

Standing Rules

Presbytery of Mid-Kentucky *Effective November 3, 2018*

I. Constitutional Authority

- 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 Roberts Rules of Order Newly Revised and these Standing Rules.
- 1.2 These Standing Rules and the attached appendices shall serve as a Manual of Administrative Operations, in accordance with the Book of Order, G- 3.0106

II. Name

- 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."

III. Bounds

- 3.1 The bounds of this presbytery include all 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.

IV. Higher Governing Body Relationships

- 4.1 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.

V. Meetings

5.1 Stated Meetings:

- 5.1.1 There shall be at least four stated meetings of the presbytery each year. The time and place of meetings shall be designated by the Coordinating Commission.
- 5.1.2 Invitations for meetings of presbytery are properly addressed to the moderator or stated clerk.
- 5.1.3 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 presbyter for community life.

5.2 Agenda for the Meetings:

- 5.2.1 A provisional docket for each stated meeting shall be prepared by the stated clerk with input from the worshipful work committee of the Coordinating Commission. The Coordinating Commission shall finalize the provisional docket. An Agenda Committee, composed of the presbyter, stated clerk, moderator, and vice-moderator shall meet prior to the presbytery meeting to coordinate the docket.

- 5.2.2 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. A two-thirds vote is required for new business to be approved at the same meeting at which it is introduced.
- 5.2.3 The Lord's Supper shall be celebrated at the first stated meeting of the year, and at other times as determined by the Coordinating Commission.
- 5.2.4 The first stated meeting of the presbytery each year shall be designated as the annual meeting of the corporation (G-4.0101).
- 5.2.5 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 that committee of presbytery or other time as necessary.

5.3 Special Meetings:

- 5.3.1 Special meetings may be called by the moderator in consultation with the vice-moderator, the stated clerk, and the presbyter for community life. (G-3.0304)

VI. Officers

6.1 Moderator:

- 6.1.1 The moderator and vice-moderator shall be elected and installed at the November stated meeting to a term of one year beginning January 1 of the following year. The moderator shall preside over all meetings and appoint all committees except those elected by presbytery or otherwise named. The moderator shall have the privilege of service as an ex-officio member of all committees of the presbytery.
- 6.1.2 The moderator of presbytery, or his or her designee, shall ordinarily preside over and participate in commissions of the presbytery for the purpose of ordinations and/or installations of pastors, associate pastors, co-pastors and designated pastors. The moderator shall have authority to organize commissions for the purpose of ordaining and installing ministers and commissioning ruling elders. These commissions shall report to the next stated presbytery meeting.
- 6.1.3 The moderator shall have the authority to appoint ministers and ruling elders to investigating committees and/or committees of the Coordinating Commission as needed, as called for in the Rules of Discipline (D-10.02.01b and D-6.0302a). Such appointments shall be done in consultation with the stated clerk, the presbyter, the chairperson of the Commission on Ministry, and one ruling elder at-large member of the Coordinating Commission.

6.2 Vice Moderator:

6.2.1 The vice-moderator shall, in the absence of 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.

6.3 Stated Clerk:

6.3.1 The stated clerk shall be elected at the last stated meeting of the year to a term of three years, beginning on January 1 of the following year. The stated clerk shall be paid a salary as determined by the presbytery through the Personnel Committee. The work and salary of the stated clerk shall be included in the presbytery's annual review of its staff.

6.3.2 The Stated Clerk shall:

6.3.2.a Work with the Coordinating Commission and Agenda Committee, composed of the presbyter, stated clerk, moderator, and vice-moderator, to prepare a provisional docket for each Stated Meeting of Presbytery.

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

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

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

6.3.2.e Communicate the minutes to each session and minister member of presbytery.

6.3.2.f Communicate all orders of presbytery to those members of presbytery involved.

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

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

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

6.3.2.j Prepare presbytery's annual statistical reports to the General Assembly from the reports of sessions.

6.3.2.k Serve as parliamentarian at meetings of presbytery and the Coordinating Commission.

6.3.2.l Propose to presbytery at its first stated meeting each year the reestablishment of parity voting between ruling elders and ministers, according to the Book of Order, G-3.0301). In the event that a ruling elder is elected moderator or vice-moderator of 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 or her session.

- 6.3.2.m Perform all the duties required by the Constitution of the Presbyterian Church (U.S.A.).
- 6.3.2.n Be authorized to sign retirement documents required by the Board of Pensions 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.
- 6.3.2.o Retain all records of proceedings under the Rules of Discipline for a minimum of two years (D-7.0600e)
- 6.3.2.p Be 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.

6.4 Recording Clerk:

6.4.1 The Recording Clerk shall be recommended by the stated clerk and nominated by the Committee on Nominations. Presbytery shall elect the recording clerk to a term of three years, at the November stated meeting, following the election of the stated clerk. The Recording Clerk's term of service shall begin January 1 of the following year. The Recording Clerk shall be paid a salary as determined by the presbytery through the Personnel Committee and shall be included in the presbytery's annual review of its staff.

6.4.2 The Recording Clerk shall:

- 6.4.2.a Record all proceedings of the meetings of presbytery and submit them promptly, with supporting documents, to the stated clerk.
- 6.4.2.b Assist the stated clerk in the duties of parliamentarian for the meetings of presbytery.
- 6.4.2.c Serve as recording clerk to the Coordinating Commission..

6.5 Treasurer:

6.5.1 The Treasurer of Presbytery shall be elected by Presbytery at the last stated meeting of the year to a term of three years, beginning January 1 of the next 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.

The Treasurer:

6.5.2 Shall serve as an ex officio advisory member of the Finance Committee.

- 6.5.3 Shall 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.
- 6.5.4 Shall be bonded and designated as Treasurer of Presbytery for any requirements as a corporate entity.
- 6.5.5 Shall assume care and responsibility for all financial records and papers in cooperation with the presbytery's office manager.
- 6.5.6 Shall make available to the Finance Committee all information and records and submit them for review by that committee.
- 6.5.7 Shall present regular report on Presbytery's finances to each meeting of the Finance Committee, which shall make said report available to the Coordinating Commission and Presbytery, and upon request shall regularly furnish to the leadership of any committee or commission of Presbytery information regarding the financial accounting status of that committee or commission.

VII. Structure (Unless otherwise specified, all elected terms shall be for three calendar years, renewable for a second consecutive term only.)

7.1 Coordinating Commission

7.1.2 Composition:

- 7.1.2.a The immediate past moderator, who shall serve as chair.
- 7.1.2.b The moderator and vice-moderator of presbytery.
- 7.1.2.c Six at-large members elected by presbytery for three-year, staggered terms.
- 7.1.2.d A representative from each of the programmatic standing committees.
- 7.1.2.e A representative from each of the commission's committees.
- 7.1.2.f Members with voice but not vote: presbyter for community life, stated clerk, recording clerk (who will also serve as secretary for the commission).

7.1.3 Responsibilities:

- 7.1.3.a Provides general coordination of the presbytery's mission and ministry.
- 7.1.3.b In consultation with the stated clerk, sets agenda for each presbytery meeting including theme development and worship leadership.
- 7.1.3.c Oversees the work of each programmatic standing committees.
- 7.1.3.d Relates to organizations with which the presbytery has a covenant (such as Uspiritus), ecumenical relationships (such as Kentucky Council of Churches),

or denominational affiliations (such as Presbyterian Women).

- 7.1.3.e Appoints task forces.
- 7.1.3.f Affirms the establishment of networks.
- 7.1.3.g Approves requests for contract positions as described in the staffing rationale.
- 7.1.3.h Moves the annual budget to the presbytery for adoption.
- 7.1.3.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.
- 7.1.3.j Designate recipient(s) of the presbytery's share of churchwide special offerings.
- 7.1.3.k In conjunction with the stated clerk, prepare an annual calendar for the presbytery.

7.2 Coordinating Commission Committees

- 7.2.1 Each committee will elect a chair from their elected membership and will appoint a representative to the Coordinating Commission.
- 7.2.2 Visioning Committee — Composed of three members elected by presbytery plus appointed at-large members of the coordinating commission with the ability to add to its membership by invitation.

Responsibilities:

- 7.2.4.a Engage in creative and forward-focused thinking about the presbytery's mission for consideration by the Coordinating Commission and other entities of the presbytery.
 - 7.2.4.b Encourage and support congregational innovation.
 - 7.2.4.c Review the presbytery's structure and mission at least every three years.
- 7.2.3 Finance Committee — Composed of six members elected by presbytery of which at least two shall be ministers and at least two shall be ruling elders, and the remainder shall be members of a congregation of the presbytery. The committee also has the ability to add to its membership by invitation members of a congregation of the presbytery.

Responsibilities:

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



- 7.2.3.b Prepare annually a proposed budget for presbytery to be submitted to the Coordinating Commission.
 - 7.2.3.c Ensure that the presbytery shall ordinarily maintain a reserve fund of 15 percent (15%) of the operating budget, making use of year-end funds to help maintain this reserve.
 - 7.2.3.d Consider any financial request beyond those in the approved presbytery budget (such as presbytery loans); submit the request to the Coordinating Commission for review.
 - 7.2.3.e Ensure an annual review of the presbytery's financial records and report the findings to the presbytery.
 - 7.2.3.f The elected members 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 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.
- 7.2.4 Communications Committee — Composed of three members, one in each class, elected by presbytery, with the ability to add to its membership by invitation.

Responsibilities:

- 7.2.4.a Manage the presbytery's internet presence including website and social media.
- 7.2.4.b Determine effective ways to communicate with the presbytery (i.e. Daily Update, etc.).
- 7.2.4.c Review and update internet documents (guidelines, policies, etc.).
- 7.2.4.d Assist presbytery entities and agents of mission with distribution of information.
- 7.2.4.e Encourage and equip presbytery entities to effectively use technology for meetings.
- 7.2.4.f Provide communications support to the presbytery office.

7.3 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.

7.3.1 Responsibilities:

- 7.3.1.a Shall 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 presbytery at every stated meeting.
- 7.3.1.b Shall 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.
- 7.3.1.c Shall be responsible for presbytery's work relating to the Board of Pensions and the Benefits Plan of the Presbyterian Church (U.S.A.); shall be designated presbytery's correspondent with these programs; shall receive requests for ministerial relief, and direct appropriate recommendations to the Committee on Finance.
- 7.3.1.d Shall work in conjunction with the Committee on Preparation for Ministry whenever the duties of the two committees overlap.
- 7.3.1.e Shall assign and conduct examinations before presbytery of all candidates in Mid-Kentucky Presbytery for ordination.
- 7.3.1.f Shall act, on behalf of presbytery, to hear the sermons of candidates for the ministry.
- 7.3.1.g Shall 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.
- 7.3.1.h Shall 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.
- 7.3.1.i Shall maintain these standards among ministers and churches: (a) 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; (b) 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; (c) 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 on Ministry; (d) No part-time relationship shall be approved unless the proportionate amount of minimum standards are paid.

7.3.1.j Shall establish training for commissioned ruling elders to particular service and shall have oversight of all commissioned ruling elders serving congregations in Mid-Kentucky Presbytery.

7.3.1.k To keep the lines of communications open, a quarterly meeting shall occur with the chair of the Commission on Ministry, the chair of the Committee on Preparation for Ministry, a person representing commissioned ruling elders, and a person representing Christian educators.

7.4 Commission on Preparation for Ministry -- Composed of twelve members, six of whom shall be Ministers, three Ruling Elders, and three qualified active members elected from the Presbytery at-large.

7.4.1 Responsibilities:

7.4.1.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.

7.4.1.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.

7.4.1.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.

7.4.1.d Recommend to presbytery some disposition of every application which comes before the commission.

7.4.1.e Receive and process all communications from the General Assembly committees and from theological institutions which pertain to candidates.

7.4.1.f Work in conjunction with the Commission on Ministry whenever the duties of the two commissions overlap.

7.4.1.g To keep the lines of communications open, a quarterly meeting shall occur with the chair of the Commission on Ministry, the chair of the Commission on Preparation for Ministry, a person representing commissioned ruling elders to particular service, and a person representing Christian educators.

7.5 Standing Committee on Personnel (reports directly to the presbytery) -- Composed of six

members plus the presbyter for community life. The committee will select a chair from its elected members.

7.5.1 Responsibilities:

- 7.5.1.a Review the work of the presbytery staff each year.
- 7.5.1.b Review and recommend changes in the presbytery's office equipment and office space each year.
- 7.5.1.c In consultation with the Finance Committee, recommend to the Coordinating Commission and to the presbytery any changes in contracts or terms of call for staff members.
- 7.5.1.d Coordinate background checks on potential and current employees.
- 7.5.1.e Hear staff grievances both internally and externally.
- 7.5.1.f Provide ongoing support for personal and professional development of staff.
- 7.5.1.g Review and recommend to the Coordinating Commission changes in the presbytery's personnel manual.

7.6 Standing Committee on Church Administration (reports directly to the presbytery) — Composed of six members.

7.6.1 Responsibilities:

- 7.6.1.a Provide for the orderly reading of session minutes and church registers and report findings to the presbytery.
- 7.6.1.b Provide for an annual review of the standing rules of the presbytery in consultation with the stated clerk.
- 7.6.1.c 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.
- 7.6.1.d Shall 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 member churches.

7.7 The Permanent Judicial Commission (reports directly to the presbytery) -- Composed of nine members for a term not to exceed six years. These members will be placed in three classes and

when called for service shall elect their own moderator and clerk and shall conduct their proceedings according to the Book of Order (primarily Chapter D-5) of the Presbyterian Church (U.S.A.).

- 7.8 Standing Committee on Nominations (reports directly to the presbytery) — 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.

7.8.1 Responsibilities:

- 7.8.1.a Shall nominate to presbytery all general officers, committee members and their chairpersons, Coordinating Commission members and its chairperson, Cedar Ridge Camp, Inc. Board of Directors, and commissioners for other governing bodies of the church. The list of nominees shall ordinarily be submitted to the presbytery at the stated meeting of the year.
- 7.8.1.b Shall initiate and maintain a personnel file of all ministers and ruling elders of the presbytery and qualified active members to serve as a “personnel resource pool” from which committees may create task groups.
- 7.8.1.c Shall endeavor to nominate for membership a balanced number of ministers and ruling elders for all commissions and committees of the presbytery.

- 7.9 Committee on Representation (reports directly to the presbytery) — Shall be composed of six members in accordance with the Book of Order G-8.1.

7.9.1 Responsibilities:

- 7.9.1.a Shall advise presbytery's Committee on Nominations of any need for nominations in particular categories needing increased representation.
- 7.9.1.b Shall regularly inform the presbytery of its progress toward fair representation of diverse categories.
- 7.9.1.c Shall meet at least once a year with the Committee on Nominations.

- 7.10 Programmatic Standing Committees of the Presbytery (report directly to the Coordinating Commission. Members of the standing committees shall be no fewer than three and are elected for a three year rotational term.)

- 7.10.1 Committee on Hispanic/Latino Ministries whose purpose will be the support for

Hispanic and Latino ministry and outreach. This committee will be composed of two ordained members elected by presbytery, one of whom will serve as chair, and may add to its membership by invitation members of the worshipping communities.

7.10.2 Committee on New Worshipping Communities whose purpose will include the work of Ecclesia and the new immigrant fellowships/worshipping communities. This committee will be composed of two ordained members elected by presbytery, one of whom will serve as chair, and may add to its membership by invitation members of the worshipping communities. New Church Developments report to presbytery through their assigned administrative commissions.

7.10.3 Committee on Community Life whose purpose will be to build stronger internal relationships among congregations and among teaching and ruling elders. This committee will be composed of three members elected by presbytery, one of whom shall be ordained and will serve as chair, and may add to its membership by invitation.

7.10.4 Committee on African American Congregations whose purpose will be to link the African American churches of the presbytery with one another for shared ministry. This committee will be composed of members elected by presbytery, one of whom shall be ordained and will serve as chair, and may add to its membership by invitation members of the of the worshipping communities.

7.10.5 Committee on Christian Education whose purpose will be to continue and grow educational opportunities in Mid-Kentucky Presbytery. This committee is also responsible for the oversight of UKirk ministries in the presbytery and oversight of the UKirk Board. This committee will be composed of three members elected by presbytery, one of whom will serve as chair, and may add to its membership by invitation members of a congregation of the presbytery.

7.7 Task Forces and Networks -- The presbytery, through the Coordinating Commission, may also address needs through:

7.7.1 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.

7.7.2 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.

VIII. Cedar Ridge Camp, Inc.

- 8.1 Cedar Ridge Camp, Inc. 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 fifteen members.
- 8.2 The presbytery shall enter into 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.
- 8.3 Cedar Ridge Camp, Inc. and the Cedar Ridge Camp Board shall:
 - 8.3.1 Shall be responsive to presbytery.
 - 8.3.2 Shall be responsible for the program of outdoor education at Cedar Ridge Camp.
 - 8.3.3 Shall be responsible for maintaining state required, and camping association standards, for the operation of Cedar Ridge Camp.
 - 8.3.4 Shall be responsible for maintaining all property and equipment to keep Cedar Ridge Camp functional.
 - 8.3.5 Shall 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.
 - 8.3.6 Shall be responsible for studying and proposing site development for outdoor education purposes.
 - 8.3.7 Shall 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 for inclusion in the proposed presbytery budget.
 - 8.3.8 Shall be accountable to the presbytery in all financial matters regarding the operation of Cedar Ridge Camp.
 - 8.3.9 Shall be responsible for publicizing and promoting the purposes of the ministry of Cedar Ridge Camp.
 - 8.3.10 Shall develop and revise in 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.

IX. Presbytery Staff:

- 9.1 General Staff.
 - 9.1.1 The Coordinating Commission shall maintain a continuing study of the presbytery's needs for general staff, and when convinced of the need for a particular staff position, shall 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.

X. Miscellaneous:

- 10.1 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.
- 10.2 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.
- 10.3 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.
- 10.4 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 Committee on Church Administration and other committees as appropriate, for their review and recommendation.
- 10.5 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.
- 10.6 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 be automatically be referred to the Church Administration Committee. The Church Administration Committee shall bring its recommendation (approve, disapprove, take no action) regarding the overture to the next stated meeting of the presbytery.
- 10.7 Overtures to the General Assembly referred to our Presbytery from another Presbytery: Should a session within the bounds of this presbytery request Mid-Kentucky Presbytery to concur with an overture from another presbytery, the Church Administration Committee shall review the overture and recommend a response to the Presbytery of Mid-Kentucky.

APPENDICES:

The following appendices shall be included with the publication of the standing rules. Appendices may or may not be subject to approval by the presbytery, depending on the subject of the appendix. These are included to keep the presbytery aware of current practice and important documents.

- Appendix 1 Covenant between the Presbytery of Mid-Kentucky and Cedar Ridge Camp, Inc.
- Appendix 2 Sexual Misconduct Prevention Policy
- Appendix 3 Standards of Ethics Policy
- Appendix 4 Parental Leave Policy
- Appendix 5 Personal Leave Guidelines

Appendix 1

A COVENANT BETWEEN THE PRESBYTERY OF MID-KENTUCKY
AND CEDAR RIDGE CAMP, INC.

ARTICLE 1 - PURPOSE

The purpose of this covenant is to define the nature and scope of the relationship between Cedar Ridge Camp, Inc., and the Presbytery of Mid-Kentucky.

ARTICLE 2 - PARTIES TO THE COVENANT

The Presbytery of Mid-Kentucky is part of the Presbyterian Church (USA), located in the Commonwealth of Kentucky with offices at 1044 Alta Vista Drive, Louisville, Kentucky 40205. .

Cedar Ridge Camp, Inc. is an organization of the Presbytery formed to operate and oversee the programs and facilities relative to Cedar Ridge Camp, located at 4010 Routt Road, Louisville, Kentucky, 40299.

ARTICLE 3 - RESPONSIBILITIES UNDER THE COVENANT

A. Cedar Ridge Camp, Inc.

1. The mission of Cedar Ridge Camp, Inc. is as follows:

Cedar Ridge Camp, Inc., is an organization of the Presbytery of Mid-Kentucky which has as its Christian ministry to be an extension of congregations' ministries in education through outdoor and camping experiences and time for reflection, study and meditation. It is the purpose of this ministry to encourage spiritual growth and an appreciation of the interdependence of the Christian Community and the natural world.

Cedar Ridge Camp accomplishes this ministry by providing:

- a. A summer camping program
- b. Year round multi-generational programs
- c. Programs for reflection, meditation, fellowship and recreation

- d. Retreats for study, research and renewal
 - e. Facilities for churches, organizations and individuals to use in their educational and recreational programs.
2. Cedar Ridge Camp, Inc. may up-grade the facilities in the direction of becoming a more adequate conference site, and shall strive to exceed state required and camping association standards for the operation of the camp.
 3. The camping program shall provide a unique Christian camping experience with nurture in Christ and growth in Christian faith through Christian living as the focus.
 4. All programs shall be implemented in cooperation with appropriate committees and commissions of the Presbytery.
 5. The operation shall be cost effective and efficient.
 6. Cedar Ridge Camp, Inc. shall keep the Presbytery advised as to program and fiscal status of the operation and program with reports to each meeting of the Coordinating Commission.
 7. Cedar Ridge Camp, Inc., in keeping with its ministry, shall be available to interpret its programs and to assist congregations and the Presbytery in the development of their ministry in education.
 8. Cedar Ridge Camp, Inc. shall consult with the Coordinating Commission about plans concerning new operations and services, interpretive strategies and educational programs.
 9. Cedar Ridge Camp, Inc. and any organization employed by it shall maintain employment and personnel practices which comply with the policies on representation and equal employment opportunities of the Presbyterian Church (U.S.A.).
 10. Cedar Ridge Camp, Inc. and any organization employed by it shall maintain investment practices which comply with the policies of the Presbyterian Church (U.S.A.).

B. The Presbytery of Mid-Kentucky

1. The Presbytery shall provide program initiative and support for Cedar Ridge Camp, Inc. through its staff and structure.
2. The Presbytery shall cooperate with Cedar Ridge Camp, Inc. in promoting the programs and ministry of Cedar Ridge Camp.
3. The Presbytery shall use the facilities and the programs of Cedar Ridge Camp whenever feasible.
4. The Presbytery shall encourage congregations and individuals to support Cedar Ridge Camp, Inc.'s operating expenses, capital improvements and planned giving programs.
5. The Presbytery budget shall provide annual financial support for Cedar Ridge Camp, Inc. The guideline for the annual support shall be a minimum of 8% of the Presbytery's budget.
6. The Presbytery shall hold a stated meeting at Cedar Ridge Camp at least every three years.

ARTICLE 4 - MUTUAL UNDERSTANDING

The Executive Director of Cedar Ridge Camp, Inc. shall be considered Presbytery Staff and shall relate to the Education Committee of Presbytery.

This covenant shall be reviewed jointly by the Presbytery and Cedar Ridge Camp, Inc. Board every five years or earlier at the request of either party.

Appendix 2

MID-KENTUCKY PRESBYTERY
SEXUAL MISCONDUCT POLICY
(Approved May 11, 2015)

INTRODUCTION

The Mid-Kentucky Presbytery, 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. This policy applies to all Ministers and Commissioned Ruling Elder members of the Presbytery. Others who serve the church, paid and volunteer, are under the jurisdiction of the session of the particular church.

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

A. Definition of Sexual Misconduct: Sexual misconduct in the Minister 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 Ministers 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 Minister 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.

B. Policy on Sexual Misconduct.

1. Sexual misconduct is never permissible. It is a violation of the principles set forth in Scripture as well as of pastoral, employment, and professional relationships. Sexual misconduct by a Minister violates the ordination vows of the Presbyterian Church (USA) and the Standards of Ethical Conduct for the Mid- Kentucky Presbytery.
2. All Minister 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 Minister 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. Sexual Misconduct training is required by the Mid-Kentucky Presbytery every three (3) years.

3. Whereas this policy addresses sexual misconduct by Ministers, each congregation and organization in Mid-Kentucky 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

A. Availability of Policy and Procedures

1. All Ministers shall be given copies of the policy and be required to sign an acknowledgment of receipt.
2. This document shall also be available to all church members and to the public.
3. Presbytery employees shall receive this document as a supplement to the employee handbook.
4. 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.

B. Management of Allegations of Sexual Misconduct by Ministers of Word and Sacrament

1. 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).

2. 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.

3. Record Keeping

Mid-Kentucky Presbytery will include in every employee's personnel file, including Ministers, the application for employment, any employment questionnaires, reference responses, and other documents related to this policy including a signed receipt for receiving the sexual misconduct policy.

C. PRE-EMPLOYMENT SCREENING FOR PROSPECTIVE INCOMING TEACHING ELDERS

1. Reference Checks

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 Minister calls.

The office of the Presbyter for Community Life 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 Presbyter for Community Life 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 Minister's/employee's personnel file.

The Presbytery for Community Life or the Stated Clerk within the Presbytery is obligated to give truthful information regarding complaints, inquiries, and administrative or disciplinary action related to sexual misconduct by the applicant.

Applicants shall be given an opportunity to correct or respond to information regarding sexual misconduct obtained from a reference check.

2. Background Checks

Pre-employment screening for prospective incoming Ministers 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.

As part of the Commission on Ministry's clearance process, all prospective incoming Ministers 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 Ministers with a written disclosure that a criminal record background report will be requested. Only the Presbyter for Community Life or 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 Presbyter for Community Life and the Commission on Ministry will counsel both with the prospective Minister and the calling congregation where appropriate. At the same time, Commission on Ministry will take with full seriousness the failure of incoming prospective Minister to volunteer critically important information regarding criminal history.

The Presbyter for Community Life and Stated Clerk shall ensure the confidentiality and appropriate retention of criminal record background reports.

A Minister who claims that the information in the report is inaccurate, false or incomplete shall have the right to dispute it with the investigative firm.

The Presbytery will follow all the steps set forth in the Fair Credit Reporting Act.

D. EDUCATION

Mid-Kentucky Presbytery has a commitment to offer, provide resources for, and to publicize educational opportunities to prevent sexual misconduct in the church.

PART III: POLICY ON RESPONSE TO ALLEGATIONS OF SEXUAL MISCONDUCT BY MINISTERS

1. Known or suspected sexual misconduct by a Minister 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.

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.
4. Ministers 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.
 5. A written complaint to the Stated Clerk alleging sexual misconduct by a Minister member of the Presbytery subjects that Minister to any policy on administrative leave in effect.
 6. A Minister 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.
 7. 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 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.
 8. 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

Accused is the person against whom a claim of sexual misconduct is being made.

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.

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 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 advocate, the advocate may accompany that person to meetings of Presbytery entities when that party is testifying.

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.

Appendix 3

Standards of Ethical Conduct

Mid-Kentucky Presbytery

For Minister Members, Church Educators, Commissioned Ruling Elders, Leaders of New Worshipping Communities, and all other persons called to ministry within Mid-Kentucky Presbytery

(Approved June 9, 2015)

Theological Foundation:

As Ministers of Word and Sacrament, Church Educators, Commissioned Ruling Elders, Leaders of New Worshipping Communities, and other persons called to ministry within Mid-Kentucky Presbytery - as servants of Jesus Christ in the Presbyterian Church (U.S.A.), we are, among other things, called to:

1. Teach the faith and equip the saints for the work of ministry (Eph. 4:12) as we serve in a variety of ministries, as authorized by the presbytery (G-2.0501);
2. Interpret the mysteries of grace and lift the people's vision toward the hope of God's new creation (G-2.0501);
3. Seek always to discern the mind of Christ and to build up Christ's body through devotion, debate, and decision (G-2.0501).
4. Seek to live holy lives that treat people with that dignity, sanctity and respect because God is holy and all persons are created in God's image. (1 Peter 1:15)

We also affirm:

Christ calls the Church into being, giving it all that is necessary for its mission in the world, for its sanctification, and for its service to God. Christ is present with the Church in both Spirit and Word. Christ alone rules, calls, teaches, and uses the Church as he wills. (F-1.0202).

Christ gives to the Church its faith and life, its unity and mission, its order and discipline. Scripture teaches us of Christ's will for the Church, which is to be obeyed. In the worship and service of God and the government of the church, matters are to be ordered according to the Word by reason and sound judgment, under the guidance of the Holy Spirit. (F-1.0203).

I. Standards of Ethical Conduct

A. Purpose

The purpose of these Standards of Ethic Conduct is to set forth positive guidelines for the practice of ministry within Mid-Kentucky Presbytery, and to promote sensitivity, spiritual reflection, and action

Commission on Ministry with all current and incoming minister members, church educators, commissioned ruling elders, and leaders of new worshipping communities of the presbytery. This is not an exhaustive document, nor will it ever be final, but is one which reflects contemporary concerns in the life of the Church.

B. The Presbyterian Context

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 each conscience.

While persons engaged in ministry are accountable to the Presbytery wherein they labor, they also bear accountability to their calling congregation, council, or body. There is also a larger accountability to the religious community as a whole and to the general public. Persons in ministry should endeavor to be knowledgeable and sensitive to prevailing moral, social, ethical and religious standards, realizing that any violation on their part may cause harm to church members, colleagues in ministry, their profession, and the Church, which is the Body of Christ.

C. Ordination Vows

Those who are called to ordered ministry (ruling elders, ministers, and deacons) and called to other ministries of the church are bound by their membership and ordination vows. All have agreed to trust the Lord Jesus Christ, uphold the truth of the Scriptures and be guided by the confessions, love our neighbors, be governed by our Church's polity, and work for the reconciliation of the world. They have promised to further the peace, unity, and purity of the church, and to pray for and serve the people with energy, intelligence, imagination, and love, and to faithfully perform their duties in their particular ordered ministry (W-4.4002). These vows are the foundation for the ethical practice of ministry.

II. Fundamental Principles of Ethical Conduct

- A. In all matters persons called to ministry are to maintain practices that give glory to Christ, advance the Great Ends of the Church, and nurture, challenge, and protect the welfare of church members, clients, and the public.
- B. Persons called to ministry are to limit their practice of ministry to those positions and responsibilities for which they are called within the Presbyterian Church (U.S.A.) and for which they are qualified by training and/or experience.
- C. Persons called to ministry are to conduct all matters so that security and confidentiality are maintained, and conflict of interest and exploitation are avoided.
- D. Persons called to ministry are to demonstrate respect, honesty, and fairness with colleagues and persons in related professions.
- E. Persons called to ministry are to maintain professional competency throughout their careers, using opportunities to further develop skills in the practice of their ministry.

III. Personal Practices

God gives suitable gifts for their various duties. In addition to possessing the necessary gifts and abilities, those who undertake particular ministries should be persons of strong faith, dedicated discipleship, and love of Jesus Christ as Savior and Lord. Their manner of life should be a

God's people and the concurring judgment of a council of the church. (G-2.0104)

Persons called to ministry serving in a validated ministry, shall:

1. demonstrate conformity with the mission of God's people in the world as set forth in Holy Scripture, The Book of Confessions, and the Book of Order of this church;
2. serve and aid others, and enable the ministry of others;
3. give evidence of theologically informed fidelity to God's Word;
4. be carried on in accountability for its character and conduct to the presbytery in addition to any organizations, agencies, and institutions served; and
5. include responsible participation in the deliberations, worship, and work of the presbytery and in the life of a congregation of this church or a church in correspondence with the PC(USA) (G-2.0503a).

Like all church members, persons called to ministry are called to demonstrate a new quality of life within and through the Church and to live responsibly in the personal, family, vocational, political, cultural, and social relationships of life (G-1-0304).

B. Financial Matters

1. Terms of Call for persons called to ministry should provide adequate compensation. Honoraria shall not be considered a substitute for adequate compensation and should not be sought by the Minister or Christian Educator from members of the congregation served. Care should be exercised in accepting gifts or honoraria.
2. Persons called to ministry shall exercise fiscal responsibility pertaining to their calling, which includes:
 - a. Setting an example of benevolence and responsible stewardship;
 - b. Exercising particular ministries of the church (e.g. baptisms, weddings, funerals) to the congregation they serve without expecting honoraria;
 - c. Standing ready to render pastoral services without compensation to individuals and communities in crisis;
 - d. Considering the obtaining of professional liability insurance;
 - e. Declining fees or gifts as payment for business or professional referrals;
 - f. Living within the family's financial means and paying all just debts as promptly as possible;
 - g. Refusing to use church funds, accounts or resources for personal advantage;
 - h. Maintaining adequate records for allowances and reimbursable expenses;
3. Standards governing financial arrangements for pastoral services provided for nonmembers shall be determined by individual Sessions in consultation with the minister, taking into account local practices.

C. Speech and Conduct

1. Conduct includes the following principles:
 - a. Recognizing that all relationships require integrity, sensitivity, confidentiality and caring.
 - b. Modeling responsible authority with parishioners, students, clients, colleagues and employees.
 - c. Protecting those who are vulnerable by recognizing and refusing to take advantage of others in any situation.
2. Persons called to ministry are well advised to follow the advice of Paul that those in the church should act for the sake of the weaker believers (Romans 14, I Corinthians 8,) and should understand that their behavior is under a greater scrutiny. Ministers and Church Educators should recognize that their speech, actions and sexual behavior are measured by members of the community against prevailing local standards.
3. In any relationship between persons called to ministry any abusive behavior is unacceptable, whether it is verbal, physical or sexual in nature.
4. The Sexual Misconduct Policy of Mid-Kentucky Presbytery sets forth a standard of relationships and conduct for all members, including those called to ordered ministries of Ministers, Ruling Elders, and Deacons, as well as Christian Educators, other church employees and volunteers and procedures for addressing misconduct. The Commission on Ministry as well as all persons called to ministry within Mid-Kentucky Presbytery should be familiar with these standards and procedures.

D. Concerning Personal Freedom

The right to freedom of conscience is one of the historic principles of Presbyterian Church Order (F-3.0101). This freedom of conscience must be exercised within our Presbyterian polity, which states: It is necessary to the integrity and health of the church that the persons who serve it in ordered ministries shall adhere to the essentials of the Reformed faith and polity as expressed in this Constitution. So far as may be possible without serious departure from these standards, without infringing on the rights and views of others, and without obstructing the constitutional governance of the church, freedom of conscience with respect to the interpretation of Scripture is to be maintained. It is to be recognized, however, that in entering the ordered ministries of the Presbyterian Church (U.S.A.), one chooses to exercise freedom of conscience within certain bounds. His or her conscience is captive to the Word of God as interpreted in the standards of the church so long as he or she continues to seek, or serve in, ordered ministry. The decision as to whether a person has departed from essentials of Reformed faith and polity is made initially by the individual concerned but ultimately becomes the responsibility of the council in which he or she is a member. (G-2.0105).

E. Social Media

As stated in The Second Helvetic Confession, “This good and almighty God created all things, both visible and invisible, by God’s co-eternal Word, and preserves them by God’s co-eternal Spirit. . .” (Book of Confessions, 5.032); therefore, one’s online presence is not separate from the other parts of one’s life. The same legal and ethical responsibilities that apply in face-to-face interactions also apply in digital interactions. One’s digital content (social media presence, website postings, emails, private messages and other internet based communications) should demonstrate the Christian belief that all people are beloved children of God to be treated with dignity, honesty, fairness and respect and should be consistent with one’s ordination vows. For additional resources on using social media platforms for evangelism, strengthening Christian fellowship and creating a social media policy for a congregation, the following documents may be useful:

1. "Social Media and Congregations: Strategies, Guidelines, Best Practices and Resources" -- This Evangelical Lutheran Church in America document offers specific advice on developing a congregational social media presence and a social media use policy; it also includes an extensive list of resources for further study.
http://download.elca.org/ELCA%20Resource%20Repository/Social_Media_and_Congregations.pdf?_ga=1.64829231.1016880643.1429379543
2. "Pastoral Transitions in the Age of Social Media" -- This post offers advice on managing relationships on social media for pastors leaving a congregation and is part of the Alban at Duke Divinity School technology advice web page. Many other helpful blog posts on the use of social media are found on Alban's technology advice web page.
<https://alban.org/archive/pastoral-transitions- in-the-age-of-social-media/>
3. "How-To Create a Social Media Policy for Your Church" by Eric Dye -- While this is a review of a web service that helps congregations create a social media policy, it lists guidelines for clergy interaction with youth and adults on social media platforms.
<http://churchm.ag/social-media-policy/>

IV. Professional Practices

A. Leadership

1. The purpose and pattern of leadership shall be understood in terms of service rather than to gain personal benefit or power.
2. To further the peace and unity of the church, persons called to ministry should work with the Session to nurture the congregation toward faithful membership in Christ's body through growth in worship, mission, service, evangelism, stewardship, and education (G-2.05040).
3. In order to maintain and enhance the quality of leadership, persons called to ministry shall provide for their own care, attending to matters such as Sabbath rest, vacations, continuing education, activities with friends and families, regular worship, study and prayer, and establishing support systems.

B. Practice and Personal Expertise

1. Persons called to ministry shall accurately represent their qualifications in education, training and experience in all communications with the church and the public (i.e. Personal Information Forms, announcements, services, etc.). Persons called to ministry are responsible for correcting any misrepresentations.
2. Persons called to ministry shall work within their personal and professional qualifications and limitations, making appropriate referrals when persons called to ministry feel they have encountered needs beyond their expertise.

C. Confidentiality

1. Persons called to ministry shall conduct all pastoral matters in a manner that ensures appropriate confidentiality and avoids conflict of interest.
 - a. Privileged information shall not be used for personal gain.
 - b. Personnel records of staff members (written or recorded) and records concerning members of the congregation or nonmember clients should be stored where security

and confidentiality are maintained.

- c. Persons called to ministry are mandated reporters for sexual abuse of children, domestic violence of adults and abuse of elders and the disabled in the Commonwealth of Kentucky. Persons called to ministry should advise those whom they counsel that certain types of information cannot legally be held in confidence as well as inform the person what they will do if such information is shared.
 - d. It is a spiritual and professional duty of persons called to ministry to hold in confidence other matters (other than abuse) revealed to them in their counseling, caring and confessional ministries.
2. In giving references of any kind (employment, adoption, college forms, etc.) for another person, persons called to ministry should be willing to share only what they would share with the person for whom the reference is requested. When giving recommendations and references about persons called to ministry, one should be cautious when interjecting opinion or judgment about professional conduct or ethics.

D. Relationships with Other Church Staff and Volunteers

1. Persons called to ministry shall respect all professional, support staff and volunteers without regard to age, race, ethnic origin, disability, marital status, gender, sexual orientation, or function in the church.
2. Termination of non-ordained staff should be in accordance with Equal Employment Opportunity and Book of Order guidelines.
3. In staff relationships, as in all intra-church relationships, the objective is to work together with a spirit of cooperation in building up the whole church. To this end, persons called to ministry should be understanding toward one another, accept each other as persons made in God's image, respect each other's competencies, offer constructive suggestions to one another, forgive misunderstandings, and be tolerant of differences of opinion and style of operation.
4. Loyal support for all other staff members is a tremendous help in building and maintaining good working relationships and in edifying the church. As members of the staff do their work with enthusiasm and confidence in each other, a strong team can be formed to carry forward the ministry and mission of the church. If a person called to ministry is unable to manage relationships with other staff members in a creative and effective manner, then they should give serious consideration to relocating for their own sake and for the sake of the ministry and mission of the church.

E. Relationships with Members of Other Churches

1. Normally persons called to ministry should not visit for pastoral purposes, either in the home or hospital, one who is a member of another church, unless invited by the moderator of session, or the pastor.
2. When called upon to officiate at a wedding, funeral, or baptism for families who are not members of one's own congregation, teaching elders should ascertain whether they are members of a different church. If they are, they should be urged to procure the services of their own pastor. If that effort fails, the teaching elder should seek to inform their pastor,

explaining the circumstances and attempting to secure the concurrence of their pastor wherever possible prior to performing any services.

3. Persons called to ministry should not encourage people to transfer membership from neighboring congregations, Presbyterian or other. Care must be taken to avoid enticing people in vulnerable situations.

F. Relationships with Related Professionals

When persons called to ministry are called to work closely with other professionals in related fields (e.g. health care, social services, mental health, legal services, teachers), they shall conduct themselves so that vital concerns for clients and confidentiality are maintained. In every relationship the integrity of the person called to ministry shall be above reproach.

G. Relationships with the Larger Community

1. Persons called to ministry shall support and participate in efforts to better the community in which they live and work.
2. Persons called to ministry shall respect the responsibilities and working hours of other business and professional people.

H. Terminating Relationships with the Congregation

The Presbytery of Mid-Kentucky Commission on Ministry has prepared a helpful resource in this area: Guidelines for the Dissolution of the Relationship Between Pastor and Congregation in the Presbytery of Mid Kentucky. This document is available on the Presbytery web site:

<http://midkentuckypresbytery.org/images/documents/GuidelinesEndPastoralRelationship.pdf>

Ministers considering the dissolution of a pastoral relationship should seek the guidance of the Commission on Ministry. Ethical behavior is required to preserve the peace and unity of the church. Below is a brief summary of the above-mentioned guidelines.

1. Departing Ministers shall:

- a. Announce publicly they are no longer available for pastoral services (weddings, funerals, baptisms, or hospital visitation), except by invitation from the moderator of session and/or session; and that a new pastoral relationship needs to be established.
- b. Refer requests for pastoral services to the current moderator or Clerk of the Session when such requests come from members of a former congregation. Former Ministers shall not solicit such overtures.
- c. Recognize ongoing bonds of friendship, exercising care to have no further ministerial influence on individual members by conversation, correspondence, or other action.
- d. Exercise no part in the selection of a Pastor Nominating Committee or in the selection of a successor.
- e. Be especially discreet when and if visiting their former parish. In such cases, it would be proper to pay their respects to the successor. Frequent visits to one's former parish should be avoided.

f. Along with their immediate family, exercise all care so as to have no further influence upon the congregation either by conversation, correspondence or other action.

g. Seek to be supportive of the new pastor when comments are made about them, the program, policies, and activities of the former church.

I. Voluntary and Involuntary Dissolutions of Call:

1. It is essential that the provisions for dissolving a pastoral relationship in the Book of Order and the guidelines provided by the Commission on Ministry are known and followed by all parties.
2. When a call is dissolved either voluntarily or involuntarily, it is a time of challenge for both the departing minister and congregation involved. To insure the peace and unity of the church it is essential that all parties, Presbytery, congregation and minister, avoid escalating conflict and to achieve an equitable dissolution to the call.
3. When it is not possible to serve effectively in a conflicted situation, the minister should seek to dissolve the call with integrity, grace and dignity so that healing occurs for both the minister and the congregation.

J. Temporary Pastoral Relationships (reprinted from G-2.0504b)

Temporary pastoral relationships are approved by the presbytery and do not carry a formal call or installation. When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the session, with the approval of presbytery, may obtain the services of a minister, candidate, or ruling elder in a temporary pastoral relationship. No formal call shall be issued and no formal installation shall take place.

Titles and terms of service for temporary relationships shall be determined by the presbytery. A person serving in a temporary pastoral relationship is invited for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery. A minister employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, co-pastor, or associate pastor.

A presbytery may determine that its mission strategy permits a minister currently called as an Associate Pastor to be eligible to serve as the next installed pastor or co-pastor, or a minister employed in a temporary pastoral relationship to be eligible to serve as the next installed pastor, co-pastor, or associate pastor. Presbyteries that permit this eligibility shall establish such relationships only by a three-fourths vote of the members of presbytery present and voting.

K. Relationships with Predecessors

The successor also has the responsibility to be courteous to one's predecessor. The years may have built up loyalties that are strong, and though a predecessor may do everything possible to discourage a family from seeking that person's services, it may be gracious in certain instances for the successor to invite the family's former minister. Wise ministers and Church Educators will observe that such an attitude might do more to move people to accept their own ministry than would resistance and "standing for one's rights" as the new pastor or educator. In all cases, the desire to minister to persons should take precedence over personal considerations.

L. Retired Pastors

When pastoral relationships are dissolved through retirement, special sensitivity is required to preserve the peace and unity of the church.

1. Upon retirement, a retiring pastor and (if married) spouse normally shall not attend meetings or services of worship at their former parish except by invitation of the Moderator of Session.
2. Retired ministers who remain in the community should take care in their participation in the life and work of a former congregation. They should avoid comment on the work of the Pastor Nominating Committee and the work of any succeeding Interim Pastors or installed Pastors.
3. Retired ministers should send clear and unambiguous signals that the word “retired” basically means “withdrawn from active service”, at least in that location. There will naturally be misunderstandings about these matters, and there will be occasions when the line between “old friend” and parishioner” will be muddled. In all such contexts of ambiguity, again it is the retired ministers who bear primary responsibility for making clear that “retired” means “withdrawn from active service” in that location.
4. In all community contacts, retired ministers shall make clear to the community that they speak for themselves and not as the pastor or official representative of a former congregation.
5. The status of Honorably Retired or the title of Pastor Emeritus does not give the authority or the right to engage in ministerial activities or to exercise influence in former congregations except by specific invitation of the Moderator of the Session.

V. Authority of these Standards of Ethical Conduct

The authority of these Standards of Ethical Conduct for persons called to ministry within Mid- Kentucky Presbytery derives from its adoption by the Presbytery at its stated meeting on February 21, 2015.

All questions, concerns, and evidence of apparent disregard of these “Standards of Ethical Conduct” should be submitted to the Commission on Ministry. Insofar as it is possible, the Commission should exercise pastoral oversight and counsel privately with any persons who may be involved. If a minister who is a member of another presbytery is involved, the Commission shall communicate with the Commission on Ministry in that presbytery.

Recommendations

1. That the Presbytery of Mid-Kentucky adopt this statement entitled “Standards of Ethical Conduct for Mid-Kentucky Presbytery.”
2. That persons called to ministry within the Presbytery of Mid-Kentucky covenant with each other to follow these “Standards of Ethical Conduct” in a spirit of brotherly and sisterly concern for the welfare and success of each other’s ministry and in the spirit of Christ.
3. That the Commission on Ministry and/or the Stated Clerk ensure that a copy of these “Standards of Ethical Conduct” is sent to every current and entering minister, church educator, commissioned ruling elder, leader of a new worshipping community, and any other person involved in ministry within the Presbytery, including a request for a signed statement that the individual has read and understands this document. A copy of the signed statement shall be kept in the Presbytery files.
4. That the Commission on Ministry and/or the Stated Clerk ensure that a copy of these “Standards of Ethical Conduct” be sent to every clerk of session within the presbytery with the request that they make this document known to their session.

Helpful References and Resources:

Standards of Ethical Conduct, approved by the 210 General Assembly in 1998. Available at:

<http://www.pcusa.org/resource/standards-ethical-conduct/>

Guidelines for the Dissolution of the Relationship Between Pastor and Congregation in the Presbytery of Mid Kentucky.

Available at: <http://midkentuckypresbytery.org/images/documents/GuidelinesEndPastoralRelationship.pdf>

Appendix 4

Parental Leave Policy Presbytery of Mid-Kentucky (Adopted May 8, 2017)

I. 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. Scriptures 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 Ministers, Certified Christian Educators, and Commissioned Ruling Elders (hereafter referred to as “church professionals”) serving within the bounds when a child(ren) are added to their family through birth or adoption.

II. 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.

III. 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 24th 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. Parental leave of the 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.

IV. 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 Presbyter for Community Life, who will seek ways to assist the session and/or congregation to make the parental leave possible.

Appendix 5

MID-KENTUCKY PRESBYTERY PERSONAL LEAVE GUIDELINES

(Adopted November 19, 2016)

The Presbytery of Mid-Kentucky includes personal leaves of absence as part of all compensation terms regarding calls and covenants of Ministers, Certified Christian Educators and Commissioned Ruling Elders (hereafter referred to as “church professionals”) serving congregations within its bounds according to the policy as follows:

I. Personal Leave

Personal leave is defined as a leave of absence for:

- A. a compelling personal reason that is not medically related.
- B. a church professional’s non-pregnancy-related medical condition
- C. care for a church professional’s family member’s illness or disability, other than pregnancy, childbirth, or related medical condition. (The presbytery has a separate Parental Leave Policy.)

II. Personal Leave Guidelines

A. Church professionals who have completed at least 90 days of continuous service may submit a written request for a personal leave of absence to the session and/or congregation and the Commission on Ministry, for any length of leave time up to a maximum of four months.

B. Written requests must state the reason for the leave, as well as the beginning and ending dates. It is up to the church professional and the session and/or congregation to determine if the personal leave will be with or without pay. The assistance of the Commission on Ministry in these negotiations may be requested.

C. In all cases, coverage of all dues to the Board of Pensions for medical insurance, death and disability insurance and pension credits will continue to be paid by the session and/or congregation during the duration of the personal leave if they were part of the terms of call or covenant.

D. Requests for personal leaves will be granted at the sole discretion of the session and/or congregation in consultation with the church professional based on the facts and circumstances surrounding each individual request.

E. If the church professional does not return to work immediately upon the end of an approved leave of absence, the Church may deem the employee to have resigned.

F. If in very unusual cases an extension of this leave is required, the request for extension must be submitted to the session and/or congregation prior to the leave's expiration date to permit time for consideration of possible extension.

III. Additional Considerations

Any disagreements between church professionals and session and/or congregations regarding personal leaves will be arbitrated by the Commission on Ministry.