

**MINUTES  
STATED MEETING OF HOLSTON  
PRESBYTERY NOVEMBER 7, 2023  
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**MINUTES**  
**STATED MEETING OF HOLSTON PRESBYTERY**  
**FIRST PRESBYTERIAN CHURCH**  
**721 CHURCH STREET**  
**JEFFERSON CITY, TENNESSEE**  
**NOVEMBER 7, 2023**

Holston Presbytery met for its stated meeting at First Presbyterian Church, Jefferson City, Tennessee, at 10:00 a.m. The moderator declared a quorum was present and the meeting continued with worship and a Land Acknowledgement as part of the Prayers of the People. The worship service focused on praise and thanksgiving, joy and celebration. The Rev. Greg Goodwiller, Synod Executive, Synod of Living Waters, preached and the Rev. Maggie Rust assisted him in celebrating communion. An offering was taken for Five-Cents-A-Meal in the amount of \$386.00. After worship, there was a fifteen-minute break beginning at 10:55 a.m. The meeting reconvened at 11:10 a.m.

Moderator Norris recognized Rev. Dr. Glenda Hollingshead, pastor of First Presbyterian, Jefferson City, who welcomed commissioners to the church. Moderator Norris welcomed first time commissioners and guests. Transitional Executive Presbyter Karen Russell introduced Synod Executive Greg Goodwiller. The Rev. Dr. Ramy Marcos was introduced as the newly installed pastor of Erwin Presbyterian Church. A quorum was present.

**ENROLLMENT:**

TEACHING ELDERS PRESENT/ABSENT:

Name	Present	Absent
<b>Adams, Collin</b>	<b>X</b>	
<b>Alderman, Brian</b>		<b>X</b>
<b>Amstutz, Sharon</b>		<b>X</b>
<b>Anderson, William</b>	<b>X</b>	
<b>Armistead, Robert L.</b>		<b>X</b>
<b>Askew, Catherine Clasen</b>		<b>X</b>
<b>Austin, Richard C.</b>		<b>X</b>
<b>Barron, Earle</b>		<b>X</b>

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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
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	
Ray, Richard		X
Rolling, George L.		X
Russell, Karen	X	
Rust, Maggie	X	
Scruggs, Glenn		X
Schaus, Samuel	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	

<b>Willard, Pat</b>		<b>X</b>
<b>Wintringham, John</b>		<b>X</b>
<b>Wyatt, Brian</b>	<b>X</b>	
<b>Young, William</b>		<b>X</b>

**MINISTERS OF OTHER DENOMINATIONS PRESENT/ABSENT:**

<b>Name</b>	<b>Present</b>	<b>Absent</b>
<b>Diddle, Mark</b>		<b>X</b>
<b>Kizer, Lew</b>		<b>X</b>
<b>Playl, Steve</b>		<b>X</b>

**COMMISSIONED RULING ELDERS PRESENT/ABSENT:**

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

<b>Rice, Cheryl</b>		<b>X</b>
<b>Stevens, Betty</b>		<b>X</b>
<b>Tucker, John</b>		<b>X</b>
<b>Wilcox, Becky</b>		<b>X</b>
<b>Wise, Scott</b>		<b>X</b>
<b>Wright, Kathleen</b>		<b>X</b>

**RULING ELDER COMMISSIONERS:**

<b>Congregation</b>	<b>Principal</b>	<b>Alternate</b>	<b>Visitor/Other</b>
<b>Amity</b>			
<b>Barton Springs</b>			
<b>Bethel, Dandridge</b>	Calvin Ballinger		
<b>Bethel, Kingsport</b>	Donna Sade	Bill Sade	
<b>Blountville</b>			
<b>Bristol, First</b>	Anna Booher		
<b>Cedar Creek</b>			
<b>Cedarview</b>			
<b>Chuckey</b>			
<b>Clinton</b>			
<b>Cold Spring</b>	Mary Jane McClellan	Kenneth King	
<b>Colonial Heights</b>	Guy Ream		
<b>Cove Creek</b>			
<b>Covenant</b>	Ron Smith	Kathi Cary	
<b>Cross Anchor</b>			
<b>Elizabethton, First</b>	Bobbie Connelly		
<b>Erwin</b>			



<b>Greeneville, First</b>	Bob Lodge		
<b>Hebron</b>			
<b>Hopewell</b>	Harrell Webb	Marcia Hostler	
<b>Jefferson City, First</b>	Linda Noonkesser		
<b>Jennie Moore</b>			
<b>Johnson City, First</b>			
<b>Jonesborough</b>	Andy Andrews		
<b>Keystone</b>			
<b>Kingsport, First</b>	Greeley Wells		
<b>Leesburg</b>			
<b>Magill Memorial</b>			
<b>Morristown, First</b>	Sharon McAnear		
<b>Mountain City</b>			
<b>Mt. Hermon</b>			
<b>New Bethel</b>			
<b>New Ebenezer</b>			
<b>New Market</b>			
<b>New Providence</b>			
<b>Newport</b>			
<b>Oakland</b>			
<b>Old Kingsport</b>			
<b>Philadelphia</b>			
<b>Piney Flats</b>			
<b>Preston Hills</b>	Carolyn Russ		
<b>Reedy Creek, Bristol</b>			
<b>Reedy Creek, Kingsport</b>			
<b>Rock Creek</b>			
<b>Rogersville</b>	Howard Klepper		

<b>Salem</b>			
<b>Shady Valley</b>			
<b>Shenandoah</b>			
<b>St. Paul</b>			
<b>Strawberry Plains</b>	Kim Pollard		
<b>Tabernacle</b>			
<b>Timber Ridge</b>			
<b>Tri City Korean</b>			
<b>Watauga Avenue</b>			
<b>Waverly Road</b>	Rebecca Ketchie		
<b>Weaver Union</b>			
<b>West Ridge</b>			
<b>Zion</b>			

PRESBYTERY MODERATOR: Rodney Norris

PRESBYTERY VICE-MODERATOR: Kathi Cary

PRESBYTERY STAFF: John Golden, Diana Moore, Karen Russell

COMMITTEE CHAIRS: None

VISITING/CORRESPONDING TEACHING ELDERS/MINISTERS: Rev. Greg Goodwiller, St. Andrews Presbytery/Synod of Living Waters, Teresa Kendall, Yellowstone Presbytery, Melissa Tidwell, North Central California Presbytery

VISITORS: Mark Brown, St. Paul and Hebron, Dave Cohn, Executive Director, Holston Presbytery Camp and Retreat Center, Pat MacLean, Jonesborough Presbyterian, Jane Wassum, Director of Children, Youth, and Family Ministries, Jonesborough Presbyterian

First Presbyterian Church, Jefferson City: Carol Antoniewicz, Kerry Antoniewicz, Del Deaton, Jim Deaton, Ted Folsom, Kay Gowan, Claud Gowan, Connie Harlan, Rich Harlan, Heather Hill, Glenda Hollingshead, Kinney Hollingshead, Peggy Hypes, Doug Moody, Julie Moody, David Noonkesser, Sue Swilley, Martha Sanders, Janice Wintermute, Steve Wintermute

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. If discussion is required from the floor of Presbytery, the item in question will be removed from the Consent Agenda and considered separately.

- Approve enrollment
- Declaration of quorum
- Approve giving visiting ministers voice
- Approve Minutes of May 2, 2023, and August 5, 2023
- Appointment of Diana Moore as Committee on Thanks
- Appointment of Tracy Cagle and Brian Wyatt to Bills & Overtures Committee
- Adoption of Docket

**INTRODUCTION OF NEW BUSINESS:** None.

**GENERAL MISSION BOARD** report was given by Transitional Executive Presbyter Karen Russell and Dave Welch, Chair of the Administration and Budget Committee.

The Presbytery approved the adoption of Standing Rules which are found at Appendix 1. The Standing Rules will be in effect beginning at the February 2024 Stated Presbytery meeting. Because the presbytery will still be operating under the current Manual of Administrative Operations until the new manual is approved at the February meeting, if there is a conflict between the Standing Rules and the current Manual of Administrative Operations, the Standing Rules will prevail.

The recommended changes to the Manual of Administrative Operations were presented for its first reading. These will be voted on at the February 2024 Stated Presbytery meeting. The recommended changes to the Manual of Administrative Operations are found at Appendix 2.

**General Mission Board  
October 24, 2023  
Minutes**

In person at Campus Ministry House, 1412 College Heights Rd, Johnson City, at 3:00 PM.

Call to Order and Opening Prayer by Paul Gabinet at 3:00 PM.

Present: Paul Gabinet; Rodney Norris; Kathi Cary, Bill Anderson; Chris Bohn; Greg Cartwright; Todd Jenkins; Dave Light; Maggie Rust; Donna Sade, Sam Schaus; Marshall Steinle; Dave Welch; Gwen Hunter; John Golden; Kaye Florence, Karen Russell, and Diana Moore.

The General Mission Board shared Concerns and Prayers. Dave Welch closed the sharing time with prayer.

**Reports/Recommendations to the General Mission Board:**

Moderator’s Report..... Rodney Norris

The Moderator informed the General Mission Board that the Updated Covenant Agreement was signed with Tusculum University.

Vice-Moderator’s Report .....Kathi Cary

The Vice Moderator highlighted the upcoming presbytery worship service.

Transitional Stated Clerk’s Report..... Diana Moore

The Transitional Stated Clerk’s report is in the presbytery packet.

**SESSION RECORDS REVIEW**

**Session Minutes Review:**

The following session minutes were reviewed without exception for 2022.

Bethel-Kingsport, First Bristol, Cedar Creek, Cedarview, Cold Spring, Covenant, First Elizabethton, Erwin, First Greeneville, Hopewell, First Jefferson City, Jennie Moore, First Johnson City, Jonesborough, Keystone, First Kingsport, First Morristown, Mountain City, New Bethel, Newport, New Providence, Piney Flats, Preston Hills, Reedy Creek-Bristol, Reedy Creek Kingsport, Rock Creek, Rogersville, St. Paul, Timber Ridge, Watauga Ave, Waverly Road.

The following session minutes were reviewed with exception for 2022:

Barton Springs, Colonial Heights, Strawberry Plains, West Ridge.

The following session minutes were not reviewed for 2022:

Amity, Bethel-Dandridge, Blountville, Chuckey, Clinton, Cove Creek, Cross Anchor, Hebron (under an Administrative Commission), Leesburg (closed and in the process of being dissolved) , New Ebenezer, New Market, Oakland, Old Kingsport, Philadelphia, Shady Valley, Shenandoah, Tabernacle (not meeting), Tri City Korean, Weaver Union, Zion (not meeting).

### **Administration and Budget Recommendations**

- a. RECOMMENDATION TO THE GENERAL MISSION BOARD: Recommendation to extend contract of Transitional Executive Presbyter for third year until December 2025. **APPROVED.**
- b. RECOMMENDATION TO THE GENERAL MISSION BOARD: Recommend Approval of Standing Rules to take effect at the beginning of 2024 and will be in effect at the February meeting. Because the presbytery will still be operating under the current Manual of Administrative Operations until the new manual is approved at the February meeting, if there is a conflict between the Standing Rules and the current Manual of Administrative Operations, the Standing Rules will prevail. (to presbytery for vote) – Part of General Mission Board Report at Presbytery Meeting. **APPROVED.**
- c. RECOMMENDATION TO THE GENERAL MISSION BOARD: Recommend changes to Manual of Administrative Operations (to presbytery for first reading with second reading and approval at February 2024 presbytery meeting) – Part of General Mission Board Report at Presbytery meeting. **APPROVED.**
- d. RECOMMENDATION TO THE GENERAL MISSION BOARD: Accept the 3<sup>rd</sup> Quarter Financial Reports – Part of Administration and Budget Committee Report at Presbytery Meeting. **WILL BE SENT OUT BY EMAIL FOR APPROVAL.**
- e. RECOMMENDATION TO THE GENERAL MISSION BOARD: Recommend approval of 2024 Budget – Part of Administration and Budget Committee Report at Presbytery Meeting. **APPROVED.**

A number of editorial changes were recommended to be made to the proposed Standing Rules and the Proposed Manual of Administrative Operations. Those changes will be incorporated before the documents are sent out.

Transitional Executive Presbyter’s Report..... Karen Russell

**Strategic Discussion for 2024 and beyond**

**Proposal for 2024 Strategic Planning and Goals:**

The Book of Order says that presbyteries are to support congregations to become communities of faith, hope, love, and witness. (G-3.0301). Our administrative manual gives the General Mission Board both the responsibility and the privilege of setting goals and priorities for the Presbytery, and charges the GMB with making those goals clear to the Presbytery. We have made progress in the past 2 years in developing relationships within the presbytery, but there is much room for improvement. I would like to see relationships deepen between individuals and congregations in the coming year. I would also like to develop deeper relationships (or at least not outright hostility) between congregations and our denomination.

The 2024 General Assembly of the PC(U.S.A.) has a theme of “Live Into Hope.” In keeping with this theme, I propose that Holston Presbytery work under a theme of “It Takes All of Us to Be Us,” with the goal of moving Holston Presbytery forward in community and connection building within the Presbytery. This goal will include focusing on how any part of our work fits under the goal of helping congregations to become communities of faith, hope, love, and witness – all of our work should fit under one or more of those columns.

As we move into a year where there will be many changes necessary, including new training, new forms of reporting, new faces around the various tables, I believe this way of organizing our work will keep us on task and moving in the right directions while we support and resource congregations.

RECOMMENDATION: I propose that we begin with using faith, hope, love, and witness as themes for our meetings in 2024, including worship. At each meeting, we will include at least one activity or short presentation that would focus on one of the four themes. Ideally, each meeting would also include updates on shared mission that demonstrate the theme (i.e., an update on Five Cents a Meal or another mission project of a congregation that demonstrates the theme), as well as opportunities and suggestions for congregations to focus on faith, hope, love, and/or witness between presbytery meetings. Each meeting would also focus on a national program or initiative that demonstrates the kind of communities and congregations we believe we are called to be. **APPROVED** (Motion by Rodney, second by Kathi).

**Proposed Overall Worship Theme for 2024:** It Takes All of Us To Be Us: Building Communities of Faith, Hope, Love, and Witness

February – Faith

May - Hope

August – Love

November – Witness

### **Training in the coming year**

There are several new trainings required for pastors, elders, sessions, and others within the presbytery. And there are some previously required trainings that we have been remiss in offering and tracking.

Boundary training is a large category, and effective this year, sessions, pastors, deacons, CRE's, candidates, inquirers, Christian Educators and other serving the church are required to complete this training every three years. One portion of this training is prevention of sexual misconduct and anti-harassment training.

There is a way to provide this training at a low cost to the presbytery. The Insurance Board offers Praesidium Academy, which is online training done individually. As a person completes the training session, they begin a transcript with Praesidium that is accessible to the presbytery, making it very easy to track who has and who has not completed the training.

The cost is minimal, compared to the cost for developing our own training, or contracting with a service. Many of the courses are free, and there are also webinars available on things from financial security, building safety, etc.

**RECOMMENDATION:** I propose that we offer these training classes to all those required to have the training within the presbytery. As we move further into the year, more opportunities for providing some of the other training, including anti-racism training, can be explored.

**APPROVED** (Motion by Sam, second by Rodney).

**Actions Referred to the General Mission Board by Presbytery - None**

**Proposed Docket and Reports for the November 7, 2023, Stated Meeting of Holston Presbytery** (Separate Document)

The November 7, 2023, stated presbytery meeting is scheduled to meet at First Presbyterian Church, Jefferson City. Greg Goodwiller, the Synod Executive of the Synod of Living Waters, will be preaching.

The offering will be taken for the Five-Cents-A-Meal program.

For communion, individuals will come forward to receive a piece of bread from a server and then get a cup of juice. Elements will be taken back to the pews and all will take together once everyone has been served.

Rather than having small groups, Greg Goodwiller will make a presentation on the new Church Discipline portion of the *Book of Order*.

First Presbyterian, Jefferson City, will provide lunch. They will take donations for lunch. A suggested donation for lunch is \$10.00.

**Future Dates for the General Mission Board and Presbytery meetings in 2024 and 2025:**

**2024**

General Mission Board

January 16, 2022 (Tues)  
April 16, 2024 (Tues)  
July 16, 2024 (Tues)  
October 22, 2024 (Tues)

Presbytery

February 3, 2024 (Sat) – Rogersville Presbyterian  
May 7, 2024 (Tues) - Jonesborough  
August 3, 2024 (Sat) – First Presbyterian, Kingsport  
November 12, 2024 (Tues) – Holston Presbytery Camp and  
Conference Center

**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) - Vacant  
May 6, 2025 (Tues) - Vacant  
August 2, 2025 (Sat) – First Presbyterian, Elizabethton  
November 4, 2025 (Tues) - Vacant

Moderator of the General Mission Board Paul Gabinet expressed his thanks to the General Mission Board for their support during his tenure.

The meeting closed with prayer by Diana Moore at 4:09.



The **General Mission Board Minutes Committee** approved the minutes. (Paul Gabinet, Todd Jenkins, Maggie Rust, Donna Sade, and Diana Moore)

General Mission Board  
August 8, 2023  
via Email  
Minutes

Voting: Paul Gabinet; Rodney Norris; Kathi Cary, Bill Anderson; Greg Cartwright; Todd Jenkins; Dave Light; Maggie Rust; Donna Sade, Sam Schaus; Marshall Steinle; and Dave Welch.

**ADMINISTRATION AND BUDGET COMMITTEE:**

The Administration and Budget Committee recommends to the General Mission Board the hiring of Chris Bohn to the position of Assistant Stated Clerk with a starting date of October 15, 2023, with the expectation that Chris Bohn will transition into the Transitional Stated Clerk position upon the retirement of Diana Moore, on Dec. 31, 2023.

**RECOMMENDATION TO THE GENERAL MISSION BOARD:** That the recommendations from the Administration and Budget Committee be approved and reported at the presbytery meeting on November 7, 2023. **APPROVED.**

The **General Mission Board Minutes Committee** approved the minutes. (Paul Gabinet, Todd Jenkins, Maggie Rust, Donna Sade, and Diana Moore)

General Mission Board  
September 28, 2023  
via Email  
Minutes

Voting: Paul Gabinet, Kathi Cary, Chris Bohn; Greg Cartwright; Todd Jenkins; Dave Light; Maggie Rust; Donna Sade, Sam Schaus; Marshall Steinle; and Dave Welch.

## **ADMINISTRATION AND BUDGET COMMITTEE:**

Recognizing the outstanding work and many accomplishments of Karen Russell's tenure here leading the Holston Presbytery, while also recognizing the ongoing budget constraints, the Administration and Budget Committee has approved the following recommendation that Karen Russell's effective compensation package be changed as follows:

1. 3 additional weeks of vacation per year, for a total of 8 weeks. (this provides almost \$3400 in benefits to Karen without any real expense to the Presbytery.
  2. Holston Presbytery pay for cost of disability and additional life insurance - which will be a \$75 a month increase for HP, or 900/year
  3. Holston Presbytery match 403(b) contributions of \$150/month - which will be a maximum of \$1800 annual increase for HP
- This will increase the cash outlay to the budget of approximately \$2700 for the year, or 4.5% change which is significantly under the cost of living inflation rate.

This would make Karen's total compensation package for 2024 as follows:

### **TERMS/COMPENSATION/BENEFITS: For 2024**

1. An annual effective salary of \$60,000, to be paid twice a month by direct deposit (salary is designated as \$39,000 cash salary and \$21,000 housing allowance);
2. One-half (7.65%) SECA Tax Reimbursement for Minister of Word and Sacrament;
3. Full participation in the Board of Pensions (BOP) of the Presbyterian Church (U.S.A) including Major Medical, Death and Disability and Pension;
4. Other optional BOP benefits, which currently are the 403B Retirement Saving Plan, dental, vision, and additional life and disability;
  - a. Holston Presbytery pay for cost of disability and additional life insurance - which will be a \$75 a month increase for HP, or \$900/year
  - b. Holston Presbytery match 403(b) contributions of \$150/month - which will be a maximum of \$1800 annual increase for HP
5. Continuing Education/Study Leave of two weeks annually;

6. Vacation of eight weeks annually, plus the Holston Presbytery approved holidays (increase from 5 weeks) (this provides almost \$3400 in benefits to Karen without any real expense to the Presbytery);
7. Reimbursement of work-related travel using the current IRS business/employee rate;
8. Reasonable time away to fulfill responsibilities to the larger church; and
9. Reimbursement of expenses related to the work of this position, such as connecting with pastors in order to provide pastoral care and support, and attending the annual Synod meeting, biannual General Assembly, and the annual Mid-Council Leaders Gathering to be paid by voucher

**RECOMMENDATION TO THE GENERAL MISSION BOARD:** That the recommendations from the Administration and Budget Committee be approved and reported at the presbytery meeting on November 7, 2023. **APPROVED.**

The **General Mission Board Minutes Committee** approved the minutes. (Paul Gabinet, Todd Jenkins, Maggie Rust, Donna Sade, and Diana Moore)

General Mission Board Minutes  
October 26, 2023  
via Email  
Draft Minutes

Voting: Paul Gabinet; Rodney Norris; Kathi Cary, Bill Anderson: Chris Bohn; Greg Cartwright; Todd Jenkins; Dave Light; Donna Sade, Sam Schaus; Marshall Steinle, and Dave Welch.

The following addition to the proposed changes to the Manual of Administrative Operations was recommended.

**RECOMMENDATION:**

**Investigative Committees (D-7.0501a)**

When an allegation of misconduct has been received, any three of the four officers of the Presbytery (Moderator, Vice Moderator, Stated Clerk, General Mission Board Moderator) may appoint an investigating committee. Allegations of misconduct shall be reported to the Presbytery at the next stated meeting, without naming the nature of the alleged offense or naming the person accused of misconduct. **APPROVED.**

The **General Mission Board Minutes Committee** approved the minutes. (Paul Gabinet, Todd Jenkins, Maggie Rust, Donna Sade, and Diana Moore)

Chris Bohn voted to approve the change and provided the following comment:

I think clarity would be improved by beginning the paragraph with a sentence taken directly from D-7.0501:

"When the stated clerk receives an allegation, without undertaking further inquiry, that clerk shall then report to the council only that an offense has been alleged without naming the accused or the nature of the alleged offense and refer the statement of allegation promptly to an investigating committee, which shall conduct an inquiry."

General Mission Board Minutes  
October 31, 2023  
via Email  
Draft Minutes

Voting: Paul Gabinet; Rodney Norris; Kathi Cary, Bill Anderson: Chris Bohn; Greg Cartwright; Todd Jenkins; Dave Light; Maggie Rust; Donna Sade, Sam Schaus; and Dave Welch.

**RECOMMENDATION:** That the 3<sup>rd</sup> Quarter Financial Reports be accepted and sent to the Presbytery. **APPROVED.** (The 3<sup>rd</sup> Quarter Financial Reports are Appendix 3 to the Docket and will be included in the Supplemental Report to the Presbytery. They are not attached to these minutes.)

The **General Mission Board Minutes Committee** approved the minutes. (Paul Gabinet, Todd Jenkins, Maggie Rust, Donna Sade, and Diana Moore)

**Synod Executive Greg Goodwiller** provided an update on activities of the Synod of Living Waters. After his update, he gave a presentation on Church Discipline highlighting changes from the previous Rules of Discipline.

At 12:01 p.m., after offering a prayer for the meal, Moderator Norris recessed the meeting for lunch. At 1:00 p.m., Moderator Norris called the meeting back to order.

**UKIRK Campus Director John Golden** provided a report.

#### **INFORMATION:**

Records of Activities from July 8-October 17

- Pulpit Supply at
  - Waverly Road Presbyterian Church (July 23)
  - Piney Flats Presbyterian Church (Aug. 6, Sept. 17)
- New Student and Freshman Orientations and Tabling Events
  - Summer Orientations: July 14, Aug. 10, Aug. 11
  - ETSU Preview: Aug. 26
  - CMA Block Party: Aug. 27
  - Scoop on Faith: Aug. 29
  - Wellness Week Brunch: Sept. 11
- Volunteered as Chaplain at Holston Camp (July 16-21)
- Hosted the General Mission Board (July 18)
- Connecting with Churches:
  - Meet the Mountains Festival – WAPC Aug. 19
  - Jonesborough Pres. Vacation Bible School – Aug. 20
  - TriPride Parade and Festival w/ Covenant and FPCe – Sept. 23
  - Pumpkin Patch – Colonial Heights Presbyterian Church – Sept. 30
  - Sunday School Presentation – First Kingsport, Oct. 1
- Campus Ministry Association Meetings (Aug. 17, Sept. 14, Oct. 12)
- Volunteer at JCMC as Hospital Chaplain (July 31-Aug. 1. Aug. 21-22, Oct. 12)
- Weekly Worship at UKirk ETSU
  - Communion with Rev. Karen Russell on September 4
  - Communion with Rev. Sharon Amstutz on September 25
- Weekly Open Space, Lunch Together, and King David Bible Study Small Groups
- Fun Events: Baking & Games on September 1, Terrarium Plant Store on September 15, “Pre-Pride Parade Preparation Party (w/ Presbyterians!)” on September 22.
- Welcomed and Hosted the Director of Admissions of Louisville Presbyterian Theological Seminary (October 1-3)

- Meetings with ELCA and Episcopal Church representatives about collaborations and partnerships (September 20)
- Registering Students for Holston Youth Retreat Montreat College Conference

**RECOMMENDATION:** None.

**Transitional Stated Clerk Diana Moore** provided a report.

**INFORMATION:**

1. The 2022 Minutes of Holston Presbytery were approved by the Synod of Living Waters without exception.
2. Tusculum University President Dr. Scott Hummel, Moderator Rev. Rodney Norris, and Transitional Stated Clerk Rev. Diana Moore signed the Covenant Agreement with Tusculum University on Friday, October 13, 2023, at the conclusion of the Tusculum University Board of Trustees meeting.
3. Session Records Review meetings were quite successful. We had more churches participate this year but there are still churches who do not get their records reviewed.
4. **Holston Presbytery Year-End Reports due January 31, 2024.**
  - The link to the 2024 Church Information Form will be sent out in November. (This information updates the Holston Presbytery Directory.)
  - The link to the 2023 Ruling Elder Necrology will be sent out at the same time as the link to the 2024 Church Information Form. This report is to list any Ruling Elder that died in 2023 and will be included in the February 3, 2024, Presbytery Meeting.

**General Assembly Annual Statistical Report due February 16, 2024.**

- **Statistical Reporting and Frequently Asked Questions** - There is no longer a workbook being produced. PDFs have been created related to the questions and definitions being asked. The PDF and the frequently asked questions can be found at:  
<https://oga.pcusa.org/section/churchwide-ministries/stats/>

- A unique UserID and Password will be emailed to Moderators and Clerks of Session. Churches will have access beginning Friday, December 1, 2023.
- Remember to PRINT a copy of your report for your session/ minute book.

5. Received the minutes of the Commission to Install the Rev. Ramy Marcos as the pastor of Erwin Presbyterian Church, Erwin. (See attached.)

6. Individuals attending Hebron Presbyterian have been faithful in their attendance and stewardship and have increased their membership. They have requested that the Administrative Commission be dissolved and they be allowed to re-form a session. The minutes of the Hebron Commission are attached to support the request.

7. A written statement of alleged offense has been received by the Transitional Stated Clerk and is being forwarded to an Investigating Committee in accordance with D-7.0501.

#### **RECOMMENDATIONS:**

8. Dissolve the Hebron Commission with thanks for their faithful service. APPROVED. Mark Brown who has been pastoring Hebron Presbyterian Church was present and shared the excitement of the congregation at this moment in the life of their congregation.

9. Because of the pending retirement of the stated clerk, to approve the appointment of Barry Chance, Stated Clerk of the Presbytery of Eastminster, as clerk pro tempore for the cost of \$30.00 per hour to oversee any and all matters relating to the allegation of misconduct. APPROVED.

**MINUTES OF THE COMMISSION** of Holston Presbytery to install the Rev. Ramy Marcos as the Pastor of the *Erwin Presbyterian Church*, Erwin, TN.

The Commission, according to the appointment of Holston Presbytery, met at Erwin Presbyterian Church on Sunday, November 5, 2023. Commission members were Rev. Diana Moore, Rev. Rodney Norris, Moderator, Holston Presbytery (Rogersville Presbyterian), Rev. Karen Russell, Ruling Elder Betty Stevens (Erwin), Ruling Elder Connie Griffith (Rock Creek Presbyterian Church), and Corresponding Members, Rev. Dr. David D. Grafton, Professor of Islamic Studies and Christian-Muslim Relations at Hartford International University for Religion and Peace, Hartford, CT, and Rev. Dr. Stephen J. Davis, Woolsey Professor of Religious Studies and Professor of History, Yale University, New Haven, CT. Other worship participants included Ethan Thomas, Organist, and the Choir of Erwin Presbyterian Church.

The meeting was opened with prayer at 2:45 p.m., and a quorum was present. Rev. Norris

was appointed as Moderator and Rev. Diana Moore Clerk of the Commission. 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. The Commission agreed to adjourn following the Benediction.

In the presence of the congregation, the Commission was reconvened for worship at 3:00 p.m. Rev. Dr. David D. Grafton preached from Acts 2: 1-12. As Moderator, Rev. Rodney Norris propounded the Constitutional Questions for the Pastor-elect, and Ruling Elder Betty Stevens propounded the Constitutional Questions to the Congregation. All questions being answered in the affirmative, the Rev. Dr. Ramy Marcos was installed as pastor of the Erwin Presbyterian Church, Erwin, TN, agreeably to the Word of God and the constitution of the Presbyterian Church (U.S.A.). The installation prayer was led by Rev. Diana Moore due to the absence of Ruling Elder Connie Griffith who was ill.

On behalf of the Commission and members of the presbytery, the Moderator of the Commission welcomed the newly installed pastor into their fellowship in the ministry of the Word. Rev. Dr. Stephen J. Davis delivered a charge to the pastor. The Rev. Karen Russell delivered a charge to the congregation. An offering was received for the Holston Presbytery Pastoral Care Fund.

The Rev. Dr. Ramy Marcos celebrated the Lord's Supper. The Benediction was delivered to those present by the newly installed pastor. Members of the presbytery and congregation and visitors were invited to welcome the newly installed minister into their fellowship in the ministry of the Word and to give him an expression of cordial reception and affectionate regard after the service.

Signed by Clerk: *Diana Moore*

Hebron Presbyterian Church Administrative Commission  
Email Vote and Minutes – October 19, 2023  
Draft Minutes

Voting: the Rev. Paul Helphinstine, the Rev. Rodney Norris, Ruling Elder Pam Pope, Ruling Elder Kim Fifield.

The Commission approved the following items: Motion by Rodney, second by Pam.

1. That the following be received as members of Hebron Presbyterian Church, effective October 8, 2023, on affirmation of faith, as confirmed by Rev. Karen Russell on October 1, 2023. Each of these have been participating in the life of the congregation for some time.

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*Minutes of the November 7, 2023, Stated Meeting of Holston Presbytery*



**Charles and Nora Tipton**

459 Goose Creek Road  
Dandridge, TN 37725

**Roger and Elizabeth Cameron**

PO Box 214  
Dandridge, TN 37725

**Michael Joseph Russell**

PO Box 857  
White Pine, TN 37890

**Abigail Blackburn**

433 Dumplin Valley Road East  
Jefferson City, TN 37760

**Ronnie and Linda Martin**

6935 Leadvale Road  
White Pine, TN 37890

2. That the following be submitted to the congregation for approval as a newly constituted session, to be approved at a congregational meeting to be scheduled as soon as possible after the date of this vote. Installation of the session will occur after the dissolution of the AC.

Albert Blackburn (previously ordained)  
Celeste Blackburn (previously ordained)  
Chris Davis (previously ordained)  
James Allen (has not been ordained)  
Nora "Cookie" Tipton (has not been ordained)  
Mike Russell (has not been ordained)

3. Once the congregational meeting has taken place, that this Administrative Commission request that it be dissolved by Holston Presbytery, as its work is complete.

**Transitional Executive Presbyter Karen Russell** provided a report.

**Activity since last meeting:**

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*Minutes of the November 7, 2023, Stated Meeting of Holston Presbytery*

- Mostly moved into new office (still waiting on gutter repair); found conference table and storage, second hand; internet installed;
- Two pastors' lunches, one in Johnson City, one in Greeneville
- Attended Episcopal campus ministry kickoff at Presbyterian Campus House
- Attended and led worship at UKirk semester kickoff
- Preached 7 Sundays
- Moderated 3 session meetings at Cold Spring; attended 1 congregational lunch/conversation
- Hosted joint celebration at Tri City Korean Presbyterian/Holston Presbytery location
- Attended last records review of 2023
- Attended Polity, Benefits, & Mission Conference in St. Louis
- Attended covenant agreement signing at Tusculum University
- Worked with accountant on issues regarding financial recording, payroll taxes, revised 2022 W-2's, and other issues

The following correspondence was sent to individuals in Holston Presbytery.

September 29, 2023

Friends and Co-Workers:

Over the past year and four months (more or less), we have made great strides within **Holston Presbytery to move into the “next thing” that God is already doing in our midst.** We have completed agreements with Holston Camp and Conference Center that will create a new working relationship for us for years to come. We completed some needed maintenance on Holston Meadows Cabin, to ready it to be a partner in the work of the Presbytery. We have done some needed cosmetic maintenance on the Campus House, which has improved the “welcome” for visitors. We have set aside funds to directly aid immigrant and African American congregations, and from those funds have assisted Tri City Korean Presbyterian Church in remodeling their new building, which also provides office and meeting space for the Presbytery. We have a new format for financial reporting, which along with our line item budget, provide a clearer picture of income and expenses for the Presbytery. We distributed \$31,351 in Five Cents a Meal grants and have made some changes to that program we believe will increase the impact of those funds. At our last stated meeting, we approved changes to our committee structure which

should help the Presbytery work more effectively and lessen the reliance on paid staff to do many of the tasks that have been (and still are) performed by staff.

The Presbytery is not the staff – it is not even the General Mission Board. **The Presbytery is YOU. All of us.** And it takes all of us to be us.

In the coming year, there are still challenges to face. Even as we continue to look for ways to decrease spending, including on paid staff, our **current funding levels are not adequate for the work to be done.** Putting aside administrative and staff costs, Five Cents a Meal funds are on track to be close to 2022, but costs for food and other costs associated with food and water programs have increased. Campus Ministry has seen a marked increase in the number of students participating this year, yet the funds available for this work are well below costs for maintaining Campus House and program costs, including a paid director. There are other opportunities for shared mission work within the area, and for increasing work we are already doing, but all these things require funding.

**And our human resources are stretched as well.** We have many committee positions that have gone vacant for more than a year, while the same few people seem available to help. Presbytery work is, sometimes in unseen ways, vital to congregations. In 2024, the new committee structure will begin an ambitious plan to resource congregations in new ways, with materials, meetings, trainings, advice, connection with others, and fellowship and support for pastors. **Many of our congregations are struggling to survive. Holston Presbytery wants to help our congregations THRIVE.**

So yes, this is an “ask” letter. But not just for additional funding, even though that is necessary to the work of the Presbytery and the improvement of resources. But we also need elders who love the church to bring that love to working for all the congregations of Holston Presbytery. Elders who understand finance. Elders who love administrative work and record keeping. Elders who love to dream of ways to carry out the mission of the church. Elders who can write and create things to make our website useful and engaging – and then help distribute information and resources throughout the Presbytery.

As your session meets in the waning months of this year, **prayerfully consider how your congregation can support ALL the work of Presbytery in the coming year**, whether that be with an increase in funding, or an increase in participation.

I can only say again: **it takes all of us to be us.**

In Christ's Service,

Rev. Karen Russell  
Transitional Executive Presbyter

The **MISSION AND EVANGELISM COMMITTEE** Five-Cents-A-Meal Grant Applications were received and are attached at Appendix 3.

The **DISCIPLESHIP COMMITTEE** report is provided.

The Discipleship Committee, along with representatives that work with youth throughout our Presbytery, met on September 28, 2023.

- a. The group met specifically to complete any last minute details with the keynote speakers for the Holston Youth Retreat, to be held in Banner Elk, at Holston Retreat Center, during the weekend of November 10-12, 2023.
- b. The group also finalized any last details regarding the schedule and small groups for the retreat regarding small group packets. Registration is underway for the retreat as we currently have 10 churches (which includes a group from ETSU UKIRK).
- c. The group finished plans and recommendations for other aspects of the retreat including worship, games, free time, and coordinated events with the camp.

**RECOMMENDATIONS:** None.

The **COMMITTEE ON PREPARATION FOR MINISTRY** was provided by Sam Schaus.

**INFORMATION:**

1. The CPM enrolled Jane Wasem (Jonesborough Presbyterian Church) as an Inquirer and appointed Robert White as the CPM Liaison.
2. The annual consultation of Inquirer John Golden (First Presbyterian, Johnson City) was held.

**RECOMMENDATIONS:** None.

The **ADMINISTRATION AND BUDGET COMMITTEE** report was provided by Dave Welch and Karen Russell.

1. Recommended to the General Mission Board that the Rev. Dr. Chris Bohn be hired as the Assistant Stated Clerk beginning October 15, 2023, through December 31, 2023, and, if the way be clear, for her to be elected as the Transitional Stated Clerk beginning January 1, 2024.
2. Recommended to the General Mission Board that the Transitional Executive Presbyterian's compensation package for 2024 be changed to include the following:
  - a. 3 additional weeks of vacation per year, for a total of 8 weeks. (this provides almost \$3400 in benefits to Karen without any real expense to the Presbytery.
  - b. Holston Presbytery pay for cost of disability and additional life insurance – which will be a \$75 a month increase for HP, or 900/year
  - c. Holston Presbytery match 403(b) contributions of \$150/month – which will be a maximum of \$1800 annual increase for HP

This will increase the cash outlay to the budget of approximately \$2700 for the year, or 4.5% change which is significantly under the cost of living inflation rate.

3. Recommended to the General Mission Board that the Transitional Executive Presbyterian's contract be extended thru December 2025.
4. Recommended changes to the Manual of Administrative Operations.
5. Recommended adoption of Standing Rules for the Presbytery.
6. Received an update on matters related to the cabin.
7. Accepted the 3<sup>rd</sup> Quarter Financial reports.
8. Approved the 2024 budget to be sent to the General Mission Board and to the Presbytery.
9. Received an update on the TriCity Korean Presbyterian Church and the Presbytery Office use of space.

10. Received information relating to completion of financial review from Parker Business Consulting, Knoxville, TN

**RECOMMENDATIONS:**

11. That the Presbytery accept the 3<sup>rd</sup> Quarter Financial Reports (Appendix 4). APPROVED.
12. That the Presbytery approve the 2024 Budget (Appendix 5). APPROVED.

The **TRUSTEES** Report was provided by Dan Donaldson.

**INFORMATION:**

1. The Trustees held their Annual Meeting on September 14, 2023.
2. The Trustees received the 2022 Financial Review.

*G-3.0113 Finances*

*Each council shall prepare and adopt a budget to support the church's mission within its area.*

*A full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures. Reviewers should not be related to the treasurer(s). Terminology in this section is meant to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community.*

On July 17, 2023, upon motion by Aaron Caton and second by Larry Smith, the following was adopted by the Administration and Budget Committee as the Completion of Financial Review for 2022 to be provided to the Board of Trustees for their annual meeting in September. The Administration and Budget Committee has accepted the statement from Parker Business Consulting that the bank accounts and QuickBooks accounts are reconciled as of December 31, 2022. All moneys are accounted for. The Trustees along with the Administration and Budget Committee have agreed to enter into a compilation engagement agreement with Parker Business Solutions in relation to the financial records for 2022.

3. The 2023 Tennessee Annual Corporation Report Form was updated and reviewed in April and noted at the annual meeting.
4. The Trustees reviewed the presbytery's assets.
5. The Trustees reviewed the presbytery's insurance coverage as mandated by *G-3.0112 Insurance - Each council shall obtain property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers.*
6. The Trustees reaffirmed the following corporate officers.
  - a. President – Dave Light
  - b. Treasurer – Dave Welch
  - c. Secretary – Diana Moore
7. The Trustees reaffirmed a Corporate Resolution authorizing the following signers on all Holston Presbytery financial accounts.
  - a. Dave Light
  - b. Dave Welch
8. The Trustees dealt with a number of property issues that require ratification by the Presbytery.

**RECOMMENDATIONS:**

9. That Holston Presbytery ratify the sale of the manse of Rock Creek Presbyterian Church, 119 Woodland Drive, Erwin, TN, on August 11, 2023, to Melissa J. Hatcher and Timothy W. Hyder, for \$320,000. APPROVED.
10. That Holston Presbytery ratify the sale of the manse of St. Paul Presbyterian Church, 4560 St. Paul Road, Morristown, TN, on July 6, 2023, to Malcom and Karen Diaz, for \$250,000. APPROVED.
11. That Holston Presbytery ratify the transfer for the sum of \$10.00 by a quitclaim deed to Denise O'Berry and Steven Harried of "A certain house and lot situated in the City of Bristol, Seventeenth Civil District of Sullivan County, Tennessee, bounded and described as follows: BEGINNING at the northwest corner of 24th (formerly Sunset), and Anderson Streets; thence in a northwesterly direction with 24th Street one hundred forty ( 140) feet to an alley; thence in a southerly direction with said alley fifty (50).feet to a stake on said alley; thence in a southeasterly direction parallel with 24th Street one hundred forty feet to a stake on Anderson Street; thence in a northeasterly direction with Anderson Street fifty (50)feet to the BEGINNING. AND BEING the same property conveyed to The Trustees of Rosemont Presbyterian Church from Eleanor M. Curtin by deed dated August 17, 1959, and of record in the Register's Office for Sullivan County, Tennessee in Book

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532 at Page 0111, which reference is hereby made.” (On June 6, 2022, Holston Presbytery ratified the sale of the Rosemont Presbyterian Church for \$195,000. The property referenced in this recommendation was inadvertently left off the transfer documents. This is a corrective to that transfer.) APPROVED.

12. That Holston Presbytery approve the renewal of the lease between Newport Presbyterian Church, Newport, and Verizon with the following terms: Newport Presbyterian will receive \$1,210.00 per month, commencing on March 1, 2024; a new rent escalator of 3% every five years (next increase on March 1, 2025); additional renewal terms of seven (7) additional five (5) year renewal terms; and a guaranteed rental income of an amount of \$77,088.72 for the next 60 months and with the caveat that Newport Presbyterian Church set aside 25% of the rent proceeds in a fund that can be used to restore the property if Verizon abandons the site. APPROVED.
13. That Holston Presbytery ratify the request of First Presbyterian Church, Morristown, to build a columbarium on the outside of their building. APPROVED.
14. On matters related to the Leesburg Presbyterian Church and its cemetery, 629 Leesburg Road, Jonesborough, TN:

Leesburg Presbyterian Church ceased functioning as a congregation between 2020 and 2021 and the building was vacated. Attempts were made to get access to the financial assets of the church which were unsuccessful.

In response to the abandonment of its mission and the dispersal of its members, in December 2021, the Board of Trustees designated Leesburg Presbyterian Church “extinct by reason of the dispersal of its members, the abandonment of its work, or other cause” as provided in *Book of Order*, G-4.0205;

*G-4.0205 Property of a Dissolved or Extinct Congregation*

Whenever a congregation is formally dissolved by the presbytery, or has become extinct by reason of the dispersal of its members, the abandonment of its work, or other cause, such property as it may have shall be held, used, and applied for such uses, purposes, and trusts as the presbytery may direct, limit, and appoint, or such property may be sold or disposed of as the presbytery may direct, in conformity with the Constitution of the Presbyterian Church (U.S.A.).

The Trustees assumed responsibility for the property and grounds of the church. A survey was conducted of the property (the church and the cemetery). In conducting the survey, it became apparent that access had been granted to Joel and Lisa Shell to allow them to cross the side of the Leesburg property to get to their property although a right of way easement had never



been recorded. A deed granting an easement was entered into between Holston Presbytery and Lisa and Joel Shell right of way easement.

On August 7, 2023, the Trustees approved selling the Leesburg property to Lisa and Randy Stover for \$86,000. They plan to use the building as a wedding chapel and also as a facility for special needs children. The church and the cemetery are in separate deeds and the buyers covenant and agree to maintain the cemetery in perpetuity and allow access to family members of individuals buried there.

- a. That Holston Presbytery ratify the granting of a right of way easement to Joel and Lisa Shell for the sum of \$1.00 on March 16, 2023. APPROVED.
- b. That Holston Presbytery ratify the sale of the Leesburg church property to Lisa and Randy Stover for \$86,000 and the sale of the cemetery for \$10.00 with the Stovers agreeing to maintain the cemetery in perpetuity. APPROVED.
- c. That Holston Presbytery participate in a Service of Thankfulness for the Faithful Ministry of Leesburg Presbyterian Church and declare that the Leesburg Presbyterian Church dissolved and the building vacated. APPROVED.

As part of the Trustees report, Pat MacLean, a member of the Jonesborough Presbyterian Church, who had family ties to the Leesburg Presbyterian Church, shared memories of the Leesburg Presbyterian Church.

Moderator Rodney Norris let the Presbytery Commissioners in a Service of Thankfulness for the Faithful Ministry of Leesburg Presbyterian Church. He acknowledged Pat MacLean and thanked her for her attendance and participation in the Service of Thankfulness. At the conclusion of the Service of Thankfulness, Moderator Norris declared the building vacated and the Leesburg Presbyterian Church dissolved.

The **COMMITTEE ON MINISTRY REPORT** was provided by Chris Bohn.

**INFORMATION:**

1. Approved the dissolution of the associate pastoral relationship between the Rev. Khayla Johnson and First Presbyterian Church Johnson City, effective July 17, 2023, pending result of Called Congregational Meeting on August 6, 2023; terms as follows: unused vacation pay 55 hours, 3 months of salary (mid-July through mid-October), 3 months of continuing Board of Pensions benefits (to October 13, 2023); and move Rev. Johnson to at-large membership status.

2. On September 10, 2023, Rev. Dr. Dan Donaldson represented the presbytery at a service of celebration marking the new pastoral relationship between Rev. Katherine White (Temporary Supply) and Salem Presbyterian Church.
3. On October 15, 2023, Rev. Diana Moore and Rev. Karen Russell represented the presbytery at a service of dedication of the renovated stained glass windows at Salem Presbyterian Church.
4. The previously approved temporary supply contract between Rev. Jamie Kent and New Bethel Presbyterian Church was canceled by mutual agreement of the two parties.
5. Approved 2024 compensation guidelines, as follows:
  - a. For installed pastors (full-time; part-time pro-rated), as provided in *Book of Order* G-3.0303c

Minimum Terms of Call (Annual):

- Effective salary (cash and housing—manse or allowance) at least \$45,000
- SECA allowance equal to 7.65% of effective salary
- Full participation in the benefits plan of the Board of Pensions of the PCUSA.
- Travel reimbursement at the IRS professional rate of at least \$2,000
- Continuing education reimbursement of at least \$1,000
- Professional expenses (books, lunches, etc.) reimbursement of at least \$500
- Continuing education leave of at least two weeks
- Vacation leave of at least four weeks
- A Sabbatical Leave policy that will permit a Sabbatical leave after six continuous years of service; a sample policy can be obtained from COM
- Provision for a minimum of twelve weeks paid family medical leave, as provided in *Book of Order* G-2.0804

The Committee on Ministry may grant a waiver from the minimum terms of call for a period of up to five years, provided that both the teaching elder and the session concur, and a satisfactory plan for meeting the minimum terms of call within the waiver period has been presented.

Unused vacation does not accrue.

Unused continuing education leave may accrue into the following year, up to a maximum availability of 6 weeks in one year, upon session action to approve the accrual. The action must be recorded in the session minutes before the end of the current call year. In the same way, session may also choose to approve accrual of unused continuing education funds.

Dissolution terms will be reviewed on a case-by-case basis. As provided in *Book of Order*

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G-2.0901, an installed pastoral relationship may be dissolved only by the presbytery.

- b. For those serving in temporary pastoral service, as provided in *Book of Order* G-3.0303c

Terms will be reviewed annually on a case-by-case basis. Sessions are encouraged to consider available benefits options for positions that are at least 20 hours/week.

- c. For Certified Christian Educators and Certified Associate Christian Educators, as provided in *Book of Order* G-3.0303c

The minimum terms of call for full-time Certified Christian Educators is \$35,000; and for full-time Certified Associate Christian Educators is \$30,000; pro-rated for part-time.

- d. For pulpit supply

The suggested compensation rate for Sunday morning pulpit supply is at least \$125 plus mileage reimbursement at the IRS professional rate. Sessions are encouraged to communicate their compensation practice when extending invitations to preach. Preachers may choose to waive all or part of the fee when preaching for very small churches of limited means.

- e. For moderating a session meeting or congregational meeting, when it is not part of one's regular pastoral leadership duties

The suggested compensation rate for moderating a congregational meeting or a session meeting ranges from \$10 (e.g., for a very brief meeting following a Sunday service for which the moderator was guest preacher) to \$75 or more (e.g., for a long and/or complicated meeting). In any case, mileage should be reimbursed at the IRS professional rate.

6. Designated Rev. Diana Moore retired, effective December 31, 2023, as provided in *Book of Order* G-2.0503c.
7. Redesignated Rev. Katherine White active status from at-large status.
8. Approved the Installation Commission of the Rev. Ramy Marcos, as pastor of Erwin Presbyterian Church, on Sunday, November 5, 2023, 3:00pm, with the following members: the Rev. Rodney Norris (Rogersville Presbyterian Church, Moderator of Holston Presbytery), the Rev. Diana Moore, the Rev. Karen Russell, Ruling Elder Betty Stevens (Erwin Presbyterian Church), Ruling Elder Connie Griffith (Rock Creek Presbyterian Church), and Corresponding Members, Rev. Dr. David D. Grafton, Professor of Islamic Studies and Christian-Muslim Relations at Hartford International University for Religion and Peace, Hartford, CT, and Rev. Dr. Stephen J. Davis, Woolsey Professor of Religious Studies and Professor of History, Yale University, New Haven, CT.

9. Approved the updated Ministry Discernment Profile (MDP) for Hopewell Presbyterian Church.
10. (Re)appointed the following persons as session moderators, effective January 1, 2024:
  - a. Rev. Angus Shaw for Keystone Presbyterian Church
  - b. Rev. Angus Shaw for New Bethel Presbyterian Church
  - c. Rev. Karen Russell for Cold Spring Presbyterian Church
  - d. Rev. David Welch for Mountain City Presbyterian Church
  - e. Rev. Allen Huff for New Market Presbyterian Church
  - f. Rev. Barron Hopper for Oakland Presbyterian Church
  - g. Rev. Harrell Cobb for Cross Anchor Presbyterian Church
  - h. Rev. Harrell Cobb for Newport Presbyterian Church
  - i. Rev. Andy Blackwelder for Jennie Moore Presbyterian Church
  - j. John Tucker for St. Paul Presbyterian Church
11. Appointed Rev. Karen Russell as session moderator for Hebron Presbyterian Church, effective upon dissolution of the Administrative Commission currently governing Hebron Presbyterian Church.
12. Approved the renewed part-time Temporary Supply Contract between CRE John Tucker and Barton Springs Presbyterian Church, effective January 1, 2024, through December 31, 2024, with the following terms: salary \$200/week, vacation 1 week/quarter; and authorize CRE Tucker to moderate session and to administer the Sacrament of Communion for Barton Springs Presbyterian Church for the duration of the contract.
13. Approved the renewed part-time Temporary Supply Contract between the Rev. Dr. Christine Bohn and Timber Ridge Presbyterian Church, effective January 1, 2024, through December 31, 2024, with the following terms: salary \$17,611.95, housing allowance \$19,000, FSA \$3,050, SECA \$2,800.81, travel expenses at IRS professional rate, BOP pastor's participation \$14,278.68, dental insurance \$446.04, continuing education \$1,200.00, vacation 4 weeks, continuing education 2 weeks; and authorize Rev. Bohn to moderate session for the duration of the contract.
14. Approved the renewed part-time Temporary Supply Contract between the Rev. Rich Fifield and Preston Hills Presbyterian Church, effective January 1, 2024, through December 31, 2024, with the following terms: housing allowance \$2,000/month, vacation 1 week/quarter; and authorize Rev. Fifield to moderate session for the duration of the contract.
15. Appointed the following persons as COM liaisons:
  - a. Maggie Rust for Magill Memorial Presbyterian Church

- b. Bill Anderson for Cold Spring Presbyterian Church
- c. John Grindstaff for Hopewell Presbyterian Church
- d. Allen Huff for Strawberry Plains Presbyterian Church

**RECOMMENDATION:**

16. That a waiver in the rotation of elders for one year, as provided in *Book of Order* G-2.0404, be approved for the following churches:

Barton Springs Presbyterian Church  
Keystone Presbyterian Church  
New Bethel Presbyterian Church  
Oakland Presbyterian Church  
Preston Hills Presbyterian Church  
Rock Creek Presbyterian Church

The **NOMINATIONS COMMITTEE** Report was provided by Bill Anderson.

**INFORMATION:**

The Nominations Committee consulted with the presbytery Committee on Representation to provide for the rich diversity of the church and full participation in decision-making, per G-3.0103, *Book of Order*.

**RECOMMENDATIONS:**

There being no nominations from the floor, the attached chart of nominees at Appendix 6 be elected. APPROVED.

That the Nominations Committee be granted authority to fill any remaining vacancies. APPROVED.

The Transitional Executive Presbyter and the Transitional Stated Clerk conducted a joyous Service of Commissioning and Installation for newly elected committee members and for the Moderator and Vice Moderator and newly elected Transitional Stated Clerk at the conclusion of the Nominations Committee Report.

The Transitional Stated Clerk recognized Outgoing Moderator Rodney Norris and Outgoing Transitional Stated Clerk Diana Moore and thanked them for their service and provided tokens of appreciation for their work. Rev. Maggie Rust offered words of appreciation to Incoming Moderator Kathi Cary and thanked her for her outstanding work on the worship services during 2023.

**PREVIOUSLY DOCKETED NEW BUSINESS FOR TODAY:** None.

**PROMOTIONS** were shared with the presbytery.

**THE COMMITTEE ON THANKS** reported.

**JOYS AND CONCERNS** were shared with the Presbytery.

**APPENDICES**

Appendix 1 – General Mission Board – Standing Rules

Appendix 2 – General Mission Board – Proposed Changes to the Manual of Administrative Operations

Appendix 3 - Mission and Evangelism - Five-Cents-A-Meal Grant Applications

Appendix 4 – Administration and Budget – 3<sup>rd</sup> Quarter Financial Reports

Appendix 5 – Administration and Budget - 2024 Budget

Appendix 6 - Nominations Committee – Officer and Committee Slate for 2024

This section left intentionally blank.

## Appendix 1 – General Mission Board – Standing Rules

4605

*Minutes of the November 7, 2023, Stated Meeting of Holston Presbytery*

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## STANDING RULES OF HOLSTON PRESBYTERY

*Approved November 7, 2023*

### PREFACE

The Presbytery exists for the purpose of being an agent in and an enabler of the mission of the Church of Jesus Christ on behalf of the concerns and needs of those who live within its bounds. The Presbytery holds and reaffirms, within the context of its commitment to the Church universal, a special commitment to the basic principle of Presbyterian polity (F-3.00) and that the nature of Presbyterian order is such that it shares power and responsibility (F-3.0203). This means that the relationship between the Presbytery and its member congregations is a two-way relationship – prophetic and pastoral; leading and responding. Therefore we expect God’s call to action and reflection to come from congregations and Presbytery Committees/Commissions, from teaching elders and ruling elders, from sessions and the General Mission Board.

### THE MEETINGS

There shall be four Stated Meetings of the Presbytery each year and the locations shall be geographically distributed. The quorum for all Presbytery meetings, both special and Stated meetings is set at three teaching elders who are members of the presbytery and three ruling elder commissioners from three different congregations.

### GENERAL RULES

All business of the Presbytery shall be transacted in accordance with the Form of Government, the Rules of Discipline, and other deliverances and pronouncements of the General Assembly that interpret and supplement the above.

The latest edition of Robert's Rules of Order shall apply.

The permanent records of each council (session and presbytery) shall reside with the Presbyterian Historical Society or in a temperature and humidity controlled environment of a seminary of the Presbyterian Church (USA). When a church closes, the records will be kept within the bounds of the Presbytery for two years under the direction of the Stated Clerk. When two years have passed the records will be remitted to the Presbyterian Historical Society.

All teaching elder members of the Presbytery are expected to attend all stated meetings.

Adjourned and special meetings may be held on urgent occasions. The moderator shall call a special meeting at the request, or with the concurrence, of two teaching elders and two ruling elders being of different churches. Should the moderator be unable to act, the stated clerk shall, under the same conditions, issue the call. If both moderator and stated clerk are unable to act, any three teaching elders and ruling elders, the elders being of different churches, may call a special meeting. Notice of a special meeting shall be sent not less than ten days in advance to each minister and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.

The Presbytery may, from time to time when physical meetings are impractical, arrange to meet and conduct business via electronic video and/or audio teleconference. Reasonable notice of the

## STANDING RULES OF HOLSTON PRESBYTERY

date, time and set-up procedures of electronic meetings will be given by the group's chairperson or moderator. The conduct of electronic meetings will conform as closely as possible to the procedures for physical meetings set out in the latest edition of Robert's Rules of Order, including (but not limited to) those for quorums and the recording of minutes. Actions taken in teleconference meetings shall be reported to the Presbytery in the same manner as any other actions are reported. Minutes of teleconference meetings shall be treated as official minutes, must be approved by the entity at its next physical or electronic meeting and shall be kept and forwarded in the same way as minutes of physical meetings.

It is the duty of each session of the Presbytery to elect and send a ruling elder commissioner or commissioners or alternate to each Stated Meeting. To determine the number of Ruling Elder commissioners for Presbytery meetings the following formula will be utilized.

Churches with memberships:

1 to 500 – 1 ruling elder

501 – 1000 – 2 ruling elders

Ruling Elder member(s) of General Mission Board who are not elected commissioner(s) to Presbytery by their particular congregation shall be designated as ruling elder member(s) by virtue of their service on GMB. Ruling Elders who are Moderators of Standing Committees, the Permanent Judicial Commission, Administrative Commissions, and the Response Team shall be designated as Ruling Elder members of Presbytery by virtue of their service. Additionally, Ruling Elder General Assembly Commissioners will be designated as Ruling Elder member of Presbytery by virtue of their service. (This allows them to have voice and vote at Presbytery meetings which easily allow them to present business before the Presbytery.)

Minutes of the last meeting of the Presbytery and the docket of the next meeting shall be made available to commissioners and minister members. The expenses of ruling elders and teaching elders attending stated, adjourned and special meetings of the Presbytery should be defrayed by the Sessions electing them or, in the instance of teaching elders, the Sessions of congregations in which they serve in permanent or temporary pastoral relationships.

## ELECTIONS FOR SERVICE WITHIN THE PRESBYTERY

### GENERAL PRESBYTERY ELECTIONS

At the last Stated meeting of the year, the Committee on Representation & Nominations shall submit candidates for Moderator, and members of the General Mission Board; and Moderators and members of committees, with the exception of the Committee on Representation & Nominations. Nominations shall also be accepted from the floor.

At the last Stated Meeting of the year, the General Mission Board shall nominate the Moderator and Vice Moderator of Presbytery and members of the Committee on Representation. Nominations also shall be accepted from the floor.

## STANDING RULES OF HOLSTON PRESBYTERY

When appropriate, the General Mission Board shall nominate the Stated Clerk and Treasurer when such elections are to be held. Nominations shall also be accepted from the floor.

When appropriate, the General Mission Board, on the recommendation of the Personnel Committee, shall nominate an Executive Presbyter (or the equivalent). No nominations shall be accepted from the floor.

### VACANCIES

Vacancies that occur in committees between meetings of the Presbytery may be temporarily filled by the General Mission Board on nomination by the Committee on Representation. Those and other vacancies shall be permanently filled at the Stated Meeting following such occurrence. Such election shall be only for the unexpired term of the incumbent who has vacated the position.

Resignations from Presbytery positions shall be directed to the Stated Clerk.

### ELECTION FOR SERVICE TO OTHER GOVERNING BODIES

#### *SYNOD COMMISSIONERS*

Ruling Elder and teaching elder commissioners to the Synod shall be elected according to the policies and procedures set by the Presbytery and the Synod. These elections shall be held at the last Stated Meeting of the year.

One teaching elder commissioner and one ruling elder commissioner to Synod shall be appointed by the Moderator of and approval by the General Mission Board to serve as ex officio member on the council during his or her term.

#### *GENERAL ASSEMBLY COMMISSIONERS AND YOUNG ADULT ADVISORY DELEGATE*

The principal and alternate commissioners and young adult advisory delegate to the General Assembly shall be nominated and elected during the last Stated Meeting of the year preceding a General Assembly according to the policies and procedures set by the Presbytery.

## ORGANIZATION OF THE PRESBYTERY

### THE OFFICERS

The officers of the Presbytery shall be a Moderator, a Vice-Moderator, a Stated Clerk, and a Treasurer. When needed, an Assistant Stated Clerk and Assistant Treasurer may be elected, but do not serve as officers of the Presbytery. Those elected to Transitional or Interim Stated Clerk or Treasurer will serve as an officer of the Presbytery.

## STANDING RULES OF HOLSTON PRESBYTERY

The Moderator shall be elected at the last stated meeting of the year for a term of one year beginning the following January 1. He or she shall be installed at the conclusion of the meeting at which she or he is elected.

The Vice-Moderator shall be elected at the last stated meeting of the year for a term of one year beginning the following January 1. He or she shall be installed at the conclusion of the meeting at which she or he is elected. The Vice-Moderator shall assist the Moderator as requested, shall serve in the Moderator's absence and succeed to the office of Moderator should it become vacant. Ordinarily the Vice Moderator will be elected the Moderator the next year. If the Moderator and Vice Moderator are unable to preside at a meeting or an event such as an installation/ordination, the Moderator shall invite a previously elected Moderator to take his/her place.

The Stated Clerk shall be nominated by the General Mission Board and elected for a term fixed by Presbytery not to exceed five years. Should a vacancy occur within the term, the person elected to fill the vacancy shall serve the unexpired portion of the term, or until a permanent replacement is elected, whichever comes first.

The Treasurer shall be nominated by the Representation and Nominations Committee and elected by the Presbytery for a term fixed by Presbytery not to exceed five years, and shall oversee all funds of the Presbytery. The Treasurer shall fulfill the duties set forth in the Treasurer's job description (see Presbytery Personnel Manual), and other duties that might be assigned from time to time by the Presbytery. The Treasurer shall be bonded and submit an annual report to the Presbytery. The records of the Treasurer shall be audited annually, and the results reported at a Stated Meeting of the Presbytery. Should a vacancy occur within the term, the person elected to fill the vacancy shall serve the unexpired portion of the term.

The salaries of the Stated Clerk and the Treasurer shall be fixed by the Presbytery upon recommendation of the General Mission Board. The Presbytery shall provide needed office equipment, adequate clerical assistance and travel expense for the Presbytery officers.

### THE STAFF

The Presbytery may employ or call a full-time staff members as needed. The duties of the staff shall conform to the position and job descriptions found in the Presbytery's Personnel Guidelines.

### THE PERMANENT JUDICIAL COMMISSION

Permanent Judicial Commission shall be composed of 7 members with teaching elders and ruling elder represented in equal numbers, or as close as possible. The term of office shall be six years; they shall be elected in three classes. No person who has served on the Commission for a full term of six years shall be eligible for reelection until after four years have elapsed.

## STANDING RULES OF HOLSTON PRESBYTERY

The Commission shall elect from its members a moderator and a clerk (D-3.04).

### READER OF ORDINATION EXAMINATIONS

The Presbytery shall elect annually at least one ruling elder and one teaching elder to serve as readers of examinations of candidates for ordination at or before the last Stated meeting of the year. Nominations shall be made by the Committee on Preparation for Ministry. Nominations may also be made from the floor if prior consent has been obtained from the nominee.

### COMMITTEES

#### *MEMBERSHIP*

Membership of the Committees shall give full expression to the rich diversity within the Presbytery's membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, genders, abilities, geographical areas, theological positions consistent with the Reformed tradition, as well as marital conditions (married, single, widowed, or divorced) shall be guaranteed full participation and access to representation in the decision making of the Church (see F-1.0403). Terms on committees should be divided into three classes, and members shall be ineligible to serve more than two consecutive terms. Ordinarily, terms on committees will be for three years.

The Executive Presbyter (or equivalent) shall be a member of all committees, ex officio, without vote. The Stated Clerk may be a member of all committees, ex officio, without vote.

#### *QUORUM*

The quorum for a committee shall be one-third of the elected members, except the Committee on Ministry, where a quorum shall be a simple majority of its elected members.

#### *MEETINGS*

Each committee shall meet as frequently as needed to facilitate its work, but will ordinarily meet quarterly. Committees may also meet on its own adjournment, on the call of the chairman of the committee, or on direction of General Mission Board.

Committees, commissions, boards and other official entities of the Presbytery may, from time to time when physical meetings are impractical, arrange to meet and conduct business via electronic video and/or audio teleconference. Reasonable notice of the date, time and set-up procedures of electronic meetings will be given by the group's chairperson or moderator. The conduct of electronic meetings will conform as closely as possible to the procedures for physical committee meetings set out in the latest edition of Robert's Rules of Order, including (but not limited to) those for quorums and the recording of minutes. Actions taken in

## STANDING RULES OF HOLSTON PRESBYTERY

teleconference meetings shall be reported to the Presbytery in the same manner as any other actions are reported. Minutes of teleconference meetings shall be treated as official minutes, must be approved by the entity at its next physical or electronic meeting and shall be kept and forwarded in the same way as minutes of physical meetings.

Routine matters with no dissent and no questions from members may be voted upon via e mail, with the result of the voted read into the minutes of the next regular committee meeting.

### *SUBCOMMITTEES AND TASK FORCES*

From time to time, some work of the Presbytery may be best conducted by a task force or work group. Task Forces for Presbytery-level work may be formed at the request of the General Mission Board, or on the recommendation from the Presbytery. Presbytery task forces and work groups will be appointed by the Presbytery Moderator, and will serve until the task is complete. Should a vacancy occur on a task force or work group, the Moderator may appoint a replacement.

Committees are encouraged to use subcommittees, task forces, and work groups as needed to address particular areas of need. Task forces or work groups may be formed at the request of a committee with the approval of the General Mission Board. Task forces shall expire no later than 12 months following appointment, unless extended by the Council. Work groups will expire when the committee or GMB deems its work complete. Subcommittees serve in a manner and for terms set by the Committee which forms it.

### *CO-OPTING*

Committees are encouraged to co-opt, when it is needed, one or more people for their competency and interest in a special area. Members who are co-opted have voice but not vote in full committee meetings.

### *MINUTES*

All committees, subcommittees and task forces shall keep minutes of their proceedings and submit them at least annually to the Stated Clerk. Subcommittees and task forces shall submit copies of their minutes to the committees to whom they are accountable, and those minutes will become part of the committee minutes submitted to the Stated Clerk.

### *SYNOD REPRESENTATION*

Each committee shall select from its membership the candidates for Presbytery representatives to corresponding synod committees and divisions, when requested, and forward those selections to the Committee on Representation.

## STANDING RULES OF HOLSTON PRESBYTERY

### *REIMBURSEMENT*

Members of committees may, in some instances, be reimbursed for non-committee meeting travel at the IRS volunteer rate.

### THE CORPORATION

The Presbytery, which was not created by civil authority but was organized by the Synod and the General Assembly, shall cause a previously formed not-for-profit corporation under the laws of the State of Tennessee to be continued under the name of the Holston Presbytery, Inc., to receive, hold, encumber, manage and transfer property, and to facilitate the management of its civil affairs as may be directed by the Presbytery and in accordance with the Constitution. The Stated Clerk of the Presbytery shall be the registered agent, and the address of the office of the Presbytery shall be the registered office. The Board of Trustees of the Presbytery shall be the Board of Directors.

The Board of Trustees shall be composed of six members and shall be composed of ruling elders and teaching elders in numbers as nearly equal as possible and sufficient to accomplish their work. The members of the Board should be composed of members who possess gifts/talents in the areas of finance, real estate, legal matters, etc. The Board will elect a President from amongst their members. The President of the Board of Trustees (or his/her appointee with General Mission Board's concurrence) would also sit on General Mission Board. The Executive Presbyter and Treasurer will be ex-officio (without vote) members of the Board. The Stated Clerk (or equivalent) will serve as secretary. The quorum for the Board will be 3 voting members.

Holston Presbytery is a governing body of the Presbyterian Church (U.S.A.). The Presbyterian Churches and the Presbyterian ministers within the bounds of the Presbytery comprise The Presbytery; its particular churches and ministers are subject to and governed by the Constitution of the Presbyterian Church (U.S.A.). This Constitution always takes precedence if a conflict exists between the Constitution and the Standing Rules of this Presbytery.

### AMENDMENTS

#### AMENDING

These Standing Rules may be amended by a two-thirds vote of the members present and voting at any Stated Meeting provided the proposed amendments shall have been presented in writing, read at the Stated Meeting next preceding, filed with the Stated Clerk, and placed on the docket for the meeting at which the vote is to be taken.

## STANDING RULES OF HOLSTON PRESBYTERY

### SUSPENDING

These Standing Rules, except that rule dealing with the amending of the Standing Rules, may be temporarily suspended at any Stated Meeting of the Presbytery by a two-thirds vote of the members present and voting, provided no part of the Constitution of the Church is violated.



Appendix 2 – General Mission Board – Proposed Changes to the  
Manual of Administrative Operations

4615

*Minutes of the November 7, 2023, Stated Meeting of Holston Presbytery*

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## Mission of Holston Presbytery

Holston Presbytery seeks to serve God by inspiring, resourcing, and encouraging the churches within its bounds.

## Purpose of Holston Presbytery

The presbytery is the council serving as a corporate expression of the church within a certain district and is composed of all the congregations and ministers of the Word and Sacrament within that district.

The presbytery is responsible for the government of the church throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness. As it leads and guides the witness of its congregations, the presbytery shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed communities have identified themselves through history (F-1.0303) and the six Great Ends of the Church (F-1.0304).

## Geographical Bounds of Holston Presbytery

Holston Presbytery, Inc., Living Waters Synod, of the Presbyterian Church (USA) includes the Presbyterian Church (USA) congregations within the twelve counties in upper East Tennessee: Carter, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Johnson, Sullivan, Unicoi, and Washington, including the Mt. Hermon Presbyterian Church of Big Stone Gap, Virginia, which is within the geographical bounds of Abingdon Presbytery.

## Meetings of Holston Presbytery

All business of the Presbytery shall be transacted in accordance with the Form of Government, the Rules of Discipline, and other deliverances and pronouncements of the General Assembly that interpret and supplement the above.

Holston Presbytery shall ordinarily hold four stated meetings each year, as outlined in the Standing Rules of the Presbytery.

The Moderator or Vice-Moderator of Holston Presbytery shall call a special meeting at the request of two teaching elders and two ruling elders, no two of whom shall be from a single congregation. When needed, adjourned meetings shall be scheduled before the end of a stated or special meeting.

All overtures, resolutions, and reports with recommendations which require action by the Presbytery shall be furnished to the Presbytery office at least ten days before the Presbytery meeting at which they are to be considered.

## Membership

The membership of Holston Presbytery includes:

Teaching elders who are engaged in a validated ministry, or who have been designated member-at-large or honorably retired (who ordinarily reside within the bounds of the Presbytery and/or who are engaged in ministry within the bounds of the Presbytery);

Ruling elders elected as commissioners by each session (based on congregational membership— one ruling elder commissioner per every 500 members, or fraction thereof);

Ruling elders commissioned to pastoral service that are under contract with a congregation;

The Moderator and Vice-Moderator of the Presbytery, if ruling elders, for the term of their office.

## Officers

The officers of Holston Presbytery shall consist of a Moderator, Vice-Moderator, Stated Clerk, Treasurer, and such other officers as the Presbytery shall see fit to elect. Officers of the corporation are found in the Corporation Bylaws. Officer elections and installations will be conducted according to the method outlined in the Standing Rules of the Presbytery.

At the penultimate stated meeting of the Presbytery each calendar year, nomination for the office of Moderator shall be made by the Committee on Representation & Nominations with additional nominations from the floor. Normally, the office of Moderator shall alternate between teaching elder and ruling elder. Ordinarily, the Vice-Moderator shall be nominated as the next Moderator. The Moderator shall serve for one year and shall preside and exercise authority as directed in the Book of Order.

### *Moderator*

The Moderator shall take office at the end of the December stated meeting of the Presbytery.

The Moderator shall be elected for such term as the presbytery may determine, not to exceed one year. At the time of election, the Moderator must be a member of, or a commissioner to, the governing body over which he or she is elected to preside (G-3-0104). Any ruling elder elected as Moderator shall be enrolled as a member of Holston Presbytery for the term of office whether or not commissioned by his or her session.

### *Vice -Moderator*

The Vice-Moderator shall act in the absence of the Moderator and shall become the Moderator if the Moderator is unable to serve. The Vice-Moderator shall normally be nominated and elected at the penultimate stated meeting of the Presbytery and take office at the end of the last stated meeting of the Presbytery. An elder elected Vice-Moderator shall be enrolled as a member of the Presbytery for the term of office whether or not commissioned by his or her session.

### *Stated Clerk*

The Stated Clerk shall record the transactions of the council, keep its rolls of membership and attendance, preserve its records, and furnish extracts from them when required by another council of the church (G-3.0104, G-3.0305). In addition, the Stated Clerk shall perform all other duties directed by the Book of Order.

The Holston Presbytery Executive Presbyter may serve as the Stated Clerk for the presbytery for the duration of employment or the Stated Clerk may be elected by the Presbytery from within the membership of the Presbytery and upon the nomination of the General Mission Board.

### *Recording Clerk*

Presbytery may choose to elect a Recording Clerk to assist the Stated Clerk in the fulfillment of the Clerk's duties. Upon nomination by the Stated Clerk in consultation with the General Mission Board, a Recording Clerk may be elected for a term of three years with election at the last yearly meeting.

The duties of the Recording Clerk shall be to keep a full and complete record of each day's proceedings at all meetings of the Presbytery, and prepare a typed copy of the draft minutes and submit it to the Stated Clerk for review, correction, and approval.

### *Treasurer and Assistant Treasurer*

A Treasurer shall be nominated by the Representation and Nominations Committee and shall serve for a term of up to three years. An Assistant Treasurer may be elected if needed. The Treasurer and Assistant Treasurer may be elected for additional terms by the Presbytery. The Stated Clerk may serve as Assistant Treasurer.

The Treasurer and Assistant Treasurer shall be bonded or insured. The amount of the bond or insurance shall be set by the Administration and Planning Committee and approved by the General Mission Board.

## Organization

### General Mission Board

**Purpose:** The purpose of the General Mission Board is to facilitate the presbytery's work and to regularly review the relationship between the presbytery's structure and its mission (G-3.0106).

**Authority and Responsibilities:** The General Mission Board functions under the authority and direction of the Presbytery. The General Mission Board is responsible for facilitating and implementing the work of the presbytery, exercising good stewardship of its resources both human and material, and recommending and initiating action to the full Presbytery when appropriate. The General Mission Board is responsible for ensuring that committees and members of Presbytery work in a collegial manner and that Ministers of Word and Sacrament and Ruling Elders have equal access to participation in the work and leadership of Presbytery. Other responsibilities include:

- Setting of overall goals and priorities of Holston Presbytery.
- Direct oversight of the administrative policies and procedures of Holston Presbytery, including personnel, office procedures, record retention, information management.
- Responsible for leading strategic planning for the Presbytery and making recommendations on staffing, committee structure, shared mission and programs.
- Responsible for required training for Presbytery officers, members, ruling elders, sessions, and clerks of session, including boundary training, sexual harassment prevention, child safety, and anti-racism training.
- Upon recommendation from the Finance, Budget and Stewardship Committee, approve and present to the Presbytery for approval an annual budget, prepared with the advice of Presbytery Committees.
- Coordinate the work of the committees in carrying out the goals and objectives of the Presbytery, including:
  - Approve objectives and areas of responsibility;
  - Review strategies and approve procedures;
  - Review reports to Presbytery. The General Mission Board may recommend to the Presbytery a substitute report.
- Recommend the date, location, and items to be docketed for meetings of Presbytery, The General Mission Board will monitor stated meetings for their effectiveness and opportunity for participation.
- Through a permanent subcommittee for Administration and Personnel, oversee and monitor the administrative functions of the Presbytery, including: review of the performance of staff and volunteers; establishment of policies and procedures for the administrative work of the Presbytery; oversee and monitor all personnel matters, including administration of benefits. Members of the Administration and Personnel subcommittee will be appointed by the Moderator of the General Mission Board and approved by the GMB.
- Recommend to the Presbytery position descriptions and terms of employment, including compensation, for all presbytery elected officers and staff of Holston Presbytery after consultation with the appropriate agency of Synod.
- Recommend to the Presbytery calls of the Holston Presbytery staff who are ordained Ministers of Word and Sacrament with concurrence of the Committee on Ministry after consultation with the appropriate agency of Synod.
- Approve the engagement of paid part-time persons on the recommendation of the appropriate committee and in consultation with the Executive Presbyter when it is deemed appropriate to have certain functions usually performed by the presbytery staff supplied by part-time professional persons or by qualified volunteers.
- Make recommendations to the presbytery about the organization of the Presbytery and the use of property for the coming year together with any suggested improvements.

- Assign responsibility for publicity and communication about the work of the Presbytery.
- Develop, maintain, review and adopt a Handbook of Policies and Procedures approved by presbytery containing:
  - Personnel policies;
  - Financial policies and procedures;
  - Preparation for Ministry policies and procedures, in cooperation with the appropriate committee;
  - Committee on Ministry policies and procedures;
  - All policies required by the Constitution of the Presbyterian Church (USA), including sexual harassment, anti-racism, child safety, all types of misconduct (and reporting and investigation of misconduct.
- Provide for the regular review of Session Records.
- Notify churches whose Session records are to be submitted for review of time and place.
  - Correspond with churches whose records were not submitted for review as requested; learn the reasons for such failure to submit records, and report reasons to the next stated meeting
- With the assistance of the Executive Presbyter, propose funds to higher PCUSA governing bodies. Also, prepare the general benevolence request to higher PCUSA governing bodies.

**Moderator:** The Moderator of the General Mission Board shall ordinarily be the immediate past-Moderator of Presbytery. A ruling elder elected Moderator of the General Mission Board shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session. In addition to the usual duties of a Moderator, the Moderator of the General Mission Board shall make short term appointments when the normal elective process cannot be followed. If the Moderator is not available to preside at a meeting he/she may ask the Moderator of the Presbytery to preside in his/her place.

**Membership:** The General Mission Board (GMB) shall be composed of the Moderator of the General Mission Board, the current Moderator of the Presbytery, the Vice-Moderator of the Presbytery, the President of the Trustees, three members-at-large (nominated by the Committee on Nominations), the moderator of all committees of Presbytery, and the moderator of the Administration and Personnel subcommittee. Members without vote shall be the Executive Presbyter (or equivalent), the Stated Clerk, the Treasurer, and other Presbytery staff. The Holston Presbytery Camp and Retreat Center, Inc. Chair, as well as other covenant partners of Holston Presbytery, or their designee, may have voice at the GMB. The Permanent Judicial Commission is not represented on the General Mission Board.

The General Mission Board members-at-large shall be elected for a three-year term in three classes of one person each.

**Meetings:** The General Mission Board shall meet at least ten days prior to all stated

meetings of the Presbytery. Special meetings of the GMB shall be at the call of the Moderator of the General Mission Board or at the direction of the Presbytery.

Quorum: Seven voting members of the General Mission Board shall constitute a quorum.

Organization: The General Mission Board is responsible for its own organization. It shall have the authority to appoint persons for special responsibilities, call in resource persons, and form task groups from outside its own membership when needed. Ordinarily, the Stated Clerk of the Presbytery will function as secretary for the GMB.

### Permanent Judicial Commission (G-3.0109(a) and D-3.01)

As directed in D-3.01(c) of the Book of Order, the permanent judicial commission shall consist of seven members—with as equal as possible number of teaching elders and ruling elders. No more than one member of the commission shall be from a single church.

The commission shall function as directed in the Church Discipline section of the Book of Order.

### Investigative Committees (D-7.0501a)

When an allegation of misconduct has been received, any three of the four officers of the Presbytery (Moderator, Vice Moderator, Stated Clerk, General Mission Board Moderator) may appoint an investigating committee. Allegations of misconduct shall be reported to the Presbytery at the next stated meeting, without naming the nature of the alleged offense or naming the person accused of misconduct.

### Administrative Commissions (G-3.0109b)

The Presbytery may, from time to time, create Administrative Commissions as the Book of Order authorizes in G-3.0109b. All Administrative Commissions shall have at least two teaching elders and two ruling elders from two separate congregations. A quorum of any commission shall be no less than a majority of its members.

Before such a commission is established, the presbytery's Stated Clerk will present an appropriate summary of the situation causing the commission to be recommended to the members at a meeting of the presbytery and will allow a time for questions and answers so that members will be adequately informed of the reasons and need for such a commission before it is approved or rejected.

Administrative Commissions are formed by nominations from the Moderator of the Presbytery, the Stated Clerk, and the Executive Presbyter (or equivalent). Members of Administrative Commissions are approved by Presbytery. Nominations may not be taken from the floor for an Administrative Commission.

### Committees

As outlined by the Constitution of the PCUSA, the presbytery will have the following Permanent Committees:



Committee on Representation & Nominations

Committee on Ministry

Committee on Preparation for Ministry

Other Committees may be created by the General Mission Board – at their own discretion or at the request of Presbytery – to serve the needs of the Presbytery in order to accomplish its mission. All changes to committee structure must be approved by Presbytery, upon recommendation of the General Mission Board.

#### *Other Committees*

Membership in the other committees of the Presbytery shall be teaching elders and lay persons, who need not be ruling elders, in numbers as nearly equal as possible.

When it seems advisable to a committee or the General Mission Board, the size of a committee may be changed with Presbytery approval. In such a case until new members can be elected to regular terms, the General Mission Board may make interim appointments upon recommendations from the Representation & Nominations Committee. The total number of lay members and teaching elders shall be in numbers as nearly equal as possible.

#### *Election*

Election of members and designation of the Moderators of committees shall be by Presbytery on nomination by the Committee on Representation and Nominations. Election shall be at the last stated meeting of the Presbytery each year, with terms of office beginning on January 1 and shall be for three-year terms with members eligible for nomination to a second consecutive term. A member elected to fill an unexpired term of eighteen months or less is eligible for immediate election to a full term.

#### *Organization*

Each committee shall be responsible for its own organization, with approval of General Mission Board, and may perform some functions through subcommittees and task groups. Each committee will be responsible for preparing its own agenda for meetings, and for sending notice of the meetings at least two weeks in advance. With the approval of the General Mission Board, a committee may elect a Vice Moderator, should the Moderator feel it advisable. Each committee will elect a recording secretary who will take minutes of the meeting and submit them to the Stated Clerk within two weeks of the end of the meeting.

Membership in subcommittees and task groups need not be restricted in numbers nor limited to committee members only.

Subcommittees created by a committee shall be assigned one of the ongoing functions of the committee. The committee should evaluate the work of each subcommittee at least annually. Such evaluations should determine which objectives have been accomplished and which objectives should be continued, modified, or replaced. Terms of the service shall be determined by the committee which forms the subcommittee. Subcommittees should be structured to provide continuity.

Task groups shall be created for the purpose of carrying out a specific short-term objective. Task

group members need not be elders, but must be a member of a congregation within the Presbytery. They shall be dismissed upon completion of the objective. If a task group is continued for more than one year, it shall be reconstituted and all members given the option of resigning.

Proposed subcommittees and task groups along with appropriate objectives shall be submitted to the General Mission Board for advice and consent, annually or when constituted. Evaluation of the work of such groups shall be reported to the General Mission Board at least annually.

### *Exchange of Information*

Each committee has the responsibility of informing the appropriate committee(s) of concerns in the local churches which come to the attention of the committee in the course of its work.

## **Committee Descriptions and Responsibilities**

### *Committee on Representation & Nominations*

The Committee on Representation & Nominations shall consist of six members: two Teaching Elders, and four Ruling Elders. Effort shall be made to ensure equal representation on the committee, including but not limited to gender, racial-ethnicity, and congregational membership. Election shall be for three-year terms with members not eligible for an additional term until one year has elapsed. However, a member elected to fill an unexpired term of eighteen months or less may be eligible for election for a full term. Election of members of the Committee on Representation & Nominations shall be by Presbytery on nomination by the Moderator of the Presbytery. The Moderator of the Presbytery shall designate the chairman of the committee.

As directed in G-3.0103 of the Book of Order, Representation and Nominations is to advise the presbytery regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the presbytery on the employment of personnel, in accordance with the principles of unity and diversity in F-1.040. The committee shall nominate persons to fill all offices ordered by Presbytery. Among the responsibilities of Representation and Nominations:

- Nominate all trustees of presbytery, committee members, and committee chairpersons with the exception of members and chairperson for the Committee on Nominations and the standing committees both of which are nominated by the Moderator, and the Recording Clerk, which is nominated by the Stated Clerk.
- Nominations for committees and non-elected officers are ordinarily presented at the last stated meeting of the presbytery each year. Nominations from the floor are in order for all offices, including commissioners to the General Assembly. Elections shall take place at once with a majority of all votes cast being required to elect. Full terms of office shall begin January 1. Persons elected to fill unexpired terms shall take office at once.
- Nominate trustees or board members of institutions having a covenant relationship with presbytery, as specified in the covenant agreement. Terms of office and the requirements for eligibility for reelection shall conform to the charters of the institutions.
- Maintain contact with the General Mission Board and other committees so that the best possible use of personnel can be made. This process shall include matching persons with

positions to be filled, monitoring the representation of racial ethnic members, women, different age groups, and persons with disabilities considering suggestions about potential leaders and persons with specialized abilities, and ensuring that no persons are burdened with too much responsibility.

- Nominate commissioners to the Living Waters Synod and to the General Assembly.

Two members of the Committee on Representation & Nominations shall be elected each year at the last stated meeting of the Presbytery with terms of office to begin on the following January 1.

### *Committee on Ministry*

The Committee on Ministry (COM) shall consist of six teaching elders and six ruling elders. Members of the Committee on Ministry may be elected to two consecutive three-year terms.

The Committee on Ministry is responsible for establishing and dissolving pastoral relationships between pastoral leaders and congregations, as well as providing counsel and resources to congregations without pastoral leadership. The Committee on Ministry is also responsible for examining those wishing to become pastoral leaders in the Presbytery, both ruling elders and Ministers of Word and Sacrament, for fitness for ministry and discernment of call. The Committee on Ministry is also responsible to assist congregations in resolving disputes within the congregation, discernment of mission, and interpreting for congregations the Constitution of the Presbyterian Church (U.S.A.). The Committee on Ministry shall also keep records on required training for Ministers of Word and Sacrament, ruling elders, sessions, and clerks of session. These records are to be submitted to the Stated Clerk annually.

Because of the nature of its work, the COM is given administrative powers usually reserved for the Presbytery in order to act between Presbytery meetings. All actions of the COM are to be reported at the next stated meeting of the Presbytery, and are subject to Presbytery review and consideration, except those matters deemed to be confidential. Allegations of misconduct of any type by ruling elders or Ministers of Word and Sacrament are not investigated by the COM.

The Committee on Ministry shall:

- Oversee congregations without pastors; establish pastoral relationships and dissolve them;
- Authorize ruling elders to administer or preside at the Lord's Supper when deemed necessary to meet the needs for the administration of the Sacrament; and exercising pastoral care for the congregations and members of presbytery in order that the Sacraments may be received as a means of grace, and the presbytery may live in the unity represented in the Sacraments;
- Oversee the ordaining, receiving, dismissing, installing, and removing its members who are teaching elders; commissioning qualified ruling elders to limited pastoral service; promoting the peace and harmony of congregations and inquiring into the sources of congregational discord; taking jurisdiction over the members of dissolved congregations and granting transfers of their membership to other congregations;
- Facilitate the relations between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient.

- Encourage and facilitate clergy cluster gatherings to strengthen the collegial work and ministry of the Presbytery.

#### *Committee on Preparation for Ministry*

The Committee on Preparation for Ministry shall consist of eight, with teaching elders and lay persons in as equal number as possible. Members of the Committee on Preparation for Ministry may be elected to two consecutive three-year terms.

The Committee on Preparation for Ministry (CPM) will oversee all inquirers and candidates preparing to be Ministers of Word and Sacrament of Holston Presbytery as well as ruling elders preparing for commissioned pastoral leadership. The COM will maintain all rolls and records of inquirers and candidates, as well as rolls and records for those ruling seeking commission to pastoral leadership. These records will be submitted to the Stated Clerk at least annually.

The Committee on Preparation shall:

- Oversee process of preparing to become a teaching elder/Minister of Word and Sacrament;
- Encourage those with gifts for ministry to consider pastoral leadership;
- Recruit and train Ruling Elders for commissioning to pastoral service as provided for in the Constitution of the Presbyterian Church (USA);
- Report to the Presbytery at least annually the progress of each inquirer and candidate, as well as those ruling elders seeking to be commissioned to service as pastoral leaders.

#### *Finance, Stewardship & Budget Committee*

The Finance, Stewardship & Budget Committee (FSB) assists the Presbytery in establishing financial goals and objectives for implementing the mission of Holston Presbytery, to oversee the administration of the financial affairs of the Presbytery, and to develop and implement stewardship programs for the Presbytery. In addition, the FSB may develop and implement stewardship programs for congregations. The FSB will serve as a resource for congregations that seek assistance with stewardship development.

Planning and evaluation functions shall be carried out as follows:

- By October 1 each year receive from the committees of the presbytery a proposed budget for the coming calendar year. From these budget requests the committee shall develop a proposed budget for the coming year, based on available funds and committee requests. This budget is to be presented to the General Mission Board prior to its last meeting of the year;
- Evaluate for the General Mission Board all requests for financial appeals or campaigns within Holston Presbytery;
- Foster stewardship and encourage the local churches in the intelligent stewardship of their local resources of time, talent, and money through a program of stewardship education;

- Provide congregations with challenges in terms of their support of the General Mission Program and unified giving;
- Monitor the effects of such appeals and campaigns on the giving patterns within the Presbytery;
- Oversee the income and expenses of the Presbytery, including developing expense approval procedures, and cash handling and banking procedures.

#### *Committee on Mission and Outreach*

The Committee on Mission & Outreach (CMO) provides support for the work of the church inside and outside the bounds of Holston Presbytery.

In order to accomplish its work, the Committee may establish work groups, task forces, or sub-committees. An organizational overview shall be provided by CMO to the General Mission Board for its review and concurrence. The committee may choose to delegate duties to lessen the number of meetings necessary to accomplish its work, but shall meet at least two times a year and each of the work groups, task forces, or sub-committees shall be represented at the meeting of the Committee.

The Committee on Mission and Outreach shall:

- Oversee the Five Cents a Meal program of the Presbytery, including the development of applications, the developing of funding sources (including encouraging special offering efforts), review of grant applications, and awarding of annual grants;
- Inform sessions on the four Special Offering seasons of the Presbytery Church (U.S.A.), and encourage participation in those offerings;
- Work with sessions and other units for sponsoring development of new outreach efforts;
- Inform the congregations of the local, regional, national, and international focus of the church in both its ecumenical and denominational dimensions;
- Schedule speakers and provide audiovisual materials on the work of the church, and opportunities for support and service with mission partners of the Presbytery;
- Supervise the work of missionaries in residence, volunteers in service, and others assigned to labor within the presbytery;
- Recommend actions to the presbytery and implement programs on ecumenical relations, religious freedom, peacemaking, justice, women's concerns, minority concerns, human services, hunger program, environment, health care, criminal justice, self-development of people, aging, energy, and other moral issues and human needs.
- Negotiate with other governing bodies who contribute to the support of the work of the Presbytery to ensure an equitable basis of support across the church.

#### *Committee on Discipleship & Evangelism*

The Committee on Discipleship & Evangelism (CDE) provides opportunities for the congregations of the Presbytery to support and take part in the shared mission of the Presbytery. CDE may develop new churches, revitalize existing churches within the bounds of Holston Presbytery, and

provide programs in evangelism and Christian Education/discipleship. CDE will also provide encouragement and assistance to local congregations in defining and fulfilling their mission; and provide opportunities for congregational leader development. The discipleship work of the Presbytery should foster relationships between congregations and various institutions, encourage involvement and participation from congregations and participation in shared ministry.

The Committee on Discipleship and Evangelism shall:

- Develop ministries for making disciples of Jesus Christ;
- Resource congregations for Christian Education programs, and evangelism;
- Develop and implement opportunities for shared mission within the Presbytery;
- Recommend financial assistance for churches unable to provide adequate pastoral and program support, showing for each church whether there is an unfulfilled need in the area that justifies a continuing subsidy for a church or there is a plan for the eventual self-support of the work;
- Oversee the work of the Campus Ministry, both on campus at ETSU and in other area colleges and universities. This work may be accomplished with the establishment of a permanent subcommittee on Campus Ministry;
- Oversee programs related to youth and young adults within the Presbytery, including on-going education, events, programs, and other activities;
- Develop and implement opportunities for leadership development and formation, including retreats, events, and advertising of opportunities for such development outside of the Presbytery.

#### *Other Standing Committees*

The Moderator of the Presbytery shall appoint a standing Committee on Bills and Overtures and a standing Committee on Thanks.

The Bills and Overtures Committee shall be appointed at the first stated meeting of the year and is to serve for one year or until the subsequent Committee on Bills and Overtures is appointed. The Committee is to receive, review and recommend to Presbytery actions regarding any bills or overtures that are received from the churches of the Presbytery as well as recommend to the presbytery actions with regard to position papers or overtures from other governing bodies. The Bills and Overtures Committee also evaluates new business submitted for consideration by the Presbytery and refers it to the appropriate committee for review and recommendation.

The Committee on Thanks shall be appointed for each stated meeting of Holston Presbytery to serve during that meeting and any adjourned meetings that follow. The Committee on Thanks reports at the end of each stated meeting the things during the meeting and within the Presbytery for which we give thanks to God.

## Trustees of Presbytery

The Trustees of Holston Presbytery shall be composed of three teaching elders and three ruling elders as balanced in gender as possible, and shall be nominated by the Committee on Representation & Nominations every even-numbered year at the last stated meeting of the Presbytery, and shall take office January 1. The term of each trustee shall be six years. Trustees shall be elected in three classes with two trustees in each class. When established for the first time, one class shall serve for two years, the second class shall serve for four years, and the third class shall serve for six years. Any vacancy may be filled by the presbytery at any meeting thereof to satisfy the unexpired term. Trustees may serve two successive terms maximum.

The trustees shall be incorporated and shall be organized as a president, vice-president, secretary, and treasurer who shall be nominated from within the members of the Trustees and elected by the Presbytery. The charter of the trustees shall be approved by the presbytery on recommendation of the General Mission Board. An annual meeting of the trustees shall be held in September each year.

In accordance with G-4.0101, the trustees are empowered by the Presbytery to have and to hold in trust for the presbytery such real estate, monies held in trust, and properties as may be the property of the presbytery or held by it under legacies and bequests in behalf of the charitable or other objects under the control of Holston Presbytery. Under the direction of the presbytery, the trustees shall supervise, control, collect, invest, and disburse whatever the presbytery shall entrust to them and shall report to the presbytery each year, at such other times as are expedient, and at any time required by the presbytery.

The trustees shall establish and maintain such records of real estate, monies in trust, and properties as are needed to establish the origin of the real estate, monies, or property and any restrictions on its use. Unless prohibited by the terms of a trust, the trustees shall transfer to the appropriate operating account all money obtained from the sale of real estate or property or money authorized for operations from monies held in trust. The trustees shall administer and maintain the real estate and other property of Holston Presbytery including an annual report to the last stated meeting of the Presbytery on the status of all monies in trust and all properties held for Holston Presbytery.

## Presbytery Staff

The Presbytery staff and officers shall be elected by the presbytery upon recommendation by the General Mission Board and with consultation with the Synod of Living Waters. Any such recommendation should take into consideration the mission objectives of the Presbytery as well as the resources available to accomplish the work of the Presbytery.

The Presbytery Staff may be composed of the following positions or others as deemed appropriate to accomplish the mission objectives of the Presbytery:

Executive Presbyter (or equivalent)

Stated Clerk

Campus Ministry Director

Treasurer/Financial Manager (or equivalent)

Administrative Assistant

Some of the functions usually performed by elected presbytery staff may be supplied by full or part-time professional persons or by qualified volunteers. Approval of the engagement of paid full or part-time persons shall be by the General Mission Board in consultation with the Executive Presbyter.

The General Mission Board delegates to its Administration and Personnel subcommittee the design of job descriptions for each staff member.

The job descriptions, performance, and terms of call of each staff member shall be reviewed annually by the Administration and Personnel subcommittee, with recommended changes submitted to General Mission Board for approval. The General Mission Board may choose to specify that some paid officer or staff positions be term limited. Likewise it may also recommend the renewal of a staff position's term or allow the term to expire upon the recommendation of the Administration and Personnel subcommittee following a comprehensive review prior to the end of the term.

The General Mission Board, through its Administration and Personnel subcommittee may, from time to time, recommend changes to the staffing structure, job descriptions, or job titles, with approval from the Presbytery.

## Facilities and Other Personnel

Holston Presbytery may provide an office and such secretarial and office assistance to the staff and officers of the Presbytery as may be authorized by the General Mission Board as a means of facilitating the work of Holston Presbytery. The Presbytery may also choose to make use of technology to decentralize staff and establish a virtual office with appropriate support of the staff of the Presbytery.

## Parliamentary Authority and Amendments

### *Parliamentary Authority*

Meetings of Holston Presbytery governing bodies and commissions and committees shall be conducted in accordance with the most recent edition of *Roberts Rules of Order*, except in cases where the constitution of the Presbyterian Church (USA) provides otherwise.

### *Method of Amendment*

To amend this Manual of Administrative Operations, it shall be necessary to (1) propose the change(s) in writing at a stated meeting of Holston Presbytery, and (2) consider and vote upon the proposed change(s) at a subsequent stated meeting of Holston Presbytery. A two-thirds vote of the members present and voting is required for approval. Proposed amendments to this Manual shall be presented to the Presbytery by the General Mission Board. Portions of this Manual may be suspended for one stated or special meeting by a three-fourths majority vote of those present and voting without the required two meeting notice.



Appendix 3 – Mission and Evangelism  
Five-Cents-A-Meal Grant Applications

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*Minutes of the November 7, 2023, Stated Meeting of Holston Presbytery*

Local Hunger Relief			
Church	Project Name	Program Use	Requested Amount
Barton Springs	ALPS	Alps is a non-profit that meets the needs of adults with cognitive and/or physical impairments. That is unsafe left at home alone. These funds will be used to help provide low-income clients with a nutritious meal daily. This grant will ensure that Alps will continue to help our clients receive two meals, snacks and hydration breaks during the day. Also providing these meals eases the burden on our clients' caregivers knowing their loved ones can attend our program to help keep them nourished.	\$3,500.00
Barton Springs	Daily Bread	meals to the less fortunate in our community. The funds will help us try	\$3,500.00
Barton Springs	Morristown Hamblen Central Services	The Central Services food pantry provides food to families in need across the Lakeway Area throughout the year. In 2022, we provided food to 20,100 people including children, elderly, and families. Fresh produce, staple pantry items, frozen meals and dairy are just a few of the products that each family receives when they visit the Central Services food pantry. We also provide a specialized option for our unhoused clients that include pop-top canned items and various ready-to-eat foods that are easy to transport. Our food cost has increased greatly because we have less available items through the USDA program (free non-perishables), which typically supplements the items we purchase through the year. We are currently purchasing all the food items, other than those that are donated by individuals or groups, and the need for grocery assistance continues to rise, as new families find themselves experiencing food insecurity for the first time. These funds will provide healthy food to anyone seeing food assistance that lives or works in Hamblen County and will make a positive impact through decreasing the feelings of scarcity that so many of our community members face every day.	\$3,500.00
Bethel Kingsport	Shades of Grace	The funds will be used to provide daily lunch bags for the homeless po	\$2,000.00
Cedar Creek	Cedar Creek Mission and Outreach, Inc.	purchase, prepare, and deliver 150 meals weekly to homeless, elderly, and families with food insecurity	\$3,000.00
Cedar Creek	Cedar Creek Presbyterian Church	funds will purchase filters, UV bulbs, ad other supplies to support Viking Mt. water project, which provides clean water	\$2,000.00
Cold Spring	Bristol Faith in Action	BFIA will use the funds to purchase food, to keep their shelves stocked	\$3,500.00
Covenant	JC Schools Homeless Education Program	The goal behind this project is to help serve as many as 300 local children and their families by providing supplemental food outside of school and on the weekends. We have several students that are residing in motels and require "convenience food" to ensure they have access to food with limited resources. While the students we serve face several challenges, being food insecure is always detrimental to their well-being and education. The impact of this relief grant would stock our food pantry with items that we are able to have on hand, pack and deliver to the students and their families to directly meet their needs.	\$3,500.00
First Elizabethton	ARM	These funds are used for direct assistance to Carter County, TN families and individuals who face hunger and clothing deficits due to poverty. Qualifying persons receive food packages weekly, and clothing assistance as possible.	\$3,500.00
First Elizabethton	Loaves and Fishes	All funds given to Loaves and Fishes are used to supply hot meals 4 times a week and food boxes 2 times a month for over 600 families in our community. This includes food and supplies to be able to distribute said meals and food boxes free of charge to those in need.	\$3,500.00
First Elizabethton	The Shepherd's Inn	The Shepherd's Inn is the County/City's only emergency shelter/safe house for women and their children escaping domestic violence. Food is acquired to provide over 3,000 meals annually. These funds are applied to the acquisition of food for these meals.	\$2,500.00
First Greeneville	Rural Resources	Rural Resources outreach activities over the years have involved working with neighbors living in public housing and section 8 neighborhoods developing food sustainability by purchasing and/or growing fresh fruits and vegetables for them to be preserved for times when food is scarce and growing them during growing seasons. Classes will be offered on site for community members to learn the skill of canning as well as taking home what they can during that class, as well as methods to create a small scale container garden which will yield produce for any space.	\$3,500.00
First Greeneville	Tabernacle Mission Soup Kitchen (TMSK)	The TMSK continues to see increased need in the community it serves. TMSK regularly serves over 200 meals per week either on location or delivered. These funds will underwrite the ongoing expenses of the facility and program operations.	\$3,500.00

First Jefferson City	Church Street Café	Church Street Café serves its neighbors each 2nd and 4th Tuesday of the month with ample provisions of bagged groceries, water/other beverages, and additional items such as meat, cheese, and butter. Every effort is made to ensure that the food provides balanced meals for families. In 2022, Church Street Cafe distributed 1,283 bags of groceries, supplemented with other items such as fresh vegetables. Although there was variation throughout the year, the average number of bags shared each time was 54. For the first three quarters of 2023, Church Street Cafe has distributed 805 bags of groceries, serving families with children, low-income senior citizens, and economically challenged neighbors. Currently the church volunteers meet guests at curbside, greeting each car and having time to enjoy personal contact, which is a blessing to everyone. A family of one to two members is given one full grocery bag and a larger family is given two bags. The requested funds will be invaluable in helping Church Street Cafe continue to minister to the pressing needs of its neighbors who are experiencing food insecurity due to rising costs, job losses, and low income. Anticipated growth in numbers and needs of our neighbors will require a minimum of 40% funding increase to maintain the current quality of food distribution.	\$3,500.00
First Morristown	Food on Foot	Any funds granted will be used to feed hungry school children in need of food for the weekend. TN Food on Foot delivered approximately 600 food bags every week to 17 different schools in the 2022/2023 school year. We anticipate that number to increase in the 2023/2024 school year.	\$3,500.00
First Morristown	MATS	The hunger relief grant will be used to offset our food costs. We continue to provide shelter, counseling, mentorship, and budget coaching. We served 443 clients in 2022 and we provided 18,978 free meals. We are grateful to receive these funds each year to help us provide so many meals.	\$3,500.00
First Morristown	Senior Citizens Center	Vital Visits (Home Delivered Meals) serves those who are 60 and older as well as the disabled who are younger than 60 years old. They are homebound and have limitations which hinder them preparing their meals. We provide a hot home-delivered meal Monday -Friday.	\$3,500.00
Hopewell	Kingswood Home for Children	We greatly appreciate your consideration for this much needed grant. We serve abandoned, abused, and neglected children who have experienced trauma and been displaced from their families. Children can stay in our care as long as needed at no cost to their family. On average, children stay in our care for two years. Our kids live in houses on our campus throughout the year and attend school off campus. We invest in kids emotionally, spiritually, academically, and physically. We provide a balanced nutrition program for our kids; however, with rising food costs, it is essential for us to file for food related grants. We want to provide our kids with fresh fruits and vegetables, and 100% juices. Additionally, we would like to provide proteins outside of what we are normally able to purchase through Second Harvest, such as: chicken breasts, fish filets, beef roasts, and pork loin.	\$3,500.00
Hopewell	SafeSpace	Funds will be used to provide nutritious hot meals and snacks to victims of domestic violence and their children while they reside in our emergency shelter. This past year we sheltered 94 clients for a total of 1,748 bed nights, which equates to over 5,244 meals served.	\$2,000.00
Hopewell	Sunset Gap	Sunset Gap is a Christian based organization uniting people of all faith to assist the less fortunate families in Cocke and Sevier Counties. They have served the people of Appalachia since 1899 and assist children and adults, they host mission groups to aid these poverty-stricken folks. Meals are prepared and delivered to the families. Sandwiches are prepared for the Youth Mission groups at the work sites. They have been helping to rebuild the community since 1964. Sunset Gap offers a food pantry so the children will be well nourished and also have a thrift store so the residents can afford to fulfill family needs. They also offer a GED program.	\$2,000.00
Preston Hills	Hunger First	Funds are used for utility help for those in need. Also for pantry food for those in need. Some funds are used to pay rent and water bill for Hunger First.	\$3,500.00
Rock Creek	Care and Share	Unicoi Care and Share distributes food, clothing, and utility bill assistance to residents of Unicoi County in need. Food is donated mostly by churches and civic organizations and given freely. Help with utility bills allows guests to use their money to purchase additional food on top of what they receive from Care and Share.	\$3,500.00

recently, it came to our attention that our neighboring high school has a large number of food- insecure students. There are 477 students at West Greene High School and 60% of them receive free or reduced-price breakfast and lunch. Many students are not able to arrive at school in time for the free breakfast and must wait until lunchtime to eat for the first time in that day. For some, school breakfasts and lunches are the only meals they may eat in a given day. The guidance counselors recognized a need to feed these students and began keeping simple snacks in their office. These snacks are always available to students, who can stop in and grab something without the embarrassment of asking or telling anyone that they are hungry. We discovered that the guidance counselors have been voluntarily purchasing food for students to have during the day, because there is currently no budget or program in place to provide long term help to students. Timber Ridge would like to change that. Our hope is that with a \$3,500 grant, we can set up an in-school food pantry, with a more consistent source of food for students at West Greene High School. Timber Ridge will keep the food pantry stocked with food, and, in partnership with the guidance office, notices will go out to West Greene High School families to let them know this program is available for their children. The guidance office will ensure that the food pantry is available for students before, during, and immediately after school. With this grant, prepackaged food items such as trail mix, peanut butter crackers, shelf stable milk and juices, dried fruits, and other healthy options will be available to any hungry student who comes to the guidance office, any time of day, and more than once a day if needed. Before long school breaks, students can be encouraged to stop by the guidance office to pick up a bag of snacks to have at home. For many students, this could mean the difference between going hungry, or not. The students and faculty would see an immediate impact from this grant. Students who are not hungry are more attentive in class and have better academic outcomes. By helping to mitigate school day hunger, this grant could significantly reduce the hunger-related stress in a student 's day. Our Food Pantry Ministry will create a stronger, more stable food program at West

Timber Ridge	Partnership with West Greene HS		\$3,500.00
Watauga Avenue	Appalachian Service Project	Inspires hope and service throughout the Appalachian area: provide wells and indoor plumbing, and upgrades to basic plumbing	\$3,500.00
Watauga Avenue	East TN Human Resource Agency	Meals on Wheels - average of 5000 meals weekly provided in eight counties	\$3,500.00
Watauga Avenue	Watauga Avenue Presbyteria Church	Stewards of Creation Care Initiative: vegetable gardens in housing projects; in six years, the number of requests for plants has doubled to 140 households	\$3,500.00
Waverly Road	Waverly Road Presbyterian Food Pantry	Funds will be used to purchase food and hygiene items to go in a standard bag. Bags are distributed each Friday from 10-noon.	\$2,000.00

International			
Church	Project Name	Program Use	Requested Amount
Cold Spring	India - Friends of the Good Samaritans	Money will go for 2000 children enrolled in school in New Delhi. A meal is served each day to insure they have something to eat. 99% of these children live in slums in New Delhi.	\$3,500.00
	Liberia, West Africa - Bear Another's Burdens Ministry of Christ (BABMOC)	After years of enduring a national electric supply system that oftentimes leaves our school with no power and results in being unable to pump clean water from our well, BABMOC initiated a solar/battery project to become self-sufficient in 2020. We need a minimum of 53 kilowatt-hours (kWh) to fully power our facilities for 24 hours. So far, we have been able to gather funds and install a system that provides approximately 6 kWh. Although this is a fraction of our total need, it does provide several hours of power to pump water and light our classrooms when the national grid goes down. But, because the national power system frequently goes down for up to 48 hours and clouds and heavy rain handicap our solar system, our batteries run out and we have no power. This leaves us with no choice but to close the school until the skies clear or the power comes back on. With a grant of \$3,500, we could add another 4 kWh of power and provide several more hours of power during these low times.	\$3,500.00
Covenant			

First Elizabethton	Kenya - Boroko Primary School	<p>These funds will be used to purchase beans and maize for school lunches at the primary school in Boroko, a remote village in East Marakwet, Kenya. Food security is an issue here due to poverty and weather extremes, including recurring droughts. Conflict waged by a neighboring tribe has brought an influx of refugee children to Boroko, increasing the student population. The availability of food at the school motivates attendance, and the school continues to rank very high in the district.</p>	\$2,000.00	No budget attached.
First Jefferson City	Haiti - ODRINO	<p>We have a well in the church yard at Raymond Jean Bois. The people come from a large area all around to get drinking water from this well. Many times there is a crowd. We would like to motorize this well pump with solar panels and an electric bicycle motor so that during hours when the sun is shining the pump would fill a tank, so people could get water without the laborious task of pumping by hand. The pump would still have a handle on one side so it could be pumped during non-solar hours or on cloudy days. The main advantage of the solar powered pump besides saving the very difficult work of pumping the water is that while the solar is powering the pump it can pump four times faster than people can pump it by hand. Right now it is mostly children who have to pump the water and also carry it back to their family's house. If the children only had to carry the water home it would be much better for them instead of having to pump the water and also carry it now. They can pump the water at about two gallons per minute and the solar pump can pump at up to eight gallons per minute. The primary use of this water is for potable drinking water for the church school and all the people who live in the area. 270 children at the school and 450 people in the area. The secondary use of the water is for the school to have a moringa garden to grow moringa to use to add protein to the school lunches for the children.</p>	\$3,500.00	

Appendix 4 – Administration and Budget  
3<sup>rd</sup> Quarter Financial Reports

4636

*Minutes of the November 7, 2023, Stated Meeting of Holston Presbytery*

# Holston Presbytery

## Statement of Activity

July - September, 2023

	TOTAL
Revenue	
42100 Unified Mission Giving	167.00
42200 Unified Giving	40,314.50
42300 Holston Meadows Cabin Income	13,665.95
42350 Campus Ministry Income	5,237.40
42450 Youth Program	500.00
<b>Total Revenue</b>	<b>\$59,884.85</b>
GROSS PROFIT	<b>\$59,884.85</b>
Expenditures	
50100 Bank Charges	45.00
60000 Holston Presbytery Committees	
60002 Committee on Ministry	276.42
60004 Background Checks	75.00
<b>Total 60000 Holston Presbytery Committees</b>	<b>351.42</b>
60200 Administrative	
60201 Payroll Taxes	722.76
60203 Telephone	168.44
60204 Postage	41.43
60206 Copy & Printing	206.59
60207 Office Supplies	
60209 SC Office	93.27
<b>Total 60207 Office Supplies</b>	<b>93.27</b>
60215 Insurance	-1,157.00
60217 Miscellaneous Administrative	253.53
60218 Dues/Memberships	183.76
60219 Publications	-84.78
<b>Total 60217 Miscellaneous Administrative</b>	<b>352.51</b>
60221 Bethany Legal Fees	855.00
60224 Accounting	2,527.50
<b>Total 60200 Administrative</b>	<b>3,810.50</b>
60400 Personnel	
60401 Executive Presbyter	
60402 Cash Salary	11,375.00
60403 Housing Allowance	6,125.00
60404 SECA	1,338.75
60405 Board of Pensions	8,703.94
60406 Professional Expenses	285.00
<b>Total 60401 Executive Presbyter</b>	<b>27,827.69</b>

# Holston Presbytery

## Statement of Activity

July - September, 2023

	TOTAL
60407 Stated Clerk	
60409 SECA	267.75
60410 Housing Allowance	3,500.00
<b>Total 60407 Stated Clerk</b>	<b>3,767.75</b>
60415 Campus Ministry Director	
60416 Salary	7,875.00
<b>Total 60415 Campus Ministry Director</b>	<b>7,875.00</b>
<b>Total 60400 Personnel</b>	<b>39,470.44</b>
60500 Holston Meadows Cabin Expenses	
60501 Electricity	514.40
60502 Internet	305.49
60503 Housekeeping - Cleaning	1,400.00
60504 Housekeeping - Other	200.00
60505 Pest Control	95.00
60509 Miscellaneous Cabin	572.16
60510 Repairs & Maintenance	1,717.00
60511 Repairs	280.00
<b>Total 60510 Repairs &amp; Maintenance</b>	<b>1,997.00</b>
60519 Rental Fee	
60521 Holston Camp & Conference Center	1,086.64
<b>Total 60519 Rental Fee</b>	<b>1,086.64</b>
<b>Total 60500 Holston Meadows Cabin Expenses</b>	<b>6,170.69</b>
60600 Campus House	
60601 Electricity	511.85
60602 Internet	79.99
60603 Water	193.62
60604 Office Supplies	13.84
60606 Cleaning Service	240.00
60607 Repairs & Maintenance	440.00
60608 Programs	495.06
60613 Telephone	20.00
<b>Total 60600 Campus House</b>	<b>1,994.36</b>
Payroll Expenses	
Taxes	0.00
Wages	0.00
<b>Total Payroll Expenses</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>\$51,842.41</b>
NET OPERATING REVENUE	<b>\$8,042.44</b>
Other Revenue	
70000 Interest Income	8,106.18



# Holston Presbytery

## Statement of Activity

July - September, 2023

	TOTAL
70010 Interest Income - CPM	101.08
<b>Total Other Revenue</b>	<b>\$8,207.26</b>
NET OTHER REVENUE	<b>\$8,207.26</b>
NET REVENUE	<b>\$16,249.70</b>

**Holston Presbytery**  
**Statement of Financial Position**  
As of September 30, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11000 Citizens Bank 2071 (BUS INT 0011)	116,238.61
11100 Citizens Bank 1696 (HP Checking)	45,000.00
11150 Citizens Bank 8005 (Reserve Sweep)	847,416.14
11200 Bank of TN 7552 (Meadows Cabin)	52,115.69
11250 Rosemont Banking	6,508.81
<b>Total Bank Accounts</b>	<b>\$1,067,279.25</b>
Other Current Assets	
17000 Undeposited Funds	0.00
Due From PCM	6,405.14
Payroll Corrections	0.00
<b>Total Other Current Assets</b>	<b>\$6,405.14</b>
<b>Total Current Assets</b>	<b>\$1,073,684.39</b>
Fixed Assets	
16000 Holston Meadows Cabin	650,553.11
16050 Campus Ministry House	625,000.00
<b>Total Fixed Assets</b>	<b>\$1,275,553.11</b>
Other Assets	
18000 Church Loans	
18010 Hebron Presbyterian Church Loan	35,013.81
18015 Hebron Expenses Paid	250.00
18020 Strawberry Plains Church Loan	247,148.49
18030 Tri-Cities Presbyterian Church Loan	83,590.65
18040 Erwin Presbyterian Church Loan	38.00
18050 Leesburg Expenses Paid	1,818.82
18060 Magill Memorial Expenses Paid	170.00
<b>Total 18000 Church Loans</b>	<b>368,029.77</b>
<b>Total Other Assets</b>	<b>\$368,029.77</b>
<b>TOTAL ASSETS</b>	<b>\$2,717,267.27</b>

# Holston Presbytery

## Statement of Financial Position

As of September 30, 2023

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21000 Pass Thru Benevolence	1,803.00
21004 Tusculum College	500.00
21005 Sunset Gap	1,000.00
21007 PCUSA Missionary Support	13,427.32
21008 Synod Support	550.00
21009 Holston Camp & Retreat Center	2,000.00
21010 PW Birthday Offering	280.00
21011 Pentecost	135.00
<b>Total 21000 Pass Thru Benevolence</b>	<b>19,695.32</b>
Direct Deposit Payable	0.00
Due to PCM	-286.53
Payroll Liabilities	
Death and Disability	0.00
Dental	0.00
Federal Taxes (941/943/944)	850.27
Longterm Disability	0.00
Medical	0.00
Temporary Disability	0.00
Vision	0.00
<b>Total Payroll Liabilities</b>	<b>850.27</b>
<b>Total Other Current Liabilities</b>	<b>\$20,259.06</b>
<b>Total Current Liabilities</b>	<b>\$20,259.06</b>
<b>Total Liabilities</b>	<b>\$20,259.06</b>
Equity	
30001 5 Cents A Meal	18,485.86
30002 Rosemont	140,348.52
30003 Liberty Presbyterian	80,429.18
30004 Windsor Avenue Church	334,486.68
30005 Hattie Farthing Fund	1,314.78
30006 Hawkins County	3,706.00
30007 Synod Technology	2,272.80
30008 PFSA Initial Investments	227,000.00
30009 Pastoral Care	391.70
30010 Youth Triennium	1,154.25
30011 Church Development	312.12
30012 New Church Development	229.18
30013 Evangelism	988.81
30014 Equipment Reserve	697.02

**Holston Presbytery**  
**Statement of Financial Position**  
As of September 30, 2023

	TOTAL
30015 Grigsby Scholarship	9,497.56
30016 Braziel Scholarship	6,887.70
30017 Dixon Scholarship	6,797.71
30018 Robinson Fund	70.79
30019 Ninth Street Loan Fund	7,292.71
30020 Williams Fund	9,908.71
30021 Honoraria	13,461.35
30030 Mount Zion Checking (3381)	11,113.86
30035 Mount Zion Checking (4858)	101.41
30045 Hebron Regions Checking (5960)	55,097.74
Leesburg Fund	76,955.00
Opening Balance Equity	-246,756.82
Retained Earnings	2,009,506.19
Net Revenue	-74,742.60
<b>Total Equity</b>	<b>\$2,697,008.21</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,717,267.27</b>

Appendix 5 – Administration and Budget  
2024 Budget

4643

*Minutes of the November 7, 2023, Stated Meeting of Holston Presbytery*

Appendix 6 – Nominations Committee  
Officer and Committee Slate for 2024

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*Minutes of the November 7, 2023, Stated Meeting of Holston Presbytery*

2024 Budget Worksheet			2024 Proposed	2023 Proposed
<b>TOTAL INCOME</b>			<b>\$ 312,750.00</b>	<b>\$ 383,500.00</b>
<b>EXPENSE</b>				
<b>Holston Meadows Cabin</b>				
	Electricity		\$ 4,000.00	\$ 3,000.00
	Internet Service		\$ 1,000.00	\$ 900.00
*	Housekeeping - cleaning		\$ 20,000.00	\$ 43,000.00
	Housekeeping - other			\$ 2,000.00
	Pest Control		\$ 400.00	\$ 400.00
	Trash Collection			\$ 2,500.00
	Insurance		\$ 2,500.00	\$ 2,100.00
	Property Taxes		\$ 3,500.00	\$ 3,500.00
	Misc - Cabin		\$ 2,000.00	\$ 1,500.00
<b>Maintenance &amp; Repairs</b>				
	Repairs		\$ 1,500.00	\$ 1,500.00
	Mowing & Landscape Upkeep			\$ 3,500.00
	Reimburse HC&CC - equipment		\$ 1,500.00	\$ 1,000.00
	Marketing			\$ 1,500.00
*	Supplies			
	Supplies (toiletries, etc)		\$ 3,000.00	\$ 1,500.00
	Linens		\$ 3,000.00	\$ 1,500.00
	Cleaning Supplies		\$ 200.00	\$ 250.00
	Propane		\$ 1,000.00	\$ 1,000.00
<b>Rental Fee</b>				
*	Holston Camp & Conference Ce		\$ 11,500.00	\$ 22,000.00
<b>Capital Expenditures</b>				\$ 6,500.00
<b>TOTAL CABIN EXPENSES</b>			<b>\$ 55,100.00</b>	<b>\$ 99,150.00</b>
<b>Campus &amp; Youth Ministry Programs</b>				
<b>Campus House</b>				
	Electric		\$ 2,700.00	\$ 3,500.00
	Internet		\$ 2,800.00	\$ 1,000.00
	Water		\$ 550.00	\$ 1,500.00
	House Supplies		\$ 250.00	
	Office Supplies		\$ 100.00	\$ 200.00
	Cleaning Supplies		\$ 50.00	\$ 75.00
	Cleaning Service		\$ 1,750.00	\$ 1,200.00
	Repairs, Maintenance		\$ 3,000.00	\$ 3,000.00
	Programs		\$ 2,400.00	\$ 1,800.00
	Worship		\$ 400.00	\$ 250.00
	Promotion (printing, postage)		\$ 400.00	\$ 250.00
	Misc		\$ 200.00	\$ 200.00
	Insurance		\$ 2,000.00	

2024 Budget Worksheet			2024 Proposed	2023 Proposed
		Organization Dues	\$ 195.00	
		Capital Improvements		\$ 2,500.00
		<b>TOTAL CAMPUS HOUSE</b>	<b>\$ 16,795.00</b>	<b>\$ 15,475.00</b>
		<b>Youth Ministry</b>		
		Programs	\$ 500.00	
		Misc	\$ 100.00	
		<b>TOTAL YOUTH MINISTRY</b>	<b>\$ 600.00</b>	
		<b>TOTAL CAMPUS MINISTRY &amp; YOUTH MINIS</b>	<b>\$ 17,395.00</b>	
		<b>Ministries with Councils</b>		
		Per capita - Synod of Living Waters	\$ 20,000.00	\$ 20,000.00
		Per capita - General Assembly	\$ 50,000.00	\$ 48,000.00
		Designated Gifts - General Assembly		
		<b>TOTAL MINISTRIES W/ COUNCILS</b>	<b>\$ 70,000.00</b>	<b>\$ 68,000.00</b>
		<b>Program Ministries</b>		
		Williams Program Fund		
		V Williams capital grant		
		V Williams program grant		
		Five Cents a Meal - Local	\$ 30,000.00	\$ 30,000.00
		Five Cents a Meal - global	\$ 5,000.00	
		New Church Development		
		<b>TOTAL PROGRAM MINISTRIES</b>	<b>\$ 35,000.00</b>	<b>\$ 30,000.00</b>
		<b>Holston Presbytery Committees</b>		
		General Mission Board	\$ 100.00	\$ 100.00
		Training Costs	\$ 1,000.00	
		Designated Gifts/Grants		
		Committee on Ministry		\$ 50.00
		CRE Training		\$ 1,000.00
		Background Checks	\$ 250.00	\$ 200.00
		Travel		
		Committee on Preparation	\$ 50.00	\$ 50.00
		CRE Training	\$ 1,000.00	\$ 1,000.00
		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
		<b>TOTAL COMMITTEE EXPENSE</b>	<b>\$ 3,100.00</b>	<b>\$ 3,100.00</b>
		<b>Trustees</b>		
		Misc Trustee Expense	\$ 1,000.00	\$ 1,000.00
		<b>TOTAL TRUSTEE EXPENSE</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>



2024 Budget Worksheet		2024 Proposed	2023 Proposed
<b>Administrative Operations</b>			
	Payroll Expenses (non salary)		
	Payroll Taxes	\$ 10,000.00	\$ 22,000.00
	Use of Space	\$ 200.00	\$ 1,200.00
	Telephone	\$ 2,000.00	\$ 500.00
	Postage	\$ 150.00	\$ 750.00
	Paper	\$ 100.00	\$ 150.00
	Copy & Printing Expense	\$ 75.00	\$ 250.00
	Office Supplies	\$ 200.00	\$ 1,200.00
	Treasurer's Office		\$ 200.00
	SC Office		\$ 200.00
	Staff Travel (SC, Admin, Campus Direc	\$ 2,000.00	\$ 400.00
	Service Contracts		
	Grasshopper	\$ 375.00	\$ 950.00
	Fleenor Security	\$ 600.00	
	Parker Business	\$ 5,000.00	
	Software		\$ 1,000.00
	<i>Microsoft Office</i>	\$ 300.00	
	<i>Cloud Storage</i>	\$ 200.00	
	<i>Quickbooks</i>	\$ 1,000.00	
	Communications		\$ 2,000.00
	<i>Web Site</i>	\$ 500.00	
	<i>Communications - General</i>	\$ 250.00	
	<i>Zoom</i>	\$ 200.00	
	<b>Insurance</b>	<b>\$ 9,000.00</b>	<b>\$ 3,500.00</b>
	Equipment		\$ 250.00
	<i>Computer</i>	\$ 700.00	
	<i>Printer</i>		
	<i>Misc Equipment</i>	\$ 300.00	
	MISC Adminstrative		
	Dues/Memberships		\$ 200.00
	Publications	\$ 35.00	\$ 100.00
	<i>Outlook</i>	\$ 45.00	
	<i>Book of Order</i>		
	<i>Book of Confessions</i>		
	Misc Expense	\$ 250.00	\$ 275.00
	<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>\$ 33,480.00</b>	<b>\$ 35,125.00</b>
	<b>PERSONNEL</b>		
	Transitional Executive Presbyter		
	Salary	\$ 39,000.00	\$ 60,000.00
	Housing Allowance	\$ 21,000.00	

2024 Budget Worksheet			2024 Proposed	2023 Proposed
		Board of Pensions	\$ 23,892.00	\$ 22,200.00
		SECA offset	\$ 5,000.00	\$ 4,590.00
		Reimbursement		\$ 15,000.00
		Travel	\$ 8,500.00	
		Continuing Education	\$ 2,000.00	
		Books & Publications	\$ 500.00	
		Office supplies		
		Hospitality - meals, etc	\$ 3,500.00	
		<b>TOTAL Executive Presbyter</b>	<b>\$ 103,392.00</b>	<b>\$ 101,790.00</b>
		Transitional Stated Clerk		
		Salary	\$ 12,000.00	\$ 12,000.00
		Housing Allowance		
		SECA offset	\$ 1,000.00	\$ 1,000.00
		Reimbursement		\$ 5,000.00
		<b>TOTAL Stated Clerk</b>	<b>\$ 13,000.00</b>	<b>\$ 18,000.00</b>
		Administrative Manager (20 hrs)		
		Salary	\$ 15,000.00	\$ 32,960.00
		Benefits		\$ 12,500.00
		Reimbursement		\$ 350.00
		<b>TOTAL Administrative Manager</b>	<b>\$ 15,000.00</b>	<b>\$ 45,810.00</b>
		Campus Ministry Director		
		Salary	\$ 27,810.00	\$ 27,810.00
		Benefits	\$ 4,044.00	
		Reimbursement		\$ 350.00
		<i>Housing Provided</i>		
		<b>TOTAL Campus Ministry Director</b>	<b>\$ 31,854.00</b>	<b>#REF!</b>
		<b>TOTAL PERSONNEL</b>	<b>\$ 163,246.00</b>	<b>\$ 165,600.00</b>
		<b>MISC EXPENSES - OTHER</b>		
		Church Related Expenses		
		Bethany	\$ 4,000.00	\$ 40,000.00
		Misc Non-admin Expenses	\$ 500.00	\$ 500.00
		<b>TOTAL MISC OTHER EXPENSES</b>	<b>\$ 4,500.00</b>	<b>\$ 40,500.00</b>
		<b>TOTAL EXPENSES</b>	<b>\$ 382,821.00</b>	<b>\$ 442,475.00</b>
		<b>OVER/UNDER</b>	<b>\$ (70,071.00)</b>	<b>\$ (58,975.00)</b>

Appendix 6 – Nominations Committee  
Officer and Committee Slate for 2024

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*Minutes of the November 7, 2023, Stated Meeting of Holston Presbytery*

COMMITTEES	Class of 2026	Class of 2025	Class of 2024	Class of 2023
Committee on Preparation for Ministry (8)	Robert White (TE)	Bill Reese (RE)		Robert White (TE)
	Brian Alderman (TE)		Carolyn Russ (RE)	
	Sam Schaus (TE)*		Nancy Johnson (RE)	Sam Schaus (TE)*
Committee on Ministry (12)	Bill Anderson (TE)	Allen Huff (TE)	Collin Adams (TE)	Donna Sade (TE)
	Mary Jane Farmer (RE)	Kaye Florence (TE) #	Maggie Rust(TE)*	Angus Shaw (TE)
		John Grindstaff (RE)	John Tucker (RE)	Bill Anderson (TE)
		Rebecca Nunley(RE)	Sharon Amstutz (TE) #	Isaac Webb (RE)
Mission & Outreach (8)	Marshall Steinle (TE)*	Stacy Larsen (RE)		Marshall Steinle (TE)*
	Donna Sade (RE)	Mike Shelton (TE)	Matthew Cary (RE)	Kathie Dameron (RE)
	Bishop Greene (TE)		Karen Clark (RE)	
	Pat Willard (TE)		Mary Ellen Elkins (RE)	
Discipleship & Evangelism (8)	Greg Cartwright (TE) *		Barron Hopper (TE)	Greg Cartwright (TE) *
	Brandon Davis (TE)			Russ Pearson
	Lori Fleenor (RE)			
Campus Ministry Sub-Committee (6)	Phyllis Thompson (RE)	Lori Fleenor (RE)	Mike Miyamoto (RE)	Paul Helphinstine (TE)
	Marianne Huff (LF)	Brandon Davis (TE)		Marianne Huff
Finance, Budget & Stewardship (8)	Rick Raum (TE) *		Aaron Caton (RE)	(TE)
	Ken King (RE)		David Hughes (RE)	Gary Helton (RE)
				Pam Pope (RE)
			Larry Smith (RE)	
General Mission Board At-Large Members (3)	Todd Jenkins (TE)	Kaye Florence(TE)	Donna Sade (RE)	Todd Jenkins (TE)
Administration and Personnel Sub Committee	Dave Welch (TR) *			
	Jenny Clemmer (RE)			

	Jim Johnson (RE)			
Committee on Representation & Nominations (6) Nominated by Presbytery Moderator		Matthew Clark (LM)	Pauline Douglas	Phyllis Thompson
		Bill Anderson (TE)	Elizabeth Smith (LF)	(TE)*
		(LM)		Marshall Steinle (TE)
<b>PRESBYTERY OFFICERS</b>		<b>Class of 2025</b>	<b>Class of 2024</b>	<b>Class of 2023</b>
Presbytery Moderator (1-YR Term)		(Elected in August 2024)	Kathi Carey (RE)	Rodney Norris (TE)
Presbytery Vice-Moderator (1-YR Term)			Collin Adams (TE)	Kathi Cary (TE)
		<b>Class of 2025</b>	<b>Class of 2024</b>	<b>Class of 2023</b>
Transitional Stated Clerk (1-YR Term) Nominated by GMB			Chris Bohn	Diana Moore
Transitional Treasurer (1-YR Term) Nominated by GMB			(Elected in November 2023)	Stephanie Ratcliffe
Assistant Treasurer (3-YR Term)			David Light (CRE)	
<b>ORDINATION EXAM READERS/COMMISSIONERS/DELEGATES</b>		<b>Class of 2025</b>	<b>Class of 2024</b>	<b>Class of 2023</b>
Ordination Exam Readers (2) (1-YR Term)		(Elected in November 2024)	Karen Russell (TE)	Karen Russell (TE)
				Sharon Petke (RE)
Ordination Exam Reader Alt. (1) (1-YR Term)				Chris Bohn (TE)

	226th GA – 2024	226th GA - 2024
General Assembly Commissioners (2) (2-YR Term)	Maggie Rust (TE)	
	Kathi Carey (RE)	
General Assembly Commissioners Alt. (2) (2-YR Term)		
GA Young Adult Advisory Delegate (1) (2-YR Term)		
GA Young Adult Advisory Delegate Alt. (1) (2-YR Term)		

	Class of 2027	Class of 2026	Class of 2025
Synod Commissioners (2) (3-YR Term)	(Elected in December 2026)	(TE) Brian Wyatt	
			Matthew Clark (RE)
Synod Commissioners Alt. (2) (3-YR Term)			
			(RE)
Synod Nominating Committee (1) (3-YR Term)			
TRUSTEES/PJC/OTHER BOARDS	Class of 2028	Class of 20264	Class of 2024
Trustees (6) (6-YR Term)	Dave Light (RE)*	Sharon Amstutz (TE)	Dan Donaldson (TE)
	Scott Wise (RE)	Matthew Clark (RE)	John Smith (RE)
Permanent Judicial Commission (7) (6-YR Term)	Sam Schaus (TE)	Rodney Norris (TE)	Sam Weddington (TE)
	Douglas B. Payne (RE)	John Smith (RE)	Jim Austin (RE)
			Gwen Hunter (RE)
	Class of 2026		
Sunset Gap Board	(TE)		

\* Denotes Moderator; TE-Teaching Elder; RE-Ruling Elder; LF-Lay Female; LM-Lay Male; GMG-General Mission Board  
 Currently elected--no action needed

Desires nomination or re-nomination

**ADJOURNMENT:** Vice Moderator Collin Blair Adams closed the meeting with prayer. The meeting was adjourned at 2:28 p.m.

\_\_\_\_\_ Kathi Cary, Moderator

\_\_\_\_\_ Diana Moore, Transitional Stated Clerk