

**The Presbytery of Mid Kentucky  
Manual of Administrative Operations**

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1. Constitutional Authority [\[Return to Table of Contents\]](#)

1.1 The Presbytery of Mid-Kentucky shall be governed by the Constitution of the Presbyterian Church (U.S.A.), Part One (The Book of Confessions) and Part Two (The Book of Order), the latest edition of Robert’s Rules of Order Newly Revised, and this Manual of Administrative Operations.

2. Name [\[Return to Table of Contents\]](#)

2.1 This organization is named “The Presbytery of Mid-Kentucky.” Prior names, legally retained, include “The Presbytery of Louisville-Union” and “The Presbytery of Louisville.”

3. Vision Statement [\[Return to Table of Contents\]](#)

3.1 “Spiritual leaders empowering life-giving congregations for the transformation of the world by faith in God through Jesus Christ.”

4. Bounds [\[Return to Table of Contents\]](#)

4.1 The bounds of this presbytery include the Commonwealth of Kentucky counties of Adair, Barren, Breckinridge, Bullitt, Carroll, Casey, Clinton, Cumberland, Franklin, Gallatin, Green, Hardin, Hart, Henry, Jefferson, Larue, Marion, Meade, Metcalfe, Monroe, Nelson, Oldham, Owen, Russell, Shelby, Spencer, Taylor, Trimble, and Washington.

5. Higher Governing Body Relationships [\[Return to Table of Contents\]](#)

5.1 The Presbytery of Mid-Kentucky is a presbytery of the Presbyterian Church (U.S.A.) and a member presbytery of the Synod of Living Waters.

6. Meetings [\[Return to Table of Contents\]](#)

6.1 Stated Meetings

6.1.1 There shall be at least four meetings of the presbytery each year. The time and place of meetings shall be determined by the Coordinating Commission.

6.1.2 Ordinarily, notice for stated presbytery meetings shall be given at least one month in advance and ordinarily notice for special meetings shall be given at least one week in advance.

- 6.1.3 If a session would like its church to host a presbytery meeting, an official invitation will be sent to the presbytery moderator or stated clerk.
- 6.1.4 In emergencies, the date, place, and hour of a stated meeting may be changed by the moderator in consultation with the vice-moderator, stated clerk, and the general presbyter.
- 6.1.5 The quorum for a stated meeting of the presbytery shall be 10 ruling elders, each from a different congregation, and 10 minister members of the presbytery.
- 6.1.6 The quorum for meetings of all presbytery-related entities shall be one-half plus one of the total membership of the entity or three members.

## 6.2 Agenda for the Meetings

- 6.2.1 A provisional docket for each stated meeting shall be prepared by the stated clerk with input from the Coordinating Commission. The Coordinating Commission shall finalize the provisional docket. The general presbyter, stated clerk, moderator, and vice-moderator shall meet prior to the presbytery meeting to coordinate the docket.
- 6.2.2 Undocketed new business shall be submitted to the stated clerk within the first hour of a stated meeting and be placed on the docket of the meeting by a simple majority of those present and voting. Ordinarily, the presbytery shall refer all items of new business to an entity of the presbytery unless, by a two-thirds vote, it decides to consider the item in the same meeting.
- 6.2.3 The first stated meeting of the presbytery each year shall be designated as the annual meeting of the corporation (G-4.0101).
- 6.2.4 The Lord's Supper shall be celebrated at the second stated meeting of the year, and at other times as determined by the Coordinating Commission.
- 6.2.5 The docket of the presbytery meeting shall ordinarily include a consent agenda which shall contain recommendations deemed by the Coordinating Commission to be of a routine nature. Any item may be removed from the consent agenda by the request of any one ruling elder commissioner or minister member. Any removed item shall be considered during the docketed time for the report of the committee or commission of presbytery or other time as necessary.

## 6.3 Special Meetings

- 6.3.1 Special meetings may be called by the moderator in consultation with the vice-moderator, the stated clerk, and the general presbyter. (G-3.0304)
- 6.3.2 The quorum for a special meeting of the presbytery shall be 6 minister members of the presbytery and 6 ruling elders, each from a different congregation.

#### 6.4 Commissioner Parity

6.4.1 Each year, it is the responsibility of the stated clerk and the general presbyter, in consultation with other entities as seems wise, to evaluate the number of teaching elders and ruling elders on the rolls as active members of the Presbytery of Mid-Kentucky, and to determine the number of ruling elder commissioners needed to achieve a balanced representation.

6.4.2 The following formulas shall be used in determining representation.

6.4.2.a All members on the roll of Teaching Elders in Active Ministry shall be counted, with the exception that those who are unable to attend, or who do not live within the bounds of the presbytery, shall not be counted.

6.4.2.b All members on the roll of Retired Teaching Elders shall be contacted during December of each year to determine whether they intend to attend presbytery meetings for the coming year. All those who indicate they intend to come to presbytery meetings shall be counted.

6.4.2.c All ruling elders on the rolls of Commissioned Ruling Elder, Certified Christian Educator, and commissioners by virtue of presbytery office shall be counted.

6.4.3 Ruling elder commissioners to the presbytery shall be apportioned among the congregations as follows.

6.4.3.a Church membership size is determined by the number reported to the denomination in the immediately previous calendar year's Statistical Report.

6.4.3.b The number of ruling elder commissioners shall be at least 2 for all congregations of the presbytery regardless of size. Additional commissioners – beyond 2 – shall be assigned based on membership size.

1. Up to 199 members: No additional Ruling Elder Commissioner

2. 200-299 members: 1 additional Ruling Elder Commissioner (total of 3)

3. 300 members and above: 2 additional Ruling Elder Commissioners (total of 4)

#### 6.5 Electronic and Hybrid Meetings

6.5.1 In accordance with the *Book of Order* (G-3.0105), meetings of the presbytery, its commissions, committees, and other entities may be held in person, by electronic means, or in a hybrid format.

- 6.5.2 Electronic or hybrid meetings shall be conducted in a manner that allows for full and simultaneous participation of all members. All participants must be able to hear and be heard, and to engage in the deliberations of the body.
- 6.5.3 Members participating by electronic means shall be considered present for the purpose of establishing a quorum and shall have the same rights and responsibilities as those participating in person, including the right to speak, make motions, and vote.
- 6.5.4 Voting during electronic or hybrid meetings shall be conducted in a manner that ensures fairness, accuracy, and, when required, confidentiality.

## 6.6 Electronic Voting Between Meetings

- 6.6.1 When necessary to conduct the work of committees or commissions between meetings, committees and commissions may act by electronic means, including email, provided such action is consistent with the connectional and deliberative nature of the church.
- 6.6.2 All voting members shall receive timely notice of the proposed action, including the exact wording of the motion and any supporting materials necessary for informed discernment. A clear deadline for response shall be included, and reasonable time shall be provided for consideration.
- 6.6.3 A quorum of voting members must participate in the electronic vote for the action to be valid. Approval shall require the same voting threshold as would be required at a duly called meeting, unless otherwise specified in these Standing Rules or the *Book of Order*.
- 6.6.4 All actions taken by electronic vote shall be recorded in the minutes of the next stated meeting of the committee or commission, including the motion, method of voting, and the outcome, in keeping with the requirements of the *Book of Order* (G-3.0107).
- 6.6.5 Electronic voting shall not be used for matters requiring extended deliberation, pastoral sensitivity, or judicial process.

## 7. Officers

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### 7.1 Moderator

- 7.1.1 The moderator and vice-moderator will be elected at the third stated presbytery meeting each year and installed at the fourth stated meeting to a term of one year beginning January 1 of the following calendar year. The moderator shall preside over all presbytery meetings and appoint all entities except those elected by presbytery or otherwise named. The moderator shall have the privilege of service as an ex-officio member of all entities of the presbytery. Ordinarily, the moderator shall have served as vice-moderator prior to serving as moderator and shall chair the Coordinating Commission the year after serving as moderator.

7.1.2 The moderator shall have authority to organize commissions for the purpose of ordaining and installing ministers and commissioning ruling elders. The moderator of the presbytery, or someone designated by the moderator, shall ordinarily preside over, and participate in these commissions, and shall report to the next stated presbytery meeting.

7.1.3 The moderator shall have the authority to appoint ministers and ruling elders to committees of the Coordinating Commission as needed and/or, investigating committees, as called for in the Church Discipline (D-7.0501). Such appointments shall be done in consultation with the stated clerk, the general presbyter, the chairperson of the Commission on Ministry, and one ruling elder at large member of the Coordinating Commission.

7.1.4 Vice-Moderator: The vice-moderator shall, in the absence or at the request of the moderator, perform the duties required of the moderator. The vice-moderator shall be elected to a term of one year, to coincide with the term of the moderator. Ordinarily the vice-moderator shall stand for election as moderator for the following year.

## 7.2 Stated Clerk

7.2.1 The stated clerk shall be elected at the third stated meeting and installed at the fourth stated meeting to a term of three years, beginning on January 1 of the following year.

7.2.2 The stated clerk shall:

7.2.2.a Work with the Coordinating Commission and the general presbyter, moderator, and vice-moderator to prepare a provisional docket for each stated meeting of the presbytery.

7.2.2.b Be responsible for recording and publishing all presbytery minutes and shall be custodian of them.

7.2.2.c Distribute the minutes as required by presbytery after each meeting.

7.2.2.d Present the minutes to the synod for its approval

7.2.2.f Communicate all order of presbytery to those members of presbytery involved.

7.2.2.g Keep an accurate roll of all the churches, clerks of session, and ministers.

7.2.2.h Assemble the annual necrology report to be included in the presbytery's minutes.

7.2.2.i Sign and issue promptly all official papers of the presbytery not otherwise provided for.

- 7.2.2.j Prepare the presbytery's annual statistical reports to the General Assembly from the reports of sessions.
- 7.2.2.k Serve as parliamentarian at meetings of presbytery and the Coordinating Commission.
- 7.2.2.l Propose to presbytery at its first stated meeting each year the reestablishment of parity voting between ruling elders and ministers (G-3.0301). If a ruling elder is elected moderator or vice-moderator of the presbytery or is a voting member of the Coordinating Commission, that ruling elder shall be enrolled as a member of the presbytery for the term of office, whether or not commissioned by his/her/their session.
- 7.2.2.m Provide for a regular review of the session minutes and registers of all the churches in the presbytery and report the results of the review to the presbytery.
- 7.2.2.n Develop and review guidelines for inclusion in "The Handbook for Clerks of Session" for keeping session minutes and registers and shall offer training to the clerks of session of members congregations.
- 7.2.2.o Provide staff support to presbytery entities as needed in coordination with the general presbyter.
- 7.2.2.p Perform all duties required by the Constitution of the Presbyterian Church (U.S.A).
- 7.2.2.q Authorized to sign retirement documents required by the Board of Pension when benefits plan members apply for retirement benefits, with the approval of the Commission on Ministry. Such actions shall be reported to the presbytery by the Commission on Ministry. Additionally, the stated clerk is authorized to sign any retirement papers from the Board of Pensions for ministers who are retiring from active service between meetings of the presbytery, and prior to presbytery's action on their retirement.
- 7.2.2.r Retain all records of proceedings under the Rules of Discipline for a minimum of two years.

### 7.3 Recording Clerk

- 7.3.1 The recording clerk shall be recommended by the stated clerk and nominated by the Committee on Nominations and Representation. Presbytery shall elect the recording clerk to a term of three years at the third stated meeting, following the election of the stated clerk. The recording clerk shall be installed at the fourth stated meeting of the presbytery and the term of service shall begin on January 1

of the following year. The recording clerk shall be paid a salary as determined by the presbytery upon recommendation of the Personnel Committee. The work and salary of the recording clerk shall be included in the presbytery's annual review of its staff.

7.3.2 The recording clerk shall:

- 7.3.2.a Record all proceedings of the meetings of presbytery and submit them promptly, with supporting documents, to the stated clerk.
- 7.3.2.b Assist the stated clerk in the duties of parliamentarian for the meetings of presbytery.
- 7.3.2.c Serve as recording clerk to the Coordinating Commission when the stated clerk is not available.

7.4 Treasurer

7.4.1 The treasurer shall be elected by the presbytery at the third stated meeting and installed at the fourth stated meeting to a term of three years, beginning January 1 of the following year, and to succeeding terms as the presbytery chooses. The treasurer shall be paid a salary as determined by the presbytery upon recommendation of the Personnel Committee. The work and salary of the treasurer shall be included in the presbytery's annual review of its staff.

7.4.2 The treasurer shall:

- 7.4.2.a Serve as ex officio advisory member of the Finance Committee.
- 7.4.2.b Oversee the reception, administration, and disbursement of all money of the presbytery and shall suggest policies and procedures for oversight and control to the Coordinating Commission through the Finance Committee.
- 7.4.2.c Be bonded and designated as Treasurer of the Presbytery for any requirements as a corporate entity.
- 7.4.2.d Assume care and responsibility for all financial records and papers in cooperation with the presbytery's office manager.
- 7.4.2.e Make available to the Finance Committee all financial information and records and submit them for review by that committee.
- 7.4.2.f Present a regular report on the presbytery's finances to each meeting of the Finance Committee, which shall make said report available to the Coordinating Commission and the presbytery, and upon request shall regularly furnish to the leadership of any committee or commission of the presbytery information regarding the financial accounting status of that committee or commission.

## 8. Structure<sup>1</sup>

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### 8.1 Coordinating Commission:

#### 8.1.2 Composition

- 8.1.2.a The immediate past moderator shall ordinarily serve as chair.
- 8.1.2.b The moderator and vice-moderator of the presbytery
- 8.1.2.c Six at-large members elected by presbytery for three-year, staggered terms.
- 8.1.2.d A representative from each of the presbytery's committees and commissions.
- 8.1.2.e Members with voice but not vote: general presbyter, stated clerk, recording clerk, treasurer.

#### 8.1.3 The commission shall:

- 8.1.3.a Provide general coordination and strategic leadership for the presbytery's mission and ministry.
- 8.1.3.b In consultation with the stated clerk, set the agenda for each presbytery meeting including theme development and worship leadership.
- 8.1.3.c Oversee the work of each of the presbytery's committees and receive reports from and offer counsel to the presbytery's commissions.
- 8.1.3.d Relate to organizations with which the presbytery has a covenant, ecumenical relationships, and/or denominational affiliations.
- 8.1.3.e Appoint task forces.
- 8.1.3.f Affirm the establishment of networks.
- 8.1.3.g Approve request for contract positions as described in the staffing rationale.
- 8.1.3.h Move the annual budget to the presbytery for adoption.
- 8.1.3.i Approve the requests of congregations to list portions of their property for sale up to \$500,000 in value, upon recommendation of the Finance Committee.
- 8.1.3.j Apply for grants through churchwide special offerings.
- 8.1.3.k In conjunction with the stated clerk, prepare an annual calendar for the presbytery.
- 8.1.3.l Maintain a continuing study of the presbytery's needs for general staff, and when convinced of the need for a particular staff position,

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<sup>1</sup> Unless otherwise specified, all elected terms shall be for three calendar years, renewable for a second consecutive term only.

recommend to presbytery the descriptions of both the position and person needed. The presbytery's search for persons to fill the positions shall be subject to the provisions contained in the Book of Order.

8.1.3.m Nominate members to the Nominations and Representation Committee to be elected by the presbytery.

## 8.2 Coordinating Commission Committees<sup>2</sup>

8.2.1 Each committee is composed of six members: at least two teaching elders and two ruling elders, and two qualified active members of a presbytery worshipping community. Each committee will elect a chair and a recording clerk from their membership and will appoint a representative to the Coordinating Commission, ordinarily the chair.

8.2.2 Church Growth and Transformation Committee – This committee shall foster and encourage vital congregations, developing new worshipping communities and shared ministries between congregations, and promoting new and transformational endeavors within the congregations of the presbytery.

8.2.3 Finance Committee — This committee supports the faithful stewardship of shared resources, ensuring that financial practices reflect the mission and values of the presbytery. The committee shall:

8.2.3.a Coordinate all fiscal matters for the presbytery including the annual designation of those permitted to prepare or sign checks from presbytery accounts.

8.2.3.b Prepare annually a proposed budget for presbytery to be submitted by the Coordinating Commission.

8.2.3.c Ensure that the presbytery ordinarily maintains a reserve fund equal to 50% of the sum of presbytery operations, office operations, and personnel expenses.

8.2.3.d Consider any financial request beyond the presbytery budget. The Coordinating Commission will be notified of any unbudgeted request over \$25,000 that the Finance Committee approved.

8.2.3.e Ensure an annual review of the presbytery's financial records and report the findings to the presbytery.

8.2.3.f Serve as the Board of Trustees of the Corporation of the Presbytery of Mid- Kentucky and shall act as such when instructed by the presbytery or

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<sup>2</sup> These committees report to the presbytery through the Coordinating Commission

when accomplishing those legal transactions assigned as specific responsibilities in the standing rules. The stated clerk of the presbytery shall act as the agent for the trustees of the corporation for the purchase and sale of property or other legal matters and shall be the custodian of all related deeds and papers. The chair and vice-chair of the Finance Committee shall serve as president and vice-president of the corporation.

8.2.4 Hispanic/Latino Ministries - This committee supports and nurtures the presence, leadership, and vitality of Hispanic and Latino ministries within the presbytery. It seeks to listen to and advocate for the unique gifts, needs, and experiences of these communities, helping the presbytery engage more fully in culturally responsive and inclusive ministry.

8.2.5 Leader Development and Christian Education Committee – This committee is composed of six members, one representative from UKirk and one representative from Cedar Ridge Camp Board. This committee will coordinate and foster educational and leader development opportunities in the presbytery.

8.2.6 Mission Committee - This committee will be composed of six members plus a representative of Self-Development of People. The committee shall:

8.2.6.a Encourage appropriate, effective mission presbytery-wide and within the presbytery's congregations and worshiping communities.

8.2.6.b Maintain the status of the presbytery's Self-Development of People efforts and promote its program in the presbytery.

8.2.6.c Foster vitality in the ecumenical and mission partnerships the presbytery commits to the committee's care.

8.2.7 Personnel Committee - This committee is composed of six members plus the general presbyter. The committee shall:

8.2.7.a Review the work of the presbytery's staff each year.

8.2.7.b Appoint interim officers, with confirmation by the presbytery, when vacancies occur.

8.2.7.b Review and recommend changes in the presbytery's office equipment and office space each year.

8.2.7.c In consultation with the Finance Committee, recommend to the Coordinating Commission and to the presbytery any changes in contract terms or terms of call for all staff members.

- 8.2.7.d Coordinate background checks on potential and current staff.
- 8.2.7.e Hear and respond appropriately to staff grievances.
- 8.2.7.f Provide ongoing support for personal and professional development of staff.
- 8.2.7.g Review the presbytery's personnel manual bi-annually (odd numbered years) and recommend any proposed changes to the Coordinating Commission.
- 8.2.7.h Responsible for naming a member to the Racial Justice Committee and other committees as designated.
- 8.2.7.i The committee will meet a minimum of quarterly.

8.2.8. Racial Justice Committee - This committee is composed of six members, including one from the Personnel Committee, one from the Nominations and Representation Committee, and at least two people of color who belong to the presbytery worshipping communities made up mainly of people of color. The committee shall:

- 8.2.8.a Advise the Coordinating Commission on how to establish clearer, confidential procedures for reporting and investigating incidents of racism or racial bias within the church.
- 8.2.8.b Review the presbytery's progress on measurable policy goals such as:
  1. Increase the percentage of People of Color in leadership roles by a specified amount over the next five years.
  2. Host a minimum of two anti-racist educational events per year.
  3. Provide financial support and fund-raising assistance to the Presbytery congregations/ministries made up mainly by People of Color.
  4. Provide financial support to at least three community-based racial justice initiatives per year.
  5. Increase the percentage of congregations/ministries that have developed and adopted their anti-racism policy and implemented anti-racism initiatives.
- 8.2.8.c Review the presbytery's Anti-Racism Policy every two years, seeking feedback from clergy, staff, and congregation members to assess the policy's effectiveness and identify areas for improvement, checking with presbytery partners on our effectiveness in community engagement, and proposing updates/amendments to the policy as necessary to respond to

evolving challenges and contexts.

8.2.9 Worshipful Work Committee – This committee will coordinate and create worship experiences for presbytery meetings and other presbytery-related events.

### 8.3 Entities of the presbytery reporting directly to the presbytery, in consultation with Coordinating Commission

8.3.1 Each of these entities will elect a chair and a recording clerk from their elected membership and will appoint a representative to the Coordinating Commission, ordinarily the chair.

8.3.2 Commission on Ministry - Composed of eighteen elected members, all of whom are ordained and no more than 10 of whom shall be ministers and no more than 10 of whom shall be ruling elders. The commission shall:

8.3.2.a Supervise the churches of presbytery without pastors; arrange for the appointment of moderators in churches without pastors; assist in arranging for pulpit supplies; act for presbytery in an advisory capacity in initiating and maintaining relations between ministers and churches. These actions shall be reported to the presbytery at every stated meeting.

8.3.2.b Correspond with members of presbytery working within its bounds in roles other than pastor or associate pastor, with those laboring outside the bounds of presbytery, and with those who are retired.

8.3.2.c Be responsible for presbytery's work relating to the Board of Pensions and the Benefits Plan of the Presbyterian Church (U.S.A.); be designated as the presbytery's correspondent with these programs; and receive requests for ministerial relief and direct appropriate recommendations to the Committee on Finance.

8.3.2.d Work in conjunction with the Commission on Preparation for Ministry whenever the duties of the two committees overlap.

8.3.2.e Assign and conduct examinations before presbytery of all candidates in Mid-Kentucky Presbytery for ordination.

8.3.2.f Act, on behalf of presbytery, to find in order calls issued by churches; approve and present calls for services of ministers; to approve the examination of ministers transferring from other presbyteries; to dissolve the pastoral relationship in cases where the congregation and pastor concur; to grant permission to ministers to labor within or outside the

bounds of the presbytery; to dismiss ministers to other presbyteries; to act on behalf of presbytery to approve contracts for all temporary pastoral relationships; and to appoint moderators of sessions in churches without a pastor. All such actions shall be reported to the next stated meeting of the presbytery.

8.3.2.g Recommend to presbytery minimum terms of call, including salary (including housing allowance) and other compensation for minister members of the presbytery, and shall hear appeals from churches who wish to be relieved from meeting minimum standards.

8.3.2.h Maintain these standards among ministers and churches:

1. No church may engage a minister in any capacity until all financial obligations to former pastors, interim or supply pastors, including pension or annuity payments, have been discharged.
2. The pastor nominating committee of a vacant church shall consult with this commission in the very early stages of their work, and before engaging a pastor, associate pastor, stated supply or temporary supply.
3. No full-time pastoral relationship shall be approved in which the minister's salary and allowances are less than the sum adopted by presbytery as its minimum salary and allowances unless an appeal has been made and approved by the Commission Ministry.

8.3.2.i Establish training for commissioned ruling elders to particular service and have oversight of all commissioned ruling elders serving congregations in Mid-Kentucky Presbytery.

8.3.3 Commission on Preparation for Ministry - Composed of twelve members, six of whom shall be teaching elders, three ruling elders, and three qualified active members elected from the presbytery at-large. The commission shall:

8.3.3.a Perform the general duties of the Commission on Preparation for Ministry and the entire process of candidacy described in the Book of Order and as otherwise provided in the standing rules of the presbytery.

8.3.3.b Enroll inquirers and dismiss candidates, with the provision that all such actions be reported to the next stated meeting of the Presbytery as provided in the Book of Order (G-2.06).

8.3.3.c On behalf of Presbytery, elect ruling elders and ministers to serve as readers for examinations for candidates for ordination at the request of the Presbyteries Cooperative Committee on Examination of Candidates.

- 8.3.3.d Recommend to presbytery some disposition of every application which comes before the commission.
- 8.3.3.e Receive and process all communications from the General Assembly committees and from theological institutions which pertain to candidates.
- 8.3.3.f Work in conjunction with the Commission on Ministry whenever the duties of the two commissions overlap.

8.3.4 Nominations and Representation Committee - Composed of nine members, as evenly divided between ministers and ruling elders as possible. The members shall be nominated by the Coordinating Commission and elected by the presbytery. The Coordinating Commission shall endeavor to assure that the membership of the committee represents the diversity priorities of the presbytery. Those priorities include diversity according to race/ethnicity, gender, age, class, sexual orientation, gender identity, differing abilities, theology, and geography. The committee shall:

- 8.3.4.a Nominate to presbytery all officers, committee and commission members, Coordinating Commission at-large members and commissioners for other governing bodies of the church. The list of nominees shall ordinarily be submitted to the presbytery at the September stated meeting each year.
- 8.3.4.b Initiate and maintain a human resource pool of all ministers and ruling elders of the presbytery and qualified active members to serve as a “human resource pool” from which committees may create task groups.
- 8.3.4.c Endeavor to nominate for membership a balanced number of ministers and ruling elders for all commissions and committees of the presbytery.
- 8.3.4.d Name a member to the Racial Justice Committee and other committees as designated.
- 8.3.4.e Advise the Presbytery of any need for nominations in particular categories needing increased representation.
- 8.3.4.f Regularly inform the presbytery of its progress toward fair representation of diverse categories.

8.3.4 The Permanent Judicial Commission - Composed of nine members for a term not to exceed six years. These members will be placed in three classes and will elect a chair from their membership. When called for service in judicial matters, they shall conduct their proceedings according to the Book of Order (primarily the

section on Church Discipline) of the Presbyterian Church (U.S.A.). The commission shall:

- 8.3.5.a Provide for a regular review of the standing rules of the presbytery in consultation with the stated clerk.
- 8.3.5.b Serve as a Bills and Overtures Committee by reviewing any overtures or resolutions submitted to the presbytery for possible recommendation by a session, the Synod of Living Waters, or the General Assembly of the PC(USA), all such being received within ten days of the stated meeting at which they will be considered.

## 9. Task Forces and Networks

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9.1 Task Forces — May be requested by ministers, ruling elders, or congregations or may be established by presbytery action. Task forces will ordinarily be appointed by the Coordinating Commission in consultation with the initiating body/bodies for a period not to exceed three years. Task forces may apply for contract consultant assistance for up to two years. Task forces will provide written updates to the Coordinating Commission in January and June of each year.

9.2 Networks — May be created with the affirmation of the Coordinating Commission and may be initiated by individuals with special concerns. An approved network will be open to all interested parties, publicized through presbytery communications, and will report annually to the Coordinating Commission. Networks may sponsor programs or events with the approval of the Coordinating Commission.

## 10. Cedar Ridge Camp, Inc.

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10.1 The presbytery shall cause a board to be formed for oversight of Cedar Ridge Camp, Inc., to be known as the Cedar Ridge Camp Board, which shall be composed of 12 members.

10.2 The presbytery shall enter a Covenant Relationship with Cedar Ridge Camp and the board, which shall list the terms of the relationship, in addition to those provisions contained in these standing rules. This covenant shall be reviewed and approved by the presbytery and shall be contained in the appendices to these standing rules.

10.3 Cedar Ridge Camp, Inc. and the Cedar Ridge Camp Board shall:

10.3.1 Be responsive to presbytery.

10.3.1 Be responsible for the program of outdoor education at Cedar Ridge Camp.

10.3.2 Be responsible for maintaining state required, and camping association standards, for the operation of Cedar Ridge Camp.

10.3.3 Be responsible for maintaining all property and equipment to keep Cedar Ridge Camp functional.

- 10.3.4 Interpret to the Finance Committee, the Coordinating Commission, and the presbytery, the financial resources indicated for maintaining the regulatory and physical requirements essential to the operation of Cedar Ridge Camp.
- 10.3.5 Be responsible for studying and proposing site development for outdoor education purposes.
- 10.3.6 Be responsible for all finances connected with the operation of Cedar Ridge Camp including the preparation of the annual operating budget which will be presented to the Finance Committee
- 10.3.7 Be accountable to the presbytery in all financial matters regarding the operation of Cedar Ridge Camp.
- 10.3.8 Be responsible for publicizing and promoting the purposes of the ministry of Cedar Ridge Camp.
- 10.3.9 Develop and revise, in a timely fashion, management and operating systems to facilitate the effective and efficient performance of its work and the administration of the operation of Cedar Ridge Camp and report such revisions to the Coordinating Commission.

## 11. Miscellaneous

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- 11.1 Policy on Receipt and Distribution of Mission Funds: Each church shall send its mission funds, as approved by the session, directly to the presbytery office, where distribution shall be made to the General Assembly, the synod, and the presbytery according to the percentages adopted by the presbytery.
- 11.2 Policy on Per Capita Apportionments: Each church shall send to the presbytery office its annual per capita apportionments in the amount fixed by presbytery, to provide for the administrative expenses of the presbytery, synod, and General Assembly.
- 11.3 Suspension of the Standing Rules: Any standing rule may be suspended temporarily at any stated meeting of presbytery by a two-thirds majority of the members present and voting.
- 11.4 Amendments to the Standing Rules: The standing rules may be amended by a two-thirds majority of members present and voting at any stated meeting, providing a notice shall have been given publicly of the intention to amend at a previous stated meeting. Any proposed amendment to the standing rules shall be referred to the Permanent Judicial Commission and other committees as appropriate, for their review and recommendation.
- 11.5 Corrections to the Standing Rules: The stated clerk is authorized to make editorial corrections in the standing rules and shall report these corrections to the presbytery at the next stated meeting. When conditions outside the control of presbytery render any

portion of these rules inaccurate, the stated clerk shall make the appropriate corrections and report such conditions and corrections to presbytery at the next stated meeting.

- 11.6 Submission of Overtures to General Assembly: When any session of the presbytery wishes to submit an overture to the General Assembly for the presbytery's consideration, it shall submit that overture to the stated clerk in time for it to be included on the provisional docket to the next presbytery meeting. That submission shall be considered a first reading of the overture, which shall automatically be referred to the Permanent Judicial Commission. The Permanent Judicial Commission shall bring its recommendation (approve, disapprove, take no action) regarding the overture to the next stated meeting of the presbytery.
- 11.7 Overtures to the General Assembly referred to our presbytery from another presbytery: Should a session within the bounds of this presbytery request this presbytery to concur with an overture from another presbytery, the Permanent Judicial Commission shall review the overture and recommend a response to this presbytery.
- 11.8 Re-election of Staff Officers: The presbytery may choose to re-nominate and re-elect the person serving in any of the following presbytery leadership roles - stated clerk, recording clerk, and treasurer – for additional terms, after their first term.

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**The Presbytery of Mid-Kentucky  
Presbyterian Church (USA)  
Anti-Harassment Policy and Acknowledgment**

The Presbytery of Mid-Kentucky of the Presbyterian Church (USA) seeks to form disciples whose lives and behaviors conform to the teachings of Jesus Christ. Jesus sets a high bar for personal conduct and may be summarized in Jesus' command "to love God and to love your neighbor as yourself."

The Presbytery of Mid-Kentucky is committed to maintaining workplaces free of harassment and discrimination. Employees, ministers of Word and Sacrament/Teaching Elders, certified Christian Educators, Commissioned Ruling Elders and inquirers and candidates under care of the presbytery are required by the Book of Order (G-2) to receive boundary training authorized by the presbytery once every 36 months. The boundary training shall include the topics of sexual misconduct, child sexual abuse prevention training, anti-harassment, and anti-discrimination training.

Below is the presbytery's Anti-Harassment policy. The Presbytery of Mid-Kentucky expects its staff, ministers of Word and Sacrament members, church professionals and other church leaders under its direction to conduct themselves in a Christ-like manner that supports and maintains workplaces free of harassment and discrimination for our employees, members, and those with whom we minister. We ask employees, ministers of Word and Sacrament members, church professionals and other church leaders under its direction to review and sign this Anti-Harassment Policy and Acknowledgement Form, indicating they understand and agree to abide by the Presbytery of Mid-Kentucky's policy and expectations regarding harassment and discrimination in the workplace.

The Presbytery of Mid-Kentucky is committed to maintaining an environment free from harassment or discrimination against any individual regardless of race, sex, age, disability, national origin or ancestry, veteran status, sexual orientation, gender identity, or genetic information. This policy applies to all personnel actions, including but not limited to recruiting, hiring, classification and compensation, benefits, promotions, transfers, lay-offs, reinstatement, and educational programs.

**Prohibited Activities:** derogatory comments, jokes, slurs based on one or more of the protected classes; unwanted physical conduct of any kind, impeding or blocking movement, or physical interference with normal work movement, when directed at an individual based on membership in a protected class; the display, mailing or e-mailing of derogatory posters, cartoons, or drawings based on one's membership in a protected class.

**Sexual harassment** refers to unwelcome sexual behavior, either verbal or physical, that interferes with work effectiveness and integrity. An employee may be subject to disciplinary action, up to and including dismissal. Similarly, any member of the Presbyterian Church (U.S.A.) including, but not limited to, minister members, inquirers, candidates, certified Christian Educators, Commissioned Ruling Elders or Ruling Elders who engage in this type of behavior may be subject to disciplinary action as detailed in the Rules of Discipline section of the Book of Order. The Presbytery of Mid-Kentucky also reserves the right to other disciplinary or remedial actions as imposed by the Personnel Committee, Commission on Ministry, the Commission on Preparation for Ministry, or the presbytery itself. The harassment of members or staff based on race, color or national origin or other protected class as named above is also prohibited. In addition, any person authorized by the Commission on Ministry to serve in the pastoral role of a particular congregation is prohibited from having a romantic or sexual relationship with a member of the particular congregation unless they are lawfully married to the one authorized by the COM to serve in the pastoral role.

**Complaint Procedure:** If an employee or other person present in the presbytery believes they have been subjected to sexual or other forms of harassment, or discriminatory behavior, that individual has the responsibility to file a complaint about the harassment or discriminatory behavior as soon as possible. The complaint shall be made in writing with the employee's immediate supervisor, and/or general presbyter and/or stated clerk of the presbytery and/or chair of the presbytery's personnel committee.

The complainant may also contact persons inside or outside of the Presbyterian Church (U.S.A.) to assist with filing a written complaint. The complainant may also pursue redress through the Equal Employment Opportunity Commission and/or the Kentucky Commission on Human Rights, or the Kentucky Personnel Board. Once a supervisor and/or the general presbyter and or the stated clerk of the presbytery and/or the chair of the presbyter's personnel committee become(s) aware of a complaint, whether in writing or not, the supervisor and/or stated clerk, and/or chair of the presbytery's personnel committee together with the general presbyter, MUST meet with the alleged offender and if the allegations prove to be accurate, issue a Cease-and-

Desist Memorandum to the alleged offender and contact the presbytery's personnel committee, Commission on Ministry, or Commission on Preparation for Ministry to report the complaint as soon as possible to determine if an investigation is warranted. All information gathered during the investigation shall be held confidential to the maximum extent possible.

AND/OR

The complainant may initiate a disciplinary action using the "Church Discipline" in the Book of Order (D-1 through D- 14), if the accused is a member of the Presbyterian Church (U.S.A.).

AND/OR

The complainant should call the police and report a crime if the nature of the complaint rises to that level. Additionally, the person(s) receiving the complaint should be reminded of their responsibilities as "mandatory reporters" according to the provisions of the Book of Order (G-4.0302) quoted here:

*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 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.*

**Retaliation:** Retaliation against anyone who files a harassment charge or who participates in the investigation of these charges is prohibited. Anyone filing a harassment or discrimination complaint or assisting in the investigation of a complaint shall not be adversely affected in terms and conditions of employment nor discriminated against in any manner because of the complaint.

**Disciplinary Action:** When the activities or conduct of any member, staff, or other church leader is considered to be contrary to the standards or aims of the Presbytery of Mid-Kentucky or is considered to be disruptive to the operations of the Presbytery of Mid-Kentucky, its programs, or ministries, the procedure for potential corrective action outlined above and/or in the Rules of Discipline shall be followed.

I acknowledge that I have read the above Anti-Harassment Policy and will present any questions

I have to the general presbyter of the Presbytery of Mid Kentucky. I understand that I am responsible for adhering to the Anti-Harassment Policy.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Other Supporting Documents:**

- Mid Kentucky Presbytery Boundary Guidelines
- Mid Kentucky Presbytery Minister of Word and Sacrament/Teaching Elder Sexual Misconduct Policy
- Standards of Ethical Conduct for Mid Kentucky Presbytery
- Anti-Racism Policy
- Book of Order, “Church Discipline”
- Cease and Desist Form (included with policy)

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**The Presbytery of Mid-Kentucky  
Presbyterian Church (USA)  
Anti-Racism Policy**

**Background:** The Presbytery of Mid-Kentucky adopted this Anti-Racism Policy in February of 2025 as a faithful response to its call to address racism and to fulfill the requirements of the Book of Order (G-3.0106). Since that time, changes in presbytery structure and practice have made it necessary to revise the policy so that it remains aligned with current leadership, procedures, and lines of accountability, ensuring clarity, consistency, and faithfulness in its implementation.

**Goal:** To satisfy the requirements outlined in the Book of Order (G-3.0106), to offer a path for educating congregations, worshipping communities, and ministers in the presbytery, provide benchmarks, and to engage in an ongoing process for addressing the sin of racism.

**Introduction:** The Presbytery of Mid-Kentucky is committed to the radical, transformative work of anti-racism. Rooted in the Christian teachings of love, justice, and equality, we recognize the pervasive nature of racism—individual, institutional, and systemic—across our

society and within the church itself. We understand racism as a sin that distorts the image of God in every human being and commits us to a lifelong journey of learning, unlearning, and action. This policy outlines our commitment to dismantling white supremacy, promoting racial equity, and building a racially just and inclusive church.

*What does the Lord require of you but to do justice, love kindness, and walk humbly with your God? Micah 6:8*

**1. Defining Racism:** Racism, as we understand it, encompasses both conscious and unconscious acts of bias, discrimination, and prejudice based on race. It exists on multiple levels—personally, interpersonally, and institutionally—and is rooted in historical systems of power and privilege, primarily benefitting white people while marginalizing people of color. This policy also recognizes the intersectionality of race with other social identities, such as gender, class, and ability, acknowledging the compounded impact of racism on these groups.

**2. Commitment to Racial Equity:** The presbytery affirms its commitment to racial equity, recognizing that simply treating everyone equally does not address the disparities and historical disadvantages faced by communities of color. Racial equity involves acknowledging these systemic barriers and taking specific steps to ensure fair outcomes, which may require additional resources and support for marginalized groups.

**3. Anti-Racism Training:** We will require all teaching elders (including retired teaching elders and commissioned ruling elders active in any organized ministry) along with all presbytery staff, to participate in anti-racism training on a regular basis. Mandatory training will be held annually, covering topics such as the history of racism in the United States, the impact of implicit bias, white privilege, microaggressions, and how to actively dismantle white supremacy in our church and communities. These trainings will be facilitated by people with expertise in racial justice issues and will evolve based on current social contexts and feedback from participants.

**4. Inclusive Leadership and Decision-Making:** The presbytery will work to create racially diverse and inclusive leadership. This includes setting targets for representation of people of color across committees, boards, and other decision-making bodies within the presbytery. These targets are aimed at ensuring diverse voices have a meaningful role in shaping the future of the church. We will also develop leadership programs specifically designed to support clergy of color and lay leaders of color, providing mentorship and development opportunities.

**5. Racial Justice Committee:** The Racial Justice Committee will be tasked with monitoring the implementation of this antiracism policy, reviewing and suggesting amendments to the Manual of Administrative Operations through the Coordinating Commission, and holding the presbytery accountable for progress. Additionally, the committee will spearhead racial justice initiatives, engage in community outreach, and work with community organizations to advocate for racial justice beyond the church walls. The recommended composition of the Racial Justice

Committee is 6 people including 1 from Personnel Committee, 1 from Nominations and Representation Committee, and at least 2 people of color who belong to presbytery congregations and/or worshipping communities made up mainly of people of color.

**6. Accountability and Reporting** <sup>[1]</sup>: The Racial Justice Committee may provide accompaniment and advocacy for any individual who wishes to report an incident of racial discrimination, bias, or harassment. The committee may assist the complainant in discerning next steps and identifying appropriate courses of action. To support this work, a Response Team may be convened. This team may include the chair (or designee) of the Racial Justice Committee, the chair (or designee) of the Personnel Committee, the general presbyter and/or stated clerk, the chair (or designee) of the Permanent Judicial Commission, and an at-large member of the Coordinating Commission.

The Presbytery of Mid-Kentucky is committed to fostering an environment in which racial discrimination, bias, and harassment are not tolerated. In alignment with this commitment, the Coordinating Commission, in consultation with the Racial Justice Committee, may appoint an investigative team to review reported incidents of racism or racial bias within the presbytery. Such incidents may include, but are not limited to, discrimination or bias in hiring, elections, appointments, financial disbursement, and funding decisions (including grants, loans, and mission support), as well as within the shared life of the presbytery.

Complaints must be submitted verbally or in writing to one or more of the following: the individual's immediate supervisor (if applicable), the general presbyter, the stated clerk, the chair of the racial justice committee or the chair of the Personnel Committee. A complainant may also seek assistance from individuals within or outside the Presbyterian Church (U.S.A.) in preparing and submitting a written complaint. Additionally, individuals retain the right to pursue redress through external agencies, including the Equal Employment Opportunity Commission, the Kentucky Commission on Human Rights, or the Kentucky Personnel Board.

When a supervisor, the general presbyter, the stated clerk, the chair of the racial justice committee or the chair of the Personnel Committee becomes aware of a complaint they shall promptly confer (unless one of them is the subject of the complaint) to determine next steps. A Cease-and-Desist Memorandum shall be issued to the respondent as appropriate, and the Personnel Committee and/or Commission on Ministry shall be notified as soon as possible to determine whether a formal investigation is warranted.

All information gathered during any review or investigation shall be treated with the highest level of confidentiality possible, consistent with the need to conduct a thorough and fair process.

**7. Support for Congregations Made Up Mainly of People of Color:** The presbytery will prioritize supporting congregations and worshipping communities made up mainly of people of color through dedicated financial grants (including help with salaried positions), leadership development, mentorship programs, etc. We will ensure that the voices, experiences, and

spiritual needs of communities of color are centered in church life and ministry. We also commit to identifying and removing any institutional barriers that have historically limited the full participation of people of color in the life of the church.

**8. Congregational Engagement with the Larger Community:** Congregations and worshipping communities will be encouraged to actively engage in racial justice work within their larger communities. This may include actions such as partnering with other congregations and worshipping communities across racial/ethnic lines, cooperating with local racial justice organizations, advocating for legislative changes that promote equity, and providing educational forums on race and racism open to the wider community. The presbytery will allocate funding and resources to support congregations in these efforts.

**9. Historical Truth-Telling:** As part of our commitment to anti-racism, we will engage in truth-telling about the history of racism in our church and the broader community. This involves acknowledging the church's role in both perpetuating and resisting racism, and working toward reconciliation through educational events, memorials, and open dialogues about the past. Congregations and worshipping communities will be encouraged to explore the racial history of their local communities and confront any complicit roles in perpetuating racial injustice.

**10. Inclusive Worship Practices:** Worship planners are encouraged to reflect in worship services the diverse cultural expressions of faith found among the body of Christ. The Worshipful Work Committee in presbytery worship, will model resources and examples for churches to try. This includes incorporating hymns, prayers, and liturgies from various racial and ethnic traditions, so that worship can be a space where all people feel seen, heard, and valued.

**11. Regular Policy Review:** This Anti-Racism Policy will be reviewed every two years by the Racial Justice Committee. During this review process, we will seek feedback from clergy, staff, congregation, and worshipping community members, to assess the policy's effectiveness and identify areas for improvement. We will check with our partners on our effectiveness in community engagement. Updates and amendments will be made as necessary to respond to evolving challenges and contexts.

**12. Measurable Outcomes:** The Racial Justice Committee will review the presbytery's progress on these measurable policy goals including but not limited to:

- Increase the percentage of people of color in leadership roles by a specified amount over the next five years
- Host a minimum of two anti-racist educational events per year
- Provide financial support and fund-raising assistance to the congregations/ministries of the Presbytery made up mainly by people of color
- Provide financial support to at least three community-based racial justice initiatives per year

- Increase the percentage of congregations/ministries that have developed and adopted their anti-racism policy and implemented anti-racism initiatives.

**Conclusion:** This policy is a living document, one that evolves as we continue to learn and grow in our understanding of racism and racial justice. We, as the Presbytery of Mid-Kentucky, commit to this journey with humility, dedication, and the conviction that true discipleship requires the dismantling of all forms of oppression, including racism. Guided by the gospel's call to love and justice, we pledge to be a body of believers that not only denounces racism but actively works to eradicate it from our lives, our church, and our world.

Find resources at <https://facing-racism.pcusa.org/>

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[1] The accountability and reporting process outlined in this antiracism policy is intended to provide both a journey of accompaniment and a pathway for addressing concerns. Individuals bringing forward a complaint will be supported through a process that may lead to educational engagement, restorative action, or, when appropriate, formal judicial review and resolution. This process is designed to align with existing presbytery policies.

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**The Presbytery of Mid-Kentucky  
Presbyterian Church (USA)  
Child and Youth Protection Policy**

Jesus said, “Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of God belongs.” (Matthew 19:14; Luke 18:16) We who lead children and youth as they grow in faith also have a responsibility to protect and care for them. The Mid-Kentucky Presbytery seeks to protect the adults who work with the young people in the church. The Education Unit of the Presbytery of Mid-Kentucky recommends the following guidelines and practices for the security, protection and care of children and youth, and the adults who work with them in ministry.

1. Adult workers will agree to background checks. The Mid Kentucky Presbytery has contracted with *Protect My Ministry* to provide background checks at a discounted price. Register at <http://www.protectmyministry.com/midkypres>. A list of available databases is attached to this document.
2. Adult workers will receive information and training regarding the safety and protection of the children and youth in their care. An excellent source for Youth Protection Training is available through the Boy Scouts of America at <https://myscouting.scouting.org>. Further information is available at <http://www.scouting.org/training/youthprotection.aspx>.
3. Two-adult leaders are required to attend all events. One-on-one contact is not permitted unless the adult and child/youth are in clear view of other adults and children/youth.
4. Respect for the privacy of children, youth, and adults is expected at all times unless the health and safety of the individual is at risk. Responsible use of digital devices is expected in all situations.
5. Attire that is appropriate for the occasion is to be worn by all participants.
6. At all times children, youth, and adults are expected to treat one another with love and respect, guided by Jesus’ words, “In everything do to others as you would have them do to you.” (Matthew 7:12)
7. Children and youth are encouraged to immediately tell an adult about any inappropriate situations.
8. Adults are expected to be alert to any situations that may place children and youth in danger. They are encouraged to establish a relationship of trust with the children and youth in their care. If inappropriate activities are reported, the adult will immediately give the information to the supervising adult.

### **Off-site Events**

1. An adult will not travel off-site with one child/youth in a vehicle. When travelling at least three people, one adult and two young people, will travel together in a vehicle.
2. At overnight events all sleeping arrangements should be carefully considered. When possible, adults should normally sleep in separate rooms from children and youth.

**MANDATORY REPORTING NOTE:** There are mandatory reporting laws in the state of Kentucky for any crime committed against a person under the age of 18, all cases of domestic violence, and cases of abuse and neglect of persons over the age of 18 who are physically or mentally challenged. If you receive information regarding someone in one of these categories who has been sexually assaulted, or in any other way abused or neglected, you are legally obligated to report the incident to the Department of Community Based Services or law enforcement.

Further information about “Children and Youth Safety” is available through Guide One Insurance at <https://www.guideone.com/churches.htm> and at <https://www.safechurch.com>.

**The Presbytery of Mid-Kentucky  
Presbyterian Church (USA)  
Sexual Misconduct Policy**

INTRODUCTION: The Presbytery of Mid-Kentucky, in an effort to further the peace, unity and purity of the church through the prevention and remediation of sexual misconduct within the church, has developed the following policy. The structures and procedures for responding to allegations of sexual misconduct are mandated by the Book of Order (G-3.0106). This policy applies to all teaching elders and commissioned ruling elders of the presbytery. Others who serve the church, paid and volunteer, are under the jurisdiction of the session of the particular church.

**PART I**

**MID-KENTUCKY PRESBYTERY TEACHING ELDER SEXUAL MISCONDUCT POLICY**

THE PURPOSE OF THIS DOCUMENT: To define sexual misconduct by Teaching Elder members of Presbytery and to describe the procedures for reporting sexual misconduct to the Presbytery.

DEFINITION OF SEXUAL MISCONDUCT: Sexual misconduct in the Teaching Elder relationship is an abuse of authority and power, breaching Christian ethical principles by misusing a trust relationship to gain advantage over another for personal gratification in an exploitative and unjust manner. It is the comprehensive term used in this policy to include sexual abuse of children or adults, rape or sexual assault, and sexual harassment. Categories of sexual misconduct are described below.

1. Sexual abuse occurs whenever a person in a position of trust engages in a sexual act, sexual contact, or sexual behaviors with another person to whom he or she owes a professional responsibility. Such abuse shall include, but not be limited to, the following:
  - a. Sexual acts or sexual contact with a minor.
  - b. Sexual acts or sexual contact involving inducement, threat, coercion, force, violence, or intimidation of another person.
  - c. Sexual acts or contact between Teaching Elders and persons with whom they have a professional relationship. This includes consensual physical relationships. Sexual relationships even when consensual are not acceptable regardless of whether pastoral care is involved. The inherent imbalance of power between the Teaching Elder and a congregant undermines the validity of such consent.
  - d. Sexual acts or sexual contact with another person who is incapable of appraising the nature of the conduct or physically incapable of declining

- participation in, or communicating unwillingness to engage in, that sexual act or sexual contact.
- e. Sexual acts or sexual contact arising from the administration to another person of a drug or intoxicant which substantially impairs the ability of that person to apprise or control the nature of the conduct.
  - f. Compelling another person to view child or adult pornographic media or websites.
2. Child sexual abuse includes, but is not limited to, any contact or interaction between a child under 18 years old 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. Child sexual abuse between an adult and a child is always considered forced whether or not consented to by the child. Child sexual abuse is a crime in all states and must be reported to civil authorities and the Stated Clerk of the presbytery. Anyone who knows or has reason to suspect that child abuse has occurred or is occurring is a mandated reporter under Kentucky law.
  3. Rape or sexual assault is a crime in every state and should be reported to civil authorities and to the Stated Clerk of the Presbytery.
  4. Sexual harassment includes any sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually offensive nature when: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or their continued status in an institution in either a professional or volunteer capacity; b) submission to or rejection of such conduct by an individual is the basis for employment decisions affecting that individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or volunteer performance by creating an intimidating, hostile, or offensive working environment. Sexual harassment can consist of a single intense or severe act or multiple persistent or persuasive acts. Sexual harassment may include, but is not limited to:
    - a. sexually oriented jokes or humor.
    - b. sexually demeaning comments.
    - c. verbal suggestions of sexual involvement or sexual activity.
    - d. questions or comments about sexual behavior.
    - e. unwelcome or inappropriate physical contact.
    - f. graphic or degrading comments about an individual's physical appearance.
    - g. express or implied sexual advances or propositions.
    - h. display of sexually suggestive objects or pictures.
    - i. repeated requests for social engagements after an individual refuses.
  5. Sexual misconduct is never permissible. It is a violation of the principles set forth in Scripture as well as of Teaching Elder, pastoral, employment, and professional relationships. Sexual misconduct by a Teaching Elder violates the ordination vows of

the Presbyterian Church (USA) and the Standards of Ethical Conduct for the Mid-Kentucky Presbytery.

6. All Teaching Elder members of the presbytery shall attend training offered by the presbytery or another source satisfactory to the Commission on Ministry on the issues of sexual misconduct. All candidates and inquirers of the presbytery shall attend a training offered by the presbytery or another source satisfactory to the Commission on Preparation for Ministry on the issues of sexual misconduct. Failure to attend such a training within one year of being received by the presbytery will result in the teaching elder member being placed on unpaid administrative leave and excluded from the exercise of ministry until such time as the training is attended. Such an administrative leave shall be automatic, requiring no further action by the presbytery. Boundary training is required by the Presbytery of Mid-Kentucky every three (3) years.
7. Whereas this policy addresses sexual misconduct by teaching elders and commissioned ruling elders, each congregation and organization in the presbytery is responsible for developing a policy for church professionals, officers, members, non-member employees, and volunteers which is consistent with this document.

## **PART II**

### **RESPONSIBILITIES AND ROLES OF MID-KENTUCKY PRESBYTERY IN POLICY IMPLEMENTATION**

1. Availability of policy and procedures
  - a. All teaching elders and commissioned ruling elders shall be given copies of the policy and be required to sign an acknowledgment of receipt.
  - b. This document shall also be available to all church members and to the public.
  - c. Presbytery employees shall receive this document as a supplement to the employee handbook.
  - d. This policy will be sent to every clerk of session upon request or when it has been updated. The policy will be available at all times on the presbytery's web site.
2. Management of allegations of sexual misconduct by teaching elders and commissioned ruling elders
  - a. Resource Documents: The responsibilities, structures and procedures for responding to allegations of sexual misconduct are mandated in part by the Book of Order, such as the roles of the Commission on Ministry and an Investigating Commission (see G-11.0502 and D-10.0200).
  - b. Liability and Insurance: The presbytery and its congregations shall annually obtain from their insurance agents, confirmation that their liability insurance policy covers sexual misconduct liability for its programs and activities.

- c. Record Keeping: The presbytery will include in every employee's personnel file, including Teaching Elders, the application for employment, any employment questionnaires, reference responses, and other documents related to this policy including a signed receipt for receiving the sexual misconduct policy.

#### PRE-EMPLOYMENT SCREENING FOR PROSPECTIVE INCOMING TEACHING ELDER OR COMMISSIONED RULING ELDER

##### 1. Reference Checks:

- a. Pre-employment screening includes specific questions related to previous complaints of sexual misconduct. The Presbytery reviews Sexual Misconduct Information of the Presbyterian Church (USA) Personal Information Form when interviewing persons seeking Teaching Elder calls.
- b. The general presbyter is responsible for making reference checks through the synod executive, mid-council leader, or other authorized persons to ascertain whether those persons have any history of sexual misconduct. The General Presbytery reports to the Commission on Ministry either that there was no reported sexual misconduct, or that the commission should inquire into reported sexual misconduct. A written record of conversations and correspondence with references will be kept in the teaching elder.
- c. The general presbyter or the stated clerk is obligated to give truthful information regarding complaints, inquiries, and administrative or disciplinary action related to sexual misconduct by the applicant.
- d. Applicants shall be given an opportunity to correct or respond to information regarding sexual misconduct obtained from a reference check.

##### 2. Background Checks

- a. Pre-employment screening for prospective incoming Teaching Elders also includes a mandatory Criminal History Background Check performed by a private investigative firm which will access the misdemeanor and felony conviction records of courts in the United States. The criminal background check is based on the last seven years' residential history of the applicant.
- b. As part of the Commission on Ministry's clearance process, all prospective incoming teaching elders and commissioned ruling elders shall be required to sign a written consent and release form authorizing the criminal record background check. The Commission on Ministry will provide all prospective incoming teaching elders with a written disclosure that a criminal record background report will be requested. Only the general presbyter and the stated clerk shall order and review the criminal record background reports. The

discovery of a criminal conviction will not automatically exclude the person from entry into the presbytery and work in its congregations. The use the presbytery makes of the criminal record background report will be determined on an individual case by case basis. The general presbyter and the Commission on Ministry will counsel both with the prospective teaching elder and the calling congregation where appropriate. At the same time, the Commission on Ministry will take with full seriousness the failure of incoming prospective teaching elders to volunteer critically important information regarding criminal history.

- c. The general presbyter and stated clerk shall ensure the confidentiality and appropriate retention of criminal record background reports.
- d. A teaching elder who claims that the information in the report is inaccurate, false or incomplete shall have the right to dispute it with the investigative firm.
- e. The Presbytery will follow all the steps set forth in the Fair Credit Reporting Act.

## EDUCATION

Mid-Kentucky Presbytery has a commitment to offer, provide resources for, and to publicize educational opportunities to prevent sexual misconduct in the church. Boundary training is required by the Presbytery of Mid-Kentucky every three (3) years.

## **PART III**

### **POLICY ON RESPONSE TO ALLEGATIONS OF SEXUAL MISCONDUCT BY TEACHING ELDERS**

1. Known or suspected sexual misconduct by a Teaching Elder shall be reported to civil authorities and to the Stated Clerk.
2. Sexual abuse involving children and allegations of rape, sexual assault, or other misconduct that violates criminal law shall be reported to civil authorities and to the Stated Clerk.
3. In the event that an alleged incident of sexual harassment comes to the attention of the Clerk of Session, the Stated Clerk of the Presbytery will contact the accuser/victim and discuss the following alternatives:
  - a. The Session or employing agency level: referring the matter to the church session and/or personnel committee for their consideration and action.
  - b. The Commission on Ministry level: requesting an intervention by the Commission on Ministry or its representatives.
  - c. The Presbytery level: directly proceeding to the judicial process defined in the Book of Discipline.
4. Out of this conversation each participant shall determine the appropriate level of intervention and offer that view to the others.

- a. If all parties (including the accuser and/or victim) believe alternative “a” should be the course of action, it shall be pursued.
  - b. If any one or more of the parties believes alternative “b” should be pursued, then “b” shall be pursued unless any one party or more believes alternative “c” should be pursued, then alternative “c” will be pursued.
  - c. Beginning with alternative “a” does not preclude shifting the approach to alternative “b” or “c” at a later time.
  - d. Alternative “c” does require the participation of the accuser/victim.
  - e. The accuser/victim can proceed to disciplinary process (alternative “c”) at any time he or she may choose independent of any other party.
5. Teaching Elders are subject to inquiry and discipline under the Book of Order Rules of Discipline. A final report, including any charges filed, and actions taken shall be made by the Stated Clerk to the Presbytery. A copy of the report will be filed in the permanent personnel file of the accused.
  6. A written complaint to the Stated Clerk alleging sexual misconduct by a Teaching Elder member of the Presbytery subjects that Teaching Elder to any policy on administrative leave in effect.
  7. A Teaching Elder may make a written confession of misconduct without a victim’s complaint to the Stated Clerk. The Clerk will proceed under the Book of Order Rules of Discipline.
  8. The Presbytery will respect the rights of all parties involved: accusers, victims, accused, and an involved congregation. These rights include:
    - a. To be heard and taken seriously. From the time that sexual misconduct is reported, all persons shall receive immediate attention and serious consideration from those representing the Presbytery. A reasonable attempt to identify and to locate the victim(s) will be made in the case of self-accusal.
    - b. To be informed about church procedures with regard to the accusation. One member of the Commission on Ministry or the Permanent Judicial Commission will be the Presbytery contact for each party involved.
    - c. To obtain legal advice.
    - d. To be offered an advocate trained by the Commission on Ministry. While Mid-Kentucky Presbytery proceeds to deal with the accusation, the Presbytery has the responsibility to provide each party involved with moral support from an individual who is available to him or her or them.
    - e. To be assured that justice will be pursued through the procedures set forth in the Book of Order and this Policy.
    - f. To become engaged in work toward healing and reconciliation.

9. The Presbytery shall design a plan for provision of counseling or reimbursement of counseling fees for the victim(s) that involves presbytery, the victim's(s') insurance, the perpetrator, congregation, or its insurance for a reasonable period of time, up to a maximum of one year.

## APPENDIX

### Glossary of Terms

1. **Accused** is the person against whom a claim of sexual misconduct is being made.
2. **Accuser/victim** is the person claiming knowledge of sexual misconduct by a person covered by this policy. The victim is the person alleged to have been subjected to sexual misconduct by a person covered under this policy. The accuser may or may not have been the victim of the alleged sexual misconduct.
3. **Advocate** is a person trained by the Commission on Ministry in the issues of sexual misconduct and to provide support, and emotional and physical presence, to either the alleged victim(s) and their family, the accused, family members of the accused, or the congregation involved in a sexual misconduct case. The advocate also provides clarification of the investigative process of the church and the judicial process of the church to the person(s) with whom he or she works. The role of an advocate is not to speak for the party for whom he or she is an advocate but to inform that party of his or her rights within the investigative process. The advocate shall not give advice regarding civil remedies. When requested by the party for whom she or he is an advocate, the advocate may accompany that person to meetings of Presbytery entities when that party is testifying.
4. **Mandated Reporter** is described by the laws of Kentucky as a person who is required to report any and all suspected incidents of child abuse, including child sexual abuse, that come to their attention.

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**The Presbytery of Mid-Kentucky  
Presbyterian Church (USA)  
Parental Leave Policy**

1. Theological Grounding

God created us to be in relationship with one another. Human beings are nurtured in families where we care and are cared for at the most basic level, which equips us for life in the larger community. The Church recognizes the significance of family in the lives of its church personnel and seeks to be fair, reasonable and compassionate in all its dealings related to family. Scripture instructs us to honor those we call “father” or “mother” (Exodus 20:12), and to care for children, for such is “the Kingdom of God” (Mark 10:13-16). Therefore, it is the policy of the Presbytery of Mid-Kentucky and its member congregations to meet or exceed the following compensation terms regarding calls and covenants of Teaching Elders, Certified Christian Educators, and Commissioned Ruling Elders (hereafter referred to as “church professionals”) serving within the bounds when a child(ren) is added to their family through birth or adoption.

2. Parental Leave

To provide Sessions and/or congregations minimum standards for a church professional’s parental leave, parental leave of thirteen weeks (91 consecutive days) is to be included in all terms of call packages.

3. Parental Leave Guidelines

- a. When a church professional or professional's spouse becomes pregnant, they shall customarily inform the session and/or congregation by the 24<sup>th</sup> week of the pregnancy. In the event of adoption, the church professional desiring to adopt shall customarily notify the session and/or congregation at least three months prior to the placement of the child.
- b. Parental leave of thirteen weeks (91 consecutive days) shall be granted to a church professional for a birth or adoption. The church professional shall receive full compensation and benefits during the parental leave. It is anticipated that individual churches will not feel limited by these requirements but will respond to the need for parental leave responsibly and generously.
- c. A church professional may use accrued vacation and/or sick leave to lengthen the parental leave, providing this information as soon as possible to the session and/or congregation.

4. Additional considerations:

- a. Study leave shall not be used for parental leave.
- b. Re-entry after parental leave may be negotiated on a full-time or part-time basis, with commensurate adjustments of compensation as agreed upon by the church professional, session, congregation and in consultation with the Commission on Ministry.
- c. If a church professional initiates dissolution of a call, or non-renewal of a contract within one year following parental leave any unused vacation time shall be credited against the leave.
- d. In the event of a late term miscarriage or stillbirth, a church professional should be granted at least half the parental leave s/he would have received.
- e. Church professionals who are serving the same congregation are both entitled to parental leave, which may be taken either simultaneously or sequentially.
- f. If the financial considerations surrounding parental leave of a church professional prove to be a hardship for the session and/or congregation, they should be in touch with the moderator of the Commission on Ministry and the general presbyter, who will seek ways to assist the session and/or congregation to make the parental leave possible.

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**The Presbytery of Mid-Kentucky  
Presbyterian Church (USA)  
Conflict of Interest Policy and Matrix**

Our Presbyterian polity is built on a foundation of underlying trust. Our Book of Order states:

*G-1.0102 The Fellowship of the Congregation*

*The polity of the Presbyterian Church (U.S.A.) presupposes the fellowship of women, men, and children united in covenant relationship with one another and with God through Jesus Christ. The organization rests on the fellowship and is not designed to work without trust and love.*

Individuals elected by the Presbytery to serve on the committees, commissions or other elected entities of the presbytery are members of congregations within the presbytery’s bounds. Presbytery staff are appointed to serve as resource persons for the commission. For purposes of this policy, elected members and appointed staff resource persons are referred to collectively as “members.” In their election or appointment, the presbytery affirms its expectation and trust that each member will follow their conscience and act in accordance with scripture, the Book of Order, and their best discernment of the guidance of the Holy Spirit. It is understood that issues may arise in deliberations that grow from an individual minister of the Word and Sacrament commission member’s ministry, from within the congregation where a commission member ruling elder holds membership, or where an elected member minister of the Word and Sacrament not holding an installed position in a local congregation may be affiliated.

Standards of Ethical Conduct for Mid-Kentucky Presbytery instruct all persons called to ministry within Mid-Kentucky Presbytery “to conduct all matters so that . . . conflict of interest and exploitation are avoided.” (Presbytery of Mid-Kentucky Standards of Ethical Conduct, paragraph 2c.)

A conflict of interest exists when a person in a decision-making process has an interest, direct or indirect, that could reasonably be expected to compromise their judgment, decisions, or actions. Any concern regarding a conflict of interest may be directed to the moderator of the group to which they are involved or to the presbytery stated clerk.

Conflicts of interest within deliberations are inevitable. The matrix that follows provides a policy for elected and appointed leaders and members when determining whether it is appropriate for a particular member of the group to participate in its deliberations. This matrix is not intended to be all-inclusive but addresses common scenarios in group deliberations. Nothing in this matrix precludes a group member from seeking the group’s guidance and assistance regarding difficulties and challenges within their own congregation or call. The presbytery commission, committee or other group may, at its discretion, invite its members affiliated with congregations under discussion to participate in conversation, without vote, when their input is deemed important to the group’s deliberations. Any member may absent themselves from discussion and from vote on any issue wherein they believe a conflict of interest exists for themselves or for a member of their family.

All members have equal vote in group decisions.

Circumstance	The commission member:
Member or their family have financial interest in the issue being considered.	May not be present for discussion or for the vote.

Member or their family are employed by or have employment interest (whether paid or unpaid) in the congregation/individual being discussed.	May not be present for discussion or for the vote.
Member is a non-member affiliate of the congregation being discussed.	May not be present for discussion or for the vote.
Member is a member of the congregation being discussed.	May not be present for discussion or for the vote.
Member with one of the acknowledged conflicts listed above has been invited by the group to share their perspective, when their input is deemed important to the group's deliberations.	Beyond sharing their perspective as invited, the member may not be present for discussion or for the vote.

**Definitions:**

**Family:** Spouse, children, siblings, parents, in-laws, grandparents, and grandchildren.

**Affiliate:** A person who participates in the congregation's worship and work but is unable, due to membership in the presbytery, to become a member.

**Commission member:** Ruling elders and ministers of the Word and Sacrament elected to serve on the commission and Presbytery staff who resource the commission.

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**The Presbytery of Mid-Kentucky  
Presbyterian Church (USA)  
Investment Policy**

**1. Purpose:**

The Finance Committee of Mid Kentucky Presbytery is charged in the presbytery's Manual of Operations and Standing Rules November 3, 2018, in section 7.2.2. a: to coordinate all fiscal matters for the presbytery.

According to the Standing Rules of Mid Kentucky Presbytery, The Coordinating Commission “oversees the work of each programmatic standing committee.” The Finance Committee shall direct the investment of all funds held by the presbytery, having as its objective the safety and productivity of the funds. The Finance Committee shall exercise Christian social responsibility through its investment policy.

## **2. Definitions:**

### *Growth Investment:*

A fund or portfolio that seeks to provide capital appreciation by investing primarily in stocks of companies believed to offer above average growth potential. This fund or portfolio may invest in large, medium or small companies.

### Value Investment:

A fund that seeks to enhance the inflation adjusted value of the assets and to provide stable and increasing earnings. This portfolio will typically invest in larger companies that produce increasing dividends.

### Fixed Income

A fund that seeks to maximize cash income while preserving the principal. This portfolio will consist of fixed income instruments including but not limited to corporate bonds, US treasury bills, notes, and bonds, real estate investment trusts, foreign government and corporate debt, and preferred stocks.

### Socially Responsible Investment

A socially responsible investment is a commitment of financial resources which is made for a purpose other than its monetary return to the investment portfolio of the presbytery.

## **3. Ethical Guidelines:**

The Finance Committee recognizes that the presbytery’s primary ministry is to serve Jesus Christ by assisting its member churches and ministers in answering and following God’s call through mission, education, congregational development, worship, prayer and stewardship.

In Mid Kentucky Presbytery’s Standing Rules Appendix 3, Standards of Ethical Conduct IB, The Presbyterian Context reads “Basic to Reformed and Presbyterian understanding of Christian discipleship is faithfulness to personal and communal ethics, integrity and discipline in life and doctrine. This faithfulness is exercised through the decisions of the councils of the church: Sessions, Presbyteries, Synods and General Assembly. It is shaped by reference to standards set forth in Scripture, the advocacy of the Holy Spirit, the accumulated wisdom of the people of God, a critical examination of societal thought and practice in the light of the Gospel, and an awareness that God alone is Lord of [the] conscience.” We agree with Jesus’ words "For where your treasure is, your heart will be also." *Matthew 6:21*

The presbytery recognizes its connection with the Presbyterian Church (U.S.A.) and its responsibility to follow General Assembly guidelines and the *Book of Order*. Therefore, the Finance Committee will use its best judgment in assessing how Christian ethical principles might be applied to the presbytery's investments.

In carrying out its responsibility to manage the presbytery's investments, the Finance Committee is guided by a theology of stewardship to use the resources of the presbytery for empowering God's ministry within the geographical bounds of the presbytery and beyond.

The Finance Committee will supplement its own investment guidelines with this additional ethical guideline:

- a) We will follow Mission Responsibility through Investment guidelines and/or recommendations from the office of Faith-based Investing and Corporate Engagement.

#### **4. Investment Objectives:**

The Finance Committee shall manage the investment funds or portfolios, which could include a growth fund or portfolio, a value fund or portfolio, and a fixed income fund or portfolio as described below. The Finance Committee may engage the services of an independent investment advisor or portfolio manager as it deems appropriate, to advise, direct, and prescribe investments for the presbytery's funds. The Finance Committee may give the investment advisors or portfolio managers discretion in the selection of securities within the parameters of this policy.

#### **5. Investments:**

Investments may be made by portfolio managers and investment advisors in the following categories: U.S. common stock, American Depository Receipts (ADR's), preferred stock, convertible stock, corporate bonds, debt securities issued or guaranteed by the U.S. government, its agencies, or instrumentalities, asset-backed securities, mortgaged backed securities, certificates of deposit, short term loans to banks, and short-term money market instruments. Investments may not be made in margin purchases, hedging, short sales, options, commodities, oil, gas or mineral leases, mineral rights royalty, contracts, letter stock purchases, privately placed securities, real estate mortgages, leasebacks, land loans, cryptocurrency or equity real estate.

The Finance Committee may pursue other investments not specifically excluded in this section it considers appropriate for the presbytery's funds. Such investments may take various forms: e.g., equity, loans, fund deposits, loan guarantees, etc.

#### **6. Diversification:**

Investments shall be diversified geographically, across industries, and business sectors. International investments shall be diversified across political regions, with particular attention paid to the political stability of the governing bodies and the region.

**7. Restrictions:**

Total investment in any company shall not exceed 10% of the total market value of the presbytery's assets. No more than 25% of the presbytery's funds may be designated as socially responsible investments.

**8. Supervision:**

- a. The Finance Committee shall have direct responsibility for the oversight and management of all funds, and for the establishment of investment policies and procedures.
- b. The Finance Committee will review the asset allocation of the funds annually and ensure that the investment targets are being met.
- c. The Finance Committee shall have the power to recommend to the Coordinating Commission or presbytery to engage or discharge investment managers, advisors, custodians, or other fiscal agents.
- d. The performance of the investment managers shall be reviewed annually by the Finance Committee, or the Management Sub-Committee appointed by the Finance Committee.
- e. The Finance Committee shall solicit proposals from other firms/financial managers as necessary to ensure that the money is being invested in the most prudent and efficient manner.

**9. Amendments:**

This policy can be amended or replaced by a majority vote by the Finance Committee approval of the Presbytery of Mid Kentucky, or a committee/commission delegated for that purpose of the presbytery. The Investment Policy shall be reviewed at least annually by the Finance Committee.

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**The Presbytery of Mid-Kentucky  
Presbyterian Church (USA)  
Policy for Churches Being Dissolved**

Mid-Kentucky Presbytery bears witness to the wisdom of Ecclesiastes when it reminds us that “to everything there is a season and a time for every purpose under heaven... a time to be born and a time to die.” When a particular congregation of the presbytery reaches its time and contemplates dissolution, we affirm

- that property of particular churches is held in trust for the whole denomination in accordance with G-8.0201 and with the applicable portions of the Commonwealth of Kentucky Corporation Law.
- the Presbytery’s responsibility to preserve the witness and resources of the Presbyterian presence of the past and the future.
- our abiding commitment to reconciliation and continued healthy relationships between the Presbytery and our congregations.
- we are all responsible for each other’s well-being and that the primary approach to the congregations within our bounds should be positive, pastoral, and spiritual to strengthen the relationships one to another.

A particular church may ask the Presbytery to be dissolved (G-3.0303b, e G-4.0204m 4.0205, 4.0206a.) A church may also ask the presbytery to assist the church as the church contemplates dissolution.

When a church is contemplating dissolution, the Committee on Ministry will assign a three-person team. The three-person team will give this policy to the congregation as early in the process as possible and meet with the pastor and session. Presbytery will take the lead on educating the congregation about the process.

When the decision for dissolution has been made or seems likely, the Presbytery will appoint an Administrative Commission in accordance with G-3.0303b with original jurisdiction over the session of the church being dissolved. The Administrative Commission’s task is to facilitate the work of closing the congregation. The Administrative Commission acts with the full authority of the session, on behalf of the Presbytery, until dismissed by the Presbytery.

The Administrative Commission will consist of:

- at least two members chosen by the Committee on Ministry;
- one member from the Finance Committee;
- ordinarily the pastor or the equivalent;
- and ordinarily at least one ruling elder from the church.

The members of the Administrative Commission will be voted on by the presbytery.

A congregational meeting will ordinarily be held to vote on the dissolution. When feasible, a member of the Administrative Commission will attend the final congregational meeting.

**The Administrative Commission should do the following:**

A. Care for Church Employees

1. Plan for staff departures including addressing severance pay and payroll liabilities
2. Ensure appropriate government forms are submitted include completing annual forms (like W2,W3; and for W9 Contract employees, a 1099)
3. File end of quarter reports (many of these forms have a box for noting if this is the final pay period)
4. Report any employee severance packages to appropriate entities like the Board of Pensions, IRS, etc.

B. *Ensure the Pastoral Care of the Former Congregation:*

1. Work with the former Session to determine the details of the closure as appropriate.
2. Ensure the provision of pastoral care for the former members of the congregation.
3. Plan appropriate celebrations of the church's history and ministry, including a final worship service.
4. Contact community groups (if any) using the building to determine their needs.
5. Assist former members to find new church homes.

C. *Deal with Records:*

1. Provide the Stated Clerk with a list of members not transferred to another church after the official date of dissolution.
2. Obtain all original church records (minutes, rolls and registers) and provide them to the Stated Clerk.
3. Deliver all historically important documents, photographs, etc. to the Stated Clerk.

D. *Handle Legal Matters:*

1. As quickly as possible, obtain a Quit Claim Deed from the Trustees of the church to Mid-Kentucky Presbytery.
2. This needs to be done while there still are Trustees to sign such a document. If necessary, some, or all, of the Administrative Commission members can be elected by the last Trustees to be the new Trustees of the church. By law, however, even after the church corporation is dissolved, the last Trustees remain in office to perform the duties necessary to wind down the corporation.
3. Check the Secretary of State's website to assure the corporation is in good standing (all required filings have been made) and to determine its full proper corporate name and the names and addresses of the duly elected officers.
4. Review any potential sources of legal liability, including known past sexual misconduct, accidents, debts, liens, etc.

5. Check the local property records to provide preliminary information about the proper legal title and legal description for the subject church property. This is not the same as a title search but it is necessary minimal due diligence in the event the Administrative Commission decides to sell the property. Ultimately, the Administrative Commission may have to obtain a title policy.
6. Dissolve the legal corporation once all property has been transferred, accounts transferred to Mid-Kentucky Presbytery, etc.

*E. Security Matters:*

1. Get all keys and codes to access church properties and possessions (safe, PO Box, buildings, manse). Get all usernames and passwords for website, social media accounts, computers, bank accounts, email addresses, etc.
2. Place notices on the website, social media accounts, email, answering machine, outdoor signage, etc. of the church's new status.
3. Get contact information for service providers such as groundskeeping, air conditioning, heating, plumbing, etc.
4. Review all insurance policies - including hazard, liability, flood, and automobile insurance.
5. Get the property of the dissolved congregation onto the Presbytery's insurance then cancel the former congregation's policy.
6. Appoint a property supervisor to check periodically on the building (for break-ins, vandalism, etc.)
7. Determine if all keys have been returned and if locks should be changed.

*F. Financial Matters:*

1. List items which could be offered to other congregations, new church developments, Cedar Ridge Camp or some other mission entity.
2. List items of nostalgic interest to members of the church (such as memorials) which could be given or sold to church members.
3. List items to be sold to church members.
4. List items to be sold to the general public in a yard sale.
5. Change bank accounts, investment accounts, etc. to Administrative Commission's control by changing signatories.
6. Review all existing contracts-including telephone, cell phone, internet, advertising, yellow pages, lawn, maintenance contracts, etc. and cancel unneeded services.
7. Review finances for leases or other encumbrances that need to be considered prior to the possible sale of the property. This review may include but is not limited to short-term leases/contract for building use of under 5 years (which do not require approval of presbytery), as well as longer-term agreements exceeding 5 years (which require presbytery approval). Types of leases/contracts may include leasing the steeple for cellphone antenna placement, preschools, etc.

8. List all vehicles owned by the church and secure them from use until disposed.
9. Gather and review the church's complete financial records.
10. Gather all bank accounts, checkbooks, credit card, and other financial statements and records - including those maintained by organizations within the church (Sunday School, Presbyterian Women, etc.).
11. Gather all investment account records and electronic access—including endowment funds, stocks and bonds owned by the church.
12. Determine if there are any limitations placed upon the use of funds by terms of bequests.
13. Determine if there are any bequests outstanding or in probate.
14. Review all debts - including credit cards, lines of credit, automobile loans, loans to church members, etc. and ascertain whether MKP is liable for any portion of the debt.
15. After all bills and debts are paid, transfer all remaining funds to the Presbytery of Mid-Kentucky.
- 16. Encourage the closing church to suggest a usage for at least 10% but not more than \$500,000 of financial proceeds so they feel they have a legacy.**

*G. Determine the disposition of the property:*

1. Consider conducting a community needs assessment to see if it is fiscally responsible for the property to still serve Jesus Christ another way, such as a New Worshiping Community.
2. Make plans to sell the property. This requires the approval of the Presbytery.
3. Determine the disposition of items like crosses, stained glass, etc.
4. Make arrangements for lawn care/property upkeep/security while the building is unused.

*H. If a determination is made to sell the property:*

1. Facilitate an appraisal of the property.
2. Evaluate what utilities need to remain turned on until disposition of the building.
3. The Board of Trustees/Finance Committee must implement any/all conveyances of real property and/or remaining other property. The Presbytery should be the “successor in interest” to the congregation.

*I. Once final determinations have been made and the work of the Administrative Commission is completed, report on the dissolution to the Presbytery, and request the dissolution of the Administrative Commission. This report may include:*

1. A history of the congregation and its ministries
2. Timeline and summary of the actions of the Administrative Commission
3. The disposition of the real property
4. Once dismissed, the Administrative Commission shall submit its minutes, membership rolls and other records to the Stated Clerk for archiving.

Approved May 18, 2026

Presbytery of Mid KY MoAO