

**THE PRESBYTERY OF SCIOTO VALLEY
TWO HUNDRED FORTY-SEVENTH STATED MEETING**

First Presbyterian Church
17 S. Main Street, Fredericktown, Ohio
May 15, 2018

**GOD CALLS US THROUGH THE HOLY SPIRIT TO CONNECT WITH EACH OTHER TO PLANT,
GROW AND NURTURE VITAL, FAITHFUL COMMUNITIES OF CHRIST FOR SERVICE AND MINISTRY. IN
RESPONSE, WE BUILD PARTNERSHIPS,
COMMUNICATE WITH AND SUPPORT CONGREGATIONS, LEADERS, AND INDIVIDUALS,
AND EMBODY CHRIST'S TRANSFORMING LOVE IN THE WORLD.**

STATED MEETING

The Presbytery of Scioto Valley of the Presbyterian Church (U.S.A.) held its two hundred forty-seventh Stated Meeting at the First Presbyterian Church, 17 S. Main Street, Fredericktown, Ohio, on Tuesday, May 15, 2018.

I. THE PRESBYTERY IS CALLED BY THE HOLY SPIRIT

A. Convening the Meeting

The meeting was called to order at 3:30 p.m. by moderator teaching elder Charlsie Ramsey and opened with a paraphrase of Psalm 95 and with prayer.

B. Declaration of a Quorum and the Formation of the Roll

The stated clerk, Sally Robinson, recognized the presence of a quorum. ["The presbytery may set its own quorum, but it shall not be fewer than three teaching elders who are members of the presbytery and three ruling elder commissioners from three different congregations." (G-3.0304)] She moved that the roll be as established by the written sign-in sheets. The motion was approved. (Attachment 1)

C. Agenda

Stated clerk Sally Robinson presented the agenda for the meeting, which was approved with one addition. (Attachment 2)

D. Greetings

Host pastor Christine Burns brought greetings from the First Church of Fredericktown.

II. To Steward Christ's Work

A. Introducing New Pastors and Elder Commissioners and Seating Corresponding Members

New pastors and ruling elder commissioners were introduced. There were no requests to seat any corresponding members.

B. Staff Reports

Executive Presbyter Dr. Jeannie Harsh reported on her work and that of the Presbytery staff. She spoke about the 2022 General Assembly, which will be hosted by the Presbytery.

Stated Clerk Rev. Sally Robinson reinforced the significance of General Assembly and encouraged Presbytery members and commissioners to be intentionally connected to the work of the Assembly. Her detailed report may be found in the Consent Agenda.

General Assembly Commissioners Carla Mavis, Jim Boggs, Justice Ofosuhene, Mark Johnson, Robert Toler, and Roger Au were commissioned.

C. Appointments by the Stated Clerk

The Stated Clerk announced the members of an investigatory committee:

- Rev. Gray Marshall, Washington Courthouse First
- Rev. Ann Palmerton, Columbus Broad Street
- Elder Patricia Gardner, Columbus Glen Echo
- Elder Bruce Kinsey, Marysville First

D. Announcement of New Business.

No new business was received.

E. Consent Agenda

Stated Clerk Sally Robinson presented the Consent Agenda for approval by the Presbytery (See Attachment 3).

1. Review and approve the minutes of the 246th stated meeting of the Presbytery of Scioto Valley, held February 20, 2018, at the Chillicothe First Church.
2. Review and approve the minutes of the special called meeting at the Overbrook Presbyterian Church, Columbus, Ohio, April 9, 2018, for the purpose of reviewing GA Overture #05-03.
3. Approve Rev. Cynthia Burse as the Presbytery's overture advocate for Overture #05-03 to General Assembly.
4. Review and approve the minutes of the Administrative Commission for the Installation of Rev. James Gray Marshall, as pastor for First Presbyterian Washington Court House Church on February 25, 2018.
5. Approve the following changes in the roll of ministers:
 - a. Sally Robinson to part time contracted pastor at Presbyterian Church, Mt. Gilead, Ohio
 - b. Steven Garstad, member of Cincinnati Presbytery, to transitional pastor at First Presbyterian Church, Lancaster, Ohio.
 - c. Pursuant to the Book of Order G-2.0509 and Rules of Discipline D-3.0106, former Minister of Word and Sacrament Matthew Richardson has renounced the jurisdiction of the PC(USA), effective

May 4, 2018, during a disciplinary investigation. A written renunciation was received by the Stated Clerk on May 4, 2018.

6. Approve the Treasurers Report.
7. Approve the Stated Clerks Report.

The consent agenda was approved by voice vote.

III. To Celebrate Christ's Mission

A. Administrative Commission on New Albany

Elder Mark Johnson and Rev. Joel Esala, co-chairs of the administrative commission, gave a status report for the commission. Rev. David Milroy, Pastor of the New Albany Presbyterian Church, spoke in opposition to this report.

B. Committee for Presbytery Nominations

Elder Carla Mavis, Chair of the Presbytery Nominating Committee, reported for the committee on training recently provided for presbytery nominating committees and committees on representation.

C. Report from the Synod Meeting.

Rev. Leland Platt reported on the April 26 special Synod conference call meeting to approve a Synod overture requesting that the General Assembly reject Overture #05-03. The Synod meeting approved that overture. Rev. Platt recommended that Presbytery members read that overture from the Synod.

D. Commission for Congregational Life.

Rev. Jeff Schooley made a presentation on the MissionInsite application.

The Presbytery celebrated the ministry of the West Second Avenue Presbyterian Church and formally dissolved this congregation.

The Presbytery adjourned for a fifteen-minute recess.

E. Commission for Nurture and Outreach.

Rev. Mary Gause, Chair of the Commission, made some announcements regarding programs being held by the Commission.

Rev. Ginny Teitt, member of the Presbytery and Director of the New Wilmington Mission Conference, made a presentation on the conference.

Rev. Gause presented information regarding the Presbyterian Older Adults Ministry Network (POAMN) annual regional conference on October 12, 2018 at Worthington Presbyterian Church.

F. Commission for Church Professionals

Rev. Anne Melick reported for the Commission.

The Commission presented for a first reading the Pastors' Emergency Fund Policy (see attachment 4). The Presbytery raised no questions or concerns.

The Commission presented for the Presbytery's information covenants for temporary pastoral service which the Commission had approved on behalf of the Presbytery.

The Commission presented for the Presbytery's approval the terms of call for Adam Anderson at the Old Stone Presbyterian Church. His ordination/installation are scheduled for June 30. The Presbytery approved these terms of call.

Rev. Todd Tracy presented Commissioned Pastor Christine Burns for candidacy for the Ministry of Word and Sacrament. Ms. Burns was examined and the Presbytery voted unanimously to approve her for candidacy.

The Commission presented the second reading of the Leaves for Ministry Policy (see attachment 5). The Presbytery voted to approve the policy as amended.

G. Commission for Presbytery Operations

Dr. Robert Gustafson reported for the Commission.

He reported on actions taken by the Commission on behalf of the Presbytery.

The Commission presented revisions to the Presbytery Personnel Policy for approval by the Presbytery (see attachment 6). The Presbytery voted to approve these revisions.

The Commission presented for a first reading a policy on Sale of Church Property.

The Presbytery meeting was adjourned so that a meeting of the Corporation could take place. At that meeting, the following officers of the corporation were elected:

- Robert Gustafson, President
- Bill Lucas, Vice-President
- Roger Au, Treasurer
- Sally Robinson, Secretary

The meeting of the Corporation was adjourned and the meeting of the presbytery was reconvened.

IV. To Worship God

The Presbytery worshipped God, with a sermon entitled "Gratitude" by Rev. Charlsie Ramsey based on Psalm 136:1-9. An offering was taken for the Pentecost Special offering. Elder Jim Boggs was installed as Moderator of the Presbytery, and Rev. Rebecca Tollefson was installed as Vice Moderator. The Lord's Supper was celebrated by Pastor Christine Burns, Rev. Charlsie Ramsey, and Rev. Dr. Jeannie Harsh.

V. The Presbytery Embodies Christ's Love

- **Announcements**

- Boulevard Presbyterian Church is celebrating the retirement of their custodian after 35 years and will be looking for his successor.
- An ecumenical agreement with GELIM, a church in Indonesia, is in progress.
- Dublin Presbyterian will dedicate their new pipe organ on May 20 at 3:30 pm.
- Utica Presbyterian Church is celebrating 200 years of service this summer.
- First Presbyterian Church, Mount Vernon, on May 19, will start a new ministry called Sonfest.
- First Presbyterian Church, Marysville is dedicating a flagpole this Sunday in honor of their pastor emeritus.

- **Adjournment**

On motion, the meeting was adjourned with prayer by the moderator and moderator-elect at 7:05 p.m.

Respectfully submitted,

Sally Robinson
Stated Clerk

Attachment 1: The Presbytery Roll

Congregation	Pastor	Elder Commissioner
Amanda	Elizabeth Tietz, CRE - A	
Amesville		
Athens Alexander		
Athens First	Robert Martin - P	Andrew Stuart
Bloomingsburg First		
Bremen Bethel	Lawrence R. Hoffmann, SS/HR-P	Judy Turner
Chillicothe First	Jason Link - E	
Circleville	Joel Esala - P	Carla Mavis
Columbus Bethany	Michael Wilson - A	
Columbus Broad Street	Amy Miracle - E	Betty Lou Stull
	Ann Palmerton - P	James Wilson
Columbus Brookwood	John Birkner - P	Ellen Bennett
	Amy House - P	
Columbus Christ	Pamela Patterson, CRE - A	
Columbus Covenant	Tracy R. Keenan - E	Judy Oeder
	Katherine Kinnison - A	Linda Gabel
Columbus Crestview		
Columbus Eastminster		
Columbus Fairmoor	Patricia Moats - P	
Columbus Glen Echo	Leland Platt - P	William Lucas
Columbus Grace Community	Mathias Akih - A	
Columbus Highlands	Ron Botts - E	Jason Scragg
Columbus Hoge Memorial		
Columbus Indianola	Sydney V. Jackson - P	Ed Kinschner
Columbus Korean	Joon Won Lee - A	
Columbus Old First	Deb Bergmann, CRE-P	Sue Overturf
Columbus Oromia		
Evangelical	Zegeye Hambissa, CRE - A	
Columbus Overbrook	Bill Gause - E	Tina Johnson
	Mary Gause - P	Elder
		Kwabena Boamah-
Columbus Ramseyer	Justice Agyemang Ofosuhene - P	Acheampong
Columbus Shady Lane	Patricia Moats-P	Patricia A. Parry
Columbus St. Andrew	Roger Au Transitional/HR - P	Fred Vaughan
Columbus Westminster	Douglas Browne - P	Jerry Ridenour
Delaware Concord	Virginia Teitt -P	
Delaware First	Deb Patterson - P	
Delaware Liberty	John Hart - E	Brad Carlton
	Rebecca Hart - P	
	Kyle Doebler - E	
Delaware Old Stone	Don Hilkerbaumer - E	
Delaware West Berlin	Robert J. Gustafson, CRE - P	Jerianne Gooding
Dublin	Jennifer Eastman Hinkle - P	Pat Lewandowski
	Peggy Holcomb, CRE - A	

Frankfort	Todd Thomas, CRE - A	
Frankfort Concord	Todd Thomas	
Fredericktown First	Christine Burns, CRE - P	
Gahanna Mifflin	David L. Bubb - E	Leslie Lenhart
Gallipolis First	Randy Terry SS - P	
Galloway	Thom Shuman - E	
Grandview Heights Boulevard	Preston Shealy - P	Kathie Bailey
Granville First	Karen J. Chakoian - A	
	Janice Hilkerbaumer - A	
	Trip E. Porch - A	
Greenfield Pisgah Mt.		
Pleasant		
Grove City	Robert R. Tolar Jr. - E	
Groveport	Christina Piper, CRE - P	Angie Vohsing
Harrisonville		
Hilliard	Robert G. Armstrong - A	Brad Patch
Homer	M. Stephen Merold SS, HR - P	
Iberia	Patricia A. Stout, SS, HR -P	Ruth Creswell
Ironton First	Carson J. Hunt, CRE - A	
Jackson First	James P. Shuman - A	
Johnstown	Kevin Heckathorn - A	
Kingston Mt. Pleasant	Barry Bennett, SS - A	
Kingston Whisler	Donald Frank, TS - A	
Lancaster First		Ed Pool
Lithopolis Bloom	Catherine Hill, CRE - E	
Logan First	Elizabeth Wagner - A	
London First	Jeri-Lynne Bouterse - P	
	Marsha Sternad, CRE - A	
Marion Forest Lawn		
Marion Lee Street	Scott W. Schnapp, SS - P	
Marysville First	Jeffrey A. Schooley - P	Bruce Kinsey
	Richard Mickley, CRE - P	
McArthur		
Middleport First	James V. Synder, CRE- A	
Mt. Gilead	Sally O. Robinson - P	
Mt. Vernon		Charles M. Waugh
Nelsonville	Peter Galbraith - A	
New Albany	David H. Milroy -P	Aimee Haley
Newark First	Steven Brand - A	
Newark Hanover	Sarah Juist - P	Ron McLeish
Newark Second	Todd Tracy - P	Fred Pyle
Newark Woodside	Doug Taylor, TS - P	
Oak Hill Bethel	Linda Plummer, CRE - A	
Oak Hill Horeb	Linda Plummer, CRE	
Oak Hill Moriah		

Oak Hill Presbyterian	Linda Plummer, CRE	
Oak Hill Sardis		
Ostrander	Thomas Martin - E	
Pataskala First	Gary Brose - P	
Pataskala Jersey		
Pataskala Outville	L. Kae Merold, CRE - P	Alice Karen Hite
Pickerington Prince of Peace	Desiree Youngblood - P	Ann Eblin
Plain City	Alice L. Phillips - P	
Portsmouth First	Bruce A. Kreutzer - P	
Portsmouth Second	Allison T. Bauer - A	
Reynoldsburg First		
Reynoldsburg Parkview	Nate L. Manzo - A	
Sedalia Midway		
Sunbury Condit	Ann Melick - P	Sue Overturf
Utica	Terry Holobaugh, CRE - P	Nelson Blue
Washington Court House First	James Gray Marshall - E	
Washington Court House McNair		
Waverly First	Joseph Fields - P	Barbara Pettit
Wellston	John Pelletier, CRE - A	
Rushville Rushcreek		
Westerville Central College	Malcolm S. Davis - A David Redding - A	
Westerville First	Mark L. Gauen - P	Bill McCormick
Wilkesville First	Ann Moody, CRE - A	
Worthington	Julia Wharff Piermont - E Thomas F. Rice - P Elizabeth B. Rice - P Wayne D. Morrison - E	Katherine Mead Dana Nichols

Minister Members at Large- Honorably Retired

Alexander George
Armstrong Robert J.
Baker Gareth
Bastin Dan E.
Birdsall Judith
Black Jane E.
Bloom Karen
Bogue Catherine
Boone Rawley D.
Boteler Mary Gene
Bougher Phillip
Briley Robert
Campbell Martha
Campbell William M.
Clark Harold
Clokey Donald
Coberly Robert
Draves Nancy
Ellsworth Richard
Fisher Evan D.
Gifford Theresa C.
Gray J. Robert
Groat John M.
Grove James - E
Hare Frank E.
Hays Richard
Heffner Phyllis
Henderson Bruce A.
Hitt Mary Jane
Hoffhine Judith
Huntley Reid D. - P
Johnson Gordon
Johnson William T.
Jones Timothy
Kongshaug Oluf
Kuckuck John W.
Leety William
Lewicki, Deborah - P
Manos John J.
Mason Edna C.
McGloshen Thomas H.
Mehaffey George O.
Mehler Jim
Meyer Carroll
Miller Laurence E.

Mori Thomas J.
Moser Keith D.
Moxley Irvin S.
Mykrantz Jane P.
Nagy Fancis R.
Nutt Rick
Obetz Robin W.
Parham, Ward
Pendell W. Donald
Ping Charles J.
Puckett Kathryn A.K.
Pursell Jack Lewis - P
Ramsey Charlsie - P
Reed Arthur - P
Riedel Richard
Robinson Sally - P
Salmon Robert
Sauer Leslie - P
Sauer Sharon - E
Schmidt Beverly
Schutte Kristin - P
Seitz Jean N.
Sensenbrenner Edward
Simcox Leland J.
Smith Rudolph W.
Smith Warrener Susan - E
Stansbery Leslie E.
Stull John
Swift Donald D. - E
Taggart Julian
Terry Elizabeth - E
Vickers Don F.
Weiss Carol R.
Weiss Wayne F.
Wendt, Alan D.
Whybrew Lyndon E.
Wickliff Larry
Worthen J. David
Yang Hyung Choon
Zingg Otto M.

Members-at-Large

Bolinger Joan - P
Braswell Scott
Burse Cynthia - P
Dryburgh Dallas M.
Eldridge William J.
Faulkner David R.
Fulton Bethany
Jones Keith
Kim Myong Sun
Quist John W.
Redding Marion
Turick Jennifer

Validated Ministry-Other Service

Baughman Charlene - P
Callison Greg - E
Corzine, Emily
Harsh Jeannie
Jaynes Jeffrey P.
Kim Paul H.C.
Ludwig Michael - E
Maurath Elisabeth - P
Marshall Ann - E
Mercadante Linda
O'Neil Charlotte - P
Peterson-Jung Karen
Pierce Mark
Shields Mary E.
Tollefson Rebecca - P
Woods Michael
Yochum Margaret - E

Ruling Elders serving on Commissions

Bill Acklin - P
Natalie Alter
Bob Bethge
Jim Boggs - P
Kathi Bubb
Carol Evans
Richard Glass - P
Robert Gustafson
Jim Hamilton
Susan Imel - P
Mark Johnson - P
Bill Lucas
Carla Mavis
Deb Russell
Marquell Segelken - P
Keith Williams
Karen Zent

Staff

Jeannie Harsh - P
Dagmar Romage - P

Certified Christian Educator Christian Educator/Candidate

Corresponding Members

Guests: 3
A detailed list is available upon request.

Voting Presbyters	On Roll	Present
Ministers serving a congregation	57	30
Stated/Temporary Supply	11	6
Honorably Retired Ministers	84	5
Validated Ministry	16	3
Members-at-Large (not serving)	13	2
Inactive Members	1	
Ruling Elders		
Representing Churches	109	40
Ruling Elders serving on Commissions	19	7
Commissioned Ruling Elders	19	7
Attendees Without Vote		
Certified Christian Educator		
Christian Educator/Candidate		
Staff		2
Corresponding Members		
Guests		3
<u>Total Attendance</u>		105

Attachment 2: The meeting agenda as approved

I. THE PRESBYTERY IS CALLED BY THE HOLY SPIRIT – 3:30 P.M.

- A. Convening the Meeting
- B. Declaration of a Quorum and Formation of the Roll – Rev. Sally Robinson
- C. Adoption of the Meeting Agenda
- D. Greetings from Host Pastor – Christine Burns, Commissioned Pastor

II. TO STEWARD CHRIST’S WORK

- A. Introduction of Guests, New Commissioners, Seating of Corresponding Members
- B. Staff Reports
 - o Rev. Dr. Jeannie Harsh, Executive Presbyter
 - o Rev. Sally Robinson, Stated Clerk
 - o Commissioning of GA Commissioners
- C. Appointments by Stated Clerk
 - o Assistant Clerks - To be named prior to meeting.
- D. Announcement of New Business –
 - o Please present New Business items to the Stated Clerk before the convening of the meeting. Items will be discussed after the scheduled agenda items.
- E. Consent Agenda Commissioner Handbook
 - o The Consent Agenda contains items that the Stated Clerk and Commission Chairs think may be adopted without debate. Any Presbyter may request that an item in the omnibus Consent Agenda motion be removed for separate discussion and action. Removed items will be scheduled during the responsible Commission or Committee’s reporting time or at the end of the meeting.

III. TO CELEBRATE CHRIST’S MISSION

- A. Administrative Commission on New Albany – Elder Mark Johnson
- B. Nominating Committee – Elder Carla Mavis
 - Report on Committee on Representation Training
- C. Report on the Synod Meeting – Rev. Leland Platt
- D. Commission for Congregational Life – Rev. Dr. Jeri-Lynne Bouterse
 - Minute for MissionInsite – Rev. Jeff Schooley
 - Celebration of West 2nd Avenue Presbyterian Church
- E. Commission for Nurture and Outreach – Rev. Mary Gause
 - Announcements
 - Presentation on New Wilmington Mission Conference
- F. Commission for Church Professionals – Rev. Anne Melick
 - Pastors’ Emergency Fund Policy – 1st Reading
 - Approval of Terms of Call for Adam Anderson
 - Examination of Christine Burns for Candidacy – Rev. Todd Tracy
 - Leaves for Ministers Policy – 2nd Reading
- H. Commission for Presbytery Operations – Dr. Robert Gustafson
 - Report on Actions Taken on behalf of presbytery
 - Personnel Policy revisions – for approval

Policy on Sale of Church Property – 1st Reading
Meeting of the Corporation for the purpose of electing 2018 officers

Nominees:

- Robert Gustafson, President
- Bill Lucas, Vice-President
- Roger Au, Treasurer
- Sally Robinson, Secretary

IV. TO WORSHIP GOD

Emphasis will be on Global Mission. Moderator Rev. Charlsie Ramsey will preach and presbytery will install new moderator and vice-moderator. We will have service of the Lord's Supper led by host pastor Christine Burns. Offering will be for the Pentecost offering, and a video will be shown.

V. TO EMBODY CHRIST'S LOVE

- A. Announcements, Invitations, Joys, and Concerns for the Community
- B. Closing Prayer and Benediction
- C. Complimentary Dinner provided by Fredericktown Presbyterian Church

Attachment 3: The Consent Agenda

- Review and approval of minutes from 246th Stated Meeting at the First Presbyterian Church of Chillicothe, Ohio, February 20, 2018
- Review and approval of minutes of special called meeting at the Overbrook Presbyterian Church, Columbus, Ohio, April 9, 2018, for the purpose of reviewing GA Overture #05-03.
- Scioto Valley Presbytery, having concurred with Overture #0503, approves Cynthia Burse as its overture advocate for Overture #05-03 to General Assembly.
- Minutes of the Administrative Commission for the Installation of Rev. James Gray Marshall, as pastor for First Presbyterian Washington Court House Church:
The following Commission of the Presbytery of Scioto Valley convened with prayer on February 25, 2018 at 2:18 p.m. to approve the installation of Rev. James Gray Marshall as Pastor of First Presbyterian Church, Washington Court House
The following commissioners were present:
Jennifer Pieratt, Ruling Elder, First Presbyterian Church, Washington Court House
Rev. Dr. Anne Marshall, Director of Contextual and Experiential Formation at Trinity Lutheran Seminary
Rev. Charlsie Ramsey, Honorably Retired, Moderator of the Presbytery of Scioto Valley
Becky Sollars, Ruling Elder, Bloomingburg Presbyterian Church, Bloomingburg, Ohio
Rev. Dr. Jason Link, Pastor, First Presbyterian Church, Chillicothe
Rev. Joel A. Esala, Pastor, Circleville Presbyterian Church, Circleville
Richard Glass, Ruling Elder, First Presbyterian Church, Washington Court House
Rev. Charlotte O'Neil, Campus Minister, UKirk at Ohio State University
Rev. Dr. Jeannie C. Harsh, Executive Presbyter of the Presbytery of Scioto Valley
There was a motion and second to approve & proceed with the installation service as presented and to dismiss the commission following the benediction.
The Commission reviewed the order of service, seating, and the logistics of the service.
Meeting adjourned with prayer at 2:50 p.m. February 25, 2018.
The installation was completed in the worship service that followed.
The installation sermon was preached by Rev. Dr. Jason Link
The charge to the installed pastor was given by Jennifer Pieratt.
The charge to the congregation was given by Rev. Joel A. Esala.
Respectfully submitted,
Rev. Charlsie Ramsey, Moderator PSV
- Changes in Roll of Ministers
 - Sally Robinson to part-time contracted pastor at Presbyterian Church, Mt. Gilead, Ohio
 - Steven Garstad, member of Cincinnati Presbytery, to transitional pastor at First Presbyterian Church, Lancaster, Ohio.

- Stated Clerk's Report
 - Appointment of Assistant Clerks(None)
 - Investigating Committee:

At the request of the Stated Clerk, having received a written petition to review the decision of an investigating committee not to file charges, and said review finding the Investigating Committee did not fulfill its duties as outlined in D-10.0202, the Moderator has appointed a new Investigating Committee per D-10.0303d:

 - Teaching Elders: Rev. Gray Marshall, Washington Court House First
Rev. Ann Palmerton, Columbus Broad Street
 - Ruling Elders: Elder Bruce Kinsey, Marysville First
 - Elder Patricia Gardner, Columbus Glenn Echo
 - Pursuant to the Book of Order G-2.0509 and Rules of Discipline D-3.0106, former Minister of Word and Sacrament Matthew Richardson has renounced jurisdiction of the PC(USA), effective May 4, 2018, during a disciplinary investigation. A written renunciation was received by the Stated Clerk on May 4, 2018.
 - The Investigating Committee formed by the Moderator at the stated meeting of the presbytery on November 28, 2017 is dissolved with our thanks and gratitude for their service as of this stated meeting of the presbytery, May 15, 2018.
 - Ruling Elder/Teaching Elder Equalization Report for 2018-2019
 - Due to a net loss of one Teaching Elder (see report to General Assembly below), and a net loss of 1,625 church members spread over 100 churches in 2017, it is the judgment of the Stated Clerk that no adjustment is necessary to maintain the balance of ruling elders and teaching elders.

- Presbytery Report:

Presbytery Report
2017

Presbytery Number	040628
Name	Scioto Valley
Address	4131 N High St #B
City/State	Columbus, OH 43214-3001
Phone	614-847-0565
Email	Dagmar@psvonline.org
Web Site	www.psvonline.org
Fax	614-847-4359

Membership

Prior Active Members 16971

Gains

17 & Under 115

18 & Over 276

Certified 90

Other

Total Gains 537

Total Active Members

Baptized

Other Participants

Total Adherents

Female Members

Average Attendance

Affiliate Members

Baptisms

Child Baptisms 136

Adult Baptisms 31

Male Deacons

Female Deacons

**Age Distribution
of Active Members Male**

25 & Under 1122

26 - 45 1761

Losses

Certified 440

Deaths 360

Other 825

56

Total Losses 1625

15883

1405

256

18632

9291

6175

53

Officers

Male Session 320

Female
Session 343

140

396

Female

509 555

701 889

46 - 55	1207	483	639
56 - 65	1599	587	828
Over 65	3455	1145	1987
Total Distribution	9144	3425	4898

People with Disabilities

Hearing	428
Sight	114
Mobility	408
Other	122

Christian Education

Birth 3	282	Grade 7	138
Age 4	655	Grade 8	157
Kindergarten	148	Grade 9	104
Grade 1	132	Grade 10	117
Grade 2	126	Grade 11	138
Grade 3	143	Grade 12	117
Grade 4	139	Young Adults	179
Grade 5	146	Over 25	1570
Grade 6	142	Teachers/Officers	396
Total		4829	

<u>Racial</u>		<u>Elders</u>	<u>Deacons</u>	<u>Male</u>	<u>Female</u>
<u>Ethnic</u>	<u>Membership</u>				
<u>Breakdown</u>					
Asian	40	0	1	12	20

Black	9	0	0	2	7
African American	153	11	10	60	86
African	36	2	1	13	16
Middle Eastern	31	2	0	21	10
Hispanic	16	0	0	10	5
Native American	6	0	1	2	4
White	7898	544	376	2508	3699
Other	15	0	0	6	9
Totals	8204	559	389	2634	3856

Potential Giving Units 7,548

Budgeted Income 16,808,919

Budgeted Expense

Receipts

Regular Contribution	14,658,659	Bequests	964,733
Capital Building Fund	2,194,157	Other Income	1,794,027
Investment Income	2,393,967	Subsidy or Aid	18,852

Expenditures

Local Program	13,916,078	Per Capital Apprt	324,588
Local Mission	1,153,133	Validated Mission	360,884
Capital Expenditures	3,004,897	Theological Fund	4,465
Investment Expenditures	432,259	Other Mission	325,975

**PRESBYTERY REPORT TO GENERAL ASSEMBLY 2017
Ministers Report**

Losses - 13
Necrology - 3
Dismissed two to another presbytery—10
Gains --= 12
Ordained - 3
Received from another presbytery - 6
Received from another denomination - 3
Total number of ministers as of 12/31/2017 - 186

Summary of Church Changes

Total of Church additions - 0
Total of Church losses - 0
Total number of churches as of 12/31/2017 - 100

Attachment 4: Pastors' Emergency Fund Policy

Pastors' Emergency Fund Policy

Scioto Valley Presbytery Commission for Church Professionals Pastors' Emergency Fund Policy – Presented for Presbytery Information.

1. Purpose:

The Presbytery of Scioto Valley Pastors' Emergency Fund will be used to provide emergency financial assistance to eligible pastors in time of financial crisis or need.

2. Eligibility:

People eligible for support should be ministers of word and sacrament, certified educators and commissioned pastors who are living or serving within the bounds of the Presbytery of Scioto Valley.

3. Procedures:

- a. Ordinarily a one-time request may be made by the eligible individual by requesting financial assistance in conversation with the executive presbyter. The amount of the grant will depend on the need and the amount available in the fund.
- b. Additional requests may be granted pending the provision of detailed demonstration of financial need and availability of emergency funds.
- c. Requests will normally be discussed with the chairperson of the Presbytery Commission for Church Professionals and approved by the Executive Presbyter and the chair of the Church Professionals Commission.
- d. The executive presbyter shall report all expenditures to the Commission for Church Professionals in a timely manner. Such reporting does not require that the specific individual being helped be named, but the number of grants and current status of the Pastors' Emergency Fund will be reported.
- e. Preference will be given to first time requests.

4. Administration:

The Pastors' Emergency Fund is normally replenished from the offerings during the services of ordination, installation and commissioning of pastors. The Presbytery of Scioto Valley may accept gifts, contributions, and bequests which are made for unrestricted purposes for the Pastors' Emergency Fund.

Attachment 5: Leaves for Ministry Policy (as amended and approved)

Leaves for Called Ministers

Scioto Valley Presbytery

Commission for Church Professionals

Leaves for Called Ministers – Second Reading May 15, 2018

All terms of call approved by the Presbytery of Scioto Valley will provide that the church and pastor will adhere to provisions of this policy.

1. Sick Leave

Sick leave is a benefit provided by the congregation for the sole purpose of the minister's self-care or the minister's caring for an immediate family member in a time of illness or medical treatment. "Immediate family" means the minister's spouse, brother, sister, parent, child, step-child, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, any other member of the minister's residential household, or anyone for whom the minister has a custodial relationship. Sick leave is normally to be granted in the amount of ten days annually. A session may choose a larger number of days if it wishes. Ordinarily, unused sick leave does not accrue beyond the end of the calendar year.

During the first year of employment, ministers are authorized sick leave at the rate of two days for the first three months of employment and two days for each of the next four months, to a maximum of ten working days.

Sick days may be pro-rated for ministers serving calls that are less than full-time.

2. Extended Leave - Medical Evaluation and Release

When a minister is unable to work a minimum of ten continuous work days as a result of an extended illness or injury, the minister shall be medically evaluated and asked to provide a written medical evaluation to the clerk of session and the Commission on Church Professionals (CCP). Further, prior to returning to work after an extended illness or injury, the minister will forward a written medical release to the session and CCP.

3. Parental Leave

The addition of children to a family is a gift and blessing of God. In the case of childbearing and child rearing, the church recognizes and agrees to accommodate the special needs of pastor/parents. In order to foster healthy relationships, ensure adequate recovery from childbirth, and/or provide for bonding with a new child, leave shall be granted to all parents welcoming a new child, and pastoral compensation and all terms of call shall continue. The following specific guidelines will apply:

- a. Minimum leave shall be provided as follows:
 - o Parental Leave: 8 weeks
 - o Adoptive Parent Leave: 8 weeks
 - o Foster Parent/New Placement Leave: 2 weeks

- b. The need for longer leave shall be upon the recommendation of the physician and shall be subject to the same procedures as apply to extended sick leaves.
- c. Sessions will make adequate provisions for the continuation of pastoral functions during the leave period. If this policy creates a hardship for a congregation, they may negotiate with the Commission on Church Professionals for relief.
- d. Pastors will inform their sessions and the CCP as early as possible regarding the need for leave.
- e. Childbirth brings risks of complications, unexpected needs, and other uncertainties. It is the duty of the pastor and the session to deal with these issues in an open and caring relationship.

4. Disability

a. Definition:

- i. **Temporary Disability:** According to the Board of Pensions, a minister is considered disabled if he or she is mentally or physically unable to perform his or her regular work duties.
- ii. **Permanent Disability:** After 24 consecutive months of such disability, the member is still considered disabled if, due to physical or mental ability, he or she cannot perform any type of work for which he or she is suited for by education, training, or experience. The Board must certify all member disabilities.

b. Duration:

- i. Temporary disability will begin only on the expiration of any sick leave benefits, and will last up to three (3) months at full salary unless otherwise covered.
- ii. Permanent Separation for Disability will be in accord with the process provided by the Presbyterian Pension Plan.
 - 1. During the first 90 days of disability, the church or employing organization is required to continue paying your Benefits Plan dues.
 - 2. After 90 days, Plan benefits continue at no cost to the member or employing organization.
- iii. As long as you are receiving disability benefits through the Board of Pensions, the minister is eligible for the following:
 - 1. a monthly income benefit
 - 2. continuation of medical benefits
 - 3. continuation of death benefits for member and dependents, and of supplemental death benefits if the minister was participating in that plan immediately before becoming disabled
 - 4. continuation of pension credits if the minister was participating in the Pension Plan immediately before becoming disabled.

5. Leaves of Absence

Leaves of absence are provided under the following circumstances:

- a. Jury Duty/Serving as a Witness
 - i. Ministers serving on jury duty on regularly scheduled work days will be granted paid leave. If called as a witness, leave will be handled in the same way. A minister employee will not be granted leave for serving as a witness in a civil matter in which they have a personal or financial interest or for pursuing or defending their own court case.
- b. Funeral Leave
 - i. In case of death in the immediate family (spouse/significant other, child, parent, sibling, grandparent, parent-in-law; or other relative in the same household) the minister will receive full pay for absence from the day of death up to and including the day after burial. This leave should not exceed four (4) working days.
- c. Military Leave
 - i. If a minister is called or recalled for active duty, the minister is entitled to a leave of absence without pay. Reemployment rights shall correspond with Federal (USERRA) and State regulations.
 - ii. Continuation of pension and medical benefits will be in accord with the applicable administrative rules of the Board of Pensions.
 - iii. A minister who is completing compulsory military training by service in the active reserves can use vacation time for such training and receive full salary during that vacation period.
 - iv. When a minister takes time other than vacation time, the leave is unpaid.
 - v. Normal allowance for reserve duty will be thirteen (13) working days of unpaid leave. During time of reserve duty, all benefits will be continued.
- d. Churches must comply with the Family Medical Leave Act of 2015.
- e. Other Leave - A non-compensated leave of absence may be negotiated with minister, the session and the Presbytery's Commission on Church Professionals. Normally such leaves shall not be longer than sixty (60) days.

6. Sabbatical Leave

Sabbatical Leaves are covered by the separate Presbytery policy, "Sabbatical Leaves."

SCIOTO VALLEY

Commission for Presbytery Operations



PERSONNEL

POLICIES

The Presbytery of Scioto Valley

4131 N. High Street, Suite B

Columbus, Ohio 43214-3001

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I MISSION STATEMENT OF PRESBYTERY

“God calls us through the Holy Spirit to connect with each other to plant, grow, and nurture vital, faithful communities of Christ for service and ministry. In response, we build partnerships, communicate with and supporting congregations, leaders, and individuals, and embody Christ’s transforming love in the world.”

II PURPOSE OF PERSONNEL POLICIES

These personnel policies of the Presbytery of Scioto Valley (herein referred to as the “Presbytery” or “the Employer”) are for the purpose of:

1. Defining and coordinating the personnel administration.
2. Providing the basis for decision making by persons having authority and responsibility for personnel administration, and
3. Informing employees of their rights, responsibilities and terms of their employment.

Neither these policies nor anything contained therein constitute a contract of employment. In the absence of contrary provisions in a specific written contract of employment with the Presbytery, the provisions of these personnel policies govern the Presbytery

These personnel policies supersede all previous personnel policy manuals.

III EXPECTATIONS AND RESPONSIBILITIES

A. Employee Expectations

1. To receive a personnel policy manual.
2. To receive a written job description and an explanation of his/her role and function in the total structure of the Presbytery.
3. To receive a performance evaluation at least annually.
4. To receive compensation and other benefits in accordance with applicable laws, policies of the Presbytery, and, if any, specific written agreement with the Presbytery.
5. To be free to offer appropriate suggestions to the Executive Presbyter and/or the chair or designated members of the Commission for Presbytery Operations.

B. Employee Responsibilities

1. To give the best possible performance in his/her assigned functions.
2. To provide best efforts and full participation in any committee or personnel group to which he/she is assigned.
3. To understand his/her role in the context of the Presbytery’s Mission Statement.
4. To understand and to meet the goals and objectives in his/her job description and assignment

C. Employer Responsibilities

1. To establish job descriptions and requirements for particular functions and to determine who is qualified to perform such functions.
2. To establish and administer orderly procedures for compensation, benefits, working conditions and other employment matters.
3. To expect the employee to be productive in his/her assigned functions.
4. To exercise suitable supervision of and support for job performance.
5. To provide open communication and opportunity for employee participation and input in matters which affect the employee.
6. To assure that personnel policies and administration are in agreement with the expectations and responsibilities of the employee.
7. To conduct annual performance reviews for all employees which relate their work objectives to the goals of the Presbytery and which give them an opportunity to participate in evaluating their own performance in relation to those objectives.
8. To provide opportunity for the fair and timely hearing and resolution of complaints and grievances.
9. To comply with the mandate of the Form of Government; be in compliance with applicable federal, state and local laws; and to be an Equal Employment Opportunity Employer which employs and promotes personnel without discrimination based on race, color, sexual orientation, religion (except where religious beliefs, practices and teachings are job-related), national origin, sex, age, marital status and physical or mental disability unrelated to the requirements of the work involved.

IV EMPLOYMENT, CATEGORIES AND TERMINOLOGY/DEFINITIONS

A. Ordained/Executive Staff

Limited to ordained and installed persons. The call to these positions is governed by the Constitution of the Presbyterian Church (U.S.A.). These positions are filled by a vote of the Presbytery, upon recommendation of the Commission for Presbytery Operations and/or position specific search committees.

1. The Executive Presbyter

B. Support Staff

C. Administrative Assistant

D. Financial Assistant 1/30/18

Support Staff provides support for the executive staff, administrative, elected officers and Presbytery Commissions.

Appointments are made by the Commission for Presbytery Operation

E. Administrative Staff

1. Stated Clerk: Nominated by the Committee for Nominations and elected by the Presbytery.
2. Treasurer: Recommended by a search committee appointed by the Commission for Presbytery Operations and elected by the Presbytery.

F. Contractual Staff

Contractual Staff hired under a specific written contract with the Presbytery are required to abide by the same policies and procedures as persons hired and employed directly by the Presbytery.

Appointments are made by the Commission for Presbytery Operations in consultation with the Executive Presbyter

G. Definition of Full-Time/Part-Time

1. Full-time employee is any employee who works thirty-five (35) or more hours per week on an annual basis and is entitled to benefits as stated in this policy.
2. Part-time employee is any employees whose hours are negotiated upon hire to a minimum of sixteen (16) but less than thirty-five (35) hours per week and are subject to periodic review and revision. A non-installed member of the word and sacrament or lay employee must be scheduled to work at least 1,000 hours per year (20 hours per/week) to be eligible for enrollment in Board of Pensions staff benefits described in Section VII Benefits.

H. Definition of Exempt/Non-Exempt

The Fair Labor Standards Act provides for exempt and non-exempt positions with respect to overtime pay.

1. An exempt employee is interpreted to mean an employee exempt under applicable regulations from the requirement of pay for overtime, but not from the requirement of working overtime.
2. Non-exempt employees are required to work a specific schedule as determined by the Executive Presbyter. Non-exempt employees will be paid their normal hourly rate for all work time above their normally scheduled hours in one week, and time-and-one-half for all work time over forty (40) hours in one week. All hours worked in excess of a non-exempt employee's normal work schedule must be pre-approved by the Executive Presbyter.

V. EMPLOYMENT POLICIES

A. Affirmative Action Equal Employment Opportunity (AA/EEO)

The Presbytery of Scioto Valley will be guided by the Form of Government, the various policies of the General Assembly, the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, amendments thereto, and other applicable laws and regulations.

Employees should be able to enjoy a work environment free of unlawful discrimination and harassment. All employment policies and practices will be administered without discrimination based on race, color, sexual orientation, religion (except where religion and/or religious beliefs, practices, and teachings are job-related), national origin, sex, age, marital status, veteran's status, and disability.

The Executive Presbyter shall be responsible to administer AA/EEO under the guidance and supervision of the Commission for Presbytery Operations. AA/EEO full text is available at the Presbytery Office.

B. Sexual Misconduct Policy and Procedures (See the Sexual Misconduct Policy and Procedure Statement) Revised 1/30/18

C. Hiring – Personnel Administration

1. All persons offered employment must complete an employment application, all tax and insurance forms (as applicable) and consent to a national criminal search. Clergy, however, need only complete the consent for the criminal background search.
2. All new non-exempt employees must complete a three (3) month probationary period providing the presbytery and the employee with an opportunity to evaluate each other. During this period, the employee may be terminated without notice for any reason. The employee may also terminate employment without notice for any reason.
3. Clergy shall be provided with a written Call stating the terms of employment in compliance with the Form of Government. The Call will be approved by the Presbytery.
4. All employees must acknowledge in writing that they have received these personnel policies and are accountable for understanding and complying with them.

D. Employment Records

1. The employer will maintain separate records for each employee. All information that is pertinent and/or required by Federal, State or Local regulations and/or the Employer is confidential. No information can be released without written consent of the employee except when required by applicable law. An employee is entitled to receive copies of any information contained within his/her personnel files upon written request.

2. An employee wishing to participate in an insurance benefit plan must complete the applicable application or submit a letter stating he/she elects not to receive such benefit. All insurance benefit plans are controlled by the plan document and may be amended, modified or terminated at any time.
3. False information may be grounds for immediate dismissal of the employee.

E. Nepotism

Care will be exercised in the employment and assignment of persons who are direct relatives of current employees. Relatives of current employees will be considered for employment according to fair labor practices and due consideration. Individuals generally will not be assigned to a position where a relative is in a position to supervise - the employee- or to influence the employee's status.

F. Performance Reviews

The performance of each employee will be reviewed at least annually. The Executive Presbyter will be reviewed by the Commission for Presbytery Operations. Staff persons will be reviewed by the Executive Presbyter and reports presented to the Commission for Presbytery Operations.

The primary purpose of "review" shall be understood to be the improvement of competence, performance, morale and the setting of goals.

Results of the annual review will be considered in determining what salary adjustment the employee may receive.

G. Grievances

1. Preliminary Complaint Procedure: To assure promptness and equity in answering an employee's complaint or concern and to achieve early resolution of a work problem, the employee must first discuss the problem with the Executive Presbyter within five working days.

If the Executive Presbyter is part of the subject of the complaint, contact shall be made with the Chair of the Commission for Presbytery Operations.

2. Formal Grievance Procedure

- a) If informal efforts to resolve an employee grievance have failed, a formal grievance may be filed by submitting a written statement to the Chair of the Commission for Presbytery Operations. A copy shall also be submitted to the Executive Presbyter. Formal grievances must be filed within forty-five (45) calendar days of the alleged grievance.
- b) The Chair of the Commission for Presbytery Operations will forward the written statement to a team of the Commission to review the grievance with all parties concerned. The team will make a determination regarding the grievance. If a Commission for Presbytery Operations decision is the cause for a grievance or an appeal, the process will begin with G.2.c.

- c) If the employee is dissatisfied with the decision of the team appointed by the Chair of the Commission, he/she may file an appeal with the Presbytery Commission through the Stated Clerk within fifteen (15) days. The full Commission for Presbytery Operations, in consultation with all parties involved, shall make the final determination. The Stated Clerk shall supply all parties involved with written copies of the Commission's decision.
- d) The employee may arrange to have an advocate with him/her at all steps in the formal process.
- e) A written record of all decisions arrived at in all meetings shall be kept per Presbytery policy. Letters of decision from the team appointed by the chair of Commission for Presbytery Operations or the full Commission shall contain provision for the employee to indicate his/her acceptance or rejection of the decision.

H. Expense Allowances

Payment for expenses incurred while on Presbytery related business shall be approved by the Presbytery Treasurer, and/or the Chairperson of the Commission for Presbytery Operations. The employee will be reimbursed provided proper documentation is submitted on a Presbytery Accounts Payable Voucher. (See the Presbytery's Financial Policy Manual reimbursement policy.)

I. Business Related Conferences

During the annual budget process, staff shall submit all requests for business related conferences to the Commission for Presbytery Operations for its approval. Requests shall include date, place, objective, benefit and total estimated cost.

J. Controversial Issues

All employees are free to exercise their full liberties as citizens, including the right to express their personal convictions on social, religious, economic and political issues. However, employees may not give the impression that the views expressed and positions taken by them are those of the PC (U.S.A.), the Presbytery or their co-workers. Moreover, employees may not use symbols, emblems, letterhead or any material which identifies the Presbytery when exercising their liberties.

K. Conflict of Interest

An employee of the Presbytery shall not have any employment or engage in any activity outside of his/her employment by the Presbytery if such other employment or activity:

1. Conflicts and/or interferes with the employee giving the required priority and availability to his/her employment by the Presbytery, or
2. Conflicts with and is inconsistent with the teachings, moral standards and Christian values of the Presbytery.

L. Death While in Service of the Presbytery

When the death of a member of Presbytery's staff occurs, the spouse, dependents, or the estate will receive a separation allowance of one (1) month's salary.

M. Weapons

Employees shall not bring a firearm or other weapons onto the Presbytery's premises or carry such a weapon while on Presbytery business. All firearms, including those for which the individual has a valid permit, are prohibited inside Presbytery offices.

VI SALARY ADMINISTRATION

A. Salary Principles

The Presbytery is committed to salary administration principles which will provide:

1. Pay for work performed.
2. Equity of payment for positions of relative value and experience.
3. Incentives for professional achievement and growth.
4. Flexibility to meet changes in organization, functions and positions.

In determining whether adjustments to salaries will be made, the Presbytery will consider changes in the cost of living, its mission and financial condition and employee's performance.

B. Salary Policies

1. Salary adjustments will be based on the quality of individual performance, meeting established goals and objectives, length of service and related factors.
2. Salaries for all Presbytery Staff will be considered in relation to salary information, cost of living and similar staff position salaries in other presbyteries of similar size.
3. Salaries will be reviewed annually; approval for salary determinations is by the Presbytery Commission for Presbytery Operations.
4. Regular adjustments in salary will take effect following Presbytery approval of the annual budget and will be retroactive to January 1 of the current year.
5. All employees are paid twice a month (15th and last day of the month). If these days fall on a weekend or holiday, checks are issued on the last working day prior to the 15th or the last day of the month. Pay stubs reflect gross earnings, all deductions and net earnings. Contractual employees are paid per their contract.

6. Withholding of Taxes

All ordained clergy are considered self-employed and are not subject to the withholding of certain taxes from their salaries. Non-clergy employees are subject to the withholding of federal, state and local taxes from their salaries.

VII BENEFITS

A. Required Benefits

1. Social Security

All non-clergy employees are covered by Social Security. The employee's share of the tax is withheld from the salaries of all such employees. For tax purposes, clergy staff is considered self-employed and Social Security taxes are not withheld.

2. Workers' Compensation Insurance

All non-clergy employees shall be covered by the Workers' Compensation Laws of Ohio.

3. Pension

Ordained clergy and eligible staff members who have completed a registration period may be enrolled in the Presbyterian Pension Plan for which dues are paid by the Presbytery. An agreement may be negotiated, relative to pension benefits.

B. Benefits for Employees

1. Medical Plan

- a. Medical Plan coverage is available to full-time employees and is based on the Board of Pensions percentage rate. Employee contributions may be changed from time to time.
- b. Medical coverage for ordained clergy is provided by the Presbyterian Board of Pensions. Dues are paid by the Presbytery.
- c. All coverage is subject to the terms and conditions of the insurance plan in effect.
- d. The Presbytery provides 2% of the effective salary for funding of the deductible and co-pay portion of the medical plan. Staff members may contribute to medical/dental insurance premiums by payroll deductions.

2. Tax Deferred Plans

- a. An employee may elect to designate an additional portion of his/her salary to establish a tax-sheltered annuity or other tax saving benefit.
- b. Participation in a Tax-Sheltered Annuity is available to employees (after probationary period) not enrolled in the Presbyterian Board of Pensions Plan. The Presbytery will contribute an amount equal to the Board of

Pensions percentage rate of their salary. Employees may also choose to invest additional funds. A copy of the signed contract must be submitted to the Executive Presbyter before any deductions will be made.

C. Vacation (All Staff)

1. A vacation with pay is provided for all full-time staff members.
2. Part-time staff members regularly scheduled to work sixteen (16) hours or more per week are eligible for vacation time in proportion to the regular number of hours worked each week (See below).
3. Vacation time is not cumulative and must be used within the calendar year, except when special provision has been made by the Commission for Presbytery Operations.
4. Exempt staff persons are entitled to four (4) weeks of vacation per year, or as stipulated in terms of contract or call. Non-exempt staff are entitled to an annual paid vacation based on the following schedule:
 - a. Less than one (1) years' service = number of months minus two (2) days
 - b. One (1) to ten (10) years' service = number of years plus ten (10) days
 - c. More than ten (10) years' service = twenty (20) days
 - d. Vacation time for part-time employees is calculated as follows: For an employee who normally works less than five days per week, the number of days for which a benefit is provided will be the number of days eligible in the schedule above multiplied by the number of days worked by the employee, divided by five. For example, the above schedule provides that an employee who has worked five years is entitled to 15 vacation days. However, if that five-year employee normally only works three days per week, he/she is entitled to nine vacation days (i.e., three normal three-day work weeks), determined as follows: $15 \times 3 \div 5 = 9$. (If not a whole number, round to nearer day.) Further adjustment may be needed for any employee who doesn't normally work the same numbers of hours each day/week.
5. Vacation time must be approved in advance by the Executive Presbyter, and/or the Chair of the Commission for Presbytery Operations.
6. Pay will not be given in lieu of vacation.
7. Periods when employees are on leave of absence or extended sick leave are not counted toward the earning of vacation eligibility.
8. An employee who resigns prior to his/her employment anniversary date will receive accrued vacation.
9. An employee dismissed for cause before his/her employment anniversary date will receive accrued vacation time.

10. In the event of an employee's death, accrued, unused vacation pay will be paid to the employee's estate.

C. Holidays (All Staff)

The following ten (10) holidays are granted, in accordance with local customs and laws:

New Year's Day	Fourth of July
Martin Luther King, Jr. Birthday	Labor Day
Good Friday	Thanksgiving Day
Monday after Easter	Christmas (2 days)
Memorial Day	

1. When a holiday falls on a Friday, Saturday or Sunday, it will be observed as a holiday on the nearer Thursday or Monday, respectively.
2. When a holiday occurs during an employee's vacation, the employee will be granted another day off as the holiday.
3. Part-time employees are eligible for holidays that fall on their regularly scheduled workdays.

D. Sick Leave (All Staff)

1. Full-time staff members are entitled to ten (10) working days of sick leave each calendar year, cumulative up to ninety (90) days. Part-time staff members regularly scheduled to work more than sixteen (16) hours per week are entitled to ten (10) working days of sick leave each calendar year in proportion to the regular number of hours worked each week cumulative up to ninety (90) days. Sick days may be taken as a full day or half day.
2. Procedures Regarding Leave
 - a. Sick leave will be granted provided the employee has given the Executive Presbyter prompt notification of his/her inability to report at the scheduled time. Sick leave entitlement during the first year of employment will be prorated according to the length of service.
 - b. Sick leave may be used when an employee or immediate family member is ill, injured or in need of other medical examination or treatment (medical, dental, optical, mental health, etc.)
 - c. For illness in excess of three (3) days, the employer reserves the right to require a doctor's certificate indicating the duration of the illness and when the employee can return to work.
 - d. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.
 - e. In the event of an extended illness, leave of absence without pay may be granted. All determinations for leave extensions must be approved by the Executive Presbyter in consultation with the Commission for Presbytery Operations.

E. Parental Leave

Parental leave may include birth, adoption, and assuming guardianship of a child. This leave of absence shall not exceed thirteen (13) weeks. The pay shall be 2/3 of the employee's normal salary. The employee may choose to substitute sick days and/or vacation time for Parental Leave pay. Full pension and health benefits will be paid by the Presbytery for up to thirteen (13) weeks.

F. Disability Leave (All Staff)

1. Disability is a temporary or permanent separation due to physical or mental inability to function on the job. The decision to grant leave or separation will be made by the Executive Presbyter in consultation with the Commission for Presbytery Operations in accordance with the processes provided by the PC (U.S.A.) pension plan.
2. Temporary Disability will begin only on the expiration of Sick Leave benefits, up to three (3) months at full salary unless covered otherwise. The combination of accumulated sick leave and disability leave will not exceed ninety (90) days.
3. Permanent Separation for Disability will be in accord with the processes provided by the Presbyterian Pension Plan.

G. Leaves of Absence (All Staff)

Leaves of absence are provided under the following circumstances:

1. Jury Duty/Serving as a Witness

Employees serving on jury duty on regularly scheduled work days will be granted paid leave. If called as a witness, leave will be handled in the same way. An employee will not be granted leave for serving as a witness in a civil matter in which they have a personal or financial interest or for pursuing or defending their own court case.

2. Funeral Leave

In case of death in the immediate family (spouse/significant other, child, parent, sibling, grandparent, parent-in-law; or other relative in the same household) the employee will receive full pay for absence from the day of death up to and including the day after burial. This leave should not exceed four (4) working days. The Executive Presbyter shall authorize additional days in exceptional circumstances.

3. Military Leave

- a. If an employee is called or recalled for active duty, a leave of absence without pay and without continuance of benefits will be granted. Reemployment rights shall correspond with Federal and State regulations.
- b. An employee who is completing his/her compulsory military training by service in the active reserves can use vacation time for such training and receive full salary during that vacation period.

- c. When an employee takes time other than vacation time, the leave is unpaid.
- d. Normal allowance for reserve duty will be thirteen (13) working days of unpaid leave. Time above 13 days must have prior approval of the Executive Presbyter and the Commission for Presbytery Operations.
- e. During time of reserve duty, all benefits will be continued.

H. Leave Without Pay

Leave of absence without pay, may be negotiated with, and granted by, the Executive Presbyter in consultation with the Commission for Presbytery Operations. Job placement after such leave will be made according to the needs of the Presbytery at that time.

I. Continuing Education

- a. Executive Staff is granted two (2) weeks annual study leave with pay and reimbursement of expenses limited by call or contract.
- b. Study leave is to be related to career goals and objectives as well as to the development of skills and growth useful to the Presbytery. Study leave must be approved by the Commission for Presbytery Operations.
- c. Unused but earned study leave may be carried over with prior approval of the Commission for Presbytery Operations and is accruable up to three (3) years, a maximum of six (6) weeks.

d. Support Staff

New training or retraining may be required for an employee to function well in his/her work. When training or retraining is required, both time with pay and the expenses of the training will be provided.

VIII SEPARATION

The term "separation" shall refer to any and all terminations of the employment relationship between an employee and the employer. Termination may occur with or without notice and with or without cause. Either the employee or the Presbytery (through the Executive Presbyter or the Commission for Presbytery Operations) may exercise this right to terminate employment at any time.

All conditions for separation for those employees covered by Call shall be compatible with the provisions of the Form of Government and The Rules of Discipline of the Presbyterian Church (U.S.A.)

A. Voluntary Separation by the Employee

- 1. A voluntary choice of separation may be freely made by the employee. If the employee provides the Executive Presbyter and/or the Chair of the Commission for Presbytery Operations with a two (2) week written notice

of his/her intention to separate, the employee will be entitled to accrued vacation pay.

2. An exit interview shall be conducted by the Commission for Presbytery Operations or its designee.

B. Involuntary Separation by the Presbytery

An employee's employment may be terminated by the Presbytery (through the Executive Presbyter or the Commission for Presbytery Operations) for any reason not contrary to law or the *Book of Order*. For example, a change in circumstances may warrant a reduction in the number of persons employed by the Presbytery. Examples of a change in circumstance include, but not limited to, a budget reduction and/or a shift in program direction which require a change in staff structure, skills or organization. Examples of other reasons for which Presbytery may terminate the employment relationship include, but are not limited to:

1. Insubordination in the line of assigned duties.
2. Neglect in the care and use of Presbytery property or funds.
3. Repeated unexcused absences and/or repeated tardiness.
4. Illegal, dishonest and/or unethical conduct.
5. Failure to observe the Personnel Policies.
6. Sexual or other discrimination or harassment and/or abuse.
7. Unsatisfactory performance.

C. Suspension

1. If unacceptable behavior (e.g. insubordination, harassment of other employees, apparent involvement in dishonest or unethical acts, etc.) does not result in immediate dismissal but requires absence from the work place, the Executive Presbyter, with the concurrence of the Commission for Presbytery Operations, may suspend the employee, pending verification and evaluation of the circumstances. An appropriate time frame for the suspension will be established by the Commission for Presbytery Operations.
2. Written notice of the reason for suspension will be given to the employee, and a copy will be placed in his/her personnel file.
3. A suspended employee will receive pay during any investigation process.

IX POLICY ADMINISTRATION

Personnel Policies are administered by the Executive Presbyter and the Commission for Presbytery Operations.

X REVISION OF PERSONNEL POLICIES

Revision of these Personnel Policies is the responsibility of the Commission for Presbytery Operations.

HISTORY	
Approved by the Staff Services Committee	November 5, 2008
Revised by the Staff Services Committee	April 1, 2009
Approved by the Presbytery	April 21, 2009
Revised by the Staff Services Committee	June 6, 2012, October 3, 2012
Approved by the Presbytery	November 27, 2012
Edited for nomenclature by Stated Clerk	June 2013
Approved by Commission for Presbytery Operations	September 16, 2013
Approved by the Presbytery	September 17, 2013
Approved by Commission for Presbytery Operations	April 9, 2018
Approved by the Presbytery	May 15, 2018