



2015 Stated Meeting

of the

Presbytery of Redstone  
Presbyterian Church (USA)

January 20, 2015

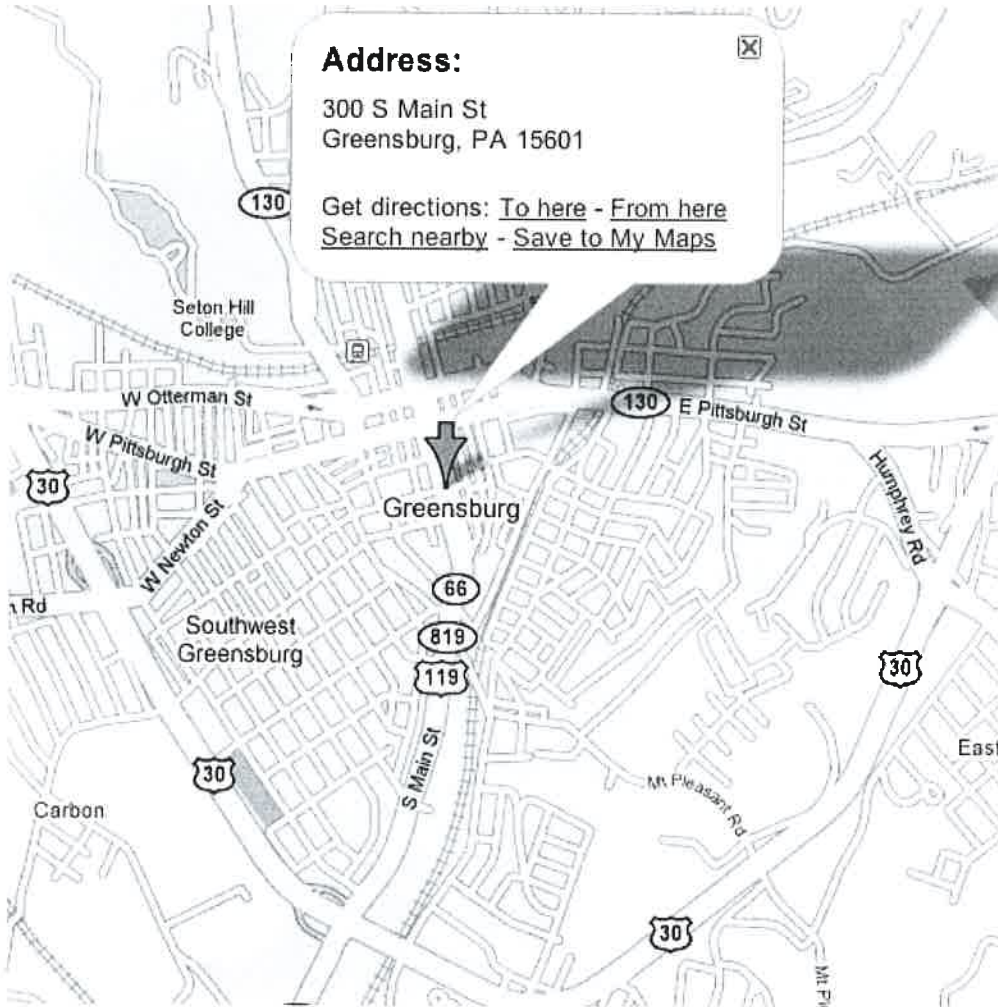


First Presbyterian Church  
Greensburg, PA

*Communicate the Word...Carry on the Work...Change the World  
Together*

First Presbyterian Church  
724-832-0150

300 South Main Street Greensburg, Pennsylvania 15601



**FROM THE NORTH:** We are located at 300 South Main Street, which is along State Route 66. The church is three blocks past the Westmoreland County Courthouse which is between Otterman and Pittsburgh streets.

**FROM THE SOUTH:** US Route 119 leads into Main Street Greensburg. The church is located at the corner of Third and Main Streets at the southern end of the downtown business district.

**FROM THE EAST OR WEST:** Take US Route 30 to the Route 119 exit. Take Route US 119 north, which leads directly into Main Street. Stay on this street until you reach Third and Main Streets.

## INSTRUCTIONS FOR THE PRESBYTERY MEETING

### **Parking at First Church, Greensburg:**

- There are two parking lots behind the church building. Please access these lots by the alley off Third Street.
- The parking lots are lined, so if all the spots are taken, please use street parking. **PLEASE DO NOT BLOCK CARS OR PARK IN THE THRU WAYS.**
- Street parking requires “feeding” the meters. First Church will reimburse parking fees if requested ... please see the church secretary or Rev. Ankrum.

### **Handicapped Accessibility:**

- An elevator located in the Christian Education Wing provides access to all floors of the building. Follow signs within the building to the elevator. Also, handicapped accessible ramps are found on the alley side and on the Main Street side of the building.
- Unfortunately, the Fletcher Room, utilized for a portion of the meeting, is not currently handicapped accessible. We apologize for this inconvenience.

### **Registration:**

- Registration will be held in the Dining Room on the first floor of our building. Please follow interior signs to this room.
- Coffee and cookies will be provided as refreshment.

### **The Prayer Room:**

- The Memorial Library, off the Assembly Room on the second floor, has been designated as the Prayer Room. This is located immediately behind the chancel of the Sanctuary.

### **WI-FI Connectivity:**

- WI-FI accommodations are available in 75% of the building. The password is available from any staff member. However, **WI-FI connectivity is not available in the Sanctuary or in the Fletcher Room.** We apologize for any inconvenience this may cause.

## Notes for the January 2015 Presbytery Meeting!

- Presbyters are reminded to get “Prayer Requests” to the Clerk as soon as possible as they will be lifted up during the prayers in the Worship Service.
- The Offering received during worship at this meeting will go to South Sudan relief.
- ***Be Aware!*** – A number of items that are typically “Action Items” have been included on the **Consent Agenda** which means they will be adopted as part of the Consent Agenda. Every presbyter has the right and authority to request that any item be removed from the Consent Agenda to be debated and voted on separately.
- **Reminder** – The booklets of Proposed Amendments to the Constitution are now available. They can be accessed on the Presbytery Web Site [www.redstone.org].
- **It is Very Important** that 2014 congregational statistics be reported to the Presbytery as soon as possible. There is a form prepared for this purpose that can be located at the following address: <http://www.redstone.org/engaging-congregations/clerk-resources/2014-presbytery-information-form?view=form>  
***Copy this address and paste it into your browser. This will take you directly to the Form which you can complete online. Please note that there are five (5) tabs across the upper section of the Form [Gains and Losses; Necrology Report; Your Session Information; Request for Waiver of Rotation; and Manse Inspection]. Begin with the Gains and Losses tab (the address listed above should bring you to that page). Once you complete that Form, click on the Necrology Report (if you had no elders die in 2014 you may skip that tab). Move then to the “Your Session Information to enter the information of your current Session members. If you are requesting a waiver of rotation or reporting a Manse Inspection complete the forms under those tabs. Once you have completed all the forms under all the tabs then enter the “Anti-Spam Code” located to the right of the box in which it is to be entered. Finally hit the “Submit” button. That will send your report to the Presbytery Office. DO NOT enter the “Anti-Spam Code” or hit the “Submit” button on each page as that will result in multiple emails being sent to the Presbytery Office and your report being received in pieces.***

**Presbytery of Redstone**  
**January 20, 2015**  
**First Presbyterian Church, Greensburg**

“Responding to the Grace of God in Redstone:  
 Celebrating 2014; Anticipating 2015”

<p>12:00 <b>Registration</b>  <b>Fellowship time</b></p>	<p><i>Dining Room</i></p>
<p><b>1:00 Presbytery Gathering Convenes</b>      Formation of the Roll      Approval of the Docket</p> <p><b>Worship of our God by the Presbytery Gathered</b>      Installation of new moderator/vice moderator</p>	<p><i>Sanctuary</i>  <b>Ms. Cheryl Rhea</b>  <b>Rev. Tondora</b></p> <p><b>Rev. Ankrum;</b>  <b>Rev. Noftzger</b></p>
<p><b>Introductions and Seating of Corresponding Members</b>  <b>Arrangements</b>  <b>Stated Clerk’s Report</b>  <b>Consent Agenda</b>  <b>Financial Reports</b></p> <p><b>Council</b>  <b>“Celebrating Congregational Life”</b>      McClellandtown Presbyterian Church—175<sup>th</sup> Anniversary      Table Talk and Prayer Time---<i>use the following “prompt”</i></p> <div data-bbox="175 1251 1044 1444" style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>Throughout our Presbytery, we have much reason to celebrate and to offer thanksgiving to our God. Reflect upon one way in which you celebrate the ministry of your congregation or our connection as a Presbytery.</b></p> </div> <p><b>Committee on Preparation for Ministry</b>  <b>“Celebrating Leadership in Ministry”</b>      Necrology reading      Table Talk and Prayer Time--- <i>use the following “prompt”</i></p> <div data-bbox="175 1680 1044 1852" style="border: 1px solid black; padding: 5px; text-align: center;"> <p><i>Perhaps, there are people (living or dead) who have been used by God in significant ways in leadership for you and your church. Take time to share an example and tell why that person was important.</i></p> </div>	<p><i>Fletcher Room</i></p> <p><b>Rev. Close</b></p> <p><b>Mr. John Dickson</b></p> <p><b>Ms. Cheryl Rhea</b></p> <p><b>Rev. Dormire</b></p>

**Committee on Ministry**

**“Celebrating Mission and Outreach Opportunities”**

First Presbyterian, Greensburg—2<sup>nd</sup> Sunday Supper

Third Presbyterian, Uniontown---ESL programs

Table Talk and Prayer Time--- *use the following “prompt”*

*We celebrate the reality that God’s mission goes forth in Christ’s name. We also celebrate that God grants us the privilege of sharing the good news coming into this world in proclamation and action. Where do you see this happening?*

**Nominating Committee**

**“Celebrating Pine Springs Camp”**

Counselor/Camper testimony

Table Talk and Prayer Time--- *use the following “prompt”*

**Within the Presbytery of Redstone, one of the God-given assets that we have is Pine Springs Camp. Talk about specific ways you have seen God working in your midst as the result of the ministry of PSC.**

**Healing and Prayer Ministry Network**

**Meeting of the Corporation of the Presbytery of Redstone**

**Announcements Loop**

**New Business**

**Resolution of Thanks**

**Closing Hymn**

**Adjournment**

**Benediction**

**Rev. Ankrum**

**Rev. Paul**

**Mr. Greg Davis**

**Rev. Farrer**

**Rev. Conover**

**Rev. Ankrum**

## STATED CLERK'S REPORT:

### 1. Correspondence Log:

1. Received (mail 11/19/2014) – Letter from Pleasant Grove protesting the approval by the General Assembly of same sex marriage. **(To COM and To File)**
2. Received (mail 11/19/2014) – 2015 Terms of Call for CRE Thomas Holmes from the Manor Presbyterian Church. **(To COM and To File)**
3. Received (hand delivered 11/25/2014) – 2015 Terms of Call for the Rev. Michael Shepard from the Little Redstone Presbyterian Church in Fayette City. **(To COM and To File)**
4. Received (email 11/25/2014) – 2015 Terms of Call for the Rev. Robert Fuehrer from the First Presbyterian Church in Jeannette. **(To COM and To File)**
5. Received (mail 12/1/2014) – Request for waiver of rotation for elders from the Dunlap's Creek Presbyterian Church. **(To COM and To File)**
6. Received (mail 12/9/2014) – 2015 Terms of Call for Commissioned Ruling Elder Robert Prinkey from the Marion Presbyterian Church in Belle Vernon. **(To COM and To File)**
7. Received (mail 12/12/2014) – 2015 Terms of Call for the Rev. Suzanne Currie from the First Presbyterian Church in Belle Vernon. **(To COM and To File)**
8. Received (mail 12/12/2014) – Request for Waiver of Rotation for an elder at the United Presbyterian Church in Bolivar. **(To COM and To File)**
9. Received (mail 12/15/2014) – Letter from the Session of the Pine Run Presbyterian Church in Apollo indicating that they will be withholding all Per Capita payments to the Presbytery, Synod, and GA beginning January 1, 2015. **(To COM, and to Council)**
10. Received (mail 12/15/2014) – Letter from the Calvin United Presbyterian Church in Brownsville requesting the renewal of their contract with the Rev. Aleda Menchyk for 1 year from January 1, 2015 to December 31, 2015. **(To COM and To File)**
11. Received (mail 12/17/2014) – 2015 Terms of Call for the Rev. Lanny Mellinger from the Pine Run Presbyterian Church in Apollo. **(To COM and To File)**
12. Received (mail 12/19/2014) – Letter from the Manor Presbyterian Church informing of their intent to move forward with seeking gracious dismissal. **(To COM, to Moderator and To File)**
13. Received (mail 12/19/2014) – 2015 Terms of Call for the Rev. Michael Shepard from the Little Redstone Presbyterian Church in Fayette City. **(To COM and To File)**
14. Received (mail 12/22/2014) – 2015 Terms of Call for the Rev. Michael Shepard from the First Presbyterian Church in Fayette City. **(To COM and To File)**
15. Received (mail 01/05/2015) – 2015 Terms of Call for the Rev. Stephen LaSor from the Maplewood Presbyterian Church in Greensburg. **(To COM and To File)**
16. Received (mail 01/05/2015) – 2015 Terms of Call for the Rev. Susan Washburn from the Reunion Presbyterian Church in Mt. Pleasant. **(To COM and To File)**
17. Received (mail 01/05/2015) – 2015 Terms of Call for the Rev. Alice Tondora from the First Presbyterian Church in Johnstown. **(To COM and To File)**
18. Received (mail 01/05/2015) – 2015 Terms of Call and the Commissioned Ruling Elder Agreement for 2015 CRE Leonard Morgan from the Calvin United Presbyterian Church in Scottdale. **(To COM and To File)**
19. Received (mail 01/05/2015) – 2015 Terms of Call for CRE James Sunseri from the Bethel Presbyterian Church in New Florence. **(To COM and To File)**
20. Received (mail 01/05/2015) – 2015 Terms of Call for CRE James Sunseri from the Bolivar United Presbyterian Church. **(To COM and To File)**
21. Received (email 01/06/2015) – 2015 Terms of Call for the Rev. Janet Reid from the New Hope Presbyterian Church in North Huntingdon. **(To COM and To File)**
22. Received (mail 01/06/2015) – 2015 Terms of Call for CRE Glenn Hart from the Harmony Presbyterian Church in Belle Vernon. **(To COM and To File)**

### 2. The following Committees, Administrative Commissions, Listening Teams, and Task Forces were active as of December 31, 2014:

- a. Seward, Armagh-Seward Administrative Commission
- b. Slickville Listening Team

- c. Connellsville Listening Team
- d. Middle Listening Team
- e. Council Subcommittees: Budget and Finance, Christian Education, Communication, Mission, Staff Support, Stewardship and Congregational Life
- f. Authorized Preacher / Commissioned Ruling Elder Committee
- g. Healing Prayer Ministry Network

### Informational Items for the Presbytery Meeting of January 20, 2015

**Presbytery Council** [*Links to complete copies of the Minutes of Council can be found online at [www.redstone.org](http://www.redstone.org) under the "Presbytery Council Meeting Dates" tab.*]

1. There have been no Council meetings since October 2014.

### **Committee on Ministry**

#### 1. December 2014

- a. It was **MSP** to approve the ¼ time CRE relationship between Revloc Presbyterian Church and Ruling Elder David O'Hara - service is to begin December 1, 2014.
- b. The Clerk informed the Committee that the Listening Team for the Mt. Pleasant, Middle Presbyterian Church Session and congregation is comprised of Rev. Skip Noftzger, Rev. Gary Close, Rev. Nicole Brodeur, Elder Mike Dorich, and Elder Bobbi Jo Huebner. They will have an organizational meeting on November 10, 2014 at 5:30 p.m. (at the Presbytery Office) and then adjourn to the Church Session meeting at 7:00 p.m.
- c. The Clerk reported that all Session Minutes and Church Registers have been reviewed for 2013 with the exception of the Seward, Armagh-Seward Presbytery Church which has reported that the last 10 years' minutes have been lost.

#### 2. January 2015

3. Len Morgan, the Committee chairperson, appointed the following member of the Committee on Ministry to represent the Committee on the Manor Presbyterian Church Listening Team: Elder Joshua Scully.
4. The Clerk informed the Committee that the Listening Team assigned to the Manor Presbyterian Church Session and congregation is comprised of Rev. Richard "Skip" Noftzger, Rev. Gary Close, Elder Joshua Scully, Rev. Janet Reid, and Elder Anthony Marciano. Their first meeting with the Manor Session is scheduled for January 26, 2015 at 6:30 p.m.
5. Len Morgan, the Committee chairperson, appointed Elder Joshua Scully to serve as moderator of the Dunbar, First Presbyterian Church Session.

### **CONSENT AGENDA:**

The Stated Clerk of the Presbytery, Rev. Gary Close, presented the following Consent Agenda.

#### **From Executive Committee**

1. Following the review of the Moderator, Vice-Moderator, Assistant Clerk and Permanent Clerk, it is **recommended** that the minutes of the Presbytery meeting of November 18, 2014 be approved.

#### **From the Committee on Ministry**

3. The Committee on Ministry **recommends** the adoption of the Sexual Misconduct Policy for a First Reading, to be acted upon by the Presbytery at the March 21, 2015 meeting of the Presbytery (see attachment "A").
4. The Committee on Ministry **recommends** "waiver of rotation" for the following churches:
  - a. Bolivar – for Andrew Bimeal – Elder in the Class of 2017
  - b. Merrittstown, Dunlap's Creek – for Marlene Novak and Jerilynn Stangroom – Elders in the Class of 2017

**From Presbytery Council**

1. Council **recommends** the adoption of the revised position descriptions of the Stated Clerk, the Associate Clerk for Legal and Judicial Affairs, and the Recording Clerk. [These recommended revisions to the Presbytery Manual were presented for a First Reading at the November 18, 2014 meeting of Presbytery.] (See attachment "B")
2. Council **recommends** that the Financial Reports presented to the Council be received and filed for audit.

**FINANCIAL REPORTS:** See Attachment "C"

**ACTION AGENDA:**

**Nominating Committee**

The Nominating Committee places the following person in nomination for the Office and Class indicated:

**COMMITTEE ON MINISTRY - Class of 2017**

Elder Chuck Yelich (1)

District II

West Newton, United

**ARMAGH/SEWARD ADMINISTRATIVE COMMISSION REPORT:**

We have not had any further meetings with the Session of Armagh/Seward as they pursue a relationship with EPC to see if this is a better fit for them. We have received updated financial information and are currently reviewing this information.

Respectfully submitted,

Tim D'Aurora, Chair

**REVLOC ADMINISTRATIVE COMMISSION:**

**Acting on behalf of Redstone Presbytery in the commissioning of David O'Hara (ruling elder) to particular service in pastoral responsibilities for the Revloc Presbyterian Church**

The Administrative Commission met on November 30, 2014 at 12:45 p.m. at the Revloc Presbyterian Church. Members present were Glenn Hart-Vice Moderator and Chair, Skip Noftzger-Executive Presbyter and Secretary, Cynthia Cadenhead (Windber), Jim Sunseri (Bethel), Mary Smith (Revloc) and Sandy Morgan (Patton).

Glenn Hart called the meeting to order and opened with prayer. The worship service for the commissioning of David O'Hara was reviewed. It was MSP that the commission proceed with the commission of Ruling Elder David O'Hara to particular service for pastoral responsibilities of the Revloc Presbyterian Church. The meeting was adjourned with prayer by Skip Noftzger. The work of the commission was concluded with the benediction given by David O'Hara.

Respectfully submitted,

Skip Noftzger, Secretary of the Commission

## Sexual Misconduct Policy for Redstone Presbytery

### INTRODUCTION

#### Biblical Foundations

"As God who called you is holy, be holy yourselves in all your conduct". (I Peter 1:15)

"Not many of you should become teachers, my brothers and sisters, for you know that we who teach will be judged with greater strictness." (James 2:15)

"Tend the flock of God, that is your charge, not under compulsion, but willingly, not for sordid gain, but eagerly. Do not lord it over those in our charge, but be examples to the flock." (I Peter 5:2)

Scripture affirms that we are created in the image of God. The Scriptures and our own faith in Jesus Christ call us to standards of responsible conduct in all of life, including sexual behavior. The expectations of leaders within our churches and presbytery are established based upon a covenant relationship that assumes the trustworthy exercise of authority and power on behalf of those in their care. A betrayal of this trust represents an unjust use of a position of leadership, personal harm to any victims and a threat to the ministry of the Church and the integrity of the gospel. The ethical conduct of all who minister in the name of Jesus Christ is of vital importance because through these representatives an understanding of the Lord God and the good news is communicated. "Their manner of life should be demonstration of the Christian gospel in the church and in the world." (*Book of Order* G-6.01 06a)

#### Policy Statement

It is the policy of the Presbytery of Redstone that all employees and members of the Presbytery shall maintain at all times the integrity required by the Christian tradition and their own professional relationships. All forms of sexual misconduct, as defined below, are regarded as a violation of the principles set forth in Scripture and thus are never permissible.

#### Purpose

Presbytery of Redstone has adopted this policy on sexual misconduct for the use of all pastors (Teaching Elders/Commissioned Ruling Elders), members, and other employees under its jurisdiction. The primary purpose of this policy is to make clear the presbytery's position on sexual misconduct and to establish procedures to guide investigation and resolution where misconduct is alleged to have occurred. As a policy, this document seeks to:

- Set high standards of ethical behavior consistent with the Scriptures, the Reformed tradition, and secular law.
- Serve as a guide for the prevention of all types of sexual misconduct.
- Establish procedures for inquiry and effective response when allegations of sexual misconduct occur.
- Safeguard employees and members of the church from both sexual misconduct and false allegations.
- Protect the rights and meet the needs of the accused, the complainant, the congregation(s) involved, and the Presbytery as a whole.
- Establish a process for the enforcement of those standards that are set forth in this policy.
- Suggest alternative means by which instances of sexual misconduct may be addressed without recourse to church judicial process where these alternative means are both possible and appropriate.
- Promote, whenever possible, the reconciliation of individuals who, after due process has occurred, are deemed to have violated the terms of this policy.
- Correlate the sexual misconduct policy adopted by the General Assembly of the Presbyterian Church (U.S.A.) with the procedures outlined in the *Book of Order* and the individual structure, offices, and needs of the Presbytery of Redstone.

- Further the peace, unity, and purity of the church through justice and compassion.

### **Guiding Principles**

- Sexual misconduct is a violation of the role of teaching elders, other persons in pastoral leadership, officers, employees, and volunteers of the presbytery who are called upon to exercise integrity, sensitivity, and caring in a trust relationship. It breaks the covenant to act in the best interest of parishioners and co-workers.
- Sexual misconduct is a misuse of authority and power that breaches Christian ethical principles by misusing a trust relation to gain advantage over another for personal pleasure in an abusive, exploitative and unjust manner. Even if someone else initiates or invites sexual content in the relationship, it is the responsibility of the teaching elder, person in pastoral leadership, officer, employee or volunteer of the presbytery to maintain the appropriate role and prohibit a sexual relationship. In positions of pastoral leadership, s/he has been granted authority and power by members of the congregation in ways that there cannot be equality. Therefore, it is the responsibility of the person in pastoral leadership to establish and maintain appropriate boundaries in any relationship.
- Sexual misconduct takes advantage of the vulnerability of persons who are less powerful to act for their own welfare, including children. It is contrary to the gospel call to work as God's servant in the struggle to bring wholeness to a broken world. It violates the mandate to protect the vulnerable from harm.
- Sexual misconduct allegations must be responded to honestly, fairly and expeditiously in order that justice, healing and reconciliation to the greatest extent possible may be pursued.

### **Definitions**

- **Accused**

The term used to represent the person against whom a claim of sexual misconduct is made. For the purposes of this policy, it is assumed that the accused is a paid or unpaid member of the staff of Redstone Presbytery, including, but not limited to, its teaching elders and others involved in pastoral leadership. Allegations against other individuals should be made to whichever body has appropriate jurisdiction. For instance, an accusation against an elder who does not serve on the staff of Redstone Presbytery should be made to that elder's Session.

- **Accuser/Complainant**

The term used to represent the person claiming knowledge of sexual misconduct by a person covered by this policy. The accuser may or may not be the victim of alleged sexual misconduct. A person such as a family member, friend or colleague may be the accuser as the individual making an allegation of sexual misconduct. In the case of minors, the term "complainant" may be used both of the minor and of the minor's legal guardian.

- **Administrative Leave**

Leave of absence initiated, not by an individual, but by the person or entity to whom that individual reports. For the purposes of this policy, administrative leave will be:

a) a **paid** leave of absence, if the individual placed on leave has not been

- formally charged with violating federal, state, or local law,
- judged to be guilty through a trial conducted by the policies of the Church, or
- deemed to be guilty through an admission of serious wrongdoing.

For paid leaves of absence, the individual is entitled to continue receiving all regular benefits of employment, including (for example) use of a residence.

b) an **unpaid** leave of absence in all other situations. In the case of an unpaid administrative leave, the individual is **not** entitled to regular benefits of employment, including (for example) use of a residence.

- **Child**

Any individual who is under eighteen years of age at the alleged time of the incident(s).

- **Church**

When capitalized, refers to the Presbyterian Church (U.S.A.).

- **Confidentiality**

The term indicating that all information is withheld from all except those who need to know.

- **Employee**

Any person hired or called to work for the Presbytery or for a related organization within the jurisdiction of the Presbytery and receiving salary or wages. The employee need not be a member of a congregation within the Presbytery or even of the Presbyterian Church (U.S.A.).

- **Inquiry**

The term used in the Rules of Discipline to determine whether charges should be filed based upon allegations of an offense received by a council. (Book of Order; D-10.0200)

- **Investigating Committee**

The group of people designated by the presbytery to inquire into written allegations. If charges are filed, they prosecute the case under the Rules of Discipline. (Book of Order; D-10.0200).

- **Mandated Reporter**

The term used for the person required to report any and all suspected incidents of child abuse, including child sexual abuse that comes to his/her attention. Refer to Chapter 63 of PA Code for full reporting requirements.

- **Parishioner/Congregant**

This is an individual who is a member of the congregation being served by the teaching elder or person in pastoral leadership or someone who is relating to the teaching elder as a pastor through a counseling or pastoral care relationship. For teaching elders serving in specialized ministries, a parishioner is any person receiving the benefit of the teaching elder's exercise of the office of ministry.

- **Persons Covered**

This term includes all teaching elder members of the presbytery, commissioned ruling elders, officers, employees, and volunteers of the presbytery acting on behalf of the presbytery.

- **Response**

This is the action taken by the presbytery when a report of sexual misconduct is received. It may include (1) inquiry into facts and circumstances, (2) possible disciplinary action, (3) pastoral care and intervention for victims and their families and others, and (4) pastoral care, intervention and rehabilitation for the accused and care for their families.

- **Rules of Discipline**

This term refers to the section of the Book of Order of the Presbyterian Church (U.S.A.) which outlines the procedures to follow in which the church must exercise authority over its members to guide, control and nurture.

- **Secular Law**

This term refers to the body of municipal, state and federal laws and is often referred to collectively as civil and criminal law. Prohibited behavior addressed by the policy may also result in criminal and/or civil charges filed under secular law.

## **SEXUAL MISCONDUCT**

Sexual Misconduct is a comprehensive term that includes:

- a] Sexual abuse of a minor
- b] Sexual harassment
- c] Rape
- d] Sexual malfeasance/impropriety
- e] Inappropriate sexual conduct, language or behavior that is offensive, obscene, or suggestive, including excessive visual contact or staring, unwelcome touching or fondling, the telling of lewd jokes or stories, and the use of obscene terms.

- **Sexual abuse**

This term is used to describe any contact or interaction involving sexual conduct in relation to any person under the age of eighteen years; anyone over the age of eighteen years without the mental capacity to consent; or any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position. (Book of Order, D-10.0401).

**Sexual Abuse of a Minor** - Sexual abuse of a minor consists of *any* sexual contact between an adult and an individual under the age of eighteen. This type of abuse may be represented by, but is not limited to:

- a] sexual intercourse between an adult and an individual under the age of eighteen.
- b] any use of an individual under the age of eighteen for the sexual stimulation of oneself, another person, or the child himself or herself.
- c] any risqué jokes, innuendo, unacceptable visual contact, unwelcome casual touch, unwelcome and inappropriate hugs and kisses, and sexually suggestive pictures shared by an adult with an individual under the age of eighteen, as would be deemed inappropriate by any reasonable adult.

Discussions of sexuality that occur strictly for the purposes of education and/or counseling between an authorized teacher or counselor and an individual under the age of eighteen are not prohibited, although extreme care and common sense should be exerted in all such situations. The standard “as would be deemed appropriate or inappropriate by any reasonable adult” must always be rigorously applied in these cases.

### **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that occurs when: a] submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment, or their continued status in the congregation or Presbytery, b] submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the livelihood or welfare of such individuals, c] such conduct has the purpose or the effect of unreasonably interfering with an individual’s work performance or function in the congregation or Presbytery by creating an intimidating, hostile, or offensive environment based on the declared judgment of the affected individual. Lack of intent to harass is not in and of itself an adequate defense against an accusation of sexual harassment.

### **Sexual Malfeasance/Impropriety**

Sexual conduct occurring within a ministerial or professional relationship, such as between clergy and a member of his or her congregation, a counselor and a client, or a teacher and a student. Sexual malfeasance includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. For the purposes of this policy, sexual malfeasance does not cover relationships between spouses and does not restrict church professionals from having normal, mutual, social, intimate, or marital relationships not otherwise prohibited by this policy.

## **PREVENTING SEXUAL MISCONDUCT**

1. The Presbytery should be proactive in providing educational programs and training in pastoral care that seeks to prevent sexual misconduct before it occurs. The Committee on Ministry (COM), the Committee on Preparation for Ministry (CPM), and the Permanent Judicial Commission (PJC) should each provide what it deems an adequate amount of training to its constituencies.

2. Although the groups responsible for this instruction will be given the greatest amount of autonomy in deciding the **frequency**, **manner**, and **content** of this instruction, in most cases the goals of these educational programs and training should include recognition of the:

- a. Imbalance of power between religious leader and those in their care.
- b. Need for appropriate boundaries to exist between those in authority and parishioners/congregants.

- c. Need for caregivers to understand that frequent pastoral calling visits, frequent phone conversations, extended time together, and physical touching, hugs, and kisses may be associated with sexual advances and are **high risk behaviors** that may be perceived as unwelcome or an infringement on the rights of others.
- d. Importance for members of clergy to have an “accountability partner” with whom they meet regularly, since their role invites trust and dependence and since they are often in a one-on-one setting with persons who respect and depend on them.
- e. Advisability for religious leaders who counsel or provide spiritual direction to observe professional cautionary measures such as:
  - i. limiting the amount of time spent with each counselee/directee.
  - ii. making sure that there are other people around sessions.
  - iii. observing a professional caution regarding physical contact with each counselee/directee.
- f. Need for religious leaders who are providing counseling to be in a supervisory relationship with a licensed psychotherapist.
- g. Importance for religious leaders who are providing spiritual direction to receive direction themselves under the guidance of a supervising spiritual director.

### **PROCEDURE FOR INVESTIGATION OF AN ALLEGATION OF SEXUAL MISCONDUCT**

1. Allegations of sexual misconduct on the part of individuals governed by this policy, including but not limited to the pastors (Teaching Elders/Commissioned Ruling Elders), and employees of the Presbytery, are to be made in writing to the Stated Clerk:
  - a. Allegations involving a possible violation of federal, state, or local law: If so, the Stated Clerk may refer the allegation to the appropriate secular authorities and the process outlined in this document may be suspended until the civil and/or criminal process has reached its conclusion.
  - b. Allegations involving a suspected abuse, sexual or otherwise of a minor: If so, Stated Clerk *must* refer the allegation to the appropriate secular authorities, as a mandated reporter under state law, and the process outlined in this document may be suspended until the civil and/or criminal process has reached its conclusion.
  - c. Should an individual wish to make an allegation of sexual misconduct on the part of the Stated Clerk, it shall be submitted in writing to the Executive Presbyter.
  - d. In such cases, the Executive Presbyter (or his or her designee) would then assume all duties otherwise assigned to the Stated Clerk in this policy.
2. Immediately upon receipt of a written allegation of Sexual Misconduct, the Stated Clerk shall inform the Executive Presbyter merely that an allegation of misconduct has been made and against whom. The Presbytery shall then appoint an Investigating Committee (IC) in accordance with the *Book of Order – Rules of Discipline*.
  - a. The IC will be an *ad hoc* committee consisting of no fewer than three and no more than five individuals. (*Book of Order* D-10.0201a.)
  - b. In selecting members to serve on the IC, care should be given, whenever possible, to identifying a set of individuals who have among them the relevant expertise in pastoral care, the legal aspects of sexual misconduct, and familiarity with the operations of the Presbytery, this policy, and the *Book of Order*.
  - c. As soon as possible, the Stated Clerk should outline to the IC its duties and provide appropriate orientation.
3. The Moderator of the Permanent Judicial Commission (PJC) shall designate two former members of the PJC who shall offer the accused an opportunity to be heard regarding administrative leave for the accused. (*Book of Order* 10.0106).
  - a. It shall be determined whether the accused shall remain in his or her position, with pay, pending investigation and/or proceedings or, if it is determined that there is sufficient severity to warrant

immediate administrative leave for the accused. A recommendation to this effect shall be made to the Stated Clerk:

- i. Upon receiving a recommendation to grant administrative leave, the Stated Clerk will discuss the matter with the Executive Presbyter.
  - ii. The Executive Presbyter and Stated Clerk, acting on behalf of the Presbytery, shall decide whether such a leave, paid or unpaid, is to be granted.
4. The responsibilities of the Investigating Committee (IC) are set out in Book of Order – Rules of Discipline (D – 10.0202) and are as follows:
- a. review the statement of alleged offense to determine whether it alleges any facts that, if true, constitute an offense as defined in D-2.0203b. If the allegation is not an offense as defined in D-2.0203b, the investigating committee shall end its inquiry and report that to the clerk of the body. If an offense as defined in D-2.0203 is alleged, it shall proceed to the steps below.
  - b. provide the accused with a copy of the statement of alleged offense described in D-10.0101;
  - c. provide the person making the accusation with a statement of the investigating committee's procedures;
  - d. determine whether the accusation repeats allegations previously made against the accused, and if so, report to the council having jurisdiction over the accused that it will not file charges (D-10.0202k) unless the accusation contains new information warranting investigation or is the subject of an investigation that has not been concluded;
  - e. make a thorough inquiry into the facts and circumstances of the alleged offense;
  - f. examine all relevant papers, documents, and records available to it;
  - g. ascertain all available witnesses and inquire of them;
  - h. determine, in accordance with G-3.0102 and D-2.0203b, whether there are probable grounds or cause to believe that an offense was committed by the accused;
  - i. decide whether the charge(s) filed on the basis of the papers, documents, records, testimony, or other evidence can reasonably be proved, having due regard for the character, availability, and credibility of the witnesses and evidence available;
  - j. initiate, if it deems appropriate, alternative forms of resolution, ordinarily after the investigation has been completed, probable cause has been determined, but before the charges have been filed.

The purpose of alternative forms of resolution will be to determine if agreement can be reached between the investigating committee and the accused concerning any charges which may be filed.

- (1) Any mediation shall be completed within 120 days unless a continuance is allowed by the session or PJC.
  - (2) The investigating committee shall report any settlement agreement to the session or PJC for its approval.
  - (3) The session or PJC shall convene to receive the settlement agreement; vote to approve it by at least two-thirds of the members eligible to vote; make a record of its proceedings according to the provisions of D-11.0601d, including the name of the accused, the substance of the charge(s), and censure; and transmit its decision to the clerk of session or the stated clerk, who shall report it according to the provisions of D-11.0701.
  - (4) The IC shall provide an advocate for the accused throughout settlement negotiations, and may provide an advocate for other interested persons at its own discretion.
  - (5) If a settlement satisfactory to both the IC and the accused is not reached, the investigating committee shall designate a prosecuting committee per D-10.0202l, and the case shall proceed on the charges filed.
- k. report to the council having jurisdiction over the accused only whether or not it will file

charges; and

- l. if charges are to be filed, prepare and file them in accordance with the provisions of D-10.0401.0404, and designate one or more persons (to be known as the prosecuting committee) from among its membership to prosecute the case.

#### **PREPARATION FOR TRIAL: MEETING NEEDS, PRESERVING RIGHTS OF THE ACCUSER OR COMPLAINANT**

1. To help meet the needs of the **accuser/complainant**, he or she has the right to ...
  - a. **Be heard and taken seriously.** From the time that the complainant indicates that sexual misconduct has occurred, the complainant should receive immediate attention and serious consideration from all church representatives.
  - b. **Receive pastoral and therapeutic support.** The complainant may require spiritual and professional assistance as a result of the alleged sexual misconduct. The Care of Congregations sub-committee of the presbytery's Committee on Ministry (COM) will offer to appoint, if it is desired by the complainant, an *ad hoc* care team of at least three members that will either offer such support itself or arrange to have it provided from a suitable pastor and/or a qualified therapist. Discussions with members of the team and their agents would be confidential, privileged conversations.
  - c. **Be informed about church process and progress with regard to the accusation.** The Stated Clerk will keep the complainant properly informed as to what actions are taking place as a result of the accusation.
  - d. **Receive legal advice.** The Stated Clerk should advise the complainant of his or her right to pursue independent legal advice.
  - e. **Be assured of an advocate of one's own choosing.** A complainant may need continuing moral support from an individual who is present while the church addresses the accusation. This advocate may be a relative, a friend, or an impartial third party. In certain circumstances, this advocate will speak for the complainant.
  - f. **Be assured that justice will be pursued.** The complainant needs to be shown by the processes of the church that justice is being pursued through fact-finding, truth-telling, confrontation and agreement that may include removal or temporary exclusion of the accused from office or impartial adjudication of the complaint.
  - g. **Receive healing and reconciliation.** In addition to the other forms of reconciliation mentioned above, the complainant may need to pursue healing, wholeness, and reconciliation with all concerned — with self, family, church and, possibly, the accused as well.
  
2. To help meet the needs of the **accused**, he or she has the right to ...
  - a. **Receive adequate information about the accusation.** When an allegation of sexual misconduct has been received by the Stated Clerk, the IC will notify the accused that an allegation has been made.
    - i. The notification will be made in writing and should include advice that the accused have no further contact of any sort with the accuser, the alleged victim (if different from the accuser), or the family of either the accuser or alleged victim.
    - ii. will warn the accused that any statements made to the IC or any other person of entity of the church or the presbytery may be used against the accused in later proceedings.
    - iii. should explain the process by which the allegation of sexual misconduct will be investigated and the options available to the accused.
    - iv. will recommend that the accused seek legal advice immediately since the allegation could result in civil or criminal court action.
    - v. The accused may require spiritual and professional assistance as a result of the allegations of sexual misconduct. The Care of Church Professionals sub-committee of the

presbytery's Committee on Ministry (COM) will offer to appoint an ad hoc team to provide assistance as requested or as needed.

- b. **Obtain legal advice and assistance.** The accused may seek legal advice from any source, but it should be noted that in church disciplinary or remedial cases "no person shall act as counsel who is not a member of the Presbyterian Church (U.S.A.)" (*Book of Order*, D-11.0301). The accused is responsible for his or her own attorney fees, but, if an allegation proceeds to the initiation of a disciplinary case and the accused is unable to employ counsel, the accused may request appointment of counsel under the provisions of *Book of Order* (D-11.0302).
  - c. **Receive pastoral counseling and care.** If the accused so desires, The Care of Church Professionals sub-committee of the presbytery's Committee on Ministry (COM) will appoint an *ad hoc* team, consisting of no fewer than three members. Members of the team should be spiritual or professional counselors with someone whose conversations with the accused would be recognized by courts as confidential and privileged communication.
  - d. **All appropriate legal protections.** Before each and every conference with the accused, the accused should be informed of the right to remain silent, to be represented by counsel (*Book of Order* D-10.0203c) and, if charges are later filed, to have counsel appointed if he or she is unable to secure counsel (*Book of Order* D-11.0301-.0302).
  - e. **Have his or her family remain economically secure.** The Presbytery should remain alert to the possible spiritual, emotional, and financial needs of the family of the accused and recommend expert resources. Nevertheless, individuals on the staff of the Presbytery should be cautioned against *personally* trying to meet these needs through loans, gifts, and other activities that may complicate any subsequent secular legal action.
  - f. **Receive complete exoneration if acquitted.** If the accused is acquitted of the charge, it is important for the Presbytery to see that the acquittal is widely disseminated, unless doing so would further injure the person falsely accused. At the very least, all individuals who were officially informed of the accusation should also be officially informed of the acquittal.
3. To help meet the needs of the **congregation** affected by the accusation, it has the right to:
- a. **Receive assistance in relating to Session and Congregation.** Each situation will be different, but the Presbytery should be prepared to help plan for the anticipated needs of a particular congregation and to recommend expert resources.
  - b. **Pastoral care.** In cases where the accused is a minister, pastoral care should be provided to the congregation by another member of the ordained staff (if the church is a multiple-staff church) or by a trained pastor. If the minister leaves his or her position as a result of an accusation of sexual misconduct, a trained pastor or consultant in sexual misconduct may need to work with the congregation; in extreme cases this assistance may continue for an extended period of time. In cases where the accused is someone other than a minister, the pastor should provide the needed care for his or her congregation. The pastor, if not previously trained in this area of specialization, may wish to consult with denominational specialists who can provide advice on how to proceed in tending to the needs of the congregation and how to address any problems that may arise.
  - c. **Proactive attention while necessarily awaiting a determination of guilt or innocence.** Special care must be taken to meet a congregation's needs even as the process outlined in this policy is still unfolding. Rumors may be detrimental to the congregation's welfare. Decisions may need to be made about whether the congregation is best served by having the accused placed on administrative leave. Routine business may need to be tended to should the energies of the accused become focused on mounting a defense. It will be necessary for various individuals and groups associated with the Presbytery — for instance, the Stated Clerk, the Executive Presbyter, and COM — to assist in meeting these needs of the congregation in accordance with their knowledge of the case and their appropriate professional role.
  - d. **An appropriate amount of information about the case.** While certain types of information

must remain confidential in order to protect the rights of both the complainant and accused, other types of information might be shared with the congregation in order to avoid misunderstandings, false rumors, and destructive speculation.

- e. **Resource persons.** Individuals whose services may be valuable to a congregation in the context of sexual misconduct could include a trained interim pastor, a COM representative knowledgeable in polity and the effects of sexual misconduct in the church, a consultant or therapist with knowledge and experience in dealing with sexual misconduct, an attorney who can discuss legal aspects of a case, an insurance agent who can advise the congregation about their exposure to liability or coverage, and other professionals of this sort.
- f. **Have its financial concerns addressed and taken seriously.** Allegations of sexual misconduct may have serious financial implications for a congregation. While each situation will be different, the Presbytery will work closely with the congregation in each case so that the lasting financial impact of these situations may be minimized.

### **EFFECTING RESOLUTION AND RECONCILIATION**

1. The ultimate goal, in cases where there is either a finding of fault or an admission of guilt, should always be to bring about as much healing, resolution, and reconciliation as possible between the individual responsible for the misconduct and the complainant, the congregation, Presbytery, and Church.
2. No single plan for healing, resolution, and reconciliation will be applicable to all situations. Nevertheless, it is likely that the body responsible for developing these plans will consider, among other options:
  - a. Mandatory counseling for the individual responsible for the misconduct.
  - b. Mandatory training in the prevention of sexual misconduct, either for individuals or for groups.
  - c. Apologies, either formal or informal, to those adversely affected by the misconduct.
  - d. An alteration of responsibilities, either permanently or for some set period.
3. It should be remembered — and openly discussed with the complainant, the individual that is allegedly responsible for the misconduct, and other parties affected by the misconduct — that the goal of this process is not to effect sanctions or punishment, and not with the intent to punish, humiliate, seek retribution, or alienate the individual responsible for the misconduct but to effect a plan for healing, resolution, and reconciliation. This part of the process is not intended to result in a sanction, such as may have been imposed by the PJC, but shall always be to **educate** the individual responsible for the misconduct and to **bring about his or her reconciliation** with the congregation, Presbytery, Church and, where possible, the complainant.
4. In cases where the accused is acquitted or where the IC has concluded that the allegation does not warrant full investigation, similar efforts should be taken to reach healing, resolution, and reconciliation. While in these cases, too, no single plan to accomplish this goal will be applicable to all situations, it is likely that the body responsible for developing these plans will consider, among other options:
  - a. Mandatory or recommended counseling for the individual responsible for the allegation.
  - b. Additional training in the meaning and nature of sexual misconduct, either for individuals or for groups.
  - c. Apologies, either formal or informal, to the individual falsely accused.
  - d. An alteration of reporting relationships or congregational membership, either permanently or for some set period.

### **APPEALS**

#### **1. During the Investigation.**

- a. During the course of the investigation, the person against whom an allegation has been made may petition the PJC to review the procedures adopted by the IC.

- b. Proper subjects for such a petition shall be limited to whether the committee has followed a proper trail of evidence, whether the evidence being considered is properly in the hands of the IC, and whether the IC has examined relevant evidence proposed by the accused.
  - i. The review of the petition shall be done in an appeal hearing conducted by the two members of the Presbytery's PJC who are designated in D-5.0101 of the *Book of Order*.
  - ii. Members of the IC, the accused, and the complainant may all be present at the appeal hearing and represented by counsel.
  - iii. The appeal hearing shall be conducted within 30 days of receipt of the petition.
  - iv. Decisions shall be communicated to both parties within 15 days of the appeal hearing.
  - vi. The results of the review shall be communicated to the moderator of the PJC and will inform the review of charges as outlined in D-10.0405 of the *Book of Order*.

## 2. Upon Conclusion of the Investigation.

- a. Once the investigation has concluded, the person against whom an allegation has been made may not petition for an appeal until either the trial or alternative resolution has been conducted. (See *Book of Order* D-11.0502.)
- b. If the conclusion of the IC is that no charges will be filed or that insufficient evidence exists for further action, the complainant has 30 days from receipt of this report to petition the PJC to review the IC's decision.
- c. The complainant must outline in this petition those instances in which the IC has not fulfilled the duties specified in D-10.0202 of the *Book of Order*.
- d. The IC shall submit a written response to the facts alleged in the petition.
- e. The designated members of the PJC shall consider the petition and the IC's response, giving attention to the duties specified in D-10.0202 of the *Book of Order* and to the question of whether the principles of church discipline will be preserved by the decision of the IC not to file charges. The decision of the designated members of the commission upon the petition and response shall be rendered within 90 days.
- f. If the petition is sustained, a new IC shall be appointed by the Presbytery.
- g. If the petition is rejected, the matter is concluded.

## 3. Upon Conclusion of the Trial.

### 1. Initiation of an Appeal of a Remedial Case

- a. An appeal of a remedial case is the transfer to the next higher council of a case in which a decision has been rendered in a lower council, for the purpose of obtaining a review of the proceedings and decision to correct, modify, set aside, or reverse the decision. (*Book of Order* D-8.0101).
- b. An appeal may be initiated only by one or more of the original parties in the case, and is accomplished by the filing of a written notice of appeal. (*Book of Order* D-8.0102).
- c. Once the trial has concluded, appeals, including grounds for appeals and procedures, are governed by D-8.0000 *et seq.* of the *Book of Order*.

### 2. Initiation of Appeal of a Disciplinary Case

- a. An appeal of a disciplinary case is the transfer to the next higher council of a case in which a decision has been rendered in a lower council, for the purpose of obtaining a review of the proceedings and decision to correct, modify, set aside, or reverse the decision. (*Book of Order* D-13.0101 *et seq.*).
- b. Only the person found guilty may initiate the first level of appeal by the filing of a written notice of appeal. (*Book of Order* D-13.0102).
- c. Once the trial has concluded, appeals, including grounds for appeals and procedures, are governed by D-13.0000 *et seq.* of the *Book of Order*.

**2.1300 STATED CLERK OF THE PRESBYTERY OF REDSTONE Job Description (DRAFT)**

**Position:**

2.1301 The Stated Clerk is an elected officer of the Presbytery (G-3.0104) who shall be elected by the council to perform those duties required by the Book of Order and requested by the Presbytery per job description below. These duties may be performed by the Executive Presbyter if the presbytery elects that individual to the office or may be performed by another presbyter if so elected. The election shall occur at the May meeting of the presbytery for a term of three (3) years, and the elected shall assume duties in September following the election.

2.1302 When a vacancy is to occur, the Presbytery shall ordinarily work with the nominating committee to identify a potential candidate to present to the Presbytery for a vote at its next stated meeting. Should a vacancy occur during the term, the Associate Stated Clerk shall assume these duties until Council decides how to proceed with a new election.

**Basic Commitment:**

2.1303 The Stated Clerk shall be a practicing disciple of Jesus Christ, willing to express personal commitment to the good news of the gospel, in the call to others, in the call of the Church to witness in the world to that gospel through service and advocacy.

**Purpose:**

2.1304 The Stated Clerk shall perform those duties mandated in the Book of Order which have to do with record-keeping and official correspondence and shall with or as the Executive Presbyter convene and supervise the Clerk Team of the Presbytery. The Stated Clerk shall also supervise the work of the Office Manager as it pertains to work for the Clerk, ensuring that rolls are well maintained and correspondence is being managed.

**Term of Service:**

2.1305 The Stated Clerk shall be elected for a three(3 ) year term. The incumbent may be considered for re-election with no limits on the number of consecutive terms. The Stated Clerk may be removed from office prior to completion of his or her term of service through the process outlined in G-3.0110.

**Accountability:**

2.1306 The Stated Clerk is elected by the Presbytery and is accountable to the Presbytery through the Presbytery Council and the Executive Presbyter.

**Responsibilities: [separate number for each?]**

2.1307 Keep the rolls of membership of the presbytery and attendance records for its meetings.

Teaching Elders who are continuing and active

Teaching Elders who are members at large

Teaching Elders who are Honorably Retired

Teaching Elders who are inactive members

Teaching Elders who have been deleted from the rolls

Certified Christian Educators

Certified Associate Christian Educators

Ruling Elders commissioned to particular service

Eligibility rolls for teaching elder and commissioners from congregations for General Assembly

2.1308 Publish, annually a roster of Permanent Judicial Commission members from prior 6 years (D-5.0206b)

2.1309 Furnish Records when required by another council.

2.1310 Ensure that congregational annual reports (Roll of session, minutes review, annual statistical report for GA, manse inspection, terms of call and others the presbytery or other councils may request) are completed.

2.1311 Serve as Secretary of the corporation of the Presbytery of Redstone.

2.1312 On behalf of the Presbytery, process the receiving and transmitting of the presbytery membership.

2.1313 Respond on behalf of the Presbytery concerning any correspondence or as a result of its action as the "council".

2.1314 Serve as the official correspondent for the Presbytery

2.1315 Preserve the minutes and post for availability to the public.

2.1316 Preserve records of the Presbytery including relevant records of active and dissolved congregations

2.1317 Maintain clearance records as required by the Presbytery.

2.1318 Inform the Presbytery in November of all task forces, networks, and ad hoc committees in existence as of December 31 of the prior year with the reminder that each is to apply annually if it is continuing.

2.1319 Attend GA and/or stated clerks conference at presbytery expense if funding is approved by the council.

2.1320 Maintain a log of official correspondence and its disposition and report the log to the presbytery at each stated meeting.

2.1321 Perform such duties as the Book or Order and the Presbytery may direct.

**Evaluation and Review:**

2.1322 The Presbytery Council shall provide for an annual review of the work of the Stated Clerk and the Executive Presbyter/Stated Clerk Team shall be consulted for input on the annual review. A summative review and evaluation shall occur before the end of the third year of the term in order to determine if continuation is recommended to the Nominating Committee.

## **2.1400 ASSOCIATE STATED CLERK FOR CONSTITUTIONAL AND JUDICIAL MATTERS**

### **Position:**

2.1401 An associate stated clerk for constitutional and judicial matters shall be elected by the Presbytery as its chief parliamentarian. This election shall occur at the May meeting of Presbytery for a term of three (3) years. The elected person shall assume the duties of the office in September. Under the guidance of the Stated Clerk, in consultation with the Executive Presbyter, the associate clerk will perform the duties listed below, including providing coverage for Recording Clerk or Stated Clerk when needed.

2.1402 When a vacancy is to occur, the Presbytery shall ordinarily work with the nominating committee to identify a potential candidate to present to the Presbytery for a vote at its next stated meeting.

### ***Basic Commitment:***

2.1403 The Associate Stated Clerk shall be a practicing disciple of Jesus Christ, willing to express personal commitment to the good news of the gospel, in the call to others, in the call of the Church to witness in the world to that gospel, through service and advocacy.

### **Purpose:**

2.1404 The Associate Stated Clerk shall be the chief parliamentarian for the Presbytery, providing guidance on church polity and Robert's Rules of Order during meetings of the Presbytery, and by providing guidance to committees, commissions, and councils as requested. The Associate Stated Clerk will also report and enter the decisions of the permanent judicial commission upon the minutes of the presbytery council. The Associate Stated Clerk shall receive written charges and immediately forward to the appropriate body for action, remaining neutral, recording pertinent facts, and ensuring the administration of actions in timely manners.

### **Term of Service:**

2.1405 The Associate Stated Clerk shall be elected for a three (3) year term. The incumbent may be considered for re-election with no limits on the number of consecutive terms.

### **Accountability:**

2.1406 The Associate Stated Clerk is elected by the Presbytery and is accountable to the Presbytery through the Presbytery Council and the Executive Presbyter and the Stated Clerk Team.

### **Responsibilities:**

2.1407 To maintain working knowledge of the Constitution of the Presbyterian Church (USA), Parts I and II. To maintain working knowledge of Roberts Rules of Order. To communicate advice in matters of parliamentary procedure and interpretations of the constitution and rules of order as they pertain to actions of presbytery meetings and other councils, committees, and commissions as needed. To respond to calls for advice from the local church (sessions, elders, treasurers, etc). To seek advice from the Office of the General Assembly when needed and communicate answers to those seeking guidance.

2.1408 To receive complaints of a remedial or disciplinary nature which will be investigated. To coordinate the administrative transfer of information and the recording of facts as they pertain to the cases. To remain neutral in all investigations and cases. To secure advice from the Office of the General Assembly when needed in remedial or disciplinary cases. To retain confidentiality with all actions.

**Evaluation and Review:**

2.1409 The Presbytery Council, or its designee, shall provide for an annual review of the work of the Associate Stated Clerk. A summative review and evaluation shall occur before the end of the third year of the term in order to determine if continuation is recommended to the nominating committee.

## 2.1500 RECORDING CLERK

### Position

2.1501 A Recording Clerk shall be elected by the Presbytery. The election shall occur at the May meeting of the Presbytery for a term of (3) years. The elected person shall assume duties beginning in September following the election.

2.1502 When a vacancy is to occur, the Presbytery shall ordinarily work with the Nominating Committee to identify a potential candidate to present to Presbytery for vote at its next stated meeting.

### BASIC COMMITMENT

2.1503 Recording Clerk shall be a practicing disciple of Jesus Christ, willing to express personal commitment to the good news of the gospel, in the call to others, in the call of the Church to witness in the world to that gospel, through service and advocacy.

### PURPOSE

2.1504 Recording Clerk shall record the minutes of the meetings of the Presbytery and submit minutes to the Executive Committee (EP, Stated Clerk, Associate Stated Clerk, Chair of Council, Moderator and Vice Moderator) for review and revision. Recording Clerk shall be recipient of minutes of all Administrative Commissions. The Recording Clerk shall submit Presbytery minutes for Synod review.

### TERM OF SERVICE

2.1505 The Recording Clerk shall be elected for a (3) term. The incumbent may be considered for re-election with no limits on the number of consecutive terms.

### ACCOUNTABILITY

2.1506 Recording Clerk shall be accountable to the Presbytery through the Council, EP and Stated Clerk team.

### EVALUATION AND REVIEW

2.1507 The Presbytery Council, or its designee, shall make provisions for an annual review of the work of the Recording Clerk.

*Presbytery of Redstone*  
**Income and Expense Statement (UNAUDITED)**  
 GENERAL FUND 01, December 2014

01/08/2015 01:27 PM

	Current Period	Year to Date	Annual Budget	Annual Budget YTD Percentage	Prior Year
<b>INCOME</b>					
<b>CONTRIBUTION INCOME</b>					
UNRESTRICTED	\$68,627.28	\$389,624.04	\$455,500.00	85.54%	\$418,254.49
TEMPORARILY RESTRICTED	1,166.40	25,940.24	0.00	0.00%	0.00
Subtotal Contribution Income	69,793.68	415,564.28	455,500.00	91.23%	418,254.49
<b>INVESTMENT INCOME</b>					
INVESTMENT INCOME	0.00	24,241.30	0.00	0.00%	0.00
INTEREST INCOME	10,302.79	16,199.73	10,000.00	162.00%	3,083.40
MISCELLANEOUS INCOME	18.44	9,607.19	3,000.00	320.24%	374.87
<b>RELEASE FROM RESTRICTIONS</b>					
TEMP RESTRICTED RELEASE	-2,079.48	-21,549.50	0.00	0.00%	2,705.73
Subtotal Release From Restrictions	-2,079.48	-21,549.50	0.00	0.00%	2,705.73
RELEASED FROM RESTRICTION	2,079.48	21,549.50	0.00	0.00%	0.00
<b>TOTAL INCOME</b>	<b>80,114.91</b>	<b>465,612.50</b>	<b>468,500.00</b>	<b>99.38%</b>	<b>424,418.49</b>
<b>EXPENSES</b>					
MISSION PARTNERSHIPS	\$8,944.39	\$74,437.00	\$86,000.00	86.55%	\$93,491.62
<b>COMMITTEE EXPENSES</b>					
<b>COUNCIL</b>					
COUNCIL EXPENSES	250.00	1,492.69	2,100.00	71.08%	2,883.00
COUNCIL - MISSION	0.00	-13.00	0.00	0.00%	540.09
COUNCIL - PERSONNEL	47.30	103.38	0.00	0.00%	306.04
COUNCIL - WORSHIP	0.00	116.00	0.00	0.00%	116.00
COUNCIL - COMMUNICATIONS	375.00	2,816.65	3,480.00	80.94%	3,500.00
COUNCIL - AC/LT	96.09	195.52	0.00	0.00%	615.68
Subtotal Council	768.39	4,711.24	5,580.00	84.43%	7,960.81
COMMITTEE ON MINISTRY	0.00	330.99	600.00	55.17%	1,200.80
NOMINATING COMMITTEE	0.00	0.00	0.00	0.00%	20.16
CPM	100.00	3,787.91	800.00	473.49%	23.49
Subtotal Committee Expenses	868.39	8,830.14	6,980.00	126.51%	9,205.26
OPERATIONS	10,444.30	48,788.75	48,296.00	101.02%	51,187.54
<b>PRESBYTERY STAFF</b>					
<b>EXECUTIVE STAFF</b>					
EXECUTIVE PRESBYTER	8,397.69	101,522.14	103,216.00	98.36%	76,144.31
ASSOC/CHRISTIAN FORMATION	1,499.66	19,260.29	19,396.00	99.30%	19,289.50
STATED CLERK	1,706.86	18,873.63	18,796.00	100.41%	18,847.08
Subtotal Executive Staff	11,604.21	139,656.06	141,408.00	98.76%	114,280.89
<b>SUPPORT STAFF</b>					
OFFICE ADMINISTRATOR	4,082.50	48,990.00	46,146.00	106.16%	47,730.00
RECORDING CLERK	0.00	500.00	500.00	100.00%	385.00
Subtotal Support Staff	4,082.50	49,490.00	46,646.00	106.10%	48,115.00
EMPLOYER PAID FICA TAXES	891.86	10,757.76	10,799.00	99.62%	9,447.92
Subtotal Presbytery Staff	16,578.57	199,903.82	198,853.00	100.53%	171,843.81
APPORTIONMENTS	33,281.50	123,317.50	128,720.00	95.80%	129,964.03

*Presbytery of Redstone*  
**Income and Expense Statement (UNAUDITED)**  
 GENERAL FUND 01, December 2014

01/08/2015 01:27 PM

Page: 2

	Current Period	Year to Date	Annual Budget	Annual Budget YTD Percentage	Prior Year
TOTAL EXPENSES	70,117.15	455,277.21	468,849.00	97.11%	455,692.26
TRANSFER ACCOUNTS					
TRANSFER TO OTHER FUNDS	\$0.00	-\$24,883.83	\$0.00	0.00%	-\$17,650.00
TRANSFER FROM OTHER FUNDS	0.00	10,733.83	0.00	0.00%	8,000.00
TOTAL TRANSFERS	0.00	-14,150.00	0.00	0.00%	-9,650.00
EXCESS INCOME\EXPENSES	\$9,997.76	-\$3,814.71	-\$349.00	1,093.04%	-\$40,923.77

**Redstone Presbytery**  
**Commitment to Larger Church**  
**December 31, 2014**

	2014 PLEDGE	TOTAL PAID	% Payup as of 12/31/2014	Unpaid Pledge Balance
Adah, Palmer	600.00	600.00	100%	-
Apollo, Pine Run	1,200.00	1,200.00	100%	-
Apollo, Poke Run	3,125.00	3,125.00	100%	-
Avonmore	3,300.00	3,286.00	100%	14.00
Belle Vernon, First	7,000.00	7,000.00	100%	-
Belle Vernon, Harmony	1,320.00	1,320.00	100%	-
Belle Vernon, Marion	2,000.00	2,000.00	100%	-
Belle Vernon, Rehoboth	6,300.00	6,300.00	100%	-
Bolivar	1,800.00	1,350.00	75%	450.00
Boswell	800.00	800.00	100%	-
Brownsville, Calvin		500.00		(500.00)
Brownsville, Ft. Burd		4,534.00		(4,534.00)
Brownsville, Hopewell				-
Colver	300.00	675.28	225%	(375.28)
Connellsville		2,336.00		(2,336.00)
Cresson	2,400.00	2,400.00	100%	-
Dawson, Tyrone		621.45		(621.45)
Delmont	5,000.00	5,000.00	100%	-
Derry	2,000.00	2,000.00	100%	-
Dunbar, First	2,800.00	2,800.00	100%	-
Dunbar, Laurel Hill		2,612.31		(2,612.31)
Ebensburg		1,155.00		(1,155.00)
Fairchance		4,276.00		(4,276.00)
Farmington		2,000.00		(2,000.00)
Fayette City, First	1,015.00	525.00	52%	490.00
Fayette City, Little Redstone	2,400.00	2,400.00	100%	-
Greensburg, First	36,052.00	36,052.00	100%	-
Greensburg, Maplewood	4,000.00	4,000.00	100%	-
Greensburg, Westminster	6,000.00	6,000.00	100%	-
Irwin, First	25,000.00	25,000.00	100%	-
Irwin, W. Hempfield		3,500.00		(3,500.00)
Jeannette	7,776.00	7,776.00	100%	-
Johnstown, Bethany	2,050.00	2,050.00	100%	-
Johnstown, First	5,000.00	7,000.00	140%	(2,000.00)
Johnstown, Second	3,000.00	3,000.00	100%	-
Johnstown, Westmont	20,000.00	20,000.04	100%	(0.04)
Lake Lynn	4,008.00	3,006.00	75%	1,002.00
Latrobe, Main St.	26,500.00	26,520.00	100%	(20.00)
Latrobe, Spring St.	4,800.00	4,800.00	100%	-

**Redstone Presbytery**  
**Commitment to Larger Church**  
**December 31, 2014**

	<b>2014</b>	<b>TOTAL</b>	<b>% Payup</b>	<b>Unpaid</b>
	<b>PLEDGE</b>	<b>PAID</b>	<b>as of</b>	<b>Pledge</b>
			<b>12/31/2014</b>	<b>Balance</b>
Leisenring	650.00	650.00	100%	-
Ligonier, Pleasant Grove	250.00	1,258.00		(1,008.00)
Lower Burrell, Grace	16,200.00	16,200.00	100%	-
Lower Burrell, Puckety Manor	20,350.00	20,280.71	100%	69.29
Masontown	1,200.00	1,000.00	83%	200.00
McClellandtown	4,500.00	4,500.00		-
Merrittstown, Dunlap's Ck.	300.00	300.00	100%	-
Mt. Pleasant, Middle	2,000.00	2,000.00		-
Mt. Pleasant, Reunion	2,200.00	2,561.00	116%	(361.00)
Murrysville, First		6,000.00		(6,000.00)
Murrysville, Newlonsburg	21,480.00	21,480.00	100%	-
Murrysville, Union	720.00	1,239.01	172%	(519.01)
N. Alexandria, Community	7,000.00	7,000.00	100%	-
N. Alexandria, Congruity	8,700.00	8,700.00	100%	-
New Florence, Bethel	2,400.00	2,600.00	108%	(200.00)
New Florence, Trinity	3,600.00	3,300.00	92%	300.00
New Kensington	10,000.00	10,000.08	100%	(0.08)
New Salem	3,000.00	2,262.00	75%	738.00
N. Huntingdon, New Hope	6,000.00	6,000.00	100%	-
Patton	3,500.00	3,500.00	100%	-
Revloc	1,500.00	1,500.00	100%	-
Scottdale	1,900.00	877.20	46%	1,022.80
Seward, Armagh				-
Slickville		400.00		(400.00)
Smithfield, Grace Chapel	1,200.00	1,200.00	100%	-
Smock, Pleasant View	14,780.00	14,892.30	101%	(112.30)
Trafford, Level Green		226.00		(226.00)
Uniontown, Tent	396.00	396.00	100%	-
Uniontown, Third		1,631.00		(1,631.00)
Uniontown, Trinity	18,000.00	18,000.00	100%	-
Vanderbilt, E. Liberty	2,400.00	2,400.00	100%	-
Vandergrift		5,770.66		(5,770.66)
West Leisenring		490.00		(490.00)
West Newton, Sewickley	576.00	580.00	101%	(4.00)
W. Newton, Sewickley UP	1,000.00	1,000.00	100%	-
West Newton, United	5,000.00	6,310.00	126%	(1,310.00)
Windber	3,600.00	3,600.00	100%	-
<b>Totals</b>	<b>351,948.00</b>	<b>389,624.04</b>	<b>111%</b>	<b>(37,676.04)</b>



# THE PARISH PAPER

## IDEAS AND INSIGHTS FOR ACTIVE CONGREGATIONS

Editor: Cynthia Woolever - [www.TheParishPaper.com](http://www.TheParishPaper.com)

January 2015 - Volume 23, Number 1

Copyright © 2015 by Cynthia Woolever

### Our Future Pastors: Assessing the State of the Pipeline

Significant trends suggest that attracting and preparing people for pastoral leadership is becoming more difficult. What obstacles stand in the way of supplying congregations with the kind of leadership required in the future?

#### Their Preparation for Ministry

Those who wish to be congregational leaders typically obtain the Masters of Divinity (M.Div.) degree. The Association of Theological Schools (ATS) lists a membership of 275 schools, with enrollment of around 30,000 M.Div. students. Currently, two out of three M.Div. graduates seek to serve in parish ministry.<sup>1</sup>

Seminary enrollments peaked in 2006, but have declined about one percent annually since. Student enrollments reflect the changing religious environment—declining attendance, weakening denominational support, and financial challenges. Those tracking seminary enrollments do not predict substantial growth of the student population over the next ten years.<sup>2</sup>

*Question:* Two trends stand out in theological education—a declining number of people attending seminary and a decreasing number of current ministry students planning to seek a pastoral position. Will there be an adequate supply of seminary-trained pastors to meet the demand in the future? It is not clear because two other trends stand out in the context of the local congregation. Currently, the average age of pastors is 55; therefore, the number of retirements will rise, creating vacancies. With the shrinking size of many congregations, fewer churches will be able to employ a full-time pastor after the retirement of their current one. How will these trends affect congregational needs for pastoral leadership?

#### The Demographics of Current Students

The profile of those seeking theological education shifted in terms of average age, gender, race, ethnicity, and marital status over the past decade. The enrollment decline in recent years is almost entirely linked to a falloff in white student enrollments.<sup>3</sup>

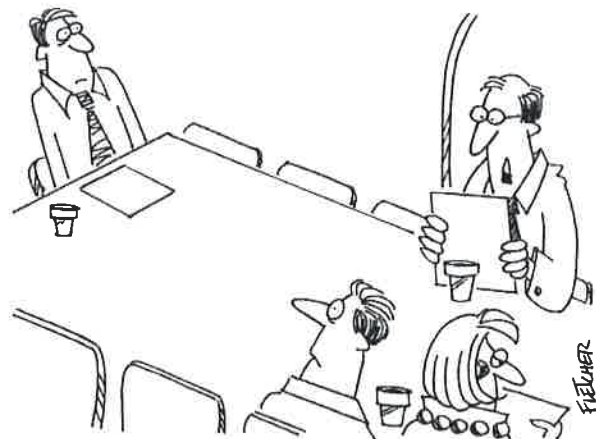
Over the same period, the percentage of Hispanics enrolled increased by 50 percent; the African-American percentage grew by 13 percent.

Seminary enrollments show a decline for students in their twenties, thirties, and forties. However, enrollments for students fifty to sixty-five years of age grew modestly and stabilized. The cohort over sixty-five years of age continues to grow. Once overall enrollments began to fall, enrollments for women fell faster. The percentage of women currently enrolled in M.Div. programs has stabilized at about 30 percent. Further, the profile of women preparing for ministry confirms that they are more likely than men to be unmarried, older, or single parents.

*Question:* Today's seminary students are less likely to be mobile and able to relocate compared to students in the past. To overcome the barriers of location, seminaries opened extension centers or branch campuses, offered night and weekend classes, created "online" or "distance" education, and/or created hybrid courses using these new strategies. Will these new approaches meet the needs of underserved populations seeking to answer the call to pastoral ministry?

#### Why Do They Go to Seminary

Most seminary students say that they are seeking a M.Div. degree because they are responding to a call



"I SEE YOU RECEIVED YOUR SEMINARY DEGREE THROUGH A DISTANCE LEARNING PROGRAM..."

from God. Other reasons are important as well—a desire to serve others, to find spiritual fulfillment, for personal growth, and for intellectual development.

Pastors and other leaders spend significant amounts of time mentoring and training people for ministry. A number of seminary students named the congregation in which they grew up as a significant influence in their sense of call to ministry. They spoke of the “tap on the shoulder” by the pastor or an admired member, who recognized their gifts for ministry.<sup>4</sup>

*Question:* Some congregations emphasize a theology of vocation, which expects that God calls everyone, every day, to ministry. Other churches that practice a culture of calling, a place where people hear God’s call, are relationally healthy and create many leadership-development opportunities for both young people and adults. Does our congregation identify and nurture future ministers?

### **Their Financial Lives**

Although the average cost of theological education is modest compared to other graduate degree programs, tuition rates prohibit many from enrolling. Students now pay an average of 88 to 139 percent more in tuition (in real, after inflation dollars) than enrolled students in 1991. Increasingly, students carry forward educational debt from their undergraduate degree, plus any amount of debt incurred during seminary. Almost two out of three students today incur some debt to complete their masters’ degree. Roughly one in four students graduate with more than \$40,000 of debt.<sup>5</sup>

Post-graduation debt profoundly affects the personal, family, and work lives of students. Faced with loan payments, most wish they had borrowed less. Half said that they face difficult financial circumstances. Debt-laden students report a reduction in their standard of living, postponing health care, or making the difficult choice to take a higher paying non-ministerial position (with the hope of making their loan payments).

*Question:* Churches of all sizes set aside annual funds, or establish endowments, for financial assistance to seminary students. Some churches also create scholarships for college students who plan to enter seminary. Many congregations develop supportive relationships with one or more of their denomination’s seminaries. What role does our church play in making seminary training more accessible and affordable?

### **Their Evaluation of Seminary and Preparation for Ministry**

Seminaries vary in the amount and quality of vocational guidance they provide students. Some graduates feel they received little counseling about career oppor-

tunities and experienced poor placement services. As a result, they were more uncertain about seeking ordination and less knowledgeable about, and thus less interested in, congregational ministry.

M.Div. graduates said they were most satisfied with the teaching and overall academic experience, support, and accessibility of faculty, helpfulness of administration and staff, and their friendships with other students. They believe that the seminary prepared them for ministry by developing their trust in God, self-knowledge, ability to think theologically, and ability to use and interpret Scripture. They reported lower levels of satisfaction with their ability to administer a parish.<sup>6</sup>

*Question:* Some congregations offer internships—paid or unpaid—to help people practice their ministry gifts. Other churches frequently invite seminary students to preach in their pulpit or actively seek out students looking for a “first call.” Does our congregation build the kind of relationships that form bridges for individuals making the transition from theological student to pastor?

### **The Bottom Line**

Every congregation serves the wider church by strengthening the traits that attract people to ministry in the first place. For example, leader-generating churches take seriously the task of making disciples. They also align their resources with their vision for vital ministry rather than operating in maintenance mode. By their involvement in local mission and outreach, future ministers in their midst cannot miss ministry’s relevancy to the world.

Some churches identify, support, and send out one or more future pastors each year. Others cannot claim that a single member has entered preparation for ministry during the past twenty years. Which kind of leader-sending congregation describes our church?

1. Data based on 2010 Graduating Student Survey from ATS. Sharon Miller, Director of Research, Center for the Study of Theological Education (CSTE), conversation, November 2014.

2. B. Wheeler, A. Ruger, and S. Miller, *Theological Student Enrollment*, CSTE, August 2013.

3. A. Ruger and C. Meinzer, *Through Toil & Tribulation: Financial Theological Education 2001-2011*, July 2014.

4. B. Wheeler, et al., *On Our Way: A Study of Students’ Paths to Seminary*, CSTE, February 2014, 30.

5. S. Miller, “Where’s the Pipeline: Female Students in Theological Education,” presentation at the Religious Research Association, November 2014.

6. S. Miller, “Where’s the Pipeline.”

# THE PARISH PAPER

## IDEAS AND INSIGHTS FOR ACTIVE CONGREGATIONS

Editor: Cynthia Woolever - [www.TheParishPaper.com](http://www.TheParishPaper.com)

February 2015 - Volume 23, Number 2

Copyright © 2015 by Cynthia Woolever

### How to Avoid the Potholes on the Road to Retirement

Gordon, a pastor in his late sixties, ignored all the warning signs. Despite his waning energy, he believed he was the exception to every retirement rule. The congregation's anxiety grew with each passing year and concerned leaders braced for the brewing crisis. Would the pastor have a medical emergency that suddenly suspended or ended his ministry? Would the church's financial and mission vitality outlast the pastor's "treading water" years? Would the congregation eventually confront Pastor Gordon and force him to exit?<sup>1</sup>

#### Big Potholes for Pastors to Avoid

If the pastor, along with the congregation, prepares for the next chapter, they likely will encounter only a few minor bumps. However, six issues repeatedly pose problems along the way.

# 1—*The hasty or unplanned exit.* One of the biggest errors is starting retirement planning too late. Pastor Mark took his first step toward retirement planning at age 50. He participated in a denominational workshop that assessed four aspects of his life linked to a healthy retirement: financial concerns, health issues, spiritual life, and call or vocation. Before addressing the latter three aspects, Pastor Mark reviewed his financial retirement package to identify an age when he could realistically retire without undue hardship. His wife took part in the planning—would she retire before, after, or about the same time? Which options would be financially possible for their family?

Once a timeline for the ideal retirement age is in place, a second assessment process begins about five years before retirement. At this point, pastors should be thinking about a number of things:

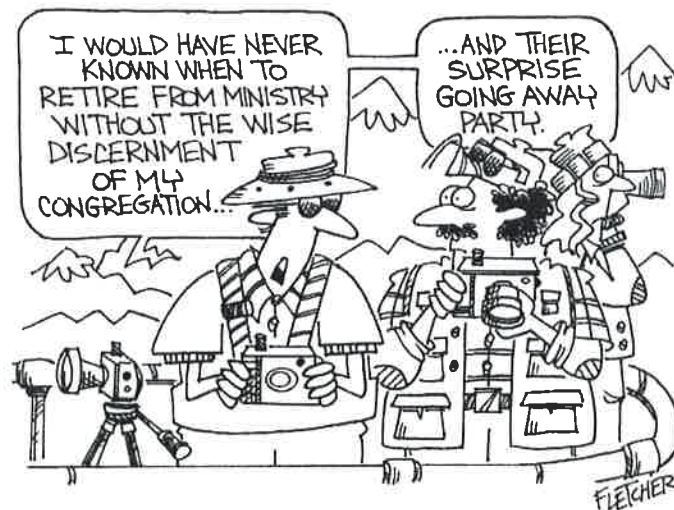
- What is the status of available retirement funds? Are we as a family still on track with our financial planning?
- Are there indications of future medical problems if some lifestyle issues are not addressed?
- What spiritual practices currently nurture my ministry that I want to carry over into retirement?

What kinds of non-church activities, interests, and friendships are being developed?

- What is my sense of call or vocational discernment now? Where do I feel my energies should be focused in the remaining years of my ministry? Where do my gifts and the church's greatest needs intersect?

Answering these questions and having an understanding of what life after work looks like is important to ease the anxiety that comes with retirement. Pastor Mark took his mentor's advice to think of retirement not as quitting but as "answering a new call, with a different income source."<sup>2</sup> He investigated volunteer opportunities for the causes he deeply cared about. Always avid travelers, he and his wife discussed the long list of places they still wanted to see. He also looked forward to spending more time with family and friends and supporting them in ways he was unable while he was in full-time ministry.

# 2—*The "I'm indispensable" syndrome.* One year before retirement a pastor should start thinking of a date when he or she will lead worship for the last time. Pastor Gordon kept postponing making this determination, even to himself, because of his concern for the church's future. He didn't think the



church could afford a full-time pastor after his retirement and worse—the church might close. But his inaction increased those probabilities.

**# 3—*A spouse on the sideline.*** Too often a spouse doesn't get to be a part of retirement planning (such as participating in workshops). If the pastor's moves dictated where the family lived, perhaps retirement is a chance for the spouse to set the agenda. Many denominations stipulate that the pastor and spouse join another church immediately upon retirement. This rule can be difficult for the spouse who loses long-term friendships and meaningful church leadership roles. Experience shows that a spouse that remains in the church suffers many awkward moments—hearing all the deserved and undeserved criticism of the new pastor—without being able to respond. In some cases, the family sells their home and relocates to a new community. If the spouse wants to keep working, that option complicates the timing of separation from the church and community.

**# 4—*The lame duck problem.*** Generally, lay leaders know the pastor's retirement is coming. In a healthy church, retirement conversations come up in the pastor's annual performance review. Every church situation is different and opinions about "best practices" vary. But the guideline for how far in advance to announce a retirement date is somewhere between three to six months. If the pastor announces earlier than six months, the church stalls because the pastor's ability to lead the flock is compromised.

**# 5—*Unclear communication and boundary issues with the congregation.*** The pastor sets the tone for this major transition and his or her attitude is what matters. The pastor should communicate hope and enthusiasm for the church's next chapter. An optimistic message of faith that the congregation will continue to live out their mission in significant ways should come from the pastor. The pastor's retirement gives everyone a time to express thanks for their ministry together and to seek forgiveness for any past conflicts.

One way to insure that everyone gets the retirement news at the same time is a pastoral letter to the congregation (see the NW Synod of Wisconsin Resource Center for an excellent example).<sup>3</sup> The pastor is responsible for making clear that the pastoral relationship will end and after the retirement date, he or she can no longer conduct funerals, weddings, and baptisms for former church members.

**# 6—*The grief tsunami.*** Despite doing all the right things, Pastor Don was not prepared for the tidal pain that washed over him. Before retirement, his answering machine blinked with multiple mes-

sages each day. But in retirement, the machine light read "zero" day after day. He confessed, "That's how I felt."

A pastor forms deep attachments in ministry and officiates at long-time members' funerals. Retirement then opens up a space for "carried grief"—unacknowledged and unmourned loss.<sup>4</sup> Another part of the emotional response stems from identity loss. Pastors hold the privilege of being an important part of people's lives. One pastor wrote, "My collar says our conversation could be very important. You can trust me to know that now could be the time for the moment of truth."<sup>5</sup> Those sacred moments and conversations cease to be central to the pastor's daily life.

### How the Congregation Can Help

The pastor and governing board meet to discuss concerns and issues related to the transition. In most cases, the governing board appoints a transition team (this is not the same group as the search committee) shortly after a retirement date is announced. The transition team takes charge of reviewing denominational policies, planning a celebration event and appropriate gifts for the retiring pastor (for example, cash in the form of a love offering helps defray moving expenses), assisting the pastor with housing, and updating members about the process. The church benefits if the governing board chair or key lay leader conducts an exit interview with the pastor.

Every family believes that they are the exception to the policy that prohibits the retired pastor from officiating at weddings and funerals. When the retiring pastor has baptized their daughter, led her confirmation class, and known the parents for decades, the family naturally wants that pastor to officiate at their daughter's wedding too. Nevertheless, an exception request is always awkward for the retired and current pastor. Simply don't ask.

1. Many thanks to the anonymous pastors and leaders who shared their insights and experiences.

2. Marcia Clark Myers, former director of the Office of Vocation, Presbyterian Church (U.S.A.).

3. [http://synodresourcecenter.org/admin/personnel/retirement/0001/transition\\_and\\_retirement.html](http://synodresourcecenter.org/admin/personnel/retirement/0001/transition_and_retirement.html)

4. Alan Wolfelt, *Living in the Shadow of the Ghosts of Your Grief* (Fort Collins, CO: Companion Press, 2007), 7.

5. Samuel Wells, "Dressed for the Moment," *Christian Century*, November 26, 2014, 33.