



Presbytery of Tampa Bay

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# MANUAL OF OPERATIONS

FOR THE PRESBYTERY OF TAMPA BAY

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## Introduction to the Presbytery of Tampa Bay

### Transformation Team

Like many presbyteries, the Presbytery of Tampa Bay has gone through an extensive visioning process which has resulted in a new structure and way of doing the work of Christ as a presbytery. The Transformation Team which was tasked with coming up with this new way forward for the Presbytery gave its report at the May 9, 2013 Stated Meeting of the Presbytery, where it was approved. Their report can be found at this link:

[http://presbyteryoftampabay.com/pdf/PresbyteryOfTampaBayResource\\_1381616528.pdf](http://presbyteryoftampabay.com/pdf/PresbyteryOfTampaBayResource_1381616528.pdf)

As part of this report, the Presbytery also agreed on a new mission statement, some common values, and a more relational, bottom up model of doing its work.

### Mission Statement:

*To identify and strengthen leaders so that every congregation makes new and mature disciples for Jesus Christ.*

This mission helps us to keep our focus on leadership development and outreach. Practically, this means that there is usually a component of training at Presbytery meetings, but also that there are intentional relational opportunities for us to get to know other leaders, particularly at Regional Commission meetings.

### Core Values

The core values we adopted during the transformation are to be relentlessly congregational, meaningfully connected, faithfully constitutional and unapologetically Christ-Centered.

We want to focus on helping our congregations succeed, and our Teaching and Ruling Elders to know and lean on one another, while keeping our processes and meetings distinctively Presbyterian. We do this while focusing not on ourselves but on our Leader, Christ.

### Regional Commissions

We also might be a little different than other Presbyteries in the way we do regional models. Many Presbyteries are organized by regions, but in our relational model there are two required meetings a year that function as additional Presbytery meetings which we call Regional Commission Meetings. The purpose and plan behind these meetings is to get to know each other better, and engage in common mission. Each meeting is convened by past, present or future Moderator of the Presbytery, and attendance at these meetings is required for both commissioners appointed by each session and by Teaching Elders.

Additionally, the majority of the powers of Presbytery have been delegated to the Commissions of the Presbytery (Commission on Ministry, Commission on Preparation, etc.) who often do their work in small regional subgroups.

## Organizational Structure

The Presbytery of Tampa Bay, like many other presbyteries, is organized into a series of committees and commissions to accomplish the work of the Church in our area.

The core committees and commissions of the Presbytery and their descriptions are as follows; exact responsibilities and areas of authority are found in the Presbytery Bylaws:

<http://presbyteryoftampabay.com/Info/PresbyteryTampaBayBylaws11-09-17.pdf>

### Committees and Commissions

#### *Commission on Ministry (COM)*

The Commission on Ministry is the primary body responsible for making decisions about relationships between pastors and churches, whether a particular pastor may become a member of the Presbytery, etc. It does its work primarily in regions.

Up to date membership and information on the COM, including the contact information of the current chair, can be found at this link:

<http://presbyteryoftampabay.com/committees/com/>

#### *Commission on Preparation for Ministry (CPM)*

The Commission on Preparation is the primary body responsible for those seeking to become clergy, also known as Inquirers and Candidates. The CPM is representative of our regions, but generally meets as one body.

Up to date membership and information on the CPM, including the contact information of the current chair, can be found at this link:

<http://presbyteryoftampabay.com/committees/cpm/>

#### *Commission on Church Vitality (CCV)*

The CCV offer various kinds of expert advice, resources and material support for our churches, including significant funding for grants. The CCV does its work both regionally and as one body.

Up to date membership and information on the CCV, including the contact information of the current chair, can be found at this link:

<http://presbyteryoftampabay.com/committees/ccv/>

#### *Nominating and Representation Committee (NRC)*

The NRC is responsible for nominating Ministers and Elders to most committees and commissions (excluding ACs, investigating committees, and the NRC itself). The NRC meets as a single body, not regionally.

Up to date membership and information on the NRC, including the contact information of the current chair, can be found at this link:

<http://presbyteryoftampabay.com/committees/nrc/>

#### *Board of Trustees (Trustees)*

The Trustees handle the legal side of presbytery business, implementing decisions of the main body, but also approving requests from churches for things like leasing their sanctuary, selling property, etc. The Trustees do their work as a single body, not regionally. The chair of the Trustees also acts as the President of the legal corporation.

Up to date membership and information on the Trustees, including the contact information of the current chair, can be found at this link:

<http://presbyteryoftampabay.com/committees/bot/>

#### *Permanent Judicial Commission (PJC)*

The PJC only meets when there has been a judicial complaint in the Presbytery. These complaints may be remedial (related to process or polity) or disciplinary (related to objectional behavior) in nature.

Up to date membership and information on the PJC, including the contact information of the current chair, can be found at this link:

<http://presbyteryoftampabay.com/committees/pjc/>

#### *Administrative Commissions (ACs)*

G-3.0109b gives the Presbytery the power to create Administrative Commissions with authority delegated to certain tasks. These commissions are created for a variety of reasons, and are typically dismissed once their task is over. Membership of ACs is posted to the Presbytery website within 30 days of their creation.

#### *Bills and Overtures Committee*

The Bills and Overtures Committee is made up of the Presbytery's Commissioners to the previous General Assembly. They are tasked with making recommendations to the Presbytery on overtures from their General Assembly, overtures to the upcoming General Assembly, and other motions at the request of the Coordinating Team.

Up to date membership and information on the Bills and Overtures Committee, including the contact information of the current chair, can be found at this link:

<http://presbyteryoftampabay.com/committees/bills-and-overtures/>

### *Coordinating Team (CT)*

As the leadership group of the Presbytery, the Coordinating Team is made up of the chairs of the CCV, COM, CPM, NRC and Trustees, as well as the Moderator and Vice Moderator. The outgoing Presbytery Moderator acts as the chair of the CT (and convener for their Region), while the Treasurer, Stated Clerk, and Presbytery Coach and Coordinator all serve as ex officio members of the Team. They are responsible for planning Presbytery meetings, recommending a budget, and for the overall leadership of the Presbytery.

Up to date membership and information on the CT, including the contact information of the current chair, can be found at this link:

<http://presbyteryoftampabay.com/committees/ct/>

### *Regional Leadership Teams*

The Regional Leadership teams are chaired by their conveners and comprised of representatives of the COM, CPM and CCV, as well as 2 at large members of the Regional Commission and the Stated Clerk or the Stated Clerk's appointee. Their responsibility is to plan Regional Commission meetings.

### Presbytery Leadership

#### *Moderator*

The Moderator serves a one year term and is the convener of their region's Regional Commission. They are responsible for moderating Presbytery meetings and appointing Administrative Commissions. They are an ex-officio member of the NRC, and member of the CT.

#### *Vice Moderator*

The Vice Moderator serves a one year term and is the convener of their region's Regional Commission. They are responsible for fulfilling the duties of the Moderator should the Moderator be unable to perform them and are a member of the CT.

#### *Chair of Coordinating Team*

The Chair of the CT serves a one year term and is the convener of their region's Regional Commission. They are responsible for moderating meetings of the Coordinating Team.

#### *Presbytery Coach and Coordinator*

The Coach Coordinator serves a five year term and is nominated by a broadly representative search committee of the Presbytery. They serve ex-officio on the CT and Trustees and act as Presbytery head of staff.

*Stated Clerk*

The Stated Clerk serves a three year term and is nominated by a broadly representative search committee of the Presbytery. They serve ex-officio on the CT and Trustees and are responsible for giving the Presbytery counsel on matters of polity.

*Treasurer*

The Treasurer serves a three year term and is nominated by a broadly representative search committee of the Presbytery. They serve ex-officio on the CT and Trustees and are responsible for giving the Presbytery financial counsel.

Up to date information on the Presbytery leadership can be found at this link:

<http://presbyteryoftampabay.com/presbytery-officers/>

Regional Structure

In 2013, the Presbytery voted to reorganize its membership and work into three regions based on geography, the West, Central and East Regions. Each region meets twice a year to do business, fellowship, and worship. These regions are each led by a Regional Coordinating Team and a regional convener, who is either the current Moderator of Presbytery, Vice Moderator, or Coordinating Team Chair (immediate past Moderator).

Please refer to the church membership chart as well as these web links for specific membership information:

<http://presbyteryoftampabay.com/committees/west-region-coordinating-team/>

<http://presbyteryoftampabay.com/committees/central-region-coordinating-team/>

<http://presbyteryoftampabay.com/committees/east-region-coordinating-team/>

## Personnel Policies

Presbytery of Tampa Bay Personnel Manual; updated 2007:

<http://presbyteryoftampabay.com/Info/PersonnelManual2007-02-05.pdf>

## Gracious Communion and Dismissal

The following Gracious Communion and Dismissal policy was originally passed by the Presbytery on May 24, 2012, then amended by the Presbytery on February 28, 2015.

### GRACIOUS COMMUNION PROCESS

#### Constructive Engagement & Communal Discernment\*

(\*Subtitle from the Theological Task Force on Peace, Unity, and Purity of the Church (2006))

At the February 25, 2012 Stated Meeting of the Presbytery of Tampa Bay the following motion was approved: “That a committee, representing the theological diversity of our Presbytery, be named by the moderator to write a gracious dismissal process. And that this gracious dismissal process be presented to the presbytery at its next meeting in May.” The Moderator named the following presbyters to serve on the committee which held its first meeting on April 19<sup>th</sup>: Ruling Elders Ellie Threlkel (First PC/Winter Haven), David McNabb (Palma Ceia PC/Tampa), Sue Moore (Trinity PC/Clearwater); Teaching Elders: Ken Shick (Hyde Park PC/Tampa), Jean Cooley (Westminster PC/Lakeland) and Carl vom Eigen (Church on the Bayou PC/Tarpon Springs). Nancy Kahaian, Transitional Presbyter, serves as staff to the committee.

The committee presents the following statement of our gracious communion as we formulate a new mission design and practice as a presbytery and how it relates a process for gracious dismissal where reconciliation cannot be achieved. We have been guided by Ephesians 4:15-16, “...by speaking the truth with love, let’s grow in every way into Christ, who is the head. The whole body grows from him as it is joined and held together by all the supporting ligaments. The body makes itself grow in that it builds itself up with love as each one does their part.” (CEB)

#### **I. Who We Are Together – Guiding Principles**

The following quotations from The Form of Government set the context for our life together.

The congregation is the church engaged in the mission of God in its particular context. The triune God gives to the congregation all the gifts of the gospel necessary to being the Church. The congregation is the basic form of the church, but it is not of itself a sufficient form of the church. Thus congregations are bound together in communion with one another, united in relationships of accountability and responsibility, contributing their strengths to the benefit of the whole, and are called, collectively, the church. (G-1.0101)

The polity of the Presbyterian Church (U.S.A.) presupposes the fellowship of women, men, and children united in covenant relationship with one another and with God through Jesus Christ. The organization rests on the fellowship and is not designed to work without trust and love. (G-1.0102)

The following quotations from the *Theological Task Force on Peace, Unity, and Purity of the Church* provide an understanding of how we serve together through the means of Constructive Engagement and Communal Discernment.

Presbyterian polity is an expression of deep theological convictions about the church's . . .

- **Unity:** Christ is not divided. We give witness to our oneness under Christ, the head of the church, by good-faith participation in a disciplined and ordered life together.
- **Purity:** Truth, holiness, and righteousness matter as pathways to discipleship, in both the life of the church as a body and the lives of its members. Ultimately, the church cannot simply agree to disagree on important matters of faith and practice. Church polity must provide ways for serious disagreements to be resolved. But resolution by merely technical or legal means will not endure because it does not address the conflict of convictions that gave rise to the disagreement in the first place. Only a resolution with theological integrity can be sustained.
- **Peace:** the pursuit of truth takes place in a community where differing voices are not only respectfully engaged but also honored as full partners in our common pursuit of God's will for the church.

For decisions that have a significant impact on the life of the church, particularly those that are complex and potentially divisive, time is needed for corporate study of Scripture, gathering of information, prayerful reflections, mutual questioning, careful listening, and collective weighing of options. For clearer discernment of the mind of Christ, and for the sake of the unity of the church, all voices should be heard, including those who may be affected by the potential outcome of a decision.

Adversarial debate tends to set positions in opposition to one another and to mask the needs, values, interests, and concerns that underlie those positions. Participants in a debate are tempted to defend their positions at all costs and to resist attentiveness to other views, mutual submission in love, and the leading of the Holy Spirit through collaborative exploration.

## **II. How We Relate and Communicate During Times of Conflict**

The Tampa Bay Presbytery recognizes and honors its responsibility to the sessions of its member churches in that the:

“Presbytery, being composed of the teaching elders and commissioners elected by the session of congregations within its district, has a particular responsibility to coordinate, guide, encourage, support, and resource the work of its congregations for the most effective witness to the broader community. In order to accomplish this responsibility, the presbytery has the authority to: . . . “Counsel with a session concerning reported difficulties within a congregation, including:

(1) advising the session as to appropriate actions to be taken to resolve the reported difficulties, (2) offering to help as a mediator, and (3) acting to correct the difficulties if requested to do so by the session or if the session is unable or unwilling to do so, following the procedural safeguards of the Rules of Discipline. (G3.0303)

\* and has the responsibility to work with each church, session and teaching elder (pastor) toward “promoting the peace and harmony of congregations and inquiring into the sources of congregational discord” (G-3.0301c) when discord is identified.

Likewise, each session, pastor and congregation recognizes that:

“The session shall have responsibility for governing the congregation and guiding its witness to the



meeting with that session, to be attended by the Coach and Coordinator, Stated Clerk, and a member of the **Reconciliation** Ministry (COM). The primary purpose of this meeting is to ascertain the level, seriousness, and stage of the movement to withdraw. Another purpose of such a meeting is to listen to the viewpoints of the ruling elders and moderator of that session.

At this meeting, the Presbytery representatives should include the following points:

- A session does not have the authority to call a congregational meeting for a vote on whether to withdraw from the Presbyterian Church (U.S.A.) G-1.0503
- If any pastor has decided to surrender his/her ordination in the Presbyterian Church (U.S.A.), such pastor may not continue to serve that church. W-4.4003 (e)
- While a presbytery has broad discretionary authority under the Book of Order to determine property rights [within the context of determining the mission of Jesus Christ in the world (G-4.0201) and in its district (G-3.0303a) to dismiss a particular congregation within its geographic region (G-3.0301a)], the presbytery must fulfill its fiduciary duty under the Trust Clause (G-4.0203) to consider the interest of the Presbyterian Church (U.S.A.) as a beneficiary of the property.
- If the congregation in question exercised the so-called property option at the time of the reunion in 1983, the initial discussion should include a review of the implications of this choice.
- The Coach-Coordinator will promptly report to the Moderator with appropriate recommendations. The recommendations could range from no further action to a visitation team to an Administrative Commission.

#### **B.□ Coordinating Team – Action Steps for Reconciliation**

After receiving a report from the Coach and Coordinator, Stated Clerk, and COM member concerning their meeting with the session involved, the Moderator will ordinarily appoint an Administrative Commission (G-3.0109[b]) to work with the member church and its session concerning future steps and a path forward. Such an Administrative Commission will ordinarily include, at a minimum, one member of the Coordinating Team and one member of the **Reconciliation** Ministry. That session will be requested to create a commission, composed of a broad representation of the congregation, to work with the Administrative Commission to undertake a process of discernment to ascertain the will of the whole congregation.

No “town meetings” or congregational forums scheduled for this purpose shall be considered congregational meetings, and no formal votes shall be entertained or taken at such meetings in a discernment process.

If an Administrative Commission has been appointed, it may bring recommendations to the Coordinating Team for further action.

If one or more recommendations fall under the provisions of G-3.0301(a), the Moderator of the Presbytery may call a special meeting of the Presbytery to consider such recommendation(s). Any dismissal of the member church involved shall only be to a permanent presbytery or similar entity of another Reformed body.

**C. Property Process**

If any such Administrative Commission discerns that the member church involved prefers to be dismissed with property to another Reformed body and the Administrative Commission is prepared to support that preference, the commission shall immediately begin negotiations with the session of that church regarding the process and conditions of such dismissal with property. A primary guiding principle of a negotiation process will be the fulfillment of the fiduciary duty of the Presbytery under the Trust Clause (G-4.0203) to consider the interest of the Presbyterian Church (U.S.A.) as a beneficiary of the property, seeking all the while to create outcomes fair to all parties in the process. Upon conclusion of such negotiations, the commission shall report to the Presbytery with recommendations on the request for such dismissal.

Finally, that the Presbytery be asked to dismiss the committee, whose members believe that they have completed the assigned task.

## General Assembly Commissioner Selection Policy

The following procedure was approved at the May 18, 2017 Stated Meeting of Presbytery.

### **NOMINATION PROCEDURE FOR COMMISSIONERS AND ALTERNATES TO GENERAL ASSEMBLY AND YOUNG ADULT ADVISORY DELEGATES**

Teaching elder and ruling elder commissioners and alternates to meetings of the General Assembly (GA) shall be nominated to achieve the goal of full participation as outlined in paragraph F-1.0403 of the Book of Order.

The Stated Clerk shall maintain lists of teaching elders who have served as GA commissioners and congregations whose ruling elders have served as GA commissioners.

The Committee on Nominations and Representation shall nominate three (3) teaching elders and three (3) ruling elders as principal commissioners, and three (3) teaching elders and three (3) ruling elders as alternate commissioners through the application process. The Committee shall also nominate one Young Adult Advisory Delegate (YAAD) and one alternate. When making its nominations, it shall seek to identify those who will best serve the needs of the GA and the Presbytery of Tampa Bay, taking into consideration the applications received and eligibility. The Committee will give priority to ruling elders from churches that have not provided a ruling elder commissioner to any of the previous five General Assemblies and to teaching elders who have not been a commissioner to any of the previous five General Assemblies. It will give consideration to congregation size and representation from the several Regions of the Presbytery. The Committee will also seek to nominate for balanced representation of ages, gender, racial/ethnic and theological understanding. When presenting its nominees to the Presbytery, the Committee shall provide brief biographical information of those being nominated in addition to the application form submitted by the commissioner nominee.

### **ELIGIBILITY TO SERVE**

#### **Teaching Elders**

All teaching elders on the active, honorably retired, validated ministry, and member-at-large rosters of the Presbytery of Tampa Bay are eligible for nomination. Requirements include:

1. Enrolled in the Presbytery of Tampa Bay for at least three years prior to GA meeting.
2. Attended at least four of the Presbytery or Regional Presbytery stated meetings during the two calendar years prior to the meeting of an election year (currently even numbered years of GA).
3. Must be a member of the Presbytery at time of GA, and not actively engaged in a search that might lead to a departure from the Presbytery within 1 year after serving as a GA commissioner.

#### **Ruling Elders**

To be eligible, the session of the congregation from which a ruling elder is nominated ordinarily shall have sent commissioners to at least four of the Presbytery or Regional Presbytery stated meetings during the two calendar years prior to the meeting of an election year (currently even numbered years of GA). Additionally:

1. Shall be recommended by her/his session.
2. Not moving from the Presbytery at time of GA.

**Young Adult Advisory Delegate**

The nominees shall be active members of one of the churches of our Presbytery between the ages of 17 and 23 on the date the GA convenes. The nominee shall be recommended by the Session of her/his church and invited by the session to submit an application to the Committee on Nominations and Representation.

## APPLICATION PROCESS

Applications shall be available on the website of the Presbytery. Applications may be submitted at any time, but the *deadline for submission is September 15, 2017* for the 223rd General Assembly to be held in St. Louis, MO from June 16-23, 2018. The Presbytery of Tampa Bay is scheduled to elect GA Commissioners at its Stated Meeting November, 2017.

The application includes the following information:

- 1) An agreement that the applicant is willing and able to report back to the Presbytery concerning the actions and experience of the GA. It is expected that all commissioners to the GA will report to the Presbytery through a variety of means during and following the GA.
- 2) A statement that the applicant understands and is willing to accept the rigors of participating fully in the work of the GA. Commissioners are required to read over 1,000 pages of online reports and overtures in advance. Long hours in committee meetings and plenary sessions, and considerable travel between the hotel and committee meeting rooms, plenary site, exhibit/eating areas and worship sites is to be expected.
- 3) Information as to whether the applicant has previously attended the GA as an elected commissioner from any Presbytery, or as a visitor.
- 4) A statement of the applicant's experience within the local church.
- 5) A description of the applicant's activities and service within the structures of the Presbytery and other Presbyterian Church (USA) governing bodies.
- 6) A brief paragraph describing the applicant's understanding of the nature and work of the GA.
- 7) A single page (500 word max.) with biographical information and a response to the statement, "Why I would make a good commissioner to GA."
- 8) A one page endorsement (500 word max.) from a teaching or ruling elder attesting to the applicant's involvement in the church as outlined in the application.
- 9) A statement as to the applicant's willingness to attend the GA as an alternate.
- 10) A recommendation from the session of the applicant's church, signed by the Clerk of Session.

### TO BE CONSIDERED FOR NOMINATION AS A COMMISSIONER TO THE GENERAL ASSEMBLY:

1. Download an application from [www.presbyteryoftampabay.org](http://www.presbyteryoftampabay.org)
2. Complete the application and biographical statement
3. Obtain an endorsement from a teaching or ruling elder
4. Have the Clerk of Session of your church sign the application
5. Return a completed application and all attachments
6. Retain a copy of your completed application and send the original to:

Presbytery of Tampa Bay  
Attn: Chair Committee on Nominations and Representation  
455 Scotland St #1,  
Dunedin, FL 34698  
OR by email to:  
PTB.GAApp@gmail.com

**PRESBYTERY OF TAMPA BAY  
APPLICATION FOR GENERAL ASSEMBLY COMMISSIONER NOMINATION AND  
YOUNG ADULT ADVISORY DELEGATE**

*It is important that you also read the NOMINATION PROCEDURE FOR COMMISSIONERS AND  
ALTERNATES TO GENERAL ASSEMBLY AND YOUNG ADULT ADVISORY DELEGATES.*

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Ruling Elder, Teaching Elder or Young Adult: \_\_\_\_\_ Date of Ordination: \_\_\_\_\_

Teaching Elders – Date entered this Presbytery: \_\_\_\_\_

Ruling Elders and Young Adult – Date you became a member of your church: \_\_\_\_\_

Please indicate if and when you have served previously as an elected Commissioner to General Assembly: \_\_\_\_\_

Please indicate if and when you have been a visitor to General Assembly: \_\_\_\_\_

Please be advised that participation in the General Assembly requires reading over 1,000 pages of online reports and overtures in advance, long hours in committee meetings and plenary sessions, and considerable travel between the hotel and committee meeting rooms, plenary site, exhibit/eating areas and worship sites.

***Please respond either below or on attachments as necessary.***

Local Church Experience:

Service to the Presbyterian Church (USA): (Presbytery, Synod, GA, PCUSA entities):

What is your understanding of the nature and work of the General Assembly?

Are you willing and able to report back to the Presbytery concerning the actions and experiences of the GA and to serve on the Bills and Overtures Committee for the Presbytery of Tampa Bay for 2 years?

Please attach a brief biographical statement and a response to this statement: “Why I would make a good commissioner to the General Assembly.” (*statement and response to be a maximum of 500 words*)

Please attach a statement of endorsement from a Teaching or Ruling Elder that attests to your:  
(*endorsement to be a maximum of 500 words*)

- love for Christ and the Gospel, spiritual maturity
- involvement in the Presbytery of Tampa Bay
- commitment to the Presbyterian Church (USA)
- involvement in the local congregation

By submitting this form, I am expressing my willingness and ability to be available to represent the Presbytery of Tampa Bay at the General Assembly. If elected as an alternate, I will plan to keep myself available for these dates in case I am needed.

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Applicant's Signature

**Session approval is needed.**

This commissioner nominee has received endorsement of the Session of

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Church

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Clerk of Session

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Date of Session Approval

## Presbytery Meeting Policies

The Presbytery bylaws put forth the following policies regarding Presbytery meetings:

1. Stated Meetings: The Presbytery shall hold a minimum of two stated meetings annually with the dates to be determined by the Coordinating Team and approved by the Presbytery (G-3.0304).
  - a. These meetings shall ordinarily alternate with Regional Commission meetings.
2. Special Meetings: A special meeting of the Presbytery may be called by the Coordinating Team with no less than ten days' notice given to each TE and RE member of the Presbytery and each Clerk of Session setting forth the date, time, place of the meeting, and the specific business for which the meeting is called.

Special rules not contained in the Presbytery bylaws are as follows:

1. Committee and Commission reports at Presbytery shall conform to the rules established by the Coordinating Team.
2. All recommendations for action by the Presbytery shall come to the Presbytery in written form, usually to the Stated Clerk.
3. Reports and other documents for distribution at the Presbytery meeting should be given to the Stated Clerk no later than three days prior to the release of the Presbytery packet. The packet is emailed out on the Thursday at least one week prior to the meeting.
4. The Moderator shall appoint a Resolutions Committee at each stated meeting of the Presbytery, which shall ordinarily make its report during the meal or at the end of the meeting.
5. The Vice Moderator shall select, and the Moderator appoint, tellers to hand out materials and assist with any division of the house required during the meeting.
6. At all meetings, new business must be placed in the hands of the Stated Clerk no later than two hours before the docketed time to adjourn. Items of new business presented later than this shall be dealt with at the next stated meeting.

## Other Presbytery Policies

The Presbytery from time to time approves various policies to guide its work and mission. No past meeting of Presbytery can permanently bind the actions of a future Presbytery, but absent further Presbytery action, these policies are currently in effect. Please note that many Presbytery policies related to clergy are found in the COM Manual linked at the end of this document.

Policies found in this section include:

1. Use of Funds from Church Sales Policy, updated May 5, 2018
2. Investment Policy, approved November 17, 2016
3. Use of Funds from Investments, approved November 9, 2017
4. Redress of Ministers of the Word and Sacrament and Ruling Elders, updated November 9, 2017
5. Presbytery Indebtedness Policy, approved May 18, 2017
6. Sexual Misconduct Policy, updated May 5, 2018
7. Child, Youth and Vulnerable Adult Protection Policy, approved May 5, 2018

## **POLICY FOR USE OF FUNDS FROM SALE OF CHURCH PROPERTY**

When a church closes its doors and gives up its charter, the property of that church is typically transferred to the Presbytery. Under the presumption that this property does not constitute a viable site for a PCUSA congregation, the Presbytery after gathering all assets should proceed as follows:

1. The Presbytery should place the property for sale. On the books of the Presbytery a restricted fund titled 'Churches in Transition' will be created. Under this heading, a sub fund will be created for each church property that is for sale and shall be titled in the name of the church for sale.

The sub fund in the name of the church will be used to accumulate all activities of the closed church property until it is sold. This will include all receipts by the Presbytery from the rent or use of the property, as well as any cash balances. It will also include payment of current liens and liabilities, as well as ongoing costs of maintaining the church until sold, such as utility bills, landscape maintenance, etc.

Upon final sale of the property, sale proceeds will be posted to the sub account and the residual amount, positive or negative, will be closed out into the 'Churches in Transition' fund.

2. The 'Churches in Transition' fund will be used sequentially as follows:
  - a. An investment committee will analyze on an ongoing basis the assets of this fund as well as obligations of the Presbytery as a whole. This does not contemplate normal operating expenses of the Presbytery office.

A certain amount will be reserved to provide for these obligations. Currently these are identified as two specific categories. First is the potential net obligation of a church that has closed and is being sold as described in # 1 above. Secondly, the Presbytery is guarantor on certain Presbyterian Investment Loan Program (PILP) loans for various churches, which is a potential obligation. The decision on the amount necessary to provide for this potential obligation shall be made annually by the Investment Committee.

- b. The Commission on Church Vitality (CCV) shall provide grants or awards for new church development, church redevelopment and covenant partners in a measured approach which is goal focused. Those requesting funds should provide CCV with a proposed plan outlining their needs. In developing and considering such proposals, it is important in this context for our Churches and the Presbytery not to confuse "capital" with buildings and equipment. Although the "capital" generated by the sale of a closed church is typically a building and other tangible assets, the true capital of a church is the congregation. This policy recognizes there are many types of expenditures that can strengthen a congregation and it does not place limits on CCV decisions. The CCV may approve proposals up to a total of \$35,000 per worshipping congregation; after which,

proposals shall be recommended by CCV and forwarded to the Coordinating Team for approval.

The Coordinating Team will advise the investment committee of possible funds needed in the upcoming year so that proper liquidity can be maintained with the monies of the 'Churches in Transition' fund.

- c. Although the intent of this policy is to directly expand the Presbytery through new church development and redevelopment, i.e. keeping capital as capital, exceptions to this policy can be made to cover extraordinary events affecting the overall Presbytery. It is contemplated that these requests would be made initially to the Coordinating Team, and if approved by them presented for an approval/disapproval vote at a stated meeting of Presbytery.

Furthermore, the Trustees will make decisions regarding approval of any property loans to congregations. These loans may be converted, in full or in part, to grants based on conditions set by the Commission on Church Vitality.

## **Presbytery of Tampa Bay Investment Policy**

**Approved November 17, 2016**

### I. Investment Statement

The investment objective of the Presbytery of Tampa Bay (Presbytery) is to achieve reasonable growth of financial assets while maintaining prudent levels of risk throughout diverse economic and market conditions. The long-term goal is to achieve a total return on assets that exceeds inflation and maintains sufficient liquidity that will enable the Presbytery to grow its mission and meet its obligations.

### II. Responsibilities

- a. The Board of Trustees (Trustees) is charged with the management of financial resources, cash, investments and property of the Presbytery. All of the responsibilities of this Policy shall reside with the Trustees, who shall form an Investment Committee.
- b. Considering the initiatives and obligations of Presbytery, the Investment Committee is responsible for choosing an Investment Advisor(s), monitoring investment results and reporting investment performance to the Trustees.
- c. While adhering to its investment objective, the Investment Committee shall strive to adhere to General Assembly guidelines prohibiting investments in companies involved in military-related activities, handguns, landmines, gaming, alcohol, and tobacco.
- d. The Investment Committee shall employ one or more Investment Manager(s) or other Advisor(s) to attain the objectives of this Policy. The Investment Manager(s)/Advisor(s) shall have a minimum of five years business history, manage assets of other similar types of tax-exempt organizations, and shall be a Registered Investment Advisor(s) if they are not a Bank or Trust Company, or a non-profit organization authorized by law to provide investment management services to other non-profit organizations.
- e. Investments shall be made with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with these matters would use in the conduct of a plan of like character and with like aims.
- f. The Investment Committee and the Investment Manager(s) shall jointly ensure that the portfolio is managed in compliance with the Florida Uniform Prudent Management of Institutional Funds Act (FUPMIFA).
- g. The Investment Manager(s)/Advisor(s) shall be given investment discretion consistent with the investment objectives and guidelines provided herein regarding the purchase and

sale of investment assets. The Investment Committee acknowledges that while the Investment Manager(s)/Advisor(s) expect to meet these objectives, there is no guarantee they can be achieved. The Investment Committee may, from time to time, provide investment suggestions and/or guidelines for the Investment Manager(s)/Advisor(s) regarding investment decisions.

- h. The Investment Committee shall report to the Trustees at least annually.

### III. Investment Objectives

The following are the objectives for the total account over a market cycle or five years, whichever is shorter:

- a. To seek to maintain the purchasing power of the account while managing for the total return and achieve performance results that are better than or equal to agreed upon benchmarks.
- b. To achieve a risk as measured by the standard deviation of the account that is lower than or equal to agreed upon benchmarks.
- c. The Investment Manager(s)/Advisor(s) shall provide a comparison of portfolio performance against the agreed to comparable investment benchmarks contained in this policy to the Investment Committee on a regular basis.
- d. To achieve a total rate of return after fees which exceeds the inflation rate, as measured by the Consumer Price Index (CPI-U, U.S., All Items), by at least 3 percentage points.

### IV. Advisor(s) Review and Evaluation

- a. The Investment Manager(s)/Advisor(s) shall provide a monthly performance summary report to the Presbytery's Treasurer, who will include portfolio performance results in periodic accounting reports.
- b. The Investment Committee shall meet with the Investment Manager(s)/Advisor(s) for a portfolio review, at least once a year, or more often if desired by the Committee.
  - i. During this annual review of the prior year's performance the Investment Manager(s)/Advisor(s) shall provide the annual report for submission to Presbytery that compares performance to the criteria and benchmarks specified by this Policy. This meeting may take place in person or by conference call.
- c. This policy shall be reviewed at least annually to assure that it remains valid and relevant.
- d. The Investment Committee reserves the right to retain or replace an Investment Manager(s)/Advisor(s) for any reason.

- e. Should the Investment Manager(s)/Advisor(s) at any time feel that compliance with any provision of this policy is not in the best interest of the Account, the Investment Manager(s)/Advisor(s) shall so inform the Investment Committee Chair who shall inform the rest of the Committee, which shall promptly address the concern.
- f. Should an emergency situation arise which significantly threatens the Account on an immediate basis and only in that situation, the Investment Committee is authorized to grant the Investment Manager(s)/Advisor(s) permission to deviate from this policy.

#### V. Conflicts of Interest

All investments and investment decisions should be made in such a manner as to avoid any conflicts of interest known or reasonably knowable by the decision maker. No member of the Presbytery Staff, its Officers or Elected Leadership or their families shall be in a position to benefit financially from any of these transactions.

#### VII. Asset Allocation

	Minimum	Target	Maximum
Cash Held by the Presbytery	\$150,000	\$200,000	\$250,000
Asset Class as a Percent of Invested Assets			
Domestic Equity	30%	38%	46%
International & Emerging Market Equity	14	20	26
Fixed Income (excluding cash)	18	23	28
Alternative Assets	5	19	28

### **Use of Funds from Investments**

The Board of Trustees moved that the Presbytery authorize up to 2% of the average balance (as of June 30<sup>th</sup> each year) of the last three years of invested funds, to be placed into the next calendar year's operating expenses (per capita) budget. This motion passed.

## Redress for Teaching and Ruling Elder Imbalance for 2018

G-3.0301 states that *“The presbytery shall adopt and communicate to the sessions a plan for determining how many ruling elders each session should elect as commissioners to presbytery, with a goal of numerical parity of ministers of the Word and Sacrament and ruling elders.”*

The goal of G-3.0301 is for there to be an equal number of elders and clergy at any given Presbytery, as one of the fundamental concepts of our polity is shared authority between clergy and elders. If either group is under or over represented, we’re a little less Presbyterian. This has been very difficult to assure in the past due to our disproportionate number of Honorably Retired members creating unrealistic numbers of elder commissioners requested of our churches.

However, our bylaws include a solution to this problem. Our Honorably Retired clergy (80 people) are counted by the average of their actual attendance over the past two years (19 in 2015 and 17 in 2016 per meeting on average). This gives us 18 HRs and 109 other clergy, for a total of 127. This is down from 189, so it should provide us with a more accurate basis on which to request commissioners from our churches.

The proposed rebalance of clergy and elder commissioners to future meetings of the Presbytery of Tampa Bay, with 127 clergy on our roll (for the purposes of balancing; 189 is the real total), distributes elder commissioners according to the following criteria:

- (a) First, assigning elder commissioners to churches according to the *Book of Order* under G-3.0301 and the formula found in old G-11.0101, which provides for one elder commissioner from each church whose active membership is 500, with an additional elder commissioner for every 500 communicant members or fraction thereof above that first 500 (up to a limit of five additional elder commissioners), for a total assignment of 76 elder commissioners;
- (b) Second, assigning one extra elder commissioner, for a total of 7, to those churches employing two or more pastors, co-pastors, associate pastors or validated ministers;
- (c) Third, in accord with G 3.0103 and the old G-9.0104a, assigning one extra elder, for a total of 8, to strengthen the representation of each of our most diverse racial-ethnic congregations (Brandon, Springwater; Clearwater, Reconciler; Pinellas Park, Korean; St. Petersburg, Lakeview; St. Petersburg, Trinity; Tampa, First Hispanic; Tampa, Korean; and Tampa, St. John).
- (d) Fourth, elder members of Council, including officers of council and Presbytery staff, former elder Presbytery Moderators, elder members of the Permanent Judicial Commission, elder commissioners to the previous General Assembly, and elders serving on Regional Leadership Teams, estimated to average 20;
- (e) Fifth, Commissioned Pastors (Formerly CREs), currently 3;
- (f) Sixth, Certified Christian Educators who are Ruling Elders in accordance with G-2:1103b, for a total of 5;
- (g) Seventh, given that a common demarcation between small and medium sized churches is 120 members, and that churches under this number often have a hard time finding more than

one commissioner, each church between 120 and 499 that does not already have 2 commissioners would be allotted an additional commissioner, for a total of 20.

This brings our total number of elder commissioners to 131, compared to a total number of Teaching Elder commissioners of 127, which is fairly close to parity.

The list of churches and the elders assigned follows below.

Church	City	2016	A	B	C	D	E/F	G	Total
First	Auburndale	97	1						1
McLeod Memorial	Bartow	106	1						1
First	Brandon	401	1					1	2
PC Bloomingdale	Brandon	61	1						1
Springwater	Brandon	49	1		1				2
First	Brooksville	44	1						1
Church of the Reconciler	Clearwater	35	1		1				2
Hope	Clearwater	163	1					1	2
Northwood	Clearwater	1057	3	1					4
Peace Memorial	Clearwater	231	1					1	2
Trinity	Clearwater	197	1	1					2
First	Crystal River	96	1						1
First	Dade City	66	1						1
First	Dunedin	323	1					1	2
St Andrews	Dunedin	642	2	1					3
First	Ft Meade	28	1						1
Gulfport	Gulfport	28	1						1
St Marks	Hudson	185	1					1	2
First	Inverness	461	1					1	2
First	Lake Alfred	31	1						1
Lake Hamilton	Lake Hamilton	37	1						1
Chapel in the Grove	Lakeland	103	1						1
First	Lakeland	1485	3	1					4
Hope Community	Lakeland	185	1					1	2
PC in the Highlands	Lakeland	115	1						1
Beacon Hill Fellowship	Lakeland		1						1
Christ	Largo	101	1						1
Tims Memorial	Lutz	160	1					1	2
Trinity PC Seven Springs	New Port Richey	345	1					1	2
Palm Harbor	Palm Harbor	319	1					1	2
Good Samaritan	Pinellas Park	43	1						1
Korean	Pinellas Park	119	1		1				2
First	Port Richey	64	1						1
First	Safety Harbor	33	1						1
Seffner	Seffner	139	1					1	2
Lake Seminole	Seminole	90	1						1
Grace	Spring Hill	366	1					1	2
First	St Petersburg	536	2	1					3
Lakeview	St Petersburg	46	1		1				2

Church	City	2016	A	B	c	D	e/f	I	Total
Maximo	St Petersburg	167	1					1	2
Northeast	St Petersburg	210	1					1	2
Northwest	St Petersburg	45	1						1
Trinity	St Petersburg	62	1		1				2
Woodlawn	St Petersburg	65	1						1
St Andrew	Sun City Center	353	1					1	2
Bayshore	Tampa	39	1						1
Bel Mar	Tampa	52	1						1
Chapel in the Pines	Tampa	40	1						1
First	Tampa	552	2						2
First Hispanic	Tampa	77	1		1				2
Forest Hills	Tampa	359	1					1	2
Hyde Park	Tampa	252	1					1	2
Korean	Tampa	130	1		1				2
Palma Ceia	Tampa	2926	5	1					6
St Andrew	Tampa	73	1						1
St John	Tampa	39	1		1				2
Village	Tampa	205	1					1	2
Church on the Bayou	Tarpon Springs	53	1						1
Temple Terrace	Temple Terrace	165	1					1	2
First	Winter Haven	1052	3	1					4
Hope	Winter Haven	355	1					1	2
Parsons Memorial	Yankeetown	28	1						1
First	Zephyrhills	93	1						1
At Large						20	8		28
<b>Totals:</b>			76	7	8	10	8	20	131

## Presbytery Student/Clergy Education Indebtedness Policy

### When Presbytery of Tampa Bay is the Presbytery of care

Because the Presbytery, the sponsoring congregation, the Commission on Preparation for Ministry (CPM), and other PC(USA) institutions provide financial support to persons exploring their call to ministries of the church, and because indebtedness resulting from educational expenses can impose significant burdens, it is imperative that all parties do their best to manage financial resources with optimum stewardship.

- 1) Before being admitted into Inquirer status, persons seeking our care shall consult with a designee of the presbytery's CPM, who will counsel them regarding likely levels of seminary indebtedness, likely employment prospects in the several ministries of the PC(USA), and likely salary ranges (for example, the current median income for the denomination reported by the Board of Pensions, and the minimum effective salary established by the Presbytery).
- 2) Once under care, Inquirers should meet with a Board of Pensions regional representative or a Presbyterian Foundation representative early during their studies, in order to assess net worth, and to make a plan for financing the cost of seminary. Once completed, a copy of this plan will be placed in the CPM chairperson's confidential file.
- 3) Inquirers should, during their inquiry year(s) or as specified by their seminary, participate in a "Fiscal Fitness" workshop (or equivalent) sponsored by the Board of Pensions or the Presbyterian Foundation of the PC(USA). Inquirers may request from CPM up to one-third their travel and accommodations costs. If funding permits, CPM may grant support on a need basis. Note that some aid, such as the Board of Pensions Assistance Grants, requires participation in these workshops *before applications will be accepted* (see #1 below, following a call).
- 4) The CPM will work with each inquirer and candidate towards using his or her available assets to pay for the cost of seminary tuition and room and board rather than incurring indebtedness. If indebtedness cannot be avoided, the CPM will continue to seek sources to assist with seminary debt repayment, and to endorse applications for aid, as appropriate.
- 5) The CPM will provide a current list of known options for pursuing grants and interest-free loans and funding that may be available through the Financial Aid for Studies Office of the Presbyterian Church (USA).
- 6) The CPM will be an advocate with the congregation of which the candidate is a member, and with other congregations of the presbytery as appropriate, in order to generate financial support for the candidate in the form of grants or interest-free scholarships.

### When Presbytery of Tampa Bay is the Presbytery of Call.

- 1) Any minister serving a first call following graduation from seminary, who comes with any educational indebtedness, shall be required to show evidence of having attended a financial planning workshop such as a Fiscal Fitness workshop sponsored by the Board of Pensions, or other financial planning workshop. If the minister has not attended such a workshop, he/she shall be required to do so within twelve months of start-up. The cost of registration fee, accommodation and travel for such a workshop will be considered legitimate reimbursable expense from study leave allowance.
- 2) The Commission on Ministry (COM) shall encourage calling congregations to use further educational debt reduction as a point in negotiating salary with a prospective pastor who is a recent seminary graduate.

## CLERGY SEXUAL MISCONDUCT POLICY

### INTRODUCTION

In an effort to further the peace, unity and purity of the church through the prevention and remediation of sexual misconduct within the church, Tampa Bay Presbytery has the following policy. In preparing the document, attention was given to setting and providing for enforcement of standards of ethical behavior consistent with Reformed tradition and secular law. Requirements and protections guaranteed under the Form of Government and the Rules of Discipline were particularly noted. This policy document should help in assuring consistency of practice and action within the Presbytery, provide an information base for educating both minister members of Presbytery lay persons, and serve as a model for local congregations in their development of personnel policies.

### PART I

**PURPOSE:** To define ministerial sexual misconduct and to outline procedures for reporting such misconduct to the Presbytery.

#### **A. Definition of Sexual Misconduct**

Sexual misconduct is the comprehensive term used in this policy to include sexual abuse of children or adults, rape or sexual assault, and sexual harassment. Sexual misconduct is an abuse of authority and power. It breaches Christian ethical principles by misusing a trust relationship to gain advantage over another for personal gratification in an abusive, exploitative, and unjust manner. Categories of sexual misconduct are described below.

1. Sexual abuse occurs whenever a person in a position of trust engages in a sexual act or sexual contact with another person to whom he or she owes a professional responsibility. Such abuse includes, but is not limited to, the following:
  - a) Sexual acts or sexual contact with a minor.
  - b) Sexual acts or sexual contact involving inducement, threat, coercion, force, violence, or intimidation of another person.
  - c) Sexual acts or sexual contact between ministers, laity, or staff to whom they are not married and with whom they have a professional relationship. Such relationships are not acceptable even when consensual, and regardless of whether pastoral care is involved. The inherent imbalance of power between ministers and lay people or staff undermines the validity of such consent.
  - d) Sexual acts outside the bounds of marriage.
  - e) Sexual acts or sexual contact with a person who is incapable of appraising the nature of the conduct or is physically incapable of declining such activity.
  - f) Sexual acts or sexual contact arising from the administration of a drug or intoxicant which substantially impairs the reasoning or judgment of another.
  - g) Ministers are always responsible for considering the impact of their words and actions, and refrain from actions that create the appearance of an inappropriate relationship.

2. Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or of a third person. The behavior may or may not involve touching and includes the display or use of sexually suggestive materials, objects, or pictures. Child sexual abuse between an adult and a child is always considered forced whether or not consented to by the child. Child sexual abuse is a crime in all states and must be reported to civil authorities and to the Stated Clerk of the Presbytery.

3. Rape or sexual assault is a crime in every state and should be reported to civil authorities and to the Stated Clerk of the Presbytery.

4. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually offensive nature when any of the following circumstances prevail:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or their continued status in an institution.
- b) Submission to or rejection of such conduct by an individual is the basis for employment decisions affecting that individual.
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.

Sexual harassment can consist of a single intense or severe act or multiple persistent or pervasive acts. Sexual harassment may include, but is not limited to the following:

- sexually oriented jokes or humor;
- sexually demeaning comments;
- verbal suggestions of sexual involvement or sexual activity;
- questions or comments about sexual behavior;
- unwelcome or inappropriate physical contact;
- graphic or degrading comments about an individual's physical appearance;
- expressed or implied sexual advances or propositions;
- display or use of sexually suggestive materials, objects or pictures;
- repeated requests for social engagements after an individual refuses.

## **B. Policy on Sexual Misconduct**

1. Sexual misconduct is never permissible. It is a violation of the principles set forth in Scripture as well as of ministerial, pastoral, employment, and professional relationships. Sexual misconduct by a minister violates the ordination vows of the Presbyterian Church (USA).

2. All ministers, those serving in pastoral capacities in the Presbytery, and Certified Church Educators shall be required to attend a seminar offered by the Presbytery on the issues of sexual misconduct biennially and to sign a statement agreeing to comply with the policy. Failure to comply may result in investigation and discipline.

3. Whereas this policy addresses sexual misconduct by ministers, each congregation and organization in the Presbytery is responsible for developing a policy for church professionals, officers, members, non-member employees, and volunteers that is consistent with this document.

## PART II

### RESPONSIBILITIES AND ROLES OF THE PRESBYTERY IN POLICY IMPLEMENTATION

#### A. Availability of Policy and Procedures

1. All ministers shall be given copies of the policy and are required to sign an acknowledgment of receipt and agreement to comply.
2. Those being examined for membership in Presbytery shall be furnished with a copy of this policy prior to the Commission on Ministry (COM) examination. They must sign the policy and be required to sign an acknowledgement of receipt and agreement to comply prior to being received.
3. This document shall also be available to all Sessions and church members and to the public.
4. Presbytery employees shall receive this document as a supplement to the employee handbook.

#### B. Management of Allegations of Sexual Misconduct by Ministers

##### Resource Documents

The *Book of Order* requires all councils to adopt and implement a sexual misconduct policy (see G-3.0106). The responsibilities, structures, and procedures for responding to allegations of sexual misconduct are mandated in part by the *Book of Order*, such as the role of an Investigating Commission (see G-3.0307 and D-10.0200).

##### Liability and Insurance

The Presbytery and its congregations shall periodically obtain from their insurance agents, confirmation that their liability insurance policy covers sexual misconduct liability for their programs and activities.

##### Record Keeping

Presbytery of Tampa Bay will include in every employee's personnel file, including files for ministers, the application for employment, any employment questionnaires, reference responses, and other documents related to this policy including a signed receipt for receiving the sexual misconduct policy and agreement to comply.

#### C. Pre-Employment Screening for Prospective Incoming Clergy

1. Reference Checks

Pre-employment screening includes specific questions related to previous complaints of sexual misconduct. The Presbytery reviews Sexual Misconduct Information of the Presbyterian Church (USA) Personal information Form when interviewing persons seeking ministerial calls.

The Presbytery Coach and Coordinator is responsible for making reference checks through the appropriate Presbytery Executive, or other authorized persons to ascertain whether incoming clergy have any history of sexual misconduct. The Presbytery Coach and Coordinator reports to the COM either that there was no reported sexual misconduct, or that the Commission should inquire into reported sexual misconduct. A written record of conversations and correspondence with references will be kept in the minister's/employee's personnel file.

The person within the Presbytery authorized to give a reference is obligated to give truthful information regarding complaints, inquiries, and administrative or disciplinary action related to sexual misconduct by the applicant.

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

## 2. Background Checks

Pre-employment screening for prospective incoming clergy also includes a mandatory National Criminal History Background Check, requested and paid for by Presbytery. This should take place prior to the candidate being examined by the COM.

## D. Maintenance of a Sexual Misconduct Response Team

The Response Team is responsible for providing ongoing education and resources, and for coordinating professional care for all involved. The Response Team will not investigate an allegation or in any way usurp the role of the Investigating Commission appointed by the Stated Clerk in consultation with the Presbytery Moderator and Chair of the Coordinating Team.

### PART III

## POLICY ON RESPONSE TO ALLEGATIONS OF SEXUAL MISCONDUCT BY MINISTERS

1. Known or suspected sexual misconduct by a minister shall be reported to the Presbytery of Tampa Bay Stated Clerk per D-10.0103.
2. In addition to the above, known or suspected sexual misconduct involving children, youth or vulnerable adults shall be reported to civil authorities.
3. A written complaint to the Stated Clerk alleging sexual misconduct by a minister member of the Presbytery subjects that minister to the provisions of D-10.0106:

When a written statement of an alleged offense of sexual abuse toward any person has been received against a teaching elder, the stated clerk receiving the allegation shall immediately communicate the allegation to the permanent judicial commission. The moderator of the permanent judicial commission shall within three days designate two members, who may be from the roster of former members of the permanent judicial commission, to determine whether the accused shall be placed on a paid administrative leave during the resolution of the matter. The cost of such shall be borne by the employing entity whenever possible or be shared by the presbytery as necessary. While administrative leave is in effect, a teaching elder may not perform any pastoral, administrative, educational, or supervisory duties, and may not officiate at any functions such as Baptism, funerals, or weddings.

## APPENDIX – GLOSSARY OF TERMS

**ACCUSED** - The person against whom a claim of sexual misconduct is being made.

**ACCUSER** - The person claiming knowledge of sexual misconduct by a person covered by this policy or a person claiming to have been the subject of sexual misconduct by a person covered under this policy.

**ADMINISTRATIVE LEAVE** - The temporary removal from office of an accused individual, during which period the person is entitled to personal compensation but not Continuing Education or professional benefits.

**ADVOCATE** - A person trained by the Response Team in the issues of sexual misconduct and qualified to provide support and emotional and physical presence, to the alleged victim(s) and their family, the accused, family members of the accused, or the congregation involved in a sexual misconduct case. The advocate also provides clarification of the investigative process of the church and the judicial process of the church to the person(s) with whom he or she works. The role of an advocate is not to speak for the party for whom he or she is advocating but to inform that party of his or her rights within the investigative process. The advocate shall not give advice regarding civil remedies. When requested by the party for whom she or he is advocating, the advocate may accompany that person to meetings of Presbytery entities when that party is testifying.

**CHILD SEXUAL ABUSE** - Includes but is not limited to any contact or interaction between a person under 18 years of age (a minor) and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. Such behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.

**CONFIDENTIALITY** - The withholding of information from all those except those who need to know as determined by the Sexual Misconduct Response Team.

**MANDATED REPORTER**- A person who is required to report any and all suspected incidents of child abuse, including child sexual abuse, that come to their attention. State laws vary from defining mandated reporters as "all persons having knowledge" to specifying a very limited list of professions whose members are required to report child abuse.

**RESPONSE** - The action taken by the governing body or entity when an accusation of sexual misconduct is received. The intent of this policy is to assure a swift and pastoral response for all persons affected by accusations of sexual misconduct.

**SEXUAL MISCONDUCT** - A misuse of authority and power which breaches Christian ethical principles by misusing a trust relationship to gain advantage of another for sexual pleasure in an abusive, exploitative and unjust manner. Even if someone else initiates or invites sexual content in the relationship, it is always the responsibility of the member or officer of the Presbytery to maintain the professional role.

**SEXUAL MISCONDUCT RESPONSE TEAM**- The body constituted by Presbytery to facilitate and oversee the process of providing guidance, support, and pastoral care to individuals and groups affected by allegations of sexual misconduct.

## **Presbytery of Tampa Bay Child, Youth and Vulnerable Adult Protection Policy**

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

In establishing policies and procedures that provide safeguards against child or youth abuse at Presbytery events requiring childcare, four critical areas must be addressed:

- Screening and selection of volunteers and staff
- Supervision of volunteers and staff
- Reporting allegations
- Response to allegations

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

### SCREENING AND SELECTION OF CHILD CARE WORKERS

§§ The Presbytery will not allow a Presbytery event involving children or youth or where child care is offered to be held at a church or ministry partner unless the host organization has a Child and Youth Protection Policy in place.

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

### SCREENING AND SELECTION OF ADULTS LEADING PROGRAMS FOR CHILDREN AND YOUTH

§§ If these adults have not been through a screening process at their own church, they need to provide the personal and confidential information necessary to perform criminal background and reference checks on each individual.

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

### SUPERVISION OF ADULTS LEADING PROGRAMS FOR CHILDREN AND YOUTH

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

### REPORTING ALLEGATIONS

§§ All adults working with children, youth or vulnerable adults at Presbytery events or meeting should be made aware of the incident reporting procedure by the organizers/planning committee of the event. Allegations are to be reported to the civil authorities as appropriate, and to the designated contact person at the host church, who will then report the allegation to the Director of the event, or report directly to the designated Presbytery staff person in the case of a Presbytery meeting.

§§ The Director of the event is to notify immediately the designated Presbytery staff person for the event, the Stated Clerk, the host pastor, and the Child Protective Services.

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

### RESPONSE TO ALLEGATIONS

§§ A Response Team composed minimally of the Stated Clerk, Moderator of the Coordinating Team and Chair of the Commission on Ministry will be convened by the Stated Clerk.

§§ The Response Team should immediately contact the Presbytery’s legal counsel and insurance company.

§§ The Response Team should immediately inform the accused and the accuser that they have the right to retain their own counsel. The Presbytery’s counsel will represent the Presbytery but not their individual interests.

§§ The Response Team is to contact the families of the alleged victim and the accused to communicate action already taken. (“Here’s what’s already been done; here’s what is going to be done.”) The continuing pastoral care of the alleged victim and family, and the accused, needs to be done by someone outside of the Response Team, such as a pastor or social worker.

§§ If the accused is a member of the clergy, s/he is also subject to the “Rules of Discipline” of the Presbyterian Church (USA), and the Presbytery’s Sexual Misconduct Policy.

### CONSEQUENCES

§§ Any person accused of misconduct, whether a staff member, employee, member, or volunteer, will immediately be reassigned to responsibilities without direct child contact. If investigation supports the accusations, the accused person will be suspended from participation in all children’s and youth

activities and programs of the Presbytery, and from participation with vulnerable adults. Such suspension shall continue during any investigation by the church and/or law enforcement or child protection agencies.

§§ Any person found to have committed misconduct shall be prohibited from future participation in children's and youth/vulnerable adults activities and programs of the Presbytery. If the person is a staff member or employee of the Presbytery, such conduct may also result in termination of employment.

COMMUNICATION WITH LAW ENFORCEMENT AND NEWS MEDIA:

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

The Presbytery Coach and Coordinator or his/her designee will be the designated spokesperson to handle all inquiries from the news media.

COMMUNICATION TO THE PRESBYTERY:

The Presbytery Coach and Coordinator or his/her designee should consult with legal advisors and the Coordinating Team and may prepare a brief and factual statement of the 'incident' without giving unnecessary details, placing blame, interfering with the victim's privacy, or violating any confidentiality concerns.

## Committee and Commission Structure and Policies

Below are membership guidelines that the bylaws allow each committee or commission to set independently as well as policies of specific commissions.

### *Commission on Ministry (COM)*

#### Meetings:

In order to better balance the work of each region based on its number of churches, there membership of the COM shall consist of 9 members from the West Region, 9 members from the Central Region, and 6 members from the East Region.

COM as a whole meets Quarterly: February, May, September, November - 2nd Thursday - 9:30am  
Palma Ceia PC, Tampa.

East Region COM usually meets monthly 1st Tuesday @ FPC, Lakeland - 5:30pm

Central Region COM usually meets monthly 1st Thursday @ Forest Hills - 9:30am

West Region COM usually meets monthly 1st Wednesday @ Trinity, Clearwater - 10:00am

#### Policies:

Regional Commission Chairs are elected by the COM as a whole each year.

### *Commission on Preparation for Ministry (CPM)*

#### Meetings:

The CPM membership shall be drawn equally from all regions.

CPM usually meets the third Thursday each month 9:30am - 12:00pm at FPC, Brandon

### *Commission on Church Vitality (CCV)*

#### Meetings:

The CCV membership shall be drawn equally from all regions.

There are 11 meetings annually, 4 in person (quarterly), 5 by video conference, and 2 are flexible.

### *Nominating and Representation Committee (NRC)*

#### Meetings:

The NRC membership shall be drawn equally from all regions.

Usually meets monthly on Monday afternoons at 1:30pm, locations vary

Policies:

The Nominating and Representation Committee (NRC) is responsible for recruiting and nominating candidates to serve on committees and commissions of the Presbytery. In identifying candidates for positions, the committee seeks to assure the representation of the “rich diversity” of our Presbytery and the PC(U.S.A.) in terms of age, gender, racial and ethnic background. The Committee endeavors, as well, to assure proper representation from the three regions of the Presbytery, while balancing representation in numbers of Elders and Ministers of Word and Sacrament.

In accordance with Roberts Rules of Order and this Operations Manual, when the NRC has determined to put an individual forward at a Presbytery meeting to fill a vacant position, and that Presbytery meeting is more than one month away, CT may appoint this person to fill the position on the committee or commission on a temporary basis by a simple majority vote. The future nominee serving on the committee shall have all rights and responsibilities of any other member, but must step down if not duly elected at the next Presbytery meeting. The nominee's temporary appointment may also be withdrawn by the action of the CT.

*Board of Trustees (Trustees)*

Meetings:

Usually meets 2:00pm to 4:00pm at Palma Ceia PC, Tampa the 4th Wednesday of each month.

*Permanent Judicial Commission (PJC)*

Meetings:

The PJC meets only as needs arise, or for training.

*Administrative Commissions (ACs)*

Meetings:

Administrative Commissions are appointed for a particular purpose, and are given a specific set of powers delegated to them by the Presbytery. If any are currently appointed, their membership will be found on the Presbytery website within 30 days of their appointment. ACs set their own meeting schedules.

*Coordinating Team (CT)*

Meetings:

The CT membership is elected annually by the Presbytery and is comprised of the chairs of the COM, CPM, CCV, NRC, and Trustees, along with the Moderator of Presbytery, Vice Moderator and Chair of the Coordinating Team (ordinarily immediate past Moderator). The Treasurer, Stated Clerk and Coach Coordinator also serve on the CT *ex officio*.

CT usually meets monthly on the second Thursday 1:30pm - 3:00pm, Palma Ceia PC, Tampa

Policies:

The CT may make recess appointments and changes to any committee or commission's membership, but these changes must be approved by the Presbytery at its next meeting.

## Regional Commission Membership Exceptions

At this time, all Regional Commission membership policies are identical to the Presbytery commissioner redress found above in this document.



# THE PRESBYTERY OF TAMPA BAY

## CHART OF THE REGIONAL COMMISSIONS

### EAST REGIONAL COMMISSION

Auburndale	First
Bartow	McLeod
Dade City	First
Fort Meade	First
Lake Alfred	First
Lake Hamilton	Lake Hamilton
Lakeland	Chapel in the Grove
Lakeland	First
Lakeland	Highlands
Lakeland	Hope Community
Lakeland	Beacon Hill
Winter Haven	First
Winter Haven	Hope

### CENTRAL REGION COMMISSION

Brandon	Bloomington
Brandon	First
Brandon	Springwater
Lutz	Tims Memorial
Seffner	Seffner
Sun City Ctr	St. Andrew
Tampa	Bayshore
Tampa	Bel-Mar
Tampa	Chapel in The Pines
Tampa	First
Tampa	First Hispanic
Tampa	Forest Hills
Tampa	Hyde Park
Tampa	Korean
Tampa	Palma Ceia
Tampa	St. Andrew
Tampa	St. John
Tampa	Village
Temple Terr	Temple Terrace
Yankeetown	Parsons Memorial
Zephyrhills	First

### WEST REGION COMMISSION

Brooksville	First
Clearwater	Hope/Highland
Clearwater	Northwood
Clearwater	Peace Memorial
Clearwater	Reconciler
Clearwater	Trinity
Crystal River	First
Dunedin	First
Dunedin	St. Andrew
Gulfport	Gulfport
Hudson	St. Mark's
Inverness	First
Largo	Christ
NPRichey	Seven Springs
Palm Harbor	Palm Harbor
Pinellas Park	Good Samaritan
Pinellas Park	Korean
Port Richey	First
Safety Harbor	First
St. Pete	First
St. Pete	Lakeview
St. Pete	Maximo
St. Pete	Northeast
St. Pete	Northwest
St. Pete	Trinity
St. Pete	Woodlawn
Seminole	Lake Seminole
Spring Hill	Grace
Tarpon Spgs	Church on the Bayou

## Official Handbooks and Manuals of Presbytery Committees and Commissions

### Bylaws

Revised November 9, 2017:

<http://presbyteryoftampabay.com/Info/PresbyteryTampaBayBylaws11-09-17.pdf>

### Corporate Bylaws

Revised November 9, 2017:

<http://presbyteryoftampabay.com/Info/CorporateBylaws11-09-17.pdf>

### Commission on Church Vitality (CCV) Manual

Approved May 5, 2018:

<http://presbyteryoftampabay.com/Info/CCVManual.pdf>

### Commission on Ministry (COM) Manual

Revised November 17, 2016:

<http://presbyteryoftampabay.com/Info/COMManual2017.pdf>

### Commission on Preparation for Ministry (CPM) Manual

Revised November 9, 2017:

<http://presbyteryoftampabay.com/Info/2017-2019CPMHandbook.pdf>

### Commissioned Pastor (formerly Commissioned Ruling Elders, or CRE) Guide

Approved July 23, 2015:

[http://presbyteryoftampabay.com/Info/CommissionedPastor\(CRE\)Program.pdf](http://presbyteryoftampabay.com/Info/CommissionedPastor(CRE)Program.pdf)

### Board of Trustees Administrative Commission Checklist

Approved March 28, 2018:

<http://presbyteryoftampabay.com/Info/AdministrativeCommissionChecklist-updated3-20-18.pdf>

## Partner Organization Covenants

### **Beth-El Farm Worker Ministry Covenant; updated December 18, 2014**

The Beth-El Farm Worker Ministry Covenant may be found at this link:

<http://presbyteryoftampabay.com/Info/Beth-El-Covenant-2014.pdf>

### **Cedarkirk Camp and Conference Center Covenant; updated 2014**

The Cedarkirk Camp and Conference Center Covenant may be found at this link:

<http://presbyteryoftampabay.com/Info/Cedarkirk-Covenant-2014.pdf>

### **Presbyterian Homes and Housing Foundation Covenant; updated 2011**

The Presbyterian Homes and Housing Foundation Covenant with the Presbytery may be found at this link:

<http://presbyteryoftampabay.com/Info/PHH-Covenant-2011.pdf>