

ADMINISTRATIVE AND POLICY MANUAL

PRESBYTERY OF UTAH

**The combination of the Administrative and the Policy Manuals was authorized by the
Presbytery on Nov 6, 2022.**

**This combination was approved by the Coordinating Council of the Presbytery of Utah on
Jan 25, 2024**

Revised by the Presbytery of Utah on Mar 2, 2024

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Some differences exist between terms traditionally used by the Presbytery of Utah in its Manuals, and terms used in the *Book of Order*. The following are terms used herein, with their explanation or *Book of Order* equivalence.

Administrative and Policy Manual – Manual of Administrative Operations (*Book of Order* G-3.106)

Commissioned Lay Pastor – Commissioned Ruling Elder to Particular Pastoral Service
Elder – Ruling Elder

Governing body – Council

(Note the “Coordinating Council” of the Utah Presbytery is not a council per the *Book of Order*. It is a committee of the Presbytery.)

Church Order Committees – classified specifically as the Committee on Ministry, Committee on Preparation for Ministry, Committee on Nominations and Representation, and the Permanent Judicial Commission. These are permanent Presbytery committees, along with the Coordinating Council, necessary for the operation of the ecumenical and temporal functions of the body.

Stated Supply Pastor – position for use when the congregation is not ready or able to call an installed pastor.

Interim Pastor – position for use when the congregation is ready and able to move forward with a mission study and PNC.

GENERAL PROVISIONS

G-1: INTRODUCTION

The Presbytery of Utah is a community of God's people, a family of congregations called to support one another in our common ministry as we share the Good News of the Risen Christ. In addition to being a community, it is an ecclesiastical unit in the wider church, a middle council of the Presbyterian Church (USA) and the key link in that inter-related system. (*Book of Order*, G-3.03)

The Presbytery has as its primary task the development and support of faithful congregations. This involves the education and training of both youth and adults in Reformed faith that is historically informed, biblically grounded, and relevant. It implies the raising of children in healthy communities of faith where they learn the ways of Jesus and the ways of the people of God. This involves the commitment to a church with a passion for justice and a love for God's world.

The mission field is constantly on our doorstep, just as it was in the apostolic church. We are in uncharted territory, where human communities face ethical dilemmas with no parallel in Biblical stories and unimagined by those who crafted our historical theology. And yet the Apostle Paul assures us there is no need to fear, for "nothing in all creation can separate us from the love of God in Jesus Christ our Lord."

Presbytery's organization is to be both ordered and flexible, so that we may respond quickly to the winds of grace and the exciting movement of the Spirit. The primary intention of this organizational structure is to support the ministry and mission of the Presbytery's congregations.

The Presbytery is the acting and deciding body in all decisions for the Presbytery of Utah. The Administrative and Policy Manual of the Presbytery of Utah contains the policies and procedures through which the Presbytery seeks to fulfill its mission. It brings together in one place the actions of Presbytery within which the continuing activities of Presbytery take place.

G-2: AMENDING/SUSPENDING OR ADDING MANUAL PROVISIONS

A provision of a Manual of the Presbytery of Utah may be amended or temporarily suspended at any Stated Meeting of the Presbytery of Utah by a two-thirds majority vote.

New sections and chapters may be added to a Manual of the Presbytery of Utah at any Stated Meeting of the Presbytery of Utah by a two-thirds majority vote.

The order, numbering, and formatting of sections, along with references to the Constitution of the PCUSA or other sources may also be modified by a vote of the Governing Council.

This change provision supersedes change provisions in all other Manuals of the Presbytery of Utah.

ADMINISTRATION

A-1: MISSION STATEMENT

The Presbytery of Utah will provide leadership and resources resulting in healthy and growing congregations.

A-2: DESIGN

To fulfill its mission, the Presbytery of Utah is developing and supporting faithful congregations that promote the Great Ends of the Church in the communities of southeastern Idaho and Utah.

The Great Ends of the Church are the proclamation of the gospel for the salvation of humankind; the shelter, nurture and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world. (*Book of Order*, F-1.0304)

A-3: DEFINITIONS

- A-3.01: **BOUNDARIES:** The Presbytery of Utah, a governing body of the Presbyterian Church (U.S.A.), consists of all the churches of this denomination in the State of Utah, excluding the General Assembly designated portions of San Juan County and including Franklin County, Idaho.
- A-3.02: **GEOGRAPHICAL DISTRIBUTION:** For the purposes of the organization described in this *Administrative Manual*, and to assure a State-wide distribution of Presbytery representatives in this organization, the Presbytery of Utah is separated into three geographical areas, the Northern Area, the Capitol Area, and the Southern Area. The Stated Clerk shall maintain a list of which churches are in each area.
- A-3.03: **CORPORATION:** The Presbytery of Utah is a nonprofit corporation under the laws of the State of Utah. The Board of Directors shall be composed of all members of the Coordinating Council (See Chapter 7). Members of the Presbytery have adopted Bylaws for the regulation or management of the affairs of the Corporation. (*Book of Order*, G-4.01)

A-3.04: GOVERNANCE: The Presbytery of Utah is governed by the Constitution (*Book of Order*, F-3.04) of the Presbyterian Church (USA), by this *Administrative and Policy Manual*, and by such policies (outlined in this *Manual*) as it may from time to time adopt. The *Administrative and Policy Manual* is subordinate to the *Book of Order*, which governs in all cases. Presbytery committee manuals, such as the Manual of the Committee on Ministry, will be adopted by vote of that committee and are subordinate to the *Administrative and Policy Manual*. As committees change their manuals with time, all changes and additions shall be forwarded to the Stated Clerk to inform the presbytery of those changes.

A-3.05: MEMBERSHIP

A-3.05.01: VOTING MEMBERSHIP of the Presbytery consists of enrolled Ministers of Word and Sacrament (MWS) and commissioned or enrolled Ruling Elders (RE) as follows:

- All Ministers enrolled by the Presbytery as active members, or members-at-large or honorably retired are voting members.
- Each church in the Presbytery is represented by at least one Ruling Elder commissioned by the session of that church to be a voting member. (*Book of Order*, G-3.0301)
- Each Ruling Elder elected by the Presbytery as Moderator of a Church Order Committee, or member of the Coordinating Council will be enrolled as a voting member of the Presbytery for their term of office, whether or not commissioned by his/her session. (*Book of Order*, G-3.03.01)
- Each current Commissioned Lay Pastor shall be counted as a Ruling Elder Commissioner and shall be granted voice and vote at the Presbytery meeting. (*Book of Order*, G-2.10)
- Each Ruling Elder serving as Executive Presbyter, Stated Clerk, Treasurer, or Administrative Assistant will be enrolled as a voting member of Presbytery for the duration of service in that staff position.
- Presbyterian Women may appoint a representative to the Presbytery who shall have voice at the meeting. If the representative is a Ruling Elder, the representative will have a vote.
- In keeping with the *Book of Order*, G-3.0301, Presbytery shall redress any imbalance between the number of Ministers who are members of the Presbytery and the number of Ruling Elders who the churches are entitled to send as Commissioners, plus other voting Ruling Elders as defined above. Only for this balance calculation, Ministers who neither reside nor work within the bounds of the Presbytery and Honorably Retired Ministers who have not attended a Presbytery meeting for 13 months shall not be considered in the count of enrolled Ministers. If the adjusted count of Ministers exceeds the total count of voting Ruling elders, the Stated Clerk will seek an additional Commissioned Ruling Elder from successive churches in decreasing order of membership. Balance will be attained when the number of Ruling Elders exceeds the adjusted number of Ministers by one.

- Ruling Elder Commissioners currently serving in order to redress imbalance continue to serve through the Presbytery meeting which approves the subsequent year's new allocation of additional Ruling Elder commissioners.

A-3.05.02: CORRESPONDING MEMBERS: Presbytery can receive Corresponding Members, with voice but without vote. A representative of each working group may request voice at Presbytery meetings.

A-4: OFFICERS AND STAFF

A-4.01: ECCLESIASTICAL OFFICERS: Presbytery elects a Moderator and a Vice-Moderator for a term of one year; at the time of election, each must be a member of, or a commissioner to, the Presbytery (*Book of Order*, G-30104), Presbytery elects a Stated Clerk / Treasurer for a term of three years; at the time of election, this person must be eligible for membership in the presbytery. The Moderator and Vice-Moderator shall be elected, and the Moderator will be installed at the Fall Meeting, with their terms commencing upon the first of January the following year. The Vice-Moderator normally will be nominated annually for the office of Moderator, and a new Vice-Moderator shall be elected for a term of one year.

A-4.01.01: MODERATOR: The Moderator's duties shall be:

- To preserve order and conduct efficiently the business of the presbytery, convening and adjourning the presbytery. In an emergency (*Book of Order*, G-3.0104), the moderator may convene the presbytery by written notice at a time and place different from that previously designated.
- To appoint committee members in an interim capacity, upon recommendation of the Committee on Nominations and Representation; these members will serve until the next presbytery meeting when the body will vote on filling the positions.
- To appoint persons to represent Presbytery in responsibilities not otherwise provided for in the Administrative Manual or where timing and meeting schedules do not allow them to be named through the normal nominating process, in consultation with the Vice-Moderator, Stated Clerk, or the Executive Presbyter.
- To appoint an Investigating Committee as provided in the Rules of Discipline (D-10.0201), with the advice and consent of the Stated Clerk of Presbytery.
- Such other duties as Presbytery may assign.

A-4.01.02: VICE-MODERATOR: The Vice-Moderator shall

- Perform the duties of the Moderator when the Moderator is unable to perform.
- Serve as a member of the Coordinating Council.

A-4.01.03: IMMEDIATE PAST MODERATOR: The Immediate Past Moderator shall

- Serve as Moderator of the Coordinating Council
- If unable to serve, the Moderator of Presbytery shall appoint from the membership of the Council a Moderator Pro-Tem.

A-4.01.04: STATED CLERK

The Stated Clerk shall be a Minister of Word and Sacrament, or Ruling Elder (*Book of Order*, G-3.0104), eligible for membership in Presbytery elected for a term of three years, and eligible for reelection. The Presbytery budget shall include appropriate stipend for the Stated Clerk.

- The Stated Clerk serves as the chief ecclesiastical officer of the Presbytery. He/She has the responsibility to record the transactions of the Presbytery, keep its rolls of membership and attendance, furnish extracts of them as required (*Book of Order*, G-3.0104), and recommend procedures for permanent safekeeping of the Presbytery records. (*Book of Order*, G-3.0107) He/She shall serve as official correspondent for the Presbytery.
- The Stated Clerk shall serve as the Secretary of the Corporation of the Presbytery of Utah.
- The Personnel Sub-Committee of the Coordinating Council shall maintain the Position Description of the Stated Clerk.

A-4.02: ADMINISTRATIVE STAFF

A-4.02.01: EXECUTIVE PRESBYTER

Presbytery may have an Executive Presbyter who shall be a Teaching or Ruling Elder elected for a five-year, renewable term, and shall provide for necessary office support staff.

- The Executive Presbyter will provide inspiration, vision, leadership, and resources to the churches of the Presbytery of Utah resulting in healthy and growing congregations. The Executive Presbyter will give pastoral support to ministers and families in times of personal crisis, will work appropriately with the higher Councils, and will serve as Head of Staff of the Presbytery Office.
- The Personnel Sub-Committee of the Coordinating Council shall maintain the Position Description for the Executive Presbyter.

A-4.02.02: TREASURER

The Stated Clerk may also serve as the Treasurer of Presbytery and may enlist the aid of Presbytery staff or contracted staff in carrying out those duties. The Treasurer will be eligible for membership in the Presbytery at the time of his/her election.

- The Treasurer serves as the financial officer of the Presbytery and will be elected for a term of three years. He/She has the responsibility to keep adequate books and records to reflect all financial transactions and to report those transactions as required. The Treasurer shall receive and disburse administrative, mission, and other special funds of the Presbytery and attend to other duties as required by Presbytery.
- The Treasurer shall serve as the Treasurer of the Corporation of the Presbytery of Utah.
- The Personnel Sub-Committee of the Coordinating Council shall maintain the Position Description for the Treasurer.

A-4.02.03: ADMINISTRATIVE ASSISTANT/BOOKKEEPER

The Administrative Assistant/Bookkeeper is responsible for the day-to-day operation of the Presbytery Office and provides general support to the Executive Presbyter, Stated Clerk, Treasurer, and Moderators.

- The Personnel Sub-Committee of the Coordinating Council shall maintain the Position Description for the Administrative Assistant/Bookkeeper.

A-4.02.04: YOUTH DIRECTOR

The Youth Director (hereinafter referred to as “Director”) is a staff position of the Presbytery of Utah. The position reports directly to the Head of Staff of the Presbytery.

“Youth” referred to in this job description means young people grades 6 through 12.

Responsibilities

Outreach to PCUSA youth directors and youth throughout the state, particularly with congregations without a youth group or with a young and developing youth group. Act, as needed, as a consultant for congregations in the Presbytery who are looking to initiate, improve, or continue ministry with youth. Create and sustain a Youth Advisory Council (YAC) made up of a diverse group of youth from all over the state who will help guide this ministry.

Plan, coordinate, advertise, and recruit four (4) quarterly youth events in a calendar year (Jan 1 – Dec 31).

- The events will be planned for youth attending Presbyterian Church (USA) congregations and their friends. These will typically be weekend-long events, and will include elements of service, fellowship, and corporate worship.
- Each event is to be hosted by a different congregation in the Presbytery in order that our youth might experience different PC(USA) worship styles and landscapes throughout Utah.

- All promotional materials will be developed by, produced by, and distributed by the Director, with the assistance of the Stated Clerk.
- Fundraise for the quarterly events, coordinating with office staff to ensure that funds are safeguarded, appropriately accounted for and available for disbursement, including financial aid for families who request it. Design the process for determining the appropriate disbursement of financial aid.
- Submit expense reports (vouchers) for expenses and mileage (at the current IRS standard rate) monthly.
- After each event, an evaluation will be performed, and a report given as part of the one-on-one process with the Head of Staff.

Plan, coordinate, and promote monthly meetings for PCUSA congregation-based youth directors from throughout the presbytery. These will generally be held in a central location or via video conference, and will include elements of fellowship, continuing education, support, and planning for the quarterly Youth of the Utah Presbytery events. Administration of the Lord's Supper will be authorized by Council, if Minister of Word & Sacrament or Commissioned Lay Pastor.

Design, maintain, and administer social media and email communication with youth directors and parents throughout the state in accordance with Presbytery policy. Coordinate with the Head of Staff to determine appropriateness of all communications.

Manage the budget allotted annually by the Presbytery of Utah.

Meet monthly with the Head of Staff, regularly with the entire staff of the Presbytery of Utah, and annually with the Personnel Committee of the Coordinating Council.

Competencies

- Director will be an active member of a Presbyterian (PCUSA) congregation or the Presbytery of Utah, if an ordained Minister of Word & Sacrament
- Director will report to the Coordinating Council of the Presbytery of Utah
- Ability to build and maintain relationships with Youth, youth directors, church pastors, parents, and other Presbytery staff
- Ability to plan, coordinate and administer events
- Ability to administer social media
- Expected to know and adhere to Presbyterian polity

A-4.02.05: OTHER STAFF

Presbytery may employ staff, for either office support or mission program support, as defined in the Presbytery Personnel Manual.

A-4.02.06: ACCOUNTABILITY

All staff are accountable to the Presbytery through the Coordinating Council's Personnel Sub-Committee.

A-5: PRESBYTERY MEETINGS

A-5.01: **STATED MEETINGS:** There will ordinarily be three meetings of the Presbytery each calendar year. Two will normally be in person meetings and one will be an electronic meeting. In case of a national or state emergency affecting the ability to hold in-person meetings, electronic meetings can be held instead. Electronic meetings shall allow for all members present to hear and be heard simultaneously. Special care shall be taken to meet the preceding requirement for all members present if a hybrid meeting (i.e., combined in person and electronic meeting) is held.

A-5.01.01: The **FIRST MEETING** is the stated annual meeting. This meeting should ordinarily include in its docket action on amendments submitted by the previous General Assembly (in relevant years), resolution of imbalance, authorization of COM to act in certain matters (P-7 in this manual), approve changes to terms of call for ministers, celebration of the Sacrament of the Lord's Supper, and the Necrology Report.

A-5.01.02: The **SECOND MEETING** should ordinarily include in its docket an annual financial report, set a preliminary per capita figure for the coming year, set a preliminary budget for the coming year, receive Personnel reports of evaluations of Presbytery staff and officers.

A-5.01.02: The **THIRD MEETING** should ordinarily include in its docket election of Commissioners to the next General Assembly (in relevant years), reports from General Assembly Commissioners (in relevant years), election of Commissioners to the next higher Council (*Book of Order*, G-3.0302a), election of Presbytery's officers, election of members and moderators of Presbytery's Church Order Committees, and election of persons to any other boards or bodies requiring election by Presbytery. This meeting will approve pulpit supply rates recommended by COM, set the final per capita figure and approve the budget for the coming year. It will ordinarily be the annual Corporation meeting, including the election of Directors, etc. Persons elected at this meeting shall take office on the first of January the following year.

GA Commissioners (in relevant years) shall be commissioned at the last Presbytery meeting prior to the GA.

A-5.02: **CALLED MEETINGS:** Meetings of the Presbytery may be called by the Moderator at the request, or with concurrence, of the following voting members of the Presbytery: two Teaching Elders and two Ruling Elder Commissioners, the Ruling Elders being of different churches. Should the moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call. If both Moderator and Stated Clerk are unable to act, the special meeting may be called by the following voting members: any three Teaching Elders and three Ruling Elders, the Ruling Elders being of different churches. The next higher Council may also direct that the presbytery convene a meeting for the transaction of designated business. Notice of a special meeting shall be sent not less than ten days in advance to each Teaching Elder and to the session of every church, the notice outlining the purpose of the meeting, which meeting will address only the business listed in the notice.

- A-5.03: The LOCATION AND DATE of each stated meeting shall be determined by the Coordinating Council at least one year in advance and shall give due consideration to invitations extended and rotation of locale through the three geographical areas of the state (See Section 3.02). The Stated Clerk will maintain a list of meeting dates and locations for the coming year.
- A-5.04: A QUORUM for Presbytery meetings shall be any three Teaching Elders and three Ruling Elder Commissioners (excluding Presbytery staff and officers) who represent three different churches. (*Book of Order*, G-3.0304)
- A-5.05: WORSHIP at meetings of Presbytery is the responsibility of the Coordinating Council. The Coordinating Council may choose to invite the host congregation to provide much of the worship leadership, or it may use those worship times as opportunities for Presbytery to experience other resources available. All meetings of Presbytery shall include the worship of God. The celebration of the Sacrament of the Lord's Supper will occur at least at the stated annual meeting of Presbytery. (*Book of Order*, G-3.0301b)
- A-5.06: An OFFERING will ordinarily be received at the worship service, with the recipient to be determined by the Coordinating Council. Services of Ordination and Installation will include an offering which will be used to support candidates unless otherwise designated by the Coordinating Council.
- A-5.07: ATTENDANCE of all Teaching Elders in active service on Presbytery's rolls and all Ruling Elder Commissioners is expected at all stated meetings of Presbytery unless they provide a prior written notice.
- A-5.08: The MEETING AGENDA for meetings may include a Consent Agenda. The Consent Agenda is normally presented in the early part of the meeting; items may be removed from the consent agenda – and voted on separately – by request of any member of Presbytery. The Meeting Agenda and Consent Agenda shall be prepared under the direction of the Stated Clerk in consultation with, and the assistance of, the Coordinating Council; the Stated Clerk shall mail copies to the Teaching Elders on the roll of Presbytery, to candidates for Teaching Elder who are under care of Presbytery, to Commissioned Lay Pastors, to Commissioners of the particular churches of Presbytery, and to any officers of Presbytery not otherwise included in this list.
- A-5.09: BUSINESS: Reports, papers and overtures to be considered at any stated meeting shall be in the hands of the Stated Clerk four weeks prior to the meeting, for mailing in the Presbytery packet prior to the meeting. Due to the nature of their work, the Committee on Ministry and the Committee on Preparation for Ministry may bring time-sensitive issues to the Presbytery meeting that were not anticipated at the time of the mailing. Presbytery may choose to receive and act on items of business not included in the mailing by placing them as items of new business at the time the Meeting Agenda is accepted.

- A-5.10: ORDER: Meetings of Presbytery and the Coordinating Council will be conducted in accord with the most recent edition of *Robert's Rules of Order Newly Revised*, except where otherwise required by the Constitution of the Presbyterian Church (USA). (*Book of Order*, G-3.0105)
- A-5.11: FLOOR PRIVILEGE: Non-members in attendance at a meeting of Presbytery may be granted privilege of the floor, without vote, by action of Presbytery.
- A-5.12: EXPENSES: Travel expenses (mileage and airfare) for Commissioners (Teaching and Ruling Elders) will be reimbursed by Presbytery upon submission of vouchers. Commissioned Lay Pastors will be granted reimbursement for travel to attend Presbytery meetings. Air travel must be approved in advance by the Presbytery Treasurer.
- A-5.13: MINUTES: Minutes in draft form shall be sent out as soon as possible, and no more than 10 days following the meeting, to be approved by Council. The thus-approved minutes are circulated to commissioners of Presbytery with the call to the following stated meeting of Presbytery.

A-6: ORGANIZATIONS OF PRESBYTERY

A-6.01: STRUCTURE: The Presbytery of Utah, with its Coordinating Council, will use Church Order Committees (See Section 6.04) to carry out its mission, plus such working groups as may be organized to serve specific areas of interest. (*Book of Order*, G-3.0109)

A-6.02: ELECTIONS

A-6.02.01: At each Fall meeting the Committee on Nominations and Representation will present candidates for moderators and membership of the Church Order Committees (except the Committee on Nominations and Representation). The Committee on Nominations and Representation will also present candidates for two of the six at-large positions of the Coordinating Council. At-large members will serve in sequential three-year classes. The six at-large Coordinating Council members will be chosen, two each, from the geographical areas of the Presbytery of Utah (See Section 3.02).

- Nominations from the floor shall always be permitted.
- Elected Moderators of the Church Order Committees will serve one-year terms.
- The Moderator of each Church Order Committee shall be elected by Presbytery.

A-6.02.02: A Church Order Committee may elect a Vice-Moderator.

A-6.03: COORDINATING COUNCIL. Presbytery shall have a Coordinating Council, which will work with staff, committees, and working groups to coordinate the mission and ecclesiastic directives of Presbytery. (See Chapter 7)

A-6.04: CHURCH ORDER. The Church Order Committees consist of standing committees and commissions. Structures comprising the Church Order group are:

- Committee on Ministry (See Section 9.02)
- Committee on Preparation for Ministry (See Section 9.03)
- Committee on Nominations and Representation (See Section 9.04)
- Permanent Judicial Commission (See Section 9.05)

A-6.05: WORKING GROUPS: The working groups operate for a period of time, as determined by the members of the working group and the Coordinating Council, to meet the needs of each defined working group. (See Section 10)

A-6.06: OTHER BODIES

- A-Other responsibility areas [administered by the Coordinating Council] include:
 - Budget and Finance Sub-Committee (See Section 8.01)
 - Personnel Sub-Committee (See Section 8.02)
 - Nominating Sub-Committee (See Section 8.03)
- The Polity Task Group is supervised by the Stated Clerk. (See Section 6.07)

A-6.07: POLITY TASK GROUP: As necessary, the Stated Clerk has authority to recommend to the Coordinating Council, Teaching and Ruling Elders to serve on a Polity Task Group. Once elected, this Task Group reports to the Stated Clerk and is responsible to assist the Stated Clerk in areas such as the following:

- Review and refer to appropriate Church Order Committees and appropriate working groups of Presbytery amendments from General Assembly and overtures from Presbytery Committees and working groups, for recommendations to Presbytery.
- Perform an annual review of the *Administrative and Policy Manual* of Presbytery, and recommend changes to Presbytery.
- Assure that other documents and manuals of the Presbytery are updated as required.

A-7: COORDINATING COUNCIL OF PRESBYTERY

A-7.01: MISSION GOALS: To coordinate and oversee the work of Presbytery between meetings, to act as Directors of the Presbytery Corporation, and to provide leadership training as appropriate.

A-7.02: AREAS OF RESPONSIBILITY

- The Coordinating Council is a body empowered by and responsible to the Presbytery. The Coordinating Council has the duties and responsibilities given to it by the Presbytery of Utah.
- The Coordinating Council will be responsible for the coordination of the Presbytery's mission and its program, and the regular review of the functional relationship between the Presbytery's structure and its mission purposes. This review will include an annual review of the work of each Church Order Committee and working group. (*Book of Order*, G-9.0407b).
- The Coordinating Council shall have as its overall goal the increase and implementation of mission within the Presbytery and the individual churches in the light of the Presbytery's and the next higher Council's statement of mission, goals, and priorities, and the church-wide concerns of programs endorsed by the General Assembly.
- The Coordinating Council shall be responsible for the long-term (three to five year) planning process, recommending goals and policies to the Presbytery on an annual basis. Council may also propose to the Presbytery an annual theme or major emphasis, consistent with the goals and policies of the Presbytery and the annual themes or major emphases of the higher Councils.
- The Presbytery delegates to the Coordinating Council the responsibility to act on its behalf in temporal matters between stated meetings of Presbytery with all such actions being reported to the next stated meeting of the Presbytery.

A-7.03: VOTING MEMBERSHIP: Twelve (12) persons (Ministers of Word and Sacrament and Ruling Elders), including Moderator of Presbytery, Vice-Moderator of Presbytery, immediate past Moderator of Presbytery (Moderator of the Coordinating Council), COM Moderator, COPM Moderator, Committee on Nominations and Representation, Moderator, and six (6) at-large members (geographically representative - See Section 3.02). A Committee Moderator may designate the permanent representative or a short-term alternate of the Committee as their representative on the Coordinating Council, with voice and vote.

A-7.04: EX-OFFICIO MEMBERS, without vote, shall be the Executive Presbyter and Stated Clerk/Treasurer.

A-7.05: MEETINGS of the Coordinating Council normally will be six to eight weeks prior to each stated Presbytery meeting, plus any other meetings the Moderator of the Coordinating Council may choose to call.

A-7.06: SPECIFIC RESPONSIBILITIES include:

- Planning, evaluating, and visioning. This includes shaping the mission work and common life of the Presbytery according to Presbytery's Mission Statement and directives.

- Overseeing the employed staff on behalf of Presbytery through a Personnel Sub-Committee. This includes arranging for an annual evaluation, a [5] five-year review for the Executive Presbyter and a (3) three-year review for the Stated Clerk and Treasurer, in consultation with the next higher Council.
- Developing a budget through its Budget and Finance Sub-Committee and arranging for the administration of the financial resources of Presbytery.
- Coordinating the agenda items of Presbytery, including provision for appropriate services of worship.
- Approving charters and providing necessary oversight and resources to working groups.
- Arranging for validating, reporting, reviewing, and evaluating recommendations of working groups, as part of their decision process.
- Monitoring the relationship between Presbytery and any institutions having covenant relationships with Presbytery.
- Reviewing all proceedings and actions of all Presbytery organizations through an annual report.
- Providing nominations to the Presbytery for members of the Committee on Nominations and Representation, including the Moderator of that Committee, at the Fall meeting.
- Providing training for all aspects of ministry.
- Setting mileage reimbursement for Presbytery volunteer work, up to the current IRS rate for staff travel.

A-7.07: RESPONSIBILITIES AS DIRECTORS OF PRESBYTERY include:

- Receiving, holding, encumbering, managing and transferring property and managing the civil affairs of Presbytery in such a manner as may be directed by Presbytery.
- Reporting annually, at the Spring stated meeting, to Presbytery on matters of its financial and incorporated life.
- Making periodic surveys of local church properties as to condition, encumbrances, insurance coverage, and matters of a similar nature.
- Making all reports, taking all actions, and exercising all power granted by the Utah Revised Nonprofit Corporation Act, the Articles of Incorporation, and the Bylaws, providing the exercise of such authority does not contravene any provision of the Constitution of the Presbyterian Church (USA), or the Articles of Incorporation, the Bylaws, or the *Administrative and Policy Manual* of Presbytery.
- Providing appropriate insurance coverage for Presbytery and its properties, including directors, officers, and liability coverage.

A-7.08: LEADERSHIP TRAINING. Presbytery, through its Council will provide for leadership training, toward fulfilling its mission of developing and supporting faithful congregations.

A-8: COORDINATING COUNCIL SUB-COMMITTEES

A-8.01: BUDGET AND FINANCE SUB-COMMITTEE

A-8.01.01: **MEMBERSHIP:** There shall be at least three (3) members of the Finance Sub Committee. At least one (1) member of the Council will be a member of the Finance Sub Committee. Each member of the Sub Committee will serve a three (3) year term. Each member of the Sub Committee will be approved at the start of their three (3) year term. Members shall be ineligible to serve more than two three-year terms or portions thereof. Council will name the Moderator. An elected Commissioner to the next higher Council will normally represent the Budget and Finance Sub-Committee to the higher Council's Budget Committee. The Presbytery Treasurer shall serve ex-officio, without vote, on the Sub-Committee.

A-8.01.02: **CO-OPTED PERSONNEL:** Where particular expertise in financial management is needed, the Budget and Finance Sub-Committee may co-opt persons with skills for particular meetings, or for longer periods of time with the Coordinating Council's approval. These co-opted personnel will serve in an advisory capacity, with voice, but without vote.

A-8.01.03: RESPONSIBILITIES

- To prepare an annual budget, and to submit that budget to the Coordinating Council for its approval and transmittal to Presbytery for final approval,
- To represent Presbytery in all budget preparations and negotiations,
- To recommend to Presbytery the per capita apportionment required to support the administrative expense portion of the Presbytery budget,
- To recommend to Presbytery the mileage allowance to be paid by Presbytery for those traveling on Presbytery business.,
- To supervise the administration of the financial resources of Presbytery,
- To provide for and review the annual external audits,
- To oversee the financial operation of the Presbytery,
- To establish and review the financial controls systems for effectiveness and compliance,
- To review the financial policies and procedures for compliance with the Bylaws, and
- To meet on a quarterly basis to review the finances of Presbytery. The meeting would be approximately one month after the quarter end, adequate timing for all quarterly accounting to be completed.

A-8.02: PERSONNEL SUB-COMMITTEE

A-8.02.01: MEMBERSHIP: Three members of the Coordinating Council to serve in three-year classes. Members shall be ineligible to serve more than two three-year terms or portions thereof. An elected Commissioner to the next higher Council will normally represent the Personnel Sub-Committee to that Council.

A-8.02.02: RESPONSIBILITIES

- To have oversight of the staff and officers of Presbytery
- To conduct annual reviews of Presbytery staff and the Stated Clerk and Treasurer and report said reviews to Presbytery
- To make recommendations regarding salaries and benefits
- To implement, on behalf of Presbytery, any personnel policies which Presbytery may have (See Presbytery Personnel Manual), and
- To maintain Position Descriptions of the Stated Clerk and the administrative staff.

A-8.03: NOMINATING SUB-COMMITTEE

A-8.03.01: MEMBERSHIP: The membership of the Nominating Sub-Committee shall normally consist of three persons who are appointed by the Moderator of the Coordinating Council at the beginning of the Moderator's term of office. The members shall normally serve one year in office, and shall conclude their term in office when the Moderator of the Coordinating Council is replaced, normally at the end of the year.

A-8.03.02: RESPONSIBILITIES

- To identify persons to fill vacancies on the Presbytery's Committee on Nominations and Representation
- To identify a person to fill the position of Moderator of the Presbytery's Committee on Nominations and Representation
- To bring these persons' names to the Moderator of the Coordinating Council prior to the Fall meeting of the Coordinating Council,
- To carry out such related duties as the Moderator of the Coordinating Council shall call upon them to do.

A-8.04: PRESBYTERY HISTORIAN:

A-8.04.01: POSITION: A person, appointed by and responsible to the Coordinating Council, who shall organize and maintain Presbytery's historical processes and materials.

A-8.04.02: RESPONSIBILITIES

- To be familiar with the Presbyterian Historical Society and its services.
- To encourage the collection of historical information and the writing of Presbyterian history, especially the history of this Presbytery and its particular churches.
- To encourage celebrations of anniversaries and special historic occasions.
- To recommend to the Stated Clerk suggestions for the preservation of presbytery records.

A-9: CHURCH ORDER COMMITTEES AND COMMISSIONS

A-9.01: GENERAL COMMITTEE INFORMATION: The Church Order Committees are those committees mandated explicitly by the Administrative and Policy Manual, Section 6.04. Nominees for these committees will be identified by the Committee on Nominations and Representation. Candidate names will be brought to the presbytery meeting, nominations will be allowed from the floor, and the person receiving the largest number of votes will be elected to each position. (*Book of Order*, G-3.0111)

They shall determine their own meeting schedule and will meet at the call of their Moderator. The Moderator shall be responsible for the date, place and agenda for each meeting including the one at which a successor is to be installed. The Moderator shall also be responsible for organizing the committee, electing additional committee officers, orienting new members, and overseeing committee expenditures.

A-9.02: THE COMMITTEE ON MINISTRY (COM)

A-9.02.01: MISSION GOALS: To oversee and support relationships between pastors and congregations.

A-9.02.02: PURPOSE: To exercise compassionate ordering of Ministers of Word and Sacrament Elders, Commissioned Ruling Elders, and churches in ways that support the Presbytery's mission statement and its common life. (*Book of Order*, G-3.0301a,c)

A-9.02.03: AREAS OF RESPONSIBILITY

- To discharge the ecclesiastical duties dealing with life and health of the congregations, as authorized by Presbytery when Presbytery is not in session. (Policy Manual, Chapter 8)

- To act as the intermediary in all actions relating to ministers with the presbytery, including calls for their service to a congregation. They will work with Teaching Elder nominating committees through the entire process from identifying candidates to approving the call to a church
- To visit regularly with each Teaching Elder of the presbytery and to understand the type of work in which each Teaching Elder is engaged.
- To visit each session of the presbytery at least once every three years, discussing with them the mission and ministry of that particular church and encouraging their participation in the life of the presbytery and of the larger church. (*Book of Order*, W-1.4002)
- To maintain policy with regards to Interim and Stated Supply Teaching Elders (*Book of Order*, G-2.0504b)
- To submit a report of its actions and its current recommendations at each stated meeting of Presbytery
- To respond appropriately to the needs among church professionals for continuing education, including helping Presbytery establish minimums for continuing education in all calls and sponsoring conferences, workshops, etc., to facilitate continuing education
- To respond to special requests to grant permission to serve communion
- To provide new clergy orientation
- To appoint Moderators for vacant churches, to provide a moderator for sessions when the installed pastor is unable to preside, and to assist in supplying leadership (*Book of Order*, G-3.0201)
- To maintain the Committee on Ministry Manual
- To provide for continuing education, certification, oversight, mentoring, and assignment of Commissioned Ruling Elders (CREs/CLPs).
- To define and develop written criteria for validated ministry (*Book of Order*, G-2.0305a and G-3.0306), and
- To evaluate and support aid-receiving congregations.

A-9.02.04: MEMBERSHIP: Twelve members, equal numbers of Teaching and Ruling Elders to serve three-year terms in rotating classes. Members shall be ineligible to serve more than two consecutive three-year terms or portions thereof. One of the members will be nominated and elected by the Presbytery as Moderator for a one-year term.

A-9.03: THE COMMITTEE ON PREPARATION FOR MINISTRY (COPM)

A-9.03.01: MISSION GOALS: To oversee and support inquirers and candidates as teaching elders.

A-9.03.02: PURPOSE: To challenge people to consider church vocations, and to supervise and support the needs and requirements of inquirers, candidates, and Commissioned Ruling Elders.

A-9.03.03: AREAS OF RESPONSIBILITIES

- To act as liaison with sessions of local churches to challenge youth and adults to consider church vocations,
- To enter into covenant relationship with those preparing to become Teaching Elders, dividing the relationship into the two phases of inquiry and candidacy. A General Assembly advisory handbook covering the process and requirements for these phases will be used to establish presbytery procedures. The Committee shall maintain a manual of policy and procedures for the Committee,
- To ensure that liaisons chosen by sessions to relate to inquirers and candidates are functioning well and communicating with the persons under care regularly, and to do the same with the liaisons chosen from the Committee itself to relate to inquirers and candidates,
- To ensure that an inquirer shall have been a member of the sponsoring congregation for at least six months prior to the inquirer phase; the two phases shall continue for a period of not less than two years, including at least one year as a candidate,
- To ensure that the inquiry phase provides adequate opportunity for the church and those who believe themselves called as Teaching Elders to explore that call together in such a way that the decision regarding the inquirer's suitability to teaching elder will be based on knowledge and experience of one another,
- To ensure that the candidacy phase provides full preparation of persons to serve the church as Teaching Elders, accomplished through the guidance and evaluation of candidates,
- To ensure that all those coming under care of the Presbytery of Utah for preparation as Teaching Elders participate in a career counseling center program, approved by the Committee on Preparation for Ministry, as early as practical and prior to advancement to the candidacy phase. The cost of this evaluation will be born equally between the Presbytery, the Session of care and the person under care,
- To examine all inquirers/candidates and recommend to Presbytery for reception those approved by the Committee, and to conduct before Presbytery the proper examination for reception, and
- To counsel with and supervise those inquirers/candidates received by the Presbytery as well as those who are called to the ministry of Certified Christian Educator.

A-9.03.04: MEMBERSHIP: The Committee on Preparation for Ministry consists of three to five elected members to serve three-year terms in rotating classes. One of the members will be nominated and elected by the Presbytery as Moderator for a one-year term. Members shall be ineligible to serve more than two consecutive three-year terms or portions thereof. The Committee will have the option to co-opt members from within Presbytery. Persons co-opted will have voice but not vote on the COPM. COPM will notify the Committee on Nominations and Representation when the COPM desires to change its size based on the number of Inquirers and Candidates or other relevant factors.

A-9.04: THE COMMITTEE ON NOMINATIONS AND REPRESENTATION

A-9.04.01: MISSION GOALS: To assure continuing Committees (except the Committee on Nominations and Representation), Coordinating Council, and other bodies are filled with people who represent the distribution within the Presbytery of racial ethnic members, men and women, different age groups, and persons with disabilities.

A-9.04.02: PURPOSE: (*Book of Order, G-3.0111*) To seek fair and effective persons for leadership who are committed to Christ as well as to the Presbyterian Church and whose gifts meet the requirements of the particular ministry that is needed in the position to which they are to be nominated.

A-9.04.03: AREAS OF RESPONSIBILITIES

- To nominate persons to fill all vacancies and positions of the Presbytery except for the Committee on Nominations and Representation and to nominate Church Order Committee moderators and Coordinating Council at-large members annually. Nominations shall, as much as possible, conform to denominational guidelines concerning diversity, inclusiveness, and racial/ethnic representation. One-half of the members of each Committee of Presbytery, except the Committee on Nominations and Representation, will be Ruling Elders.
- To prepare nominations to higher Councils and for Young Adult Advisory Delegates. Nominations shall, as much as possible, conform to denominational guidelines and those established by the Presbytery, and
- To advise and report to the presbytery annually on the status of the fair and effective representation of the presbytery, as defined in the *Book of Order* (G-3.0103)

A-9.04.04: MEMBERSHIP: Minimum membership of six persons, and a maximum membership of 12 persons, to serve three-year terms in rotating classes. Members shall be ineligible to serve more than two consecutive three-year terms or portions thereof. One of the members will be nominated and elected by the Presbytery as Moderator for a one-year term.

The makeup of the Committee on Nominations and Representation shall consist of no more than one-third teaching elders, the remainder being members of congregations, with diversity reflecting the demographics of the presbytery, as much as possible conforming to the denominational guidelines concerning diversity, inclusiveness and racial ethnic representation. (*Book of Order*, G-3.0103)

A-9.05: The Permanent Judicial Commission

A-9.05.01: MEMBERSHIP: The Permanent Judicial Commission will have membership composed, and fulfill the duties and responsibilities, as outlined in Section D of the *Book of Order*, Rules of Discipline.

A-10: WORKING GROUPS

A-10.01: PURPOSE: Working groups are formed to address specific areas of interest to the churches and the Presbytery of Utah.

A-10.02: GOALS: A working group is a group of people banded together under the authority of the Presbytery of Utah, with a common goal, such as missions, new church development, stewardship, etc. The working group members will develop goals and objectives in their area of interest to support the Mission Statement, and objectives will directly support goals established by the working group.

A-10.03: ORGANIZATION: The working group shall be made up of at least three Teaching or Ruling elders from three different Presbytery churches. A working group Moderator will be elected by the working group members, with approval by the Coordinating Council. They will prepare a charter for the working group, defining the purpose of the working group, as well as goals and objectives and initial membership.

A-10.04: MEMBERSHIP: Membership in working groups is open to all members of the Presbytery of Utah and active members of congregations within the Presbytery of Utah. Membership is self-selecting, without specific terms of service, and without term limits. There is no maximum membership number. Persons with a wide variety of viewpoints are welcome. When working groups are formed around sensitive issues, they are to be a venue for open, faithful, and respectful discussion.

A-10.05: APPROVAL: The charter of the working group will be presented to the Coordinating Council at one of their stated meetings by one of the members of the working group. The Council will consider the working groups' charter in light of the Mission Statement of the Presbytery, will request revision of the charter as necessary, and will present the charter to the members of Presbytery at a regular meeting for consideration for Presbytery sponsorship.

A-10.06: WORKING GROUP OPERATION AND REPORTING: The working group will operate as a standing unit, with a report of their operations sent to the Coordinating Council at least two weeks prior to the Council meeting preceding each of the stated meetings of Presbytery. If required, a representative of the working group may request voice, but not vote, to speak at a Presbytery meeting.

A-10.07: EXAMPLE OF A WORKING GROUP: A group of people interested in missions might band together to assist the Presbytery to promote, support and interpret Presbytery mission and programs, including advising the Presbytery on the allotment of Presbytery funds to various mission projects.

A-11: ECUMENICAL PARTNERSHIPS AND OTHER RELATIONSHIPS

A-11.01: ECUMENICAL PARTNERSHIPS: The Presbyterian Church (USA), seeks to initiate, maintain and strengthen relationships with other Presbyterian and Reformed bodies and with other Christian churches, alliances, councils and consortia. The Presbytery of Utah, in consultation with higher Councils, is authorized to work with other Christian denominations. The Coordinating Council will support these activities. (*Book of Order*, G-5.0203)

A-11.02: COVENANT RELATIONSHIPS: Presbytery may from time to time establish covenant relationships with institutions within its bounds which are related to the Presbytery or the Presbyterian Church (USA), and/or which conduct work consistent with the mission goals of the Presbytery. Council shall arrange for periodic review and renewal of such covenants.

A-11.03: INTERFAITH RELATIONSHIPS: The church of Jesus Christ today is called to witness in an increasingly multi-cultural community. Like the world into which Jesus came, and to which the New Testament spoke, ours is a plural society in the sense that people of different cultural backgrounds and of different religious streams, as well as people of no professed religion at all, live as neighbors and interact as fellow citizens. We acknowledge that all are created in God's image, and that God loves and wills to save them in Jesus Christ. We honor the sincerity and integrity of the faith of others, affirm their right to their faith, and guard and support their freedom to practice it. As neighbors, we are bound to respect and be sensitive to their religious practices and to seek to understand their faith and religious commitment in order to engage in meaningful relations and to cooperate in the public good. As faithful Christian disciples, we are also impelled to share good news of what God has done uniquely in Christ, doing so with an attitude of respect and humility, not arrogance. (*Book of Order*, G-5.0102)

A-12: COMMUNICATIONS

Presbytery will maintain regular communication with Presbytery congregations through various means, including website and electronic communication. Congregations are encouraged to make good use of modern communication methods. The Presbytery of Utah web site is www.pbyutah.org.

POLICIES

P-1: PRESBYTERY COMMUNICATIONS

Full communications are a lifeblood of the Presbytery. This chapter outlines the policy of the Presbytery regarding communications within the Presbytery and to outside organizations.

P-1.01: COMMUNICATIONS OUTSIDE THE PRESBYTERY: Communications generated from within the Presbytery (e.g., Presbytery Committees or Mission/Program Units) that are addressed to outside organizations and that establish the position of the Presbytery or state the policy of the Presbytery must be approved at the Presbytery level or by the Coordinating Council.

P-2.01: COMMUNICATIONS WITHIN THE PRESBYTERY: The generators of all internal Presbytery communications are expected to reasonably consider the content of material to be sent from their Committee or Unit.

- Communications generated from within the Presbytery (e.g., Presbytery Committees or Units) that are addressed to other Committees or Units and to churches of the Presbytery may be sent once approved by the Committee or Unit generating the mailing, and without the approval of Presbytery. A copy, for information, will be sent to the Stated Clerk.
- Brochures, fliers, and handouts placed on the table for distribution at Presbytery meetings will have received approval by the Presbytery Committee or Unit involved, and by the Stated Clerk.

P-2: HANDLING OF GA OVERTURES BY THE PRESBYTERY

- P-2.01: **PURPOSE:** This section addresses (1) proposed amendments approved by the previous General Assembly and recommended to the Presbytery for their vote, and (2) overtures generated within the Utah Presbytery for submission to the upcoming General Assembly. Proposed amendments and overtures should be voted on by the Presbytery at the Winter Presbytery Meeting; Presbytery-generated overtures should be submitted to the General Assembly 120 days *Book of Order* G-6.04 prior to the start of General Assembly (and thus should also be voted on by the Presbytery at the Winter Presbytery Meeting). As a result, both proposed amendments and overtures should follow the same review/approval pathway.
- P-2.02: **SUBMISSION DATES:** Presbytery-generated overtures proposed for submission to General Assembly must be submitted to the Presbytery Office at least seven weeks in advance of the Winter Coordinating Council Meeting. Proposed GA amendments are also normally received at Presbytery by this date. Both proposed amendments and overtures should be mailed to the Polity Task Group as soon as received by the Presbytery Office.
- P-2.03: **FIRST POLITY TASK GROUP MEETING:** The Polity Task Group will meet at least five weeks in advance of the Winter Coordinating Council Meeting to review proposed amendments approved by the previous General Assembly and overtures generated within the Utah Presbytery. That Task Group will determine which other Committees and Units of Presbytery should also review any of the amendments and overtures. The Moderator of the Polity Task Group, in consultation with the Stated Clerk and the Executive Presbyter, may also determine that a proposed amendment or overture is to be reviewed by other Committees and Units of Presbytery, in which case members of those Committees and Units will also be sent a copy of any additional proposed amendments or overtures for review in advance of the time of the Winter Coordinating Council Meeting.
- P-2.04: **SPECIFIC COMMITTEE REVIEW:** Specific proposed amendments or overtures recommended for review by a specific Presbytery Committee or Unit will be submitted to members of that Committee or Unit as part of the packet sent announcing the Winter Coordinating Council Meeting. A memo will be included identifying the proposed amendments or overtures needing review by the Committee or Unit and the need to review and make conclusions regarding each proposed amendment or overture before the Winter Coordinating Council Meeting. Members of the Polity Task Group will receive a copy of every proposed amendment and overture being considered.

The Presbytery Committees and Units will review each assigned proposed amendment or overture prior to the Winter Coordinating Council Meeting. Involved Committee and Unit moderators will prepare a recommendation to the Polity Task Group on each assigned proposed amendment or overture, as well as other proposed amendments and overtures that they may wish to address. Comments regarding their reasoning would be useful for Polity Task Group review. For Presbytery-generated overtures, the Committee or Unit moderator will also prepare any recommended revised text to the overture. These recommendations, comments, and revised text will be submitted to the Moderator of the Polity Task Group or the Stated Clerk at the time of the Winter Coordinating Council Meeting.

P-2.05: **SECOND POLITY TASK GROUP MEETING:** The Polity Task Group will normally meet in the week following the Winter Coordinating Council Meeting. They will summarize the comments and reasoning of each Committee and Unit reviewing each proposed amendment and overture and prepare a written recommendation to Presbytery on each proposed amendment and overture. If possible, the Stated Clerk and/or the Executive Presbyter will attend this meeting to provide any needed input.

P-2.06: **PRESBYTERY ACTIONS:** A copy of the Polity Task Group's recommendations will be sent with the Presbytery packet to each voting member of the Presbytery prior to the Winter Presbytery Meeting. To assure that members of Presbytery have time to review proposed Presbytery-generated overtures upon which they will be voting, the final revision of the overture, which Presbytery will vote on, will be sent out with the packet for the Winter Presbytery Meeting.

The Presbytery will vote on each proposed amendment and overture at the Winter Presbytery Meeting. The Stated Clerk will report the results of the voting to the General Assembly. Approved Presbytery-generated overtures will be submitted for General Assembly consideration.

P-3: PER CAPITA APPORTIONMENT

P-3.01: **COORDINATING COUNCIL:** The Coordinating Council's Budget and Finance Subcommittee will present the preliminary proposed Per Capita budget for the following year to the Presbytery at the Spring Stated Meeting and will present the final Per Capita budget at the Fall Stated Meeting of Presbytery each year.

P-3.02: **STATED CLERK:** The Stated Clerk is responsible to report to the General Assembly the Per Capita based on the previous year's membership.

P-3.03: CONGREGATIONS: All congregations are responsible for paying their Per Capita apportionment in full to the Presbytery Treasurer on or before the last day of February of the year in which they are due. Should a congregation experience financial hardship due to the date of this payment, the session may submit a request to the Coordinating Council of the Presbytery with a proposed payment schedule. This request shall be in to the Presbytery office no later than the last day of January of the given year.

P-4: FINANCIAL POLICIES

P-4.01: PREPARING THE PRESBYTERY BUDGET:

- The Coordinating Council, through its Budget and Finance Sub-Committee, shall be responsible for the preparation of a comprehensive and balanced budget, including a Per Capita budget and a Presbytery Mission/Program Budget. The Per Capita apportionment for the Per Capita budget shall be set annually by the Presbytery (preliminary at the Spring Presbytery Meeting and final at the Fall Presbytery Meeting) and shall be allocated for conducting and administering of the ecclesiastical, judicial, and legislative functions of the Presbytery. The mission budget shall be based on the mission priorities of the Presbytery and shall include a line item to fund new opportunities to be determined by the Coordinating Council. Both parts of the budget shall be developed through a coordinated process of consultations with the General Assembly, Coordinating Council and/or appropriate committees of the Synod of the Rocky Mountains and Committees and Units of the Presbytery. The Budget and Finance Sub-Committee, through the Coordinating Council, shall recommend the preliminary budget to the Presbytery at its Spring Stated Meeting and the final budget to Presbytery at its Fall Stated Meeting.

P-4.02: HANDLING PRESBYTERY FUNDS:

- The Coordinating Council's Budget and Finance Sub-Committee shall administer and monitor the adopted budget of the Presbytery, provide for and review the annual external audits, oversee the financial operation of the Presbytery, establish and review the financial controls systems for effectiveness and compliance, and review the financial policies and procedures for compliance with the Bylaws.
- The Administrative Assistant/Bookkeeper shall receive all funds contributed to the mission budget and per capita budget of the Presbytery. The Treasurer shall disburse these funds under the supervision of the Budget and Finance Sub-Committee in accordance with the budget adopted by the Presbytery.
- Funds received, both restricted and unrestricted, which support the programs or mission of the Presbytery shall be distributed in accordance with the procedures approved by the Budget and Finance Sub-Committee and included in this *Policy Manual*. Restricted funds received shall be transmitted to the causes for which they are intended. The instructions of the donors shall be carefully followed.

- All requests for capital fund campaigns by institutions and agencies officially related to the Presbytery shall be coordinated by the Coordinating Council and be approved by the Presbytery at least one year prior to the beginning of the campaign.

P-4:03: FINANCIAL RESPONSIBILITIES OF PRESBYTERY CHURCHES:

- Each church and mission agency is required to participate in the liability portion (without exception), on a per capita basis, in the Blanket Presbytery Policy.
- Each church is urged to keep on file, at the office of the Stated Clerk of Presbytery, a complete inventory and valuation of its property for insurance purposes.
- Churches should use the insurance check list available through the Directors for the purpose of reviewing all applicable items or needs to establish proper and complete property insurance coverage.
- Where congregations or organizations require funding permission/approval from Presbytery committees and/or the Presbytery, the completed documents must be submitted to the Presbytery Office ordinarily with ten weeks lead time (prior to the Presbytery meeting).

P-4.04: FINANCIAL RESPONSIBILITIES OF PRESBYTERY STAFF

- The Executive Presbyter of Presbytery is responsible for administration of the budget.
- The Treasurer of Presbytery is charged with ensuring that Presbytery finances are under responsible management.
- Both the Executive Presbyter and the Treasurer are accountable to Presbytery through the Coordinating Council's Budget and Finance Sub-Committee for their financial administration.
- The Treasurer, in accordance with the adopted budget of the Presbytery of Utah, shall remit funds to those budgeted Mission Units at such intervals as prescribed by the budget or governing body authority.
- Those mission funds of selected mission units - special projects, committees, activities - shall be remitted on demand, within budget limitations, on receipt of a voucher request signed by the Moderator of that mission unit.
- To promote an uninterrupted cash flow, providing for the mission and programs of the Presbytery, the Treasurer may, when circumstances dictate and in consultation with the Moderator of the Coordinating Council's Budget and Finance Sub-Committee, use any available funds to pay obligations as they come due. The quarterly and annual reports should specifically mention those items that are in a debit condition and those that have been depleted as a result of such emergency action.
- The Treasurer shall not make payments which exceed the amount budgeted for a specific project or account, unless approved by the Coordinating Council or the Moderator of the Coordinating Council's Budget and Finance Sub-Committee.

- Unexpended monies received by Presbytery for approved mission units shall be retained by Presbytery as the Mission Reserve Fund, and distributed only upon approval of Presbytery.
- The Executive Presbyter, the Treasurer, or the President of the Board of Directors may sign checks. Checks over \$2500 shall be signed by two of the foregoing.
- All vouchers shall have the signature of the Moderator of, or staff to, the work Unit to be charged for the expense, authorizing payment and assigning the account to be charged. A monthly voucher system may be submitted to the bookkeeper at the first of the year, automating remittances to programs that have recurring monthly allotments.
- In the absence or disability of the Moderator of a Mission/Program Unit, the Executive Presbyter or the Moderator of the Coordinating Council shall have the authority to sign a voucher request for the funds of that Mission/Program Unit.
- Vouchers authorizing expenditures of the Administrative Funds shall be signed by the respective Committee or Mission/Program Unit Moderators, the Moderator or Vice Moderator of Presbytery, and the Treasurer, Stated Clerk, or the Executive Presbyter.
- The Synod is the Mission Receiving Site for the Presbytery, and receipts from congregations are remitted through that office. Such receipts include general mission giving, some special offerings, some special gifts, and some designated contributions. Per capita apportionment shall be sent directly to the Presbytery Treasurer.
- Other receipts may be managed by Presbytery from time to time, including fees related to Presbytery-sponsored events, fees for camps or conferences, deposits and accounts for designated contributions from individuals or agencies, special gifts or reimbursements for expenses.
- The Coordinating Council's Budget and Finance Sub-Committee shall arrange for an annual full financial review, *Book of Order* G-3.0113 and report the result to the Executive Presbyter and the Coordinating Council, and the Coordinating Council will report to Presbytery.
- An annual financial report will ordinarily be made to Presbytery at its Spring Stated Meeting, including current operating budget variance, assets, restricted accounts, and status of investments.

P-4.05: PRESBYTERY INVESTMENT POLICY

P-4.05.01: PHILOSOPHY: All resources shall be handled with gratitude to God in the spirit of Christian Stewardship; with appreciation to those who made the funds available and in accordance with their wishes to the extent specified to them; with concern for those for whose good the money is to be used; and with commitment to employ the money in such a way that its use will improve the quality of life.

P-4.05.02: POLICY: Unless otherwise specifically directed in the instrument by which property, real or personal is received, the Council is authorized to invest and reinvest the property, if done in the exercise of that degree of judgment and care, under the circumstances prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. Decisions are not made for speculation, but for permanence of the funds, considering maximum income to be derived therefrom consistent with the probable safety of the capital involved and protection of purchasing power which may be threatened by current inflation rates.

P-4.05.03: GUIDELINES:

- Objective: To provide support for local member churches and Local Shared Mission Projects while providing investment vehicles for current designated funds to be used as specified.
Goal: To produce an income of .3% - 5% and an average total ratio of 4% annually over time. Equity/Fixed ratio median of 60/40.
- Funds shall be invested as promptly as possible.
- Funds shall be invested in issues generally offered by PILP and Presbyterian Foundation, highest rated quality commercial paper, corporate bonds and government obligations and good quality common and preferred stock of larger corporations.
- Ratio of equities to fixed income securities shall be maintained consistent with the purpose and goals of various funds.
- Funds shall not be invested in corporations inconsistent with the stand of the Presbytery on products harmful to persons or the social environment.
- No less than 180 days of operating cash will be kept in the Presbytery's operating checking account.
- Statements of investment Philosophy, Policy and Guidelines shall be reviewed annually.

P-5: CORPORATE PROPERTY PROCEDURES

P-5.01: PREAMBLE – PROPERTY OWNERSHIP:

- It is a fundamental principle of Presbyterian Church polity that the property of an individual congregation is not owned by that congregation but is held in trust for the denomination as a whole. This principle is clearly spelled out in the *Book of Order*, as follows:
 - *"All property held by or for a particular church, a presbytery, a synod, the General Assembly, or the Presbyterian Church (U.S.A.), whether legal title is lodged in a corporation, a trustee or trustees, or an unincorporated association, and whether the property is used in programs of a congregation or of a higher body or retained for the production of income, is held in trust nevertheless for the use and benefit of the Presbyterian Church (U.S.A.)"* *Book of Order* G-4.0203
 - *"Whenever property of, or held for, a congregation of the Presbyterian Church (U.S.A.) ceases to be used by that congregation as a congregation of the Presbyterian Church (U.S.A.) in accordance with this Constitution, such property shall be held, used, applied, transferred, or sold as provided by the presbytery."* *Book of Order* G-4.0204
 - *"Whenever a congregation is formally dissolved by the presbytery, or has become extinct by reason of the dispersal of its members, the abandonment of its work, or other cause, such property as it may have shall be held, used, and applied for such uses, purposes, and trusts as the presbytery may direct, limit, and appoint, or such property may be sold or disposed of as the presbytery may direct, in conformity with the Constitution of the Presbyterian Church (U.S.A.)."* *Book of Order* G-4.0205

P-5.02: LOANS FOR CHURCHES

P-5.02.01: POLICY: The Presbytery holds title to the property of each member church which is not a federated congregation. Any action which would in any way encumber a church's real property (land, buildings, etc.) also encumbers the Presbytery. According to the *Book of Order* G-4.0206, *"A congregation shall not sell, mortgage or otherwise encumber any of its real property, and it shall not acquire real property subject to an encumbrance or condition without the written permission of the presbytery transmitted through the session of the congregation."*

P-5.02.02: PROCEDURES:

- Whenever a church is considering taking out a loan or mortgage which would encumber church property, the Presbytery (and specifically, the Board of Directors) must be informed and involved in the process from the beginning. Likewise, a Committee of Presbytery which may wish to request loans for New Church Development, etc., must notify the Presbytery (through the Board of Directors) early in the process.

- The Church or Committee contacts the appropriate governing body and/or agency for necessary application forms.
- The Coordinating Council's Budget and Finance Sub-Committee will identify support persons, who are familiar with the application process, to offer assistance.
- After the necessary application forms and paperwork have been completed, they are to be forwarded to the Coordinating Council's Budget and Finance Sub-Committee for review, clarification, and recommendation to the Board of Directors.
- If approved by the Coordinating Council's Budget and Finance Sub-Committee, the loan request(s) will be presented by the Sub-Committee to the Board of Directors for approval and co-signing. The Board of Directors shall authorize the President of the Board of Directors and either the Stated Clerk or the Executive Presbyter to sign any necessary documents. All actions by the Board of Directors resulting in loans to churches will be reported at the next meeting of Presbytery.

P-5.02.03: RESPONSIBILITIES OF LOAN RECIPIENTS:

- Churches and committees receiving loans from church agencies shall honor the terms specified by the governing body or agency granting the loan.
- At the time of application, the Session of the church must include in its operating budget a minimum of 10% approved Presbytery General Mission Giving (for Presbytery, Synod and General Assembly). If the 10% General Mission Giving has not been reached, prior to loan approval, the Presbytery must request in writing a temporary waiver of this requirement and submit a plan to help the Session attain the minimum goal of 10% General Mission Giving.

General Mission Giving may include Basic Mission Support for Presbytery, Synod and General Assembly, Special Offerings (e.g., the Christmas Joy Offering, Peacemaking Offering, etc.) of the General Assembly, Synod or Presbytery, gifts to the Presbyterian Church (U.S.A.) seminaries, gifts to the Theological Education Fund, and per capita giving.

- The church or committee shall make loan payments on schedule. If payments cannot be made on schedule, or if the amount due cannot be paid in full, the President of the Board of Directors (who shall notify the Presbytery at the next stated meeting) is to be notified immediately.
- The church or committee shall keep the Presbytery fully informed of any changes in the terms of loans (e.g., change in interest rate).
- The church or committee shall report to all lending bodies as required under the terms of the loan.
- If a church or committee wishes to refinance an existing loan, the complete process for application and approval will be followed.

- Loans to member churches which are not approved by the Presbytery are the sole responsibility of the parties involved.

P-5.03.03: RESPONSIBILITIES OF THE PRESBYTERY:

- Review, sign, and forward all necessary paperwork.
- Review all monthly and quarterly loan reports from other governing bodies; monitor the repayment of commercial loans on an annual basis.
- Report annually to the Synod and General Assembly concerning the percentage of denominational mission giving of churches with loans.

P-5.03: SELLING CHURCH PROPERTY

P-5.03.01: POLICY: The Presbytery holds title to the property of each member church which is not a federated congregation. Any action which would in any way encumber a church's real property (land, buildings, etc.) also encumbers the Presbytery. According to the *Book of Order* G-4.0206a *"A congregation shall not sell, mortgage or otherwise encumber any of its real property, and it shall not acquire real property subject to an encumbrance or condition without the written permission of the Presbytery transmitted through the session of the congregation."*

P-5.03.02: PROCEDURES:

- Whenever a particular church is considering selling any of its real property, it must take steps to inform and involve the Presbytery (and specifically, the Board of Directors) from the beginning of the process.
- The church shall make arrangements for a professional appraisal or a comparative market analysis of the property in question to determine its fair market value. The results of the appraisal or comparative market analysis shall be reported to the Coordinating Council's Budget and Finance Sub-Committee for consideration before a buyer may be sought. The Sub-Committee may require a professional appraisal before any action is taken.
- The congregation/corporation, at a duly called meeting, must approve plans to sell the property, including the selling price.
- The proposed terms of sale are to be forwarded to the Board of Directors through the Coordinating Council's Budget and Finance Sub-Committee. The Sub-Committee will review the proposed terms of sale and make a recommendation to the Board of Directors.
- If the proposed terms of sale are approved by the Board of Directors, the Board of Directors shall authorize the President of the Board of Directors and either the Stated Clerk or the Executive Presbyter to sign all necessary papers on behalf of the Presbytery.

- The terms of the sale, including the selling price, the name of the buyer, a legal description of the property, and the method of payment (mortgage, cash payment, etc.) shall be reported to and recorded in the Minutes of the Presbytery.
- When time is of the essence, and when a considerable length of time exists before the next stated meeting of the Presbytery, the Coordinating Council's Budget and Finance Sub-Committee may be authorized to act on behalf of the Presbytery. The Coordinating Council's Budget and Finance Sub-Committee shall then report its actions at the next stated meeting of the Presbytery.

P-6: GA AND SYNOD NOMINATING GUIDELINES

P-6.02: PREAMBLE: The *Book of Order* of the Presbyterian Church (U.S.A.) guides the process of selecting commissioners from the presbytery to synod and the General Assembly as follows:

G-3.0103

The councils of the church shall give full expression to the rich diversity of the church's membership and shall provide for full participation and access to representation in decision-making and employment practices (F-1.0403). In fulfilling this commitment, councils shall give due consideration to both the gifts and requirements for ministry (G-2.0104) and the right of people in congregations and councils to elect their officers (F-3.0106).

Each council shall develop procedures and mechanisms for promoting and reviewing that body's implementation of the church's commitment to inclusiveness and representation. Councils above the session shall establish by their own rule committees on representation to fulfill the following functions: to advise the council regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the council on the employment of personnel, in accordance with the principles of unity and diversity in F-1.0403. A committee on representation should not be merged with another committee or made a subcommittee of another committee.

P-6.03: PHILOSOPHY:

Clergy and elder commissioners, and Youth Advisory Delegates, of the Presbytery of Utah to other governing bodies are called to a unique privilege of service to Christ and the Church. Under the guidance of the Holy Spirit, commissioners offer direction in the decision-making processes of the governing body to which they are sent. This responsibility shall be entrusted to those who have, by their participation, demonstrated leadership ability, effective service in the life of the presbytery and the particular congregations of the presbytery, and commitment to the on-going life and welfare of the Church at all levels.

Ministry in this capacity will require awareness of issues before the governing body, expertise suited or adaptable to those issues, and the ability to function actively with the committee process, operating guidelines, and policy structures. Upon returning to the presbytery, each commissioner will be expected to report on their participation and the actions of the governing body.

Commissioners will be selected through an open election process which ensures equal opportunity for all to be considered for this service. Such a process must be carried out with a view to reflecting the diversity of gifts within the body, and the inclusiveness to which the Presbyterian Church (U.S.A.) is committed.

P-6.03: G.A. COMMISSIONER ROLL: The Stated Clerk shall maintain a roll of all recent commissioners to General Assembly and will make the lists available to the Nominating Committee.

P-6.04: PROCESS FOR ELDER COMMISSIONERS TO G.A.

- Churches will be invited to submit the names of possible elder members to the Nominating Committee for consideration as General Assembly Commissioner.
- Presbytery's Coordinating Council, Units and Committees may submit names of elder members to the Nominating Committee for consideration as General Assembly Commissioner, with endorsement of the nominee's session.

P-6.05: PROCESS FOR CLERGY COMMISSIONERS TO G.A.: For each General Assembly, resident eligible clergy will be invited by the Nominating Committee to submit their names as nominees for General Assembly Commissioner. Clergy shall be eligible to be nominated by the Committee as commissioners to the General Assembly two years after joining the Presbytery. The Nominating Committee will also seek clergy nominations from the Presbytery of Utah community. When proposing nominees, the Committee shall consider the length of time the Pastor (including a Retired Pastor) has been a member of this Presbytery and whether he or she has previously been a Commissioner to General Assembly. The Committee shall nominate one nominee for principal Commissioner and one for alternate Commissioner.

P-6.06: PROCESS FOR YOUTH ADVISORY DELEGATES TO G.A: For General Assemblies, churches will be invited to nominate a Youth Advisory Delegate, age 18 to 23. (Age on opening day of General Assembly.)

P-6.07: PROCESS FOR SYNOD COMMISSIONERS:

- When Synod Commissioner terms expire, the Nominating Committee will nominate a person with appropriate qualifications to fill the position, and an alternate to that person.
- Clergy shall be eligible to be nominated by the Committee as Commissioner to Synod one year after joining the Presbytery.

P-6.07: APPLICATION PROCEDURE FOR ALL COMMISSIONERS:

Twenty weeks prior to the Fall Stated Meeting of the Presbytery

Written invitation sent to eligible clergy; written invitation to submit names of possible elder nominees and Youth Advisory Delegates sent to churches, and to the Coordinating Council, Mission/Program Units and Committees. This invitation includes a nomination form. Names of candidates for nomination will be submitted to the Nominating Committee on an official nomination form. This form will request particular data, including a brief biographical sketch which shall include the nominee's service and qualifications and, in the case of elder nominees and Youth Advisory Delegates suggested by a session or by Presbytery organizations, a statement of the session's endorsement signed by the Clerk of Session.

Sixteen weeks prior to the Fall Stated Meeting of Presbytery

Deadline for receipt of nomination forms.

Twelve weeks prior to the Fall Stated Meeting of the Presbytery

The Nominating Committee will review the written nominations and select from among them those persons to be interviewed. The Nominating Committee will not place in nomination the name of any person who has not been interviewed.

The Nominating Committee's evaluation of all nominees will be based on the above statement of philosophy and defined in the following criteria:

- Commitment to the larger church demonstrated by service and participation in various governing bodies, committees of Presbytery and/or Synod or General Assembly.
- Commitment to continued involvement in the life and work of the presbytery.
- Understanding of operational procedure, functions, and responsibilities of various governing bodies.
- Representative of the diversity of the Presbyterian Church (U.S.A.), i.e., persons of all racial ethnic groups, different ages, various gender identities, various abilities, diverse geographical areas, and different theological positions consistent with the Reformed tradition as well as different marital conditions (married, single, widowed, or divorced).

The Nominating Committee will present a slate of nominees with at least twice the number of nominees for the number of principal commissioners to be elected. The final list of nominees, along with some brief biographical information which shall include each nominee's service and qualifications, will be mailed to elder commissioners and minister members with the call to the meeting at which the election will take place.

Persons nominating from the floor shall provide some brief biographical information regarding the person being nominated and, in the case of elder nominees suggested by the session, a statement of the session's endorsement signed by the Clerk of Session.

The Nominating Committee shall be responsible for ensuring that the church's commitment to inclusive representation is honored. This may require the nomination of persons beyond those suggested by sessions, Presbytery's Coordinating Council, Units and Committees, and eligible clergy, so that they may present a slate that is inclusively representative of the presbytery and that offers particular skills or expertise helpful to Synod or the General Assembly.

Eight weeks prior to the Fall Stated Meeting of the Presbytery

The Nominating Committee completes interviews of General Assembly candidates (clergy and elders) and prepares slate.

Fall Stated Meeting

General Assembly and Synod Commissioner slates presented to Presbytery Meeting.

P-6.08: ELECTION BY BALLOT

For Elder Commissioners and YAADs, the person who receives the greater number of votes shall be the principal Commissioner and the one with the next fewer votes will be the alternate Commissioner. For Clergy Commissioners, the nominees from the Committee and the nominees from the floor, if any, shall be elected by separate votes for principal and for alternate.

P-7: AUTHORITY GRANTED TO THE COMMITTEE ON MINISTRY

P-7.01: UNILATERAL ACTION: When time is of the essence, and when a considerable length of time exists before the next stated meeting of the Presbytery, the Committee on Ministry may be authorized annually by Presbytery to act on behalf of the Presbytery according to the *Book of Order*, G-3.0307. The Committee on Ministry shall then report its actions at the next stated meeting of the Presbytery.

P-7.01: AUTHORITY: *Book of Order* G-3.0307

To facilitate the presbytery's oversight of inquirers and candidates, reception and oversight of Minister of the Word and Sacrament members, approval of calls for pastoral services and invitations for temporary pastoral services, oversight of congregations without pastors, dissolution of relationships, dismissal of members, and its close relationship with both member congregations and Ministers of the Word and Sacrament, it may delegate its authority to designated entities within the presbytery. Such entities shall be composed of ruling elders and Ministers of the Word and Sacrament in approximately equal numbers, bearing in mind the principles of unity in diversity in F-1.0403. All actions carried out as a result of delegated authority must be reported to the presbytery at its next regular meeting.

P-7.02: PRESBYTERY ACTION: This authority is granted for a year at a time, at the annual meeting, as stated in Section P-5.01.01.

P-8: ELECTRONIC MEETINGS AND VOTING POLICY

From time to time matters of routine business need to be acted on between meetings of presbytery or between meetings of committees. At such times teleconferencing and electronic mail votes may be deemed reasonable in the interests of time and efficiency. This should not be used casually or to circumvent healthy discussion. Roberts Rules of Order states: *"It is important to understand that, regardless of the technology used, the opportunity for simultaneous aural communication is essential to the deliberative character of the meeting."*

If an electronic vote is needed all members of the voting body will be notified electronically and will have at least forty-eight (48) hours in which to respond to the request. At a minimum, a quorum of the members of that body must participate and all votes must be in the affirmative in order for the vote to pass. A single negative vote will result in non-approval as will a request for discussion. The results of the vote will be ratified and recorded in the minutes of the subsequent meeting of the group and may be amended or rescinded in the same manner as the group could otherwise amend or rescind a prior approval.

P-9: SEXUAL MISCONDUCT POLICY PRESBYTERY OF UTAH

SEXUAL ABUSE PREVENTION AND RESPONSE

P-9.01: POLICY

We believe that Scripture and our faith in Jesus Christ call us to standards of responsible conduct in all of life, including sexual behavior.

It is the policy of the Presbytery of Utah that all members of Presbytery (ordained ministers), all persons on other rolls of Presbytery (commissioned ruling elders, commissioned church workers, inquirers, candidates), all employees of Presbytery (whether ordained to church office or not), and all who serve in the work or function on behalf of the Presbytery as volunteers or as specific agents of the Presbytery are to maintain integrity of ministerial, employment, professional, and ecclesiastical relationships at all times.

It is further the policy of the Presbytery of Utah that each particular church and entity operating within and/or under the authority of the Presbytery of Utah shall adopt a policy prohibiting sexual misconduct and shall inform their congregation of the policy. A copy of each church's policy be provided to the Stated Clerk of the Presbytery of Utah.

The responsibility of the Presbytery of Utah with regard to accusations of violation of its policy and procedures on sexual misconduct is to ensure that an effective, caring, and expeditious response is made to all persons, institutions, and entities which may be affected by either a violation of professional ethics or the allegation of a violation. In all cases, all persons shall be treated with respect, personal integrity shall be presumed, and statements shall be taken seriously.

P-9.02: PURPOSE

The purpose of this sexual abuse prevention and response policy is to make explicit the Presbytery's opposition to abusive behavior and oppressive or degrading environments in employment and other church relationships, to provide a process for the determination of facts in cases of allegations of violation of the policy, and to provide for the imposition of appropriate remedies and disciplines in cases of violation. Within the ecclesiastical context, it makes explicit the duty of the Presbytery to provide or provide for pastoral care of persons who may be affected by either a violation or an allegation of violation of the policy.

P-9.03: DEFINITIONS

Sexual misconduct involves the misuse of trust, authority, or power in a relationship to gain advantage over another in an abusive, exploitative, or unjust manner. In the case of church professionals (whether they are in pastoral, counseling, or other such relationships), no personal sexual contact or conduct, either public or private, is permitted with anyone with whom the individual has a professional relationship. It is the responsibility of a church officer or church worker to maintain appropriate sexual boundaries and limitations.

Sexual misconduct may include, but is not necessarily limited to:

- sexual contact or conduct with another person while in ministerial, employment, professional, or ecclesiastical relationship, whether or not consensual; or
- sexual conduct, which includes sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature in which submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or church-relationship status or in which submission to or rejection of such conduct by an individual affects decisions regarding employment or membership-status of an individual, or in which such conduct has the purpose or effect of unreasonably interfering with an individual's performance by creating an intimidating, hostile, or offensive working or church-relationship environment; or
- sexual malfeasance defined as sexual conduct within a ministerial (e.g., clergy with a member of the congregation) or professional relationship (e.g., counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having mutual, social, or marital relationships.

Sexual misconduct also includes violation of the criminal laws of the state in which the conduct occurred, including rape or sexual contact by force, threat, or intimidation, or any other sexual crimes including any contact or interaction between a child and an adult when the child is being exploited for sexual gratification, whether the behavior does or does not involve touching; such sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.

P-9.04: APPLICATION

This sexual abuse prevention and response policy of the Presbytery of Utah applies to all members of Presbytery (ordained ministers), all persons on other rolls of Presbytery (commissioned church workers, inquirers, candidates), all employees of Presbytery (whether ordained to church office or not), and all who serve in the work or function on behalf of Presbytery as volunteers. The sexual abuse prevention and response policy and procedure does not apply to persons unless they are either members of the Presbytery of Utah, on the rolls of Presbytery, or serve as employees or as specific agents of the Presbytery.

P-9.05: REFERENCES

Because the Presbytery of Utah has a strong policy opposing sexual misconduct, finalist candidates for any position within the Presbytery are to be checked. The Presbytery may make other inquiries as may be reasonable to assess the suitability of a candidate for service in, or on behalf of the Presbytery.

Every applicant for employment or volunteer service in this Presbytery shall sign a statement regarding whether any civil, criminal, or ecclesiastical complaint related to sexual misconduct has ever been sustained* or is pending** against the applicant; and whether the applicant has ever resigned or been terminated from a position for reasons related to sexual misconduct.

***Sustained**

- in a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain a no-contest plea, or has been entered as a sexual offender or abuser in any state central registry.
- in a civil court, "sustained" means that there has been a finding or a judgment against the individual or has entered into a settlement agreement for compensation of any alleged victim.
- in an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, by a permanent judicial commission in the Presbyterian Church (U.S.A.) or an equivalent body of another church.

****Pending**

- in a criminal court, "pending" means a criminal charge is in the process of being prosecuted, or in a case in which there is not yet a verdict.
- in a civil court, "pending" means a case in which there has not been a decision or judgment.
- in an ecclesiastical case, "pending" means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not yet been decided by a permanent judicial commission; or an accusation or charges are in an equivalent state or process in a church other than the PC(USA).

P-9.06: REPORTING PROCEDURE

A person who has a reasonable belief that a violation of the sexual abuse prevention and response policy has occurred by a person to whom this policy is applicable is required to make a report thereof in a prompt and timely manner to the Stated Clerk of the Presbytery of Utah, any other member of the elected professional staff of the Presbytery of Utah, or the chair of the Committee on Ministry of the Presbytery of Utah. Failure to provide notification of a reasonable belief of violation of the sexual abuse prevention and response is itself a violation of the policy.

In order that confidentiality be maintained and that the procedures of the Presbytery of Utah not be compromised, any person who has a reasonable belief that a violation of the sexual abuse prevention and response policy has occurred is to make a report to the Stated Clerk of the Presbytery of Utah and/or civil authorities as may be required by statute, but is not to propagate rumor by other reporting of hearsay, allegations, or suspicions. It is the sole responsibility of the Presbytery of Utah to exercise ecclesiastical jurisdiction with regard to its policy.

A person notified of an alleged violation is to record the names of the accused and accuser, together with a brief description of the alleged offense, in order to prepare a written statement of an alleged offense, together with any supporting information, and transmit these to the Stated Clerk of the Presbytery of Utah for the initiation of appropriate procedures described in this document and in accord with Chapter D-10.0000 from the Rules of Discipline of the *Book of Order* of The Presbyterian Church (U.S.A.). The statement shall give a clear narrative and allege facts that, if proven true, would likely result in disciplinary action. Such allegations shall be referred to an investigating committee (D-10.0101). The Stated Clerk need not be personally persuaded of the truth of the allegations nor need the Stated Clerk see all of the supporting evidence available before instituting procedures.

If the allegation of sexual abuse involves the Stated Clerk of the Presbytery of Utah, the individual making the allegation shall contact either the Executive Presbyter or the Stated Clerk of the Synod of the Rocky Mountains. If the Executive Presbyter receives the allegations, the Executive Presbyter will forward them to the Synod Stated Clerk for action in accordance with Chapter D-10 from the Rules of Discipline of the Book of Order.

When violation of a criminal statute is believed to have occurred (as in the case of child abuse) or when otherwise required by civil law, a person who has direct personal knowledge of such violation is to make report to the appropriate governmental agency in addition to making a report to the Stated Clerk.

When report of an alleged violation of the Presbytery's policy on sexual abuse prevention and response is received, the Stated Clerk shall initiate the Presbytery's procedures for the establishment of an investigating committee under the provisions of Chapter D-10.0000 from the Rules of Discipline of the *Book of Order* of the Presbyterian Church (U.S.A.) and any personnel policies or other procedures in effect within the Presbytery of Utah.

In addition to initiating procedure pursuant to the *Book of Order*; the Stated Clerk shall inform the Executive Presbyter and the Moderator of the Committee on Ministry of the Presbytery of Utah of the fact that an offense has been alleged. As appropriate or required, notification of insurance carriers, civil authorities, or local employing or governing bodies, shall be made by the Executive Presbyter.

P-9.07: PASTORAL CARE

In the pastoral care provided by the Committee on Ministry of the Presbytery of Utah, there shall be no effort made to determine the guilt or innocence of any party. The work of the Committee on Ministry shall be to provide to persons, institutions, and entities such pastoral care and support as may be needed to maintain both personal and corporate integrity and effectiveness during the time of the work of an Investigating Committee and until such time as there is resolution of the matter by judicial process. The Committee on Ministry shall supervise and manage ministries of care, oversight, interpretation, reconciliation, or any other services provided by or through the Presbytery of Utah to restore a congregation or entity to effective function.

The Committee on Ministry may, when it is deemed necessary for the protection of persons or institutions, initiate appropriate measures for someone not on the Committee on Ministry to be appointed as Counselor for the care of any and all persons and institutions which have been or might be affected by the alleged misconduct, including local employing or governing bodies. The Committee on Ministry having jurisdiction may provide, either by itself or through a special committee it may establish, such services as:

- interpretation of the Presbytery's policy and procedure and judicial process in consultation with the Stated Clerk, and needs for pastoral care.
- recommendation of appropriate resources for specialized services (interim pastoral care, counseling, conflict resolution, personal advocacy, etc.) and
- provision of appropriate pastoral care for the accused, the accuser, and other persons or institutions affected by the allegation of sexual misconduct.

Should the accused acknowledge the substantial truth of the accuser's charges, or should there be evidence which might make such actions prudent, the Committee on Ministry may impose any of the following measures:

- In the case of the accused being in a pastoral position:
 - the immediate restriction of the pastoral activities of the accused, and
 - the immediate imposition of supervision for the accused;
- In the case of the accused being in another validated ministry:
 - the immediate temporary withdrawal of validation and the assignment of the accused to member-at-large status, pending investigation of a disciplinary allegation, and
 - within the bounds of civil law, the notification of the accused's employer that such action has been taken.

In its absolute discretion, and with the consent of the alleged victim, the COM may provide for pastoral care of the alleged victim of the alleged misconduct.

P-9.08: THE INVESTIGATING COMMITTEE

An investigating committee shall be formed under the provisions of Chapter D-10 from the Rules of Discipline of the *Book of Order* of the Presbyterian Church (U.S.A.) and shall operate by those provisions.

P-9.09: ROLES OF STAFF

The role of the Stated Clerk is limited to receiving complaints and serving as consultant/resource to the ecclesiastical judicial process. The role of other members of Presbytery/Synod staff is limited to providing appropriate support and counsel to the Committee on Ministry but is not intended to include responsibility for either counsel or management except at the direction of that Committee on Ministry. The role of the Executive Presbyter is to notify insurance carriers, civil authorities, or local employing or governing bodies and to provide support and counsel to the Committee on Ministry. The role of staff is to provide a channel for communication and to describe existing process; members of Presbytery staff are not to adjudicate or to provide advice and counsel other than as directed by the Presbytery through either the Committee on Ministry or through judicial process.

P-9.10: POLICY ACKNOWLEDGMENT REQUIRED

No minister member shall be enrolled who has not signed the policy acknowledgment statement of this document. No person shall be installed, commissioned or appointed to positions of pastoral leadership without having signed the policy acknowledgment statement.

P-9.11: INCLUSION BY REFERENCE

By reference, the document entitled "Sexual Misconduct Policy and Its Procedures" as adopted by the 205th General Assembly of the Presbyterian Church (U.S.A.) in June of 1993 is incorporated as a resource for use by the Presbytery of Utah, particularly with regard to definitions, theological expressions, and employment forms.

Although the procedures described in that document may differ from those of the Sexual Abuse Prevention and Response Policy in the Policy and Procedure on Sexual Misconduct of The Presbytery of Utah, they provide suggestions and guidance to aid in the implementation of the Presbytery policy. This document is available from the Presbytery office.

**POLICY ACKNOWLEDGMENT
FOR "SEXUAL MISCONDUCT POLICY – PRESBYTERY OF UTAH"**

TO: All Members of Presbytery
All Persons on Other Rolls of Presbytery
All Employees of Presbytery
All Volunteers of Presbytery

The Presbytery's "*Sexual Misconduct Policy*"

This policy of the Presbytery of Utah applies to all members of Presbytery (ordained ministers), all persons on other rolls of Presbytery (commissioned church workers, inquirers, candidates), all employees of Presbytery (whether ordained to church office or not), and all who serve in the work or function on behalf of Presbytery as volunteers. This policy and procedure does not apply to persons unless they are either members of the Presbytery of Utah, on the rolls of the Presbytery, or serve as employees or as specific agents of the Presbytery. It is essential that all who are subject to the policy and its procedures read and understand the policy, acknowledge that they have done so, and formally acknowledge that they are bound by the Presbytery's discipline in the matter.

Please complete the form below and return to:

**The Office of the Stated Clerk
Presbytery of Utah
699 East South Temple #305
Salt Lake City, UT 84102**

-----**DETACH AND RETURN**-----

_____ I have received a copy of the "Policy and Procedure on Sexual Misconduct" as adopted by the Presbytery of Utah on _____. I have read it, I understand it, and I acknowledge that the policy and procedure applies to me.

_____ I certify that no civil, criminal, or ecclesiastical complaint has been sustained or is pending against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.

_____ I am unable to make the above certification. I offer, instead a description of the complaint, termination, or the outcome of the situation with explanatory comments.

Signature _____ Printed Name _____

Street Address _____ City, State, Zip _____

Date _____

P-10: CHILD/YOUTH/VULNERABLE ADULT PROTECTION POLICY PRESBYTRY OF UTAH

P-10.01: OVERVIEW

It is the policy of the Presbytery of Utah that all members, employees, and volunteers of congregations, councils, and entities of the Presbytery are to maintain the strongest sense of integrity, safety, nurturing, and care involving all interactions with children, youth, and vulnerable adults. This policy shall apply to all persons employed by or volunteering for the Presbytery of Utah, as well as for all activities, functions, events, trips, or other events sponsored by or affiliated with the Presbytery of Utah (henceforth, "care providers").

Children, youth, and vulnerable adults are a gift from God and the Church has a divine mandate to provide for their safety and nurturing. The Church is to be a place of safety and nurture reflective of the arms of Christ. In Matthew 19:14, Jesus says, "Let the little children come to me." Furthermore, it is often the case that many who have been marginalized by our wider society based on age, race, ethnicity, gender expression, gender identity, sexuality, and disability are also at greater risk for becoming targets of predators. As the Church, who is called to be a neighbor to all, and specifically to those who are marginalized, the Church easily can become a potentially victim-rich environment. Thus, those who work with children, youth, and vulnerable adults should hold an extra amount of awareness to those who are a part of marginalized communities in regard to potential abuse. Any type of abuse involving children, youth or vulnerable adults has lasting and devastating effects on the life of the victim/survivor. It is the call of the Church to be a life-giving entity of Christ's healing and hope for community and individuals, not an entity that brings harm and hurt.

Each church in the Presbytery of Utah must have a Child/Youth/Vulnerable Adult Protection Policy in place and it is recommended that it include the following:

P-10.02: DEFINITIONS:

Child: A child is between the ages of 0-11.

Youth: a youth is between the ages of 12-17

Vulnerable adult: Any person 18 years or older without the developmental or cognitive capacity to consent.

Care Provider: Any person, volunteer, or paid staff who participates at any level in a Presbytery sponsored event or activity involving children, youth, or vulnerable adults.

Vulnerable Adult Abuse: Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a vulnerable adult.

Child/Youth Abuse: Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a child or youth.

Misuse of Technology: The use of technology that results in the harassing or abuse of a child, youth or vulnerable adult; this includes using technology to send suggestive messages and images.

For more information about what constitutes abuse or neglect in Utah, please see the following:

<https://dcfs.utah.gov/services/child-protective-services/>

<https://daas.utah.gov/adult-protective-services/>

P-10.03: GUIDELINES

All care providers at Presbytery meetings and Presbytery sponsored events must:

- Be a member of one of its churches for six months and if not a member, a regular visitor for at least one year;
- Have a current national criminal background check and sex offender check on file with the church or Presbytery; and
- Undergo training that includes, but is not limited to the following:

P-10.04: CARE PROVIDER TRAINING

Each congregation must provide a copy of this policy to care provider. In addition, they must provide training for their care providers relating to Utah's child abuse and child abandonment laws ([Utah Code, Title 76, Chapter 5, Part 1, Section 109](#)).

The Presbytery of Utah recommends that all care providers undergo child abuse prevention training as per your congregation's policy or through [Prevent Child Abuse Utah](#) annually ([create a free account and take the free course here](#)). Each care provider's current certificate of completion ought to be held by the congregation the care provider is serving. It is also recommended that all care providers hold current certification in Pediatric First Aid and CPR.

Congregations may request further materials for training from the Presbytery of Utah office. Congregations who wish to host Youth of the Utah Presbytery events, but do not have a youth group and therefore do not typically provide training for volunteers, can reach out to the Presbytery Youth Director for more information about abiding by Presbytery guidelines.

P-10.05: SUPERVISION

When a child, youth, or vulnerable adult is present, there must always be at least two responsible adults there; a care provider must never be alone with a single child, youth, or vulnerable adult with the exception of transportation outlined below.

P-10.06: TRANSPORTATION

Any transportation of children, youth or vulnerable adults requires a waiver from the legal guardian including the acknowledgement that there may be only one adult driver per vehicle. When transporting children, youth or vulnerable adults there must be at least three people present in the vehicle. The driver of the vehicle must have a valid driver's license and insurance and must be at least 21 years of age. According to Utah State law, all children under 8 years old must be properly secured in an approved child safety seat unless they are at least 57 inches tall. Seat belts must be available for each passenger unless the vehicle is a bus. It is the responsibility of the adult driver of the vehicle to ensure that all occupants are utilizing seat belts properly while the vehicle is moving.

P-10.07: BOUNDARIES

Appropriate boundaries must be maintained between care providers and children, youth, and vulnerable adults. Further description of this ought to be included in the training process. It must at least include provisions against the misuse of technology and gift giving of any kind, as this is a grooming technique. Indeed, adults should not have any one-on-one technological contact with a child, youth, or vulnerable adult unless permission is granted from the guardian/parent of the child, youth, or vulnerable adults. Group communications with children, youth, and vulnerable adults, such as group text message threads or group messaging through social media, are only permitted when at least three people are involved in the communication thread. Use of media that "disappears" after a period of time, such as Snapchat, is strictly prohibited.

P-10.08: REPORTING AND RESPONDING

Per Utah State Law 62A-4a-403, any individual who suspects or has witnessed a case of, child neglect or abuse (from hence forth referred to as "abuse"), whether physical, emotional, or sexual, is required to "immediately report the alleged abuse or neglect to the nearest peace officer, law enforcement agency, or office of the division." Child and Family Services (DCFS) has a 24/7 hotline at 1-855-323-3237. However, one who suspects or witnesses abuse may choose to discuss it with a supervisor and ask for an advocate if they do not feel comfortable reporting the incident alone.

Utah law 62A-3-305 mandates any person who has reason to believe that a vulnerable adult is being abused, neglected, or exploited to notify Adult Protective Services (800-371-7897) or the nearest law enforcement office.

After a report has been filed with the appropriate legal authorities, the witness of abuse is next immediately required to contact the Executive Presbyter or Stated Clerk of the Presbytery of Utah.

According to Utah State Law and the General Assembly of the Presbyterian Church of the United States of America (1998) mandates that members of clergy are not bound to maintain the confidentiality of an individual making a confession or if someone is a danger to self or others.

P-11: ANTI-RACISM POLICY PRESBYTERY OF UTAH

The Presbytery of Utah acknowledges that Anti-racism work will be difficult, uncomfortable, and ongoing. However, as our denomination affirms: “Because of our biblical understanding of who God is and what God intends for humanity, the PC(USA) must stand against, speak against, and work against racism. Anti-racist effort is not optional for Christians. It is an essential aspect of Christian discipleship, without which we fail to proclaim the Good News of Jesus Christ.”

We believe that racism and any marginalization or discrimination are sins against God and humanity, inconsistent with our corporate and Christian values. Again, from our denomination: “Racism is the opposite of what God intends for humanity... [It] is a lie about our fellow human beings, for it says that some are less than others.”

In the beginning, God created humankind in diversity. (Genesis 1:27) And God saw that it was very good. And yet, as the people that we are, we created divisions amongst ourselves. The Presbytery of Utah dreams of making our life on earth, as it is in Heaven. So, we pray that all people be treated with respect, dignity, and with an honoring of diverse racial identities, and that systems of racialized inequality be dismantled and replaced with equity. In the spirit of words attributed to Paul, “There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus.” (Galatians 3:28)

Christ breaks down all the divisions we create. As Christians, it is particularly foolhardy, and counter to the faith we proclaim, to bolster divisions between God’s children, including those based on race and other social inequities. Therefore we, the people, congregations, and body of the Presbytery of Utah, stand boldly against racism in any form. We commit to the process of growing as disciples of Jesus, and to the deep work of collective action, led by the Spirit. We pledge to uncover those unconscious biases that lead to marginalization and oppression, to hold injustice accountable and redeemable, and to work toward transformation, not just within our Presbytery, but also for the communities in which our congregations reside.

As we strive to become an Anti-racist Body of Christ, we call ourselves to action, in ways that include, but are certainly not limited to these kinds of efforts:

- We will continue to educate ourselves about racism, through the Presbytery’s leadership, congregational studies, and children’s & youth programs.
- We will use prayer, mindfulness, and the Spirit’s guidance, to transform our hearts and souls from the inside out.
- We will continue to repent of the role that we individually and collectively have played and continue to play in establishing and maintaining systemic racism.
- We will hold events, or support collaborative recognition in worship, for holidays like Juneteenth, MLK Jr Day, and Indigenous Persons Day, and recognitions like Black History Month, Hispanic Heritage Month, Asian Pacific American Heritage Month, and Native American Awareness Month.
- We will work toward racial equity in recruiting, installing/hiring, training, and retaining employees and leaders.

- We will encourage the management of church investments and finances in ways that acknowledge the presence of racial injustice through financial systems. For instance, we will support minority-owned or minority-led businesses.
- We will partner with local and regional community leaders, such as predominately BIPOC (Black, Indigenous, (and) People of Color) churches, to support their anti-racist work; and we will encourage other leaders to include anti-racism as part of their agenda.
- We will engage in acts of restoration and reparation, as a response to disparities of wealth established and maintained by white supremacy.
- We will support peacemaking movements that address racism within a spectrum of other intersectional identities.
- We will support revitalizing churches for, and consider making space for New Worshiping Communities where, equity and justice are the norm.
- We will cultivate postures of curiosity, humility, shared humanity, and delight in interactions with all people who have been marginalized.
- We will pay attention to where we might mobilize to support young people of color, voting rights, housing access, fair immigration, prison reform, and other issues where love is on display in public settings.
- We will acknowledge and bring awareness of the Utah history that includes the Topaz Confinement camp of Japanese American people.
- Those of us who have the privilege of whiteness will practice listening to, more than speaking at, those of us who are BIPOC.

P-12: ANTI-HARASSMENT POLICY PRESBYTERY OF UTAH

HARASSMENT-FREE WORKPLACE POLICY

The Presbytery of Utah is committed to maintaining a workplace free of harassment. This policy defines what harassment is, why it is harmful, and when it is illegal. We include our steps to prevent harassment, and our process to report, investigate, and respond to complaints of harassment. We do not tolerate intimidation, humiliation, physical or mental abuse in our workplace. Those found to engage in this behavior will be disciplined, up to and including termination.

Definition

Harassment is unwelcome or offensive behavior. It becomes unlawful when (1) enduring the offensive conduct becomes a condition of continued employment, and/or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. If the harassment is based on race, color, national origin, age, sexual orientation, gender identity, religion, ethnicity characteristics, sex (including pregnancy), national origin, disability, or genetic information, it can be a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, or the Americans with Disabilities Act of 1990. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Offensive Conduct

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, such as:

- The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct, also known as third-party harassment.

Types of Harassment

1. **Physical** or threatening behavior toward a person or property – in its extreme, it can be termed assault.
2. **Personal/Psychological** harassment can include bullying, where the victim is subjected to unwanted remarks, insults, offensive and derogatory statements.
3. **Discriminatory** harassment is directed at someone's race, age, sex, or other form of protected class (as listed above), who is subjected to offensive remarks.
4. **Cyberbullying** harassment is threatening or offensive conduct on social media. It spreads

quickly and can easily get out of hand. Cyberbullying is very serious and has caused victims to take their own life.

5. **Sexual** harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature on the part of supervisors, employees, and non-employees. See separate policy in this Handbook.

6. **Third-party** harassment is often someone who witnesses harassment in the workplace and is adversely affected by it.

Actions to Prevent Harassment

- This Harassment-Free Workplace policy is required reading by all new employees.
- We strive to create a work environment where staff feels free to raise concerns and are confident those concerns will be addressed.
- The Chair of Personnel ensures that the Harassment-free workplace policy is read and understood by Presbytery staff.
- Annual Harassment Awareness Training, that includes specific Sexual Harassment Awareness Training, will be required for all staff persons, and is recommended for members of Session, Deacons, and key church volunteers. These awareness sessions for the staff of the Presbytery of Utah should be documented and recorded by the Stated Clerk.
- Staff persons who find themselves the target of harassment or in a situation that makes them feel uncomfortable are strongly encouraged to inform the harasser directly that the conduct is unwelcome and must stop, and discuss the situation with the Executive Presbyter or a member of the Personnel Committee. Incidents of harassment should be reported to management at an early stage to prevent escalation.
- If personal safety for a staff person or others in the workplace is determined to exist, the offender can be removed from premises. The incident must be reported to the Executive Presbyter and may be followed by an investigation and possible termination.
- If serious harassment is observed or reported, such as assault, verbal or written threats, steps should be taken to separate the parties, with or without the aid of police. The incident must be reported to the Executive Presbyter and the Stated Clerk who may take immediate steps as deemed appropriate, including forming of a Response Team. Please see this procedure outlined in the Sexual Misconduct Policy.
- If the harassment continues and the staff person wishes to formally document the harassment, a formal letter of complaint needs to be sent to the Stated Clerk who then initiates an investigation committee according to the Presbytery's policies.

APPENDIX FUNDING APPLICATION FORMS

Mission Giving from the Annual Budget of the Presbytery – Guidelines & Application

Purpose Statement:

To promote endeavors within the geographic region of the Presbytery of Utah that directly help people in need and that are not part of the ministry and program of the local congregations or the Presbytery, unless it is outwardly focused ministry.

Criteria For Distribution of Funds:

1. Requests must fund endeavors within the geographical boundaries of the Presbytery of Utah.
2. Local congregations or committees of the Presbytery working alone or together can initiate requests.
3. Endeavors that have matching funds from other sources will be given priority.
4. The limit per request is \$3,000.
5. Proposals will be approved at the last regular Council Meeting in September due to the need to be assured of funding.
6. The Executive Presbyter & Stated Clerk will receive all proposals year round through August 31 and make recommendations for funding to the Council. Either the Executive Presbyter or Stated Clerk will speak with the contact person to fully understand the request.

Mission Giving from the Annual Budget Application Form

Requesting Governing Body or Committee: _____ Contact
Person: _____ Phone: _____
Email: _____

Amount Requested: _____

Matching Amount & Source: _____

Give a brief outline of how the funds will directly help people in need within the geographical region of the Presbytery of Utah. Include a timeline of when the funds will be spent. (Use the back of this form if necessary.)

What will be the outcome of the request is funded?

How many people will be involved or impacted if the request is funded?

Leadership Development Fund Guidelines & Application

Purpose Statement:

To develop leadership in congregations and the presbytery that furthers the Presbytery's mission of creating healthy congregations.

Criteria For Distribution of Funds:

1. Requests must further the stated mission of the Presbytery.
 2. Requests will fund leaders from local congregations and the Presbytery who are sponsored by the appropriate governing body or Presbytery Committee.
 3. Funds will be administered on a 50/50 matching basis up to \$2,000.
 4. The limit per request is \$2,000.
 5. Proposals will be approved at regular Council Meetings in January, April, and September.
 6. The Executive Presbyter & Stated Clerk will receive all proposals and make recommendations for funding to the Council. Either the Executive Presbyter or Stated Clerk will speak with the contact person to fully understand the request.
 7. The above criteria may be revised or modified as appropriate by the Coordinating Council.
-

Leadership Development Fund Application Form

Requesting Governing Body or Committee: _____

Contact Person: _____ Phone: _____
Email: _____

Amount Requested: _____

Matching Amount & Source: _____

Give a brief outline of how the funds will further the stated mission of the Presbytery of Utah. Include a timeline of when the funds will be spent. (Use the back of this form if necessary.)

What will be the outcome of the request in terms of developing a leader(s)?

How many people will be involved or impacted if funding is given?

Peacemaking Fund Guidelines & Application

Purpose Statement:

To promote peacemaking endeavors within the region of the Presbytery of Utah.

Criteria For Distribution of Funds:

1. Requests must fund endeavors with the geographical boundaries of the Presbytery of Utah.
 2. Local congregations or committees of the Presbytery working alone or together can initiate requests.
 3. Funds will be administered on a 50/50 matching basis up to \$1,000. Local congregations' peacemaking offering may be used as the matching amount.
 4. The limit per request is \$1,000.
 5. For ideas go to www.pcusa.org/peacemakingoffering/25ways.htm.
 6. Proposals will be approved at regular Council Meetings in January, April, and September.
 7. The Executive Presbyter & Stated Clerk will receive all proposals and make recommendations for funding to the Council. Either the Executive Presbyter or Stated Clerk will speak with the contact person to fully understand the request.
 8. The above criteria may be waived or modified as appropriate by the Coordinating Council.
-

Peacemaking Fund Application Form

Requesting Governing Body or Committee: _____

Contact Person: _____ Phone: _____

—

Email: _____

Amount Requested: _____

Matching Amount & Source: _____

Give a brief outline of how the funds will further peacemaking within the geographical region of the Presbytery of Utah. Include a timeline of when the funds will be spent. (Use the back of this form if necessary.)

What will be the outcome of the request?

How many people will be involved or impacted if funding is given?