

Snake River Presbytery

Manual of Administrative Operations

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I. PURPOSE

The Snake River Presbytery (“Presbytery”) is a covenant community of congregations, leaders, and ministries called to participate in God’s reconciling work in the world (2 Corinthians 5:18).

Rooted in the grace of Jesus Christ, empowered by the Holy Spirit, and shaped by the promises of Scripture, we seek to nurture a vibrant and faithful church for every time and place. We are called to:

- Cultivate relationships marked by trust, humility, and mutual encouragement across boundaries of geography, theology, and experience;
- Empower leaders — teaching elders, ruling elders, commissioned pastors, and other servants of the gospel — with care, accountability, and support; and
- Strengthen congregations as centers of worship, service, and transformation.

We walk alongside communities in times of joy and struggle, trusting that the body of Christ is made stronger when each part is honored (1 Corinthians 12). We encourage ministries that do justice, love kindness, and walk humbly with God (Micah 6:8). We embrace a vision of church shaped by the expansive, inclusive love of God revealed in Jesus Christ (Galatians 3:28).

With gratitude for our Presbyterian heritage and with great hope for the new thing God is doing, we embrace a wilderness experience that is both challenging and renewing. (Isaiah 43:18-19). As our streams and springs of ministry join together with God’s mighty river in the desert, we seek to be a presbytery where relationships matter, all voices are valued, and the Spirit equips us for courageous, collaborative ministry.

II. PRESBYTERY MEMBERSHIP

A. Membership and Election of Commissioners, Parity

As set forth in the bylaws and G-3.0301, the Presbytery is composed of all the congregations and ministers of the Word and Sacrament within the Presbytery. To achieve the goal of numerical voting parity between ministers of the Word and Sacrament and ruling elders set forth in G-3.0301, the Stated Clerk shall annually recalculate the voting members in each category following the completion of the Presbyterian Church (“PC(U.S.A.)”) year-end statistical reports. Unless that recalculation reflects the need for the

Presbytery to approve a different plan, each congregation shall elect one commissioner to Presbytery. Congregations with 100-199 members shall elect one additional commissioner. Congregations with a membership of 200 or more members shall elect two additional commissioners. Covenanted worshiping communities may elect one ruling elder commissioner.

Commissioned Ruling Elders with an active commission are considered members and shall have voice and vote. Ruling elders elected to the offices of Moderator and Vice-Moderator and committee or commission chairs shall be enrolled in the Presbytery and shall have voice and vote during their term in office.

B. Moderator and Vice-Moderator

1. Officer Requirements

The ecclesiastical officers of the Presbytery shall be a Moderator, Vice-Moderator, and Stated Clerk. All ecclesiastical officers must be members of the PC(U.S.A.) and ordained as either a minister of the Word and Sacrament or a ruling elder. The Moderator and Vice-Moderator shall be ineligible to succeed themselves in the same position after serving a full term in either position.

2. Moderator

a) Nomination and Term

The Moderator of the Presbytery shall normally succeed to the office after nomination, election, and service as the Vice-Moderator, for a one-year term. The Nominating Committee may nominate a person directly to the office of Moderator, if the Vice-Moderator is unable to serve. The office shall be served alternately as nearly as possible by ruling elders and ministers of the Word and Sacrament.

b) Responsibilities

The Moderator is responsible to:

1. Moderate meetings of the Presbytery;
2. Serve as the Chair of the Executive Commission;

3. Set the agenda of Presbytery meetings in consultation with Vice-Moderator, the Stated Clerk, and those bringing business to meeting, as needed;
4. Appoint members of temporary and special commissions and teams authorized by this Manual of Administrative Operations;
5. Appoint ministers or ruling elders to fill vacated positions for any remaining term on Presbytery commissions and committees, in consultation with the Nominating Committee;
6. Preside, or designate someone to preside, over the ordinations and installations of ministers and the commissioning of ruling elders to pastoral service, as well as the dissolution of pastoral relationships; and
7. Preside, or designate someone to preside, at the commissioning of fellowships, new worshiping communities, alternative ministries, the chartering of new churches, and at the dissolution of churches and validated ministries.

3. Vice-Moderator

The Vice-Moderator shall be nominated by the Nominating Committee for election by the Presbytery. The Vice-Moderator shall fulfill the duties of Moderator as delegated by the Moderator or when the Moderator is unable to serve. Should a vacancy occur in the office of the Moderator, the Vice-Moderator shall succeed to the office for the duration of the term.

C. Stated Clerk

The responsibilities of the Stated Clerk are to:

1. Attend all stated and special meetings of the Presbytery as constitutional advisor to the Presbytery, its committees, and its staff in offering interpretations of the *Book of Order* and *Robert's Rules of Order, Newly Revised*, particularly as the parliamentarian at Presbytery meetings;
2. Serve as custodian of Presbytery records, including minutes of stated and special meetings, minutes of the civil corporation, administrative and judicial commissions records, minutes of committees, inquirer/candidate files, membership rolls, relevant files and a current directory of ministers of the Word and Sacrament and Commissioned Ruling Elders, records of dissolved congregations within the Presbytery, and such other records as

recommended for retention by the Presbyterian Historical Society. The Stated Clerk may use notetakers or recording clerks to assist with minutes preparation;

3. Manage corporate status of the Presbytery to ensure necessary reports and filings are made with the States of Idaho and Oregon and any federal tax or charitable filings;
4. Instruct and guide Clerks of Session in keeping church rolls and minutes and encourage timely submission by Clerks of Session of statistical reports to the Synod of the Pacific and General Assembly. The Stated Clerk may appoint examiners to assist in the annual review of Session records, provided that they are not examining their own records. The Stated Clerk shall enter into each Session minutes book that it has been examined and approved, with any exceptions cited, as noted in the *Book of Order*;
5. Send notice within the Presbytery of stated and special meetings, assist the Moderator in preparation of the docket, and prepare and move a consent agenda when appropriate;
6. Advise members of the Presbytery regarding issues of polity, procedure, and ecclesiastical law of the church, including changes to the *Book of Order*;
7. Convene, instruct, and support the Bills & Overtures Committee;
8. Support in an impartial manner all judicial proceedings, investigating committees, and administrative commissions of the Presbytery, by providing orientation, training, and guidance regarding parliamentary procedure, reporting requirements, and judicial processes;
9. Provide staff support for the Commission on Ministry (“COM”); and
10. Attend designated Synod and General Assembly meetings.

D. Treasurer

The Treasurer shall be nominated by the Nominating Committee and elected by the Presbytery for a three-year term. The Treasurer provides oversight of accounting transactions, the budget, and investments and reports regularly to the Executive Commission. The specific roles and responsibilities of the Treasurer will be determined by the Executive Commission.

III. PRESBYTERY MEETINGS

A. Policies for Presbytery Meetings

These policies for Presbytery meetings complement the provisions outlined in the Presbytery's bylaws. They provide additional guidance for the conduct of meetings, worship practices, and participation expectations that support the orderly and faithful work of the Presbytery in alignment with the Constitution of the PC(U.S.A.).

B. Worship at Presbytery Meetings

All meetings shall include worship that models Reformed tradition, makes full use of the whole range of biblical images when referring to God, and shall use inclusive language when referring to the people of God in the selection of hymns, prayers, and liturgies.

The final meeting of the year shall include a necrology report honoring ministers and ruling elders who have died during the year.

The celebration of the Lord's Supper shall occur at least once annually at a Presbytery meeting. The host church shall make the necessary arrangements, in coordination with the Executive Commission.

When a new Executive Presbyter is called or new Stated Clerk is elected to serve, an installation or other form of commissioning shall occur in a Presbytery meeting.

The recognition of retirees, departing ministers, and those reaching significant milestones is encouraged.

C. Hospitality

When a stated meeting of the Presbytery continues over a normal mealtime, the host church shall be responsible for coordinating that meal. The host church may assess a nominal charge.

At stated meetings requiring long-distance travel, care should be taken that the location of the host church is such that appropriate overnight accommodations are nearby. As much as possible, meeting locations should be rotated to balance travel burdens.

The host church is encouraged to offer childcare during stated meetings on an as-needed basis, and in alignment with Presbytery policies. Childcare is only available when the host church has a Child, Youth, & Vulnerable Adult

Protection Policy in place, and when childcare providers have had comprehensive background screening in accordance with those policies.

D. Participants in a Meeting

1. Minister Members of Presbytery

Ministers of the Word and Sacrament in good standing in the PC(U.S.A.), retired, members-at-large, or serving in validated ministries are members of the Presbytery with voice and vote. Ministers serving congregations of the Presbytery under a Formula of Agreement or ministers of other Christian churches whose ministry to a congregation of the Presbytery has been validated also have voice and vote for the duration of their tenure.

2. Elder Commissioners

Each church Session or covenanted worshiping community is asked to elect ruling elder commissioners to participate in meetings of the Presbytery. If a covenanted worshiping community is unable to elect a ruling elder commissioner, it may speak through a designated representative but will not have the right to vote. The number of commissioners from each congregation is based on the membership size of the congregation. Ruling elder commissioners have voice and vote.

3. Presbytery Staff

The Executive Presbyter and Stated Clerk have voice, and the Executive Presbyter (when not also serving as the Stated Clerk) has the right of vote at Presbytery meetings.

4. Corresponding Members

The following individuals are considered corresponding members and may have the privilege of the floor, but no vote: teaching elders or ruling elders in good standing from other governing bodies of the PC(U.S.A.) who are seated as corresponding members with the right of voice after vote of the Presbytery; representatives of agencies or denominational offices approved by the Executive Commission to make a presentation during the meeting; leaders of any Christian church specifically invited to participate in the meeting; representatives of committees, work groups, or task forces present for the purpose of making a report approved on the docket; and inquirers or candidates being examined for purposes of the

ordination process. Certified Christian Educators (CCE) who are ruling elders have the privilege of voice and vote at all meetings; CCEs who are not ruling elders have the privilege of voice only. (G-2.1103b).

5. Visitors

Attendees who do not fit any of the above categories and who have registered as visitors have the privilege of observing the proceedings of the meeting and, at the Moderator's discretion, participating in informal small group deliberations. They do not have the privilege of the floor unless specifically granted and do not have the privilege of voting. All members of churches and covenanted worshipping communities in the Presbytery are invited to participate as visitors. Special visitors may be recognized by name by the Moderator.

E. Docket and Materials

The Moderator, in coordination with the Stated Clerk, Executive Commission, and Executive Presbyter, shall be responsible for a proposed docket and for the distribution of all reports and informative materials necessary for the business of a meeting. The Executive Commission shall coordinate with the Connections Committee on any programming or items of special note that will enrich the Presbytery meeting.

Materials requiring action shall be distributed by email at least ten days prior to the meeting to all minister members, CREs, and Clerks of Session and may be distributed more broadly by email to any others.

Business not included in the packet will be treated as new business, which shall ordinarily be briefly introduced and referred for action to a later place on the docket or at a future meeting, at the Moderator's discretion.

Proceeding to immediate action during the meeting requires a two-thirds vote of those present and voting.

F. Procedure and Decorum

Meetings are conducted in accordance with *Robert's Rules of Order, Newly Revised*, the *Book of Order*, and the Presbytery's Ethical Conduct Policy.

Remarks shall be addressed to the Moderator. Participants should not speak more than once on a question until all wishing to speak have been heard.

A two-thirds vote is required to close debate.

The Stated Clerk shall present any Consent Agenda and move its adoption, together with the adoption of the Docket for the meeting, which may include “orders of the day” as needed.

G. Moderation of Meetings

The Moderator, duly elected in accordance with Presbytery bylaws and policies, will normally preside at all stated and called meetings of Presbytery. The Moderator may vote on all issues before Presbytery. The Moderator may speak to any issues before the Presbytery or may present a report by temporarily relinquishing the chair to the Vice-Moderator.

The Moderator will call the meeting to order, open with prayer, declare a quorum, and moderate the meeting until adjournment and the closing prayer.

The Vice-Moderator will serve and preside when the Moderator relinquishes the chair for the purpose of participating in debate or presenting a report, when requested by the Moderator to preside on the Moderator’s behalf, or when the Moderator is unable to preside during the term of office.

At the Moderator's discretion, tellers, appointed by the Moderator in consultation with the Stated Clerk, may assist the Moderator by counting votes.

At the last stated meeting of the Presbytery in the calendar year, the Moderator shall be elected and installed and shall take office on the first day of the next calendar year.

H. Attendance and Records

The Stated Clerk shall record attendance and provide an annual report on minister and elder participation to the Presbytery. The COM will review trends and follow up with ministers, or with Sessions that fail to send a commissioner, to two meetings in a calendar year.

Ministers of the Word and Sacrament are expected to faithfully attend and participate in the meetings and work of the Presbytery. When unavoidably hindered from attendance, ministers are expected to request an excused absence. Such request shall be communicated to the Stated Clerk prior to the meeting, or in case of an unanticipated need to depart a meeting prior to adjournment, by presenting a request at the Stated Clerk’s desk.

Although retired ministers need not request an excused absence, those continuing to serve in leadership roles either in the Presbytery or congregations are encouraged to be faithful in Presbytery meeting attendance, if possible.

I. Electronic and Hybrid Meetings

Meetings of the Presbytery may be conducted electronically or in hybrid format (with both in-person and remote participants), provided all participants can communicate simultaneously (G-3.0105).

Those participating electronically shall be considered present and shall count toward quorum.

The same rules for notice, quorum, participation, voting, and recording of minutes apply as for in-person meetings.

The Moderator shall take reasonable care to ensure that all participants are able to hear, speak, and engage fully. However, each participant is responsible for their own connection. Actions shall not be invalidated due to the loss of an individual's or group's connection, provided a quorum remains connected and able to participate.

The Moderator may set additional rules as needed for orderly electronic participation (e.g. use of "raise hand" functions; polls; muting when not speaking; renaming with signifier of participant type).

While email voting may be permitted for certain actions of Presbytery commissions, committees, and other task groups, no email voting is allowable for Presbytery meetings.

J. Pre-Presbytery Meetings

To encourage the efficient use of time and energy during the business of a meeting, opportunities for learning and discussion may be offered on a day prior or successive to, or immediately preceding, the Presbytery meeting. These gatherings may focus on an item of business to be acted on at the meeting, or may be a presentation by a team, committee, or working group.

K. Ministry Appreciation, Upcoming Events, and Prayer Requests

The Moderator is encouraged to provide time in an open forum during each stated meeting for commissioners to share ministry celebrations, upcoming events, and prayer requests.

L. Meeting Summary

The Stated Clerk shall send a summary of each Presbytery meeting in a timely fashion following the meeting.

Commissioners are expected to report both to their Session and to their congregation about the meeting, actions taken, and any special notices or celebrations.

IV. COMMISSIONS, COMMITTEES, AND TASK GROUPS IN GENERAL.

A. Commissions

Commissions are empowered to consider and conclude matters referred to them by the Presbytery. (G-3.0109). Actions of a commission shall be regarded as actions of the Presbytery. A commission may also be assigned additional non-delegated duties by the Presbytery as a committee, which duties shall be reported and handled as the report of a committee. The actions of commissions shall be taken at duly constituted meetings, and the commission shall keep a full record of its proceedings. The record shall be submitted to the Presbytery through the Stated Clerk for incorporation into its records, and actions shall be reported to the Presbytery by the next stated Presbytery meeting. When an administrative commission has been designated to settle differences within a particular organization or council, it shall, before making its decision final, afford to all persons affected by its decision fair notice and an opportunity to be heard on matters at issue. The Presbytery may rescind or amend an action of its commission in the same way actions of the Presbytery are modified. Administrative commissions are dismissed or dissolved by act of the Presbytery alone.

B. Committees

Committees of the Presbytery shall study and recommend action or carry out decisions already made by the Presbytery or a commission of the Presbytery. Members of each committee and the committee chair shall be nominated by the Nominating Committee and elected by the Presbytery.

C. Task Groups

Task groups of the Presbytery serve a specific, usually time-limited purpose. The Presbytery, Executive Commission, COM, and the Connections Committee may appoint task groups from time to time as needed to complete certain projects or ministry tasks, with such membership and

terms as will best serve the Presbytery without infringing on the authority of commissions or committees of the Presbytery. The task group shall give regular reports to the body that appointed it, describing the work or ministry assignment the task group has accomplished. When the body that appointed the task group determines that the assigned task has been accomplished, the task group will be advised and disbanded by the appointing group.

D. Members

1. Except as noted below, members of commissions shall be elected by the Presbytery and are accountable to the Presbytery. Membership shall include only ministers of the Word and Sacrament and ruling elders, in equal proportion when feasible. The minimum number for a commission is three people.

2. Membership of committees should include both ministers of the Word and Sacrament and ruling elders, in equal proportion when feasible. Individuals who have not been ordained to ordered ministries may also serve on committees.

3. The Nominating Committee and Committee on Representation shall advise the Presbytery on other qualifications and qualities, including the breadth of diversity, desired for the commissions, committees, and task groups.

4. When a committee, commission, or task group member has been absent without just cause for two or more meetings, the chair of the group in question may request that the Nominating Committee declare that position vacant and nominate a new member using the regular nomination process.

5. Per *Robert's Rules of Order* and unless noted otherwise within the bylaws or this Manual of Administrative Operations, the Executive Presbyter shall serve as an *ex officio* member of Presbytery commissions (except the Permanent Judicial Commission) and committees by virtue of office, with voice and vote rights if they choose to exercise them. They are not counted toward a quorum. The Stated Clerk may serve as an *ex officio* member of commissions and committees with the right of voice; however, unless otherwise noted in the bylaws or this Manual of Administrative Operations, the Stated Clerk does not have a vote on commissions and committees. When one person fills the roles of both the Executive Presbyter and the

Stated Clerk, they will have the right of voice only on all commissions, committees, and task groups.

E. Meetings

Commissions and committees of the Presbytery will meet at least quarterly, unless otherwise specified within the description of a commission or committee. Commissions, committees, and task groups may meet electronically or telephonically in accordance with Robert's Rules of Order and this Manual of Administrative Operations, including its Standing Rules. Any decision made without the opportunity for simultaneous discussion (e.g., by email in accordance with Robert's Rules of Order), must be ratified by the commission or committee at its next stated meeting. A quorum for any commission or committee meeting shall be a majority of its members. Task Groups are not subject to quorum requirements.

F. Terms

Unless otherwise provided, the term of office for commissioners and committee members is three years, and a member may be re-elected by the Presbytery to serve no more than two consecutive terms. Membership should be divided into three, roughly equal classes.

G. Presbytery Organization

1. Commissions

The Presbytery has delegated certain responsibilities to the following commissions for the specific purposes set out below: Executive Commission, Commission on Ministry ("COM"), and Permanent Judicial Commission ("PJC"). In accordance with the *Book of Order* (G-3.0109b), the Presbytery may create administrative commissions to consider and conclude matters not involving ecclesiastical judicial process (except that in the discharge of their assigned responsibilities, the administrative commissions may discover and report to the Presbytery matters that may require judicial action by the Presbytery). In creating a commission, the Presbytery shall state specifically the scope of the commission's powers and any restrictions on those powers, including by way of example, authority to (1) assume original jurisdiction, or full power and responsibility, over a Session, when necessary; (2) make inquiry into persons accused of sexual abuse of another person (D-10.0401c); and (3) address other matters as determined by the Presbytery.

2. Committees

The Presbytery's committees are as follows:

- a) Connections Committee, of which the Camp Sawtooth Board is a subcommittee
- b) Nominating Committee
- c) Committee on Representation
- d) Bills and Overtures Committee
- e) Board of Managers, a subcommittee of the Executive Commission (upon the sale of the Hilda V. Thompson Ranch and the winding up of its affairs, the Board of Managers will cease to exist)

II. EXECUTIVE COMMISSION

A. Purpose

The Executive Commission is a commission of the Presbytery. The Executive Commission works collaboratively with all parts of the Presbytery structure and is accountable to the Presbytery. The Presbytery has delegated limited authority to the Executive Commission to resolve certain matters on its own but otherwise must recommend proposed actions to the Presbytery.

B. Delegated Responsibilities

The Presbytery has delegated to the Executive Commission the responsibilities to:

1. Serve as the corporate board of directors under Idaho law;
2. Coordinate the implementation of the Presbytery's transition related to the merger of the Kendall and Boise Presbyteries;
3. Set priorities in response to new and emerging needs and evangelism opportunities in accordance with the Presbytery's vision and purposes;
4. Initiate or respond to requests to plan and implement Presbytery-sponsored programming, events, or projects;
5. Serve as the link between the Presbytery and other governing bodies and institutions, including ecumenical and interfaith relationships;
6. Nominate candidates for the Nominating Committee;

7. Oversee Presbytery personnel by:
 - a) Maintaining and implementing personnel policies and developing and maintaining position descriptions;
 - b) Hiring administrative and executive staff (after recommendation from a search task group formed for the purpose of identifying such staff), annually reviewing, disciplining, and dismissing all Presbytery personnel;
 - c) Determining and recommending just compensation for inclusion in the Presbytery budget;
 - d) Being available to Presbytery personnel for consultation.
8. In cooperation with the Stated Clerk and Moderator, prepare the docket for stated and special meetings and coordinate the Presbytery's calendar;
9. Direct the finances and stewardship of the Presbytery as follows:
 - a) Monitoring adherence to budgets;
 - b) Reviewing on at least a quarterly basis the Presbytery financials to look for any unusual transactions, patterns, or deviations;
 - c) Developing strategies for increasing revenues, decreasing expenses, and ensuring the financial sustainability of the Presbytery, including education around stewardship of resources;
 - d) Confirming that appropriate controls are in place to protect Presbytery funds from misuse or embezzlement;
 - e) Regularly reporting to the Presbytery on the current and projected financial health of the Presbytery;
 - f) Coordinating with and advising the Presbyterian Foundation, the Synod of the Pacific, and other institutions on investments, including the investments of the Hilda V. Thompson Estate;
 - g) Working with the Board of Managers to effectuate the sale of the Hilda V. Thompson Ranch and related properties and to wind up its affairs;

- h) Receiving, evaluating, and approving grant or loan applications for property repairs or improvements, within budget or the limits of restricted funds for that purpose, through such procedures for the submission, evaluation, and determination of grants and loans as the Executive Commission may deem necessary;
- i) Directing the Treasurer and Presbytery Personnel to take such actions needed to implement the Executive Commission's decisions;
- j) Assisting Presbytery personnel and the Treasurer in coordinating with outside financial reviews or audits;

10. Select and maintain insurance for the Presbytery;

11. Maintain a continuous record of all properties held in the name of the Presbytery or in which the Presbytery has a legal or beneficial interest, together with a report of all encumbrances thereon.

12. Approve congregational requests to lease their property for more than 5 years or to lease space for worship;

13. When appointment of commissioners or representatives is urgent and the Presbytery cannot call a meeting in a timely fashion for election of the commissioners, act on behalf of the Presbytery to appoint commissioners or representatives to serve until they may be elected by the Presbytery at its next stated meeting;

14. Approve the minute of stated and called meetings of the Presbytery; and

15. Take such other actions as necessary to implement its delegated responsibilities.

C. Non-Delegated Responsibilities

The Executive Commission shall be involved in formulating recommendations to and implementing directives of the Presbytery as follows, but the Presbytery retains authority to:

- 1. Receive, hold, encumber, manage, and transfer property, real or personal, of the Presbytery or of congregations whose property is held in trust under G-4.01 of the *Book of Order*;
- 2. Approve the Presbytery's budget;
- 3. Approve Presbytery policies; and

4. Elect the Stated Clerk and commission the Executive Presbyter.

D. Members

The Executive Commission shall be elected by the Presbytery and composed of the Presbytery Moderator, Presbytery Vice-Moderator, the Chair of the Connections Committee, the Chair of the COM, and three at-large members, all of whom must be either ministers of the Word and Sacrament or ruling elders. The term of office is one year for the Moderator, the Vice-Moderator (except that the Vice-Moderator is expected to serve an additional one-year term as Moderator), and the Chairs of the Connections Committee and COM (except that the chairs may serve additional one-year terms while serving as the chair on their respective committee or commission). The term of at-large members is three years. The Stated Clerk and the Executive Presbyter shall serve as *ex officio* members.

E. Board of Managers

The Board of Managers is a subcommittee of the Executive Commission and oversees the Hilda V. Thompson ranch, according to the terms of her will and the approval of the Executive Commission.

1. Responsibilities. The Board of Managers is responsible to

- a) Operate the ranch until such time as it is sold;
- b) Coordinate the sale of all real and personal property at the ranch, subject to approval by the Presbytery;
- c) Wind up the affairs of the ranch; and
- d) Report on a monthly basis to the Executive Commission as to the operations, financials, and progress toward sale.

2. Members. The Board of Managers shall be elected by the Presbytery and composed of no more than six and no fewer than four members. The Stated Clerk shall be an advisory member of the Board of Managers, with voice but without vote. One member of the Executive Commission shall serve as a member of the Board of Managers, with voice and vote. One additional member of the Board of Managers shall be invited to attend the meetings of the Executive Commission and, whenever present, shall be accorded voice but not vote.

3. Sunset. The Board of Managers will be dissolved once the ranch is sold and its affairs wound up.

III. COMMISSION ON MINISTRY

A. Purpose

The Commission on Ministry (“COM”) supports congregations and pastors through leadership development, guidance in transitions, and resolution of conflicts or difficulties. The Presbytery has delegated limited authority to the COM to resolve certain matters on its own but otherwise must recommend proposed actions to the Presbytery.

B. Delegated Responsibilities

The Presbytery has delegated to the COM the responsibilities to:

1. Support and encourage inquirers and candidates in the exploration of ordered ministry as ministers of the Word and Sacrament, including overseeing educational plans, psychological assessments, supervised service, and approval for ordination exams;
2. Ordain and install ministers, who have been examined and approved by the Presbytery for membership and have been certified ready to receive a call;
3. Support, encourage, and review minister members-at-large and those in validated ministries outside of congregations, including validating those ministries for current minister members;
4. Support, encourage, and offer training to ruling elders seeking commissioning as commissioned pastors sufficient for the Presbytery to certify that they are ready to receive a commission, and ruling elders seeking other limited pastoral commissions, and provide ongoing mentoring once they have been commissioned;
5. Oversee and provide counsel for the temporary and permanent call processes engaged by congregations;
6. Appoint moderators to Sessions of churches without pastors or when the installed pastor is unable to invite another moderator;
7. Conduct an annual review ensuring minimum terms of call are met for installed or contract ministers and commissioned pastors;

8. Approve changes or renewals of contracts and terms of call, when all parties are in agreement;
9. Work with congregations and pastors on sabbatical planning or pastoral leaves of absence;
10. Inquire into difficulties within congregations and exercise discretion in determining when to take action related thereto, including to mediate, reconcile, and act to correct difficulties if requested to do so by the parties concerned or granted by the Presbytery;
11. Dismiss minister members to other presbyteries and request the Stated Clerk to adjust the rolls accordingly;
12. Grant retirement status to minister members, when requested and request the Stated Clerk to adjust the rolls accordingly;
13. Receive, evaluate, and approve grant applications for leadership enrichment and pastoral support within the approved annual budget and recommend to the Presbytery any grants outside the approved budget, through such procedures for the submission, evaluation, and determination of grants as the COM may deem necessary;
14. Facilitate or offer leadership enrichment programs and training, including boundaries training, for ministers, commissioned pastors, ruling elders, and deacons;
15. Oversee minister compliance with required boundaries training;
16. Decide congregational requests to waive term limitations for ruling elders and deacons; and
17. Take such other actions as necessary to implement its delegated responsibilities.

C. Non-Delegated Responsibilities

The following matters shall be brought to the Presbytery for decision, after consideration and recommendation from the COM:

1. Examination of individuals requesting to be enrolled as inquirers or candidates seeking ordination to the ministry of the Word and Sacrament;
2. Examination of ruling elders seeking commissioning as Commissioned Ruling Elders or commissioning to other limited pastoral services, once the

COM has certified that their training is complete, and certification that such individuals are ready to receive a call or commission;

3. Examination of ministers of the Word and Sacrament seeking Presbytery membership to serve in congregations or other ministries of this Presbytery, including ministers of denominations in full communion with PC(U.S.A.) or from other Christian churches, and decision of whether to receive or not receive such ministers, upon any appropriate conditions;

4. Review and approval of initial contracts and terms of call for ministers of the Word and Sacrament and for Commissioned Ruling Elders;

5. Discipline of ministers and commissioned pastors and dissolution of pastoral relationships;

6. Approval of compensation minimums and benefits standards;

7. Approval of requests from ministers for setting aside or releasing them from the exercise of ordered ministry; and

8. Formation, reception, merger, dismissal, or dissolution of congregations.

D. Procedures

The COM is authorized to develop such procedures and forms necessary to implement the responsibilities stated above, including the formation of task groups to facilitate that work.

E. Members

The COM shall be elected by the Presbytery and be composed of no more than nine and no fewer than six members, all of whom must be either ministers of the Word and Sacrament or ruling elders.

IV. CONNECTIONS COMMITTEE

A. Purpose

The purpose of the Connections Committee is to create and support opportunities for connection among the churches and other validated ministries of the Presbytery.

B. Responsibilities

The Presbytery has delegated to the Connections Committee the responsibilities to:

1. Promote opportunities for connection across ministries of the presbytery and ecumenical ministries, including programming at Presbytery meetings or other events;
2. Maintain a relationship with Sessions regarding participation in the common life of the Presbytery;
3. Develop, nurture, and maintain relations with mission partners;
4. Recommend the acquisition of, or adjustment to, technology to foster connection among churches in the Presbytery;
5. Serve as a clearinghouse for resources that might help churches develop connectional ministries;
6. Receive, evaluate and approve grant applications that promote connectional ministries within the Presbytery up to the amounts provided for such grants in the approved annual Presbytery budget. The committee may also recommend grants outside the approved budget. Standards and procedures for grant submission and evaluation will be developed by the committee; and
7. Oversee and support Camp Sawtooth through the Camp Sawtooth Board subcommittee and bring to the Presbytery assembly recommendations for any amendments to the Camp Sawtooth Charter or any matters affecting the disposition of the camp and continuation or cessation of camp operations.

C. Members

The Connections Committee shall be elected by the Presbytery and composed of no more than eight and no fewer than six members.

Presbyterian Women of the Snake River Presbytery may appoint a person to serve on the Committee as one of those members. The membership shall be divided across two classes of two-year terms.

D. Camp Sawtooth

Camp Sawtooth is an unincorporated nonprofit association under the laws of the State of Idaho. Located on public land administered by the U.S. Forest Service, the camp serves the individual, the family, and the congregation by

providing an outdoor environment for spiritual growth, Christian education, relaxation, and recreation.

1. Camp Sawtooth Board. The Camp Sawtooth Board is a subcommittee of the Connections Committee with primary responsibility for the operation of the camp. It shall operate in accordance with the Camp Sawtooth Charter and bylaws. In coordination with the Connections Committee and the Camp Director, the Camp Sawtooth Board has responsibility for financial and budget management; funds development; establishment of fees and rental rates; camp program design and development; development of volunteer leadership; facilities management and development; long range planning and building projects; relationships with state and federal agencies; insurance; recruitment, interviewing, and selection of program staff; and training and certifications of camp staff and volunteers. The Camp Sawtooth Board shall be elected by the Presbytery and composed of not more than eight and no fewer than six members.

2. Camp Staff. Camp Sawtooth shall employ such staff as are necessary to fulfill its mission and as are approved within the Presbytery's budget. Position descriptions shall be recommended by the Camp Sawtooth Board to the Connections Committee for approval. Camp staff are staff of the Presbytery and are subject to the personnel policies and employment practices of the Presbytery, as implemented by the Executive Commission.

V. NOMINATING COMMITTEE.

A. Purpose

The Nominating Committee's purpose and work are described by the *Book of Order* (G-3.0111). The Nominating Committee reports to the Presbytery Assembly with recommendations for action.

B. Responsibilities

The Nominating Committee determines and oversees the process for nominating persons to serve in positions requiring election by this Manual of Administrative Operations. The process shall ensure that nominations are made by an entity broadly representative of the constituency of the Presbytery, and in conformity with the church's commitment to unity in diversity (F-1.0403) and Robert's Rules of Order. Geographic and

congregational diversity are also essential for the health and flourishing of the Presbytery.

C. Members

The Nominating Committee shall be nominated by the Executive Commission, elected by the Presbytery, and composed of no more than six and no fewer than four members. The Presbytery shall elect a Nominating Committee broadly representative of the member churches of the Presbytery, with a membership as evenly divided as possible between ministers of the Word and Sacrament and ruling elders, and inclusive on the bases set forth in F-1.0403.

VI. COMMITTEE ON REPRESENTATION.

A. Purpose

The Committee on Representation's purpose and work are described by the Constitution (F-1.0403 and G-3.0103). This committee shall report to the Presbytery with recommendations for action.

B. Responsibilities

The main function of the Committee on Representation shall be to advise the Presbytery with respect to its membership and to that of its commissions, committees, teams, agencies and other units in implementing the principles of participation and inclusiveness to ensure fair and effective representation in the decision making of the Presbytery. The Committee on Representation shall serve both as an advocate for the representation of people on the bases set forth in F-1.0403, and as a continuing resource to the Presbytery in these areas. In particular, the Committee on Representation shall:

1. Review the performance of Presbytery in these areas and report annually to it and to the Synod with recommendations for any needed corrective action;
2. Consult with the Nominating Committee concerning nomination or appointment of people of differing races, ethnicities, gender, age, abilities, and sexual orientation to commissions, committees, teams, agencies or other units; and

3. Advise the Presbytery on the employment of personnel, in accordance with the principles of participation and representation (F-1.0403) and in conformity with the State of Idaho's Fair Employment Law.

C. Members

The Committee on Representation shall be elected by the Presbytery and composed of four members, demographically representative of the Presbytery.

VII. BILLS AND OVERTURES COMMITTEE.

A. Purpose

The Bills and Overtures Committee has no regular, scheduled meetings but convenes when proposed amendments to the Constitution are received from the General Assembly, and when overtures from the Presbytery or other presbyteries to the General Assembly are to be considered. This Committee shall report directly to the Presbytery Assembly with its recommendations for action.

B. Responsibilities

The Bills and Overtures Committee is responsible to:

1. Receive and prepare proposed overtures originating in the Presbytery or overtures from other presbyteries which seek concurrence for submission to the General Assembly, and present them to the Presbytery in a timely manner according to the rules of the General Assembly, and may at its discretion offer non-binding recommendations to the Presbytery for approval or disapproval; and
2. Review and make recommendations to the Presbytery when proposed amendments are received from the General Assembly to be voted on by the presbyteries.

C. Members

The Bills and Overtures Committee shall be elected by the Presbytery and composed of the elected teaching elder and ruling elder commissioners and the Young Adult Advisory Delegate to the next General Assembly. The Stated Clerk shall convene, orient, and assist the committee. The Committee shall consult with the former commissioners and delegates as they begin their work and may consult as helpful throughout their term.

D. Term

The two-year term of service ends when the next commissioners/delegate are elected.

VIII. PERMANENT JUDICIAL COMMISSION

A. Purpose and Authority

In accordance with the Constitution of the PC(U.S.A.) Church Discipline (D-section of the *Book of Order*), the Permanent Judicial Commission (PJC) is responsible to conduct trials and appeals of remedial and disciplinary processes. In the cases transmitted to it, the PJC shall have only the powers prescribed by the Constitution of the PC (U.S.A.) and shall conduct its proceedings accordingly.

B. Members

The Presbytery shall elect a PJC from the ministers of the Word and Sacrament and ruling elders subject to its jurisdiction. The PJC shall be composed of no fewer than seven members, with no more than one ruling elder or teaching elder from a single congregation and arranged in three classes of equal size as is feasible. No person shall serve on more than one PJC at the same time. No Moderator, Vice-Moderator, Presbytery personnel, or member of a Presbytery commission shall serve on the PJC. Continuing membership on the PJC is dependent on membership in a congregation of the Presbytery or in the Presbytery itself.

C. Term

The term is six years. In filling vacancies for unexpired terms, a member who has served more than half of a term is considered to have served a full term and is ineligible for immediate re-election. No person who has served on the PJC for a full term shall be eligible for reelection until two years have elapsed after the expired six-year term. The Stated Clerk shall keep and annually report a current roster of those members of the PJC whose terms have expired within the past six years.

D. Quorum

The quorum of the PJC shall be a majority of its members, except that the quorum of the PJC in a disciplinary case shall be a majority of the members

after omitting any member assigned responsibilities under D-3.0102. In no instance shall the quorum be fewer than five members.

E. Activation of the PJC

The PJC and its investigative committee(s) shall be activated when the Stated Clerk receives in writing a signed complaint, allegation, or reference, as described in the Church Discipline section of the *Book of Order*.

Whenever a PJC is required to meet for a hearing or trial, the Stated Clerk shall recruit a sufficient number of additional members by rotation from the roster of former members to ensure that a quorum will not be lost during the course of the proceeding.

F. Exclusions from Participation

When a congregation is a party to a case, members of the PJC who are members of that congregation or persons in permanent or temporary pastoral relationships with that congregation shall not participate in the case in any way. Members designated under D-3.0102 shall not otherwise participate in the case.

G. Presbytery Moderator or Stated Clerk as Parties

1. If there is a complaint, allegation, or reference in which the Presbytery Moderator is named as a party, the Presbytery Vice-Moderator shall assume the office of Presbytery Moderator including the roles and responsibilities of Church Discipline until the complaint, allegation, or reference is properly adjudicated.

2. If there is a complaint, allegation, or reference in which the Stated Clerk is named as a party, the Presbytery shall appoint a Stated Clerk *pro tempore* to assume the roles and responsibilities of Church Discipline, until the complaint, allegation, or reference is properly adjudicated.

3. If there is a complaint, allegation or reference in which the Presbytery Moderator or Stated Clerk are named as parties, the PJC may decide to make a reference to the Synod for the matters to be adjudicated.

H. Disciplinary Investigating Committee

Under the Disciplinary process of Church Discipline, the Presbytery Moderator, in consultation with the Stated Clerk, shall appoint three to five members of the Presbyterian Church (U.S.A.) to be the investigating committee in disciplinary cases (see D-7.05) and who shall be directed by

the Presbytery Moderator to convene and elect from themselves a moderator and a clerk. If a quorum cannot be obtained, the Presbytery Moderator shall appoint members to the PJC from the roster of former PJC members and report the action at the next stated meeting of the Presbytery.

I. Special Committee of Reviewers and Effect on Quorum

The Moderator of the PJC shall designate a special committee of three persons to review any petition for review of the procedures of the investigating committee while the investigation in a disciplinary case is in process (D-7.11), to review any petition for review of the decision not to file charges (D-7.1402), to determine the need for administrative leave (D-7.0902), or to review any petition for review of a Session acting as a PJC. The special committee shall be composed of at least one current member of the PJC and may include up to two former members of the PJC. The members of the special committee shall not take part in any subsequent trial. When a case proceeds to trial after a review, the quorum of the PJC shall be a majority of its members who did not participate in the review, but in no case shall a quorum be fewer than five members (D-3.0602).

IX. PERSONNEL

These policies govern the relationship between the Presbytery and all employees. These policies do not constitute a contract. Their terms are implemented in accordance with the Constitution of the PC(U.S.A.), including its provisions for Administrative Staff (G-3.0110). These policies may be withdrawn or changed, at any time and without notice to the employee, upon recommendation of the Executive Commission and by action of the Presbytery. All policies and procedures, to the extent that they are inconsistent with this document, are deemed revoked on approval by Presbytery of any future changes.

The Presbytery, a mid-council of the PC(U.S.A.), is a community of faith called into being by God's grace in Jesus Christ, "...known by its convictions as well as by its actions." (F-2.01) The work of the Presbytery is defined within the context of the Constitution of the PC(U.S.A.), which consists of the Book of Confessions and the Book of Order, and within the definition of its own mission.

The Presbytery's personnel system is designed to reflect the continuing mission of the Presbytery, including program and budgetary decisions. The Presbytery recognizes that employees are an important part of the Presbytery's mission. Their

contributions are respected and appreciated. Presbytery recognizes the need to consider a healthy work-life balance, including Sabbath time, for its employees. Employees and supervisors should consult on strategies including establishing work schedules.

A. Employee Records

1. Employee Records Defined: Employee Records are those records of the Presbytery that pertain to employment of its employees including but not limited to; background and reference checks, performance goals, reviews, and evaluations, and employment separation materials. Employee Records do not include financial records such as payroll records; such records shall be considered part of the financial records of the Presbytery. Employee Records do not include complaints, investigations or disciplinary related materials concerning an employee; such records shall be considered part of the complaint or litigation records of the Presbytery.
2. Retention of Employee Records: Employee Records shall be maintained in the Presbytery Office in a locked filing cabinet or other secure system that assures that the Records are kept confidential. No one shall have access to the Employee Records except the Executive Presbyter, members of the Executive Commission who have been authorized by the Executive Commission to view such records, or as part of a judicial process. An Employee may view their Employee Records by making a request to the Executive Presbyter or the Moderator of the Presbytery. The Employee will be provided a copy of any of the Records in the Employee's file.
3. Destruction of Employee Records: Employee Records may be destroyed at any time after the expiration of four calendar years following the Employee's last date of service for the Presbytery; provided, however, if there is any complaint, dispute, claim, or legal matter pending concerning the Employee, the Employee Records shall be retained until conclusion and expiration of any appeal time of the matter.

B. Staff Roles

The Presbytery staff consists of the Executive Presbyter, the Stated Clerk, the Administrative Assistant, and such other staff members (including temporary positions) as are approved by the Executive Commission.

A position description will be developed for all positions by the Executive Commission. In addition to an annual personnel review by the Executive Presbyter and the Executive Commission, there shall be a comprehensive review of the position at least every three years for these positions.

The roles of Executive Presbyter and Stated Clerk may be filled by one individual to serve the needs of the Presbytery. In such case, whenever the terms “Executive Presbyter” and “Stated Clerk” are used in this Manual of Administrative Operations, such terms will be understood to mean the combined role as well.

C. Scope and Application of the Personnel Policies

The Presbytery commends these policies to its congregations. It is the intent of these policies to conform, where necessary, to the requirements of applicable state laws. In the event these policies conflict with applicable state law, state law shall prevail.

D. Development and Administration of Personnel Policies and Procedures

The Presbytery is responsible to provide for a plan to implement equal opportunity employment consistent with the principles of inclusiveness of the Presbyterian Church (U.S.A.), which shall include the following:

1. Compensation: develop and administer a process of job classification and compensation.
2. Reimbursement of Expenses: develop and administer a process for the reimbursement of employee expenses.
3. Continuing Education: develop and administer a process of continuing education compatible with the needs of the Presbytery and the career goals of the employee.
4. Benefits: provide employee benefits compatible with the goals and financial capacity of the Presbytery.
5. Employee Concerns: establish and administer a procedure for resolving job-related issues.

6. Distribution: provide each employee a copy of the Presbytery's personnel policies.

E. Inclusiveness

The Presbytery is an equal opportunity employer. All decisions regarding employment (including termination) will be made without discrimination on the basis of race, color, religion, sex, national origin, age, marital status, gender, sexual orientation, disability, or any other category as defined in federal or state law (except where a category is determined to be a bona fide occupational qualification).

F. Drug and Alcohol Dependency

The Presbytery's intent is to provide a drug-free, healthful, safe, and secure work environment. It recognizes that alcoholism and other drug dependencies are a significant problem with potential for causing severe effects to the Presbytery's work force. Employees shall perform their jobs efficiently, safely and in a professional business-like manner, without the use of alcohol, marijuana, or illegal substances.

G. Conduct

All employees of the Presbytery are governed by the Ethical Conduct policy of the Presbytery.

1. Sexual Harassment

The Presbytery strongly condemns sexual harassment. Such conduct will not be tolerated in any form, by any person. All sexual harassment conduct in the workplace, whether committed by supervisory or non-supervisory personnel, is prohibited. Such conduct includes but is not limited to:

a) Inappropriate touching, making unwelcome sexual advances or propositions, requests for sexual favors, unwelcome sexual flirtations, verbal abuse of a sexual nature, graphic/verbal comments about an individual's body, sexually degrading words, the display of sexually suggestive objects or pictures, or other verbal or physical contact of a sexual nature; or

b) Making sexual harassment conduct a condition of obtaining employment or continuing employment; or

- c) Making submission to or rejection of sexual harassment conduct the basis for employment decisions affecting the employee; or
- d) Creating an intimidating, hostile or offensive work environment because of sexual harassment conduct.

Employees who believe that they have been the subjects of sexual harassment should report the alleged act immediately to their supervisor. If they do not feel comfortable talking to that individual, they may speak with the executive or a member of the Executive Commission.

Any supervisor, agent, or other employee who has been found by the Presbytery, after appropriate investigation, to have sexually harassed another employee, will be subject to appropriate sanctions, depending upon the circumstances, from a warning in their personnel file up to and including termination.

2. Harassment

The Presbytery prohibits harassment in any form by its employees based on categories of race, color, religion, sex, national origin, age, marital status, gender, sexual orientation, disability, or any other category as defined in federal or state law.

Harassment is defined in the Ethical Conduct Policy. Harassment is also defined in these Personnel Policies as verbal or physical conduct which is insulting or intimidating, has the effect of interfering with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

It shall be the responsibility of each employee to maintain an environment which is free from such harassment and to report incidents of conduct which they believe to constitute such harassment.

Employees who believe they have been the subjects of harassment should report the alleged act immediately to their supervisor. If they do not feel comfortable talking to that individual, they may speak with the Executive or a member of the Executive Commission.

Any supervisor, agent, or other employee who has been found by the Presbytery, after appropriate investigation, to have harassed another employee, will be subject to appropriate sanctions, depending upon the

circumstances, from a warning in their personnel file up to and including termination.

3. Conflict of Interest

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

It is the policy of the Presbytery to ensure productive work environments where employees and program operations may function without disruption.

a) Nepotism

No person may be employed in a position that is under the direct supervision of an immediate family member (spouse, parent, parent-in-law, child, grandchild, brother, sister, grandparent) or a member of the same household or where the family or household member, by virtue of the position held in the Presbytery, has authority to influence the employee's salary, promotion, or other aspects of employment. This applies both to original employment and changes in employment by promotion, demotion, transfer, or reorganization.

b) Gifts

No employee shall accept any gift, gratuity, service in kind, or any special favor from any person or persons or businesses which provide or receive goods and services, or which seek to provide or receive goods and services from the Presbytery. However, minor courtesies such as luncheons, dinners, or similar arrangements in connection with business discussions may be received.

c) Disclosure

If any employee is called upon to participate in a decision in which the interests of the Presbytery conflict with their personal interests, the employee shall disclose the conflict and shall abstain from participating in the decision.

d) Outside Employment

Employees who hold other paid positions shall ensure that such outside employment will not interfere with the performance of their duties or

produce a conflict of interest in the pursuit of those duties. Any question regarding this shall be reviewed with their supervisor.

e) Solicitation

Employees may not advertise services, solicit another employee, or collect from another employee while either employee is on work time. “Work time” is defined as all time on the job other than before and after work, at meal periods, and during break times.

Presbytery emails and media accounts may not be used to solicit for causes outside the interests of the Presbytery.

4. Procedures for Addressing Employee Concerns and Problems

The Presbytery encourages a positive, supportive work environment. If issues arise, employees should feel free to bring the matter to their supervisor or to the Executive Commission. Additionally, employees will be invited to meet periodically with members of the Executive Commission to maintain positive communication and support.

The employee should promptly contact the Executive Presbyter or Chair of the Executive Commission to report a violation of these Personnel Policies by another employee. The Presbytery prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another staff member for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

H. Security of Presbytery Records and Confidentiality

It is the policy of the Presbytery that employees are required to protect organization records entrusted to them or accessible to them against unauthorized access, loss, or destruction. These records include all written or computerized information produced by or for the Presbytery.

It is the responsibility of all employees to respect and protect information of a confidential nature. Employees shall not post or disseminate confidential internal reports, personnel records, sensitive communications about individuals or private communications related to affiliated ministries, minister members or applicants, or congregations.

1. Electronic Communications

The Presbytery's e-mail system, social media platforms, or server (physical or cloud-based) are provided by the Presbytery for use in conducting Presbytery business. All communications and information transmitted by, received from, or stored on these systems are Presbytery records and property of the Presbytery and are subject to the ecclesiastical discovery process. Employees have no right of personal privacy in any matter stored in, created, received, or sent over these systems. No privacy right is established by the use of a password on Presbytery systems.

Employees are not authorized to retrieve or read any e-mail messages sent through the Presbytery's server that are not sent to them without prior approval from the intended recipient, Presbytery Executive, or Chair of the Executive Commission. Employees are not authorized to grant access to any e-mail system, social media platform, computer system, or server of the Presbytery to anyone who is not an employee of the Presbytery or designated user, except as authorized by the Executive Presbyter or the Chair of the Executive Commission

The Presbytery's ethical conduct policies apply fully to the e-mail system, social media accounts, and internet, and any violation of those policies is grounds for disciplinary action up to and including termination.

Organization-provided laptops, computers, and cellular telephones may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature. The Presbytery may use software to identify inappropriate or sexually explicit internet sites. Such sites may be blocked from access by the Presbytery.

2. Content of Communications

The following actions are forbidden: using disparaging, abusive, profane, or offensive language; creating, viewing, or displaying materials that might adversely or negatively reflect upon the Presbytery or be contrary to the Presbytery's values or best interest; and engaging in any illegal activities, including piracy, extortion, blackmail, copyright infringement, and unauthorized access of any organization-provided equipment. No messages or posts should be created or sent if they contain intimidating, hostile, or offensive materials concerning race, ethnicity, religion,

gender, gender identification, sexual orientation, age, national origin, disability, veteran status, or any other classification protected by law.

Employees should write e-mail communications, social media posts, or internet communications with care, judgment, and responsibility. Always be fair, courteous, and respectful. Be honest and accurate when posting information or news on behalf of the Presbytery; acknowledge and correct any mistakes as soon as they are discovered. The following standards should be observed:

Where appropriate, electronic communications should:

- be informative / educational
- be inspirational
- challenge us to live more fully into our faith
- help us see our commonality as God's children
- inspire us to go and "do likewise"
- promote community within the presbytery, the larger national church, and our ecumenical partners
- make us aware of work still to be done toward God's will
- promote our events

Electronic communications should not:

- promote personal agendas
- be judgmental, divisive, insulting, or "snarky"
- use inappropriate or offensive language or images
- endorse politicians or specific political views
- share private posts of others without permission

I. Employment Categories and Terms

When Executive or Administrative staff involve Teaching Elders, these staff members are not just employed but are called to their positions in accordance with provisions of the Book of Order and any policies or guidelines adopted by the Presbytery.

Employees hired on a part-time basis (fewer than 40 hours per week) will be subject to the same general conditions and expectations as full-time employees. Eligible benefits will be calculated on a pro-rated basis. Holidays will apply in accordance with an employee's regular work schedule.

No one serving on a temporary or interim basis in an elected position may be hired to fulfill that same position on a regular basis, except by a 2/3 vote of the Presbytery.

Executive staff generally will be compensated on a salaried basis and exempt from overtime pay. Administrative staff who do not meet the requirements under the Fair Labor Standards Act for exempt status will be compensated on an hourly basis. Non-exempt employees are required to maintain accurate and complete time records and to submit these on a regular basis to the Executive Presbyter.

J. Salary Administration

Salaries will be initially determined through competitive benchmarking, utilizing both internal and external data.

Salaries will be reviewed annually and may be adjusted, as appropriate, based on the employee's performance, changes in the consumer price index, market information, and other considerations.

Ordinarily, any salary adjustments will be made annually. Changes in the terms of call for a Teaching Elder must be recommended to the Presbytery for approval.

For Ruling Elders or non-ordained staff, the Presbytery pays the employer's share of FICA tax; and the employee's share is withheld from the wages. Teaching Elders are considered self-employed for Social Security and Medicare purposes and are responsible for the payment of their contribution.

K. Benefits

1. Pension

All eligible full-time employees are entitled to a pension contribution through the Board of Pensions. Dues shall be paid by the Presbytery at the required percentage. Questions regarding eligibility, benefit levels, or other issues shall be determined solely by reference to the provisions of the Board of Pensions.

2. Health Insurance and Disability Benefits

Health insurance coverage and disability benefits for full-time employees are provided by the Board of Pensions and will be covered by the

Presbytery. Coverage for a full-time employee's spouse or family, if needed, will be negotiated at the time of hiring or at the time of a life change event according to the Board of Pensions and may be covered by the Presbytery in full, on a shared basis, or not at all. For all other employees, health insurance and disability benefits will be negotiated at the time of hire or at the time of a life change event according to the Board of Pensions and may be covered by the Presbytery in full, on a shared basis, or not at all.

3. Worker's Compensation Insurance

Worker's Compensation Insurance is provided to all employees according to the provisions of State law.

4. Unemployment Insurance

Presbytery employees are excluded from unemployment compensation insurance pursuant to Idaho law.

5. Moving Expenses

Moving and relocation expenses will be negotiated at the time of hire.

6. Holidays

There shall be twelve paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and two other days to be determined with the Executive Presbyter at the beginning of each year. When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday, respectively.

7. Vacation Pay

Vacation with pay is provided for all employees. Vacations are not cumulative; earned vacation days not used in the calendar year will be forfeited, except when special provision has been made by the Executive Presbyter, or the Executive Commission in the case of the Executive Presbyter. Full-time staff are entitled to a minimum of 20 days of vacation per calendar year. In the case of Teaching Elders, provisions for vacation will be outlined in the Terms of Call. Other staff are entitled to annual vacation computed according to the following schedule, without

regard to their hourly commitment (i.e. one vacation day applies equally to a 4-hour working day or an 8-hour working day):

- a) employment less than one year: 10 working days, pro-rated
- b) beginning the first full year through the fourth year: 10 working days per year
- c) beginning the fifth year through the ninth year: 15 working days per year
- d) ten+ years: 20 working days per year

Exceptions to these guidelines may be negotiated with the Executive Commission at the time of hiring. Ordinarily, staff may not take vacation during the first three months of employment. Specific vacation dates shall be determined in advance in consultation with the employee's supervisor.

8. Leave of Absence

a) Military Leave

Paid time off for military reserve duty as required by law shall be allowed.

b) Jury Duty

Time off for jury service shall be allowed. For up to a maximum of two weeks per year, the Presbytery will ordinarily pay the difference between the individual's normal and customary pay less whatever the individual receives for jury duty.

c) Health and Medical Leave

Employees are entitled to up to ten working days of paid sick leave each calendar year, cumulative up to ninety days. At the time of termination of employment (either voluntary or involuntary), an employee shall have no claim for pay in lieu of unused health and medical leave.

Employees may take up to twelve weeks of paid, job-protected leave to care for a spouse, child, or parent with a serious medical condition, or for a serious health condition that makes the employee unable to perform the essential functions of their job.

d) Parental Leave

In cases of normal childbirth or adoption, eight weeks of paid leave shall be granted. If both parents are employed by the Presbytery, only one parental leave can be granted. However, leave may be shared by two parents. Additional time away shall be treated as a leave of absence without pay. Parental leave must be taken within sixty days of the birth of a biological child or placement of an adoptive child. In the event of medical complications due to pregnancy, loss of the child during or immediately after pregnancy, or involuntary termination of an adoption, necessary leave time will be treated as sick leave.

e) Bereavement Leave

A maximum of three days per year shall be allowed for paid, emergency bereavement leave arising out of the death of an immediate member of the family.

f) Leave Without Pay

Employees may be granted leave without pay. Paid benefits (e.g., pensions, health insurance) may be continued at the employee's own expense, as allowed by the benefit provider, but paid leave benefits, (e.g. vacation, sick leave or holidays) will not accrue during this period. The leave is subject to the approval of the Executive Commission upon recommendation of the Executive Presbyter.

9. Professional Expenses

Subject to the budget of the Presbytery, staff may be allocated funds to use for professional expenses. Such funds may be used within the discretion of the employee for purposes that further the mission of the Presbytery, including collegial relations, education, travel on Presbytery matters, and supplies or resources to aid the employee in the performance of their duties. The employee shall remit to the Presbytery bookkeeper expense reports and receipts for the use of such funds.

10. Continuing Education

Continuing education that benefits the employee and the Presbytery shall be encouraged. Employees are to submit plans for continuing education to their supervisor for consideration. Leave with pay to attend continuing education courses or trainings may be granted by the Executive Presbyter subject to the needs of the Presbytery. Employees

are eligible to apply to the COM for leadership development grants to cover the cost of such continuing education. Employees may use their professional expenses budget for continuing education. All Teaching Elders will be granted two weeks of study leave for continuing education as outlined in their terms of call. After completion of any continuing education leave, a written report shall be submitted to the person's supervisor.

After six years of continuous employment by the Presbytery, executive staff may apply for an extended continuing education leave with full pay, as outlined in the Presbytery's sabbatical policy. Such application will include a detailed written plan of study, with clearly identified goals, and must be approved by the Executive Commission.

L. Separation from Employment

It is the policy of the Presbytery that employment relationships are at-will and may be terminated at any time with or without cause by the employee or by the Presbytery (except as otherwise required by state law). Separation may occur for many reasons including voluntary resignation, termination without prejudice, reduction in force or position elimination, incapacity, or death.

Upon separation as an employee of the Presbytery, the employee shall immediately stop using the Presbytery's e-mail system, social media platforms, and servers, and shall return all computer equipment belonging to the Presbytery. The employee shall also cease using any Presbytery e-mail distribution lists. Any exceptions to this provision may be granted only by the Executive Presbyter or the Chair of the Executive Commission. The separating employee is required to provide the Executive Presbyter or the Chair of the Executive Commission with all Presbytery account and computer passwords related to the employee. Failure to do so may result in legal action.

1. Unsatisfactory Performance and Involuntary Termination

Occasionally, an employee's behavior or work performance is unsatisfactory. When this arises, normally the employee's supervisor will meet with the employee in an effort to improve the unsatisfactory behavior or performance. However, the Executive Commission reserves the sole right to determine whether disciplinary action should occur and

the nature and extent of the discipline to be imposed. This process may include verbal warning(s), written warning(s), suspension, or termination, all in the sole discretion of the Executive Commission. The Executive Commission reserves the right to bypass one or more of the options set forth above. While it is not possible to list every type of behavior that might be deemed a problem, the following list includes examples of behavior which may result in discipline up to and including termination:

Unsatisfactory performance, insubordination, theft or neglect in the care and use of Presbytery property and funds, unexcused absence and/or repeated tardiness, moral turpitude, actions damaging to the interests of the Presbytery, violation of Presbytery policies, falsification of timekeeping records, reporting to work under the influence of alcohol or drugs, threatening violence in the workplace, sexual or other unlawful harassment, and possession, distribution, sale, transfer, or use of alcohol, marijuana, or illegal drugs in the workplace. The examples cited above are for illustration only and shall not be considered as comprehensive or limiting the Presbytery's right to administer discipline in its sole discretion.

In the event of involuntary separation of other staff, the Executive Presbyter, in consultation with and upon approval of the Executive Commission, will terminate any staff employee. In the event of involuntary separation of the Executive Presbyter or the Stated Clerk, the termination will be handled by the Executive Commission and, in the case of the Stated Clerk, by the Presbytery assembly.

2. Reduction In Force

Reduction in force, because of the discontinuance of a project or retrenchment in budget or for other circumstances arising out of no fault of the employee, is at the sole discretion of the Presbytery, acting through the Executive Commission.

Written notice of such reduction will come from the Executive Presbyter after consultation with the Executive Commission. As much notice as possible, with a minimum of 30 days, shall be given. Reemployment before the expiration of the notice period shall decrease eligible severance benefits.

When notice is given, severance allowance shall be given in relation to length of service with the Presbytery as follows:

- less than one year of service - one week
- one year or more - one week per year of service to a maximum of twelve weeks

Pay in lieu of 30 days' notice may be given if so determined by the Executive Commission. In such cases, severance allowance may be adjusted. Vacation time accrued shall be honored with time or pay at the time of severance.

3. Voluntary Termination of Employment

Employees wishing to terminate their employment with the Presbytery should submit a written resignation to their supervisor, indicating the reason for terminating employment as well as the last day they expect to work.

A minimum of thirty calendar days' notice is requested of staff. Pay will be granted for accrued vacation if notice is given.

Upon receipt of a resignation, the Executive Presbyter should arrange for an exit interview with the employee, placing in that person's file the resignation letter and a summary of the exit interview.

In the instance of the resignation of the Executive Presbyter, the resignation letter shall be submitted to the Presbytery Moderator. The Executive Commission is responsible for the exit interview of the Executive Presbyter.

Former staff persons are encouraged to recognize and respect responsible ethical boundaries in relationships and responsibilities with the Presbytery, its members, and congregations.

4. Incapacity

Incapacity may result from a mental or physical condition that causes an employee to be unable to fully function on the job. Leaves for temporary situations or reasonable accommodations may be implemented by the Executive Commission in consultation with the Executive Presbyter. These leaves and accommodations will be based on medical records

from the employee and the recommendations of a physician and will be subject to approval by the Executive Commission.

Incapacity that becomes permanent and that cannot be mitigated by the use of reasonable accommodations may result in separation from employment.

5. Death In Service

When the death of a Presbytery staff member occurs, the spouse or, if no spouse, the dependents of the staff member shall receive a separation allowance. The amount shall be equivalent to the salary (including any housing allowance) of the deceased for thirty days from the time of death.

X. FINANCIAL POLICIES

A. Investments and Distributions

1. Hilda Thompson Ranch

While the Hilda Thompson Ranch is owned by the Presbytery, the Board of Managers shall manage the ranch and diligently proceed to its sale, pursuant to the prior vote of the Kendall Presbytery. Until the sale is completed, proceeds from the ranch operations shall be distributed to the beneficiaries provided in the will, according to the formula in place at the time of the merger of Kendall and Boise Presbyteries. Proceeds from the sale of the ranch, other real estate, and any tangible assets shall be deposited with the Presbyterian Foundation for investment, as required by the will. Income from that investment shall be distributed as provided in the will, with the minimum ranch distribution to the First Presbyterian Church (Soda Springs) set at 25%. Once the affairs of the ranch are wound up and all money invested with the Presbyterian Foundation, the Board of Managers will be dissolved and the Executive Commission will have oversight of the ranch investment portfolio.

2. Hilda Thompson Investment Portfolio

The Hilda Thompson Investment Portfolio shall be distributed in accordance with the will and shall be overseen by the Executive Commission.

3. The Executive Commission shall adopt prudent investment practices that demonstrate good stewardship, while living into our values of robust connectional ministry.

XI. CONGREGATIONS

A. Formation of a New Congregation or Worshiping Community

The Snake River Presbytery affirms that the church is called into being by God's initiative for worship, witness, and service in the world. As the *Book of Order* reminds us:

"The Church is to be a community of faith, entrusting itself to God alone, even at the risk of losing its life. The Church is to be a community of hope, rejoicing in the sure and certain knowledge that, in Christ, God is making a new creation. The Church is to be a community of love, where sin is forgiven, reconciliation is accomplished, and the dividing walls of hostility are torn down. The Church is to be a community of witness, pointing beyond itself through word and work to the good news of God's transforming grace in Christ Jesus its Lord." (F-1.0301)

"A congregation is the church engaged in the mission of God in a particular place. A congregation is formed by the authority of a presbytery." (G-1.0201)

"In circumstances where the formation of a traditional ecclesiastically and legally organized congregation is not desired or deemed appropriate, and a worshiping community has been formally recognized by a presbytery according to its own definition, presbyteries and congregations may work together with such a group to provide supervision and support." (G-1.0104)

The Presbytery celebrates the movement of the Holy Spirit in raising up new communities of faith. We commit ourselves to walking alongside emerging communities through relationship, accountability, and covenant partnership. In this work, Snake River Presbytery also aligns with the vision and practices of the PC(U.S.A.) initiatives such as 1001 New Worshiping Communities (and any successor programs), which encourage diverse, contextual expressions of ministry as faithful witness to the gospel.

1. Initiation

A proposal to form a new congregation or worshiping community may come from:

- a) A group of people seeking to covenant together as a PC(U.S.A.) congregation or community;
 - b) A Session or Sessions desiring to initiate a new congregation in a particular area; or
 - c) The Presbytery itself, through its mission or strategic planning efforts.
- Proposals shall be submitted to the Executive Presbyter or Stated Clerk, who will refer the request to the Executive Commission for consideration.

2. New Worshiping Community Visioning Team

To provide an avenue for clear communication and shared discernment between those proposing a new congregation and the Presbytery, a New Worshiping Community Visioning Team (VT) will be formed.

The Presbytery Moderator, in consultation with the Executive Presbyter, Stated Clerk, and Chair of the COM, shall nominate a team of 3 to 5 members for approval by the Executive Commission (or by the Presbytery assembly at the Executive Commission's discretion).

The VT shall include both ruling elders and ministers of the Word and Sacrament, as equally balanced as possible, and representative of the Presbytery's diversity. Expertise in church development, finance, mission, real estate, and governance is encouraged, but the chief qualification should be an ability to discern God's call.

The VT may consult individuals with specialized skills (e.g., legal counsel, real estate, community development), should it be deemed necessary.

3. Responsibilities of the Visioning Team

The New Worshiping Community Visioning Team is tasked with representing the interests and vision of the Snake River Presbytery as it coordinates with those who are discerning the formation of a new worshiping community. The VT's work could include the following:

- a) Ecclesiastical Responsibilities
 - Confirming a theological identity consistent with the Reformed tradition;
 - Commitment to the polity and mission of the PC(U.S.A.);

- Capacity for worship, governance, and mission consistent with its intended formation (e.g., chartered congregation, new worshipping community);
- With the support of the Executive Commission and COM, guidance on:
 - Developing a covenant agreement with the Presbytery;
 - Establishing a Session or other appropriate governing body,
 - Organizing initial membership and leadership; and
- Recommending any Presbytery and denominational support (financial, coaching, or other resources) needed for successful formation.

b) Fiduciary and Legal Responsibilities

- Ensuring legal incorporation of the new congregation in accordance with state law and PC(U.S.A.) requirements;
- Assisting in securing real and personal property, if applicable, ensuring clear title and appropriate documentation naming the property for the use and benefit of the PC(U.S.A.); and
- Reviewing financial plans, including sustainable budgeting, stewardship development, and appropriate insurance coverage.

The New Worshipping Community Visioning Team shall report regularly to the Executive Commission, particularly when the proposed community is ready to enter into formal relationship with the Snake River Presbytery as a form of corporate witness in the PC(U.S.A.)

4. Covenanting & Chartering

The Presbytery recognizes two primary forms of corporate witness for new communities, as outlined in the *Book of Order*.

a) Covenanted Worshipping Community

In circumstances where the formation of a traditional ecclesiastically and legally organized congregation is not desired or deemed appropriate, a worshipping community may be formally recognized by the Presbytery as a “worshipping community” (G-1.0104)

Such communities shall enter into a written covenant agreement with the Presbytery, detailing the mutual commitments, mission

and vision, accountability structures, and provisions for pastoral leadership. The covenant shall specify:

- The sponsoring ecclesial council (either a Session or the Presbytery itself) responsible for financial, legal, and disciplinary sponsorship;
- The approval process for celebration of sacraments, in keeping with the Directory for Worship;
- How membership records will be maintained by the sponsoring council for participants desiring formal membership in the PC(U.S.A.);
- Required adherence to the sponsoring council's policies (e.g. sexual misconduct, harassment, child/youth/vulnerable adult protection, antiracism); and
- Recognition that the community shall not hold property or enter into financial, legal, or contractual obligations apart from their sponsoring council.

The VT will assist the worshipping community and the sponsoring council in drafting and reviewing this covenant and will make recommendations to the Executive Commission and COM for its approval. The Executive Commission shall bring to the Presbytery a recommendation for entering into the covenant agreement when appropriate. Upon the Presbytery's approval, the new covenanted worshipping community shall be celebrated as a partner in Christ's mission through the Presbytery. While in compliance with these conditions, the worshipping community is expected to participate in the life of the Presbytery, including through attendance at Presbytery meetings, and may elect one ruling elder commissioner with the privilege of voice and vote at such meetings.

b) Chartered Congregation

When a community of faith demonstrates readiness and appropriateness for formal chartering, the Presbytery may declare it an organized congregation (G-1.0201).

The VT, with support of the Stated Clerk, will guide the community through:

- Development of a formal application for chartering, in alignment with G-1.0201;
- Legal incorporation in accordance with state law and PC(U.S.A.) polity, including the proper filing of articles of incorporation;
- Preparation of a mission statement, governance documents (e.g., bylaws), and plans for ongoing accountability and sustainability;
- Arrangements for initial membership roll, Session formation, and election of officers as required by the *Book of Order*; and
- Plans for stewardship, property (if any), and insurance.

The COM shall bring to the Presbytery a recommendation for chartering when appropriate. Upon Presbytery's approval, the new congregation shall be enrolled on the rolls of the Presbytery and celebrated as a partner in Christ's mission through the Presbytery.

When the chartered congregation or the community of faith working toward chartering wishes to call a minister of the Word and Sacrament or a Commissioned Ruling Elder to regular pastoral service, the group will work with the COM in the call process. The Presbytery celebrates both forms of corporate witness as faithful expressions of the gospel in context. Whether as a chartered congregation or a covenanted worshipping community, these ministries will be nurtured, encouraged, and held accountable in partnership with the wider church.

B. Dissolution of Congregations

The Presbytery affirms that congregations are gathered and sustained by the grace of God for worship, service, and witness (*Book of Order* F-1.0301). In the providence of God, congregations are formed for particular times and places, and their life and ministry bear faithful witness to the gospel within their communities (G-1.0101).

We recognize that, as Ecclesiastes teaches, "for everything there is a season, and a time for every matter under heaven" (Ecclesiastes 3:1). There are seasons of planting and seasons of harvesting, seasons of birth and of death. When a congregation comes to the end of its life in a particular place, we give thanks for the ministry that has been, grieve its closing, and trust in God's continuing work through the wider church.

The Presbytery, entrusted with pastoral and fiduciary care (G-3.0301), seeks

to accompany congregations with compassion and faithfulness through the process of dissolution, honoring the legacy of ministry while attending to the stewardship of resources for the sake of Christ's mission.

1. Formation of Administrative Commission

When a request from a member congregation is received by either the Executive Presbyter or Stated Clerk of the Snake River Presbytery, that request shall be given to the Executive Commission for its consideration. It may then vote to direct that the Presbytery Moderator appoint an Administrative Commission (AC) to dissolve (close) a congregation.

The Moderator of the Presbytery, in consultation with the Executive Presbyter, Stated Clerk and Chair of the COM, shall nominate an Administrative Commission of three to five members. The Executive Commission will act with the authority of the Presbytery in voting to approve the proposed members of the AC, or it may recommend that Presbytery assembly directly approve the proposed members. Appointments shall be reported to the next stated meeting of the Presbytery.

The AC shall be composed of ruling elders and ministers of the Word and Sacrament of the Presbytery in numbers as nearly equal as possible and representative of the Presbytery as a whole. Members of the AC should be from different churches in the Presbytery. (G-3.0109)

The AC membership should include a member who represents the Executive Commission and at least one member from the congregation seeking dissolution, preferably the Clerk of Session. Other expertise that might be helpful to have in the membership of the AC includes law, accounting and finance, real estate and property management, local mission, and/or social service.

The appointed AC may designate individuals with particular skills to assist with their work and will report consultation with such individuals to the Executive Commission. The AC shall be trained by the Stated Clerk.

2. Responsibilities of the Administrative Commission

The AC will act with the authority of the Presbytery in carrying out their work according to the specifics of the charter which the Presbytery approves. If needed, the AC may seek additional authority from the Presbytery, including the taking of original jurisdiction.

Unless otherwise specified, the AC will have the authority to carry out the following responsibilities:

a) Ecclesiastical and Pastoral Care Responsibilities

- Consulting with and caring for remaining members and attendees of the congregation;
- Ascertaining the roll of the current members, with addresses, and counseling them about transferring their membership to another congregation;
- Providing for an appropriate closing worship service to celebrate the life and ministry of the congregation;
- Securing all Session records (minute and roll books) and pertinent historical records and transmitting them to the Stated Clerk for subsequent deposit in the Presbyterian Historical Society; and
- Acting as the Session following the official dissolution in order to accomplish necessary closing activities.

b) Fiduciary Responsibilities

- Working with the church treasurer to pay all outstanding bills;
- Working with the church treasurer to produce a final financial report for the congregation;
- Providing statements of current year giving to all known donors;
- Providing for a final accounting of cash and non-cash assets;
- Providing that all postal mail is forwarded c/o the Snake River Presbytery office effective the date of closing;
- Emptying any safe deposit box(es) and securing all documents for the AC;
- Ascertaining the legal status of the congregation (incorporated or not), ascertaining if filings are current, preparing necessary filings to dissolve the corporation, and closing out employment accounts such as workers' compensation and tax withholding (as applicable); and
- Arranging for the treasurer(s) to sign off on all financial accounts with two individuals (a member of the AC and the Presbytery treasurer) and assuming signatory authority for the accounts until such time as they are closed.

c) Real Property Responsibilities

- Obtaining deeds for all parcels of real estate (there may be several if neighboring properties were purchased over the years; not all properties may be contiguous);
- Conducting a title search to ascertain that all real property is held in fee simple with no liens or no clauses which would have the property revert back to the donor(s) or their known and/or unknown heirs should the property cease to be used for church purposes;
- If there is a cloud on the title to any church real property, proceeding to take necessary action to remove the lien or to quit the title.

- If the title is clear, then having a deed executed to transfer title to the property to “Snake River Presbytery, Inc.”
- Obtaining an appraisal for all parcels of real property;
- The appraised value will be different from the tax value recorded by the county auditor’s office. Appraisals for church buildings might only be approximate if there are few comparable sales); and
- Working with the Executive Commission to dispose of real property.
 - The preferable disposal of real property would be through sale on an “as is” basis. While the Presbytery is not in the business of making money, any sale should not be at a significantly under-valued price. Factors including the undesirability of an unsecured or unattended building, neighborhood relations, ongoing security/utility/maintenance costs, and potential for lengthy time on the market will all play a part in how the real property is priced and marketed. Auction, as opposed to listing with a realtor, may be a suitable option.
 - An alternative to selling the property would be donating it to:
 - An appropriate not-for-profit organization that is engaged in mission consonant with the mission of the former congregation or with the Christian gospel;
 - A local historical society; or
 - A similar organization.
 - Closing costs and fees would normally be assumed by the receiving organization.
 - If the structure(s) is/are in very poor physical condition, another alternative would be razing the structure(s) and selling off the lots at fair market value.

d) Personal Property Responsibilities

- Inventorying contents of the church building and any other properties;
- Providing an opportunity for members to have keepsakes from the church’s personal property, which may include a grace period following the final closing worship service;
- Being familiar with rulings and regulations promulgated by the Consumer Product Safety Commission, the Occupational Health and Safety Administration, and other government agencies that preclude the sale or donation of cribs manufactured prior to July 2011, and toys, furniture and other items that contain lead paint. Doing so may be a federal offense and most certainly is a huge potential insurance liability. These items need to be responsibly disposed of; and
- Providing the opportunity for other Snake River Presbytery congregations, first, and other congregations or community members, second, to receive furnishings that they can use.

e) Security and Maintenance Responsibilities

- Changing the locks after closing and expiration of any grace period;
- Seeing that the current insurance (property and liability) remains in force or is transferred to the Snake River Presbytery policy;
- Turning off all non-essential utilities and services (e.g., telephone, internet, cable, security, etc.) and obtain final billings;
- Changing billing address on remaining utility accounts to the Snake River Presbytery office;
- Arranging for appropriate ongoing maintenance while the property is under the Snake River Presbytery's management (maintaining grounds, snow removal, etc.) and arranging for payment; and
- Providing for the cleanup of the building and the removal of unwanted materials, trash, etc., and preparing the building ready for sale (if technical services are necessary, securing them and paying for them out of the congregation's assets, and if necessary, the proceeds from the sale of the real property).

The AC will keep written records of its activity and submit a final report to the Snake River Presbytery for inclusion in the minutes of the Presbytery. Following the conclusion of all appropriate activity and the submission of its final report, the AC may request that the Snake River Presbytery dissolve its commission with thanks.

C. Sale of Church Property

1. Constitutional Rationale

"The property of the Presbyterian Church (U.S.A.), of its councils and entities, and of its congregations, is a tool for the accomplishment of the mission of Jesus Christ in the world" (*Book of Order* G-4.0201). "All property held by or for a congregation, a presbytery,... is held in trust nevertheless for the use and benefit of the Presbyterian Church (U.S.A.)" (G-4.0203) and "whenever a congregation is formally dissolved by the presbytery, or has become extinct" such property "may be sold or disposed of as the presbytery may direct" (G-4.0205). Furthermore "a congregation shall not sell, mortgage, or otherwise encumber any of its real property and it shall not acquire real property...without written permission of the presbytery" (G-4.0206). However, the *Book of Order* lacks guidance to Presbyteries regarding the use of funds by churches from the sale of property when the church remains in operation, other than the application of G-4.0203 to all assets of a congregation. The purpose of this policy is to guide the Presbytery with regard to the use of

funds from the sale of church property by a continuing congregation.

2. Conditions for Approval

If a congregation is NOT formally dissolving or becoming extinct, a Plan for Sale of any real property including a Plan for Utilization of the Funds from the sale must be presented and approved by the Executive Commission prior to proceeding with any sale. The written Plan must include the following conditions:

- a) Funds generated from the sale must be placed in a separately identifiable account, separate from the other funds of the church. This must allow for the accounting for all income and expenditures for this particular account.
- b) A process must be in place for utilization of the funds consistent with the mission of the church. This may include:
 - 1. Reinvestment in real property to support the current and future mission of the church;
 - 2. Support of normal operating expenses of the church (i.e. worship space or other program rental, personnel, maintenance or improvement of other real estate); and
 - 3. Ministry or mission(s) of or designated by the church and endorsed by the Presbytery.
- c) The congregation shall report annually to the Executive Commission regarding income and expenses for the fund until such time as the fund is dissipated.
- d) If following the establishment of such a fund, the congregation is formally dissolved by the Presbytery or becomes extinct, the fund shall become property of the Snake River Presbytery.

D. Gracious Dismissal

The Presbytery affirms the basic principle that the PC(U.S.A.) strives to be a church modeled on the body of Christ as described in 1 Corinthians 12: a church made up of many different parts and given all the gifts necessary for its work as a community of faith, hope, love, and witness. (*Book of Order*, F-1.0301).

The Presbytery further affirms that freedom of conscience with respect to the interpretation of Scripture is to be maintained, provided that pastors and

church officers adhere to the essentials of the Reformed faith and polity as expressed in the *Book of Confessions* and the *Book of Order* (F-1.0303).

In the history of our denomination, there have been times of great turmoil and disagreement. Some of these disagreements have been so divisive and irreconcilable as to create schisms and separations in this part of the body of Christ. Our church polity provides broad guidance for managing relationships between and among our congregations.

Drawing upon this guidance the Snake River Presbytery has developed the following process for response to and reconciliation with congregations that may be considering withdrawing from the PC(U.S.A.). This framework also includes provisions to address regretful separation if reconciliation is not possible.

The goal of this Presbytery will always be reconciliation and continued relationship for all congregations within the Presbytery. The following process outlines the steps we will use as a Presbytery to respond to situations where our congregations, or leaders within, find themselves in conflict with their ordination vow to be governed by our church's polity and to abide by its discipline.

The process for gracious dismissal is based on the use of three delegations from the Presbytery: the Response Team, the Review Team, and the Administrative Commission. The following paragraphs offer general guidelines for the structure and work of each of these teams.

1. The Response Team

When the leadership of the Presbytery becomes aware, either through formal congregational action or through informal contacts with church leaders or members, that a congregation is in serious disagreement with the governance of the denomination, the Executive Presbyter will offer a pastoral visit by a Response Team. Team members will be selected by the Moderator of Presbytery in consultation with the Presbytery's Chair of the COM, Executive Presbyter, and Stated Clerk. The purpose of this team is to engage either the leaders of the congregation, or the congregation as a whole (as circumstances dictate), in a time of prayer and conversation aimed at understanding the conflict and identifying steps toward reconciliation. Team size will be dictated by the anticipated

scope of effort (e.g. meeting with several small groups will require a bigger team than meeting with a Session only).

If, during the initial visit, the team determines that progress can be made toward reconciliation through continued dialogue, the team will make recommendations to the Stated Clerk for conducting this continued dialogue. The team report and recommendations will be provided to the Stated Clerk within three days of the initial visit. If this team effort leads to resolution of the situation, no further action is required and to God be the glory!

If the visit is refused by the leadership of the congregation, this process shall skip immediately to the formation of an Administrative Commission.

If at any time the Response Team determines that the move toward separation/withdrawal is the work of a special interest group and not representative of the congregation, the team will immediately request that the Executive Presbyter, Stated Clerk, and Chair of the COM nominate an Administrative Commission to be elected by the Presbytery at a special or stated meeting.

Should the Response Team's efforts be unsuccessful and steps toward separation from the denomination appear to be in process, the Moderator of the Presbytery, in consultation with the Executive Presbyter and Stated Clerk, will appoint a Review Team to study and recommend appropriate action. It shall make a full report to the governing body that created it, and its recommendations shall require action by the governing body.

2. The Review Team

When all efforts of the Response Team appear to have come to a stalemate, a Review Team shall be appointed by the Moderator of Presbytery, in consultation with the Presbytery's Chair of the COM, the Executive Presbyter, and the Stated Clerk.

This team has specific constitutional authority and will conduct a thorough assessment of the situation in the congregation. Based on that assessment, the team will make recommendations to Stated Clerk, who will report to the Presbytery as appropriate. The decision to appoint this team will be communicated to the congregation concerned immediately,

by letter to every member, and the team will be appointed within 15 days of that notification. The team will complete its work within 30 days and submit a final report to the Stated Clerk within 15 days of that completion.

a) Purpose And Authorities

The Review Team is appointed to study the situation in the congregation, to gather facts, and to recommend appropriate action to the Stated Clerk and the Chair of the COM. The Review Team shall be given certain constitutional authority:

- To request records of the Session (G-3.0108a), to determine whether proceedings have been correctly recorded, have been in accordance with the PC(U.S.A.) Constitution, have been prudent and equitable, and have been faithful to the mission of the whole church. It shall also determine whether lawful injunctions of a higher body have been obeyed;
- To look at whatever records may be relevant (e.g. how money is held, title to property, insurance documents, mortgages or other loan documents, corporate officers, corporate articles, bylaws, charters – especially changes in any of these). The Review Team will be careful to look for recent changes or modifications to articles of incorporation, bylaws, or deeds. The Presbytery is entitled to see such changes in legal documents (G-3.0108b);
- To give directives on behalf of the Presbytery (G-3.0108c.), including to direct the Session to reconsider and take corrective action on any matters determined to be out of compliance. If necessary, review and correction may be sought by initiating judicial process as described in Church Discipline. The type of directive will depend on the issues raised (e.g., didn't call a congregational meeting, didn't transfer assets, didn't encumber property, didn't elect new officers, etc.); and
- To recommend whether an Administrative Commission should be nominated and elected (G-3.0109b).

b) Composition

The Review Team shall consist of three to seven members, balanced as evenly as may be practicable, given its number, between ruling elders and ministers of the Word and Sacrament.

c) Communication

The Review Team shall keep all concerned parties informed through the following actions:

- Sending a letter to the Session outlining tasks and process. This communication should be measured, but firm;
- Sending a letter to all members of congregation outlining tasks and process. This communication should be measured, non-threatening, and explanatory;
- Holding “one-on-one” conversations with the pastor(s); and
- Communicating often with the Executive Presbyter, Stated Clerk, and Chair of the COM.

d) Duration of Work

It is expected that the Review Team will complete its work within sixty (60) days.

e) Results

At the conclusion of its work, the Review Team shall submit a final report to the Stated Clerk outlining its findings and recommendations.

- If the work of the Review Team leads to reconciliation and a faithful path forward within the PC(U.S.A.), no further action is required and to God be the glory. A brief summary of the resolution shall be submitted to the Presbytery for its records, and the Review Team will be dismissed with gratitude.
- If the Review Team determines that reconciliation is not possible, if the work of the team is refused by the leadership of the congregation, or if the team determines the move toward separation or withdrawal is the work of a special interest group and not representative of the congregation as a whole, the team shall request that an Administrative Commission be elected as described below.

3. The Administrative Commission (AC)

If, after careful review and discernment, the Presbytery determines that an Administrative Commission is needed to address unresolved conflict, settle difficulties, or respond to a breakdown in church governance, an AC shall be formed to carry out that work. This body acts on behalf of the Presbytery, with delegated authority appropriate to the situation, and guided by the *Book of Order* and the specific commission it receives. The Administrative Commission is both pastoral and judicial in its role—seeking reconciliation where possible and taking action where necessary.

a) Duties and Authority

The primary task of the AC is to attempt to “settle the difficulties.” It is understood that the AC may be given authority to assume original jurisdiction of the Session. The AC is to be guided by the Presbytery-approved commission (e.g., charter) outlining specific duties and authorities for this particular situation. The AC shall keep the Presbytery informed of actions taken and shall make recommendations directly to Presbytery for any actions that require Presbytery approval.

Powers of the AC are determined by the Presbytery, at the time of the election of the AC, or at a later date if deemed necessary by the body. After election, an AC has the full authority of the Presbytery to execute the limited powers granted by the Presbytery. Those limited powers may include, *inter alia*, the powers to:

- Determine whether a schism exists within the congregation;
- Determine which members represent the true church (G-4.0207);
- Confront the advocates for schism;
- Make recommendations to the Presbytery to dissolve pastoral relationships, or when requisite authority given by the presbytery, to dissolve pastoral relationships;
- Assume original jurisdiction in any case it determines the Session is unable or unwilling to manage wisely the affairs of its church;
- Freeze the assets of the church (real and liquid);
- Secure the building, grounds and other property of the church for the use and benefit of the PC(U.S.A.);

- Determine if and when a meeting of the congregation is appropriate for the purpose of voting to withdraw from the PC(U.S.A.);
- Call that congregational meeting and provide the moderator and clerk for that meeting;
- Report results of congregational votes to the Presbytery;
- Authorize oversight of the church, its ministry and its property to a viable faction of the congregation that has been identified as the true church within the PC(U.S.A.); and
- Propose to the Presbytery the recommendation for the disposition of the property held by or for the church, and the assumption of the liabilities of the church, in the event there is no viable faction of the congregation that has been identified as the true church within the PC (U.S.A.).

b) Composition

The Moderator of the Presbytery, in consultation with the Executive Presbyter, Stated Clerk, and Chair of the COM, shall nominate, to be elected by the Presbytery (or if urgency demands, by the Executive Commission), an AC of five to seven members. The AC shall be composed of ruling elders and ministers of the Word and Sacrament in numbers as nearly equal as possible and representative of the Presbytery as a whole. Members of the AC should be from different churches in the Presbytery (G-3.0109) and be in compliance with *Book of Order* guidelines (G-3.0109b – G-3.0113). The AC may include individuals with special skills, training or experience in mediation and negotiation.

- An AC elected for this purpose shall not include the Stated Clerk, Executive Presbyter, Moderator, Vice-Moderator, Chair of the COM, or any member of the PJC.
- The Presbytery may delegate to the Stated Clerk the authority to add, remove, or replace members of an AC when it is apparent that some member(s) need relief or in order to bring in persons with new skills or gifts to the process. Such a replacement shall be reported to the Presbytery.

- The Presbytery may delegate to the Stated Clerk the authority to grant permission to an AC to contact outside authorities for temporary consultation with the AC on specific matters.
- A quorum of the AC shall be a majority of its elected and appointed members.
- The proposed membership and commission (e.g., charter) of the AC shall be reported to the Presbytery in the form of a written motion for approval and election, unless urgency requires the Executive Commission to act on behalf of the Presbytery in the formation of the AC.

c) Staff Support

The Administrative Commission shall be staffed by the Stated Clerk of the Presbytery.

d) Final Report

The Presbytery shall receive the final report of the Administrative Commission, act on any remaining recommendations, and dismiss the AC at the completion of its work.

4. Gracious Dismissal

This section of the policy includes guidelines for how the Presbytery will participate in Gracious Dismissal Proceedings, should that be the recommendation of the Administrative Commission. Consistent with PC(U.S.A.) polity (including any relevant Authoritative Interpretations), congregations seeking dismissal from the Presbytery may only be dismissed to another Reformed body determined by the Presbytery to be an appropriate Reformed body in a manner consistent with such PC(U.S.A.) polity. A congregation cannot be dismissed to “independency.”

a) The pastor will contact the desired denomination to which the pastor(s) and the congregation wish to be dismissed. That denomination will follow their process with the pastor and the congregation. When this process is complete, that denomination’s leadership is requested to write the Stated Clerk of the Presbytery with a formal notification that the process for reception is complete as of a specific date.

b) The Administrative Commission shall determine whether the other denomination is a Reformed body consistent with the standards provided by the PC(U.S.A.) and, if so, will complete the process of working for dismissal or, if not, dissolution.

c) The COM will meet with the pastor(s) to determine the desire of the pastor(s) for dismissal.

d) As the Administrative Commission is nearing the completion of its work, the pastor(s) will write a letter to the COM requesting dismissal of the pastor(s) to a specific denomination, when the way is made clear.

- Assuming the desired denomination is Reformed, this letter shall not be construed as an immediate dismissal for the pastor but, rather, as an anticipation that the pastor and the church will be dismissed at the same time.
- If the dismissal request is to a non-Reformed denomination, the Presbytery shall treat the request as a renunciation of jurisdiction and shall remove the pastor from the Presbytery roll as of the requested date.
- The Presbytery may not remove the pastor from the roll if allegations of an offense have been received by the Stated Clerk, an inquiry has been initiated, or charges are pending against the pastor (D-7.0502).

e) The Administrative Commission shall make the final report to the Presbytery including the request for the congregation to be dismissed. Upon approval of the recommendations of the Administration Commission, the congregation and the pastor shall be dismissed in accordance with the polity of the PC(U.S.A.).

XII. PASTORAL RELATIONS

A. Membership and Validation of Ministry

1. Members of the Presbytery include ministers of the Word and Sacrament who are (1) engaged in congregational ministry or another ministry validated by the Presbytery; (2) members-at-large; or (3) retired. In addition to the requirements of the *Book of Order*, minister members should evidence their membership by:

a) Taking initiative in establishing an active relationship with Presbytery evidenced by regular attendance at Presbytery meetings. Regular attendance shall normally be understood to consist of attending at least two of the regular stated meetings each year and requesting excuse for absences for any others. Retired members are encouraged to attend meetings but are not required to request an excuse for absences from meetings;

b) Demonstrating a willingness to serve in the commission and committee structures of the Presbytery; and

c) Exhibiting their ordination vows (W-4.0404) in relation to other members of the Presbytery, their ministry setting, the denomination, and in their personal lives.

2. The COM shall establish standards consistent with this policy and the *Book of Order* to validate non-congregational ministries and to determine whether ministers are meeting the requirements of this policy. The COM shall review ministers within these categories annually. The Presbytery may remove individuals from its roll or take other action allowed by the *Book of Order*, when it is determined such individuals are no longer eligible to hold membership in the Presbytery or are in violation of this policy.

B. Compensation for Occasional Pastoral Services

Congregations or other organizations requesting occasional pastoral services shall pay mileage reimbursement using at least the IRS charity rate, if not more, and compensation of no less than the following:

1. Pulpit Supply: \$125.00
2. *Moderating Session: \$50.00
3. *Moderating Congregational Meeting: \$50.00

If this cost will pose a hardship on the congregation, the church should contact the COM.

*Ministers of the Presbytery may be asked to serve as moderators by a congregation's current pastor; otherwise moderators must be appointed by the COM.

C. Admission as Congregational Pastor

No minister may serve a congregation of this Presbytery unless the minister has been examined and approved for membership by the Presbytery and has had the initial terms of call/contract approved by the Presbytery. Occasional pulpit supply (no more than twice per month) does not require membership in the Presbytery.

Pastoral service by minister members of denominations in full communion or historical correspondence with the PC(U.S.A.) is governed by the *Book of Order* and the Formula of Agreement. Such a minister will be examined and enrolled in the same way as a PC(U.S.A.) minister seeking to serve one of the Presbytery's congregations. While enrolled temporarily in the Presbytery, the individual may also retain membership in their other denomination. Enrollment in the Presbytery will end once the individual's temporary pastoral relationship has concluded. During the tenure of the temporary pastoral relationship and once enrolled in the Presbytery, the individual shall ordinarily attend all meetings of the Presbytery and be seated as a minister with voice and vote.

If, during the approved search process, a Session identifies a non-PC(U.S.A.) or Formula of Agreement pastoral candidate, the Session may request that the Presbytery approve a minister of "another Christian church" (G – 2.0506) to serve their congregation in a temporary pastoral relationship. The Presbytery may validate the ministry of a minister of another Christian church to service in a temporary pastoral relationship when the following conditions have been met:

1. Satisfaction of the requirements of preparation for such service, according to the Presbytery's own rules; and
2. Enrollment as a temporary member of the Presbytery, having affirmed the order and discipline of the PC(U.S.A.) in a manner satisfactory to the Presbytery.

The minister shall be examined by the Presbytery as to the candidate's statement of faith, answers to theological reflection questions, and a determination of the candidate's ability and commitment to fulfill all the requirements as expressed in the constitutional questions for ordination and installation. The candidate must also display a willingness to study or be mentored in an understanding of Reformed worship, administration of the

Sacraments, and Presbyterian polity. The Presbytery may authorize the minister to preach and lead worship, to administer the sacraments, to officiate at marriages where permitted by state law, and to moderate Session and congregational meetings. The Presbytery may at any time withdraw the validation of the ministry and remove the minister from its Roll for reasons it deems good and sufficient. By enrolling in the Presbytery, the individual is accountable to the Presbytery and subject to its jurisdiction for all purposes, including discipline. Upon enrollment for temporary pastoral service, the individual may also retain membership in their other denomination or Christian Church. Enrollment in the Presbytery will end once the individual's validated ministry has concluded. During the tenure of the temporary pastoral relationship and once enrolled in the Presbytery, the individual shall ordinarily attend all meetings of the Presbytery and be seated as a minister with voice and vote. The COM is authorized to develop additional procedures or guidelines necessary to implement this policy.

D. Ordination and Installation

Consistent with the *Book of Order*, the COM will support inquirers and candidates seeking ordination to the ministry of the Word and Sacrament. The COM shall provide resources for all participants so that the process is clear and understandable. COM may form such sub-groups as are necessary to support particular individuals under care of the Presbytery. COM may develop such other processes as are necessary, appropriate, and consistent with the denomination's ordination requirements.

1. Ordinations of Ministers of the Word and Sacrament

Ministers of the Word and Sacrament may be ordained to ministry in a congregation or to another validated ministry. Installations take place in the congregation to which the minister of the Word and Sacrament is called. The COM shall serve as the administrative commission for purposes of the ordination or installation of ministers, and the Presbytery Moderator (or Vice-Moderator in their absence) shall be the moderator during the ordination and/or installation service.

2. Commissioned Ruling Elders

The COM shall support and prepare ruling elders seeking to be commissioned to pastoral service and shall develop such procedures as will be consistent with this policy and the *Book of Order*. Such

preparation shall include a certificate of completion of boundary training meeting the requirements of G-2.1002.

Once the COM certifies that a ruling elder has completed training and is ready to receive a commission, the Presbytery will examine the ruling elder as to personal faith, motives for seeking the commission, and the areas of instruction determined by the COM. The Presbytery shall vote whether to commission the ruling elder to one or more validated ministries of the Presbytery, which may include the congregation of membership. The commission shall specify the scope of the ministry (including service as a Moderator of Session or congregational meetings and administering the Sacraments) and shall specify the term of the commission of up to three years, renewable.

When the Presbytery is satisfied with the qualification of the ruling elder to serve in one or more validated ministries, it shall commission the ruling elder to pastoral service as designated by the Presbytery employing the questions contained in W-4.04. The service of commissioning should take place in the church where the ruling elder will serve, if applicable.

During the term of a commission, the ruling elder shall be expected to attend Presbytery meetings and shall have the right of voice and vote, being counted as a ruling elder for purposes of parity.

A ruling elder who has been commissioned and later ceases to serve in the specified ministry may continue to be listed as available to serve but is not authorized to perform the functions specified in G-2.1002 until commissioned again to a congregation or ministry by the Presbytery.

E. Minimum Terms of Call

Contracts for a temporary pastoral relationship and terms of call for installed positions are three-way relationships among the Presbytery, a minister of the Word and Sacrament, and a congregation of the Presbytery, requiring approval of all parties. The COM shall create a template for contracts or terms of call to ensure minimum terms of call and other policies of the Presbytery are met and signed by all parties. Congregations and pastors shall report their terms of contract and terms of call to the COM annually.

1. Compensation

a) For full-time installed relationships and temporary pastoral relationships with ministers of the Word and Sacrament, the minimum annual effective salary shall be 75% of the amount established by the Board of Pensions as the Median Effective Salary. For part-time relationships, the minimum annual effective salary shall be computed as a proportion of the amount for a full-time position based on anticipated average hours per week, assuming 40 hours per week as expectation for full time.

b) For relationships in which a ruling elder is commissioned by the Presbytery to serve a congregation as the primary or solo pastor role, the annual effective salary shall be computed as at least 80% of the current minimum annual effective salary for a full-time installed pastoral relationship. For part-time Commissioned Ruling Elder relationships, the minimum annual effective salary shall be computed as a proportion of the amount for full-time based on anticipated average hours per week, assuming 40 hours per week as expectation for full time.

2. Benefits

a) All installed and temporary pastoral relationships with ministers of the Word and Sacrament shall include:

- Four weeks of vacation annually, including four Sundays, of which up to two weeks annually may carry over into the next year;
- Two weeks of continuing education annually, including two Sundays, of which up to one week annually may carry over into the next year;
- A minimum of \$1200 per year for continuing education, cumulative up to \$2400;
- A minimum of twelve weeks paid family medical leave on terms set out more fully by the COM; and
- Participation in the benefits plan of the PC(U.S.A.), including pension, disability, and medical coverage for the pastor, as required by G-2.0804 for installed pastors, and medical coverage for spouse and dependents. When a member's annual effective salary is less than the median, then pension credits, disability

benefits, and death benefits are calculated based on the applicable median salary.

b) All installed and temporary pastoral relationships with ministers of the Word and Sacrament should include:

- Sufficient allowances for mileage and professional expenses incurred on behalf of the church reimbursed at the current IRS rate for business travel; and
- Sabbatical leave.

c) Congregations are strongly encouraged to provide for medical and pension coverage for Commissioned Ruling Elders, either with the Board of Pensions or through another plan mutually agreed upon, and a provision for paid family medical leave. Congregations are strongly encouraged to include a sabbatical policy in a contract with a Commissioned Ruling Elder.

3. All ministers and Commissioned Ruling Elders of the Presbytery are expected to participate in the life, ministry, and mission of the Presbytery, and such expectation shall be included in the terms of call or contract.

F. Dissolution (Termination and Separation) of Church Pastoral Employment

The pastoral relationship is a three-party covenant among a minister, a congregation, and the Presbytery. All three parties must concur before the pastoral relationship may be dissolved. The COM will review and, if appropriate, recommend the dissolution and terms of dissolution to the Presbytery. The agreement is not effective until the Presbytery has voted to approve the agreement and dissolve the pastoral relationship.

The *Book of Order* provides the governing provisions to be used in this relationship. Specifically, G-2.0902 through G-2.0905 contain the provisions regarding dissolution of installed pastoral relationships. For dissolution of contract pastoral relationships, the Session (rather than the congregation) has the authority to act.

Dissolutions may be **voluntary** in the form of resignation (ordinarily occurring under one of the following circumstances: the minister chooses to accept another call; the minister chooses to lay aside ordination/ask for Release from Ministry as a minister of the Word and Sacrament (G-2.0507); the minister chooses to renounce jurisdiction or is dismissed to another

denomination (G-2.0509); the minister chooses to retire (G-2.0503c); or the minister chooses to resign citing “personal reasons” rather than a specific reason); or **involuntary** in the form of a negotiated termination, medical disability or incapacitation, or a dissolution for cause.

The COM shall work with all parties to a dissolution and has the authority to specify the process and required terms of dissolution agreements.

G. Ethics Regarding Former Pastors

Upon the termination of any pastoral relationship on a date set either by the Session or by the Presbytery, there should not be further contact between the minister or Commissioned Ruling Elder (CRE) (collectively “pastors”) and the congregation where the relationship existed. The burden of responsibility for creating a healthy transition lies primarily with the professional behavior of the pastor who is leaving. The exiting pastor and any interim ministers must work to educate the Session and congregation on the Presbyterian understanding of the transition and the benefits of forming an unhindered relationship with the incoming pastor. The COM will communicate this policy in writing at every dissolution. The exiting pastor who works to make a positive transition also leaves the congregation with a final and selfless example of the love and care of the Good Shepherd for the beloved flock.

In light of these fundamental assumptions, the following policy shall apply:

1. Former Pastor

An exiting pastor shall not attempt in any way to influence the church in the selection of a successor or the successor’s ministry. After leaving, the former pastor shall never return to a former congregation to perform any pastoral function (wedding, funeral, memorial service, baptism, hospital visits, or worship services) without (1) the express prior invitation of both the Session and current pastor, or (2) when the church is without pastoral leadership, approval of the Session and the COM. For two years following the retirement or termination of service, and for the first year following the successor’s start, the former pastor also should not worship or participate in the activities or leadership of the congregation, in person or through social media. If this is not feasible, the former pastor should consult with the COM about whether an accommodation can be made. In conversations with members of the former

congregation, the pastor should not inquire into the affairs of the congregation or its leadership, and there should be no criticism or questioning of the policies of the current pastor, staff, or Session, and the future direction of the church.

2. Current Pastor

It is the choice of the current pastor, along with the Session, to invite and grant permission to any former pastor to return to that congregation to perform any pastoral function. When a pastor determines any predecessor is performing any pastoral service for the congregation or any of its members without the expressed consent of the current pastor and Session, then the pastor and/or Session should inform the COM so that it may resolve the matter according to its procedures.

XIII. BEHAVIOR

A. Ethical Conduct

The Presbytery affirms that we are called to be in relationship with one another and to love our neighbors as ourselves. (Matt. 22:34-40) Because we have not always done this well, we state in this policy our values and intentions for how we want to relate to one another. We agree to hold ourselves accountable for living into these values, and so we also set out the ways in which misconduct can be named and corrected.

1. Foundations of Our Values

Our biblical and theological heritage tells us that we are beloved children of God, made in the divine image. In Scripture we read, “Then God said, ‘Let us make humans in our image, according to our likeness, and let them have dominion over the fish of the sea and over the birds of the air and over the cattle and over all the wild animals of the earth and over every creeping thing that creeps upon the earth.’” (Genesis 1:26)

We are now one in Christ, without distinction. “As many of you as were baptized into Christ have clothed yourselves with Christ. There is no longer Jew or Greek; there is no longer slave or free; there is no longer male and female, for all of you are one in Christ Jesus.” (Galatians 3:27-28) In our *Book of Order*, we affirm “The unity of believers in Christ is reflected in the rich diversity of the Church’s membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of

race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore no place in the life of the Church for discrimination against any person.” (F-1.0403)

In the Gospels, we understand that God favors the lowly by bringing down those who abuse their position or power. “My soul magnifies the Lord, and my spirit rejoices in God my Savior, for he has looked with favor on the lowly state of his servant.... He has shown strength with his arm; he has scattered the proud in the imagination of their hearts. He has brought down the powerful from their thrones and lifted up the lowly; he has filled the hungry with good things and sent the rich away empty.” (Luke 1:46-55). And from our *Book of Order*, “[b]ecause in Christ the Church is catholic, it strives everywhere to testify to Christ’s embrace of all people in all times, places, races, nations, ages, abilities, genders, conditions, and stations in life. The catholicity of the Church summons the Church to a deeper faith, a larger hope, and a more complete love as it bears witness to God’s grace.” (F-1.0302c)

2. Commitments to One Another

With these guiding values, we commit to:

- a) Engender an atmosphere of mutual respect and inclusivity;
- b) Honor the dignity and worth of others;
- c) Affirm both what we share in common and the differences that make us uniquely and wonderfully made;
- d) Exhibit Christ’s embrace of people without regard to divisions of human construct;
- e) Demonstrate compassion and caring;
- f) Seek and appreciate the gifts of the Spirit present in others;
- g) Listen sensitively to understand another’s self-expression, needs, and opinions;
- h) Communicate in a way that builds up the body of Christ;
- i) Prioritize staying connected in safe, healthy ways with another, even when we disagree;

- j) Celebrate that Christ loves us as we are, but calls us to be “a little more”;
- k) Exhibit humility and openness when we depart from our values and are corrected; and
- l) Behave winsomely, that all people will be attracted to Christ’s Church as a glimpse of God’s kingdom.

We will test all aspects of our shared life together, including our behavior, governance, and systems, against these commitments. We will educate ourselves to seek awareness of our own behavior, blindness, and biases and the impact on our community of faith and the wider community. We will repair the damage caused by exclusive policies or practices by creating and investing in new strategies to ensure the church’s continuous advance away from past practices.

3. Misconduct

We also identify a non-exclusive list of conduct that is contrary to these commitments:

- a) Projecting stereotypes onto people, instead of allowing them to represent themselves;
- b) Treating people as worth less than others, or incapable, or sinful based on race, ethnicity, age, gender/gender identity, sexual orientation, disability, geography, or theological conviction;
- c) Harassment and bullying. Bullying can take many forms, none of which are acceptable, including:
 - Physical. This can include a wide range of actions, such as punching, hitting, shoving, stealing or destroying property, or getting into someone’s personal space;
 - Verbal or Shaming. This can include name calling, spreading rumors, teasing or taunting, using hurtful nicknames, gossiping, demeaning, degrading, not leaving space for or speaking over the views of others, or ignoring and not acknowledging peoples’ views;
 - Relational or Emotional. This type of bullying excludes or isolates people, and can involve humiliation, blackmailing, using threatening body language, or manipulating friendships,

or any kind of behavior that de-validates the opinions, thoughts, and feelings of another;

- Sexual or Gender. This involves crude or rude comments, spreading rumors about a person's sexual activity or preference, or inappropriate gestures, touching, propositioning, or even sexual assault;
- Passive. Examples of subtle, underhanded bullying may include the silent treatment, total disregard for others' time, tampering, and undermining;
- Cyber. This is defined as aggressive, intentional acts repeated over a period of time, using electronic forms of contact, and perpetrated against a victim or target who cannot easily defend themselves; and
- Prejudicial. Prejudicial bullying is fueled by prejudices against people of different races, genders, religions, or sexual orientation and may employ all other types of bullying.

"We confess the persistence of sin in our corporate and individual lives. At the same time, we also confess that we are forgiven by Christ and called again and yet again to strive for the purity, righteousness, and truth revealed to us in Jesus Christ and promised to all people in God's new creation." (F-1.0302(b)). We live in the tension of our mutual commitments and our brokenness by further committing to means of accountability.

4. Accountability

We agree that it is both right and healthy that when we depart from these values, such departure should be named and corrected. So, we approve the following means for accountability and correction:

- a) When we have acted in a way contrary to our commitments, we will receive that information with humility and openness, instead of defensiveness. The purpose of correction is not to bring shame or embarrassment.
- b) When appropriate, direct communication is preferred. We affirm, however, that it is not the responsibility of the person who has been hurt or harmed by our departure from these commitments to provide correction or instruction. While we value open dialogue, we

acknowledge that it is not always safe or wise for the person who has been offended or injured to take direct action.

c) When direct communication is not feasible, Presbytery staff or the COM Chair or members can intervene at the request of any person. Such request should be made promptly for the benefit of all involved. If necessary, the process of Church Discipline remains available. In an emergency, when physical harm or abuse has occurred or is likely, the person at risk should take all necessary safety measures, including the involvement of police, judicial, or other legal authorities. Presbytery staff or COM Chair and members who are aware of harm or abuse, or the risk thereof, also have the responsibility to involve legal authorities in such cases.

d) Consistent with *Book of Order* section G-3.0106, we require anti-racism and anti-bullying training of all ministers of Word and Sacrament in permanent and temporary pastoral relationships, validated ministries, and members-at-large. This training shall be taken once every three years. The Presbytery will offer similar training for Ruling Elders in congregations at least every three years, or more frequently as requested.

B. Sexual Misconduct

The goal of this policy is to help each of us to understand the hurt caused by behaviors and to realign our actions and words with Scripture and the Constitution of the PC(U.S.A.). In doing so, we follow Christ more closely and make the Church a healthier, holier body.

The people of God live out their faith in the midst of a particular historical reality. Inherent in every time is promise and possibility, opportunities for the ministry and the mission of the Church of Jesus Christ to be carried forth. While affirming that God created us to live together in ways that proclaim the worth and dignity of each individual, human sexuality has been a basis for oppression, degradation, violence and injustice -- manifestations of our sinful nature.

Our sexuality is a gift from God and when rightly used, leads us to the wholeness of life that God intends for all people. Those who serve through the offices of the Church bear particular responsibility in making manifest the goodness of God's gift of sexuality.

The ethical conduct of all who minister in the name of Jesus Christ is of vital importance to the Church, for through them, an understanding of God and the gospel's good news is conveyed.

1. Purpose

It is the purpose of this policy:

- a) To define sexual misconduct and sexual harassment in the Presbytery and to provide standards of behavior for ordained ministers of the Presbytery, Commissioned Ruling Elders, Presbytery volunteers, and Presbytery employees or other staff; and
- b) To provide measures to prevent the occurrence of sexual misconduct and sexual harassment and to correct such abuse if it happens.

2. Scope

The persons governed by this policy include ordained minister members of the Presbytery, Commissioned Ruling Elders, and Presbytery employees or other staff.

This policy does not purport to regulate sexual conduct within the particular churches of the Presbytery.

3. Other Policies and Procedures

This policy is to be interpreted and applied consistently with any and all other applicable policies of the Presbytery, the PC(U.S.A.), and federal, state and local law. It serves as a companion to the *Book of Order* but not supersede any of its provisions.

4. Definitions

a) Sexual Misconduct

Sexual misconduct is a general term that includes but is not limited to physical sexual contact within the context of a ministry, employment, teaching, or advisory relationship. Sexual misconduct includes:

- Sexual conduct between a person over the age of 18 *and* either a child under the age of 18 or anyone over the age of 18 without the mental capacity to consent. Such conduct is always considered

non-consensual. The behavior might or might not involve touching.

- Sexual conduct within a ministerial or professional relationship. It includes unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature. It also includes a voluntary consensual sexual relationship between ministers and parishioners, supervisors and supervised, or with anyone involved with performance review or decisions about compensation, promotion or continued employment. The inherent balance of power between the minister and the layperson undermines the validity of such consent.

b) Sexual harassment

Sexual harassment is described as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when;

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or role within Presbytery leadership;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual, or;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or ministry by creating an intimidating, hostile or offensive environment.

Sexual misconduct and sexual harassment are a misuse of authority and power, which breach the trust of leadership. They are not acceptable and will not be tolerated.

5. Presbytery Entities Involved In Sexual Misconduct Cases

The Stated Clerk maintains a role as resource to the COM. The Stated Clerk receives the initial complaint and notifies the appropriate person(s) that a complaint has been received. The Stated Clerk consults with the Executive Presbyter and the COM. The Stated Clerk refers recommendations from the Investigating Committee to the PJC.

The COM continues in its constitutional role to ministers and congregations, particularly where pastoral vacancies occur. When appropriate, the COM is to facilitate the employment of interim

leadership competent to manage any conflict associated with the sexual misconduct case. The commission facilitates the relations among congregations, ministers, and the Presbytery, and resolves difficulties on behalf of the Presbytery when possible and expedient.

Whenever a written statement of offense is received by the Stated Clerk, the Presbytery Moderator (in consultation with the Chair of the COM, the Stated Clerk, and the Executive Presbyter) shall appoint a Special Investigating Committee. The Special Investigating Committee is charged, under the Church Discipline section of the *Book of Order*, with conducting a full investigation of an allegation of sexual misconduct, determining whether or not charges are to be filed, and prosecuting the case if there is one.

The PJC is the continuing body elected by the Presbytery to conduct trials when an investigating committee files charges. The commission's structure and duties are described in the *Book of Order's* Church Discipline.

The *Book of Order* will be followed precisely in the process for accusation and investigation.

6. Reprisals as a result of reporting allegations are forbidden and should such occur could lead to disciplinary process. Reports of false allegations as a vindictive act are also subject to Presbyterian discipline and may result in a civil suit.

7. Mandatory Reporting

Any member of the Presbytery engaged in ordered ministry and any certified Christian Educator shall report to the Stated Clerk (or to the Executive Presbyter, if the Stated Clerk is involved in the allegations) and to civil legal authorities knowledge of harm, or the risk of harm, related to physical abuse, neglect, and sexual misconduct or sexual harassment of a person under the age of 18 or of an adult who lacks mental capacity when (1) such information is gained outside of confidential communication as defined in G-4.0301, (2) the member is not bound by an obligation of privileged communication under the law, or (3) when the member reasonably believes there is a risk of future physical harm or abuse.

a) In Idaho, a report should be made within twenty-four hours to the Idaho Department of Health and Welfare (children and youth) or Idaho Adult Protective Services (adults without capacity to consent).

b) In Oregon, a report should be made within twenty-four hours through the Oregon Child Abuse Hotline (children and youth) or Oregon Adult Protective Services (adults without capacity to consent).

8. Prevention

The Presbytery will provide educational programs and training in pastoral care and disciplinary procedures aimed at preventing sexual misconduct.

a) Distribution/Acknowledgement of this Policy

This policy shall be distributed to all of the following: ministers of the Word and Sacrament, Commissioned Ruling Elders, Presbytery volunteers, Presbytery employees and other staff. All will sign a written acknowledgement indicating that they have received, read, understand and agree to conduct themselves in accordance with this policy. The signed acknowledgement shall be kept in the person's file.

This policy shall be made available by the Stated Clerk to all persons who report or present allegations of sexual misconduct, and to all persons against whom allegations are filed.

b) Mandatory Education

The Presbytery requires that the following persons shall complete a Presbytery-sponsored training workshop regarding the forms of sexual misconduct addressed in the policy: ministers of the Word and Sacrament, Commissioned Ruling Elders, Presbytery volunteers, and Presbytery employees and other staff. These persons shall be required to participate in at least 8 hours of training within 2 years of the implementation of this policy or of being received into Presbytery membership or employment by the Presbytery, with participation in on-going training every 3 years. An exemption may be allowed for retired pastors of the Presbytery who are not engaged in any form of ministry to be approved by the COM and the Presbytery.

The workshop will be arranged by the Executive Presbyter and the Stated Clerk in conjunction with the COM.

The names of those who have not completed the training workshop will be noted in a COM report to Presbytery, and the COM will initiate appropriate action to secure compliance with this requirement.

c) Congregational Responsibility

It is the policy of the Presbytery and a requirement of the *Book of Order* that each congregation and entity operating within and/or under the authority of the Presbytery adopt a policy prohibiting sexual misconduct by all persons, whether employees or volunteers, under the authority of the Session of a particular church or governing board of any other church-related entity. Procedures for action in the case of a violation of any policy adopted are to be made explicit. Notice of such policy and procedures shall be made known and copies of it provided to all churches and entities of the Presbytery.

C. Protection of Children, Youth, and Vulnerable Adults

The members of the Presbytery believe that we are called by God to create a safe haven for all of the children, youth, and vulnerable adults in our care: nurturing, protecting, and empowering them through faith and trust. This commitment includes taking appropriate steps to reduce the risk to children and youth in our care. The following policy is established to minimize the risk of any of our children, youth and vulnerable adults being subjected to sexual, physical, or mental abuse. These policies and procedures are also intended to respect the rights and afford due process to persons accused of improper conduct.

For Presbytery events where youth and children or vulnerable adults are directly interacting with Presbytery volunteers or staff, the following rules apply:

1. Screening and Selection of Volunteers and Staff

The Presbytery will not allow a Presbytery event involving children or youth or where childcare is offered to be held at a church or ministry

partner unless the host organization has a Child and Youth Protection Policy in place.

The screening, selection and supervision process of childcare workers will be handled by the host organization, under the conditions of their Child and Youth Protection Policy.

For adults selected to assist with child and youth programming or activities, if these adults have not been through a screening process at their own church, they need to provide the personal and confidential information necessary to perform criminal background and reference checks on each individual.

If these adults have been through a screening process at their own organization, they must present verification of that fact to the host organization if not already on file.

2. Supervision of Adults Leading Programs for Children, Youth, and Vulnerable Adults

“Two adult rule”: As often as possible, there should be at least two competent adults in each small group of children, youth or vulnerable adults. As much as is possible, adults are to make sure that an adult is not left alone one-on-one with a child, youth, or vulnerable adult.

3. Reporting Allegations

All adults working with children, youth, or vulnerable adults at Presbytery events or meetings should be made aware of the incident reporting procedure by the organizers/planners of the event. Allegations are to be reported to the civil authorities as appropriate (see Mandatory Reporting XVI(B)(7) above, and to the designated contact person at the host church, who will then report the allegation to the director of the event, or report directly to the designated Presbytery staff person in the case of a Presbytery meeting.

The director of the event is to notify immediately the designated Presbytery staff person for the event, the Stated Clerk, the host pastor, and Child Protective Services, if a child or youth is involved.

Any accusation made after the event is over should be directed to the Response Team (see below) through the Stated Clerk.

4. Response to Allegations

A Response Team composed minimally of the Presbytery Moderator and Chair of the COM will be convened by the Stated Clerk.

The Response Team should immediately contact the Presbytery's legal counsel and insurance company. If a mandatory report has not been made to civil authorities, or if additional information is now available, the Response Team shall make the necessary report as set forth in Section XVI(B)(7) above.

The Response Team should immediately inform the person accused and the person making the accusation that they have the right to retain separate counsel. The Presbytery's counsel will represent the Presbytery but not the individual's interests.

The Response Team is to contact the parent or guardian of the alleged victim and the person accused of misconduct to communicate action already taken. ("Here's what's already been done; here's what is going to be done.") Continuing pastoral care of the person who allegedly suffered the abuse, and their family, and the person accused of the misconduct and their family, should be done by someone outside of the Response Team, such as a pastor or social worker.

If the person accused of misconduct is a minister member or Commissioned Ruling Elder, they are also subject to the Church Discipline of PC(U.S.A.), and the Presbytery's Sexual Misconduct Policy.

5. Consequences

Any person accused of misconduct, whether a staff member, employee, member, or volunteer, will immediately be reassigned to responsibilities without direct child or vulnerable adult contact. If investigation supports the accusations, the accused person will be suspended from participation in all children's and youth activities and programs of the Presbytery, and from participation with vulnerable adults. Such suspension shall continue during any investigation by the church and/or law enforcement or child protection agencies.

Any person found to have committed misconduct shall be prohibited from future participation in children's and youth/vulnerable adults activities and programs of the Presbytery. If the person is a staff member

or employee of the Presbytery, such conduct may also result in termination of employment.

6. Communicating with Law Enforcement and News Media

All leaders, employees, and volunteers of the Presbytery will cooperate fully with law enforcement or governmental agencies investigating allegations of injury, abuse, or molestation.

The Executive Presbyter or designee will be the designated spokesperson to handle all inquiries from the news media.

7. Communication to the Presbytery

The Executive Presbyter or designee should consult with legal advisors and the Executive Commission and may prepare a brief and factual statement of the incident without giving unnecessary details, placing blame, interfering with the parties' privacy, or violating any confidentiality concerns.

XIV. ECUMENICAL RELATIONS

The Presbytery affirms that in Christ, the Church is one. To be one with Christ is to be joined with all those whom Christ calls into relationship with him. Division into different denominations obscures but does not destroy unity in Christ. (F-1.0302(a)). The Presbytery is committed to the reduction of that obscurity and is willing to seek and to deepen communion with all other churches within the one holy catholic and apostolic Church.

XV. AMENDMENTS

Proposed amendments to this Manual of Administrative Operations shall be submitted in writing to the Stated Clerk. The Stated Clerk shall forward the proposed amendments to the appropriate committee(s), commission(s), and the Executive Commission for review and recommendation.

Notice of the full text of any proposed amendment shall be provided to the Presbytery through the Executive Commission and presented for discussion at a regular or special meeting of the Presbytery.

Adoption of an amendment requires a majority vote of those present and voting.