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MINUTES of HOLSTON PRESBYTERY

**November 12, 2024 – Stated Meeting
Cold Spring Presbyterian Church
280 Cold Springs Church Rd.
Bristol, TN 37620**

CALL TO ORDER

The stated meeting of Holston Presbytery was called to order at 9:00 a.m. by the Moderator, Kathi Cary, who read the Land Use Acknowledgment and opened the meeting with prayer. First time commissioners and guests were introduced, and Ruling Elder Suzi Hooyboer welcomed the assembly to the Cold Spring church. A quorum was present.

ENROLLMENT

TEACHING ELDERS PRESENT/ABSENT:

Name	Present	Absent
Adams, Collin	X	
Alderman, Brian		X
Amstutz, Sharon		X
Anderson, William		X
Askew, Catherine Clasen		X

Austin, Richard C.		X
Barron, Earle		X
Bement, Gary		X
Bier, Tom		X
Blackwelder, Andy		X
Bohn, Christine		X
Cartwright, Gregory		X
Cave, Payne		X
Chapman, Alan		X
Christian, H. Martin		X
Clark, Dan		X
Clements, Lee		X
Cobb, Harrell L.	X	
Coggin, Mitch		X
Davis, Brandon	X	
Donaldson, Dan	X	
Fifield, Richard L.		X
Florence, Kaye	X	
Greene, Bishop		X
Hazelwood, Deven		X
Helphinstine, Paul		X
Hollingshead, Glenda		X
Hopper, Barron	X	

Huff, Allen	X	
Hutchison, Ralph		X
Hyers, William D.		X
Jenkins, Todd	X	
Johnson, Khayla		X
Jordan, Greg		X
Kendall, Teresa	X	
Kestner, C. Phillip		X
Knisley, Mark		X

Locke, Patricia		X
Marcos, Ramy	X	
Martin, James		X
Martin, John L.		X
Mays, James		X
Meredith, Tim W.		X
Moore, Diana	X	
Norris, Rodney	X	
Pearson, Russ	X	
Randolph, J. David	X	
Raum, Richard	X	
Rolling, George L.		X
Russell, Karen	X	
Rust, Maggie	X	

Schaus, Samuel		X
Scruggs, Glen		X
Sharrett, Lawrence		X
Shaw, Angus	X	
Shelton, Mike		X
Steinle, Marshall	X	
Sutherland, Terry		X
Weddington, Sam		X
Weisz, Stephen R.		X
Welch, David	X	
White, Katherine		X
White, Ray	X	
White, Robert	X	
Willard, Pat		X
Wintringham, John		X
Wyatt, Brian	X	
Young, William		X

MINISTERS OF OTHER DENOMINATIONS PRESENT/ABSENT:

Name	Present	Absent
Diddle, Mark		X
Gomola, Tom	X	
Kizer, Lew		X
Playl, Steve		X

COMMISSIONED RULING ELDERS PRESENT/ABSENT:

Name	Present	Absent
Austin, Jim		X
Ballinger, Calvin		X
Barnette, Anthony		X
Cagle, Tracy	X	
Catts, John		X
Cobb, Marci		X
Culbertson, Mike		X
Dalton, David		X
Farmer, Mary Jane	X	
Freshour, TJ		X
Helton, Gary	X	
Johnson, Nancy		X
Light, David		X
Morelock, Jeff		X

Rice, Cheryl		X
Stevens, Betty		X
Tucker, John		X
Wilcox, Becky		X
Wise, Scott		X
Wright, Kathleen		X

RULING ELDER COMMISSIONERS:

Congregation	Principal	Alternate	Visitor/Other
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Barton Springs			
Bethel, Dandridge			
Bethel, Kingsport			
Blountville			
Bristol, First			
Cedar Creek			
Cedarview			
Chuckey			
Clinton			
Cold Spring	Scott Cook	Aggie King, Kenneth King, Suzy Hooerboer	John Weger
Colonial Heights		Gary Beam	
Cove Creek			
Covenant		Kathleen Cary	
Cross Anchor			
Elizabethton, First	Bobbie Connelly		
Erwin		Mike Reese	
Greeneville, First	Tim Miller		
Hebron			
Hopewell	Kay Rutherford		Marcia Hostler Nancy Voss Debbie Webb
Jefferson City, First			
Jennie Moore			
Johnson City, First			
Jonesborough	Geoffrey Hoare		
Keystone			
Kingsport, First	Catherine W. Tucker		
Leesburg			
Magill Memorial			
Morristown, First	Marianne Sharp		
Mountain City		Linda Moon	

Mt. Hermon			
New Bethel	Byron Borner	Mary Lynn Barnes	

New Ebenezer			
New Market			
New Providence	Michael Garrison		
Newport			
Oakland			
Old Kingsport			
Philadelphia			
Piney Flats			
Preston Hills	Carolyn Russ		
Reedy Creek, Bristol			
Reedy Creek, Kingsport			
Rock Creek			
Rogersville	Patricia Rhoton		
Salem	Clayton Berry		
Shady Valley			
Shenandoah			
St. Paul			
Strawberry Plains			
Tabernacle			
Timber Ridge			

Tri City Korean			
Watauga Avenue	Wilsie Bishop		
Waverly Road	John Gilmer		
Weaver Union			
West Ridge			

PRESBYTERY MODERATOR: Kathi Cary (RE, Covenant Presbyterian)

PRESBYTERY VICE-MODERATOR: Collin Adams (TE, Waverly Road)

PRESBYTERY STAFF: Acting Stated Clerk, Sharon Amstutz; Andi White, Administrative Manager; John Golden, UKirk Director

COMMITTEE CHAIRS:

VISITING/CORRESPONDING TEACHING ELDERS/MINISTERS:

Name	Presbytery
Tom Gomola	ECO West

VISITORS:

Name	Location
John W. Golden	UKirk ETSU
David Rauer	Presbyterian Disaster Assistance
Rebecca Nunley	

CONSENT AGENDA

The Moderator appointed Kaye Florence and Diana Moore to the Bills and Overtures Committee, and Rebecca Nunley and Wilsie Bishop to the Committee on Thanks.

The following Consent was adopted:

All matters listed under the Consent Agenda are considered to be in the normal course of business by the Presbytery and will be enacted by one motion in the form listed. Any item requiring discussion will be removed from the Consent Agenda and considered separately.

- Approve Enrollment and Declaration of Quorum (at least 3 ruling elders and 3 teaching elders from 3 different congregations)
- Approve granting voice to visiting teaching elders
- Approve minutes from the August 3, 2024 Stated Meeting
- Appointment of Committee on Thanks
- Appointment of Bills and Overtures Committee
- Adoption of Docket

ADOPTION OF DOCKET

There being no new business, the docket was adopted.

The Acting Stated Clerk informed the Moderator that TE Collin Adams was appointed as the meeting's parliamentarian.

WORSHIP

Our corporate worship bore witness to the devastating flooding and subsequent recovery efforts within the bounds of Holston Presbytery, as well as honoring the lives of the saints who have gone before us. Rev. Dr. Marcos Ramy preached from First John, exhorting us to nurture the community of all God's people by extending the grace of God we have received through our sight, touch, hearing, taste and smell. We prayed and affirmed the words given to us by our Church forebearers, read the names of the ruling and teaching elders who have died this year, and celebrated the Sacrament of Communion. \$852.00 was received at the offering and will support the work of the Disaster Relief Team of Holston Presbytery.

COMMITTEE REPORTS

Bethel (Kingsport) Administrative Commission

RE Gary Helton, Chair, reported on the work and progress of the commission.

Amity/Zion/Tabernacle/Mt. Hermon Commission

TE Dan Donaldson reported on the progress toward the closing, sale, and distribution of assets of these congregations.

Disaster Relief Team Information:

TE Allen Huff briefly reported on the formation of this team in the wake of hurricane Helene in September, including the scope of their work, partnership with PDA, and the on-going needs in the recovery effort. He emphasized that the team's work is to facilitate congregational relief projects in their communities. David Rauer from the PDA was introduced. A town hall meeting following the stated meeting would provide further information.

Committee on Preparation for Ministry: **No Report**

Mission and Outreach: **No Report**

Discipleship and Evangelism: **No Report**

Trustees Report

Information:

The trustees approved the sale of a vacant lot owned by FPC, Kingsport to Habitat for Humanity, after receiving sealed bids.

Transitional Executive Presbyter's Report

Written report is found in Appendix 1, pg. 4810.

Acting Stated Clerk's Report

Written report is found in Appendix 3, pg. 4812

General Mission Board Report

The following recommendations were brought to the presbytery:

1. **Recommendation:** *that the Presbytery approve the attached Dissolution Policy (Appendix 4, pg. 4814) and ask the Presbytery to add it to the Holston Presbytery Manual of Operations. This will require a second reading with a vote to approval in February, 2025.*
2. **Recommendation:** *That the Presbytery approve the attached Boundaries and Ethics Policy (Appendix 5, p.4835) and ask the Presbytery to add it to the Holston Presbytery Manual of Operations. This will require a second reading with a vote to approve in February, 2025.*
3. **Recommendation:** *That the Presbytery requires Sessions to annually report Terms of Call for installed pastors, and contract terms for temporary pastors, as prescribed by the Minimum Terms of Call approved by Holston Presbytery in August, 2024.*
4. **Recommendation:** *That the Presbytery require Sessions to annually report the names of active elders serving on Session, whether or not they have completed required Boundary Training (required in G-3.0106), and whether or not the session requests a waiver of terms of service (required in G-2.0404).*
5. **Recommendation:** *That the attached budget (p. 4849) for 2025 be approved.*
6. **Recommendation:** *That the attached terms (p. 4855) of call for TEP Karen Russell be approved.*

All recommendations were approved.

Finance, Budget and Stewardship

Written report is found on pg. 4856.

Committee on Ministry

Committee Chair TE Maggie Rust advised that all CRE commissions end on December 31st, 2024. CREs wishing to renew their commissions must contact the COM.

Representation and Nomination

TEP Karen Russell brought the following recommendations on behalf of the committee:

1. **Recommendation:** That the Mission and Outreach Committee and the Discipleship and Evangelism Committee be merged into a new committee, Discipleship and Mission.
Rationale: The Nominating Committee has been unable to fill vacancies for both committees. The Manual of Operations may need to be changed to reflect the organizational change, and the Standing Rules definitely will need to be changed.
2. **Recommendation:** That Moderator Kathi Cary and GMB Moderator Rodney Norris be elected for an additional one-year term in their present positions.
3. **Recommendation:** That Collin Adams be elected Stated Clerk for a term of one year, beginning January 1st, 2025 and ending December 31, 2025

All recommendations were approved.

Rev. Russell took a moment of personal privilege to thank the committees, commissions, and their leadership for their hard work and dedication this year.

Committee on Thanks and Adjournment

There being no new business, the Committee on Thanks expressed gratitude for the multitude of ways we have experienced God's grace this morning. Vice Moderator, Gary Helton closed the meeting in prayer, and the meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Sharon Amstutz,
Acting Stated Clerk

Appendix 1:

MINUTES

STATED MEETING OF HOLSTON PRESBYTERY

August 3, 2024

First Presbyterian Church, Kingsport

The stated meeting of Holston Presbytery was called to order by the Moderator, Kathi Cary, who read the Land Use Acknowledgment and opened the meeting with prayer. First time commissioners and guests were welcomed, and the Rev. Mike Shelton brought greetings to the assembly from the host church. A quorum was present.

ENROLLMENT

TEACHING ELDERS PRESENT/ABSENT:

Name	Present	Absent
Adams, Collin	X	
Alderman, Brian		X
Amstutz, Sharon	X	
Anderson, William	X	
Askew, Catherine Clasen		X
Austin, Richard C.		X

Barron, Earle		X
Bement, Gary		X
Bier, Tom		X
Blackwelder, Andy		X
Bohn, Christine		X
Cartwright, Gregory		X
Cave, Payne		X
Chapman, Alan		X
Christian, H. Martin	X	
Clark, Dan		X
Clements, Lee	X	
Cobb, Harrell L.		X
Coggin, Mitch		X
Davis, Brandon	X	
Donaldson, Dan	X	
Fifield, Richard L.		X
Florence, Kaye	X	
Greene, Bishop	X	
Hazelwood, Deven		X
Helphinstine, Paul	X	
Hollingshead, Glenda	X	
Hopper, Barron	X	
Huff, Allen		X
Hutchison, Ralph		X
Hyers, William D.		X
Jenkins, Todd	X	
Johnson, Khayla		X
Jordan, Greg		X

Kendall, Teresa		X
Kestner, C. Phillip		X
Knisley, Mark	X	
Locke, Patricia		X
Marcos, Ramy	X	
Martin, James		X
Martin, John L.		X
Mays, James		X
Meredith, Tim W.		X
Moore, Diana		X
Norris, Rodney	X	
Randolph, J. David	X	
Raum, Richard		X
Rolling, George L.		X
Russell, Karen	X	
Rust, Maggie	X	
Schaus, Samuel	X	
Scruggs, Glen		X
Sharrett, Lawrence		
Shaw, Angus	X	
Shelton, Mike		X
Steinle, Marshall	X	
Sutherland, Terry		X
Weisz, Stephen R.		X
Welch, David	X	
White, Katherine		X
White, Ray	X	

White, Robert		X
Willard, Pat		X
Wintringham, John		X
Wyatt, Brian	X	
Young, William		X

MINISTERS OF OTHER DENOMINATIONS PRESENT/ABSENT:

Name	Present	Absent

COMMISSIONED RULING ELDERS PRESENT/ABSENT:

Name	Present	Absent
Austin, Jim		X
Ballinger, Calvin		X
Barnette, Anthony		X
Cagle, Tracy		X
Catts, John		X
Cobb, Marci		X
Culbertson, Mike		X
Dalton, David		X
Farmer, Mary Jane		X
Freshour, TJ		X
Helton, Gary	X	
Johnson, Nancy		X
Light, David	X	
Morelock, Jeff		X
Rice, Cheryl		X

Stevens, Betty		X
Tucker, John		X
Wilcox, Becky		X
Wise, Scott		X
Wright, Kathleen		X

RULING ELDER COMMISSIONERS:

Congregation	Principal	Alternate	Visitor/Other
Amity			
Barton Springs			
Bethel, Dandridge			
Bethel, Kingsport		Stephen Arthur	
Blountville			
Bristol, First	Peggy Hill, Ann Abel	Charles Webb	
Cedar Creek			
Cedarview			
Chuckey			
Clinton			
Cold Spring		Mary Jane McClellan	
Colonial Heights			
Cove Creek			
Covenant	Ann Freeman	Kathi Cary	
Cross Anchor			
Elizabethton, First			
Erwin			
Greeneville, First			
Hebron			
Hopewell			

Jefferson City, First			
Jennie Moore			
Johnson City, First			
Jonesborough	Michael Floyd		
Keystone			
Kingsport, First	Morris Hadden		
Leesburg			
Magill Memorial			
Morristown, First			
Mountain City	Linda Moon	Chris Dandurand	
Mt. Hermon			
New Bethel			

New Ebenezer			
New Market			
New Providence			
Newport			
Oakland			
Old Kingsport			
Philadelphia			
Piney Flats			
Preston Hills	Gale Manley		
Reedy Creek, Bristol			
Reedy Creek, Kingsport			
Rock Creek			
Rogersville			
Salem	Rev. Ray White		
Shady Valley			
Shenandoah	Dave Light		

St. Paul			
Strawberry Plains			
Tabernacle			
Timber Ridge			
Tri City Korean			
Watauga Avenue			
Waverly Road			
Weaver Union			
West Ridge			
Zion			

PRESBYTERY MODERATOR: Kathi Cary (RE, Covenant

Presbyterian) PRESBYTERY VICE-MODERATOR: Collin

Adams (TE, Waverly Road PC)

PRESBYTERY STAFF: Karen Russell TEP, Sharon Amstutz, Acting Stated Clerk; John Golden, UKirk Director; Andi White, Administrative Manager.

COMMITTEE CHAIRS:

VISITING/CORRESPONDING TEACHING ELDERS/MINISTERS:

Name	Presbytery
Rev. Sandra Moon (Presbyterian Foundation)	Mid-Kentucky

VISITORS:

Name	Location

Anthony Cole, Gail Cole, Mark Plemmons, Jane Boyd, Bill McClure, Jim Amstutz, Sarah & Rowan Good, Allen & Becca Wright, Kevin Heindselman, Nancy P. Knisley, Gerry Morie, None-Anne Watts	First Presbyterian- Kingsport
Gwen Hunter, Dave Cohn	Covenant & Holston Camp & Retreat Ctr.
Aaron Caton	First Presbyterian - Greeneville

CONSENT AGENDA

The Moderator appointed Revs. Lee Clements and Todd Jenkins to the Committee on Thanks, and The Revs. Dan Donaldson and Brian Wyatt to the Bills and Overtures Committee. The below Consent Agenda was adopted:

Consent Agenda

All matters listed under the Consent Agenda are considered to be in the normal course of business by the Presbytery and will be enacted by one motion in the form listed. Any item requiring discussion will be removed from the Consent Agenda and considered separately.

- Approve enrollment
- Declaration of quorum (at least 3 ruling elders and 3 teaching elders from 3 different congregations)
- Seating of Corresponding Members and New Commissioners
 - Rev. Sandra Moon, Presbyterian Foundation
- Approve giving voice to visiting teaching elders
- Approve minutes of May 7, 2024, Stated Meeting (Appendix 1, p. 4751)
- Treasurer's Report and Financials
- Appointment of Committee on Thanks - Revs. Lee Clements and Todd Jenkins
- Appointment of Bills & Overtures Committee- Rev. Dan Donaldson and Brian Wyatt
- Adoption of Docket

The moderator entertained a motion to grant visitors speaking privileges, subject to the rules of debate. The motion was approved. The Acting Stated Clerk informed the assembly she appointed Collin Adams to be the meeting's parliamentarian.

COMMITTEE REPORTS:

COMMITTEE ON PREPARATION FOR MINISTRY REPORT

The committee brought the following motion to the floor:

Under the provisions of Book of Order G-2.0610 Accommodation to Particular Circumstances, recommend that the presbytery grant a waiver of the time requirements found in G-2.0602 and certify Russ Pearson as ready to seek a call. The recommendation was approved.

WORSHIP SERVICE – Russ Pearson preached during worship, continuing the year’s theme, It Takes All of Us to Be Us: Building Communities of Faith, Hope, Love, and Witness – LOVE. The 5-

Cents- a-Meal offering was received, and the sacrament of the Lord’s Supper was celebrated with Rev, Mike Shelton presiding at the table.

COMMITTEE ON MINISTRY REPORT, part 1

Upon approval by the assembly, the committee presented Candidate Russ Pearson to be examined for ordination and installation as Associate Pastor, First Presbyterian Church, Kingsport. Russ competently and thoughtfully answered questions from the floor. There being no further questions, Russ was excused, and the motion was made to sustain the examination and approve Russ for ordination and his call as Associate Pastor. That motion was unanimously and enthusiastically approved.

The COM’s recommendation to approve the following persons to serve as Russ Pearson’s ordination commission also passed: London Williams, RYE FPC Kingsport (chair); Sharon Amstutz, TE Holston Presbytery; Karen Russell, TE Holston Presbytery; Blair Adams, RE Waverly Road; Collin Adams, TE Waverly Road; Greg Cartwright, TE FPC Greeneville; Aaron Caton, RE FPC Greeneville; Mark Knisley, TE Holston Presbytery; Kim Fifield, RE Preston Hills, to ordain and install Russ Pearson as the Associate Pastor of First Presbyterian Church, Kingsport. COM chair Maggie Rust recognized the church’s Associate Pastor Nominating Committee, the members of FPC- Kingsport in attendance, and closed with a prayer for Mr. Pearson.

(Russ Pearson’s Statements of Faith and Call appear in Appendix 3, p. 4763)

WORKSHOPS

Rev. Sandra Moon, of the Presbyterian Foundation led one workshop on Stewardship, and Rev. Brian Wyatt another one on writing terms of call for considering upcoming changes to the benefits program offered by the Board of Pensions. The workshops were well received, and one of the highlights of the day.

Following lunch, fellowship and air conditioning, the Moderator called the assembly back to order at 1:15.

New Business:

RESPORT FROM GENERAL ASSEMBLY COMMISSIONERS

Maggie Rust (TE commissioner) and Kathi Cary (RE commissioner) provided verbal and written reports of their experiences at General Assembly

(REPORTS FROM COMMISSIONERS TO GENERAL ASSEMBLY appear in Appendix 3, p. 4765)

GENERAL MISSION BOARD

The following motion was brought by GMB chair, Rodney Norris:

That Sharon Amstutz' employment agreement to serve as Stated Clerk of Holston Presbytery be modified from June 1, 2024 through December 31, 2024, at a monthly salary of \$1000 (\$12,000 annually). It is further recommended that Sharon Amstutz be elected Stated Clerk for a term ending December 31, 2024.

The motion was approved.

ACTING STATED CLERK, Sharon Amstutz, reported on communications that had been received that the Bethel (Kingsport) congregation intended to request to be dissolved, then delayed that request pending the sale of their property and distribution of assets, and reminded the body that there would be one more session records review session on September 21 at the Hopewell Church in Dandridge.

The clerk reported the following decision of the permanent judicial commission in the case of Holston Presbytery v the Rev. Dr. Samuel Weddington and read aloud the censure.

(THE PJC CENSURE IS FOUND IN APPENDIX 3, p. 4774)

TRANSITIONAL EXECUTIVE PRESBYTER Karen Russell highlighted the General Mission Board planning retreat in June, including upcoming events for the presbytery and the establishment of a few goals for the next 3-5 years. (The TEP's full report can be found in Appendix 3, p. 4778)

Other recommendations:

- That the General Mission Board ask the Presbytery to approve changing committee membership terms to one year renewable terms; moderators will still serve for 3 years;
- Approve vacation dates for TEP;
- Approve suggested dates for training sessions and other events;

COMMITTEE ON MINISTRY REPORT, part 2

The committee's recommendation to dissolve the pastoral relationship between Rev. Allen Huff and the Jonesborough Presbyterian Church was approved.

The motion was made to approve the attached Dissolution Agreement between the Rev. Dr. Samuel Weddington and FPC Bristol. As no questions of clarification or discussion ensued,

the vote was taken, and the motion approved. Vice-Moderator Collin Adams offered prayer for Allen and Sam, and for the two churches as they enter a time of transition and discernment. The attached 2025 Compensation Guidelines were presented to the presbytery as a committee recommendation. A time for clarifying questions was offered by the moderator, followed by discussion. The motion was approved, and the guidelines have been adopted.

(DISSOLUTION AGREEMENT & 2025 COMPENSATION GUIDELINES are found in Appendix 2, p. 4767, & p. 4771)

ADMINISTRATION & PERSONNEL COMMITTEE: No new business.

DISCIPLESHIP COMMITTEE REPORT

John Golden spoke for the **UKIRK CAMPUS MINISTRY SUB-COMMITTEE**, inviting ministers to help lead the Ukirk studies on the Confessions this fall. A request was made for copies of the *Glory to God* hymnal, and numerous copies were secured by the end of the meeting.

FINANCE, BUDGET AND STEWARDSHIP COMMITTEE REPORT

RE Aaron Caton reported, asking all committee chairs to have their 2025 budget requests in by September 20, 2024.

MISSION AND OUTREACH REPORT

The committee presented a new application for Five-Cent-A-Meal grants, as well as new guidelines for awarding them. These documents can be found on the presbytery website. It should be noted that the applications are now due in October, rather than in July.

REPRESENTATION & NOMINATIONS COMMITTEE REPORT

Recommendation: That Stephen Patrick (RE, Watauga Avenue) be elected to the CMP, class of 2025, and Gary Helton (RE, Bethel, Kingsport) be elected Vice-Moderator of Holston Presbytery for 2025. The motion was approved.

ADMINISTRATIVE COMMISSION

Dan Donaldson reported for the commission that is tasked with the property resolution issues of four church buildings and requested that two additional persons be appointed to the AC following the resignation of one member and the need for additional assistance. John Morrell (RE) and Bishop Green (TE) were appointed.

TRUSTEES REPORT

Trustees chair, David Light brought two recommendations before the presbytery. The first concerned the proposed sale of the Bethel, Kingsport property.

Recommendation:

That Holston Presbytery ratify and approve the actions of the Trustees regarding the Bethel, Kingsport, sale of the property located at 1593 Warpath Drive and 1522 Miller St, Kingsport, TN. The

terms of sale are as follows: The Believers' Church will purchase the property at 1593 Warpath Dr. and 1522 Miller St. Kingsport, TN for the sum of \$150,000. The sales agreement will specify that should Believer's Church seek to sell the property at any point during the ten years immediately following the sale, Holston Presbytery will have the right of first refusal to purchase the property for the sale price (\$150,000).

Background: Believer's Church and Bethel Presbyterian Church have been sharing space for more than four years, and have often worshipped together, fellowshiped together, and engaged in projects together. As Bethel sees the congregation age and dwindle in numbers and financial stability, the upkeep on the building will become difficult to undertake. The congregation of Bethel plans to continue to worship in the building on Saturdays, beginning the first Sunday in July. The session will continue to function until the remainder of the congregation's assets are distributed, at which point the congregation will request to be officially dissolved.

Proceeds of the Sale: the proceeds of the sale of the property will be distributed in the following manner:

10% Holston Presbytery
10% Second Harvest Food Bank of Northeast
Tennessee 10% Salvation Army of Greater
Kingsport
15% Grace House (homeless housing in
Kingsport) 15% Family Promise of Greater
Kingsport
10% Providence
Medical Clinic 5%
Recovery Resources
10% Bridge to Shore Recovery
15%: Veterans support group for Northeast Tennessee

The following motion to amend the recommendation was made from the floor:

The sales agreement will specify that ~~should Believer's Church seek to sell the property at any point during the ten years immediately following the sale, Holston Presbytery will have the right of first refusal to purchase the property for the sale price (\$150,000).~~

Holston Presbytery retains for ten years the right of first refusal for any future sale of the property at the price of purchase.

Motion was seconded, approved, and became the main motion.

A time for questions of clarification concerning the property value, distribution of proceeds, and the financial position of Bethel was held before the debate and discussion, and passionate debate followed. The vote was taken on paper ballots with the following results:

Ayes: 19

Nos: 22

Abstentions

:1

The motion
failed.

The motion was made from the floor that Presbytery assume original jurisdiction and an Administrative Commission appointed. Again, the vote was taken by paper ballot with the following results:

Ayes: 20

Nos: 19

Abstentions: 2

The motion passed, and the Moderator will appoint members of the AC.

The second recommendation concerned a lot separate from the Tabernacle property that was deeded separately:

Recommendation: The Trustees request that Holston Presbytery ratify granting the Administrative Commission control of that parcel of property deeded to Holston Presbytery at Tabernacle Presbyterian Church.

The motion was approved.

BILLS & OVERTURES COMMITTEE: No new business.

There being no new business, the Committee on Thanks reported, and commissioners were invited to promote their church's projects and events, the Vice-Moderator asked for prayer requests and offered the closing prayer.

The next stated meeting of Holston Presbytery will be held on Tuesday, November 12th at Holston Camp and Conference Center in Banner Elk, NC.

ADJOURNMENT

Respectfully Submitted,

Sharon H. Amstutz, Acting Stated Clerk

Appendix 2

Transitional Executive Presbyter Report to the General Mission Board October 22, 2024

Summary: the last several months have been a series of ups and downs, both personally and professionally, culminating in a hurricane that laid waste to portions of the presbytery.

The “ups” of the last few months:

- Successfully navigating a complicated misconduct case and working with a session that was bewildered, angry, and not in a cooperative mood. The last 6-8 weeks has been much more productive for them and the congregation as a whole. I have been able to help them get through a couple of sticky situations, and feel as if trust is slowly building.
- Assisting another session as they dealt with a pastoral transition after a long pastorate.
- Getting a schedule for financial reports that means that we have monthly reports within the first 10 days of the following month, which is a significant change, and represents large amounts of my time spent orienting and training the bookkeeper to do that work without me.
- Slightly improved communications in the presbytery, including fairly quick updates on hurricane Helene relief efforts.
- Successfully coordinating with Presbyterian Disaster Assistance to develop an early response to Hurricane Helene, and putting Alan Huff to work coordinating work within Holston Presbytery.
 - Added a disaster relief rider to our liability insurance to cover any relief work we do; this was relatively inexpensive, given what will need to be done over the next couple of years.
- Continued work developing relationships with congregations, with mixed results. But the work is mostly gratifying and worth the time.

- Worked with the nominations committee to develop a ballot for committees next year – and fully support their recommendation to combine the Mission and Discipleship committees.
- Worked with the finance committee to develop a budget for 2025, and begin the work of strategic planning on how to best use and leverage the financial assets of the presbytery.
- Began work to get our financial records ready for a modified audit by the committee, with an eye toward a full audit when there is another transition in the EP position.
- Worked briefly with two AC's to get their work started
- Attended two Pastor's Lunches
- Trying to figure out what the changes in the Board of Pensions coverage means to individual staff members, including me
- Worked with the EP of Abingdon Presbytery to create an expedited CLP (formerly known as CRE) training program to create opportunities to raise pastoral leaders from within our own ranks
- Vacation to see the grandkids

The “downs” of the last few months:

- Navigating a complicated misconduct case and working with a session that was bewildered, angry, and not in a cooperative mood.
- A couple of difficult conversations with sessions about expectations related to pastoral searches.
- Never fully recovering from Covid and some kind of viral infection from the summer
- An additional, unplanned surgery
- A hurricane hit the area. (Really?)
- Trying to figure out what the changes in the Board of Pensions coverage means to individual staff members, including me
- Being unable to work full days – and staying pretty tired
- Having a sale fall through for the Bethany property
- Everytime I take something off the to do list, three more things get added

Recommendations:

- That Allen Huff's employment as Disaster Relief Coordinator be extended by an additional two

weeks beyond the initial five week agreement Request:

- Two weeks off in lieu of accrued continuing education time and remaining vacation days in December (Dec. 4-19)
- That Andi White's rate of pay be increased by a dollar an hour
- That the GMB okay my involvement in helping guide HCCRC in a difficult matter.

Appendix 3

Acting Stated Clerk's Report

Holston Presbytery, Oct/Nov. 2024

Session Records Review

At the direction of the General Mission Board, and in compliance with the mandates of our *Book of Order* (G-3.0108), three cluster meetings to peer-review session minutes were held over the summer and early fall months.

I would like to thank all of the clerks of session who attended and made these such enjoyable and educational events for all. Big thanks go out to FPC Johnson City, Erwin, and Hopewell for their generous hospitality for our gatherings.

The records of 24 churches were approved without exception, and 6 with exception.

The following churches' minutes were not reviewed: Amity, Bethel Dandridge, Blountville, Cedarview, Cove Creek, Cross Anchor, FPC Greenville, Magill Memorial, Mountain City, New Bethel, New Market, Newport, Old Kingsport, Piney Flats, Reedy Creek Bristol, Rock Creek, Salem, Shadey Valley, Shenandoa, Strawberry Plains.

Minutes of the Ordination Commission for Russ Pearson

Minutes of the Commission of Holston Presbytery to ordain Charles Russell Pearson Minister of the Word and Sacrament in the Presbyterian Church (USA), and install him as Associate Pastor, First Presbyterian Church, Kingsport, TN.

The Commission, according to the appointment of Holston Presbytery met at First Presbyterian Church, on August 11, 2024 (date), at 2:45 p.m., with Ministers Greg Cartwright (FPC Greenville), Collin Adams (Waverly Road), Mike Shelton (FPC Kingsport), TEP Karen Russell, and Sharon Amstutz (Holston Presbytery), Mark Knisely (Bethel, Kingsport) and Elders London Williams (Youth Elder, FPC Kingsport), Aaron Caton (FPC Greenville), Blair Adams (Waverly Road), Kim Fifield (Preston Hills), Wes Mink (FPC Kingsport) present.

Rev. Amstutz opened the meeting with prayer. London Williams, Elder and Mr. Pearson's niece, was elected Moderator and Rev. Amstutz Clerk of the Commission. A quorum was declared. Responsibilities and procedures for the Service of Installation were reviewed, and the Commission recessed to be reconvened in the presence of the congregation at 3:00 p.m..

Ms. Williams reconvened the Commission in the presence of the congregation and Ms. Amstutz led the congregation in worship by preaching from Genesis 32:22-31. Rev. Adams propounded the Constitutional Questions for the Pastor elect, and Ms. Williams propounded the Constitutional Questions to the Congregation. All questions being answered in the affirmative, Mr. Pearson was installed as Pastor of the First Presbyterian Church agreeably to the Word of God and the constitution of the Presbyterian Church (USA). The prayer was led by Ms. Amstutz.

Members of the presbytery and others welcomed the newly installed minister into their fellowship in the ministry of the Word. Rev. Russell delivered a charge to the Pastor. Mr. Mink delivered a charge to the congregation.

At the conclusion of the service, the new minister of the church pronounced the benediction. After the service, officers and member of the church gave to their new Pastor an appropriate expression of cordial reception and affectionate regard.

The Minutes of the Commission were read and approved and the Commission adjourned with prayer by Rev. Russell.

Signed by Clerk: _____

Sharon H. Amstutz

Appendix 4

HOLSTON PRESBYTERY COM

POLICY FOR DISSOLUTION OF PASTORAL RELATIONSHIPS

BACKGROUND AND INTRODUCTION

Ordinarily and ideally the pastoral relationship between the pastor/associate pastor and the congregation will be dissolved amicably and with a tone of celebration (and a measure of grief) as the pastor/associate pastor moves to a new field or to retirement. On occasion, however, the relationship is dissolved under less than ideal circumstances. For such occasions and due process, the Presbytery provides this policy to ensure some degree of care for both Pastor/Associate Pastor and Congregation. Toward that end, the following policy will be observed.

GOVERNING PRINCIPLES

The relevant governing provisions from the *Book of Order* are:

G-2.0901 An installed pastoral relationship may be dissolved only by the presbytery. Whether the teaching elder, the congregation, or the presbytery initiates proceedings for dissolution of the relationship, there shall always be a meeting of the congregation to consider the matter and to consent, or decline to consent, to dissolution.

G-2.0902 *A pastor, co-pastor, or associate pastor may request the presbytery to dissolve the pastoral relationship. The minister must also state her or his intention to the session. The session shall call a congregational meeting to act upon the request and to make recommendations to presbytery. If the congregation does not concur, the presbytery shall hear from the congregation, through its elected commissioners, the reasons why the presbytery should not dissolve the pastoral relationship. If the congregation fails to appear, or if its reasons for retaining the relationship are judged insufficient, the request may be granted and the pastoral relationship dissolved.*

G-2.0903 *If any congregation desires the pastoral relationship to be dissolved, a procedure similar to G-2.0902, above, shall be followed. When a congregation requests the session to call a congregational meeting to dissolve its relationship with its pastor, the session shall call the meeting and request the presbytery to appoint a moderator for the meeting. If the pastor does not concur with the request to dissolve the relationship, the presbytery shall hear from him or her the reasons why the presbytery should not dissolve the relationship. If the pastor fails to appear, or if the reasons for maintaining the relationship are judged insufficient, the relationship may be dissolved.*

G-2.0904 *The presbytery may inquire into reported difficulties in a congregation and may dissolve the pastoral relationship if, after consultation with the minister, the session, and the congregation it finds the church's mission under the Word imperatively demands it.*

G-2.0905 *After the dissolution of the pastoral relationship, former pastors and associate pastors shall not provide their pastoral services to members of their former congregations without the invitation of the moderator of session.*

Several principles of our polity also provide helpful background to understanding and implementing this policy:

1. Every call in the PC(USA) is an agreement between the Presbytery, the Pastor and the Congregation. All three parties are involved in every decision regarding the establishment of a pastoral relationship and the dissolution of a pastoral relationship.
2. When the Congregation and the Pastor are in agreement, the Committee on Ministry (COM) is empowered to act with the power of the Presbytery in this regard and report all such action to the Presbytery itself. If all parties are not in agreement, the action proceeds to the floor of the Presbytery as specified in the Book of Order.
3. All official matters regarding the dissolution of a Pastor's relationship with a Congregation shall be documented in writing and shared with all three parties.
4. All conditions for dissolution shall be compatible with the provisions of the Book of Order.

5. The dissolution process shall be considered incomplete until the congregation and the

Presbytery vote on the dissolution of the call and any terms of the Severance Agreement.

REASONS FOR DISSOLUTION

1. Resignation - Voluntary dissolution may take place after written notice to the Session, the vote of the Congregation, and the vote of the Presbytery which acts to dissolve the pastoral relationship. Resigning clergy will be paid the cash equivalent of their unused earned vacation pro-rated on a per diem rate *basis* at the official date of dissolution. After giving notice of resignation, the Pastor should make arrangements to leave the position in a timely manner in consultation with the Committee on Ministry (COM).
2. Negotiated Dissolution – Either the Pastor or the Session may request that COM assist in negotiating a peaceful and appropriate end to a relationship which either the Pastor or the Session believe is no longer workable. This may be the result of funding limitations, changing ministry environment, poor performance, or any other situation that brings into question the viability of the pastoral relationship. In determining the specific terms of the dissolution, consideration must be given to the reason for separation, the financial situation and overall health of the congregation, and the specific circumstances of the Pastor. Salary and benefit continuation may be negotiated but will not ordinarily exceed six (6) months and the cash equivalent of unused earned vacation prorated on a per diem basis. (See Appendix A)
3. Medical Disability – In the event separation without cause is occasioned by the medical disability of the Pastor, the Congregation will continue full salary, housing and benefits for a period of three (3) months, whereupon the Board of Pension's disability coverage, if granted, commences.
4. Dissolution for Cause – The pastoral relationship may be dissolved as a result of judicial action or presbytery determination that “the church’s mission under the Word imperatively demands it” (G-2.0904). There are no special terms of dissolution other than the fulfillment of the contractual agreement, i.e., salary and benefits paid up to the date the relationship is dissolved, cash equivalent of unused earned vacation prorated on a per diem basis, etc. Pastor Emeritus status shall not be granted to a minister terminated for cause.
5. Death in Service – In the event of the death of a Pastor, the salary and allowable benefits of that person will be continued by the Congregation to the spouse or dependent for up to three (3) months from the date on which the death occurs or until the Board of Pension death and retirement benefits commence.

GENERAL STEPS:

1. The Pastor contacts the Executive Presbyter and the congregation's Committee on Ministry liaison in advance of any foreseen dissolution. A plan is then made, in conjunction with presbytery leadership, to inform the Session and Congregation.
2. The Committee on Ministry (through the EP or a liaison) works with the Session to reach agreement on the dissolution date and plans for the fulfillment of all obligations, taking into account accrued vacation, salary and other contractual agreements.
3. The Session or the Presbytery calls a congregational meeting per their own rule for minimum

notification requirements and gives notice at regular services of worship prior to the meeting (G-1.0503) of the pending change in the pastoral relationship and any special terms or conditions.

4. The congregational meeting is held. The Committee on Ministry ensures the appointment of an alternate moderator for the meeting, ordinarily the Executive Presbyter. The Presbytery's Boundaries and Ethics Statement is read to the congregation and signed by the Clerk of Session, the COM representative, and the Pastor (either at the meeting if he or she is in attendance, or prior to the meeting if that is not the case).
5. The moderator of the congregational meeting notifies the Committee on Ministry and the Stated Clerk. Presbytery action is required to complete the dissolution.
6. If the Congregation or the Pastor does not concur with the dissolution, opportunity will be granted to either party to appear before the Presbytery to present reasons for not dissolving the pastoral relationship. (G-2.0902; G-2.0903)
7. When the dissolution is approved by the Presbytery, the Pastor and the Congregation, the Clerk of Session notifies the Board of Pensions of the changes being made.
8. All contractual obligations and responsibilities are completed by all parties.
9. After an appropriate farewell, both Pastor and Congregation move to the next steps.

SEVERANCE AGREEMENTS

Sessions are required to contact COM for guidance and counsel prior to the negotiation of any severance agreement.

Following the policies of Holston Presbytery, the Pastor and Session will negotiate an agreement. The process for approving the agreement will be in the following sequence, except when the Pastor is placed on administrative leave in accordance with the applicable Presbytery policy:

1. The Session and the Pastor consult with COM.
2. The Session, the Pastor and COM mutually agree upon a written severance agreement. (See Appendix B)
3. Copies of the written severance agreement are made available to members of the congregation no later than the date of the first call for the congregational meeting to consider the dissolution of the call and the written severance agreement. The agreement shall contain a termination date, financial terms, and the closure of any other issues which were part of the congregation's call to the pastor. Specific legal agreements between the Pastor, the Session and the Presbytery may be kept confidential.
4. The congregation votes on dissolution of call and the written severance agreement. The severance terms should not be amended by any party at the congregational meeting. (See Appendix C)

The agreement shall specify that should the Pastor find full-time employment before the agreement term concludes, the church's financial obligations shall end as of the date said full-

time employment begins. Part time employment of the pastor will result in appropriate prorated adjustments in financial payments under the agreement.

Financial arrangements will be conducted through the congregation's financial system, or if necessary the Presbytery Office, after the Pastor's departure from the church. If the latter, the church will make severance payments to the Presbytery at least ten days prior to the respective due dates for said payments to the former Pastor, and the Presbytery will make the respective payments to the former Pastor after receipt of payments from the church. The church will deliver to the Pastor any and all tax documents (such as W-2 forms) as if the church has paid the salary to the Pastor directly. Should a church default on payments under severance agreement, the Presbytery will not assume financial liability for the agreement.

Certain non-financial terms also must be included in any severance agreement providing for compensation following the date of dissolution:

1. As outlined in the Boundaries and Ethics Statement, the minister is to abstain from any pastoral duties and congregational or church-sponsored activities and is to maintain accountability to the Committee on Ministry (COM) with regard to progress in a search process toward employment. The Minister shall not conduct worship services in the congregation or for members of the Congregation or their families he or she is departing as per the Presbytery's Dissolution Policy and the Boundaries and Ethics Statement. A minister who, following a single warning, conducts such, shall immediately forfeit all of his or her remaining financial payments under the severance agreement.
2. A Minister who makes inappropriate contacts, including via electronic media, with his or her former Congregation or violates Holston Presbytery's Dissolution Policy and Boundaries Ethics Statement shall be sent (by standard U.S. mail service to the last known address) two written warnings by the COM. Upon a third violation, after written notice to the Minister, the severance agreement will become null and void. Remaining financial payments under the severance agreement shall be forfeited.
3. In cases other than reduction in force, retirement, or the acceptance of a new call, the Minister may be required to meet at least monthly with a counselor mutually agreed upon by the Minister and the COM and paid for by the Minister or using the Employee Assistance Program of the Board of Pensions. Alternatively, and no later than the end of the second month of the agreement, the Minister may be required by the COM to participate in a professional assessment, the cost of which will be shared equally among the Minister, Congregation and Presbytery, with follow-up as required. Failure to meet these agreed upon expectations will result in forfeiture of all unpaid financial payments under the severance agreement.

HOLSTON PRESBYTERY

NEGOTIATING A SEVERANCE AGREEMENT

The involuntary dissolution of a pastoral relationship with a church is often a time of distress for both Congregation and Pastor. All parties are encouraged to act in a spirit of mutual forbearance, fairness and forgiveness. A measure of mutual reconciliation is possible even in the midst of dissolution. Feelings and process are often as important as facts in these matters. Honest statements of feelings and attempts at reconciliation are necessary for the future effectiveness of the Pastor and the future health of the Congregation. It is the responsibility of the church leadership – Presbytery, Congregation and Pastor – to create the climate for that to happen, relying on the Spirit of God and example of Christ for wisdom, strength, and guidance.

A thorough and fair severance package is in order following dismissal without prejudice. Severance is understood to include payments equal to salary, housing allowance or use of manse, and continuation of pension/medical/death and disability coverage, deferred income, annuities, and supplemental insurance, if any, for a specified period of time. Presbytery's Committee on Ministry (COM) must approve all terms of severance.

COM is available for consultation and counsel in conflict situations before such differences escalate to a crisis level. Only after all reasonable attempts at resolution have failed should termination negotiations begin. Written notice to begin negotiations will come from the Session or the Pastor after consultation with the COM. In determining the specific terms of the severance agreement, consideration must be given as to the reason for separation, the financial situation and overall health of the congregation, and the specific circumstances of the Pastor.

Salary and benefit continuation may be negotiated but shall not ordinarily exceed six (6) months and the cash equivalent of all unused vacation time. Study leave or sabbatical leave will not be granted as part of a severance agreement.

Considerations for Pastors and Sessions

Salary and Pension/Medical Provisions: Recognizing that clergy do not have access to unemployment security payments, COM recommends that Sessions consider paying full salary, housing, pension/medical/death/disability, medical deductible and SECA payments for between three (3) months minimum and six (6) months maximum beyond the effective date of dissolution, or until the Pastor has found full-time or part time employment, whichever occurs first. Payments should be made at one of the following rates:

- (1) the rate in effect at the time the pastoral relationship is dissolved;
- (2) rates mutually agreed upon by all parties; or
- (3) rates negotiated by the parties as part of the dissolution process.

Should a church default on payments under a separation agreement, the Presbytery will not assume financial liability for the agreement.

Congregation-owned manse: If a manse has been provided, but it seems appropriate to arrange for other housing prior to the effective dissolution date, the Congregation shall provide for other housing, either physically or financially. Otherwise, manse occupancy is expected to terminate on the effective dissolution date, and definitely at the end of the period covered by the severance agreement. A thorough inspection of the manse by a representative of the Session, a member of the COM, and an additional officer of the involved Congregation must

be made when the manse is vacated and prior to the departure of the Pastor. The Pastor shall be responsible for any damages to the manse beyond ordinary wear and tear. Any reimbursement for unusual damage shall be negotiated among the Session, COM representative and the Pastor. If the parties cannot agree the COM will determine what is fair.

Vacation, Study Leave and Allowances: Compensation for earned, unused vacation time shall be included in the agreement. Unless the Pastor and Session agree on other terms with COM approval, the Pastor should be paid the cash equivalent of the accrued but unused vacation at the effective date of dissolution. Accrued study leave or sabbatical time is forfeited, as well as compensatory accounts associated with study leave or sabbatical work. No additional vacation, study leave, sabbatical time, or financial credit for the same, will accrue following the date of dissolution while the severance agreement is in effect. Car allowances and other perquisites are not allowed after the date of dissolution.

Payment of severance allowance will not be provided in a lump sum. The salary will continue on a mutually agreed upon schedule throughout the severance period.

The Congregation's share of the Pastor's pension and other benefits payments will continue to be paid during the severance period.

Outplacement Assistance: The Pastor may be offered personal assistance, career planning guidance, and help in locating employment elsewhere. These services may be provided on an individual, group or consultative basis. These services may be offered to assist the departing Pastor with counseling required by the severance agreement.

Pastoral Contact: The Pastor is subject to the Presbytery's Dissolution Policy and the Boundaries and Ethics Statement regarding professional contact with members of the Congregation after the date of dissolution.

Approval of the Congregation: When the terms of dissolution have been negotiated, the dissolution of call and the written severance agreement must be approved at a congregational meeting. The agreement must be shared with the Congregation no later than the time of the first notice given of the congregational meeting.

Signed Agreements: The Pastor, the Clerk of Session (on behalf of the congregation), and the COM representative (on behalf of the Presbytery) will sign agreements of the terms of dissolution, including agreements not to sue.

Role of the Committee on Ministry:

The obligations of the Committee on Ministry are to the peace and welfare of both the Congregation and the Pastor. As such, COM will first make every effort to assist Pastors and Congregations in finding successful conflict resolutions that do not involve the dissolution of pastoral relationships. Should dissolution prove necessary, COM will be faithful to both parties in the negotiations in the following roles.

Assist with Severance Agreement Negotiations: Pastoral calls are established and dissolved by the Presbytery. COM will represent the Presbytery as a party to the negotiations.

Approval of COM: The COM must approve the severance agreement.

Pastoral Counseling and Training: The Committee on Ministry may recommend or require appropriate counseling, training or other services for the Pastor. Continued receipt of severance payments during the period of the severance agreement may be contingent upon the demonstration to COM of a good faith effort in meeting these or other stipulated requirements.

Congregational Counseling and Training: In order to restore congregational vitality and address causes underlying the dissolution of the pastoral relationship, COM may recommend appropriate actions for the congregation to undertake.

Authority of Presbytery and Committee on Ministry: The Presbytery and the Committee on Ministry will require that both the Congregation and the Pastor fulfill obligations under the severance agreement and may impose such sanctions as the Book of Order provides and as Presbytery deems appropriate. Sanctions may include, but are not limited to, withholding recommendations for future secular/ecclesiastical employment for the Pastor and refusal to allow the congregation either to begin or to continue a search process.

Role of the Pastor

Congregations that provide a severance package to Pastors with whom they have dissolved a pastoral relationship are providing a benefit to a Pastor in transition, often at financial hardship to the church. The severance gives the Pastor adequate financial protection while seeking another calling or other employment, during a time when he or she would be ineligible for other types of assistance. Simultaneously to paying the severance package, the congregation also must provide regular compensation to the Interim or Supply Pastor. Therefore, it is incumbent upon the Minister covered by the severance agreement to be making every effort possible to secure a new calling or other employment.

[Include in the actual Agreement only those provisions that are appropriate.]

HOLSTON PRESBYTERY

MODEL (SAMPLE) DISSOLUTION AGREEMENT

_____ Presbyterian Church gives thanks to God for the service of Rev.
_____ as Teaching Elder.

Mutually the Teaching Elder, the Session of _____ Presbyterian Church, and Holston Presbytery agree that the best concern of each is now served by the dissolution of the pastoral relationship.

The Rev. _____ and _____ Presbyterian Church agree to request that Holston Presbytery dissolve the pastoral relationship that exists between them with the following terms:

TERMS OF DISSOLUTION:

I. FINANCIAL TERMS:

Salary	\$ _____
Housing	_____
Compensation for unused annual leave (up to one (1) year)	_____
Provision for repayment of any loans	_____
Other provisions: _____	_____
Other provisions: _____	_____
Other provisions: _____	_____
Other provisions: _____	_____
TOTAL FINANCIAL PACKAGE:	\$ _____

Pension dues will be paid on all severance payments

Severance payments will be made:

_____ Through the congregation

_____ If necessary, through the Presbytery Office

II. LOGISTICAL ARRANGEMENTS: Effective

date pastoral duties will terminate Date _____ / _____ / _____

Minister will return all church property
and vacate church office _____ / _____ / _____

Date Minister and family will vacate the church manse _____ / _____ / _____

III. OTHER TERMS:

- A. The Minister, acknowledging receipt of financial payments under this agreement, covenants and agrees that he or she waives all rights to demand and/or secure a civil court and/or a jury trial with respect to adjudication of the matters contained in this Severance Agreement, in matters that pertain to his/her ministry for the Congregation, and/or the negotiations that have led up to this agreement.
- B. All unpaid financial payments to the Minister shall cease at the date, before the end of financial payments under this agreement, if the Minister accepts another position for full-time employment or shall be adjusted if the Minister accepts a part-time position.
- C. All parties agree to conform to and abide by Holston Presbytery's Dissolution Policy and the Boundaries and Ethics Statement of Holston Presbytery and understand that repeated violation of the covenant shall result in forfeiture of financial payments under this Separation Agreement.
- D. If deemed necessary by the COM, the Minister agrees to meet at least monthly with a counselor mutually agreed upon by the Minister and the Committee on Ministry and paid for by the Minister or using the Employee Assistance Program of the Board of Pensions.
- E. If deemed necessary by the COM, no later than the end of the second month of this Agreement, the Minister will participate in a professional assessment, the cost of which will be shared equally among the Minister, Congregation and Presbytery, with follow up as required. Failure to meet these expectations will result in forfeiture of all unpaid financial payments under the Severance Agreement.

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

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

APPROVED BY:

Pastor Date
(upon conclusion of negotiations)

Clerk of Session Date
(upon approval of Session)

Moderator or Clerk of Date
Congregational Meeting
(upon approval of Congregation)

Representative of COM Date
(upon approval of COM)

Copies of the final, signed document shall be sent to: Minister, Clerk of Session, Holston Presbytery Stated Clerk, and the Moderator of Committee on Ministry.

COVENANT OF CLOSURE HOLSTON PRESBYTERY

The Rev. _____, the _____ Presbyterian Church, and the Committee on Ministry of Holston Presbytery, enter into the following covenant:

1. I, the Rev. agrees:

- a) not to become involved in any leadership or advisory role (public, private or through social media) in the _____ Presbyterian Church congregation and
- b) not to intervene, support, or give advice to anyone involved in a congregational disagreement or dispute;
- c) not to officiate in any special events in the lives of former parishioners or of the congregation, including weddings, funerals, baptisms, worship leadership, church anniversary activities, etc. unless expressly invited by the Moderator of the Session;
- d) to refuse requests for pastoral services made by members of the congregation, unless previously approved by the Moderator of Session;
- e) to consult with the Moderator of Session and the Presbytery (through the Executive Presbyter and/or COM) prior to visiting the congregation, attending worship or attending a special event;
- f) to refrain from giving opinions or directions regarding church business;
- g) to explain and affirm the above principles to the congregation in writing (by letter or newsletter) and/or the pulpit before departing.
- h) It is understood that this policy does not affect or require termination of friendships with individuals in the _____ Presbyterian Church congregation, but that pastoral services shall not be rendered.

2. The Session of the _____ Presbyterian Church agrees:

- a) to respect the terms of the Covenant agreed upon by Rev. _____ outlined above; and
- b) to interpret the terms of the Covenant to the congregation and to incorporate this agreement in the minutes of the congregational meeting when the pastoral relationship is dissolved; and
- c) to incorporate this agreement in the Session Minutes.

Signature, Pastor

Signature, Clerk of Session

Signature, COM Representative

Date

Appendix C

HOLSTON PRESBYTERY

ADDENDUM TO THE POLICY FOR THE DISSOLUTION OF PASTORAL RELATIONSHIPS

The Congregational Meeting

The COM will appoint a neutral Moderator for the meeting.

- a. The call to the meeting is issued by Session. The Clerk of Session will arrange for verbal announcement of the call during worship services as per the Congregation's own rule for minimum notification requirements for congregational meetings (G-1.0502). Where the congregation customarily has more than one worship service each Sunday, the notice must be made in all worship services. In all congregations where the members customarily communicate in a language other than English, or in addition to English, the call will be issued in the language(s) in customary use by the congregation. The Clerk of Session will need to certify to the Committee on Ministry and the Moderator of the meeting that the call has been constitutionally made.

At its own discretion, the Session may also issue the call in writing, but this does not change the requirement for verbally announcing it. If the call is issued in writing, this correspondence is to be directed to those persons currently on the active members roll only.

In a situation where a majority of the Session is unable or unwilling to issue the call to such a meeting, the presbytery acting through the Committee on Ministry shall issue the call.

The announcement will make clear that this is a special meeting of the congregation with a single item of business, and nothing else will be acted upon.

- b. The Clerk of Session will bring to the meeting a current list of the active members of the congregation as defined in G-1.0402. In all disputes regarding the right of a member to vote, the Clerk's list will be determinative.
- c. Following the call to order and prayer, the Moderator and Clerk of Session shall attest to the presence of a quorum of the active members as per the Congregation's by-laws. In the absence of a quorum, the Moderator will declare the meeting adjourned, close with prayer, and dismiss those attending.
- d. The motion regarding dissolution and severance will be made by a member of Session. The Moderator will explain that by a special policy of the Committee on Ministry, the motion cannot be divided so as to allow a vote on the dissolution and a separate vote on the severance agreement; neither can the motion be amended in any way.

Rationale: the severance agreement is the product of a three-way consultation and negotiation—with the Pastor, the Session, and the Presbytery. To amend it in any way is to have the congregation vote on something which the other parties

have not agreed to. The motion cannot be divided since the Pastor has agreed to terminate on the basis of this package only.

- e. In every instance where the dissolution/severance is the outcome of conflict, the vote on the motion will be taken by secret written ballot, on which will be written:

☐ In favor of the dissolution with the severance agreement
☐ Opposed to the dissolution with the severance agreement
☐ Abstain

- f. A motion to make a divided voting result unanimous will be out of order. A motion that adds comments of any kind to the record of the meeting will be out of order.
- g. The Clerk of Session, who has functioned as the secretary of the congregational meeting, will submit the minutes for the review and signature of the Moderator. When the Clerk's signature is added, the minutes are submitted to the next Session meeting for approval.
- h. The Congregation's action becomes final upon the concurrence of the Presbytery through its Committee on Ministry, when so delegated.

CONTINUING ROLE OF THE COMMITTEE ON MINISTRY FOLLOWING DEPARTURE OF THE PASTOR TO ACCEPT ANOTHER CALL

First and foremost, the congregation shall be held in prayer as it proceeds through pastoral transition.

Ordinarily, the Executive Presbytery will act as the COM liaison to any congregation entering transition for the first 90 days after a pastoral departure. This work will include the duties of moderating the session. After 90 days, COM may appoint another moderator and/or liaison as appropriate.

At the earliest opportunity, the COM (through the EP or other representatives) will meet with the session to

1. provide a list of approved clergy who might be available to preach and administer the sacraments on a temporary basis;
2. discuss with the session the alternate possibilities for pastoral leadership during the transition, i.e., interim pastor vs. temporary supply, and provide the recommendation of COM;
3. if the choice is to seek an interim, ask the COM to provide recommendations of clergy who are available and trained for interim work and/or assist the session in developing an appropriate Ministry Discernment Profile (MDP) and entering it into the Church Leadership Connection (CLC) system;
4. provide a link to other resources in the presbytery that may assist the congregation in long-range planning, the development of a mission study, etc.
5. provide the session with a list of candidates suitable and available for consideration as interim pastor, temporary pastor or covenant pastor;
6. assist the session, or a designated Interim Pastor Search Committee, in selecting a person to be recommended to presbytery to serve during the interim period.

The COM shall advise the session on the timing of the election by the congregation of a Pastor Nominating Committee.

On a continuing basis, the COM liaison shall provide guidance and support to the elected PNC as it seeks a candidate to present to the congregation to serve as installed pastor.

The COM liaison shall be present at meetings of the PNC no less than quarterly.

Appendix D. Dissolution Boundaries

Holston Presbytery Policy and Procedures for the separation of a pastor from a congregation.

It is the intent of this policy to give guidance and direction in implementing this transition in accordance with the Book of Order which governs this process. The section governing the relationship of the departing pastor to the congregation is shown below.

G-2.09 DISSOLUTION OF PASTORAL RELATIONSHIPS

G-2.0905 Officiate by Invitation Only

After the dissolution of the pastoral relationship, former pastors and associate pastors shall not provide their pastoral services to members of their former congregations without the invitation of the moderator of session.

WHEN PASTOR AND CONGREGATION RELATIONSHIP IS DISSOLVED

A “Former Pastor” is one who no longer serves as pastor, associate pastor, interim, or in any temporary pastoral relationship (including Parish Associate) in a congregation once served, due to a call to other service, retirement, release from or termination from ordained office, involuntary termination, or the conclusion of a contract.

The Committee on Ministry has pastoral responsibility for all the minister members of the Presbytery. That responsibility needs to be exercised with special care during periods of transition for congregations when minister members depart or retire.

This document terms the process of pastoral transition “Separation Ethics.” Certain values are important

to consider during the often highly emotional experience of the dissolution of a pastoral relationship. Such values include: effective leadership; congregational health and stability; the ability to deal with the pain, problems, and possibilities of separation; the ability of the Session, lay leaders, and congregation to move positively and effectively into the next chapter of their lives.

Ethical and professional standards should be followed in order to transition from the professional pastoral ties between the former pastor and the congregation. When all parties are intentional about the closure tasks, it helps to create space for new relationships to be established. When a pastoral relationship is dissolved, the nature and character of that relationship changes for both parties. Both pastor and congregation must disengage from what was and establish clear boundaries that enable all parties to engage and establish new beginnings. Because this work has the potential for a variety of difficulties, the following policy and guidelines have been adopted by the Presbytery to enhance the health and well-being of both the pastor and the congregation experiencing pastoral transition— including discovering healthy ways for congregations to relate to former pastors.

The pastoral relationship is very important and often deeply personal to people in a congregation. We realize the congregation has built loyalties and meaningful relationships with the pastor and his/her family. While some may be happy to see a change in leadership, many will experience feelings of deep anxiety about the change, as well as grief over losing a personal counselor and confidant. This relationship has evolved through study, teaching, preaching, administering the sacraments of Holy

Baptism and The Lord's Supper, weddings, funerals, presence in times of crisis, and praying with and for members of the congregation, counseling, and shared leadership. From these times, there have been accumulated elements of trust, confidence, admiration, affection, fondness, respect, caring and love between the pastor and the congregation.

Ending such a relationship can be a trying and traumatic experience for the pastor, her/his family, and members of the congregation. It means "change," which can often be difficult to accept and integrate. The following guidelines are intended to help all parties to say "goodbye" in a healthy way.

GUIDELINES:

Professional Pastoral Boundaries

Common understandings of mutually agreed upon boundaries can work to the benefit of all parties concerned. Whether the pastor lives in the same community, or in a different community, there need to be some intentional objectives concerning new roles and relationships between the former pastor, their family and the congregation. Because potentially difficult situations can occur involving the relationship of a former pastor to their former congregation, the Committee on Ministry, in the spirit of love and understanding, has adopted these guidelines to assist pastors and congregations going through this important life-changing transition. The tenacity with which the policy guidelines must be followed becomes more critical the closer the former pastor lives to the congregation and the community from which they are leaving.

One important clear boundary which must be conveyed from the pulpit to the entire congregation is the following statement:

"When a pastor leaves a charge for whatever reason, there are bonds of affection that still tie that pastor and congregation together. Individuals among the church membership retain friendships with the former pastor. So on the day of dissolution and thereafter, the Presbytery through its Committee on Ministry takes the opportunity to remind church members and pastor that only the moderator of the session can invite a former pastor to participate in the life of the congregation in any professional or pastoral role. The Presbytery reiterates that a new era in the history of the congregation and the former pastor has begun, all parties are to rejoice and be glad in it."

Prior to saying goodbye, it is incumbent upon the departing pastor to make sure that parishioners know that the pastor's relationship with the congregation will come to an end. It is Minutes of the November 12, 2024 Stated Meeting of Holston Presbytery 4831

important that parishioners understand that this change of relationship is necessary in order that the congregation will be free, in all respects, to make the adjustments necessary for the changes of leadership, interim and permanent, without the departing pastor's influence. The departing pastor is the one in the professional leadership role and therefore is the one who takes the initiative and leads in this transition process so that the separation that occurs is anticipated and carried through with foresight and effectiveness.

The former pastor shall cease all pastoral activity and services in and with the congregation upon the effective date of dissolution. For this reason, the departing pastor should use every opportunity, prior to the last day of the relationship, to prepare the congregation for separation. This can include sermons, devotions, home visits, newsletters, etc. The former pastor shall adhere to the Boundaries and Ethics Statement of Holston Presbytery and to the Covenant of Closure signed by all parties. (Appendix C)

Due care should be taken by the former pastor not to influence, directly or indirectly, by spoken, written, or electronic communication, the selection of groups chosen to nominate a successor, the selection of the successor, or the policies and practices of the successor. The former pastor best honors his/her ordination vows by exercising self-restraint regarding the business and spiritual well-being of the congregation. The former pastor may maintain friendships with members of the congregation, but must avoid spoken, written, or electronic conversations regarding policies, practices, people or programs of that congregation insofar as they might be perceived as attempting to influence decisions or relationships within that congregation. Under no circumstances may the former pastor make public (or likely to be made public) statements or offer opinions critical of the interim or new pastor or staff.

The former pastor shall not pressure the new pastor to invite him/her to serve in any pastoral activity. This places an unfair burden on the current pastor. An appropriate response to congregation members and staff requests is to firmly communicate:

"For the continued health of the congregation, it is inappropriate for me to perform any pastoral function or service now that I am no longer the pastor."

The former pastor may not accept invitations to preach in the former congregation or to assist or substitute for the installed pastor or interim pastor, except upon the invitation from the current pastor and Session and within the Covenant of Closure. If the former pastor is approached prior to contact

being made with the present pastor, an appropriate response is "_____(name) is now your pastor. It is inappropriate to continue this conversation until he/she has been consulted." The current Moderator shall ordinarily perform all weddings and funerals rather than deferring to the former pastor. It is incumbent upon the former pastor to notify the moderator, interim or successor whenever such a request is received.

Family Members

One of the tensions inherent in ministry is that ministers serve churches, but they give up the privilege of being a member of a local congregation. For some, though certainly not for all, membership in the presbytery fills the void that membership in a congregation fills for most other Christians. The pastor's family, however, usually become members of the congregation which the pastor serves. At the point of departure or retirement from pastoral ministry there is, typically, a sense of loss for the pastor's family members which differs in quality from the loss experienced by the pastor. While a minister's family does not lie within the COM's jurisdiction, it does lie within our Christian concern. In the hope of loving one another as Christ loves us, the COM institutes a policy of pastoral care toward all ministers and their families around the time of departure or retirement, both to encourage them in their Christian walk as well as to assist the people in the ministry from which the departure or retirement is being made.

The pastor's family during this time of transition will discover that the change is difficult and at times painful. Their situation comes to focus in three questions: Where to live? Where will their church membership be? How to handle church related friendships?

If the former pastor and family move to a new community the adjustment to their new life is somewhat easier. Their role in a new community and new church is entirely different from their years of experience in the previous congregation. In the new church of membership they are free to relate directly and freely with members of the new church and to share their gifts in the activities and structures of the new church.

If the former pastor and family remain in the same community there is no rule that says the family must give up its present church membership. If they retain their membership, the family's closest friends are often in that congregation; however the family's relationship with the congregation changes. Their friends need to be free to develop relationships with the new pastor and his/her spouse and family just as they did when the former pastor and family first came to the church.

While spouse or children might remain in the congregation, they too will need restraint and grace as they relate to the new leadership and the changes he/she will bring. If they hold office in the church they must be ready to be supportive and accepting of the new pastor. If, however, they feel they must stay on to protect the legacy of the former pastor and/or programs, they should resign.

Social Media

It is ordinarily appropriate for the Congregation and/or members and the former pastor to discontinue contact on any social media. This may involve "unfriending/hiding people in Facebook," "not following" on twitter and/or "deleting" contacts. For example, automatic birthday wishes should cease, as things like this continue to remind individuals about the pastor that has left and their pastoral relationship. It will require extreme discipline to resist even the most innocent interactions as these have developed over time.

The Role of the Successor Pastor

While this policy is intended primarily to protect the congregation and the new pastor from inappropriate and unhealthy relationships with and by the former pastor, it is also incumbent upon the successor pastor to recognize the potential benefits of a healthy relationship with a former pastor, especially when that pastor remains in the community. The former pastor has information, relationships, history, and influence that can facilitate the leadership transition when applied in a pastorally sensitive manner. The successor pastor is thus encouraged to work with the Session and COM to take whatever steps are necessary to ensure that a positive working relationship is established with the former

Boundaries and Ethics Policy

Holston Presbytery, PC(USA)

Preamble

... As [God] who called you is holy, be holy yourselves in all your conduct;
... Tend the flock of God that is in your
charge, ... not under compulsion but willingly,
...
not for sordid gain but eagerly. ...
Do not lord it over those in your charge, but be examples to the flock.
... You know that we who teach will be judged with greater strictness.
1 Peter 1:15; 5:2-3; James 3:1, NRSV

As a member of the Presbyterian Church (U.S.A.), in obedience to Jesus Christ, I accept Christ's call to be involved responsibly in the ministry of the church, confirm that Jesus Christ is the pattern for my life and ministry and, relying on God's grace, commit myself to the following standards of ethical conduct.

- I. I will conduct my life in a manner that is faithful to the gospel and consistent with my membership in the Presbyterian Church (U.S.A.).

Therefore I will:

1. Practice the disciplines of study, prayer, reflection, worship, stewardship, and service;
2. Be honest and truthful in my relationships with others;
3. Be faithful, keeping the covenants I make and honoring marriage vows;
4. Treat all persons with equal respect and concern as beloved children of God;
5. Maintain a healthy balance among the responsibilities of my life's work and church membership, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
6. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs;
7. Refrain from gossip and abusive speech; and
8. Maintain an attitude of repentance, humility, and forgiveness, responsive to God's reconciling will.

- II. I will conduct myself within the Presbyterian Church (U.S.A.) so that nothing need be hidden from siblings in Christ. Therefore I will:

1. Bear witness to the gospel of Jesus Christ with courage, speaking the truth in love;
2. Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries;
3. Be judicious in the exercise of the power and privileges of positions of responsibility I hold;
4. Avoid conflicts of interest that might compromise my witness and relationships within the community of faith;
5. Refrain from exploiting relationships within the community of faith for personal

gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;

6. Respect the privacy of individuals and not divulge information obtained in confidence without express permission unless an individual is a danger to self or others;

7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;

8. Claim only those qualifications actually attained, give appropriate credit to others where due and observe copyrights;

9. Be a faithful steward of and fully account for funds and property entrusted to me; and

10. Accept the discipline of the church.

III. I will participate as a partner with others in the ministry and mission of the Church universal. Therefore I will:

1. Participate in the mission and governance of the Presbyterian Church (U.S.A.) and work for the unity of the holy catholic church;

2. Show respect and provide encouragement for siblings in Christ;

3. Recruit church members responsibly, respect existing congregational relationships and refrain from exploiting persons in vulnerable situations; and

4. Cooperate with those working in the world for justice, compassion, and peace, including partners in ministry of other faith traditions.

As an employee or volunteer in an entity, council, or congregation associated with the Presbyterian Church (U.S.A.), I commit myself to the following standards of ethical conduct.

I. I will conduct my life in a manner that will support the ministry of my workplace. Therefore I will:

1. Be honest and truthful in my relationships with others;

2. Treat all persons with equal respect and concern;

3. Maintain a healthy balance among the responsibilities of my position, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;

4. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs; and

5. Refrain from gossip and abusive speech.

II. I will conduct myself at my workplace in a manner that will support its ministry. Therefore I will:

1. Honor relationships within the workplace and observe appropriate boundaries;

2. Be judicious in the exercise of the power and privileges of my position;

3. Avoid conflicts of interest that might compromise the effectiveness of my work;

4. Refrain from exploiting relationships within the workplace for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;

5. Respect the privacy of individuals and not divulge information obtained in confidence without express permission unless an individual is a danger to self or others;

6. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
7. Claim only those qualifications actually attained, give appropriate credit for all sources used in papers, music, and presentations, and observe copyrights;
8. Observe limits set by the appropriate council for honoraria;
9. Deal honorably with the record of my predecessor and, upon leaving a position, speak and act in ways that support the work of my successor;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Accept the appropriate guidance of those to whom I am accountable;
12. Participate in continuing education and seek the counsel of mentors and professional advisors;
13. Show respect and provide encouragement for colleagues; and
14. Cooperate with persons of other faith traditions.

As an ordained deacon, ruling elder, or minister of the word and sacrament / teaching elder in the Presbyterian Church (U.S.A.), in obedience to Jesus Christ, under the authority of Scripture and

guided by our Confessions, I affirm the vows made at my ordination, confirm that Jesus Christ is the pattern for my life and ministry and, relying on God's grace, commit myself to the following standards of ethical conduct.

- I. I will conduct my life in a manner that is faithful to the gospel and consistent with my public ministry. Therefore I will:
 1. Practice the disciplines of study, prayer, reflection, worship, stewardship, and service;
 2. Be honest and truthful in my relationships with others;
 3. Be faithful, keeping the covenants I make and honoring marriage vows;
 4. Treat all persons with equal respect and concern as beloved children of God;
 5. Maintain a healthy balance among the responsibilities of my office of ministry, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
 6. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs;
 7. Refrain from gossip and abusive speech; and
 8. Maintain an attitude of repentance, humility, and forgiveness, responsive to God's reconciling will.
- II. I will conduct my ministry so that nothing need be hidden from a council or colleagues in ministry. Therefore I will:
 1. Preach, teach, and bear witness to the gospel of Jesus Christ with courage, speaking the truth in love;
 2. Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries;
 3. Be judicious in the exercise of the power and privileges of my office and positions of responsibility I hold;
 4. Avoid conflicts of interest that might compromise the effectiveness of my ministry;
 5. Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as defined by

Presbyterian Church (U.S.A.) policy;

6. Respect the privacy of individuals and not divulge information obtained in confidence without express permission, unless an individual is a danger to self or others;

7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;

8. Claim only those qualifications actually attained, give appropriate credit for all sources used in sermons, papers, music, and presentations, and observe copyrights;

9. Refrain from incurring indebtedness that might compromise my ministry;

10. Be a faithful steward of and fully account for funds and property entrusted to me;

11. Observe limits set by the appropriate council for honoraria, personal business endeavors, and gifts or loans from persons other than family;

12. Accept the discipline of the church and the appropriate guidance of those to whom I am accountable for my ministry;

13. Participate in continuing education and seek the counsel of mentors and professional advisors;

14. Deal honorably with the record of my predecessor and upon leaving a ministry or office speak and act in ways that support the ministry of my successor;

15. **Participate in the life of a ministry setting I left or from which I have retired only as directed by presbytery;

16. **Provide pastoral services for a congregation I previously served only as directed by the presbytery and provide pastoral services to members of other congregations only with the consent of their pastors; and

17. **Consult with the committee on ministry in the presbytery of my residence regarding my involvement in any ministry setting during my retirement.

** These standards apply only to minister of word and sacrament and to commissioned lay pastors when they are performing pastoral functions.

III. I will participate as a partner with others in the ministry and mission of the Church universal. Therefore I will:

Participate in the mission and governance of the Presbyterian Church (U.S.A.) and work for the unity of the holy catholic church;

Show respect and provide encouragement for colleagues in ministry;

Recruit church members responsibly, respect existing congregational relationships, and refrain from exploiting persons in vulnerable situations; and

Cooperate with those working in the world for justice, compassion, and peace, including partners in ministry of other faith traditions.

The ethical and responsible conduct of all who minister in the name of Jesus Christ is of vital importance to the church because through these representatives an understanding of God and the gospel's good news is conveyed. "Their manner of life should be a demonstration of the Christian gospel in the church and in the world" (*Book of Order*, G-2.0104).

The basic principles guiding this policy are as follows:

A. Professional misconduct is a violation of the rule that those who are called to leadership roles in the church are called upon to exercise integrity, sensitivity, and caring in a trust relationship. Professional misconduct breaks the covenant to act in the best interests of those whom the church serves.

B. Sexual misconduct is a misuse of authority and power that breaches Christian ethical principles by misusing a trust relationship to gain advantage over another for personal pleasure in an abusive,

exploitative, and unjust manner. If the person being served initiates or invites sexual content in the relationship, it is the responsibility of the person providing service to maintain the appropriate role and prohibit a sexual relationship.

C. Sexual misconduct is often perpetrated against persons who are less able to protect themselves, including children. It is antithetical to the gospel call to work as God's servant in the struggle to

bring wholeness to a broken world and violates the mandate to protect children and others from harm.

D. Children and youth are vulnerable to more than the risk of sexual exploitation and abuse by adults or peers. Physical and emotional abuse or neglect are also grievous violations of the

scriptural command to "Tend the flock of God that is in your charge." The church must be safe for children before it can offer *shalom* to all persons entrusted to its care.

I. Applicability

A. Scope. Except as otherwise expressly provided, this policy governs all activities, proceedings, meetings, retreats, worship services and other functions of any kind carried on by Holston

Presbytery or on any of its property.

B. Persons Governed by Policy. This policy governs all staff and volunteers who are employed by or engaged in any activity or function carried on by Holston Presbytery. This policy also governs

Ministers of Word and Sacraments who are members of the Presbytery, ministers from other denominations serving in positions within the Presbytery bounds, commissioned local pastors serving under the jurisdiction of the Presbytery, certified Christian educators, certified associate Christian educators, and ministerial inquirers and candidates. In addition, the Safe Space Standards apply to all persons or groups participating in Presbytery events.

C. Congregations in Holston Presbytery. This policy shall not apply to the activities and functions carried on by congregations in the Presbytery, except to the extent that such activities or functions are engaged in by a person who is governed by the policy as provided in Subsection B, above.

Sessions are required by the Book of Order to adopt and implement sexual misconduct and child protection policies that apply to persons and activities within their congregations (G-3.0106).

II. DEFINITIONS

A. Accused. The person against whom an accusation of sexual misconduct or child abuse or neglect is being made.

B. Accuser. The person claiming knowledge of sexual misconduct or child abuse or neglect by a person covered by this policy. The accuser may or may not be the victim of the

alleged sexual misconduct, child abuse or neglect.

C. Activity. A program or event sponsored by or under the control of Holston Presbytery.

D. Child. Any person under the age of eighteen years.

E. Emotional Abuse. Unusually harsh, offensive, or insensitive conduct toward another person that causes or is likely to cause emotional distress.

F. Mandated Reporter. Any person required by law to report to the appropriate state agency all suspected incidents of child abuse or neglect that come to his or her attention.

G. Misuse of Technology. The use of technology that results in the harassing or abusing of any person.

H. Neglect. The failure of a parent or responsible caretaker to provide adequate supervision, food, clothing, shelter, medical care, education or other basic necessity to a child or an adult without the mental capacity to consent.

I. Parent. A parent or legal guardian of a child who is participating in an activity.

J. Physical Abuse. Any act that results in non-accidental injury to another or involves harmful, potentially harmful, or offensive touching of another.

K. Holston Presbytery or Presbytery. A mid-council of the Presbyterian Church (U.S.A.); for purposes of this policy, the term 'Holston Presbytery' shall include any corporation controlled by the Presbytery through which the Presbytery employs staff and carries on its programs and activities.

L. Presbytery Property. Property owned or controlled by the Presbytery.

M. Response. The action taken by the appropriate Presbytery staff or entity when a report of sexual misconduct or child abuse or neglect is received.

N. Sexual Abuse. Any offense involving sexual conduct in relation to:

1. any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or
2. any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position (D-10.0401c).

O. Sexual Harassment. Conduct that includes, but is not limited to, unwelcome sexual advances,

requests for sexual favors, tormenting based on gender, and other verbal, visual or physical conduct of a sexual nature. In particular, sexual harassment occurs if:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or of his or her participation in Holston Presbytery activities;
2. submission to or rejection of such conduct by an individual is the basis for employment decisions or other Presbytery-related decisions affecting that individual;
3. such conduct has the purpose or effect of interfering with an individual's work performance or participation in Holston Presbytery activities by creating an intimidating, hostile, or offensive environment; and/or
4. such conduct, regardless of its intention, is objected to by the person at whom it is directed.

P. Sexual Misconduct. Any sexual abuse of children or adults and/or any sexual harassment or other conduct that violates the PCUSA *Standards of Ethical Conduct* (1998).

Q. Social Media. Social media are web-based and mobile technologies, which allow people to share, express themselves and interact with one another.

R. Staff Member or Employee. A person employed by or contracted with Holston Presbytery.

S. Victim. A person who has allegedly suffered an act of sexual misconduct or physical or emotional abuse, or a child or an adult without mental capacity to consent who has allegedly suffered neglect.

T. Volunteer. A person who provides services for the Presbytery and/or its entities and receives no benefit or remuneration.

U. Volunteer Congregation Member. A member of a congregation, non-ordained employee of a congregation, or other congregational participant in a Holston Presbytery event or activity whose role may include leadership or representation of a congregation or its participant members.

A. SAFE SPACE STANDARDS

B. Purpose. Child abuse and neglect is a serious problem in our society and, unfortunately, within the Christian community. As people entrusted with the lives of children, we believe that we have a profound moral and legal obligation to prevent abuse and neglect from happening to and promote the health and safety of the children who participate in activities of Holston Presbytery.

c. Safe Space Standards

1. Two-deep leadership. At least two unrelated (not spouses or from the same family) adults are required to provide leadership for all trips and outings. Appropriate adult

leadership must be present for all overnight activities; coed overnight activities require male and female leadership, both of whom must be adults, and must have completed all required training and screening.

2. Adult-Child Ratios. In addition to having a minimum of two adult leaders for each event, the following ratios of adults to children shall be maintained:

Youth Age	Adult	Overnight Events	Day Events
4-5 years	1	5 children	6 children
6 – 8 years	1	6 children	8 children
9 – 14 years	1	8 children	10 children
15 – 18 years	1	10 children	10 children

3. Two-Years-Older. All staff and other leadership must be at least 24 months older than the oldest child participating in the activity.

4. No one-on-one contact. One-on-one contact between adults and children is not permitted. In situations that require personal conferences, such as pastoral counseling, the meeting is to be conducted in view of other adults and children.

5. No one-on-one digital or electronic contact. Any adult who is an employee of the Presbytery or who is working on behalf of Holston Presbytery as a volunteer will

communicate with any minor with whom they have contact through Presbytery sponsored events only through the “Remind” application (or similar application) and will include the parents/guardians of minors in all such communications. No adult who is an employee of the Presbytery or who is working on behalf of Holston Presbytery as a volunteer will use the cell phone number of a minor for any communication.

6. Separate accommodations. When engaged in overnight activities, adult

supervision is required in the sleeping accommodations and the adult – child ratio as stated in paragraph

IV.B.2. above will be followed. Separate shower and bathroom facilities must be available for males and females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers. Likewise, children and adults must shower at different times.

7. Respect of privacy. Adults must respect the privacy of children in situations such as changing clothes and taking showers, and intrude only to the extent that health and safety require.

8. Alcohol, tobacco, and controlled substances. The use of alcoholic beverages and controlled substances shall not be permitted by any person at any time during Holston Presbytery activities involving children.

9. Cameras, imaging, and digital devices. It is inappropriate to use any device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants. Any transmission of sexually explicit photographs or

videos electronically and any “Sexting” by cell phones is strictly prohibited.

10. Hazing prohibited. Hazing and initiations are prohibited and shall not be included as part of any activity.

11. Bullying prohibited. Verbal, physical, and cyber bullying are prohibited.

12. Use of social media. Appropriate boundaries shall be maintained on social media.

13. Environmental Safety. Holston Presbytery events shall be conducted so as to minimize the risk of accidental injury. Necessary protective gear, such as life jackets, shall be

provided.

14. Group responsibilities. Adult leaders of group activities are responsible for monitoring the behavior of youth members and for interceding when necessary. Parents of youth participants who misbehave shall be informed and appropriate disciplinary measures shall be taken.

15. Covenant of Christian Community. A covenant agreement (Appendix C) must be signed by all persons, adult, or child, participating in any Holston Presbytery event and also by the parents of any child participating in the event.

I. PREVENTION

A. Screening.

1. Reference checks. Except for volunteer congregation members who are certified by their congregation as provided in paragraph IV.A.4. below, all persons governed by this policy shall have reference checks.

2. Background checks. Except for volunteer congregation members who are certified by their congregation as provided in paragraph IV.A.4. below, criminal background checks and sex offender reviews will be performed on all persons governed by this policy. Other background checks, such as motor vehicle record reports and credit reports, will be performed as needed.

3. Transportation. All persons providing transportation must provide a copy of their drivers’ license and a copy of their insurance card to the person in charge of the activity. Any professional transportation provider should be bonded and provide proof of insurance.

4. Volunteer congregation members. Prior to their participation in any Presbytery event or activity, background checks on a volunteer congregation member shall be performed by a staff member or ruling elder of that person's congregation. The congregation must certify

that the volunteer congregation member has passed the congregation's background check.

As a minimum standard, volunteer congregation members shall be known to the congregation for at least one year.

5. Additional Checks. Any person attending an activity and/or any volunteer congregation member may, at the discretion of the person in charge of the activity or the Executive

Presbyter, be asked to undergo any or all of the Presbytery screening procedures outlined above.

6. Responsibility for reference and background checks. The Presbytery shall be responsible for all applicable reference checks and shall maintain appropriate records. All records shall be strictly confidential and may be shared only on a need-to-know basis.

B. Education and Training.

1. Distribution of policy. The Presbytery shall make copies of this policy available to all persons who are governed by it.

II. Detecting and Reporting Abuse.

- Those working with children will be trained to recognize the signs and symptoms of neglect and of physical and sexual abuse prior to working with children.
- Training will be given regarding procedures to follow when an incident of suspected abuse, neglect, or misconduct is to be reported.

III. Workshops and Seminars

a. Holston Presbytery will sponsor boundary training opportunities each year on the recognition and prevention of sexual misconduct, ethical misconduct, and the appropriate use of social media, financial boundaries, and other boundary related topics as appropriate.

b. Persons governed by this policy are required to attend approved boundary training every 36 months. New minister members of Holston Presbytery are required to show proof of having completed an approved boundary training event within the first year of their arrival and beginning service within the Presbytery's bounds.

c. Any honorably retired Minister of Word and Sacrament who is no longer engaged in the exercise of ordered ministry may request a permanent waiver. If the minister member re-engages in ministry, it is the responsibility of the minister member to inform the presbytery and update his/her boundary training certification.

d. Any Minister of Word and Sacrament who cannot participate in boundary training for health or other personal reasons, may request a medical or temporary waiver of the

boundary training requirements from the Presbytery. This waiver must be renewed annually and will not be renewed more than two consecutive years.

e. Minister of Word and Sacrament members governed by this policy who fail to comply with the training requirements will be subject to administrative and/or disciplinary action within the authority of the COM and the Book of Order, as follows:

- a. Non-renewal of any temporary pastoral relationship covenant;
- b. Removal from the presbytery pulpit supply list;

- c. Notification of lack of compliance to the Clerk of Session of a congregation the Minister of Word and Sacrament is currently serving;
- d. Notification of lack of compliance in any Executive Presbyter reference check with another presbytery during a search for a new call;
- e. Other administrative and/or disciplinary action permissible within the Constitution of the PCUSA.

RESPONSE TO INCIDENT

A. Immediate Safety. Anyone who suspects sexual, physical, or other abuse shall immediately provide for the safety of the alleged victim(s) involved.

B. Reporting the Incident.

1. **Initial Report.** Anyone who suspects sexual abuse, ethical misconduct, or any other form of abuse or neglect, shall report the incident immediately to the Executive Presbyter, to the person in charge of the activity, and to the appropriate authorities within the state protective services (see Appendix A).

2. **Notification of Parent or Guardian.** If the victim of the alleged abuse is a child, the Executive Presbyter shall inform the child's parent or guardian of the incident and any action that has been taken as soon as possible.

C. Suspension/Administrative Leave. After receiving the initial report, the Executive Presbyter shall determine whether the alleged abuser's employment or volunteer service should be suspended or restricted pending further investigation.

D. Church Disciplinary Proceedings. If the accused is subject to the jurisdiction of the Presbyterian Church (U.S.A.) and reasonable cause exists to believe that an offense has occurred, the Executive Presbyter shall commence disciplinary proceedings against the accused under the Rules of Church Discipline.

E. Investigation. The person or persons making the initial report shall not conduct an investigation of the incident but shall take all necessary steps to ensure the immediate safety of the alleged victim.

F. Pastoral care and professional counseling. The Executive Presbyter shall report any alleged incident of sexual misconduct to the stated clerk and moderator of the Presbytery, for the formation of an investigating committee as detailed in the Rules of Church Discipline.

G. Confidentiality. Because the accused is presumed innocent until proven guilty, care will be taken to protect confidentiality. While the incident is being investigated, all persons with knowledge of the incident shall maintain strict confidentiality and shall share information with others only as requested or permitted by the Executive Presbyter or as required by mandated reporting laws.

State Protection Statutes

APPENDIX A

Reporting Abuse in Tennessee

Holston Presbytery and all those who are governed by this policy declare the intent to follow Tennessee State Law regarding child protection statutes, as detailed in §§37-1-604 — 37-1-615 and administered by the Department of Children’s Services (DCS); as well as adult protective statutes, as detailed in T.C.A. 71-6-103 and administered by the Department of Human Services (TNAPS).

Mandated Reporters

Mandated reporters are required by the applicable child and adult protection statute to report to state authorities when they have reasonable cause to suspect that abuse or neglect may have occurred. In Tennessee, **everyone** is a mandated reporter. Failure to report abuse is a violation of state law and a Class A misdemeanor, carrying a sentence of up to three months imprisonment, a fine, or both. The reporter has the right to remain confidential and anonymous.

Abuse Hotlines

Anyone who has reasonable cause to suspect abuse or neglect is required to immediately report to DCS or TNAPS. The initial report is made by calling the Child Abuse Hotline or submitting a report online.

DCS Online Reporting: <https://carat.app.tn.gov/carat/>

TN Child Abuse Hotline: 1-877-237-0004
TN Elder Abuse Hotline: 1-888-277-8366

National Child Abuse Hotline: 1-800-422-4453
1-800-4-A CHILD

If the situation concerns a life-threatening emergency, please call 911 immediately.

APPENDIX B

TO ALL YOUTH PARTICIPANTS, LEADERS, AND PARENTS:
PLEASE READ CAREFULLY YOUTH AND ADULT
PARTICIPANTS

YOUTH LEADERS: Be sure each person has completed this Covenant.

Please bring these forms to the registration table at the retreat.

Name of Participant (**please print**): _____

Church _____

THE COVENANT

At this gathering, we will be doing our best to live together as a family in Christian community.

Family life is based on love, respect, trust, support, and on spending time together. To create and maintain this relationship of family and community, each person agrees to the following covenant:

1. As members of different congregations, we will welcome every individual as a person deserving of trust and respect. Bringing our different congregational families together calls us to be caring and sensitive to our differences and open to making new friends.
2. As guests of the congregation and mission partners, each person is to abide by the congregation's/mission partner's guidelines for conduct and respect their wishes regarding care of their property. At our mission projects and retreats there will be no smoking, no alcoholic beverages, no illegal drugs, and no inappropriate sexual behavior.
3. As a participant of this planned event, each person is expected to attend all scheduled activities and to follow the instructions of adult leaders. Adult leaders are responsible for helping all youth keep the covenant and are expected to keep it themselves.

I recognize that I am joining this Christian family and community. I agree to abide by this covenant while I am a member of this community. I understand that if I break this covenant, I may be sent home at my parent's expense and my congregation's session may be notified.

Signature of Participant: _____

TO BE SIGNED BY PARENT/GUARDIAN (for any participant under age 18 at the time)

I have read the Presbytery Retreat Covenant and I understand that if my child breaks the covenant and a decision is made to send him/her home, it will be at my expense.

Signature of Parent/Guardian: _____ Date: _____

BOUNDARIES AND ETHICS POLICY COVENANT -

As a member of the Presbyterian Church (U.S.A.):

I will conduct my life in a manner that is faithful to the gospel and consistent with my membership in the Presbyterian Church (U.S.A.).

I will conduct myself within the Presbyterian Church (U.S.A.) so that nothing need be hidden from siblings in Christ.

I will participate as a partner with others in the ministry and mission of the Church universal.

As an employee or volunteer in an entity, council, or congregation associated with the Presbyterian Church (U.S.A.):

I will conduct my life in a manner that will support the ministry of my workplace. I will conduct myself at my workplace in a manner that will support its ministry.

As an ordained deacon, ruling elder, or minister of the word and sacrament in the Presbyterian Church (U.S.A.):

I will conduct my life in a manner that is faithful to the gospel and consistent with my public ministry.

I will conduct my ministry so that nothing need be hidden from a council or colleagues in ministry. I will participate as a partner with others in the ministry and mission of the Church universal.

Persons governed by this policy are required to attend approved boundary training every 36 months. New minister members of Holston Presbytery are required to show proof of having completed an approved boundary training event within the first year of their arrival and beginning service within the Presbytery's bounds. Any Minister of Word and Sacrament who cannot participate in boundary training for health or other personal reasons, may request a medical or temporary waiver of the boundary training requirements from the Presbytery. This waiver must be renewed annually and will not be renewed more than two consecutive years.

This is to certify that I have received the “Boundaries and Ethics Policy” and have agreed to and accepted the terms as stated above in this policy and will comply with the presbytery boundary training requirements

Signature

Printed Name

Date of Acceptance

A record of this document is to be kept by the Stated Clerk of Holston Presbytery.

2025 Budget Worksheet				2025 Proposed	2024 Proposed
INCOME - Holston Presbytery Operations					
Regular Income					
60500	Unified Monies/Unified Mission			\$ 194,000.00	\$ 184,000.00
61901	Bequest - Undesignated				
61905	Interest Income			\$ 15,000.00	\$ 15,000.00
	TOTAL REGULAR INCOME			\$ 209,000.00	\$ 199,000.00
Other Income					
	TOTAL OPERATING INCOME			\$ 209,000.00	\$ 199,000.00
INCOME - Holston Meadows Cabin					
6000	Holston Meadows Cabin				
6100		Rental Income (incl cleaning fees)	\$ 30,000.00	\$ 65,000.00	
		Other Income			
	TOTAL CABIN INCOME			\$ 30,000.00	\$ 65,000.00
TOTAL UNRESTRICTED INCOME			\$ 239,000.00	\$ 264,000.00	
INCOME - Campus & Youth Ministry					
12000	Campus Ministry Income				
		Grants			
		Designated Gifts - Youth Ministry	\$ 2,500.00	\$ 500.00	
		Designated Gifts - Campus	\$ 5,000.00	\$ 5,000.00	
		Synod Support	\$ 8,400.00	\$ 8,400.00	
		Interest Income	\$ 1,500.00	\$ 350.00	
	TOTAL CAMPUS MINISTRY/YOUTH			\$ 17,400.00	\$ 13,750.00
INCOME - Designated/Restricted					
	Unified Monies - Designated Fund				
		Disaster Relief	\$ 5,000.00		
	Unified Mission Designated Fund				
		Grants			
		Misc Grants			
		Mission Grant			
		Designated Gifts			
		Pass-Through Gifts			
		Holston Camp	\$ 5,000.00		
		PCUSA - PDA	\$ 2,000.00		
		Living Waters for the	\$ 2,000.00		

2025 Budget Worksheet				2025 Proposed	2024 Proposed
	Interest Income - Designated				
	Five Cents a Meal			\$ 35,000.00	\$ 35,000.00
	Presbytery Event Offering (other)				
	TOTAL DESIGNATED/RESTRICTED			\$ 49,000.00	\$ 35,000.00
TOTAL INCOME				\$ 305,400.00	\$ 312,750.00
EXPENSE					
		Holston Meadows Cabin			
		Electricity		\$ 8,000.00	\$ 4,000.00
		Internet Service		\$ 1,100.00	\$ 1,000.00
	*	Housekeeping - cleaning		\$ 10,000.00	\$ 20,000.00
		Housekeeping - other		\$ 1,500.00	
		Pest Control		\$ 450.00	\$ 400.00
		Trash Collection			
		Insurance		\$ 2,500.00	\$ 2,500.00
		Property Taxes		\$ 3,500.00	\$ 3,500.00
		Misc - Cabin		\$ 1,000.00	\$ 2,000.00
		Maintenance & Repairs			
			Repairs	\$ 1,500.00	\$ 1,500.00
			Mowing & Landscape	\$ 1,000.00	
			Reimburse HC&CC -	\$ 500.00	\$ 1,500.00
		Marketing		\$ 500.00	
	*	Supplies			
			Supplies (toiletries, etc)	\$ 1,000.00	\$ 3,000.00
			Linens	\$ 1,000.00	\$ 3,000.00
			Cleaning Supplies	\$ 150.00	\$ 200.00
			Propane	\$ 1,000.00	\$ 1,000.00
		Rental Fee			
	*		Holston Camp &	\$ 10,000.00	\$ 11,500.00
		Capital Expenditures			
	TOTAL CABIN EXPENSES			\$ 44,700.00	\$ 55,100.00
		Campus & Youth Ministry Programs			
		Campus House			
			Electric	\$ 2,100.00	\$ 2,700.00
			Internet	\$ 1,100.00	\$ 2,800.00
			Water	\$ 800.00	\$ 550.00
			House Supplies	\$ 150.00	\$ 250.00
			Office Supplies	\$ 100.00	\$ 100.00
			Cleaning Supplies		\$ 50.00

2025 Budget Worksheet				2025 Proposed	2024 Proposed
			Cleaning Service	\$ 1,500.00	\$ 1,750.00
			Repairs, Maintenance	\$ 3,000.00	\$ 3,000.00
			Programs	\$ 2,400.00	\$ 2,400.00
			Worship		\$ 400.00
			Promotion (printing,	\$ 400.00	\$ 400.00
			Misc	\$ 200.00	\$ 200.00
			Insurance	\$ 2,000.00	\$ 2,000.00
			Organization Dues	\$ 250.00	\$ 195.00
			Capital Improvements		
			TOTAL CAMPUS HOUSE	\$ 14,000.00	\$ 16,795.00
			Youth Ministry		
			Programs	\$ 5,000.00	\$ 500.00
			Misc		\$ 100.00
			Triennium	\$ 5,000.00	
			TOTAL YOUTH MINISTRY	\$ 10,000.00	\$ 600.00
			TOTAL CAMPUS MINISTRY & YOUTH	\$ 24,000.00	\$ 17,395.00
			Ministries with Councils		
			Per Capita - Synod	\$ 19,000.00	\$ 20,000.00
			Per capita - GA	\$ 50,000.00	\$ 50,000.00
			Designated Gifts - GA		
			TOTAL MINISTRIES W/ COUNCILS	\$ 69,000.00	\$ 70,000.00
			Program Ministries		
			Williams Program Fund		
			V Williams capital grant		
			V Williams program grant		
			Five Cents a Meal - Local	\$ 35,000.00	
			TOTAL PROGRAM MINISTRIES		\$ 35,000.00
			Holston Presbytery Committees		
			General Mission Board	\$ 100.00	\$ 100.00
			Training Costs	\$ 1,000.00	\$ 1,000.00
			Designated Gifts/Grants		
			Committee on Ministry		
			CRE Training		
			Background Checks	\$ 250.00	\$ 250.00
			Travel		
			Committee on Preparation		\$ 50.00
			CRE Training	\$ 1,000.00	\$ 1,000.00

2025 Budget Worksheet				2025 Proposed	2024 Proposed
			Candidate Support	\$ 500.00	\$ 500.00
			Mission & Evangelism	\$ 50.00	\$ 50.00
			Discipleship	\$ 50.00	\$ 50.00
			Finance, Stewardship & Budget	\$ 50.00	\$ 50.00
			Campus Ministry	\$ 50.00	\$ 50.00
			TOTAL COMMITTEE EXPENSE	\$ 3,050.00	\$ 3,100.00
			Trustees		
			Misc Trustee Expense	\$ 1,000.00	\$ 1,000.00
			TOTAL TRUSTEE EXPENSE	\$ 1,000.00	\$ 1,000.00
			Administrative Operations		
			Payroll Expenses	\$ 1,000.00	
			Payroll Taxes	\$ 7,000.00	\$ 10,000.00
			Use of Space		\$ 200.00
			Telephone	\$ 800.00	\$ 2,000.00
			Postage	\$ 150.00	\$ 150.00
			Paper	\$ 100.00	\$ 100.00
			Copy & Printing Expense	\$ 100.00	\$ 75.00
			Office Supplies	\$ 200.00	\$ 200.00
			Treasurer's Office		
			SC Office	\$ 100.00	
			Staff Travel (SC, Admin, Campus	\$ 1,000.00	\$ 2,000.00
			Service Contracts		
			Grasshopper		\$ 375.00
			Fleenor Security	\$ 2,000.00	\$ 600.00
			Parker Business	\$ 10,000.00	\$ 5,000.00
			Software		
			Microsoft Office	\$ 500.00	\$ 300.00
			Cloud Storage	\$ 200.00	\$ 200.00
			Quickbooks	\$ 1,000.00	\$ 1,000.00
			Communications		
			Web Site	\$ 500.00	\$ 500.00
			Communications -	\$ 200.00	\$ 250.00
			Zoom	\$ 200.00	\$ 200.00
			Insurance	\$ 40,000.00	
			Equipment		
			Computer	\$ 550.00	\$ 700.00
			Printer	\$ 200.00	
			Misc Equipment	\$ 100.00	\$ 300.00
			MISC Adminstrative		

2025 Budget Worksheet				2025 Proposed	2024 Proposed
			Dues/Memberships	\$ 100.00	
			Publications	\$ 100.00	\$ 35.00
			<i>Outlook</i>		\$ 45.00
			<i>Book of Order</i>		
			<i>Book of Confessions</i>		
			Misc Expense	\$ 100.00	\$ 250.00
			TOTAL ADMINISTRATIVE EXPENSE	\$ 66,200.00	\$ 33,480.00
			PERSONNEL		
			Transitional Executive Presbyter		
			Salary	\$ 57,600.00	\$ 39,000.00
			Housing Allowance	\$ 21,000.00	\$ 21,000.00
Deductions			Board of Pensions	\$ 8,389.22	\$23,892.00
\$ 5,000.00	HAS		Vision	\$ 46.68	
\$ 2,400.00	403b		SECA offset	\$ 6,417.76	\$5,000.00
			Dental	\$ 445.56	
			Reimbursement		
			Travel	\$ 8,000.00	\$8,500.00
			Continuing Educatio	\$ 1,500.00	\$2,000.00
			Books & Publication	\$ 500.00	\$500.00
			Office supplies		
			403(b) match	\$ 2,400.00	
			Hospitality - meals,	\$ 2,000.00	
			TOTAL Executive	\$ 108,299.22	\$103,392.00
			Transitional Stated Clerk		
			Salary	\$ 12,000.00	\$12,000.00
			Housing Allowance		
			SECA offset		\$1,000.00
			Reimbursement	\$ 500.00	
			TOTAL Stated Clerk	\$ 12,500.00	\$13,000.00
			Administrative Manager (20 hrs)		
			Salary	\$ 16,640.00	\$15,000.00
			Benefits	\$ 250.00	
			Reimbursement	\$ 150.00	
			TOTAL Admin Mgr	\$ 17,040.00	\$15,000.00
			Bookkeeper (10 hrs)		
			Salary	\$ 7,800.00	
			Benefits		
			Reimbursement		
			TOTAL Bookkeeper	\$ 7,800.00	
			Campus Ministry Director		

			Salary	\$ 27,810.00	\$27,810.00
			Benefits	\$ 1,500.00	\$4,044.00

2025 Budget Worksheet				2025 Proposed	2024 Proposed
			Reimbursement		
			Housing Provided	\$ 12,000.00	
			TOTAL Campus Ministry	\$ 41,310.00	\$31,854.00
	TOTAL PERSONNEL			\$ 186,949.22	\$163,246.00
	MISC EXPENSES - OTHER				
	Disaster Relief Expenses				
	Hurricane Helene Expenses			\$ 10,000.00	
	Church Related Expenses				
		Bethany		\$ 5,000.00	\$4,000.00
		Tabernacle		\$ 200.00	
		Amity Expenses		\$ 1,200.00	
		Mt Hermon Expenses		\$ 1,200.00	
		Zion Expenses		\$ 3,000.00	
	Misc Non-admin Expenses				\$500.00
	TOTAL MISC OTHER EXPENSES			\$ 10,600.00	\$4,500.00
TOTAL EXPENSES				\$ 405,499.22	\$382,821.00
OVER/UNDER				\$ (100,099.22)	\$(70,071.00)

Terms of Call Transitional Executive Presbyter

		Transitional Executive Presbyter	2025 Proposed	2024 Proposed
		Salary	\$ 57,600.00	\$ 39,000.00
		Housing Allowance	\$ 21,000.00	\$ 21,000.00
Deductions		Board of Pensions	\$ 8,389.22	\$23,892.00
\$ 5,000.00	HAS	Vision	\$ 46.68	
\$ 2,400.00	403b	SECA offset	\$ 6,417.76	\$5,000.00
		Dental	\$ 445.56	
		Reimbursement		
		Travel	\$ 8,000.00	\$8,500.00
		Continuing Educatio	\$ 1,500.00	\$2,000.00
		Books & Publication	\$ 500.00	\$500.00
		Office supplies		
		403(b) match	\$ 2,400.00	
		Hospitality - meals,	\$ 2,000.00	
		TOTAL Executive	\$ 108,299.22	\$103,392.00

FINANCE, BUDGET & STEWARDSHIP COMMITTEE HOLSTON PRESBYTERY

REPORT TO THE PRESBYTERY MEETING OF NOVEMBER 12, 2024

The Committee continues to meet every two months.

The Committee has no actions to bring to the Presbytery.

Since the last meeting of Presbytery, we have taken actions regarding:

- Review & acceptance of Financial Reports
- Investments

Since the last meeting of Presbytery, we have made recommendations to the General Mission Board regarding:

- 2025 Budget
- Purpose and viability of various expense items in the budget

Since the last meeting of Presbytery, we have discussed and begun establishing processes regarding:

- Annual audit
- Flood relief
- Long-term financial projections and strategies

Respectfully submitted, Richard
Raum, Chair 10/14/2024

Appendix 6

Some Meeting Guidelines

Who can speak and vote at presbytery meetings:

- Teaching elders who are active members, which includes
 - Teaching elders engaged in validated ministry though installed or contracted congregational ministry in Holston Presbytery
 - Teaching elders engaged in approved validated ministries outside the congregation or outside the Presbytery
 - Teaching elders who have been designated retired
- Teaching elders who have been designated members-at-large
- Primary ruling elder commissioners
- Ruling elders commissioned to pastoral service by Holston Presbytery who are under contract with a congregation
- The presbytery moderator and vice-moderator, if ruling elders, for the term of

office Who can speak at presbytery meetings:

- Corresponding members
- Certified Christian educators
- Others permitted by the presbytery (e.g. committee moderators, staff, guests)

Rules for Debate for Matters before the Presbytery

(Adopted by Holston Presbytery, June 9, 1990)

- Up to (30) minutes will be allowed for debate for a given issue. The time can be extended if Presbytery votes to give additional time for debate.
 - In debates on any pending matters, no member of the Presbytery shall be allowed to speak for more than three (3) minutes until all other members who desire to speak on the matter have been heard. The Moderator will balance debate between pro and con. The member presenting a motion or submitting a report has a right to open and close debate.
 - At the end of the thirty minutes, Presbytery will proceed to vote on the matter at hand or extend the debate for a definite time.
 - Distributing materials at a Presbytery meeting is a privilege, not a right.
 - Materials should come from Presbytery committees, General Assembly or Synod, or one of our Institutions.
 - Permission from Council is required to distribute materials at the Presbytery meeting that come from one of the various advocacy groups in the PC(USA).
-

Appendix 7

Guidelines for Presbyterians during Times of Disagreement

- Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus Christ;
- We will keep our conversations and communications open for candid and forthright exchange,
- We will not ask questions or make statements in a way which will intimidate or judge others.
- Learn about various positions on the topic of disagreement.
- State what we think we heard and ask for clarification before responding.
- Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus' teachings.
- Focus on ideas and suggestions. We will not engage in name calling or labeling of others.
- Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.
- Indicate where we agree with those of other viewpoints as well as where we disagree.
- Seek to stay in community with each other though the discussion may be vigorous and full of tension; we will be ready to forgive and be forgiven.
- Follow these additional Guidelines when we meet in decision-making bodies:
 - Urge persons of various points of view to speak and promise to listen to these positions seriously;
 - Seek conclusions informed by our points of agreement;
 - Be sensitive to the feelings and concerns of those who do not agree with the majority and respect their freedom of conscience;
 - Abide by the decision of the majority, working for change in ways that are consistent with these Guidelines.

Revised: September 11, 2007

Appendix 8

Future Events

Dates for the General Mission Board and Presbytery meetings:

2025:

General Mission Board

January 14, 2025 (Tues)

April 15, 2025 (Tues)

July 15, 2025 (Tues)

October 21, 2025 (Tues)

Presbytery

February 1, 2025 (Sat) – Covenant Presbyterian

May 6, 2025 (Tues) – Colonial Heights Presbyterian

August 2, 2025 (Sat) – First Pres, Elizabethton

November 4, 2025 (Tues) – Vacant