whole  
26 Ministry Coordinating Council concerning changes in position description or renewal calls.  
27

## 28 **XXII. Part-time Employees**

29 Part-time employees are those who are employed to work less than the 35-hour week. If they are  
30 not temporary and are employed at least 20 hours a week, they are eligible for the following:  
31

- 32 A. Holiday pay, if the holiday falls on one of the regularly scheduled working days for that  
33 part-time employee.
- 34
- 35 B. Jury duty pay at the Net Pay rate. Regular pay up to 35 hours; time and a half pay over 35  
36 hours in any work week.
- 37
- 38 C. Vacation pay and sick leave in proportion to hours worked each week shall be based on the  
39 percentage of 1976 hours, which are the total hours for a full-time employee.
- 40
- 41 D. Worker's Compensation.
- 42
- 43 E. Social Security participation.
- 44
- 45 F. Severance allowance in proportion to hours worked each week.
- 46
- 47

## 48 **XXIII. Performance Reviews**

49 All employees shall have a bi-annual performance review, [February for reviewing goals and  
50 continuing education objectives and August for performance] with the participation of the

1 employee and the General Presbyter. The moderator of the Ministry Coordinating Council or  
2 his/her designee will solicit feedback from a representative population of those individuals that the  
3 employee would normally encounter over the course of the year in support of these performance  
4 reviews. A list of individuals shall be given to the chair of a review taskforce prior to the  
5 performance review. Prior to discussions with the employee, the chair of the taskforce will  
6 summarize the results of the feedback for each employee and his/her assessment of the employee,  
7 and brief the Ministry Coordinating Council. The feedback forms will be made available to the  
8 Ministry Coordinating Council upon request. Records of the discussions between the General  
9 Presbyter and the Ministry Coordinating Council will be documented in the Ministry Coordinating  
10 Council minutes. The performance reviews for each employee will be signed by the reviewer and  
11 the employee and placed in the employee's personnel folder. Feedback for reviews will include the  
12 moderator of the ministries each employee relates to directly or indirectly.  
13

#### 14 **XXIV. Annual Compensation Review**

- 15 A. The Ministry Coordinating Council is responsible for recommending all salary increases.  
16 Salary levels shall be maintained in a manner that results in their being consistent internally,  
17 responsive to changes in the cost of living, and in keeping with the church's compensation  
18 standards. Salary scales for non-exempt staff shall be in keeping with the provisions of Federal  
19 laws covering minimum wages.  
20
- 21 B. Salary reviews will be scheduled annually, as part of the performance review held during  
22 August, with any proposed changes effective 1 January. The Ministry Coordinating Council  
23 will determine salary adjustment recommendations for the General Presbyter and provide the  
24 recommendation to the Ministry of Presbytery Operations for budgeting and approval. The  
25 General Presbyter will make salary adjustment recommendations for each member of the staff  
26 during the review with the Ministry Coordinating Council. The Ministry Coordinating Council  
27 will consider the General Presbyter's recommendations and decide on those salary adjustments  
28 which will be recommended to the Ministry of Presbytery Operations for budgeting and  
29 approval.  
30

#### 31 **XXV. Parental Leave and Benefits**

32 In addition to the benefits available while an employee is medically disabled, an employee is  
33 entitled to parental leave in the period immediately preceding and following the birth or adoption  
34 of a child as follows:  
35

- 36 A. The employee should apply for the leave at least one month in advance of the expected  
37 arrival of the child, specifying the amount and type of leave time desired.  
38
- 39 B. The leave may be up to six months. The leave may include a period in advance of the  
40 expected arrival of the child, and some may be taken after the child has arrived. The leave  
41 normally should be unbroken except for any periods of absence due to medical disability.  
42
- 43 C. The first two months of parental leave will be at 75 percent of the employee's annual pay.  
44 Alternatively, an employee may choose to take the first three months at 60 percent of their  
45 an. al pay. Any leave following the parental paid periods will be leave without pay.  
46
- 47 D. Benefit coverage (except vacation and sick leave accrual) and service credit will continue  
48 during the entire leave, with the cost of benefits paid by the employing unit.  
49



- 1 E. If both parents are on the same employing unit payroll, only one parental leave will be  
2 granted. It may be shared by the two parents.  
3  
4 F. Upon completion of parental leave, the employee will be entitled to return to his or her  
5 position. The position will not be filled during the leave except on a temporary basis. The  
6 employer may offer a different but comparable position to the employee returning from  
7 parental leave, which the employee will be free to accept or decline without prejudice.  
8  
9 G. Any salary increase action for which the employee may become eligible in the course of the  
10 leave will be effective on return to employment.  
11  
12 H. If the position left by the employee has ceased to exist, the regular termination policy,  
13 Section XXI, paragraph B, will apply.  
14

## 15 **XXVI. Term of Office**

16 Unless an employee is elected for a specific period or has a contract of employment, all  
17 employment is on an indefinite term.  
18

- 19 A. **Elected staff:** In accordance with the Book of Order, elected staff may be elected for a  
20 specific term or for an indefinite period, at the discretion of the agency or council.  
21  
22 B. **Exempt staff:** All other exempt staff will be appointed for indefinite periods unless there are  
23 particular programmatic or budget reasons for specific term appointments.  
24  
25 C. **Non-exempt staff:** Non-exempt staff shall serve for an indefinite period unless otherwise  
26 determined in advance of employment.  
27

## 28 **XXVII. Calls**

- 29 A. **Calls for ministers:** All staff, other than the General Presbyter, who are ministers or elders  
30 shall be provided with an initial written call stating the terms of employment. Such a call is to  
31 be prepared by the Search Committee with input from the General Presbyter in a form  
32 authorized by the Ministry Coordinating Council. In compliance with the Book of Order, the  
33 call shall be submitted to the presbytery for approval. Subsequent changes to these calls will  
34 be prepared and presented to the presbytery by the Ministry Coordinating Council.  
35  
36 B. **Calls for General Presbyter:** The initial call for the General Presbyter shall be provided with  
37 a written call stating the terms of employment. Such a call is to be prepared by the Search  
38 Committee, recommended by the Ministry Coordinating Council, approved by the presbytery  
39 and then signed by the moderator and stated clerk of the presbytery. Subsequent changes to  
40 this call will be prepared and presented to the presbytery by the Ministry Coordinating  
41 Council.  
42  
43 C. **Calls for elected staff:** All elected staff shall be provided with a written call stating the terms  
44 of employment. Such a call is to be prepared by the General Presbyter or the Ministry  
45 Coordinating Council.  
46  
47 D. **All calls:** All written calls will contain wording that will indicate the intent of the presbytery  
48 to honor the terms of a call except in case of a failure of the employee to perform  
49 satisfactorily or in the case of a change in structure or function (in which case adequate notice  
50 will be given.)

## Dogwood Acres Specific Policies

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

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

### **XXVIII. Position Descriptions**

- A. Written position descriptions that accurately reflect the job functions of each position will be developed by the MDWA and/or MDWA Personnel Team, in consultation with the DWA Director and approved by the MDWA.
- B. The creation of all full-time, part-time, and interim positions at DWA shall be the responsibility of the MDWA, with input from the Director.
- C. The Director, in consultation with the MDWA, will be responsible for hiring and, when necessary, dismissal of DWA personnel. Except where otherwise noted, all DWA staff will report to and be supervised by the DWA Director.
- D. All new employees, as part of the hiring process, shall fill out a written application and shall be subject to background checks, which will include driver's license, credit, and criminal background. Review of completed background checks will be done by the Director and kept secure.
- E. The MDWA, in consultation with the Director, will make recommendations for salary ranges for each position description and recommendations for any salary changes or bonuses. The MDWA will have sole discretion over the salary and bonuses of the Director.

### **XXIX. The Employer**

The legal employer of all presbytery (therefore, DWA) staff is the legal corporation of the presbytery. As a practical matter, however, the DWA Director is Head of Staff for Dogwood Acres. S/he, in consultation with the MDWA, is responsible for overseeing all employment, termination, compensation and benefits and for directing the work of DWA staff in accordance with the goals and objectives of the MDWA 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 to 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 one (1) 60-minute break for lunch, and 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 (1.5) times the regular hourly rate. Overtime work by full- and part-time non-exempt  
2 employees is generally allowable only at the discretion of the Director. Exempt employees are  
3 not paid overtime wages for hours worked in excess of forty (40) hours per week.  
4

- 5 B. Employees working fewer than forty (40) hours per week will be considered part-time. Part-  
6 time employees' hours will include one (1) 15-minute break for each 4-hour period worked  
7 during a day.  
8

### 9 **XXXII. Business Expense Reimbursements**

10 All reasonable expenses incurred by personnel that are considered ordinary and necessary costs  
11 of performing the duties of their positions will be reimbursed. Only expenses approved by the  
12 MDWA or Director and substantiated by receipts will be reimbursed.  
13

### 14 **XXXIII. Benefits**

- 15 A. **Social Security:** All personnel are covered by the Federal Old Age and Survivors Benefits  
16 Act (Social Security). The employee's share of the Social Security tax is withheld from the  
17 wages of the employee.  
18
- 19 B. **Pension:** Full-time exempt staff is eligible to be enrolled in the Benefits Plan of the  
20 Presbyterian Church (U.S.A.) and its Pension Plan. Non-exempt full-time employees and  
21 part-time employees working an average of at least thirty (30) hours per week may elect to  
22 participate in a 403(b) plan. Presbytery may match a contribution of up to 3% of the  
23 employee's annual salary. The election to participate and the agreed upon amount of  
24 withholding and match will be indicated in each employee's Employment Agreement. The  
25 employee's decision to enroll can be re-examined during annual reviews.  
26
- 27 C. **Health Insurance:** Full-time exempt staff are eligible for enrollment with the PC(USA)  
28 Benefits Plan and may be covered by the Plan's Major Medical Plan. The decision to enroll  
29 and the levels of cost covered by DWA will be part of each employee's Employment  
30 Agreement, will be made on a case-by-case basis at the time of original employment and can  
31 be re-examined during annual reviews. Full-time non-exempt employees are eligible for the  
32 Benefits Plan through the Board of Pensions or may be enrolled in a plan with comparable  
33 benefits. Part-time staff must average at least thirty (30) hours per week to become eligible  
34 for this benefit. Should an employee choose additional optional insurance or to insure their  
35 family, those costs will be covered by the employee.  
36
- 37 D. **Vacation:** Vacation for non-exempt staff is earned and used on a calendar-year basis.  
38 Vacation will be accumulated during the calendar year, based on the number of hours  
39 worked. As a minimum standard, one (1) hour of vacation is earned for every forty (40)  
40 hours worked. Vacation time must be used in the calendar year that it is earned and does not  
41 carry over at the end of the year. Exempt employees' vacation time rate of accrual is decided  
42 on at the time of employment and described in the individual Employment Agreement.  
43
- 44 E. **Holidays:** Ten (10) paid holidays will be observed each year: New Year's Day, Martin  
45 Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day,  
46 Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, and Christmas Day.  
47 These holidays are paid at each employee's regular rate, whether salaried or hourly. Part-time  
48 employees' "regular rate" will be their average daily hours over the previous fifteen (15)  
49 weeks of employment. For full-time employees who work Monday through Friday, holidays  
50 that fall on the weekend may be taken on either Friday or Monday, as agreed-upon in

1 advance by the employee and employee’s immediate supervisor and must be taken in the  
2 week immediately preceding or following the holiday. Should the holiday fall on a part-time  
3 employee’s day off, the employee will not be entitled to a different day off during the week.  
4 During the 180-day probationary period of employment employees are entitled to paid  
5 holidays observed by DWA.  
6

7 However, if an event has been contracted on or includes a paid holiday (e.g., a family  
8 reunion held over the 4<sup>th</sup> of July weekend; A Dogwood Acres Christmas), the staff approved  
9 for the event by the DWA Director will be remunerated—for that paid holiday alone—at  
10 twice the rate of their regular pay for comparable, non-holiday time. When remunerated at  
11 this rate a replacement holiday will not be taken.  
12

13 F. **Sick leave:** During the 180-day probationary period of employment, full-time non-exempt  
14 employees are entitled to one (1) paid sick day. Part-time non-exempt employees are entitled  
15 to one (1) paid sick day during the 180-day probationary period of employment, based on  
16 their average daily hours over the previous fifteen (15) weeks of employment. After the 180-  
17 day probationary period, non-exempt employees will receive one (1) hour of sick leave per  
18 40 hours worked during the calendar year, cumulative up to a total of eighty (80) hours of  
19 sick leave, to be used in case of personal or family illness. More than five (5) consecutive  
20 days of sick leave require submission of a doctor’s note to the employee’s immediate  
21 supervisor. Extenuating circumstances may be approved at the discretion of the Director or  
22 MDWA Chair. At the time of employment termination, either voluntary or involuntary, an  
23 employee shall have no claim to use of or pay in lieu of unused sick leave.  
24

25 G. **Worker’s Compensation Insurance:** All employees shall be covered in accordance with the  
26 Worker’s Compensation laws of the State of Florida.  
27

28 H. **Leaves of Absence with Pay:** Leaves of absence with pay shall be granted to all employees  
29 for the following when they fall on one (1) or more workdays:

- 30 1. **Jury Duty** – up to five (5) days per year at their normal average hours per day and  
31 pay rate. The stipend paid for jury duty must be relinquished to DWA, as the  
32 employee is paid while on Jury Duty. The employee may choose to take Jury Duty as  
33 unpaid leave, if the stipend for Jury Duty is higher than a day’s wage at DWA.  
34
- 35 2. **Personal or family emergencies** which cannot be addressed by an employee outside  
36 working hours – up to three (3) regular workdays per calendar year at the normal (15-  
37 week average) pay, upon approval by the Director or MDWA.  
38
- 39 3. **Bereavement Leave** – up to one (1) calendar week for the passing of a member of  
40 the employee’s immediate family. Approval is at the discretion of the DWA Director  
41 or MDWA Chair.  
42

#### 43 **XXXIV. Other**

44 A. Ordinarily, children of employees are not allowed to accompany their parents to work-related  
45 activities, business, or meetings. However, children of employees may participate in DWA  
46 activities that are appropriate for their age group. Exceptions may be granted by the Director  
47 based on individual circumstances that might arise.  
48

49 B. **Continuing Education:** Efforts to increase skills and knowledge are encouraged. Continuing  
50 education that impacts the employee’s work schedule must be coordinated with and

1 approved by the Director. The Director’s continuing education must be approved by and  
2 coordinated with the MDWA. For non-exempt employees, up to five (5) continuing  
3 education days per calendar year may be approved by the Director. Additional time requested  
4 may be approved by the MDWA.  
5

6 **XXXV. Grievances**

7 All problems arising from employment or conditions of employment are to be directed to the  
8 Director. In those cases where the employee(s) cannot reasonably discuss the problem with the  
9 Director or when the problem has not been resolved through discussion with the Director, the  
10 employee(s) may appeal to the MDWA Chair, who may consult with the MDWA Personnel  
11 Team.  
12

13 **XXXVI. Termination of Employment**

14 A. Dismissal for Cause: Dismissal for cause may take place by verbal and/or written notice by  
15 the DWA Director, giving reasons for termination. Reasons may include, but are not limited  
16 to, unsatisfactory performance; insubordination; policy violations; illegal, dishonest or  
17 unethical behavior; refusal to work within his/her position description; repeated unexcused  
18 absences; repeated tardiness; incompetence or substance abuse. Before dismissal, an  
19 employee may be placed on probation for a specific period of time with guidance and/or  
20 instructions from the Director or MDWA Chair, stating ways in which to improve work  
21 performance. Severance pay will be granted only at the discretion of the Director, acting on  
22 the advice of the MDWA Chair and MDWA Personnel Team.  
23

24 B. Involuntary Separation: If DWA is required to make a reduction in work force because of a  
25 fundamental change in long-range objectives, reorganization changes, a serious change in  
26 financial outlook, or other circumstances arising out of no fault of the employee, the decision  
27 for dismissal will be at the discretion of the Director in consultation with the MDWA Chair  
28 and MDWA Personnel Team. The decisions and procedures by which staff members will be  
29 released will be fairly and consistently applied to all DWA staff. After consultation with the  
30 affected employee(s), written notice will be issued by the Director or MDWA Chair to all  
31 staff announcing the reduction and the reasons for it.  
32

33 Severance pay for full-time exempt employees may be granted relative to length of service,  
34 with one (1) week of severance pay for each completed year of service, not to exceed five (5)  
35 weeks of pay. For non-exempt part-time employees, severance pay may be granted relative  
36 to length of service, with one (1) week of severance pay for each completed year of service,  
37 not to exceed five (5) weeks of pay, based on an average of the previous fifteen (15) weeks.  
38

39 **XXXVII. Performance Reviews**

40 A. All DWA employees shall have an annual performance review with the participation of the  
41 employees and the MDWA Personnel Team, based on input by the Director, as appropriate.  
42 However, both the employee and immediate supervisor should actively seek opportunities  
43 for regular feedback throughout the year and make the MDWA Chair aware of particular  
44 successes, strengths, and needs for improvement.  
45

46 B. The performance reviews for each employee will be signed by the reviewers and employee  
47 and placed in the employee’s personnel folder. Signature by the employee indicates receipt  
48 of the performance review but does not signify agreement with its contents.  
49

50 **XXXVIII. Annual Compensation Review**

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

4  
5 B. Salary reviews will be scheduled annually as part of the performance review.  
6

7 **XXXIX. Parental Leave and Benefits**

8 In addition to the benefits available while an employee is medically disabled, an employee  
9 who has worked for a minimum of three (3) months is entitled to Parental Leave in the period  
10 immediately preceding and following the birth or adoption of a child, as follows:  
11

12 A. The leave may be up to three (3) months and may be extended at the discretion of the  
13 Director or MDWA Personnel Team. The leave may include a period in advance of the  
14 expected arrival of the child and some may be taken after the child has arrived. The leave  
15 normally should be unbroken, except for any periods of absence due to medical disability.  
16

17 B. The employee should apply for the leave at least one (1) month in advance of the expected  
18 arrival of the child, specifying the amount and type of leave time desired. 611  
19

20 C. The first two (2) months of parental leave will be 75% of the employee's annual pay.  
21 Alternatively, an employee may choose to take all three (3) months at 60% of his/her  
22 annual pay. Any leave following the paid Parental periods will be without pay.  
23

24 D. Service credit and benefit coverage, except vacation and sick leave accrual, will continue  
25 during the entire leave, with the cost of benefits paid by DWA as specified in the Employee  
26 Agreement.  
27

28 E. If both parents work for DWA, only one (1) parental leave will be granted. It may be  
29 shared by the parents.  
30

31 F. Upon completion of parental leave, the employee will be entitled to return to his or her  
32 position. The position will not be filled during the leave, except on a temporary basis. The  
33 employer may offer a different, but comparable position to the employee returning from  
34 parental leave which the employee will be free to accept or decline without prejudice.  
35

36 G. Any salary increase action for which the employee may become eligible in the course of  
37 the leave will be effective on return to employment.  
38

39 H. If the position left by the employee has ceased to exist, the regular termination policy,  
40 Termination of Employment: Involuntary Separation will apply.  
41

42 **XL. Term of Office**

43 A. **Exempt staff:** Exempt staff will be appointed for indefinite periods unless there are particular  
44 programmatic or budget reasons for specific term appointments.  
45

46 B. **Non-exempt staff:** Non-exempt staff shall serve for an indefinite period unless otherwise  
47 determined in advance of employment.  
48

49 **XLI. Separation Practices**

1 The term “separation” shall refer to any and all terminations of the relationship between DWA and  
2 an employee, exempt or non-exempt.

3  
4 A. Exit interview: When possible and prudent, exit interviews for departing staff shall be held by  
5 one (1) or more representatives of the MDWA Personnel Team with recommendations to the  
6 MDWA concerning changes in Position Description or Employment Agreement.

7  
8 B. Prior to departure: Prior to disbursement of the final check, the departing employee must return all  
9 DWA property. Full access must also be provided to all intellectual property (e.g., web and  
10 graphic design, documents, flyers, music) generated on behalf of DWA, which remains DWA  
11 property and to which it holds the copyright.  
12





1   **PRESBYTERY OF FLORIDA**  
2   *Presbytery Manual of Operations*

3  
4   ***Appendix F***

5  
6   **ELECTED OFFICER POSITIONS**

7  
8  
9   **Combined Accountant/Treasurer**

10  
11 **Purpose:**

12       To keep a detailed account of all revenues and expenditures and prepare reports for the presbytery,  
13       ministries, tax authorities, and others as needed. To maintain compliance with accounting and  
14       presbytery standards.

15  
16 **Accountability:**

17       The Accountant/Treasurer is employed by the Presbytery and reports to the General Presbyter in  
18       consultation with the Ministry Coordinating Council or directly to the Ministry Coordinating Council  
19       in the absence of a General Presbyter.

20  
21 **Responsibilities:**

- 22       1. Record bank deposits and accurately report designated funds separately from operating funds.
- 23       2. Maintain subsidiary accounts to support payments made by each church in support of shared
- 24       mission giving, building our presbytery giving, and other designated giving.
- 25       3. Reviews and prepares vouchers for the payment of bills and other obligations, and ascertains the
- 26       appropriate budget accounts and spending approval.
- 27       4. Prepare checks for all approved disbursements, including benevolence payments and payroll, and
- 28       mails or otherwise distributes such checks when properly signed.
- 29       5. Process payroll in a timely manner.
- 30       6. Maintain vacation and sick leave records for staff on the pay stub.
- 31       7. Track bank account balances.
- 32       8. Make journal entries as required for designated fund transfers, corrections, and adjustments
- 33       approved by MPO.
- 34       9. Prepare report of journal entries for review by MPO and General Presbyter.
- 35       10. Perform monthly bank account reconciliations.
- 36       11. Balance and maintain accurate general ledger.
- 37       12. Maintain all financial spreadsheets and subsidiary worksheets to support balances that the MPO
- 38       and other committees desire to be tracked.
- 39       13. Prepare and provide monthly financial statements, including Balance Sheet, Schedule of Revenues
- 40       and Expenses – Budget vs Actual, and Fund Reports to the Ministry of Presbytery Operations
- 41       (MPO).
- 42       14. Prepare monthly, quarterly, and annual payroll tax forms and payments.
- 43       15. Provide quarterly and end-of-year summaries of church contributions for congregational
- 44       treasurers.
- 45       16. Coordinate selection of and work with auditor for annual review of Presbytery finances.
- 46       17. Prepare all records for insurance audits and for the annual audit of presbytery financial records.
- 47       18. Prepare and provide regular financial statements including committee budget reports, vendor
- 48       reports, and fund reports to the committee chairs and all others designated by the MPO and/or
- 49       General Presbyter monthly.

- 1 19. Review monthly all financial reports prepared by the Dogwood Acres bookkeeper.
- 2 20. Serve as staff to the MPO and attend all its meetings and turn in any reports to the Presbytery at
- 3 least two weeks in advance of the meeting.
- 4 21. Serve as staff to the Presbytery's Ministry Coordinating Council (MCC) and attend all its
- 5 meetings, turning in reports to the Presbytery at least two weeks in advance of their meetings.
- 6 22. With the Chair of the MPO, present financial reports at meetings of the Presbytery with reports
- 7 turned in to the Presbytery at least two weeks in advance of the meeting.
- 8 23. Assist the MPO in the compilation of Presbytery's Annual Budget.
- 9 24. Serve as financial staff to the Ministries and Teams of the Presbytery.
- 10 25. Perform other financial duties as requested by MPO or by the General Presbyter.
- 11

## Stated Clerk for the Presbytery of Florida

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*. 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 ministers of Word and Sacrament entering and leaving the presbytery.
5. Keeps accurate rolls of all ministers 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 Ministry Coordinating Council.
11. Serves as a resource for the Ministries of Congregational Health, Leadership Development, and Pastoral Transitions.
12. Receives and reviews communications and assigns them to the appropriate group.
13. Fulfills 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 Ministry Coordinating Council.
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 Ministry Coordinating Council.

### 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. Minister of Word and Sacrament 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.
7. Maintain a commitment to inclusiveness and diversity.

**Process for the election of the Stated Clerk:**

In the last year of the three (3) year term (no later than June), the Ministry Coordinating Council 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.