# Standing Rules

**The Presbytery of Sheppards & Lapsley**

 8-15-14

Amended 5-14-15

Adopted 8-14-15

Amended 11-12-15

Adopted 2-18-16

Amended 2-18-16

Adopted 5-14-16

Revised 9-18-17

 Amended 5-16-19

 Amended 8-20-20

 Adopted 11-12-20

 Amended May-20-21

 Adopted August 21-21

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**Presbytery of Sheppards and Lapsley:** Our Statement of Purpose

As believers, our faith flows from living water *as we seek to fulfill the Great Commission: “All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey all things that I have commanded you.” (Matt. 28:18-20)* This living water runs through the stories of our lives as God’s covenant people and through the life of the Presbytery of Sheppards and Lapsley. From creation and baptism to the Congo and the Cahaba, we are connected by life-giving water. We are refreshed by it; we are nurtured by it; we are saved by it. Living water is our past, our present and our future.

As covenant people, we are life-sharing people. It is through our shared life together that we live in relationship with God and with each other. This shared life is lived out through our congregations, which are the primary agents of God’s mission in the world. As the connectional expression of the Presbyterian Church (USA) in central Alabama, we are called by grace to life- giving service to our congregations, engaging, equipping, nurturing and empowering them in their collective witness to God’s for all people in Jesus Christ.

As believers reformed and always being reformed *according to the Word of God*, we are participants in God’s ongoing creation, embracing the transformative power of God’s saving grace through Jesus Christ. In our shared life as the Presbytery of Sheppards and Lapsley, we are challenged by the radical call of the Gospel to boldly, consciously and intentionally live out this transformation with imagination and joy.

As the expression of our shared and transformed life together, the Presbytery of Sheppards and Lapsley commits, with God’s help to:

* Support congregations both large and small by serving as a resource for and an enabler of their ministries in their communities and throughout the world.
* Equip our lay and ordained leaders, and partner with them, to created and sustain healthy and growing worshipping communities that are faithful and vital witnesses of Jesus Christ.
* Nurture and enhance the many and various gifts God has given the members of our congregations and engage those gifts in the service of the wider church and all God’s people, which affirms the relational connection of the Presbyterian Church (USA).
* Empower our congregations and our leaders to be flexible in structure, dynamic in practice and imaginative in their service of the Gospel in a changing world.

To further these purposes, the Presbytery of Sheppards and Lapsley will itself need to be transformed by *the Holy Spirit as it creates* new structures, redirecting its mission, reconnecting its members and refreshing its leaders to better serve God’s people in this time and place.

*Rationale: This would place the Statement of Purpose within the Standing Rules, which is the Presbytery’s manual of administrative operations, so that it serves the purpose of guiding and informing our shared life as a Presbytery.*

SR-1.01 Chapter I.

This council (G 3.01) shall be known as the Presbytery of Sheppards and Lapsley of the Presbyterian Church (USA). It shall consist of all the teaching elders who have been received into its membership and the churches within its geographical boundaries. It is established by the authority of the General Assembly of the Presbyterian Church (USA) and the Synod of Living Waters, and shall have those duties, authorities, powers and responsibilities as specified by the *Book of Order* (G-3.01, G-3.03)*.*

SR-2.01 Chapter II. Authority, Amendments, and Suspension

SR-2.0101 These Standing Rules shall establish the basic organization of the Presbytery and provide for its functioning, both during and between meetings of the Presbytery.

SR-2.0102 This document shall be known as the Standing Rules of the Presbytery of Sheppards and Lapsley, Presbyterian Church (USA), and is created by the action of the Presbytery of Sheppards and Lapsley as authorized by the Constitution of the Presbyterian Church (USA), which Constitution is hereby acknowledged as supreme and applicable in all affairs of this Presbytery.

SR-2.0103 These Standing Rules shall serve as the Manual of Administrative Operations for the Presbytery. A chart outlining items that shall ordinarily occur at stated meetings of Presbytery (see Appendix I) are attached to the Standing Rules.

SR-2.0104 These Standing Rules may be amended as follows: A proposed amendment shall be presented in writing to the Executive Council, which in turn shall present the proposal to the next meeting of Presbytery with its recommendations. To become effective, an amendment must be approved by two-thirds of the votes cast at one meeting of Presbytery and adopted without further revision by two-thirds *of* the vote*s cast* at the next meeting.

SR-2.0105 These Standing Rules, including paragraph SR-2.0104, may be suspended by two-thirds of the votes cast at any meeting of Presbytery.

SR-2.0106 Policies adopted by Presbytery will automatically be added to the appendix to these Standing Rules.

*Rationale: Doing so ensures that policies adopted by Presbytery are duly recorded and become part of our Manual of Administrative Operations for future reference and execution. (Note: The revised Standing Rules adds to the appendix two policies previously adopted, one by*

*Presbytery and one by the Executive Council.)*

SR-3.01 Chapter III. Meetings and Organization

SR-3.0101 Each year the Presbytery shall ordinarily have four stated meetings**.** The moderator of Presbytery shall call special meetings at the request of, or with the concurrence of,

two teaching elders and two ruling elders, representing four different congregations. Should the Moderator be unable to act, the Stated Clerk shall, under the same conditions, issue the call.

Notice of a called meeting shall be sent not less than 10 days in advance to each teaching elder and the session of each congregation. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.

SR-3.0102 The Presbytery shall be governed in its meeting and in the action of all its agencies by the Constitution of the Presbyterian Church (USA), the Standing Rules of the Presbytery, and where none of these applies, by *Robert’s Rules of Order, Newly Revised -- 11th Edition.*

SR-3.0103 Ruling elders are elected *as* commissioners to Presbytery in accordance with the provisions of the *Book of Order* G-3.0301 *and* as prescribed within the Standing Rules.

* 1. Churches with 500 or fewer members shall be represented by one ruling elder commissioned by the session, preferably for a one-year term. Churches with membership over 500 shall be represented as follows:

501-1,000 – 2 elders

1,001-1,500 – 3 elders

1,501-2,000 – 4 elders

2,001-3,000 – 5 elders

* 1. Ruling elders serving as commission or committee moderators, chair of the Board of Trustees, members of the Executive Council, Commissioned Ruling Elder to a particular church or validated ministry, moderator of Presbyterian Women, and moderators of Youth Council who are ruling elders shall be members of Presbytery and shall have the privilege of voice and vote for the duration of their terms. Persons serving in these positions who are not ruling elders shall have privilege of voice for duration of their term.
	2. Any ruling elder elected by Presbytery as *general* presbyter or associate presbyter shall be enrolled as a member of the Presbytery for the duration of service in such staff position, whether or not commissioned by his or her session.
	3. In accordance with G-3.0301, to achieve numerical parity of teaching elders and ruling elders to be enrolled as voting members at any stated or called presbytery meeting, the Stated Clerk shall use the following method:
1. Determine the total number of active teaching elders.
2. Determine the total number of *active* ruling elders allotted by SR-3.0103a.
3. Add to the total number of participating ruling elders the following: ruling elders who are officers of the Presbytery and/or Executive Council members during their period of service; a ruling elder who is chair of the Board of Trustees; ruling elders commissioned to a

particular church or other validated ministry; ruling elders who are Certified Christian Educators

in active ministry (G-2.1103b).

1. After these totals have been calculated, if there are more teaching elders than ruling elders, the Stated Clerk shall determine and recommend to Presbytery which of its

churches shall be allowed an additional ruling elder commissioner. According to the Department of Constitutional Services of the General Assembly it is permissible to have more ruling elders than teaching elders but not more teaching elders than ruling elders.

* 1. Certified Christian Educators in active ministry, in accordance with the Book of Order (G-2.1103b) are entitled to the privilege of voice only at all presbytery meetings, and in the case of Certified Christian Educators in active ministry who are ruling elders, the privilege of voice and vote.

SR-3.0104 A quorum of *a* stated meeting of the Presbytery shall be 20 teaching elders and 20 ruling elders, representing at least 20 congregations. *A* quorum of a called meeting of the Presbytery shall be 15 teaching elders and 15 ruling elders, representing at least 15 congregations.

SR-3.0105 Requests by teaching elders to be excused from a Presbytery meeting, together with the reason for the request, shall be submitted to the Stated Clerk prior to the meeting.

SR-3.0106 Clerks of session shall forward to the Stated Clerk of Presbytery the full names, email and mailing addresses, and telephone numbers of the duly elected commissioners in order that commissioner packets may be sent to them in preparation for the meeting. All alternate ruling elder commissioners shall have the privilege of the floor without vote.

SR-3.0107 Should a question arise concerning the status of a commissioner to a Presbytery meeting*,* the Presbytery shall resolve the matter upon recommendation of the Stated Clerk**.**

SR-3.0108 The format for any meeting of Presbytery, including the docket and the time, shall be prepared by the Executive Council upon the recommendation of the Stated Clerk, and then recommended at the opening of the meeting.

SR-3.0109 Provision shall be made for temporary committees as may be required. Members of temporary committees shall be elected by the Presbytery upon nomination by the Moderator *or* the Executive Council. The floor shall be open for further nominations.

SR-4.01 Chapter IV. Officers

The Officers of the Presbytery shall be: the Moderator, the Stated Clerk, Recording Clerk, and the Treasurer. Expenses, honoraria, and job descriptions of the Officers will be recommended by *the* Executive Council and approved by Presbytery.

## SR-4.0101 Moderator

1. The Presbytery shall elect a Moderator for the following year at the last stated meeting of Presbytery each year. The newly elected Moderator assumes the position at the meeting at which she/he is installed. The term shall be for one year or until his/her successor is installed. The office of Moderator shall ordinarily be filled alternately by ruling elders and teaching elders. The Moderator shall serve on the Executive Council. The Moderator shall serve according to the provisions of the *Book of Order* (G3.0104 and G-3.0105).
2. The Moderator will:
	1. Moderate meetings of Presbytery.
	2. Send a one-page synopsis of the Presbytery meeting to the Presbytery office within one week of the meeting. It will be forwarded to all teaching elders, commissioners and churches.
	3. Whenever possible, participate in installations and ordinations.
	4. Each year, at the end of his/her term, nominate for election by Presbytery one teaching elder and two ruling elders, one male and one female, to the Committee *on* Nominating and Representation. The moderator of the Committee on Nominating and Representation will be nominated by the outgoing Moderator of Presbytery from among the Committee on Nominating and Representation.
	5. At the first meeting of the year, the incoming moderator will nominate three persons for election to the Bills and Overtures Committee to serve for a period of one year. The nominations will consist of one male teaching elder**,** one female teaching elder, and one ruling elder. The three nominees shall not all be from the same race or ethnicity. If by reason of absence or other circumstance, a member cannot serve at a given meeting, the moderator will nominate for election a replacement to serve at that meeting only.
	6. Nominate replacements to fill unexpired terms, honoring the membership balance, on the Committee on Nominating and Representation as they occur.
	7. When disciplinary charges are filed with the Stated Clerk between meetings of the Presbytery, the Moderator, with the consent of the Stated Clerk, has the authority to appoint an Investigative Committee of three to five persons (Book of Order D-10.0201b) ***with due consideration of gender, racial, and geographic diversity***, to investigate an allegation and determine whether or not formal charges should be filed. The Stated Clerk will report the action at the next meeting of Presbytery.
3. The Presbytery shall elect a vice moderator at the last stated meeting of Presbytery each year. The vice moderator will ordinarily be nominated to serve as Moderator the next year. The vice moderator will preside over a stated meeting of Presbytery in the absence of the Moderator. The office of vice moderator shall ordinarily be filled alternately by ruling elders and teaching elders. The vice moderator shall serve on the Executive Council*.*

## SR-4.0102 Stated Clerk and Recording Clerk

1. The Presbytery shall elect a Stated Clerk to serve a term of three years, and she/he shall be eligible for re-election for a maximum of three terms. The Stated Clerk shall serve according to the provisions of the *Book of Order (G-3.0104, G-3.0305 and D-11.0700)* and according to the more specific duties outlined in the Stated Clerk’s Handbook provided by the Office of the General Assembly. The Stated Clerk shall serve as parliamentarian and shall be available to assist individuals and groups with advice regarding presentation of matters to the governing body, and shall see that session records are reviewed in accordance with G-3.0108. When the Stated Clerk is absent or unable to function, the Executive Council shall appoint a temporary Stated Clerk until a permanent Stated Clerk is elected.
2. The Stated Clerk will:
	1. Inform churches of their per capita assessment at the beginning of each year. The assessment shall ordinarily be due on January 1 and delinquent after March, unless being paid monthly.
	2. Give notice at least 10 days in advance of each Presbytery meeting; have prepared and distributed to all appropriate participants a packet containing a proposed docket and all known business coming before Presbytery; enroll Presbytery’s members prior to the opening of each meeting; certify the presence of a quorum to the Moderator at each Presbytery meeting; see that accurate minutes are kept of each Presbytery meeting (minutes are to be reviewed by the Stated Clerk and the moderators of the Executive Council and Presbytery and then made available to the Presbytery); annually submit minutes to the Synod for review.
	3. Distribute and receive and report to Presbytery the Annual Statistical Report forms and submit them to Synod and General Assembly.
	4. Fulfill the responsibilities with regard to the Child and Youth Protection policy.
3. Secure background checks on all Presbytery staff, pastors and educators as indicated in the Child and Youth protection policy.
4. Secure background checks on chaperones and other leaders to Presbytery events involving children and youth as indicated in the Child & Youth Protection Policy.

c. The Presbytery may elect a Recording Clerk to serve a term of three years and she/he shall be eligible for re-election for a maximum of three terms.

## SR-4.0103 Treasurer

1. The Presbytery shall elect a Treasurer to serve a term of three years, and she/he shall be eligible for re-election for a maximum of three terms. She/he shall account for all funds and shall present an annual report to the Presbytery.
2. The Treasurer shall
	1. Receive and disburse all funds of the Presbytery and funds channeled through Presbytery; shall keep a strict and accurate count thereof and,

in consultation with the Executive Council, shall arrange for an annual audit of all accounts.

* 1. The Treasurer shall ordinarily present a full financial report of the previous year at the February stated meeting of Presbytery and may, if deemed expedient, disseminate reports of the financial situation at other times.
	2. At the end of each year, the Treasurer shall give each church a statement of its giving to and through the Presbytery during the year.

*(Rationale: This is covered elsewhere under financial policies that are part of the Standing Rules, so it doesn’t need to be repeated here.)*

* 1. The Treasurer shall provide a monthly financial report to the Executive Council giving the status of actual expenditures versus budgeted accounts. The report shall indicate the general state of actual cash receipts to date compared to projected receipts for the presbytery as a whole.
	2. The Treasurer shall function in accordance with the attached Financial Policy and accounting procedures dated January 24, 2011, and approved by the presbytery at its February 17, 2011, meeting.

**SR-5.01 Staff**

SR-5.0101 The role of the Presbytery staff shall be to facilitate and enable the entire work of the Presbytery of Sheppards and Lapsley. The staff is expected to serve in ways that will enable the component parts of the connectional system to work together.

Presbytery staff shall ordinarily serve only as advisory members of any committee or commission~~s~~, with voice but without vote*.*

SR-5.0102 The Presbytery staff shall consist of such professional and office staff as are authorized by action of Presbytery (G-3.0103 and G-3.0110).

SR-5.0103 The General Presbyter shall supervise all staff in consultation with the Personnel Committee of the Executive Council. Personnel policies and job descriptions will be approved by the Executive Council. Personnel policies shall include provisions as stated in G-3.0110.

SR-5.0104 When a vacancy occurs in any of the Presbytery’s professional staff positions, the Executive Council shall be responsible for ensuring that essential functions of the Presbytery continue, and for assessing the mission and needs of the Presbytery. The Executive Council shall have the power to retain temporary and/or interim staff members. When the Executive Council determines that the needs of the Presbytery require a permanent General Presbyter or Associate Presbyter staff position, they shall submit a job description to the Presbytery for approval, and ask the Committee on Nominating and Representation to nominate a search committee, ***with due consideration of gender, racial, and geographic diversity***. The Presbytery shall approve any General Presbyter or Associate Presbyter search committee, with nominations permitted from the floor. After a search, the search committee shall present a candidate to the Presbytery for approval.

*(Rationale: This provision is intended to clarify procedures to ensure continuity of Presbytery’s operation during staff transitions and the process required to fill staff vacancies. Without such a provision, the Presbytery found itself in a position of having to wait a few months for the next meeting to approve a transition plan following the departure of the last Executive Presbyter. This provision allows for transitional leadership to begin without such delays.)*

**SR-6.01 Agencies of Presbytery**

The agencies of Presbytery shall be all councils, commissions, committees, and other work groups elected in classes by the Presbytery to accomplish its work. Task teams will be formed to fill a specific purpose.

SR-6.0101 Unless otherwise provided for in the *Book of Order* (see D-5.0105) or by these Standing Rules, a person elected to serve any agency of the Presbytery shall serve a three-year term, or, if needed, to fill a vacancy, a portion thereof. A person shall be eligible to serve two full terms consecutively. Ordinarily, no person shall serve on more than one commission, committee or task team of Presbytery at the same time. Any member of the Executive Council, or committee or commission of Presbytery, elected by Presbytery, who, without prior excuse, fails to attend a majority of meetings held in any year, or any two consecutive meetings, shall cease to be a member of said unit. Moderators of commissions, committees *or* task teams shall report to *the* Executive Council any non-participating members. Upon notification by the Executive Council, the Committee on Nominating and Representation will then present names for replacements at the next stated meeting of Presbytery (see SR-6.0402d).

## SR-6.02 The Executive Council

The purpose of the Executive Council is to direct, coordinate, assist and promote all of the programmatic work of the Presbytery.

*The* Executive *Council will engage itself in two primary areas: propulsion and navigation.*

*Propulsion: This area of responsibility is about the recurring tasks related to being a Presbytery: planning Presbytery meetings, receiving reports from constitutionally required committees and commissions, and from committees and task teams of the Executive Council; receiving and presenting General Assembly amendments to Presbytery; and bringing action items to Presbytery.*

*Navigation: This area of responsibility is about keeping Presbytery on course with its stated vision through ongoing discernment: setting our short- and long-term goals, making small or large adjustments to reach those goals, evaluating ministries, structures and functions, dismissing entities which are no longer needed, and encouraging and blessing new ministries, functions and structures.*

*(Rationale: John 6:16-21: “When evening came, his disciples went down to the lake, got into a boat, and started across the lake to Capernaum. It was now dark, and Jesus had not yet come to them. The lake became rough because a strong wind was blowing. When they had rowed about three or four miles, they saw Jesus walking on the lake and coming near the boat, and they were terrified. But he said to them, ‘It is I; do not be afraid.’ Then they wanted to take him into the boat, and immediately the boat reached the land towards which they were going.” This nautical text illustrates that (positive/missional/God-centered) movement requires the presence of Jesus and two other actions/mechanisms: propulsion and navigation. The disciples must keep rowing the boat, and they must make navigational adjustments. When all three are present, the boat of the Presbytery of Sheppards and Lapsley will reach the lands to which Jesus is leading us.)*

The Executive Council is empowered to create such committees and task teams as are necessary to accomplish its work. The Executive Council is empowered to create Executive Council committees (either chaired by voting members of the Executive Council or reporting to council through a member liaison), and task teams (ordinarily chaired by voting members of the Executive Council), ***with due consideration of gender, racial, and geographic diversity***. Such committees and task teams will report at each meeting of the Executive Council. The committee on Nominating and Representation shall present a slate of names for committee membership for election by the Presbytery while the Executive Council will have the authority to appoint members of task teams.

The Executive Council **may** recruit a Mission and Outreach Coordinator who shall report directly to Council and have such duties as Council assigns in keeping with its mission.

SR-6.0201 The Executive Council shall oversee the implementation of Presbytery policy and assign responsibility relating to the work of Presbytery. Within the guidelines established, committees and task teams shall be expected to, and are authorized to, function in the way they deem best to accomplish their assigned work. Their actions are always subject to review and confirmation by the Executive Council, with final approval placed with the Presbytery. Matters that require administrative decisions shall be referred to the Executive Council with recommendations for appropriate action.

SR-6.0202 The Executive Council shall be responsible for Presbytery meetings, selecting meeting dates and places, providing worship, and presenting the docket.

SR-6.0203 The Executive Council shall also be responsible for communication, stewardship development, and personnel, and shall develop, for Presbytery’s approval, the annual budget and provide for an audit and review of all Presbytery records and minutes.

SR-6.0204 The Executive Council shall receive and approve nomination of persons who belong to churches in the Presbytery to the Living River Board of Directors and shall present the nominations to Presbytery for election. The Executive Council shall appoint one of its own members to serve on the Living River Board of Directors.

SR-6.0205 The Executive Council is responsible for the oversight of the Child and Youth Protection policy.  As part of this role, the Executive Council will periodically request and review a report from the Stated Clerk as to compliance with the Policy provisions for which Stated Clerk has responsibility.

1. The Executive Council shall review a report submitted by a retreat supervisor after each Presbytery retreat or event regarding compliance with the policy.
2. The Executive council shall review with the Trustees periodically the Presbytery’s insurance program concerning events involving children and youth and recommend changes.
3. The Executive Council shall appoint members of the Safe Child Response Team and arrange for their training.

SR-6.0206 The voting membership of the Executive Council shall be as follows:

1. Moderator and vice-moderator of Presbytery*.*
2. Ten members at-large, one of whom would serve as moderator of the Executive Council, two of whom would ordinarily serve as moderators of the personnel and finance committees of the Executive Council, and one of whom would serve on the Living River Board of Directors. The members at-large must have been members of this Presbytery or of a church within this Presbytery for at least two full years, and will be elected in as equal numbers as possible based on age, gender, ethnicity, geographic location, size of congregation, ruling elders and teaching elders. The members at-large shall be elected in three classes, serving three-year terms.
3. Professional staff and Stated Clerk shall serve as advisory members of the Executive Council, with voice but without vote. The Executive Council shall have the right to meet in executive session outside the presence of staff as needed.

SR-6.0207 The Executive Council shall ordinarily meet monthly and on the call of the moderator of the Executive Council.

SR-6.0208 A quorum shall consist of a majority of the voting membership.

*(Rationale: Restructuring the Presbytery Council as the Executive Council is intended to create a more streamlined body with specific responsibilities for executing Presbytery policy and the ongoing discernment of its vision. The Executive Council would function like a congregational Session. The number of members would be reduced from more than 25 to 12 plus professional staff in advisory roles, and the frequency of meeting from quarterly to monthly. The current size of the Presbytery Council and frequency of meeting are no longer effective for providing oversight of and direction to Presbytery’s mission and work. It has been the experience of the Temporary Executive Board that the smaller size better facilitates discussion, and a more frequent meeting schedule provides more opportunity for effectively carrying out the work entrusted to it by Presbytery. A significant portion of the Executive Council’s focus will be devoted to discerning God’s vision for our Presbytery and directing its energies in pursuit of that vision. This has not been the case with the current Council structure.)*

*(Rationale: Eliminating Divisions as an agency of Presbytery is another step in streamlining the function and work of Presbytery. Over time, the effectiveness of the Division structure and quarterly meeting schedule has diminished. The Nominating Committee struggles to fill and maintain the full 18-member requirement for each of three Divisions (a total of 54 teaching and ruling elders). While some committees of the Divisions function effectively, others do not. The Executive Council’s discernment and visioning focus combined with the task team format would allow Presbytery to be more flexible in responding to its missional and programmatic needs without having to maintain formalized structures, which the Temporary Executive Board believes will be better stewardship of our human resources. Committees that are currently functioning effectively, or that have fiduciary responsibilities, would continue their work within the task team format under the guidance of professional staff and would report to the Executive Council.)*

SR-6.0209 The Executive Council may take electronic votes if an item for council action is best addressed before its next meeting. (See Appendix IV)

SR-6.0210  Executive Council Committees shall be:

1. Personnel – The Personnel Committee will have the responsibility to provide oversight, evaluation and review of the employees of Presbytery.  It will recommend stipends to the Finance Committee, keep job descriptions current, establish an appropriate process for review and evaluation of the employees and conduct an annual evaluation.  The Personnel Committee shall be at least five persons.  The committee will ordinarily be chaired by an elected voting member of the Executive Council.  The other members of the Personnel Committee will be nominated by the Nominating Committee or Presbytery with due consideration of gender, racial and geographic diversity and will be elected for a three-year term.  Members will be allowed to serve two consecutive terms or a total of six consecutive years.
2. Finance – The Finance committee has responsibility for oversight of the Presbytery Financials.  This includes preparation of the annual budget, an annual financial review of Presbytery funds by an outside party, and oversight and maintenance of the Presbytery Financial Policy and Accounting Procedures found in Appendix II of these Standing Rules.  The Finance Committee membership shall be at least 5 persons.  The committee will normally be chaired by an elected voting member of the Executive Council.  The current Presbytery Treasurer will also be a member.  The other three members will be nominated by the Nominating Committee of Presbytery with due consideration of gender, racial and geographic diversity and will be elected for a three-year term.  Members will be allowed to serve two consecutive terms or a total of six consecutive years.
3. Equip, Nurture and Connect (ENC) will have the responsibility of programmatic work in the areas of Faith formation and Leadership development.  Its purpose is to provide educational opportunities for strengthening faith across all age groups, in settings which may not be available to congregations on their own.  Equipping persons in leadership development while strengthening connections with peer groups, with the community and with new ideas will be the primary focus of the ENC.  The ENC will normally be chaired by an elected voting member of the Executive Council.  Membership of ENC shall be at least 5 persons other than the chair, representing the program areas of ENC and a representative from Youth Council.  With the exception of the Youth Council representative (elected by presbytery for Youth Council), they are to be nominated by the Nominating Committee of Presbytery with due consideration of gender, racial, and geographic diversity and elected for a three year term.  Advisory members of the ENC may include professional staff and Living River Executive Director, with voice but without vote.
4. Presbytery Youth Council has the responsibility for planning and carrying out events/retreats and activities for the youth of the Presbytery.   Membership on Youth Council will include both adults and youth.  Adult membership will be six adults in three classes, elected by the Presbytery upon nomination by the nominating Committee. Youth membership will have an unspecified number of youth in two classes, Junior and Senior year of high school, elected by the Presbytery upon nomination by the Nominating Committee.  Total youth membership shall not normally exceed 18.  The term of membership for both youth and adults follows the academic calendar – June -May, with election normally occurring at the May Presbytery meeting.  The adult membership shall recommend to the Nominating committee the slate of youth members as determined by an application process, with due consideration of gender, racial, and geographic diversity.

ii.  Committee Task Forces, Planning Teams or Steering committees may be organized for events/training opportunities for the program areas of ENC (i.e. Small Church, Children, camp scholarships, Leadership Training, Campus Ministry including Bham UKirk, etc.).  These committees and teams will be selected by ENC members for specific programs to carry out the mission of the ENC.

## SR-6.03 Presbytery Commissions

SR-6.0301 There shall be three standing commissions of Presbytery. Each commission will be composed as described below. The term of service shall be three years. Members are eligible for re-election to one additional term. Ordinarily, each commission of Presbytery shall recommend to the Committee on Nominating and Representation annually by September 1 one of its members to serve as moderator for the upcoming year, and the moderator of each Commission shall be elected annually by the Presbytery upon nomination by the Committee on Nominating and Representation.

Commissions are responsible to Presbytery and shall report to the Presbytery. They shall establish their own operating guidelines, which shall be approved by the Executive Council, which also shall approve any changes.

## SR-6.0302 Commission on Ministry

The Commission on Ministry (COM) shall function in accordance with the provisions of the *Book of Order* (G-3.0306, G-3.0307, G-2.0702, G-2.0504b, G-2.0902, G-2.1103b and G-2.1001-

1002). The Commission will be composed of no fewer than 18 members (half teaching elders and half ruling elders) nominated by the Nominating Committee, ***with due consideration of gender, racial, and geographic diversity*** and elected by the Presbytery.

The Commission may divide functions among its membership into Pastoral Relationships and Congregational Relationships as detailed in the current Advisory Handbook for Ministry and the handbook entitled “On Calling a Pastor.

*(Rationale: Dividing responsibilities between members into these two major categories will allow for a more proactive ministry with our congregations and better support pastoral leadership. It distributes more evenly the work of the Commission among the 18 members.)*

The Commission on Ministry shall:

1. Visit regularly and consult with each minister in the presbytery; report to presbytery the type of work in which each minister is engaged; require an annual report of each teaching elder engaged in validated ministries outside a congregation (G-2.0503a).
2. Make recommendations to the presbytery regarding calls for the services of its teaching elders.
3. Review annually the status of Members-at-Large [G-2.0503(a) (b)] (G-2.0508) and recommend to Presbytery changes in status when necessary. Examine and sustain the preaching part of the examination for candidates being ordained and make that a part of the motion for presbytery approval.
4. Visit with each session of the presbytery at least once each year. (G-3.0303 and

G-3.0307) and stay in regular contact with each assigned church session as needed throughout each year.

1. Counsel with churches regarding calls for permanent pastoral relations. Oversee the Pastor Nominating Committee process from the time the pulpit is vacant through installation of the next pastor; recommend Commission for Ordination/Installation at the same time the motion is provided to ordain/install a candidate for membership (G-2.0504a) (G-2.0801) (G-2.0805)

(W-4.4006)

1. Counsel with churches regarding temporary pastoral relations, providing lists of available teaching elders, ruling elders, and ministers of another Christian Church after constitutional requirements have been met (G-2.0504b) (G-2.0505) (G2.0506), to supply vacant pulpits. Rationale*: Wording better states the position of the cited references.*
2. Approve temporary pastoral relationships, including designated pastors, and approve moderators for sessions. (G-1.0504) (G-3.0104)
3. Provide for the implementation of equal employment opportunity for teaching elders and candidates, and report to presbytery the steps taken by each calling group to implement equal employment opportunity. (G-2.0104) (G-3.0106)
4. Find in order calls issued by churches, approve and present calls, approve examination of teaching elders transferring from other presbyteries, dissolve pastoral relationships, grant permission to labor outside the bounds of presbytery, and dismiss teaching elders to other presbyteries and report actions to Presbytery. [G-3.0301 (a)(b)(c)]
5. Provide care and oversight of the presbytery’s Commissioned Ruling Elder program, including recommendation for commissioning. (G-2.1001 – G-2.1004)
6. Promote the peace and harmony of the churches.
7. Counsel with sessions regarding difficulties in the congregation, act as mediator in conflict situations, and/or act to correct difficulties in conflict situations when asked to do so by the parties involved or when authorized by presbytery to do so. [G-3.0303d(1)(2)(3)]
8. Respond to conflict situations within congregations or where congregations, or leaders within, find themselves in conflict with their ordination vows to be governed by church polity and to abide by its discipline in accordance with the Response/Review Commission guidelines. Approve Teaching Elders as Parish Associates with annual review and the stipulation that the relationship ends when the current installed pastor leaves.
9. Recommend to Presbytery the number of members on the Commission on Ministry, with equal numbers of ruling and teaching elders, providing for diversity and adequate members per geographical area for liaison purposes.
10. Provide pastoral care for teaching elders, ruling elders commissioned to pastoral service and Certified Christian Educators. (G-3.0307 and G-2.1103) (W-6.1003 and W-6.3000)
11. Provide a support system and a visitation program for retired teaching elders inactive because of health problems.

## SR-6.0303 Commission on Preparation for Ministry

The Commission on Preparation for Ministry (CPM) shall function in accordance with the provisions of the *Book of Order* (G-2.06). It shall have no fewer than 12 members (half teaching elders and half ruling elders) nominated by the Committee *on Nominating and Representation,* ***with due consideration of gender, racial, and geographic diversity***, and elected by the Presbytery.

The Commission on Preparation for Ministry shall:

1. Have the authority to take Inquirers under care of the commission; to recommend to the presbytery that an Inquirer, after at least a year under care, become a Candidate; and to certify a Candidate ready to receive a call after at least a year as a Candidate.
2. Have the authority to establish requirements for the process of preparation for ministry.

## SR-6.0304 Permanent Judicial Commission

The Permanent Judicial Commission (PJC) shall fulfill all those duties and responsibilities delineated in the *Book of Order* (Rules of Discipline, Chapter 5) of the Permanent Judicial Commission. The PJC shall be composed of four teaching elders and five ruling elders, ***with due consideration of gender, racial, and geographic diversity***. They shall be elected to serve in three classes to terms of six years as provided in the *Book of Order* (D-5.0102, D-5.0103 and D-5.0105).

## SR-6.04 Presbytery Committees

## SR-6.0401 Trustees

The Board of Trustees shall fulfill all those duties and responsibilities in the *Book of Order* (G- 4.00-4.0208). The Board of Trustees shall be composed of nine persons elected by the Presbytery through the Committee on Nominating and Representation, ***with due consideration of gender, racial, and geographic diversity***. The Board will appoint its own Chair from the membership elected. The duties of the Trustees shall be to:

1. Hold and convey title in the name of the Presbytery of any real property belonging to the Presbytery, as directed by the Presbytery. Has Presbytery authority to list and negotiate any property transactions assigned in accordance with G-4.0205 of the Book of Order.
2. Administer funds as Presbytery’s agent, when directed by Presbytery;
3. Be responsible for the care and oversight of all properties owned and operated by the Presbytery.
4. Upon request, advise Presbytery and its churches on property matters.
5. Presbytery has directed that any contract, loan or grant entered into by Presbytery over the amount of $5,000 will require the signature of at least one trustee. Further, that any contract, loan, or grant regarding real property requires trustee signatures in accordance with the above provisions of the Book of Order.
6. Presbytery has approved a “fast-track” process for routine property matters, stating as follows: “If authorized by the Board of Trustees and the Executive Council, a Standing Commission of Presbytery may be authorized to make decisions on behalf of presbytery for real property matters valued under $25,000 and/or due to mandatory governmental jurisdiction. The protection of church and presbytery financial interest will be the Trustee’s primary concern in all such approval.
7. Presbytery approval has been given the Trustees to advise sessions and Administrative Commissions on how church property is handled and the procedures for approving encumbrances, dissolving or dismissing a church in accordance with Appendix III of these Standing Rules noting that costs associated with the activities involved shall be paid by the individual church.

## SR-6.0402 Committee on Nominating and Representation

The Committee on Nominating and Representation shall function in accordance with the *Book of Order* (G-3.0111, *F-1.0403, F-3.0106, G-2.0104 and G-3.0103), providing for inclusive membership in the makeup of all functions to which it is asked to nominate persons.* It shall have nine members: three teaching elders and six ruling elders, ***with due consideration of gender, racial, and geographic diversity***. The term of office shall be three years and eligibility ends after one term. Nominations to the Committee on Nominating and Representation are made in accordance with SR-4.0101b 4 & 5.

1. The Committee shall be responsible for nominating to the Presbytery qualified persons to serve in all elected positions in the various Agencies, Commissions, Committees and the Executive Council of Presbytery, except as provided by the Presbytery Response/Review/Commission Process.
2. The Committee shall be responsible for nominating Commissioners and Advisory Delegates to Synod and General Assembly according to criteria developed by the Committee and approved by the Executive Council, ***with due consideration of gender, racial, and geographic diversity***.
3. The Committee shall receive recommendations for Youth Council representatives from the current Youth Council and present them, ***with due consideration of gender, racial, and geographic diversity***, to Presbytery for its approval.
4. The Committee shall nominate a person to fill any vacancy for an unexpired term on any Commission or Committee and the Board of Trustees and present the nomination at the next meeting of the Presbytery for its approval. Service ends at the normal scheduled end of the term being filled. The person would be eligible *to serve two full consecutive terms.*

*(Rationale: Combining the responsibilities of the Committee on Representation with those of the Nominating Committee recognizes that this is a function of the nominating process as it is currently practiced in our Presbytery. It also is yet another step in streamlining our organizational structure, eliminating the need for a separate committee to inform the nominating process and hold it accountable to the standards for representation set out in the Book of Order.)*

**SR-6.0403 Anti-Racism Committee**

The Anti-Racism Committee shall be established as a permanent Committee of Presbytery in order to advocate for racial justice and to develop curriculum, identify potential trainers and coordinate training events for the Presbytery. The Nominating Committee shall appoint the members of the Committee based on recommendations from the Committee and others. The Anti-Racism Committee shall make regular reports on their activities to Executive Council and Presbytery.

1. The Anti-Racism Committee shall maintain a size of no less than nine members and no more than 13 at any given time.
2. The Anti-Racism Committee shall be composed of a balanced number of Ministers of the Word and Sacrament and lay congregants (either Elders or parishioners).
3. **The Anti-Racism Committee shall be composed of a balanced number of members representing all races, ethnicity, age, sex, disability, geography, or theological conviction, when possible.**
4. The Anti-Racism Committee shall make an effort to include members from small and geographically remote congregations where possible.
5. Members may serve up to three years with the option to be nominated after one year of absence.
6. The Anti-Racism Committee may recommend policy statements to Presbytery based on occurrences, issues, or actions of injustice, hatred, or racism within the Presbytery, State of Alabama, or the nation if such occurrences, issues, or actions are deemed offensive or detrimental to the quality of life, health, and safety of groups against which said actions are intended or perpetrated.
7. The Anti-Racism Committee may partner or engage with other anti-racism groups within the Presbyterian Church USA, or joint ecumenical groups with a similar purpose and scope to strengthen the message of intolerance to racism and injustice on a local, national, and global platform.
8. The Anti-Racism Committee shall present a proposed budget to Executive Council of Presbytery in September of each year to be voted on and approved for inclusion in Presbytery’s Annual Budget.

**Other Actions of the Anti-Racism Committee**

1. The Anti-Racism Committee may recommend policy statements to Presbytery based on occurrences, issues, or actions of injustice, hatred, or racism within the Presbytery, State of Alabama, or the nation if such occurrences, issues, or actions are deemed offensive or detrimental to the quality of life, health, and safety of groups against which said actions are intended or perpetrated.
2. The Anti-Racism Committee may partner or engage with other anti-racism groups within the Presbyterian Church USA, or joint ecumenical groups with a similar purpose and scope to strengthen the message of intolerance to racism and injustice on a local, national, and global platform.

**SR-7.01 Election of Trustees of Institutions**

SR-7.0101 Institutions for which the Presbytery is to elect Trustees shall submit nominees through the Committee *on* Nominating and Representation for election by the Presbytery.

SR-7.0102 All suggestions for nominations submitted by the institutions are to be in conformity with the Provisions of the *Book of Order* and these Standing Rules.

**SR-8.01 Chapter Book of Order Changes**

When by General Assembly action, changes are made to portions of the Book of Order Referenced in these Standing Rules, such changes shall be automatically inserted into the Standing Rules by the Stated Clerk and notification shall be made at the next appropriate meeting of Presbytery.

##

## Appendix I.

## The following items shall ordinarily occur at the corresponding stated meeting of Presbytery:

**Meetings of Presbytery**

(Ordinarily meet the third Thursday of month)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Presbytery Meetings** | **February** | **May** | **August** | **November** |
| **Worship** | **\*** | **\*** | **\*** | **\*** |
| **Communion** | **\*** | **\*** | **\*** | **\*** |
| **Action of Stated Clerk** |  |  |  |  |
| **Necrology** | **\*** |  |  |  |
| **Minister Memorials (when needed)** | **\*** | **\*** | **\*** | **\*** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Announce Per Capita Amounts** |  |  |  | **\*** |
| **Announce Meeting Sites for Coming Year** |  |  |  | **\*** |
| **Receive Executive Council Approval of Meeting Docket *at least* two weeks before meeting** | **\*** | **\*** | **\*** | **\*** |
| **Provide Schedule for Review of Session Minutes** | **\*** |  |  |  |
| **Action of Moderator** |  |  |  |  |
| **Install New Moderator** | **\*** |  |  |  |
| **Report from Retiring Moderator** | **\*** |  |  |  |
| **Moderator Chooses Committee *on*** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Nominating and Representation*** |  |  |  | **\*** |
| **Reports** |  |  |  |  |
| **Committee on Nominating and Representation****Report** |  |  |  | **\*** |
| **\*Fill Committee Vacancies** | **\*** | **\*** | **\*** | **\*** |
| **GA Commissioners Report** |  |  | **\*** |  |
| **Synod Commissioners Report** | **\*** |  |  |  |
| **PW Moderator Report** |  | **\*** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget/Finance****Financial Report on Prior Year** | **\*** |  |  |  |
| ***General* Presbyter Report** | **\*** | **\*** | **\*** | **\*** |
| **Votes** |  |  |  |  |
| **Vote on Amendments** | **\*** |  |  |  |
| **Vote on minimum salary requirements** |  |  |  | **\*** |
| **Elections** |  |  |  |  |
| **Elect GA Commissioners** |  |  |  | **\*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Elect Synod Commissioners** |  |  |  | **\*** |
| **Elect Presbytery Moderator and Vice Moderator** | **\*** |  |  |  |

## Appendix II

**Manual of Financial Policy and Accounting Procedures**

*(approved by Presbytery 02-17-2011)*

## Overview:

Financial contributions from the presbytery’s member churches for ministries of the Presbyterian Church (U.S.A.) are accounted for by means of a restricted/designated fund, referred to as **Mission Treasury Services (MTS)**. The accounting system shall be protected by using a password composed of both letters and numbers. The password is to be available only to the Bookkeeper, the Treasurer, and the General Presbyter.

All monies received are deposited in a specific interest bearing bank account, currently maintained with Wells Fargo Bank. As instructed by the Treasurer of Presbytery, the Bookkeeper forwards such monies to the various receiving agencies on a monthly basis in accordance with the churches’ instructions, advising those agencies as to the donor church.

Reports detailing contributions for the year to date, by agency and date of gift are to be mailed to each church quarterly by the Bookkeeper. The reports are to be mailed both to the Church Treasurer and the Moderator of Session at different addresses.

At the end of each month, a summary of receipts is recorded on a form entitled **Mission Treasury Receipts** and entered in the accounting system by journal entry. In order to forward these funds to receiving agencies, all monies received each month are transferred to the general checking account at the close of the month, and a **Mission Treasury Payables** disbursement voucher is prepared to authorize payments to the appropriate agencies.

## Internal Controls/Receipts:

1. **Receiving and Depositing Funds:**

Incoming mail is to be opened by the Office Manager. Deposit slips are to be completed listing all checks received and initialed by two persons for verification. All remittances are to be stamped with the Presbytery’s endorsement. Financial contributions from presbytery’s member churches are deposited in the **Mission Treasury** account. For funds to be deposited in this account, a copy of the deposit slip and copies of the checks to be deposited are to be attached to the remittance forms which accompany church contributions and deposited by the Office Manager. Bank reconciliations are to be done monthly by the Presbytery Treasurer and signed to assure that all funds received have been properly deposited and accounted for.

## Recording Procedure:

Receipts are entered by the bookkeeper into presbytery’s records maintained on the bookkeeper’s computer using the Microsoft Access data base/software. The icon to access the program is called “Revenue”. This will open to the “Revenue Processing” screen [Main Menu]. To enter the deposits for a day, click on the “Enter Daily Work” button. Use the drop down box to look up the church pin number or type the pin number. Tab and enter the check number, tab and enter the check amount, tab and enter the deposit date. The special codes box is for Presbyterian Women, for individuals’ checks to be credited to a church, or for direct payment to an agency. “R” is the default for a regular check from a church.

Click on the “Continue” button, enter the agency code, then tab and enter the amount to credit to that agency. If the amount is an allocated one the program will automatically do the allocation and those amounts will appear under the agencies which will receive the funds. Anytime the allocation amounts change, such as at year end, it will be necessary to enter the “Work with Agency File” button, find the appropriate code and type in the new percentages. Tab to enter more funds, one per line. When entering an agency that is not on the list, add one by double clicking on the agency code field. When finished adding the agency, then click to close the agency master window. The “Oops” button is to be used to go back to the previous page and correct any errors. When finished the amount left to disperse will be at 0.00, then click “Return”.

Enter each church separately and when all for the day have been entered, click “Print Proof of Daily Work” on the “Revenue Processing” screen. This prints a report to allow for visually matching totals. If something appears to be in error, go back to the “Enter Daily Work” button and enter the data again. The program will find the data entered earlier and allow adjustments. Reprint the Proof of Daily Work to make sure it matches the deposit slip. The Proof of Daily Work should be discarded when all is correct.

Next click on the “Post Daily” button. This moves all data to the appropriate tables. The report that it prints is the one that should be kept with that day’s deposit slips. After posting daily, it is not possible to go back and easily access that data. After the data is posted, a screen will come up with prompts for the month and year being entered. Then a sum of the month’s deposits will appear so that it can be checked against the deposits, making sure that all deposits have been posted. Click on “File” and “Close” to close this window and go back to the “Revenue Processing” screen. The “Restore Temporary Backup (if necessary)” button can only restore the data from the previous posting.

## Report Selection Screen:

All of these use the criteria shown on the screen to produce the reports. Therefore, it is possible to print the report for one day, one church, one agency or all or a range of each. 000001 and 99999 are the defaults for all churches. A001 and Z999 are the defaults for all agencies. Note that Allocated Giving and Mission Treasury just need a date input.

*Church Statement* – prints the per capita assessment that can be folded and placed in a window envelope to be mailed to the church. The appropriate percentages must be entered in the agency code A200. Make sure that the membership for each church has been corrected to

correspond with the statistical report for the prior year. Then put letter head paper in the printer. *Church Statement* – prints the statement of church giving for the period selected. Print on letterhead,

*Summary Church* – revenue by church summary. *Summary Agency* – revenue by agency summary. *Detail by Church* – revenue by church.

*Detail by Agency* – revenue by agency.

*Allocated Giving* – allocated giving by churches.

*Mission Treasury* – unified giving plus Alabama Campus Ministry giving as compared with total giving and any pledged giving.

After each month is entered, print a *Summary Agency, Detail by Agency* [making sure the totals equal the total for the month’s deposits plus direct payments], A*llocated Giving*, and *Mission Treasury (MTS)*. These reports are used to determine the distribution of funds received. The forms for entering MTS in the accounting module are on file in the Accounting Office along with the voucher form for MTS Payables.

## Internal Controls/Expenditures:

1. **Spending Procedures:**

All expenditures shall be validated by at least two authorized signatures: one on the check and a different signature on the authorizing voucher. Authorized signatures are those of the Office Manager, the Treasurer, and the ~~Executive~~ *General* Presbyter, or his/her designee. Access to bank accounts is limited to those signatories. An authorized signature on a voucher may be that of the committee chair or staff person. Approval of vouchers and signatures on the checks shall be based on funds being available, the expenditure being for a valid Presbytery purpose, and the expenditure being charged to the proper account in the budget approved by Presbytery. In no case shall a check made out to an individual be signed by that same individual, and no check shall be made out to "Cash." All checks over five thousand dollars ***($5,000)*** are to have two (2) authorized signatures, one of them to be either that of the Treasurer or of the General Presbyter.

The Bookkeeper shall provide monthly to each chair a report of all expenditures charged to the budgetary accounts of that committee. The chair shall review all such reported expenditures and indicate to the Treasurer his/her approval of, or questions regarding, the expenditures.

Ordinarily, checks shall be written on Wednesdays before noon for signature by the Office Manager, with payroll checks being written on or about the 12th and the 27th of each month. Checks may be issued at other times in emergencies or to preserve discounts and avoid penalties with specific approval of either the Treasurer or General Presbyter.

## Credit Card Controls:

In addition to the above approvals, the Bookkeeper will review monthly all credit card payments and all payments to third parties which specifically benefit a single staff member (i.e. travel, in-

service education, etc.). All credit card purchases shall have been documented by receipts showing the exact item purchased and the amount charged and shall be further documented to show the account number to which it is to be charged. Any item questioned by the Bookkeeper shall be referred to the Treasurer. If in the Treasurer's judgment the item cannot be justified as a legitimate Presbytery expense, it shall be referred to the appropriate Committee for review. If it is not deemed to be a legitimate expense it shall be reimbursed to the Presbytery by the purchaser, unless subsequently approved by the Executive Council's Finance Committee.

## Insurance and Audit:

The funds of the Presbytery shall be protected by full coverage of all funds under the terms of the Presbytery's Insurance Program. Employee dishonesty coverage shall be reviewed every three years. The Finance Committee of the Executive Council and the Treasurer shall be responsible for annual audits/reviews of all Presbytery funds as provided in *The Book of Order* of the Presbyterian Church (U.S.A.). The annual audit/review is to be completed by July 15 of the following year.

## Restricted Funds

1. **Types of Funds**

Restricted funds of the Presbytery are those that have been designated by action of the Presbytery or the Executive Council to be used for specific purposes and shall be continued from year to year. All requests for solicitation of special funds shall be submitted to the Executive Council for approval/disapproval and for final action/authorization. Restricted funds may be designated as short term funds, mission funds, or long term funds.

The funds listed below are the existing restricted funds of the Presbytery as of January 1, 2010. The purpose of each fund is described and the authority to disburse from each fund is given.

Expenditures from any restricted account or fund will be made only after submission of a voucher to which is attached a copy of the Minutes, or an excerpt thereof, recording the action authorizing the disbursement.

## Short Term Designated Funds

Short term designated funds are those contributed for specific ministries/programs of the Presbytery. They may be disbursed upon the authorization of the Presbytery entity responsible for the ministry or program for which a specific account was established when such authorization is recorded in the Minutes of that entity.

**General Presbytery Funds**

**810200. General Exchange –** Temporary holding account for all funds managed by the Treasurer of Presbytery.

**810205. Prepaid Per Capita** - Temporary holding account for per capita assessments remitted in advance by the churches. Disbursements from this account are authorized by the Stated Clerk.

**810210. Stated Clerk Reserve -** Temporary holding account for per capita funds remitted by the churches. Disbursements from this account are authorized by the Stated Clerk.

**810220. Candidates Reserve** - Funds to be used for financial aid, consultations, and retreats in support of candidates preparing for ministry. The Committee on Preparation for Ministry authorizes disbursements from this account. Funded from ½ of Presbytery offerings and all Installation offerings.

**810240. Disaster Relief-Presbytery -** Holding account for funds donated for disaster Relief within the Presbytery. The Executive Council is authorized to disburse funds from this account. **810250. CLP Training Fees** - Funds to be used for Commissioned Lay Pastor training (CE/CRE courses).

**810290. Ministers' Fund-** Holding fund designated to meet particular needs of individual ministers of Presbytery. The General Presbyter authorizes disbursements from this Fund at his/her discretion. Funded from ½ of Presbytery offerings.

**810299. General Presbytery Misc/one-time** – Temporary holding account for Love gifts, etc.

**Development Funds**

**810420. NCD Donations** - Holding account for funds received from churches or individuals for New Church Development within the Presbytery. The Executive Council authorizes disbursements from this account to NCDs approved by the Presbytery.

**810430. Hispanic Ministry** - Holding account for funds contributed by the churches for Hispanic ministry projects within the Presbytery. The Executive Council authorizes disbursements from this account.

**810435. Hispanic Ministry/Minister** - Holding account for funds contributed by the churches for remuneration of an Hispanic minister within the Presbytery. The Executive Council authorizes disbursements from this account.

**810499. Development Division Misc/One-Time** – Temporary holding account for miscellaneous Development gifts.

**Mission Funds**

**810600. Missional Development** - Holding account for grants received from the Independent Presbyterian Church Foundation Grant that supports the Presbytery staff position of Associate Executive Presbyter for Missional.Development. The Treasurer is authorized to make regular disbursements from this account.

**810605. Self Development of People/Grants** - Pass-through account for grant funds appropriated for approved denominational SDOP projects. The Treasurer is authorized to forward funds to grant recipients.

**810610. Hunger Reserve** - Funds collected by churches through Cents-ability Offerings to be used to match church’s gifts to hunger agencies of their choice. The Hunger Action Advocate and/or Executive Council authorize disbursements from this account and approves changes to disbursement policies.

**810620. Peacemaking Reserve** - Holding account for funds from the annual PCUSA Peacemaking Offering (1/2 of the annual offering goes to this account, ¼ to Synod, ¼ to GA). The Executive Council authorize disbursements from this account.

**810625. Habitat House Fund/Bham** - Holding account for funds that Birmingham-area churches contribute toward the annual Habitat House build in Birmingham. The Mission

Coordinator is authorized to make disbursements from this account per invoices received from Habitat for Humanity.

**810630. Prison Ministry** – Holding account for funds contributed by the Oak Grove Missionary Church. The Treasurer is authorized to make disbursements from this account upon the request of the State prison in North Alabama.

**810651. PDA Clearing Account** – Clearing account for funds for Presbyterian Disaster Assistance.

**810670. Congo Partnership-General Fund** - Holding account for donations from churches for the use of Presbytery's Congo Team. The Congo Team authorizes disbursements from this account.

**810675. Congo Donations** - Holding account for donations from churches and individuals for miscellaneous projects in Congo. Funds in this account are designated by the donors. the Congo Team authorizes disbursements to the PC(U.S.A.) several times a year.

**810678. Congo Schools** – Clearing account for funds for Congo schools

**810680. MMOA Special Gifts** - Holding account for donations for Presbytery's Oaxaca Partnership. The Mexican Partnership Committee and/or Executive Council authorize disbursements from this account.

**810699. Mission Division Misc./ one-time** – Temporary holding account for miscellaneous Mission gifts.

**Equip, Nurture, Connect Funds**

**810815. Youth Ministries** - Funds given to support the youth leaders attending continuing education events and the Youth University Program. The Youth Ministries Task Group and/or the Executive Council authorize disbursements from this account..

**810820. Main Event and Training** - Holding account to be used for the Main Event Leadership Training and Development Program. The Main Event and Training Task Group and/or the Executive Council authorize disbursements from this account.

**810825. Birmingham UKirk -**- Holding account for campus ministry efforts in Birmingham. The College Task Group and/or the Executive Council authorize disbursement from this account.

**810826. B’ham UKirk Minister** – Salary and Benefit costs for the UKirk Birmingham minister. **810830. College Ministries** - Funds received from churches to carry out College ministry. The College Task Group and/or the Executive Council authorize disbursements from this account. **810840. Small Church Ministries** - Holding account for grants made by the Synod to provide retreats for pastors of small membership churches. The Small Church Ministries Task Group and/or the Executive Council authorize disbursements from this account.

**810860. Chambless Memorial** – Funds given to support Presbytery camps. The Camp and Children Task Group and/or Executive Council authorize disbursements from this account.

**Health FSA Accounts**

**820000. Health FSA-L Burrowes** - Holding account to be used to reimburse named staff person for federally approved health related expenses. The Treasurer is authorized to disburse these funds upon receipt of itemized statements and an approved voucher.

**820007. Health FSA-T Strickland** - Holding account to be used to reimburse named staff person for federally approved health related expenses. The Treasurer is authorized to disburse

these funds upon receipt of itemized statements and an approved voucher.

## Mission Treasury Fund

Mission Treasury Funds are those budgeted from congregational mission giving for carrying out the mission of the General Assembly of the Presbyterian Church (U.S.A.), the Synod of Living Waters, and Presbytery. Expenditures of Mission Treasury funds are authorized through the Annual Budget adopted by Presbytery and are to be regularly disbursed to agencies of the PC(U.S.A.) by the Treasurer.

## Mission Treasury Clearing Accounts 830100. GA Unified

**830110. GA Selected 830120. GA Per Capita 830200. Synod Unified**

**830210. Synod Selected 830220. Synod Per Capita 830300. Presbytery Unified**

**830310. Presbytery Selected 830320. Presbytery Per Capita**

**830400. APCM Designated -** Funds to be used by the Alabama Presbyterian Campus Ministry Board in support of campus ministries. The Treasurer is authorized to remit funds from this account monthly according to the amount budgeted by the Presbytery.

## 830405. APCM Per Capita

1. **Short Term Designated Funds 800115. Selma Reserve**

**800131. Harper Chapel Sale 800225. EC/AE Computer Fund**

1. **Long Term Designated Funds**

Long Term Designated Funds allow the Presbytery to do mission above and beyond the ministries supported by Mission Treasury funds and by short term designated accounts. Proposed grants and/or loans from these funds in excess of $20,000 shall require an action of the Presbytery.

**880100. Revolving Loan Fund** - This fund was established to provide loans to churches for construction, renovation, and plant improvement. Loan requests are reviewed by the Grants and Loans Committee of the Executive Council in consultation with the Trustees of Presbytery. The Executive Council may approve and authorize disbursement of funds for a loan up to $20,000. Larger loans must be approved and authorized by action of the Presbytery. All loans are to be secured by promissory note and appropriate collateral. The interest rate is to be the prime rate in effect at the time of the approval of the loan.

**880200. Development Grant Fund** - This fund was established to provide grants for New Church Development and for existing church development, growth, and vitality. Grant proposals

are reviewed by the Grants and Loans Committee of the Executive Council. The Executive Council may approve and authorize disbursement of a grant up to $20,000. Larger grants require the action of the Presbytery.

## 880205. Mummert Fund

**880210. King Trust**

**880215. Robison Mission Fund Interest 880225. New Beginnings Grant Fund**

**880295. First, Opelika Fund** - These funds, received from the sale of the Opelika First Church property were designated as a term of the dissolution of the church for mission in the Opelika area. Funds are disbursed only by action of the Presbytery. All funds in this account were used to cover a budget deficit.

**880300. Metro-Urban Fund** - This fund was established to provide for Presbytery mission to metro-urban areas of the Presbytery. Projects constituting valid uses of these funds are to be recommended by the Executive Council. Disbursements from this Fund require the action of Presbytery.

**880900. PSL Uncommitted Operating Reserve Fund** - This is a loan fund established so that funds are available to meet cash flow shortages during a given year. The Treasurer, in consultation with the General Presbyter, is authorized to make disbursements from this fund to pay operating expenses in the event of a cash short fall. Ordinarily, loans from this fund shall be repaid by the end of the calendar year in which they were used.

## Appendix III

**Property Encumbrances / Dismissal Procedures (Approved by Presbytery 11-20-2014) Reference SR-6.0401g**

**Procedures for Church Real Property, Loans, Mortgages, Leases, or Sells**

* 1. Review the church deed noting any restrictions of use.
	2. Review a Title policy noting any encumbrances with restrictions.
	3. Verify with local tax authority for consequences if change of use.
	4. Have a specific property surveyed and contract drafted by legal counsel.
	5. Approved by session and a duly constituted congregational meeting. (CAUTION: contracts cannot be finalized until next item complete)
	6. Have encumbrances reviewed by presbytery trustees, noting that property transactions may require presbytery approval.
	7. Have a real estate qualified attorney record the appropriate documents at the county courthouse.

## Procedures for Dissolving or Dismissing a Church with Property

Deed: Clarify any restrictions on property use and ownership. Same with Endowments. Survey/appraisal: Clarify property in questions and estimate value.

Contracts: Clarify with presbytery legal counsel noting all liabilities and property Recording any presbytery interest.

Records: Provide all church records to Presbytery.

Sign documents: Upon verification, sign as directed by Presbytery or Administrative Commission.

## Appendix IV

**Email voting policy for the Executive Council (Adopted by the Executive Council 01-09-2015)**

1. In some instances, Executive Council actions may be taken by email by an affirmative vote of a majority of the members.
2. If an item for council action is best addressed before the next meeting, the following factors will be considered by the council moderator before determining whether to ask for an action by email.
	1. How soon a decision is required.
	2. Whether the decision would be better made after further discussion and/or whether alternatives should be considered.
	3. Whether all council members have sufficient information to make an informed decision.
3. If after considering the above factors, the council moderator determines it would be best to take the action by email, the council moderator will email the proposed action to all members at their respective email addresses.
4. The mailed proposal does not require that a member declare that he or she is making the motion or for another member to declare a second to the motion. A quorum for an email vote is seven members.
5. The emailed proposal shall allow for discussion among council members by email reply to all members, with a timeframe set by the moderator.
6. The email shall request that each member vote by email reply to all members that he or she:
	1. is in favor of the proposed action or
	2. is opposed to the proposed action or
	3. requires such additional information or consideration that the action be tabled until the next meeting; three council members making this request would trigger such a delay.
7. If the action is approved by an affirmative vote of a majority of members, all members shall be sent immediate notice of the approval including the text of the proposed action and its effective date and time.
8. At the first council meeting following the email vote, the proposed action and the list of votes shall be recorded in the minutes of that meeting.

## Appendix V

**Presbytery of Sheppards and Lapsley**

**Child & Youth Protection Policy**

**Presbytery approved, November 9, 2017**

**A. Statement of Purpose**

The Presbytery of Sheppards and Lapsley has declared in “Our Statement of Purpose”:

“As a covenant people, we are life-sharing people. It is through our shared life together that we live in relationship with God and with each other. This shared life is lived out through our congregations, which are the primary agents of God’s mission in the world. As the connectional expression of the Presbyterian Church (USA) in central Alabama, we are called by grace to life-giving service to our congregations, engaging, equipping, nurturing and empowering them in their collective witness to God’s love for all people in Jesus Christ.”

We believe that children are a gift of God to the whole of the human community. They are an integral part of the faith community contributing to its worship and ministry. Through the church’s ministry and mission the faith of children and youth is formed and nurtured as they hear and experience the good news of God’s love in Jesus Christ who welcomes all to come to him.

Therefore, we believe that we are called by God to create a safe haven for all of the children and youth in our care, nurturing, protecting, and empowering them, through faith and trust, in mind, body, and spirit. This commitment includes taking appropriate steps to reduce the risk to the young people in our care. This policy is established to seek the best interests of the child, to protect the rights of a child, and to minimize the risk of any of our children and youth being subjected to sexual, physical, or mental abuse. These policies and procedures are also intended to respect the rights and afford due process to persons accused of improper conduct.

Events of the Presbytery of Sheppards and Lapsley involving children or youth will not be held at a church unless the host church has child protection procedures in place and on file at the PSL office with the Stated Clerk.

**B. Personnel Recruitment**

**Staff:**

All teaching elders/ministers of the Word and Sacraments, commissioned ruling elders, Christian educators, and Presbytery staff members for Presbytery of Sheppards and Lapsley events will undergo the following screening procedures prior to beginning their hired positions:

1. interview
2. reference check
3. National Background Check, includingfingerprint screening

**Volunteers:**

All volunteers will undergo the following screening procedures prior to the start of their volunteer opportunities:

* 1. complete Presbytery of Sheppards and Lapsley Volunteer Application form in Appendix.
	2. initial screenings will include a reference check (done by the individual’s church) (“Volunteer Reference Form” in Appendix)
	3. National Background Check and fingerprint screening completed every three years.
1. Fingerprinting of volunteers will be postponed until the 2nd quarter of 2018.
2. If a volunteer provides an affidavit that she/he has been a resident of the State of Alabama for 10 years, the fingerprinting requirement will be waived. (A new appendix is included.)
	1. Six Months Policy: Any person not on a church staff in a leadership position with children or youth must have regularly attended the church for at least six months. Any exceptions must be approved by the Session for each specific volunteer opportunity. No exceptions will be granted for overnight events. See D.2 for process of accountability.

**C. Education and Training**

At each Presbytery event involving children and youth, an orientation will be held for screened volunteers which will include the subject of preventing physical, sexual, or mental abuse. Prior to their arrival at the site of the event, all volunteers and staff must sign the PSL Receipt of Policy form in Appendix confirming that they have read and understand the PSL Child Protection Policy.

**D. Management Structure**

1. The Stated Clerk will be the resource person for the Child Protection Policy implementation from the Presbytery of Sheppards and Lapsley office. The Stated Clerk’s role will be to:
	1. Answer questions and serve as the designated Presbytery staff person regarding issues of implementation of the Child Protection Policy
	2. Maintain an annually updated list of volunteers who have cleared reference and background check process, and respond to questions or concerns about this list.
	3. Maintain a file of Child Protection Policies for individual PSL churches
	4. As requested, submit background checks for churches who provide appropriate paperwork and payment.
	5. Provide a list of places in the Presbytery where fingerprint screening may be secured.
	6. Review the background checks and forms filed by all paid and volunteer workers when conducting reference checks, paying particular attention to the questions concerning criminal offenses, child neglect, physical/social abuse, and misconduct against children.
	7. Determine disqualifying offenses that will keep an individual from working with children on a case-by-case basis, and contact any paid or volunteer staff regarding any perceived problems that could prohibit their working with children. Ordinarily, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to the Presbytery’s “Statement of Purpose” will disqualify someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event. The Stated Clerk’s determination may be appealed to the Personnel Committee by Presbytery staff or the Executive Council by volunteers (as in Section G below).
2. Each church must annually (by January 1st) submit through the Clerk of Session a “Acknowledgement of Child Abuse Prevention Form” in the Appendix, which lists those adults who have had security background checks and are approved to serve as leaders and sponsors in order to participate in Presbytery events. A file will be kept by the Stated Clerk at the PSL office and can be amended throughout the year.
3. The Presbytery will seek to expand the pool of approved volunteers by welcoming Sessions to include in the list submitted to the Stated Clerk their church members who have a registration/clearance with the state or federal government, in particular teachers, social workers, and those in healthcare. Each Session may offer an affidavit of their status as an active professional along with a license number.
4. Events of the Presbytery of Sheppards and Lapsley involving children or youth will not be held at a church unless the host church has child protection procedures in place and on file at the PSL office with the Stated Clerk.
5. For short-term/one dayPresbytery-sponsored events, the screening, selection, and supervision process of child care workers will be handled by the host church, under conditions of their Child Protection Policy which has been approved by the Stated Clerk.
6. At each Presbytery-sponsored event for children and/or youth, parents/guardians must submit permission, medical consent, and contact information forms for the child/youth, updated at each event, and kept in a locked and safe place.
7. The Stated Clerk will provide photo identification badges for those who have been cleared through the approved screening process so that staff and volunteers may be easily identified.

**E. Behavior Protocols**

The following protocols give a framework of best practices for the safety of children involved in ministry and programming of the Presbytery of Sheppards and Lapsley:

1. Rules for Supervision

The following minimum supervision will be maintained at all times:

 Participants 5 years or younger – One staff member per 5 participants

Participants age 6 to 8 – One staff member per 6 participants

Participants age 9 to 14 – One staff member per 8 participants

Participants age 15 to 18 – One staff member per 10 participants

1. “Rule of Three”: Ordinarily three persons shall be present during all activities involving children and youth. ‘Three’ can be two children/youth and one adult or two adults and one child/youth.Priority should be given to the rule of three in planning and implementation of all Presbytery sponsored events. At any time, due to emergency or unforeseen circumstances, if it is not possible to observe the "rule of three," notification should be given immediately to the director of the program or other supervising adults to give additional support and direction.
2. Private conversations between an adult and a youth should always take place in sight of others. Though this may be at some distance away, it should still be within sight.
3. Counseling or pastoral interactions may be held in a private room IF the door is open or there is a window in the door that offers visibility of both the adult and child for someone one the other side of the closed door. When possible prior to the session the director of the program or supervising adults should be notified of the conversation. If not possible before, notification should be given as soon as possible after the session.
4. If an adult is concerned about the behavior of one youth toward another, including consenting behaviors that appear inappropriate (see Prohibited Acts), all concerns should be shared with the director of the program. If there is direct observation of abuse the adult is required to make every attempt to ensure the safety of the youth and report to “duly constituted authorities” (see section G. Reporting and Reaction Protocols)

Prohibited Acts

1. Any demonstration of sexual activity and/or abuse toward or connected to a child
2. Sexual advances or activity of any kind between an adult and child
3. Infliction of physically abusive behavior or bodily injury to a child
4. Threat of physically abusive behavior or injury to a child
5. Participation, encouragement, or allowance of demeaning and belittling behaviors or language involving or directed toward children; including cultural insensitivity, sexual orientation, and gender issues
6. Causing mental or emotional stress or injury to a child
7. Possessing, creating, or sharing inappropriate, obscene, or pornographic images or materials (including non-print media, and digital communications)
8. Consuming or being under the influence of alcohol or any substance which may cause cognitive or emotional impairment, including prescription drugs which might impair physical or cognitive abilities to care for youth during Presbytery events.
9. Allowing youth to consume alcohol or other prohibited substances
10. Tobacco use in any form, including vapor or e-cigarettes, in the presence of a child or youth
11. Transportation of a child without a signed release from the parent or guardian.
12. Transportation of a child without at least one other individual in the vehicle, unless given signed parental/guardian permission to do so, or in case of an emergency.

**F. Communication Guidelines**

1. Photos, video, or comments of a child or youth can only be used for PSL-sponsored printed, video, web-based, social media, or other publicity materials with the signed consent of the parent or guardian. (Photo Release form in the Appendix)
2. Adults at Presbytery-sponsored events may not post pictures or video of children or youth without gaining explicit permission from that child or youth’s parent or guardian.

**G. Reporting and Reaction Protocols**

1) Mandatory Reporters:

1. The State of Alabama law has changed recently to include all our volunteers and staff as reporters. For example, teachers, officers, day care workers, employees of private institutions of education, are all included.
2. Regarding teaching and ruling elders, any ordained, licensed, or commissioned pastor, and any person who devotes a substantial portion of his or her time and abilities to the service of his or her church or religious organization, all are Mandatory Reporters of suspected abuse or neglect. Also included is any person called upon to render aid or medical assistance to any child.

2) Procedure for Reporting:

* 1. When a child is known or suspected to be a victim of child abuse or neglect, the laws of the State of Alabama have changed to require the mandatory reporter to report orally by telephone or direct communication immediately, followed by a written report to a duly constituted authority (see form in Appendix)**.** Previously, the law permitted a person to notify his or her supervisor, and the supervisor would then be responsible for making the report. That process is no longer permitted, and the person who has direct knowledge of or suspicion of abuse or neglect must be the one to make the report.
	2. The “duly constituted authority” refers to any law enforcement officer, (such as a sheriff or police officer), or the Department of Human Resources office in the county where the abuse is taking place, or in the county of the child’s residence. In the case of an immediate emergency, 911 is an appropriate authority to notify.
	3. Regarding teaching elders/ministers of the Word and Sacraments, the law now states: when a person communicates with clergy in the scope of the clergy person’s professional capacity, and when that communication is made with the understanding that it should not be revealed to another, and the person is merely seeking spiritual advice, the communication is protected by privilege, under Rule 505 of the Alabama Rules of Evidence. However, the communication from a person to clergy is NOT protected (and is thus reportable) when the communication is in furtherance of a crime or a fraud, including abuse or neglect of a child.

3) When Inappropriate Activity is Suspected:

1. The person who suspects inappropriate activity will report this to the director of the program who will ensure that the child will be moved to a safe place away from the person suspected of misconduct. The director of the program will then immediately contact the Stated Clerk to report the suspected inappropriate activity. (form in Appendix)
2. The Stated Clerk shall establish a pool of 6 to 8 trained persons from which will be formed a Response Team which would be called upon for intervention if an allegation or occurrence of child abuse, regardless of type, i.e., sexual, physical, emotional happens. This team would be composed of persons with expertise in counseling, especially pediatrics, that would provide support and guidance to congregational or youth event leaders and participants.
3. The parent or guardian of the child will be notified by the program director.
4. The person who suspects inappropriate activity will immediately notify “duly constituted authorities” as described above. The Presbytery will comply with the state’s requirements regarding mandatory reporting of abuse as the law now exists. The Presbytery will fully cooperate with the investigation of the incident by “duly constituted authorities.”
5. The individual alleged to be the perpetrator of the abuse or misconduct will immediately be suspended from participation working with children, pending an investigation, and instructed to remain away from the premises during the investigation. No contact with the child or youth will be permitted.
6. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth in any capacity in the Presbytery of Sheppards and Lapsley.
7. Teaching elders/ministers of the Word and Sacraments, ruling elders, and members of the Presbyterian Church (USA) are subject to the “Rules of Discipline” in the Book of Order.

The Presbytery has the right to suspend participation of a staff or volunteer at any time.

The Presbytery has the responsibility to remove from participation in an event a child or youth who becomes disruptive or challenges a safe environment, and the program director will notify the parent/guardian.

Documents for Appendix to PS&L Child Protection Policy

1. Receipt of Child Protection Policy
2. Adult Consent for Background Check
3. 10 Year Alabama Residency Affidavit for Waiving Fingerprint Requirement
4. Youth Consent for Background Check
5. Volunteer Information Form
6. Volunteer Phone Reference Check
7. Permission to Participate & Contact Information
8. Medical Treatment Authorization
9. Acknowledgement of Child Abuse Prevention and Screening Program
10. Photo Release Form
11. Incident Report Form

**Presbytery of Sheppards and Lapsley**

**RECEIPT OF CHILD PROTECTION POLICY FORM**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

do hereby acknowledge that I have received and read and will abide by the Presbytery of Sheppards and Lapsley’s Child Protection Policy and will follow the protocols for responding and reporting possible incidents of abuse.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff/Volunteer Role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by the Presbytery on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Presbytery of Sheppards and Lapsley**

**ADULT CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK AUTHORIZATION/WAIVER/INDEMNITY**

Each staff member or volunteer who is to be screened must sign an authorization /waiver/indemnity form, giving approval for the Presbytery of Sheppards and Lapsley to perform the criminal background search.

I hereby give my permission to the above named church or organization to obtain information relating to my criminal history record.

The criminal history record may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review that criminal history as received by Sheppards and Lapsley Presbytery and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify Presbytery of Sheppards and Lapsley, and each of its officers, directors, employees and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability of the state) and any and all related attorneys’ fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.

DATE

Applicant’s Signature

Applicant’s Printed Name Applicant’s Date of Birth

Applicant’s Home Address Applicant’s Social Security Number

City/State/Zip

**Presbytery of Sheppards and Lapsley**

**10 Year Alabama Residency Affidavit for Waiving Fingerprint Requirement**

 [Insert full name]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ swears and affirms as follows:

1. I wish to serve as an unpaid volunteer for the congregation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presbyterian Church located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

2. I am submitting this Affidavit to the congregation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presbyterian Church and the Presbytery of Sheppards and Lapsley.

3. I understand that the congregation of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presbyterian Church and the Presbytery of Sheppards and Lapsley will be relying on my statements in this Affidavit for the purpose of determining whether I may serve as an unpaid volunteer for the congregation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presbyterian Church in events sponsored by the Presbytery of Sheppards and Lapsley for children and youth.

4. I have been a resident of the State of Alabama during the entirety of the ten-year period immediately preceding today's date.

5. I have never been convicted of a criminal offense in the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of the State of Alabama

.

6. I have not been convicted of a felony offense regarding a controlled substance for the five-year period immediately preceding today's date.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert full name here]

**Presbytery of Sheppards and Lapsley**

**YOUTH CONSENT FOR CRIMINAL BACKGROUND HISTORY**

**CHECK AUTHORIZATION/WAIVER/INDEMNITY**

Each staff member or volunteer who is to be screened must sign an authorization/waiver/indemnity form, giving approval for Presbytery of Sheppards and Lapsley to perform the criminal background search. Since a youth or juvenile cannot give permission, the authorization must come from the parent or legal guardian.

I hereby give my permission to the Presbytery of Sheppards and Lapsley to obtain information relating to the criminal history record of my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, age \_\_\_\_\_ . The criminal history record, as received from the reporting agencies, may include juvenile offense, arrest and conviction data as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my child’s eligibility for an employment/volunteer position with this organization.

I also understand that as long as my child remains an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review that criminal history and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify the Presbytery of Sheppards and Lapsley, and each of their officers, directors, employees and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys’ fees, court costs and other expenses resulting from the investigation of my child’s background in connection with his/her application to become a volunteer/staff member.

DATE

 Parent/Guardian’s Signature Applicant’s Signature

Parent/Guardian’s Printed Name Applicant’s Printed Name

 Applicant’s Home Address Applicant’s Date of Birth

 City/State/Zip Applicant’s Social Security Number

**Presbytery of Sheppards and Lapsley**

**VOLUNTEER INFORMATION FORM**

1. Name (Last/First/Middle/Maiden Name):

If you have ever used another name, please indicate the name and the time period(s) used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Street Address:

City/State/Zip:

How long have you lived at this address?

How long have you lived in Alabama? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex: M F

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_

Driver’s License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Phone:

Place of Employment: Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please indicate all, which are applicable:

Single Married Divorced Separated Widowed

1. Please answer the following questions:
	1. Of what church are you a member? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Membership

* 1. Are you are member of any other religious organization?

If so, please specify and give the date you became a member:

1. Have you served as a volunteer at any church in the past ten years? If so, please state the name and address of the church, the pastor of the church, the time period(s) of your volunteer work and describe generally the nature of your volunteer work:

5. Has any civil, criminal, ecclesiastical complaint ever been sustained or is pending against you for sexual misconduct? Have you ever been subject to disciplinary action, resigned, or been terminated from a position for reasons related to sexual misconduct? If yes, please attach an explanation.

1. References:

Please list the names, addresses, occupations and telephone numbers of three people (other than relatives and Sheppards and Lapsley Presbytery staff members) who are familiar with your character and abilities. References will be contacted.

Name: Occupation:

Address: Home Phone:

 Work Phone:

Name: Occupation:

Address: Home Phone:

 Work Phone:

Name: Occupation:

Address: Home Phone:

 Work Phone:

1. I understand and agree that:
	1. All information that I have provided may be verified. I agree to release from liability any person or organization that provides information concerning me, including these persons I have listed as references. I do hereby agree to indemnify and hold harmless, the Presbytery of Sheppards and Lapsley, its employees, representatives and agents from any and all claims or causes of action relating in any manner to the verification of or attempts to verify the information provided, attempts to contact any references or conversations with any references. I understand and agree that any information received will not be disclosed to me, and I hereby waive any right I may have to inspect any information provide about me by any person or organization identified by me on this form.
	2. By signing this form, I certify and affirm that the information I have given is true, complete and correct in all respects.
	3. I have read, understood and agree to abide by the Presbytery of Sheppards and Lapsley Child Protection Policy. {Note: minister members of the Presbytery are also subject to the Presbytery’s policy on sexual misconduct and the “Rules of Discipline”.}
	4. I have read and signed the consent form giving my permission for the Presbytery of Sheppards and Lapsley to obtain information relating to my criminal history.

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is confidential and will be kept in a locked file in the offices of the Presbytery of Sheppards and Lapsley.

**Presbytery of Sheppards and Lapsley**

**VOLUNTEER PHONE REFERENCE**

Identify yourself to the person whom you are calling.

Tell the person that (applicant's name) gave you permission to call for a personal reference and that you will keep the conversation confidential.

Explain what the applicant will be doing for the Presbytery and the age and sex of the children or youth with whom the volunteer will be working.

-----------------------------------------------------------------

1. NAME OF VOLUNTEER APPLICANT
2. NAME OF STAFF/VOLUNTEER CALLING FOR REFERENCE
3. NAME OF REFERENCE

TITLE/OCCUPATION

PHONE NUMBER

DATE CALLED

How long have you known (applicant's name) and in what capacity?

Have you observed (applicant's name) interacting with children/youth and in what kind of environment?

 Is there any other information you can tell me about (applicant's name)?

Would you let (applicant's name) take care of your children?

**Presbytery of Sheppards and Lapsley**

**PERMISSION TO PARTICIPATE & CONTACT INFORMATION**

**My child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has my permission to participate in this Presbytery event. Furthermore, as legal guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I release the Presbytery of Sheppards and Lapsley, its staff and volunteers from liability for any accident or injury occurring during this event. I acknowledge that I know where the student is and what the student is participating in on this trip.**

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***WHO MAY PICK UP THIS CHILD FROM THIS EVENT? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***EMERGENCY INFORMATION – TO BE FILLED OUT BY PARENT ONLY. PLEASE PRINT.***

CHILD NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOTHER’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FATHER’S NAME \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GUARDIAN’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELL PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***IN AN EMERGENCY, IF PARENTS CANNOT BE CONTACTED, NOTIFY:***

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAY PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELL PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***MEDICAL AND INSURANCE INFORMATION:***

FAMILY DOCTOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSURANCE COMPANY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POLICYHOLDER’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POLICY NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GROUP NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **MEDICAL ALERT** *Please list all allergies and all required medications in this section.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give consent for my child to receive emergency medical care while participating in this event. I also authorize emergency transport, if needed.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Presbytery of Sheppards and Lapsley

**Medical Treatment Authorization Form**

This form grants temporary authority to a designated adult to provide and arrange for medical care for a minor in the event of an emergency, where the minor is not accompanied by either parents or legal guardians, and it may not be feasible or practical to contact them. This form should be given to the event leader.

**Minor**

Full Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information for Medical Treatment**

Physician’s Name and Location of Practice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physician’s Phone # (if known): (\_\_\_ ) \_\_\_\_\_\_\_\_

Medical Insurer/Health Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Policy #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Allergies to Medications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allergies (Other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All** conditions for which the child is currently receiving treatment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note any other significant medical information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUTHORIZATION AND CONSENT OF PARENT(S) OR LEGAL GUARDIAN(S)**

I do hereby state that I have legal custody of the aforementioned Minor. I grant my authorization and consent for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereafter “Designated Adult”) to administer general first aid treatment for any minor injuries or illnesses experienced by the Minor. If the injury or illness is life threatening or in need of emergency treatment, I authorize the Designated Adult to summon any and all professional emergency personnel to attend, transport, and treat the minor and to issue consent for any X-ray, anesthetic, blood transfusion, medication, or other medical diagnosis, treatment, or hospital care deemed advisable by, and to be rendered under the general supervision of, any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practice in the state in which such treatment is to occur. I agree to assume financial responsibility for all expenses of such care.

It is understood that this authorization is given in advance of any such medical treatment, but is given to provide authority and power on the part of the Designated Adult in the exercise of his or her best judgment upon the advice of any such medical or emergency personnel.

This authorization is effective:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

Parent / Legal Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Presbytery of Sheppards and Lapsley**

**ACKNOWLEDGEMENT OF CHILD ABUSE PREVENTION**

**AND LEADERSHIP SCREENING PROGRAM**

**NAME OF CHURCH:**

**City:**

The undersigned representatives of the above-named church hereby acknowledge that this church maintains a written policy to help prevent the abuse of children and youth. All of the individuals listed on this form are currently members of this congregation and have been screened and a security background check has been conducted in accordance with church and/or Presbytery guidelines. These individuals have been authorized to work with Children and Youth of this Church.

Date , 20

Signature Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Printed Name

Capacity with the Church Capacity with Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Background Checks conducted through (name of organization): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.

2.

3.

4.

5.

6.

7.

8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach additional names on separate page.

**Presbytery of Sheppards and Lapsley**

**PHOTO RELEASE FORM**

Please check one:

\_\_\_\_\_\_\_\_\_ I give permission . . . .

\_\_\_\_\_\_\_\_\_ I do not give permission . . .

 for photos, videos, or comments of my child to be used for PSL-sponsored printed, video, web-based, social media, or other publicity materials with this signed consent of the parent or guardian.

Adults at Presbytery-sponsored events are strongly encouraged to refrain from posting pictures or video of children or youth without gaining explicit permission from that child or youth’s parent or guardian.

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_

Church Name

Parent/Guardian Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Presbytery of Sheppards and Lapsley**

**INCIDENT REPORT FORM**

REASON FOR REPORT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF INCIDENT TIME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF REPORTER TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DULY CONSTITUTED AUTHORITY TO WHOM REPORTED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DIRECTOR OF EVENT TO WHOM REPORTED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME (S) & AGE (S) OF CHILD (REN)/YOUTH

THE CHILD’S/YOUTH’S FIRST WORDS VERBATIM:

BRIEFLY DESCRIBE THE CHILD’S/YOUTH’S DEMEANOR/APPEARANCE:

BRIEFLY DESCRIBE WHAT HAPPENED:

WHAT ACTION DID YOU TAKE?

HAS THE INCIDENT BEEN RESOLVED? YES NO EXPLAIN:

NAMES OF WITNESSES: SIGNATURES OF WITNESSES (IF POSSIBLE):

REPORTED SUBMITTED TO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Appendix VI

**Presbytery of Sheppards and Lapsley Policy on Racism and Training**

**Prepared by Anti-Racism Committee**

**Adopted January 24, 2020**

**Approved February 28, 2020**

**August 20, 2020 approved by acclamation**

**Anti-Racism Committee Mission Statement**

*The mission of the Anti-Racism Team of the Presbytery of Sheppards and Lapsley is to learn about and address the historic, systemic, and individual racism found within our presbytery. We seek to encourage and equip our churches, presbytery staff and individuals to take part in training, relationship building, and active engagement in church and community efforts to repent for and dismantle racism in central Alabama.*

Adopted June 13, 2019

**Rationale**

*“Moreover, I am cognizant of the interrelatedness of all communities and states. I cannot sit idly by in Atlanta and not be concerned about what happens in Birmingham. Injustice anywhere is a threat to justice everywhere. We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly.”*

**Rev. Dr. Martin Luther King, Jr.**

**Letter from a Birmingham Jail; April 16, 1963**

*“There is a strength, a power even, in understanding brokenness, because embracing our brokenness creates a need and desire for mercy, and perhaps a corresponding need to show mercy. When you experience mercy, you learn things that are hard to learn otherwise. You see things you can't otherwise see; you hear things you can't otherwise hear. You begin to recognize the humanity that resides in each of us.”*

**Bryan Stevenson**

**Just Mercy: A Story of Justice and Redemption**

**Section I – Purpose**

To enact the Church-wide Anti-racism policy approved by the 222nd General Assembly (2016).

The Book of Order, Section G-3.0103, provides for councils of the church, including presbyteries, to address issues of racism. In partnership with General Assembly agencies, **presbyteries need to recruit, train, and commission presbytery-based anti-racism teams that shall work with congregations in establishing and supporting anti-racism programs and ministries.** Presbyteries need to provide for anti-racism training for their staff and committees.

**Section II – Assumptions**

The church and its people have been wounded by centuries of racism. The vestiges of racism are ever-present and continue to impact and impede joyful relationships, honest dialogue, thoughtful cooperation, and intentional inclusion in our churches and among its members.

**Section III – Assertions**

Presbytery of Sheppards and Lapsley, through its Anti-Racism Committee, is committed to upholding the edict approved by the 222nd General Assembly (2016) and added to the Book of Order Section G-3.0103 to provide training; to offer resources and educational opportunities; to organize opportunities for dialogue, interact with, and explore persons with different experiences and viewpoints; to present forums led by individuals and teams that focus on the history of racism within our church institutions and the communities in which we live; to highlight previous attempts to eradicate racism in those settings as we explore new avenues to address present-day racism in all of its subtleties.

Training shall be carried out with an undergirding of theological principals inherent in the Presbyterian tradition with social subtexts and from a historical perspective.

**Section IV – Approach**

Stated Clerk shall maintain a record of persons who complete training. This requirement shall be included in the terms of call.

1. Anti-Racism training shall be **required** at least once every three years for:

1. All Ministers of the Word and Sacrament who are serving as pastors to a congregation or otherwise engaged in a Validated Ministry are required to participate in a training program organized by the Anti-Racism Committee, within one year after this policy is adopted or within one year of assuming the role. This requirement shall be included in the terms of call.
2. All Certified Christian Educators are required to participate in a training program organized by the Anti-Racism Committee, within one year after this policy is adopted or within one year of assuming the role.
3. Commissioned Ruling Elders (CREs) and Ruling Elders elected to serve on Executive Council, the Commission on Ministry (COM) and the Commission on Preparation for Ministry (CPM) are required to participate in a training within one year of being commissioned (CRE) or elected to COM or CPM, Anti-Racism Committee, Permanent Judicial Commission, and Personnel Committee
4. All Candidates for Ministry are required to attend an anti-racism training program organized by the Anti-Racism Committee or alternative training (approved by the Anti-Racism Committee). If an alternative training is incongruent with the anti-racism mission and policy, it shall not be accepted as having met the requirement.
5. All Presbytery staff are required to attend within one year of the adoption of this policy or within one year of hire/election.
6. The Presbytery **strongly encourages** honorably retired teaching elders and ruling elders serving in leadership roles in the Presbytery, session members, youth directors, Christian educators, music leaders, and other congregational staff leaders to participate in approved and recommended anti-racism trainings

1. Required Training Schedule and Locations
2. Required anti-racism training shall be provided once per year at a location to be determined by the size of the class.
3. Remote alternate training shall be allowed for those unable to attend scheduled required training held within the perimeter of the Presbytery of Sheppards and Lapsley.

1. Recommended Anti-racism Activities
2. Anti-racism activities are recommended at least annually for churches and members throughout the Presbytery using a variety of vehicles, including but not limited to listening sessions, workshops, book/video discussions, presentations involving speakers and panels, field trips, and other vehicles developed by or presented by the Anti-Racism Committee.
3. Youth throughout the Presbytery using a variety of vehicles developed by or presented by the Anti-Racism Committee that are age appropriate and meaningful. Parents/guardians shall give signed consent for youth to participate.
4. Recommended Anti-racism activities schedule and locations
5. Recommended Due to the size of the presbytery, anti-racism training activities should be offered four times a year in various regions of the presbytery including but not limited to Presbytery meetings, Main Event, youth retreats, churches or other locations to accommodate geographic church clusters based on the size of the attendance.
6. Remote alternate training may be available for those interested in diving deeper in the work of anti-racism of the Presbytery of Sheppards and Lapsley.

**Section V – Administration and Oversight**

1. The office of the Stated Clerk is responsible for ensuring notation of Teaching Elder and Certified Ruling Elder participation is made in their permanent files and notifying them of compliance deadlines. The Presbytery of Sheppards and Lapsley shall communicate to Pastoral Nominating Committees and churches who are requesting references on the status of candidates with respect to this requirement.
2. Provision for Training Evaluation and Policy Review
3. The Presbytery shall review and adopt this policy during the 2020 calendar year to become effective immediately.

**Section VI – Committee Leadership**

1. The Committee shall be co-chaired by members who are of diverse racial heritage. If possible, they should represent both clergy and lay.
2. Committee Chairs shall remain in effect for one year with the option to renew for a successive year.

 **Section VII – Funding**

1. Funding shall include but not be limited to:
2. providing training opportunities and activities led by third-party organizations or consultants, included associated travel, lodging and meals for said presenters,
3. for members of the Anti-Racism Committee to attend continuing education training and activities to further its mission,
4. for Committee members to travel to meetings with partners, collaborators, PCUSA, Presbytery, anti-racism team-related anti-racism events,
5. building an anti-racism resource library,
6. enhancing the availability of anti-racism literature, links, and websites, and
7. for future uses that bring awareness of the anti-racism initiative.