

(Preliminary minutes – subject to approval by Presbytery of Lake Huron)

## **PRESBYTERY OF LAKE HURON**

Stated Meeting – June 7, 2016

The Presbytery of Lake Huron was called to order with prayer by the Moderator, the Rev. Wally Mayton, at 9:30 a.m., on Tuesday, June 7, 2016, at First Presbyterian Church, Cass City, Michigan.

The roll was taken, and the moderator announced that a quorum was present.  
[ATTACHMENT A]

MOTION WAS SUSTAINED to adopt the docket as amended with time for Miscellaneous Business.

Welcome by the host pastor, the Rev. Linda Graham was given.

Visitors, new clergy and elder commissioners were introduced.

MOTION WAS SUSTAINED to seat the following as Corresponding Members: The Revs. Michael Ludwig (Scioto Valley) and David Weber (Lake Michigan).

MOTION WAS SUSTAINED to add Miscellaneous Business to the agenda under the Stated Clerks report.

MOTION WAS SUSTAINED to approve the Consent Agenda which included:

1. Approve the Minutes for the March 1, 2016 Stated Meeting.

**WORSHIP** included a **CELEBRATION OF THE LORD'S SUPPER**, sermon led by the Rev. Dr. Dan Saperstein and an **OFFERING** to the Presbyterian Pantry of First and Fraser Churches of Cass City.

A short **BREAK** was taken prior to the Equipping for Ministry time.

During the **EQUIPPING FOR MINISTRY** time groups were asked to answer the question "Who Are We?" Participants worked on making banners to visually demonstrate their answers.

The meeting was **RECONVENED** by the Moderator.

The Ludwig family gave an update on their mission time in Niger.

Adjourned for lunch at 12:20 pm following prayer by the Moderator.

Reconvened at 1:10 pm following prayer by the Vice Moderator, Elder CJ Merriman.

The **COMMISSION ON MINISTRY** report was given by the Rev. Andrew Miller. An introduction of the new Co-Pastors at Fenton-First, the Revs. Lindsey and Robbie Carnes was given.

The commission recommended and presbytery approved:

1. The 2016 Annual Report of Compensation. [ATTACHMENT B]

The Commission on Ministry reported that it took the following actions on behalf of presbytery:

2. Approve the part-time CRE Covenant renewal between Elder Don Wixson and Lapeer-First for a period of six months, effective May 1, 2016. Terms are as follows:

Salary	\$150/week Preaching
Travel Reimbursement	100 miles per Sunday at current IRS Rate

The Rev. Dave Myers will continue to serve as his mentor. The Rev. Glenn Grant will continue to serve as Moderator of Session.

3. Approved the Temporary Supply contract renewal between the Rev. Ron Vredeveld and Beaverton-First for a period of one year effective May 1, 2016. Terms are as follows:

Cash Salary	\$19,989 (\$13,749 + Med. \$6,240 = \$19,989)
Housing Allowance	\$ 7,500
Vacation Time	4 weeks including 4 Sundays
Study Leave	2 weeks including 2 Sundays
Travel Reimbursement	IRS Rate
Study Leave Allowance	\$325
Phone Calls	\$300
Professional Expenses	\$500
Medical Reimbursement	\$6240 (Included in cash salary)

4. Approved the full-time Pastoral Call of the Rev. Dr. Joseph Novak at Flint-First effective May 15, 2016. Terms of call are as follows:

Cash Salary	\$38,000
Housing Allowance	\$40,000
SECA	\$5,967
Study Leave	\$1,000
Professional Expenses	\$1,000
Travel/Mileage	IRS Rate
Vacation Time	4 weeks including 4 Sundays
Study Leave Time	2 weeks including 2 Sundays
Moving Costs	Full

The committee commended the church in fulfilling the provisions of the presbytery's Affirmative Action Equal Employment Opportunity Program for the Calling of Pastors, meeting the requirements of the church-wide plan for EEO.

5. Directed the Stated Clerk to transfer the membership of the Rev. Lindsey and Robert Carnes from the Presbytery of San Fernando upon receipt of request.
6. Approved the part-time Commissioned Ruling Elder covenant renewal between Elder Charles Moerdyk and Rosebush for a period of one year effective January 1, 2016. Terms are as follows:

Salary	\$325/week (Half designated as housing allowance)
Book Allowance	\$2,100/year
Travel Reimbursement	At current IRS Rate
Vacation Allowance	4 weeks per year including 4 Sundays
Study Leave	2 weeks per year including 2 Sundays

The Rev. Andrew Miller will serve as his mentor.

## Preliminary Minutes – June 7, 2016

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7. Approved the part-time Commissioned Ruling Elder covenant renewal between Elder Mark Garavaglia and Deckerville-First for a period of one year effective January 5, 2016. Terms are as follows:

Salary	\$200/week (Half designated as housing allowance)
Housing	Manse/Utilities
Telephone Calls	Reimbursable
Continuing Education	Reimbursable
Book Allowance	\$300/year
Travel Reimbursement	At current IRS Rate
Vacation Allowance	4 weeks per year including 4 Sundays
Study Leave	2 weeks per year including 2 Sundays

The Rev. Dave Myers will serve as his mentor.

8. Approved the full-time Temporary Relationship Covenant between Linden and the Rev. Dave Myers for a period of one year effective May 25, 2016. Terms are as follows:

Cash Salary	\$41,667
Housing Allowance	\$8,333
Pension/Major Medical	\$17,500
Study Leave	\$650
Reimbursable Expenses	\$750
Travel/Mileage	IRS Rate up to \$1,000
Vacation Time	4 weeks including 4 Sundays
Study Leave Time	2 weeks including 2 Sundays

Minimum of four (4) days on site per week

9. Approve a scholarship request for a clergy member of presbytery in the amount of \$300.
10. Approve the scholarship request for a clergy member of presbytery in the amount of \$287.68.
11. Appointed the Rev. Mary Anne Evans-Justin as Moderator of Session for Ithaca-First effective May 17, 2016.
12. Appointed the Rev. Doug Abel as Moderator of Session of Caro-First effective June 1, 2016
13. Dissolved the Pastoral Call of Joey Novak at Ithaca-First effective May 14, 2016.

14. Dissolved the Pastoral Call of Dave Myers at Caro-First and directed the Stated Clerk to move him to the Member-At-Large Roll effective May 31, 2016.
15. Approved the Temporary Covenant extension of David Weber at Birch Run-Taymouth through December 31, 2016 with a two-way 30 day notice if a new pastor is called. Terms are as follows:

Cash Salary	\$33,160
Housing Allowance	\$24,000
Pension/Major Medical	\$16,872
401B Retirement	\$900
Vacation Time	4 weeks including 4 Sundays
Study Leave	2 weeks including 2 Sundays
Travel Reimbursement	IRS Rate
Flex Account	\$1,000

The **PERSONNEL TEAM** report was given by the Rev. Matthew Schramm.

The team recommended and presbytery approved the:

1. Proposed Personnel Policy for the Presbytery of Lake Huron [ATTACHMENT C]  
(Changes will take effect immediately.)

The **STATED CLERK** report was given by the Rev. Ted McCulloch.

The Stated Clerk recommended and presbytery approved:

1. Per G-3.0303e, and at the request of the Saginaw Korean Presbyterian Church, to approve the appointing of an Administrative Commission to assume original jurisdiction for the session of the Saginaw Korean Presbyterian Church, in all matters, effective June 8, 2016. This request is due to the inability of the session to have a quorum. The Administrative Commission shall develop new By Laws to be adopted by the congregation, shall review the membership rolls, and shall oversee the nominating, training and electing of a new Session. The Commission members shall be Rev. Dr. Daniel Saperstein, Executive Presbyter; Rev. Teresa Peterson; Elder CJ Merriman, Lapeer-First; Elder Johanna Jozwiak-Stover, Midland-Chapel Lane; and the Rev. Lindsey Carnes.

The Stated Clerk reported the following items for information:

2. The *Book of Order*, D-5.0206b, requires that the Stated Clerk maintain a current roster of those members of the Permanent Judicial Commission of the presbytery whose terms have expired within the last six years and report the roster to the presbytery annually. Those with a strike-through of their name are not available to be used. The current roster lists the following names:

<del>Rev. Dr. Valerie Fargo</del>	term expired December 31, 2015
Elder Gregory Ross	term expired December 31, 2015
Elder Roger Scovil	term expired December 31, 2013
<del>The Rev. Todd Smith</del>	term expired December 31, 2013
<del>Elder Norma Carnahan</del>	term expired December 31, 2011
Elder David Fisher	term expired December 31, 2011

3. Received the resignation of Elder Janie Gugino from the Personnel Team and informed the Nominating Committee.
4. Received the resignation of Elder Carol Dulin as 2016 General Assembly Commissioner. Per Presbytery policy, alternate General Assembly Commissioner Elder Kathy Maurer, Birch Run Taymouth was asked and agreed to serve. Received the resignation of Amy Abel, Vassar as 2016 General Assembly Young Adult Advisory Delegate. Per Presbytery policy, the alternate YAAD was asked to serve but also had to decline.
5. The Annual Statistical Report [ATTACHMENT D] Explanation of abnormal raise in income was explained as an entering error in one church's statistical report.
6. The following invitations have been received to host presbytery stated meetings in 2016:

<u>Date</u>	<u>Location</u>	<u>Time</u>
September 20	Flushing	9:30 am
December 6	Saginaw-Second	9:30 am

Invitations are being accepted for the 2017 Presbytery meetings. We are especially looking for churches that have round tables that we can use for discussion and meeting time. If you have any questions, please call the Stated Clerk.

The **EXECUTIVE PRESBYTER** report was given by the Rev. Dr. Dan Saperstein. An overview of items before the 222<sup>nd</sup> General Assembly this month was reviewed.

The Rev. Paul Ytterock gave an update on the Flint Water Crisis.

The **TRUSTEES** report was given by the Rev. Dr. Robert Emrich. An explanation of the new phone system was given by the Business Manager, Stephanie Cervini.

The Trustees recommended and presbytery approved to:

1. That the Presbytery authorizes Birch Run Taymouth Presbyterian Church to apply for a \$30,000 line of credit with Community State Bank. The line of credit would pay off the debt owed to the Presbytery along with making some improvements on the manse and installing a steel roof on the church. The condition being that any future use of the line of credit is used only for capital improvements and with Presbytery approval.

The Trustees presented the following item for information:

2. Presbytery Phone System: the Trustees accepted the proposal from Yeo & Yeo to upgrade the Presbytery office phone system.

The **COORDINATING TEAM** report was given by the Rev. Matthew Schramm.

The Coordinating Team reported the following for information:

1. Approved \$1000 to be sent to Flint Trinity United for Flint Water Crisis. Funds will come from Designated Use Account 000-000-21030.
2. Created a budget team to include Roger Scovill, Matt Schramm, Rhonda Myers, Andrew Miller, Dan Saperstein and Stephanie Cervini.

The **NOMINATING TEAM** report was given by the Rev. Ted McCulloch.

The Nominating Team placed the following people in nomination for the committees and classes indicated and presbytery approved:

1. Personnel Committee: Elder Linda Langrill, Midland Chapel Lane, Class of 2017
2. Coordinating Team: Elder Delphine Holland, Elder Flint Trinity United, class of 2017

**MISCELLEOUS BUSINESS** was presented by the Stated Clerk.

The Stated Clerk recommended and presbytery approved:

1. The request of the Tawas Area Presbyterian Church for an exception to G-2.0404 so that they may elect two deacons to serve more than two consecutive terms.

The Moderator assumed the chair.

A **COMMISSIONING SERVICE** for those representing the presbytery at the 222<sup>nd</sup> General Assembly was held.

The meeting adjourned following prayer by the Vice Moderator at 2:15 pm.

Attendees were encouraged to complete their feedback forms prior to leaving.

The next stated meeting of the Presbytery of Lake Huron will be held Tuesday, September 20, 2016 at Flushing Presbyterian Church, Flushing, Michigan, beginning at 9:30 a.m.

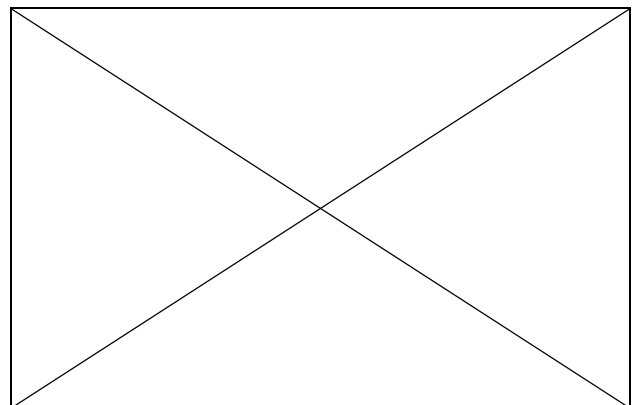
Respectfully Submitted,

Ted McCulloch  
Stated Clerk



**ATTACHMENT A – Attendance**

<b>NAME OF MINISTER</b>	<b><u>Present</u></b>	<b><u>Excused</u></b>	<b><u>Absent</u></b>	<b>NAME OF MINISTER</b>	<b><u>Present</u></b>	<b><u>Excused</u></b>	<b><u>Absent</u></b>
Abel, Doug			1	Miller, Carol (HR)		1	
Ahn, Daniel (HR)		1		Moody, Chris			1
Anderson, Kenneth (HR)		1		Musgrave, John (HR)		1	
Baird, George (HR)		1		Myers, David	1		
Becker, John (HR)		1		Myers, Rhonda	1		
Blackburn, David (HR)		1		Neumann, James	1		
Blatt, Karen (HR)	1			Neuville, Donald (HR)		1	
Borycz, Edward		1		Novak, Joseph		1	
Brackbill, Thomas	1			Offrink, James (HR)	1		
Brooks, Alexander (HR)		1		Pak, Shimon	1		
Browne, Jim		1		Park, Dong Won (HR)		1	
Browne, Roger (HR)		1		Parker, Kenneth		1	
Carnes, Lindsey	1			Peterson, Theresa	1		
Carnes, Robbie	1			Rasmussen-Baker, Jill		1	
Chambers, Janice (HR)		1		Russell, Peter (HR)		1	
Chang, Catherine		1		Saperstein, Dan	1		
Clark, Bert (HR)		1		Schacher, Tom	1		
Cundiff, Thomas		1		Schramm, Matthew	1		
Cunningham, Bruce (HR)		1		Shoemaker, Rodney		1	
Der-Garabedian, Lucy		1		Shugert, Stephen (HR)		1	
Emrich, Robert (HR)	1			Snyder, Noel		1	
Eshelman, David (HR)		1		Stilwell, Elizabeth		1	
Evans-Justin, Mary Anne (HR)		1		Stratton, Brian		1	
Fox, Robert (HR)		1		Swihart, Dale (HR)		1	
Gates, Fred (HR)		1		Taylor, Robert (HR)		1	
Gates, Sharlyn		1		Walser, Joseph (HR)		1	
Gillette, George (HR)	1			Weenink, Jeffrey			1
Graham, Linda	1			Ytterrock, Paul	1		
Grant, Glenn	1						
Grimes, Ronald (HR)		1		<b>Total Present</b>	24		
Gruening, Katja	1			<b>Total Excused</b>	45		
Hetzel, Kenneth	1			<b>Total Absent</b>	4		
Hunter, Rhashell		1					
Lakey, Robert (HR)		1					
Lawson, Desiree	1						
Lawther, Richard (HR)		1					
Leas, Robert (HR)		1					
Lee, Hoon Koo		1					
Lee, Joungnam		1					
Loenshal, Michael		1					
Marquardt, Charles			1				
Mayton, Wally	1						
McCulloch, Ted	1						
McMellen, Larry (HR)		1					
Miller, Andrew	1						



**ATTACHMENT A – Attendance (Continued)**

<b>NAME OF CHURCH</b>	<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Elder Commissioner(s) Present</u></b>
Alma-Eastminster		1	
Alma-First	1		Ann Baker
Bay City-First		1	
Bay City-Westminster	1		Bill Schuneman
Beaverton		1	Excused Absence
Birch Run	1		Lil Ostrom
Breckenridge		1	
Caro		1	
Cass City-First		1	
Cass City-Fraser	1		Mark Battel
Croswell		1	
Davison		1	
Deckerville	1		Linda Spencer
Elkton-Chandler		1	
Fairgrove	1		David Houghtaling
Fenton-First	1	1	John Banks
Fenton-Tyrone		1	
Flint-First	1	3	Linda Smith
Flint-Trinity United	1		Name not legible
Flint-Unity		1	
Flushing	1		Carol Dulin
Grand Blanc-Kirkridge	1		Lois Neely
Harbor Beach	1		Gayle Wooster
Holly	1		Charlee Litten
Houghton Lake		1	
Ithaca-First		1	
Ithaca-Lafayette		1	
Kinde-First	1		Mary Ann Standing
Lapeer	1		Robert Grayhek
Linden		1	
Marlette-First		1	
Marlette-Second		1	
Midland-Chapel Lane	1		Linda Langrill
Midland-Memorial	1	1	Judy McDowell
Mt. Pleasant	1		Jim Bidwell
Rosebush		1	
Saginaw-Countryside Trinity	1		Louis Diechman
Saginaw-First	1		Janie Gugino
Saginaw-Korean		1	
Saginaw-Second	1		Name not legible
Saginaw-Warren Avenue		1	
Sandusky	1		Dorothy Ruby
Swartz Creek		1	Excused Absence
Tawas	1		Andre DeWilde
Twining		1	
Ubly	1		Duane Jurgens
Vassar	1		Steve Franko
Yale		1	
<b>Total Present and Represented</b>	<b>25</b>		
<b>Total Not Represented</b>	<b>23</b>		

**ATTACHMENT A – Attendance (Continued)**

<b>ELDER MEMBERS</b>	<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Excused</u></b>
Mark Battell (Coordinating Team) ***			
Joanne Clever (PW)			1
Carol Dulin (Coordinating Team) ***			
Adam Engel (Coordinating Team)			1
Doug Gorringer (Coordinating Team)			1
Kathy Maurer (CT Moderator)			1
CJ Merriman (Vice Moderator)	1		
Cliff Miles (Trustee)			1
Tom Miles (Coordinating Team)			1
Mary Ann Parker (Nominating Team)			1
Paul Schmidt (Coordinating Team)			1
Roger Scovill (Treasurer)			1
<b>Total Elder Members</b>	<b>1</b>	<b>0</b>	<b>9</b>

\*\*\* Signed in as Elder Commissioner, did not count here

<b>COMMISSIONED RULING ELDERS</b>	<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Excused</u></b>
Jon Essex			1
Mark Garavaglia	1		
Kathy Grimes	1		
Shaun Hardimon			1
Henry Kubin	1		
Mary Kubin	1		
Linda Living-Hawley			1
Liz Long			1
Sam McKim			1
Charles Moerdyk			1
Peggy Ronk			1
Kathleen Rowe			1
Chris Wolf	1		
<b>CRE Attending</b>	<b>5</b>		
<b>CRE Not Attending</b>	<b>0</b>		
<b>CRE Excused</b>	<b>8</b>		

**MEETING ATTENDANCE TOTALS**

<b>CATEGORY</b>	<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Excused</u></b>
Members of Presbytery	24	4	45
Corresponding Members	2		
Commissioned Ruling Elders	5	0	8
Church Commissioners	25	23	
Elder Members	1	0	9
Visitors (Including LHP Staff)	16		
<b>Total People in Attendance</b>	<b>73</b>		
Churches represented	25		
Churches not represented		23	

**ATTACHMENT B – 2016 Annual Report of Compensation**

Report as of 5/18/2016  
First line 2015 Members  
Second line 2014 Members

**PRESBYTERY OF LAKE HURON  
2016 ANNUAL REPORT OF COMPENSATION**

1st Line = 2016 Terms  
2nd Line = 2015 Terms

LAST	FIRST	STATUS	CHURCH	CITY	Members	SALARY	HOUSING/ MANSE	UTILITY ALLOWANCE	PENSION & MAJ MED DUES	AUTO/ MILEAGE	STUDY LV \$	BOOK EXP	MED EXP	PROF EXP	SECA OFF	ANNUITY & OTHER	VAC LV	STUDY LV	STD CUM
ABEL	DOUG	PA	FIRST	VASSAR	151	24736	10000		15605	2000	1500			1000	3145		4	2	
BORYCZ	EDWARD	PA	St. Andrews	DAVISON	179	24736	10000		15605	3600	1000			800	3415		4	2	
					72	27318	17000		16176		650			2665	3671		4	2	
					74	27318	17000		16176		650			2665	3671		4	2	
BRACKBILL	THOMAS	PA	FIRST	ALMA	223	46155	20000		23154	2500	1500			650	5061		4	2	
					234	46155	20000		24147	3500	1500			650	5061		4	2	
GATES	SHARLYN	PA	HOLLY	HOLLY	98	31630	13200		17212.92	1500	650			1000	3429.5	3455.28=other	4	2	
			(did not report in 2015)		93														
GRANT	GLENN	PA	GRAND BLANC	KIRKBRIDGE	142	36865.61	19133.3		20439.99	2000	650			1087.5			4	2	4
					147	36865.61	19133.3		20439.99	2000	650			2587.5			4	2	4
GRAHAM	LINDA	PA	FIRST/FRASER	CASS CITY	101	35083	7017		15813	3526	650						4	2	
					101	33902.4	7780.88		15781.78	3526	650						4	2	
GRUENING	KATJA	PA	FIRST	YALE	78	13896	MANSE	6000	4996	1000	700						4	2	
					80	13894	MANSE		5800	700	700							4	2
HETZEL	KENNETH	PA	FIRST	CROSWELL	139	12340	31200		16560	3000	1500			1500		875=Dental	6	2	
					139	12340	31200		15775	3000	1500			1500		875=Dental	5	2	
LAWSON	DESIREE	PA	TRINITY UNITED	FLINT	114	26800	18000		21000	3500	1500		3000		2300		4	2	
					122	26800	18000		16380	3500	1500		2000		2203		4	2	
LEE	JOUNG NAM	PA	UNITY	MT. MORRIS	79	25531	14400	3600	17594		650						4	2	

Churches that did not report: Caro and Sandusky

**ATTACHMENT B – 2016 Annual Report of Compensation (Continued)**

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Second line 2014 Members

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LEE	JOLING NAM	PA UNITY		MT. MORRIS	76	26531	14400		14326		650						4	2	
MAYTON, III	WALLACE	AP MEMORIAL		MIDLAND	771	44672	31200		30808	IRS Rate	1000		2000	2000	5804	6534-403(b)	4	2	
					813	43184	31200		30218	IRS Rate	1000		2000	2000	5690	6406-403(b)	4	2	
McCULLOCH	TED	PA FIRST		SAGINAW	360	41300	20000		22813	IRS Rate						1200-403(b) and 1150 other	4	2	6
					360	42500	20000		22813	4500				1750			4	2	6
MILLER	ANDREW	PA FIRST		MT. PLEASANT	160	30325	22194		20326	1200	2700			700	4190	3306-403(b) 1633 Dental, 617 Life	4	2	
					165	29186	22194		19927	1200	2700			700	4103	3306-403(b)	4	2	
MYERS	DAVE	PA FIRST		CARO	68														
					68	30498	12000		15512	IRS Rate	650						4	2	
MYERS	RHONDA	PA CHAPEL LANE		MIDLAND	241	36957	21118		20575	1500	1000			900	4544	700-403(b) 1370-dental 516-life	4	2	6
					245	36411	20806		20271	1500	1000		1866	900		700-403(b)	4	2	6
NEUMANN	JAMES	PA SECOND		SAGINAW	286	55775.73	15000		26394.86	1500	1500			700	10277.89		4	2	
					307	52175.73	15000		26395	1500	1500		500	700	10277.9		4	2	
NOVAK	JOSEPH	PA FIRST		ITHACA	95	37000	12000		17855	IRS Rate	700					500-Bonus	4	2	
					98	35500	12000		16214	1000	700						4	4	
PAK	SHIMON	PA SAGINAW		KOREAN	53	34800			12702		1000						4	2	
PARKER	KENNETH	PA COUNTRYSIDE		SAGINAW	63	42495	Manse	3200	21960	1700	495	300	2500		3224	5500-403(b)	4	2	
					66	42945	Manse	3200	21685	1700	495	300	2500		3224		4	2	
PETERSON	TERESA	PA FLUSHING		FLUSHING	192	36886	14759		17725.01	2000	1000		759.69	1500	3874.4	1000-Bonus	4	2	

Churches that did not report: Caro and Sandusky

**ATTACHMENT B – 2016 Annual Report of Compensation (Continued)**

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First line 2015 Members  
Second line 2014 Members

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2016 ANNUAL REPORT OF COMPENSATION**

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PETERSON	TERESA	PA	FLUSHING	FLUSHING	204	35165.35	14463		18479.35	2000	1000		496.28	1500	3796.57	1000=6onus	5	2	
SCHACHER	THOMAS	PA	MEMORIAL	MIDLAND	771	54129	40000		37506	IRS Rate	2000		2000	1000	7201	6080=403(b)	4	4	
					813	50474	40000		36569	IRS Rate	2000		2000	1000	7060	5961=403(b) 1838 403 Dental & Life	4	4	
SCHRAMM	MATTHEW	PA	WESTMINSTER	BAY CITY	379	22865.34	50000		27262.27	2000	1500			1200	5573.41	2700=403(b) 18176=Dental & Life	4	3	4
					392	36300	15000		26466.67	2000	1500			1200	5411.1	2700=403(b) 18176=Dental & Life	4	2	3
WEBBINK	JEFFREY	PA	FIRST	BAY CITY	431	24500	32950		27101				2550	9867	4394	Supp. Death=1838	5	2	6
					454	24500	32950		26355	9867			2500		4394	Supp. Death=1838	5	2	6
YTTROCK	PAUL	AP	FIRST	FLINT	1408	41352	24000		23853.48	IRS Rate	1000			500	4999.43	Life, DI, Dental	4	2	
					1526	40071	24000		23385.92	IRS Rate	1000			500	4901.43	Life, DI, Dental	4	2	

Churches that did not report: Caro and Sandusky

**ATTACHMENT C – Personnel Policy Changes (30 pages total including this page)**

**Presbytery of Lake Huron**

**PERSONNEL POLICIES**



*This manual sets forth guidelines for personnel policies and practices of the Presbytery of Lake Huron relating to all persons employed by the Presbytery.*

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December 1990  
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September 17, 1991  
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PERSONNEL POLICIES  
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## I. Introduction

- A. These personnel policies express the goals, standards, values, attitudes, beliefs and benefits that the Presbytery of Lake Huron considers to be important for the functioning of its staff in implementing the mission of the Presbytery. These standards of conduct govern all employees and are intended to enable us to work together in a friendly and productive atmosphere. These personnel policies serve only as a general guide for reasonable expectations of employment. Therefore, neither these personnel policies nor any of their provisions constitute an employment agreement or contract of any kind, nor are they a guarantee to continued employment. Personnel policies may be amended or changed as necessary. Employees will be notified when changes are approved.

Employment with the Presbytery of Lake Huron is governed by the legal concept of at-will employment. This means that neither the employee nor the Presbytery of Lake Huron is bound to continue the employment relationship if either chooses, and may end the relationship at any time, for any reason or no reason, with or without notice, and with or without cause. The only way this can be changed is by a writing directed specifically to the employee and signed by both the employee and the chairperson of the ~~Personnel Sub Team~~ Personnel Team or the Moderator of the ~~Administrative Coordinating Team~~.

## II. EMPLOYMENT CATEGORIES AND TERMINOLOGY

- A. Employer: The legal corporate employer of all Presbytery staff is the Presbytery of Lake Huron (A Michigan Corporation) located in Saginaw, Michigan.
- B. Employee: Any Person who provides services for compensation on behalf of the Presbytery of Lake Huron is considered an employee unless hired as an independent contractor.
- C. Coordinating Team: Is responsible for developing and administering operating policies and procedures as outlined in the by-laws of the Presbytery of Lake Huron. The personnel policies are developed and administered by the ~~Personnel Sub team~~ Personnel Team.
- D. Call: ~~Used in reference to the employment of ordained clergy. In compliance with the Book of Order, a written "Call" shall be submitted to the minister's Presbytery by the Presbytery, which is the employer. Teaching elders employed by the presbytery may be employed as a call to a validated ministry (G-2.0503) and enrolled as a member of presbytery. The terms of call shall be specified in a form designated for that purpose.~~
- E. Temporary: A temporary employee is employed for a short period, usually less than three months and is not entitled to benefits. The category of temporary employee will be established at the time of hire.
- F. Full Time/Part Time: A Full Time employee is employed to work at least 35 hours weekly. A Part Time employee is to work less than 35 hours weekly and is not entitled to regular employee benefits.
- G. Salary/Hourly employee: Hourly employees are paid based upon reported hours worked. Salaried employees are not paid based on reported hours.

- H. Provisional Employment: The first three months of employment for hourly employees.
- I. Consultative/Contractual Services: Consultative-contract persons are not employees of the Presbytery.
- J. Grievance: A formal written complaint filed by an employee in response to an alleged violation of an approved Personnel Policy, or unfair application of stated policy.
- K. Executive Presbyter: The chief administrative officer of the Presbytery and head of staff

### **III. RIGHTS AND RESPONSIBILITIES**

#### **A. Employer Rights**

1. establish basic work goals consistent with the purpose of the Presbytery
2. establish an over-all structure designed to best accomplish the basic goals
3. establish and administer operating policies and procedures which meet requirements of the Presbytery
4. establish and administer processes for recruiting, selection, compensation, career development, benefits, working conditions, promotions, transfers, dismissals, and other phases of employment
5. expect employees to be productive in their assigned functions
6. exercise oversight

#### **B. Employer Responsibilities**

1. be faithful to the purpose of the organization
2. provide open communication and opportunity for employee participation, which will allow input for decisions that affect them
3. assure policy administration is supportive of employees in setting and meeting objectives and career goals
4. provide equal opportunity for employees in all aspects of employment, ~~and to maintain an affirmative action program that ensures equal employment opportunity~~
5. provide adequate and equitable compensation to employees
6. establish position descriptions and qualifications for particular job functions and determine who is qualified and/or capable to perform such functions
7. conduct regular employee performance reviews and evaluations which relate their work objectives to goals of Presbytery, and which give them an opportunity to participate in evaluating their own performance in relation to these objectives

8. provide equitable benefits and working conditions for the general welfare and well being of all employees in an equitable manner, including providing a work environment free of harassment
9. establish and administer a process which provides for the hearing and resolution of complaints and grievances

C. Employee Rights

1. receive adequate information in the form of this personnel manual and a written job description, from which to develop an understanding of their role and function in the total structure of the Presbytery
2. receive annual written performance reviews
3. be kept informed of proposed changes in personnel policies and procedures
4. have working conditions which promote the general welfare and encourage productivity
5. receive adequate, equitable compensation and benefits appropriate to assigned responsibilities

D. Employee Responsibilities

1. give the best possible performance in assigned functions
2. ~~provide, as requested, staff representation and participation in, any committee or group on which employees are given representation~~
- 3.2. provide input when sought and present it to any appropriate Presbytery ~~ministry or team entity~~
- 3.4. understand their role and function in achieving the vision, mission and goals of Presbytery
- 4.5. honor commitment to performance goals and objectives agreed upon as employees of the Presbytery

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E. Employer and Employee Responsibilities

1. The employer will recognize, affirm and use the full potential of each employee to develop the full range of the employee's resource potential.
2. The employee will devote talent, attention and energy to the performance of their assigned work and the goals of the Presbytery.
3. The commitments named in (1) and (2) above reflect an open partnership in which objectives are shared and in which both employer and employee acknowledge their responsibilities to each other.
4. Whenever there is a dispute between the employee and the employer in the interpretation of rights and responsibilities, the decision of the employer shall

prevail.

#### **IV. EMPLOYMENT POLICIES**

##### **A. Basic Employment Policies**

1. Determination of Personnel Guidelines and Policy: Personnel policies are determined by the Presbytery upon recommendation by the ~~Personnel Sub-Team~~ Personnel Team in accordance with the Book of Order.
2. Employment Practices: The Presbytery is committed to Fair Employment Practices and Equal Employment Opportunity for all employees in accordance with the guidelines established by the Presbytery of Lake Huron, the Book of Order, policies of the Executive Assembly, and is guided by the Civil Rights, Equal Employment, and Equal Pay Acts of the state and federal governments.
3. Provisional Employment Period: The first three months of employment for hourly employees is a provisional or trial period giving the employee and his/her supervisor an opportunity to evaluate interest and qualifications for the position under actual working conditions. At the conclusion of this period, a performance appraisal is to be prepared and discussed with the employee by his/her supervisor. Successful completion of the provisional period does not change the at-will nature of the employment.
4. Sexual Misconduct: The sexual misconduct policy adopted by the Presbytery of Lake Huron applies to the employer and all employees including consultants and contractors.

##### **B. Employee Review Process**

All new employees will be reviewed provisionally at the end of three months. A comprehensive review and evaluation will be conducted at least annually for all employees. Annual reviews will be conducted by the ~~Personnel Sub-Team~~ Personnel Team and the Executive Presbyter. The ~~Personnel Sub-Team~~ Personnel Team will be responsible for the review of the Executive Presbyter.

##### **C. Position Descriptions**

Position descriptions shall be prepared by the ~~Personnel Sub-Team~~ Personnel Team. Position descriptions for Executive ~~and Associate~~ Presbyter, Stated Clerk and Treasurer shall be submitted to the Presbytery through the ~~Personnel Sub-Team~~ Personnel Team for approval.

##### **D. Recruitment and Selection**

1. Officers: shall be elected in accordance with the provisions of the Book of Order and the by-laws of the Presbytery.
2. Employees:

- a. The Executive Presbyter position shall be filled in the following manner:
  - A search is conducted by a team whose names are to be submitted through the nominating committee for election by the Presbytery.
  - The search team will present to the Presbytery a candidate for election.

- b. All other employees shall be sought and hired by the ~~Personnel Sub-Team~~ Personnel Team.

E. Staffing Pattern

The staffing pattern of the Presbytery shall be the responsibility of the ~~Personnel Sub-Team~~ Personnel Team in consultation with the ~~Visioning- Coordinating Team~~. ~~The staffing pattern for full-time employees shall be and~~ submitted to the Presbytery for approval.

V. **SALARY ADMINISTRATION**

A. Salary Principles

The Presbytery is committed to salary administration principles which will provide: fair pay for the work performed; incentive for personal achievement and growth; equity of payment for positions of relative value; flexibility to meet the many changes in organization, functions, position, and personnel over a period of time. Salary levels will be maintained in a manner, which ensures consistent, and equitable salaries when compared to Pastors, Christian Educators and other administrative positions in keeping with the Presbytery's philosophy and local community competitive data.

Salary scales for staff will also be considered in relation to salary information for staff in other ~~p~~Presbyteries of the Synod.

B. Salary Review and Increases

Any cost of living increases authorized by the Presbytery will be given to all employees at the same time. Salary increases, if granted, commence on January 1 of the year for which they are granted.

At the time of the annual salary review, any changes in duties or responsibilities will be noted and the salary may be re-evaluated on the basis of such changes.

Changes in terms of employment for the Executive Presbyter, Treasurer, and Clerk must be reported to and approved by the Presbytery before implementation.

C. Withholding Taxes

In keeping with the established policy of the Presbyterian Church (USA) and in compliance with Federal statutes, all ordained clergy are considered employees engaged in the exercise of their ministry, and are responsible for the payment of federal, state, and local taxes from their wages. Ordained clergy are considered self-employed for social security purposes. Lay employees of the Presbytery are subject to the normal withholding of federal, state, and local taxes from their wages. Independent contractors are considered self-employed and are not subject to the withholding of taxes from income. Independent contractors are responsible for paying all taxes on their wages.

D. Housing Allowance

The Internal Revenue Code provides that a minister shall exclude from gross income for income tax purposes any housing allowance paid as part of his/her compensation to the extent that he/she used it for renting or providing a home. ~~This is intended to apply to any ordained person who has not been provided with a manse.~~

To satisfy this requirement, the amount ~~actually being spent for housing expenses, or the fair rental value as a furnished house plus utilities (whichever is less), to be designated as housing allowance shall be recommended by the employee and will be~~ designated by the employer as a housing allowance in the initial terms of call, or for changes subsequent to employment no later than December of the preceding year it will take effect prior to January 1 of the year it takes effect.

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

E. Career Opportunities

1. **Career development** - All employees will be given an annual opportunity to review and determine their short and long term career goals and objectives as a part of the annual performance review. Goals and objectives shall be consistent with the Presbytery mission statement needs.
2. **Extended study leave/job training** - In order to enable all Presbytery employees with specific needs or opportunities to give extended study to subject areas which will contribute to the work of the Presbytery, an extended study leave may be granted by the ~~Personnel Sub Team~~ Personnel Team upon recommendation of the Executive Presbyter.
3. **Continuing Education Policy** – Continuing Education/Study Leave dollars may accumulate up to three years in designated use accounts for each employee receiving such an allowance. Continuing Education/Study Leave Time is written into the memoranda of employment for all employees receiving such an allowance. That Continuing Education time of eight (8) working days is established for the Business Manager and four (4) working days for the Communications Mgr/Recording Clerk. All other office staff will be approved as needed.  
Executive Presbyter and Stated Clerk Continuing Education time will be part of their compensation packages.  
All Study Leave is to be approved by the Personnel Team through the Head of Staff. This will be time paid at regular compensation. This time will not accumulate year to year without the expressed consent of ~~Coordinating Team through its the~~ Personnel Team.

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**VI. BENEFITS AND LEAVES OF ABSENCE**

A. Benefits



1. **Worker's compensation insurance**

All employees of the Presbytery shall be covered by the Worker's Compensation law of the state.

2. **Holidays**

The Presbytery shall grant the following paid holidays to all full-time staff, in accordance with local customs and laws:

New Year's Day, Martin Luther King's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, and Christmas Day.

Those holidays, which occasionally fall on a weekend, shall be scheduled each year, as it is necessary. Holidays falling on Saturday will be observed on Friday, and holidays on Sunday will be observed on Monday.

In addition, paid holiday will include the week between Christmas and New Years when the Presbytery office is closed.

The same provisions shall apply to part-time staff employed 20 or more hours per week, with the following conditions:

- a. If a holiday is scheduled for a scheduled work-day, pay shall be prorated according to the percentage of full-time employment.
- b. If a holiday is scheduled for a day that is not part of the employee's works schedule, the Head of Staff may designate another day, or portion of a day as a compensatory day off, with pay prorated to the percentage of full-time employment.
- c. The Head of Staff may make adjustments to an employee's work hours to provide for equitable holiday pay and employment of part-time staff.

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3. **Vacation**

A vacation with pay is provided for all employees. Vacations are not cumulative and must be used within the calendar year, except when special provision has been made with the ~~Personnel Sub Team~~ Personnel Team. Vacation days for provisional employees will be prorated per calendar year based upon number of days worked. Full-time employees are entitled to annual paid vacation according to the following schedule. Vacation entitlement during the first year of employment will be pro-rated accordingly.

For Employees hired before ~~September 4~~ June 7, 2016:

Service from 0 through 5 years = 10 working days  
Service from 6 through 10 years = 15 working days  
Service from 11 years and over = 20 working days  
Called staff is according to terms of call or employment.

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For Employees hired after ~~September 4~~ June 7, 2016:

Service from 0-1 year = 2 weeks  
Service from 2-9 years = 3 weeks  
Service from 10 years and over = 4 weeks  
One week of vacation shall be considered the week between Christmas and New Year's when the office is closed.

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Vacation for part-time employees will be pro-rated according to the vacation entitlement of full-time employees.

Except where noted below, accrued but unused vacation time is not compensable.

Employees who submit their resignation, give two weeks notice, and work every regularly scheduled day during that two-week period, will be paid for any accrued and unused vacation time. Failure to give the notice and work each day will result in denial of pay for accrued and unused vacation pay. Employees who are terminated for cause by the Presbytery are not eligible to receive payment for accrued and unused vacation time.

4. **Health Insurance**

Called staff benefits are according to the terms of call. Teaching elders in full-time employment shall be eligible for participation in the pension and benefits plan of the Board of Pensions. The Personnel Team shall consult with the employee regarding whether it is advisable to enroll in the traditional or menu-option plan.

Other Full-time staff shall be covered by the Board of Pension's Major Medical Plan provisions or its equivalent another plan. (If an employee opts for an equivalent plan, coverage for additional family members will be at the employee's expense) of equal or lesser cost acceptable to the Presbytery through the Personnel Team.

Full-time employees covered under alternate plans may petition for compensatory benefits in consideration for savings to the presbytery. Decisions will be made by the Personnel Team on a case-by-case basis at their sole discretion.

The Board of Pension's Major Medical ~~benefits dues~~ for all qualifying enrolled employees will be paid by the Presbytery of Lake Huron.

5. **Pension benefits**

Clergy will be members of the Board of Pensions plan according to their call. Full-time lay employees shall be covered by the Board of Pensions plan or its equivalent.

6. **Social Security**

All non-clergy employees covered by the Federal Old Age Survivors Benefits Act (Social Security) shall have their share of the tax withheld from their wages. Clergy are considered self-employed and taxes are not withheld, nor paid for them.

7. **Temporary benefits**

Persons employed for a temporary period, usually less than three months, are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave during their temporary employment. Such employees are not eligible for the pension plans or other health benefit entitlement. If such employees work more than the normal weekly work schedule, they will be paid at the regular rate for hours up to 40 per week, and time-and-a-half for above 40 hours in the case of non-exempt employees, as defined by the U.S. Department of Labor

8. **Provisional employees**

Benefits for provisional employees shall begin upon successful completion of the provisional period of employment when they become regular employees.

B. Leave of Absence, With Pay



1. **Sick and Personal leave**

Full-time, hourly employees are eligible for ~~five (5)~~ **five (5)** working days of sick leave each calendar year. ~~Part-time employees, after ten (10) five (5) years of employment, are eligible for five (5) working days of sick leave each calendar year.~~ Sick Leave will be credited on January 1 of each year to all eligible employees. The ~~Personnel Sub Team~~ **Personnel Team** may grant additional sick leave as deemed necessary and appropriate ~~at either full or partial payment.~~

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Sick leave for new employees will be pro-rated according to the total length of service until they have completed one (1) year service. New employees will not be eligible for sick leave until after the end of the provisional employment period.

When an illness or injury causes an employee to be absent from work for more than five consecutive (5) days, the employee shall present written verification from a physician before sick pay will continue. The Presbytery may, at its own expense, require a second opinion from a physician of its choice for sick pay to continue.

An employee shall have no claim for pay in lieu of unused sick leave at any time.

No employee will be paid for Sick Leave if they are employed or capable of working in any other job, whether self-employed or as an employee/owner/director, etc.

2. **Bereavement leave**

In the event of a death in the immediate family (spouse, child, sibling, parent, parent-in-law, grandparent, grandparent-in-law, or relative in the same household), three (3) ~~working~~ **working** days will be given, without loss of pay.- In the event of the death of an extended family member or friend, bereavement leave may be granted at the discretion of the Executive Presbyter or the ~~Personnel Sub Team~~ **Personnel Team**. ~~The Head of Staff may grant up to one-half work day leave for full or part-time employees to attend funerals. Any additional bereavement time not covered by this policy may be granted by the Personnel Team.~~

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3. **Study leave** – see Continuing Education Policy above

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4. **Jury duty/Reserve Military duty**

Any employee called upon to serve jury duty/Reserve Military duty will be granted leave and paid the difference between their jury duty/Reserve Military duty pay and their regular pay for a period up to and including ten working days. If called as a witness, leave will be handled in the same way. An employee will not be granted leave for serving as a witness in a civil matter in which they have a personal or financial interest or for pursuing or defending their own court case.

5. **Personal leave** Two (2) non-accumulative personal days ~~of paid leave~~ may be granted each year. Personal Leave is available for employees who need time off for reasons not otherwise provided for in this Handbook.

6. **Parental leave**

Parental leave may include birth, adoption, and assuming guardianship of a child. This leave of absence shall not exceed 13 weeks. The pay shall be at 2/3 of the employee's normal salary. The employee may choose to substitute accumulated sick days and/or vacation time for Parental Leave pay. Full pension dues, if applicable, will be paid by the Presbytery for those 13 weeks.

7. **Sabbatical Leave**

Leaves of absence with pay will be granted to the Executive Presbyter for sabbatical leave. Such sabbatical leave will be with the approval of the ~~Personnel Sub-Team~~Personnel Team and the Presbytery. The Executive Presbyter will be eligible for a sabbatical leave with pay every seven years for a period of up to twelve (12) weeks. A sabbatical proposal will be developed by the Executive Presbyter stating the reasons, goals and objectives for the sabbatical leave. This will become the sabbatical contract upon approval by the ~~Personnel Sub-Team~~Personnel Team. Current or accumulated study leave will be subsumed within the sabbatical leave.

8. **Administrative Leave**

Leave of absence with pay may be granted for administrative purposes at the discretion of the Executive Presbyter with concurrence of the ~~Personnel Sub-Team~~Personnel Team and/or by the ~~Personnel Sub-Team~~Personnel Team.

C. Leave of Absence, Without Pay

Leave of absence without pay is provided under the following conditions, with the approval of the Executive Presbyter and the ~~Personnel Sub-Team~~Personnel Team.

1. **Military Service**

For military service performed by an employee with credited service of three months or more. Upon return, the Presbytery will comply with the requirements of Uniformed Services Employment and Reemployment Rights Act, if any, and if USERRA is not applicable, will attempt to place the employee in an open position, similar to their prior position, in conjunction with the Board of Chaplains and Military Personnel.

2. **Other Personal Reasons**

Leaves of absence for other personal reasons such as extended parental leave, family responsibilities, etc. These leaves of absence will be for a minimum of one month and a maximum of six months subject to renewal no more than once.

In extraordinary circumstances, other leaves of absence without pay may be granted upon recommendation of the Executive Presbyter with concurrence of the ~~Personnel Sub-Team~~Personnel Team.

Approval of a leave of absence will be based upon the reason an employee is requesting a leave of absence, the amount of time requested, the employee's performance and the need to retain the employee on the job. A Leave of Absence will not be granted if the employee will be working at another job for another employer, or working in a self-employed or independent contractor capacity.

Pension dues and health insurance will not be paid by the employer for any leave of absence without pay, which exceeds four weeks, but these payments may be made by the employee in accordance with the terms of the applicable plans.

**VII. TERMINATIONS AND DISCIPLINARY PROCEDURES**

Causes for termination or discipline shall include but not be limited to:

A. Unsatisfactory Performance

In cases of unsatisfactory job performance such as:

1. poor job performance
2. misconduct
3. insubordination
4. neglect in care or use of Presbytery property or funds
5. habitual unexcused absences or tardiness
6. discourteous treatment of public or employees
7. falsification of employment application or work record
8. any reason as determined by the employer

The following progressive procedures shall normally be followed, unless as otherwise provided in the Book of Order.

1. Verbal discussion of the problem area with a recap in writing signed by the employee and the supervisor.
2. Chronic problems or second offenses
  - a. Probation - any employee may be subject to probationary action for a period of three months but not to exceed six months when there is a question as to the employee's ability or willingness to perform his/her work in a satisfactory and professional manner.
  - b. Discharge - the next and final step in the process.
3. Serious violations may lead directly to termination.

However, in the discretion of the Presbytery, any of the above steps may be extended, or skipped, in order to deal with whatever problem is being addressed.

B. Budget Reduction or Reallocation

Termination because of reduction in the budget, or for other circumstances arising due to no fault of the employee, is at the discretion of the Presbytery. In order to receive the following severance payment, an employee will be required to execute a full and complete severance agreement and release.

1. For called staff: at least six months' notice shall be given unless otherwise provided by the individual contract with pay during continuing employment.
2. For all other employees: at least ninety days' notice will be given with pay during continuing employment.

C. Voluntary Termination

An employee is requested to give at least two weeks notice of voluntary termination and to work each regularly scheduled workday. Any days that are missed during that two-week notice period are not counted for purposes of determining whether or not an employee is eligible to receive accrued and unused vacation pay. An exit interview will be conducted by the ~~Personnel Sub Team~~ Personnel Team.

#### **VIII. GRIEVANCES**

For the purpose of this policy, a complaint or grievance is an alleged violation of an approved Personnel Policy or practice, or an unfair application of stated policy, or of an applicable state or federal law not adequately dealt with in these policies or practices. In order to deal promptly and fairly with all complaints or grievances, the following steps are to be taken:

A. Preliminary Complaint Procedure

Within 3 to 5 working days following an event giving rise to a grievance, prior to filing a formal written grievance, several preliminary steps are to be taken:

1. Discuss the matter with the immediate supervisor.
2. Discuss the matter with the Executive Presbyter if he/she is not the immediate supervisor.

B. Formal Grievance Procedure

If informal efforts to resolve a grievance have failed, a formal grievance may be filed within 10 to 15 working days by submitting a written statement to the chairperson of the ~~Personnel Sub-team~~ Personnel Team, and a copy to the Executive Presbyter and/or the person's supervisor. Formal grievances must be filed within sixty days of the alleged grievance.

1. The Chairperson of the ~~Personnel Sub-team~~ Personnel Team shall call a meeting of the sub-team to review the grievance with all parties concerned. The ~~Personnel Sub-team~~ Personnel Team shall make a determination of the grievance.
2. If the complainant is dissatisfied with the decision of the ~~Personnel Sub-team~~ Personnel Team, they can submit an appeal within fifteen days to the ~~Administrative Coordinating~~ team. The ~~Administrative Coordinating~~ Team, in consultation with all parties concerned, shall make the final determination. All parties concerned will be provided a written copy of the ~~Administrative Coordinating~~ Team's decision.

C. Right to have Advocates Present

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

D. Written Record

A written record of all decisions arrived at in all meetings shall be kept. Letters of decision from the ~~Personnel Sub-team~~ Personnel Team and/or the ~~Administrative Coordinating~~ Team shall contain provision for the complainant to indicate his/her acceptance or rejection of the decision.

E. Probation/Suspension

Probation and/or suspension may be employed during the grievance procedure.

#### **IX. INTERNET, ELECTRONIC MAIL, AND VOICE MAIL POLICY**

**Internet Access, Intranet Access, Electronic Mail and Voice Mail.** The Presbytery of Lake Huron, at its own expense, provides all its employees, temporary employees and contractors ("Users") the ability to

use and access the Internet, the Presbytery's Intranet, the Presbytery's Electronic Mail ("E-Mail") and the Presbytery's Voice mail (collectively, the "Systems"). The Presbytery owns the right to use the Systems and permits Users to use the Systems during working hours only for the Presbytery's business purposes, including:

- To communicate with other Users, members, and vendors regarding matters within a User's assigned duties;
- To research or acquire information related to or designed to facilitate the performance of a User's assigned duties;
- To facilitate performance of any task or project in a manner approved by a User's supervisor.

**Prohibition on Personal Use.** The Presbytery of Lake Huron expressly prohibits any User from using the Systems for purposes such as to:

- Originate or transmit any offensive or harassing statements or language including disparagement of others based on their race, national origin, gender, gender orientation, age, disability, or religious or political beliefs;
- Send or solicit sexually oriented messages or images;
- Operate a business, seize business opportunities, solicit money for personal gain, or search for jobs outside the Presbyterian Church (U.S.A.);
- Send chain letters, gamble, or engage in any other activity in violation of local state, or federal law;
- Permit access to and use the Systems to anyone other than a User authorized by the Presbytery;
- Intentionally intercept, or access without authorization, information on the Systems.

**Presbytery's Ability to Monitor.** Users should recognize that there are risks to the Presbytery in establishing and operating the Systems. The Presbytery must ensure that the Systems are not used in a manner that would be harmful to the Presbytery or the Users. The Presbytery has the capability to, expressly reserves the right to, and will monitor all access to and use of the Systems ("Monitor"). By accessing and using the Systems, and as a condition to such use, Users expressly consent to the Presbytery's Monitoring. Monitoring shall include, without limitation:

- Determining specific Internet sites accessed;
- Disclosing any communications or messages sent, received, or stored on the Systems to any party (inside or outside the Company), including law enforcement authorities, that the Presbytery deems appropriate.

**No Expectation of Privacy.** THERE IS NO EXPECTATION OF PRIVACY WITH RESPECT TO ANY INFORMATION ON THE SYSTEMS. It is suggested that highly sensitive and/or confidential information not be transmitted via the System.

**Incidental Personal Use.** Users may make incidental use of the Systems to transmit personal messages, but such messages will be treated no differently from other messages that the Presbytery may monitor. Accordingly, Users cannot use the Systems to send, receive, or store any messages that they wish to keep private. Users should understand that the Systems include a shared files systems (such as the document management system for word processing documents that are available to all Users) and must expect that the communications and messages sent, received, or stored in the shared files system will be reviewed by the Presbytery for any purpose.

**User's Obligations.** As additional conditions to using the Systems the Users agree to:

- Take care to ensure that all communications and messages are courteous, professional, and businesslike;

- Never transmit or forward Presbytery confidential information to outside individuals or companies not authorized to receive the information;
- Use care in addressing messages and inputting Internet addresses to avoid inadvertent transmission or access to the Systems;
- Refrain from automatically or routinely forwarding messages containing Presbytery confidential information to multiple parties unless there is a clear business need to do so;
- Close applications used to access the Systems when a computer is unattended;
- Never disclose passwords to anyone outside of the Presbytery and only on a “need to know” basis within the Presbytery;
- Never transmit, forward, or otherwise disclose confidential privileged communications between the Presbytery and either its internal or outside attorneys; and
- Delete promptly any messages they send or receive (for e-mail, this includes In box, Out Box or Sent, and Trash) that no longer require action or are not necessary to an ongoing project.
- Take care to ensure that highly sensitive e-mails should be saved to a password protected file(s) on the User’s local hard drive.

**Violation of Policy.** Violation of this policy shall subject the User to the Presbytery’s disciplinary policy.

#### **X. REVIEW AND REVISION OF PERSONNEL POLICY MANUAL**

The Personnel ~~Sub~~-Team shall review the personnel policies of the Presbytery at least every three years and may recommend changes or amendments to Presbytery.

#### **XI. APPENDIX**

##### **Sexual Misconduct Policy**

Adopted August 7, 2001  
Amended June 4, 2002

##### **INTRODUCTION**

The ethical conduct of all who follow Jesus Christ is of vital importance to the Presbytery because their lives demonstrate an understanding of God and the gospel. Sexual misconduct is both a violation of principles set forth in Scripture and a violation of relationships of trust. Sexual misconduct is never permissible or acceptable.

##### **STATEMENT OF PURPOSE**

The purpose of this policy is to ensure that Lake Huron Presbytery responds to allegations of sexual misconduct by persons covered by this policy. The policy expresses the Presbytery’s commitment to seek justice in such situations and to minister to all those affected, but particularly to possible victim(s) of the misconduct. This policy guides actions that are compassionate while promoting goals of truth, responsibility, and accountability. The policy further provides opportunity for education and training in an effort to prevent acts of sexual misconduct and serves as a model for use in the personnel policies of the churches in our Presbytery.

##### **PERSONS COVERED BY THIS POLICY**



Persons covered by this policy and who are expected by the Presbytery to adhere to this policy are those persons who are under the jurisdiction of the Presbytery, or under the oversight of the Presbytery, or serving the Presbytery in any way. Persons covered by this policy therefore include Ministers of the Word and Sacrament who are members of the Presbytery, Commissioned Lay Pastors working within the bounds of the Presbytery, all persons elected by or appointed by the Presbytery, all employees of the Presbytery, and all volunteers acting on behalf of the Presbytery whether or not those volunteers are members of a Presbyterian Church.

#### **BASIC PRINCIPLES OF CONDUCT**

The basic principles of conduct guiding this policy are as follows:

1. Sexual misconduct is a violation of the role of pastors, employees, volunteers, counselors, supervisors, teachers, and advisors in a position of authority who are called upon to exercise integrity, sensitivity, and caring in a trust relationship.
2. Sexual misconduct is a misuse of authority and power which breaches Christian ethical principles by misusing a trust relationship to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner. If the parishioner, student, client, or employee initiates or invites sexual content in the relationship, the pastor, counselor, officer, or supervisor is always responsible to maintain the appropriate role and to prohibit a sexual relationship.
3. Sexual misconduct against children and other vulnerable persons takes advantage of their lack of power to protect themselves.
4. Sexual misconduct as outlined in Sections 1-3 always occurs without meaningful consent since equality does not exist in these relationships

#### **DEFINITIONS**

**Sexual Misconduct** is the comprehensive term used in this policy and its procedures to include:

1. Child Sexual Abuse including, but not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not the child expresses apparent consent. Child Sexual Abuse includes any person under the age of eighteen years.
2. Sexual abuse of another person which is any offense involving sexual conduct in relation to:
  - a. any person under the age of eighteen years, or anyone over the age of eighteen years without the mental capacity to consent; or
  - b. any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position.
3. Sexual Harassment is defined for this policy as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - a. Submission to such conduct is made either explicitly or implicitly a term of a condition of an individual's employment or their continued status in an institution.
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.
- 4. Rape or sexual contact by force, threat, or intimidation.
- 5. Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) which is injurious to the physical or emotional health of another.
- 6. Sexual Malfeasance defined as sexual conduct within a ministerial (e.g., clergy with a member of the congregation) or professional relationship (e.g., counselor with a client, lay employee with a church member, Presbytery Executive with a committee member who may be a lay person, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, mutual, social, intimate, or marital relationships.

**Accused:** the person covered by this policy against whom a claim of Sexual Misconduct is made.

**Reporter:** a person claiming knowledge of Sexual Misconduct by a person covered by this policy. The Reporter may or may not be a Victim of the alleged Sexual Misconduct.

**Victim:** a person (whether or not a member of a Presbyterian Church) who allegedly has been directly injured or harmed by the alleged Sexual Misconduct of a person covered by this policy.

**Response Coordination Team:** A team drawn from the pool of persons designated by Lake Huron Presbytery to coordinate the non-judicial response to allegations of sexual misconduct under this policy.

#### DISCIPLINARY PROCESS

All allegations of sexual misconduct will be investigated through the appropriate process. In cases of members under the jurisdiction of Lake Huron Presbytery and members of a Presbyterian Church, judicial process as provided in the Rules of Discipline of the Presbyterian Church (U.S.A.) as found in The Constitution Of The Presbyterian Church (U.S.A.), Part II, The Book Of Order will be followed. In cases involving employees, the provisions of the Presbytery's Personnel Policies will be followed. For employees who are members of Presbytery, both Personnel Policy provisions and Rules of Discipline process will apply. In case of conflict between Presbytery's Personnel Policies and the Rules of Discipline, the Rules of Discipline take precedence. In cases involving non-member volunteers, the supervisor of the accused volunteer shall consult with the Presbytery's Executive Presbyter regarding the appropriate process for dealing with the situation.

#### REPORTING

Reports of sexual misconduct are serious and are to be acted upon promptly by those who receive them. In the case of child sexual abuse, all persons covered by this policy (except clergy and Commissioned Lay Pastors in those situations when they are enjoined to the contrary by state law) have a duty to report child sexual abuse as soon as possible to the proper legal authorities in the jurisdiction where the alleged abuse occurred. Anyone receiving a report of sexual misconduct committed by anyone covered by this Policy must direct the Reporter to the Executive Presbyter or the chair of the Committee on Ministry. When either of these two persons receives a report of sexual misconduct they shall inform the other that a report



has been received. No one who receives or has knowledge of a report of sexual misconduct should undertake an inquiry. If the Reporter is unwilling to go further, non-clergy persons receiving the report must themselves report to the Executive Presbyter or the chair of the Committee on Ministry, unless they are Commissioned Lay Pastors. Clergy persons and Commissioned Lay pastors receiving such a report when the Reporter is unwilling to go further may themselves report to the Executive Presbyter or the chair of the Committee on Ministry, provided they obtain the Reporter's permission to do so and subject to the provisions of Book of Order G-6.0204 and G-14.0801f respectively.

#### **RESPONSE COORDINATION TEAM POOL**

1. Upon nomination by the Presbytery Talent Nominating Committee, the Presbytery shall elect a Response Coordination Team Pool of twelve (12) persons, each serving six (6) years (three classes of four persons each serving staggered six-year terms). The Response Coordination Team Pool is responsible to the Presbytery through the Committee on Ministry. The chair of the Response Coordination Team Pool shall be appointed by the Committee on Ministry, following consultation with the current pool chair. The chair shall serve for a two-year term beginning January 1.
2. The Response Coordination Team Pool members must be members of the Presbyterian Church (USA) with aggregate expertise, as far as possible, in the following areas: psychological counseling, child advocacy, legal matters, conflict management, insurance matters, personnel management, pastoral practices, and church governance and policies. The Response Coordination Team Pool shall arrange for initial and ongoing training of the members of the Response Coordination Team Pool.
3. All necessary expenses of the Response Coordination Team Pool and any teams formed shall be paid by the Presbytery.

#### **RESPONSE COORDINATION TEAM**

1. The Executive Presbyter or the chair of the Committee on Ministry shall contact the Response Coordination Team Pool chair within two (2) days of receiving a report of sexual misconduct (see Reporting section). Within five (5) days of such contact, the Response Coordinating Team Pool chair shall appoint a five (5) member Response Coordination Team from the Response Coordination Team Pool and name its chair.
2. The Response Coordination Team shall be diverse as to gender and clergy/lay members, and shall reflect, if possible, the ethnic background of the alleged Victim and the Accused. No member of the Response Coordination Team shall be a member of the congregation in which the allegation of misconduct arises.
3. Once formed, the Response Coordination Team will be responsible to the Presbytery through the Committee on Ministry. The chair of the Response Coordination Team Pool shall notify the Chair of the Committee on Ministry that a Response Coordination Team has been formed. The primary responsibilities of the Response Coordination Team are to assess the needs of all parties involved in the alleged misconduct and coordinate efforts to provide resources to meet those needs. However, the Response Coordination Team shall not provide direct services itself, nor conduct an investigation or be a finder of fact. Specific procedural guidelines for the work of the Response Coordination Team are found in the Appendix to this policy.

#### **DISTRIBUTION OF POLICY**

1. This policy shall be distributed as follows: The Committee on Preparation for Ministry will be responsible for distributing the policy to Inquirers and Candidates for the Ministry of Word and Sacrament who are enrolled in this Presbytery, to those seeking certification as Christian Educators, to enrolled Educational Assistants, and to Certified Associate Christian Educators. The Committee on Ministry will be responsible for distributing the policy to ministers of the Word and Sacrament who are members of the Presbytery, or who have permission to labor within its bounds, Certified Christian Educators, and to Commissioned Lay Pastors of the Presbytery. The Presbytery's ~~Personnel Sub Team~~ Personnel Team will be responsible for distributing the policy to all employees of the Presbytery. Each committee overseeing programs of the Presbytery shall be responsible for distributing the policy to all persons supervising volunteers participating in the programs for which the committee is responsible.

Each of the above mentioned persons who receives a copy of this policy will be required to sign a written acknowledgment indicating that she/he has received the policy, and agrees to conduct her/himself in accordance with the policy. The signed acknowledgements shall be retained in a file in the office of the Executive Presbyter.

2. This policy shall be given to all reporters and victims of alleged sexual misconduct, and to all persons against whom allegations are made.
3. This policy shall be distributed to all clerks of session as a suggested model for congregational Sexual Misconduct Policies.
4. The Response Coordination Team Pool is responsible for providing assistance to all persons who need aid in interpreting or implementing the policy.

#### TRAINING

1. All Ministers of the Word and Sacrament who are members of the Presbytery, or who have permission to labor within its bounds; Certified Christian Educators; Commissioned Lay Pastors of the Presbytery; all employees of the Presbytery; all members of the Response Coordination Team Pool, the Committee on Ministry, the Permanent Judicial Commission, the Committee on Preparation for Ministry; all administrative staff; all officers of the Presbytery; and all volunteers who have supervisory responsibility shall attend a Sexual Misconduct Prevention Workshop within one year of the adoption of this Policy or within one year of beginning service in one of the above positions.
2. The Response Coordination Team Pool is charged with the responsibility of scheduling such prevention workshops. These workshops will provide opportunities for discussion and reflection on such topics as clergy self-care, ministry and power, temptations of sexual misconduct, and other issues such as the theological, emotional, legal, and insurance dimensions to the problem of sexual misconduct.
3. These prevention workshops are open to all persons from congregations and the Presbytery who may benefit by participation, e.g. an elder or youth worker, or church personnel committee members.
4. The Committee on Preparation for Ministry is charged with the responsibility to ensure that Inquirers and Candidates for the Ministry of Word and Sacrament, those seeking certification as Christian Educators, Enrolled Educational Assistants, and Certified Associate Christian Educators who are enrolled with this Presbytery receive training in regard to sexual misconduct.

5. Persons responsible for recruiting and supervising volunteers shall inform their volunteers of the existence of this policy and their responsibilities under it.

#### **RISK MANAGEMENT/INSURANCE**

At every renewal of the Presbytery's Insurance Policy the Presbytery's Board of Trustees and the Executive Presbyter will review and confirm that the Presbytery's liability insurance policy covers sexual misconduct liability for its programs and activities. Such a review will ascertain the procedures which the Insurance Company would follow in case of either a report or claim of sexual misconduct. At every review the Board of Trustees will convey to the Insurance Company a copy of this policy.

#### **THE ROLE OF THE GENERAL PRESBYTER**

The role of the Executive Presbyter in sexual misconduct cases shall be to receive reports of alleged sexual misconduct, to contact the chair of the Sexual Misconduct Response Coordination Team Pool, to inform the chair of the Committee on Ministry that a report has been received, to contact the Presbytery's Insurance Company when it becomes necessary to inform the Insurance Company of a report or claim, to consult the Presbytery's attorney when such consultation is necessary, and to deal with inquiries from the media if inquiries are received. Other involvement of the Executive Presbyter in a particular situation shall be determined in consultation with the Response Coordination Team.

#### **MEDIA CONTACT**

Any inquiries from the media regarding an incident of sexual misconduct must be directed to the Executive Presbyter, and should be addressed only by the Executive Presbyter or the Executive Presbyter's designee. Members of the Response Coordination Team shall not respond to questions from the media except to refer the questioner to the Executive Presbyter.

#### **REVIEW**

The Response Coordination Team Pool shall review the Policy periodically to determine whether changes need to be made in light of experience, and recommend changes to the Presbytery.

### **APPENDIX**

#### **GUIDELINES FOR THE WORK OF THE RESPONSE COORDINATION TEAM**

The following particular procedures are provided to guide the Response Coordination Team in carrying out its needs assessment and coordination of support resources responsibilities under this Misconduct Policy. Because the fact situations may vary considerably, it is impossible to list all of the steps a Response Coordination Team should take. Also it is acknowledged that the ability to effectively assess needs and provide resources to care for persons affected is dependent on the cooperation of the individuals involved. In all cases the Response Coordination Team should use its best efforts to help the Presbytery provide an objective, effective, expeditious and caring response to an allegation of sexual misconduct.

#### **COMMUNICATIONS**

1. Upon appointment of the Response Coordination Team, the Response Coordination Team chair will establish, and continue to maintain, communications with the chair of the Committee on Ministry or that chair's designated representative, consistent with the confidential nature of the work of the Response Coordination Team and the Committee on Ministry. To enable both the Response Coordination Team and the Committee on Ministry to effectively respond to allegations of misconduct, either the Response Coordination Team chair or the Committee on Ministry chair, or designated representatives of these two groups, can request at any time a meeting of the two committees (or parts thereof) to exchange any necessary information, receive any recommendations, and coordinate activities of the two committees. There may be some situations where the Committee on Ministry is not the Presbytery committee directly working with the misconduct allegations, e.g. a situation involving a non-clergy employee of Presbytery which would be handled by the Personnel Committee. In those cases the Response Coordination Team should work directly with that committee while keeping the Committee on Ministry chair informed.
2. When there is both a Response Coordination Team and an Investigating Committee involved in a case the Stated Clerk shall inform each of them of the others existence. It is recognized that communications between the Response Coordination Team and the Investigating Committee would be restricted in view of the Book of Order, Rules of Discipline. It is understood the Response Coordination Team will not undertake any of the responsibilities of the Investigating Committee and that the work of the Response Coordination Team will be done in a way that will not interfere with the work of the Investigating Committee.

#### **CONTACT WITH THE REPORTER, THE VICTIM, AND THE ACCUSED**

1. Within seven (7) days of its appointment and before it meets with any of the above the Response Coordination Team will hold an organizational meeting, and on the same day, if possible, the Response Coordination Team will meet with the Reporter to hear the report of the alleged sexual misconduct, to advise the Reporter of this Policy, and to review with the Reporter the non-disciplinary responses and the disciplinary procedures which may be utilized.
2. Following the meeting with the Reporter the Response Coordination Team will meet to plan how best to assess the needs of the persons involved and secure resources.
3. The Response Coordination Team will meet with the Victim or make every possible effort to make contact with the Victim to advise the Victim of this Policy, review both the non-disciplinary responses and the disciplinary procedures that may be used by the Victim, assess support needs, and offer resources of support and care for the Victim and family. If the Response Coordination Team is unable to meet with the Victim the Response Coordination Team must determine what steps it will take.
4. With the Victim's knowledge and in coordination with the work of the Committee on Ministry in this matter, the Response Coordination Team will make sure that the appropriate persons or groups meet with the Accused to advise the Accused of this Policy, review both the non-disciplinary responses and the disciplinary procedures which may be used by the Accused, assess support needs, and offer resources of support and care for the Accused and family.

#### **OTHER STEPS**

1. The Response Coordination Team may work with the Session, employer, staff, volunteers or others that may be affected by the alleged misconduct, with the permission of the Committee on Ministry.

2. In carrying out its responsibilities the Response Coordination Team may consult with other members of the Response Coordination Team Pool, and may enlist the assistance of other presbyters to meet specific needs.
3. The Response Coordination Team will keep appropriate records of its meetings, contacts with the individuals involved, and arrangements made with resource persons providing support. The Response Coordination Team will forward to the chair of the Committee on Ministry any records, which the Response Coordination Team believes will be helpful.

#### ACKNOWLEDGEMENT

I acknowledge that on \_\_\_\_\_, I received a copy of the Sexual Misconduct Policy of Lake Huron Presbytery (dated \_\_\_\_\_), and that I agree to conduct myself in accordance with the policy in any involvement with or service to the Presbytery. I understand that this acknowledgement will be retained in a file in the office of the Executive Presbyter.

_____	_____
(signature)	(date)
_____	_____
(name)	
	_____
	(address)
_____	
(phone)	

Relationship to Presbytery (check all that apply):

☐ Inquirer

☐ Candidate  
☐ Minister member  
☐ Minister with permission to labor within the presbytery  
☐ Commissioned Lay Pastor  
☐ Certified Christian Educator  
☐ Presbytery Employee  
☐ Volunteer  
☐ Elder/Deacon of \_\_\_\_\_ Presbyterian Church, \_\_\_\_\_  
☐ Member of \_\_\_\_\_ Presbyterian Church, \_\_\_\_\_

6/4/02

**Sexual Harassment Complaint Form**

Presbytery of Lake Huron

Date of offense: \_\_\_\_\_ Time of Day: \_\_\_\_\_

Place: \_\_\_\_\_

By whom: \_\_\_\_\_

What happened: \_\_\_\_\_

Any witnesses: \_\_\_\_\_

Name of person submitting form: \_\_\_\_\_

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

Give to one or all of the following: your Supervisor, Executive Presbyter, or a member of the Administrative Team.

Name of person receiving this form: \_\_\_\_\_

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

**Acknowledgement of Receipt of Policies Handbook**

I acknowledge receipt of the Presbytery of Lake Huron Personnel Policies Handbook dated \_\_\_\_\_. I understand that the Handbook is prepared to familiarize all employees with the policies adopted by the Presbytery. I understand that the Handbook should be consulted when questions arise concerning the responsibilities of the Presbytery to its employees and the responsibilities of the employee to the Presbytery and its members. I further understand that from time to time, conditions or circumstances may require the Presbytery to make exceptions to these policies, or to change, modify, amend or delete policies in this Handbook. I further understand that the Handbook is not a contract, express or implied, guaranteeing employment for any specific duration and that I am an at-will employee.

I agree that any action or suit against the Presbytery arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary.

Dated: \_\_\_\_\_

\_\_\_\_\_

Employee signature

\_\_\_\_\_  
Print name

**Systems Policy Employee Acknowledgement**

I understand that all electronic and telephonic communications systems and all information transmitted by, received from, or stored in these systems are the property of the Presbytery of Lake Huron. I also understand that these systems are to be used within the guidelines stated in the Personnel Policies Handbook, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to the Presbytery of Lake Huron monitoring my use of this equipment at any time at its discretion. Such monitoring may include reviewing all messages and files stored in these systems. I further agree to provide the Presbytery of Lake Huron with all pass codes and passwords used by me upon request.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Employee signature



Print name

THE PRESBYTERY PERSONNEL POLICIES  
ADOPTED BY THE PRESBYTERY OF LAKE HURON:  
*December 4, 1990*

AMENDED BY THE PRESBYTERY OF LAKE HURON:  
*September 17, 1991*  
*September 19, 1995*  
*October 24, 1995*  
*March 3, 1998*  
*December 2, 2003*  
*October 3, 2006*

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**ATTACHMENT D – Stated Clerk's Annual Report - 2015**

STATED CLERK'S ANNUAL REPORT OF CHURCHES FOR 2015

Presented to Lake Huron Presbytery June 7, 2016

Clerks of session have now filed their 2015 annual reports with the Stated Clerk of Presbytery, and the information from those reports has been tabulated and forwarded to the Stated Clerk of the General Assembly. This is a summary of that tabulation. (4 churches did not report)

**A. MEMBERSHIP STATISTICS**

1. Membership	8,208
<u>Gains</u>	
Profession of faith	
17 & under	51
18 & over	79
Certificate	38
Other	105
Total Gains	273
<u>Losses</u>	
Certificate	54
Death	194
Other	362
Total Losses	610
Net Loss	<u>(337)</u>
Membership 12/31/15	7,871

Of 7,871 members 4,692 are women (or 60%)

2. Membership profile - 5 year period			
	<u>Membership</u>	<u>Net change</u>	<u>% change</u>
12/31/11	9,343	-704	-7.5
12/31/12	9,120	-223	-2.5
12/31/13	8,667	-453	-5.2
12/31/14	8,208	-459	-5.6
12/31/15	7,871	-337	-4.3
3. Church School profile - 5 year period			
	<u>Enrollment</u>	<u>Net change</u>	<u>% change</u>
12/31/11	2,986	+ 7	+ 0.2
12/31/12	2,646	- 340	-12.9
12/31/13	2,384	- 262	- 10.9
12/31/14	2,549	+ 165	+ 6.5
12/31/15	2,273	- 276	- 12.1

**ATTACHMENT D – Stated Clerk’s Annual Report - 2015 (Continued)**

4. Baptism profile - 5 year period

	<u>Children</u>	<u>Adult</u>
12/31/11	106	23
12/31/12	84	22
12/31/13	101	24
12/31/14	93	14
12/31/15	66	15

**B. FINANCIAL STATISTICS**

1. Total income – 5 year period

	<u>Amount</u>	<u>Net change</u>	<u>% change</u>
2011	14,921,229	+ 836,680	+ 5.6
2012	11,552,690	- 3,368,539	- 29.2
2013	9,728,814	- 1,823,876	- 18.8
2014	10,113,654	+ 384,840	+ 3.8
2015	21,425,258	+ 11,311,604	+ 52.8%

2. Distribution of income – 2 year period

	<u>2014</u>		<u>2015</u>	
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>
Contributions	\$ 7,268,287	71.87	\$ 6,962,854	32.50
Capital & Building Funds	847,487	8.38	11,669,061	54.46
Investment & Endowment Income	1,425,570	14.10	1,365,240	6.37
Bequests	53,627	0.53	1,014,518	4.74
Aid & other income	<u>518,683</u>	<u>5.13</u>	<u>413,585</u>	1.93
Total	\$10,113,654	100.00	\$21,425,258	100.00

3. Total expenditures – 5 year period

	<u>Amount</u>	<u>Net change</u>	<u>% change</u>
2011	15,151,137	+ 3,841,202	+ 33.96
2012	11,703,210	- 3,447,927	- 22.76
2013	8,954,459	- 2,748,751	- 23.49
2014	9,666,027	711,568	+ 7.95
2015	9,972,812	306,785	+ 3.2

4. Distribution of expenditures - 2 year period

	<u>2014</u>		<u>2015</u>	
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>
Local program and mission	\$8,106,150	83.86	\$8,062,869	80.85
Capital expenditures	900,989	9.32	1,077,877	10.81
Investments	116,766	1.21	314,498	3.15
Per capita apportionment	206,588	2.14	187,598	1.88
Validated mission	278,253	2.88	267,913	2.69
G.A. Theological Education Fund	16,206	0.17	10,733	0.11
Other mission	<u>41,075</u>	0.42	<u>51,324</u>	0.51
Total	\$9,666,027	100.00	\$9,972,812	100.00