

**MINUTES**  
**Presbytery of the Pines**  
**105th Stated Meeting**  
**The Presbyterian Church of Ruston**  
**Ruston, Louisiana**  
**February 16, 2013**

**CONSTITUTION**

The 105<sup>th</sup> Stated Meeting of the Presbytery of the Pines met on February 16, 2013, at the Presbyterian Church of Ruston, Louisiana. The meeting was called to order at 10:00 a.m. in the Fellowship Hall by Moderator Kathy Muder, who opened the meeting with prayer and led the body in *Lectio Divina*.

The following Teaching Elders, Ruling Elders commissioned by congregations, and members of Presbytery were present constituting a quorum:

The following Teaching and Ruling Elders were present, constituting a quorum.

**TEACHING ELDERS**

John C. Albright, John Arnold, Susan Arnold, Alford L. Branch, Dianne E. Brown, James D. Freeman, J. Daniel Hignight, R. Kathleen Hignight, Joseph W. Hill, Erin P. Kaye, Mark E. Kennedy, Ronald P. Lawrence, Daniel G. Loomis, John D. McClelland, Philip W. McLarty, Lauren S. Moore, Michael D. Morgan, Kathy S. Muder, Thomas K. Reinowski, David Roberts, John A. Scott, Jr., William H. Searight, Beth B. Sentell, R. Rhodes Stipp, Jerry R. Tompkins, James A. VanHook, Jr., Bonnie J. Wilkins, Bill Willis, George M. Wortham

**RULING ELDERS**

Athens-Freddy Studdard, Belcher-Dan Logan, Jr., Benton-James Thompson, Shreveport-Bossier City Korean-Okie McDaniel, Bossier City Trinity-Gordon Christy, Camden-James R. Murray, Chidester Tates Bluff-Corbet Lamkin, Choudrant Alabama-Lee A. Lowery, Crossett-Thad Wilkins, Dermott-Shueylin Lee, El Dorado-Nancy Arn Worrel, Frierson Good Hope-Belverly C. White, Homer-Cynthia Steele, Jonesville Trinity-Martha Brallier, Lake Providence-Debbie Meadows, Lake Village-Lisa Moon, Magnolia-Mike McNeill, Mansfield Red Lick-Ponder Clinton, Minden-Don Brice, Monticello First-Sarah Blackmon, Monticello Holmes Chapel-Charles Peeples, Natchitoches-Donna Rose, Plain Dealing Cottage Grove-Kitty Coyle, Plain Dealing Rocky Mount-Rose Ann Holomon, Rayville-Sandra Watson, Ruston-Nancy Bergeron, Shreveport Broadmoor-Steve Callaway, Shreveport First- Amy Bowman, Linda Blanchard, Shreveport Hollywood-Clairetha Porter, Shreveport John Calvin-Johnny May, Shreveport St. Andrew-Clint Land, West Monroe Highland- Frank Kistler, Winnsboro-Kay Scott.

**COMMISSIONED RULING ELDERS**

Ron Brown, Charlotte Cobb, Edith Hill, Kay Childs Travis

**RULING ELDERS ENROLLED IN PRESBYTERY**

Don Brice, Kay Hummel, Nancy Arn Worrel

## CORRESPONDING MEMBERS

Rev. Troy Pritt, Honorably Retired ARP

Rev. Jinsoo Soon, Korean Presbyterian Church, Korea

## STATED CLERK'S REPORT

Dan Hignight, Stated Clerk presented the report. IT WAS VOTED to adopt the following recommendations:

1. That the Docket for this meeting be approved as presented
2. That the minutes of the 104<sup>th</sup> Stated Meeting be approved as circulated.
3. That RE Don Brice, Moderator of the Real Estate Committee, RE Nancy Arn Worrell, Moderator of Faith Education Ministries, and RE Kay Hummel, Moderator of Presbyterian Women, be enrolled as members of Presbytery while serving as moderators of their committees.
4. That the following Roll of Teaching Elders as of December 31, 2012 be approved.

### Teaching Elders in Validated Ministries within Congregations

1. ALBRIGHT, John C.
2. ARNOLD, John C.
3. ARNOLD, Susan
4. BRANCH, Alford L.
5. BROWN, Dianne E.
6. FARIS, Philip A.
7. FREEMAN, James D.
8. HIGNIGHT, J. Daniel
9. HIGNIGHT, R. Kathleen
10. KAYE, Erin P.
11. KENNEDY, Mark E.
13. LAWRENCE, Ronald P.
14. LOOMIS, Daniel G.
15. MCCLELLAND, John D.
16. MILLER, Gary W.
17. MOODY, Allison
18. MOORE, Lauren S.
19. MORGAN, Michael D.
20. MUDER, Kathy S.
21. REINOWSKI, Thomas K.
22. ROBERTS, David
23. SCOTT, John A. Jr.
24. SEARIGHT, Sarah Cooper
25. SEARIGHT, William H.
26. SENTELL, Beth B.
27. STELZ, Rosemary E.
28. VANHOOK, James A. Jr.
29. WILKINS, Bonnie J.
30. WILLIS, William C.
31. WORTHAM, George M.

### Teaching Elders who are Honorably Retired

1. BURNS, Ralph M.
2. FARIS, William W.
3. GRISSO, E. Lee
4. GROVES, Grantland M.
5. KIM, Stephen K.
6. MCDOWELL, Bryan L.
7. MCLARTY, Philip W.
8. MURRAY, Spencer C.
9. PARKHILL, Ralyn
10. RUX, Bruce M.
11. SHEELER, Joe T.
12. STIPP, R. Rhodes
13. TOMPKINS, Jerry R.
14. VANCE, A. Arthur
15. YATES, Hughes

### Teaching Elders in Other Validated Ministry

1. HILL, Joseph W.

### Teaching Elders who are Members at Large:

1. KIM, Jung Jin
2. KIM, Young Doo
3. NYGAARD, Robin
4. PEERY, Lindsey W.
5. POPE, John Nelson

**Commissioned Ruling Elders Serving  
Congregations in the Church**

- 1. BROWN, Ron
- 2. COBB, Charlotte

- 3. HILL, Edith
- 4. MARTIN, Gary
- 5. WEBBER, Clyde Ray

- 5. That the Administrative Commission appointed for the Fordyce Church be granted Original Jurisdiction over the church.
- 6. That the Minutes of the Administrative Commission to Ordain and Install John Scott, Jr., be entered into record.
- 7. That with sadness and deep regret the Presbytery respond in the affirmative to the request of the Ebenezer Church, Strong, Arkansas, that their congregation be dissolved.
- 8. That Presbytery appoint the following Administrative commission to facilitate the dissolution of the Ebenezer Church:

*Teaching Elders*  
Dan Loomis  
Bonnie Wilkins  
Dan Hignight

*Ruling Elders*  
Thad Wilkins  
Susan Bensberg

- 9. That the Administrative Commission be given the following powers:
  - a. in consultation with the Session to set a date for dissolution
  - b. to secure all records of historical significance (e.g. Session records, rolls, etc.) or to see that such records are deposited in a PCUSA approved site for archiving historical records
  - c. transfer members to another congregation
  - d. to dispose of the property and appointments in the best manner possible
  - e. to conduct a service of celebration for the life and witness of the congregation.
- 10. That Presbytery instruct the Trustees of Presbytery to designate a signatory to sign all necessary documents to transfer the property of Ebenezer Church as instructed by the Administrative Commission.

**WORSHIP AND LORD’S SUPPER**

The body moved to the sanctuary where they were led in worship by Kathy Muder, John Arnold, and Dan Hignight. Joe Hill proclaimed the Word, and the Sacrament of the Lord’s Supper was celebrated by Joe and Edith Hill.

**WELCOME BY HOST CHURCH**

Edith Hill, CRE, welcomed the body to the church.

**GENERAL PRESBYTER’S REPORT**

Joe Hill presented an oral report.

## NEW BUSINESS

RE Don Brice presented an item of new business to be considered at this meeting.

## APPROVAL OF CONSENT AGENDA

IT WAS VOTED to adopt the following reports and their recommendations through the Consent Agenda:

### BUDGET AND FINANCE COMMITTEE

That Presbytery receive this report as information.

### COMMITTEE ON MINISTRY

1. That the Presbytery receive this report as information.
2. That the Presbytery enter into its records the actions taken by the Committee on Ministry, acting under commission powers authorized by the Presbytery:
  - A. Dissolved the pastoral relationship between Lauren Moore and First (Lake Providence, LA) effective December 31, 2012
  - B. Dissolved the pastoral relationship between Gary Miller and First (Minden, LA) effective April 30, 2013.
  - C. Approved 2013 Moderators of churches without resident pastors:

|                        |                           |
|------------------------|---------------------------|
| ATHENS                 | JOHN MCCLELLAND           |
| BELCHER                | JIM VAN HOOK              |
| BOSSIER KOREAN         | BETH SENTELL              |
| CARTHAGE               | DAN LOOMIS                |
| CHIDESTER, Tates Bluff | CHARLOTTE COBB (CRE)      |
| DEQUEEN                | DIANNE BROWN              |
| DERMOTT                | TROY PRITT                |
| FERRIDAY               | CLYDE R. WEBBER (CRE)     |
| FORDYCE                | Administrative Commission |
| FRIERSON, Good Hope    | RONALD LAWRENCE           |
| GRAND CANE, Smyrna     | RON BROWN (CRE)           |
| HAYNESVILLE            | JOE HILL                  |
| HERMITAGE, Calvary     | MARIBETH FRAZER           |
| HOPE                   | KATHLEEN HIGNIGHT         |
| KEATCHIE               | BILL SEARIGHT             |
| LAKE VILLAGE           | KAY CHILDS TRAVIS         |
| MANSFIELD, First       | RON BROWN (CRE)           |
| MANSFIELD, Red Lick    | DUDLEY GLENN              |
| MONTICELLO, First      | ERIN KAYE                 |
| NEWELLTON              | JOHNNY WILKINS            |
| PRESCOTT               | CHARLOTTE COBB (CRE)      |
| RUSTON                 | EDITH HILL (CRE)          |
| SHREVEPORT, First      | JEROLD SHETLER            |
| STRONG, Ebenezer       | GARY MARTIN               |
| TALLULAH               | GEORGE WORTHAM            |
| TULIP                  | HAM SINGLETON             |
| VIDALIA                | CLYDE R. WEBBER (CRE)     |
| WINNFIELD              | NANCY BERGERON            |

D. Approved 2013 Stated and Temporary Supply relationships:

|                     |                      |
|---------------------|----------------------|
| Belcher             | James A. VanHook Jr. |
| Dermott             | Troy Pritt           |
| Frierson, Good Hope | Ronald Lawrence      |
| Hope                | Kathleen Hignight    |
| Keatchie            | Bill Searight        |
| Newellton           | Johnny Wilkins       |

3. That the Presbytery approve changes of in Terms of Call for Teaching Elders:

| NAME            | CHURCH                | DESCRIPTION                         | CHANGE    |
|-----------------|-----------------------|-------------------------------------|-----------|
| Albright, John  | New Covenant Parish   | Increase Salary                     | 500       |
|                 |                       | Decrease Housing                    | (500)     |
|                 |                       | Increase Utility                    | 125       |
|                 |                       | Increase non-reimbursable allowance | 500       |
|                 |                       | Increase Travel                     | 1,000     |
| Arnold, John    | Texarkana, First      | Increase Salary                     | 599       |
|                 |                       | Increase Housing                    | 255       |
|                 |                       | Decrease Continuing Ed              | (500)     |
| Arnold, Susan   | Texarkana, First      | Increase Salary                     | 599       |
|                 |                       | Increase Housing                    | 255       |
|                 |                       | Increase Deferred Compensation      | 70        |
|                 |                       | Increase non-reimbursable allowance | 70        |
|                 |                       | Decrease Continuing Ed              | (500)     |
| Kaye, Erin      | Camden, First         | Increase Salary                     | 650       |
|                 |                       | Manse/Utility                       | 200       |
|                 |                       | Increase Accountable Reimbursement  | 206       |
| Morgan, Mike    | Magnolia, First       | Increase Accountable Reimbursement  | 5,968     |
| Muder, Kathy    | Natchitoches, First   | Increase non-reimbursable allowance | 802       |
|                 |                       | Increase Vacation                   | One week  |
| Searight, Bill  | Plain Dealing, First  | Decrease Salary                     | (100)     |
|                 |                       | Increase Housing                    | 3,600     |
|                 |                       | Combined Travel & CE to ARP         |           |
| Stelz, Rosemary | Bastrop, First        | Increase Salary                     | 257       |
| Wilkins, Bonnie | Crossett              | Increase Vacation                   | Two weeks |
| Wortham, George | West Monroe, Highland | Increase Salary                     | 2,500     |
|                 |                       | Decrease Accountable Reimbursement  | (50)      |

Churches reporting no change:

| NAME           | CHURCH                | NAME           | CHURCH           |
|----------------|-----------------------|----------------|------------------|
| Faris, Philip  | Warren, First         | Loomis, Dan    | El Dorado, First |
| Freeman, James | Shreveport, Broadmoor | Miller, Gary   | Minden           |
|                |                       | Reinowski, Tom | Benton           |

4. That the Presbytery approve the covenant between Kay Childs Travis and First - Lake Village, AR for part time service effective January 6, 2013 until May 31, 2013 at the following terms:

|                           |         |
|---------------------------|---------|
| Weekly Salary             | \$160   |
| Annual Vacation time      | 4 weeks |
| Weekly Auto Reimbursement | \$65    |

(Additional mileage will be reimbursed at IRS allowable rate for mileage driven in execution of other duties for the church)

5. That Presbytery extend the following Elders authorization to preside at the sacrament of the Lord's Supper within the bounds of Presbytery of the Pines for one year.

|                      |                     |
|----------------------|---------------------|
| Barnett, Mary Kate   | Mays, V. W.         |
| Barnett, Patricia    | Morgan, Chuck       |
| Bedard, Dr. David    | Morgan, Lee         |
| Bell, B. H. "Skip"   | Murray, Jim         |
| Bensberg, Susan      | Parrott, Victoria   |
| Bergeron, Nancy      | Peterman, Trisha    |
| Blackman, Gordon Jr. | Porter, Claretha    |
| Boumtje, Martine     | Rose, Donna         |
| Boumtje, Pierre      | Singleton, Hamilton |
| Bradford, Ella       | Smith, Martha       |
| Brock, Clay          | Smith, Sherry T.    |
| Broom, Elina         | Smith, Susan        |
| Broom, Richard       | Stull, Carl         |
| Carroll, Nancy S.    | Thompson, Jim       |
| Christy, Gordon      | Thompson, Wanda     |
| Clinton, Harry       | Travis, Johnnie     |
| Clinton, Ponder      | Travis, Kay Childs  |
| Conner, Marjorie     | Walker, Cynthia     |
| Coulter, Baker       | Walter, Jessica     |
| Daniel, Warren       | White, Charles      |
| Grout, Robert        | White, Hezekiah III |
| Guice, John          | White, Willie J.    |
| Henderson, Janice    | Williams, Nicole    |
| Martin, Gary         |                     |

#### NOMINATIONS COMMITTEE

1. That Presbytery receive this report as information.
2. That Presbytery elect John Baine to the Real Estate Committee, Class of 2015

## PRESBYTERY COUNCIL

1. Whereas, all changes to the Presbytery Operations Manual have not been completed, the council requests that the Presbytery approve extending the use of the current *Manual* through 2013.
2. That Presbytery approve reducing the current size of the number of commissioners to Synod from 50 to 26 in order to comply with the Synod restructuring.
3. That this report be received as information.

## REAL ESTATE COMMITTEE

1. That the Presbytery receives this report as information.

## LUNCH RECESS

At 12:15 p.m. the body recessed for lunch, with prayer being given by Edith Hill.

## RECONVENE

At 1:00 p.m. the body reconvened with a call to order and prayer by the Moderator.

## ORDER OF THE DAY

The time for the Order of the Day at hand, the body recognized with gratitude the Honorable Retirement of Teaching Elders Bryan McDowell and Phil McLarty.

The Presbytery recognized with gratitude the retirement of Cindy Sandifer and thanked her for service to the Presbytery which spanned three decades.

## REPORTS CONTINUE

### COMMITTEE ON PREPARATION FOR MINISTRY

Edith Hill, Moderator, presented the report. IT WAS VOTED to adopt the following recommendations:

1. That this report be received as information.
2. That the Presbytery of the Pines receive Gordon N. Blackman, Jr. as a Candidate for the Office of Teaching Elder under the care of this presbytery, effective this date. Mr. Blackman articulated his sense of Call to the Ministry, after which he answered the constitutional questions propounded by the Moderator. Edith Hill charged the Candidate, and Rhodes Stipp, Parish Associate of the Candidate's home church, led the Presbytery in prayer.

### POLITY COMMITTEE

Jim Van Hook, Moderator of the Committee, presented the report. IT WAS VOTED to adopt the following recommendations:

1. That the report be received as information.

2. That Presbytery enter into its minutes that the Committee gave recommendations on each of the proposed amendments.
3. That Presbytery vote on the proposed amendments and record the vote.

| <b>Amendment</b> | <b>Title</b>   | <b>Presbytery Vote</b> |
|------------------|--|------------------------|
| 12-A             | Business Proper to Congregational Meetings Amending G-1.0503             | Affirmative            |
| 12-B             | Gifts and Qualifications Amending G-2.0104a                              | Negative               |
| 12-C             | Presbytery Registers Amending G-3.0104 and G-3.0305                      | Affirmative            |
| 12-D-1           | Judicial Commissions Amending G-3.0109a                                  | Affirmative            |
| 12-D-2           | Administrative Commissions Amending G-3.0109b                            | Affirmative            |
| 12-D-3           | Reduced Function Amending G-3.0404                                       | Affirmative            |
| 12-D-4           | Permanent Judicial Commissions Amending D-5.0101                         | Affirmative            |
| 12-D-5           | Permanent Judicial Commission Expenses Amending D-5.0106                 | Affirmative            |
| 12-D-6           | Permanent Judicial Commission Meetings Amending D-5.0203                 | Affirmative            |
| 12-D-7           | Permanent Judicial Commissions Quorum Amending D-5.0206                  | Affirmative            |
| 12-D-8           | Initiating a Remedial Case Amending D-6.0101                             | Affirmative            |
| 12-D-9           | Filing a Complaint in a Remedial Case Amending D-6.0202a(6)              | Affirmative            |
| 12-E             | Enrolling Ruling Elders as Members of Presbytery Amending G-3.0301       | Affirmative            |
| 12-F             | Concurrences for Overtures Amending G-3.0302d                            | Negative               |
| 12-G             | Services of Ordination, Installation, or Commissioning Amending W-4.4002 | Affirmative            |
| 12-H             | Jurisdiction in Judicial Process Amending D-3.0101b(2)                   | Affirmative            |
| 12-I             | Administrative Leave Amending D-10.0106                                  | Affirmative            |
| 12-J             | Investigating Committee Responsibilities Amending D-10-0202              | Affirmative            |

**THE ADMINISTRATIVE COMMISSION FOR GRACEMINSTER CHURCH**

George Wortham, Moderator, presented the report. IT WAS VOTED to adopt the following recommendations:

1. That this report be received as information.
2. That the congregation and property of the Graceminster Presbyterian Church, Monroe, Louisiana, be transferred to the appropriate presbytery of the Evangelical Presbyterian Church.
3. That the Trustees of Presbytery be instructed to designate a signatory to sign any necessary documents and deeds to complete the transfer of the congregation and property.



4. That the Commission be dismissed with the gratitude of Presbytery.

**RESPONSE TEAM FOR THE MINDEN CHURCH**

Susan Arnold, Moderator, presented the report. IT WAS VOTED to adopt this report:

In view of the clear division in the congregation, it is the recommendation of the Response Team that those who wish to be dismissed now to the EPC may be dismissed to a receiving congregation.

With the departure of their pastor, it is the recommendation of the Response Team that no decision be made at this time in regards to dismissal of Minden Presbyterian Church; but a final decision be made after a season of waiting and reflection.

**NEW BUSINESS**

Don Brice presented the following item as New Business:

*That Presbytery immediately form an Administrative Commission to act upon the request of the Minden Presbyterian Church, Minden, Louisiana, to be dismissed with its property to the Evangelical Presbyterian Church.*

After much discussion, IT WAS VOTED:

1. That presbytery not to adopt this recommendation.
2. That the Response Team remain engaged in its work with the congregation to seek reconciliation, and if that is not possible, to bring recommendations to the Presbytery.

**ATTENDANCE REPORT**

|                           |    | <b>Present</b>             |    |
|---------------------------|----|----------------------------|----|
| TEs serving congregations | 24 | Sessions represented       | 34 |
| TEs in other service      | 1  | CREs present               | 4  |
| TEs At Large              | 1  | REs enrolled in Presbytery | 3  |
| TEs retired               | 3  | Corresponding Members      | 2  |
|                           |    | Visitors                   | 11 |

**Absences**

*Excused*

Teaching Elders  
 Philip Faris  
 Jung Jin Kim  
 Robin Nygaard  
 Lindsey Peery  
 Sarah Searight  
 Rosemary Stelz

Sessions  
 Ferriday

Commissioned Ruling Elder  
 Clyde Ray Webber

*Without Excuse*

Teaching Elders  
Gary Miller  
Allison Moody  
John Nelson-Pope

Sessions  
Alto  
Mansfield, First  
Baskin Union  
Newellton  
Bastrop  
Plain Dealing, First  
Carthage  
Prescott  
DeQueen  
Strong  
Fordyce  
Tallulah  
Grand Cane, Smyrna  
Tulip  
Hermitage, Calvary  
Vidalia  
Hope  
Vivian  
Keatchie  
Winnfield

**ADJOURNMENT**

With all business being concluded, the Moderator adjourned the meeting with prayer at 2:45 p.m.

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Rev. Kathy Muder, Moderator

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Rev. Dan Hignight, Stated Clerk

**MINUTES**

Administrative Commission Appointed to Ordain  
John Allan Scott, Jr.  
as a Teaching Elder and Install Him as Pastor of  
Trinity Presbyterian Church, Jonesville, LA

October 28, 2012

The Administrative Commission appointed by the Presbytery of the Pines, to Ordain John A. Scott, Jr. as a Teaching Elder in the Presbyterian Church (USA), and Install him as Pastor of Trinity Presbyterian Church, Jonesville, Louisiana met on Sunday, October 28, 2012, at 3:00 p.m. in the church with the following members present, thereby constituting a quorum:

*Teaching Elders*  
Joe Hill  
Kathy Muder  
George Wortham

*Ruling Elders*  
Clyde Ray Webber  
Wanda Horne  
Franklin Clay  
Ronnie Swayze

The meeting was opened with prayer by Rev. Joseph W. Hill.

IT WAS VOTED TO ELECT Rev. Kathy Muder, Moderator of the Commission and the Rev. Joseph W. Hill, as Clerk.

The Commission reviewed the liturgy approved by the Committee on Ministry and recessed into the Sanctuary, where during worship, John A. Scott, Jr. was Ordained as a Teaching Elder and Installed as Pastor of Trinity Presbyterian Church, Jonesville, Louisiana

The Commission reconvened. IT WAS VOTED to approve the minutes of this meeting and to adjourn with prayer.

s/ Kathy E. S. Muder  
Rev. Kathy E. S. Muder, Moderator

s/Joseph W. Hill  
Rev. Joseph W. Hill, Clerk

**MINUTES**  
**Presbytery of the Pines**  
**106<sup>th</sup> Stated Meeting**  
**May 18, 2013**  
**Tates Bluff Presbyterian Church**  
**Chidester, Arkansas**

**CONSTITUTION**

The Presbytery of the Pines met in a Stated Meeting on May 18, 2013, at Tates Bluff Presbyterian Church. Moderator Kathy Muder called the meeting to order in the Fellowship Hall at 10:00 a.m., and opened the meeting with prayer.

The following were in attendance, constituting a quorum:

*Teaching Elders:* John Arnold, Susan Arnold, Alford Branch, Philip Faris, Jim Freeman, Dan Hignight, Kathleen Hignight, Joe Hill, Erin Kaye, Dan Loomis, Phil McLarty, Lauren Moore, Kathy Muder, David Roberts, Bill Searight, Sarah Cooper Searight, Beth Sentell, and George Wortham

*Elder Commissioners:* Bossier City, Trinity – Gordon Christy, Camden – Jim Murray, Chidester – John McGill, Choudrant – Marijon Echols, Dermott – Frank Henry, Jr., Frierson – Beverly White, Hope – Amelia Leverett, Minden – Don Brice, Plain Dealing, Cottage Grove – Jim Strayhan, Prescott – Mary Hubbard, Ruston- Yvonne Craft, Shreveport, Broadmoor – Steve Callaway, Shreveport, First – Robert Ajluni, Texarkana – Larry Davis, Warren – Jane Harris, and West Monroe – Frank Kistler

*Commissioned Ruling Elders:* Ron Brown, Charlotte Cobb, Edith Hill, and Kay Childs Travis

*Ruling Elders Enrolled in Presbytery:* Corbet Lamkin

*Corresponding Member Seated:* Dawn Dvoracek, Presbytery of Arkansas

The following Teaching Elders, Sessions, and Commissioned Ruling Elder were absent with excuse:

*Teaching Elders:* John Albright, Dianne Brown, Jung Jin Kim, Ron Lawrence, John McClelland, Mike Morgan, Robin Nygaard, Lindsey Perry, John Pope, John Scott, Jr., Rosemary Stelz, Jim Van Hook, Bonnie Wilkins and Bill Willis

*Sessions:* Alto, Athens, Baskin, Bastrop, Belcher, Crossett, DeQueen, Ferriday, Haynesville, Homer, Jonesville-Trinity, Lake Providence, Magnolia, Natchitoches, Rayville, Vidalia, and Winnsboro

*Commissioned Ruling Elder:* Clyde Ray Webber

The following Teaching Elders, Sessions, and Ruling Elders enrolled in Presbytery were absent without excuse:

*Teaching Elders:* Mark Kennedy, Gary Miller, Allison Moody, and Tom Reinowski

*Sessions:* Benton, Bossier City – Shreveport-Bossier Korean, Carthage, El Dorado, Grand Cane, Hermitage-Calvary, Keatchie, Lake Village, Mansfield – First, Mansfield – Red Lick, Monroe-First, Monticello – First, Monticello – Holmes Chapel, Newellton, Plain Dealing – First, Plain Dealing – Rocky Mount, Shreveport – Hollywood, Shreveport – John Calvin, Shreveport – St. Andrew, Tallulah, Tulip, Vivian, and Winnfield

*Ruling Elders Enrolled in Presbytery:* John Knox, Jr. and Nancy Worrel

The Moderator led the body in *Lecito Divina*.

### **WORSHIP AND THE LORD'S SUPPER**

The council moved to the sanctuary where they were led in worship by TE Kathleen Hignight and CRE Charlotte Cobb who proclaimed the Word; they co-celebrated the Sacrament of the Lord's Supper.

### **GENERAL PRESBYTER'S REPORT**

Joe Hill, General Presbyter, gave an oral report in which he welcomed first time Ruling Elders attending presbytery, and gave an update on those having medical concerns.

### **LUNCH RECESS**

The council recessed for lunch at noon, led in prayer by Charlotte Cobb.

### **RECONVENE**

At 12:45 the Moderator reconvened the body and gave a prayer.

### **ORDER OF THE DAY**

The time for the Order of the Day having come, the council heard a presentation from Dawn Dvoracek of the University of the Ozarks.

### **REPORTS**

*Stated Clerk* Dan Hignight, Stated Clerk, presented the report. IT WAS VOTED to adopt the following recommendations:

1. That the Docket for this meeting be adopted.
2. That the Minutes of the 105<sup>th</sup> Stated Meeting be approved as circulated.
3. That any Corresponding Members be seated.
4. That with sadness, Presbytery responds to the request of First Presbyterian Church, Prescott, Arkansas, that they be dissolved, and that Presbytery appoint the

following Administrative Commission to dissolve the congregation:

|                        |                      |
|------------------------|----------------------|
| <i>Teaching Elders</i> | <i>Ruling Elders</i> |
| John Arnold            | Sue Ellen Hall       |
| Dianne Brown           | Rebecca McKamie      |
| Kathleen Hignight      | _____                |
| Phil McLarty           |                      |

5. That the Administrative Commission named above have the following powers:
  - a. in consultation with the session to set a date for dissolution
  - b. to secure copies of all records of historical significance (e.g. Session records, rolls, etc.), or to see that such records are deposited in a PCUSA approved site for archiving historical records
  - c. to secure Communion and Baptismal ware for deposit with the Presbytery, or given to another congregation within the Presbytery for use
  - d. to transfer members to another congregation
  - e. to dispose of the property and appointments in the best manner possible
  - f. to conduct a service of celebration for the life and witness of the congregation
6. That Presbytery instruct the Trustees of Presbytery to sign and execute any necessary documents associated with the dissolution of the Prescott church.
7. That in concurrence with the report of the Response Team appointed to the work with the Minden church, that reconciliation is not possible among the members, that Presbytery appoint an Administrative Commission, to be named by the Moderator, to facilitate an equitable transfer of the majority to the Evangelical Presbyterian Church.
8. That the Administrative Commission named above have the following powers as necessary:
  - a. in consultation with the session to set a date for dissolution
  - b. to secure copies of all records of historical significance (e.g. Session records, rolls, etc.), or to see that such records are deposited in a PCUSA approved site for archiving historical records
  - c. securing all items bearing the seal of the PCUSA
  - d. to bring to Presbytery an equitable agreement for the use of or transfer of property.

***Polity Committee*** In the absence of the Moderator, Gordon Christy presented the report. IT WAS VOTED to adopt the following recommendations:

1. That the report and recommendations with respect to the proposed amendments to *The Book of Confessions* be received as information and noted in the minutes of the May 18, 2013, stated meeting of the presbytery.

The committee recommended that the proposed translation of the Heidelberg Catechism be adopted; the Committee's vote was

Affirmative- 4; Negative- 1; Abstain- 1.

2. That a vote be taken on the proposed amendments and that the vote be recorded in the minutes. The vote was affirmative.
3. That the vote of presbytery be reported in the manner provided.

**Committee on Ministry** Erin Kaye, Moderator, presented the report. IT WAS VOTED to adopt the following recommendations:

1. That Presbytery receive their report as information.
2. That Presbytery enter into its records the actions taken by the Committee on Ministry, acting under commission powers authorized by the Presbytery:
  - a. Dissolved the commission between CRE Gary Martin and Ebenezer Church, Strong, AR effective December 31, 2012
  - b. Approved dissolution of pastoral relationship between TE Rosemary Stelz and First Church, Bastrop, LA effective March 31, 2013.
  - c. Appointed Bonnie Wilkins as Moderator of Session for First Church, Bastrop.
  - d. Appointed Phil McLarty as Moderator of Session for Minden Church.
3. That Presbytery enroll TE Rosemary Stelz as Member-at-Large.
4. That Presbytery dismiss TE Young Doo Kim to Arkansas Presbytery effective February 16, 2013.
5. That Presbytery approve the renewal of the following CRE commissions for three years:
  - a. Ron Brown for Smyrna, Grand Cane, and First Church, Mansfield (terms for 2013 : Salary – \$750/month, Housing – \$1,700/month, Travel reimbursed at IRS Allowable Rate, maximum \$5,000/year, ½ FICA, 4 weeks vacation, 2 weeks study leave)
  - b. Charlotte Cobb and Tates Bluff, Chidester (terms for 2013 : \$250.00 per Sunday for 48 Sundays a year, IRS mileage reimbursement, and 4 weeks vacation and professional development)
  - c. Clyde Ray Webber and Vidalia and First Church, Ferriday (terms for 2013 : Annual salary – \$24,000, ½ FICA, 4 weeks vacation, Annual housing/car expense – \$7,800)
6. That Presbytery approve the following changes in terms of call for 2013:

| NAME              | CHURCH                | DESCRIPTION                     | CHANGE  |
|-------------------|-----------------------|---------------------------------|---------|
| Hignight, Dan     | Bossier City, Trinity | Increase Total Effective Salary | \$2,500 |
| Scott, John Allen | Jonesville Trinity    | Increase Salary                 | \$1,923 |
|                   |                       | Increase Manse/Utility          | \$577   |

7. That Presbytery dismissed TE Bruce Rux to the EPC, effective today.
8. That Robin Nygaard be granted the Status of Honorably Retired, effective today.

**Committee on Preparation for Ministry** Edith Hill presented an oral report.

**General Council** John Arnold, Moderator presented the report. IT WAS VOTED to adopt the following recommendations:

1. That the report be received as information.
2. That the Presbytery Adopt the Mission Statement proposed by the Presbytery Design Task Force which is, *“Led by the Holy Spirit, Presbytery of the Pines fosters relational connections among its congregations to encourage, equip and enable them to fulfill God’s call as disciples of Jesus Christ.”*
3. That Presbytery adopt the proposed Administrative Manual. (Appendix A)
4. That Presbytery adopt the Personnel Handbook. (Appendix B)
5. That Presbytery adopt changes to Presbytery Policy and Process Addressing Churches Seeking to Withdraw from the PCUSA. (Appendix C)

#### **ADJOURNMENT**

With all business being completed, the Moderator adjourned the meeting at 1:25. TE Beth Sentell offered the closing prayer.

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Rev. Kathy Muder, Moderator  
Stated Clerk

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Rev. Dan Hignight,



## **The Presbytery of the Pines**

### **Manual of Operations**

[All references to sections of the Book of Order refer to the Book of Order, edition 2011/2013.]

#### **INTRODUCTION**

The Manual of Operations, mandated by G-3.0106. It has two parts:

- Part One: Standing Rules
- Part Two: Presbytery Organization

Part One identifies, describes and relates the units and groups by which the Presbytery seeks to fulfill its responsibilities, along with the officers, staff and their respective duties.

Part Two describes the presbytery structure along with operational practices related to this structure.

#### **PART ONE: STANDING RULES**

##### **I. NAME**

The name of this organization shall be The Presbytery of the Pines, Inc. (the Presbytery), a presbytery of the Synod of the Sun, and of the Presbyterian Church (U.S.A.).

##### **II. PRESBYTERY MISSION**

Mission statement:

Led by the Holy Spirit, Presbytery of the Pines fosters relational connections among its congregations to encourage, equip and enable them to fulfill God's call as disciples of Jesus Christ.

Implementation Statement:

As a regional governing body of the Synod of the Sun and Presbyterian Church (USA), The Presbytery of the Pines provides resources and assistance to local congregations as they seek pastoral leadership, raise up leaders for the church, engage people in ministry and mission, and promote faithful Presbyterian and Reformed witness to the Gospel of Jesus Christ in the World.

The Presbytery of the Pine is to work with member ministers and churches through ministries of education, resource development, leadership training, gospel witness, and counsel, to encourage, promote, and champion a spirited Presbyterian presence in their communities, in service to the Church's calling to be a sign in and for the world of the new reality which God has made available to people in Jesus Christ.

### III. BOUNDARIES

The geographical area of this governing body shall include the following counties in Arkansas: Ashley, Bradley, Calhoun, Chicot, Cleveland, Columbia, Dallas, Drew, Hempstead, Howard, Lafayette, Lincoln, Little River, Miller, Nevada, Ouachita, Sevier, Union; and, the following parishes in Louisiana: Bienville, Bossier, Caddo, Caldwell, Catahoula, Claiborne, Concordia, DeSoto, East Carroll, Franklin, Grant, Jackson, LaSalle, Lincoln, Madison, Morehouse, Natchitoches, Ouachita, Red River, Richland, Sabine, Tensas, Union, Webster, West Carroll, Winn.

### IV. MEMBERSHIP OF PRESBYTERY

The membership of teaching elders shall be determined in accordance with G-3-0306.

Membership of Presbytery shall consist of all teaching elders and at least one ruling elder commissioner from every congregation, with an additional ruling elder for each additional installed teaching elder.

Ruling elders serving as members of the General Council or as elected moderators of committees shall be enrolled as members of the Presbytery for their term of office with full voice and voting privileges.

### V. COMPOSITION AND RESPONSIBILITIES

The Presbytery's composition and responsibilities are specified in G-3.0301.

### VI. MEETINGS and QUORUM

The Presbytery shall hold meetings in accordance with the provisions of G-3.0304 and G-3.0105.

The Presbytery shall have three stated meetings a year to be held in February, May, and October, with the dates to be decided each year and such special meetings as may be required. The meetings will occur, ordinarily, the first weekend following second Sunday in February, May, and October. Each stated meeting shall ordinarily include the celebration of the sacrament of the Lord's Supper.

Attendance at all meetings shall be required of ruling elder commissioners and teaching elder members. Those teaching elders who are honorably retired or in service outside the geographical bounds of the Presbytery shall be excused from regular attendance.

Excuse for absence from meetings shall be requested through the stated clerk.

The moderator shall call a special meeting at the request, or with the concurrence, of three teaching elders and three ruling elders, the ruling elders being of different churches. Should the moderator be unable to act, the stated clerk shall, under the same conditions, issue the call. If both moderator and stated clerk are unable to act, any five teaching elders and five ruling elders, the ruling elders being of different churches, may call a special meeting.

The quorum of the presbytery shall be any three teaching elders and three ruling elders, provided that at least three churches are represented by ruling elders.

## VII. OFFICERS

The Officers of the Presbytery shall be the moderator and stated clerk as set forth in G-3.0104.

### MODERATOR

Ordinarily, the nominee will be the incumbent moderator-elect. The term of office for the moderator shall be one year. Election shall take place at the last stated meeting of the year, with the moderator assuming office upon installation at the close of that meeting.

It shall be the duty of the moderator to preside over all the meetings of the Presbytery and to be the vice-moderator of the General Council. The moderator shall see that all business is conducted in accordance with the provisions of G-3.0104 and the Manual of Operations. The moderator shall have power to appoint the members and moderators of any committee whose appointment is not otherwise provided for. The moderator shall be a voting member of those presbytery entities assigned to the moderator.

### MODERATOR-ELECT

At the last stated meeting of the year, a moderator-elect shall be elected by Presbytery. The moderator-elect shall be a voting member of the General Council. The moderator-elect shall have authority in the absence of the moderator or at the request of the moderator, if present, to fulfill any of the responsibilities of the moderator. The moderator-elect shall be in charge of the arrangements for Presbytery's worship and shall perform such other duties as assigned by the moderator.

### IMMEDIATE PAST MODERATOR

Immediately upon the end of term, the moderator shall become the moderator and a member of the General Council. In the event the moderator is unable to serve as moderator of General Council, the General Council shall have the power to select its own moderator from among its members.

### STATED CLERK

The stated clerk shall be elected by the Presbytery for a term of three years. The Nominating Committee shall nominate a candidate for election as stated clerk during the final year of the term at the next to the last stated meeting of Presbytery, with the election to occur at the last stated meeting of the year. The newly elected stated clerk shall assume the duties of that office on February 1 following the election, in order to give the previous stated clerk time to complete the annual reports. The Presbytery may re-elect the stated clerk to additional terms if it so desires. An annual performance review of the stated clerk shall be conducted by the Presbytery's Personnel Committee.

The stated clerk shall serve as recording clerk and parliamentarian of the Presbytery, and as secretary of the General Council and the Board of Trustees of the Corporation. The stated clerk shall staff the Committee on Polity as the recorder and resource person.

The stated clerk, if a ruling elder, shall be enrolled as a member of Presbytery.

## VIII. ADMINISTRATIVE STAFF

The presbytery may utilize the administrative staff services of a presbytery executive and other staff as needed, as authorized by G-3.0110. All professional staff shall be nominated to Presbytery by the General Council, in consultation with the Synod of the Sun. All administrative staff shall be accountable to the Presbytery through its General Council.

### GENERAL PRESBYTER

Presbytery shall elect a general presbyter for an indefinite term who is the chief administrative and programmatic office of the Presbytery. The general presbyter shall be evaluated annually by the Personnel Committee.

### TREASURER

Presbytery shall elect a treasurer who shall review monthly and annual financial reports, understand the posting and accounting procedures employed by the Presbytery office, and oversee internal budget control and review. If not a member of Presbytery, the treasurer shall have the privilege of the floor. The treasurer shall be bonded by the Presbytery.

The treasurer shall be nominated by the Nominating Committee and elected for a term of one year, renewable.

## IX. INCORPORATION

The Presbytery is incorporated as a non-profit corporation in accordance with the constitution of the Presbyterian Church (U.S.A.) in compliance with the laws of the States of Arkansas and Louisiana, and in conformity with appropriate sections of the Federal Internal Revenue Code. The treasurer shall be the registered agent of the corporation in Louisiana. The moderator shall appoint a registered agent for Arkansas, who must be a resident of Arkansas. The last stated meeting of the Presbytery each year shall be the Annual Meeting of the Corporation.

## X. TRUSTEES

The trustees, acting as the duly elected officers of the Corporation, The Presbytery of the Pines, Inc., shall, on behalf of the Corporation, receive, hold, encumber, manage and transfer property and facilitate the management of the civil affairs of Presbytery in such a manner as may be directed by Presbytery from time to time, and according to the Constitution of the Church.

The Board of Trustees of the Presbytery shall be composed of the moderator of the Presbytery, moderator of General Council, stated clerk, presbytery treasurer and two additional trustees elected by the Presbytery for staggered terms of two years, renewable. A quorum shall consist of four members present, including at least one ruling elder and one teaching elder.

The moderator of Presbytery shall serve as moderator of the trustees. The stated clerk of the Presbytery shall serve as the secretary of the trustees.

## XI. AMENDMENTS

This Manual of Administrative Operations may be amended at any stated meeting of the Presbytery. Any amendments must be submitted to the stated clerk twenty-one (21) days prior to the stated meeting at which the amendment is to be considered.

## PART TWO: PRESBYTERY ORGANIZATION

The presbytery is responsible for the government of the church throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness. As it leads and guides the witness of its congregations, the presbytery shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed communities have identified themselves through history (F-1.0303) and the six Great Ends of the Church (F-1.0304).

The Presbytery may designate by its own rules such committees and commissions as deemed necessary and helpful for the accomplishment of the mission of the church. Each committee established shall create its own administrative handbook of procedures. As part of the operations of each committee, mission teams and administrative units, balloting by electronic and mail means will be allowed.

### I. COMMITTEES OF PRESBYTERY

#### The Presbytery Council: The General Council

The Presbytery shall elect a General Council, for the purpose of coordinating its mission and program and for undertaking such other specific tasks as the Presbytery may from time to time choose to assign to it. The General Council may also take action with commission authority between presbytery meetings. Such commission authority shall be enumerated in this section when granted by the presbytery without requiring a manual amendment. The General Council shall be composed of nine persons elected at-large, moderator of General Council, moderator-elect, Presbytery moderator, and moderator of Presbyterian Women. The moderators of Budget and Finance, Real Estate, Personnel Committee, and Polity shall be advisory members. Elected Presbytery staff shall also serve as advisory members. Advisory members have voice, but no vote.

#### The Committee on Representation

The Committee on Representation shall be organized and function according to G-3.0103. This committee shall reflect our Church's commitment to full inclusion as stated in F-1.0403. This committee will be composed of nine persons elected at large.

The membership shall consist of equal numbers of men and women. A majority of the members shall be selected from the multi-cultural groups within the Presbytery.

The total membership shall include one person from each of the following categories: majority male; majority female; multi-cultural male; multi-cultural female; youth male and female membership; persons with disabilities.

### The Committee on Nominations

The process of nominations required in G-3.0111 shall be accomplished through the Committee on Nominations. This committee shall be composed of six persons, two of whom shall be teaching elders, nominated from the floor of Presbytery and elected at large.

Except in those cases where otherwise specified, all elected terms shall begin on January 1 and end of December 31 of the respective years for which the person was elected to serve.

### The Committee on Preparation for Ministry

This committee, composed of six persons elected at large, shall oversee the recruitment, preparation and training of teaching elders, commissioned ruling elders and certified Christian educators. The stated clerk will serve as staff resource person to this committee.

Presbytery grants the full authority and power of Presbytery to the Committee on Preparation for Ministry in the following areas with the provision that such actions be reported to Presbytery at the next stated meeting:

- A. Take such action as is necessary with respect to calls issued to candidates for ordination of this Presbytery from churches or agencies of another Presbytery.
- B. Transfer candidates for the ministry to another presbytery, to certify the credentials of a candidate of this Presbytery to another presbytery when a call has been extended to a candidate.
- C. To examine and receive individuals as Inquirers.

### The Committee on Ministry

The Committee on Ministry shall serve as pastor and counselor to teaching elders enrolled in the Presbytery, commissioned ruling elders, and certified Christian educators; shall facilitate relations between congregations, teaching elders, commissioned ruling elders, certified Christian educators and the Presbytery; and shall settle differences in those relationships on behalf of the Presbytery when possible and expedient.

This committee shall be composed of eighteen (18) persons, with ruling elders and teaching elders in equal number elected at large. This committee shall provide oversight and pastoral care for teaching elders, commissioned ruling elders and certified Christian educators. The stated clerk and general presbyter will serve as staff resource persons to this committee.

Presbytery grants the full authority and power of Presbytery to the Committee on Ministry in the following areas with the provision that such actions be reported to Presbytery at the next stated meeting.

- A. Appoint persons to moderate sessions of those churches who are without an installed pastor.
- B. Approve various temporary relationships for those churches that are without a pastor.

C. Grant permission for teaching elders of this Presbytery to engage in service beyond the jurisdiction of this Presbytery and shall have the authority to grant permission for a teaching elder who is not a member of this Presbytery to engage in service within the bounds of this Presbytery.

D. Dissolve pastoral relationships in cases where the congregation and pastor concur, and to dismiss the teaching elder to another presbytery, and to so report to the Presbytery.

E. Grant permission for a teaching elder (or candidate) to move to a church prior to full reception by Presbytery, provided that the examination of the teaching elder (or candidate) was unanimously sustained, by those present and voting, as satisfactory by the Committee, and so report these actions to Presbytery.

#### The Permanent Judicial Commission

The Permanent Judicial Commission shall be organized and function according to D-5.000.

This commission shall be composed of nine persons (teaching elders and ruling elders in numbers as nearly equal as possible) elected at large. The stated clerk and moderator of the Presbytery shall be empowered to form investigative committees as needed.

### PRESBYTERY MINISTRIES

Presbytery Ministries serve the missional aims of Presbytery. These shall include, Church Development & Mission Ministries, and Faith Education Ministries. These Ministries may establish Mission Teams as needed to accomplish their tasks. These ministries shall report to Presbytery through the General Council. Each ministry shall establish its own quorum.

#### Church Development & Mission

The Church Development & Mission shall provide congregational support in the areas of church transformation, church sustentation, new church development, and Presbytery missions. This committee shall consist of nine persons elected at large.

#### Faith Education

Faith Education shall provide and oversee opportunities for theological education, ecumenical witness, spiritual growth, church leadership training, and forums regarding current ecclesiastical, religious, moral, and social concerns. Oversight, development, and use of Camp Alabama and Camp of the Pines shall be the responsibility of this body. The committee shall have responsibility for acquiring, developing, and providing resource materials to assist churches, ministers, and presbytery agencies in the fulfillment of their mission. Faith Education Ministries shall consist of fifteen (15) members to be elected at large.

## Mission Teams

Mission Teams are for the purpose of carrying out specific projects and ministries that exceed the abilities and bounds of congregations, and that are in keeping with and in service to the mission of Presbytery. In addition to those generated within Presbytery ministries, Mission Teams may be created by petition from church Sessions.

## III. PRESBYTERY ADMINISTRATIVE UNIT

The Presbytery Administrative Unit provides for the coordination of the administrative operations of the governing body. There are four committees in the unit: Budget & Finance, Real Estate, Personnel, and Polity. Each committee shall establish its own quorum.

### Budget & Finance Committee

This committee, with six persons elected at large, will be responsible for preparing Presbytery's budget, overseeing financial operations of the Presbytery, and shepherding the long-term financial stability of the governing body. Capital funds and a comprehensive fund development program are part of this committee's responsibilities. The Presbytery treasurer serves as an ex-officio member of this committee.

### Real Estate Committee

This committee, with six persons elected at large, will be responsible for overseeing and managing all properties of the Presbytery and the Presbytery's insurance affairs. The Presbytery treasurer serves as an ex-officio member of this committee.

### Personnel Committee

This committee, with six persons elected at large, will be responsible for overseeing and supporting the employees of the Presbytery, including exempt staff, and stated clerk. In addition, this committee will oversee the administrative office operations.

### Polity Committee

This committee, with six persons elected at large, will be responsible for handling all communications to and from the General Assembly dealing with changing the polity of the church. It will make recommendations to the Presbytery concerning recommendations of proposed amendments to the Book of Order. All proposed overtures to be sent to the Presbytery, Synod and/or General Assembly will be referred to this committee to make recommendations on the overture at the next Stated Meeting of Presbytery. The Committee shall also be responsible for assisting the stated clerk in reviewing Session minutes and the training of clerks of Session.



# THE PRESBYTERY OF THE PINES PERSONNEL HANDBOOK

## PREFACE

In accord with the Book of Order G-3.0101, the presbytery may employ such staff as is required by the mission of the presbytery. The Presbytery of the Pines employs persons to assist its General Council and committees in carrying out the mission of the whole church within its bounds.

All staff will be employed in accord with the denominational staffing policies G-3.0104, G-3.0106 and G-3.0110.

The Personnel Committee of the Presbytery is authorized to evaluate and implement personnel policies relating to all those employed by the Presbytery of the Pines.

The process of electing executive staff and the hiring of other staff, the description of the responsibilities of each position, the method of performance review, and the manner of termination of employment are provided in the presbytery's personnel policy.

All employees are expected to serve in ways that enable the component parts of an interdependent system to work together. Staff persons advise and assist but are neither authorized nor expected to do the work assigned to the members of the presbytery.

As Reformed Christians, we believe that God calls each one to service through our vocations. We believe that each staff member whether clergy or lay is called by God to serve the presbytery and the Church through each person's work.

The staff personnel system is based on a commitment to recognize and affirm the full potential of each employee, maintaining cooperation between employer and employee.

**The purpose of this handbook is to establish personnel policies for all persons called by the Presbytery of the Pines to serve in the various categories of employment.**

This handbook applies to all employees and is intended to provide information about the presbytery's personnel policies, procedures, standards and benefits. All employees will acknowledge receipt of this handbook and will read, understand, become familiar with, and comply with the policies and standards that have been established therein (APPENDIX #1).

Employees having questions or needing additional information should speak with the Personnel Committee Moderator or the General Presbyter as supervisor and head of staff. The presbytery reserves the right to modify, supplement, rescind, or revise any policy, procedure, standard, or benefit from time to time, without notice, as it deems necessary or appropriate. This handbook and the policies within supersede any previous personnel policy.

# **GENERAL EMPLOYMENT POLICIES**

## **01.00 INTRODUCTION**

The staff personnel system is based on a commitment: a) to recognize and to affirm the full potential of each employee; and b) to develop, support and use the full range of human resource potential by securing and maintaining cooperation between employer and employee.

The Personnel Committee shall serve as an arm of the Presbytery, including but not limited to: the development of personnel policies, staff oversight, staff evaluation, staff compensation, and any and all other staffing concerns which might legitimately be brought to the Committee.

Employment is with the mutual consent of the employee and the presbytery. Consequently, both the employee and the presbytery have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship may not be modified by any oral or implied agreement. All employees are required to sign an employment agreement that specifies the terms of employment. A sample agreement is provided (APPENDIX #2).

### **01.01 Umbrella Policies**

***Smoking and Tobacco Use:*** Tobacco use is not allowed by employees in the presbytery office or vehicles at any time. A designated smoking area is available.

***Confidentiality:*** All employees must execute and abide by confidentiality agreements and other specific procedures that the presbytery has established to safeguard its confidential information. The presbytery absolutely prohibits the disclosure of confidential information to anyone outside of presbytery or anyone inside presbytery who does not have a need to know the information. The presbytery also absolutely prohibits the use of confidential information for any purpose other than in connection with presbytery's business. This includes speaking, recording, writing, and all electronic forms of communication that contains confidential information. All employees are required to sign a Confidentiality Agreement (APPENDIX #3).

***Inquiries Concerning Staff:*** No information will be given concerning staff to unknown outsiders except confirmation of employment dates and job status requested by legitimate agencies, unless the employee requests the General Presbyter to provide a reference for securing other employment.

## **02.00 EMPLOYMENT CATEGORIES**

### **02.01 Employer**

The employer of all presbytery staff is the Presbytery of the Pines, a legal corporation in the State of Louisiana. The General Presbyter is the head of staff and supervisor of all employees. The General Presbyter has the responsibility for the oversight of office operations.

## 02.02 Exempt Staff

Positions as prescribed by federal or state labor statutes, including but not limited to those of a managerial, administrative, pastoral or professional nature, are exempt from mandatory overtime payments or compensatory leave.

## 02.03 Non-exempt Staff

Positions as prescribed by federal or state labor statutes, including but not limited to those of a clerical, technical, or service nature, are covered by provisions for overtime payments or compensatory leave.

## 02.04 Full-Time Staff

Employees of the Presbytery of The Pines who are regularly scheduled to work thirty-five (35) or more hours per week and who are employed for a period of twelve (12) months each year, are considered to be full-time staff.

## 02.05 Part-time Staff

Employees of the Presbytery of The Pines who are employed for less than thirty-five (35) hours per week or for a period of less than twelve (12) months of the year (working less than 1,000 hours per year) are considered part-time staff.

## 02.06 Temporary and Contract Staff

The Presbytery may, from time to time, hire people for a short-term, or a specifically prescribed time period. People hired as "temporary staff" accrue no benefits.

## 02.07 Probationary Period

Non-exempt staff persons are employed for an indefinite period, subject to satisfactory completion of a three-month probationary period at the beginning of employment. During the probationary period, the employee and the supervisor(s) have an opportunity to evaluate the employee's interest and qualifications for the position under actual working conditions.

Prior to regular employment, a performance appraisal is prepared and discussed with the employee by the General Presbyter. When it is determined that the employee is performing in an acceptable manner, regular employment will begin with the next pay period. Once a person becomes a regular employee of the Presbytery, that person shall be afforded the benefits of that status.

If the performance appraisal is deemed unsatisfactory by the supervisor(s) or if the employee decides not to remain, then the relationship is terminated without prejudice to either party.

## 03.00 **QUALITY OF WORK LIFE**

It is the objective of the Presbytery to establish and administer a process that will insure all employees equitable working hours; necessary equipment to perform tasks; humane

treatment; and clean, pleasant and safe working conditions (to the extent these are feasible within the goals and financial capacity of the Presbytery of The Pines).

#### **04.00 COMMUNICATION**

At the time of employment the Presbytery will communicate with each employee regarding personnel policies and procedures pertinent to their employment, including identification of the offices, persons, or committees involved in the administration and oversight of the system. Changes to these policies will be communicated to the staff.

#### **05.00 POSITION DESCRIPTIONS**

A description for each position approved by the Personnel Committee shall be prepared by the General Presbyter in consultation with the supervisor(s), appropriate committee(s), or other entities. Position descriptions will be kept current through review and alteration whenever significant changes in the position responsibilities are evident or warranted by changing circumstances. Opportunity shall be given for the employee to suggest changes in the position description during the annual evaluation with his/her supervisor(s) and/or annual staffing review with the Personnel Committee. Position descriptions will include those duties regularly assigned to employees and are not intended to limit the ability of the supervisor(s) to assign additional tasks as needed to accomplish the work of the Presbytery. Each employee shall be expected to perform all duties and tasks that are assigned.

Major revision of *non-exempt* position descriptions must be approved by the Personnel Committee and the General Council. Major revisions in *exempt* position descriptions must be approved by the Personnel Committee, the General Council and the Presbytery.

#### **06.00 PRINCIPLES OF PERSONNEL POLICIES AND PROCESSES**

The following principles guide the administration of all personnel policies and guidelines.

##### **06.01 Equal Employment Opportunity**

The Presbytery of the Pines will endeavor to give equal employment opportunity to qualified applicants regardless of race, color, sex, national origin, ancestry, age, veteran status, sexual orientation, or physical or mental disability (handicap) in accordance with the Form of Government (F-1.0403) and in compliance with State and Federal laws applicable to the Presbytery as employer.

Positions which require ordination or a thorough knowledge of and commitment to the beliefs and governance of the Presbyterian Church (U.S.A.) will be clearly identified.

##### **06.02 Employment Procedures**

###### **06.021 Recruitment/Selection Process**

Position and person descriptions are prepared for all exempt staff of the Presbytery. When one of these positions is to be filled, the open process of Call within the Presbyterian

Church (U.S.A.) will normally be used. Non-exempt staff positions will be filled in keeping with the Equal Employment Opportunity policy of the Presbyterian Church (U.S.A.).

#### 06.022 Terms of Call and Appointment

The General Presbyter shall be provided with a written "call." Such call shall be approved by the Presbytery. All other employees shall receive a written employment agreement specifying the terms and conditions of their employment.

#### 06.023 Compensation

The Presbytery will establish and administer a process of compensation wherein the individual employee's compensation is determined on the basis of a system of job evaluation and classification, equitable salary ranges and increments determined in light of economic factors and an annual performance review and evaluation. This process includes interpretation of the salary program to employees in describing their jobs.

#### 06.024 Overtime Pay

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

Persons employed in non-exempt positions shall be paid overtime wages for hours worked in excess of forty (40) hours per week. Overtime pay is at the rate one-and-one-half times the regular hourly rates. All overtime work must be approved by the General Presbyter. If the normal work-week is less than forty (40) hours, all hours worked up to forty (40) hours per week will be paid at the regular hourly rate, or compensatory time of an hour for each hour worked will be given in the same pay period. Compensatory time off shall be given in the same pay period in lieu of payment for hours worked in excess of forty (40) hour per week at the rate of one-and-one-half hours of compensatory time for each hour of overtime worked.

#### 06.025 Reimbursement of Expenses

The Presbytery will establish and administer a process wherein authorized expenses incurred by employees in the performance of their work assignments are reimbursed through a uniform, voucher-based system.

### **07.00 CAREER DEVELOPMENT**

The Presbytery will establish and administer a process of career development which will afford employees the opportunity to acquire new skills/knowledge, and/or refresh old skills/knowledge consonant with the needs of the Presbytery of The Pines. The Presbytery Office will maintain career development records.

The General Presbyter will receive study leave and allowances according to the approved terms of call.

All other presbytery employees will receive study leave and allowances in order to improve their job skills for the benefit of the Presbytery.

Requests for study leave for employees must have the prior approval of the General Presbyter.

## 08.00 **BENEFITS**

To assist in meeting the needs of employees, The Presbytery of The Pines offers the following fixed and elective benefits to all full and part-time employees:

### 08.01 Fixed Benefits

#### 08.011 Pension/Major Medical

All exempt staff may be enrolled in the Pension/Major Medical program of the Board of Pensions as of the effective date of their Call with the Presbytery paying the full applicable premiums.

#### 08.012 Non-Exempt Staff Social Security

Non-exempt staff will have the applicable Social Security amount withheld from their wages.

#### 08.013 Exempt Staff Social Security

Exempt employees who are ordained are considered self-employed and Federal taxes, Social Security included, are not withheld nor paid for them by the Presbytery. The Presbytery will provide an allowance equal to one-half of the estimated Social Security taxes due. This allowance shall be paid to the employee as part of the regular salary compensation schedule.

#### 08.014 Worker's Compensation

All employees shall be covered by Worker's Compensation insurance, in accordance with the law of the State of Louisiana, to provide for benefits in case of an on-the-job accident.

### 08.0160 Sick Leave

08.0161 Sick leave is defined as an absence due to personal illness or injury that keeps the employee from her/his regular work. Leave for illness is allowed to a full or part-time employee only in the cases of actual illness or disability of the employee or the illness or disability of immediate relative. An immediate relative shall be defined as a spouse, children/step-children, parent, parent-in-law, grandparent, or sibling.

08.0162 At the time of employment, a permanent employee will accrue sick leave at a rate of one (1) day per month, twelve (12) days per calendar year. Sick leave is accrued on the last workday of the month. An individual employed on or before the 15th of the month will be given credit for the entire month; one employed after the 15th of the month will not receive credit for that month. **Unused accrued sick leave may be carried over (banked) to a maximum total of ninety (90) days.** New employees begin accrual of sick leave at the time of employment; however, they may not use such accrued leave until they have completed three (3) consecutive months of employment.

08.0163 Temporary employees are not entitled to paid sick leave.

08.0164 It is in the best interest of an employee who is ill or injured that the employee not remain at work. It is the General Presbyter's responsibility to send an employee home if the employee is incapacitated.

08.0165 Time for routine doctor or dentist appointments is not to be charged to sick leave. Employees are encouraged to schedule such appointments for times not conflicting with the work schedule of the employee, if possible. If time off is required for such appointments, arrangements should be made in advance with the General Presbyter.

08.0166 Records maintained in the office of the Presbytery of the Pines will be considered valid authority for the days allotted for sick leave, number of days taken, number of days remaining, etc.

08.0167 An employee is expected to notify the Presbytery Office at the beginning of each work day during illness or injury. Exceptions to this include a serious accidental injury, hospitalization and when it is known in advance that the employee will be absent for a certain period of time.

08.0168 A medical Release Statement is to be submitted to the General Presbyter for review before the employee returns to work in the following situations:

- a. Five (5) or more consecutive work days of absence due to illness or injury;
- b. In all cases of work-related injury when the employee has been unable to work after the time of the injury; or
- c. When returning from medical leave of absence.

08.0169 At the discretion of the General Presbyter, he/she may require a doctor's excuse for any sick leave taken. Sick leave is not to be used to extend weekends, holiday periods, or vacation.

08.01610 In the case of a work-related accident or injury, the Presbytery will compensate an employee for any lost work hours beginning on the date of the injury, and for the next five (5) days of scheduled work time lost as a result of the accident or injury. Such compensation shall be at the per hour or per diem rate of wage or salary being paid to the employee at the time of the work related accident. The employee's sick leave is not used for the first five days of absence due to a work related accident. The employee must then use accumulated sick leave in conjunction with Worker's Compensation or other disability income to achieve full pay for as long as possible. However, at no time can the combination of all the above exceed normal earnings.

08.01611 Unused sick leave will be forfeited upon termination. At the discretion of the General Presbyter, an employee will be allowed to overdraw sick leave up to five (5)

working days in excess of the amount earned. Such approval will only be granted in cases of serious illness, on the condition, in writing and signed by the employee, that overdrawn sick leave will be deducted from the employee's final paycheck upon termination. (All advance sick leave will be deducted from any future accrual of sick leave. The dollar equivalent of the sick leave owed to the Presbytery, based upon current rate of compensation, will be deducted from the employee's final check when an employee terminates).

08.01612 Sick leave is not earned while an employee is on leave of absence.

#### 08.017 Maternity Leave

Paid maternity leave may be granted for up to six (6) weeks. Additional time may be taken under the unpaid leave of absence policy. A medical release statement must accompany the employee's return to work after maternity leave.

#### 08.018 Parental Leave

At the discretion of the General Presbyter, paid parental leave associated with the birth, adoption or guardianship of a child may be granted, upon request, for a period not to exceed ten (10) working days. Additional time may be taken under the unpaid leave of absence policy.

### 09.00 **LEAVES OF ABSENCE, WITH PAY**

Leaves of absence, with pay, for all regular employees are provided under the following circumstances:

09.01 Up to ten (10) working days, annually, for regular training in the U.S. Armed Forces.

09.02 Up to ten (10) working days, annually, for jury duty. In exceptional cases, the General Presbyter may grant additional leave of absence with pay for jury duty. When serving on jury duty, with paid leave of absence, any and all jury duty pay, paid by the court(s), shall be surrendered to the Presbytery.

09.03 Up to five (5) working days in case of death in the immediate family (spouse, child, parents, parents-in-law, siblings). Additional time may be taken under the unpaid leave of absence policy.

09.04 Adequate time off for voting when election hours and work schedules create a hardship for employees.

09.05 Time off the job will be permitted (not to exceed the equivalent of 5 days per year), with the approval of the General Presbyter for personal or family emergencies, including illness of a member of the employee's immediate family (spouse, child, parents, parents-in-law).

09.06 Reasonable time off will be permitted for parent-teacher conferences twice per year, with the approval of the General Presbyter.



09.07 Each employee shall receive one paid day off, each year, if needed, for personal use. The employee need only inform the General Presbyter of the request for the day off, at least one working day in advance. This personal day cannot be carried over into the following year.

09.08 Each employee will be granted up to five days paid leave each year to participate in the work of committees, units, or task groups of the governing bodies of the Presbyterian Church (U.S.A.) and/or related institutions.

## **10.00 LEAVES OF ABSENCE, WITHOUT PAY**

Leaves of absence without pay for all regular employees are provided under the following conditions with the approval of the General Presbyter.

10.01 For military service, beyond the ten days available under section 09.01 of this policy. Upon return every effort will be made to place the employee in a position of similar level, status and salary.

10.02 For personal reasons such as unusual family responsibilities.

10.03 In extraordinary circumstances, other leaves of absence without pay may be granted upon the approval of the presbytery executive.

10.04 The maximum time of leave without pay, except for military service, shall be six weeks per year.

## **11.00 EMPLOYEE ASSISTANCE POLICY**

The Presbytery of The Pines has a concern for individual employees and recognizes that employee health can adversely affect an employee's job performance. Employee assistance needed may be a result of physical, mental and/or emotional illness, marital or family distress, alcoholism or other drug dependencies, financial, legal or other stressful problems.

The Presbytery will refer the employee, at the employee's expense, for appropriate treatment of conditions as described above which may affect job performance. Any assistance given by the Presbytery will be held in confidence, and care will be taken to protect the employee's record.

The employee assistance program offered by the Presbytery will include:

11.01 A referral service for appropriate treatment of health conditions affecting job performance.

11.02 An assurance that employment will not be jeopardized while the employee is receiving appropriate treatment in order to maintain satisfactory job performance.

11.03 Confidential records.

11.04 Respect for employees who have been referred to such assistance.

11.05 An atmosphere that encourages, but is not limited to, self referrals.

11.06 Training for supervisory personnel to implement the intention of the employee assistance policy.

## 12.00 **DEATH IN SERVICE**

In the event of death of an employee, the salary of that person will be continued to the spouse or dependent(s) for four (4) weeks from the date on which the death occurs.

## 13.00 **VACATIONS**

13.01 Exempt employees shall receive annual vacation in accord with the Presbytery approved terms of call. (The first year shall be prorated for the portion of the calendar year employed.)

13.02 Non-exempt employees shall earn annual vacation for a calendar year as follows: Two weeks per year for the first five years of employment. (The first year shall be prorated for the portion of the calendar year employed.) Three weeks per year after five years of employment. Four weeks per year after ten years of employment.

13.03 Vacation time may not be carried over to next calendar year.

13.04 Vacation plans should be submitted to the General Presbyter at least one month in advance for approval.

13.05 Conflicts in vacation schedules will be resolved with preference being given to the employee with the longest tenure of employment by the Presbytery.

13.06 The employee may arrange with the Treasurer to receive, before leaving on vacation, an advance payment of any salary which will become payable during the absence on vacation.

## 14.00 HOLIDAYS

14.01 Twelve (12) paid holidays will be given to all full-time office employees of the Presbytery of The Pines, as follows:

- New Year's Day
- Martin Luther King, Jr. Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- December 24, 25, 26

14.02 All holidays must be taken on the day designated.

14.03 When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday, respectively.

## 15.00 EVALUATION AND REVIEW

All employees of the Presbytery have position descriptions. The Personnel Committee is charged with doing an annual evaluation and review of employees based upon the position description. The Annual Evaluation and Review will take place according to a process designed by the Personnel Committee and approved by the General Council. All staff members are expected to cooperate in the annual evaluations and reviews.

## 16.00 GRIEVANCE PROCESS

The Presbytery seeks to foster within its staff working relationships that affirm the importance of each individual and her/his contribution to the work being done, encourage mutual respect of employee and supervisor(s), provide prompt answers to questions, minimize misunderstandings, and seek resolutions of differences as quickly as possible. It is the Presbytery's policy to facilitate the development of open, orderly channels of communication between all levels of management. Employees are encouraged to take initiative in seeking answers to their questions or solutions to their work-related problems through immediate discussion with the General Presbyter. The General Presbyter is expected to maintain an open door to employees responsible to them; to encourage communication with them giving prompt attention to their suggestions, and to provide active assistance in dealing with their concerns or complaints

### 16.01 Preliminary Complaint Procedure

Prior to filing a formal written grievance, preliminary steps are to be taken:

- a. The complaining party must first discuss his/her problem with the General Presbyter.
- b. If not satisfied with the General Presbyter's action, the complaining party is to approach the moderator of the Personnel Committee, who will seek to resolve the issue in consultation with all parties involved.
- c. In the event that the General Presbyter is perceived to be part of the problem, the matter is to be taken to the Personnel Committee, which will seek to resolve the issue in consultation with all parties involved.

## 16.02 Formal Grievance Procedure

If informal efforts to resolve a grievance have failed, a formal grievance may be filed by submitting a written statement to the moderator of the Personnel Committee, with a copy to the General Presbyter. Formal grievances must be filed within forty-five (45) days of the alleged grievance. The moderator of the Personnel Committee shall call a meeting of the Committee, which shall review the grievance with all parties concerned. It shall make a determination of the grievance and shall supply all parties with a written record of the decision.

## 16.03 Written Records

A written record of all complaints and decisions arrived at in all meetings shall be kept. Letters of decision shall contain provision for the complaining party to indicate his/her acceptance or rejection of the decision.

## 17.00 **SEPARATION OF EMPLOYMENT**

The term "separation" shall refer to any and all terminations of the relationship between an employee and the Presbytery of The Pines.

### 17.01 Voluntary Resignation

A voluntary choice of separation freely made by the employee may take place after two week's written notice for non-exempt employees and one month notice by exempt employees. All such employees will receive pay for accrued vacation. Vacation pay is forfeited if notice is not given.

### 17.02 Retirement

Employees should plan on a minimum of six to nine months notice before retirement.

### 17.03 Termination by Presbytery

Employment may be terminated by the Presbytery under the following circumstances:

#### 17.031 Termination for Cause

Termination or dismissal for cause may occur upon written notice from the General Presbyter and the moderator of the Personnel Committee, stating specific reasons for termination.

Termination for cause is considered to be an action of the last resort, normally taken only after remedial measures have proven ineffective or when employee conduct is such as to preclude further employment.

The following conduct is deemed sufficiently serious that, when proven after reasonable investigation, may result in immediate termination of employment.

- Misappropriation of Presbytery funds

- Insubordination in failing to carry out assigned duties

- Illegal, dishonest or unethical conduct

- Other acts which endanger the safety of persons, property or the credibility of the Presbytery

Employees may also be terminated in the event of continued violations of other Presbytery rules or policies.

Actions which, after remedial efforts have failed to correct the problem, may result in termination include, but are not limited to:

- Unsatisfactory work performance
- Insubordination
- Neglect in the care and use of Presbytery property and/or funds
- Excessive absences or tardiness
- Failure to observe Presbytery policies
- Physical or emotional harassment of others
- Sexual Harassment

Employees terminated for cause will not be eligible for severance benefits but will be paid unused, accrued vacation. The General Presbyter and/or Personnel Committee may elect to provide additional pay in lieu of notice.

#### 17.032 Reduction in Force

If the Presbytery, because of a fundamental change in long-range objectives, reorganization changes, or a serious change in financial outlook is required to make a reduction in work force, the decisions and procedures by which staff members will be released will be fairly and consistently applied to all employees. Written notice shall be issued by the General Presbyter and the moderator of the Personnel Committee. Such notice will include the announcement of the reduction and reasons for it. Employees terminated through a Reduction in Force shall receive a severance allowance in accord with the established severance schedule.

#### 17.04 Termination without Prejudice

Employees may be terminated without prejudice for reasons which the General Council for non-exempt employees or the Presbytery for exempt employees, in its discretion deems sufficient, upon the recommendation of the employee's supervisor(s) and the written approval of the General Presbyter.

Employees terminated without prejudice will be entitled to notice, or pay in lieu of notice, pay for accrued vacation time and consideration of severance allowances.

#### 17.05 Severance Schedule

A severance allowance will be given in relation to the length of continuous service to the Presbytery of the Pines. The severance allowance will be based upon the rate of wage or salary at the time of severance:

|                      |    |      |
|----------------------|----|------|
| Up to 3 years        | 0  | days |
| 3 years to 5 years   | 10 | days |
| 5 years to 10 years  | 15 | days |
| 10 years to 20 years | 20 | days |
| 20 years to 25 years | 25 | days |
| 25 years and up      | 30 | days |

## 17.06 Suspension

Unacceptable behavior (e.g., insubordination, harassment of other employees, involvement in dishonest or unethical acts) may result in suspension of the employee with the concurrence of the General Presbyter and/or the moderator of the Personnel Committee, after verification and evaluation of the circumstances.

Suspension shall be without pay in circumstances where an offense has been clearly established which requires disciplinary action, but does not warrant immediate dismissal. Normally, suspension will be invoked after verbal and written warnings are issued to the employee regarding inappropriate conduct on the job.

Suspension shall be considered a warning to the employee that repetition of such conduct would subject the employee to dismissal. Suspension without pay may be for a period of up to ten (10) working days. Notice of the reason for the suspension must be given to the employee in writing.

## 18.00 **SALARY ADMINISTRATION**

### 18.01 Principles

The Presbytery of The Pines is committed to salary administration that will provide fair pay for the work performed. To the extent feasible, the Presbytery will seek to maintain salary levels in a manner which are consistent with the pay scale appropriate to the factored rating for the position.

### 18.02 Position Evaluation

Annually, the General Presbyter and the Personnel Committee will conduct a staffing review based on Presbytery established goals. All positions will be evaluated on the basis of job descriptions. The Personnel Committee will recommend to General Council and/or to Presbytery any changes in position descriptions, staff deployment, and changes in staffing levels.

### 18.03 Salary Review

All individual salaries will be reviewed, annually, by the Personnel Committee. Where there are changes in duties or responsibilities, individual salary adjustments will be based on: (not in order of priority) a) performance b) relative equity within the Presbytery of The Pines c) the employee's position in the salary range d) funds available e) cost-of-living increases

## 19.00 **SEXUAL HARASSMENT**

The Presbytery of the Pines will not allow any form of sexual harassment within the work environment. Because sexual harassment interferes with work performance, creates an intimidating, hostile, or offensive work environment; or influences or tends to affect the career, salary, working conditions, responsibilities, duties, or other aspects of career development or an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment, it will not be tolerated.

Sexual harassment, defined in this policy, includes, but is not limited to, sexual advances,

verbal or physical conduct of a sexual nature, visual forms of a sexual nature (e.g. signs, posters and the like), or requests for sexual favors.

The General Presbyter of the Presbytery of the Pines is designated as the individual who will respond to all complaints filed with regard to sexual harassment. In addition, complaints of sexual harassment may be filed with the moderator of the Personnel Committee or the Stated Clerk of the Presbytery.

## **20.00 CONFIDENTIALITY/PRIVACY**

All files and records of a confidential nature are to be kept in locked file cabinets or secured areas under control of the General Presbyter. Only the General Presbyter, Administrative Assistant, and the moderator of the Personnel Committee will have access to these files. No information is to be released, outside accepted channels, regarding any employee without their written consent, unless otherwise required by law.

The Presbytery of the Pines recognizes the employee's right to privacy. In seeking to maintain and protect that privacy the following principles shall apply:

- A. The collection of employee information will be limited to that needed by the Presbytery for business or legal purposes.
- B. The confidentiality of all personal information in our records will be protected.
- C. All employees involved in such record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action.
- D. Employees are permitted to see the personal information maintained about them in Presbytery records. They may submit written comments in disagreement with any material contained in their record. They may submit in writing any changes needed to correct any factual information.
- E. Internal access to employee records will be limited to the General Presbyter and the moderator of the Personnel Committee. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena.
- F. The Presbytery will refuse to release personal information to outside sources without the employee's written approval unless legally required to do so.

In the latter two cases, the employee will be informed prior to the disclosure when reasonably possible.

## **21.00 CONFLICT OF INTEREST**

No employee shall accept any gift, gratuity, grant service or any special favor to any person or persons or businesses which provide or receive goods and services or which seek to provide or receive goods and services to or from the Presbytery. However, minor courtesies such as luncheons, dinners or similar arrangements in connection with business discussions may be received. In addition, if an employee is called upon to participate in a decision in which the interests of the employer conflict with his/her personal interests, the employee should abstain from participating in the decision.

Employees who hold other paid positions should ensure that such outside employment will not interfere with the performance of their duties for the Presbytery or produce a conflict of interest in pursuit of their duties for the Presbytery. Any questions regarding this should be

reviewed with the presbytery executive.

All employees should avoid even the appearance of conflict of interest, or any other inappropriate conduct. If an employee discovers that he/she may be in a position of conflict of interest, she/he should immediately report this conflict to the General Presbyter.

## **22.00 HONORARIA/FEES/ROYALTIES**

22.01 The Presbytery encourages its staff to grow and to seek to share insights and discoveries with the larger church. Staff members are encouraged to be judicious in the use of “working hours” in the development of materials for production or publication. Staff members shall keep their supervisor informed of the approximate amount of time given to such efforts. Compensation received for productions or publications done in part or in full during “working hours” may be retained by the staff members, as well as all non-assigned copyright privileges.

## **23.00 AMENDMENTS**

These personnel policies may be amended by recommendations made by the Personnel Committee, approved by General Council and adopted by the presbytery.



**APPENDIX #1**

**PRESBYTERY OF THE PINES  
ACKNOWLEDGMENT FORM**

I acknowledge that I have received a copy of the Presbytery of the Pines Personnel Handbook.

I understand that the manual applies to all employees and is intended to provide information about the presbytery's personnel policies, procedures, standards, and benefits.

I understand it is my responsibility to read, understand, and become familiar with the manual and comply with the policies and standards that have been established.

During the term of my employment, I agree to abide by and be bound by these policies and procedures.

I understand that the presbytery reserves the right to modify, supplement, rescind, or revise any policy, procedure, standard, or benefit from time to time, without notice, as it deems necessary or appropriate.

Should I have any questions, I will direct them to the General Presbyter or the moderator of the Personnel Committee.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**APPENDIX #2 SAMPLE**

**PRESBYTERY OF THE PINES  
EMPLOYMENT AGREEMENT**

Between the Presbytery of the Pines and Employee Full Name

This agreement sets forth the terms and conditions under which Employee Full Name will be employed by the Presbytery of the Pines as Position Title, a non-exempt or exempt, part-time or full time, appointed or elected staff position.

**Term**

The employee is expected to serve number of hours if applicable per week. This agreement shall be effective from effective date of service through date this agreement expires as determined by the Personnel Committee. This agreement may be terminated by either party for any reason on 30 days written notice.

**Goals for the Well-Being of the Presbytery**

Purpose of position as described in the position description.

**Expectations of the Position Title**

Specific responsibilities as described in position description.

**Accountability**

As an employee of the presbyter, Position Title is accountable to the General Presbyter and the Personnel Committee in accordance with the personnel policies of the presbytery.

**Evaluation**

The General Presbyter, in consultation with the Personnel Committee will review and evaluate the work of Position Title annually or other period of time as determined by the Personnel Committee.

**Compensation and Benefits**

- Salary
- Benefits
- FICA
- Other

All compensation shall be prorated and shall terminate upon termination of this agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Presbyter Signature

\_\_\_\_\_  
Date

**APPENDIX #3**

**PRESBYTERY OF THE PINES  
CONFIDENTIALITY AGREEMENT**

I understand that the presbytery absolutely prohibits the disclosure of confidential information to any one outside of presbytery or anyone inside the presbytery who does not have a need to know the information.

I understand that the presbytery also absolutely prohibits the use of confidential information for any purpose other than in connection with presbytery's business.

I understand that discussion of member/staff information will take place only in the course of my duties and never in open areas where it might be overheard by others.

I understand that any authorized release of confidential information may be grounds for disciplinary action up to and including termination.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**APPENDIX #4**

**PRESBYTERY OF THE PINES  
CURRENT POSITION DESCRIPTIONS**

**GENERAL PRESBYTER**

**STATED CLERK**

**TREASURER**

**ADMINISTRATIVE ASSISTANT**

**BOOKKEEPER**

**CENTRAL TREASURER**

**COMMUNICATIONS ASSISTANT**

## **JOB DESCRIPTION PRESBYTERY OF THE PINES**

Employer: The Presbytery of the Pines is the administrative and ecclesiastical authority for the fifty-seven (57) Presbyterian Church congregations within its boundaries. It is part of the Presbyterian Church (U.S.A.). The Presbytery of the Pines provides pastoral care for the congregations, ministers and ministries under its care and jurisdiction, and exercises oversight of these churches, ministers and ministries.

|                 |                                |
|-----------------|--------------------------------|
| Title:          | General Presbyter              |
| Status:         | Full Time/ Exempt              |
| Salary:         | Salaried Position              |
| Accountability: | General Council                |
| Oversight:      | Presbytery Personnel Committee |

### General Responsibilities:

1. The General Presbyter of the Presbytery of the Pines is the chief administrative and programmatic officer of the Presbytery. He/she is responsible for the administration and coordination of the Presbytery's work, and for representation of the Presbytery in relation to other governing bodies, ecumenical bodies or agencies with whom the Presbytery is related.
2. The General Presbyter is responsible for the management, program and development of the Presbytery's camp and conference centers.
3. The General Presbyter is accountable to the Presbytery through the Presbytery Council.
4. The General Presbyter is to supervise the professional and support staff of the Presbytery and have oversight of the Presbytery office. He/she is to employ support staff for positions approved by the Presbytery Council, and shall annually evaluate the support staff and provide this evaluation to the appropriate committee of the Council.

### Specific Responsibilities:

- a. To implement Presbytery decisions in matters of priorities, programs and resources.
- b. To provide staff services for Presbytery agencies, committees, mission teams and commissions.
- c. To assist the process whereby the Presbytery determines its priorities and outlines its work.
- d. To interpret the decisions and programs of the Presbytery to the general public.
- e. To develop leadership training for the moderators of Presbytery agencies and committees.
- f. To provide leadership in program development and facility usage of the Presbytery's camp and conference centers.
- g. To provide appropriate pastoral care for the ministers of the Presbytery.

Terms of Service:

This position shall be for an indefinite term. There shall be a performance review done annually.

Compensation:

Shall be established by the Presbytery upon recommendation of the Presbytery Council. Full terms of the call shall be presented to Presbytery annually.

Oversight:

The General Presbyter shall be responsible to the Presbytery through the Presbytery Council.

We are an Equal Opportunity Employer. All qualified candidates will be considered for job opportunities without regard to race, color, religion, national origin, sexual orientation, gender, marital status, veteran status, or disability, as well as other classifications protected by applicable state or local laws.

## **JOB DESCRIPTION PRESBYTERY OF THE PINES**

Employer: The Presbytery of the Pines is the administrative and ecclesiastical authority for the fifty-seven (57) Presbyterian Church congregations within its boundaries. It is part of the Presbyterian Church (U.S.A.). The Presbytery of the Pines provides pastoral care for the congregations, ministers and ministries under its care and jurisdiction, and exercises oversight of these churches, ministers and ministries.

|                 |                                |
|-----------------|--------------------------------|
| Title:          | Stated Clerk                   |
| Status:         | Contract                       |
| Salary:         | To Be Determined               |
| Accountability: | General Council                |
| Oversight:      | Presbytery Personnel Committee |

### General Responsibilities:

The Stated Clerk shall be a Teaching Elder or Ruling Elder who is eligible for membership in the Presbytery. This person shall be nominated to the Presbytery by the General Council and shall be elected at the last stated meeting of the year for a three-year term and may be re-elected to this post.

The duties of the Stated Clerk are prescribed by the Standing Rules of the Presbytery of the Pines and the Book of Order of the Presbyterian Church USA pertaining to documents and records, communications to other governing bodies, and facilitating meetings of Presbytery.

The Personnel Committee of the Presbytery of the Pines shall perform an annual performance review each year before July 1 and make any recommendations necessary to the Budget Committee, General Council and or Presbytery.

### Specific Responsibilities:

- a. Serve as Custodian of all records and historical Documents for the Presbytery.
- b. To maintain six rolls:
  1. The Roll of Teaching Elders of Presbytery.
  2. The Roll of Member-at-Large of Presbytery.
  3. The Roll of Honorably Retired Teaching Elders of presbytery
  4. The Roll of Certified Christian Educators and Certified Associate Christian Educators.
  5. The Roll of those deleted from other rolls.
  6. The Roll of Ruling Elders commissioned to particular pastoral service.
- c. To maintain six registers:
  1. Teaching Elder General Assembly Commissioners.
  2. Ruling Elder General Assembly Commissioners
  3. Presbytery Churches sending elders General Assembly
  - 4 Presbytery Youth Advisory Delegates to General Assembly and their churches.
  5. Past Moderators of Presbytery
  6. Chronological list of Teaching Elders by date of their enrollment.

- d. Prepare and maintain a full and accurate record of the proceedings of Presbytery meetings.
- e. To prepare an annual report to Presbytery indicating the ratio between the number of active resident teaching elders and ruling elders who are members of Presbytery and propose to Presbytery at its first meeting of the year ways to redress any imbalance.
- f. To prepare the docket for Presbytery meetings to be submitted to the General Council for recommendation to Presbytery.
- g. To prepare the docket for and record the minutes of Council. To have available at Presbytery meetings recent minutes of Presbytery, Synod, and General Assembly as well as the two volumes of the Presbyterian Church USA Constitution and Robert Rules of Order.
- h. To prepare and keep up-to-date a list of officers and members of all Presbytery committees, commissioners, delegates and task-force members.
- i. To notify all Presbytery members and Clerks of Session of vacant church of all forthcoming Presbytery meetings at least ten days in advance.
- j. To transmit annual statistical information for the General Assembly year-end report to all churches, tally the replies and submit such facts in a summary analysis to the first stated meeting of Presbytery each year.
- k. To provide staff support to the following committees:
  - General Council
  - Committee on Ministry
  - Committee on Representation
  - Committee on Preparation for Ministry
  - Polity Committee

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## **JOB DESCRIPTION PRESBYTERY OF THE PINES**

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|                    |                                |
|--------------------|--------------------------------|
| Title:             | Administrative Assistant       |
| Status:            | Part-time, exempt staff        |
| Salary / Benefits: | To Be Determined               |
| Accountability:    | General Presbyter              |
| Oversight:         | Presbytery Personnel Committee |

### Position Description:

- Shall be responsible for cultivating and modeling a positive, professional, and energetic image of the Presbytery of the Pines as he/she carries out assigned duties and responsibilities at the Presbytery Office and at presbytery meetings and other presbytery events
- Provides accurate proactive information delivery to email inquiries, phone callers, and on-site visitors
- Provide administrative support for presbytery committees, i.e., send out letters, manage annual and monthly reporting, produce copies for meetings and mail/email info packets
- Work closely with Communications Assistant and Stated Clerk
- Provide administrative support to General Presbyter and Stated Clerk as needed
- Provide document circulation and archiving
- Maintain safe and efficient use of office area
- Manage office equipment and supply inventory
- Maintain accurate records, addresses, and email lists
- Sets up and coordinates registration for presbytery meetings and events
- Perform other duties as assigned

### Skills Desired:

- Effective communicator
- Professional presence
- Excellent command of English grammar, spelling and composition
- General PC skills - Word, Excel, PowerPoint
- Have personal transportation to work and to off-site work related assignments

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|                 |                                |
|-----------------|--------------------------------|
| Title:          | Bookkeeper                     |
| Status:         | Part Time                      |
| Salary:         | To Be Determined               |
| Accountability: | General Presbyter              |
| Oversight:      | Presbytery Personnel Committee |

### Position Description:

#### A. General Ledger

1. Oversee the preparation of bank deposits and entry into the financial software.
2. Recording of receipts and disbursements.
3. Preparation of checks for Treasurer's signature after verifying the vouchers / invoices for arithmetic accuracy, account number assigned and approving signatures.
4. Preparation of semi-monthly employee payroll checks, monthly payroll tax liability deposits; quarterly payroll tax returns; annual forms W-2s and W-3s; annual forms 1099 and 1096 and related reports.
5. Maintenance of financial files and subsidiary records.
6. Analysis of investments, interest allocation and fund balances.
7. Reconcile monthly financial accounts with bank statements.
8. Prepare quarterly financial statement for Budget and Finance Committee and Presbytery packets.
9. Prepare flexible spending reimbursement checks and maintain accounting of individual employee's flexible spending accounts.
10. Maintain fixed asset inventory listing; maintain depreciation schedule.

#### B. Mission

Provide information to churches in regard to per capita paid.

#### C. Budget

1. Assist moderators of committees by providing them with quarterly reports of receipts and disbursements within their areas of responsibility.
2. Assist in the annual preparation of the detail budget for Presbytery approval and enter into the financial software, making adjustments when directed by the appropriate Presbytery authority.

#### D. Resources

1. Annually compute and prepare a statement of per capita due for the succeeding year.
2. Maintain a record of per capita delinquencies for follow-up by the Budget and Finance Committee and correspond with churches concerning per capita status.
3. Alert Budget and Finance Committee as to funds available for investment.

#### E. Audit

1. Preparation of schedules for auditors prior to their arrival.
2. Work with auditors during the audit providing data as requested.

#### G. Maintain Corporation Records

1. File Annual Report of the Corporation with appropriate signatures and statements.
2. File any Corporation Name Changes, Statement of Change of Registered Agent and/or registered office with appropriate signature and statements.
3. Keep Bank Authorization cards current with proper signatures.

#### H. Other Responsibilities

1. Correspond with individuals regarding mission contributions over \$250.00.
2. Record volunteer donations of meeting expenses and maintain annual records to be available to them upon request for tax information.
3. Serve as resource for ACS software as needed.
4. Serve as resource to various Presbytery agencies upon request.
5. Perform other duties as assigned

#### Skills Desired:

Effective communicator  
Professional presence  
Excellent command of English grammar, spelling and composition  
Have personal transportation to work and to off-site work related assignments

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|                 |                                |
|-----------------|--------------------------------|
| Title:          | Central Treasurer              |
| Status:         | Contract                       |
| Salary:         | To Be Determined               |
| Accountability: | General Presbyter              |
| Oversight:      | Presbytery Personnel Committee |

### Position Description:

- Enter into computer software the pledge to UMS for each church.
- Receive checks from churches for:
  - UMS (unified mission support)
  - Special offerings
    - Joy gift, One Great Hour Of Sharing, Birthday Offering, Witness Offering, Peacemaking, Thank Offering, Disaster Relief, Theological Education, Least Coin, Missionary Support, Mission Projects, other mission givings, Pentecost offering, synod offerings, Vera Lloyd, Evergreen Ministries, Haiti Education Foundation, Living Waters; special gifts to Camp Alabama or Camp of the Pines, Men's Mexico trip, Presbyterian Women, other special gifts to mission projects
- Enter checks into computer according to church so that each church receives credit for the gift or the UMS support
- Deposit checks in bank
- Write checks for UMS support to Presbytery of the Pines general operating fund, Synod of the Sun, and General Assembly. Included in the General Assembly check is amount for GA offerings (OGH, Joy, theological education, etc)
- Write checks for special gifts such as Vera Lloyd, Evergreen and Haiti Educational Foundation
- Enter checks into the financial software
- Have treasurer sign the checks
- Prepare listing of special offerings and which church (occasionally an individual) has given it and include with General Assembly check and Synod check so that churches get credit.
- Write letters to agencies such as Vera Lloyd, Evergreen and Haiti Education Foundation to be included with check so that the agency knows which church (or occasionally an individual) is contributing.
- Prepare spreadsheet which shows the giving of all churches broken down into categories (UMS, OGH, Joy, Birthday, etc).
- Send to all churches a quarterly record of the giving of all churches.
- Perform other duties as assigned

Skills Desired:

Effective communicator

Professional presence

Excellent command of English grammar, spelling and composition

General PC skills - Word, Excel, PowerPoint

Have personal transportation to work and to off-site work related assignments

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|                    |                                |
|--------------------|--------------------------------|
| Title:             | Communications Assistant       |
| Status:            | Contract                       |
| Salary / Benefits: | To Be Determined               |
| Accountability:    | General Presbyter              |
| Oversight:         | Presbytery Personnel Committee |

### Position Description:

- Shall be responsible for cultivating and modeling a positive, professional, and energetic image of the Presbytery of the Pines as he/she carries out assigned duties and responsibilities
- Maintains presbytery website and presbytery presence on selected social media outlets
- Maintains presbytery email lists
- Produces presbytery-wide communications
- Maintains presbytery-wide video conferencing program
- Work closely with General Presbyter, Stated Clerk and Administrative Assistant
- Perform other duties as assigned

### Skills Desired:

- Effective communicator
- Professional presence
- Excellent command of English grammar, spelling and composition
- Working knowledge of Adobe products and/or HTML code would be a bonus
- Have personal transportation to work and to off-site work related assignments

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**Presbytery of the Pines**  
**Proposed Policy and Process for Addressing Churches**  
**Seeking to Withdraw from the Presbyterian Church (U.S.A.)**  
**May 18, 2013**

The Presbytery of the Pines affirms the basic principle that the Presbyterian Church (U.S.A.) strives to be a church modeled on the body of Christ as described in 1 Corinthians 12: a church made up of many different parts, all of which are “... necessary for its mission to the world, for its building up, and for its service to God.” (Book of Order, F-1.0202). The Presbytery further affirms that freedom of conscience with respect to the interpretation of scripture is to be maintained, provided that pastors and church officers adhere to the essentials of the Reformed faith and polity as expressed in The Book of Confessions and the “Form of Government” (Book of Order, G-2.0105).

In the history of our denomination, there have been times of great turmoil and disagreement. Some of these disagreements have been divisive and irreconcilable as to create schisms and separations in this part of the body of Christ. Our church polity provides broad guidance for managing relationships between and among our congregations. Drawing upon this guidance the Presbytery of the Pines has developed the following process for the response to and reconciliation with congregations that may be considering withdrawing from the PC (U.S.A.). After prayerful consideration, Presbytery of the Pines has adopted this process that also includes provisions to address regretful separation if reconciliation is not possible.

### **SECTION 1: THE PROCESS**

It is incumbent upon the leaders of the Presbytery to maintain collegial contact with churches within its bounds sufficient to have awareness of situations of dissatisfaction with the denomination when it may be nearing a critical point. This contact can come through the elected leaders of presbytery, the Committee on Ministry, or any other agency developed by the Presbytery.

When the leadership of the Presbytery becomes aware, either through formal congregational action, or informal contacts with church leaders or members, that such a situation is developing the moderator of Presbytery’s Council and/or the moderator of Committee on Ministry initiates a visit to the specific church by the Presbytery’s Response Team.

Leadership is to notify the Council and Committee on Ministry moderators within one (1) week of learning of a potential concern. Within two (2) weeks, the Response Team will be notified and instructed to contact the session of the specific church to set a meeting with the session.

The purpose of the Response Team is to visit with leaders of the congregation, or the congregation as a whole, if circumstances dictate, in a time of prayer and conversation aimed at understanding the conflict and identifying steps toward reconciliation. The Response Team will handle its assignment in consultation with Presbytery’s Council and the Committee on Ministry, being sure to maintain communication with both bodies on a continuing basis and in a timely fashion.

If, after its initial visit, the Response Team determines that progress can be made toward reconciliation through continued dialogue, the team will make that recommendation to Council and Committee on Ministry for continuing talks.

However, if the Response Team determines that further conversation will not effect reconciliation or if the team's visit is refused by the leadership of the congregation and steps toward separation from the denomination appear to be in process, Council will request that Presbytery of the Pines elect an administrative commission to address the specific situation of the congregation.

## **SECTION 2: THE RESPONSE TEAM**

Presbytery will have two Response Teams, each composed of seven members, four of whom will be teaching elders and three of whom will be ruling elders. The pool of 14 people, elected into rotating classes of three-year terms, will be selected and trained as Response Team members. The pool will be divided equally among Committee on Ministry, Presbytery Council and at large. Committee on Ministry will select five (5) people to be trained, three of whom will be teaching elders and two, ruling elders. Presbytery Council will select five (5) people to be trained, three of whom will be teaching elders, and two ruling elders. Presbytery will elect four (4) at-large members, two of whom will be ruling elders, and two teaching elders. To begin class rotation, the first class of Response Team Pool Members elected at large will serve one year; the first class of Presbytery Council Members will serve two years; and the first class of Committee on Ministry Members will serve three years. After these first three classes are established, all response team members will serve three year terms. The Response Teams will be trained by presbytery annually. The Moderator of each response team will be named by COM.

Once activated, a response team will send two of its members to meet with all concerned local parties to gather facts and establish a relationship with all parties of the dispute. After reporting back to the remainder of the response team, the Response Team keeps all concerned parties, including Council, Committee on Ministry, and the specific church, informed in a timely manner. It is expected that the Response Team will complete its work as expeditiously as possible.

The Response Team shall be staffed by the Stated Clerk of the Presbytery.

## **SECTION 3: THE RESPONSE TEAM AS AN ADMINISTRATIVE COMMISSION**

When circumstances so require, based on the report of the Response Team, moderator of Presbytery may nominate, and the Presbytery may elect the same Response Team as an administrative commission in accordance to the Book of Order of the PCUSA to work with the specific congregation that has not been able to resolve issues using the Response Team process.

The administrative commission shall be staffed by the Stated Clerk of the Presbytery. The Presbytery shall receive the final report of the commission, act on any recommendations, and dismiss the commission at the completion of its work.



As always, the approval of COM will be required for any temporary supply arrangements or other pastoral personnel changes recommended by the Administrative Commission.

A quorum of the commission shall be a majority of its elected and appointed members, unless the Presbytery fixes the quorum at a higher number.

The Presbytery establishes the powers of the commission in accordance with the Book of Order (G-3-0109b).

**MINUTES**  
**Presbytery of the Pines**  
**107th Stated Meeting**  
**First Presbyterian Church**  
**Shreveport, Louisiana**  
**October 19, 2013**

**CONSTITUTION**

The 107<sup>th</sup> Stated Meeting of the Presbytery of the Pines met on October 19, 2013, at the First Presbyterian Church, Shreveport, Louisiana.

The following Teaching Elders, Ruling Elders commissioned by congregations, and members of Presbytery were present constituting a quorum:

*Teaching Elders:*

John Albright, John Arnold, Susan Arnold, James Freeman, Grant Groves, Daniel Hignight, Kathleen Hignight, Joseph Hill, Erin Kaye, John McClelland, Philip McLarty, Allison Moody, Lauren Moore, Michael Morgan, Kathy Muder, Thomas Reinowski, William Searight, Sarah Cooper Searight, Beth Sentell, Rhodes Stipp, Jim Van Hook, George Wortham

*Elder Commissioners:*

Athens-Andy Pate, Benton-James B. Thompson, Shreveport-Bossier, Korean-Okie McDaniel, Bossier City Trinity- Dana Stinson, Camden- Mary Ann Martin, Chidester- Betsy Carroll, El Dorado- Nancy Arn Worrel, Frierson Good Hope- Ella Bradford, Homer- Cynthia G. Steele, Hope- Amelia Leverett, Jonesville Trinity- Martha Brallier, Magnolia- Mike McNeill, Mansfield Red Lick-Ponder Clinton Jr., Monticello First- Rick Clubb, Natchitoches- Ron Muder, Plain Dealing Cottage Grove- Kitty Coyle, Plain Dealing First- David A. Kelly, Ruston-Buddy Johnson, Shreveport Broadmoor-Stephen V. Callaway, Shreveport First- Charles Grubb, Shelby Guilbert, Shreveport Hollywood- Marvin Porter, Shreveport John Calvin- Sheryl Nix, West Monroe Highland- Shelia Martin, Winnsboro- Sheri Bullard

*Commissioned Ruling Elders*

Ron Brown, Charlotte Cobb, Edith Hill, Kay Childs Travis

*Ruling Elders Enrolled in Presbytery*

Don Brice, John Knox, Jr., Kay Hummel, Nancy Arn Worrel

*Corresponding Members-*

Rev. Julia Farrell, Presbytery of South Louisiana  
Rev. Rick Garner, Evergreen Ministries  
Elder Valerie Knox, Synod of the Sun  
Rev. Dan Seperstein, Synod of the Sun

The following Teaching Elders, Sessions, and Commissioned Ruling Elder were absent with excuse:

*Teaching Elders:* Philip Faris, Jung Jin Kim, Daniel Loomis, Bryan L. McDowell, Lindsey Peery, John Nelson Pope, John A. Scott Jr., Rosemary Stelz, Bonnie Wilkins, Bill Willis.

*Sessions:* Alto, Baskin, Bastrop, Crossett, DeQueen, Dermott, Keatchie, Rayville, and Warren.

The following Teaching Elders, Sessions, and Ruling Elders enrolled in Presbytery were absent without excuse.

*Teaching Elders:* Alford Branch, Dianne Brown, Mark Kennedy, Gary Miller, David Roberts

*Sessions:* Belcher, Carthage, Choudrant, Ferriday, Grand Cane, Haynesville, Hermitage- Calvary, Lake Providence, Lake Village, Mansfield First, Minden, Monroe First, Monticello Holmes Chapel, Newellton, Plain Dealing Rocky Mt., Shreveport St Andrew, Tallulah, Texarkana, Tulip, Vidalia, Vivian, Winnfield.

*Commissioned Ruling Elders:* Clyde Ray Webber

#### **BIBLE STUDY**

On behalf of the Committee on Restructuring Presbytery, Bill Searight led the council in a study of Scripture.

#### **WELCOME BY THE HOST CHURCH**

Chris Currie, newly elected pastor of the church, welcomed presbyters and guests.

#### **WORSHIP AND THE LORD'S SUPPER**

At 11:00 a.m. the body moved to the sanctuary where they were led in worship by Kathy Muder and Sarah Cooper Searight; the Word was proclaimed by Chris Currie, and the Sacrament of the Lord's Supper was celebrated.

#### **RECESS FOR LUNCH**

At 12:15 p.m., immediately following the benediction from worship, the council recessed for lunch.

#### **RECONVENE**

At 1:00 p.m. the moderator reconvened the body in the fellowship hall and offered prayer.

#### **REPORTS**

**Evergreen Ministries** Rick Garner presented an update on the ministry.

**Stated Clerk** Dan Hignight presented the report. IT WAS VOTED to adopt these recommendations:

1. That the Docket for this meeting be approved.
2. That the following be seated as corresponding members for this meeting:  
Dan Saperstein, co-leader of the Synod of the Sun, RE Valerie Knox, co-leader of the Synod of the Sun, Rick Garner, and Julia Farrell
3. That the Minutes of the previous meeting be approved.
4. That the Minutes of the following Administrative Commissions be entered into the record (Appendices A, B, C, D):
  - to dissolve the Fordyce Church
  - to dissolve the Prescott Church
  - to dissolve the Ebenezer Church
  - to work with the Minden Church.
5. That the Trustees of Presbytery be instructed to transfer all properties in accordance with the actions of the Administrative Commissions named above.
6. That Presbytery elect TE Allison Moody and RE to the Committee on Nominations for the Class of 2016.
7. That Presbytery elect two Teaching Elders and two Ruling Elders to the Response Teams for the Class of 2016.

| <u>Teaching Elders</u> | <u>Ruling Elders</u>  |
|------------------------|-----------------------|
| _____                  | <u>Cynthia Steele</u> |
| _____                  | _____                 |
8. That Presbytery approve the following proposed amendment to the Synod of the Sun bylaws:
  - 3.1.1 Twenty two commissioners shall be elected by the eleven presbyteries of the Synod. Each presbytery shall elect one teaching elder commissioner, and one ruling elder commissioner in altering years for a ~~two~~ *three* year term.

**General Presbyter**

Joe Hill presented the report which was received as information.

### **Synod Co-leaders**

Dan Saperstein and Valerie Knox brought greetings and reported on the vision, work, and structure of the Synod of the Sun.

### **General Council**

Report included in packet and received as information through the Consent Agenda.

### **Committee on Preparation for Ministry**

Report included in packet and received as information through the Consent Agenda.

### **Committee on Representation**

Report included in packet and received as information through the Consent Agenda.

### **Committee on Ministry**

Erin Kaye, Moderator, presented the report. IT WAS VOTED to adopt these recommendations:

1. That the report be received as information.
2. That Presbytery enter into its records these actions taken by the COM, acting under commission powers granted by Presbytery:
  - A. Approved the dissolution of relationship between Bill Willis and Alabama Church, Choudrant, Louisiana, effective May 31, 2013.
  - B. Appointed Nancy Bergeron as Moderator of the Alabama Church Session.
  - C. Approved the dissolution of relationship between Ron Lawrence and Hollywood Church, Shreveport, Louisiana, effective September 13, 2013.
  - D. Appointed Dudley Glenn as Moderator of the Hollywood Church Session.
  - E. Approved that First Church, El Dorado, Arkansas, seek an interim pastor while Dan Loomis is recovering from an accident.
  - F. In response to the call of the Shreveport-Bossier Korean Presbyterian Church, Bossier City, Louisiana, conducted a preliminary examination of the rev. Jinsoo Son and granted him permission to move to the field, effective January 1, 2013.
  - G. In response to the call of First Church, Shreveport, Louisiana, conducted a preliminary examination of the Rev. Dr. Chris Currie and granted him permission to move to the field, effective September 18, 2013.
3. That Presbytery move TE Bill Willis the Member-at-Large roll.
4. That Presbytery dismiss TE Ron Lawrence to Miami Valley Presbytery.
5. That Presbytery approve the commission of current Commissioned Ruling Elders, beginning January 1, 2014, to be expanded to include celebrating the Lord's Supper at any congregation in Presbytery with the invitation of a Session. This would effect Charlotte Cobb, Ron Brown, Edith Hill, Kay Childs Travis, and Clyde Ray Webber.

6. That Presbytery approve those currently trained to be Commissioned Ruling Elders, beginning January 1, 2014, to be authorized to celebrate the Lord's Supper in any congregation with the invitation of a Session. This would effect Susan Bensburg, Nancy Bergeron, Gary Martin, Pierre Boumtje, and Johnnie Travis.
7. That Presbytery allow First Church, Hope, Arkansas, to proceed to vote to allow Kathleen Hignight, the current temporary supply, to be called as an installed pastor.
8. That Presbytery approve these Terms of Call from First Church, Shreveport, to the Rev. Dr. Thomas Christian Currie to serve as Pastor, effective September 18, 2013:
- |                              |            |
|------------------------------|------------|
| Annual Salary                | \$55,000   |
| Annual Housing               | 30,000     |
| Travel Reimbursement         | 5,000      |
| SECA Reimbursement           | 7,041      |
| Continuing Education         | 2,000      |
| BOP Medical and Annuity      | 29,750     |
| Annual Vacation              | Four Weeks |
| Annual Continuing Ed. Leave  | Two Weeks  |
| Moving Expenses to the field | In Full    |
9. That Presbytery examine the Rev. Dr. Thomas Christian Currie, a member of Coastal Carolina Presbytery, for membership in the Presbytery of the Pines. The examination was conducted by Kathleen Hignight.
10. That Presbytery sustain in parts and as a whole the examination of Dr. Currie.
11. That Presbytery appoint the following Administrative Commission, with the full power of Presbytery, to install Dr. Currie as Pastor of First Presbyterian Church, Shreveport, Louisiana, on Sunday, November 3, 2013 at 3:00p.m. (Appendix E)
- |                          |           |
|--------------------------|-----------|
| TE Joe Hill              | Moderator |
| TE Sarah Cooper Searight | Clerk     |
| TE James D. Freeman      |           |
| RE Robert Folsom         |           |
| TE Gloria Cady           |           |
- Invited to sit with and complete the Commission:
- |   |
|---|
| TE Jerold Shetler, Presbytery of Salem                          |
| TE Thomas W. Currie, III, Presbytery of Charlotte               |
| RE Elizabeth C. Williams, Northpark Presbyterian Church, Dallas |
12. That Presbytery approve these Terms of Call from the Shreveport-Bossier Korean Presbyterian Church, Bossier City, to the Rev. Jinsoo Son, to serve as Pastor, effective January 1, 2013:
- |                                   |          |
|-----------------------------------|----------|
| Effective Salary                  | \$36,885 |
| Travel/Professional Reimbursement | 3,000    |

|                             |            |
|-----------------------------|------------|
| SECA Reimbursement          | 2,822      |
| Continuing Education        | 300        |
| BOP Medical & Annuity       | 12,826     |
| Annual Vacation             | Four Weeks |
| Annual Continuing Ed. Leave | Two Weeks  |

13. That Presbytery examine the Rev. Son, a member of Seouldong Presbytery, the Presbyterian Church in Korea (Hap Dong) for membership in the Presbytery of the Pines. The examination was conducted by Dana Stinson.

14. That Presbytery sustain in parts and as a whole the examination of the Rev. Son.

15. That the Presbytery give the Committee on Ministry the power to approve and appoint the Administrative Commission to install the Rev. Son as Pastor of the Shreveport-Korean Presbyterian Church, and to set the date for the installation.

16. That Presbytery commission Kay Childs Travis as Commissioned Ruling Elder of First Presbyterian Church, Lake Village, Arkansas, effective June 1, 2013 to May 31, 2016 at the following Terms of Call:

|  |            |
|--|------------|
| Weekly Salary  | \$160      |
| Travel Reimbursement per week  | 65         |
| plus \$.555/mile for other church travel   |            |
| Session Meetings   | 50         |
| Annual Vacation  | Four Weeks |
| Other: The church will cover expenses to attend the annual Pastor's Retreat sponsored by COM |            |

17. That Presbytery authorize Kay Childs Travis to perform the following functions while serving at the Commissioned Ruling Elder of First Church, Lake Village:

- Administer the Sacrament of Lord's Supper
- Administer the Sacrament of Baptism
- Moderate Session under the supervision of, and when invited by, the Moderator appointed by Presbytery
- Have voice and vote in meetings of Presbytery
- Perform the service of Christian Marriage

18. That Presbytery adopt the following minimum Terms of Calls for 2014 for minister members of Presbytery (an increase of \$876):

|                               |            |
|-------------------------------|------------|
| Effective Salary/Pension base | \$38,000   |
| BOP/Medical, Annuity, Death   | 14,086     |
| SECA Offset                   | 2,907      |
| Travel/Profess. Reimbursement | 3,000      |
| Continuing Education          | 300        |
| Annual Vacation               | Four Weeks |

**Mo-Ranch** John Sniffen brought greetings from Mo-Ranch and news of improvements.

**Recognition of Dissolved Churches and Deceased Ministers**

Kathy Muder opened a time of worship recognizing the deaths in the last year of the Rev. Frank Thom, led by Joe Hill, and the Rev. Ralyn Parkhill, led by John McClelland. Cynthia Steele led a tribute to First Church, Fordyce, Arkansas; Phil McLarty led a tribute to First Church, Prescott Arkansas, and Dan Hignight led a tribute to Ebenezer Church, Strong, Arkansas.

**Committee on Budget and Finance**

John Knox, Moderator, presented the report which was received as information.

**Administrative Commission for the Minden Church**

Bill Searight, Moderator, presented the report. IT WAS VOTED to adopt these recommendations:

1. That this report be received as information.
2. That effective October 20, 2013, the congregation of Minden Presbyterian Church be dismissed with its property to the Evangelical Presbyterian Church pending reception by that denomination.
3. That Presbytery accept the financial gift made by the Session to the Presbytery of \$10 per capita and \$167 per month for 12 months. The gift is not to be considered a purchase price, but rather a goodwill offering for the furtherance of the work of the Presbytery of the Pines.

**Commissioners to Synod**

Erin Kaye presented the report, which was received as information.

**Committee on Nominations**

Lauren Moore, a member of the committee, made the presentation. IT WAS VOTED to adopt these recommendations:

1. That this report be received as information
2. That Presbytery elect the following persons for service as members of the following agencies of the Presbytery:

**Presbytery Council Class of 2016**

Kathy Carmical  
Ron Brown  
John Scott

Moderator of Presbytery Council 2014 Rev. Kathy Muder



Moderator of Presbytery 2014            Elder Corbet Lamkin  
Moderator-Elect of Presbytery 2014    Elder Dana Stinson  
Presbyterian Women's Moderator       Elder Kay Hummel

**Committee on Representation**

| <b><u>Class of 2014</u></b> | <b><u>Class of 2016</u></b> |
|-----------------------------|-----------------------------|
| Nancy Arn Worrel            | John Arnold                 |
|                             | _____                       |
|                             | _____                       |

Moderator: Nancy Arn Worrel  
Vice-Moderator: \_\_\_\_\_

**Committee on Preparation for Ministry**

| <b><u>Class of 2014</u></b> | <b><u>Class of 2016</u></b> |
|-----------------------------|-----------------------------|
| David Roberts               | Lauren Moore                |
|                             | _____                       |

Moderator: Lauren Moore  
Vice-Moderator: Sarah Searight

**Committee on Ministry**

| <b><u>Class of 2015</u></b> | <b><u>Class of 2016</u></b>                           |
|-----------------------------|---|
| Amy McGhee<br>Dudley Glenn  | Kay Childs Travis<br>Bonnie Wilkins<br>George Wortham |
|                             | _____   |
|                             | _____   |
|                             | _____   |

Moderator: Erin Kaye  
Vice-Moderator: Jim Freeman

**Budget and Finance Class of 2016**

Rev. Allison Moody  
\_\_\_\_\_

Moderator: John Knox Jr.  
Vice-Moderator: \_\_\_\_\_

**Personnel Committee Class of 2016**

Carol Young  
Johnnie Travis

Moderator: Beth Sentell  
Vice-Moderator: Dr. Denzer Burke

**Polity Committee Class of 2016**

Bob Veon  
Richard Moore

Moderator: Rev. Allison Moody  
Vice-Moderator: Gordan Christy

**Real Estate Class of 2016**

Greg Brown  
Jimmy Davis  
\_\_\_\_\_

Moderator: \_\_\_\_\_  
Vice-Moderator: \_\_\_\_\_

**Nominations for Commissioners to General Assembly 2014**

**Principle Ruling Elder**  
Anne Nance

**Principle Teaching Elder**  
Rev. Kathy Muder

**Youth Advisory**  
Ben Nance

**Living Waters for the World**  
received as information.

Edith Hill reported on the work of the group. The report was

**INSTALLATION OF THE MODERATOR ELECT**

Ruling Elder Corbet Lamkin was installed as Moderator of the Presbytery of the Pines, through worship, answering Constitutional Questions, and the presentation of the symbols of office of the stole and gavel.

**ADJOURNMENT**

With all business being concluded, Moderator Lamkin adjourned the meeting with prayer at 4:10 p.m.

\_\_\_\_\_  
Kathy Muder, Moderator

\_\_\_\_\_  
Daniel Hignight, Stated Clerk

**MINUTES**

Administrative Commission to  
First Presbyterian Church  
212 W. 4th Street, Fordyce, Arkansas  
October 27, 2012, 1 p.m.

As the members of the Pines Presbytery Administrative Commission to First Presbyterian Church of Fordyce arrived in Fordyce, they walked through the Fordyce Church with Johnnie Travis. The physical condition and issues of the church were pointed out and questions answered. Several members of the commission took pictures in the church.

Following the walk-through of the church, the meeting was convened in the Fordyce Church office on Tuesday, October 27, 2012. The meeting was opened with prayer by Rev. Dan Hignight. The following members of the commission were present: Bonnie Wilkins (Crossett), Ham Singleton (Camden), Cynthia Steele (Homer), Mike Davis (Choudrant), Ron Lawrence (Hollywood). Excused Absence: Kathleen Hignight (Hope)

The following Session members of the Fordyce church were present: Johnnie Travis and Cheryl Brewer (Clerk of Session).

Also present was Rev. Dan Hignight, Stated Clerk of Pines Presbytery and Kay Travis, former CRE to Fordyce.

Rev. Hignight discussed the duties and Pines Presbytery guidelines of an Administrative Commission. This Commission is acting on the official request of the Fordyce Session to dissolve the church. Dan reminded the Commission that the Session is still the body of jurisdiction.

Dan said two areas must be addressed to proceed forward in closing the church:

- 1) Congregation and membership issues:
  - a) There must be a transfer of all members to another church's roll or to Presbytery's roll if that is not possible for a member.
  - b) All official original records are to be turned over to Presbytery for historical and legal safekeeping.
  - c) Particular items of property such as communion ware are to be given to Presbytery. The church is encouraged to share items such as the communion table, font, and pulpit with another congregation in need of these items.
  
- 2) Physical facility and property:
  - a) Since this building was added to the National Register for Historic Places in 1983, there was discussion about what could and should happen to the property. Dan said that his research showed that it can be taken off the register if it cannot be maintained.
  - b) Does the city or county want to use or stabilize the church building? Entities in the City of Fordyce and the County have expressed an interest and desire not to see the building razed given its prominence, history, and location in the city.
  - c) Even without an active congregation, the church building remains a witness of this congregations' long life, faith, and service to their community. The Commission was told that there is an effort being made in the community to form a historical society and they may want to take this property under their oversight or use. It is possible to deed the property to an entity with the understanding that it is to be restored or maintained. Otherwise, it would revert back to Presbytery. It is also possible to sell the property with the understanding that it cannot be razed.

- d) Discussed contacting the county judge, City of Fordyce, and Chamber of Commerce about the disposition of the building.
- e) As a last resort, if there is no interest by the county or city or other entity in using the building, a reclamation company will be contacted about assessing the building, its materials, and any furnishings. There is valuable woodwork, stained glass, and architectural features that should not be lost or damaged if possible. But this is to be a last resort. It is preferred to see the building left in-tact as much as possible (including seeing the stained glass left in the windows) especially as seen from the street.
- f) The manse is located next to the church. It is currently being rented out. There is also a newer metal outbuilding on the property. Sale of these buildings and property also needs to be taken care of by the Commission.
- g) The Session was encouraged to decide what will happen to the furnishings and fixtures in the building. They may want to disburse certain furnishings and fixtures to members of the congregation first and then offer what is left to congregations in need in the Presbytery (for instance, hymnals and pews may be needed by another congregation).

Following this instruction by Rev. Hignight, the Commission was instructed to elect a Moderator and Clerk. Nominations were taken for the floor and the Commission ELECTED Cynthia Steele as Moderator of the Administrative Commission and Bonnie Wilkins as Clerk.

The following actions were taken by the Administrative Commission:

1. Commission VOTED that Ham will talk to the County Judge and the Chamber of Commerce about their possible interest in acquiring the building. Do they have any desire to take over its use and maintenance? Because of the significant amount of water damage from roofing issues, the significant and dangerous presence of mold and mildew throughout the church, and the other issues of repair and maintenance that require addressing, it will take a serious financial commitment to this building by any entity that takes it on. If the building is decided to a non-governmental entity, it must be a 501C3 organization. It should not be sold to a private entity that may raze it for the property/material value only.
2. Dan Hignight will be a “resource” on all things Presbytery to the Commission in this process from this point forward.
3. The Session and congregation are still “active” until the Commission sets a date to dissolve. The Commission will hold a closing worship service for the congregation celebrating its life and witness to the community of Fordyce and the Presbytery.
4. The Commission will make sure all bills are paid or are being paid. Cheryl Brewer said all have been so far and there are still some financial resources left. The Session needs to inform the Commission if any bill is not paid and the reason why.
5. Any correspondence on email will be copied to all Commission members (ie. “Respond All” in your emails) so that everyone stays informed about what is being discussed or any actions being taken.
6. The Session was praised for their faithfulness to the life of the church and its congregation. It is recognized how painful this decision and process is for the congregation, especially for Cheryl Brewer, a life-long member of the church. Each have worked tirelessly these last few years to maintain the building and provide a meaningful and rich spiritual life for its membership. Throughout, they have provided Christian mission, service, and care to the community of Fordyce.

Cheryl had to excuse herself before the meeting adjourned to return to work. The Commission was asked to take a look at the storage building on the property before leaving. There being no further business, the meeting was adjourned at 2:30 p.m. with prayer.

Respectfully submitted: \_\_\_\_\_ Rev. Bonnie Wilkins, Clerk

MINUTES  
Administrative Commission  
to Dissolve First Presbyterian Church, Prescott, Arkansas  
July 10, 2013

The Administrative Commission appointed by the Presbytery of the Pines to dissolve First Presbyterian Church, Prescott, Arkansas, met in the fellowship hall of the church on July 10, 2013 at 4:00 p.m. Dan Hignight, Stated Clerk of the Presbytery called the meeting to order and opened with prayer.

Present: Phil McLarty; Kathleen Hignight; John Arnold; Sue Ellen Hall; John McGill; Rebecca McKamie; Diane Brown; Charlotte Cobb, Commissioned Ruling Elder of the congregation; and ex-officio member Dan Hignight. Most of the remaining members of the congregation were also in attendance.

The Stated Clerk asked those present to introduce themselves. He then reviewed the request to appoint the Administrative Commission, and outlined the duties and responsibilities of the Commission. He then asked the members of the AC to nominate and elect a Moderator and Clerk. Phil McLarty was elected Moderator and Kathleen Hignight was elected Clerk.

The group toured the facility and discussed possible uses of the facility. It was mentioned by Carlton Hubbard that the city of Prescott had expressed an interest in the facility for use as a community type building where classes could be taught, weddings could be held, and town meetings could be held. After discussion the AC voted that if the way be clear, the city, or to some non-profit entity of the city, would be offered the property in the amount of \$1,. Phil McClarty, Moderator, requested that John McGill confer with the city leaders in regard to this matter.

The remaining members asked to have their membership transferred to the Tate's Bluff Church. The AC voted to grant their request.

After all final bills have been paid, any remaining funds will be transferred to the presbytery. All Session minutes, rolls, and significant records will be turned over the AC before the closing celebration. The AC voted to allow the Tate's Bluff church to have the cross in the sanctuary, and the Sacramental ware (if they do not need it, it will be turned over to the presbytery). The AC also voted to allow members of the congregation to take any furniture or non-liturgical items from the building. The effective date of dissolution was set for July 31, 2013.

The group then discussed the possibility of holding a final service of celebration for the church in the facility. Dates were discussed and it was agreed that the final service would be held on August 4, 2013, at First Presbyterian Church of Prescott at 4pm in the afternoon. The service would include the celebration of the Lord's Supper. Joe Hill, General Presbyter, and Dan Hignight, Stated Clerk, will be asked to sit with the Commission and to take part in the service. Parts for the service were assigned and their being no further business, the commission was dismissed with prayer by the Moderator.

Respectfully Submitted,

Rev. Kathleen Hignight, Clerk of the Commission

**Administrative Commission  
for the  
Dissolution of Ebenezer Presbyterian Church  
Minutes of Meeting  
on  
May 30, 2013**

AC Members Present: Dan Hignight, Dan Loomis, Susan Bensberg & Bonnie Wilkins Ebenezer Members Present: A.R. Jacobs-Clerk of Session, Joyce Jacobs and Barbara Sawyer Also Present: Larry King representing the Ebenezer Presbyterian Preservation Board - a non- profit corporation being formed to receive title to the property.

The meeting was called to order at 11 a.m. with prayer by Dan Hignight who was then elected to moderate the meeting. Dan Loomis was elected as recording secretary.

Session records and member rolls will be hand-delivered to the Presbytery Office in Ruston for archiving purposes and then returned once copies have been made.

The three remaining members, A.R. Jacobs, Joyce Jacobs and Barbara Sawyer will be transferred to the membership rolls of First Presbyterian Church - EI Dorado, Arkansas.

The members wish to retain possession of the communion ware, hymnals and furnishings for future worship use, in lieu of storing those items at the Presbytery Office.

All real and physical property is to be deeded over to the Ebenezer Presbyterian Preservation Board, to be maintained and used by the Jones Lake Road community. The church has no remaining financial assets.

The official date for dissolution of the congregation was set as June 1,2013. A service of celebration for the congregation and its ministry will be scheduled for some time in the Fall of 2013 (possibly on October 6th).

The congregation had a written history prepared and bound into book form back when it celebrated its 150<sup>th</sup> Anniversary. A copy of that history will be furnished to Presbytery of the Pines for its records.

It was noted that the Ebenezer Cemetery, across the road from the church, is already owned and operated by a separate Cemetery Board and is not a part of existing church property.

There being no further business to conduct, the Administrative Commission was adjourned with prayer by Dan Hignight at 11 :40 p.m.

Respectfully submitted,



Daniel Loomis Recording Secretary

**Minutes  
Administrative Commission  
Minden Presbyterian Church  
July 16, 2013**

The Commission met for its first meeting at the Presbytery Office in Ruston on Tuesday, July 16, 2016, at 10:00 am. Those present were:

Rev. Bill Searight  
Rev. Rhodes Stipp  
Dr. Webb Sentell  
Ms. Margaret Hunter  
Rev. Dianne Brown  
Rev. Dan Hignight, Stated Clerk, Pines Presbytery, guest

Dan Hignight opened the meeting with prayer before orienting the committee as to the history and background of the Minden church, and then the purpose and process of the Commission. Dan was thanked, and dismissed from the meeting.

Bill Searight was elected moderator and Dianne Brown, clerk. Some discussion was held before the meeting was adjourned with prayer by Dianne Brown. The next meeting date and time TBA.

Respectfully submitted, Dianne Brown

**Minutes  
Administrative Commission  
Minden Presbyterian Church  
August 26, 2013**

The Commission met on Monday, August 26, at 10:00 a.m. the Presbytery office in Ruston. Those present were:

Rev. Bill Searight, Moderator  
Rev. Rhodes Stipp  
Rev. Dianne Brown  
Ms. Charlotte Jones  
Rev. Alford Branch  
Rev. Phil McLarty, guest

Bill Searight opened with prayer. The Agenda was adopted after a motion by Dianne Brown and seconded by Rhodes Stipp. The minutes of the July 16 minutes were approved with a motion by Stipp and seconded by Alford Branch.

Phil McLarty, Interim pastor for the Minden Church, was invited to meet with the Commission to give some insight and understanding of his pastoral role in the church. After telling us a little about his background and churches he had served, he talked about

the Minden church in particular. His assessment of the current mood at the Minden church is that there is a strong sense of unity, and desire to stay together as a congregation. Most are very intent on remaining Presbyterian. Phil suggested that as a denomination we have paradigms for "birth" of new churches, as well as "death" of churches, but none for "sending forth" congregations who do not want to remain in the PC(USA) denomination. Phil was thanked for his willingness to meet with us, as well as his contribution to the Minden church, and pastoral leadership.

It was agreed that we would each take time for personal reflection and study on 1 Corinthians, especially those passages pertaining to "the body of Christ" and "Paul vs. Apollos."

The Covenant for the Administrative Commission submitted by Rhodes was reviewed and discussed. With some minor changes, it was approved after a motion by Rhodes and seconded by Dianne. Rhodes will make the changes and email the revised edition to the Commission.

As for a "blueprint for Our Work" suggested by Bill, Alford made the suggestion we try to meet personally with some representatives of the Minden Church, specifically persons representing both sides of the vote. The purpose of that meeting will be to get insight from them as to what they propose the best way forward might be, as well as how we might be helpful to them in the healing process. It was agreed that Charlotte would invite some folks to meet with us for dinner in the near future.

The next meeting will be on Thursday, September 5, at 5:30 at a restaurant to be suggested by Charlotte.

The meeting was adjourned with prayer by Rhodes.

Respectfully submitted,

Dianne Brown

**Minutes  
Administrative Commission  
Minden Presbyterian Church**

September 5, 2013

The Commission met with a group of members from the Minden church for dinner at a restaurant in Minden on Thursday, September 5, 2013. Those in attendance were:

Commission : Bill Searight  
Dianne Brown  
Alford Branch  
Rhodes Stipp  
Charlotte Jones

Minden members: Jimmy Williams  
Susie Lester  
Trish Davidson  
Pat Culverhouse  
Margaret Evans  
John Irving



The purpose of the meeting was to have a conversation with the members about how to best move forward with the future of the church. After listening to every one of the Minden members speak, it was decided that the Commission would meet as soon as possible to make a recommendation to the church about a possible agreement and plan for moving forward.

Respectfully submitted,  
Dianne Brown

**MINUTES**  
**Administrative Commission**  
**Minden Presbyterian Church**  
**September 10, 2013**

The Commission met by conference call on Tuesday, September 10, 2013. Those participating were:

Bill Searight  
Rhodes Stipp  
Alford Branch  
Charlotte Jones  
Margaret Hunter  
Dianne Brown

The purpose of the meeting was to determine our next course of action for the Minden Church. Bill asked each member to answer the question "Do I believe Minden should be dismissed as a whole?" Every member answered with his/her opinion. A discussion followed about different options for 1) dismissing the church as a whole, 2) what to do about people who wish to stay with the PC(USA), 3) suggestions as to creative ways the Minden church might engage in some community mission projects, 4) the possibility of creating a covenant with them regarding the property. After considerable discussion it was moved that "We dismiss the Minden Presbyterian Church to the EPC, along with its property, but find some creative way to care for those who would like to stay with the PC (USA), whether by means of beginning a new church or a new ministry in Minden." The motion passed unanimously.

The meeting was adjourned with prayer by Dianne Brown.  
Respectfully submitted, Dianne Brown

MINUTES

Administrative Commission Appointed to Install  
Rev. Dr. Thomas Christian Currie of  
First Presbyterian Church Shreveport, LA  
Sunday, November 3, 2013

The Administrative Commission appointed by the Presbytery of the Pines, to Install Rev. Dr. Thomas Christian Currie as Pastor of First Presbyterian Church, Shreveport, LA, met on Sunday, November 3, 2013, at First Presbyterian Church with the following members present, thereby constituting a quorum:

|                                 |                   |
|---------------------------------|-------------------|
| Installation Commission present |                   |
| Sarah Cooper-Searight           | Ponder Clinton Jr |
| Joseph W. Hill                  | James L. Freeman  |

|  |                       |
|--|-----------------------|
| Invited to sit with and complete the commission: |                       |
| Jerold D. Shetler                                |                       |
| Thomas W. Currie III                             | Elizabeth C. Williams |

The meeting was opened with prayer.

General Presbyter Rev. Joseph W. Hill was appointed Moderator of the Commission and Rev. Sarah Cooper-Searight as Clerk.

The Commission reviewed the liturgy prepared by the Committee on Ministry and recessed into the Sanctuary, where during worship, Rev. Thomas Christian Currie was installed as the Pastor of the First Presbyterian Church, Shreveport, Louisiana.

The Commission reconvened. IT WAS VOTED to approve the minutes of this meeting and to adjourn with prayer.

s/Joseph W. Hill  
Joseph W. Hill, Moderator

s/Sarah Cooper-Searight  
November 3, 2013, Clerk