

PRESBYTERY OF ALASKA

MANUAL OF ADMINISTRATIVE OPERATIONS

AS AMENDED BY THE PRESBYTERY AT THE FALL 2010 STATED MEETING

Any reference in this manual to the General Presbyter and/or the Anna Jackman Ministry Coordinator shall be interpreted as the Pastor to the Presbytery or other staff position as set by the Presbytery.

Any reference in this manual to the Presbytery Trustees shall be interpreted as the General Council Property Maintenance Subcommittee for matters dealing with Property and the General Council Budget and Finance Subcommittee for other financial matters.

Any reference in this manual to the Personnel and Staff Support Committee shall be interpreted as the General Council Personnel Subcommittee.

Any reference in this manual to the Finance Committee shall be interpreted as the General Council Budget and Finance Subcommittee.

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Part A: By-Laws

ARTICLE 1 NAME AND BOUNDARY

- A. **NAME:** The name is the Presbytery of Alaska of the Synod of Alaska/Northwest of the Presbyterian Church (U.S.A.)
- B. **BOUNDARY:** The geographical area of the Presbytery of Alaska includes all that portion of the State of Alaska known as the "Panhandle" or Southeastern Alaska, extending from Dixon Entrance in the south to and including the Yakutat region in the north.
- C. **REGISTERED CORPORATE NAME:** PRESBYTERY OF ALASKA, INC.

ARTICLE II MISSION STATEMENT

The Presbytery of Alaska serves many peoples made one in Christ. Our churches, located primarily in small communities, are separated by vast distances, and most are accessible only by small aircraft or by water. This unique environment requires our congregations and pastors to face the challenges of isolation and the economic realities of the 21st century. However, we are short on neither faith nor hospitality.

The Presbytery of Alaska, in its entirety, is a true mission field. As we serve the ministry of Southeast Alaska, we seek to live out God's plan in our collective life together as a presbytery. We commit ourselves to Christ's presence and to serving Christ's mission, that lives would be changed and our communities healed by the power of the Gospel.

Times are no longer as they were in the earliest days of Presbyterian Mission in Alaska, when Native culture was not acknowledged as the gift from God that it is. Today, we joyfully recognize and honor our unity as well as our diversity. Today, our churches continue to struggle and work toward the betterment of all. We honor our history as people of faith as we embrace Christ's mission.

To this end, we will

- Encourage partnerships within and between our sub-regional groups of churches to develop a common bond and shared direction, which will empower individuals and congregations in these groups to better reveal Christ's mission.
- Revitalize and nurture those called to leadership and service in this part of the world by providing leadership training, support, renewal, and enrichment. This will include encouraging all church members to seek preparation and training to better support their congregations.
- Develop new resources to carry out this mission.

With the power of the Holy Spirit, prayer, and support of our partners, we endeavor to exalt God in all we do.

ARTICLE III MEMBERSHIP

- A. **PRESBYTERS:** Presbytery shall consist of all the ~~ministers~~ teaching elders on the roll of ~~active members of~~ the Presbytery together with those ruling elders commissioned by the sessions of the Presbyterian Church (U.S.A.) within the boundaries of the Presbytery, those Commissioned Lay Pastors authorized, in accord with the *Book of Order*, by the Presbytery to

vote at presbytery meetings, and the Moderator, Stated Clerk and Pastor to the Presbytery, and any members of the General Council, officers or executive staff not included above.

B. ELDER COMMISSIONERS: ~~Notwithstanding the provisions of G-11.0101a of The Book of Order, the Presbytery of Alaska finds that in order~~ To provide an equal number of ministers ~~teaching and ruling~~ elders at meetings of Presbytery, the following provisions shall apply:

1. Each church in the Presbytery of Alaska with an active membership of less than 150 shall be represented by one (1) elder commissioner.
2. Each church with an active membership of 150 or more shall be represented by two (2) elder commissioners.

In addition, at each Spring Stated Meeting the Stated Clerk shall advise Presbytery of any potential imbalance between elders and ministers, and Presbytery shall equalize the number of elders at the next two subsequent meetings by directing the host sessions for each of those meetings to elect the required number of additional elders as commissioners to that particular meeting of Presbytery.

C. PRESBYTERY ROLLS: In accordance with ~~G-11.0406,7~~ 2.0503 the Stated Clerk shall maintain three rolls listing the names of all the ministers who are continuing members of Presbytery: ~~active members, members at large, and inactive members—those engaged in a validated ministry, members-at-large, and honorably retired.~~ On or before December 31 of each year, Presbytery shall determine the category of the membership of each continuing member in accordance with the provisions of the Form of Government. In addition, the Stated Clerk shall maintain a roll of candidates for the ministry.

ARTICLE IV MEETINGS

A. STATED MEETINGS: The Presbytery of Alaska shall hold two stated meetings each year. ~~as follows: the weekend of the first Sunday after Easter (the Annual Meeting), and the weekend of the first Sunday after World Communion Sunday. The Council shall set the dates and times, location and medium for these meetings, may, if necessary, modify these dates. The modified Dates shall be announced at least 30 days in advance of the meeting date. The meetings will ordinarily begin on Friday and conclude with worship in the host church on Sunday morning. The time and the place of meetings will be designated by the General Council. One meeting every two years shall be held in Juneau or Sitka, and one meeting per year shall be held in a location other than Juneau and Sitka.~~

Notwithstanding any rule or provision found elsewhere in these By Laws, the Presbytery Manual of Administrative Operations, or Robert's Rules of Order (Newly Revised), Stated Meetings of the Presbytery of Alaska may be conducted by teleconference. The exact time and the teleconference sites to be used in conducting this meeting shall be approved by the General Council no less than 30 days prior to the scheduled start of the meeting. In order to ensure the efficient consideration of all matters to come before the Presbytery, all actions to be considered by the Presbytery shall be presented to the Stated Clerk in a written form (electronic or hardcopy) no later than 15 days prior to the scheduled start of the meeting. The Stated Clerk shall ensure that hardcopy versions of all action items are distributed to all participants in the meeting. Secret ballots may only be requested on the final vote of any main motion. The Stated Clerk shall develop procedures to permit secret balloting, either through alternative communication methods or if necessary by mail-in ballots to be tallied after the conclusion of the meeting. The specific rules for these procedures shall be distributed to the members of presbytery prior to the start of the meeting.

B. SPECIAL MEETINGS: Special meetings may be held in conformity with *The Book of Order*. Whenever possible special meetings shall be held during evening hours to allow elder participation. Special meetings may be held by telephone conference call provided that:

1. Notice of such meetings be sent to all churches fifteen days prior to the conference call by the Stated Clerk.
2. The conference call meetings deal only with routine matters which do not require full debate, nor are controversial in nature.
3. The constitutional minimum quorum be present plus the Moderator or designee, the Stated Clerk or designee, and any presbyter who desires to be present. Others necessary to the proceedings specified in the call shall be included.

C. GOVERNING RULES: The Presbytery shall be governed by the latest edition of *The Book of Order*. Meetings of the presbytery, its general council, committees and commissions, shall be conducted according to the latest edition of *Robert's Rules of Order*.

D. BUSINESS:

1. All business required by *The Manual of Administrative Operations* of the Presbytery, the direction of the Synod, or the previous action of the Presbytery shall be placed on the docket for each stated meeting. The General Council, with the assistance of the Stated Clerk, shall prepare the docket for the stated meetings of Presbytery.
2. All Presbyters desiring to introduce new business at a stated meeting of Presbytery shall submit the proposed motion or resolution in writing to the Stated Clerk.
3. No decisions of properties will be made by the Presbytery without consulting local churches. When selling, encumbering, or leasing church property all churches must refer to the Book of Order G-~~8.0500~~ 3.0303f and G-4.0206 which requires that they must have written permission of the Presbytery. As provided elsewhere in these rules, for the Presbytery of Alaska, this permission requires approval permission may be granted by either the General Council or the Presbytery.
4. Notwithstanding any provisions in Robert's Rules of Order or other processes laid out in the Presbytery's Manual of Administrative Operations, any amendment from the floor of Presbytery which would alter the amounts within the budget must not negatively impact the total amount of the budget or must have at least two-thirds of those voting agreeing to the amendment. An amendment is deemed to negatively impact the total amount of the budget if any proposed expenditure increase(s) are not matched by expenditure decreases and/or revenue increases sufficient to cover the expenditure increase(s).

E. REPORTS: All reports ~~should~~ shall be presented either electronically or, if in writing, in sufficient quantity to supply all members of Presbytery. All committee reports shall carry the names of members present at the time the report was prepared.

F. NON-PRESBYTERS: All persons who are on Presbytery committees but who are not elected as commissioners to Presbytery shall have the privilege of the floor without vote at all meetings of Presbytery.

ARTICLE V OFFICERS

The officers of Presbytery shall include the **Moderator**, who shall serve a two year term, the first year of which shall be as the **Moderator-Elect**. The other officers of the Presbytery include a **Stated Clerk**, a **Recording Clerk**, and a **Treasurer** to be elected for three-year terms; election shall be at the fall meeting of Presbytery. Those elected as moderator, moderator-elect, Stated Clerk or Recording Clerk shall be members of Presbytery of one of the churches or Presbytery at least one year prior to election. Stipends for the Stated Clerk, the Recording Clerk, and the Treasurer shall be budgeted annually. Except for the Moderator, who serves as the Moderator-Elect until the end of the previous Moderator's term, newly elected officers shall take office at the close of the Presbytery meeting at which they are elected.

The duties of the Stated Clerk shall include arranging for the required review of congregational records and in arranging for the presentation of the proposed amendments to the Book of Order for Presbytery consideration. In both of these tasks, the Stated Clerk may seek additional assistance from others.

ARTICLE VI COMMITTEE MEMBERSHIP

A. COMPOSITION AND QUORUM: Unless otherwise specified, the membership of committees shall be divided into three classes as equally as possible between ministers and lay persons. Election shall ordinarily be for a term of three years. Any committee member, who is recorded as unexcused from three consecutive regular meetings of the committee, will be deemed to have resigned from that committee. No committee member shall serve longer than two consecutive full terms. Unless specified otherwise, elections shall be held at Fall Stated Meeting, and those elected shall take office on 1 January of the following year.. Unless otherwise specified, a quorum shall be a majority of the elected membership. Co-opted members may be added by a committee when needed. The Coordinator is nominated and elected by Presbytery for a ~~one~~ three year term. With the exception of the Permanent Judicial Commission the Presbytery may designate a staff person to serve as a non-voting ex-officio member of any Committee.

B. REPORTING AND ACCOUNTABILITY: Committees are accountable to the Presbytery and shall report in writing at each meeting. Unless prohibited by the *Book of Order*, copies of committee minutes shall be forwarded to the Stated Clerk and the Presbytery Office.

C. PRESBYTERY MODERATOR AS CONVENER: The Moderator of Presbytery has the authority to convene meetings of committees that either have been inactive for seven (7) months or are unable to meet because of a lack of leadership.

ARTICLE VII GENERAL COUNCIL

A. COMPOSITION AND QUORUM: The General Council shall be composed of the Presbytery Moderator-Elect, the Moderator and the following:

- ~~A designated representative from the~~ The Coordinator of the Committee on Ministry
- A Finance position
- A Property position
- A Personnel position
- (2) At-Large positions
- A designated representative from the Native American Consulting Committee. (NACC)

The Council shall elect its coordinator, who will serve a three year term, and may be selected from beyond those given above. With the exception of the COM and NACC representatives, all members shall be elected to a three year term. Ex-officio members without vote shall include the Stated Clerk (who shall be the secretary), the Treasurer, and the members of the Presbytery executive staff.

B. RESPONSIBILITIES: The General Council shall coordinate the business of the Presbytery. The General Council shall establish the exact times and places for the Stated Meetings of Presbytery, shall have authority to approve real property matters of the congregations (G-8.0000 4.0206 of the Book of Order), shall have the authority to establish Investigating Committees on behalf of the Presbytery (D-10.0200 of the Book of Order), shall draft the annual Presbytery Budget for approval by the Presbytery at the Fall Stated Meeting, and shall have the authority to revise the Presbytery Budget when necessary. The General Council shall be responsible for the Presbytery's Peacemaking programs. The General Council shall manage the civil affairs of the Presbytery. The General Council shall also have the authority to act on behalf of the Presbytery on other matters as listed in the Manual of Administrative Operations and shall have any other responsibilities as may from time to time be assigned to them by the Presbytery.

C. GENERAL COUNCIL SUBCOMMITTEES: The General Council shall include the following subcommittees.

- Budget and Finance
- Property Maintenance
- Personnel
- ~~Presbytery Arrangements~~

The General Council shall appoint the members of the subcommittees and each subcommittee shall include at least one member of the General Council. Other members for the subcommittees may be selected from other members of the Council or from beyond the membership of the General Council

ARTICLE VIII THE COMMITTEES

A. THE COMMITTEE ON MINISTRY: The committee shall consist of four ruling elders and four ~~ministers teaching elders~~, and the Stated Clerk and Pastor to the Presbytery ex officio. ~~The Committee shall have those responsibilities stated in G-11.0502(h) of the Book of Order.~~

B. ~~THE COMMITTEE ON REPRESENTATION:~~ ~~The Committee on Representation shall be instituted as required by the Book of Order G-9.0105; and shall fulfill the responsibilities stated in the Book of Order G-9.0105.~~

C. THE NOMINATING COMMITTEE: ~~(G-9.0800)~~ The Nominating Committee shall consist of four (4) persons nominated from the floor and elected by the Presbytery and divided into three classes: two shall be ~~ministers teaching elders~~, one a ~~laywoman~~ female ruling elder, and one a ~~layman~~ male ruling elder. At least one member should be an Alaskan Native. Election shall be for a term of three years, and no member may serve more than two consecutive terms. The Presbytery shall nominate and elect the Coordinator.

D. TEMPORARY OR SPECIAL COMMITTEES: Temporary or special committees may be appointed by the Moderator or elected by the Presbytery to carry out any duty which the Presbytery may give them, and shall be discharged when final action has been taken on matters committed to them. The provisions for full participation as stated in G-4.0403 shall be applied to all appointments as well as elected positions in the Presbytery.

ARTICLE XII ADMINISTRATIVE COMMISSIONS

Presbytery may elect administrative commissions to fulfill specific functions as outlined in G-~~9.0503~~ 3.0109b. Members of a commission shall be elected by Presbytery, and shall include at least three elders

and two ministers ~~in accordance with G-9.0504~~. Two thirds of the elected members of a commission shall constitute a quorum.

ARTICLE XIII THE PERMANENT JUDICIAL COMMISSION

Presbytery shall elect a Permanent Judicial Commission of seven members in accordance with D-5.0000 and following. The commission shall meet to elect from its members a Moderator and a Clerk. Its quorum shall be one more than half its elected members. The Stated Clerk shall maintain a roster of previous members of the commission who may be called upon to make up a quorum, if necessary, in accordance with D-5.0206b.

ARTICLE XIV AMENDMENTS TO BY LAWS

The By Laws of the Presbytery of Alaska may be changed provided that 30 days' notice be given to the churches in advance of the stated meeting at which they will be voted on, and that a two-thirds vote of those eligible to vote at one session or a majority voted in two successive sessions be obtained.

ARTICLE XV AMENDMENTS TO OTHER PARTS OF THE MANUAL OF ADMINISTRATIVE OPERATIONS

Other parts of the Manual of Administrative Operations may be amended by a majority vote of Presbytery at any stated meeting.

Part B

Presbytery Committees

SECTION A: GENERAL COUNCIL

The primary duty of the presbytery council shall be to supervise the work of the committees and other entities of the presbytery to ensure that the declared mission objectives of presbytery are being faithfully pursued. Other specific duties of the council:

1. To receive regular reports from committees and other entities; and implement the presbytery's established mission goals.
2. To present a full written report of its actions to the next stated meeting of presbytery, and ensure that committee reports also are available to the presbytery.
3. To place before the presbytery the names of nominees for the nominating committee.
4. To approve routine observations of the Lord's Supper under W-2.4012, and coordinate arrangements for presbytery meetings and events.
5. To meet within the third week prior to stated meetings of the presbytery and/or on call of the moderator.
6. To approve a proposed docket (prepared by the moderator, stated clerk, and general presbyter) for all stated meetings of presbytery.
7. To develop, interpret, and implement a long range planning process for the presbytery.
8. To develop mission strategy.
9. To maintain relationships with higher governing bodies, giving consideration to their mission goals and policies.
10. To establish and maintain ecumenical relationships that will enlarge the life and mission of the Church within the presbytery.
11. To implement a process for development of annual administrative and mission budgets, present budgets for presbytery approval, and revise budgets according to powers granted in the By Laws.
12. To provide for annual audits of all presbytery financial affairs, and present a report on the audits to the presbytery.
13. To oversee the development of a manual of administrative operations (G-9.0405).
14. To advise presbytery's Nominating Committee of any need for nominations in particular categories needing increased representation, and to report these to the presbytery.

The General Council will meet ten times pre year (~~2 face to face and 8 teleconferences~~) to receive the budget and review any revisions necessary. (See Part F, Section N.)

SECTION B: COMMITTEE ON MINISTRY

The Presbytery of Alaska delegates to its Committee on Ministry these responsibilities and powers of the presbytery in G-3.0301a, b, c:

overseeing congregations without pastors; establishing pastoral relationships and dissolving them; guiding the preparation of those preparing to become teaching elders, authorizing and training specific ruling elders to administer or preside at the Lord's Supper when it deems it necessary to meet the needs for the administration of the Sacrament; exercising pastoral care for the congregations and members of presbytery in order that the Sacraments may be received as a means of grace, and the presbytery may live in the unity represented in the Sacraments; presenting candidates for ordination to the presbytery for examination and approval, and conducting ordinations on behalf of the presbytery; receiving, dismissing, installing, removing, and disciplining its members who are teaching elders; commissioning ruling elders to limited pastoral service; and promoting the peace and harmony of congregations and inquiring into the sources of congregational discord.

~~In addition to the duties required in the description of the "Committee on Ministry" in, the following are added.~~
Specifically or additionally, the Committee on Ministry shall:

1. Inform the Stated Clerk of all changes in the status of pastors at the time of action and report to the Presbytery at the next stated meeting.
2. In accordance with ~~G-9.0403~~ G-3.0106 and ~~G-14.0507~~, Presbytery gives the Committee the power to find in order calls issued by churches, to approve and present calls for services of ministers, to approve the examination of ministers transferring from other presbyteries required by ~~G-11.0402~~ G-2.0503, to dissolve pastoral relationships in cases where the congregation and pastor concur, to grant permission to labor inside or outside the bounds of the presbytery, and to dismiss ministers to other presbyteries, and to appoint administrative commissions pursuant to G-3.0109b to conduct ordinations and installations, with the provision that all such actions be reported to the next stated meeting of the presbytery.
3. Recommend to presbytery elders to be commissioned lay pastors.
4. Handle all matters related to the Board of Pensions.
5. Recommend to Presbytery action on any proposal to organize a new church.
6. ~~The COM will~~ Be guided by the COM Handbook published by Churchwide Personnel Services of the General Assembly Council when considering matters of procedure.
7. Function as the Presbytery Committee on preparation for Ministry.
8. ~~The Committee on Ministry, Acting~~ as the Presbytery Committee on Preparation for Ministry (CPM), and is granted the authority to enroll inquirers on behalf of the Presbytery G-2.0601 (as permitted by G-14.0303e of the Book of Order) and is given the authority to act of behalf of the presbytery in

certifying candidates as ready to seek and receive ministerial calls as provided in ~~G-14.0310~~ G-2.0607 of the *Book of Order*. In both cases all such actions shall be reported to the next stated meeting of the presbytery.

SECTION C: NATIVE AMERICAN CONSULTING COMMITTEE

The Native American Consulting Committee shall have the following areas of concern:

1. Mutuality in Mission
2. Preparation for Native American Ministry
3. Leadership
4. Continuing Education
5. Pastoral Support
6. Lay Leadership
7. Facilities, Building and Land
8. National Agency, Council, and Committee Relationships
9. Ecumenical Relationships
10. Secular Relationships
11. Urban Ministries
12. Youth Ministries
13. Economics

The Native American Consulting Committee purpose is:

1. to promote the gospel of Jesus Christ among the Native American peoples and to assist the Presbytery to better understand and so work among Native peoples.
2. to work with village churches to help them in their mission within the Presbytery.
3. to help Native American people realize that, as Christians, Natives are children of God.
4. to enable the church and the world to realize the positive contributions of Native Americans and the Native American culture.
5. to promote respect, understanding and sensitivity of the Native American culture and to work toward healing.
6. to promote understanding of the Native American traditional subsistence lifestyle as nurturing both body and spirit.

Members and the chair are elected by the presbytery. Terms are three years and a person may serve no more than six consecutive years.

SECTION D: THE FINANCE COMMITTEE

The Finance Committee shall be appointed by the General Council.

The Finance Committee shall provide oversight and counsel to the Treasurer.

ACCOUNTABILITY: The Committee is accountable to the General Council.

SECTION E: PERSONNEL AND STAFF SUPPORT COMMITTEE:

The Personnel Committee is a committee of the General Council.

RESPONSIBILITIES:

- ~~To provide oversight and support to the Pastor to the paid staff persons of the Presbytery in all matters of employment, in conjunction with the General Council.~~
- ~~To develop job descriptions, criteria for evaluation of job performance, and to conduct annual performance reviews.~~
- To develop a method of evaluation of the job performance of the Pastor to the Presbytery, and to conduct annual performance reviews of the Pastor to the Presbytery, in conjunction with the General Council.
- ~~To recommend to the General Council annual salary adjustments for all personnel.~~ To annually recommend to the General Council the new "Terms of Call" for the Pastor to the Presbytery, in conjunction with the Finance Committee.

SECTION F: COMMITTEE ON REPRESENTATION:

~~The Committee Shall:~~

~~Advise the Presbytery with respect to its membership and that of its committees and other units in implementing the principles of participation and inclusiveness to ensure there is effective representation in the decision making of the church.~~

~~Serve as advocate and a resource to the Presbytery for the representation of racial ethnic members, women, different age groups, and persons with disabilities.~~

~~Review the performance of the Presbytery in these matters and shall report annually to it and to the Synod with recommendations for any needed corrective action.~~

~~Consult with the Nominating Committee of the Presbytery:~~

- ~~a. The responsibilities and requirements of each vacant, or soon to be vacant office, including but not limited to membership on the Council, committees, and commissions.~~
- ~~b. Compare these responsibilities with the abilities of persons available to fill the vacancies, taking into account the requirements of G 9.0105 of The Book of Order.~~
- ~~e. To the maximum extent practicable, provide the Nominating Committee the names of as many as three persons qualified for each vacancy. The names submitted to the Nominating Committee shall represent~~

~~equal numbers of minister, laywomen and lay men. (i.e. one third each); however, equal representation shall not be required for any particular office.~~

~~ACCOUNTABILITY: In fulfillment of the responsibility to provide the names of potential leaders to the Nominating Committee, the Committee shall report directly to that Committee; in fulfillment of its other responsibilities listed in G 9.0501, the Committee shall report directly to the Presbytery or to the Synod.~~

SECTION G: THE NOMINATING COMMITTEE:

The Committee shall:

1. Consult with the ~~Committee on Representation~~ General Council in conformity with ~~G-9.0105~~ G-3.0103 prior to nominating any person for election by the Presbytery.
2. Nominate persons to fill all offices, vacancies on continuing committees, councils, commissions, and to other governing bodies that require election by the Presbytery, except the Nominating Committee.
3. Obtain from each candidate placed in nomination a statement of consent and willingness to serve if elected.
4. Request evaluation by committee of the attendance of committee members.
5. Nominate coordinators of all Presbytery committees except its own who shall be nominated from the floor by the presbytery.

ACCOUNTABILITY: The Nominating Committee reports directly to the Presbytery.

SECTION H: THE PERMANENT JUDICIAL COMMISSION

Per the By Laws of the Presbytery, which refer to the Book of Order Section D-~~7.000~~ 5.0000 and it's various subsections, terms of office on the PJC shall be six years. In order to provide a smooth transition from the previous system used by the Presbytery, exceptions to the six year term shall be as follows:

Those whose terms begin in January 1, 2000, will serve a four year term;

Those whose terms begin in January 1, 2001, will serve a five year term.

The PJC will not normally meet unless there is business to come before the body. If circumstances require the PJC to meet, the Stated Clerk and/or the General Presbyter shall arrange for training sessions for the PJC.

Until the General Council and/or the Presbytery is able to act, funding for appropriate training and sessions of the PJC shall come from the Presbytery's special Process Reserve Fund.

Part C

Presbytery Officers & Staff

SECTION A MODERATOR, MODERATOR-ELECT, PAST-MODERATOR

MODERATOR

The **Moderator** shall, in addition to those duties set forth in *The Book of Order* and *Robert's Rules of Order*:

Arrange for the conduct of worship and devotional periods at Presbytery meetings, and of the Sacrament of the Lord's Supper at one of the Stated Meetings each year.

Appoint members of such committees as may be necessary and helpful to the organization of a particular meeting of Presbytery, including such committees as attendance, travel arrangements and expenses, and resolutions.

As a matter of policy, the office of Moderator should be alternated between ministers and elders.

MODERATOR-ELECT

The **Moderator-Elect**, shall assist the Moderator as requested, should attend all meetings of the Presbytery and the General Council, and shall serve as the Moderator when the regular Moderator is absent or when otherwise directed by the Moderator.

PAST MODERATOR

The **Past Moderator** shall serve as the Moderator of Presbytery when the regular Moderator and the Moderator-Elect are unable to serve in that capacity.

In the event that the Past Moderator is needed to Moderate the Presbytery and is not available to do so, the most recent Past Moderator available shall be the Moderator.

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SECTION B
STATED CLERK

TITLE:

Stated Clerk

PURPOSE:

The stated clerk is the chief ecclesiastical officer of the Presbytery of Alaska and shall provide all services as required by the *Book of Order* of the Presbyterian Church (U.S.A.) and assigned by the Presbytery of Alaska.

The stated clerk provides records of presbytery and council meetings; maintains the rolls of membership and attendance at presbytery meetings; preserves the records; and furnishes extracts from records when required by another governing body council of the church. (*Book of Order G-9.0203*)

ACCOUNTABILITY:

As an officer of the governing body, the stated clerk is accountable to presbytery.

ELECTION:

This person is nominated by a search committee or from the floor of presbytery, for a term of three years. Ordinarily, election will be at a fall stated meeting, with the term beginning at the adjournment of the meeting. The person nominated must be an elder or minister in the Presbyterian Church (U.S.A.)

GENERAL GOAL OF THE POSITION:

Assure that the presbytery and its component parts function in compliance with the *Book of Order*.

RELATIONSHIPS:

Member, ex officio, without vote: General Council, ~~board of trustees~~ Committee on Ministry. (~~Refer to ethical standards of the presbytery.~~)—The Stated Clerk will work collegially with presbytery staff.

(I recommend that this task and performance list be stricken from the MOO as unnecessary—Dobler)

~~JOB FUNCTIONS, TASKS, AND MINIMUM PERFORMANCE RESULTS EXPECTED:~~

~~I. Function: Records Management~~

~~Percentage of time:~~

~~A. Tasks:~~

~~Records~~

- ~~1. Maintain all records of the presbytery, including the historical records, in cooperation with denominational repositories.~~
- ~~2. Receive all memorials, overtures, and other papers addressed to the presbytery, make a record of same, and deliver to the appropriate administrative unit.~~
- ~~3. Record transactions of the presbytery, keeps its rolls of membership and attendance, preserve its records carefully, and furnish extracts from them when requested by another governing body of the church, or a competent legal civil entity.~~
- ~~4. Prepare reports as directed by the synod and General Assembly.~~

~~Minutes~~

- ~~5. Publish the minutes of council and presbytery and forward referrals to committees within 10 days following adjournment.~~
- ~~6. Exercise editorial authority with respect to grammar, style, format, and mechanics of publication of the minutes of all meetings (including other matters published with the minutes, such as appendices, By Laws, historical and statistical records, and directories).~~
- ~~7. Distribute copies of council minutes to each member and to the presbytery office, and prepare a report for distribution to the next stated meeting of the presbytery.~~

- ~~8. Distribute copies of presbytery minutes to each continuing member, to each commissioner in attendance, to each session, and to the stated clerk of the Synod of Alaska Northwest.~~

~~Organizational Directory~~

- ~~9. Maintain the rolls of the churches, ministers, inquirers and candidates for the professional ministry, commissioned lay pastors of the presbytery.~~
- ~~10. Maintain a list of all committees, board and agencies of the presbytery and their members.~~
- ~~11. Apprise the nominating committee of all vacancies and imbalances on any presbytery committee, board or agency.~~

~~B. Performance meets minimum expectations when:~~

- ~~1. Records of the presbytery are processed according to guidelines established by the General Assembly, synod or presbytery.~~
- ~~2. Minutes are published and referrals made according to established guidelines, distribution of minutes is coordinated with presbytery staff to ensure delivery within 20 days of adjournment.~~
- ~~3. Organizational directory is kept current, arrangements for publication and distribution are made through the presbytery office.~~
- ~~4. Membership on committees, boards and agencies in relation to vacancies and imbalances is reviewed annually with nominating committee.~~

~~II. Function: Agent of Communication~~

~~Percentage of time:~~

~~A: Tasks:~~

- ~~1. Maintain communication with all corresponding bodies, stated clerks of governing bodies, and interchurch agencies.~~
- ~~2. Communicate actions of presbytery and council to governing bodies and/or their councils and to persons and groups, as appropriate.~~
- ~~3. Notify elected and appointed members to presbytery committees, boards and agencies of their terms of office.~~
- ~~4. Serve as point of contact for other governing bodies on ecclesiastical matters.~~
- ~~5. Receive and refer matters of judicial nature to the appropriate body.~~

~~B. Performance meets minimum expectations when:~~

- ~~1. Communication is written and forwarded to respective units and/or persons within five working days of request.~~
- ~~2. Copies of all communications are forwarded to the presbytery office for entry into the permanent central file system within three working days of completion.~~
- ~~3. Judicial matters are handled as required by the *Rules of Discipline*.~~

~~III. Function: Constitutional Interpretation:~~

~~Percentage of time:~~

~~A: Tasks:~~

- ~~1. Permanent Judicial Commission
 - ~~a) Notify the moderator of the permanent judicial commission that an administrative or judicial case is to be heard and transmit all pertinent papers to said moderator.~~
 - ~~b) Report to presbytery the final decision in a case from the permanent judicial commission, interpreting the specific meaning of all orders contained in the judgment, as necessary.~~~~

~~2. Constitution of the Presbyterian Church (U.S.A.)~~

~~Make copies of the latest Constitution of the Presbyterian Church (U.S.A.); the latest minutes of the General Assembly, synod assembly, and previous presbytery available to the current presbytery meeting, committees and other units upon request.~~

~~3. Presbytery By Laws~~

~~Prepare revisions to the By Laws and the manual of administrative operations and present them to the presbytery council for its consideration and action.~~

~~4. Serve as parliamentarian at each presbytery meeting, under the guidance of *Robert's Rules of Order (Newly Revised)*.~~

~~5. Ensure that session records are reviewed in accordance with the *Book of Order* G-10.0301.~~

~~6. Provide information on the background and intent of any overtures, memorials, or other papers submitted by the presbytery to the synod and/or General Assembly.~~

~~7. Monitor the proceedings of the synod and General Assembly, noting and communicating matters that may affect the presbytery.~~

~~B: Performance meets minimum expectations when:~~

~~1. Notification of judicial case is transmitted in writing to the permanent judicial commission moderator within three working days of receipt of documentation.~~

~~2. Revisions to the By Laws and manual of administrative operations are reviewed and prepared annually.~~

~~3. Session records are reviewed annually and an annual report on the review is presented to the presbytery.~~

~~IV. Function: Presbytery and Council Meetings~~

~~Percentage of Time:~~

~~A: Tasks:~~

~~1. Give notice of time and place of each meeting.~~

~~2. Present for adoption by council the docket and format for the meeting recommended by the moderator, general presbyter and stated clerk.~~

~~3. Present for adoption by presbytery the docket and format for the meeting recommended by the council.~~

~~B: Performance meets minimum expectations when:~~

~~1. Notice of time and place of each meeting is given 30 day prior to convening presbytery; notice includes a compilation of reports, recommendations and other matters that comprise the principal body of business on which the presbytery is to take action.~~

~~2. Consultation with moderator and general presbyter about presbytery business occurs regularly.~~

~~3. Dockets are prepared and presented according to established guidelines.~~

~~V. Function: Resource and Orientation~~

~~Percentage of Time:~~

~~A: Tasks:~~

~~1. Provide orientation and instruction on the operation style of the presbytery business section for commissioners, based on the presbytery manual and *Robert's Rules of Order (Newly Revised)*.~~

~~2. Provide orientation and instruction on the presbytery docket, meeting procedures, By Laws and *Robert's Rules of Order (Newly Revised)* for nominees for presbytery moderator.~~

3. ~~Provide orientation and instruction on conducting meetings of presbytery committees and units, and for committee and unit coordinators and recorders based on the presbytery manual and *Robert's Rules of Order (Newly Revised)*.~~
4. ~~Provide training for session clerks, as requested.~~
5. ~~Provide ecclesiastical resource, guidance and counsel to the presbytery, its bodies and churches, as requested.~~

B: Performance meets minimum expectations when:

1. ~~Orientation and instructions are provided on the first day of meetings, prior to convening the presbytery for commissioners and candidates for office.~~
2. ~~Materials for session clerk training events are prepared and distributed to participants 15 working days prior to the event(s).~~
3. ~~Resource information, guidance and counsel is provided within five working days or immediately upon request.~~

SKILLS, EXPERIENCE AND ABILITIES

I. Skills

1. ~~Understanding and interpretation of the constitution of the Presbyterian Church (U.S.A.).~~
2. ~~Understanding and interpretation of the constitutional documents of the Presbytery of Alaska.~~
3. ~~Understanding and interpretation of *Robert's Rules of Order (Newly Revised)* for the efficient and orderly conduct of business.~~

II. Knowledge and Experience

1. ~~An enthusiastic personal relationship with and commitment to Jesus Christ, both of which are reflected in lifestyle.~~
2. ~~Thorough knowledge of and commitment to the Presbyterian Church (U.S.A.) and its mission, doctrine and program.~~
3. ~~Thorough knowledge of the *Book of Order*, *Book of Confessions*, and *Robert's Rules of Order (Newly Revised)*.~~

III. Abilities

1. ~~Ability to develop timely and efficient procedures for dealing with communications, committee assignments, planning and allocation of resources.~~
2. ~~Ability to explain policies, operating and parliamentary procedures.~~
3. ~~Ability to be open, friendly and patient with demands made upon the stated clerk.~~
4. ~~Ability and desire to function collegially with staff and elected personnel.~~
5. ~~Self motivating; able to prioritize and organize time and tasks effectively.~~
6. ~~Professional appearance, ethical conduct and the ability to maintain confidentiality.~~

Evaluation:

~~There is an annual review and evaluation of performance in accordance with the personnel policies of the presbytery.~~

SECTION C
BOOKEEPER/TREASURER

Title:

Bookkeeper/Treasurer

Purpose:

As bookkeeper maintain financial records for the Presbytery of Alaska in accordance with acceptable accounting principles. As treasurer, works with Finance Committee to develops the budget, financial reports, and communicates these financial activities to the governing bodies and members with clarity, fulfilling mission goals.

Accountability:

The bookkeeper/treasurer is employed by the Presbytery and is accountable to the General Council through the Pastor to the Presbytery.

Election/General Goals:

Treasurer is nominated by a search committee or from the floor of the Presbytery, for a three year term. Election is held at the Fall Presbytery meeting with the term beginning at the adjournment of the meeting.

As Chief Financial Officer, the bookkeeper/treasurer provides efficient, accurate financial reports to the Presbytery through the Finance Committee to the General Council.

Relationships:

The bookkeeper/treasurer is an ex officio member of the Presbytery, Finance Committee, and General Council without voting privileges.

(I recommend that this function/task list be removed from the MOO—Dobler)

~~Job Functions, Tasks, and Minimum Performance Results Expected:~~

~~**Function:** Bookkeeping and Chief Financial Officer/Treasurer to the Presbytery~~

~~**Tasks:**~~

~~Prepare monthly payroll, which includes verifying timesheets, calculating payroll liabilities, transmitting deferred compensation and other benefits to the proper agencies.~~

~~Prepare and process quarterly 941 reports. Year end reporting of W-2's and 1099's.~~

~~Prepare and present financial report through the Finance Committee to the General Council and the Presbytery.~~

~~Oversee the Presbytery accounts, endowments, and investments. Process income received with accurate documentation and reporting. Reconcile all bank statements in a timely manner and have the reconciliation verified by the Stated Clerk or the Pastor to the Presbytery.~~

~~Update signature cards as needed.~~

~~Process expenditures in a timely manner. Vouchers are required for reimbursements and non-recurring expenditures. Other budgeted expenses such as rent, mission partnership checks, payroll, deferred comp, and items that occur on a regular basis should have documentation for the check signer, but do not need a voucher. Copies of all checks written are placed in a record file.~~

~~Bookkeeper/Treasurer will maintain the financial records of the Presbytery to the level of being able at any time to have a "review". An independent financial review of the books of the Presbytery should be done annually. All employee personnel files should be maintained and annually reviewed and updated. Information, such as evaluations and tax information, are a part of these files.~~

Other Tasks:

Maintain Accounts Payable

Maintain and process all Accounts Receivable.

Code and process both Payables and Receivables using the Chart of Accounts and as necessary update coding.

Prepare the annual Budget for the Finance Committee to present to General Council and the Fall Presbytery.

All financial records should be maintained in compliance with GAAP—Generally Accepted Accounting Principals.

Staff Relationship:

Reflect the ability and desire to function as a staff team and adapt to the changing leadership in the Presbytery.

Self-motivating with the ability to prioritize, organize time and function in a caring manner.

Skills and Qualifications:

At least 2 years of experience with Quickbooks with an understanding of non-profit fund accounting and Generally Accepted Accounting Principals.

Prior financial experience with non-profit corporations is highly desirable.

Experience in financial management and budget development.

Ability to relate the finances of the Presbytery to a variety of people with varied interests and opinions, always with mutual respect and professionalism.

Self-motivating, ability to prioritize, organize time, meet task deadlines and work as a team player.

Must be bondable.

Evaluation:

There is an annual review and evaluation of performance in accordance with the personnel policies of the Presbytery.

Employment with the Presbytery of Alaska is what is commonly known as “employment at will”. This means that although the Presbytery hopes that we will have a long and productive employment relationship, either you or the Presbytery may terminate this relationship at any time, for any reason or no reason at all, with or without cause.

SECTION D
RECORDING CLERK

The **Recording Clerk** shall:

1. Attend every stated meeting of Presbytery.
2. Prepare registration forms, and see that they are filled out by those attending Presbytery.
3. Record attendance and report to the Presbytery at roll call.
4. Take complete notes of the proceedings of Presbytery, including the elders' reports.
5. Write a rough draft of the Minutes of Presbytery to submit to the Stated Clerk who will edit, record, copy, and distribute them.

Stipend: A stipend per meeting shall be established annually on recommendation of the Personnel & Staff Support Committee.

Election: The Recording Clerk is elected by Presbytery, normally for a three-year term.

Accountability: The Recording Clerk is accountable to the Stated Clerk.

SECTION E
DUTIES OF COMMITTEE AND TASK FORCE MODERATORS

As office staff begins to operate as efficiently as possible with fewer funds, Committee and Task Force Moderators are being asked to carry out the following responsibilities with as little help as possible from Office Staff:

I. Meetings

A. Set meeting date, and send out reminders as the date approaches.

B. Teleconference

1. Get your committee teleconference phone number and pin numbers from the Office staff, and keep them handy for future meetings.
 - a. Make sure all committee members have the information before each meeting.

C. Face to Face

1. Encourage committee members to make their own travel arrangements for reimbursement via the least expensive means available; or in the case of Alaska Airlines and other carriers on the Presbytery account, to take responsibility for contacting the Presbytery Office with the specific itinerary information or Confirmation Code needed for staff to purchase their tickets through EasyBiz, (a program that allows for shared mileage, flexibility, ticket changes, and ease of payment).
2. Take the lead in arranging housing for committee members.
 - a. Encourage them to find housing with friends or relatives if possible.
 - b. Ask the office staff for suggestions if needed, but do not expect the staff to make arrangements or calls.
3. Arrange for any Working Lunch and see that it is set up. (2.b. applies.)

D. Minutes

1. Write up and get them directly to committee members before the next meeting.
2. Send the final adopted copy to the Presbytery Office for their files.

E. Agenda & Reference Documents

1. Prepare &/or send directly to committee members.
 - a. Keep track of follow-up items.

II. Committee Budget

- A. Send accurate projections to the ~~Finance Committee~~ ~~Presbytery Treasurer~~ when requested.
 1. Ask for general information on teleconference cost per minute per phone.
 2. Estimate face-to-face costs of food and travel with committee input.

III. Review with the committee at least once per year your section of the Presbytery manual.

SECTION F

POSITION DESCRIPTION: PRESBYTERY OFFICE MANAGER

TITLE: Presbytery Office Manager

PURPOSE: To serve as a member of the presbytery staff, assisting the Pastor to the Presbytery (PTP) and the Presbytery in fulfilling the mission goals of the Presbytery of Alaska.

ACCOUNTABILITY: This person is employed by the Presbytery of Alaska and is accountable to the Presbytery Personnel Committee through the PTP.

REPORT TO: The Pastor to the Presbytery (PTP).

GENERAL GOAL OF THE POSITION: Provide efficient office management for the Presbytery of Alaska Office.

JOB FUNCTIONS & TASKS

Office Manager for Presbytery Office providing office management and communications:

- A. Open, respond to and oftentimes track daily e-mails and mail.
- B. Communicate and track information between churches, committees, M&M groups, task forces and individuals by electronic (email) and/or hardcopy distributions.
- C. Coordinate committee meetings, including arrangement of travel, lodging, logistic details and preparation/distribution of agendas, schedules, and reports. Maintain the presbytery directory.
- D. General office duties, e.g. receive guests, maintain presbytery files, office equipment and supplies, working with Bookkeeper, Stated Clerk and Treasurer as needed.
- E. Enhance communications with bi-monthly newsletter and website.
- F. Archive filing system for improved efficiency.

SKILLS, KNOWLEDGE AND ABILITIES NEEDED

I. Demonstrated skills necessary for effective office communication and providing management:

- A. Operation and troubleshooting of general office equipment, i.e. computer, printers, copier, etc.
- B. Proofreading, editing and formatting

II. Knowledge and experience necessary for effective communication and management:

- A. Secretarial, administrative and managerial experience
- B. Basic knowledge and/or experience with the church, preferably the Presbyterian Church.
- C. 'Team player' in office relationships with co-workers and superiors

III. Abilities necessary for effective communication and management:

- A. Ability and desire to function as a responsible member of a team
- B. Able to communicate cordially with the public
- C. Self motivating: able to prioritize and organize time and tasks effectively
- D. Punctual in maintaining office hours and willing to work overtime when required and requested
- E. Professional appearance, ethical conduct and the ability to maintain confidentiality

EVALUATION: There is an annual review and evaluation of performance in accordance with the personnel policies of the Presbytery of Alaska.

Employment with the Presbytery of Alaska is what is commonly known as “employment at will”. This means that although the Presbytery hopes that we will have a long and productive employment relationship, either you or the Presbytery may terminate this relationship at any time, for any reason or no reason at all, with or without cause.

~~Stated Clerk's Note: The following contract was approved by the Presbytery of Alaska at its Fall 2008 Stated Meeting. While not specifically called to be included within the Manual of Administrative Operations, it has been incorporated into the document to facilitate easier reference.~~

**Presbytery of Alaska
Pastor to the Presbytery**

The presbytery may call a Pastor to the Presbytery who shall be the administrator of the presbytery and staff to its committees, shall represent the presbytery in denominational and ecumenical matters, and shall express the pastoral care of the presbytery to its congregations and teaching elders.

The Pastor to the Presbytery is a member ex officio of the General Council and the Committee on Ministry.

The Pastor to the Presbytery is accountable to the Presbytery through the General Council, and is responsible for implementation of decisions and matters of strategy, program, and resources. The Pastor to the Presbytery shall supervise other administrative staff of the presbytery, and conduct annual performance reviews.

The General Council shall conduct an annual performance review of the Pastor to the Presbytery.

The election of the Pastor to the Presbytery shall be elected by the presbytery upon nomination by a search committee that shall conduct an open search.

Terms of call shall be reviewed annually. The call may be dissolved by a vote of the presbytery upon request of the Pastor to the Presbytery or the General Council.

~~This is a contract between the Presbytery of Alaska and the Reverend Doctor David Dobler to serve as the Pastor to the Presbytery for the Presbytery of Alaska. This is a staff position.~~

~~Terms of contract:~~

- ~~1. Length of Contract: A contract renewable annually to begin on May 1, 2008.~~
- ~~2. Termination of contract: The relationship may terminated by:
 - ~~a. The Presbytery Council — This relationship may be dissolved the the Presbytery Council with 60 days written notice to the Pastor to the Presbytery.~~
 - ~~b. The Pastor to the Presbytery — The Pastor to the Presbytery may request that this relationship be dissolved by written request to the Presbytery Council with 60 days written notice. If terminated, the Pastor the Presbytery receives no compensation for benefits beyond the date of termination.~~~~
- ~~3. Position is part time, which is approximately 30 hours per week.~~
- ~~4. Annual Compensation:
 - ~~a. This is a salaried (exempt) position.~~
 - ~~b. \$40,000 (includes housing allowance) plus Board of Pensions benefits base on annual base salary plus Housing Allowance. The allocation between cash salary, housing allowance and 403(b) contribution to be designated by the Pastor to the Presbytery.~~
 - ~~e. Travel. Air travel and ground travel expenses as needed to fulfill the position description will be reimbursed according to submitted receipts. Mileage for use of personal vehicle will be~~~~

- ~~reimbursed at the current IRS rate. \$10,000 is alloweate for the 2008 Budget year~~
- ~~d. Professional Expense reimbursement shall be in accordance with the Presbytery's Personnel Manual. \$1500 is allocated for the 2008 Budget Year.~~
 - ~~e. Vacation leave, sick leave, and holidays shall be in accordance with the Presbytery's Personnel Manual.~~
 - ~~f. Continuing Education leave shall be in accordance with the Presbytery's Personnel Manual.~~
 - ~~g. Honoraria. Honoraria received for services that are considered part of the position for the Pastor to the Presbytery shall be returned to the Presbytery in accordance with the Presbytery's Personnel Manual.~~

~~5. Accountability and Review:~~

- ~~a. The Pastor to the Presbytery shall be accountable to the Presbytery Council through the Personnel Committee of Council. An annual review shall be performed.~~

~~6. Other~~

- ~~a. All personnel will operate in accordance with the Presbytery of Alaska's Personnel Manual.~~
- ~~b. The Pastor to the Presbytery may apply for the General Presbyter position or any other position within the Presbytery.~~
- ~~c. This position will cease at the call of a new General Presbyter.~~
- ~~d. This contract is subject to the approval of the Presbytery at its Fall 2008 Presbytery meeting. This position shall be deemed to be an interim staff position until it is approved by the Presbytery. Upon Presbytery approval, this position shall be a Called Position.~~

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~~Part D~~

~~Higher Governing Body~~

~~Relations~~

Section A — COMMISSIONERS TO SYNOD AND GENERAL ASSEMBLY

~~**A. ELECTION:** Nomination and election of commissioners to the Synod and General Assembly shall take place at the Fall Meeting of Presbytery. Nominations shall be made by the Committee on Nominations for the number required for both commissioners and alternates. Other nominations may be made from the floor.~~

~~**B. ELIGIBILITY:** Nominees for minister commissioners shall be active members of the Presbytery of Alaska. Nominees for elder commissioners shall be elders in good standing in one of the churches of the Presbytery of Alaska.~~

~~**C. OBJECTIVES:** The purpose of selecting commissioners to General Assembly is threefold: (1) to serve the national Church in an intelligent and responsible manner under the guidance of the Holy Spirit; (2) to represent the Presbytery before the national Church in an intelligent and responsible manner under the guidance of the Holy Spirit; and (3) to broaden and strengthen the Presbytery's experience and leadership base.~~

~~**D. EXPECTATIONS:** Presbytery expects its commissioners to set aside all ordinary obligations in order to attend the entire meeting of the governing body to which they are elected, and, if unable to attend, to give as much notice as possible to the Stated Clerk of Presbytery, who will notify the alternate. Presbytery expects its commissioners to diligently study the material and the issues before the governing body in advance of the meeting. Presbytery expects its commissioners to report on the meeting at the next regular meeting of the Presbytery. And to local churches within the following year when invited.~~

~~**E. GUIDELINES FOR NOMINATION OF COMMISSIONERS:**~~

~~1. The Nominating Committee is to choose commissioners according to the objectives listed in paragraph C above. Consequently, it shall~~

~~a. seek individuals who (1) are able to meet the expectations outlined in paragraph D above; (2) are familiar with the current needs, concerns and priorities of the Presbytery and of the national church; and (3) will be guided by the direction of the Holy Spirit in carrying out the responsibilities of a commissioner.~~

~~b. seek to provide the experience of acting as commissioner to General Assembly to as many and as wide a variety of individuals as possible, with attention to the categories of inclusiveness and participation listed in G 4.0403 of the *Book of Order*.~~

~~2. **MINISTERS:** The following point system for ministerial General Assembly Commissioners is commended to the Nominating Committee in the interest of meeting the objectives mentioned above. The system is to be understood as a useful guide and not as a substitute for careful discernment.~~

~~a. One point for each year since ordination as a minister in the Presbyterian Church (U.S.A.) or one of its predecessors.~~

- ~~b. In the case of minister members of Presbytery who were not originally ordained in the Presbyterian Church (U.S.A.) or one of its predecessors, one point per year since reception of call by a Presbyterian church.~~
- ~~c. One point for attendance at each stated meeting of Presbytery since reception by the Presbytery.~~
- ~~d. One point for each six month period in which the minister served on at least one committee of Presbytery since reception by the Presbytery.~~
- ~~e. One point for each year in which the minister served on at least one committee of Synod or General Assembly since reception by the Presbytery.~~
- ~~f. In the case of a minister who has already served as a commissioner to General Assembly, points shall be accumulated only for the period since the minister last served as commissioner.~~
- ~~g. Points shall be figured through the Presbytery meeting immediately preceding the meeting at which the election is held.~~
- ~~h. A minister who is elected a commissioner and then finds it not possible to attend, for a reason approved by Presbytery, will not lose position in the eligibility list.~~

3. ELDERS (Eligibility list for churches)

~~A session shall be invited to recommend a nominee for commissioner to General Assembly on the basis of these eligibility guidelines:~~

- ~~a. A church which has not paid its per capita in full for the current year by October 15 of the current year shall be ineligible.~~
- ~~b. A church which has not been represented by an elder at each stated meeting of Presbytery in the year prior to the meeting of the General Assembly shall be ineligible.~~
- ~~c. Ten points per year following the last time an elder from the church represented Alaska Presbytery as a commissioner to the General Assembly.~~
- ~~d. Deduct five points for every unexcused absence from each state meeting of Presbytery within the previous five years.~~
- ~~e. Points shall be figured through the December immediately preceding the meeting at which the election is held.~~
- ~~f. A church does not lose its place on the eligibility list if its elder is elected a commissioner, but due to an acceptable excuse, is unable to attend the meeting.~~
- ~~g. Sessions shall give careful consideration to the matters of "Eligibility, Objectives and expectations" concerning commissioners to the General Assembly as set forth in the sections above.~~

4. DETERMINATION OF COMMISSIONERS AND ALTERNATES:

~~A majority vote is required to elect commissioners.~~

~~At least one alternate shall be elected for each commissioner. Alternates are to remain available and prepared to attend as commissioners.~~

5. TERM OF ELECTION FOR SYNOD COMMISSIONERS

~~Ministers and elders elected as commissioners to the Synod shall serve terms as established by the Standing Rules of the Synod.~~

~~Section B – YOUTH ADVISORY DELEGATES TO SYNOD AND GENERAL ASSEMBLY~~

~~**A. ELECTION:** Nomination and election of Youth Advisory Delegates (YADS) to the Synod and General Assembly shall take place at the Fall Meeting of Presbytery.~~

~~**B. NOMINATION:** Nominations shall be made by the Nominations Committee for the number of Youth Advisory Delegates and alternates required. Additional nominations may be made from the floor.~~

~~**C. ELIGIBILITY:** Nominees shall be active members of a church within the bounds of the Presbytery of Alaska. Nominees shall comply with the age restrictions established by the relevant governing body. A Synod Youth Advisory delegate may be nominated and elected to serve a second consecutive term. In selecting nominees, some effort shall be made to find nominees from churches which have not recently provided YADs to the Synod or General Assembly.~~

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Part E

Congregational Matters

SECTION A ANNUAL REVIEW OF SESSION RECORDS

- ~~1. For every Spring Stated Meeting the following churches shall submit their minutes and church register to the Presbytery, Angoon, Craig/Klawock, Hydaburg, Kake, Ketchikan, Metlakatla, Petersburg and Wrangell. For every Fall Stated Meeting the following churches shall submit their minutes and church register to the Presbytery: Auke Bay (Chapel by the Lake), Haines, Hoonah, Juneau (Northern Light United), Sitka, Skagway and Yakutat. Congregations shall submit their minutes and church register once a year, after their annual meeting.~~
2. Photocopies or secure electronic copies of session minutes beginning with and including the last numbered page which has been inscribed with Presbytery's approval, and including all numbered pages which contain subject matter to be reviewed, plus the original next numbered blank page from the book for Presbytery's approval stamp, shall be mailed to the person directed by the Stated Clerk. If there is an unused portion of a page in the book, "X" it out and include that in the photocopy too. The Committee on Session Records, Bills and Overtures shall review these copies prior to the meeting of Presbytery.
3. The Committee shall submit a written report in triplicate for each set of minutes examined: One copy shall be returned to the church with the minutes to enable the session to correct any errors and to prevent repetition of unacceptable procedures. The other two copies shall be turned into the Stated Clerk at the time the Committee makes its report to Presbytery. When the Committee next reviews a church's minutes, the Stated Clerk shall send one copy of the last report to the Committee in order that it may report that the recommended changes in practice have been followed.
- ~~4. The Committee on Session Records, Bills and Overtures shall bring the reviewed session minutes to the stated meeting of Presbytery for certification, and return them personally to the representative of the church in attendance.~~
- ~~5. The church register shall be brought to the stated meeting of Presbytery for examination, and approval, and be returned to the representative of the church in attendance.~~

SECTION B GUIDELINES FOR CONGREGATIONAL RECORDS

As provided in the Presbytery Manual of Administrative Operations all congregations of the Presbytery of Alaska are required to submit their records for review. To ensure that these reviews are done in a timely fashion and to permit rapid correction of problems, a copy of all minutes shall be forwarded to the Presbytery Office as soon as they have been created. A self review form shall also be submitted with these records. When reviewed a copy of the reviewer's observations shall be returned to the original church.

In general, as required by the *Book of Order* the minutes of the congregation and the session shall be kept in a fashion consistent with that provided in *Robert's Rules of Order Newly Revised* (RONR). Clerks are advised to obtain an up-to-date copy of Robert's so that they can ensure that the minutes are appropriately recorded.

This review of congregational records is required by the *Book of Order* G-9.0407e-3.0108. The specifics of what this review is to include are listed in G-9.0409a-3.0108a. ~~While it is required that the records "have been properly recorded" (G-9.0409a(1)), it must also be determined that the "proceedings have been regular and in accordance with the Constitution" (G-9.0409a(2)), have been "prudent and equitable" (G-9.0409a(3)), "faithful to the mission of the whole church" (G-9.0409a(4)) and finally that the "lawful injunctions of a higher governing body have been obeyed" (G-9.0409a(5)).~~

Thus, in order to ensure that these objectives are met, all records submitted by the churches shall include the following. (*A reference providing the basis for each requirement is listed following the requirement. In these references RONR means Robert's Rules of Order Newly Revised*)

A. All Meetings Session & Congregation

1. The date and time of each meeting shall be recorded. (RONR)
2. The place of each meeting (if other than a normal meeting place) shall be recorded. (RONR)
3. The type of meeting (regular, special, etc.) shall be listed (RONR)
4. The name of the moderator shall be recorded. (RONR, adjusted for Presbyterian terminology)
5. The presence of a quorum as provided by its rule shall be duly noted. (RONR--G-10.0202-3.0203)
6. It shall be recorded that the meeting was opened with prayer. (G-9.0301b-3.0105)
7. It shall be recorded that the meeting was closed with prayer. (G-9.0301b-3.0105)
8. The time of adjournment shall be recorded. (RONR)
9. The minutes of the previous meeting(s) shall be approved. (RONR)
Such approvals may be deferred to a later regular meeting, and congregations may, by appropriate actions delegate the approval of the minutes of congregational meetings to other bodies (for example, the Session or a special body created for that purpose.)

B. For all Session meetings

1. There shall be a record of the elders present and absent. (G-10.0202-3.0204)

C. For all Session meetings at which such actions are taken.

1. The election of Presbytery Delegates shall be recorded. (G-10.0102-3.0202a)
2. The examination and reception of new members shall be recorded. (G-5.0101d,e,f-3.0201c)
3. The full name of the church from which or to which members were transferred by certificate of dismissal shall be recorded. (G-10.0302b-3.0201c)
4. The full names (adequate to identify the individual) of those received into membership shall be recorded. (G-10.0302a-3.0204a)
5. The full names, date of birth, and parents of those approved for baptism (infant and adult) shall be recorded. In the case of an infant baptism, those who presented the infant for baptism shall also be recorded. (G-10.0302e-3.0204b)

6. The reporting of a plan for the permanent retention of church records (~~G-9.04063.0107~~)
 7. The offering of the Lord's Supper shall be authorized and recorded. (W-2.4012a)
- D. At least once each quarter it shall be recorded that:
1. The congregation celebrated the Lord's Supper. (W-2.4012a)
 2. The Session met. (~~G-10.02043.0203~~)
- E. At least once per year the records shall include:
1. That the Session reviewed the membership rolls. (~~G-5.05023.0203~~)
 2. The results of the Presbytery's review of the church's records. (~~G-9.04103.0108~~)
 3. A review of the work of an individually commissioned deacon (if the church has such deacons). (~~G-6.0403b2.0202~~)
 4. A review of the records of the Board of Deacons (if the church has a Board of Deacons). (~~G-6.04042.0202~~)
 - ~~5. A report that a joint meeting between the Session and the Deacons was held. (If the church has a Board of Deacons) (G-6.0405)~~
 6. A report on the congregation's annual financial review. (~~G-10.04043.0113~~)
 7. A statement that all new officers conferred with and were examined by the Session. (~~G-14.02052.0402~~)
 8. The establishment of the dates of the ordination of new officers. (~~G-14.02052.0402~~)
 9. That the Congregation annually reviewed the Pastor's Compensation package. (~~G-7.0302a2.0804~~)
 10. That the Congregation met at least annually. (~~G-7.0302a1.0501~~)

In the event the Session serves as a judicial commission for the purposes of hearing a disciplinary action as established in the *Rules of Discipline*, the Stated Clerk of the Presbytery shall be consulted so that the records are appropriately established.

SECTION C - MAINTAINING CHURCH PROPERTY

- A. ~~Accountability:~~** The Session of the Local church is responsible for the care of the property in that place. This includes both property maintenance and the use of property. As the Presbytery ultimately owns all property, the session is accountable to the Presbytery for the property entrusted to that session.
- B. ~~Maintenance:~~** The Session shall maintain the local property, both church buildings and manse, so that the buildings are safe and comfortable, conforming to local fire codes and other safety requirements. A plan for maintenance that will keep the buildings in good condition, correcting deficiencies, and improving the property shall be entered in the minutes of the session annually and the work accomplished as a result of that plan also recorded and the minutes shall be submitted to Trustees. Conservation of energy in heating and lighting the buildings should be a continuing concern. If the session cannot meet the property maintenance plan with the resources of the church and community, the session should apply to the Presbytery for assistance. One of the sources of volunteer labor is a summer volunteer work group, which may be requested through the Presbytery Office
- C. ~~Use of Buildings:~~** The session is responsible for the use of the church buildings. Such use is to be in keeping with the mission of the local congregation to the community and the world. In the event that the session decides to enter into a long term rent or lease of church buildings 1 year or more, permission must first be obtained from the Trustees acting on behalf of Presbytery and Committee on Ministry. If the local congregation does not have an active program of worship, church school, and mission, any income from property rental shall be forwarded to the treasurer of the Presbytery, who will hold it for the congregation, to be applied to past or future property improvement expenses.
- D. ~~Insurance:~~** All church property within the Presbytery shall be insured by the Alaska Presbytery group policy or through the session for similar coverage with another insurer, proof of insurance must be sent to the Presbytery for distribution to the trustees. Self supporting congregations are expected to pay the full premium, while mission aided congregations may negotiate their part of the premium with the Committee on Ministry. In the event of a loss of the congregation and the community should plan to provide for the deductible (up to \$10,000), but may apply for aid from the insurance reserves of Presbytery and Synod through the Presbytery Trustees.
- E. ~~Manse Furnishings:~~** A church manse shall be comfortably heated and have basic furnishings such as beds, furniture and kitchen appliances. Each year the session shall inspect the manse, note any improvements that are needed in the buildings or furnishings, and work out a plan to meet such needs. If the needs are greater than the resources of the congregation, application for help should be made to the Presbytery Trustees.
- F. ~~Building and Grounds:~~** The maintenance and care of church buildings and grounds is an important part of the church's stewardship responsibility. It is known from past example that in the long run money is not saved by always choosing the cheaper materials and labor when repairing the house of God. By taking shortcuts in maintenance and repair of buildings, churches are passing on a legacy of poor stewardship. The buildings are intended to last long term so that the people of God can together meet safely and comfortably for worship. The good stewardship of church buildings witnesses also to ministers' needs for affordable housing for themselves and their families so that they may be free to serve in ministry in that location.
- ~~Reporting:~~** As the Presbytery Trustees are responsible for the overall maintenance of all property within the Presbytery as noted in the Manual of Administrative Operations each session shall assist by making and including in the session minutes an annual report submitted to the Trustees by March 1.

~~The Trustees will share any information in reports that is also a concern of the Committee on Ministry.~~

SECTION D: MISSION PARTNERSHIPS

~~Churches in need of Mission Partnership funds must recognize and accept the limitations imposed by the current process as outlined here. The forms for application for mission partnership funds are supplied by the Office of the General Presbytery, and that office is responsible for the administration of the process.~~

~~The request for Presbytery Mission Partnership funds for the next calendar year in the form of a letter of request to include the amount requested, a rationale for the request and full financial disclosure for the previous 1 year be forwarded to Presbytery post marked March 1 of each year.~~

~~Each church is responsible for its church's programs and at least ¼ of the pastor's cash salary plus ¼ of the cost of payments to the Board of Pensions for medical and pension benefits.~~

~~Every congregation, Rainbow Glacier Camp, and Pelican Community Church shall submit to the Presbytery's Finance Committee by May 1 a full financial disclosure of the previous year's actual income and expenditures plus the approved budget for the year. The report shall give a full accounting of paid personnel including the pastor, choir director, secretary, childcare, sexton and so on. The terms "financial disclosure" and "accounting" shall be interpreted as described in G-10.0401d of the Book of Order.~~

~~Adjustments during year may be authorized by the Presbytery Committee on Ministry. When a pastor leaves a mission partnership church, the funds given to that church are routinely withheld. The funds are used to pay the moving expenses of the pastor who left, and the candidating and moving expenses of the new pastor who is called by the congregation. The Committee on Ministry is responsive to emergency appeals during the year, and tries to make adjustments on the basis of real need, but always within the limitations of available mission partnership funds, which may also change during the year. In no case is the Committee on Ministry authorized to allocate funds for new work which will require financial support beyond the limitations of the current approved budget.~~

~~The Presbytery's policies concerning the amounts provided by the Presbytery for Mission Partnership Grants shall be reviewed biennially in light of the mission strategy of the Presbytery by the Finance Committee and the General Council. If revisions are appropriate these shall be submitted to the full Presbytery for its consideration.~~

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Part F

Financial and Travel Policies

SECTION A: FINANCIAL POLICIES

All requests for reimbursement for more than \$5.00 should be accompanied by a receipt.

Committee and program expense may be advanced if requested by the coordinator of the committee.

The Treasurer may pay only those vouchers authorized by a Committee Coordinator, A Standing Committee Chairperson, any member of the Finance Committee, The Moderator of Presbytery, the Stated Clerk, or the General Presbyter (or someone acting in such an executive position, such as Pastor to the Presbytery). All vouchers must be authorized by a person other than the one receiving payment, and authorization may be done by e-mail.

The Presbytery of Alaska shall reimburse individuals for business and professional expenses incurred if the expenses are reasonable and do not exceed budgeted amounts; the individual documents the amount, time, place, and purpose of the expense ; and an accounting of such expenses is submitted no more than 60 days after the expense is paid or incurred.

Presbytery charge accounts are used only for legitimate business expenses. All charges shall be reported and documentation provided as indicated above.

Any reimbursement that exceeds business or professional expenses accounted for pursuant to this policy shall be returned to the presbytery within 60 days after the associated expenses are paid or incurred.

Under no circumstances will the presbytery reimburse business or professional expenses without proper documentation. All receipts and other documentation used to substantiate the nature and amount of business and professional expenses shall be retained by the presbytery.

SECTION B: PRESBYTERY TRAVEL POLICY

The Presbytery of Alaska shall pay costs as specified below related to travel authorized by the Presbytery. Everyone whose travel is supported by the Presbytery of Alaska is urged to exercise good stewardship and minimize costs. Any person whose travel is funded by the Presbytery is expected to attend all sessions of the meeting he or she is funded to attend.

Travelers must seek the least expensive travel means available. Travelers should determine what transportation is available to travel to and from the meeting, and for Alaska Airlines tickets, contact the Presbytery office to arrange

Travel costs of those attending Presbytery. Presbytery shall pay travel-related costs specified herein for travel to and from each stated meeting of Presbytery for those attending Presbytery who fall into at least one of the categories listed below:

~~Minister Members~~ Teaching Elders of the Presbytery, ~~including those serving in pulpits~~, Members-at-Large and Honorably Retired Members.

Commissioned Lay Pastors ~~serving in pulpits~~;

Ruling Elder Commissioners;

Presbytery Officers and other Elder voting members of Presbytery;

Caregivers required for any of the above who are medically disabled.

Costs due to travel delays. When unscheduled transportation delays, including inclement weather, prevent a traveler from completing a trip on schedule and the traveler does not have personal access to overnight accommodations, Presbytery shall pay reasonable hotel and ground transportation costs and meal costs if the delay extends into the evening hours and exceeds four hours in length. The Presbytery's maximum meal reimbursement rules shall apply. Travelers are expected to first utilize such accommodations as may be funded by the airlines.

Ferry staterooms. Presbytery shall not pay for a traveler's stateroom on a ferry unless a trip exceeds four hours in length and a portion of the trip takes place between the hours of 11 p.m. and 5 a.m. the following morning, or the traveler has a documented medical disability that warrants the renting of a stateroom.

Reimbursements require a voucher. Requests for reimbursement shall be made by submitting a voucher and must be accompanied by receipts for each expenditure for which reimbursement is being sought. All reimbursement requests must be submitted in a timely manner.

Lodging is provided by host community. The cost of hotel rooms or other such accommodations during Presbytery are not reimbursable.

Meals are provided by the host community. The cost of meals purchased during Presbytery when meals are provided by the hosts are not reimbursable.

SECTION C: PRESBYTERY MEAL REIMBURSEMENT POLICY

With the exception of meals provided at the site of Presbytery meetings, meal expenses for those traveling on presbytery business shall be reimbursed up to \$32.00 per day.

SECTION D: PRESBYTERY AUDIT POLICY

G-11.0307 3.0113 Book of Order -- Audit

~~The presbytery shall have a full financial review of all books and records relating to finances once a year by a public accountant or public accounting firm or a committee of church members versed in accounting procedures. Such auditors should not be related to the treasurer (or treasurers).~~ A full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures. Reviewers should not be related to the treasurer(s).

Terminology in this section is meant to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community.

The Presbytery will have a yearly financial review done by the Synod of Alaska Northwest, or a committee of church members, or an independent accountant. The Finance Committee may ask for a full financial review by an independent accountant at any time that it deems necessary, or at least once every four years.

A list of recommendations of the auditor and all subsequent steps taken to resolve those issues shall be presented to the next meeting of Presbytery following receipt of said recommendations or six (6) months, whichever is greater.

DEFINITIONS

AUDIT:

An examination and verification of Presbytery of Alaska's financial and accounting records and supporting documents by a professional certified public accountant.

FINANCIAL REVIEW

A review consists principally of inquiries of personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit.

SECTION E: CREDIT CARDS

Policy: A credit card will be maintained for the use of the Presbytery business. Receipts for credit card purchases will be turned in with detailed information regarding the purchase. The bookkeeper will match receipts with bills before paying and will record the expenses in the Presbytery financial records.

SECTION F: INVESTMENT POLICY

Investments shall be made only by the Pastor to the Presbytery, Treasurer, and one of the following: a member of the Committee on Finance, Stated Clerk or the ~~Presbytery~~ General Council Moderator. By specific vote of the Committee on Finance or the Presbytery ~~they~~ may appoint committee or individuals to make investments on behalf of the Presbytery of Alaska in the absence of a treasurer; this action must be recorded in the official minutes, within the constraints of this policy. A report on the status of the Presbytery investment portfolio shall be given, in writing, to the Finance Committee at its meetings and a yearly report to the Presbytery of Alaska.

APPROVED INVESTMENT ALTERNATIVES:

Short Term Vehicles (one-year or less):

- Mission Development Certificates
- Certificates of Deposit
- Money Market Accounts

Long Term Vehicles (more than one-year):

- Mission Development Certificates
- No Load Mutual Funds (including New Covenant Funds) & No Load Corporate bond Funds
- U.S. Treasury Notes and Bonds

Any investment in a vehicle other than those listed above, must have prior approval of the Finance Committee.

SECTION G: DESIGNATED OR RESTRICTED GIFTS

The Presbytery may accept a donation or gift that the donor restricts or designates for a specific purpose only upon the prior approval of such restriction or designation by the General Council.

When the Presbytery expends funds for any budgeted item for which restricted or designated funds are appropriate, it shall be assumed for accounting purposes that appropriate and available restricted or designated monies shall be used before unrestricted funds.

SECTION H: INSURANCE PREMIUMS

Property and Liability Insurance premiums including the expenses and each congregation's reimbursements to the Presbytery shall be accounted for separately in the annual budget.

SECTION I: OVERSPENDING OF BUDGETS

Without the specific authorization of the Finance Committee, no voucher will be authorized or signed if the budgeted line item is over spent. The Chair of any committee that exceeds its budget must be notified promptly in writing by the bookkeeper or treasurer.

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Part G

Committee on Ministry Policies

The COM is authorized to adopt and modify the minimum terms of call for the Presbytery pursuant to ~~G-14.0506~~ 3.0307 of the Book of Order. The COM shall present any modifications in the minimum terms of call to the Presbytery at the fall meeting of Presbytery.

Note: For easier reference the current minimum call terms established by the COM follow this page, but are not officially part of the document.

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**COMMITTEE ON MINISTRY – MINIMUM TERMS OF CALL
INSTALLED MINISTERS OF WORD AND SACRAMENT**

Pursuant to ~~G-4.0506e-3.0307~~ of the Book of Order, the Committee on Ministry of Alaska Presbytery (COM) establishes the following compensation as a minimum requirement for terms of call for pastors in this Presbytery. These minimum terms of call apply to all installed Ministers of Word and Sacrament. The COM may adopt different compensation requirements for a Commissioned Lay Pastor, Stated Supply, Temporary Supply, Interim Pastor, or Organizing Pastor. The following policies apply to the pastoral call and are considered part of the approved pastoral call for a minister of the Word and Sacrament. They are binding upon the particular church and the minister called.

Salary:

Effective January 1, 2007, the minimum cash salary for an installed pastor shall be \$29,000 annually. If a manse is not provided, the combination of salary and housing allowance must be at least the equivalent of the minimum salary plus 30%. These figures are minimum amounts and churches are encouraged to be generous with their salaries for pastors.

Board of Pension Dues

Board of Pension Dues, including both medical dues and pension dues, shall be paid by the church as part of the terms of call.

Allowances:

If the church provides a manse, the church shall provide all basic utilities such as electricity, propane or fuel oil for space and water heating, local phone, water, sewer and garbage.

The COM recommends that a transportation allowance appropriate for the particular community be a part of every pastoral call. This may be in the form of a reimbursable account or based upon the current IRS mileage rate.

The COM recommends that other allowances be considered in the terms of call, including: professional expenses, books, ministry expenses, medical offset, study leave expenses, and Social Security offset. The COM recommends that the church establish a fully accountable reimbursement plan for these allowances. All allowances shall be included with the cash salary in determining the minimum annual compensation under ~~G-4.0506e-3.0307~~.

Moving Expenses:

The COM encourages churches to pay all of the actual moving expenses of the pastor and the pastor's family. The minimum moving expenses to be paid by the church shall include:

1. The pastor's moving expenses to Alaska of up to 8,000 pounds of freight or equivalent cost;
2. the pastor's and immediate family's expenses equivalent to coach airfare from place of origin to the new ministry site in the Presbytery of Alaska; and
3. the pastor's professional library sent to Alaska at the United States Postal Service library rate insured or equivalent up to 500 pounds.

Limitations and Special Issues:

1. After completion of three years in ministry within the Presbytery of Alaska, the church is responsible to reimburse the pastor for the minimum moving expenses identified above as far as Seattle or Anchorage, to the extent the pastor is not reimbursed for such expenses from another source. If the pastor moves from one church to another church within the Presbytery, it is the responsibility of the newly calling church to pay the moving expenses of the pastor and family to

Seattle or Anchorage should the pastor at a later date move from the new call to a location outside the Presbytery of Alaska.

2. In the case of congregations receiving partnership funds, the Presbytery of Alaska will pay the percentage of moving expenses equivalent to the percentage of partnership funds, received relative to the total congregational budget for the current year.

Study Leave:

Education has traditionally been stressed by Presbyterians. An educated ministry is a hallmark of our church. Education is a continuing process in the life of the pastor. Therefore, a minimum paid study leave of two (2) weeks annually shall be included in the terms of the call. A session should encourage its pastor(s) to take study leave. The COM urges congregations to include financial compensation for study leave in its terms of call. Study leave may not be taken as terminal leave and unused study leave will not be compensated upon termination.

Vacation:

Vacation time accrues from the effective date of the pastoral call.

The COM strongly urges pastors to use their full vacation time each year, and encourages Sessions to urge pastors to use their vacation time. The actual vacation time taken by the pastor in the year should be recorded in the Session minutes.

Vacation time accrues at the rate of 2.5 days per month for a total of 30 calendar days per year.

While vacation time is not cumulative, a pastor and Session may agree to carry over unused vacation from one year to the next to allow for convenient scheduling. No more than 30 days of vacation may be carried over from one year of service to the next.

On the dissolution of the pastoral relationship, unused vacation time, not to exceed 30 days, may be paid as salary.

An amount equivalent to an economical round trip air ticket for the pastor and immediate family from the place of ministry to Seattle or Anchorage shall be provided every second year. The pastor shall be eligible for the first paid travel anytime during the second full year of service.

Signatures:

All terms of call shall be properly signed by the covenant partners and delivered to the Presbytery Office as soon as they are voted upon.

Exemptions:

For good cause shown, the COM may grant an exemption from any of the above minimum terms of call for a particular church and pastor. Exemptions shall be granted only in extraordinary circumstances. Any request for an exemption must contain a detailed explanation of the reasons and necessity for the exemption. All exemptions will be for a period of one (1) year but there is no limit on the number of consecutive exemptions that a church may request. If the COM grants an exemption for a church, then the minimum compensation required by ~~G-14.0506~~ 3.0307 for that church shall be the amount approved in the exemption.

Questions about the above policies may be referred to the COM.

Presbytery of Alaska

Candidate Indebtedness Policy

When Alaska is the Presbytery of Care:

1. Require an inquirer to meet during the inquiry year with a regional representative from the Board of Pensions, in order to assess net worth, and to make a plan for financing the cost of seminary; or
2. Require the inquirer, during the first year of seminary, to participate in a "Fiscal Fitness" workshop offered at his/her seminary, sponsored by the Board of Pensions of the PC(USA).
3. The cost will be shared one third each by the presbytery, the person seeking ordination, and that person's home church.
4. A designee of the presbytery's Committee on Preparation for Ministry (CPM) will counsel with an inquirer regarding the inquirer's level of indebtedness vis a vis prospective salary that can be expected based upon the current median income for the denomination report by the Board of Pensions, and based on the minimum effective salary established by the Presbytery of Alaska.
5. The Committee on Preparation for Ministry will counsel each inquirer and candidate on the benefits of using his or her available assets to pay for the cost of seminary expenses, rather than incurring indebtedness. If indebtedness is unavoidable, the CPM will work closely with the inquirer or candidate to formulate a plan to keep debt at a minimum along with an associated plan for repayment of that debt.
6. The Committee on Preparation for Ministry will make available on an annual basis to each candidate or inquirer a list of options for pursuing grants and interest free loans that may be available through the Financial Aid for Studies Office of the Presbyterian Church (U.S.A.), and encourage each candidate or inquirer to discuss possible funding options through his/her seminary.
7. The Committee on Preparation for Ministry shall inform candidates of the Seminary Debt Assistance Program offered through Church Wide Personnel Services.

When Alaska is the Presbytery of Call:

1. Any minister who is serving a first call following graduation from seminary who comes with any educational indebtedness, shall be required to show evidence of having attended a financial planning workshop such as a Fiscal Fitness workshop sponsored by the Board of Pensions, or other financial planning workshop. If the minister has not attended such a workshop, he/she shall be required to do so within a reasonable period of time. The cost of registration fee, accommodation and travel for such a workshop to be considered legitimate reimbursable expense from the presbytery.
2. The Committee on Ministry shall encourage calling congregations to utilize further educational debt reduction as a point in negotiating salary with a prospective pastor who is a recent seminary graduate.

Eligibility:

Ministers of Word and Sacrament who are

- Serving churches with fewer than 150 members and that have a budget of less than \$250,000
- In his or her first seven years of ministry
- Serving in a full-time called position.

Part H

Presbytery Personnel Policies

(Continued on next page)

The General Council is authorized to adopt and modify the Personnel Policies of the Presbytery. The General Council shall present any modifications to these policies to the Presbytery at its next stated meeting.

Note: For easier reference the current personnel policies established by the general council follow this page, but are not officially part of the document.

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PRESBYTERY OF ALASKA PERSONNEL MANUAL

PART I: STYLE OF THE PRESBYTERY PERSONNEL SYSTEM

The basic style of the presbytery personnel system is based on a commitment to use the full human resources available. It reflects a management style that is supportive in nature, seeking to pursue and preserve the cooperation of all staff who perform certain presbytery functions. It is a style of shared rights, responsibilities, and accountability.

A. STAFF RATIONALE AND PATTERN

THEOLOGY OF EMPLOYMENT

The Presbytery of Alaska of the Presbyterian Church (U.S.A.) is a community of faith called into being by God's grace in Jesus Christ, "...known by its convictions as well as by its actions" (*Book of Order* G-2.0100). Acknowledging God's sovereignty over the world and Christ's Lordship over the Church, it recognizes and uses the gifts of all, including its employees, for the purposes of God.

Basic assumptions are derived from the central teachings of the Christian faith regarding the nature of persons:

- they are created in God's image,
- their creativity, reflecting the image of a Creator God, must be recognized and protected, and
- the relationship between the presbytery and its employees is a covenantal relationship in which both parties agree to function together in certain ways to achieve agreed-upon objectives or purposes.

PERSONNEL PHILOSOPHY

The work of the Presbytery of Alaska is to be understood within the context of the Church defined by the *Book of Confessions* and the *Book of Order*, and within the context of its own mission and By Laws.

Employment with the Presbytery of Alaska is what is commonly known as "employment at will". This means that although the Presbytery hopes that we will have a long and productive employment relationship, either you or the Presbytery may terminate this relationship at any time, for any reason or no reason at all, with or without cause.

STAFFING PATTERN

The presbytery shall determine its staff in consultation with the synod and the presbytery's member churches, in accordance with the *Book of Order* and consistent with the presbytery mission statement.

TEAM MINISTRY

The presbytery staff functions as a team: each and all are concerned about and responsible for the work of the presbytery. Members of the presbytery staff support and assist one another and are in constant communication with one another so as to be able to serve as resources to one another.

B. EMPLOYER RIGHTS AND RESPONSIBILITIES

RIGHTS

1. Establish basic work goals consonant with the mission and purpose of the presbytery;
2. Establish an overall structure designed to best accomplish the basic goals;
3. Establish and administer a personnel system which can meet personnel needs;
4. Establish position descriptions and personnel qualifications for particular functions and determine who are qualified and/or qualifiable to perform such functions in accordance with the *Book of Order*, G-12.0302;

5. Establish and administer processes for compensation, continuing education benefits, working conditions, dismissals, and other phases of employment;
6. Expect employees to be productive in assigned functions;
7. Encourage employee opinion and see that employee opinion is presented to an appropriate forum dealing with the personnel system; and,
8. Exercise suitable discipline.

RESPONSIBILITIES

1. Be faithful to the purpose of the organization;
2. Provide opportunity for employee participation in the development of the personnel system, allowing employee input for decisions that affect them;
3. Assure that policies and administration of the personnel system are consonant with the rights of the employees;
4. Provide equal opportunity for all employees in all aspects of every phase of the personnel system and to an affirmative action program;
5. Provide adequate and equitable compensation to employees;
6. Assist the employees in meeting goals and objectives in a manner consistent with the interests of the employer;
7. Conduct for all employees, regular performance reviews and evaluations which relate their work objectives to goals of the presbytery, and which give them an opportunity to participate in evaluating their own performance in relation to these objectives;
8. Provide equitable benefits and working conditions for the general welfare and well being of all employees;
9. Establish and maintain open communication with employees on matters concerning their welfare and the presbytery's interests so that the formulation of personnel policies, procedures and practices is properly a project in which all employees may cooperate; and,
10. Establish, administer, and review a process that provides for the hearing and resolution of complaints and grievances.

C. EMPLOYEE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. Receive a personnel manual, a position description, manual of administrative operations and By Laws to develop an understanding of role and function of the particular position in the total structure of the presbytery and the Presbyterian Church (U.S.A.);
2. Receive information on the quality and expectations of job performance;
3. Be kept informed of proposed changes in personnel policies and procedures in order to provide input into the process;
4. Participate where appropriate in the personnel system to insure objectivity and fairness (e.g. grievance procedures, job classifications, performance review and evaluation, etc.);
5. Have working conditions that promote the general welfare and encourage productivity;
6. Receive adequate compensation and other benefits under a fair and open process; and,
7. Participate in establishing personnel policies.

RESPONSIBILITIES

1. Give their best possible performance in assigned functions;
2. Understand role and function in the context of the goals of the presbytery;
3. Provide requested representation to and participate fully in any committee or group on which employees are given responsibility;
4. Honor commitment to goals and objectives agreed upon by participation in the personnel system;
5. Follow explicitly the grievance process; and
6. Act in accordance with the presbytery's rules and regulations.

**PART II: PRINCIPLES FOR THE DEVELOPMENT AND ADMINISTRATION
OF PERSONNEL POLICIES AND PROCESSES**

EMPLOYMENT AT WILL

Employment with the Presbytery of Alaska is what is commonly known as “employment at will”. This means that although the Presbytery hopes that we will have a long and productive employment relationship, either you or the Presbytery may terminate this relationship at any time, for any reason or no reason at all, with or without cause.

EQUAL EMPLOYMENT OPPORTUNITY

To establish and administer a process that will enable the presbytery to develop and implement an affirmative action plan for equal employment opportunity, in accordance with the guidelines established by the General Assembly.

COMPENSATION

To establish and administer a process of compensation wherein the individual employee’s compensation is determined on the basis of a uniform and equitable salary scale.

REIMBURSEMENT OF EXPENSES

To establish and administer a fully accountable process wherein authorized expense incurred by employees in the performance of work assignments are reimbursed in an adequate and uniform manner utilizing a voucher system. [See Part III, A., following.]

CONTINUING EDUCATION

To establish and administer a process of continuing education which affords employees the opportunity for acquiring new skills, knowledge, and refreshment of old knowledge and skills, consonant with the needs of the presbytery.

The process of staff development will be an integral part of annual performance review and evaluation.

BENEFITS

~~To establish benefits to satisfy the needs of full time and part time regular employees for medical insurance, pension, regular vacations, and regular and special leaves, as long as the needs are consonant with the goals and financial capacity of the presbytery.~~

WORKING CONDITIONS

To establish and administer a process wherein the employee is assured of equitable working hours, necessary equipment to perform tasks, and pleasant working conditions, as long as such are compatible with the goals and financial capacity of the presbytery.

CONFLICT RESOLUTION

To establish and administer a process that will ensure all employees a fair and equitable opportunity for conflict resolution, including the right to choose an advocate, and for the hearing and resolution of misunderstandings and grievances that may arise in the administration of the total personnel system.

COMMUNICATION

To communicate to all employees the personnel policies and procedures pertinent to their employment, including identification of the persons or committees involved in the administration and oversight of the systems.

PART III: PERSONNEL POLICIES

A. BASIC POLICIES

DETERMINATION OF PERSONNEL GUIDELINES AND POLICY

Personnel policies are determined by the presbytery upon recommendation by the presbytery personnel and staff support committee.

EMPLOYMENT PRACTICES

Employment with the Presbytery of Alaska is what is commonly known as “employment at will”. This means that although the Presbytery hopes that we will have a long and productive employment relationship, either you or the Presbytery may terminate this relationship at any time, for any reason or no reason at all, with or without cause.

The presbytery is committed to fair employment practices and equal employment opportunity for all employees, in accordance with the guidelines established by the *Book of Order* and the General Assembly, and in compliance with the Civil Rights Acts of 1964 and 1968, the Equal Employment Act of 1972, the Equal Pay Act of 1963, together with any state laws of Alaska which apply to the presbytery as an employer.

PRIVACY

The presbytery will maintain procedures necessary to guarantee the confidentiality of employment records in accordance with the privacy guidelines established by the General Assembly.

Personnel files are confidential. Employees may have access to their own files in the presence of those authorized to handle personnel matters. Files are destroyed two years following separation from employment, except in special cases.

NEPOTISM

To affirm and facilitate equal opportunity for all employees and employment candidates, care will be exercised in the employment and assignment of persons who are direct relatives of people in the presbytery's employ. Such people should not be automatically denied employment or fair treatment in the full spirit of these policies. However, individuals shall not be hired by or through the involvement of direct relatives, and they shall not be assigned to a position where a direct relative is in a position to influence the employee's salary, promotion or other aspects of personnel practice.

SEXUAL HARASSMENT

It is the policy of the presbytery to maintain a workplace free of any form of sexual harassment or sexual intimidation from any presbytery employee, including supervisors, or from non-employee work contacts. Any form of sexual harassment is unacceptable behavior within the workplace and is subject to appropriate disciplinary action.

Sexual harassment includes, but is not limited to, unwelcome and unsolicited sexual advances, requests for sexual favors, discriminatory tormenting based on gender and other undesired verbal, visual, or physical conduct of a sexual nature.

Any presbytery employee who believes in good faith that there has been a violation of this policy should report the violation as soon as possible to the general presbyter or to the chairperson of the personnel and staff support committee. The general presbyter immediately shall notify the chairperson of the personnel and staff support committee. The chairperson shall alert committee members of the complaint and shall call a meeting of the committee as soon as possible. In any case, all complaints must be reported to the general presbyter and if the matter cannot be resolved between the parties involved, the general presbyter with the personnel and staff support committee will investigate the allegations promptly, objectively and confidentially.

The presbytery will take no adverse action against any employee who in good faith complains of sexual harassment and will protect such employee against reprisal from other employees to the extent possible. Where it is determined that sexual harassment did in fact occur, disciplinary action, including dismissal when appropriate, will be taken.

CONFLICT OF INTEREST

No employee shall accept any gift, gratuity, grant, service or any special favor from any person or persons, or from any businesses which provide or receive goods and services or which seek to provide or receive goods and services to or from the presbytery. However, minor courtesies such as luncheons, dinners, or similar arrangements in connection with business discussions may be received.

In addition, if any employee is called upon to participate in a decision in which the interests of the presbytery may conflict with his or her personal interests, the employee should abstain from participating in the decision. Employees shall avoid even the appearance of conflict of interest, special interest, or any other inappropriate conduct.

CONFIDENTIALITY

In the course of employment by the Presbytery of Alaska, staff may necessarily hear, receive, handle or process confidential information. According to the rules of the Presbyterian Church (U.S.A.), certain ecclesiastical files and records, as well as their contents, must be preserved as absolutely confidential. Such confidential information includes, but is not limited to, the following: information about pastors, information about personnel matters, information about congregations, information about ecclesiastical matters and other litigative matters. It is the policy of the Presbytery of Alaska that nothing learned by a staff person with respect to such confidential information shall ever be revealed; no documents may be copied without the explicit permission of staff responsible for the area of information; and access to files and records shall never be given to persons not authorized by the staff responsible. This confidentiality policy, also, applies to contents of reports not yet or never to be distributed to the presbytery as a whole.

Breaches of confidentiality constitute grounds for immediate dismissal.

EMPLOYEE PERSONAL ITEMS

The presbytery maintains a variety of office equipment and insures office equipment against damage and/or loss. The presbytery will replace damaged or stolen personal items of employees only if such items are determined by the general presbyter or the presbytery personnel and staff support committee to be reasonable and necessary to the performance of the employee's job-related duties. Other personal items (e.g. stereos, radios, pictures, plants, art objects, decorations, certificates of acknowledgment, etc.) will not be replaced by the presbytery if they are damaged or stolen. An employee who elects to have such items at the office assumes complete responsibility for their repair or replacement. Personal items used by staff away from the office shall be governed by this policy as delineated in the previous paragraph.

FULLY ACCOUNTABLE REIMBURSEMENT POLICY FOR STAFF BUSINESS EXPENSES

1. Staff persons employed by the Presbytery of Alaska shall be reimbursed for business and professional expenses incurred if the following conditions are met:
 - the expenses are reasonable and do not exceed budgeted amounts;
 - the staff person documents the amount, time, place, and purpose of the expense ; and
 - the staff person provides an accounting of such expenses no more than 60 days after the expense is paid or incurred.
2. Reimbursable business and professional expenses include local transportation, travel (including lodging and meals), hospitality, books, subscriptions, educational costs and professional dues.
3. The presbytery reimburses mileage at the standard rate allowed by the Internal Revenue Service.
4. Honoraria or other forms of payment for service rendered, when that service is related to normal job function (e.g. preaching, workshops, officer training, interpretation, and classes), shall be returned to the presbytery to offset budgeted expenses.
5. Presbytery charge accounts are used only for legitimate business expenses. All charges shall be reported and documentation provided as indicated above.
6. Any reimbursement that exceeds business or professional expenses accounted for pursuant to this policy shall be returned to the presbytery within 60 days after the associated expenses are paid or incurred by the staff person.
7. Under no circumstances will the presbytery reimburse a staff person for business or professional expenses without proper documentation.

8. All receipts and other documentation used to substantiate the nature and amount of business and professional expenses shall be retained by the presbytery.

B. EMPLOYMENT CATEGORIES

EMPLOYER

The legal corporate employer of all presbytery staff is The Presbytery of Alaska, a legal corporation organized under the laws of the state of Alaska.

EXEMPT AND NON-EXEMPT CATEGORIES

In accordance with the Fair Labor Standards Act, there are exempt and non-exempt positions.

EXEMPT

All exempt staff are elected personnel and are not entitled to overtime wages.

NON-EXEMPT

All non-exempt staff are hired personnel and entitled to overtime wages for work authorized by supervisor.

COMPENSATORY TIME

Compensatory time will not be recognized in accordance with Alaska state law.

FULL-TIME, PART-TIME, TEMPORARY EMPLOYMENT

- a) Full-time employees are hired for 40 hours of work per week (exclusive of lunch period).
- b) Part-time employees are hired for less than 40 hours of work per week (exclusive of lunch period).
- c) Temporary employees are hired for a short period of time, usually less than three months.

INTERIM EXEMPT STAFF POSITIONS

General Provisions

To provide continuity of administrative and/or program services in the presbytery, interim staff may be elected to fill vacant approved positions, to serve until the position is filled (or abolished).

This policy is applicable to all positions whether filled by full-time, part-time, ordained or non-ordained personnel.

Position/Person Description

A position description shall clearly identify the kind of accomplishments and administrative/programmatic leadership desired during the interim period. The accountability of the position shall be clearly defined and be consistent with the accountability provisions of the Book of Order.

Selection

The selection and hiring of an interim shall be in accordance with the provisions of the *Book of Order* and/or the policy and practice of the presbytery.

Compensation

Compensation shall be according to the presbytery compensation plan. The interim position is factored at an equivalent level to the regular position.

Benefits

Housing

Housing or a housing allowance shall be provided if the interim requires relocation. Since the position is of a temporary, short-term nature, the person employed shall be encouraged to seek and secure temporary living quarters.

Pension

Where the person is in the Presbyterian Church (U.S.A.) Pension Plan, benefits will be according to that formula.

Vacation and Continuing Education

Vacation and continuing education benefits may be granted in accordance with existing provisions for regular employees.

AAEEO

The affirmative action equal opportunity employment program established by the General Assembly shall be followed in the employment of persons for interim positions.

Review of Work

The presbytery shall provide for a review of the interim staff person's work on a scheduled basis. The review may be conducted on the basis of regular accountability reports to the presbytery personnel and staff support committee.

Termination

Termination for cause shall be as provided for in the presbytery personnel manual.

Special Provisions

Interims presently retired under provisions of the Presbyterian Church (U.S.A.) Pension and Benefits Plan and social security and desiring to continue to receive pension benefits should consult with the Board of Pensions regarding the applicable post-retirement service rules as they affect compensation and other entitlements.

C. RECRUITMENT AND SELECTION

EXEMPT STAFF

The general presbyter position is filled by action of the Presbytery, which shall elect a special search committee. The presbytery elects the general presbyter.

NON-EXEMPT STAFF

The general presbyter and personnel and staff support committee will fill non-exempt positions in keeping with the affirmative action program of the presbytery, subject to the approval of presbytery council.

D. POSITIONS

POSITION AND PERSON DESCRIPTIONS

A position and person description, subject to periodic review, shall be provided for each position.

VALIDATION OF POSITION

All new and vacant exempt positions shall be validated by presbytery.

EVALUATION OF POSITIONS

The presbytery personnel and staff support committee, in accordance with the guidelines established by the presbytery, shall evaluate all positions.

MODIFICATION OF WORK WITHIN A POSITION DESCRIPTION

In order to enable employees to make use of their skills and to increase their potential abilities, position descriptions or titles may be modified by mutual agreement between the presbytery personnel and staff support committee and the staff person. Any such modification shall be reported to both general council and presbytery at their first meeting following such change.

E. TENURE

EXEMPT STAFF

Election is for a three-year period with extensions possible. There shall be an initial six-month review and evaluation and thereafter annual reviews.

NON-EXEMPT STAFF

Non-exempt staff shall serve for an indefinite period. There shall be an annual performance review and evaluation conducted by the general presbyter and reported to the presbytery personnel and staff support committee.

The first three months of employment of non-exempt personnel is an introductory period, giving the employee and his/her supervisor an opportunity to evaluate interest and qualifications for the position under actual working conditions. Prior to regular employment a performance appraisal is prepared and discussed with the employee by his/her supervisor and in consultation with the general presbyter. When all requirements for regular employment are completed satisfactorily, regular employment shall begin with the next pay period.

F. CLERGY TERMS OF CALL AND APPOINTMENT

All exempt clergy staff shall be provided with a written "call" as provided by the General Assembly. In compliance with the *Book of Order* (G-14.0506), the call of a minister shall be submitted to the minister's presbytery for approval.

In accordance with the *Book of Order* (G-14.0500), changes in terms of call for an ordained staff member must be approved by his/her presbytery.

G. SALARY ADMINISTRATION

PRINCIPLES/GUIDELINES (Comply with General Assembly approved guidelines)

The system of compensation in the Presbytery of Alaska and its related organizations or institutions shall be in accord with the biblical, theological, and ethical standards of the Presbyterian Church (U.S.A.).

Effective, competent staffing throughout the presbytery is essential to the fulfillment of its mission, and adequate compensation is necessary for the attainment and maintenance of such staff.

The system of compensation should be fair to all and should be compatible with the Presbyterian system of government.

Compensation for a position should be based on the nature, purpose, scope and responsibility of the position; the experience, knowledge, and skills required; the challenge of the work to be done and its impact on the effectiveness with which the presbytery achieves its mission.

Salary changes should be based on annual performance reviews, with consideration given to changes in living costs and changes in responsibilities of positions. Increases related to good performance provide opportunity for increased financial recognition to employees. However, cost of living adjustments should not be confused with increases based on performance.

Employees recruited locally should be paid within salary ranges related to the average salaries paid by employers locally for comparable positions requiring similar skills and experience. Employees recruited regionally or nationally should be paid within salary ranges related to the average salaries regionally or nationally paid by employers for comparable positions, modified to reflect the local cost of living.

It is important that the compensation system be accompanied by a vigorous program of economic justice to insure that all employees are paid fairly and represented at all levels of employment, including women, racial/ethnic persons, persons with disabilities, and persons over fifty years of age.

Since the church recognizes the value of all varieties of service, and since it seeks to temper the values and rewards of the secular world, the salary range for the highest level position within each governing body should be no more than approximately four times the salary range of the lowest level position.

~~Salary ranges for each staff position within the presbytery should be established with a minimum salary, maximum salary, and midpoint. The midpoint for the highest paid exempt position should not be more than four times the midpoint of the lowest paid non exempt position and not more than three times the midpoint of the lowest paid exempt position.~~

~~For exempt positions the minimum salary for any position should be approximately 20 percent below the midpoint for that position and the maximum salary should be approximately 20 percent above the midpoint.~~

~~For non exempt positions the minimum and maximum salary range should be established in relation to salaries for each type of position as paid in the community, keeping in mind that the church should be leading the community in demonstrating its concern for fair wages.~~

MANSE ALLOWANCE (CLERGY)

The Internal Revenue Code provides that a minister can exclude from gross income for income tax purposes any rental allowance paid as part of his/her compensation to the extent that he/she used it for renting or providing a home.

In order to satisfy the requirement of the Internal Revenue Service relative to the housing or manse allowance for ordained ministers, it is understood that of the total amount of compensation paid to an ordained minister, housing is included when a manse is not provided.

It is the responsibility of the employee to determine the fair rental value of his/her house for Internal Revenue purposes annually and to report the amount to the personnel and staff support committee for inclusion in the annual presbytery minutes.

If the amount designated for manse allowance is not fully used, it is the recipient's responsibility to report the balance to the Internal Revenue Service as taxable income.

HONORARIA

Honoraria received for services considered part of a person's position description shall be returned to the presbytery.

H. TERMINATION POLICIES FOR EXEMPT STAFF

PRINCIPLES

Employment with the Presbytery of Alaska is what is commonly known as "employment at will". This means that although the Presbytery hopes that we will have a long and productive employment relationship, either you or the Presbytery may terminate this relationship at any time, for any reason or no reason at all, with or without cause.

1. All conditions for separation shall be compatible with the provisions of the *Book of Order* of the Presbyterian Church (U.S.A.).
2. The personnel and staff support committee shall prepare a written report citing specific reasons for the staff member's departure; and confirming the date of separation, any and all financial obligations existing between the presbytery and the individual; and any other matters pertinent to the personnel record. Copies of the report will be available to presbytery council and the stated clerk.
3. The separation process shall be considered incomplete until the hiring body acts upon it.
4. Immediate discharge for cause shall be made on the basis of substantial evidence. However, the discharge process shall not be completed without providing the staff person with the opportunity to be heard by the body that will make the final decision regarding his/her discharge.
5. The record of events, facts, and discussions regarding the proposed discharge of a staff person shall be treated with strict confidentiality.
6. ~~Staff may appeal separation decisions to the synod in accordance with the appeal process outlined in the *Book of Order* (D-13.000). Separation shall be operative without discrimination based on race, color, sex, national origin, age and ordination status.~~

REASONS FOR SEPARATION/TERMINATION

Voluntary Resignation

Voluntary choice of separation freely made by the employee (resignation) may take place after one month’s written notice to the general presbyter and/or the personnel and staff support committee, with copies to the presbytery council.

When the general presbyter resigns, the written notice shall be sent to the personnel and staff support committee, with copies to the moderator of the presbytery and stated clerk.

Staff will be paid cash equivalent to unused earned vacation at the official date of separation. No severance allowance will be provided.

Reduction of Force

~~Separation because of the discontinuation of a project, retrenchment in budget, or for other circumstances in which the employee bears no fault, is at the discretion of the presbytery. The presbytery shall provide written notice of termination after consultation with the personnel and staff support committee. Notice will be given as early as possible to for relocation and/or other employment.~~

~~When the staff member continues employment until the effective date of separation, severance pay shall be paid according to the following schedule. If the employee voluntarily terminates employment prior to the effective date of separation, severance pay will be at the discretion of the personnel and staff support committee.~~

<u>Years of Service</u>	<u>Weeks of Severance Allowance</u>
Less than 1	2
1 but less than 4	4
4 but less than 5	6
5 years and over	8 and a week’s salary for each year over 5 years, to a maximum of 12 weeks

Suspension

A staff member may be suspended, with or without pay, at the discretion of the personnel and staff support committee and with the concurrence of presbytery council, pending investigation of alleged wrongdoing or misconduct. Investigation of allegations will be undertaken promptly by the presbytery. The person suspended shall have the right to appear before the general council or representatives thereof, with or without advocate, in order to provide the presbytery with facts and to defend his/her position.

Separation for Cause

Separation for cause shall include but not be limited to:

- Unsatisfactory performance,
- Neglect in the care and use of presbytery property/funds,
- Unexcused absence and/or repeated tardiness, and/or
- Any other just cause.

A staff member whose performance fails to meet position expectations and is unsatisfactory shall be counseled initially by the immediate supervisor, general presbyter, or personnel and staff support committee. Every attempt shall be made to correct deficiencies in performance and establish effective work patterns. A written summary of this action, together with specifics for improvement (including a timeline for follow-up, not to exceed three months) will be given to the staff member. A copy of the report will be placed in the employee’s personnel file, and copies forwarded to the personnel and staff support committee and to the presbytery council.

If unsatisfactory performance continues, the personnel and staff support committee will present specific instructions to the employee in writing, citing corrections to be made and establishing a deadline for improvement (not to exceed three months from date of notice). A formal report of this action will be placed in the employee’s personnel file, and copies of the report will be given to the employee and to presbytery council.

If unsatisfactory performance continues beyond the deadline for improvement, the personnel and staff support committee shall give one month's notice of termination or, alternatively, one month's salary in lieu of notice. No severance pay will be allowed, but cash equivalent to the employee's unused vacation will be paid.

I. TERMINATION POLICIES FOR NON-EXEMPT STAFF

PRINCIPLES

Employment with the Presbytery of Alaska is what is commonly known as "employment at will". This means that although the Presbytery hopes that we will have a long and productive employment relationship, either you or the Presbytery may terminate this relationship at any time, for any reason or no reason at all, with or without cause.

1. All conditions for separation shall be compatible with the provisions of the *Book of Order* of the Presbyterian Church (U.S.A.).
2. The general presbyter shall prepare a written report citing specific reasons for employee's departure; and confirming the date of separation, any and all financial obligations existing between the presbytery and the individual; and any other matters pertinent to the personnel record. A copy of the report will be presented to the personnel and staff support committee.
3. Immediate discharge for cause shall be made on the basis of substantial evidence. However, the discharge process shall not be completed without providing the staff person with the opportunity to be heard by the body that will make the final decision regarding his/her discharge.
4. The record of events, facts, and discussions regarding the proposed discharge of a staff person shall be treated with strict confidentiality.
5. Separation shall be operative without discrimination based on race, color, sex, national origin and age.

REASONS FOR SEPARATION/TERMINATION

Resignation

Voluntary separation (resignation) may take place after written notice to the general presbyter with copy to the personnel and staff support committee. Staff will be paid cash equivalent to unused earned vacation at the official date of separation. No severance allowance will be provided.

Reduction of Force

~~Separation because of the discontinuation of a project, retrenchment in budget, or for other circumstances in which the employee bears no fault, is at the discretion of the presbytery. The personnel and staff support committee shall provide a minimum of thirty days' written notice of termination. Alternatively, the committee may provide thirty days' pay in lieu of notice. A severance allowance will be given in relation to the length of continued service as follows:~~

<u>Years of Service</u>	<u>Weeks of Severance Allowance</u>
Less than 1	2
1 but less than 4	4
4 but less than 5	6
5 years and over	8 and a week's salary for each year over 5 years, to a maximum of 12 weeks

Separation for Cause

Separation for cause shall include but not be limited to:

- Unsatisfactory performance,
- Neglect in the care and use of Presbytery property/funds,
- Unexcused absence and/or repeated tardiness, and/or
- Any other just cause.

A staff member whose performance fails to meet position expectations and is unsatisfactory shall be counseled initially by the immediate supervisor or general presbyter. Every attempt shall be made to correct deficiencies in performance and establish effective work patterns. A written summary of this action, together with specifics for improvement (including a timeline for follow-up, not to exceed one month) will be given to the employee. A copy

of the report will be placed in the employee's personnel file, and a copy forwarded to the personnel and staff support committee.

If unsatisfactory performance continues, the general presbyter may recommend termination for cause. If the personnel and staff support committee concurs, written notice will be given indicating reasons for termination.

The general presbyter, alternatively, may present specific instructions to the employee in writing, citing corrections to be made and establishing a deadline for improvement (not to exceed one month from date of notice). A formal report of this action will be placed in the employee's personnel file, and copies of the report will be given to the employee and to presbytery council.

If unsatisfactory performance continues beyond the deadline for improvement, the general presbyter and/or personnel and staff support committee shall give two weeks' notice of termination or two weeks' salary in lieu of notice. No severance pay will be allowed, but cash equivalent to the employee's unused vacation will be paid.

J. GRIEVANCE PROCESS

For the purpose of this policy, a complaint or grievance is an alleged violation of an approved personnel policy or practice, the alleged violation of an applicable state or federal law, or alleged irregularities in the implementation of discipline.

In order to deal promptly and fairly with all complaints or grievances, the following steps are to be taken.

PRELIMINARY COMPLAINT PROCEDURE

Prior to filing a formal written grievance, several preliminary steps are to be taken. The complaining party must first discuss his/her problem with his/her immediate supervisor. The supervisor will make every effort to resolve the difficulty.

FORMAL GRIEVANCE PROCEDURE

If informal efforts to resolve a grievance have failed, a formal grievance may be filed by submitting a written statement to the coordinator of the personnel and staff support committee, with a copy to the general presbyter and the person's supervisor. Formal grievances must be filed within forty-five (45) days of the alleged grievance.

1. The coordinator of the personnel and staff support committee shall call a committee meeting to review the grievance with all parties concerned. The committee shall make a determination of the grievance within 45 days.
2. If the complainant is dissatisfied with the decision of the personnel and staff support committee, he/she may file an appeal with the presbytery general council within fifteen (15) days of the committee's determination. The general council, in consultation with all parties concerned, shall make a final determination within 90 days. The presbytery general council shall supply all parties concerned with its decision in writing.

RIGHT OF ADVOCACY

It is understood that the complaining party may arrange to have an advocate with him or her at all steps in the formal process.

WRITTEN RECORDS

A written record of all decisions arrived at in all meetings shall be kept, and shall remain confidential. Records shall be maintained by the personnel and staff support committee and/or stated clerk, depending on the circumstances of the case.

Letters of decision from the personnel and staff support committee or the presbytery general council shall contain provision for the complaining party to indicate his or her acceptance or rejection of the decision.

K. RETIREMENT

The benefits plan of the Presbyterian Church (U.S.A.) is designed to make retirement at age sixty-five (65) possible with full benefits in relation to accrued pension credits. Those who work beyond age sixty-five (65) will continue to accrue additional pension credits. (See the provisions of the benefits plan for further information.)

Subject to normal performance standards, employees who desire to work beyond age sixty-five (65) may do so.

L. CONTINUING EDUCATION OPPORTUNITIES

CAREER DEVELOPMENT

All employees will be given an annual opportunity to review and determine their short and long term goals and objectives as a part of the presbytery's affirmative action program. Such an opportunity will include at least the following:

1. A sharing of the employee's career goals and objectives, and his or her career goals and objectives as an employee of the presbytery.
2. Sharing of the presbytery's goals and objectives within the context of the total mission of the Presbyterian Church (U.S.A.).
3. Review and analysis of the employee's skills and knowledge in light of his or her current work assignment, and the presbytery and employee's goals and objectives.
4. Analysis of the employee's potential career opportunities within the structure of the Presbyterian Church (U.S.A.) and the Presbytery of Alaska.
5. Agreement by the employee and the presbytery concerning short and long term goals and objectives.
6. Development of a projected program to help the employee develop new skills and knowledge, or refresh old skills and knowledge, which will be helpful in achieving the agreed upon objectives.

ANNUAL CONTINUING EDUCATION FOR EXEMPT STAFF

The purpose of continuing education is to strengthen the exempt staff in their work. It should have two results:

1. Skills development of the person, theologically and academically.
2. Added benefit to the presbytery through increased knowledge, skills, motivation, and enthusiasm for ministry.

GUIDELINES OF CONTINUING EDUCATION FOR EXEMPT STAFF

Paid leave for continuing education will be granted, according to terms of employment/call and the following guidelines:

1. The personnel and staff support committee shall approve an application detailing study plans prior to leave being taken. The committee also will receive a follow-up report upon return from study leave.
2. The presbytery strongly encourages staff members to take study leave each year. To accommodate scheduling and/or plans for specific programs of study, up to six (6) weeks of leave may be accumulated, subject to prior approval of the personnel and staff support committee.
3. Unused continuing education, for which a plan of accumulation has not been approved, will not be carried over from one year to the next. When staff members leave the employ of the presbytery, whether by voluntary or involuntary separation, no compensation will be allowed for unused study leave.

CONTINUING EDUCATION FOR NON-EXEMPT EMPLOYEES

The general presbyter may approve up to two weeks of continuing education annually for non-exempt employees, providing that educational plans benefit the presbytery and enhance the employee's professional development.

M. PERFORMANCE REVIEW

An annual performance review and evaluation will be conducted for all staff in accordance with guidelines established by the personnel and staff support committee, and will be reported in writing to the personnel and staff support committee and to staff members involved.

N. BENEFITS

SOCIAL SECURITY

Personnel are covered by the Federal Old Age and Survivors Benefits Act (social security). The employee's share of the tax is withheld from the wages of non-ordained staff. Ministers are considered self-employed for purposes of social security and taxes are neither withheld nor paid for them.

PENSION AND BENEFITS PLAN

A pension and medical plan is provided by the Presbyterian Church (U.S.A.) that includes provisions for retirement pensions, major medical benefits, disability income, death benefits and optional coverage for dental benefits and retirement savings. The terms of the plan are contained in handbook "The Terms of the Benefits Plan of the Presbyterian Church (U.S.A.)."

MINISTER PARTICIPATION

All ministers of the Presbyterian Church (U.S.A.), who meet the terms for eligibility, are required to participate in the pension and benefits plan.

LAY EMPLOYEE PARTICIPATION

All lay employees who work at least 20 hours per week are eligible to participate in the pension and benefits plan. If an employing organization elects to cover one employee in an employment classification (exempt or non-exempt employees), it must cover all eligible employees in that classification who work at least 30 hours per week.

Information regarding status and eligibility of lay employees, exempt and non-exempt, for participation in the pension and benefits plan, will be provided to applicants during the interview, prior to employment.

ALTERNATE PENSION AND BENEFIT PLAN

All full-time and regular part-time exempt and non-exempt lay employees working a minimum of 20 hours per week are eligible to have paid by the presbytery for their benefit a percentage amount based on the base salary for the purpose of providing medical and dental insurance and/or an annuity.

FLEXIBLE SPENDING PLAN

~~All employees are eligible to elect to participate in a Flexible Spending Plan (Section 125 Plan) to cover deductible and/or medical or dental expenses not covered by the Pension and Benefits Plan of the Presbyterian Church (U.S.A.) or alternate plan. Each calendar year, employees must indicate in writing their desire to participate and the dollar amount to be set aside. Reimbursements from the employee's Flexible Spending Plan account are made upon presentation of a voucher, together with receipts, for the included expense. No unexpended moneys are returned to the employee; nor shall unexpended moneys be carried over for use by the employee for medical expenses incurred in another calendar year.~~

VACATION

A vacation with pay is provided for all regular employees for refreshment, relaxation, health, and work effectiveness. Vacations are not cumulative and must be used within the calendar year, except when special provision has been made by the personnel and staff support committee. Vacations are computed on January 1 of each year for service during the ensuing calendar year.

It is expected that vacation will be taken at a time convenient to the work of the presbytery and the employee. Family commitments may call for unique scheduling and every effort will be made to make necessary adjustments.

Normally, the dates of vacation must be approved at least a month in advance by the supervisor(s) and the general presbyter. During the remainder of the calendar year in which an employee begins work, vacation will be prorated on the following ratio:

Exempt

Full-time exempt employees are entitled to 2½ days per month vacation per year, accumulative up to 30 calendar days annually (22 working days).

Non-Exempt

Full-time non-exempt employees are entitled to annual paid vacation. Vacation will be credited after six months of employment. At that time, five (5) days will be credited and after one (1) year, another five days, so that a total of ten (10) working days will be earned annually until the completion of five (5) years continuous employment. The annual paid vacation entitled to non-exempt employees is according to the following schedule:

Service from 1 – 5 years	10 working days
Service from 6 – 11 years	15 working days
Service from 11 – over	20 working days

Part-time non-exempt employees who work more than 20 hours per week are entitled to 8 vacation days per year.

Refer to termination policies regarding earned vacation, as applicable.

HOLIDAYS

Presbytery recognizes all federal holidays. Saturday holidays will be observed on Friday, and Sunday holidays will be observed on Monday. There are 12 paid holidays:

- New Years Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day plus one additional day
- Floating holiday (Veteran's Day or employee's birthday)

If a holiday falls within a vacation period, an extra day of vacation is granted.

SICK LEAVE

Regular full-time non-exempt employees accumulate 10 working days sick leave per year, with unused days cumulative to 120 working days. Sick leave entitlement during the first year of employment will be pro-rated according to the length of employment. Absences that occur after the allowed 10 working days sick leave shall be without pay.

Exempt employees will follow the same formula, except that they are granted 10 days sick leave at the beginning of their employment.

The maximum accumulation of 120 days of sick leave applies to all full-time employees. Sick days may be used for personal injury or illness or for illness or injury in the immediate family. "Immediate" is defined in the section entitled "Bereavement Leave." At time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave. When medical leave is anticipated, advance notification should be given.

Regular part-time non-exempt employees accumulate 5 working days sick leave per year up to 60 days.

PERSONAL DAYS

With the permission of the general presbyter, following one year of employment an employee may take two (2) personal days of leave per year, non-accumulative. Such days shall ordinarily be scheduled with at least three (3) days advance notice in consultation with the general presbyter.

When two (2) personal days per year are used, the employee may take additional personal days by:

1. Working additional hours to make up time used; or
2. Charging the additional time against allowed earned vacation time.

WORKER'S COMPENSATION INSURANCE

All employees in all locations are covered by the worker's compensation law of the state of Alaska. This provides coverage for on-the-job illness and injury. A state-set percentage of earner's wages is paid by the presbytery for coverage, as required by law.

LEAVES OF ABSENCE WITH PAY

Leaves of absence, with pay or partial pay, are provided under the following circumstances with approval by the general presbyter:

- a) Regular training period of the U.S. armed forces (maximum of two weeks). Since most such service includes military pay, the pay liability of the presbytery will be to make up the difference, if any, between the employment salary and the military salary.
- b) For jury duty (under normal circumstances, jury pay is to be returned to the employer).
- c) For marriage of an employee who has been with the presbytery for one (1) year or longer, up to 3 days.
- d) For personal and family emergencies, up to 3 days annually.
- e) Bereavement leave: in the event of death in the immediate family (spouse, child, sibling, parent, parent-in-law, grandparent or relative in the same household), three (3) consecutive days will be given with pay. If an employee must travel, generally out of state, to attend the funeral of spouse, children, or parents, up to five (5) consecutive days will be allowed as leave with pay. In the event of the death of another relative, up to three (3) consecutive days with pay will be given.

LEAVES OF ABSENCE WITHOUT PAY

Leaves of absence without pay are provided under the following conditions with the approval of the general presbyter in consultation with the personnel and staff support committee.

Medical

Medical leaves of absence without pay are provided typically for injuries due to auto accident, surgery and recovery, pregnancy (maternity), serious illness, etc. These leaves are subject to approval of the general presbyter in consultation with the personnel and staff support committee. Medical leaves of absence are extended normally to employees who have completed one (1) year continuous service.

Maternity/Adoption

Maternity leave follows the same provisions as any medical leave. In this case, however, following the birth of the child, it is required that the employee inform the general presbyter of an approximate return date, within a reasonable period of 6-8 weeks. In the event of complications due to childbirth, such leaves will be treated as medical leave of absence if the employee is not able to return within 6-8 weeks.

Paternity

Paternity leave of up to two (2) weeks, provided that such leave takes place within sixty (60) days of the birth, miscarriage, or adoption of a child.

Military

For military service of an employee who has been with the Presbytery for three (3) months upon return, every effort will be made to place the employee in a position with like seniority and status and salary.

Other

For any other reasons determined adequate by the general presbyter and the personnel and staff support committee.

O. PART-TIME EMPLOYEE BENEFITS

Part-time employees are employed less than 40 hours per week. If they are not temporary and if they work at least 20 hours per week, they are eligible for the following:

1. Holiday pay, if the holiday falls on one of the regularly scheduled working days; payment is in the number of hours normally worked that day.

2. Jury duty pay.
3. Vacation and sick pay in proportion to hours worked each week and as described in personnel policies.
4. Worker's compensation.
5. Severance allowance in proportion to hours worked each week.
6. Social security participation.
7. Benefits plan as described in personnel policies.

If a part-time employee is later placed on full-time basis, pro-rated service credit will be given from the first day of his/her part-time employment for sick leave and vacation benefits.

PART IV: AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY

PREFACE

In determining its own witness to the world and its service to humanity, the Church of Jesus Christ is bound by the Gospel mandate to "announce good news to the poor, to proclaim release for prisoners and recovery of sight for the blind, to let the broken victims go free, to proclaim the year of the Lord's favor." Thus it sounds the note of liberation, reconciliation and healing, and calls all persons to the more abundant life in Christ.

In the modern world such a mission has many implications, one of which is the removal of discriminatory practices that deny individuals the opportunity to achieve their highest employment potential. Therefore, it is the policy of the Presbytery of Alaska to:

- Provide equal opportunity in employment and upward mobility for all qualified and qualifiable persons;
- Prohibit discrimination in employment because of race, religious affiliation, color, national origin, sex, age, marital status or disability; and,
- Promote the full realization of equal employment opportunity through a positive and continuing program of affirmative action.

Affirmative action is the execution of a set of specific and result-oriented procedures designed to eliminate both conscious and unconscious discriminatory employment practices in order to ensure equal employment opportunity. Affirmative action goes beyond the prohibition of discrimination, to ensure that recruiting, training, hiring, and promotion practices are non-discriminatory.

POLICY

In accordance with the Presbyterian Church (U.S.A.) plan for AA/EEO, the Presbytery of Alaska will:

1. Recruit, hire, call, train, and promote all persons in all positions without regard to race, color, national origin, sex, age, marital status, or disability.
2. Periodically conduct analysis of all personnel policies and actions to ensure equal employment opportunity for exempt and non-exempt personnel.
3. Provide equal opportunities in training during employment for all staff personnel.
4. Ensure that all other personnel actions will be administered on a non-discriminatory basis.
5. Develop uniform and comprehensive guidelines and procedures for the recruiting, screening, interviewing, and employment of exempt and non-exempt personnel.

The AA/EEO policy will implement *Book of Order* provisions [G-10.0102(m), G-11.0103(d), G-11.0502(f), G-12.0102(d), G-13.201(b), G-14.502] and the "Churchwide Plan for EEO." No person shall be employed in any position requiring ordination unless the presbytery is assured that at least one qualified or qualifiable person in an equal employment opportunity category (racial/ethnic, woman, and other) has been interviewed and heard in person. This policy will also apply to persons employed in staff positions.

IMPLEMENTATION

The personnel and staff support committee, through the presbytery will implement this policy by:

1. Including this policy in the personnel manual and distributing it to all employees.
2. Interpret and review this policy to all employees as they are employed.
3. Monitor this policy in the employment practices of presbytery staff and the development of position descriptions, and provide reports to the presbytery on the implementation of this policy.

PART V: REVISIONS TO THE PERSONNEL MANUAL

Revisions to the personnel manual shall be approved by the ~~presbytery~~ general council upon advice and recommendation of the personnel and staff support committee, and shall be reported to the next stated meeting of the presbytery. Copies of the personnel manual shall be available in the presbytery office and shall be placed with members of staff, the stated clerk, presbytery moderator, and personnel and staff support committee.

NOTE: Date at bottom of page indicates date of original adoption or date of revision of material on that particular page whichever is most recent.



Appendix I

Presbytery of Alaska

MEDICAL-ESCROW ACCOUNT PLAN

Under this plan, employees of the Presbytery of Alaska may pay for their contributions with pre-tax dollars through a salary reduction agreement with the Presbytery of Alaska.

1. INTRODUCTION

1.1 ~~Nature of Plan:~~ The purpose of this medical escrow account plan, established under Sections 105 and 125 of the Internal Revenue Code, is to provide eligible employees of the Presbytery of Alaska with the opportunity to contribute toward the cost of the benefits described in Exhibit A (the "Plan Description" which is incorporated herein by reference) on a pre-tax basis, pursuant to a salary reduction agreement in accordance with the requirements of Sections 105 and 125.

1.2 ~~Compliance with Applicable Law:~~ This written plan document is intended to comply with all relevant provisions of the Internal Revenue Code and ERISA (to the extent ERISA applies to this plan) and is to be interpreted in a manner consistent with the requirements of such laws. The plan shall consist of this document and the plan description contained in Exhibit A attached hereto and incorporated herein by reference.

2. DEFINITIONS

2.1 ~~"Administrator"~~ means the plan sponsor, Presbytery of Alaska, or such other person or committee as may be appointed from time to time by the Presbytery of Alaska to supervise the administration of the plan. In our case the administrator is the presbytery personnel committee, with the "day to day" responsibilities of operating the plan assigned to the presbytery treasurer.

2.2 ~~"Cafeteria Plan"~~ means the Premium Conversion and Flexible Spending Account Cafeteria Plan established by the Presbytery of Alaska under Section 125 of the Code. The provisions of the cafeteria plan are incorporated by reference into this plan document.

2.3 ~~"Code"~~ means the Internal Revenue Code of 1986, as amended from time to time.

2.4 ~~"Effective Date"~~ means January 1, 1995.

2.5 ~~"Eligible Employee"~~ means an employee who meets the eligibility requirements set forth in Exhibit A.

2.6 ~~"Employee"~~ means an individual who is regularly employed by the Presbytery of Alaska.

2.7 ~~"ERISA"~~ means the Employee Retirement Income Security Act of 1974, as amended from time to time.

2.8 ~~"Plan"~~ means this Medical Escrow Account Plan established by the Presbytery of Alaska in accordance with Sections 105 and 125 of the Code.

2.9 ~~"Plan Sponsor"~~ means the Presbytery of Alaska.

2.10 ~~"Plan Year"~~ means the calendar year.

2.11 ~~"Statutes"~~ means Sections 105 and 125 of the Code, as amended from time to time.

2.12 ~~"Regulations"~~ means any temporary, proposed, or final regulations promulgated under Sections 105 and 125, to the extent the personnel committee determines, in its sole discretion, that such regulations are consistent with the Statutes.

A pronoun or adjective in the masculine gender includes the feminine gender, and the singular includes the plural, unless the context clearly indicates otherwise.

3. ~~COVERAGE, CONTRIBUTIONS AND FUNDING~~

~~3.1 Electing Coverage: An eligible employee may elect benefits under the plan through a written election filed by the eligible employee with the Presbytery of Alaska in accordance with the procedures established under this Cafeteria Benefit Plan (including the election procedures described in Exhibit A) and such other procedures as may be established by the Presbytery of Alaska from time to time. An election to receive benefits under this plan may not be changed or revoked by the eligible employee during the plan year, except upon a change in family status (as described in the regulations), or as otherwise permitted by the statutes and regulations.~~

~~3.2 Funding: The full cost of benefits under the plan shall be paid by participating employees through salary reduction agreements with the Presbytery of Alaska.~~

4. ~~ADMINISTRATION OF PLAN~~

~~4.1 Authority of Plan Administrator: To the extent ERISA applies to the plan, the personnel committee shall be named fiduciary of the plan for purposes of ERISA with the discretionary authority to control and manage the operation and administration of the plan. The personnel committee will have full discretionary power to administer the plan in all of its details, subject to applicable requirements of law.~~

~~To the fullest extent permitted by law, the personnel committee shall have the discretion to determine all matters relating to eligibility, coverage or benefits under the plan, and the personnel committee shall have the discretion to determine all matters relating to the interpretation and operation of the plan. Any determination by the personnel committee shall be final and binding, in the absence of clear and convincing evidence that the personnel committee acted arbitrarily and capriciously.~~

~~4.2 Claims Procedure: Any claims for benefits under the plan shall be filed in accordance with such claim procedures as may be established by the personnel committee from time to time.~~

~~4.3 Delegation: To the fullest extent permitted by law, the personnel committee is authorized to delegate any of their responsibilities under the plan to any person or entity.~~

~~4.4 Modification of Elections: The personnel committee is authorized to modify elections of employees under the plan to comply with any legal requirements relating to the plan.~~

5. ~~AMENDMENT AND TERMINATION OF PLAN~~

~~5.1 Amendment or Termination at Discretion of Plan Sponsor: The plan (including Exhibit A) may at any time in the sole discretion of the Presbytery of Alaska be amended or terminated by a written instrument signed by an officer of the Presbytery of Alaska. No vested rights of any nature are provided under the plan.~~

~~5.2 Automatic Amendment to Comply with Statutes and Regulations: Notwithstanding anything herein to the contrary, if the plan conflicts in any way with the statutes and regulations, the plan shall be deemed to be automatically amended to comply with the statutes and regulations to the extent necessary for the plan at all times to be in compliance with Sec. 105 and 125 of the code and regulations, and the presbytery council shall be specifically authorized to administer the plan in accordance with any and all such deemed amendments under this section.~~

6. ~~MISCELLANEOUS PROVISIONS~~

~~6.1 Effective Date: This plan shall become effective as of December 1, 1995.~~

~~6.2 Governing Law: To the extent not preempted by ERISA or any other federal statutes or regulations, the plan shall be governed by, and construed in accordance with, the laws of the State of Alaska.~~

~~IN WITNESS WHEREOF, the Presbytery of Alaska has caused this plan to be executed in its name and on its behalf by its officers thereunto duly authorized.~~

PRESBYTERY OF ALASKA

By _____ Moderator

By _____ Stated Clerk

Date _____

EXHIBIT A

Presbytery of Alaska MEDICAL ESCROW ACCOUNT PLAN Description

I. OVERVIEW

~~You are only eligible to participate in this plan if you are a permanent employee of the Presbytery of Alaska.~~

~~To participate, you do not have to have elected any other Presbytery of Alaska benefits.~~

~~The Plan increases your spendable income by reducing your income taxes. When you participate in this plan, you agree to deposit part of each paycheck in the account during the year, before it is taxed. You pay less taxes because your taxable income is reduced by the amount of your contributions. As you incur eligible health care expenses during the year, you request reimbursement from the appropriate account in tax-free dollars.~~

~~Because your contributions to this account reduce your salary for Social Security purposes, you may receive a slightly lower Social Security benefit at retirement, death, or during disability.~~

II. GENERAL INFORMATION

~~Who is Eligible: Permanent employees of the Presbytery of Alaska are eligible for the medical escrow account.~~

~~Enrolling in the Medical Escrow Account: As an eligible employee, you will have an opportunity to open a medical escrow account for the following year once each year during the annual enrollment period, December 1-30. To continue participating in your account, you must re-enroll each year in December. You may, of course, decline participation.~~

~~Changing or Stopping your Contributions: You will have an opportunity to change your contribution amount or your election to participate in the medical escrow account once each year during the annual enrollment period, December 1-30. This election will generally stay in place for one year, unless you have a qualified change in status, such as the birth or adoption of a child, marriage, divorce, death of a dependent, loss of spouse's employment, commencement of spouse's employment, taking of an unpaid leave of absence by the employee or the employee's spouse, or change in employment status.~~

~~An employee may join the plan or increase, decrease, or stop their previous contribution when a family status change occurs.~~

~~In the event that you do not have earnings in a given pay period, such as a person on an unpaid leave of absence, there will be no contributions to the medical escrow account made during that period. During this period you will be classified as a limited participant and upon return to active status (receiving salary) will be eligible to make contributions. "Catch-up" contributions will not be made.~~

~~When Participation Ends: Your participation ends on the date in which the earliest of the following occurs:~~

- ~~• Employment with the Presbytery of Alaska ends.~~
- ~~• The December 31 following the enrollment period in which you do not elect to contribute to the medical escrow account.~~
- ~~• You are no longer eligible to participate.~~
- ~~• The plan is terminated.~~

~~Federal Rules that Apply to the Medical Escrow Account: The medical escrow account takes advantage of federal laws that allow you to pay eligible health care expenses with pre-tax dollars—that is, with money that hasn't been taxed. Since the medical escrow account provides tax advantages, the IRS imposes certain restrictions on its use.~~

~~IRS Medical Escrow Account Restrictions: The IRS requires that you use all the money in your medical escrow account for expenses you incur during the plan year in which you are participating. The plan year ends on~~

December 31. You have until March 31 of the following year to request reimbursement for the prior year's expenses. If you do not use all of the money in your account by that date, the balance is forfeited.

Once you enroll, you may not stop your payroll deductions or change the amount you contribute during the year unless you have a qualified change in status, or stop working for the Presbytery of Alaska.

III. — MEDICAL ESCROW ACCOUNT

The medical escrow account allows you to set aside pre-tax dollars to pay for certain health care expenses not reimbursed by any other health plan.

Through payroll deductions, you may deposit money into the medical escrow account before Social Security and federal income taxes have been withheld. This means that you may pay for your unreimbursed health care expenses in a tax-effective way. As you or your dependents incur eligible health care expenses, you request reimbursements from your medical escrow account in tax-free dollars. Eligible expenses include deductibles and co-payments under you or your spouse's medical or dental plans, vision care, hearing care and other unreimbursed health care expenses.

Contributing to Your Medical Escrow Account: When you enroll in a medical escrow account, you choose how much you want deducted annually from your pay and deposited into the account in your name. You may elect to contribute from a minimum of \$50 per year up to \$7,000 per year to your medical escrow account. The amount you choose is divided (into increments of whole dollars only) and deducted on a pre-tax basis from each of your paychecks throughout the year.

Because of IRS rules, it is important to estimate your annual health care expenses carefully when determining the amount you should deposit into your medical escrow account. Amounts not used for eligible expenses incurred during the plan year are forfeited. The plan year ends on December 31.

Which Expenses are Eligible: Most health care expenses not reimbursed by your medical or dental plans can be reimbursed through your medical escrow account, provided you incurred the expense while you were a medical escrow account participant. You can be reimbursed for expenses incurred by you, your spouse or any dependent(s) claimed on your federal income tax return. Health care expenses can be reimbursed whether or not you or your dependents are covered by the Board of Pensions medical plan, shared grant program, or any other medical/dental insurance plan. Only expenses incurred during the plan year in which you are participating in a medical escrow account are eligible for reimbursement.

Eligible expenses include, but are not limited to:

- Deductibles
- Co-payments under medical and dental plans
- Mental health services in excess of plan benefits
- Charges in excess of established usual and customary amounts, as determined under your medical and dental insurance coverage
- Uninsured dental services
- Medical equipment
- Chiropractic service
- Prescription drug fees (including charges for vitamins prescribed by a physician for treatment of illness)
- Podiatrist fees
- Support or corrective devices (such as orthopedic shoes) that are necessary for daily living
- Acupuncture fees
- Eye exams, eyeglasses and contact lenses (not covered by a vision care program)
- Hearing exams and aids
- Deductibles, co-payments and uninsured expenses under your spouse's health care plan(s) (such as medical, dental, vision, and hearing)

For a more complete list of eligible health care expenses, please refer to IRS Publication 502. Copies available from the IRS.

NOTE: Only expenses paid for services rendered while you are participating in the medical escrow account are eligible. The date the service or supply was received must be on or after the later of the first day the employee became a plan participant and on or before the last day of the plan year (December 31st) from which reimbursement is being requested. For an employee terminating employment, expenses must also be incurred on or before the date of employment termination.

Expenses NOT Eligible:

~~Examples of health care expenses which are not payable with your medical escrow account, as defined by the IRS, include but are not limited to:~~

- ~~• Health plan premiums~~
- ~~• Any expense reimbursed by a health or dental plan~~
- ~~• Cosmetic surgery, unless medically necessary~~
- ~~• Marriage or family counseling~~
- ~~• Funeral or burial expense~~
- ~~• Household or domestic help, even if advised by your doctor~~
- ~~• Custodial care~~
- ~~• Charges by a licensed practical nurse (LPN) who cares for your normal, healthy newborn child~~
- ~~• Any expense incurred in connection with an illegal operation or treatment~~
- ~~• Health club dues~~
- ~~• Social activities, such as dance lessons or classes, even if advised by your doctor~~
- ~~• Membership fees or costs associated with weight loss or smoking cessation programs~~
- ~~• Bottled water~~
- ~~• Maternity clothes, diaper services and related items~~
- ~~• Cosmetics, toiletries and toothpastes~~
- ~~• Mileage, parking, tolls~~
- ~~• Meals and lodging while away from home for medical treatment for the relief of a specific health condition~~
- ~~• Medical expenses you itemize or for which you take a tax credit on your federal income tax return~~

~~How You are Reimbursed: The money you put in your medical escrow account will reimburse you for eligible health care expenses that you incur during the plan year in which you participate in a medical escrow account. You will receive reimbursement in a subsequent check, up to the balance in your medical escrow account. The total available reimbursement for the year is the total of contributions you made in the year.~~

~~Requesting Reimbursement: Monthly you may request reimbursement for eligible expenses. You must first submit your claim to your health plan (medical or dental) for reimbursement to determine if the expense is covered under your health care program. If the explanation of benefits (EOB) you receive from the claim office indicates a partial payment or denial from your health plan, obtain a Voucher from the presbytery treasurer.~~

~~Complete the voucher form in full and return it to the presbytery treasurer along with the EOB that the claim office sends you and a copy of your receipt for the expense (detailed statement from your medical/dental provider). The EOB will serve as proof that the expense wasn't covered.~~

~~If an expense is clearly excluded from your medical and dental coverage (such as eyeglasses), you do not need to submit the expense to the claim office for an EOB. In this case, your itemized receipt should be submitted along with your completed voucher form.~~

~~If your claim is denied, you may file an appeal. The appeal process is described later in this manual.~~

~~Your Account Balance: You will receive periodic statements of your medical escrow account balance during the year. Review these statements carefully to help ensure that you use all of your contributions by year end. No payment will be made over the balance available in your account. No interest will be earned on your account balance at any time.~~

~~End of Year Medical Escrow Reimbursement: You have until March 31 following the end of the plan year to submit your final expenses from the previous year. Eligible health expenses include only those amounts incurred during the year in which you participate in the medical escrow account. Any remaining balance after March 31 is forfeited.~~

~~An Alternative Way to Save Taxes: Using the medical escrow account is just one way you can receive a tax break for qualified health care expenses. The federal government also allows a tax deduction for qualified health care expenses when you file your income tax return. Under current IRS regulations, unreimbursed health care expenses in excess of 7.5% of your adjusted gross income may be deducted for federal tax purposes if you itemize deductions. If your health care costs are less than 7.5% of your adjusted gross income, however, you may not take a deduction for those expenses. Remember, you may either take a tax deduction or submit the expenses for reimbursement from your medical escrow account, but you cannot take advantage of both methods for the same expense.~~

~~You may want to consult a tax specialist for additional information about the benefits of this medical escrow account versus those of federal tax deduction.~~

~~**How Certain Events Affect Medical Escrow Account Participation:** If you die a beneficiary may file claims for eligible expenses incurred while you participated in an account (prior to your death). Your beneficiary must submit such claims within 60 days of your death.~~

~~If you leave the employment of the Presbytery of Alaska, you may submit claims for eligible health care expenses that you incurred during the plan year prior to the date your contributions terminate. Such claims must be submitted no later than 90 days after your final day of employment.~~

IV. — ERISA INFORMATION

~~This medical escrow account plan (“plan”) is a “welfare plan” under the Employee Retirement Income Security Act of 1974 (“ERISA”). This section provides certain information under ERISA regarding the plan.~~

~~A. — Claims and Appeal Procedure~~

~~If your claim is wholly or partially denied, the Presbytery of Alaska personnel committee will provide you with a written explanation which will include (i) the specific reasons for the denial, (ii) reference to the pertinent plan provisions upon which the denial is based, (iii) a description of any additional information you might be required to provide with an explanation of why it is needed, and (iv) an explanation of the plan’s claim review procedure.~~

~~A written claim denial will be sent to you within 90 days after the receipt of the claim by the personnel committee. The 90 days may be extended for up to another 90 days if special circumstances warrant an extension of time. If such an extension is needed, you will be notified in writing prior to the beginning of the extension period. The extension notice will indicate the special circumstances requiring an extension of time and the date by which the personnel committee expects to render a decision.~~

~~You, your beneficiary (when an appropriate claimant), or a duly authorized representative may appeal any denial of a claim by filing a written request for a full and fair review to the personnel committee. In connection with such a request, documents pertinent to the administration of the plan may be reviewed, and comments and issues outlining the basis of the appeal may be submitted in writing. You may have representation throughout the review procedure.~~

~~A request for a review must be filed within 60 days of your receipt of the written notice of denial of a claim. The full and fair review will be held and a decision rendered by the personnel committee no longer than 60 days after receipt of the request for review.~~

~~If there are special circumstances, the decision will be made as soon as possible, but not later than 120 days after receipt of the request for review. If such an extension of time is needed, you will be notified in writing prior to the beginning of the time extension period. The decision after your review will be in writing and will include specific reasons for the decision as well as specific references to the pertinent plan provisions on which the decision is based.~~

~~B. — Statement of ERISA Rights~~

~~As a participant in the plan you are entitled to certain rights and protection under the Employee Retirement Income Security Act of 1974 (“ERISA”). ERISA provides that all plan participants shall be entitled to:~~

- ~~• Examine, without charge, at the presbytery treasurer’s office and at other specified locations, all plan documents, including copies of any documents filed by the plan with the U.S. Department of Labor, such as detailed annual reports and plan descriptions.~~
- ~~• Obtain copies of all plan documents and other plan information upon written request to the presbytery treasurer. The presbytery may make reasonable charge for the copies.~~
- ~~• Receive a summary of the plan’s annual financial report, to the extent that the presbytery is required by law to furnish each participant with a copy of this summary annual report.~~

~~In addition to creating rights for plan participants, ERISA imposes duties upon the people who are responsible for the operation of the plan. The people who operate your plan, called “fiduciaries” of the plan, have a duty to do so prudently and in the interest of you and other plan participants and beneficiaries. No one, including your employer or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a benefit or exercising your rights under ERISA. If your claim for a benefit is denied in whole or in part, you must receive a written explanation of the reason for the denial. You have the right to have the personnel committee~~

~~review and reconsider your claim. Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request material from the plan and do not receive them within 320 days, you may file suit in a federal court. In such a case, the court may require the personnel committee to provide the materials and pay you up to \$100 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the personnel committee. If you have a claim for benefits which is denied or ignored, in whole or in part, you may file suit in a state or federal court. If it should happen that plan fiduciaries misuse the plan's money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in a federal court. The court will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim is frivolous. If you have any questions about your plan, you should contact the personnel committee. If you have any questions about this statement or about your rights under ERISA, you should contact the nearest area office of the U.S. Labor Management Services Administration, Department of Labor.~~

~~C. Amendment and Termination~~

~~The medical eserow account plan may at any time in the sole discretion of the Presbytery of Alaska be amended or terminated by a written instrument signed by a duly authorized officer of the Presbytery of Alaska. No vested rights of any nature are provided under the medical eserow account plan.~~

~~D. Additional Information~~

~~(1) Plan Name and Number: The plan for which this plan description is provided is known as the: Presbytery of Alaska medical eserow account plan.~~

~~— The plan number assigned to this plan by the Presbytery of Alaska is: 1995.~~

~~(2) The plan is maintained by: The Presbytery of Alaska~~

~~— Employer Identification Number (EIN) assigned by the Internal Revenue Service to the Presbytery of Alaska is: 92-0089870~~

~~(3) The plan administrator is the presbytery personnel committee, with the "day to day" responsibilities of operating the plan assigned to the presbytery treasurer. The administration of the plan shall be under the supervision of the presbytery personnel committee. To the fullest extent permitted by law, the administrant shall have the discretion to determine all matters relating to eligibility, coverage and benefits under the plan, and the presbytery personnel committee shall have the discretion to determine all matters relating to the interpretation and operation of the plan. Any determination by the personnel committee shall be final and binding, in the absence of clear and convincing evidence that the personnel committee acted arbitrarily and capriciously.~~

~~(4) Type of Welfare Plan: The plan is a medical reimbursement plan.~~

~~(5) Administration of Plan: The plan is administered by the presbytery treasurer, as assigned by and overseen by the presbytery personnel committee.~~

~~(6) Agent for Service of Legal Process: The person designated as agent for service of legal process upon the plan is: Presbytery personnel committee chairperson.~~

~~(7) Sources of Plan Contributions: The plan is financed exclusively by salary reduction contributions from participating employees. Such contributions are accumulated in the general assets of the Presbytery of Alaska until payable as plan benefits.~~

~~(8) Plan Year: For purposes of maintaining the plan, records are kept on a calendar year basis.~~

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Part I

Sexual Misconduct Policy and Procedures

Adopted
APRIL 18, 2009

I. Introduction

As God who called you is holy
be holy yourselves in all your conduct.
1 Peter 1:15

Tend the Flock of God that is in your charge,
not under compulsion but willingly,
not for sordid gain but eagerly,
not lord it over those in your charge
but be examples to the flock.
1 Peter 5:2

Avoid even the appearance of evil.
1 Thessalonians 5:22

You know that we who teach
shall be judged with greater strictness.
James 3:12

We believe that Scripture and our faith in Jesus Christ call us to standards of responsible conduct in all of life, including sexual behavior. Human sexuality is an integral part of who we are as persons. However, it can become the basis for oppression where trust relationships are breached and persons are abused. The Presbytery of Alaska believes that all people have the right to be safe and free from harm in this church.

II. Implementation

This Sexual Misconduct Policy & Procedures (SMPP) shall be the policy of each congregation of the Presbytery until a Session adopts and publishes its own. Before adopting an individual policy for a congregation, the Session shall provide a copy of such a policy to the COM for approval. The implementing words of a congregational policy may vary, but the basic concepts of this policy are the minimum that must be included. The COM encourages each Session to consult with the COM for assistance with drafting its own policy. A current copy of each congregation's policy shall be kept on file at the Presbytery's office. Modifications or updates shall be forwarded to the Presbytery in a timely manner. Regardless of any policy adopted by an individual congregation, officers of the Presbytery are subject to the Rules of Discipline and shall be handled according to this policy.

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As Adopted Fall 2003 (With Amendments thru Fall 2010)*

III. The Goals of This Policy

1. To protect members, officers, employees, volunteers or other people served by or coming into contact with the Presbytery, especially those who are vulnerable, from sexual misconduct and/or abuse.
2. To set forth procedures that shall be followed by the Presbytery when an allegation/accusation of sexual misconduct and/or abuse by a clergy member, officer, employee or volunteer of the Presbytery has been made.
3. To seek the truth, promote reconciliation, protect the innocent and prevent future incidents of sexual misconduct or abuse by diligently pursuing the Church's administrative, investigative and judicial process to determine the truth or lack of truth in the allegation/accusation, thereby protecting the innocent and dealing appropriately with those who victimize others.
4. To create an environment within the Presbytery where individuals feel comfortable reporting sincere allegations/accusations of sexual misconduct with confidence that their allegations/accusations and privacy rights will be fairly and appropriately handled.

IV. Definitions

Sexual Misconduct includes any improper sexual behavior or conduct directed toward or performed in the presence of another. This includes, but is not limited to, the following:

1. Sexual abuse as defined in the *Book of Order*, D-10.0401(c) as any offense involving sexual conduct in relation to
 - a. Any person under the age of eighteen years or anyone over the age of eighteen without the mental capacity to consent; or
 - b. Any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position.
2. Sexual harassment is behavior that includes unwelcome or unsolicited verbal, written, physical or sexual conduct, which substantially interferes with a person's ability to perform their employment position or designated task or which creates an intimidating, hostile or offensive working environment. Sexual harassment can be verbal, visual (offensive pictures, cartoons, e-mails, etc.), physical and sexual. Sexual harassment can be a one-time event or series of events that are clearly and objectively wrong and harmful or repeated behavior of a sexual nature (including sexual innuendo) that someone finds offensive.
3. A wrongful sexual relationship occurs when a pastor or lay leader misuses his or her ministerial role to engage in sexual acts, sexual contact or sexualized behavior with an adult to whom he or she is ministering. A sexual relationship between a pastor and a member with whom that pastor is in an ongoing counseling relationship is nearly always inappropriate. Although such a relationship is engaged in with consent, where a misuse of position occurs it is an abuse of trust. A wrongful sexual relationship is especially harmful when accompanied by a demand for secrecy and/or the use of a spiritual or theological rationale to justify the sexual conduct.

V. Procedure

An allegation/accusation of sexual misconduct by a clergy member, officer, employee, member, or volunteer of the Presbytery may be made to:

1. The accuser's Pastor, or if that is not appropriate given the nature of the accusation, to a non-involved member of the Session of their congregation, who shall then immediately report to one of the parties listed in 2 or 3;
2. The Stated Clerk of the Presbytery or Clerk of Session, if that is appropriate given the nature of the accusation; or
3. A member of the Committee on Ministry (COM), who shall then notify the Stated Clerk or Clerk of Session.

The party to whom the accusation/allegation is made should as soon as possible document the incident in writing, including a clear narrative of the circumstances and facts of the allegation/accusation (see Appendix A). This written accusation/allegation should be signed and approved by the person making the accusation/allegation. As required by AS 47.17.0202 or other state or federal law, in the case of allegations/accusations involving abuse of a

minor or other criminal behavior, the Stated Clerk or Clerk of Session shall report the accusation to the proper agency. The Stated Clerk or Clerk of Session shall also make any required reporting to insurance companies. Officers shall also perform all reporting required of them under Chapter 6 of the Form of Government in the Book of Order.

In addition to reporting an allegation of sexual misconduct, a party who witnesses or is the victim or sexual harassment shall immediately In addition to reporting an allegation of sexual misconduct, a party who witnesses or is the victim or sexual harassment shall immediately inform the perpetrator of the offensiveness of the behavior and request that the perpetrator stop the behavior.

VI. Prevention

1. All candidates, clergy members, officers, employees and volunteers of the Presbytery of Alaska are required to sign a written acknowledgment indicating that they have received a copy of this Sexual Misconduct Policy, and that they understand that these are the procedures that will be followed should there be any accusation of sexual misconduct (see Appendix B). Such acknowledgement shall be kept in the Presbytery office and/or kept by the Clerk of the Session.
2. All ministers seeking new calls within the Presbytery of Alaska shall complete the Personal Information Form currently being distributed by the Call Referral Services of the Presbyterian Church (USA), including Part IV, Sexual Misconduct Information or its successor form.
3. A criminal background check, and sexual offender registry check, shall be run on all new clergy members, officers and employees before employment or ministry begins. Such background checks shall also be conducted on all volunteers serving on a continuing basis. Evidence of a clear background check conducted within the last three months will be sufficient to satisfy this requirement.
4. The Presbytery of Alaska and all its agencies, committees, and affiliates shall adhere to this policy. Each congregation within the Presbytery shall be governed by this policy unless it adopts a more restrictive policy.
5. This policy shall be distributed to all ministers, employees, volunteers, and entities of the Presbytery of Alaska. The policy shall be made available to all persons who accuse others of misconduct as well as those accused of misconduct.
6. Each minister and employee will be required to attend an in-depth training workshop on preventing sexual misconduct at the first conference at which it is available. At the beginning of active duties, a shorter briefing or video will be provided for each new minister, employee and volunteer serving on a continuing basis. Failure to attend such a workshop may result in dissolution of the relationship.

VII. Disciplinary Process

All allegations of sexual misconduct shall be investigated through the appropriate process. In cases of members under the jurisdiction of the Presbytery of Alaska or a Session, judicial process as provided in the Rules of Discipline shall be followed. In cases involving employees, the provisions of the personnel policy shall be followed. For employees who are members of Presbytery, both personnel policy provisions and disciplinary process will apply. Regardless of any other statements, an employee who is determined to have engaged in sexual misconduct is subject to disciplinary action, up to and including termination.

VIII. Judicial Process

The Stated Clerk or Clerk of Session shall follow the procedures in the Rules of Discipline Chapter 10 and report the allegation to the moderator, or to another member if the moderator is implicated in the allegation/accusation, of the proper governing body (either the Session or the COM). The Session, Stated Clerk, or COM will then convene an Investigating Committee which will investigate the allegation/accusation as described in Rules of Discipline D-10.200. In the case of a member of the Presbytery, an elder or a deacon, the investigation, charges, trial and discipline shall be governed by the rules and procedures in the Rules of Discipline. For employees who are not members, unless other procedures are established in a personnel manual, the Investigating Committee shall make a determination of whether sexual misconduct has occurred and communicate that determination confidentially to the employee, the person making the allegation/accusation and the Stated Clerk or Clerk of Session. The employee will

be subject to discipline immediately based on the determination of the Investigating Committee. Nothing in this Policy on Sexual Misconduct shall provide to employees, as to their employment status, any procedural or substantive rights in addition to those contained in an applicable personnel policy.

IX. Administrative Process

The Presbytery recognizes that within the church the use of administrative leave may be a sensitive matter. The Presbytery wishes to treat the use of administrative leave in a sensitive manner as it balances the high potential for damage to the reputation of the accused with the need to protect the accuser and other potential victims. Following an accusation of misconduct against an employee or a member of the Presbytery serving a church or agency, the appropriate committee (COM or Personnel) shall consult with the accuser, the accused, and the involved Session or board of oversight. If the appropriate committee believes that the procedures set forth in this policy would be aided by the accused being advised to take administrative leave, the accused shall be asked to take such leave. If the accused declines, then required administrative leave will occur under the circumstances described in Rule of Discipline D-10.0106 or if the Investigating Committee finds sufficient grounds to recommend proscribed administrative leave and the Presbytery concurs.

Irrespective of any process listed in this section, pending a determination by the Investigating Committee, the Stated Clerk, the moderator of the COM or the pastor of a Session may place an employee or member on immediate administrative leave if that leader determines that due to the nature of the accusation there is a high danger of continued serious bodily or emotional harm to another, particularly a child or other vulnerable individual. This administrative leave status will continue until the Investigating Committee has an opportunity to determine whether or not it recommends administrative leave.

X. Healing

The Presbytery recognizes that within the church setting, allegations/accusations and the discovery of sexual misconduct by members, officers, employees and volunteers can cause significant pain and confusion to members of the Presbytery community. The Presbytery encourages each Session that is affected by an allegation/accusation of sexual misconduct to form a committee to address the subject of healing within the Presbytery community. Depending on the resources available to a Session and the particular circumstances, the healing committee could provide for the following: therapy or counseling for the person making the accusation, the accused and other members of the community; arranging for a congregational meeting to allow for a public airing of concerns and feelings regarding the incident; providing an advocate familiar with the investigation process to the accused or person making the accusation/allegation; providing a moderated opportunity, if desired, for the accused and the person making the accusation/allegation to attempt to reconcile the issue; or any other measures that each Session feels would aid in healing connected to an allegation/accusation of sexual misconduct.

Appendix A
Report of Suspected Sexual Misconduct

Victim: _____
Name and Title — if any

Address

City, State and Zip Code

Telephone Numbers

Date of Report: _____

Reported by: _____
Name and Title — if any

Age and Sex

Address

City, State and Zip Code

Telephone Numbers

continued on next page

Page two of Appendix A
Report of Suspected Sexual Misconduct

Describe incident(s) of suspected sexual misconduct, including names, dates, times, and locations:

Identify eyewitnesses to the incident, including names, addresses and telephone numbers, when available:

Other information that may be helpful to the investigation:

I agree that this incident report and related information may be released to the response team in the Presbytery of Alaska.

Signature: _____
Printed Name: _____ Date: _____

Witness Signature: _____
Printed Name: _____ Date: _____

Appendix B

Form for Implementing Sexual Misconduct Policy & Procedures

Acknowledgment of Receipt

I hereby acknowledge that I received on _____ (date), a copy of the current Sexual Misconduct Policy & Procedures of the Presbytery of Alaska dated April, 2009. I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy.

Signature

Date

Printed Name

Title

Organization Name

This form shall be distributed, collected and maintained by the Presbytery of Alaska Office for all clergy (ordained and lay), all presbytery staff and all volunteers.

For the local congregations this form shall be distributed, collected and maintained by the Clerk of Session for all church officers, employees and volunteers.

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Part J

Presbytery Meetings

A: Elder Attendance:

Churches are expected to elect alternates and see that they come to presbytery when the principal delegate does not come. Failure to show and attend due to local involvement is not ordinarily considered reason for being excused unless the reason is truly an extraordinary emergency – an “act of God”.

B. Leaves of Absence

Attendance at Presbytery is a serious matter and requires each session’s help in not scheduling events during the time of Presbytery meetings.

A leave of absence from Presbytery is automatic in the event of death, emergency, or illness in the family of the presbyter. Any other request for a leave of absence should be sent to the Stated Clerk before the meeting of Presbytery.

Any emergency leaves during Presbytery shall be granted on request.

Ministers who are honorably retired are listed as “excused” if absent.

Ministers residing outside the bounds of Presbytery are not expected to attend, nor does Presbytery provide for their travel beyond the Presbytery bounds; they are listed as “excused” if absent.

D. Consideration of the Annual Presbytery Budget

The process to be followed by the Presbytery in adopting its annual budgets (Mission and Support Services for Mission) at the Fall Stated meeting shall include the following:

1. Draft budgets recommended by the Council shall be distributed to the presbytery delegates as soon as possible, preferably by including them in the materials distributed prior to the start of the meeting.
2. Representatives from the Council shall present the final proposed budgets to the Presbytery as one of the first business items on the presbytery docket. Any changes to the final proposed budgets from those distributed in step 1 should be explained. During the budget presentation, questions from the presbytery can be given and answered. No action or amendment on the budget presented by the Council at the meeting shall take place during this presentation. The Stated Clerk shall establish a cutoff time for the receipt of amendments.
3. Presbyters desiring to amend the proposed budget shall prepare the proposed amendments in writing and deliver them to the Stated Clerk, who will forward them to the Treasurer and to the coordinator of the Finance Committee or his or her representative. They shall review the financial implications of the proposed amendments and report back to the Stated Clerk and those proposing the amendment.
4. Actual consideration of the budget, including any proposed amendments, shall be taken up as one of the last items of business for the Presbytery meeting.

This process shall be considered a Standing Rule of the Presbytery, and per Robert's Rules of Order (Newly Revised), may be temporarily suspended by a two-thirds vote of the Presbytery.

Part K

Other Presbytery Policies

Section A: Committee Minutes

It is a policy of Presbytery that each Committee shall submit a complete copy of their meeting minutes to the Presbytery office within two months of the adjournment of their meeting.

Section B: Minister's "Wisdom Book"

Each pastor of Presbytery is encourage to develop a wisdom booklet on their community and congregation as to cultural expectations, funerals, what to do the first year, etc. It is hoped that this will not be gossip column with names, but rather a helpful new tool for a future new pastor so they may better understand the dynamics of the particular community.

Section C: Standards of Ethical Conduct

The Presbytery of Alaska has approved the standards approved by the 210th General Assembly (1998) in its report "Life Together in the Community of Faith". The full text of these standards shall be included as part of the Presbytery's Manual of Administrative Operations. This report is also commended to the congregations for study, approval and use with sessions, new members classes, adult education classes, personnel committees, and in contracts.

~~Section D: Ordination Standards (adopted October 2006)~~

~~In its discernment of the essentials of Reformed polity and for the sake of the peace, unity, and purity of the church, this governing body adopts the principle that compliance with the standards for ordination adopted by the whole church in the Book of Order is an essential of Reformed polity. Therefore, any departure from the standards for ordination expressed in the Book of Order will bar a candidate from ordination and/or installation by this governing body. Provisions of the Book of Order are signified as being standards by use of the term "shall," "is/are to be," "requirement," or equivalent expression, and to overture the General Assembly.~~

Section E: Grant Requests:

All requests to the Presbytery for Grants shall include the grant request form found on the following page.

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PRESBYTERY OF ALASKA
11024-A Auke Lake Way • Juneau, Alaska 99801

Grant Application

Date _____ Amount of Request _____

Project to be completed _____

Source of Funds (Please list all sources and amount requested from each source.)

Church of Sponsoring Organization _____

Address _____

Phone/fax/e-mail _____

Date application approved by session/organization _____

Contact Person _____

-
1. What problem or opportunity is addressed by the project?

 2. How will the project solve the problem or respond to the opportunity?

 3. Describe involvement by volunteers and staff in project development and management.

 4. If the request is approved, how will the money be used? (If you plan to purchase equipment, attach pertinent documentation.)

5. If it is not possible to provide the full amount requested, would a partial grant and referral to other funding sources be helpful?

6. Would the assistance of other people in similar projects be helpful to you? Please list any needs for assistance (sharing of skills, resources, experience, etc.).

7. Is your project willing to assist other people in similar projects? Please list any assistance you can offer (sharing of skills, resources, experience, etc.).

8. If the request is approved, the presbytery will ask you to send a report approximately 6 months after the grant is received. The purpose of the report is to help the presbytery evaluate its work and to provide information to donors. The presbytery will send you a reminder and a reporting format. Is your project willing to complete this 6-month report?

9. Other information? Please attach copies of purchase orders, equipment specifications, etc.

Date _____

Council/Committee action _____

Source and amount of funds _____

Condition for release of funds (If approval is conditional, specify steps to be completed.)

Date funds released _____ Processed by _____

Date 6-month report due _____ Date Received _____