

POLICIES AND PROCEDURES MANUAL

THE PRESBYTERY OF GENESEE VALLEY

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PREFACE

The Presbytery of Genesee Valley of the Synod of the Northeast and the Presbyterian Church (U.S.A.) is comprised of the Presbyterian Church (U.S.A.) congregations in the New York State counties of Genesee, Livingston, Monroe, Orleans, and Wyoming and also includes the Victor Presbyterian Church in the county of Ontario. The Presbytery has adopted this policy with regards to a Manual of Administrative Operations:

“Presbytery shall have a Manual of Administrative Operations, which will include the *Manual of Organization* and *Personnel Policies*. Presbytery shall attach appendices to its manual of administrative operations as it shall, from time to time, deem appropriate. The manual of administrative operations shall be amended by a consultative process in conformity with *Book of Order* (G-3.0106)). (November 2013)

This *Policies and Procedures Manual* provides a common understanding of the ways whereby we have agreed to order our life together. Completed in 2011, it is a consolidation of policies, guidelines and procedures already contained in the following documents:

- *Manual of Organization*
- Presbytery Committee and Council policies, procedures and guidelines
- Presbytery operating policies and guidelines

The work of the Committee on Ministry and the Committee on Preparation for Ministry are guided by the manuals approved by the Presbytery, which are appended hereto.(November 2013)

The appendices listed at the end of this Manual link to existing stand-alone documents, including:

- Presbytery Administrative and Functional Organization Chart
- Guidelines for Writing a Session Sexual Misconduct Policy
- Policy on Automatic Administrative Leave
- Pastoral Care Support and Procedures Manual
- Consolidated Financial, Investment and Funding Policies
- Personnel Policies and Practices
- Presbytery Sexual Misconduct Policy
- Committee Descriptions
- Committee on Ministry Handbook (November 2013)
- Committee on Preparation for Ministry Manual (November 2013)

First and foremost, the Presbytery of Genesee Valley is governed by the *Book of Order* (Part II of *The Constitution of the Presbyterian Church (U.S.A.)*). In the event of any conflict or inconsistency between these Policies and the *Book of Order* or applicable New York State law, the provisions of the *Book of Order* or State law shall control. Specific instances of possible conflict or inconsistencies of previously-enacted policies, procedures or guidelines not expressly addressed in these Policies, should be brought to the attention of Council in writing. Council shall report any such occurrences to Presbytery, together with its recommendation as to any action.

In addition to the Book of Order, for procedural purposes the Presbytery uses the most recent edition of *Robert's Rules of Order, Newly Revised* (Scott Foresman edition).

Amendments to this document shall be done according to the procedures outlined on page 21. Minister and elder delegates to Presbytery are encouraged to remind their sessions from time-to-time of the policies and guidelines contained herein and of the principles which lie behind them so that congregations may better understand the Policies by which we have agreed to regulate ourselves

52 **PART I:**
53 **VISION AND STRATEGIES**
54

55 **OUR VISION: KNOW CHRIST, LIVE CHRIST, SHARE CHRIST**

56
57 **Preamble**

58 Today we lift up our vision for the Presbytery of Genesee Valley. We have a vision that begins with
59 the faithfulness of those who have preceded us. We have a vision that emerges in a context of
60 turbulence and rapid change in church and society. We have a vision that grows in the hearts of our
61 diverse people as we commit to serve Christ together.
62

63 **Vision Statement**

64 The Presbytery of Genesee Valley glorifies God by Knowing Christ, Living Christ, and Sharing
65 Christ.
66

67 **What does this Vision look like?**

- 68 • **We Know Christ** when we worship God through Scripture, prayer, songs, and preaching;
69 when we live as disciples of Jesus Christ within a faithful community of congregations; and
70 when we experience the Holy Spirit leading us into the world with purpose and conviction.
71 Our vision calls for the Presbytery to train and equip the people of God for faithful service in
72 the life of our churches and surrounding communities.
73
- 74 • **We Live Christ** when we model the truth and integrity of the Gospel as we build trust and
75 work with one another and our neighbors; when our elders, pastors and church leaders feel
76 strong spiritual encouragement and support for their vocation; and when we demonstrate our
77 calling in ways that capture the attention of people who live throughout the Genesee Valley.
78 Our vision calls for the Presbytery to demonstrate the wonder and joy of Christian faith as we
79 eat, work, play and reach out together.
80
- 81 • **We Share Christ** when we initiate emerging faith communities, develop new churches, and
82 support existing churches; when our congregations join hands for shared mission endeavors;
83 and when we engage in ministries of healing, comfort, renewal, justice, and peace. Our vision
84 calls on the Presbytery to be a gathering of faithful congregations in which we mourn our
85 defeats, celebrate our successes, and seek God’s confidence and strength as we embrace the
86 future.
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91

92 At its January 29, 2005, meeting, the Presbytery adopted this vision statement designed to lead our community of faith into the future. A
93 Vision/Mission Ministry Team appointed by the Council spent 15 months gathering data, studying materials, and reviewing feedback from
94 presbyters. The Vision Statement is a critical first step in a strategic planning process.
95
96
97

98 **STRATEGIES FOR KNOWING, LIVING AND SHARING CHRIST**
99 **IN THE PRESBYTERY OF GENESEE VALLEY**

100 **[The section will be amended by through the recommendations of the Vision and Strategy**
101 **Committee of Council]**

102 Preamble

103 ***What***

104 Underlying our vision and all our strategies, plans, actions, and attitudes, we strive to create a culture in
105 our Presbytery where compassion, cooperation, social justice, leadership and playfulness flourish. We
106 strive to become a model for the spiritual transformation of congregations.

107
108 ***Why***

109 Like all faith activities, participation in Presbytery should be a meaningful, challenging, spiritually
110 nourishing and rewarding experience. We are *God's glad and faithful people*. As a Presbytery, we
111 celebrate the work of pastoral ministry accomplished through our shared actions and through that of our
112 sixty-nine congregations.

113
114 ***Hows***

- 115 1. **Affect**: Council and committees promote hospitality, joyful service, enjoyment, satisfaction, and fun.
116 2. **Action**: Council and committees encourage, support, and bless innovation and risk-taking. We
117 celebrate successes and gladly learn from failures. *"It is better to move forward and stumble than to*
118 *stand still and grumble."*
119 3. **Relationships**: The Presbytery when gathered and apart promotes and affirms the values of
120 forgiveness and reconciliation as well as encourages authenticity, safety, and freedom in its processes.
121 4. **Faith**: We rely on the guidance of the Holy Spirit.
122

123 **Strategy One**

124 ***What***

125 We encourage, equip and empower Presbyterian leaders so that they may more directly provide
126 evangelism, faith development, social justice and charity to their communities.

127
128 ***Why***

129 Enable church and community transformation by developing the spirit and capability of members.
130 *Equipping the saints.*

131
132 ***Hows***

- 133 1. Presbytery proactively promotes the physical, emotional and spiritual health of clergy so that they in
134 turn may support the health of their congregations.
135 2. Presbytery sponsors action-reflection groups for faith development and evangelism.
136 3. Committees of the Presbytery develop and implement a variety of training programs for elder and
137 clergy leaders.
138 4. Presbytery continues to develop and implement training in church transformation.¹
139 5. Presbytery provides resources and support to congregations that want to find new ways to relate to
140 their communities.

¹ Congregational Transformation is a redirection of a congregation's energy towards finding new ways to respond to God's calling today. The Transformation movement has been central to the Presbyterian Church (U.S.A.)'s strategy for moving into the 21st century for at least a decade.

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Strategy Two

What

We focus resources into churches (both present and potential) who are motivated to respond to God's calling in the midst of a changing culture and community.

Why

Churches are vehicles for God's mission in the world. *"The harvest is in the field, not in the barn."*

Hows

1. Through grants, Presbytery allocates funds to a congregation or groups of congregations for mission work, projects and connections.
2. Presbytery acts as a liaison between congregations and mission opportunities.
3. Presbytery develops and implements a plan to create one innovative (new, changed, expanded) congregation in the next three years.

156

Strategy Three

157

What

158 We are a Presbytery, a gathered presence both pastoral and prophetic through voice and action in the
159 world. Through spiritual discernment, Presbytery carries out its calling as a partner with other Christian
160 denominations, other faith traditions and social justice agencies.

161

Why

162 Presbytery, as a unique form of the church of Jesus Christ, gathers the strength of all its churches into
163 mission. Presbytery, as well as congregations, gives voice and action to the Good News. Our mission
164 arises from discerning the movement of God's Spirit in the world.

165

166

Hows

- 167 1. Realizing our ministry is always in response to God, we seek spiritual discernment among ourselves
168 and in partnership with others to understand the work to which God is calling us.
- 169 2. Participates actively in and with other governing bodies of PC(U.S.A.).
- 170 3. Through grants, Presbytery allocates funds to ecumenical and interfaith groups, coalitions, and
171 ministries of the counties of the Presbytery of Genesee Valley.
- 172 4. Encourages members of Presbytery's congregations to engage in missions of social justice by
173 discerning our region's (rural, suburban and urban) social justice needs and creating projects to
174 respond. Areas that cry out for churches' moral concern include poverty, racial and ethnic equality,
175 and domestic violence. Many other dilemmas in our lives are candidates for these prophetic
176 responses. *"Let justice roll down like waters, and righteousness like an everflowing stream."* (Amos
177 5:24)

178

179

180

Strategy Four

181

What

182 Develop and implement a structure for Presbytery that supports the vision and strategies.

183

184

Why

185 Enable Presbytery to be both efficient and effective by focusing resources on the vision and strategies. *To*
186 *make straight the way of the Lord.*

187

188

Hows

- 189 1. Council, committees, and ministry teams are responsive to needs of congregations and prioritize their

- 190 activities in order to better serve congregations.
- 191 2. Council, committees, and ministry teams work to provide opportunities for meaningful and
- 192 transforming service that makes use of member interests and gifts and enables members to experience
- 193 our vision to Know, Live, and Share Christ.
- 194 3. Council and every committee annually self-evaluates its size, tasks, processes, ministry teams, and
- 195 member participation for alignment with the Presbytery vision and strategy.
- 196 4. The Presbytery reviews manuals and policies and eliminate what is no longer relevant or in support of
- 197 the vision.
- 198 5. In order to free committees from the tyranny of the urgent so that they may attend to the important,
- 199 Presbytery creates, trains, and empowers special ministry teams for crisis intervention in
- 200 congregations.
- 201 6. In order to encourage creativity and speed implementation, officers, committees and ministry teams
- 202 act to the limits of their responsibility, without further approval.
- 203
- 204
- 205

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208

PART II: ORGANIZATION

209
210

PRESBYTERY OFFICERS

211

Elected officers:

212 In the election of officers of the Presbytery, opportunity shall always be given for nominations from the
213 floor. Committee terms shall begin on July 1 of the year elected.
214

215 **The Moderator** of Presbytery shall be nominated by the Nominating Committee. Ordinarily, the
216 Moderator is elected at the March meeting, installed during the May meeting, and assumes the position on
217 July 1st for a term of one year. In addition to the duties and powers given by the *Book of Order* (G-
218 3.0104), the Moderator may be given special responsibilities as approved by Presbytery. The Moderator
219 (or his or her designee) shall preside at all installations of ministers, propound the constitutional
220 questions, and declare the minister installed. The Moderator shall be a member of Council and shall
221 become an at large member of Council with voice and vote during the year after leaving office.
222

Amended 9/28/10, 5/24/11,11/13

223
224 **The Moderator-Elect** of presbytery shall ordinarily be elected at the March meeting, installed during the
225 May meeting, and assume the position on July 1st for a term of two years, one as Moderator-Elect and one
226 as Moderator. The Moderator-Elect shall preside over the meeting of presbytery at the request of, or in the
227 absence of, the Moderator. If the office of Moderator becomes vacant, the Moderator-Elect shall fill the
228 unexpired term. If the Moderator-Elect is unable to serve, the most recent available Moderator shall serve.
229 The Moderator-Elect shall be a member of Council and facilitator of the Budget Development and
230 Oversight Committee. The Moderator-Elect shall coordinate the worship components of all presbytery
231 meetings, provide technical assistance including return of any equipment to the presbytery office, and
232 staff the New Business Committee and provide tellers.
233

Amended 5/27/08, 9/28/10, 5/24/11

234
235 **The Stated Clerk** shall be elected at the January meeting of Presbytery for a term of three years starting
236 on February 1 of that year. A Stated Clerk Nominating Committee -- comprised of a representative of the
237 Presbytery Nominating Committee, a representative of the Personnel Committee, and a person appointed
238 by the Chair of the Presbytery Council -- shall be convened by the Chair of the Presbytery Council. The
239 committee will make a nomination to the presbytery. The presbytery may elect the Stated Clerk for
240 successive terms. Near the end of each term applications for the position will be accepted from interested
241 persons for consideration by the Stated Clerk Nominating Committee. An annual review by the
242 Personnel Committee will be conducted according to the Personnel Policies and Practices of the
243 Presbytery. A summary of Annual Reviews for a Stated Clerk seeking re-nomination will be provided to
244 this committee by the Personnel Committee.
245

246 The Stated Clerk shall receive such compensation as the Presbytery shall direct. In addition to fulfilling
247 the constitutional duties, the Stated Clerk shall advise the committees of Presbytery, as appropriate or as
248 requested, with reference to the rules and procedures of the Presbytery and of the denomination. The
249 Stated Clerk shall be an ex-officio member of the Presbytery Council and the Committee on Ministry, and
250 shall serve as secretary to both bodies. The Stated Clerk is to be available to pastors and church officers
251 for consultation on questions concerning the *Book of Order* and Presbytery policies. (Amended 3/24/12)
252

253 **The Journal Clerk** shall be elected at the January meeting of Presbytery for a term of three years starting
254 on February 1 of that year. She or he shall receive such compensation as the Presbytery shall direct. The
255 Journal Clerk shall keep a record of each meeting of the Presbytery and transmit it to the Stated Clerk.
256

257 **The Treasurer** shall be elected at the January meeting of Presbytery for a term of one year starting on

258 February 1 of that year. After six successive one-year terms, a Treasurer shall be ineligible to serve until
259 one year has elapsed. The Treasurer provides supervision and oversight for the reception of all funds
260 payable to the Presbytery and likewise provides supervision and oversight for the disbursement of all
261 funds within the adopted budget of the Presbytery. Extra-budget disbursements shall be made only with
262 the approval of the Presbytery. The Treasurer shall be an ex-officio member of the Council, Budget
263 Development and Oversight Committee, and the Trustees. The Treasurer shall provide oversight for the
264 annual financial review of the Presbytery's financial records.

265 Amended 11/13
266

267 **Appointed officers:**

268 **Tellers** shall be appointed by the Moderator of the Presbytery at the beginning of each stated meeting of
269 Presbytery, and will serve as the New Business Committee. The committee shall be comprised of four (4)
270 members: two (2) pastors and two (2) elder commissioners, Tellers will be responsible for assisting with
271 votes and receiving the offering.

272
273 Following the election of the New Business Committee, the Moderator shall call for any new business.
274 Such items shall be referred to the New Business Committee, which will meet either during the meal or
275 be excused to consider the proposed item(s). The New Business Committee shall make any report at the
276 conclusion of the Presbytery meeting. A particular New Business Committee shall be dissolved upon the
277 adjournment of the meeting during which they were elected. Amended 11/13
278

279
280 The **Presbytery Attorney** shall be appointed upon recommendation of the Council, in consultation with
281 the Board of Trustees of the Presbytery. The Presbytery Attorney shall serve as legal counsel to the
282 Presbytery with regard to matters related to Presbytery property and the relation of the Presbytery and its
283 activities to civil law. The Presbytery Attorney shall receive such retainer as may be provided annually in
284 the Presbytery budget, upon recommendation by the Board of Trustees and the Council.
285

286
287 This section on Presbytery Officers was approved
288 November 2006, except where later changes are noted.
289

290 **PRESBYTERY ADMINISTRATIVE AND FUNCTIONAL ORGANIZATION**

291 **CHART**

292 See Appendix A. [This document will be revised after the Presbytery acts of recommendations from the
293 Vision and Strategy Committee of the Presbytery Council.]
294
295

296 **PRESBYTERY COMMITTEES**

297 **Principles of Operation and Representation**

298 Members of all committees mandated by the Book of Order shall be elected for three-year terms, one-
299 third to be elected each year (unless otherwise provided); and members may not serve for more than six
300 consecutive years. Those rotating off a particular committee following two terms should refrain from
301 participating in the meetings and work of that committee for at least one year. Committee chairs, with the
302 exception of Council whose chair is selected by Presbytery, shall be elected annually by their committees.
303 Chairs may not serve for more than three consecutive years. Other processes may be approved by the
304 Presbytery Council for committees and teams not mandated by the Book of Order.
305
306

307 Presbytery shall give full expression to the rich diversity within its membership and shall provide means
308 which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial
309 ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, and different

310 theological positions consistent with the Reformed tradition, as well as different marital conditions
311 (married, single, widowed, or divorced) shall be guaranteed full participation and access to representation
312 in the decision-making of the Presbytery. (*Book of Order*, F-1.04013, G-3.0103)

313
314 Members who are absent for three (3) consecutive meetings without excuse may be assumed to have
315 resigned, and the Nominating Committee shall be so notified.
316

317 The **quorum** for committees shall be three (3) members except where otherwise specified by the *Book of*
318 *Order*. Consistent with the *Book of Order* (G11.0202), the quorum for Presbytery shall be any three
319 minister members and the elder members present, provided that at least three churches are represented by
320 elders.

321
322 When a chairperson of a committee is a lay person who is not an elder, he/she shall be given the **privilege**
323 **of voice** in order to participate in discussion concerning a motion(s) presented to Presbytery by the
324 committee but may not vote.
325

Amended 1/26/08

326

327 **Ministry Teams**

328 A ministry team is a **short-term** group organized to accomplish a **specific and well-defined task**.

329

330 Any standing committee of the Presbytery may form a ministry team to accomplish a specific aspect of its
331 work. Ministry teams may not exist without a “parent” committee to provide funding, oversight, and
332 evaluation. The committee establishes a deadline by which the specific task will be accomplished. Upon
333 completion of that task, the ministry team is dissolved.
334

335

336 People who serve on a ministry team are generally selected for their interest and/or expertise in a
337 particular subject. The oversight committee is responsible for recruiting a convener and members of the
338 team with sensitivity to the inclusiveness that best represents the diversity of the Presbytery. The
339 committee will report the formation of a ministry team and its purpose to the stated clerk.

November 2006

340

341 **Presbytery Council**

342 *The primary purpose of Presbytery Council is to “provide for the regular review of the functional*
343 *relationship between Presbytery’s structure and its mission.”*

- 344 • As such, it is “to develop strategy for the mission of the church in its area”
- 345 • And “to initiate mission through a variety of forms in light of the larger strategy of the synod and the
346 General Assembly” (*Book of Order*, G-3.0301, G-3.0306.)

347

348

349 The Nominating Committee shall nominate to Presbytery a **Presbytery Council chairperson** to serve for
350 three years and take office on July 1. Council is encouraged to select a nominee for chair from amongst its
351 membership and inform the Nominating Committee of its suggestion.

352

353 The members of the Presbytery Council are:

- 354 • The Chair of Council
- 355 • The Moderator
- 356 • The Moderator-Elect
- 357 • The immediate past Moderator
- 358 • One representative from the following groups: Committee on Ministry, Committee on Preparation for
359 Ministry, Mission and Advocacy, Budget Development and Oversight, Personnel, Congregational
360 Development, Resource and Education, Clergy Care and Development, Self-Development of People,
361 Stewardship Development and Interpretation, Nominating, and Board of Trustees. These

362 representatives shall be selected by the groups themselves; no action is needed by the Presbytery.
363 However, groups are strongly encouraged to have consistent representation rather than switching
364 representatives.

365
366 Ex-officio members of the Presbytery Council are:

- 367 • The Presbytery Leader (with voice, but not vote)
- 368 • The Presbyter for Mission and Education (with voice, but not vote)
- 369 • The Presbyter for Pastoral Support and Development (with voice, but not vote)
- 370 • The Stated Clerk (with voice, but not vote)
- 371 • The Treasurer (with voice and vote)

372 Amended 9/28/10, 11/23/10

373 Additionally, Presbytery Council shall:

- 374 1. Nominate members of Presbytery's Nominating Committee.
- 375 2. Review the Presbytery docket for each meeting of Presbytery.
- 376 3. Recruit and appoint ministry teams as it deems necessary, or by request of Presbytery.
- 377 4. Coordinate the relationship of the Presbytery with Synod and General Assembly.
- 378 5. Review the *Manual of Organization* and propose amendments as may be appropriate.
- 379 6. Have the full authority to consider and approve recommendations and actions of the Board of
380 Trustees to the same extent as Presbytery could consider and act. Such authority shall apply to such
381 matters that require action before the next regularly scheduled stated meeting of Presbytery. Any such
382 actions shall be reported to Presbytery at the next stated meeting and fully spread in the minutes.
- 383 7. Have the authority to make decisions on behalf of Presbytery in the approval of grant applications.
384 Any such actions shall be reported to Presbytery at the next stated meeting and fully spread in the
385 minutes of such stated meeting.
- 386 8. Provide for worship at meetings under the leadership of the Moderator-Elect.
- 387 9. Receive and recommend the disposition of overtures, resolutions, proposed amendments to the
388 Constitution and proposed Presbytery policies. Other motions to be brought before Presbytery need
389 not come through the Presbytery Council unless the mover wants to seek Council's advice regarding
390 the proposed action and the Chair of Council deems it wise.
- 391 10. Presbytery Council shall ensure and provide for training of Council members in the responsibilities
392 and procedures of the Council.
- 393 11. Presbytery Council shall receive the proposed annual budget, evaluate it in light of the vision and
394 strategies and recommend Presbytery action.
- 395 12. Presbytery Council shall have the authority to act on behalf of Presbytery in approving duly elected
396 members of committees or boards to be chair of that committee or board.
- 397 13. Presbytery Council shall have the authority to act on behalf of presbytery in appointing an *acting*
398 *stated clerk* for the presbytery in the event of the stated clerk's illness, incapacity, or death. The
399 acting stated clerk shall serve up to one year. At such time as it becomes clear that the stated clerk
400 will not be able to resume his or her office, the Council shall provide for the election of a new stated
401 clerk at a presbytery meeting, in conformity with *Book of Order* procedures.
402 The Presbytery Council shall determine appropriate compensation for an acting stated clerk, subject
403 to approval by the presbytery, and such compensation shall be paid through per-capita apportionment.

404 Amended 3/27/07

God handed out gifts ... to train Christians in skilled servant work, working within Christ's body, the church, until we're all moving rhythmically and easily with each other, efficient and graceful in response to God's Son, fully mature adults, fully developed within and without, fully alive like Christ.²

405
406
407

²Peterson, E. H. (2003). *The Message: The Bible in Contemporary Language* (Eph 4:11-13). Colorado Springs, Colo.: NavPress.

408 [Move all Committee Descriptions to Appendix - each Committee will be requested to review its
409 description, number of members and website information during the fall 2013]

410 **Budget Development and Oversight Committee**

411 **Membership:** 6

412 **Purpose:** The Budget Development and Oversight Committee is charged with engaging in good
413 stewardship in the development and monitoring of the Presbyter's budget. Its responsibilities may
414 include:

- 415 • In consultation with committee chairs and Trustees, preparing an annual operating budget for the
416 Presbytery and presenting it to Council for information and to Presbytery for a first reading in
417 September and a vote in November each year.
- 418 • In September, bringing to Presbytery for its approval a proposed Presbytery per capita assessment for
419 the following year.
- 420 • Overseeing the current year's budget and recommending changes as necessary to deal with any
421 surplus/deficit situation that may arise.
- 422 • Maintaining a three-year income projection for planning purposes.
423

424 This committee shall establish and monitor the Presbytery's annual budget through:

- 425 • Development and oversight of a yearly line item budget for Presbytery.
- 426 • Development of a budget-building process which incorporates input from committees of Presbytery.
427 This includes educating and assisting committees in developing and implementing goal-directed
428 budgets.
- 429 • Recommending an initial working budget and challenge budget to Presbytery in May, and
430 recommending a final working budget for adoption in November. This shall be a balanced budget
431 which reflects Presbytery's mission priorities.
- 432 • Projecting future income and expenditures at least three years in advance, making these projections
433 available to committees for their use in planning and to Presbytery for its use in the prioritization
434 process.
- 435 • Recommending to Presbytery financial procedures for the receipt and expenditure of funds as related
436 to the development and oversight of the working budget.
- 437 • Maintain computerization for the financial management of the Presbytery.
438

439 Formerly part of Administration Committee
440 Reconfiguration adopted 1/24/09

441 **Clergy Care and Development Committee**

442 **Membership:** 9

443 The responsibilities of the Clergy Care and Development Committee may include:

- 444 • Provide opportunities for clergy and commissioned lay pastors to further their spiritual and
445 professional development.
- 446 • Identify and promote pastoral care opportunities to clergy and lay pastors, their families and
447 survivors.
- 448 • Sponsor events to stimulate theological reflection and dialogue for clergy and lay pastors.
- 449 • Identify opportunities for continuing education and sabbaticals and provide resources to enable them
450 to use them effectively.
- 451 • Advocate for and work with members of the Benefits Plan regarding Board of Pensions and benefits
452 issues, salary concerns, and other matters regarding personnel issues.
- 453 • Promote clergy wellbeing by providing arenas for fellowship, mutual support, and creative interaction
454 among clergy and lay pastors.
- 455 • Celebrate and encourage clergy in specialized ministries.
- 456 • Implement a plan for assimilation of new clergy and lay pastors into the life of the Presbytery.
457

458 Amended 1/26/08
459

460 **Committee on Ministry - [revised in the COM Handbook - will be included**
461 **here]**

462 **Membership:** 24

463 The Presbytery shall elect a Committee on Ministry, which shall function according to the provisions of
464 the *Form of Government* G-1 1.0500. In its work the Committee on Ministry shall seek to be accessible to
465 and to further the spiritual and temporal welfare of congregations, ministers, certified Christian educators,
466 and commissioned lay pastors of the Presbytery.

467
468 The Committee on Ministry shall have twenty-four (24) members in three classes of eight (8) persons.
469 The Committee on Ministry shall be comprised of twelve (12) ministers and twelve (12) elders. Care shall
470 be taken to ensure that the Committee on Ministry is representative of both the demographics and the
471 geography of the Presbytery.

472
473 In accordance with the *Form of Government* (G-1 1 .0502h.) the Committee on Ministry shall have
474 authority to act on behalf of Presbytery to:

- 475 • find in order calls issued by churches
- 476 • approve and present calls for services of ministers
- 477 • approve the examination of ministers transferring from other presbyteries required by G-11.0402
- 478 • dissolve the pastoral relationship in cases where the congregation and pastor concur
- 479 • grant permission to labor within or outside the bounds of Presbytery
- 480 • dismiss ministers to other presbyteries

481 with the provision that all such actions be reported to the next stated meeting of Presbytery.

482
483 The Committee on Ministry shall oversee training and education regarding sexual misconduct awareness
484 and prevention. For more information see the Presbytery's Sexual Misconduct Policy.

485 November 2006

486

487 **Committee on Preparation for Ministry**

488 **Membership:** up to 18 (equal number of elders and ministers)

489 **Purpose:** To enter into a covenant relationship with those preparing to become teaching elders so as to
490 ensure that those who are to be ordained receive full preparation for their task. The Committee on
491 Preparation for Ministry provides nurture and care for those enrolled as inquirers or under care as
492 candidates.

493 **Description:**

494 The Committee may:

- 495 • Be authorized to act on behalf of the Presbytery of Genesee Valley to dismiss candidates, enroll
496 inquirers, and certify candidates as ready to be examined for ordination, with the provision that such
497 actions be reported to the next stated meeting of the Presbytery.
- 498 • Meet with sessions when a member of the church desires to become an inquirer in order to provide an
499 orientation to the preparation process, and instruct sessions as to their role in the inquiry and
500 candidacy phases.
- 501 • Interview prospective inquirers and enroll them as inquirers or grant their withdrawal from the
502 process if so requested and report that action at the next Presbytery meeting .
- 503 • Provide consultation and guidance during the inquiry phase, ensuring that all requirements of the
504 *Book of Order* are met.
- 505 • Confer with inquirers and review evidence that they are ready to proceed to candidacy, making a
506 definite recommendation to the Presbytery with respect to whether the inquirer should be received as
507 a candidate.
- 508 • Provide continuing consultation and guidance during the candidacy phase, in order to determine
509 whether each candidate to be ordained has fully demonstrated readiness to begin the Ministry of the
510 Word and Sacraments or grant withdrawal from the process if so requested and report the same to the

- 511 next Presbytery meeting..
- 512 • Consult annually with each inquirer and candidate as required by the *Book of Order*, and report such
- 513 actions to the Presbytery.
- 514 • Recommend to Presbytery for election readers for candidates examinations

November 2006

517 **Congregational Development Committee**

518 **Membership: 12**

519 The Congregational Development Committee concerns itself specifically with empowering and
520 enlivening the ministry of every congregation of the Presbytery. The membership of the Committee shall
521 be equally represented by churches in various localities and of different sizes.

523 The Committee will assist all churches in the Presbytery in developing and implementing plans by which
524 those congregations will serve as primary instruments of mission in their communities. The Committee
525 may:

- 526 • Assist churches to grow as communities of faith through consultation, and advocacy for
- 527 congregational transformation. This includes analyzing social, demographic, and congregational
- 528 trends in order to assess their implications for urban, suburban, town, country, and village churches.
- 529 • Encourage congregations to engage in mission studies which renew the life and ministry of those
- 530 congregations and provide direction for the future.
- 531 • Provide financial support to urban, suburban, town, country, and village congregations. Support will
- 532 be prioritized according to mission and need.
- 533 • Engage with congregations and cooperate with other committees and ministry teams of Presbytery in
- 534 matters of shared responsibility or interest, e.g., clearance interviews for pastors, triennial visits with
- 535 sessions, community issues, mission projects, etc.
- 536 • Encourage and assist congregations in initiating and participating in hands-on mission projects.
- 537 • Review annually the use of the Committee's funds from the Presbytery annual budget for
- 538 congregational transformation.
- 539 • The Committee will assist individual congregations in demonstrating the connectedness and mutual
- 540 needs of Presbyterians by:
- 541 • Encouraging trust between congregations that are detached from one another, either by geography,
- 542 ethnicity, ideology, or theology, by encouraging every congregation to engage in an intentional
- 543 partnership with another congregation, a ministry within the Presbytery, or an ecumenical ministry.
- 544 • Building ongoing relationships between congregations and the various bodies of Presbytery.
- 545 • Initiating support groups based on common interests.
- 546 • Assisting congregations in developing faithful giving programs which link spiritual discipline with
- 547 financial discipleship.
- 548 • Working with other committees and ministry teams of Presbytery to plan social events and spiritual
- 549 development opportunities for laity, elders, deacons, and clergy.
- 550 • Developing resources and tools to nurture and support emerging faith communities, and new church
- 551 developments.

552 Formerly division of Congregational Ministries Committee
553 Separate committee approved 3/28/09
554

555 **Mission and Advocacy Committee**

556 **Membership: 9**

557 This Committee will focus its efforts becoming a catalyst in the world.

558 Responding to God's grace this committee may:

- 560 • Claim our call as partners in the global and local mission of justice and peace.
- 561 • Respond to the needs of people with high vulnerability through programs of direct service and

- 562 advocacy through local congregations, ecumenical ministries, secular agencies, and interfaith forums.
 563 • Participate in ecumenical life and in ministries that offer mission opportunities within the broader
 564 community for building understanding and alienating injustice.
 565 • Advocate and work for systemic change to promote justice and to challenge the ecclesiastical,
 566 economic, social, and political forces that oppress people and the environment.
 567 • Oversee and administer the Presbytery’s portion of the annual Peacemaking Offering. Evaluate and
 568 prioritize funding of continuing mission projects and ecumenical programs, and fund new proposals
 569 based on availability of funds in the budget.
 570 • Endeavor to broaden the base for proclaiming the good news through sharing our faith, Presbytery-
 571 wide and regional programs and training events that invite discipleship to Jesus Christ; such as
 572 mission projects, liberation from oppression, and new church strategies.
 573 • Be the vehicle through which Presbytery will remain interrelated with the three Homes (Rochester
 574 Presbyterian Home, Kirkhaven, and Valley Manor) and the wide spectrum of eldercare provided by
 575 these homes, emphasizing especially information and advocacy around issues of holistic eldercare.
 576 • Coordinate and oversee the support of Campus Ministries within the bounds of the Presbytery.
 577 • Develop and implement a process for establishing avenues of input from all governing bodies, and for
 578 transmitting that information to sessions and congregations so that they may be aware of the financial
 579 needs and goals of Presbytery, Synod, and General Assembly.
 580 • Promote, interpret, and develop participation in the Theological Education Fund among churches in
 581 the Presbytery.
 582 • Promote, interpret, and develop participation in General Assembly authorized special offerings
 583 among churches in Presbytery.
 584 • Report to Presbytery activities and stories for mission interpretation and stewardship.

November 2006
 Amended 11/23/10

588 **Nominating Committee**

589 **Membership: 9**

590 The membership of Nominating Committee (G-3.0111), shall be broadly representative of the
 591 constituency of the Presbytery. The Council shall nominate the members of this committee to the
 592 Presbytery for election.
 593

594 This committee will nominate members to the standing committees of the Presbytery. The Nominating
 595 Committee will nominate members-at-large to the Council. Ministry teams created by the standing
 596 committees or the Council of Presbytery will be recruited and appointed by the creating committee.
 597

598 The committee will nominate all officers of the Presbytery including:

- 599 • Moderator
 600 • Moderator-Elect
 601 • Chair of Council
 602 • Treasurer
 603

604 In seeking candidates for Moderator and Moderator-Elect, the Nominating Committee shall seek
 605 candidates, so that the balance over time of minister and elder, male and female will be as nearly equal as
 606 possible.
 607

608 The Nominating Committee will nominate commissioners from the Presbytery to the higher governing
 609 bodies of the church as well as members to any committees or other entities of those higher governing
 610 bodies.
 611

November 2006
 Amended January 2011

614 **Permanent Judicial Commission**

615 **Membership: 7**

616 In accordance with the *Rules of Discipline* (D-5 .0100) there shall be a Permanent Judicial Commission
617 consisting of seven (7) members (four ministers and three elders or four elders and three ministers). The
618 term of office shall be six (6) years in three classes as nearly equal in size as possible. The duties,
619 structure, and meetings of the Permanent Judicial Commission shall be as described in Chapter 5 of the
620 *Rules of Discipline*. No person who has served a full term of six years shall be eligible for re-election until
621 she or he has been out of office for at least four years.

622
623 **Investigating Committee**

624 When necessary, Presbytery shall appoint an Investigating Committee according to the provisions of the
625 *Rules of Discipline* (D-10.0201). The names shall be recommended by the Stated Clerk after consultation
626 with appropriate officers of the Presbytery. The Stated Clerk shall be responsible for convening and
627 training the Investigating Committee. The Investigating Committee shall function as described in
628 Chapters 10 through 14 of the *Rules of Discipline*. The work of the Investigating Committee shall begin
629 upon their appointment by the Presbytery. The Committee on Ministry will have the authority to appoint
630 an Investigating Committee on behalf of the Presbytery, and report such action to the next stated meeting
631 of the Presbytery.

632
633 **Committee of Counsel**

634 When necessary, Presbytery shall appoint a Committee of Counsel according to the provisions of the
635 *Rules of Discipline* (D-6.0302). The names shall be recommended by the Stated Clerk after consultation
636 with appropriate officers of the Presbytery. The Stated Clerk shall be responsible for convening and
637 training the Committee of Counsel. The Investigating Committee shall function as described in Chapters
638 6 through 8 of the *Rules of Discipline*. The work of the Committee of Counsel shall begin upon their
639 appointment by the Presbytery. The Committee on Ministry will have the authority to appoint a
640 Committee of Counsel on behalf of the Presbyter, and report such action to the next stated meeting of the
641 Presbytery.

Amended 11/2013

642
643
644 **Personnel Committee**

645 **Membership: 6**

646 **Purpose:** The Presbytery's Personnel Committee exists to help the Presbytery support and develop the
647 people who serve it. This committee may act as a whole, by delegation, or by the use of ministry teams.
648

649 This committee shall oversee personnel employed by Presbytery, their development, staff position
650 descriptions, and staffing levels. These responsibilities include:

- 651 • Maintaining an employee handbook
- 652 • Developing position descriptions for all positions
- 653 • Ensuring annual performance reviews for all employees of Presbytery.
- 654 • Establishing support staff positions needed for the efficient functioning of Presbytery.
- 655 • Assisting the Head of Staff in the selection, retention and termination of non-exempt Presbytery
656 employees
- 657 • Recommending to the Budget Development and Oversight Committee annual compensation packages
658 for employees of Presbytery and the Stated Clerk
- 659 • Maintaining open communications with employees on matters concerning their welfare and the
660 employer's interests
- 661 • Supporting the work of the Presbytery Leader and the Presbyter for Pastoral Support and
662 Development
- 663 • Establishing a process for the annual and end-of-term reviews of the Stated Clerk and the Treasurer
- 664 • Establishing a process for the five-year review of the Presbytery Leader.

665
666 In connection with the responsibilities enumerated above, this committee shall recommend appropriate

667 changes to Presbytery policies.

Edited 10/25/10

668

669 **Resource and Education Committee**

670 **Membership:** 9

671 The Resource and Education Committee provides program and resource support for congregations and
672 committees of the Presbytery in order to empower and enliven their ministries.
673

674

675 The Committee will ensure Presbytery's support for its congregations by developing leaders who will
676 serve the congregations and beyond. The Committee will be responsible for:

- 677 • Sponsoring programs and training events for church and Presbytery leaders
- 678 • Facilitating the annual review of session minutes
- 679 • Developing a Presbytery youth ministry in support of local congregations' youth ministries.
- 680 • Reviewing annually the use of the Committee's funds from the Presbytery annual budget for
681 leadership development
- 682 • The Committee will supervise the operation of the Presbytery's Resource Center in order to support
683 and encourage the mission and ministry of the congregations and committees in the Presbytery. The
684 Committee will be responsible for:
 - 685 • Collecting, filing, and displaying a wide variety of materials, including a music library.
 - 686 • Encouraging borrowing by its visitors and offering them the services of personal assistance, research,
687 guidance, and training events.
 - 688 • Reviewing annually the use of the Committee's funds from the Presbytery annual budget for the
689 Resource Center.

690

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693

Formerly division of Congregational Ministries Committee
Approved as part of Congregational Ministries-Development 11/28/06
Separate committee approved 3/28/09

694 **Self-Development of People Committee**

695 **Membership:** 9

696 The committee shall evaluate and approve proposals for funding of Self-Development of People projects
697 within the Presbytery of Genesee Valley in accordance with the criteria developed by the National Self-
698 Development Committee and the guidelines of the 182nd General Assembly (1979).
699

700

701 Although not required by the *Book of Order*, this committee's makeup and work is defined by the
702 National Self-Development of People committee and must be validated by the national committee. The
703 committee shall be composed of nine members at least 75% of whom shall be members of the
704 Presbyterian Church (U.S.A.). A majority of the members will be racial/ethnic minority persons.

705

706 Self-Development of People will be one way in which the Presbytery becomes a catalyst in the world.

November 2006

707

708

709 **Stewardship Development and Interpretation Committee**

710 **Membership:** 6

711 **Purpose:**

712 At the heart of stewardship ministry is spiritual discipleship and participation in the mission of Christ
713 through the Church. Recognizing that stewardship ministry must include communication and mission
714 interpretation, the purpose of the committee is to promote understanding of the mission of the PCUSA
715 and to inspire generosity among the presbytery's members and congregations.

716

717 The Stewardship Development and Interpretation Committee shall:

- 718 • Develop and implement a program of direct contact with sessions, congregational committees, and
members to learn and dialogue about Presbyterian Church (USA) per capita and mission funding.

- 719 • Develop and implement an effective system for receiving financial commitments from congregations
- 720 for PCUSA shared mission funding.
- 721 • Provide a variety of mission interpretation resources, tools, and opportunities for congregations in
- 722 order to build greater awareness of the connectional church.
- 723
- 724

New committee added 4/1/08

725 **Board of Trustees**

726 **Membership: 9**

727 The Trustees shall:

- 728 • Record and maintain all capital assets of the Presbytery except for operating and budget accounts.
- 729 • Receive requests for loans, grants, or other uses of capital assets of Presbytery for comment or
- 730 recommendation prior to being submitted to Presbytery for action.
- 731 • Consult with churches or agencies of the Presbytery on property, legal, and financial matters as
- 732 requested by particular churches or as directed by Presbytery.
- 733 • Recommend action to the Presbytery on requests from churches planning to make any contract for the
- 734 purchase of property with or without encumbrances or conditions, or the enlargement, improvement,
- 735 or extension of their properties in excess of 25% of the last year's current receipts.
- 736 • Approve Capital Fund Drives and capital improvements greater than 25% of the yearly budget (not
- 737 receipts as stated).
- 738 • Recommend action to the Presbytery on requests from churches planning to sell, mortgage, or lease
- 739 their properties.
- 740 • Have permanent responsibility for the management and supervision of the Revolving Loan Fund.
- 741 • Make recommendations to the Presbytery for loans or any use from the Revolving Loan Fund and
- 742 shall supervise repayments to the Fund.
- 743 • Maintain the lease agreements and building maintenance concerns related to lease agreements for the
- 744 Presbytery office.
- 745 • Oversee the Master Insurance Program of the Presbytery of Genesee Valley.
- 746 • Appoint a member liaison with each church as an active consultant on building projects and capital
- 747 campaigns as a resource on property financial issues and as a member of the triennial visit team.
- 748 • Wherever possible, Trustees will partner as a team with Congregational Ministries and the Committee
- 749 on Ministry with a church that requires multiple resources.
- 750 • In preparation of the Presbytery's annual budget, meet with the Budget Development and
- 751 Oversight Committee to determine the amount of the RLF investment income that is reasonable to use
- 752 for the operating budget for the coming year (see Financial Policies Revolving Loan Fund).
- 753 • Supervise the work of the Presbytery Attorney including recommending to Personnel Committee any
- 754 salary or cost-of-living increases.
- 755
- 756

November 2006

757 **CORPORATIONS AND OTHER RELATIONSHIPS**

760 **Relationship to Presbyterian Homes and Residences**

761 Historically a single corporation, the Rochester Presbyterian Home, the Presbyterian Residence Center

762 (Valley Manor), and the Genesee Valley Presbyterian Nursing Center (Kirkhaven), separated from the

763 Presbytery of Genesee Valley in 1997. The Presbytery of Genesee Valley continues to relate to The

764 Rochester Presbyterian Home-and to Seniors First (the parent corporation of Valley Manor and

765 Kirkhaven).The Mission and Advocacy Committee will promote these relationships and help to interpret

766 to the Presbytery the mission and ministry of the homes. These relationships shall be governed by the

767 Membership and Board Resolutions approved during Joint Corporation Meeting at the Wyoming

768 Presbyterian Church, January 25, 1997 (See Presbytery Minutes, Book 14, pp.54-55).

769 [These resolutions will be attached here.]

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PART III: GENERAL POLICIES AND PROCEDURES

POLICY DEVELOPMENT

A **policy** of the Presbytery of Genesee Valley is a course of action or a principal of action which is intended to apply broadly to the decisions and actions of the Presbytery and the committees and other entities of the Presbytery.

Guidelines and **procedures** are not as broad as Presbytery-wide policies. Guidelines and procedures define the manner in which certain courses of action are followed or implemented, consistent with Presbytery-wide policies. Guidelines and procedures may inform and instruct the work of committees or other entities, as they serve to enact or bring to fruition the decisions made by the Presbytery.

Committees and other entities of the Presbytery may develop guidelines and procedures for the work of their particular group, consistent with Presbytery-wide policies. (For example, the Mission and Advocacy Committee might develop its own policies regarding applications for funding; the Committee on Ministry has approved policies for Pastor Nominating Committees.) These guidelines and/or procedures should be communicated to the Council and to the Presbytery for their information.

Enactment of a Presbytery Policy

1. Policies of the Presbytery of Genesee Valley shall be enacted by the Presbytery, in a duly called meeting, by a 2/3 vote of presbyters who are present for the particular meeting.
2. Proposed policies shall come to the floor of Presbytery through the Council of Presbytery.

Procedures for Proposal of Policies to the Presbytery

1. Those who wish to propose a policy (a congregation, a committee, a ministry team, an individual or a group) shall prepare the proposed policy in the following format:
 - a. Part 1 – The text of the proposed policy, including a recommendation for when the policy, if approved, shall be reviewed by the Presbytery. Every policy should be reviewed at least every five years.
 - b. Part 2 – A description of who is proposing the policy.
 - c. Part 3 – A clear, succinct rationale for the policy.
2. The author(s) of the proposed policy shall submit the above document to the Council for its deliberation. The Council will provide for full consideration of the proposed policy, including the opportunity for advocates of the policy to be heard.
3. The Council shall determine when the policy shall come to the Presbytery, and shall make a specific recommendation to the Presbytery (approve, disapprove, approve with amendment). The rationale for the Council's recommendation shall be clearly stated.
4. The Council shall place the proposed policy, with all supporting rationales, in the Mailed Docket for the Presbytery meeting during which the proposed policy will be considered. Under no circumstances will the proposed policy be placed in the Taken Docket for a particular meeting.
5. It will be the Council's responsibility to keep a record of the review dates of Presbytery policies, and to conduct the review of the policy. Council will bring to the Presbytery the recommendation as to continuing, discontinuing, or amending the policy. This will ensure that policies remain applicable and up-to-date.

Rationale

During the recent review of Presbytery policies over the past 10 to 15 years, the Council determined the need to clarify just what is a Presbytery policy, and how such policies should be proposed and enacted.

822 The above proposal was developed by a Ministry Team appointed by the Council. The Ministry Team
823 members were: Elder and former Presbytery Moderator George Gotcsik; Elder Murray Hopkins; Interim
824 Executive Presbyter, the Rev. Edie Gause; and Stated Clerk, the Rev. Val Fowler.

825
826 The Ministry Team desired to provide the requested clarity regarding policies of the Presbytery, but also
827 strongly desired to preserve the initiative of Presbytery committees and other entities to develop the
828 guidelines and principles for their specific work on behalf of the Presbytery and its congregations.

829
830 The Ministry Team suggests a 2/3 vote for implementation of policies for two reasons: (1) the current first
831 reading/second reading process is cumbersome and at times confusing, and (2) the 2/3 vote will preserve
832 the seriousness of such proposed actions and encourage full debate on the issue.

833
834 Careful readers will note that the process proposed is analogous to the overture procedure for the General
835 Assembly. The Council will function in a role analogous to the Advisory Committee on the Constitution:
836 they will review the proposed policy to ensure that it is indeed a new policy and that it does not conflict
837 with current policies of the Presbytery; they will consider carefully the proposed policy and offer
838 recommendations with rationale. The intent is for the Council to assist the proponents of the policy to
839 succeed in their efforts, while ensuring that the final product will enhance the ministry and witness of the
840 Presbytery of Genesee Valley.

841
842
843 *With the exception of this paragraph, any policy (including provisions of this Policies and Procedures*
844 *Manual) of the Presbytery of the Genesee Valley may be temporarily suspended at any Stated Meeting of*
845 *the Presbytery by a three-fourths vote of the members present, providing that thereby no provisions of the*
846 *Constitution of the Presbyterian Church (U.S.A.) are violated.*

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2003

851 **PRESBYTERY REPRESENTATION AND SHARING OF INFORMATION**

852 **Greetings and Endorsements on Behalf of the Presbytery**

853 The Presbytery Leader, the Stated Clerk, the Moderator of the Presbytery, and the Moderator of Council
854 are authorized to send greetings to various organizations on behalf of the Presbytery of Genesee Valley at
855 their own discretion. Other persons may be authorized by Council to bring such greetings in specific
856 circumstances.

857
858
859 Presbytery chairpersons of particular committees are authorized to send greetings on behalf of a
860 committee of the Presbytery of Genesee Valley at their own discretion.

861
862 Offering greetings **does not** imply endorsement of a particular organization's ideology or theological
863 stance. To endorse means "to approve or ratify." Endorsement or ratification requires the approval of
864 Presbytery, or Presbytery Council acting on behalf of Presbytery.

865
866 Only persons authorized by Presbytery or Presbytery Council (when required by time constraints) may
867 speak on behalf of Presbytery regarding particular issues, and then only on issues on which Presbytery
868 has taken specific action.

869
870 Only persons authorized by a committee of Presbytery may speak on behalf of the committee regarding
871 particular issues on which the committee has taken action, and which is not contrary to Presbytery
872 policies or actions.

873

874 It is advisable for those who address particular issues to present a written statement of the Presbytery's or
875 the committee's stance upon which the speaker would elaborate.

876
877 Executive staff persons, and elected leaders of Presbytery who speak publicly on issues without official
878 authorization are urged to make it clear that their views do not necessarily reflect the view of the
879 Presbytery and its member churches.

880
881 Committee persons who speak publicly on issues without committee authorization are urged to make it
882 clear that their views do not necessarily represent the views of the Presbytery committee, the Presbytery,
883 or its member churches.

884 Adopted 7/23/96
885 Edited 10/25/10
886

887 **P3P Privacy Policy**

888 P3P (Platform for Privacy Preferences Project) is an industry standard providing a simple, automated way
889 for internet users to gain more control over the use of personal information on web sites they visit. The
890 Presbytery of Genesee Valley follows the P3P Privacy Policy. P3P enhances user control by putting
891 privacy policies where users can find them, in a form they can understand, and, most importantly, it
892 enables users to act on what they see. The full text of the privacy policy is available on at
893 <http://www.pbygenva.org/w3c/privacy.shtml>.

894
895

896 **GUIDANCE FOR CHURCHES**

897 **Accessibility Policy for Churches and Presbytery Offices**

899 The Presbytery of Genesee Valley encourages its constituent congregations to:

- 900 1. Strive to provide children and adults with learning and developmental disabilities the opportunity for
901 a Christian education.
- 902 2. Strive to provide persons with disabilities the opportunity for church membership, even when
903 requirements and activities for membership must be modified to meet their special needs and
904 challenges.
- 905 3. Annually plan and provide a *Disability Awareness Sunday* for both adult and child Christian
906 education and as an integral part of the worship service.
- 907 4. Take an informed look at their physical and attitudinal accessibility, and develop a plan to address the
908 barriers to full involvement of persons with disabilities in the life of the church.

909
910 The Presbytery of Genesee Valley makes a commitment to:

- 911 1. Take feasible steps to ensure that Presbytery offices meet ADA requirements for accessibility. (See
912 Minutes of Stated Presbytery Meeting of November 29, 2005, for decisions regarding the offices
913 attached to Twelve Corners Presbyterian Church.)
- 914 2. Provide—through its committees—resources of consultants, funds, and materials to help
915 congregations become aware of physical and attitudinal barriers which prevent inclusion of all
916 individuals within the full fellowship of the Church, including provision of Christian education and
917 membership education to all persons.
- 918 3. Provide—through its committees and through advocacy with higher governing bodies—resources of
919 consultants, funds, and materials to help congregations remove physical barriers to full inclusion in
920 the life and ministry of the church.
- 921 4. Through the Presbytery Trustees, consult concerning guidelines for physical accessibility and develop
922 avenues for congregations to access grants and loans from synod, denominational, and private sources
923 for barrier removal.
- 924 5. As far as possible ensure that Presbytery meetings are held in churches that are barrier free to meeting
925 rooms, sanctuaries, and bathrooms.

926

927 The Presbytery, through its Council, shall review this policy (including an assessment of progress
928 made) every three years. The Council, with input from the Committee on Representation, shall make
929 any recommendations as to changes or additions in the policy.
930

Adopted 5/25/04

931
932

933 **Chemical Dependency/Other Disorders Affecting Church Employees and** 934 **Their Families**

935

- 936 1. This policy recognizes that alcoholism and other forms of harmful chemical dependency, mental or
937 emotional illnesses, financial, marital or other family distress or legal problems are treatable and as
938 such they should not be approached in a punitive fashion, but rather in a pastoral manner. We seek to
939 enlist the support and cooperation of the entire governing body in pastoral approaches to these
940 problems. It is, therefore, recommended to member churches of the Presbytery that this policy be
941 adopted as part of their personnel policies.
- 942 2. The purpose of this policy is to assure that any church employee or their family members having such
943 problems will receive the same careful consideration and offer of treatment that is presently extended
944 to church employees or their family members having any other illness or behavioral disorder.
- 945 3. The goal of this policy is to assist the church employee or family member having trouble with alcohol
946 and any other form of harmful chemical dependency, mental or emotional illnesses, financial, marital
947 or other family distress or legal problems to remove these problems as a source of trouble.
- 948 4. No employee with alcohol or other form of chemical dependency, mental or emotional illness,
949 financial, marital or other family distress or legal problems will have his/her job security jeopardized
950 by a request for diagnosis and treatment, or for seeking and accepting treatment. However, an
951 employee's continued refusal to seek help and treatment, or continued failure to respond to treatment,
952 will receive the same response that similar refusals or treatment failures receive for other illnesses
953 which affect job performance. However, it is most important that the person "recovering" from such
954 problems has equal job opportunity following successful treatment.
- 955 5. When church personnel go for treatment of their problem, they should be granted leave with pay as
956 necessary for treatment, whether residential or outpatient.
- 957 6. The role and importance of confidentiality apply to treatment of these disorders (stated in #1 and #3
958 preceding) and their treatment just as to any other health and/or behavioral condition.
- 959 7. It is most important that personnel committees, the Committee on Ministry, Department of Church
960 Professionals and church Sessions be knowledgeable and sensitive to persons in need of help with
961 these disorders (stated in #1 and #3 preceding).

962

963 We recognize that the staff and committees of governing bodies do not ordinarily have the necessary
964 qualifications to diagnose alcohol and other drug dependencies, mental or emotional illnesses, financial,
965 marital or other family distress or legal problems, just as they are not usually qualified to diagnose other
966 diseases. Evaluation, referrals and diagnostic intervention will need to be made in cooperation with
967 qualified consultants such as those specified in the definition contained in the Pension Plan, or other
968 qualified health professionals.

969

970 Since the affected person, especially chemically dependent persons, by the very nature of the
971 illness/disorder often denies the problem, the consultant should be open to requests for help from spouses
972 or family members, so that some kind of creative and therapeutic intervention can be initiated to help the
973 afflicted person.

974

975 It is expected that through this policy employees who suspect that they may have such a problem, even in
976 its early stages, will be encouraged to seek evaluation and, when indicated, follow through with
977 prescribed treatment.

978

979 This policy applies not only to personnel employed by the Presbytery, but also applies to pastors
980 employed by member churches of the Presbytery, staff members of member churches of the Presbytery,
981 and clergy in non-parish service.

Adopted 10/22/85

982
983
984

Church Membership and Inclusivity Policy Statement

985 *Presbytery adopted the 190th General Assembly (1978) Statement of Church membership as Presbytery's*
986 *policy statement.*

987

988
989 Persons who manifest homosexual behavior must be treated with the profound respect and pastoral
990 tenderness due all people of God. There can be no place within the Christian faith for the response to
991 homosexual persons of mingled contempt, hatred, and fear that is called homophobia.

992

993 Homosexual persons are encompassed by the searching love to Christ. The church must turn from its fear
994 and hatred to move toward the homosexual community in love and to welcome homosexual inquirers to
995 its congregations. It should free them to be candid about their identity and convictions, and it should also
996 share honestly and humbly with them in seeking the vision of God's intention for the sexual dimensions
997 of their lives.

998

999 As persons repent and believe, they become members of Christ's body. The church is not a citadel of the
1000 morally perfect; it is a hospital for sinners. It is the fellowship where contrite, needy people rest their hope
1001 for salvation on Christ and his righteousness. Here in community they seek and receive forgiveness and
1002 new life. The church must become the nurturing community so that all whose lives come short of the
1003 glory of God are converted, reoriented, and built up into Christian maturity. It may be only in the context
1004 of loving community, appreciation, pastoral care, forgiveness, and nurture that homosexual persons can
1005 come to a clear understanding of God's pattern for their sexual expression.

1006

1007 There is room in the church for all who give honest affirmation to the vows required for membership in
1008 the church. Homosexual persons who sincerely affirm "Jesus Christ is my Lord and Savior" and "I intend
1009 to be his disciple, to obey his word, and to show his love" should not be excluded from membership.

1010

1011 *On motion Presbytery was directed to seek ways to help churches become more inclusive in terms of*
1012 *membership, including visits with sessions, by invitation.*

1013

Adopted 4/26/98

1014

1015

Guidelines for Host Churches for Stated Presbytery Meetings

1016 As you prepare to host a Stated Presbytery meeting, we offer you the following guidelines.

1017

1018
1019 Spaces in churches which are used for Presbytery meeting or events held in conjunction with Presbytery
1020 meetings must be accessible to persons with disabilities.

1021

1022

1023 **Introduction**

- 1024 • The Office Administrator in the Presbytery Office has overall responsibility for coordinating logistics
1025 at Presbytery meetings. The host church needs to designate a liaison with whom the Office
1026 Administrator can communicate about arrangements for the meeting.
- 1027 • About a month prior to the presbytery meeting, a team from the Presbytery Office will make a site
1028 visit to the host church to tour the facility and go over arrangements for the meeting. During that visit,
1029 the team will determine which spaces will be used for registration, displays, breakout sessions, and
1030 other events related to the Presbytery meeting.
- 1031 • After the site visit, the Office Administrator will send the contact person an *Understanding of Host*
1032 *Church Arrangements* to make sure that arrangements are clear to everyone involved.
- 1033 • A brief history (½ page) of the church and directions must be sent to the Office Administrator no later
1034 than the deadline for the Mailed Docket Material Submission for the Presbytery meeting which the
1035 church is hosting. All material must be sent electronically so that it can easily be put in the Mailed
1036 Docket.
- 1037 • Staff from the Presbytery Office will arrive at the host church about an hour and a half before the
1038 meeting to set up. Volunteers should be on hand at that time to help carry in materials in and to help
1039 set up audiovisual equipment in the sanctuary.

1040
1041 **Arrangements**

1042 **Signs to Enhance Hospitality**

1043 LARGE, CLEAR AND VISIBLE SIGNS POSTED OUTSIDE AND INSIDE THE CHURCH DIRECTING PEOPLE TO THE
1044 FOLLOWING ARE NEEDED:

- 1045 • Entrance to the church
- 1046 • Ramps and elevators
- 1047 • Registration
- 1048 • Beverages/Refreshments
- 1049 • Bathroom facilities, with particular attention to accessible facilities (Extra paper products may be
1050 needed.)
- 1051 • Sanctuary meeting space
- 1052 • Fellowship Hall
- 1053 • Other rooms for special meetings if needed
- 1054 • Child Care Room (See below.)

1055
1056 **Accessibility**

- 1057 • Handicap parking needs to be provided (see below).
- 1058 • Handicap access to the building, to the sanctuary, to the fellowship hall, to accessible bathrooms, and
1059 to the other spaces being used for the Presbytery meeting and related events needs to be clearly
1060 marked. Accessible bathrooms need to have handbars and a raised toilet seat.
- 1061 • One or two volunteers from the host church need to be available to assist handicapped persons with
1062 directions and to operate lifts and/or elevators if necessary.

1063
1064 **Parking**

- 1065 • Space for approximately 100 to 125 cars is needed. (If you are unable to provide enough parking at
1066 your church, please contact the local police to help and/or other nearby facilities who might provide
1067 additional parking.)
- 1068 • A minimum of five handicap spaces needs to be designated.
- 1069 • Depending on the location of the parking and the size of the church's parking lot, it is advisable for
1070 the host church to have one or two volunteers to help people get parked.
- 1071 • Special information on parking needs to be communicated to the Office Administrator no later than
1072 the deadline for the Mailed Docket Material Submission so that this can be included in the docket.

1073

1074 **Registration and Displays**

- 1075 • Usually, three six-foot tables for registration
- 1076 • One or two tables for the Resource Center display
- 1077 • One table for the sale of meal tickets (card table size will be fine)
- 1078 • Additional tables for displays (The Presbytery Office will contact the host church after receiving
- 1079 requests from groups. Groups are responsible for providing their own equipment, including projectors
- 1080 and screens.)
- 1081 • One or two volunteers to help with registration

1082

1083 **Child Care**

- 1084 • Child care is a host church responsibility.
- 1085 • The host church will recruit two responsible persons and provide a room. Presbytery will pay for such
- 1086 child care at a rate of \$8 per hour per person, with a minimum of two hours for each of the two
- 1087 providers, or \$32 guaranteed to the providers. The host church will pay providers and submit a
- 1088 voucher to the Presbytery Office for reimbursement.
- 1089 • Ministers and elder commissioners intending to utilize child care are required to contact the Office
- 1090 Administrator no later than one week prior to the Presbytery Meeting. The Presbytery Office will give
- 1091 the host church the age of each child and any special needs.

1092

1093 **Coffee/Refreshments**

- 1094 • Enough coffee and hot water to provide to accommodate 170 people
- 1095 • Cold water and a cold drink choice to accommodate 170 people
- 1096 • Refreshments, such as cookies, munchies, fruit, or cheese, including a non-allergenic choice
- 1097 • Beverages should be available throughout the meeting.
- 1098 • A volunteer from the host church to monitor the coffee and refreshment supply
- 1099 • Trash receptacles

1100

1101 **Equipment for Sanctuary Meeting Space**

- 1102 • One table and two chairs for Stated Clerk and Journal Clerk
- 1103 • A microphone at each lectern
- 1104 • One or two floor microphones
- 1105 • A volunteer from the host church who is familiar with the sound system in the sanctuary to help set
- 1106 up equipment

1107

1108 **Meal Arrangements**

- 1109 • A person to sell the tickets (The Presbytery Office will provide the tickets.)
- 1110 • A cash box with change
- 1111 • Tables, chairs and table settings to accommodate approximately 150 people
- 1112 • The host church must be able to serve the meal in one seating.
- 1113 • An ample supply of ice
- 1114 • Alternatives for vegetarians, diabetics or persons on low-sodium diets (Commissioners are required to
- 1115 notify the Presbytery Office of special needs, and this information will be passed on to the contact
- 1116 person at the church one week in advance of the meeting.)
- 1117 • Persons to serve the meal (If the meal is being served at individual tables, one server per table is
- 1118 suggested.)
- 1119 • Determine the price to be charged (The amount charged should cover expenses, but not be used as a
- 1120 fund-raiser for the church.) The price of the meal needs to be communicated to the Office
- 1121 Administrator no later than the deadline for the Mailed Docket Material Submission for that meeting.

- 1122 • Retired ministers, Presbytery staff, and special guests receive free meals. A sign-in sheet will be
- 1123 given to the person selling the meal tickets. After the meeting, the list should be sent to the
- 1124 Operations Manager, who will request reimbursement to the church for the expense of the free meals.
- 1125 • Lunch is usually served around noon; dinner is usually served around 6 p.m. The Office
- 1126 Administrator will communicate the exact time of the meal to the liaison as soon as the docket is
- 1127 approved.
- 1128 • Make sure meal tickets are picked up during the serving of the meal. Anyone not having purchased a
- 1129 ticket during registration should be able to purchase a meal ticket in the dining area.
- 1130 • Special announcements and/or activities during the meal must have approval of the Presbytery
- 1131 Moderator and/or Council.
- 1132

1133 **Worship Service**

- 1134 • Worship is planned by the Moderator-Elect, who will contact the host pastor to explain the host
- 1135 church's participation and work out the details.
- 1136 • This is the Presbytery's worship service and not the host church's worship service. Therefore, all
- 1137 details of the service, including planning, flowers, liturgical art and service bulletins, will be the
- 1138 responsibility of the Presbytery.
- 1139 • Participation in the Presbytery meeting and/or the worship service by the church organist is voluntary.
- 1140 The Presbytery will not pay for this service; the church may compensate the organist for this service
- 1141 if they wish.
- 1142 • The Moderator-Elect arranges for a musician to accompany the opening and closing hymns of the
- 1143 Presbytery meeting.
- 1144 • The host church may ask their choir to perform an offertory .
- 1145 • The choir leader is responsible for transmitting information about the offertory to the Moderator-Elect
- 1146 no later than one week before the Taken Docket deadline.
- 1147

1148 **Other Items**

- 1149 • The host church must have someone on call to handle any maintenance emergencies.
- 1150 • The host church is also requested to provide volunteers to help staff carry out materials near the
- 1151 conclusion of the presbytery meeting.
- 1152

1153 **Questions and Contact Information**

1154 The Presbytery Office contact person for MEETING ARRANGEMENTS, MAILED DOCKET
 1155 INFORMATION, TAKEN DOCKET INFORMATION and REGISTRATION is the Office
 1156 Administrator (officeadmin@pbygenval.org, (585)242-0080).

Approved by Council 10/10/05
 Updated 8/10/06
 Updated 11/2/09
 Updated 3/12/10
 Updated 7/23/10
 Amended 11/2013

1163
 1164
 1165

1166 **Guidelines for Writing a Session Sexual Misconduct Policy**

1167 See Appendix B.

1168
1169

1170 **GUIDANCE WITH REGARD TO MINISTERS, COMMISSIONED RULING**
1171 **ELDERS, AND INQUIRERS OR CANDIDATES FOR MINISTRY**

1172 **Policy on Access, Confidentiality, Participation and Voting (COM)**

- 1174 1. As an instrument of Presbytery for promoting the peace and harmony of the churches, and especially
1175 in regard to matters arising out of the relations between ministers and churches, the Committee on
1176 Ministry shall be open at all times to direct access by, or communications from, all ministers in the
1177 Presbytery, all elders who are members of sessions, and the sessions of Presbytery through the
1178 Leadership Team of the Committee or the Presbytery Leader. (G-3.0307).
- 1179 2. At the Committee’s discretion, materials presented to the Committee may be available to the
1180 Presbytery and may be used for decision-making, recommendations and explanation, unless
1181 specifically given in confidence. Where such confidential information appears to be necessary for a
1182 decision or recommendation the person given such information will be requested to release that
1183 information from confidentiality. If that person does not so agree, then no decision or
1184 recommendation can be based upon that information. The information cannot form the basis or any
1185 part of the basis, for a decision or recommendation by the committee. A copy of this policy shall be
1186 provided to any person who presents information or materials to the Committee in advance of the use
1187 by the committee of that information or materials as any part of a basis for a decision or
1188 recommendation and in advance of its release by the committee to the Presbytery or any other party.
- 1189 3. When assessments have been made to the Committee on Ministry about an individual, session or
1190 congregation, the committee may offer an opportunity for response. The committee shall offer an
1191 opportunity for response to an individual, session or congregation when an assessment provided to the
1192 committee is to be used as the basis for a decision.
- 1193 4. When the Committee is dealing with matters concerning the church of one of its members, the
1194 member shall absent himself/herself from that part of the business.
- 1195 5. When assessments have been made to the Committee on Preparation for Ministry about an inquirer or
1196 candidate, the committee may offer an opportunity for response. The committee shall offer an
1197 opportunity for response when an assessment provided to the committee is to be used as the basis for
1198 a decision.

1199
1200 In other situations where a committee member or staff person believes that his/her relationship to a church
1201 is biased by close personal involvement or confidential information, that committee member will be
1202 expected to absent himself/herself from that part of the business.

Adopted 4/25/89
Edited 10/25/10
Amended 11.2013

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1207
1208 **Appointed Moderators of Sessions Fee [Superseded by COM Handbook]**

Amended 3/27/10

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1211 **Automatic Administrative Leave Policy**

1212 See Appendix C.

1213
1214

1215 **Candidate Indebtedness Policy**

1216 **When the Presbytery of Genesee Valley is the Presbytery of Care:**

- 1217 1. In order to assess net worth, and to make a plan for financing the cost of seminary, inquirers are

- 1218 required to:
- 1219 • attend a Board of Pensions “Fiscal Fitness” workshop held annually at each of the 11
- 1220 Presbyterian seminaries during inquiry, or
- 1221 • meet with the Board of Pensions regional representative or the Presbyterian Foundation
- 1222 representative during inquiry, or
- 1223 • attend a local bi-annual “Fiscal Fitness” workshop sponsored by the Committee on Preparation
- 1224 for Ministry.
- 1225 2. The Presbytery of Genesee Valley will share the cost, with the congregation of which the candidate is
- 1226 a member, of attending a Career and Counseling Center for career guidance in pursuit of ordination in
- 1227 the Presbyterian Church (USA).
- 1228 3. A designee of the Presbytery’s Committee on Preparation for Ministry will make available annually
- 1229 the median income for the denomination reported by the Board of Pensions, and the minimum
- 1230 effective salary established by the Presbytery of Genesee Valley.
- 1231 4. The Committee on Preparation for Ministry will be an advocate with the congregation of which the
- 1232 inquirer or candidate is a member, and with other congregations of the Presbytery as appropriate, in
- 1233 order to generate financial support for the inquirer or candidate in the form of grants.
- 1234 •The Committee on Preparation for Ministry will make available upon request a list of options for
- 1235 pursuing grants and interest free loans and other funding that may be available through the
- 1236 Financial Aid for Studies Office of the Presbyterian Church (USA) and PC(USA) seminaries.
- 1237 •The Committee on Preparation for Ministry may suggest that Inquirers and Candidates work with a
- 1238 financial advisor on their own to evaluate or anticipate indebtedness and assets.
- 1239

1240 **When the Presbytery of Genesee Valley is the Presbytery of Call:**

- 1241 1. When a minister serving a first call following graduation from seminary comes with educational
- 1242 indebtedness and wishes to access assistance from the Board of Pensions, he/she shall be asked if they
- 1243 have attended a financial planning workshop such as a Fiscal Fitness workshop sponsored by the
- 1244 Board of Pensions, or other financial planning workshop. If the minister has not attended such a
- 1245 workshop, he/she shall be required to do so within twelve months of start-up, the cost of registration
- 1246 fee, accommodation and travel for such a workshop to be considered legitimate reimbursable expense
- 1247 from study leave allowance.
- 1248 2. The Committee on Ministry shall encourage calling congregations to utilize further educational debt
- 1249 reduction as a point in negotiating salary with a prospective pastor who is a recent seminary graduate.
- 1250 3. Processing of applications to the Seminary Debt Assistance Program shall be the responsibility of
- 1251 Presbytery’s Board of Pensions liaison, through the Clergy Care and Development Committee.
- 1252 Ministers interested in applying to the Board of Pension’s Seminary Debt Assistance Program should
- 1253 be referred to the liaison.
- 1254 4. The Committee on Ministry shall advise ministers being called to churches in the Presbytery of
- 1255 Genesee Valley of the availability of this program. Those who meet the qualifications to apply for the
- 1256 Board of Pension’s Seminary Debt Assistance Program will be referred to the Presbytery’s Board of
- 1257 Pensions liaison.
- 1258
- 1259

Adopted April 2008

1260 **Policy for Ruling Elders Commissioned to Particular Pastoral Service (CRE)**

1261 **[Superceded by Committee on Ministry Handbook]**

1262

1263

1264

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1267 **Committee on Preparation for Ministry Files Policy for Persons under Care**

1268

1269 **Introduction:** The CPM Chair is responsible for inquirer/candidate files. The Chair may, in

1270 writing, delegate responsibility for file maintenance to a records clerk. Such files are to be treated as

1271 confidential information by the Committee on Preparation for Ministry. Documents to be included in such
1272 files include: official forms, academic transcripts, correspondence, reports from psychologists or
1273 counseling services, field work evaluations, ordination examinations, results of annual consultations, or
1274 other items deemed necessary by CPM or the Presbytery Leader as relating directly to the investigation,
1275 evaluation or performance of the inquirer or candidate. The contents of the files are the property of the
1276 CPM and exist for the sole purpose of evaluating the suitability, preparation and readiness of a person for
1277 ministry in the Presbyterian Church (U.S.A.).

1278 The following policies and practices shall govern the files of all inquirer/candidate in the Presbytery of
1279 Genesee Valley and were adopted by the Committee on Preparation for Ministry at its meeting of 4 May,
1280 2005.

1281 **Disclosure:** Each person enrolled as an inquirer shall receive a copy of this policy and shall sign for
1282 receipt.

1283 **Access to files** shall be restricted to the Chairperson of the CPM, the records clerk of the CPM, the Office
1284 Administrator of Presbytery, the Stated Clerk of Presbytery and the Presbytery Leader. In addition, each
1285 committee liaison may have access to his/her inquirer's or candidate's file. Inquirers and candidates may
1286 review the contents of their files when they request permission to do so from their CPM liaison and in the
1287 presence of their liaison or any one of the persons named above.

1288 **Control of files** shall be restricted to the Office Administrator of Presbytery and to the Presbytery Leader.

1289 **Location of files** is in a locked file cabinet in the office of the Office Administrator of Presbytery.

1290 **Keys to files** are kept solely by the Office Administrator and the Presbytery Leader.

1291 **Contents:** Each file shall include a checklist for the entire file. All supporting information for entries will
1292 be included in the file.

1293 Sessions will be informed that any additional information they supply to the committee, such as letters of
1294 comment, will be shared with the inquirer/candidate and placed in the file along with any additional
1295 information the inquirer/candidate supplies.

1296 **Backup files:** No formal backup files exist. However, each committee liaison maintains a personal file of
1297 relevant (but not complete) material. In addition, each inquirer/candidate is encouraged to keep a
1298 duplicate copy of all materials placed in his/her official file.

1299 **Transfer of files:** When an inquirer or candidate is transferred to another presbytery, his or her file shall
1300 be forwarded to the CPM of that presbytery. Files are to be sent by certified mail or by a delivery service
1301 that tracks its deliveries (such as United Parcel Service). A copy of this policy shall be sent with the file to
1302 the receiving presbytery.

1303 **Files of Persons Completing or Withdrawing from the Process**

1304 A. File materials of persons *completing* the process and becoming ordained shall be kept as follows:

1305 1. Copies of such materials shall be kept by the Presbytery in sealed files to be opened only by
1306 Presbytery Leader or CPM chairperson and shall include the checklist, along with copies of:

- 1307 (a) Final Evaluation
1308 (b) Field Work Evaluation
1309 (c) CPE Final Report from institution
1310 (d) Reports of any required therapy

1311 2. All original materials shall be returned to the person ordained by hand delivery with receipt or by
1312 mailing them Certified, Receipt Requested, except those materials the CPM votes to hold for a
1313 specific length of time.

1314 B. File materials of persons *withdrawing* from the process shall be kept for five years with a removal
1315 date for shredding clearly on the front of the file.

1316 **Members Leaving CPM:** When a member leaves the Committee the tote box containing all materials on
1317 inquirers/candidates shall be returned to the PGV Office. Such members shall verify to the chair of CPM
1318 that all electronic data has been removed from their computer files and hard drive.

Adopted 5/4/0

1321 **Policy Regarding Former Pastors - [superceded by Separation Ethics in COM**
1322 **Handbook.]**

1323
1324
1325 **Pastoral Care Support and Procedures Manual**

1326 See Appendix D. [Being finalized by the Clergy Care and Development Committee

1327
1328
1329 **Sick Leave and Family Leave Policies for Clergy[Superceded by COM**
1330 **Handbook]**

1331
1332
1333 **COM Study Leave Policy [Superceded by COM Handbook]**

2004

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1335
1336 **Policy on Temporary Pastoral Relationships [Superceded by COM**
1337 **Handbook]**

1338
1339
1340 **PRESBYTERY OPERATIONS**
1341

1342 **Policy on the Use of Copyrighted Material**

1343 Any use of a computer or copier owned by the Presbytery of Genesee Valley for infringing use of
1344 copyrighted works is subject to civil remedies and criminal penalties provided by federal law.
1345

1346 **Background Information:**

1347 Copyright law exists to “promote the progress of the useful arts.” A copyright in a particular work is a property
1348 right created by law. A copyright can be sold, donated, leased, inherited, and divided into parts. Law against
1349 wrongful use protects it. **IT IS UNLAWFUL FOR ANYONE TO VIOLATE ANY OF THE EXCLUSIVE**
1350 **RIGHTS OF A COPYRIGHT OWNER.**

1351
1352 The COPYRIGHT ACT describes the limitations, qualifications, and exemptions, which apply to the
1353 exclusive rights of the owner. Copying, displaying and distributing copyrighted works may infringe the
1354 owner’s copyright. *The Church Guide to Copyright Law*, Second Edition by Richard R. Hammer (KT
1355 CAX 002), available for borrowing from the Resource Center, can help you determine whether your use
1356 of a copyrighted work is a fair use or requires permission.
1357

1358 **Policy Statement:**

1359 The Resource Center of the Presbytery of Genesee Valley follows the copyright laws of the United States for
1360 theological reasons as well as legal reasons. We believe that we – as the body of Christ – have the responsibility
1361 to uphold the moral principle of honesty and integrity and to serve as a model in this respect to the secular
1362 community. The copyright laws protect the owner of the copyright (who is often but not always the creator of the
1363 resource) from financial loss resulting from unauthorized use.

1364
1365 Most of the resources in the Resource Center (including but not limited to: books, curriculum, videos, and
1366 periodicals) are protected by the Copyright Revision Act of 1976 that limits public use of a resource.

1367
1368

Inclement Weather Policy

1370 The Presbytery Office and the Resource Center will be closed when the Brighton Central School District
1371 closes because of travel-related weather.

1372
1373

Non-Smoking Policy

1375 The Presbytery Office has established a non-smoking policy for its facilities.

10/22/85

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1377
1378

Presbytery Meeting and Event Cancellation Policy

1379 In the event of a severe weather forecast which would make traveling hazardous, Presbytery Meetings and
1380 Presbytery-wide events may be cancelled and rescheduled for another date. A decision to cancel will
1381 normally be communicated to participants no later than three hours before the time when the meeting or
1382 event is scheduled to begin.

1383

1385 ***Special or Stated Presbytery Meetings:*** The Presbytery Moderator, in consultation with the Moderator-
1386 Elect and the Presbytery Leader, will make this decision. Normally, the meeting will be rescheduled for
1387 one week later than the originally scheduled date.

1388

1389 ***Other Presbytery-wide events:*** A decision to cancel other Presbytery-wide events will be made by the
1390 person or group with responsibility for the event. If a snow date has been established, the event will be
1391 held on that date.

1392

Notification of Cancellation

1393 Notification methods may include the following, as appropriate to the event being cancelled or postponed:

1394

- 1395 • E-mailing groups and/or individuals
- 1396 • Posting the notice on the Presbytery web page (<http://www.pbygenva.org/>)
- 1397 • Posting an announcement on the 13WHAM web site, as well as on their TV and radio stations
1398 (<http://www.13wham.com/>)
- 1399 • Posting an announcement on additional media web sites and TV and radio stations as may be
1400 determined to be effective
- 1401 • Telephone calls to persons without e-mail
- 1402 • Recording the cancellation information on the Presbytery Office voice mail

1403

1404 The Presbytery Office will also notify the host church of the cancellation and/or postponement of a
1405 Presbytery Meeting.

1406

Committee and Ministry Team Meetings

1407 Decisions to cancel committee or ministry team meetings will be made by the convener of the group. The
1408 convener will be responsible for notifying members of the group and for making sure that the Presbytery
1409 Office knows about the cancellation and rescheduled date. This policy will be posted on the Presbytery
1410 web site and will be widely distributed to the Presbytery.

1411

Approved by Council 3/10/08

1412

Presbytery Meetings

1413

Dockets and Other Logistics

1414

1415 **Setting Dates and Locations - Vision and Strategy Recommendation may lead to amendments**

1416

1417

1418

1419

1420 Stated Presbytery meetings are normally held five times a year—in the third or fourth week of January,
1421 March, May, September, and November. The January and March meetings are usually held on a Saturday,
1422 and the other meetings are usually held on a Tuesday late afternoon/early evening. The presbytery will
1423 hold the third or fourth Tuesday in July for a special meeting, in case one is needed.
1424

1425 Occasionally there will be special called meetings to deal with business which cannot wait until the next
1426 stated meeting. There is often a special meeting in the summer to act on recommendations from the
1427 Committee on Ministry regarding calling pastors to churches. Special meetings are usually held on a
1428 Tuesday evening and do not include a meal or special events.
1429

1430 The Presbytery staff solicits host churches for Presbytery meetings. Churches who are asked to host
1431 Presbytery meetings need to have adequate facilities to host a gathering of this size. They must be able to
1432 meet the responsibilities outlined in the *Guidelines for Host Churches for Stated Presbytery Meetings* (see
1433 Part III: General Policies Procedures/Guidance for Churches). They must be able to feed people in one
1434 seating, except for meetings in which breakout sessions are held.
1435

1436 The selection of host sites take into consideration the diversity of location and expected weather
1437 conditions for winter meetings. A recommended list of locations and dates is presented to the Council.
1438 The churches are contacted to see if they would be willing to host the particular meeting. When the list is
1439 finalized, it is presented to Presbytery for approval.
1440

1441 **Setting deadlines**

1442 The Mailed Docket Request deadline is approximately three weeks before the meeting. The deadline for
1443 materials to go into the Mailed Docket is usually a couple of days later than the request deadline. The
1444 Mailed Docket is posted on the web and mailed about ten days before the meeting. The deadline for the
1445 Taken Docket is usually about a week before the meeting. Since this docket is not mailed, there is more
1446 flexibility. All materials to be included in the docket must be submitted electronically. All docket material
1447 should be submitted electronically to officeadmin@pbygenval.org.
1448

1449 **Docket Request Forms**

1450 A Docket Request Form is the means by which participants request time on the agenda to address the
1451 Presbytery. Docket request forms are available on the web for each meeting and printed copies are
1452 available in the Presbytery Office.
1453

1454 Docket time requests are sent by e-mail to committee chairs and others who have the authority to request
1455 docket time about a month in advance of each stated meeting. These forms are also available on the web.
1456

1457 **The Mailed Docket**

1458 The Mailed Docket is referred to in this manner because it is posted on the web and mailed in advance of
1459 the meeting so that participants have an opportunity to read it. Materials requiring Presbytery action are
1460 usually the only materials included in this docket. A brief history of the host church and directions to the
1461 church are included in the Mailed Docket. A copyrighted map may not be used. The Mailed Docket is
1462 posted on the website and mailed to those who request it about ten days before the date of the meeting.
1463

1464 **The Taken Docket**

1465 The Taken Docket is so-named because it is taken to the meeting and distributed to persons as they
1466 register. This usually contains only information items, although occasionally there are items requiring
1467 action. The material must be sponsored by a Presbytery committee or agency. Printed copies of the Taken
1468 Docket are distributed at the Presbytery meeting. It does not appear on the website.
1469

1470 **Breakout Sessions - may be amended by Vision and Strategy recommendations**

1471 In the interest of encouraging free-flowing interaction within the Presbytery, presbyters are invited to

1472 propose breakout sessions to be offered in conjunction with Presbytery meetings. A *Presbytery Breakout*
1473 *Session Proposal* form is available on the website and at the Presbytery office.

1474
1475 The deadline for submitting the request is the same as the Mailed Docket Material deadline for the
1476 meeting at which the event is being requested.

1477
1478 Breakout sessions are only held at Presbytery meetings which are held on Saturdays. Presenters will be
1479 responsible for providing equipment and materials for their events. They may reserve equipment with the
1480 Presbytery Resource Center on a first-come, first-served basis. They will be responsible for picking up
1481 and returning borrowed equipment.

1482 1483 **Display Space and Handouts at Presbytery Meetings**

1484 Persons wishing to distribute materials at Stated Presbytery meetings must have the approval of the
1485 appropriate Presbytery committee or Presbytery staff member. There are two ways in which materials
1486 may be displayed:

- 1487 • As part of the general handout display: These materials are due in the Presbytery Office no later than
1488 one week prior to the day of the Presbytery meeting.
- 1489 • As part of a larger display for a committee-sponsored activity: Persons setting up displays should
1490 arrive at the Presbytery meeting site at least 45 minutes in advance of the start of the meeting so that
1491 displays will be set up before participants begin arriving.

1492
1493 To request display space **for either of these**, please fill out a *Request for Display Space at Presbytery*
1494 *Meeting* form which may be found on the website or at the Presbytery Office. If a separate display space
1495 is being requested, the requests should be received no later than the Mailed Docket Material Receipt
1496 Deadline, preferably sooner. It is very helpful to have the requests before staff goes on a site visit to the
1497 host church (about a month before the meeting); knowing what the space needs are in advance helps
1498 greatly in determining which space to assign to a group.

1499 1500 **Meal**

1501 A meal is offered at all Stated Presbytery Meetings, and a vegetarian option is always offered. The host
1502 church provides the meal and sells tickets. Meals for retired ministers, guests and Presbytery staff are
1503 covered by the Presbytery.

1504 1505 **Child care**

1506 Child care is offered to clergy and elder commissioners at all Stated Presbytery meetings. Presbyters need
1507 to request child care no later than the deadline stated on the front of the Mailed Docket (usually about a
1508 week before the meeting).

1509 1510 **Sign Language Interpreter**

1511 If needed, sign language interpretation is offered at Stated Presbytery meetings. Requests must be made
1512 no later than the deadline stated on the front of the Mailed Docket (usually about a week before the
1513 meeting).

1514 1515 **The Slide Show**

1516 The Office Administrator is responsible for putting together the PowerPoint presentation which is used at
1517 all Presbytery Meetings. Presenters who wish to provide slides for insertion in the slide show should
1518 submit them electronically no later than the deadline for the Taken Docket. All submissions are subject to
1519 editing.

1520 1521 **Participants in the meeting**

- 1522 • **Minister members of Presbytery**—Teaching elders in good standing of the PC(U.S.A.) who are
1523 serving churches, honorably retired, members-at-large, or serving in validated ministries are members
1524 of the Presbytery with voice and vote.
- 1525 • **Corresponding Members**— Teaching elders or ruling elders in good standing in other governing
1526 bodies of the PC(U.S.A.) or in any Christian church who are invited to participate in the meeting.
1527 They are not permitted to vote, however. Corresponding members may be ministers of another
1528 denomination who are serving a church in the Presbytery of Genesee Valley for a temporary period of
1529 time.
- 1530 • **Elder commissioners representing churches**—Each church is permitted to designate elder
1531 commissioners to participate in meetings of presbytery. The number of commissioners from each
1532 church is based on the membership of the church.
- 1533 • **Additional elder commissioners**—Additional elders may be appointed by the presbytery as
1534 commissioners in order to maintain a balance of minister members and elder commissioners as
1535 required in the *Book of Order*, and also to allow elders who are committee chairs and others with
1536 similar responsibility access to the floor.
- 1537 • **Visitors**—Attendees who do not fit one of the above categories. An elder who is not a commissioner
1538 is considered a visitor.

1540 **Attendance**

1541 Pastors and elder delegates are required to attend Presbytery meetings. Ministers and elder commissioners
1542 may request excuses from attending a Presbytery meeting. Presbyters who do not request excuses will be
1543 marked absent. Retired ministers are automatically excused from attendance.

1545 **Minutes of Presbytery Meetings**

1546 Minutes of Presbytery Meetings are available on the website. Only those people who specifically request
1547 paper copies will receive them by US mail.

1550 **Guidelines for Presbytery Worship Services - May be revised in accordance with Vision
1551 and Strategy Recommendations**

1552 The Presbytery Council is charged with providing for worship at meetings of the Presbytery. Council
1553 reserves the right to change the format of the worship service. The Moderator-Elect serves as Worship
1554 Coordinator.

1556 **General Guidelines**

- 1557 1. Worship shall be included in each stated meeting of presbytery.
- 1558 2. The worship service lasts for 35 minutes. In addition a hymn is sung at the beginning of the
1559 Presbytery meeting and at the closing of the Presbytery meeting.
- 1560 3. All worship services conducted by the presbytery in session shall be a model for corporate worship,
1561 and shall make full use of the whole range of biblical images when referring to God, and use inclusive
1562 language when referring to the people of God in the selection of hymns, prayers and liturgies.
- 1563 4. The worship service should ensure that issues of social justice and moral concern, including poverty,
1564 racial and ethnic equality and domestic violence are lifted up in joint prayer.
- 1565 5. The worship service should include ministry staff and elders from the church in which the meeting is
1566 being held.
- 1567 6. Full participation in worship leadership, drawing on the breadth of resources within the presbytery,
1568 from non-host as well as host churches, is strongly encouraged.
- 1569 7. The use of a variety of musical resources for worship, such as inviting choirs from smaller churches
1570 unable to host presbytery and including a variety of hymn or musical styles within the same service,
1571 is encouraged.
- 1572 8. All copyright laws must be followed in the use of material for worship. Hymns, liturgies and other
1573 material may not be copied without permission of the copyright owner.

- 1574 9. Worship shall include a Minute for Mission and an offering received for the general mission of the
1575 presbytery. The Mission and Advocacy Committee will organize and recruit for the Minute for
1576 Mission. The Minute for Mission presentation is no longer than five minutes.
1577 10. Special offerings must be approved by Presbytery Council no later than the Council meeting
1578 immediately preceding the Presbytery meeting.
1579 11. Sign language interpretation will be included in stated Presbytery meetings as needed and requested.
1580

1581 **Special Services**

- 1582 1. **January:** The worship service in January should include a reading of the necrology of ministers and
1583 elders for the preceding year.
1584 2. **May:** The May meeting should include a sermon by the outgoing moderator and the installation of the
1585 incoming moderator and moderator-elect.
1586 3. **September:** The Sacrament of the Lord's Supper should be celebrated at the September meeting.
1587

1588 **Responsibilities**

1589 ***Worship Coordinator (Moderator-Elect)***

- 1590 1. The Worship Coordinator has overall responsibility for compiling all information on the worship
1591 service and relaying it to the Presbytery Office electronically no later than the Taken Docket deadline.
1592 2. The Worship Coordinator selects the people who will participate in each service of worship.
1593 3. Persons with responsibilities for specific portions of the worship service must transmit that
1594 information to the Worship Coordinator no later than one week before the Taken Docket deadline.
1595 The Worship Coordinator will communicate specific expectations to such persons as soon as possible,
1596 allowing a reasonable time for the completion of their material.
1597 4. The Worship Coordinator will coordinate musical offerings and requests with the minister of the
1598 church where the Presbytery meeting is being held.
1599

1600 ***Worship Leader, i.e., Preacher of the Day***

- 1601 1. The worship leader is responsible for selecting the liturgy and hymns for the worship service and for
1602 providing this information to the Worship Coordinator no later than three weeks before the Taken
1603 Docket deadline.
1604 2. In selecting hymns for the service, the worship leader must (1) ensure that the hymns are in the
1605 hymnal used by the church where the meeting is being held, (2) supply the corresponding numbers for
1606 the hymns in the hymnal used by the church, and (3) reflect inclusive language as noted in General
1607 Guidelines (#3) above.
1608

1609 ***Mission and Advocacy***

- 1610 1. The Mission and Advocacy Committee is responsible for relaying information and materials related
1611 to the Minute for Mission to the Program Secretary no later than one week before the Taken Docket
1612 deadline for the Presbytery meeting.
1613

1614 ***Music and Musicians***

- 1615 1. Participation in the Presbytery meeting and/or the worship service by the church organist is voluntary.
1616 The Presbytery will not pay for this service; the church may compensate the organist for this service
1617 if they wish.
1618 2. The Worship Coordinator arranges for a musician to accompany the opening and closing hymns of
1619 the Presbytery meeting.
1620 3. The host church may ask their choir to perform an offertory
1621 4. The choir leader is responsible for transmitting information about the offertory to the Worship
1622 Coordinator no later than one week before the Taken Docket deadline.
1623

1624 ***Presbytery Office***

- 1625 1. The Presbytery Office Administrator will finalize the worship bulletin.

1626 2. The worship service will normally be printed as a part of the Taken Docket.

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Compiled February 6, 2007
Updated July 22, 2009
Updated March 12, 2010

1633 **Presbytery E-News**

1634
1635 **Background**

1636 In April 2011 the Presbytery began publishing the *Presbytery of Genesee Valley E-News*. This publication
1637 includes information formerly found in **InfoLink** and INFOPAK, which are no longer being published.
1638 The *E-News* includes additional information such as reports from Presbytery meetings, highlights on
1639 missions of the Presbytery, Comings and Going of Clergy in the Presbytery, denominational news, book
1640 reviews, and new Resource Center acquisitions.

1641
1642 **Submission Guidelines**

1643 Submissions are welcomed and encouraged. Items to be included must be relevant to a congregation
1644 within the Presbytery, a Presbytery committee, a special mission supported by the Presbytery, or a
1645 Presbytery corporation. We will also publish information about opportunities for clergy and lay people
1646 being offered by local, regional and national groups as appropriate.

1647
1648 Please follow these guidelines for submissions:

- 1649
- 1650 ▪ Electronic submission only
 - 1651 ▪ Documents in MS Word or .rtf formats
 - 1652 ▪ Times New Roman 11 point type
 - 1653 ▪ Book titles in italics
 - 1654 ▪ Times formatted as am or pm; use noon instead of 12 pm
 - 1655 ▪ Pictures of events are welcome
 - 1656 ▪ Links are encouraged

1657 We are looking in particular for information from churches, including:

- 1658
- 1659 ▪ Church Happenings—upcoming events and reports on past events
 - 1660 ▪ Help Wanted—Job openings in churches
 - 1661 ▪ Give and Take—Items needed by churches and ministries and items to be given away
 - 1662 ▪ Special stories that you think might be of interest to the Presbytery

1663 All submissions are subject to gentle editing. Send submissions to the Office Administrator
1664 (officeadmin@pbygenval.org).

1665
1666 The deadline for each issue is the first of the month; the publication date is the tenth of the month. *E-*
1667 *News* will be posted on the [Presbytery website](#) on the 10th of the month and a link will be sent to the
1668 distribution list (clergy, commissioned lay pastors, committee chairs, clerks of sessions, church offices,
1669 newsletter editors, and others who request that their names to added). Broad distribution within the
1670 Presbytery is encouraged. Here are some ways it might be shared:

- 1671
- 1672 • Post the link in your church’s newsletter.
 - 1673 • Copy selected articles for your church’s newsletter.
 - 1674 • Forward it to your congregational e-mail list.
 - 1675 • Print out copies as handouts.
 - 1676 • Post it on your bulletin boards.
 - 1677 • Encourage people to request that they be added to the distribution list.

1678

1679 **Presbytery Directory**

1680 The Presbytery Office maintains a database from which it produces a Presbytery Directory. The Directory
1681 contains the following sections:

- 1682 • Reference pages
- 1683 • Churches
- 1684 • Summary of individuals
- 1685 • Ministries Supported by the Presbytery of Genesee Valley.

1686

1687 An updated Directory is distributed electronically twice a year to all clergy and CREs, clerks of session,
1688 churches, and others who have requested this type of distribution. Persons wishing to be placed on the
1689 electronic distribution list should contact the [Program Secretary](#). Presbytery members may also request
1690 printed copies.

1691

1692 **Sharing Directory Information**

1693 Presbytery Directories are distributed to persons in the Presbytery for their use for Presbytery-related
1694 activities and should not be used for other purposes or shared with individuals or groups outside the
1695 Presbytery. The Presbytery's *Policy on the Use of Presbytery's Directory* is placed in a prominent place
1696 in the Presbytery Directory. Policy Statement: Presbytery will not distribute mailing lists of the
1697 Presbytery or its churches to any outside agency.

Adopted January 1997

1698

1699

1700 **Resource Center**

1701 **Mission Statement and Basics**

1702 **Mission Statement**

1703 Under the guidance of the Resource and Education Committee, the Resource Center supports, equips, and
1704 encourages the mission and ministry of the congregations in the Presbytery. As a partner in ministry, the
1705 Center offers a wide variety of materials to be borrowed free of charge, as well as services of personal
1706 assistance, research and guidance.

1707

1708 **Holdings**

1709 The Presbytery of Genesee Valley's Resource Center contains over 3,400 items which may be borrowed
1710 for personal and church use. We provide a wide selection of theoretical and practical resources. Included
1711 in the collection are books, equipment, videos, DVDs, periodicals, and curricula.

1712

1713 **Resource Saturdays**, educational opportunities for clergy and lay leaders, are offered six times per year.
1714 Check the website (www.pbygenval.org/rc) for upcoming dates and topics.

1715

1716 **How to Use the Center**

- 1717 • Come in a browse or visit our website at www.pbygenval.org/rc.
- 1718 • Call, write or e-mail your request for resources to be mailed.
- 1719 • Please reserve materials as far in advance as your planning allows.
- 1720 • Borrow any number of resources for up to three weeks.
- 1721 • Visit the Resource Table at Presbytery Meetings and special events of the Presbytery to borrow
1722 display materials, pick up resources, or return borrowed materials.
- 1723 • Items may be returned 7 days a week/24 hours a day using the drop-box located in the door facing
1724 Winton Road.

1725

1726 **Policies Governing the Use of Audio-Visual Equipment**

- 1727 1. Audio-visual equipment is available in the Resource Center at the Presbytery office for use by the
1728 churches and all units of the Presbytery. Wide use of this equipment is encouraged.
1729 2. A responsible adult should check out all equipment and accessories. The procedure includes adequate
1730 training in use, filling out the appropriate form (noting all equipment taken and dates of borrowing,
1731 use and expected return) and the signing of an agreement, accepting full responsibility for the
1732 equipment.
1733 3. Equipment should be returned promptly according to the arrangements made in advance. Borrower
1734 should use the enclosed checklist to be sure all parts of the equipment is being returned.
1735 4. Covering repair or replacement cost resulting from damage or loss of equipment while away from the
1736 Presbytery office will be the responsibility of the borrower. Equipment should be carried on air
1737 flights.
1738

1739 Please call the Resource Center to reserve your equipment needs as soon as they become known to you.
1740 All equipment must be picked up and dropped off **in person** according to the agreed lending time. A
1741 release agreement must be signed before borrowing equipment.
1742

1743 **Resource Center Lending Policy**

- 1744 • Lending is open to all interested individuals or organizations. There is no usage fee charged for
1745 borrowing resources.
1746 • All materials, excluding equipment, are due **three weeks** from when they are borrowed. If you intend
1747 to use the material for an extended time, please reflect this information on the sign-out card. If
1748 possible, give a specific time when you expect to return the material.
1749 • If resources become more than six weeks overdue, you will be sent a postcard to remind you to return
1750 the overdue resources. If a resource has been lost, please contact the Resource Center immediately. *If*
1751 *resources are lost or not returned after several reminders have been sent, you will be billed for*
1752 *their replacement.*
1753 • If you wish to pass along a resource, contact the Resource Center first! Remember, resources checked
1754 out in your name are *your* responsibility.
1755 • If you plan on making a donation of new or used books, kindly consult with the coordinator prior to
1756 the purchase or delivery of materials.
1757 • If you are interested in purchasing a resource for personal use, please call or email the Resource
1758 Center for purchasing information.
1759 • If you wish a resource to be shipped to you, you will not be charged shipping and/or handling.
1760 Borrowers are always responsible, however, for the cost of return shipping.
1761

1762 **A NOTE ABOUT DONATIONS:** If you plan on making a donation of new or used books, kindly
1763 consult with the coordinator prior to the purchase or delivery of materials.
1764
1765

1766 **Services to Presbytery Committees**

1767 **Staff Support**

1768 Each Presbytery committee is assigned a support staff member to assist with committee business. The
1769 Presbytery Office is happy to make copies, process mailings and offer other support for committees so far
1770 as time permits. Committee chairs are asked to allow adequate turnaround time to ensure the task being
1771 completed on time.
1772

1773 Every committee has an e-mail address (See Committee e-mail lists/listservs below) by which members
1774 can communicate with one another. This list is kept up to date by the support staff person assigned to each
1775 committee. Committees are encouraged to use this method for distributing agendas, minutes, and other
1776 documents. Each committee's support staff person is included on the listserv, except for the Personnel
1777 Committee. The support staff person will send agendas, minutes, and other materials by US mail to those
1778

1779 members who do not have e-mail.

1780

1781 **Committee e-mail lists (listservs)**

1782 Each committee has an e-mail mailing list, referred to as their *listserv*. The committee e-mail address is
1783 listed on the top of the printed committee list. Anyone on the mailing list may communicate with the
1784 group by sending an e-mail to that address. This is the preferred way of communicating with committees.

1785

1786 The support staff person for each committee is the administrator for that list committee's *listserv*.
1787 Committee members, support staff, the Presbytery Moderator and Moderator-Elect, and the Chair of
1788 Council are part of the committee's listserv.

1789

1790 **Space Reservations**

1791 The conference room in the Presbytery Office may be reserved by calling 242-0080 or by contacting
1792 programsecretary@pbygenval.org. Committees needing space in other locations should contact the
1793 support staff person assigned to that committee who will make the reservation.

1794

1795 Many Presbytery committee meetings are held in churches within the Presbytery. Scheduling of these
1796 meetings is the responsibility of the support staff person for each committee.

1797

1798 Meeting cancellations or changes need to be communicated to the support staff person so that space
1799 reservations may be adjusted.

1800

1801 **Presbytery Database**

1802 The Presbytery Office maintains a database of clergy, elders, committee members and others involved in
1803 the life of the Presbytery. Presbytery support staff are responsible for keeping the database up to date.
1804 Therefore, changes in information about churches and persons in the Presbytery should be communicated
1805 to the office staff as soon as possible. If changes affect committee lists, a new list should be e-mailed to
1806 the committee members.

1807

1808

1809 **Web Site Editorial Policy**

1810 Editorial Policy

1811 Items to be posted on the Presbytery web site must be sponsored by:

- 1812 • a congregation within the Presbytery
- 1813 • a Presbytery committee
- 1814 • a special mission supported by Presbytery
- 1815 • or a Presbytery corporation

1816 Items requiring committee approval should be directed to the chair of the appropriate committee.

1817

1818

1819 **Employment Postings**

1820 Congregations may post brief descriptions (25 words or less) of available church related positions on the
1821 Presbytery web site In addition, the posting should provide a contact name and information. Links to e-
1822 mail or church web sites will gladly be posted. Material should be submitted to the Office Administrator
1823 (officeadmin@pbygenval.org).

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PART IV: FINANCIAL POLICIES AND PROCEDURES

CAMP WHITMAN FUNDING

1. The Presbytery will contribute a fixed amount in support of Camp Whitman, as a mission outreach program, which will be reviewed annually.
2. Opportunity will be given to the Presbytery of Geneva to come annually to Presbytery, through Council, to request permission to solicit additional mission funding for Camp Whitman from churches and individuals within the Presbytery of Genesee Valley.

Adopted 2/27/02
(replaced 10/5/94 policy)

Presbytery approved the concept of the formation of a Camp Whitman Board of Directors and agreed to elect four members from the Presbytery to sit on that Board. [At the time, Presbytery's annual support to Camp Whitman was \$20,000.]

Approved by Presbytery 5/30/09

CONSOLIDATED FINANCIAL, INVESTMENT AND FUNDING POLICIES

See Appendix E.

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**PART V:
PERSONNEL POLICIES AND PROCEDURES**

POLICY ON CONFLICTS OF INTEREST

It is the policy of the Presbytery to maintain high standards of integrity, honesty, impartiality, industry, and conduct by employees, members and volunteers. Avoidance of conflicts of interest, whether real or apparent, by all is indispensable to the maintenance of these standards.

No employee, member or volunteer of the Presbytery shall accept any gift, gratuity, grant, service or any special favor from 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 agencies, councils and governing bodies.

However, minor courtesies such as luncheons, dinners or similar arrangements in connection with business discussions may be received.

In addition, if an employee, member or volunteer is called upon to participate in a decision in which the interests of the Presbytery of Genesee Valley conflict with his or her personal interests, that person should abstain from participating in the decision.

All employees, members and volunteers shall avoid even the appearance of conflict of interest, special interest, or any other inappropriate conduct. If a person discovers that he/she may be in a position of conflict of interest, he/she shall immediately report this conflict to his/her supervisor, committee or governing body.

2002

EMERGENCY AID FUND [SUPERCEDED BY COM HANDBOOK]

OPEN DOOR POLICY

The Personnel Committee shall initiate an open door policy, i.e., private access to the committee without one's immediate supervisor being present, in all reviews and/or contacts with exempt and non-exempt staff and any other persons under personnel jurisdiction. Such private access is to be offered whether requested or not and whether such person is appearing at his or her own request or by invitation of the personnel committee.

11/22/83

PERSONNEL POLICIES AND PRACTICES

See Appendix F.

SEXUAL MISCONDUCT POLICY

See Appendix G

Appendix A

[Insert Presbytery Administrative and Functional Organization Chart]

Appendix B

[Guidelines for Writing a Session Sexual Misconduct Policy](#)

Appendix C

[Policy on Automatic Administrative Leave](#)

Appendix D

[Insert Pastoral Care Support and Procedures Manual]

Appendix E

[Consolidated Financial, Investment and Funding Policies](#)

Appendix F

[Personnel Policies and Practices](#)

Appendix G

[Sexual Misconduct Policy](#)

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