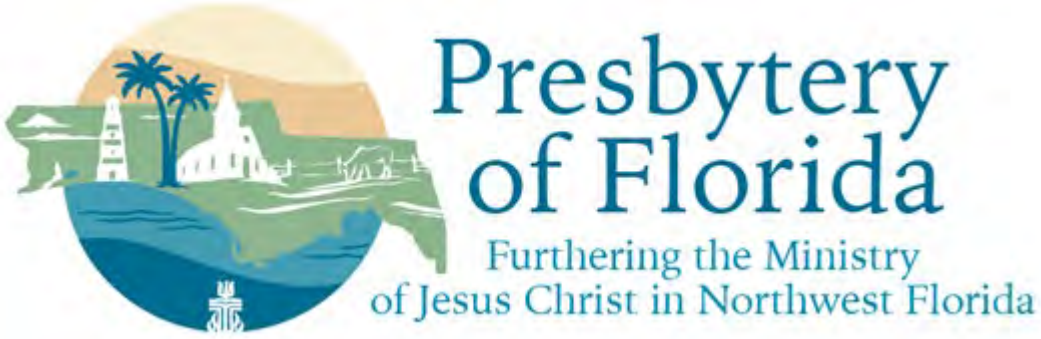
Manual of Operations
Presbytery of Florida



Mailing Address
P.O. Box 7
Chipley, FL 32428

Physical Location
3368 Harmony Road
Chipley, Florida

Phone
(850) 535-2335

www.PresbyteryOfFlorida.net

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MANUAL OF OPERATIONS FOR THE PRESBYTERY OF FLORIDA

SECTION I – Introduction

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

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

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

- The congregation is the church engaged in the mission of God in its particular context. Through the congregation, God's people carry out the ministries of proclamation, sharing the Sacraments, and living in covenant life with God and each other. In the life of the congregation, individual believers are equipped for the ministry of witness to the love and grace of God in and for the world. The congregation reaches out to people, communities, and the world to share the good news of Jesus Christ, to gather for worship, to offer care and nurture to God's children, to speak for social justice and righteousness, to bear witness to the truth and to the reign of God that is coming into the world. (G-1.0101)

- Councils of the church exist to help congregations and the church as a whole to be more faithful participants in the mission of Christ. (G-3.0101)

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

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

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

SECTION II – Ministry Coordinating Council (MCC)

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

Responsibilities

1. The presbytery shall grant commission authority to the Ministry Coordinating Council.
2. Prayerfully discern the future of the Presbytery of Florida – the congregations and communities within its bounds.
3. Coordinate and communicate the plans and needs of the various Ministries of the presbytery.

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

SECTION III – Trustees

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

SECTION IV – Ministries of the Presbytery

- Ministry of Congregational and Pastoral Care (MCPC)
- Ministry of Leadership Development (MLD)
- Ministry of New Congregation Formation (MNCF)
- Ministry of Pastoral Transitions (MPT)
- Ministry of Presbytery Operations (MPO)
- Ministry of Representation (MR)
- Permanent Judicial Commission

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

Each presbytery ministry shall establish its own meeting schedule.

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

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

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

Ministry of Congregational and Pastoral Care

Composition

The Ministry of Congregational and Pastoral Care 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

To fulfill all *Book of Order* and Presbytery Manual responsibilities related to oversight of and assistance to churches, ministers of Word and Sacrament, commissioned ruling elders (CREs), authorized ruling elders (AREs), and certified Christian educators in their ministry. These responsibilities include all matters related to the orientation of new pastors, periodic visits with sessions and pastors, support for clergy wellness and continuing education, and the empowerment of congregations to be centers of mission.

Responsibilities

1. Coordinate with each Regional Liaison regarding each congregation's pastor and session in the Presbytery.
2. Provide pastoral care during births, illness, deaths, new beginnings, retirement, or other challenging situations to Pastors, Christian Educators, and their families, drawing on all available resources; training and assigning Pastoral Response Teams and/or a Shalom Team to do so, with limited, situationally appropriate oversight.
3. Maintain frequent contact with ordained PCUSA Ministers of Word and Sacrament who are not serving a congregation in the Presbytery, who are serving in positions outside congregational settings such as UKirk, hospital and military chaplaincy, camp and conference ministry, or serving outside the bounds of the Presbytery.
4. Welcome and provide an orientation for Ministers of Word and Sacrament and Christian Educators new to the Presbytery of Florida.
5. Appoint a Mentor for each Commissioned Ruling Elder (CRE).
6. Provide a moderator for a single session meeting when the pastor or other designated moderator is temporarily unavailable or for special purposes and meetings.
7. Recommend initiatives to enhance wellness for ministers of Word and Sacrament and Christian educators which include resources and support for sabbaticals, continuing education, and use of career counseling centers.
8. Receive retirement requests from ministers of Word and Sacrament and certified Christian Educators and plan an appropriate recognition at a Presbytery meeting.
9. Oversee the various boundary policies for the Presbytery, as required by the Book of Order, and partner with the Ministry of Leadership Development for the required training.
10. Review and recommend to the Presbytery the annual minimum requirements (G-2.0804) and apprise the body of changes being made by the Board of Pensions and General Assembly (G-2.0804).
11. Review and approve the annual Terms of Call for ministers of Word and Sacrament, and the annual covenants and contracts for CREs, stated supply pastors, and certified Christian educators; and counsel with sessions, congregations, or other responsible entities in cases where Presbytery minimum compensation requirements are not met.
12. Receive annual contracts for parish associates and ministers of Word and Sacrament serving in a validated ministry outside the congregational setting.
13. In consultation with the Stated Clerk of Presbytery, review annually sessional records according to G-3.0108 and recommend action to address whatever a church has done contrary to order.

14. Coordinate the annual Presbytery necrology, submitting the list to the Stated Clerk for reading during worship at the fall Presbytery meeting.
15. Consider and act on requests for exemptions that ruling elders and deacons be elected for limited terms of active service (G-2.0404).
16. Review and act on requests for encumbering church property through loans by Presbyterian Investment and Loan Program (PILP) or commercial lending institutions.
17. Provide awareness of and access to high-quality resources for worship, congregational, and pastoral health.
18. Oversee the Presbytery grants that fall under the jurisdiction of this Ministry.
19. Assist congregations with discerning their future and legacy specific to their communities as needed.
20. Via the Ministry Coordinating Council (MCC), provide an Administrative Commission (AC) as needed, with or without original jurisdiction (as appropriate), to assist churches and church leadership (G-3.0109).
21. Support and counsel pastors, sessions, certified Christian educators, and /or congregations when conflict or dissension has arisen.
22. Accept and act upon congregational requests for dissolution of a pastoral relationship (G-2.0901) and notify the Ministry of Pastoral Transitions for further guidance.
23. Train, oversee, and engage a Presbytery Engagement Team to work with congregations expressing interest in withdrawing from the denomination.

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

To equip, train, and resource congregational leaders to enhance their congregational ministries and to serve the greater church through:

1. educational opportunities to equip and strengthen presbytery and congregational leaders to help further the ministries within their congregations.
2. guidance and resources for persons preparing for the ministry of Word and Sacrament, to serve as
3. Commissioned Ruling Elders, or as Authorized Ruling Elders.
4. 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.

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. Make provision for a moderator of the session for churches in transition (G-3.0104 and G-3.0201).

2. Examine candidates and review and act upon initial contracts between Temporary Pastoral Supply Pastors or Interim Pastors and sessions. (Contract renewals for any congregation in transition and engaged in a contractual relationship will be reviewed and acted upon by MPT. All other temporary relationship contracts are to be reviewed by the Ministry on Congregational Health.)

3. Train and assign liaisons for congregations seeking Pastors, for those seeking additional Pastors, and for all congregations whose time of transition includes new models for temporary pastoral services (G-2.0504).

4. Assist and guide Pastor Nominating Committees (PNC) as needed in their searches for and call of new Ministers of Word and Sacrament, recognizing the primary support comes from the liaison and Holy Cow! consultant.

5. Contact the moderator of MPT at the time a pastoral candidate desires to accept a congregation's call so an examination may be scheduled. (G–3.0306) The MPT examination team will examine candidates for reception into Florida Presbytery, suitability for the call of the candidate (does the candidate's PDP match what the congregation needs, as expressed in their MDP?), and in the four areas of: his/her Christian faith, theology, polity, and sacraments.

6. Forward to the moderator of MPT requests for Commissions to ordain and/or install. The liaison may provide assistance in finding persons for the Commission.

7. Compile, maintain, and make available to each church in transition a list of approved Ministers of Word and Sacrament, inquirers, candidates, and ruling elders to serve in temporary pastoral relationships (G-2.0504b and G-2.0606).

8. Maintain and distribute a checklist enumerating the steps of the search process and required forms for the use of Interim Search Committees and/or Pastor Nominating Committees of congregations in transition.

9. Consider any requests under the provision of G-2.0504c regarding whether a Minister of Word and Sacrament in a temporary pastoral relationship or an Associate Pastor is eligible to serve as the next Installed Pastor, Co-Pastor, or Associate Pastor. If deemed appropriate to consider, it shall be presented to the whole MPT, who will present the request with a recommendation to the presbytery for action.

10. Conduct and act upon the examination of anyone who is not a member of Florida Presbytery who is seeking to fill a single pulpit for more than three (3) consecutive Sundays.

11. Make yearly contact (ordinarily during the month of May) with every person listed on the presbytery's Pulpit Supply List (PSL) to ascertain their desire to continue being on the PSL.

12. Maintain a current list of Ministers of Word and Sacrament who have received training in interim ministry.

13. Assure that new Pastors are transitioned over to the Ministry of Congregational and Pastoral Care (MCPC) in a timely fashion.

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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. Maintain and distribute, as requested, and approved, funds from the Unbudgeted Presbytery Projects Fund.
9. 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 of Representation (MR) shall function in accordance with the Book of Order as outlined in the principles of F-1.0403, F-1.0404, and the policy of G-3.0103. MR 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.

SECTION V - Permanent Judicial Commission

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

The Permanent Judicial Commission shall:

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

SECTION VI - Committee on Bills and Overtures (CBO)

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

- Presenting overtures or resolutions to the presbytery as submitted and make a recommendation to approve, amend or not approve the overtures or resolutions.
- Hold a presentation on the proposed amendments to the constitution in order to present information relative to them so commissioners voting on them can make an informed decision when voting.
- At the presbytery meeting when the amendments are being considered, make a recommendation to approve or not to approve.

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

SECTION VII – Presbytery Meetings

Time and Place of Meetings

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

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

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

Presbytery Meeting Planning

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

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

Special Rules of Order

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

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

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

Presbytery Moderator-appointed Committee Members

The moderator of presbytery shall appoint:

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

The equipping 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.

In the circumstance of a combined position of equipping presbyter and stated clerk (equipping presbyter/stated clerk), the term of stated clerk shall be for the duration of service as equipping presbyter unless or until the two positions are separated.

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 – for up to 36 months and renewable
- Interim Associate Pastor – for up to 36 months and renewable
- Interim General Presbyter – for up to 36 months and renewable
- Stated Supply Pastor – for up to 36 months and renewable
- Designated Pastor – for a designated period of time up to 3 years, may become the fully installed pastor. Designation is not renewable.

SECTION X – Amendments

1. Amendments to the Manual of Operations shall be made by the presbytery during a regular stated meeting following review by the Ministry Coordinating Council (MCC). Proposed amendments shall be sent to MCC by the deadline for submitting reports for their regular meetings. MCC shall review proposed amendments. Appropriate amendments shall be submitted to the presbytery for its discussion and vote at least 10 days prior to the presbytery meeting. Approval shall require a two-thirds affirmative vote by those attending the presbytery meeting and are eligible to vote.

2. No rule or policy shall be adopted that is contrary to the Manual of Operations or the *Book of Order* of the Presbyterian Church (U.S.A.).

APPENDICES

PRESBYTERY OF FLORIDA

Presbytery Manual of Operations

Antiracism Policy

Adopted by the Presbytery of Florida on May 16, 2026

In accordance with the Constitution of the Presbyterian Church (U.S.A.), the Presbytery of Florida seeks to enable its members and congregations to give effective witness in the world to God's new creation in Jesus Christ, and to strengthen their witness to the mission of the triune God (G-3.0106). This endeavor includes mandatory antiracism training every thirty-six months, at minimum.

In light of the antiracism statement affirmed by the Presbytery of Florida in October 2020, this Presbytery reaffirms that racism is a sin which violates our commission to love one another as Jesus loves us all. We believe that we are called to advance the Kingdom of God, on earth as it is in heaven, by actively countering racism.

This Presbytery is, therefore, committed to:

- rejecting discrimination on the basis of race or ethnicity;
  - taking and making opportunities to demonstrate our belief in the essential equality of all human beings as created in the image of God;
  - working together as children of God for the advancement of love and peace throughout the world;
- resisting injustice in every form, in keeping with what Jesus has commanded us to do;
  - demonstrating compassion and caring in support of those who have been wronged through acts of racism;
- educating our congregations in non-discriminatory practices;
  - bearing witness to our love for Jesus and our fellow humans through congregational mission and ministries and, as individuals, in our daily lives.

The 222nd General Assembly (2016) approved a churchwide antiracism policy titled *Facing Racism: A Vision of the Intercultural Community*, with an accompanying study guide for use by councils and congregations. The Presbytery of Florida adopts this policy for its own use as it implements General Assembly directives to build an intercultural church in which justice and equality prevail. The Presbytery also adopts the accompanying study guide as a basis for mandatory training within its bounds. Upon adoption by the Presbytery, this policy may be used as a model or standard by sessions and congregations developing their own policies for dealing with allegations of racism within the local session's jurisdiction.

Antiracism training shall be required at least every thirty-six months for:

1. Teaching Elders and Commissioned Ruling Elders (CREs) serving congregations;
2. Teaching Elders in validated ministries;
3. Certified Christian Educators;
4. Teaching Elders and Ruling Elders elected to Presbytery service;
5. Candidates for ministry; and
6. Presbytery staff.

The Ministry of Leadership Development (MLD) shall:

1. develop antiracism training based on Facing Racism and the accompanying study guide, and provide the training at locations across the Presbytery. Components of the training may be offered at Presbytery meetings, at dedicated in-person workshops, or remotely via Zoom.
2. authorize alternate training for those unable to attend approved training held within the Presbytery.

3. maintain a record of those who complete training. This requirement shall be included in all Terms of Call and all pastoral contracts. Those who fail to complete training shall be considered "not in good standing" with the Presbytery of Florida, and the Equipping Presbyter/Stated Clerk shall maintain a file of those so considered.

The Presbytery strongly encourages all sessions and members of congregations, especially those in leadership positions, to participate in approved antiracism training. The Presbytery will publish a training schedule annually that includes times and locations, as well as approved alternate training.

Protection of Minors and Vulnerable Adults Policy

Adopted by the Presbytery of Florida on May 16, 2026

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

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

Upon adoption by the Presbytery, this policy may be used as a model or standard by sessions and congregations developing their own policies for protection of minors and vulnerable adults within the local session's jurisdiction.

Training relative to this policy shall be required at least every thirty-six months for:

7. Teaching Elders and Commissioned Ruling Elders (CREs) serving congregations;
8. Teaching Elders in validated ministries;
9. Certified Christian Educators;
10. Teaching Elders and Ruling Elders elected to Presbytery service;
11. Candidates for ministry; and
12. Presbytery staff.

Definitions

Minor Person (Minor): A minor in the state of Florida is any individual under the age of 18.

Vulnerable Adult: "A person 18 years of age or older whose ability to perform the normal activities of daily living or to provide for his or her own care or protection is impaired due to a mental, emotional, sensory, long-term physical, or developmental disability or dysfunction, or brain damage, or the infirmities of aging." (www.flsenate.gov/laws/statutes/2012/0415.102)

Paid/Contracted Staff: Any adult who is paid or contracted to work with or in close proximity to minors/vulnerable adults at a Presbytery of Florida function or event.

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

Sexual Abuse: See Florida Statute at https://m.flsenate.gov/Statutes/827.071.

Screening, Training, and Background Checks

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

1. The approval of completed and signed application and background check authorization forms, including a signed form verifying the event policy has been read. The application shall include a minimum of two references.

2. All who work with or in close proximity to minors/vulnerable adults must ordinarily be at least eighteen years old.

3. The applicant's consent to a criminal background check. The Presbytery of Florida will conduct and cover the cost of background checks for all volunteer and paid workers. These checks shall be run no more than six months prior to the event, and may be valid for 2 years, depending on insurance company standards. Note: Contractors will ensure that their workers have passed a Level 2 background check prior to working with or in close proximity to minors/vulnerable adults.

4. All those who work with or in close proximity to minors/vulnerable adults - paid, contracted, or volunteer - must participate in training within the year prior to the event. The training is to be provided by the Presbytery of Florida through the Ministry of Leadership Development and shall cover this protection policy thoroughly, as well as methods of abuse prevention and a detailed plan of reporting. Outside experts may be contracted to provide this training. These trainings shall further cover:
    - What constitutes minor/vulnerable adult abuse and neglect
    - How to recognize signs and symptoms of abuse and neglect
    - Definitions of abuse and reporting
    - Mandatory criminal background checks and the security of those files
    - Explanation of the importance of the application and screening processes
        - Appropriate boundaries with minors, especially regarding adult–to–minor ratios, transportation, and use of technology
        - Overnight events: appropriate sleeping arrangements and restroom/shower facilities use
        - First Aid/CPR requirement: At least one volunteer or paid staff member working directly with or in close proximity to event participants must be certified in first aid and CPR.
    - Other related topics

5. No person may serve as a minor/vulnerable adult worker who has a conviction on his/her/their record of certain felonies or misdemeanors, including, but not limited to, any of the following:
    - Criminal homicide
    - Aggravated assault
    - Crimes related to the possession, use, or sale of drugs or controlled substances
    - Sexual abuse
    - Sexual assault
    - Incest
    - Indecency with a youth
    - Inducing sexual conduct or sexual performance of a minor/vulnerable adult
    - Possession or promotion of child pornography
    - The sale, distribution, or display of harmful material to a minor/vulnerable adult
    - Abandonment or endangerment of a minor/vulnerable adult
    - Domestic violence

- Any crime that involves abduction, kidnapping, or unlawful restraint
- Public lewdness or indecent exposure
- Any crime that involves sexual misconduct or sexual abuse, particularly if it involves misconduct or abuse with a minor
- Any crime that involves misuse of technology for sexual purposes, such as collecting or distributing photographs of minors who are naked or in sexual or inappropriate poses (child pornography)
- Any crime that involves the use of force, such as assault or endangerment
- Any crime that involves drinking and driving, such as driving while intoxicated

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

For the purpose of protecting minors/vulnerable adults while participating in Presbytery-sponsored events, including Dogwood Acres summer camp and youth events, the Presbytery will facilitate statewide and national criminal history checks through the Volunteer & Employee Criminal History System (VECHS). Additionally, prospective employees, volunteers, or contractors working with or in close proximity to minors/vulnerable adults will be checked through the Dru Sjodin National Sex Offender Public website. The criminal history checks (Level 2 Background Screening) requires fingerprinting of the applicant/person to be screened.

Paid or Volunteer Counselors at Dogwood Acres

The Florida Department of Children and Families has specific requirements regarding summer camp background screening. Personnel described as owners, operators, employees, and volunteers working in summer day camps and summer 24-hour camps providing care for children must be screened (Level 2). If an individual has not had or cleared a background check, an employer may not hire, select, or otherwise allow such a person to have contact with any minor/vulnerable adult. Volunteers who assist on an intermittent basis for fewer than 10 hours per month do not need to be screened, if a person who meets the screening requirement is always present and has the volunteer in his or her line of sight.

The Presbytery of Florida requires a Level 2 VECHS background check and screening via the Dru Sjodin National Sex Offender Public website.

More information related to Summer Camp requirements may be accessed at: https://www.myflfamilies.com/services/child-and-family-services/child-care/summer-camp-screening-requirements

Expectations for Persons Working with or in Close Proximity to Minors and/or Vulnerable Adults

It is the policy of the Presbytery of Florida to provide events free of any form of sexual abuse and misconduct, including sexual intimidation by any volunteer or Presbytery employee. Sexual abuse/ misconduct, in any form, is unacceptable behavior and is subject to disciplinary action. Sexual abuse, sexual misconduct, and sexual harassment include, but are not limited to, unwelcome and unsolicited sexual advances, requests for sexual favors, discriminatory torment based on gender or sexual preference, and other undesirable verbal, visual, or physical conduct of a sexual nature, manifested in person or via any type of digital media.

In particular, sexual abuse and/or misconduct has occurred if:

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

Any Presbytery employee or volunteer who believes, in good faith, that there has been a violation of this policy should report the perceived violation as soon as possible. If the perceived violation occurs during a Presbytery-sponsored event, the matter must be reported immediately to the coordinator of the event and the Equipping Presbyter/Stated Clerk for action in accordance with the Presbytery's policy and procedures on sexual abuse/misconduct.

Mandatory Event Rules for Working With Minors and Vulnerable Adults

The Presbytery of Florida shall ensure that the following measures are in place for each event or activity of the Presbytery involving minors/vulnerable adults.

1. Supervision: There will always be one (1) and, when feasible, two (2) adult workers present in groups of minors/vulnerable adults.

2. Ratios: The adult to minor ratio for events is a minimum of two adults for every 17 minors. There shall also be at least one adult of each gender when there is more than one gender in a group. Only in emergency situations may the ratio and gender diversity be compromised.

3. View windows and open doors: When minors/vulnerable adults are in a room with adult workers or volunteers and the door is closed, the door must have a view window installed. If no view window is installed in the door, the door must remain open at all times.

4. Adult workers/caregivers should respect the privacy of the minors/vulnerable adults to whom they provide care. Responsible use of digital devices and cell phones is required in all situations (e.g., taking age-appropriate photographs and movies; not taking photographs of minors/vulnerable adults who are not fully clothed). Adults and minors are required at all times to wear appropriate attire. Training is to be provided to understand age–appropriate behaviors that need to be reported to a caregiver or leader of the event.

5. All volunteers and employees at any Presbytery-sponsored event must also abide by a code of conduct that recognizes the following behaviors as prohibited. Some of these prohibited behaviors include, but are not limited to:
    a. Display of sexual affection toward a minor/vulnerable adult
    b. Use of profanity
    c. Discussion of sexual encounters with or around minors/vulnerable adults or in any way involving minors/vulnerable adults in personal problems or issues
    d. Dating or becoming romantically involved with minors or vulnerable adults
    e. Using or being under the influence of alcohol or illegal drugs in the presence of minors/vulnerable adults
    f. Possessing sexually-oriented materials – including printed or online – at such an event
    g. Telling a minor/vulnerable adult to keep something secret
    h. Staring at or commenting on others' bodies

i. Initiating inappropriate digital communication with minors/vulnerable adults
j. Working one-on-one with minors/vulnerable adults in a private setting
k. Abusing minors/vulnerable adults in any way; including, but not limited to, the following:
    1) Physical abuse: hit, spank, shake, slap, unnecessarily restrain
    2) Verbal abuse: degrade, threaten, or curse
    3) Sexual abuse: expose oneself, or engage in sexually-oriented conversations
    4) Shame, humiliate, act cruelly toward others
    5) Neglect: withhold food, water, shelter
l. Permitting minors/vulnerable adults to engage in hazing, bullying, derogatory name-calling, ridicule, humiliation, or sexual activity

Allegation Reporting

- All adults working with or in close proximity to minors/vulnerable adults are to be completely familiar with the procedures for reporting alleged abuse. See https://www.flsenate.gov/Laws/Statutes/2018/39.201 to read the State of Florida mandates for reporting allegations of abuse.
- Anyone aware of inappropriate behavior involving a minor/vulnerable adult, regardless of where the conduct occurred, must immediately report the questionable activity to the event coordinator.
- If an incident is witnessed or reported, that person must first secure the safety of the minor/vulnerable adult, calling 911, if necessary. The minor/vulnerable adult should not be left alone.
- The coordinator is to immediately notify the Equipping Presbyter/Stated Clerk and should then contact the Florida Division of Children and Families (DCF) at **1-800-962-2873** (DCF Abuse Hotline). Other information regarding reporting is available at https://www.myflfamilies.com/services/abuse/abuse-hotline. A report sent to the Stated Clerk constitutes an allegation that must be investigated in accordance with the PCUSA Book of Order.
- The person who observed the offense or who initially learned of it or was contacted by the alleged victim should immediately fill out a written report using the attached Incident Report form.
- The Presbytery will maintain a readily available list of agencies to be contacted.
- The event coordinator shall have “Incident Report” forms available at the event.
- If an accusation by an individual who attended a Dogwood Acres camp or conference is made after the camp season is over, it shall be directed to the Director of Dogwood Acres and the moderator of MDWA, who will then report it to the Equipping Presbyter/Stated Clerk.

A Pastoral Response Team, trained and available through the Ministry of Congregational and Pastoral Care, shall be initiated by the Equipping Presbytery/Stated Clerk through the moderator of MCPC. This Team will then follow its prescribed responsibilities to support all parties throughout the process.

INCIDENT REPORT – PRESBYTERY OF FLORIDA
Phone: 850-535-2335

Please use this form to report incidents of injury, medical emergencies, significant camper misbehavior, sexual abuse/misconduct, workplace/sexual harassment, or endangerment of minors/vulnerable adults. If possible, a report should be completed within 24 hours of the event. Reports of sexual abuse/misconduct have no time limit.

Danger or medical emergency? Call **911** immediately and stay with/near the victim.
Minor or vulnerable adult endangerment? Call the Florida DCF Hotline **1-800-962-2873**.

Submit the completed form directly to:
Dogwood Acres incidents: staff@dogwoodacres.org
All other Presbytery incidents: Presbytery of Florida Stated Clerk or Assistant Stated Clerk: statedclerk@presbyteryofflorida.com
A **fillable version** of this form is available at: https://www.presbyteryofflorida.net/resources/

Date of Report: [Date]

REPORTING PERSON

Full Name: [Name] Address: [Address]

Phone: [Phone Number] E-Mail: [Email Address]

INVOLVED PERSON/S

1. Full Name: [Name] Address: [Address]

Phone: [Phone Number] E-Mail: [Email Address]

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2. Full Name: [Name] Address: [Address]

Phone: [Phone Number] E-Mail: [Email Address]

If more space is required, attach additional sheet with contact information as above.

INCIDENT TYPE

☐ Injury ☐ Sexual Abuse/Misconduct
☐ Behavioral ☐ Workplace/Sexual Harassment
☐ Medical ☐ Endangerment of Minors/Vulnerable Adults
☐ Other Incident: [Brief Description]

INCIDENT DETAILS

Date of Incident: [Date] Time: [Time] ☐ AM ☐ PM

Location of Incident: [Location]

Describe the Incident: [Describe the Incident]

Action Taken: [Action Taken]

INJURIES

Was anyone injured? ☐ Yes ☐ No

If yes, describe the injuries: [Description of Injuries]

WITNESSES

Were there witnesses to the incident? ☐ Yes ☐ No

If yes, enter the witnesses' names and contact info: [Name(s) / Contact Info]

POLICE / MEDICAL SERVICES

Police Notified? ☐ Yes ☐ No If yes, was a report filed? ☐ Yes ☐ No

Was medical treatment provided? ☐ Yes ☐ No ☐ Refused

If yes, where was medical treatment provided? ☐ On-site ☐ Hospital ☐ Other: [Other]

PERSON FILING REPORT

Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

Report received by : [Name] Date: [Date]

Follow-up action:

Action Taken: [Describe]

Sexual Abuse and Misconduct Policy

Adopted by the Presbytery of Florida on May 16, 2026

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.

Upon adoption by the Presbytery, this policy may be used as a model or standard by sessions and congregations developing their own policies for dealing with allegations of sexual abuse and/or misconduct within the local session's jurisdiction.

Training relative to this policy shall be required at least every thirty-six months for:

13. Teaching Elders and Commissioned Ruling Elders (CREs) serving congregations;
14. Teaching Elders in validated ministries;
15. Certified Christian Educators;
16. Teaching Elders and Ruling Elders elected to Presbytery service;
17. Candidates for ministry; and
18. Presbytery staff.

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 (G-4.0301). Sexual abuse constitutes a misuse of authority and power that breaches Christian ethical principles by exploiting a trust relationship to gain advantage over another for personal pleasure in an abusive 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 that 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., pastor with a member of the congregation) or professional relationship (e.g., employee with a person of authority; Equipping Presbyter/Stated Clerk with a ministry member). If a congregant, student, client, or employee initiates or invites sexual content in the relationship, it is the responsibility of the pastor, church officer, teacher, or other 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, mental, or emotional health of another when committed by a person in a position of trust.

SECTION III – Reporting Requirements

1. The Presbytery regards any allegation of sexual abuse as a grave matter. In responding to allegations of sexual abuse, the Church shall seek healing and shall assure the protection of all persons. To the maximum extent possible, the privacy of all persons shall be respected and confidentiality of communications assured to every degree possible.

2. The PC(USA) assures all persons of fair procedures in the disciplinary process through the provisions of the *Book of Order*. These procedures shall be referenced and available throughout the handling of the allegation(s), 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 in accordance with the *Book of Order*. Certain 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. (D-7.0102; also D-7.0201d and e)

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."

5. **Reporting to the Presbytery:** Reports should be made immediately to the Equipping Presbyter/Stated Clerk of the Presbytery or, if the Equipping Presbyter/Stated Clerk is the accused, to the Assistant Stated Clerk who will report the matter immediately to the Stated Clerk, Synod of South Atlantic. Reports may initially be given verbally, but must then be provided in written form. An Incident Report is attached to this policy as guidance regarding the details that should be included in the written report. A report sent to the Stated Clerk constitutes an allegation that must be investigated in accordance with the PCUSA Book of Order.

6. Reporting to Civil Authorities: Everyone is a mandated reporter. Mandated reporters are required to call 911, if a threat remains, and then the hotline. If the victim is in immediate danger, call 911 immediately, before reporting it to any other authority. If the victim is safe, immediately call the **Florida Sexual Abuse Hotline** at **1 (888) 956-7273**. Local civil authorities should then be contacted, per guidance via the Hotline.

Civil and Presbytery investigations may proceed concurrently, as appropriate to the specific parameters of a given situation.

SECTION IV – Pastoral Response Team

A Pastoral Response Team, trained and available through the Ministry of Congregational and Pastoral Care, shall be initiated by the Equipping Presbytery/Stated Clerk through the moderator of MCPC. This Team will then follow its prescribed responsibilities to support all parties throughout the process.

INCIDENT REPORT – PRESBYTERY OF FLORIDA
Phone: 850-535-2335

Please use this form to report incidents of injury, medical emergencies, significant camper misbehavior, sexual abuse/misconduct, workplace/sexual harassment, or endangerment of minors/vulnerable adults. If possible, a report should be completed within 24 hours of the event. Reports of sexual abuse/misconduct have no time limit.

Danger or medical emergency? Call **911** immediately and stay with/near the victim.
Minor or vulnerable adult endangerment? Call the Florida DCF Hotline **1-800-962-2873**.

Submit the completed form directly to:
Dogwood Acres incidents: staff@dogwoodacres.org
All other Presbytery incidents: Presbytery of Florida Stated Clerk or Assistant Stated Clerk: statedclerk@presbyteryofflorida.com
A **fillable version** of this form is available at: https://www.presbyteryofflorida.net/resources/

Date of Report: [Date]

REPORTING PERSON

Full Name: [Name] Address: [Address]

Phone: [Phone Number] E-Mail: [Email Address]

INVOLVED PERSON/S

3. Full Name: [Name] Address: [Address]

Phone: [Phone Number] E-Mail: [Email Address]

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4. Full Name: [Name] Address: [Address]

Phone: [Phone Number] E-Mail: [Email Address]

If more space is required attach additional sheet with contact information as above.

INCIDENT TYPE

☐ Injury ☐ Sexual Abuse/Misconduct
☐ Behavioral ☐ Workplace/Sexual Harassment
☐ Medical ☐ Endangerment of Minors/Vulnerable Adults
☐ Other Incident: [Brief Description]

INCIDENT DETAILS

Date of Incident: [Date] Time: [Time] ☐ AM ☐ PM

Location of Incident: [Location]

Describe the Incident: [Describe the Incident]

Action Taken: [Action Taken]

INJURIES

Was anyone injured? ☐ Yes ☐ No

If yes, describe the injuries: [Description of Injuries]

WITNESSES

Were there witnesses to the incident? ☐ Yes ☐ No

If yes, enter the witnesses' names and contact info: [Name(s) / Contact Info]

POLICE / MEDICAL SERVICES

Police Notified? ☐ Yes ☐ No If yes, was a report filed? ☐ Yes ☐ No

Was medical treatment provided? ☐ Yes ☐ No ☐ Refused

If yes, where was medical treatment provided? ☐ On-site ☐ Hospital ☐ Other: [Other]

PERSON FILING REPORT

Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

Report received by : [Name] Date: [Date]

Follow-up action:

Action Taken: [Describe]

Workplace and Sexual Harassment Policy

Adopted by the Presbytery of Florida on May 16, 2026

Introduction

The Presbytery of Florida is committed to maintaining a workplace free from sexual and other forms of harassment. Workplace harassment is against the law and violates the teachings of Christ. All persons have a right to a workplace free from harassment, including harassment based on age, race, faith, color, ethnicity, national origin, sexual orientation, sex, disability, marital status, and gender identity. All Presbytery employees, volunteers, contractors, and others conducting business with the Presbytery must work in a manner that avoids harassment in the workplace.

This policy is one component of the Presbytery's commitment to a harassment-free work environment. Employees, volunteers, contractors, and others doing business with the Presbytery are urged to report workplace harassment by filing a complaint with the Presbytery of Florida. A complaint may also be filed with the appropriate agency or civil authority.

Upon adoption by the Presbytery, this policy may be used as a model or standard by sessions and congregations developing their own policies for dealing with allegations of workplace and sexual harassment within the local session's jurisdiction.

Training relative to this policy shall be required at least every thirty-six months for:

19. Teaching Elders and Commissioned Ruling Elders (CREs) serving congregations;
20. Teaching Elders in validated ministries;
21. Certified Christian Educators;
22. Teaching Elders and Ruling Elders elected to Presbytery service;
23. Candidates for ministry; and
24. Presbytery staff.

Policy:

1. The Presbytery's policy applies to all employees, volunteers, contractors, and other persons conducting business with the Presbytery. In the remainder of this document, the term "employees" refers to this collective group. The Presbytery of Florida will hereafter be referenced as "the Presbytery."

2. Harassment in any form will not be tolerated. Any individual covered by this policy who engages in sexual or other harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

3. Workplace harassment is a form of discrimination, offensive, a violation of our policies, unlawful, and contrary to the teachings of Christ. It could also subject the Presbytery to liability for harm to its victims. Harassers may also be individually liable. Employees and others who engage in workplace harassment, including sexual harassment, or who allow such behavior to continue, will be penalized.

4. Unlawful workplace harassment is not limited to the physical workplace or event, itself, nor is it limited to work or event hours.

5. The Presbytery will respond to all complaints of sexual harassment in accordance with the *Book of Order*. The Presbytery will keep the investigation confidential to the extent possible. All

employees, as defined in Section 1, are expected to cooperate with investigations into sexual and workplace harassment.

6. Employees are **required** to report all complaints they receive, or any harassment that they observe or become aware of, to the Equipping Presbyter/Stated Clerk of the Presbytery. The Presbytery will provide all employees with a complaint form for reporting an incident of harassment.

7. Retaliation Prohibition: No person covered by this policy shall be subject to adverse action for reporting an incident of harassment, providing information, or otherwise assisting in any investigation of a harassment complaint. The Presbytery will not tolerate retaliation against anyone who, in good faith, reports or provides information about suspected harassment. Any Presbytery employee who retaliates against anyone involved in a harassment investigation will be subjected to disciplinary action, up to and including termination. All employees who believe they have been subject to such retaliation should inform a supervisor, manager, or the Equipping Presbyter/Stated Clerk of the Presbytery. All employees who believe they have been targeted of such retaliation may also seek relief in other available forums, as noted in the Legal Protections section below.

8. This policy must be provided to all employees, posted on the website, and posted prominently at all work locations to the extent practicable. It must also be included in the Presbytery Manual of Operations.

What is "Workplace Harassment?"

Workplace harassment includes, but is not limited to, the following:

Nonverbal behavior, including distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital, or other protected status

Offensive or unwelcome comments, including epithets, slurs, taunting, purposeful lies, or negative stereotyping about a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, and/or disability

Hostile environments that create an offensive or unpleasant work or worship environment through the use of epithets, slurs, taunting, purposeful lies, or negative stereotyping, delivered in person or through social media or other means

For a claim of hostile work environment, such conduct must be subjectively abusive and objectively severe and pervasive enough to create a work environment that a reasonable person would find hostile or abusive. Several factors are considered to determine whether the conduct is severe and pervasive: frequency and severity of the conduct, whether it was physically threatening, humiliating, or an offensive utterance; whether it unreasonably interfered with work performance or the victim's psychological well-being; and whether the harasser was a superior in the organization. None of these are necessarily conclusive alone, but rather are to be used as factors in making a determination.

The definition of workplace harassment does not include reasonable challenges to work performance or negative job-related feedback, nor does it apply to reasonable discussions or respectful expressions of opinion about various convictions or beliefs.

What is "Sexual Harassment?"

Sexual harassment includes unwelcome conduct that is either of a sexual nature or directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even when the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment or service; or
- Submission to or rejection of such conduct is used as the basis for decisions that affect an individual's employment or service.

A sexually hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence of a sexual nature, or that are directed at an individual because of that individual's sex. Sexual harassment also consists of:

- any unwanted verbal or physical advances;
- sexually-explicit derogatory statements; or
- sexually discriminatory remarks made by someone that are offensive or objectionable to the recipient, cause the recipient discomfort or humiliation, or interfere with the recipient's or another's job performance.

Sexual harassment also occurs when a person in authority attempts to trade job benefits for sexual favors. This can include hiring, promotion, continued employment/service, or any other terms, conditions, or privileges of employment/service. This is also called "quid pro quo" harassment.

An employee who feels harassed should report it so that any violation of this policy can be corrected promptly. Any sexually-oriented harassing conduct, even a single incident, can and shall be addressed under this policy.

Examples of Sexual Harassment

The following list includes, but is not limited to, acts that may be deemed as sexual harassment:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, poking, or brushing against another employee's body;
  - Rape, sexual battery, molestation, or attempts to commit these assaults

- Unwanted sexual advances or propositions, such as:
  - Subtle or obvious pressure for unwelcome sexual activities;
  - Sexual grooming or requests for sexual favors accompanied by implied or overt threats regarding the target's job performance evaluation, a promotion or other job benefits or detriments.

- Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality, sexual appeal, or sexual experience

- Sex stereotyping, when conduct, personality traits, or physical characteristics may not conform to other people's perceptions about how individuals of a particular sex should act or look

- Sexual or discriminatory displays or publications anywhere in the workplace, such as pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that any observer finds sexually demeaning or pornographic, including such sexual displays on workplace computers or cell phones, or sharing such displays while in the workplace

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or transgender status, such as:
    - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
    - Sabotaging an individual's work; or
    - Bullying, yelling, or name-calling

Retaliation

Unlawful retaliation is any action that could discourage a worker from coming forward to file or support a harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Protected activity occurs when a person has:

- filed a complaint of workplace harassment, either to the Presbytery or to a civil authority;
- testified or assisted in a proceeding involving workplace harassment;
- opposed workplace harassment by making a verbal or informal complaint to the Presbytery or a higher council;
- reported that another employee has been harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful and immoral. The retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Workplace Harassment

Preventing and reporting harassment is everyone's responsibility. The Presbytery cannot address harassment unless it is aware of it. An employee who has observed or been subjected to behavior that may constitute harassment is morally obligated to report such behavior to the Equipping Presbyter/Stated Clerk or, if the Equipping Presbyter/Stated Clerk is the accused, to the Assistant Stated Clerk who will report the matter immediately to the Stated Clerk, Synod of South Atlantic.

Reports of harassment may initially be made verbally, but must be subsequently filed in writing in accordance with D-4.0102 and D-7.02. A form for filing a written complaint is attached to this policy and available on the Presbytery website.

Supervisory Responsibilities

Upon receiving a complaint or information about suspected/alleged harassment, observing what may be harassing behavior, or suspecting that harassment is occurring, all moderators in the Presbytery are **required** to report such suspected harassment to the Equipping Presbyter/Stated Clerk of the Presbytery or, if the Equipping Presbyter/Stated Clerk is the accused, to the Assistant Stated Clerk who shall report the matter immediately to the Stated Clerk, Synod of South Atlantic.

Individuals who fail to report suspected harassment or otherwise knowingly allow it to continue will be subject to discipline. They may also be subject to discipline for engaging in retaliation.

Complaint and Investigation of Harassment

All written reports sent to the Stated Clerk constitute an allegation and must be fully investigated. Investigations will be conducted in accordance with the *Book of Order*, either as a remedial complaint, if filed against a congregation, committee, or commission (D-4.0102, D-4.02); or as a disciplinary process, if filed against an individual (D-7.0102, D-7.02).

Contacting Legal Authorities

In accordance with G-4.0302 and D-7.0501, if harassment of a minor or an adult who lacks mental capacity is alleged, or if the alleged harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, any member of the Presbyterian Church (U.S.A.) engaged in ordered ministry, and any certified Christian educator working within or for the Presbytery or its congregations, shall report such conduct to ecclesiastical and civil legal authorities.

INCIDENT REPORT – PRESBYTERY OF FLORIDA
Phone: 850-535-2335

Please use this form to report incidents of injury, medical emergencies, significant camper misbehavior, sexual abuse/misconduct, workplace/sexual harassment, or endangerment of minors/vulnerable adults. If possible, a report should be completed within 24 hours of the event. Reports of sexual abuse/misconduct have no time limit.

Danger or medical emergency? Call **911** immediately and stay with/near the victim.
Minor or vulnerable adult endangerment? Call the Florida DCF Hotline **1-800-962-2873**.

Submit the completed form directly to:
Dogwood Acres incidents: staff@dogwoodacres.org
All other Presbytery incidents: Presbytery of Florida Stated Clerk or Assistant Stated Clerk: statedclerk@presbyteryofflorida.com
A **fillable version** of this form is available at: https://www.presbyteryofflorida.net/resources/

Date of Report: [Date]

REPORTING PERSON

Full Name: [Name] Address: [Address]

Phone: [Phone Number] E-Mail: [Email Address]

INVOLVED PERSON/S

5. Full Name: [Name] Address: [Address]

Phone: [Phone Number] E-Mail: [Email Address]

---

6. Full Name: [Name] Address: [Address]

Phone: [Phone Number] E-Mail: [Email Address]

If more space is required attach additional sheet with contact information as above.

INCIDENT TYPE

☐ Injury ☐ Sexual Abuse/Misconduct
☐ Behavioral ☐ Workplace/Sexual Harassment
☐ Medical ☐ Endangerment of Minors/Vulnerable Adults
☐ Other Incident: [Brief Description]

INCIDENT DETAILS

Date of Incident: [Date] Time: [Time] ☐ AM ☐ PM

Location of Incident: [Location]

Describe the Incident: [Describe the Incident]

Action Taken: [Action Taken]

INJURIES

Was anyone injured? ☐ Yes ☐ No

If yes, describe the injuries: [Description of Injuries]

WITNESSES

Were there witnesses to the incident? ☐ Yes ☐ No

If yes, enter the witnesses' names and contact info: [Name(s) / Contact Info]

POLICE / MEDICAL SERVICES

Police Notified? ☐ Yes ☐ No If yes, was a report filed? ☐ Yes ☐ No

Was medical treatment provided? ☐ Yes ☐ No ☐ Refused

If yes, where was medical treatment provided? ☐ On-site ☐ Hospital ☒ Other: [Other]

PERSON FILING REPORT

Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

Report received by : [Name] Date: [Date]

Follow-up action:

Action Taken: [Describe]

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. An individual, 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 other 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.

PRESBYTERY OF FLORIDA

Presbytery Manual of Operations

Appendix C

FINANCIAL POLICY

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

II. Internal Controls:

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

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

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

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

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

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

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

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

III. Other Safeguards:

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

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

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

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

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

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

B. **Emergency Relief Fund** – Purpose: to aid in meeting human needs which result from natural disasters, such as hurricanes, tornadoes, floods, and earthquakes. Funds are disbursed by action of the Ministry Coordinating Council and general presbyter and reported to the next stated meeting of the presbytery.

C. Cents-Ability Grant – Purpose: to finance presbytery approved program and grants for the prevention, cure or relief of hunger. Funds are disbursed by action of the Ministry Coordinating Council and reported to the next stated meeting of presbytery.

D. **Minister Emergency Assistance Fund** - Purpose: to provide emergency financial assistance to minister members of presbytery for medical/counseling expenses or emergency living expenses. Funds are disbursed by action of the Ministry of Congregational Health.

E. **New Church Development Fund** - Purpose: to finance the development of new congregations (land purchase, program assistance, building aid). Funds are disbursed by action of presbytery on recommendation of the Ministry of New Congregation Formation and the Ministry Coordinating Council and reported to the next stated meeting of presbytery.

F. **Redevelopment Fund** – Purpose: to assist in revitalization of congregations. Funds are disbursed by action of the Committee on Congregational Revitalization and reported to the next stated meeting of presbytery.

G. **Peacemaking Fund** - Purpose: to finance peacemaking programs of the presbytery, having presbytery approval. Funds are disbursed by action of the Ministry Coordinating Council and reported to the next stated meeting of presbytery.

H. **Self-Development of People Fund** - Purpose: to provide grants for self-development projects approved by the presbytery's Self Development of People Sub-Committee, under Ministry Coordinating Council, according to the guidelines of the Presbyterian Church (U.S.A.) Self-Development of People Committee. Funds are disbursed by action of the SDOP Committee and reported to the next stated meeting of the presbytery.

I. **Small Church Pastor Grant Fund** - Purpose: to assist ministers of small churches of 150 or fewer members in our presbytery, in accordance with guidelines adopted by the presbytery. Funds are disbursed by action of the Ministry on Congregational Health and reported to the next stated meeting of presbytery.

J. **Disciplefest Fund** – Purpose: to subsidize the costs associated with this annual training event. Funds are disbursed by action of the Ministry of Leadership Development and reported at the next stated meeting of presbytery.

K. **Dogwood Acres Designated Funds**:

1. **Dogwood Acres Development Fund** - Purpose: to finance the improvement and development at Dogwood Acres. Funds are disbursed by action of the Ministry of Dogwood Acres and reported to the next stated meeting of presbytery.

2. **Dogwood Acres Timber Management Fund** - Purpose: to defray costs of managing the Dogwood Acres forest area with net proceeds to be transferred to the Dogwood Acres

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Amended February 22, 2016
Updated February 20, 2019
Appended June 8, 2020

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PRESBYTERY OF FLORIDA
PRESBYTERY MANUAL OF OPERATIONS

APPENDIX D

USE OF FUNDS RECEIVED FROM THE SALE OF PROPERTIES AND OTHER MONIES PLACED IN THE RESERVE FUND

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

A Biblical and Theological Rationale

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

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

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

Fund Investment

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

Definition of Net Proceeds From Property Sales

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

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

Definition of Unspent Budgeted Income

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

Definition of Undesignated Gifts

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

Definition of Other Unbudgeted Income

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

Division of Income from the Reserve Fund

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

UNBUDGETED PRESBYTERY PROJECTS

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

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

Project Application Schedule

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

Project Application Form

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

Amounts Available

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

Criteria to be Considered in Approving Funds

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

PRESBYTERY OF FLORIDA
UNBUDGETED PROJECT APPLICATION

PROJECT NAME:_____ Date_____
Requesting Ministry:_____
Contact person(s): _____

Summary of the project (one paragraph)

Amount requested: _____

Required Information

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

Project Objectives

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

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. *Equipping Presbyter* is the head of the presbytery.

F.

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, Workplace Harassment

A. It is the policy of the presbytery to maintain a workplace free of any form of sexual abuse and misconduct and harassment (abuse), including sexual intimidation by any presbytery employee or by non-employee work contacts. Abuse, in any form, is unacceptable behavior within the workplace and is subject to disciplinary action.

B. Abuse includes, but is not limited to, unwelcome and unsolicited sexual advances, requests for sexual favors, discriminatory torment based on gender,sexual preference, other undesirable verbal, visual, or physical conduct of a sexual nature, threatening or degrading comments of any kind manifested in person or via one (1) or more types of electronic media. In particular, abuse has occurred if:

- submission to any kind of sexual abuse and misconduct is an explicit or implicit term or condition of employment;

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

C. Any presbytery employee who believes, in good faith, that there has been a violation of this policy should report the perceived violation as soon as possible. Presbytery employees should report the violation to the Equipping Presbyter/Stated Cler or the Assistant Stated Clerk. Every complaint received by any one of these persons must be immediately communicated to the Stated Clerk and Equipping Presbyter for action in accordance with the presbytery's policy and procedures on sexual misconduct or workplace harassment.

V. Computer/Electronic Media

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

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

VI. Substance Abuse

The presbytery is a Drug Free Workplacs. All presbytery employees shall adhere to a drug-free, smoke-free, and vape-free policy. The Equipping Presbyter may at any time require drug testing. Substance abuse is defined as the use of illegal drugs and/or the abuse of legal drugs and/or alcohol. For presbytery employees, if substance abuse is substantiated after drug test, the Ministry Coordinating Council will consult with legal counsel, as appropriate. Substance abuse may be grounds for termination.

VII. Nepotism

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

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

VIII. Conflict of Interest

A. No employee shall accept any gift, gratuity, grant service, or any special favor from any person(s) or businesses which provide or receive goods and services, or which seek to provide or

receive goods and services to or from the presbytery. However, minor courtesies such as luncheons, dinners, or similar arrangements in connection with business discussions may be received.

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

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

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

IX. Honoraria

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

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

X. Outside Investigations

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

- All such inquiries shall be referred to the Equipping Presbyter.
- No information or documents of any kind will be released until the Equipping Presbyter/Stated Clerk has consulted with and attained the clearance of the Moderator of the presbytery or his/her representative in matters regarding governmental investigations.
- The Equipping Presbyter/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 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 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 Equipping Presbyter, possibilities for alternative responsibilities, part-time responsibilities, special project assignments, or other arrangements which would be beneficial to the employee and the employer.

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

XIII. Position Descriptions

A. A written position description which accurately reflects the job functions will be developed by the appropriate Search Committee, or the Equipping Presbyter and the Ministry Coordinating Council depending on the position to be filled. New positions must be approved by the Ministry Coordinating Council and, in the case of the exempt staff, also approved by the presbytery.

B. Position descriptions will be validated by the Equipping Presbyter in consultation with the new staff member and the Ministry Coordinating Council 4 to 6 months following employment.

Minor changes may be approved by the Ministry of Presbytery Operations, with significant changes in job function to be approved by the Ministry Coordinating Council. Should the new person be called by the presbytery, the changes would have to be approved by the presbytery upon recommendation by the Ministry Coordinating Council.

C. Advertised positions shall state that the presbytery is an Equal Employment Opportunity employer. The E.E.O. policy shall be followed in consideration of applicants.

D. All new employees as part of the hiring process shall be subject to background checks. All applicants who have been offered employment regardless of classification are required to submit a written application prior to the initial interview. The creation of all full-time, part-time and interim positions shall be upon the recommendation of the Ministry Coordinating Council. All staff will have a background check performed prior to their hiring that includes Driver's License, credit, and criminal background checks. Review of each background check is done by the Equipping Presbyter and will be retained under lock-and-key in the presbytery office.

E. The Ministry Coordinating Council will make recommendations for salary ranges for each position description and recommendations for any salary changes or bonuses.

XIV. The Employer

The legal employer of all presbytery staff is the legal corporation of the presbytery. The presbytery, in consultation with the Synod of South Atlantic, will have the authority to employ, appoint, call, terminate, provide compensation and benefits and direct the work of its staff. The Equipping Presbyter is the head of staff of the presbytery The Equipping Presbyter is responsible to oversee all employment, termination, compensation, and benefits, and to direct the work of staff in accordance with the goals and objectives of the presbytery.

Equipping Presbyter: The search for and election of the Equipping Presbyter will be coordinated by the Ministry Coordinating Council.

Elected staff: The Equipping Presbyter/Stated Clerk, Assistant Stated Clerk and treasurer are elected by presbytery in accordance with the provisions of the Book of Order.

Non-exempt staff: Non-exempt staff positions are hired upon recommendation of the Equipping Presbyter and concurrence by the Ministry Coordinating Council.

XV. Probationary Period

The first 180 days of employment in a non-exempt position constitute a probationary period. 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.

XVI. Work Week

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

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

XVII. Business Expense Reimbursements

A. All reasonable expenses incurred by personnel that are considered to be ordinary and necessary costs of performing the duties of their positions will be reimbursed. Reimbursements are made from the appropriate budgeted accounts (a) when the staff person has paid or incurred the expenses in the performance of his or her job functions and has substantiated or adequately accounted for those expenses by submitting receipts and vouchers and (b) when the reimbursement has been authorized by the Equipping Presbyter and verified by the treasurer. Amounts so reimbursed are not subject to income tax withholding or payment of social security, Medicare, or federal unemployment taxes. Ordinarily, reimbursement amounts are paid after the expense has been incurred; however, if a staff person receives an advance for an anticipated expense, any excess reimbursement must be returned within 30 days of receipt of the advance.

B. Per Diem: Meals and Incidental expenses shall be based on figures obtained from the current Domestic Per Diem Rates for Florida, from the U. S. General Services Administration found at http://www.gsa.gov . Should a person go over on their per diem expenses as a whole for the day, they would be responsible for the difference or have prior approval from the Ministry Coordinating Council to go above the amount depending on the location of the event that is being attended.

XVIII. Benefits

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

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

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

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

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

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

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

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

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

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

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

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

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

XIX. Other

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

B. Professional Organizations – Membership and participation in professional organizations will be encouraged by the presbytery.

C. Continuing Education: (exempt employees)
   1. Must be coordinated and approved by the Equipping Presbyter.
   2. The Ministry Coordinating Council coordinates the study leave of the Equipping Presbyter.

D. Continuing Education: (non-exempt employees/non-probationary employees) Up to five (5) days per calendar year with approval by the Equipping Presbyter. Additional time requested shall be granted by the Ministry Coordinating Council.

XX. Grievances

A. All problems arising from employment or conditions of employment are to be directed to the Equipping Presbyter as head of staff. In those cases where solution to a problem has not been resolved through discussion with the General Presbyter, the employee may appeal to the Ministry Coordinating Council.

B. If the above steps fail to provide an acceptable remedy, the employee may file a written complaint with the MCC, which becomes the mediator and will strive to work out an acceptable solution. Note: If further steps are required in the grievance process, the presbytery will follow the Complaint Procedure recommended in "Personnel Policies for Agencies and Guidelines for Councils of the Presbyterian Church (U.S.A.)."

XXI. Termination

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

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

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

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

XXII. Part-time Employees

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

A. Holiday pay, if the holiday falls on one of the regularly scheduled working days for that part-time employee.

B. Jury duty pay at the Net Pay rate. Regular pay up to 35 hours; time and a half pay over 35 hours in any work week.

C. Vacation pay and sick leave in proportion to hours worked each week shall be based on the percentage of 1976 hours, which are the total hours for a full-time employee.

D. Worker's Compensation.

E. Social Security participation.

F. Severance allowance in proportion to hours worked each week.

XXIII. Performance Reviews

All employees shall have a bi-annual performance review, [February for reviewing goals and continuing education objectives and August for performance] with the participation of the employee and the Equipping Presbyter. The moderator of the Ministry Coordinating Council or his/her designee will solicit feedback from a representative population of those individuals that the employee would normally encounter over the course of the year in support of these performance reviews. A list of individuals shall be given to the chair of a review taskforce prior to the performance review. Prior to discussions with the employee, the chair of the taskforce will summarize the results of the feedback for each employee and his/her assessment of the employee, and brief the Ministry Coordinating Council. The feedback forms will be made available to the Ministry Coordinating Council upon request. Records of the discussions between the Equipping Presbyter and the Ministry Coordinating Council will be documented in the Ministry Coordinating Council minutes. The performance reviews for each employee will be signed by the reviewer and the employee and placed in the employee's personnel folder. Feedback for reviews will include the moderator of the ministries each employee relates to directly or indirectly.

XXIV. Annual Compensation Review

A. The Ministry Coordinating Council is responsible for recommending all salary increases. Salary levels shall be maintained in a manner that results in their being consistent internally, responsive to changes in the cost of living, and in keeping with the church's compensation standards. Salary scales for non-exempt staff shall be in keeping with the provisions of Federal laws covering minimum wages.

B. Salary reviews will be scheduled annually, as part of the performance review held during August, with any proposed changes effective 1 January. The Ministry Coordinating Council will determine salary adjustment recommendations for the Equipping Presbyter/Stated Clerk

and provide the recommendation to the Ministry of Presbytery Operations for budgeting and approval. The Equipping Presbyter will make salary adjustment recommendations for each member of the staff during the review with the Ministry Coordinating Council. The Ministry Coordinating Council will consider the Equipping Presbyter's recommendations and decide on those salary adjustments which will be recommended to the Ministry of Presbytery Operations for budgeting and approval.

XXV. Parental Leave and Benefits

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

A. The employee should apply for the leave at least one month in advance of the expected arrival of the child, specifying the amount and type of leave time desired.

B. The leave may be up to four (4) months. The leave may include a period in advance of the expected arrival of the child, and some may be taken after the child has arrived. The leave normally should be unbroken except for any periods of absence due to medical disability.

C. The first twelve (12) weeks of parental leave will be at 100 percent of the employee's annual pay. Any additional time up to another four (4) weeks will be at 60 percent of their annual pay. Any leave following the parental paid periods will be leave without pay.

D. Benefit coverage (except vacation and sick leave accrual) and service credit will continue during the entire leave, with the cost of benefits paid by the employing unit.

E. If both parents are on the same employing unit payroll, only one parental leave will be granted. It may be shared by the two parents.

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

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

H. If the position left by the employee has ceased to exist, the regular termination policy, Section XXI, paragraph B, will apply.

XXVI. Term of Office

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

A. **Elected staff:** In accordance with the Book of Order, elected staff may be elected for a specific term or for an indefinite period, at the discretion of the agency or council.

B. **Exempt staff:** All other exempt staff will be appointed for indefinite periods unless there are particular programmatic or budget reasons for specific term appointments.

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

XXVII. Calls

A. **Calls for ministers:** All staff, other than the Equipping Presbyter/Stated Clerk, who are ministers or elders shall be provided with an initial written call stating the terms of employment. Such a call is to be prepared by the Search Committee with input from the Equipping Presbyter/Stated Clerk in a form authorized by the Ministry Coordinating Council. In compliance with the Book of Order, the call shall be submitted to the presbytery for approval. Subsequent changes to these calls will be prepared and presented to the presbytery by the Ministry Coordinating Council.

B. **Calls for Equipping Presbyter/Stated Clerk:** The initial call for the Equipping Presbyter/Stated Clerk shall be provided with a written call stating the terms of employment. Such a call is to be prepared by the Search Committee, recommended by the Ministry Coordinating Council, approved by the presbytery and then signed by the moderator and assistant stated clerk of the presbytery. Subsequent changes to this call will be prepared and presented to the presbytery by the Ministry Coordinating Council.

C. **Calls for elected staff:** All elected staff shall be provided with a written call stating the terms of employment. Such a call is to be prepared by the Equipping Presbyter/Stated Clerk or the Ministry Coordinating Council.

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

PRESBYTERY OF FLORIDA

Presbytery Manual of Operations

Appendix F

ELECTED OFFICER POSITIONS

Combined Accountant/Treasurer

Purpose:

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

Accountability:

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

Responsibilities:

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

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

Position Descriptions

Equipping Presbyter/Stated Clerk

Purpose: The Equipping Presbyter/Stated Clerk serves the Presbytery of Florida by providing knowledgeable and inspirational leadership to its churches, ministries, and members; and by supporting their efforts to live into the teachings of Jesus Christ: to love God with all we have and to love our neighbors as ourselves. This individual serves as an advocate for the health, well-being, and success of the Presbytery's staff, ministry teams, pastors, certified Christian educators and program staff, congregations, and validated, non-congregational ministries. With this leadership, we will continue to grow as a Presbytery of healthy, vibrant siblings in Christ, sharing in the ministry and mission to which Jesus calls us.

As Equipping Presbyter:

- Assist the Presbytery in the ongoing shaping and reshaping of its life and mission by being responsive to its changing needs and those of the community and world
- Project a positive and joyful commitment to the mission of the Presbytery and, in so doing, inspire a climate of collegiality, openness, trust, love, and mutual support among the churches, ministries, and members of the Presbytery
- Oversee the implementation of the Presbytery's policies, strategies, and programs with the assistance of the Ministry Coordinating Council
- Coordinate with Regional Advocates regarding congregational and pastoral concerns and needs, living into the connectionalism of the Presbyterian Church (USA); and identify and equip/empower potential leaders for service in the Presbytery and other councils of the PCUSA
- Be available, in conjunction with the Regional Advocates, to the Presbytery's Ministers of Word and Sacrament, Commissioned Ruling Elders (CREs), certified Christian educators and program staff, and their families for pastoral support and encouragement.
- Provide guidance and leadership to ministries of the Presbytery in ways that help equip them to meet and respond to the ministries' responsibilities, reflecting the changing nature of the church and encouraging them to remain goal-oriented, solutions-based, and rooted in building up the community, furthering the strategic plan for the Presbytery.
- Communicate effectively to promote, Presbytery-wide, the programs, policies, and actions of the Presbytery, Synod of South Atlantic, and the General Assembly
- Support the practice of sound fiscal management and transparency of the Presbytery's financial resources and assets
- Model and encourage positive and productive relationships and a spirit of unity among the Presbytery staff and leadership within the Presbytery
- Be aware of the histories, strengths, and resources of the congregations across the Presbytery, and be prepared to provide assistance in times of crisis
- Represent, network with, and advocate on behalf of the Presbytery at General Assembly, Synod meetings, and gatherings for Presbytery leaders, and with related ecumenical/interfaith agencies

As Stated Clerk:

- Administer and monitor the budget of the Presbytery in consultation with the Ministry Coordinating Council, the Treasurer/Bookkeeper of the Presbytery, and the Ministry of Presbytery Operations
- Keep a record of all of the actions and proceedings of the Presbytery of Florida, publish the minutes of each meeting, and submit same to Synod for annual review

- Prepare the docket for Presbytery meetings and coach leadership
- Serve as resource to the Presbytery on matters concerning interpretation of the Constitution of the Church, providing constitutional opinions as needed and participating in legal matters as requested
- Handle documentation regarding Inquirers/Candidates and process calls for Ministers of Word and Sacrament entering and leaving the Presbytery
- Write official correspondence for the Presbytery and act as chief correspondent with other councils or denominations regarding the status of Ministers of Word and Sacrament
- Prepare all reports as required by the General Assembly
- Provide a plan for parity between pastors and ruling elder commissioners attending Presbytery meetings, reporting any imbalance to the Presbytery each February
- Coordinate with and oversee the work of the Assistant Stated Clerk
- Serve as resource staff to Presbytery administrative and judicial commissions as needed, acting as primary staff to the Permanent Judicial Commission
- Serve as a resource for the ministries of Congregational and Pastoral Care, Leadership Development, and Pastoral Transitions
- Receive and review communications, assigning them to an appropriate individual or group
- Fulfill functions and tasks assigned in the Presbytery By-laws and Manual of Operations
- Other duties not listed:
  - Staff oversight, as needed
  - Write articles of importance for the Presbytery newsletter
  - Sign and distribute annual pastor cards
  - Monitor PILP loans to congregations
  - Match MDPs and PDPs through CLC for congregations seeking pastoral or educational leadership

Knowledge, Skills, and Abilities: The role of Equipping Presbyter/Stated Clerk requires an exceptional degree of professionalism, confidentiality, and the ability to work in an ever-changing environment, in which sound decision-making, self-motivation, and discretion are essential. Candidates will need confidence and an ability to provide innovative and visionary organizational leadership rooted in spiritual depth, including:

- Ordination as a ruling elder or Minister of Word and Sacrament, with demonstrated faith, good character, and a joyous sense of humor
- Knowledge of and commitment to Reformed theology, doctrine, and the polity of the Presbyterian Church (USA)
- Superior administrative, organizational, and communication skills, both verbal and written, and the ability to be self-motivated, meet established deadlines, and move easily between tasks
- Ability to manage conflict, unequal power dynamics, and strong personalities in a manner that fosters grace, parity, justice, and reconciliation; and to demonstrate leadership that nurtures inclusivity, diversity, mutual inspiration, and flexibility
- Capacity to be accessible, responsive, and flexible to handle the changing needs of the Presbytery and its ministries, informed by the challenges and opportunities of current times
- Training in and awareness of anti-racist approaches and systemic analysis within and for the Church
- Comfort with technology, including knowledge of Microsoft Office (i.e. Word, PowerPoint, Excel), Zoom, email, and social media platforms; and have a willingness to explore and learn new technologies
- A high degree of integrity and compassion, a personality that inspires confidence and mutual respect, and a gift for working with all people in an unbiased manner
- A demeanor that is clearly approachable and non-judgmental; a non-anxious presence

- Ability to listen deeply and actively, speak kindly when truth is difficult, and rejoice fully with hope and affirmation
- Knowledge of information technology and financial management

Accountability: The Equipping Presbyter/Stated Clerk is accountable to the Presbytery of Florida through the Ministry Coordinating Council (MCC).

Assistant Stated Clerk

Purpose: The Assistant Stated Clerk serves the Presbytery of Florida by carrying out reporting, tracking, and resourcing tasks throughout the year to feed into and ease the responsibilities of the Equipping Presbyter/Stated Clerk. The Assistant Stated Clerk also serves as Recording Clerk to the Presbytery.

Position Description: The Assistant Stated Clerk will:

- Take minutes of Presbytery meetings and submit them to the Equipping Presbyter/Stated Clerk
- Take minutes of MCC meetings and submit them to the Equipping Presbyter/Stated Clerk
- Resource the Leadership Development, Congregational and Pastoral Care, Pastoral Transitions and other ministry teams of the Presbytery, as needed
- Keep accurate rolls of all Ministers of Word and Sacrament, Directors of Christian Education (DCEs), Commissioned Ruling Elders (CREs), Stated Supply Pastors, Parish Associates, Members-at-Large, Candidates, and Inquirers.
- Encourage clerks of session to complete their annual statistic report, assisting as needed
- Prepare the Presbytery statistical report for GA and submit it to the Equipping Presbyter/Stated Clerk
- Monitor inquirers' and candidates' processes with MLD and report progress to the Equipping Presbyter/Stated Clerk
- Receive and assemble annual Necrology Reports
- Prep and lead annual review of Session minutes
- Prepare Presbytery minutes for Synod review and submit them to the Equipping Presbyter/Stated Clerk
- Monitor balance between resident Ministers of Word and Sacrament and the number of ruling elder commissioners from the sessions and report to the Equipping Presbyter/Stated Clerk
- Assist with officer training, as needed
- Represent the Presbytery, as needed, at meetings of the Synod and General Assembly on behalf of the Equipping Presbyter/Stated Clerk
- Assist with other Book of Order and Presbytery duties, as requested by the Equipping Presbyter/Stated Clerk

Knowledge, Skills, and Abilities:

- Is an ordained ruling elder or Minister of Word and Sacrament in the Presbyterian Church (USA), with a strong and growing faith, good character, and a joyous sense of humor
- Embodies a high degree of integrity and compassion, a personality that inspires confidence and mutual respect, and a gift for working with all people in an unbiased manner
- Is comfortable with technology, including fluency with Microsoft Office platforms, Adobe Pro, and Zoom
- Is clearly approachable and non-judgmental; a non-anxious presence
- Able to build trust and honor confidentiality
- Demonstrates strong skills in organization and time management, and is able to complete required tasks efficiently and well

Accountability: The Assistant Stated Clerk is immediately accountable to the Equipping Presbyter/Stated Clerk and, ultimately, to the Presbytery of Florida through the Ministry Coordinating Council (MCC)

Regional Advocates

Purpose: The Regional Advocate in each of the Presbytery's three (3) regions will develop strong relationships with the members of congregations and validated ministries through the pastors of congregations, certified Christian educators and program staff, sessions and their clerks, attending worship periodically, and the region's non-installed Presbytery members. Those relationships will be instrumental in building healthy relationships and strong communications between local congregants/ministries and the Presbytery.

Position Description: Each Regional Advocate will:

- Advocate for the health, well-being, and success of pastors, congregations, certified Christian educators and program staff, and validated, non-congregational ministries
- Network via Zoom with the Presbytery's other Regional Advocates and the Equipping Presbyter/Stated Clerk at scheduled intervals each month (and as needed) regarding congregational and pastoral concerns and needs, living into the connectionalism of the Presbyterian Church (USA)
- Communicate effectively to promote, Presbytery-wide, the programs, policies, and actions of the Presbytery, the Synod of South Atlantic, and the General Assembly
- Help connect Presbytery leaders to available resources, opportunities, and required responsibilities that advance the strategic plan of the Presbytery
- Identify and equip/empower potential leaders for service in the Presbytery and other councils of the PCUSA
- Support and liaise with pastoral leadership in the region
- Be a frequent physical presence in local congregations and other validated, non-congregational ministries
- Encourage fellowship and study among pastoral/church leadership in the region
- Identify conflictual situations at their earliest stages and, in consultation with the Moderator of Congregational and Pastoral Care and the Equipping Presbyter/Stated Clerk, suggest the need for the Shalom Team
- Participate in Presbytery meetings and events
- Lead or assist with officer training in the region

Knowledge Skills, and Abilities:

- Is an ordained ruling elder, deacon, or Minister of Word and Sacrament in the Presbyterian Church (USA), with a strong and growing faith, good character, and a joyous sense of humor
- Embodies a high degree of integrity and compassion, a personality that inspires confidence and mutual respect, and a gift for working with all people in an unbiased manner
- Is comfortable with technology, including fluency with Microsoft Office platforms and Zoom
- Is clearly approachable and non-judgmental; a non-anxious presence
- Superior administrative, organizational, and communication skills, both verbal and written, and the ability to be self-motivated, meet established deadlines, and move easily between tasks
- Ability to manage conflict, unequal power dynamics, and strong personalities in a manner that fosters grace, parity, justice, and reconciliation; and to demonstrate leadership that nurtures inclusivity, diversity, mutual inspiration, and flexibility
- Able to build trust and honor confidentiality
- Demonstrates strong skills in organization and time management, and is able to complete required tasks efficiently and well

Accountability: Each Regional Advocate is immediately accountable to the Equipping Presbyter/Stated Clerk and, ultimately, to the Presbytery of Florida through the Ministry Coordinating

Council (MCC).