

# **MANUAL OF OPERATIONS**

## **PRESBYTERY OF BOISE**

*[Approved by the Presbytery of Boise November 2015]*

## Table of Contents

Introduction

Policy #1	Rule for Parity
Policy #2	Policy on Retention and Destruction of Employee Records
Policy #3	Reimbursement for Services
Policy #4	<i>SAMPLE</i> Sabbatical Leave Policy
Policy #5	Minimum Effective Salary
Policy #6	Loan Review Group
Policy #7	Bills and Overtures Task Group
Policy #8	On the Commissioning of Commissioned Ruling Elders (CRE)
Process #9	Process for Pastor Nominating Committees with Final Candidate
Policy #10	Continuing Membership and Validation Of Ministry Policy
Policy #11	Policy on the Ordination and/or Installation of a Teaching Elder
Process #12	Process for Addressing Churches within the Presbytery of Boise Seeking to Withdraw from the Presbyterian Church (U.S.A.)
Policy #13	Final Steps for church and pastor seeking to leave the Presbyterian Church (U.S.A.)
Policy #14	Policy for Dissolution (Termination and Separation) of Church Pastoral Employment
Policy #15	Policy on Sexual Misconduct
Policy #16	Electronic Meetings and Email Voting

**THE PRESBYTERY OF BOISE  
MANUAL OF OPERATIONS  
INTRODUCTION**

**MEETINGS**

1. Where a stated meeting of the Presbytery continues over a normal mealtime, the host church shall be responsible for providing that meal. The host church may assess a nominal charge. The stated clerk shall be responsible for the planning of the docket, which shall include a worship service, per the bylaws.
2. At the first stated meeting of the calendar year, the outgoing Moderator shall preside until the installation of the incoming Moderator. The Session of the host church shall make the necessary arrangements for the administration of the Sacrament of the Lord's Supper. The worship service shall include a necrology service.
3. At the beginning of each stated meeting the Presbytery shall approve the docket. New items of business should be presented at the time for "Miscellaneous Business," or they may be included in the docket of the Presbytery when it is adopted, by consent of the Presbytery.
4. Each Presbytery meeting will conclude with a prayer of thanksgiving for the major events and accomplishments of the day.
5. Ministers (teaching elders) may for good reason be excused from active participation in the Presbytery for periods of up to one year.
6. Mileage for Commissioners to Presbytery meetings and Committee members to meetings of their committees may be paid at the rate determined by the published IRS rates for the year.

**OFFICERS**

1. The term of office for the Moderator and the Vice-Moderator shall begin on January 1, the same starting date as for the Committee chairpersons, Committee members, Corporation President and Vice-President, and all others elected at the November stated meeting.
2. The ordinary progression will be for the Vice-Moderator to serve a two-year term, one as Vice-Moderator of the Presbytery, then one as Moderator of the Presbytery.
3. The Moderator, elected at the November Stated Meeting, shall be installed at the first stated meeting of the next calendar year.
4. The Stated Clerk shall serve a three-year term. The responsibilities of the Stated Clerk are:
  - Manage Presbytery Minutes including those of stated and called meetings, minutes of the civil corporation, committees, and churches within the Presbytery.
  - Keep the Presbytery records including membership rolls, train clerks of session in keeping church rolls, maintain a current directory of teaching elders, and commissioned ruling elders, and manage corporate status of the Presbytery in Idaho, Oregon, and Nevada.
  - Communicate within the Presbytery offering notification of stated and called meetings, preparation of the docket, assisting committee chairs with dissemination of important information to teaching and ruling and clerks of session.
  - Guide the process concerning the writing and maintaining a Manual of Operations, guide committees, task groups and commissions in regard to proper process for their assignments.
  - Resource members of Presbytery regarding issues related to the constitution of the church.

- Notify PJC of complaints and insure that Book of Order requirements for judicial process are followed.
  - Provide staff support for the COM and the committee on Preparation for ministry.
  - Attend designated Synod and General Assembly meetings.
5. The Clerk may appoint examiners to assist in the annual review of session records, provided that they are not examining records prepared by the examiner. The Stated Clerk shall enter in each Session Minutes Book that it has been examined and approved, with any exceptions cited, as noted in the Book of Order.
  6. The Treasurer shall function in accordance with Civil Law and serve a three-year term. The Treasurer shall be the Treasurer of the Civil Corporation. The Board of Trustees shall supervise the work of the Treasurer. A financial report shall be provided to the Presbytery at each Stated meeting and annually to the Civil Corporation.
  7. The financial books of the Presbytery shall be reviewed by a Review Committee, nominated by the Nominating Committee and appointed by the presbytery.
  8. The President of the Civil Corporation shall operate under the Constitution of the Presbyterian Church (U.S.A.), the Bylaws and Manual of Operations of the Presbytery of Boise, the civil laws of the State of Idaho, and, where appropriate, the civil laws of the State of Oregon and the State of Nevada.

## COMMITTEES OF PRESBYTERY

Committees may, at their discretion, name co-opted members to carry out specified tasks. Recruitment, terms and management are the responsibility of the co-opting committee.

1. **Mission Strategy Committee** – A minimum of six members and a representative from each congregation
  - Long Range Planning
  - Supporting and connecting with the mission efforts of congregations
  - Development of Presbytery mission projects
  - Recommendations for establishing new worshiping communities
  - Ecumenical and Interfaith Relations
  - Relate to Committee on Representation
  - NOTE: COR must be a stand-alone committee per the Book of Order.
  - Young Adult, Youth ministry (including Triennium participation)
2. **Leadership Development Committee** – A minimum of six members
  - Education for Elders and Deacons
  - Planning for education of Presbytery committees with committee chairs
  - Planning and coordination of times of engagement for Presbytery meetings
  - Training specific ruling elders to administer the Lord’s Supper when committee on ministry and mission strategy deem it necessary, (e.g. in congregations without pastors and for new worshiping communities)
  - Promote and interpret Presbyterian resources.
  - Relate\* to the Shared Ministry Board
  - Relate\* to Camp Sawtooth Board
  - \*NOTE: the bylaws of the Shared Ministry and Camp Sawtooth Boards designate that they are stand-alone entities that report to the presbytery.
3. **Committee on Ministry** - shall be a minimum of six members, consisting of an equal number of ruling and teaching elders.
  - Encourage, guide and resource congregations
  - Recommend appointments of moderators for congregations without pastors

Recommend reception or dismissal of teaching elders  
Presbytery reference checks in pastoral searches  
Recommend reception, merger or dismissal of congregations  
Support, nurture and discipline of teaching elders and commissioned ruling elders  
Validation of specialized ministries of teaching elders  
Approval of sabbatical plans  
Approval of education plans for candidates for commissioned ruling elder and review of seminary education of candidates for teaching elder

Committee on Preparation for Ministry: Work with inquirers and candidates for teaching elder and commissioned ruling elder.

4. **Financial Management Committee** – A minimum of five members  
Presbytery budget  
Mission budget (with mission strategy)  
Financial planning and oversight  
Mission interpretation and Stewardship  
Personnel Committee
5. **Nominating Committee** – Nominated by the Board of Trustees and elected by the Presbytery
6. **Permanent Judicial Commission** – Membership per Book of Order

## **PRESBYTERY PROCEDURES AND OVERTURES**

### 1. Procedures

The Stated Clerk will send out a summary of each Presbytery meeting in a timely fashion following the meeting.

Sharing time and/or a time of engagement will be built into the Presbytery meeting docket so that there is more flow from congregations to Presbytery than vice-versa.

Commissioners are encouraged to report both to their Sessions and to their congregations. Pastors and elder commissioners from each congregation are encouraged to meet ahead of each Presbytery meeting to prepare for that meeting and for the issues that will be debated.

All ruling elders and other congregational members are encouraged to visit Presbytery meetings.

### 2. Overtures

At a stated meeting, the Presbytery will vote on the overtures sent down from the last General Assembly. Copies of these overtures will be distributed to the Sessions and other members of the Presbytery as soon as they are made available from the Office of the General Assembly.

## **INTER PRESBYTERY AGENCIES**

1. Board of Directors Camp Sawtooth  
Camp Sawtooth shall be represented by a Board of Directors, responsible for maintaining the program and facilities of the Camp Sawtooth.

The Nominating Committee shall nominate and the Presbytery shall elect annually at the fourth Stated Meeting three persons to serve on the Sawtooth Camp Board for three-year terms. Presbytery representatives to the Sawtooth Camp Board shall be responsible for reporting annually to the Presbytery. Reports shall include a complete statement of programs, finances, and future plans.

2. Shared Ministry Board  
Boise Presbytery shall be represented on the Shared Ministry Board that is responsible for the cooperative venture of the Presbyteries of Boise and Eastern Oregon in lay leadership training and

education. The Nominating Committee shall nominate and the Presbytery shall elect annually at the fourth Stated Meeting one person to serve on the Shared Ministry Board for a three-year term. Board members are eligible for re-election to a second term. A Board member shall not serve a consecutive term of more than six years. The Leadership Development Committee shall relate to the Shared Ministry board through its members.

The Shared Ministry Board shall have oversight of the Paul Kessell Resource Center.

Presbytery representatives to the Shared Ministry Board shall be responsible for reporting annually to the Presbytery. Reports shall include a complete statement of programs, finances and future plans.

#### AMENDMENTS TO THE MANUAL OF OPERATIONS

1. Rules, Policies, Processes may be suspended or set aside at any time by motion, passed by a majority vote.
2. The Manual of Operations shall be amended by submitting the proposed change in writing ten days prior to a stated meeting, and adopted by a majority.

**POLICIES**

and

**PROCESSES**

## Policy #1

### Rule for Parity

Presbytery voted to adopt the following rule for how many ruling elders shall be elected from each session as commissioners to presbytery, seeking parity between teaching and ruling elders, to be included in the Manual of Administrative Operations:

The total number of possible teaching elders will as closely as possible equal the total number of ruling elders on the Board of Trustees, the Commissioned Ruling Elders, and the ruling elders from sessions by the following formula:

Church membership of	1-100:	2 ruling elder
	101- 300:	3 ruling elders
	300+	4 ruling elders

## Policy #2

### Policy on Retention and Destruction of Employee Records

**Employee Records Defined:** Employee Records are those records of the Presbytery that pertain to employment of its employees including but not limited to; background and reference checks, performance goals, reviews, and evaluations, and employment separation materials. Employee Records do not include financial records such as payroll records; such records shall be considered part of the financial records of the Presbytery. Employee Records do not include complaints, investigations or disciplinary related materials concerning an employee; such records shall be considered part of the complaint or litigation records of the Presbytery.

**Retention of Employee Records:** Employee Records shall be maintained in the Presbytery Office in a locked filing cabinet or other secure system that assures that the Records are kept confidential. No one shall have access to the Employee Records except the employee's supervisor/supervisory body, the Personnel Committee when it meets as a Committee, and Synod officers. An Employee may view his/her, Employee Records by making a request to his/her supervisor/supervisory body or to the Personnel Committee. The Employee will be provided a copy of any of the Records in the Employee's file.

**Destruction of Employee Records:** Employee Records may be destroyed at any time after the expiration of four calendar years following the Employee's last date of service for the Presbytery. Provided, however, if there is any complaint, dispute, claim, or legal matter pending concerning Employee, the Records shall be retained until conclusion and expiration of any appeal time of the matter.

Any duplicate of an original Employee Record may be destroyed at any time as long as the original document is retained by either the Presbytery or the Synod.

**Authority of this Policy** In the event that the Synod of the Pacific adopts an Employee Record policy that is applicable to the Executive Presbyter and that policy is in conflict with this policy, the policy of the Synod of the Pacific shall be applicable to the Executive Presbyter.

## Policy #3

### Reimbursement for Services

- For a seminary ordained guest preacher, the minimum expectation is \$125 for one worship service (\$50 per additional services) plus mileage at the IRS rate.
- If the person preaching is a Commissioned Ruling Elder, they should be able to expect \$100 plus mileage.
- A lay speaker should expect \$75.
- If they are moderating a meeting, they should expect \$50 plus mileage.



- If they are filling in for the regular minister for a funeral, marriage, or other special event, they should expect a minimum of \$150 plus mileage.

## **Policy #4**

### ***SAMPLE SABBATICAL LEAVE POLICY***

#### **INTRODUCTION**

The following document is offered as a recommendation and template for congregations to develop standing policies for Sabbatical or Renewal leaves for pastoral members. It is the desire of the Committee on Ministry of Boise Presbytery that all congregations adopt some form of Sabbatical leave policy for the health and well being of both pastors and churches.

#### **Policy Statement**

The Presbytery of Boise recommends to the sessions of the churches that Ministers of the Word and Sacrament be granted a compensated sabbatical of at least three (3) months after six (6) years of service to an individual church.

#### **Committee on Ministry Responsibilities**

1. Review the sabbatical timetable and usage plan as submitted by the minister.
2. Serve as mediator in any concerns of session, minister relative to the sabbatical.
3. Determine who will moderate the session in the minister's absence.

#### **Minister Responsibilities**

1. Bring the sabbatical proposal before the session-at least in outline form-a minimum of six months, or far enough in advance to be covered by the church's budget and staffing plans, before the intended commencement of the sabbatical.
2. Secure the approval of the session for the sabbatical proposal and work out the necessary coverage of pastoral and pulpit responsibilities.
3. Assure the session of continued service to the church for at least eighteen months from the conclusion of the sabbatical.
4. Bring up to date all pending responsibilities as determined in consultation with the session before departing on a sabbatical.
5. Submit to the Committee on Ministry, in writing, the sabbatical timetable and outline of plans.
6. Upon return, present an overview of the sabbatical experience to the session, congregation and the Committee on Ministry.

#### **Session Responsibilities**

1. Receive "for approval" the minister's proposal for a sabbatical, at least six (6) months in advance of the intended commencement of the sabbatical.
2. Continue terms of call commitments to the minister during sabbatical leave.
3. Communicate to the congregation the importance and value to the church of a sabbatical.
4. Request a written overview of the sabbatical from the minister upon return.
5. If agreed upon by session and the minister, the sabbatical might be combined with vacation time and study leave for extended graduate study.

## **Policy #5**

### **Minimum Effective Salary**

The Minimum Effective Salary for the Presbytery of Boise is \$34,000 until reviewed and changed by vote of the presbytery.

(August 2008)

## **Policy #6**

### **Loan Review Group**

A loan review group comprised of a member from each of the following committees: Mission Strategy and Financial Management will be created to evaluate the mission and financial merits of loan applications by congregations or the presbytery. The Stated Clerk and/or Presbytery Executive alerts the Loan Review Group of a pending application. It is imperative that the churches seeking loans get the information to the Loan Review Group in time for review to be completed in time to take the request to the presbytery for approval.

## **Policy #7**

### **BILLS AND OVERTURES TASK GROUP**

**PURPOSE:** To advise the Presbytery pertaining to any Bills and/or Overtures coming to it.

#### **FUNCTIONS:**

- As specified in the Book of Order.
- To receive proposed Bills/Overtures from congregations to the Presbytery, Synod and/or General Assembly.
- Provide information and advice to the Presbytery on Bills and/or Overtures from congregations and/or the Synod and/or the General Assembly.

#### **MEMBERSHIP:**

The Task Group shall be composed of Minister and Elder Commissioners to General Assembly from the current and previous General Assemblies organized in classes determined by service as Commissioner and others who might request to be a member. The term of service for each class ends upon the convening of the next General Assembly.

The Chair shall be elected from within the membership of the Task Group and reported to the Presbytery.

#### **MEETINGS:**

As necessary to accomplish the work.

#### **STAFF:**

The work of the Committee shall be supported by the Stated Clerk of the Presbytery.

#### **LINKAGES:**

The Committee reports directly to the Presbytery.

#### **POLICIES:**

Overtures are items of business that must have been approved by a Session or the Presbytery and shall request the General Assembly to take a particular action, or approve or endorse a particular statement or resolution, per the processes published by the General Assembly.

## Proposed Amendments from General Assembly Meetings

1. The Stated Clerk shall distribute the proposed amendments to the commissioners for study in a timely manner.
2. The Bills and Overture Task Group will study the Overtures and make a recommendation to the presbytery.
3. The Stated Clerk shall inform the Bills and Overture Task Group as to the deadlines for submitting the presbytery's votes.

## Policy #8

### COMMISSIONED RULING ELDERS

A ruling elder identified by the presbytery for commissioning shall be recommended by the session of his/her church of membership and shall complete the education and training required by the presbytery, pass a background check and take the psychological assessment that is required of all persons entering the candidate for ministry process. The presbytery, church of membership, and ruling elder shall share the cost for the psychological assessment equally. Upon completion of these requirements the committee on ministry will interview the individual and send recommendation for commissioning to the presbytery. The presbytery will examine the ruling elder and vote to commission him/her to a particular service, which may or may not be in his/her congregation of membership. The presbytery shall assign a teaching elder to be mentor/ supervisor to the commissioned ruling elder. If the mentor/supervisor relationship terminates, supervision of the commissioned ruling elder will become the responsibility of the Committee on Ministry.

#### Procedure

According to the Form of Government G-2.10, the presbytery may authorize a ruling elder to be commissioned to limited pastoral service in churches that cannot meet minimum compensation for a minister; where teaching elders are not available; or churches that need leaders who are fluent in the language and have knowledge of the culture of the people. In such cases the presbytery will consult with the session of the church and seek ruling elders with the gifts and graces for pastoral ministry.

The ruling elder identified for commissioning shall meet with the committee on ministry. He/she must then pass a background check and have a psychological assessment. A course of study deemed appropriate by the presbytery\* covering Bible, reformed theology and sacraments, Presbyterian polity, preaching, leading worship, pastoral care, and teaching will be completed. In planning this education with the committee on preparation for ministry there will be thought given about the type of ministry service for which the person will be commissioned and the cultural context in which he or she will serve.

Upon completion of these requirements, the ruling elder shall be interviewed by the committee on ministry/preparation for ministry, who will send its recommendation for commissioning to the presbytery and will provide for examination by the presbytery in the areas of personal faith, motives and areas of instruction. The presbytery will commission the ruling elder for a limited time (up to three years, renewable) and conduct a service of commissioning in the church where the ruling elder will serve. Based on the needs of that church the presbytery may authorize the commissioned ruling elder to administer one or both of the sacraments, moderate the session under supervision, perform weddings, and vote at presbytery.

\*Many Presbyterian seminaries and colleges offer online courses for the preparation of commissioned ruling elders. The courses offered for certified church educators would also be appropriate.

#### Mentor/Supervisors

The presbytery shall appoint a teaching elder member of the presbytery to serve as mentor and supervisor to the ruling elder during his/her service to a church. Monthly meetings between the mentor and commissioned ruling elder for prayer, reflection and supervision will take place. In addition, meetings for mentors will be held periodically.

## **Evaluation**

The committee on ministry will receive an annual written evaluation from each church session served by a commissioned ruling elder and each mentor supervisor, and the committee will conduct an evaluation with each commissioned ruling elder at least triennially.

## **If the Commission is not Renewed**

A ruling elder who has been commissioned and later ceases to serve in the specified ministry may continue to be listed as available to serve, but is not authorized to perform the functions specified in *G-2.1002* until commissioned again to a congregation or ministry by the presbytery.

Authorization of a ruling elder for pastoral service is limited and local for service in a particular presbytery for a limited term. The commission is not transferable to another presbytery.

## **Process #9**

### **Process for Pastor Nominating Committees with Final Candidate**

Ordinarily all candidates will be examined by the full Committee On Ministry (COM) at the next scheduled COM meeting. If, however, it causes undue stress on the PNC/Congregation to bring the candidate into the area an additional time, the PNC may request an interview take place at an alternate time. At least two members of the COM will be present to interview.

If approval is given and the call is extended, the candidate will be presented at the next presbytery meeting for examination for reception.

If approval is withheld, the candidate will meet with the entire COM at its next meeting.

When a candidate who is likely to be chosen comes to the area to interview, the PNC requests the COM for an interview at the time. Two or more of the COM must be present. They are given the authority to allow the PNC to move forward. The candidate may not begin at the church until he/she is received by the presbytery unless specific permission to serve within the bounds is obtained.

## **Policy #10**

### **Continuing Membership and Validation Of Ministry Policy**

Since each Presbytery "shall review annually the work of all teaching elders engaged in validated ministries outside the congregation," (Book of Order, G-2.0503) the Presbytery of Boise establishes that each of the following criteria as "validated members of the Presbytery" in addition to criteria found in G-2.0503 and G-2.0502.

1. A continuing member shall take the initiative in establishing an active relation to Presbytery evidenced by regular attendance. Regular attendance shall normally be understood to consist of attendance in *at least two (2)* of the regular stated meetings each year, and request for excuse for all absences. Honorably Retired members are encouraged to attend meetings but are not required to request an excuse for all absences from regular stated meetings.
2. A continuing member shall exhibit and implement willingness to serve in the committee and committee structures of the governing bodies.
3. A continuing member shall be:
  - a) under documented and approved call or contract to a particular congregation or governing body position, *or*
  - b) honorably retired, *or*
  - c) [COM] approved member at large, *or*
  - d) entering a work defined in G-2.0503 for which the presbytery shall give its permission by validating

it a ministry “In Service Beyond the Jurisdiction of the Church.”

Minister members of the Presbytery of Boise may be engaged in validated ministries within congregations, within governing bodies of the church, ecumenical agencies, specialized ministries under the control of the church, and interdenominational agencies; or engaged in validated ministries beyond the jurisdiction of the church, providing the ministry meets the following criteria:

I. The ministry shall be approved by presbytery **before** the member enters into such service. (G-2.0502)

II. The ministry shall be in line with the mission of the presbytery.

**Mission Statement:**

As Boise Presbytery we are a covenant community of congregations, ruling elders and teaching elders joining together in mission offering mutual support, providing for worship and sacraments, nurturing faithful disciples of Jesus Christ and connecting with the councils of the Presbyterian Church, U.S.A. in solidarity with our ecumenical partners and with the interfaith community.

**Our Vision:**

We envision a presbytery in which there is dedicated service of teaching and ruling elders, and the full participation of congregations. We propose that we work together as a presbytery and as committees to carry out the responsibilities of a presbytery described in the form of Government G-3.03. We also propose that in addition to the mission projects of congregations, that the presbytery develop mission projects that all congregations can support through personal involvement and financial contributions.

III. A validated ministry shall: (G-2.0503)

- (1) demonstrate conformity with the mission of God’s people in the world as set forth in Holy Scripture, The Book of Confessions, and the Book of Order of this church;
- (2) serve and aid others, and enable the ministry of others;
- (3) give evidence of theologically informed fidelity to God’s Word;
- (4) be carried on in accountability for its character and conduct to the presbytery in addition to any organizations, agencies, and institutions served; and
- (5) include responsible participation in the deliberations, worship, and work of the presbytery and in the life of a congregation of this church or a church in correspondence with the PC(USA) (G-5.0201).

IV. Those engaged in validated ministry shall be accountable to the presbytery. G-2.0503

**REVIEW**

Presbytery’s Committee on Ministry shall review ministers within the categories outlined above annually. Those who are considered no longer eligible to hold membership in the presbytery will be placed on the Inactive Members Roll, after they have been personally interviewed concerning their situation. Their names will be placed on the Inactive Roll for three years after which they will be dropped from the rolls, unless their status is changed and Committee on Ministry agrees to the change.

Teaching Elders who are members of Presbytery of Boise but are currently neither in valid ministries within a congregation nor Honorably Retired need to have their employment approved as being valid in order to maintain their credentials in this presbytery. Their status will be reviewed annually.

(December 2011)

## **Policy #11**

### **POLICY ON THE ORDINATION AND/OR INSTALLATION OF A TEACHING ELDER Presbytery of Boise**

The Manual of Operations, Committees of Presbytery, of the Presbytery of Boise allows for the Committee on Ministry to approve an Administrative Commission for ordinations and installations, to be reported to the presbytery at the next meeting.

Ordinations of teaching elders may be to ministry in a congregation or to an approved validated ministry. Installations take place in the congregation to which the teaching elder is called.

If a person is being ordained to a validated ministry not serving a congregation, the administrative commission shall have not less than five (5) persons, divided between teaching and ruling elders and shall include both men and women. No more than one (1) ruling elder may come from any one church.

If a person is being ordained and/or installed in a congregational ministry that has been validated, the administrative commission shall not have less than three (3) persons, divided between teaching and ruling elders and shall include both men and women. No more than one (1) ruling elder may come from any one church.

The proper forms shall be used for the request for approval of an administrative commission and the minutes of the ordination/installation.

**ORDINATION AND/OR INSTALLATION COMMISSION  
FOR TEACHING ELDERS SERVING A CONGREGATION**

**Instructions:** There must be a total of at least three (3) teaching and ruling elders from the Presbytery of Boise. No more than one (1) ruling elder may come from any one church. The commission shall include both men and women.

Please return this Form to the Stated Clerk:

Stated Clerk, 950 W. ~~Sate~~ State Street, Boise, ID 83702 or email: [boisestatedclerk@gmail.com](mailto:boisestatedclerk@gmail.com) at least two weeks prior to the ordination/installation service for approval. **You must have approval of the Committee on Ministry before the service may take place** (Standing Rules, Chapter IV, Committee On Ministry, *The Committee on Ministry has the authority to approve administrative commissions for ordination and installation services.*)

On behalf of the Presbytery of Boise, the following people will constitute the commission for the installation of

\_\_\_\_\_ as Teaching Elder. The installation will take place at \_\_\_\_\_

church, in \_\_\_\_\_ on \_\_\_\_\_ 201\_, at \_\_\_\_\_ o'clock.

**MEMBERS OF THE COMMISSION**

[Two Teaching Elders and one Ruling Elder OR one Teaching Elder and two Ruling Elders]

Teaching Elders from the Presbytery of Boise: \*

	Teaching Elder	Church/Validated Ministry
1.	_____	_____
2.	_____	_____

Ruling Elders from the Presbytery of Boise: \* (The Ruling Elder must ask the Congregational Questions)

	Ruling Elder	Church
1.	_____	_____
2.	_____	_____

\*For constitutional reasons, you need to choose one person from the above commission to be:

- Elected by the commission as Moderator designee to state the purpose of the ordination/installation
- To ask the constitutional questions
- To make the declaration of installation/ordination.

Moderator or Moderator designee: \_\_\_\_\_

**Note: Ministers and elders from other Presbyteries or denominations may be invited to participate in the service; however, they are not included in the official commission.**

Please list ministers and elders from other presbyteries and denominations:

**MINUTES FOR ORDINATION AND/OR INSTALLATION COMMISSION**  
**FOR TEACHING ELDERS SERVING A CONGREGATION**

Instructions: **The teaching elder/candidate will fill out the form in preparation for the gathering of the commission**

**before the service.** The teaching elder/candidate calls together the Commission for the Ordination/Installation Service.

A secretary shall be appointed, a Moderator designee (if the Moderator of the Presbytery is not available) shall be elected, and the minutes completed and returned to the Presbytery of Boise, Stated Clerk, 950 W. State St., Boise, ID 83702 or email: [boisestatedclerk@gmail.com](mailto:boisestatedclerk@gmail.com).

The Commission appointed for the installation of \_\_\_\_\_ as Pastor/Teaching Elder of

\_\_\_\_\_ Church, met at the \_\_\_\_\_ church,

in \_\_\_\_\_, on \_\_\_\_\_ 2012. (Year)

The following were present as members of the commission:

Teaching Elders from the Presbytery of Boise: \*

1. \_\_\_\_\_
2. \_\_\_\_\_

Ruling Elders from the Presbytery of Boise: \* (One elder must ask the Congregational Questions)

1. \_\_\_\_\_
2. \_\_\_\_\_

The meeting was opened with prayer by \_\_\_\_\_.

In conformity with the Book of Order:

Rev. \_\_\_\_\_ preached a sermon. \_\_\_\_\_, moderator (or moderator designee), presided, recited the presbytery proceedings, and propounded the constitutional questions. \_\_\_\_\_ asked the congregational questions. The charge to the minister was delivered by \_\_\_\_\_. The charge to the congregation was delivered by \_\_\_\_\_.

The Teaching Elder and the congregation, having answered these questions in the affirmative, duly installed \_\_\_\_\_. The presiding officer read the formal declaration of ordination and installation. After prayer and the singing of a hymn, the benediction was pronounced by the Rev. \_\_\_\_\_.

Clerk: \_\_\_\_\_



## Process #12

### **PROCESS FOR ADDRESSING CHURCHES WITHIN THE PRESBYTERY OF BOISE SEEKING TO WITHDRAW FROM THE PRESBYTERIAN CHURCH (U.S.A.)**

The Presbytery of Boise affirms the basic principle that the Presbyterian Church (U.S.A.) strives to be a church modeled on the body of Christ as described in 1 Corinthians 12: a church made up of many different parts, all of which are “...necessary for its mission to the world, for its building up, and for its service to God...” (Book of Order, F1.0301).

The presbytery further affirms that freedom of conscience with respect to the interpretation of Scripture is to be maintained, provided that pastors and church officers adhere to the essentials of the Reformed faith and polity as expressed in The Book of Confessions and the “Form of Government” (Book of Order F1.0303).

In the history of our denomination there have been times of great turmoil and disagreement. Some of these disagreements have been so divisive and irreconcilable as to create schisms and separations in this part of the body of Christ. Our church polity provides broad guidance for managing relationships between and among our congregations.

Drawing upon this guidance the Presbytery of Boise has developed the following process for response to and reconciliation with congregations that may be considering withdrawing from the PC (U.S.A.). After prayerful consideration, Council has adopted this process, which also includes provisions to address regretful separation if reconciliation is not possible.

The goal of this presbytery will always be **reconciliation and continued relationship** for all congregations within the presbytery. The following process outlines the steps we will use as a presbytery to respond to situations where our congregations, or leaders within, find themselves in conflict with their ordination vow to be governed by our church’s polity and to abide by its discipline.

#### **SECTION ONE -- PROCESS OUTLINE**

This process is based on the use of three delegations from the presbytery: the **Response Team**, the **Review Team** and the **Administrative Commission**.

What follows in this Section One are general guidelines for these delegations, with emphasis being placed on the Response Team. Detailed duties and guidance for the other two delegations are found in later sections of this document.

**A.** When the leadership of the presbytery becomes aware, either through formal congregational action or through informal contacts with church leaders or members, that a congregation is in serious disagreement with the governance of the denomination, the Presbytery Executive will offer a pastoral visit by a **Response Team**. Team members will be selected by the Stated Clerk in consultation with the presbytery’s Chair of the Committee on Ministry, and Moderator of Presbytery. The purpose of this team is to engage either the leaders of the congregation, or the congregation as a whole (as circumstances dictate), in a time of prayer and conversation aimed at understanding the conflict and identifying steps toward reconciliation. Team size will be dictated by the anticipated scope of effort, e.g. meeting with several small groups will require a bigger team than meeting with a session only.

If, during the initial visit, the team determines that progress can be made toward reconciliation through continued dialogue, the team will make recommendations to the Council for conducting this continued dialogue. The team report and recommendations will be provided to the ~~Council~~ *Stated Clerk* within three days of the initial visit. If this team effort leads to resolution of the situation, no further action is required and to God be the glory!

*(If the visit is refused by the leadership of the congregation, an Administrative Commission will be nominated by the Moderator of the presbytery, in consultation with the Presbytery Executive, Stated Clerk and Chair of the Committee on Ministry, and elected by the presbytery as soon as possible, and this process skips to Section Three.)*

**B.** In the event that the **Response Team**'s efforts are unsuccessful and steps toward separation from the denomination appear to be in process, the Stated Clerk and the Moderator of the Presbytery will appoint a **Review Team** to study and recommend appropriate action. It shall make a full report to the governing body that created it, and its recommendations shall require action by the governing body.

This team has constitutional authority as outlined in Section Two below and will conduct a thorough assessment of the situation in the congregation. Based on that assessment the team will make recommendations to Stated Clerk, who will report to the presbytery as appropriate. The decision to appoint this team will be communicated to the congregation concerned immediately, by letter to every member, and the team will be appointed within 15 days of that notification. The team will complete its work within 30 days and submit a final report to Stated Clerk within 15 days of that completion. The composition and details of the **Review Team** are found in Section Two below.

**C.** If at any time either the **Response Team** or **Review Team** determines that the move toward separation/withdrawal is the work of a special interest group and not representative of the congregation, the team, will immediately request that the Presbytery Executive, Stated Clerk and Chair of the Committee on Ministry of the presbytery nominate an **Administrative Commission (AC)** as soon as possible, to be elected by the presbytery at a special-called or stated meeting. [Ref: Book of Order, G-3.0109, G-3.0109b].

**D.** Ultimately, if all avenues of reconciliation have been explored to no avail, and the findings of the **Review Team** so warrant, the Moderator of the presbytery, in consultation with the Presbytery Executive, Stated Clerk and Chair of the Committee on Ministry, will nominate and the presbytery will elect an **Administrative Commission**. The duties, delegations and authorities of the **AC** will be tailored to address the specific situation of the congregation. The composition and details of the **AC** are found in Section Three below.

**SECTION TWO -- THE REVIEW TEAM** A **Review Team** is appointed by the Stated Clerk in consultation with the presbytery's Chair of the Committee on Ministry and Moderator of Presbytery, when all efforts of the **Response Team** toward reconciliation seem to have stalemated.

**A. PURPOSE AND AUTHORITIES:** The **Review Team** is appointed to study the situation in the congregation, to gather facts, and to recommend appropriate action to the Stated Clerk and the Chairperson of the Committee on Ministry. The **Review Team** shall be given **certain constitutional authority**:

1. to request records of the session *G-3.0108c In reviewing the procedures of the lower council, the higher body shall determine whether the proceedings have been correctly recorded, have been in accordance with this Constitution, have been prudent and equitable, and have been faithful to the mission of the whole church. It shall also determine whether lawful injunctions of a higher body have been obeyed.*

2. to look at whatever records may be relevant (i.e. how money is held, title to property, insurance documents, mortgages or other loan documents, corporate officers, corporate articles, bylaws, charters – especially changes in any of these). The **Review Team** will be careful to look for recent changes or modifications to articles of incorporation, bylaws, or deeds. The presbytery is entitled to see such changes in legal documents (G-3.0307).

3. to determine, after reviewing the proceedings of the lower governing body or from any other information as may come to its attention, whether,

- a. the proceedings have been faithful to the mission of the whole church ~~{G-9.0409a(4)}~~;
- b. the lawful injunctions of a higher governing body have been obeyed ~~{G-9.0409a(5)}~~;

4. to give directives on behalf of the presbytery; G-3.0109 c. *Directed Response*  
*The higher council may direct the lower council to reconsider and take corrective action if matters are determined to be out of compliance. In addition to administrative review, review and correction may be sought by initiating judicial process as described in the Rules of Discipline.*

b. The type of directive will **depend on the issues** (examples: didn't call a congregational meeting, didn't transfer assets, didn't encumber property, didn't elect new officers, etc.);

5. to recommend whether an **Administrative Commission** should be nominated and elected (G-3.0109).

**B. COMPOSITION:** The **Review Team** shall consist of 3-7 members, balanced as evenly as may be practicable, given its number, between teaching and ruling elders/deacons.

**C. COMMUNICATION:** The Review Team shall keep all concerned parties informed.

1. Send a letter to **session** outlining task and process (wording should be measured, but firm).
2. Send a letter to **all members of congregation** outlining task and process (measured, non-threatening, explanatory).
3. The team shall have “one-on-one” conversation with the **pastor**.
4. Communicate often with **Council**.

**D. DURATION OF WORK:** It is expected that the **Review Team** will complete its work within sixty (60) days.

### SECTION THREE-----THE ADMINISTRATIVE COMMISSION (AC)

**A. DUTIES AND AUTHORITIES:** When circumstances so require, the Moderator of the presbytery, in consultation with the Presbytery Executive, Stated Clerk and Chair of the Committee on Ministry, shall nominate, and the presbytery elect an **Administrative Commission** to work with any congregation that has not been able to resolve issues using the first two phases of the above process.

The duties and authority of the Administrative Commission shall follow the outline of the Book of Order G-3.0109b, or its successor.

The primary task of the **AC** is to attempt to “settle the difficulties” and it is understood that the **AC** may be given authority to assume original jurisdiction of the session. The **AC** is to be guided by the presbytery-approved commission (i.e., charter) outlining specific duties and authorities for this particular situation. The **AC** shall keep the presbytery informed of actions taken, and shall make recommendations directly to presbytery for any actions that require presbytery approval.

**B. COMPOSITION:** When an **Administrative Commission** is required for this process, the Moderator of the presbytery, in consultation with the Presbytery Executive, Stated Clerk and Chair of the Committee on Ministry, shall nominate, to be elected by the presbytery, an **AC** of seven members and may include individuals with special skills, training or experience in mediation and negotiation. At least three members of the **AC**, so nominated and elected, shall be minister-members of the presbytery, and at least three shall be elders from different churches in the presbytery and be representative of the presbytery as a whole; the seventh member of the **AC** may be either a minister or elder (G-3.0109b).

**C. ELECTION:** The proposed membership and commission (i.e., charter) of this group shall be reported to the presbytery in the form of a written motion for approval and election.

**D. STAFF SUPPORT:** The **Administrative Commission** shall be staffed by the Stated Clerk of the presbytery.

**E. FINAL REPORT:** The presbytery shall receive the final report of the **Administrative Commission**, act on any remaining recommendations, and dismiss the **AC** at the completion of its work.

**F. GENERAL RULES:** The following general rules apply to the selection and election of an **AC**: (G-3.0109b – G-3.0113)

1. An **AC** elected for this purpose shall not include these persons: the Stated Clerk, Presbytery Executive, Moderator, Moderator-elect, Chair of COM, or any member of the PJC.
2. The presbytery may delegate to the Stated Clerk the authority to add, remove or replace members of an **AC** when it is apparent that some member(s) need relief or in order to bring in persons with new skills or gifts to the process. Such a replacement shall be reported to the presbytery. The presbytery may delegate to the Stated Clerk authority to grant permission to an **AC** to contact outside authorities for temporary consultation with

the **AC** on specific matters.

3. Quorum of AC shall be a majority of its elected and appointed members.

4. Powers of **AC** are determined by the presbytery, at the time of the election of the **AC**, or at a later date if deemed necessary by the body. After election, an **AC** has the **full authority of the presbytery** to execute the limited powers granted by the presbytery. Those limited powers may include, *inter alia*, the powers:

- a. to determine whether a schism exists within the congregation
- b. to determine which members represent the true church G-4.0207
- c. to confront the advocates for schism;
- d. to make recommendations to the presbytery to dissolve pastoral relationships, or when requisite authority given by the presbytery, to dissolve pastoral relationships,
- e. to assume original jurisdiction in any case it determines the session is unable or unwilling to manage wisely the affairs of its church
- f. to freeze the assets of the church (real and liquid);
- g. to secure the building, grounds and other property of the church for the use and benefit of the Presbyterian Church (U.S.A.);
- h. to determine if and when a meeting of the congregation is appropriate for the purpose of voting to withdraw from the Presbyterian Church (U.S.A.);
- i. to call that congregational meeting, and provide the moderator and clerk for that meeting;
- j. to report results of congregational vote to the Council;
- k. to authorize oversight of the church, its ministry and its property to a viable faction of the congregation that has been identified as the true church within the Presbyterian Church (U.S.A.);
- l. to propose to the presbytery the recommendation for the disposition of the property held by or for the church, and the assumption of the liabilities of the church, in the event there is no viable faction of the congregation that has been identified as the true church within the Presbyterian Church (U.S.A.).

(Approved June 2011, Updated November 2015)

## **Policy #13**

### **Final Steps for church and pastor seeking to leave the Presbyterian Church (U.S.A.)**

1. The pastor contacts the desired denomination to which he/she/and the congregation wishes to be dismissed. That denomination will follow their process with the pastor and the congregation. When this process is complete that denomination's leadership *shall* write the Stated Clerk of the Presbytery of Boise with a formal notification that the process for reception is complete as of a specific date.
2. The Administrative Commission of the Presbytery of Boise will complete the process of working for dismissal.
3. The Committee on Ministry meets with the pastor to determine the desire of the pastor for dismissal.
4. As the Administrative Commission is nearing the completion of their work, the pastor will write a letter to the Committee on Ministry requesting dismissal to a specific denomination, when the way is made clear. This letter will NOT be construed as an immediate renunciation but, rather, as an anticipation that the pastor and the church will be dismissed at the same time. This is assuming that the denomination is reformed.
5. If the dismissal request is to a non-reformed denomination the pastor's ordination will be taken away and he/she will have to be ordained in that denomination's system.
6. When the proper time comes, the Committee on Ministry will request the presbytery that the pastor be dismissed and that his/her name be removed for the rolls of the presbytery and that he/she no longer be a Presbyterian Church (U.S.A.) teaching elder.
7. The Administrative Commission makes the final report to the Presbytery of Boise including the request for the congregation to be dismissed.
8. Upon approval of the recommendations of the Administration Commission, the congregation and the pastor shall be dismissed in accordance with the polity of the Presbyterian Church (U.S.A.).

(April 2012)

## **Policy #14**

### **Policy for Dissolution (Termination and Separation) of Church Pastoral Employment**

The pastoral relationship is a three party covenant between a pastor or associate pastor, a congregation and a presbytery. All three parties must concur before the pastoral relationship may be established or dissolved. The Book of Order provides the governing provisions to be used in this relationship.

Specifically, G-2.0903, G-2.0902, G-2.0904 and G-2.0905 contain the provisions regarding Dissolution of Installed Pastoral Relationships. Utilizing the governing provisions of these sections, the Presbytery of Boise establishes this Policy for Dissolution (Termination and Separation) of Church Pastoral Employment.

Consideration should be made in developing an exit strategy that would allow for the congregation to process the dissolution of the pastoral relationship without undo haste but without unwarranted delay. Pastoral care should be exercised toward the congregation by the minister, the session and the entities of Presbytery while developing dissolution terms and implementing the exit strategy. Unless there are disciplinary considerations, the duration of a minister's tenure along with the impact of his/her ministry should be considered in developing an exit strategy that allows a ministry to end with intention and a sense of completeness. To that end specific ministry resolution goals and time-lines should be explored, agreed upon and implemented as a part of the terms of dissolution.

## **Voluntary Dissolution:**

Resignation - This ordinarily occurs under one of the following circumstances:

- The Pastor chooses to accept another call.
- The Pastor chooses to lay aside ordination/ask for Release from Ministry as a Teaching Elder (G-2.0507)
- The Pastor chooses to renounce jurisdiction or is dismissed to another denomination (G-2.0509)
- The Pastor fails to engage in validated ministry (G-2.0508)
- The Pastor chooses to be honorably retired. (G-2.0503)
- The Pastor chooses to resign citing “personal reasons” rather than a specific reason.

There are no special terms of dissolution other than the fulfillment of the contractual agreements between the pastor and congregation, e.g. unused vacation, repayment of housing loans, etc.

## **Involuntary Dissolution:**

Negotiated Termination – Either the pastor or the Session may request that the Committee on Ministry assist in negotiating a peaceful and appropriate end to a relationship which either the pastor or Session believe is no longer workable. Some of the following circumstances may lead to this necessity:

- The result of funding limitations
- Changing ministry environment
- Poor performance
- Any other situation that brings the viability of the pastoral relationship into question

Medical Disability or Incapacitation – Physical or mental impairment of a permanent or progressive nature may become a cause for dissolution if or when unsatisfactory performance results. The congregation, Session and Committee on Ministry need to be sensitive to the many issues involved and work collaboratively regarding the physical needs, housing, placement of the minister and family. The presbytery and Session should be mindful of state and federal laws pertaining to disability.

Dissolution for Cause – The pastoral relationship may be dissolved as a result of judicial action (See the Rules of Discipline) or presbytery determination that “the church’s mission under the Word imperatively demands it.” (D-2.0203, D-10.0106 Administrative Leave)

Dissolution for cause of pastoral relationships is to be clearly stated and is ordinarily only to come after other potential resolutions of difficulties have been attempted.

## **The Process:**

1. The Session, Administrative Commission or Pastor shall contact the Committee on Ministry in writing stating the desire to sever the relationship and a brief overview of the reasons.
2. The Committee on Ministry will respond with the appropriate resource persons and a liaison to meet with all parties to bring about resolution and inform all of the parties of the presbytery’s policy on dissolution.
3. The Session or Administrative Commission, Pastor and Committee on Ministry negotiate, approve and sign and approve a written dissolution agreement. A Guideline for Negotiated Agreements is attached as Appendix A.
4. Copies of the written dissolution agreement are made available upon request to members of the congregation no later than the date of the first call for the congregational meeting at which the dissolution of the call is to be determined.
5. The congregation votes on the dissolution of the call at a congregational meeting that shall be moderated by a member of presbytery appointed by the Committee on Ministry. Any party at the congregational meeting cannot amend the severance terms. An outline of the Congregational meeting process is attached as Appendix B.

6. The Committee on Ministry approves the dissolution and the written dissolution agreement. The agreement is not effective until the presbytery has voted to approve the agreement.

### **The Dissolution Agreement:**

The Dissolution Agreement (Involuntary Dissolution) should contain the following items:

- Identification of the parties (Pastor, Church, and Presbytery)
- Dates for
  - End of ministry responsibilities
  - Removal of personal property
  - Termination of call
  - Final compensation, benefit payments
- All financial agreements, including but not limited to
  - Salary continuation
  - Benefits continuation
  - Loan repayment or shared equity agreement (where applicable)
  - Manse use (where applicable)
  - Compensation for unused, earned vacation
- (In ministry settings where the pastor is full-time) The agreement shall specify that if the pastor finds full-time employment prior to the end of the terms of the agreement, the church's financial obligations end as of the date said full-time employment begins. Part-time employment will result in appropriate prorated adjustments in financial payments.
- (In ministry settings where the pastor is part-time) The agreement shall specify that if the pastor finds full or part-time employment prior to the end of the terms of the agreement, the church's financial obligations end as of the date of said employment begin.
- A clause that releases each party from legal action unless the agreement is not fulfilled.
- A statement regarding the limited liability of the presbytery. For example: Presbytery will participate in the agreement...(spelling out the extent of presbytery participation) or Presbytery will not participate and the Session is totally liable for the agreement.
- Date and signature of all parties.
- The statement is to be put in the pastor's file and the church's file.

A sample Agreement for Dissolution and Termination is attached as Appendix C.

## **Appendix A**

### **Guideline for Negotiating a Dissolution Agreement**

Guiding Principle: In order to maintain the peace, unity and purity of the church and for the good of the congregation, all ordained members of Session (which includes the Pastor) are to seek a mutual agreement for dissolution.

Overview of the Negotiation Process and Agreement of all Parties: When notified by a Pastor or Session of the request for a dissolution of the pastoral relationship, the Committee on Ministry will appoint two persons; one to work with the Session and the other to work with the pastor to negotiate the terms of dissolution. The Pastor and Session may each name one person to assist in the negotiation of the terms of dissolution. These four persons will constitute a Dissolution Negotiation Task Force.

The Negotiation Process shall take place at the time of a Called Meeting of the Session that shall be moderated by the Presbytery Executive or the Stated Clerk of the Presbytery or another member of the presbytery appointed by the Committee on Ministry.

While it is hoped that terms of dissolution acceptable to all parties would be negotiated, a majority of the Task Force membership may carry a proposal to the Session, Pastor and Committee on Ministry.

Separate Caucuses: The representatives of the pastor will meet with him/her to discuss terms of dissolution. Likewise the representative of the Session/Administrative Commission will meet with them to discuss terms of dissolution. These meetings will take place simultaneously and for a period of no longer than 1 hour. By mutual agreement of the Task Force, the time period for a caucus may be extended up to 30 minutes.

Presentation of Proposed Terms: The representatives of the pastor and Session shall meet together with the Moderator of the Called meeting of the Session. Each side shall present written copies of proposed terms of dissolution.

Agreements are Identified: The Moderator shall work with the representatives to identify areas of agreement. If there are areas where agreement is close, the Moderator and representatives shall strive to reach mutual agreement on such terms.

Resolution of disparate proposals: Proposed terms of dissolution that appear too far apart will be returned with the counter proposal to the Pastor and Session. The parties are to discern how to resolve the difference and to propose new terms, which shall be reported to the Negotiating Task Force. If agreement of the disparate terms cannot be reached by the parties, the majority vote of the Negotiating Task Force shall prevail.

Final Agreement is Approved: When a final agreement is reached and approved by the parties, a copy shall be produced by the Clerk of Session and signed by both parties. The Moderator of the Called Session meeting shall present the final agreement to the Committee on Ministry.

**Items to keep in mind:** Every Dissolution and Termination Agreement will be unique. Every Agreement should address the issues of salary, housing and benefits toward the objectives of supporting a minister for a reasonable period of time or until the minister has entered into a comparable call or secular employment; and providing a reasonable termination of salary and benefits in order that a congregation might obtain pastoral leadership for the future.

At a minimum, cash salary, housing allowance or use of the manse; utilities and Board of Pension payments are to be continued for six months after the effective date of dissolution. In the event a manse is involved, upon expiration of the agreed upon severance or sooner if the pastor moves out of the manse the pastor shall return all keys to the premises and shall surrender the premises to the church in as good a condition as when received, ordinary wear and tear expected.

## **Appendix B**

### **Outline of the Congregational Meeting to Dissolve a Pastoral Relationship**

1. Opening Prayer
2. The Moderator request the Clerk to read the Call for the meeting and the Moderator also requests the Clerk to certify that the proper notice was given for the meeting and that a quorum is present.
3. The Clerk should make the following motion:  
Move that the Congregation of \_\_\_\_\_ concur with the Rev. \_\_\_\_\_ in requesting that the Presbytery dissolve the pastoral relationship between him/her and this church, effective \_\_\_\_\_.
4. The Moderator calls for a second and then opens the floor for questions.
5. A vote on the motion may be taken by voice or by show of hand.
6. The Clerk should affirm that all financial obligations of both the church and pastor would have been met by the termination date.
7. The meeting is adjourned with prayer. The Moderator files a report of the meeting with the Stated Clerk of the Presbytery.



## Appendix C

### Sample Agreement for Dissolution and Termination of a Pastoral Relationship

We, the members of the Session (Administrative Commission) of \_\_\_\_\_ agree to request the dissolution of the pastoral relationship with the Rev. \_\_\_\_\_ effective \_\_\_\_\_, and with the following terms:

A. List the financial terms:

- Salary
- Housing Allowance (or Utility/Equity amounts if applicable)
- Pension, Medical amounts
- 403b Contributions (if applicable)
- SECA Allowance
- Repayment of loans (if applicable)

*Describe how the financial arrangements will be paid.*

Professional expenses, automobile expenses and study leave/continuing education expenses will terminate on the date of dissolution.

B. Describe any non-financial terms:

- Use of manse

C. Date of Separation

- Ministry duties will cease effective \_\_\_\_\_
- Date Minister will return all church property and vacate the church office:
- Date minister and family will vacate the church manse:

D. Other terms:

The minister, acknowledging receipt of financial payments under this agreement, covenants and agrees that he/she waives all rights to demand and/or secure a civil court and/or a jury trial with respect to adjudication of the matters contained in this Dissolution and Termination Agreement, in matters that pertain to his/her ministry in the church and/or the negotiations what have led up to this agreement.

All unpaid financial payments to the minister shall cease at the date, before the end of financial payments under this agreement, if the minister accepts another position for full-time employment or shall be adjusted if the minister accepts a part-time position.

All parties agree that the pastor is to abstain from any pastoral duties and congregational or church-sponsored activities. The pastor shall refrain from inappropriate contacts with his or her former church. The pastor shall not conduct worship services in the congregation he/she is departing unless prior approval of the Committee on Ministry is granted. A pastor who following a single warning violates any of the provisions of this paragraph shall immediately forfeit all of his/her remaining financial payments under this Dissolution and Termination Agreement.

It is understood that this Dissolution and Termination Agreement is a final disposition of all matters between the pastor and the congregation. This Dissolution and Termination Agreement contains the entire agreement between the parties hereto and any representations made before or during negotiation are hereby merged in their entirety and this Agreement may not be modified.

The undersigned parties have negotiated this Agreement in good faith and have every intention of being faithful in fulfilling it and further agree to the releases contained herein, representing that they understand its contents and sign it as their own free act after a full review of the contents.

Approved by the Session/Administrative Commission of \_\_\_\_\_ Church of \_\_\_\_\_ on \_\_\_\_.

\_\_\_\_\_  
Moderator of Session/Administrative Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Session/Administrative Commission

\_\_\_\_\_  
Date

Approved by the Pastor

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

Approved by the Committee on Ministry of the Presbytery of Boise on \_\_\_\_\_

\_\_\_\_\_  
Chair (or Designee)

\_\_\_\_\_  
Date

Copies to:

The Pastor  
Presbytery Executive  
Clerk of Session/Administrative Commission  
Stated Clerk of Presbytery  
Chair of the Committee on Ministry

**POLICY ON SEXUAL MISCONDUCT**  
**Presbytery of Boise**

**Contents**

- 1. Introduction**
- 2. Definitions**
- 3. Prevention**

**Introduction**

*Theological Rationale*

The people of God live out their faith in the midst of a particular historical reality. Inherent in every time is promise and possibility, opportunities for the ministry and the mission of the Church of Jesus Christ to be carried forth. While affirming that God created us to live together in ways that proclaim the worth and dignity of each individual, human sexuality has been a basis for oppression, degradation, violence and injustice - manifestations of our sinful nature.

Our sexuality is a gift from God and when rightly used, leads us to the wholeness of life that God intends for all people. Those who serve through the offices of the Church bear particular responsibility in making manifest the goodness of God's gift of sexuality.

The ethical conduct of all who minister in the name of Jesus Christ is of vital importance to the Church, for through them, an understanding of God and the gospel's good news is conveyed.

*Purpose and Scope*

3. Purpose

It is the purpose of this policy:

- a. To define sexual misconduct in the Presbytery of Boise and to provide standards for behavior to members of the Presbytery of Boise: ordained ministers, presbytery employees or other staff;
- b. To provide for measures to prevent the occurrence of sexual misconduct;
- c. To serve as a companion to the Book of Order (Presbyterian Church U.S.A.) but not to supersede any of its provisions.

4. Scope

The persons governed by this policy are all members of the Presbytery of Boise including ordained Ministers, Commissioned ~~Lay Pastors~~ *Ruling Elders*, Presbytery employees or other staff.

This policy does not purport to regulate sexual conduct within the particular churches of the Presbytery of Boise.

3. Other Policies and Procedures

This policy is to be interpreted and applied consistently with any and all other applicable policies of the Presbytery of Boise, the Presbyterian Church (U.S.A.), and federal, state and local law.

**Definitions**

*Sexual Misconduct and Sexual Harassment defined generally:*

***Sexual misconduct*** is a general term that includes but is not limited to the following acts:

- Physical sexual contact within the context of a ministry, employment, teaching, or advisory relationship, whether or not consented to;
- Sexual misconduct includes a voluntary consensual sexual relationship between ministers and parishioners, supervisors and supervised, or with anyone involved

with performance review or decisions about compensation, promotion or continued employment. The inherent balance of power between the minister and the layperson undermines the validity of such consent.

*Sexual harassment* is described in federal law as is follows:

- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when;
  - o Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - o Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or;
  - o Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive work environment.

**Sexual misconduct and harassment is a misuse of authority and power, which breaches the trust of leadership.**

*Specific definitions of Sexual Misconduct and Sexual Harassment:*

**A. *Sexual Misconduct:***

Sexual misconduct is the comprehensive term used in this policy to cover the following:

1. **Child sexual abuse** is sexual conduct involving a person over the age of 18 and a child under the age of 18 or anyone over the age of 18 without the mental capacity to consent. The behavior may or may not involve touching. Sexual conduct involving an adult and a child is always considered forced whether or not there is consent.

2. **Sexual malfeasance** is sexual conduct within a ministerial or professional relationship. It includes unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature, as well as consensual romantic relationships.

**B. *Sexual Harassment***

**Sexual harassment** is an unwelcome sexual advance, verbal or physical contact, or display of sexually related material when:

- a. submission is explicitly or implicitly made a condition of employment, service or care;
- b. such conduct affects morale or performance of the individual or others involved in the situation; or
- c. reasonable persons in the work setting find the material offensive.

**C. *Presbytery Entities Involved In Sexual Misconduct Cases:***

1. The Stated Clerk maintains his or her role as resource to the Committee on Ministry. The Stated Clerk may be the point of entry when an allegation of misconduct is made, and will direct the allegation to the proper person(s).

2. **Committee on Ministry** continues in its constitutional role to ministers and congregations, particularly where pastoral vacancies occur. When appropriate, the Committee on Ministry is to facilitate the employment of interim leadership competent to manage any conflict associated with the sexual misconduct case. The committee facilitates the relations between congregations, ministers, and the Presbytery, and resolves difficulties on behalf of the Presbytery when possible and expedient.

3. The **Stated Clerk** receives the initial complaint and notifies the appropriate person(s) that a complaint has been received. The Clerk consults with the Presbytery Executive and the Committee on Ministry. The Clerk refers recommendations from the Investigating Committee to the Permanent Judicial Commission.

4. The **Special Investigating Committee** is a group appointed by the Presbytery Moderator, Chair of the Committee on Ministry in consultation with the Stated Clerk and Presbytery Executive, whenever a written statement of offense is received by the Stated Clerk. The Special Investigating Committee is charged, under the Rules of Discipline, with conducting a full investigation of an allegation of sexual misconduct, determining whether or not charges are to be filed, and prosecuting the case if there is one.

5. The **Permanent Judicial Commission** is the continuing body elected by the Presbytery to conduct trials when an investigating committee files charges. The commission's structure and duties are described in the Book of Order (D-5.000).

6. The Book of Order will be followed precisely in the process for accusation and investigation.

## **Prevention**

The presbytery will provide educational programs and training in pastoral care and disciplinary procedures aimed at preventing sexual misconduct.

### **A. DISTRIBUTION/ACKNOWLEDGEMENT OF THIS POLICY:**

#### **1. Distribution of Policy**

- a. This policy shall be distributed to all of the following: ordained ministers, Presbytery employees and other staff: who will sign a written acknowledgement indicating that she/he has received, read, understands and agrees to conduct her/himself in accordance with this Policy. The signed acknowledgement shall be kept in the person's file.
- b. This policy shall be made available by the Stated Clerk to all persons who report or present allegations of sexual misconduct, and to all persons against whom allegations are filed.

### **B. MANDATORY EDUCATION**

The Presbytery of Boise requires that the following persons shall complete a Presbytery-sponsored training workshop regarding the forms of sexual misconduct addressed in the policy: ordained Ministers, Commissioned Lay Pastors, Presbytery employees and other staff. These persons shall be required to participate in a day-long training within 2 years of the implementation of this policy, or being received into presbytery membership or employed by the presbytery, with participation in on-going training every 3 year years. An exemption may be allowed for retired pastors of the presbytery, to be approved by the committee on ministry and the presbytery.

The workshop will be arranged by the Presbytery Executive and the Stated Clerk in conjunction with the Committee on Ministry.

The names of those who have not completed the training workshop will be noted in a Committee on Ministry report to Presbytery, and the Committee on Ministry will initiate appropriate action to secure compliance with this requirement.

## **POLICY #16**

### **Electronic Meetings and Email Voting**

#### Electronic Meetings:

Committee, commissions, boards and other official entities of the Presbytery of Boise may, from time to time when physical meetings are impractical, arrange to meet and conduct business via electronic video and/or audio teleconference. Reasonable notice of the date, time and set-up procedures of electronic meeting will be given by the group's chairperson or moderator. The conduct of electronic meeting will conform as closely as possible to the procedures for physical committee meetings set out in the latest edition of Robert's Rules of Order, including (but not limited to) those for quorums and the recording of minutes. Actions taken in teleconference meetings shall be reported to the presbytery in the same manner as any other actions are reported. Minutes of the teleconference meeting shall be treated as official minutes, must be approved by the entity at its next physical or electronic meeting and shall be kept and forwarded in the same way as minutes of physical meetings.

#### Email voting

Committees and commissions of the Presbytery of Boise may, from time to time, cast through email or other commonly method used but individually addressed electronic tool. Email voting is limited to actions believed to be routine and not controversial. In such cases the chair or moderator of the entity will make a motion (a second is not required) by sending the motion's text and any significant background material to all members of the body. The group's moderator or chairperson (or designated staff person) will also include an announcement which clearly states the deadline for receipt of responses and offers any and all members the opportunity to stop the email vote and call for an electronic or face to face meeting to consider the matter. Members of the group will use the "reply all" facility or otherwise respond in a way in which all members can see all votes. Email voting produces a valid action when the numbers members responding meets or exceeds the groups normal quorum and the motion being voted on receives positive responses from at least  $\frac{3}{4}$  of those members who respond.

## **POLICY #17**

### **Executive Presbyter as Stated Clerk**

The Presbytery Executive shall serve in the role of Stated Clerk when the Stated Clerk is unavailable and business is before the Presbytery during the Clerk's absence that requires the Clerk's action.