



Mission and Vision Statement

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.

November 2012

The Presbytery of Scioto Valley Presbyterian Church (U.S.A.)

247th Stated Meeting
Tuesday, May 15, 3:30 p.m. –7:30 p.m., followed with dinner
First Presbyterian Church
17 S. Main Street, Fredericktown, OH



<http://www.firstfredpres.com/>

General Notes for this Meeting

1. The offering for this meeting will go to the
Please make checks payable to Presbytery of Scioto Valley.
2. Requests to include audio-visual presentations at the Presbytery Meeting should be addressed to the stated clerk, Sally Robinson at statedclerk@psvonline.org
3. Contact Dagmar Romage at dagmar@psvonline.org or 614-847-0565: To register an excused absence from the meeting; to reserve display space; to arrange for childcare at the meeting site, and to obtain a printed copy of the Commissioner Hand-Book.

Driving Directions to First Presbyterian Church, First Presbyterian Church 17 S. Main Street, Fredericktown, OH.

From Columbus, take I-71 north to the Mt. Gilead/Fredericktown Exit (Exit 151). Turn right (east) on State Route 95 and proceed approximately 10 miles to Fredericktown. Go to the center of town where State Route 95 turns left, but instead, turn right. The church is to the immediate south of a gazebo and there is a stop light at the turn. The church is on the right-hand side of the street at 17 S. Main Street.

From the Newark area, take State Route 13 from Newark and Mt. Vernon. Take the State Route 95 Exit into Fredericktown. Follow the above directions.

STAY CONNECTED

If you would like to join the email distribution list for the *Weekly E-Mail News*, the Presbytery digital newsletter go to www.psvonline.org and fill in the box in the left column, or email Dagmar at dagmar@psvonline.org.

Follow the Presbytery on Facebook.  Search for **PSV Congregational Life**. Hit the Like button.

Look for forms, reports, and important web links at www.psvonline.org .

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II. Commissioners Orientation

So, This Is Your First Presbytery Meeting!

As a new commissioner to the Presbytery, we welcome you! The information below is provided for your orientation to the presbytery meeting and its activities. The meetings of Presbytery are designed to provide opportunities for the community to worship and discuss issues together, as well as do the necessary Presbyter business. Please read the introductory items in the handbook. These items contain information about parking, childcare, directions to the meeting, how to make motions if you wish, and information on parliamentary process.

When you arrive, look for the registration area, which opens prior to the meeting or any pre-Presbytery forums. Commissioners will be asked to register their attendance by signing next to the church they are representing. Commissioners will receive a name badge which entitles them to voice and vote during the meeting. Visitors are also asked to sign in and receive a guest tag. There will also be a table with additional handouts not submitted in time to be published in the Commissioner Handbook.

There may be one or more pre-Presbytery forums which will usually begin one hour before the Presbytery meeting. The forums are small group opportunities to discuss topics coming before the Presbytery, to explore ministry tools, to share best practices, or to engage in the ministry of prayer for the Presbytery. There will be directions to the forums. Also available during the registration time may be a number of displays.

Presbytery meets from 3:30 to approximately 7:30 p.m. The meeting will begin with worship designed by the Presbytery worship committee. A worship bulletin will be in the registration area. There will be an offering which will be designated for one of the Presbyterian Church (U.S.A.) seasonal special offerings.

Following worship, the Presbytery moderator will

- convene the meeting and invite greetings from the host pastor,
- ask the stated clerk if there is a quorum present,
- ask for the introduction of new ruling elders, teaching elders, and corresponding members (members of other presbyteries, congregations, or organizations,
- call for the adoption of the agenda for the meeting, and
- ask the stated clerk if there is any new business not previously included in the published agenda.

Most of the business for the Presbytery to consider is contained in this handbook. The materials are divided into several sections for easy access. The sections are arranged according to the Commissions and reporting entities of the Presbytery, not the order of the agenda. The sections are:

- Consent Agenda -- items being reported to the Presbytery, including Commission actions concluded by standing rule on behalf of the Presbytery. (Any presbyter may ask that a Consent Agenda item be removed for discussion and action during the responsible Commission's reporting time or at the end of the meeting.)
- Commission for Congregational Life
- Commission for Church Professionals
- Commission for Presbytery Operations
- Commission for Nurture and Outreach
- Coordinating Team
- Committee for Presbytery Nominations
- Committee for Overtures and Amendments
- Committee for Representation
- Permanent Judicial Commission
- Other Entities
- Information

A. Guidelines for Participating in Presbytery Meetings

1. When speaking at Presbytery, please use the microphone and speak to the Moderator not the assembly.
2. Introduce yourself, by stating your name and your church or your position.
3. The parliamentary authority is *Robert's Rule of Order Newly Revised, 11th Edition* (2011), unless the *Book of Order* (Presbyterian Church (U.S.A.) Constitution Part II) or the Standing Rules of the Presbytery provide otherwise.
4. Motions presented by commissions or committees do not require a second.
5. Each speaker during debate has up to three minutes to address the issue to which they are speaking. The moderator may give a 30-second warning, so that speakers may conclude their remarks.
6. The moderator will normally alternate between speeches for and against the motion before the assembly.
7. The maker of the motion or commission/committee presenter may make the final speech.
8. Only enrolled commissioners (ruling elder commissioners, teaching elders, commissioned ruling elders, certified Christian Educators in active service, and ruling elders serving on commissions) are authorized to vote. Corresponding members are entitled to address the Presbytery. Visitors may be invited by the moderator to address the Presbytery.
9. Any substantive motion (new, amendment, substitute) made by a commissioner in the assembly must be given to the stated clerk in writing, at the time the motion is made.
10. Any new business must be placed in the hands of the stated clerk prior to the beginning of the meeting.

B. Common Abbreviations and Acronyms

BOP	Board of Pensions
CCL	Commission for Congregational Life
CCP	Commission for Church Professionals
CNO	Commission for Nurture and Outreach
CPO	Commission for Presbytery Operations
CRE	Commissioned Ruling Elder
CT	Coordinating Team
FDN	Presbyterian Foundation
GA	General Assembly
HR	Honorably Retired (teaching elder)
PCUSA	Presbyterian Church (U.S.A.)
PILP	Presbyterian Investment and Loan Program
PMA	Presbyterian Mission Agency
PSV	Presbytery of Scioto Valley
PWUM	Presbyterian Westside Urban Ministry
RE	Ruling Elder
TE	Teaching Elder

C. The Presbytery of Scioto Valley(PSV) Stated Meetings for 2018

September 18, 3:30 p.m. -7:30 p.m. - First Presbyterian Church, Grove City
November 27, 3:30 p.m.-7:30 p.m. - First Presbyterian Church, Logan

Special meetings may be called at the request of, or with the concurrence of, two teaching elders and two ruling elders representing different churches

D. Seeking to be Faithful Together:

Guidelines for Presbyterians During Times of Disagreement

- In a spirit of trust and love, we promise we will...
- Give them a hearing...listen before we answer (*John 7:51 and Proverbs 18:13*)

1 Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus the Christ;

- we will keep our conversations and communications open for candid and forthright exchange,
- we will not ask questions or make statements in a way which will intimidate or judge others.

2 Learn about various positions on the topic of disagreement.

3 State what we think we heard and ask for clarification before responding, to be sure we understand each other.

- Speak the truth in love (*Ephesians 4:15*)

4 Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus' teachings.

5 Focus on ideas and suggestions instead of questioning people's motives, intelligence or integrity;

- we will not engage in name-calling or labelling of others prior to, during, or following the discussion.

6 Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.

Maintain the unity of the spirit in the bond of peace (*Ephesians 4:3*)

7 Indicate where we agree with those of other viewpoints as well as where we disagree.

8 Seek to stay in community with each other though the discussion may be vigorous and full of tension;

- we will be ready to forgive and be forgiven.

9 Follow these additional guidelines when we meet in decision-making bodies:

- urge persons of various points of view to speak and promise to listen to these positions seriously;
- seek conclusions informed by our points of agreement;
- be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience;
- abide by the decision of the majority, and if we disagree with it and wish to change it, work for that change in ways which are consistent with these Guidelines.

10 Include our disagreement in our prayers, not praying for the triumph of our viewpoints, but seeking God's grace to listen attentively, to speak clearly, and to remain open to the vision God holds for us all.

Adopted by the 204th General Assembly (1992) of the Presbyterian Church (U.S.A.) for use by sessions and congregations

**The Presbytery of Scioto Valley
Presbyterian Church (U.S.A.)**

247th Stated Meeting

Tuesday, May 15, 2018, 3:30 p.m. -7:30 p.m.

First Presbyterian Church, 17 S. Main Street, Fredericktown, OH

3:30 p.m. -7:30 p.m., followed with complimentary dinner,
provided by host church.

Moderator: Minister of Word and Sacrament Rev. Charlsie Ramsey

The Commission Handbook is available online at www.psvonline.org

"Supplemental Reports" refers to papers available the day of the meeting in the Registration area
NEW BUSINESS items are to be presented to the stated clerk prior to the convening of the
meeting.

- 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 AgendaCommissioner 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. Commission for Congregational Life – Rev. Dr. Jeri-Lynne Bouterse
 - Minute for MissionInsite – Rev. Jeff Schooley
 - Celebration of West 2nd Avenue Presbyterian Church
- D. Commission for Nurture and Outreach – Rev. Mary Gause
 - Announcements
 - Presentation on New Wilmington Mission Conference
- E. 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
- F. 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

Next Presbytery Meeting, September 18, 2018 - 3:30 p.m.-7:30 p.m.
First Presbyterian Church, Grove City, Ohio

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 Esala

Respectfully submitted,
Rev. Charlsie Ramsey, Moderator PSV

1. 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.

2. Stated Clerk's Report

a. Appointment of Assistant Clerks (TBA)

b. 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: (TBA)

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 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.

d. 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.

e. 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
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](tel:614-847-4359)

Membership

Prior Active Members **16971**

Gains		Losses	
17 & Under	115	Certified	440
18 & Over	276	Deaths	360
Certified	90	Other	825
Other	56		
Total Gains	537	Total Losses	1625

Total Active Members 15883

Baptized 1405

Other Participants 256

Total Adherents **18632**

Female Members **9291**

Average Attendance 6175

Affiliate Members 53

Baptisms

Child Baptisms **136**

Adult Baptisms **31**

Officers

Male Session **320**

Female Session **343**

Male Deacons **140**

Female Deacons **396**

Age Distribution of Active Members

Male

Female

25 & Under **1122**

509

555

26 - 45 **1761**

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		

Racial Ethnic Breakdown	Membership	Elders	Deacons	Male	Female
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	17,746,202

Receipts

Regular Contributions	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

Treasurers Report

See supplemental report on Web site.

Administrative Commission on New Albany Presbyterian Church

Although the work of the Administrative Commission for the Gracious Separation of New Albany Presbyterian Church from the Presbytery of Scioto Valley (the Commission) is not yet complete, the Commission has made several findings that it would like to report.

The Commission cites the *Book of Order* (G-4.0207) regarding a congregation in schism:

If there is a schism within the membership of a congregation and the presbytery is unable to effect a reconciliation or a division into separate congregations within the Presbyterian Church (U.S.A.), the presbytery shall determine if one of the factions is entitled to the property because it is identified by the presbytery as the true church within the Presbyterian Church (U.S.A.). This determination does not depend upon which faction received the majority vote within the congregation at the time of the schism.

The Commission has found that

- a schism had occurred within the membership of New Albany Presbyterian Church (NAPC),
- it was unable to effect a reconciliation of the two factions,
- it was unable to effect a division into separate congregations within the PC(U.S.A.),
- the faction that has expressed a desire to remain a PC(U.S.A.) congregation (the loyalist faction) is the true church within the PC(U.S.A.),
- the loyalist faction is entitled to the property because it is the true church within the PC(U.S.A.), and
- it is satisfied with the financial viability of the loyalist faction.

The faction requesting to be dismissed from the PC(U.S.A.) is not by itself a separate congregation and therefore cannot be dismissed to another Reformed body. Although the Commission found that a schism had occurred within the membership of NAPC, it remains a single congregation. Instead of being dismissed as a congregation, individuals wanting to join the Evangelical Presbyterian Church (EPC) denomination could request that their membership be transferred to an existing EPC congregation.

The Commission believes that a better approach, one that would honor the request of the faction requesting to be dismissed from the PC(U.S.A.), is to divide the NAPC congregation into two congregations. According to the *Book of Order* (G-3.0303), the presbytery has authority to divide congregations in consultation with their members. Although dividing the congregation for the purpose of dismissing one of the resulting congregations may not seem to make much sense, this approach offers several benefits:

- Both factions include charter members of NAPC; dividing the congregation would preserve the historic ties of the resulting congregations to NAPC as it was originally organized.

- The faction requesting to be dismissed from the PC(U.S.A.) could be dismissed as a congregation, which would allow it to be received by the EPC as a congregation.
- One of the tasks of the Commission is to consider the status of each member of the NACP congregation and whether they wish to be transferred or remain in the PC(U.S.A.). Dividing the congregation would clarify the membership options for current members of NACP.

The Commission has already reported its findings to both factions. It is now in the process of negotiating with the faction requesting to be dismissed from the PC(U.S.A.) a plan for dividing the congregation, which would include details of how to divide the property. Although the congregation wishing to remain in the PC(U.S.A.) would receive the real property (the building and land) and assume the mortgage, many details still must be resolved. When the plan for dividing the congregation is complete, the Commission will bring the plan to the presbytery for its approval.

Respectfully submitted,

Alice Karen Hite, Bill Lucas, Deb Patterson, Jim Hamilton, Joel Esala, Keith Williams, Mark Johnson, Phyllis Heffner, Tom Ridgley, and Yvonne Gustafson.

Nominating Committee

Report of from the Committee on Representation Training

On Saturday April 28, 2018 a training for chairs of nominating committees and committee on representation members was held at the Synod offices in Maumee, Ohio. The training was led by the Rev. Molly Casteel, Manager, Equity and Representation, Assistant Stated Clerk for the PC(USA) Representatives from 9 Presbyteries took part in the discussion.

While not all Presbyteries and Synods have Committees on Representation, it is required by the Book of Order. Recent Presbytery elections in Scioto Valley have included electing members to a committee on representation.

Throughout the training we were challenged to respect, participate, explore and speak up for ourselves as the conversation continued. There are two paragraphs (G3) in the Book of Order that give direction to forming a committee on representation(COR). This was recently adopted and give each Synod and Presbytery flexibility to consider each group's unique context in creating a COR. The paragraphs have former obstacles removed.

As we continued, many different areas of how to meet each other as equals and not to limit those who can participate by a scheduling difficulty or lack of communication. Many strategies were suggested as to forming a COR as well as recruiting members for commissions and Presbytery committees. One big gap that Rev. Molly addressed was the lack of structure for churches below 100 members. There continues to be a challenge to fully include and find value for everyone to serve equitably. Representation for all Presbyterians is a goal the church continues to challenge each Presbytery and Synod to embrace and strive to meet as they configure committees and commissions.

One topic presented was getting ready to make contact with those who are being recruited. We were challenged to explore the barriers that can keep people from serving and to remind them of their ordination vows as an elder or minister. When we remain at the center of the activity and plans, everything looks like it is in place. Obtaining a view from the margins or the balcony was encouraged and valued as a gift to securing a more representative leadership. We often have unconscious habits when thinking about leadership that limits those who are asked to serve. "The church is incomplete if it is partially constructed or exclusive" a quote from Rev. Molly. When we meet as equals our image of community expands.

Many resources were shared in the way of handouts, power point slides and books that address the issues presented. On particular book titled Fear-Less Dialogues written by Gregory Ellison II who is a professor at Emory University in Georgia was highly recommended as a resource to help with understanding and a way to begin the conversation.

Discussion for the morning was very interesting and enlightening. Several handouts were distributed and e mailed to those who participated. These resources are available to any church or leader that is interested. Please contact me and I can send them to you. One

chart titled "Examples of Racial Microaggressions" is available at the registration table. It is an interesting table on the message some phrases used in conversations can be received as well as those assumptions made in conversations many times completely unintentionally hurt or exclude the other person.

This is a topic that has far reaching implications to our churches large and small. As our church grows and expands we will each have to address issues that are often uncomfortable, difficult and require continued communication and conversation to ensure each person is valued and included.

This information will be shared with the current nominating committee and the newly elected committee on representation. Thank you for your time and concern.

Carla Mavis, Ruling Elder Circleville Presbyterian Church, Chair of the Presbytery Nominating Committee. Email carla.mavis@gmail.com or phone# 740-418-4750.

Committee for Congregational Life

Report of the Actions and Recommendations of the Commission on Congregational Life

Class	Name		MWS/RE	Term
2018	Jeff Schooley	fpcjeff82@gmail.com	MWS	1st
2018	Jeri-Lynne Bouterse	jl@bouterse.com	MWS	1st
2018	Natalie Alter		RE	1st
2019	Allison Bauer	revatbauer@yahoo.com	MWS	1st
2019	Marquell Segelken	dsegelke@columbusrr.com	RE	1st
2019	Deb Bowsher	dbowsher@gmail.com	MWS	1st
2020	Bob Armstrong	bob@hilliardpres.org	MWS	2nd
2020	Mark Johnson	maj@prismnet.com	RE	1st
2020	Charlotte O'Neil	revcharlotte@sbcglobal.net	MWS	2nd

Pursuant to the authority granted by The Book of Order, "Form of Government" Chapter 3, (G-3.0307), Presbytery Standing Rule G-1, and Presbytery action, the Commission has taken the following actions:

Minute for MissionInsite – Rev. Jeff Schooley

Celebration of the West 2nd Avenue Presbyterian Church

Celebration of the Ministry of West Second Avenue Presbyterian Church

A Litany of Dissolution

Leader: As we are gathered here together, let us acknowledge and celebrate God's gift of the congregation of West Second Avenue Presbyterian Church. We remember, with gratitude, all who have worshipped, the faith professed at the font, the gospel proclaimed from the pulpit, and the assurance received at the Lord's Table in the life and ministries of this congregation in Columbus, Ohio. Let us also reaffirm our faith in the God who guides us through changes. As we celebrate and remember the long life of this congregation, let us rejoice that God's renewing love abides in throughout time.

Litany of Thanksgiving

Eternal God, in whom we live and move and have our being, hear our prayers for the church universal, and for this congregation of your people,

We give you thanks, O God.

For your presence among us whenever your Word has been proclaimed, your sacramental gifts of bread and wine shared,

We give you thanks, O God.

For those who have been made your children by adoption and grace, who though this congregation were cleansed of sin, washed in the waters of baptism, and raised to new life; and for disciples young and old who have been nurtured through your faithful service,

We give you thanks, O God.

For all who have gathered at the West Second Avenue Presbyterian Church asking your blessing in marriage, seeking to love with your love, ***we give you thanks, O God.***

For deacons, elders, members and pastors who have led and loved this congregation, and by the offering of their gifts, and for every faithful steward who has lived for others, serving you by loving neighbors,

We give you thanks, O God.

For the ministries of worship and mission, nurture and fellowship, and for all whose lives that have been touched through the West Second Avenue Presbyterian Church,

We give you thanks, O God.

Prayer for the congregation of West Second Avenue Presbyterian Church

Receive our gratitude, Holy God, for the years through which you have led your people through the West Second Avenue Presbyterian Church. In the years that lie ahead, continue to grant our brothers and sister from this congregation encouragement in the work of ministry, wherever your call my lead them. With trust in your abiding Holy Spirit, may all of us find joy

and peace in our common life, strength and courage to live in the world for your reign, and hope in the gospel of Jesus Christ, our Lord. Amen.

Declaration of Dissolution

Stated Clerk of the Presbytery of Scioto Valley, Rev. Sally Robinson: In the name of our Lord Jesus Christ, and by the authority of the Presbytery of Scioto Valley, I declare the congregation of West Second Avenue Presbyterian Church, dissolved.

Go in peace to love and serve the Lord, rejoicing in the power of the Holy Spirit. May the God of hope fill you with joy and peace in believing, so that you may abound in hope through the power of the Holy Spirit. Amen.

Commission for Nurture and Outreach

Report on the Actions and Recommendations of the Commission on Nurture and Outreach

Class	Name	E mail	MWS/RE	Term
2018	Les Sauer	lessauer@hotmail.com	MWS	1st
2018	Anne Marshall	annecsmarshall@gmail.com	MWS	1st
2018	Susan Imel	susanime1@gmail.com	RE	2nd
2018	Rebecca Tollefson	rtollefson@ohcouncilchs.org	MWS	NA
2019	Kathie Bubb	kathibubb@gmail.com	RE	2nd
2019	Steve Brand	firstnewark@gmail.com	MWS	2nd
2019	Joel Esala	circlevillepastor@gmail.com	MWS	1st
2020	Peter Galbraith	pccgalbraith@gmail.com	MWS	2nd
2020	Mary Gause	mgause@overbrookchurch.org	MWS	1st
2020	Brian Edwards	bedwards@worthingtonpresbyterian.com	RE	1st

Pursuant to the authority granted by The Book of Order, "Form of Government" Chapter 3, (G-3.0307), Presbytery Standing Rule G-1, and Presbytery action, the Commission has taken the following actions:

- a. Announcements – Rev. Mary Gause
- b. Report on the New Wilmington Mission Conference
- c. Presbyterian Older Adult Ministries Network (POAMN) annual regional conference.

Friday, October 12, 2018 – Safe the Date!



Presbyterian Older Adult Ministries Network

Brings its annual *regional* conference to
[Worthington Presbyterian Church, Worthington](#)

**Theme: "The Best of Times:
God's Call in The Third Thirty of Life"**

The one-day event will feature an opening keynote and 12 inspiring and thought-provoking workshops covering subjects such as:

- Dementia through the eyes of the sufferer
- Navigating the Journey of Aging
- The hidden value of Retired Ministers
- Spiritual Vibrancy in the "Third Thirty of Life"
- Social Justice and Older Adults
- Leaving a Legacy: the ways and means
- Relating to grandchildren who are spiritual but not religious (SBNR)
-

As aging is independent of race, creed or denomination,
this conference is open to all.

Organized by the Presbytery of Scioto Valley and hosted by Worthington Presbyterian Church with valuable sponsorship from Ohio Living (other sponsorship slots available). More details coming soon.

Commission for Church Professionals

Report of the Actions and Recommendations of the Commission on Church Professionals

Class	Name	E mail	MWS/ RE	Term
2018	Sarah Juist	pastorsarahj@gmail.com	MWS	1st
2018	L. Kae Merold	pastorkae@rrohio.com	MWS	2nd
2018	Liz Wagner	firstprespastor@midohio.twcbc.com		1st
2019	Mathias Akih	akigeh@yahoo.com	MWS	2nd
2019	Ann Melick	annie@melick.net	MWS	1st
2019	Carol Evans	willie.evans25@gmail.com	RE	2nd
2020	Robert E. Martin	rmartin@athensfpc.org	MWS	2nd
2020	Todd Tracy	tddtrcy@gmail.com	MWS	2nd
2020	Deb Russell	d_russell_oz@yahoo.com	RE	1st

Pursuant to the authority granted by *The Book of Order*, "Form of Government" Chapter 3, (G-3.0307), Presbytery Standing Rule G-1, and Presbytery action, the Commission has taken the following actions:

1. Pastor's Emergency Fund Policy – 1st Reading
2. Covenants for Temporary Pastoral Service
 - a) Concurred with the request of the session of the West Berlin Presbyterian Church, Delaware, Ohio, to renew the contract for temporary part-time pastoral service with Commissioned Pastors Robert J. Gustafson for the period of one year.
 - b) Concurred with the request of the session of the First Presbyterian Church, Mt. Gilead, Ohio to enter a Covenant for Contracted Services part time with Minister of Word and Sacrament Sally Robinson for a period of three months.
 - c) Concurred with the request of the session of First Presbyterian Church, Lancaster, Ohio, to enter into a Transitional Pastor contract full-time with Minister of Word and Sacrament Steven Garstad, member of Cincinnati Presbytery for a period of one year.
3. Approval of Terms of Call for Adam Anderson, Old Stone Presbyterian Church

Approval of Terms of Call for Adam Anderson. Concurred with the call of the congregation of the Old Stone Presbyterian Church, Delaware Ohio, effective July 1, 2018, and recommend to Presbytery the terms of call for Adam Anderson as the newly ordained and installed pastor. Date(s) for ordination and installation to be announced.

Total Effective Salary	\$55,000
Business/Professional Expense	1,500

Adam Anderson continued

Continuing Education	1,500
Auto Expense	At current IRS rate
SECA Supplement	up to 50%
Paid vacation leave	4 weeks
Continuing Education leave	2 weeks*
*(accruable, 1 week per year not to exceed 4)	
Sabbatical leave after 6 years, per Presbytery policy	

4. Examination of Christine Burns for Candidacy – Rev. Todd Tracy
5. Leaves for Called Ministers Policy – 2nd Reading

Pastors' Emergency Fund Policy

Scioto Valley Presbytery
Commission for Church Professionals
Pastors' Emergency Fund Policy – First Reading May 15, 2018

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 Fun

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 five days annually. A session may choose a larger number of days if it wishes. 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 one day for the first three months of employment and one day for each of the next four months, to a maximum of five 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:
 - Parental Leave: 8 weeks
 - Adoptive Parent Leave: 8 weeks
 - 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."

Christine Ann Burns – Biographical Information

I was born in Galion, Ohio and lived in Morrow County for more than half of the years that I am old. In 1984, I met a blind man with an amazing sense of humor and a huge heart. We married in 1991 and shortly afterward I moved to Vinton County. We were married for almost 19 years. After his death, I studied to become a Certified Ruling Elder and I was commissioned to serve the McArthur Presbyterian Church and Trinity Episcopal Church joint ministry in 2013. I also served at Sardis Welsh and Moriah Presbyterian Churches, Oak Hill, and occasionally filled the pulpit at my home church, Wilkesville Presbyterian. I have been trained in Transitional Ministry and have served in several capacities at the presbytery level, including as a member of the Certified Ruling Elder Task Team, as a Presbytery-wide Commissioned Ruling Elder, and as Chair of the Commission for Congregational Life.

Now I have returned to Morrow County and I attend the Methodist Theological Seminary in Delaware, Ohio, where I will receive my Master's degree at the end of summer. I have one brother and one sister, and my children are the furry kind. My dog, Sophie Marie, will be 8 sometime around July, and Clarence, my cat, will be 9 on August 2nd. We are currently moving into a newly built home at Candlewood Lake and we look forward to many years there together. As for me, I celebrate life, even with all its bumps and bruises, and I find amazing joy in serving the Fredericktown First Presbyterian Church as we build together a church that seeks to reach out to the community to be the people of God's mission in the world.

Christine Ann Burns – Statement of Call

My walk of faith began when I was four years old. I lived across the alley from the Iberia United Methodist Church and around the corner from the Presbyterian Church. My family taught me about God, and about right from wrong and the Ten Commandments, but probably would now be labeled as “spiritual but not religious” and did not attend church. I, however, felt drawn by something that I was too young to name, encouraging me and welcoming me into the community of that small Methodist church. Every Sunday, I got dressed and walked across the alley to Sunday school as my mother looked out the kitchen window. My faith journey started as a deep-seated security in being present where I believed Jesus lived. When I was seven, we moved away leaving about the only opportunity I had to attend church as summer Vacation Bible School. As a youth, I never was without the overwhelming sense of peace that I found on occasions when I could sit in a sanctuary. It was in my teens, when my family did attend a non-denominational church that I felt the Spirit encouraging me to learn and know more about the Lord. It was my decision to ask for a deeper relationship with Christ and to seek baptism. At 15 I was baptized in the pond at Wayside Chapel, with my parents and friends looking on. I remember every detail of that powerful, life-changing moment.

But, once again, church attendance fell to the back of priorities in our busy rural lives. Through high school I gave little thought to God and church, but I began writing and becoming more spiritual than religious myself. Through college in the 70’s, I would like to say that I was the epitome of a believer, but I cannot say that. Instead, I began theorizing of a higher power, not necessarily God, but something that was bigger than any of us. It was not until 1998 that I, once again, found a home in the congregation of the Wilkesville Presbyterian Church. By 2004, when the pastor was unavailable, I led occasional worship services, but I pushed against the Spirit calling me to ministry. Others noted spiritual gifts in me, even encouraging me to attend seminary. I am just the tiniest bit bull-headed! From 2004 to 2008, God called; I chose to ignore. In 2009, I responded by applying to the CRE program, but that year the intended program did not start. I completed the CRE program in 2013 and was certified and commissioned at McArthur Presbyterian Church. I have served the congregations of Moriah and Sardis Welsh Churches in Oak Hill and have a passion for the amazing work of our smaller congregations. Through the affirmation and support of Fredericktown First Presbyterian where I serve as Commissioned Pastor, and the active Spirit that is growing in our ministry together, my desire to broaden my theological and spiritual maturity has deepened. I have seen what we can do together, as a ministry team, to reach out beyond our walls and doors for ways to bring the Good News into the community we serve. I am often asked why I am seeking ordination at this juncture of my life, when I am already commissioned to fully serve an active church. As a pastor and as a person, I am being “called” to this by the same welcoming and encouraging voice that led me as a child of four; a voice that led me to a place that I did not always understand, but always knew I was meant to be.

Commission for Church Professionals

Report on the Actions and Recommendations of the Commission on Presbytery Operations

Class	Name	E mail	MWS/RE	Term
2018	William C. Acklin	wacklin@windstream.net	RE	1st
2018	Bill Lucas	lucasb766@aol.com	RE	1st
2018	Preston S. Shealy	Boulevardpastor@aol.com	MWS	1st
2019	Bob Gustafson	gustafson15@gmail.com	RE	2nd
2019	Kristin Schutte	pastorkristin06@yahoo.com	MWS	2nd
2019	Karen Zent	kmzent@aol.com	RE	1st
2020	Sydney V. Jackson	skipjackson@indianolapres.org	MWS	2nd
2020	Roger Au	rogerau@aol.com	MWS	2nd
2020	Jim Hamilton	Jim.Hamilton55@gmail.com	RE	1st

Pursuant to the authority granted by The Book of Order, "Form of Government" Chapter 3, (G-3.0307), Presbytery Standing Rule G-1, and Presbytery action, the Commission has taken the following actions:

1. Report on Actions Taken on Behalf of Presbytery
 - a. Approved the 2017 Treasurer's Report as distributed.
 - b. Approved the Treasurer's Report for 2018 through February.
 - c. Setting per capita for 2019 will take place after General Assembly in June.
 - d. Approved the removal of funds with a zero balance from the active Special Funds list, including Grace Community Fellowship, Resource Center, Justice for Women, Pahk-II, and Cents-Ability.
 - e. Approved the sale of the Fairmoor Presbyterian Church property.
 - f. Approved the sale of property connected to the Crestview Presbyterian Church.
 - g. Signed off on a "release of use" form at the request of the buyer of the Korean Church property.
2. Personnel Policy revisions for approval.
3. Policy on Sale of Church Property -1st Reading
4. 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

Personnel Policy Revisions

**PRESBYTERY OF 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. s

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 assignments.

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.

~~2. The Associate Executive Presbyter Deleted 1/30/18~~

B. Support Staff

1. Administrative Assistant

~~2. Business Manager~~—added 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 Operations.

- C. Administrative Staff
1. Stated Clerk: recommended by a search committee appointed by the Commission for Presbytery Operations and elected by the Presbytery.
 2. Treasurer: Recommended by a search committee appointed by the Commission for Presbytery Operations and elected by the Presbytery.
- D. 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.
- E. 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 ~~twenty-four (24)~~ **sixteen (16)** but less than thirty-five (35) hours per week and are subject to periodic review and revision. ~~These employees are entitled to benefits.~~ **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 Pension staff benefits described in Section VII Benefits.**
- F. 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 (~~Appendix~~) (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 Staff will be reviewed by the Commission for Presbytery Operations. Staff persons will be reviewed by the Executive Staff 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 Staff 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 employees and is based on the Board of Pension 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 Pension Plan. The Presbytery will contribute an amount equal to the Board of Pension 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 ~~twenty-four (24)~~ **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 divided by 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.

D. 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.

E. 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 Staff 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 Staff in consultation with the Commission for Presbytery Operations.

F. 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.

G. 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 Staff 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.

H. 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 Staff and the Commission for Presbytery Operations.
 - e. During time of reserve duty, all benefits will be continued.
- I. 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.
- J. 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, 2017

Sale of Church Property Policy

SCIOTO VALLEY PRESBYTERY SALE OF CHURCH PROPERTY POLICY Commission for Presbytery Operations, First Reading - May 15, 2018

1. 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 (BoO) G-4.02). "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.)" (BoO 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..." (BoO G4-02.05). 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..." (BoO G-4.0206). However, the Book of Order lacks guidance to Presbyteries regarding the use of funds by churches from 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 of Scioto Valley (PSV) 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 become extinct, a Plan for Sale of any property including a Plan for Utilization of the Funds from the sale must be presented to and approved by the Commission for Presbytery Operations (CPO) prior to proceeding with any sale. Conditions for approval of a plan include:

- a) funds generated from the sale must be placed in a separately identifiable account, separate from other funds of the church. This must allow for the accounting for all income and expenditures for this account.
- b) A plan must be in place for utilization of the funds consistent with the mission of the church. This may include:
 - i) Reinvestment in real property to support the current and future mission of the church
 - ii) Support of normal, non-personnel operating expenses of the church (i.e. worship space or other program rental, maintenance or improvement of other real estate)
 - iii) Ministry or mission(s) of or designated by the church and endorsed by Presbytery.

3. Reporting

Churches establishing such funds shall report annually, to CPO through the Treasurer of the Presbytery, regarding income and expenses for the fund until such time as the fund is dissipated.

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 Presbytery.