

**MINUTES**  
**108<sup>th</sup> Stated Meeting**  
**Presbytery of the Pines**  
**First Presbyterian Church**  
**Lake Village, Arkansas**  
**February 15, 2014**

**CONSTITUTION**

The 108<sup>th</sup> Stated Meeting of the Presbytery of the Pines was called to order by Moderator Corbet Lamkin in the sanctuary of First Presbyterian Church, Lake Village, Arkansas, at 10:00 a.m. on February 15, 2014. The Moderator opened the meeting with prayer.

The following were present, constituting a quorum:

**Teaching Elders:**

John C. Albright, John Arnold, Chris Currie, Philip Faris, James D. Freeman, Daniel Hignight, Kathleen Hignight, Joseph Hill, Erin Kaye, Allison Moody, Lauren Moore, Mike Morgan, John Nelson Pope, David Roberts, John A. Scott, William Searight, Beth Sentell, Rhodes Stipp, George M. Wortham

**Commissioned Ruling Elders:**

Charlotte Cobb, Kay Childs Travis

**Elder Enrolled in Presbytery:**

Corbet Lamkin, Dana Stinson, Nancy Arn Worrell

**Ruling Elder Commissioners:**

Bastrop - Liz Blackman, Camden - Hamilton H. Singleton, Chidester, Tates Bluff - Trisha Peterman, Choudrant, Alabama - Chris Brewster, Crossett - Martha Smith, Dermott - Frank Henry Jr., Ferriday - Jane Vaughn, Frierson, Good Hope - Charles White, Jonesville, Trinity - Martha Brallier, Magnolia - Ann Rouch, Rayville - S. Watson, Shreveport, Broadmoor - Nancy Henderson, Shreveport, First - Own Rigby and Shelby Guilbert, Texarkana - Dan Boyles, Warren - Cliff Morgan, West Monroe, Highland - Sarah Young, Winnsboro - Frank Clay

**Corresponding Members:**

Patrick Fleming, the Rev. Troy Pritt

**Visitors Seated and Given Privilege of the Floor:**

Joel Gill - Ferncliff Camp & Conference Center, Julia Nance Farrell, Candidate for transfer

The following absent with Excuse:

**Teaching Elders:**

Susan Arnold, Alford Branch, Daniel Loomis, Lindsey W. Peery, Kathy Muder, Thomas K. Reinowski, Jim Van Hook

**Commissioned Ruling Elders:**

Ron Brown, Edith Hill, Clyde Ray Webber

**Session:** Athens, Belcher, Benton, Bossier City – Trinity, El Dorado

## WELCOME BY HOST CHURCH

Kay Childs Travis, Ruling Elder Commissioned to the host church welcomed the attendees.

## PARTIAL REPORT

Joe Hill, General Presbyter, welcomed the council, recognized first time attendees, and gave a report and updates of members and comments of interest. He then turned the floor over to Joel Gill of Ferncliff Camp and Conference Center. Mr. Gill gave an update on the expansion of the facility and an overview of the upcoming camping season and reminded people that the Presbytery of the Pines partners with Ferncliff for the summer camping program for children and youth.

## ORDER OF THE DAY

The Order of the Day was presented as a study of the report of the Restructuring/Revisioning Task Force of the Presbytery. Bill Searight presented the report and answered questions. The report is commended to members and congregations for study, with comments solicited by the Task Force. The final report will be adopted at a future meeting.

## WORSHIP

At 11:00 a.m., the body moved to worship with the Word proclaimed by Teaching Elder David Roberts, and the Sacrament of Holy Communion celebrated by Commissioned Ruling Elder Kay Travis. During the service General Presbyter Joe Hill led the body in a remembrance of Ruling Elders who had joined the Church Triumphant in the past year.

## LUNCH RECESS

At the conclusion of worship the Council recessed for lunch after prayer being offered at 12:05 p.m.

## RECONVENE

At 12:45 p.m. the Council was called to order and prayer offered by the Moderator.

## REPORTS

*Consent Agenda:* IT WAS VOTED to approve agenda as presented.

*Stated Clerk:* Dan Hignight 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 October 19, 2013 meeting of presbytery be approved as circulated.
3. That corresponding members be seated.
  1. That the following ruling elders be enrolled a member of presbytery while serving as moderator, moderator-elect, or moderator of a presbytery committee or ministry: John Knox, Corbet Lamkin, Dana Stinson, Nancy Arn Worrell
  2. That the minutes of the Administrative Commission to install the
  3. Rev. Dr. Thomas Christian Currie as pastor of First Presbyterian Church, Shreveport, Louisiana, be entered into record.

4. That the following rolls be admitted to record:

**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. CURRIE, T. Christian
7. FARIS, Philip A.
8. FREEMAN, James D.
9. HIGNIGHT, J. Daniel
10. HIGNIGHT, R. Kathleen
11. KAYE, Erin P.
12. KENNEDY, Mark E.
13. KIM, Young Doo
14. LOOMIS, Daniel G.
15. MCCLELLAND, John D.
16. MOODY, Allison
17. MOORE, Lauren S.
18. MORGAN, Michael D.
19. MUDER, Kathy S.
20. REINOWSKI, Thomas K.
21. ROBERTS, David
22. SEARIGHT, BILL
23. SEARIGHT, Sarah
24. SENTELL, Beth
22. SON, Jinsoo
23. VANHOOK, James A. Jr.
24. WILKINS, Bonnie J.
25. 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. SHEELER, Joe T.
10. STIPP, R. Rhodes
11. TOMPKINS, Jerry R.
12. VANCE, A. Arthur
13. YATES, Hugh

**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. PERRY, Lindsey
5. POPE, John Nelson
6. STELZ, Rosemary
7. WILLIS, William C.

**Ruling Elders Commissioned to Serve Congregations**

1. BROWN, Ron
2. CHILDS, Kay Travis
3. COBB, Charlotte
4. HILL, Edith
5. WEBBER, Clyde Ray

**General Presbyter:**

Joe Hill continued his report as information.

**Committee on Ministry:** The following recommendations WERE APPROVED as part of the Consent Agenda:

1. That Presbytery receive the report on information.
2. That Presbytery enter into records the following actions taken by the Committee under its commission powers:
  - a. Approved the dissolution of the relationship between TE Dan Hignight and Trinity Church, Bossier City, LA, effective December 31, 2013.
  - b. Approved placing Dan Hignight on the role of Validated Ministries.
  - c. Appointed Rhodes Stipp Moderator of Trinity Church, Bossier City, LA
  - d. Approved the Interim Agreement between TE Dianne Brown and St. Andrew Church, Shreveport, LA
  - e. Received TE Julia Farrell as Member-at-Large from the Presbytery of South Louisiana, to be enrolled at this meeting.
  - f. Transferred TE Gary Miller to the EPC.
  - g. Made a policy that Teaching Elders in good standings of another presbytery may moderate Sessions in this presbytery when the TE is serving as a temporary supply of the congregation.
  - h. Made a policy that with the consent of the moderator of Session, the congregation may, in the absence of a moderator of Session, elect a Ruling Elder from that congregation to moderate congregational meetings, for the purpose of electing Ruling Elders, Deacons, or Trustees.
  - i. Approved the request of the Session of Alabama Church, Choudrant, LA, to seek an interim pastor.
  - j. Approved the request of the Session of First Church, El Dorado, AR, to seek a temporary supply while the pastor is recovering from an accident.
  - k. Approved interim contract between Patrick Fleming and First Church, El Dorado, AR.
  - l. Approved request for dissolution between TE Alison Moody and First Church, Monroe, LA, effective March 31, 2014.
  - m. Approved interim contract between TE Alison Moody and Alabama Church, Choudrant, LA
  - n. Approved request for dissolution between TE John McClelland and First Church, Homer, LA, effective June 30, 2014.
  - o. Approved request for move from Member-At-Large to Honorable Retirement roll for TE Bill Willis effective March 31, 2014, and TE Rosemary Stelz, effective December 31, 2013.

Approved terms of call between TE Kathleen Hignight and First Church, Hope, AR, for three-fourths time, effective January 1, 2014

Salary	\$21,924
Free Use of Manse Utilities	
Paid in Full	
Travel Reimbursement	\$2,225
Continuing Education	\$ 225
Cont. Educ. Leave	2 weeks
Vacation Leave	4 weeks
Board of Pensions	In Full
Social Security offset	one-half

- p. Approved commission to install TE Kathleen Hignight on March 29, 2014, at 4:00 p.m., at First Church, Hope, AR
- |                          |                   |
|--------------------------|-------------------|
| Preside                  | TE Joe Hill       |
| Preach                   | TE Dan Hignight   |
| Constitutional Questions |                   |
| To the Congregation      | RE Betty Jo Hayes |
| Lead Installation prayer | RE Charlotte Cobb |
| Charge the Minister      | RE Edith Hill     |
- q. Approved request from Hollywood Church, Shreveport, LA, to elect a Pastor Nominating Committee.

### **General Council**

The following recommendation WAS APPROVED as part of the consent agenda:  
1. That the report be received as information.

### **Committee on Nominations**

In the absence of any member of the Committee, the Stated Clerk presented the report. IT WAS VOTED to adopt the following recommendations:

1. That the report be received as information.
2. That the following persons be elected to service as indicated:

Louisiana Board of Publications	Class of 2014	John Scott
	Class of 2016	Martha Brailer Julia Farrell
Trustee of Presbytery at large	Class of 2014	Joseph Nixon
Presbytery Treasurer		Joe Hill
Faith Education Ministries	Class of 2015	Martha Brailer

### **Church Development Committee**

George Wortham presented an oral report.  
IT WAS VOTED to receive it as information

### **Budget and Finance**

Joe Hill, Treasurer, presented the report in the absence of a committee member.  
IT WAS VOTED to adopt the following recommendation:  
1. That the proposed budget be received as information.

2. That the Budget and Finance Committee bring to the May Stated Meeting of Presbytery a recommendation on the use of all camping facilities used by the Presbytery of the Pines.

#### **ADJOURNMENT**

With all business being concluded, Moderator Lamkin declared the council adjourned at 1:35 p.m. and offered a closing prayer.

**MINUTES**  
**Presbytery of the Pines**  
**109<sup>th</sup> Stated Meeting May 17, 2014**  
**Good Hope Presbyterian Church**  
**Frierson, Louisiana**

**CONSTITUTION**

The Presbytery of the Pines convened in a Stated Meeting on May 17, 2014, at Good Hope Presbyterian Church, Frierson, Louisiana. In the absence of the moderator, immediate past moderator Kathy Muder presided, and opened the meeting with prayer at 10:00 a.m. in the sanctuary.

The following Teaching Elders, Ruling Elder Commissioners, Ruling Elders Commissioned to a Congregation, and Ruling Elders Enrolled in Presbytery were present, constituting a quorum:

**Teaching Elders**

John Albright, John Arnold, Susan Arnold, Chris Currie, James Freeman, Dan Hignight, Joe Hill, Bryan McDowell, Dan Loomis, Moody, Mike Morgan, Kathy Muder, Tom Reinowski, David Roberts, Bill Searight, Sarah Cooper Searight, Jinsoo Son, Beth Sentell, Rhodes Stipp, Jim Van Hook, Jr., George Wortham,

**Sessional Commissioners**

*Baskin, Union*-Shirley Smith, *Belcher*-Dan Logan, *Bossier City, Trinity*-Gordon Christy, *Choudrant, Alabama*-Lee Lowery, *El Dorado*- Nancy Arn, *Frierson, Good Hope*-Gail B. Stull, *Mansfield, Red Lick*-Gloria Cady, *Natchitoches* -Donna Rose, *Plain Dealing, Cottage Grove* -Charles Coyle, *Plain Dealing, First*-Tom Myrick, *Plain Dealing, Rocky Mt.* -Rose Ann Holomon, *Rayville* - Sandra Watson, *Ruston -W. R.* , *Shreveport, Broadmoor* -Alan Thompson, *Shreveport, First*-Neil Erwin, *Shelby Guilbert, Texarkana* -Sallie Dill, *West Monroe, Highland* - Frank Kistler

**Ruling Elders Commissioned to a Congregation**

Ron Brown, Edith Hill

**Ruling Elders Enrolled in Presbytery**

Kay Hummel

**Corresponding Members Seated for this Meeting**

Patrick Fleming, Chris McRae and Bill Mendenhall

The following Teaching Elders, Sessions, and Ruling Elders Enrolled in Presbytery were excused:

**Teaching Elders**

Kathleen Hignight, Erin Kaye, John McClelland, Phil McLarty, Rosemary Stelz, Lauren Moore, Robin Nygaard, Lindsey Peny, John Nelson Pope, Bonnie Wilkins

**Sessions**

Alto, Athens, Benton, Dermott, Hope, Monticello First

## **Ruling Elders Commissioned to a Congregation**

Charlotte Cobb, Kay Childs Travis, Clyde Ray Webber

The following Teaching Elders, Sessions, and Ruling Elders Enrolled in Presbytery were not excused:

### **Teaching Elders**

Alford Branch, Philip Faris, Mark Kennedy, John Scott, Jr.

### **Sessions**

Bastrop, Bossier City-Shreveport Korean, Camden, Carthage, Chidester, Tates Bluff, Crossett, DeQueen, Ferriday, Grand Cane Smyrna, Haynesville, Hermitage Calvary, Homer, Jonesville Trinity, Keatchie, Lake Providence, Lake Village, Magnolia, Mansfield First, Monroe First, Monticello Holmes Chapel, Newelton, Shreveport Hollywood, Shreveport John Calvin, Shreveport St. Andrew, Tallulah, Tulip, Vidalia, Vivian, Warren, Winnfield, Winnsboro

**Ruling Elders Enrolled in Presbytery**      John Knox, Jr.

## **WELCOME BY HOST CHURCH**

Victoria Perrat extended a welcome to the Council on behalf of the Good Hope Church.

## **STUDY**

Bill Searight, on behalf of the Restructuring/Revisioning Task Force, led the body in a discussion of the proposed Structure for Presbytery which will be presented for vote later in the meeting. He explained how the suggestions and comments since the last meeting were incorporated in the document being presented today.

## **WORSHIP**

At 11:00 a.m. the body moved to a time of Divine Worship – a Service of Word and Renewal. Participants included Beverly White, Jim Freeman and Dan Logan from the Presbytery, and William Mendenhall and Chris McRae from Solar Under the Sun. During the service participants renewed their Baptismal Vows and were commissioned to be Faithful Disciples. The offering from the service went to Solar Under the Sun.

## **LUNCH RECESS**

At noon the moderator offered prayer and Council recessed for lunch.

## **RECONVENE**

At 12:45 p.m. the body reconvened in the sanctuary with a prayer by Moderator Muder.

## **ORDERS OF THE DAY**

The first Order of the Day was a presentation by Bill Mendenhall about the work and ministry of Solar Under Sun.



The second Order was the Commissioning of General Assembly Commissioners Kathy Muder and Ann Nance, and Young Adult Advisory Delegate Ben Nance.

## **REPORTS**

### **Stated Clerk**

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

1. That Presbytery adopts the Docket for this meeting.
2. That Presbytery enroll corresponding members.
3. That Presbytery approve the minutes of the February 15, 2014 meeting as distributed.
4. That Presbytery enter into its minutes the death of Wallace Farris on October 31, 2013.
5. That Presbytery enter into its minutes the Minutes of the Administrative Commissions appointed since its meeting.

### **General Presbyter**

Joe Hill presented the report for information.

### **Committee on Ministry**

Jim Freeman, a member of the committee, presented the report in the absence of the moderator. IT WAS VOTED to adopt the following recommendations:

1. That the report be received as information.
2. That the following actions taken by COM under its commission powers be entered into record:
  - a. Approved Week 2 of Interim Training for Allison Moody.
  - b. Approved the request from Trinity Church, Bossier City, to form a PNC
  - c. Approved changes in Terms of Call for Sarah Searight:
  - d. Approved changes in Terms of Call for Diane Brown
  - e. Appointed Kay Travis as Moderator of Session for Monticello, First
3. Approve Minimum Terms of Call for 2015 (see attached document)

**General Council**

Kathy Muder presented the report which was received as information.

**Budget and Finance Committee**

In the absence of a member of the committee being present, the Stated Clerk laid the report before the body as presented in the packet. The moderator opened the floor for discussion. IT WAS VOTED to adopt the budget as presented. (see attached document)

### **Task Force on Restructuring/Revisioning**

Bill Searight presented the report. IT WAS VOTED to adopt the following recommendations:

1. That the Structure be adopted by common agreement as presented and revised.
2. That Mission Teams be renamed Mission Networks, and that their use be commended for guiding the work of Presbytery in the future.
3. That Presbytery instructs the Nominating Committee to begin filling positions as outlined in the new structure, and to bring the slate of nominees to the next Stated Meeting of Presbytery.

### **Church Development and Mission Ministry**

George Wortham, moderator of the ministry, presented an oral report which was received as information.

### **NEW BUSINESS**

Bill Searight, pastor of the church, brought a request from the Rocky Mount Church, Plain Dealing that an Administrative Commission be appointed to dissolve the congregation. IT WAS VOTED to:

- I. Have the Moderator and Stated Clerk name the commission.
  
2. That the Administrative Commission 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, if a service is desired by the remaining members
  
3. That Presbytery instructs the Trustees of Presbytery to sign and execute any necessary documents associated with the dissolution of the Rocky Mount church.

### **ADJOURNMENT**

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

The Presbytery of the  
Pines

Committee on Ministry  
Compensation for 2015

**I. Minimum Terms of Call for full-time ordained personnel**

The Presbytery of the Pines has established the following minimum terms for called and installed Teaching Elders during 2015. These changes reflect an alignment with the Board of Pensions level of minimum participation for that year. If churches are concerned about meeting these minimums, please contact any member of the Committee on Ministry.

	<b>2015</b>
A. EFFECTIVE SALARY/PENSION BASE	\$38,000
B. PENSION/MEDICAL *	\$15,340
C. TRAVEL/PROFESSIONAL REIMBURSEMENT	\$3,000
D. VACATION LEAVE WITH PAY	Four Weeks
E. CONTINUING EDUCATION LEAVE	Two Weeks
F. CONTINUING EDUCATION ALLOWANCE	\$300
G. SOCIAL SECURITY OFFSET	\$2,907
TOTAL COST TO CHURCH	\$59,547

\* (See explanation below in B.1.)

**ELEMENTS OF THE CALL:**

**A. EFFECTIVE SALARY/PENSION BASE**

1. Effective Salary/Pension Base includes cash salary plus housing and utilities. Housing is either the fair rental value of the manse as determined by a real estate appraisal or a housing allowance negotiated between the pastor and the congregation. In no case shall the housing allowance be less than 30% of the cash salary. In order to permit flexibility, no minima are suggested for utilities or other benefits, but the total must meet or exceed a total effective salary/pension base of \$38,000.
2. **A minister living in a manse shall have a minimum cash salary in 2015 of \$29,230.69 PLUS FULL UTILITIES.** Utilities are defined as heat, light, gas, water, basic internet and telephone service.
3. Other financial benefits in the name of the pastor may be added and may or may not be included in pension calculations. Deferred compensation held in the name of the church need not be included in pension computations.

**RECOMMENDATION FROM COMMITTEE ON MINISTRY:**

1. Pastors who have worked within a given church for a period of ten (10) years should be considered eligible for a 5% increase over and above any agreed upon increase for salary. (5 yrs. of continuous service = 2.5%)
2. Sessions and congregations should consider an increase in allowances as a means to increase effective salary. Congregations are also encouraged to explore the feasibility of such plans as the Flexible Spending Plan to assist in payments of medical deductibles, medical co-payments, childcare and/or elder care.

**NOTE:** Pastors serving as Interims shall be compensated at a level of within 10% of the previous pastor's cash salary, provided the years in ministry and experience as an Interim are comparable.

## **PENSION/ MEDICAL**

**Beginning in 2015, the Board of Pensions is allowing member participation at either a member only level or a member/family level, reflecting the fact that many families might have other sources for health insurance coverage. If a member chooses the member only level, then the difference between the levels must be reallocated to the Travel/Professional Reimbursement/Continuing Education lines.**

1. The Board of Pensions has stated the minimum participation levels for 2015.
2. Use the Dues Calculator on the Board of Pensions website ([www.pensions.org](http://www.pensions.org)) to compute dues.

## **C. TRAVEL/ PROFESSIONAL REIMBURSEMENT**

1. The Travel and Professional Reimbursement covers professional expenses paid by the church. Churches should adopt an *Accountable Reimbursement Plan* whereby clergy are reimbursed for properly documented professional expenses. An *Accountable Reimbursement Plan* describes a plan that reimburses an employee for the employee's expenses of carrying out duties benefiting the employer. Such a plan must be administered by the church and will require record keeping by the pastor, use of vouchers supported by receipts and contemporaneous records, and following applicable Federal rules of reimbursement for expenses. Professional travel is reimbursed and documented in the same manner. They should be part of a reimbursement policy.
2. The auto use reimbursement may be actual expenses or the IRS mileage rate. The IRS allowance for business use of personal vehicle in 2014 is 56 cents per mile. The rate for 2015 will be set by the IRS by the end of the year. If the IRS business mileage rate is used, we suggest that the agreement not include the specific rate, as the IRS often changes the rate more than once in a particular year.
3. Travel expenses not reimbursed by the church should be claimed as an income tax deduction. (Form 2106).

## **D. VACATION LEAVE WITH PAY**

1. Four weeks' vacation consists of twenty-eight (28) days including four (4) Sundays.

## **E. CONTINUING EDUCATION LEAVE**

1. Two weeks Continuing Education Leave consists of fourteen (14) days including two (2) Sundays.
2. Continuing Education Leave may be accumulated up to three years, with Session approval.
3. Time absent for Continuing Education Leave is paid as part of salary and does not extend or augment a call.

## **F. CONTINUING EDUCATION LEAVE ALLOWANCE**

1. Continuing Education Leave Allowance is an Accountable Reimbursement item and includes the extra costs incurred for Continuing Education such as tuition, materials, travel and lodging.
2. Continuing Education Leave Allowance (time and funds) may be accumulated up to three years, with Session approval.

**NOTE: Sabbatical leave is to be viewed as separate from regular vacation time, but in a given year may be combined with continuing education leave. During the sabbatical leave, the Pastor might not receive travel or continuing education reimbursement. (See *Presbytery of the Pines Guidelines for Sabbatical Leave*).**

## **G. SOCIAL SECURITY OFFSET**

Social Security Offset is intended to compensate pastors for the additional tax collected from them because they pay the self-employment tax which is calculated at 7.65% of item A, (\$2,907 for 2015), is fully taxable, and is not included in the Effective Salary. Clergy are considered self-employed by the Social Security Administration and are required to pay 15.3% of their salary. The Social Security Offset allowance, though taxed as income, alleviates this considerable tax burden. Social Security Offset allowance is not part of the calculation for pension/medical purposes.

## **OPTIONAL ELEMENTS OF THE TERMS OF CALL**

**Medical Coverage** for pastor(s) for medical expenses not covered by the Medical Plan of the Board of Pensions is optional. Such a benefit can be provided in different ways including self-insurance, the purchase of supplemental coverage, a Section 125 Plan (Cafeteria Plan, Flexible Spending Account, Salary Reduction Plan), or a Section 105 Plan. Each of these ways of providing benefits has implications with respect to the calculation of IRS Withholding Tax, SECA tax, and Effective Salary for the Board of Pensions. Regulations regarding the provision of benefits equally for all employees must also be observed. Churches considering the provision of a supplemental medical benefit may wish to consult with a qualified tax advisor and with the Committee on Ministry for further information.

### **Seminary Debt Assistance Policy**

When a congregation with fewer than 150 members and an annual budget of \$250,000 or less calls a pastor in the first seven years of their ministry to a full-time position and the pastor has a college or seminary debt to pay, the pastor is eligible to receive a grant up to \$1,500 a year for 4 years. This additional compensation is provided by the Board of Pensions under special circumstances and is limited to the time there are funds available for this purpose. Applications must be made through the presbytery.

**The COM wishes to remind all participants in the Board of Pension plan of the *Call to Health* program and encourages all members to participants. See the BOP website, [www.pensions.org](http://www.pensions.org) for more information.**

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## OPERATING BUDGET 2014

### REVENUES

### Accounts

403010 Churches - Fin'l Services (UMS)	347,446
403300 Oil/Gas Royalties	4,000
403303 Per Capita Collections (\$10.00)	44,140
403318 Mission Year Books/Calendars	1,500
403000 Building Endowment	12,000
Louisiana Board of Publications	6,000
Cash From Reserves	<u>0</u>
<b>Total General Income</b>	<b>415,086</b>
<b>Camps &amp; Conferences Income</b>	
<b>Camper Fees</b>	
403550 Summer, Camp of the Pines	0
403560 Non-Summer, Camp of the Pines	0
403570 Summer, Camp Alabama	7,500
403580 Non-Summer, Camp Alabama	<u>3,500</u>
<b>Total Camps &amp; Conferences Income</b>	<b>11,000</b>
<b>Interest Income</b>	
403400 Interest Incomes - General Operating	<u><del>200</del></u>
<b>Total Interest Income</b>	<b><u>200</u></b>
<b>Total Income General Operating Fund</b>	<b>426,286</b>

### EXPENSES

#### CONSTITUTIONAL AGENCIES

##### Presbytery Council

505000 Presbytery Council Special Projects	250
505010 Presbytery Council Admin Expenses	<u>500</u>

**Total Presbytery Council** 750

##### Committee on Ministry

525010 Professional Counseling	1,500
525030 Church Professional Retreats/Confe	5,500
525112 PNC Support	250
525115 Officer Training	500
525500 Committee on Ministry Admin Expenses	<u>1000</u>

**Total Committee on Ministry** 8,750



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**Committee on Prep for Ministry**

505100 CRE Recruitment & Training	400
505110 Preparation Support	2,500
505120 CPM Administrative Expenses	<u>500</u>
<b>Total Committee on Prep for Ministry</b>	<b>3,400</b>

**Governing Agencies**

560470 Nominations Committee Expense	50
560475 Committee on Representation Expe	50
560480 Permanent Judicial Commission	<u>50</u>
<b>Total Governing Agencies</b>	<b>150</b>

**ADMINISTRATIVE UNITS**

**Budget and Finance**

504411 Audit Fees	5,500
504491 GA Per Capita Expense	30,986
504499 Budget & Finance Admin Expenses	<u>500</u>
<b>Total Budget and Finance</b>	<b>36,986</b>

**Real Estate**

504320 Insurance	25,000
504340 Real Estate Admin Expenses	<u>500</u>
<b>Total Real Estate</b>	<b>25,500</b>

**Polity**

504420 General Assembly Commissioners	1,500
504490 Presbytery Meetings	1,500
504497 Polity Administrative Expenses	<u>100</u>
<b>Total Polity</b>	<b>3,100</b>

**Personnel**

504001 Stated Clerk - Salary	12,000
504041 Financial Service Director - Salary	17,121
504042 Financial Service Director FICA	1,310
504043 Financial Service Director Medicare	171
504071 Office Assistant	6,620

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504072 Office Assistant-FICA	506
504073 Office Assistant-Medicare	66
504091 General Presbyter - Salary	35,340
504092 General Presbyter - Housing	40,000
504093 General Presbyter - Social Security	6,146
504094 General Presbyter - Cont Ed	1,000
504095 General Presbyter - Pension	26,512
504096 General Presbyter - Medical Reimb1	5,000
504097 General Presbyter - Prof Expenses	2,000
Administrative Assistant - Salary	14,560
Administrative Assistant - FICA	1,114
Administrative Assistant - Medicare	146
Communications Assistant - Salary	6,000
504215 Dues & Subscriptions	1,000
504210 Expense Account	1,000
504230 Postage	3,500
504240 Office Supplies	4,000
504250 Telephone	5,000
504270 Office Equipment Rental	13,000
504315 Office Colocation Fees	12,000
504251 Office Security	500
504401 Mission Yearbooks/ Planning Calen	1,000
504280 Staff Travel	18,000
504550 Personnel Administrative Expenses	<u>500</u>
<b>Total Personnel</b>	<b>235,112</b>

## **PRESBYTERY MINISTRY UNITS**

### **Church Development & Mission**

536010 Partnership with Chile	6,000
536390 Campus Ministry	4,000
558010 Church Sustentation	10,000
536500 Church Dev & Mission Admin Exp	<u>500</u>

**Total Church Development & Mission** 20,500

### **Faith Education**

547100 Children/Youth Scholarships	4,000
547150 Ecumenical Relations	4,000

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547210	Presbytery Events	200
547360	Resource Center	1,500
547400	Adult Conferences	500
547500	Faith Ed Administrative Exp	<u>500</u>

**Total Faith Education** 10,700

**Camps & Conference Centers**

**Camp Alabama**

**Administration**

560000	Camp AL - Caretaker Salary	9,828
560010	Camp AL - Caretaker FICA	752
560020	Camp AL - Caretaker Medicare	98
560030	Camp AL - Housekeeper Salary	9,544
560040	Camp AL - Housekeeper FICA	730
560050	Camp AL - Housekeeper Medicare	95
560060	Camp AL - Telephone	1,000
560070	Camp AL - Water	4,800
560080	Camp AL - Gas	3,000
560090	Camp AL - Electricity	<u>13,500</u>

43,347

**Property**

560100	Camp AL - Bldg & Grounds Main!	6,000
560110	Camp AL - Pest Control	1,500
560120	Camp AL - Vehicle, Gas & Oil	<u>500</u>

8,000

**Food Service**

560240	Kitchen Supplies	<u>0</u>
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0

**Total Camp Alabama** 51,347

**Camp of the Pines**

**Administration**

570100	Pines - Summer Site Director	0
570200	Pines - Caretaker Salary	9,828
570210	Pines - Caretaker FICA	752
570220	Pines - Caretaker Medicare	98
570300	Administration/Lease Payment	3,100
570370	Pines - Telephone	250

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570380 Pines - Gas	250
570390 Pines - Electricity	<u>500</u>
	14,778

**Property**

570600 Pines - Buildings & Grounds Maint	1,500
570520 Pines - Vehicle Operation	<u>500</u>
	<u>2,000</u>

**Total Camp of the Pines** 16,778

**Total Camps & Conference Centers** 68,125

**Total Expenses** 413,073

**BUDGET SUMMARY**

**Total Income** 426,286

**Total Expenses** 413,073

13,212

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**Minutes**  
**110<sup>th</sup> Stated Meeting**  
**Presbytery of the Pines**  
**October 18, 2014**  
**Trinity Presbyterian Church**  
**Bossier City, Louisiana**

**CONSTITUTION**

The 110<sup>th</sup> Stated Meeting of the Presbytery of the Pines was called to order in the sanctuary of Trinity Presbyterian Church, Bossier City, Louisiana, at 10:00 a.m., by Moderator Corbet Lamkin, who offered the opening prayer.

A Quorum was present with the following in attendance:

**Teaching Elders:** Alford Branch, Chris Currie, Philip Faris, Julia Farrell, James D. Freeman, Daniel Hignight, Kathleen Hignight, Joe Hill, Erin Kaye, Stephen Kim, John McClelland, Lauren Moore, Tom Reinowski, David Roberts, John Scott, Jr., William Searight, Sarah Cooper Searight, Beth Sentell, Rhodes Stipp, Jim Van Hook, Jr., and Bonnie Wilkins

**Ruling Elders:** Athens -Andy Pate, Benton -Clay Brock, Bossier City (Trinity) – Gordon Christy, Carthage -Mary Ann Martin, Chidester -John McGill, Choudrant – Marijohn Echols, Crossett -Thad Wilkins, Hope -Amelia Leverett, Mansfield (Red Lick) -John L. Holmes, Monroe – Ed Love, Monticello (First) -illegible, Natchitoches – Donna Rose, Plain Dealing (Cottage Grove) -Margie Boggs, Plain Dealing (First) -Tom Myrick, Rayville – Sandra Watson, Ruston – Carol Young, Shreveport (Broadmoor) – illegible, Shreveport (First) -Cathie Dodson, Shelby Guilbert, Shreveport (Hollywood) - Linan Loyd, Warren -Bob Milton, and Winnsboro -John Guice

**Commissioned Ruling Elders:** Charlotte Cobb and Edith Hill

**Ruling Elders enrolled in Presbytery:** Corbet Lamkin and Nancy Arn

Worrell The following were absent:

*Teaching Elders excused:* John Arnold, Susan Arnold, Dan Loomis, Allison Moody, Lindsey Peery, and George Wortham. *Unexcused:* John Albright, Patrick Fleming, Mark Kennedy, Jung Jin Kim, Mike Morgan, and John-Nelson Pope

***Sessions excused:***

Bastrop, Ferriday, Lake Providence, Lake Village, Texarkana, and West Monroe  
***unexcused:*** Alto, Baskin, Belcher, Bossier City (Shreveport-Bossier Korean), Camden, DeQueen, Dermott, El Dorado, Frierson, Grand Cane, Haynesville, Hermitage, Homer, Jonesville, Keatchie, Magnolia, Mansfield (First), Monticello (Holmes Chapel), Newellton, Shreveport (John Calvin), Shreveport (St. Andrew), Tallulah, Tulip, Vidalia, Vivian and Winnfield

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*Commissioned Ruling Elders* **excused:** Kay Childs Travis, and Clyde Ray Webber  
**unexcused:** Ron Brown

*Ruling Elders enrolled in Presbytery* **unexcused:** Kay Hummel and John Knox, Jr.

**WELCOME BY HOST CHURCH** Ruling Elder Gordon Christy gave a welcome from the Trinity congregation

**REPORT OF THE STATED CLERK** Dan Hignight presented the report. IT WAS VOTED to adopt the following recommendations:

1. That this report be received as information.
2. That the Docket of this meeting be adopted.
3. That the Minutes of the 109th Stated Meeting be approved as circulated.
4. That the following corresponding members be seated:
  - Lemuel Garcia-Arroyo, member of Mission Presbytery, representing APTS
  - Lisa Juica, member of Grace Presbytery, representing APTS
  - Kevin Keeton, member of New Covenant Presbytery, representing BOP
  - Jim Norcross, a Nazarene minister
  - Maetta Snyder, a member of Arkansas Presbytery
5. That the following visitors be given privilege of the floor:
  - Steve Copley, Executive Director, Interfaith Arkansas
  - Sherry Kenney, Ministry Relations Officer, Presbyterian Foundation
6. That Presbytery enter into record the minutes of the Administrative Commission appointed to dissolve the Rocky Mount congregation. (see Appendix A)
7. That in response to a request from the First Church, DeQueen, Arkansas, that the congregation be dissolved, that the following Administrative Commission be appointed:  
RE Sue Ellen Hall, TE Kathleen Hignight, RE Marshall Moore
8. That the above named Administrative Commission be given the following power
  - 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 to be 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, if a service is desired by the remaining members

9. That Presbytery instruct the Trustees of Presbytery to sign and execute any necessary documents associated with the dissolution of the church.

10. That the following individuals be elected to two year terms as Presbytery's Nomination and Representation Committee:

Moderator:	Beth Sentell	
Vice-Moderator:	Clyde Ray Webber	
Recording Cleric	Nancy Am Worrell	
Arkansas area	Teaching Elder:	Kathleen Hignight
	Ruling Elder:	Rosalyn Jeffer
Eastern Louisiana	Teaching Elder:	John Scott
	Ruling Elder:	Wayne Newman
Western Louisiana	Teaching Elder:	Rhodes Stipp
	Ruling Elder:	Barbara Calloway

11. That presbytery enter into record the death of TE Joe T. Sheeler on October 8, 2014.

**RESTRUCTURING TASK FORCE** Bill Searight and Kathleen Hignight presented to the body the Quilt Block Project. Each congregation is asked to make a quilt block with the provided materials which visual represents that congregation. The blocks will be collected at the February meeting of presbytery and made into paraments and/or wall hangings to be used at presbytery meetings and shared around the presbytery.

**BOARD OF PENSIONS GREETINGS** Kevin Keaton, regional representative of the Board of Pensions brought greetings and important updates from the Board.

**LIVING WATERS OF THE WORLD** Edith Hill brought an update on the work done by Presbytery's teams, and promoted the Christmas CDs available whose income supports Living Waters for the World.

**DIVINE WORSHIP** At 11:00 a.m., the Council moved to the Service of Worship including the Sacrament of the Lord's Supper. Liturgist was Ruling Elder Gordon Christy, preacher Teaching Elder Julia Nance Farrell, and Celebrant Teaching Elder Rhodes Stipp. The offering collected during worship went to the Children's Defense Fund.

**LUNCH RECESS** At 12:15 p.m., the Council recessed for lunch, with a prayer and blessing offered by the moderator.

**RECONVENE** At 1:00 p.m., the body reconvened with prayer by the moderator.

**MEMORIAL SERVICE** Teaching Elder Philip Faris led a memorial service for his father, Teaching Elder Wallis Faris who had died earlier in the year.

**RECOGNITION OF RETIREMENT OF JOHN D. MCCLELLAND**  
Joe Hill, General Presbytery, led the body in the celebration of the retirement of Teaching Elder John D. McClelland.

**PRESBYTERIAN FOUNDATION GREETINGS**

a report from the Foundation.

Sherry Kenney brought greetings and

**AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY**

brought greetings and a report from the seminary.

Lemuel Garcia-Arroyo

**REPORTS**

**General Presbyter** Joe Hill presented the report. IT WAS VOTED to adopt the following recommendations:

1. That the report be received as information.
2. That presbytery adopt the proposed *Manual of Operations*. (see Appendix B)

**Committee on Ministry** Erin Kaye, 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 the following actions taken under commission powers be recorded:
  - a. Approved the dissolution of pastoral relationship between Kathy Muder and First, Natchitoches as of September 12, 2014, and, pending request from Presbytery of Tampa Bay, dismiss her for transfer to that presbytery.
  - b. Approved the dissolution of pastoral relationship between Bill Searight and Presbyterian Churches of Plain Dealing (Cottage Grove Memorial Presbyterian and First) as of October 31, 2014.
  - c. Assigned moderators to the following sessions –
    - Kay Childs Travis to First, Monticello
    - Nancy Bergeron to First, Athens
    - Dan Hignight to First, Homer
    - Jim Freeman to First, Plain Dealing and to Cottage Grove, Plain Dealing

**Committee on Preparation for Ministry** Lauren Moore presented the report. IT WAS VOTED to adopt the following recommendations:

1. That the report be received as information.
2. That the following action taken under commission powers be recorded:
  - a. Brenda Holder, a member of First Church, El Dorado, was received as an Inquirer, effective September 22, 2014.
3. That Presbytery examine Lisa Schrott, an Inquirer and member of First Presbyterian Church, Shreveport, to become a Candidate for Ministry, including Lisa's presentation of her statement of faith, experience of grace, and sense of call before Presbytery.
4. That Presbytery sustain the examination of Lisa Schrott and that she be enrolled as a Candidate for Ministry of this presbytery by:
  - a. Lauren Moore propounding the constitutional questions and answered affirmatively by the Candidate



- b. that her pastor Chris Currie offer a prayer
- c. that Lauren Moore charge the candidate

***Administrative Commission to Dissolve the Rocky Mount Presbyterian Church*** Jim Freeman, moderator, presented a brief report of the work of the Commission. Kathleen Hignight led the Council is a reflection and remembrance of the work of the congregation.

***Committee on Nominations*** David Roberts, moderator, presented the report. IT WAS VOTED to adopt the following recommendations:

- 1. That the report be received as information.
- 2. That Presbytery elect the following slate for service:

*Administration Committee*

*Class of 2015*

Mike Dumas

Carol Young

John Knox

Moderator: Corbet Lamkin

Vice-Mod: Susan Arnold

*Class of 2016*

Kathleen Hignight

Kay Scott

Danny Logan

*Congregational and Pastoral Care Committee*

*Class of 2015*

Pierre Boumtje

Philip Faris

Sandra Watson

John-Nelson Pope

Dudley Glenn

Chris Currie

Moderator: Edith Hill

Vice-Mod: Jim Freeman

*Class of 2016*

Hamilton Singleton

Jim Evans

Beth Sentell

Lauren Moore

George Wortham

Ed Evans

*Vision and Mission Committee*

*Class of 2015*

Lisa Moon

David Roberts

Karen Logan

Moderator: John Scott

Vice-Mod: \_\_\_\_\_

*Class of 2016*

Erin Kaye

Bill Searight

Donna Rose

*Permanent Judicial Commission Class of 2020*

Alford Branch

Jim Van Hook

Julie Blewer

*Synod Commissioner Class 2017* Dan Hignight

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***Budget and Finance Committee*** In the absence of a member of the committee, Joe Hill presented the report. IT WAS VOTED to adopt the following recommendations:

1. That the report be received as information.
2. That the 2015 Operating Budget be adopted. (see Appendix C)
3. That the 2015 *Per Capita* for the presbytery be set at \$10.00 per member (for members on record as of December 31, 2013), to be divided between General Assembly - \$7.07 and Presbytery of the Pines - \$2.93.
4. That Presbytery continue the practice of being a tithing presbytery by pledging 5% of income to General Assembly (\$19,298) and 5% to Synod of the Sun (\$19,298).

***Church Development and Mission Committee***

A written report was presented and received as information.

**INSTALLATION OF MODERATOR**

Moderator Corbet Lamkin and General Presbyter Joe Hill led a service of worship in which Ruling Elder Dana Stinson was installed as Moderator of the Presbytery of the Pines for the coming year.

**ADJOURNMENT**

With all business being concluded, Moderator Stinson adjourned the meeting with prayer at 2:55 p.m.

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## Appendix B

# The Presbytery of the Pines Manual of Operations

[All references to sections of the Book of Order refer to the Book of Order, edition 2013/2015.]

### 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

Led by the Holy Spirit, the 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.

#### 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 member Teaching Elders and at least one Ruling Elder commissioner from every congregation, with an additional Ruling Elder for each additional installed Teaching Elder in a particular congregation.

Ruling Elders serving 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. Presbytery grants the full authority and power of Presbytery to the Congregational and Pastoral Care Committee 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 that are without a

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pastor. The Moderator shall be a minister who is acceptable and/or accountable to this Presbytery.

- B. Approve various supply relationships for those churches that are without a pastor.

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

- C. Dissolve pastoral relationships in cases where the congregation and pastor concur, and to dismiss the minister to another presbytery, and to so report to the Presbytery.
- D. Take such action as is necessary with respect to calls issued to ministers of this Presbytery from churches or agencies of another presbytery.
- E. Grant permission for a minister or candidate to move to a church prior to full reception by Presbytery, provided that the examination of the minister or candidate was unanimously sustained, by those present and voting, as satisfactory by the Committee, and so report these actions to Presbytery
- F. 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.
- G. 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.
- H. To examine and receive individuals as Inquirers.

#### 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.

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It shall be the duty of the Moderator to preside over all the meetings of the Presbytery. 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 moderate the task group charged with the arrangements for Presbytery's worship and shall perform such other duties as assigned by the Moderator.

#### STATED CLERK

The Stated Clerk shall be elected by the Presbytery for a term of three years. The Nominations and Representation Committee shall nominate a candidate for election as Stated Clerk during the final year of the term at the last stated meeting of Presbytery, with the election to follow. 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 Committee on Administration.

The Stated Clerk shall serve as recording clerk and parliamentarian of the Presbytery, and the Board of Trustees of the Corporation. The Stated Clerk shall staff the Vision and Mission Committee 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 Administration Committee.

#### GENERAL PRESBYTER

Presbytery shall elect a General Presbyter for an indefinite term who is the chief administrative and programmatic officer of the Presbytery.

#### 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 recommended by the Administrative Committee to be nominated by the Nominations and Representation 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.

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#### 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 Administration Committee, 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.

#### XL 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 21 days prior to the stated meeting at which the amendment is to be considered.

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## **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). and t

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 an administrative handbook of procedures. As part of the operations of each Committee and Mission Network, balloting by electronic and mail means will be allowed. Such voting need to be recorded in the minutes of the next meeting of the committee or network.

Membership on a presbytery committee will begin on January 1 of the succeeding year, if elected at the fall meeting of the presbytery, or immediately after any other presbytery meeting when elected. Moderators, Vice-Moderators and Clerks of committees shall be recommended for election by the Nominations and Representation Committee. The Moderator, Vice-Moderator and Clerk of the Nominations and Representation Committee shall be elected by the presbytery directly.

### 1. Administration Committee

Purpose - The Administration Committee will be responsible for all financial and budget matters; stewardship; personnel; real estate; assurance that all Presbytery resources are managed in a competent, efficient, and transparent manner.

#### Responsibilities

- Personnel: Hiring of all non-exempt staff; Recommending salaries; Job Descriptions; Personnel Policies; Annual Reviews.
- Real Estate: Any real estate issues will first be taken to the regional group, which may then report to the full Administration Committee. When necessary, a separate sub-committee may be formed to deal with specific issues pertaining to a specific church.
- Finance/Stewardship: Analysis of past year's budget in order to make recommendations for changes; Prepare and present to Presbytery an annual budget; Facility usage and costs; Promote congregational giving to sustain the Presbytery and promote Presbytery-wide mission; When necessary, work with other committees on cost analysis of programs, missions, etc.; Oversee the Presbytery insurance package.
- The number of meetings per year shall be established by the committee (minimum of three).

#### Membership

- The committee shall be made up of a minimum of six members plus elected leadership.
- All committee members shall be elected for two year renewable terms.
- The General Presbyter, Stated Clerk, and Treasurer may serve as ex-officio members, without vote.

Additional persons may be called upon for specific needs and resources.



Guiding Questions:

- Is the diversity of the Presbytery represented?
- Are financial/stewardship needs clearly communicated to all Presbytery members?
- Is the budget presented clearly?
- Are accountability issues addressed?

Staff Support:

General Presbyter, Treasurer, Stated Clerk

2 - Congregational and Pastoral Care Committee

Purpose- The Congregational and Pastoral Care Committee will provide nurturing support and assistance to congregations and pastors in order to further the ministry of Jesus Christ throughout the Presbytery of the Pines.

Responsibilities

- The number of meetings per year shall be established by the committee (minimum of three).

Congregational

- Consult and visit with sessions.
- Hear items brought by the regional groups concerning care needs that cannot be met within the framework of neighboring congregations.
- Work with congregations nearing the end of the congregational life-cycle, equipping them for ongoing needs for their ministry, such as worship leadership, sacramental celebration, session moderation, provision of pastoral care, and conducting funerals.
- Act as a peacemaking team on behalf of presbytery to settle difficulties where possible and expedient.
- Other acts of caring ministry as the committee sees fit.

Ordered Ministries

- Facilitate the presbytery's oversight of inquirers and candidates.
- Receive and oversee teaching elder members.
- Approve calls for pastoral services and invitations for temporary pastoral services.
- Appoint and oversee session moderators for congregations without pastors.
- Dissolve pastoral relationships.
- Dismiss teaching elder members to other presbyteries.
- Commission ruling elders to particular pastoral service.
- Provide oversight and planning for ordination/installation worship services.

Membership

- The committee shall be made up of a minimum of twelve members plus elected leadership.
- All committee members shall be either Teaching or Ruling Elders in approximately equal numbers and will serve two-year renewable terms.
- The General Presbyter and Stated Clerk, serve as ex-officio members, without vote.

Additional persons may be called upon for specific needs and resources.

### Guiding Questions

- What is it like to be a congregation and a disciple worshipping and serving God in these days?
- What can we offer to all congregations in the way of resources?
- Are we caring for all congregations and leaders?
- Are accountability issues being addressed?

### Staff Support:

Stated Clerk, General Presbyter

### 3.3 Vision and Mission Committee

Purpose - The Vision and Mission Committee will be responsible for helping the churches and the Presbytery vision their future as they fulfill God's call as disciples of Jesus Christ. The Vision and Mission Committee will be an equipping and encouraging resource for Presbytery and for congregational spiritual growth and disciple-making. It will identify, promote, and support mission and outreach by connecting congregations in shared missional opportunities.

### Responsibilities

- The number of meetings per year shall be established by the committee (minimum of three).

### Discipleship Enabling

- The committee nurtures, trains, and equips congregations and Missional Networks to make disciples and support congregational (re)development specific to congregational and needs.
- The committee identifies, plans, and supports events, retreats, gatherings, education, and training for spiritual development, disciple-making, and congregational (re)development.

### Missional Response

- The committee identifies, promotes and resources missional response by congregations and Missional Networks.

### Ecumenical Relations

- This committee will establish and maintain ecumenical relationships. (Book of Order: G.30301.a)

### Presbytery Meetings

- The committee is responsible for planning and coordinating Presbytery meetings.

### GA Overtures

- This committee will call an ad hoc group every two years to examine and make recommendations for all overtures to and from the General Assembly.

### Examination of Session Minutes

- The committee will assist the Stated Clerk of Presbytery with the annual review of session minutes, upon request.

### Membership

- The committee shall be made up of a minimum of six members plus elected leadership.
- All committee members shall be elected for two-year renewable terms.

- The General Presbyter, Stated Clerk, and Treasurer may serve as ex-officio members, without vote.
- 
- Additional persons may be called upon for specific needs and resources.

#### Guiding Questions

- What is God already doing and how can we connect with it?
- What is it like to be a congregation and disciple worshiping and serving God these days?
- Who has the gifts/skills/desires/calling to fulfill the mission opportunity?
- Where do partnership and shared ministry and outreach opportunities exist?
- What resources do we have to nurture and equip disciple-making and mission?
- How can we connect congregations in shared ministry, mission, and disciple-making?
- Are accountability issues addressed?

#### Staff Support:

General Presbyter, Stated Clerk

### 3.4 Committee on Accountability

Purpose - Provide guidance and coordination for Committees and regional groups, with the primary goal of ensuring that our Mission Statement remains at the center of our life together.

#### Responsibilities

- Act as a communication hub for congregations and Presbytery.
- Act as an on-going discernment group.

#### Membership

- The Moderator, Moderator-Elect, and Stated Clerk of the Presbytery
- Moderator and Vice-Moderator of each committee
- One representative from each regional group
- Staffed by the General Presbyter and Stated Clerk.

#### Guiding Questions

- What is it to be a presbytery in these days?
- Are we fulfilling our mission as the Presbytery of the Pines?
- Is what we have said is important still important?

#### Staff Support:

General Presbyter

### 3.5 Nominations and Representation Committee

Purpose - The Nominations and Representation Committee will be responsible for securing an adequate number of people to serve on committees of Presbytery and the church at-large. It shall function in accordance with G-3.0103 and F-1.0403 of the Book

of Order in regards to a Presbytery. It shall promote diversity and inclusiveness on Presbytery committees.

#### Responsibilities

- The number of meetings per year shall be established by the committee (minimum of three).
- Report nominations to Presbytery least annually and more often as nominations are necessary.
- Contact and secure people to serve on Presbytery committees.
- Educate people of committee responsibilities.
- Promote ways to interest people to serve on committees.
- Present nominees to Presbytery for election.

#### Membership

- All members of this committee shall be directly elected by the presbytery for two-year renewable terms.
- The committee shall be made up of a minimum of six members, representative of each of the regional groups of the Presbytery.
- The General Presbyter and Stated Clerk serve as ex-officio members, without vote.
- Additional persons may be called upon for specific needs and resources.

#### Guiding Questions

- How can we encourage and secure more people to serve on committees?
- How do we reach and secure more youth/young adults to serve?
- Are accountability issues addressed?

Staff Support:

General Presbyter

### 3.6 Permanent Judicial Commission

Purpose - The Permanent Judicial Commission shall provide for dealings of disciplinary matters and secure people to serve in that capacity as positions become available. It shall provide equal opportunity for inclusiveness and diversity to serve in this capacity.

#### Responsibilities

- The commission will meet as disciplinary matters arise and as instructed by the Stated Clerk and Moderator of Presbytery.
- It shall be organized and function according to D-5.0000 through D-5.0206c of the Book of Order regarding a PJC of a Presbytery.
- It will follow the guidelines/requirements set forth in D-10.0100 through D-11.0800 of the current Book of Order in regards to a Presbytery.
- The Stated Clerk and Moderator of Presbytery shall be empowered to form investigative committee as needed.

### Membership

- The commission shall be made up of nine members, Teaching and Ruling Elders in approximately equal numbers, elected at large, consisting of at least two members from each of the regional groups.
- Persons are elected to six-year terms without renewal.

### Guiding Questions

- How will we assure that we will have the number of people needed?
- Will adequate funding be available for travel compensation if the commission deals with a matter over a long period of time?
- How will we assure confidentiality?
- Can we promote healing of individuals and/or churches that come before this commission?
- Can Presbytery sustain any legal matters against her?
- Are accountability issues addressed?

Staff Support:

Stated Clerk

### 4.0 Missional Networks

Purpose - A Missional Network provides opportunities for people to connect with others to focus on God's mission. Members of a Missional Network desire to discern, plan, and serve together in mission or ministry for a particular period of time and intent, goal, or to network together to give and receive mutual support and inspiration in the sharing of ideas and information in a common area of interest or vision.

### Responsibilities

- Members of a Missional Network have a clearly identified common purpose or scope.
- The vision, scope, timetable, implementation, and review process of a cooperative ministry/project/mission will be determined by the network. The work of the network will be evaluated and communicated to the Sessions of the sponsoring/cooperating congregations.
- Missional Networks will report to and solicit feedback at the regional group gatherings at least annually.

### Membership

A Missional Network is made up of:

- Two or more sponsoring or cooperative congregations who have an interest, special concern, mission, or ministry in common.
- Special advisors may be called upon for specific needs and resources.

## Report

### BUDGET AND FINANCE COMMITTEE

**September 25, 2014**

The Budget and Finance Committee is well aware of the pressures being placed on all our congregations' budgets. The Committee is also aware of the changes coming in the New Year with the implementation of the new structure. With these two facts before them, the Committee is offering a simple budget request for 2015.

#### RECOMMENDATIONS

1. Receive this report as information.
2. Adopt the 2015 Operating Budget as proposed.
3. Reelect the Rev. Joseph W. Hill as Presbytery Treasurer.
4. Establish the 2015 Per Capita at \$10.00 for membership of record as of 12/31/13 to be divided as follows: General Assembly: \$7.07 and the Presbytery of the Pines: \$2.93.
5. Continue with our practice of being a tithing presbytery by pledging 5% of our income to the General Assembly (\$19,298) and 5% to the Synod of the Sun (\$19,298).

## Accounts

### REVENUES

#### Income General Operating Fund

##### General Income

	403010	Churches - Fin'l Services (UMS)	341,911
	403300	Oil/Gas Royalties	4,000
	403303	Per Capita Collections (\$10.00)	44,040
	403000	Building Endowment	12,000
		Louisiana Board of Publications	6,000
		Cash from Reserves	0
			0

#### Total General Income

407,951

#### Interest Income

	403400	Interest Income - General Operating	200
			200

#### Total Interest Income

200

#### Total Income Outdoor Ministries

11,000

#### Total Income General Operating Fund

419,151

### EXPENSES

#### General Assembly Mission Support

19,298

#### Synod of the Sun Mission Support

19,298

#### Administration Committee

	505000	Special Projects	250
	504001	Stated Clerk - Salary	12,000
	504041	Financial Service Director - Salary	17,121
	504042	Financial Service Director FICA	1,310
	504043	Financial Service Director Medicare	171
	504071	Office Assistant	14,560
	504072	Office Assistant-FICA	1,114
	504073	Office Assistant-Medicare	146
	504091	General Presbyter - Salary	35,340
	504092	General Presbyter - Housing	40,000
	504093	General Presbyter - Social Security	6,146

504094	General Presbyter - Cont Ed	1,000
504095	General Presbyter - Pension	26,512
504096	General Presbyter - Medical Reimbursement	5,000
504097	General Presbyter - Prof Expenses	2,000
504210	Expense Account	1,000
504215	Dues & Subscriptions	1,000
504230	Postage	3,500
504240	Office Supplies	4,000
504250	Telephone	3,500
504251	Office Security	500
504270	Office Equipment Rental	13,000
504280	Presbytery Travel	24,000
504315	Office Rent	12,000
504320	Insurance	25,000
504411	Audit Fees	5,500
504491	GA Per Capita Expense	31,136
504550	Administration Expenses	500
TBA	CT Asst	6,620
TBA	CT Asst - FICA	506
TBA	CT Asst - Medicare	66
TBA	Communications Assistant - Salary	6,000

**Total Administration Committee****269,817****Congregational and Pastoral Care Committee (CPC)**

525010	Professional Counseling	1,500
505100	CRE Recruitment & Training	400
505110	Preparation Support	2,500
505120	CPC Expenses	500
525030	Church Professional Retreats/Conferences	5,500
525112	PNC Support	250
525115	Officer Training	500

**Total CPC****11,150****Vision and Mission Committee (VMC)**

504420	General Assembly Commissioners	1,500
504490	Presbytery Meetings	1,500
536010	Partnership with Chile	6,000



536390	Campus Ministry	4,000
547150	Ecumenical Relations	4,000
547210	Presbytery Events	200
547360	Resource Center	1,500
547400	Adult Conferences	500
558010	Church Sustentation	10,000
TBA	VMC Expenses	500

**Total VMC** 29,700

**Nominations and Representation Committee {NRC}**

560470	Nominations Committee Expense	<u>100</u>
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**Total NRC** **100**

**Permanent Judicial Commission {PJC}**

560480	Permanent Judicial Commission	<u>50</u>
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**Total PJC** **50**

**Committee on Accountability**

TBA	Committee on Accountability Expenses	<b>1,000</b>
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**Mission Network Support** **5,000**

**Total Operating Budget** **355,413**

**Outdoor Ministries**

**Camps & Conferences Income**

**Camper Fees**

403570	Summer, Camp Alabama	7,500
403580	Non-Summer, Camp Alabama	<u>3 500</u>

**Total Camps & Conferences Income** **11,000**

**Camps & Conferences Expenses**

**Camper Scholarships**

547100	Children/Youth Scholarships	4,000
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**Camps & Conference Centers**

**Camp Alabama****Administration**

560000	Camp AL - Caretaker Salary	9,828
560010	Camp AL - Caretaker FICA	752
560020	Camp AL - Caretaker Medicare	98
560030	Camp AL - Housekeeper Salary	9,544
560040	Camp AL - Housekeeper FICA	730
560050	Camp AL - Housekeeper Medicare	95
560060	Camp AL - Telephone	1,000
560070	Camp AL - Water	6,000
560080	Camp AL - Gas	3,000
560090	Camp AL - Electricity	15,000
		<hr/>
		46,047

**Property**

560100	Camp AL - Bldg & Grounds Main!	6,000
560110	Camp AL - Pest Control	1,500
560120	Camp AL - Vehicle, Gas & Oil	—
		<hr/>
		8,000

**Total Camp Alabama**

54,047

**Camp of the Pines****Administration**

570300	Administration/Lease Payment	3,100
570390	Pines - Electricity	500
		<hr/>
		3,600
		<hr/>

**Total Camp of the Pines**

3,600

**Total Camps & Conference Centers****61,647****Total Expenses**

417,060

**BUDGET SUMMARY****Total Income**

419,151

**Total Expenses**

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417,060

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2,091