

**Presbytery of Milwaukee  
Stated Meeting  
Presbyterian Church (USA)**

The Presbytery of Milwaukee held its stated meeting at Carroll University on **Saturday, September 20, 2014**. Announcements were made at 9:50 am prior to the opening of the called meeting. Moderator Sara Miles called the meeting to order with prayer at 10:00 a.m.

**ROLL:** The Roll was taken; a quorum was present as follows:

Teaching Elders of Presbytery: (**Present**, Absent, or Excused)

Adcock, E. Wayne HR

**Anderson, Dee M.**

**Anderson, Ted**

**Astudillo, Neddy**

Ater, Robert W.

**Baumann, John K.** HR

**Bell, Dianna, HR**

**Bell, Donald, HR**

Bender, James P. HR

**Bergeson-Graham, Deb**

Bernhardt, Joanne

Block, Deborah A.

Bowerman, Z. Floyd HR

**Boyd, Christian**

Buckingham-Taylor, Delisa

**Carlin, Mary**

Cistrunk, Terrell H.

Clarke, Donald HR

**Coons, Martha**

**Craven, Kathryn**

Craig, Julie

Cross-Dukes, Volina HR

Danz, Glenn

Davis, Christopher B.

**Davis, Christopher E.**

DeCamp, James A. HR

DeVries, John F. HR

Denison, Chuck

**Dow, Jean**

Elftmann, Maynard W. HR

Ellson, Robert HR

**Erkel, Steven**

**Ewing, David**

Farley, Nicole

Fisher, James C. HR

Fringer, Steven

**Gamm, Marilyn**

**Gibbs, Ann**

Goetz, Thomas H.

**Hagen, Karen**

**Hammond Clark, Melanie**

**Hansen, John**

Hedges-Goettl, Barbara

Hedges-Goettl, Len

Hennesy, Terry

**Hittle, Erin**

**Holmes-Jensen, Judith**

Horner-Ibler, Barbara

Houts, Traci S.

**Houts, Willem P.**

**Howard, Craig M.**

Hudson, Paul F. HR

**Humphreys, William W.**

**Ingersoll, William**

Jacobson, Brian

Jaggard, Cedric H. HR

**Jensen, Robert**

Johnson, David T. HR

Johnstone, William H. HR

Johnston-Krase, Ben

**Jones, Bruce**

Jones, Keith HR

Jordon, Barbara HR

Kamerling, Garrett HR

Landt, Judy G.

Loveall, Lance

**Loveall, Paige**

Loving, Laura

Loving, Linda HR

Lucio, Antonio

Lucio, Iris Colon

**McCalister, Alan S.**

McCullough, Lisa

McDonough, Mark

McKeegan-Guinn, Susan HR

Millar, Victoria

Morgan, Troy

Neal, Catherine

**Nicolaisen, Fiona**

**Nielsen, Kristin**

**Patton, Roger** HR

Peach, Wayne HR

**Peterson, Julie**

**Petterson, William**

Quinn, Howard HR

**Rand, James M.**

Reid-Walker, Kathryn

Schultz, Gary G. HR

Serovy, Mary

Sheldon, Robert

Sherrill, Stephen

Sinclair, Lawrence A. HR

**Stafford, Elizabeth** HR

Steege, Mary K.

Stirrat, Ian A. HR

**Swanson, James H.**

Talley, L. Kelly

Tarvid, Kevin

Timberlake, Robert HR

Van Loon, Paul J. HR

Walker, Kurt

Walker-Noyes, Jennifer

Wanner, Thomas HR

**Weighton, Ginny**

Weinberg, George HR

Wickersham, Carol

Woehl, Roger A.

Woehrle, Thomas H. HR

Zieche, William W. HR

MINUTES – Presbytery of Milwaukee, September 20, 2014

Churches represented by Ruling Elders <b>named</b> , not represented (NR), or <u>excused</u>		
Beaver Dam, Grace	<b>Ruth Meylink</b>	
Beloit, United Church of Beloit	<b>Stephanie Dobson</b>	
Beloit, Sun Valley	<b>Gene Snyder</b>	
Big Bend, Vernon	<b>Linda Thompson</b>	
Brookfield, Brookfield	<b>Arlene Petersen</b>	
Clinton, First	NR	
Delafield, Delafield	NR	
Dousman, First of Ottawa	NR	
Fort Atkinson, Grace United	NR	
Fox Lake, First	NR	
Franklin, Faith	<b>Tom Bergeson-Graham</b>	
Hartland, Kettle Moraine	<b>Scott Meyer</b>	
Horicon, First	NR	
Janesville, First	<b>Gene Gibbs</b>	
Janesville, Rock Prairie	<b>Jaqueline Davis</b>	
Kenosha, First	<b>Lydia Spottswood</b>	
Lake Geneva, Linn	<b>Joyce Ann Rathmann</b>	
Mequon, Crossroads	<b>Mary Quam</b>	NR
	NR	
Milwaukee, Calvary	NR	
Milwaukee, Christ	NR	
Milwaukee, Grace	<b>Jan Buchmann</b>	
Milwaukee, Immanuel	<b>Steve Carlton</b>	NR
Milwaukee, New Life	NR	
Milwaukee, Tippecanoe	<b>Carla SanFilippo</b>	
Milwaukee, Trinity	<b>Monica Gramling</b>	
Milwaukee, West Granville	NR	
Muskego, Heritage	<b>Janet Tesch</b>	
New Berlin, Forest Park	<b>Paul Neymeyr</b>	
Oostburg, First	NR	
Pewaukee, Faith Springs	<b>Joni Meyer</b>	
Racine, Covenant	NR	
Racine, First	NR	
Racine, Second	NR	
Richfield, First	NR	
Shorewood, North Shore	<b>Susie Pringle</b>	
Sussex, Lisbon	NR	
Wales, Jerusalem	<b>Jerry Gapinski</b>	
Waukesha, Bethesda	NR	
Waukesha, First	NR	
Waukesha, Southminster	<b>Sally DeVriend</b>	
Wauwatosa, Wauwatosa	<b>Bonnie Strigenz</b>	
West Allis, Apostle	NR	
West Allis, Greenfield Avenue	NR	
Whitewater, North Lima	NR	

MINUTES – Presbytery of Milwaukee, September 20, 2014

<b>Elders voting by virtue of office:</b>	
Commissioned Ruling Elder	<b>Larry Nunley</b>
Treasurer	<u>Detlef Pavlovich</u>
COM	Shelton Watkins
	<b>Judy Bell</b>
	<u>Bill Davis</u>
	<b>Nancy Gaskin</b>
	<b>Sara Grant</b>
CPM	Noel Adams
	Bruce Armstrong
	<b>Don Elliott</b>
	Jamey Walter
Council	Leigh Anne Fraley
	<u>Frieda Johnson</u>
	Cathy Manthei
	<b>Sara Miles</b>
Session Partnerships	Terry Lyons
	<b>Lee Tan</b>
	Paul Walter
Mission Partnerships	<b>Judith Jaggard</b>
	<u>Ben Neal</u>
	<u>Bonnie Patton</u>
	Susan Stoll
Foundation	Jessie Read
	Richard Seeling
Synod Commissioner	<b>Bill Stafford</b>
GAMC Member	<u>Jan Martin</u>
AC Member	<b>Jim Halverson</b>
Staff – No vote	Chris Halverson
	Sarah Rand
Inquirers	Nicole Blanks
Candidates	Bob Bardin
	Michelle Henrichs
Corresponding Members	Laura Cheifetz, Greater Atlanta Presbytery

<b>ROLL SUMMARY – Voting Members</b>			
	Present	Absent	Excused
Teaching Elders – Voting	39	12	54
Ruling Elders – Voting	33	35	6
<b>TOTAL</b>	<b>72</b>	<b>47</b>	<b>60</b>
Corresponding members	1		
Inquirers	1		
Candidates	2		
Visitors	49		
Staff	2		
<b>Total Attendance</b>	<b>127</b>		

**WELCOME AND GREETINGS**

Moderator Sara Miles introduced Ruling Elder Judy Jaggard who introduced our Ghana delegation visitors, Fred Appertey, Mercy Fiorgbor, Stephen Tetteh. James Adjokaste was not present because of illness.

**INTRODUCTION OF NEW RULING ELDER (RE) COMMISSIONERS**

The following Ruling Elders attended the presbytery meeting for the first time and were welcomed:

**Joni Meyer** – Pewaukee, Faith Springs

**INTRODUCTION OF NEW TEACHING ELDER (TE) COMMISSIONERS**

Sara Grant

COM Co-Moderator Sara Grant introduced and welcomed Steven Erkel – Beloit, United who is a Congregational pastor and joining as a temporary member, while at Beloit, United.

**EXECUTIVE DIRECTOR REPORT**

Craig Howard

Executive Director Craig Howard presented his report.

**CONSENT AGENDA**

The consent agenda as distributed seven days before the stated meeting was presented by the Moderator.

**The Stated Clerk moves:**

- **That the agenda for the September 20, 2014 meeting of the Presbytery be adopted.**
- **That the [Minutes](#) of the May 27, 2014 meeting of the Presbytery be approved.**
- **That the following written reports be received:**

**Stated Clerk Report**

The Stated Clerk reports:

- That the presbytery has been named as a defendant in a lawsuit brought by the former session of Oostburg, First.
- An accusation was filed according to D-10.0102a against a member of the Presbytery of Milwaukee on June 15, 2014.
- Brian Jacobson renounced the jurisdiction of the Presbytery of Milwaukee and the Presbyterian Church (USA) on June 18, 2014 and has been removed from the rolls.
- The accusation filed on June 15, 2014 will not be investigated due to the renunciation of jurisdiction of the accused.

**Treasurer Report**

**Financial Condition of Presbytery:**

**07-31-14**

**07-31-13**

Cash Balance  
Income

\$ 66,678  
301,077

\$ 38,513  
278,527

MINUTES – Presbytery of Milwaukee, September 20, 2014

Expense	324,288	320,499
Surplus(Deficit)	(23,211)	(41,822)

The cash balance on 07/30/2014 was \$66,678 which is an increase of \$46,929 since 01/01/2014. The cash balance on 07/31/2013 was \$38,513. Total operating income this year is \$301,077 compared with \$278,527 last year. The increase of \$22,550 from last year is because of increase in mission of \$21,325. Total expenses this year are \$324,288 compared with \$320,499 last year. Expenses have increased \$3,789. The deficit for the year is \$23,211 compared to a deficit of \$41,822 last year because of revenue being higher which included a transfer of \$25,000 from the Foundation for cash flow. The expenses of the Presbytery were at 88% of the budgeted amount for the year to date. The Presbytery has supported and spent 82% of the expenses for Congregations, Pastors, Community, Synod and General Assembly.

Cash Balance for the period	<u>07-31-14</u>	<u>07-31-13</u>
Cash Balance – \$	66,698	\$ 38,513
Less:		
Liabilities-	36,809	16,408
Designated Funds	39,881	44,041
Estimated Reserve Cash Balance	(10,012)	(22,836)

The Churches in the Presbytery made the following donations.

	<u>07-31-14</u>	<u>07-31-13</u>
General Assembly:		
Peacemaking	1,417	1,541
Mission	26,348	27,398
Christmas Joy Offering	20,030	26,042
Disaster Relief	210	1,000
One Great Hour of Sharing	55,179	57,405
Theological Education	2,875	2,563
Pentecost Offering	2,289	2,459
Extra Commitments	7,146	11,406
Synod Mission	22,961	23,499

Donations from member churches decreased by \$15,848 from the amount donated in 2013

Financial Condition of the Foundation: The total assets of the Foundation at December 31, 2013 were \$2,174,922. The Foundation balance at 07-30-2014 was \$2,170,238 which is a decrease of 4,684. The Foundation transferred \$46,107 to the Presbytery.

**Foundation Report**

PRESBYTERY OF MILWAUKEE FOUNDATION, INC.  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2014

Unrestricted and Designated Assets

Morgan Stanley

Money Market Fund \$ 136,704.51

MINUTES – Presbytery of Milwaukee, September 20, 2014

Government & Corporate Bonds	259,813.50		
Mutual Funds and Stocks	<u>1,658,255.43</u>	\$ 2,054,773.44	
Other Investments			
PCFUSA Bethany Memorial	\$ 13,867.27		
Landmark Credit Union-Certificate Of Deposit	7,203.31		
Wisconsin Council of Churches Community Fund	10,000.00		
Loans to Churches	<u>109,305.85</u>	<u>140,376.43</u>	\$ 2,195,149.87
<u>Restricted Assets</u>			
PCFUSA-Missionary of the Presbytery of the Welsh	\$ 14,118.56		
Walz Memorial Fund		<u>4,297.75</u>	<u>18,306.31</u>
	Total Assets. ....		\$
2,213,456.18			

PRESBYTERY OF MILWAUKEE FOUNDATION INC.  
STATEMENT OF ACTIVITY  
SIX MONTH ENDED JUNE 30, 2014

Public Support and Revenue

Contributions	\$ 0.00	
Investment Income		
Interest and Dividends	29,936.06	
Gain on Sale of Investments	169,532.23	
Unrealized Depreciation of Assets	<u>(90,270.29)</u>	
Total Support and Revenue. ....	\$	109,198.00

Expense

Investment Expense	\$ 20,875.86
Presbytery Support	46,106.96

MINUTES – Presbytery of Milwaukee, September 20, 2014

Transfer to Presbytery	<u>3,680.73</u>	<u>70,663.55</u>
Change in Net Assets . . . . .		\$ 38,534.45
<u>Fund Balance</u> – January 1, 2014		<u>2,174,921.73</u>
Fund Balance – June 30, 2014 . . . . .		\$ 2,213,456.18

PRESBYTERY OF MILWAUKEE FOUNDATION , INC  
STATEMENT OF CASH FLOWS  
SIX MONTHS ENDED JUNE 30, 2014

Cash Flows from Operating Activities

Change in Net Assets	\$ 38,534.45	
Gain on Sale of Investments	(169,532.23)	
Unrealized Depreciation of Investments	<u>90,270.29</u>	\$ (40,727.49)

Cash Flows from Investing Activities

Purchase of Investments	\$ (767,370.33)	
Sale of Investments	<u>866,472.29</u>	99,101.96

Cash Flows from Financing Activities

Loans to Churches	\$ 0.00	
Loan Repayments	<u>1,516.55</u>	<u>1,516.55</u>

Increase in Cash. . . . . \$ 59,891.02

Cash Balance - January 1, 2014 76,813.49

Cash Balance – June 30, 2014. . . . . \$ 136,704.51

PRESBYTERY OF MILWAUKEE FOUNDATION INC  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014

Note 1: Organization

MINUTES – Presbytery of Milwaukee, September 20, 2014

The Foundation was established in 1995 as a tax exempt organization under Section 501 (c) 3 of the Internal Revenue Code. The Foundation is organized and shall be operated exclusively for religious and charitable purposes; to engage in activities relating to the aforementioned purposes, and to invest in, receive, hold, use, administer, and dispose of all property, real or personal, as may be necessary or desirable to carry into effect the aforementioned purposes; and to promote the mission of the Presbyterian Church (U.S.A.) in accordance with the constitution of the Presbyterian Church (U.S.A.). The Foundation is intended to provide special resources for supporting and expanding the mission and ministries of the Presbytery through accumulation of funds which may be used to create and sustain extraordinary projects that will benefit the Presbytery, its congregations, the communities in which such congregations are located, and the Church at large, and to aid in the support of the Presbytery or its congregations in extreme emergencies or in the event of drastic changes in the Presbytery's financial condition. The Foundation is not intended to supplant the normal stewardship efforts of the Presbytery or its congregations.

Note 2: Investments

Investments are carried at Fair Market Value in the Statement of Financial Position in accordance with SFAS No. 124 "Accounting for Certain Investments held by Not for Profit Organization". Unrealized gain and losses are included in the change in net asset

The investments are all socially responsible per board guidelines. The diversification of investments is necessary in order to use the abilities of different fund managers that have different perspectives about investing

Investment Allocation: Cash 6.5%: Bonds 18.6%: Stocks 74.9% .

The current rate of return of the funds invested averaged 5.0 % for the six months ended June 30, 2014. The cost basis of the investments is \$1,959,724.99

Note 3: Other Assets

The Foundation has received from the former Northminster Presbyterian Church ( now New Life ) three grave sites at Wisconsin Memorial Park. The approximate value of the sites are \$ 3,000.00 and are not included in the financial statements.

Note 4: Related Party Transaction:

The Foundation has loans to the following churches;

New Life Presbyterian Church	\$ 94,000.00
Calvary United Presbyterian Church	15,305.85

Note 5: Other Investments:

The Mission Partnership Committee recommended the investment of Peacemaking funds in The Wisconsin Council of Churches Community Funds. The Foundation is holding \$10,000.00 and will transfer investment income to the peacemaking designated account. Bethany Church has a certificate of deposit at Landmark Credit Union and is included in the financial report. Bethany Church has a remainder interest of 50% in a cemetery trust due to expire in the year 2016. The value is approximately \$50,000.00.



The Foundation has invested designated funds for Margaret Towner Scholarship in the amount of \$2,620.53.

### **Council Report**

#### For Information

- Council voted to change Chris Halverson’s job title from “Office Manager” to “Office Manager and Associate Stated Clerk” to better reflect the work she does.
- The Council endorsed and approved Brookfield Presbyterian Church’s request to increase the amount of their bridge loan with the Synod of Lakes and Prairies from \$400,000 to \$495,000 and requests the concurrence of the entire Presbytery (see Consent Agenda motion).

Council took this action for three reasons:

1. The overall project was previously approved by the presbytery; this action simply increases the loan amount to reflect cost increases.
  2. The Synod has approved the church’s request to increase the loan.
  3. The congregation needed approval for this increase prior to September 20.
- The proposed presbytery budget for 2015 is attached for first reading. It will be presented for approval at the November 22 presbytery meeting.

#### For Action

Council moves to approve the proposed Bylaws and Manual of Operation dated April 1, 2014 and amended September 9, 2014.

Amendments are as follows:

#### Bylaws

Line 112 – at end of sentence add “and the Presbytery Manual of Operation.”

#### Manual of Operation

After Line 3 – add the following:

(Note: Chapters I-IV are drawn from the Presbytery’s “What’s Next” report dated April 24, 2012)

Line 152 – Delete “administrative staff”

Line 156 – Delete “as permitted in the *Book of Order*” and replace with “where not prohibited.”

Line 214 – at end of sentence add “in consultation with the Nominating Committee.”

After Line 347 – add a new point vi. as follows:

vi. COM shall be responsible for maintaining and implementing the Ethical Boundaries policy for the presbytery in accordance with the *Book of Order* (G-3.0106).

Thank you to all who have taken the time to carefully review the proposed documents and offer constructive suggestions. Council also knows that Bylaws and the Manual of Operation are living documents that are never fully perfected, so we remain open to changes going forward.

### **2015 Proposed Budget & Summary – First Read**

### **Committee on Ministry Report**

#### Actions Requiring Presbytery Vote:

- **MOTION: Committee on Ministry (COM) moves that the Presbytery of Milwaukee require churches to cover the full cost of Member + Family medical dues (23% Member + 1.5% Family = 24.5% of Effective Salary) unless partners and dependents have comparable coverage from another source.**
- **MOTION: COM moves that the 2015 Minimum Terms of Call be approved.**
- **MOTION: COM moves that the 2014 Changes in Terms of Call be approved.**
- **MOTION: COM moves that the Ethical Boundaries policy be approved.**

#### Actions taken as a Committee:

1. New Pastors Installed by Presbytery Administrative Commissions:
  - Dr. Donald and Rev. Dianna Bell Installed PT Co-Pastors, Whitewater, North Lima, Sept. 7, 2014
  - Rev. Gillian Weighton, Installed as Designated Associate, Racine, First, June 8, 2014
  - Commissioned Ruling Elder Larry Nunley Commissioned to Milwaukee, Christ, June 29, 2014
2. New Pastors Received:
  - Rev. Norman Fedderly, Honorably Retired
3. Contracts Approved:
  - Contract approved between Rev. Bill Ingersoll and Clinton, First
  - Contract approved between CRE Larry Nunley and Milwaukee, Christ
4. Validation of Ministry:
  - Rev. Kathryn Reid Walker, Career Counselor, Mount Mary College
5. Ministry Information Form Approved
  - Mequon, Crossroads, Head of Staff
6. Pastor Nominating Committee forming
  - Clinton, First
7. Examinations Conducted:
  - Terry Hennesy, for membership (bio attached)
  - 3 Candidates, for Shorewood, North Shore
8. Sabbatical Leave Approved
  - Rev. Bruce Jones, 6 weeks, June/July 2014
9. Dissolution of Pastoral Relationship:
  - Rev. Keith Jones, Waukesha, Bethesda, June 8, 2014
  - Rev. Courtney Ellis, Clinton, First, June 8, 2014
10. Transfer of Membership:
  - Rev. Bruce Greenough to A Covenant Order of Evangelical Presbyterians
  - Rev. Courtney Ellis to Los Ranchos Presbytery, July 15, 2014
11. Appointments for Moderator of Session
  - Rev. Will Houts, Waukesha, Bethesda
  - Rev. Wayne Adcock, Fox Lake, First

#### Congregations in Transformation:

- Muskego, Heritage and New Berlin, Forest Park
  - Through much prayer, discussion and communal discernment, these congregations are faithfully responding to God's call by moving forward with the creation of a New Faith Community. These congregations welcome your prayers as they journey forth, and are

grateful for the support and guidance they have received from the Presbytery of Milwaukee.

Events:

Clergy Retreat with Parker Palmer and the Center for Courage & Renewal, 14 attending, Aug. 2014

### **Committee on Preparation for Ministry Report**

The Committee held their June 21 annual consultations with inquirers and candidates, meeting with Nikki Blanks, Molly Hall, Cathy Morris, and Susi Stoll. Bob Bardin, Michelle Henrichs, and Erin Raffety were all pursuing ordination at that time.

The committee also met in July in order to interview Katherine (Katie) Ebel for entering the inquiry phase and unanimously approved her application to inquiry.

The committee distributed bulletin inserts again for this month, lifting up Theological Education / Seminary Sunday and promoting the Rev. Dr. Margaret E. Towner scholarship. Links to the inserts can be found on the presbytery's website.

Please hold the presbytery's inquirers and candidates in your ongoing prayers as they each continue in discernment.

#### **Inquirers:**

Nicole (Nikki) Blanks  
Katie Ebel  
Cathy Morris

#### **Candidates:**

Robert (Bob) Bardin  
Molly Hall  
Michelle Henrichs  
Erin Raffety  
Susan (Susi) Stoll

Respectfully submitted,

Nicole Farley  
Moderator, Committee on Preparation for Ministry

### **Mission Partnerships Report**

The Mission Partnership Team supported 25 folks who participated in the mission trip to Harlan, Kentucky to work with SWAP (Sharing with Appalachian People) and Christ's Hands. A concrete foundation was built for a home, freezers were cleaned by "dancing" and a dual birthday was also celebrated. We will work hard for our next trip to make sure all know that this is a family trip and we encourage families to participate in this event. A special thanks to Bonnie Patton for her coordination on this.

Judy Jaggard spent time in Ghana with members from presbyteries in both the US and Ghana who have covenant agreements. In 2016, this group will meet in Milwaukee. Your help and interest with the Ghana project is important – this is a Presbytery mission! Representatives from Ghana are present in the Presbytery at this time (meeting time). They are traveling throughout the presbytery sharing information about their presbytery and work and learning more about ours.

We have shared grants for our Creation Care project and other grant requests as presented. We encourage you to think of new mission activities or projects, how you can expand projects you already have, and to reach out in new ways in your neighborhoods to spread the Word of God to all.

Deb Bergeson-Graham  
Co-Moderator

### **Session Partnerships Report**

#### Announcing Fall Grant Opportunities

Session Partnerships is entering its fall granting season. The deadline for all congregational development and new ministry grants is November 15.

In an effort to be more available to the various congregations of our presbytery, we are offering two sites for our Fall Granting Forums. Both forums meet from 10AM-noon on October 18, 2014.

The first meeting site is Tippecanoe Presbyterian Church in Milwaukee.

The second meeting site is Rock Prairie in Janesville.

All sessions (and representatives) considering (or planning) to apply for a Session Partnerships' grant this fall are encouraged to attend one of the grant forums. Not only do we provide a space and opportunity to share and discuss your ministry ideas, we also provide helpful feedback ahead of time to make the grant writing process go easier, to ensure that your grant fits our parameters, and to ensure the successful application of your grant.

Grant applications can be found at the presbytery website under "documents".

Members of Session Partnerships are also willing to meet with individual sessions who are discerning whether or not a Session Partnerships grant will be helpful for the church's ministry goals.

Ann Gibbs, Session Partnerships moderator

### **Germantown, Stony Hills Administrative Commission Report**

**MOTION: The Germantown, Stony Hills Administrative Commission moves that the Germantown, Stony Hills Administrative Commission be dissolved effective September 20, 2014.**

#### BACKGROUND:

During the Presbytery meeting of November 19, 2013, the Presbytery voted, upon the recommendation of the council, that an administrative commission be formed to work alongside the session and congregation of Germantown, Stony Hills as they discern their future through a time of significant transition. Commission authority was established as follows:

- The commission shall be given the power to assume original jurisdiction of the session in the event that the session is unable to function. This power may be assumed only with unanimous support of all commission members.
- The moderator of the presbytery, in consultation with the moderator of council and the stated clerk, shall be given authority to appoint between five and seven members to the commission with those appointments reported at the next stated meeting of the presbytery.
- The commission shall report at each stated meeting of the presbytery.
- This commission shall automatically be dismissed December 31, 2014, unless action is taken by the presbytery to extend its work.
- The moderator of presbytery, in consultation with the moderator of council and the stated clerk, shall further be empowered to appoint members to the commission to fill vacancies should they arise.

#### ACTIONS:

From December 2013 through July 2014, the Administrative Commission met regularly with the following accomplishments:

MINUTES – Presbytery of Milwaukee, September 20, 2014

- Met one on one with every Stony Hills Session member and moderator.
- Participated in all regularly schedule and special Stony Hills Session meetings.
- Conducted a comprehensive inventory of the Stony Hills physical property using an independent contractor.
- Transferred all records, including membership, Session minutes and financial documents to the Presbytery office.
- Celebrated the life and ministry of the Stony Hills church on Sunday, June 29, 2014.
- Oversaw the detailed dissolution of the Stony Hills church Monday, June 30, 2014.
- Transferred ongoing financial and membership responsibilities as well as final disposition of the physical property and facilities to the Presbytery appointed Ad Hoc Committee.

CONCLUSION: The Administrative Commission of Germantown, Stony Hills Presbyterian Church believes that it has fulfilled the charge give to it by the Presbytery of Milwaukee and expresses appreciation to all the Presbytery staff for their support in carrying out this charge.

Grace and Peace,

Germantown, Stony Hills Administrative Commission

Rev. Barb Jordan, HR - Moderator

Rev. Dee Anderson, Milwaukee, West Granville Presbyterian Church

Elder Jim Halverson, Wauwatosa, Wauwatosa Presbyterian Church - Scribe

Elder David Henderson, Milwaukee, Trinity Presbyterian Church

Elder Maria Jarvi, Mequon, Crossroads Presbyterian Chu

**Consent Agenda Motions:**

**Committee on Ministry motions:**

- **MOTION: Committee on Ministry (COM) moves that the Presbytery of Milwaukee require churches to cover the full cost of Member + Family medical dues (23% Member + 1.5% Family = 24.5% of Effective Salary) unless partners and dependents have comparable coverage from another source.**

SEE APPENDIX A

- **MOTION: COM moves that the 2015 Minimum Terms of Call be approved.**

SEE APPENDIX B

- **MOTION: COM moves that the 2014 Changes in Terms of Call be approved.**

See APPENDIX C

- **MOTION: COM moves that Ethical Boundaries policy be approved.**

See APPENDIX D

**Council motion:**

- **The Council requests the presbytery's concurrence of council's action to approve Brookfield Presbyterian Church's request to increase the amount of their bridge loan with the Synod of Lakes and Prairies from \$400,000 to \$495,000**
- **MOTION: The Germantown, Stony Hills Administrative Commission moves that the Germantown, Stony Hills Administrative Commission be dissolved effective September 20, 2014.**

**The consent agenda was approved** and Sara Miles prayed for the Stony Hills Administrative Commission as their work was completed.

## NOMINATING COMMITTEE

Dee Anderson

TE Dee Anderson, on behalf of the nominating committee presented the following names into nomination:

Class of 2014 Al Correa (RE) Milwaukee, Trinity  
Class of 2016 Kathryn Craven (TE) Mission Partnerships  
Class of 2016 -Bill Ingersoll (TE) Committee on Ministry Co-Moderator  
Class of 2016 Bill Leonard (RE) - Lake Geneva, Linn Committee on Ministry

There were no nominations from the floor and **the slate was elected unanimously.**

## COMMITTEE ON PREPARATION FOR MINISTRY

Bonnie Stafford

The Reverend Bonnie Stafford introduced inquirer Nicole Blanks (Racine, Covenant) and moved on behalf of the committee that Nicole be enrolled as a Candidate for the Office of Word and Sacrament. Bonnie asked the first question. Nicole was examined by the Presbytery with respect to her Christian faith, her forms of Christian service undertaken, and her motives for seeking the ministry. It was moved and seconded that the examination be arrested. **The motion was approved.** Nicole left the room. **The Presbytery then voted by voice to receive inquirer Nicole Blanks as a candidate.** Nicole returned to the meeting and the Presbytery Moderator Sara Miles asked Nicole questions to confirm her sense of call to candidacy. The questions were answered in the affirmative, a brief charge was given and the proceedings were closed with prayer by Moderator Miles. Nicole Blank's name shall be recorded on the Presbytery's roll of candidates.

Vice Moderator Jim Rand assumed the podium.

## COMMITTEE ON MINISTRY

Sara Grant

Sara Grant, Co Moderator of Committee on Ministry presented candidate Robert Bardin to be examined by the body for ordination as a Teaching Elder.

Questions were asked of Mr. Bardin regarding his Christian faith, views in theology, the Bible, the Sacraments & the government of the church. A motion to arrest the examination was moved, seconded, and passed. Mr. Bardin was escorted from the meeting room. **Motion: COM moved that Robert Bardin be ordained as a teaching elder.** The Presbytery voted to approve Robert Bardin for ordination as a Teaching Elder and membership in this presbytery. **The motion passed.** Mr. Bardin was welcomed back into the meeting.

**Motion:** The Committee on Ministry moved that the Presbytery approve the following date for the ordination of Robert Bardin- Sunday, October 5, 4 pm at Chapel on the Hill in Lake Geneva. **The motion passed.**

**Motion:** that Committee on Ministry be given permission to approve the ordination commission and arrangements for Robert Bardin. **The motion passed.**

Sara Grant, Co Moderator of Committee on Ministry presented candidate Michelle Henrichs to be examined by the body for ordination as a Teaching Elder.

Questions were asked of Ms. Henrichs regarding his Christian faith, views in theology, the Bible, the Sacraments & the government of the church. A motion to arrest the examination was moved, seconded, and passed. Ms. Henrichs was escorted from the meeting room. **Motion: COM moved that Michelle Henrichs be ordained as a teaching elder.** The Presbytery voted to approve Michelle Henrichs for ordination as a Teaching Elder and membership in this presbytery. **The motion passed.** Ms. Henrichs was welcomed back into the meeting.

**Motion:** The Committee on Ministry moved that the Presbytery approve the following date for the ordination of Michelle Henrichs, Saturday, October 11, 3 pm at Crossroads Presbyterian Church. **The motion passed.**

**Motion:** that Committee on Ministry be given permission to approve the ordination commission and arrangements for Michelle Henrichs. **The motion passed.**

**COUNCIL REPORT**

Bob Jensen

Bob Jensen, on behalf of Council, made the following motion:

**Motion:** Council moves to approve the proposed Bylaws and Manual of Operation dated April 1, 2014 and amended September 9, 2014. **Motion passed unanimously.**  
SEE APPENDIX E

**New Business**

There was no new business.

The business portion of the meeting ended and 11:07 am.

**PLENARY “YOUTH AND YOUNG ADULT MINISTRY”**

**DR. RODGER NISHIOKA**

**LUNCH** – Craig Howard shared grace before the lunch.

**WORSHIP IN SHATTUCK AUDITORIUM**

Dr. Rodger Nishioka, from Columbia Theological Seminary preached on “New Ways of Knowing”. Scripture was Acts 20:7-12 and Jeremiah 31:31-34. Music was provided by the Carroll University Women’s Ensemble under the direction of Paula Foley Tillen. Communion was presided by the Rev. Dr. Craig Howard and the Rev. Marilyn Gamm. An offering of \$572.75 was collected to support the “Unaccompanied Minors and Border Crisis” Fund of the Presbyterian Disaster Assistance Agency.

The meeting and worship closed with the benediction by Rodger Nishioka at 2:15 pm.

Next Meeting of the Presbytery:  
Saturday, November 22, 2014, 10 am  
Milwaukee, Immanuel  
Social Justice  
J. Herbert Nelson, Washington Bureau of PC(USA)

Respectfully submitted by

Willem Houts, Stated Clerk

APPENDIX A

**Medical Dues Policy for vote by Presbytery  
September 20, 2014**

January 1, 2015 a new medical dues model will take effect, with dues for the Traditional Program set at 23% of Effective Salary for Member-only coverage and 24.5% for Member + Family coverage. The Board of Pensions requires churches to pay 23% for members' coverage. The Board of Pensions is allowing that extra 1.5% for family coverage to be shared by employer and employee.

Motion from Committee on Ministry:

Committee on Ministry (COM) recommends that the Presbytery of Milwaukee require churches to cover the full cost of Member + Family (23% Member + 1.5% Family of Effective Salary) unless partners and dependents have comparable coverage from another source.

COM recommends that churches with lay employees who are members of the Traditional Benefits Plan, follow the same policy as for pastors, however, they are not required to cover the partners and dependents of the employee.

Churches that find the additional costs of medical coverage to be financially burdensome should consider making application to the Committee on Ministry for exemption.

During the past year, COM has offered opportunities for discussion so that you can become familiar with the new medical dues approach. Please contact Sarah Rand 414-292-2740 with questions.

Additional Resources:

- Interactive Video on Medical Dues Changes:  
<https://pensions.adobeconnect.com/a701962636/medicaldues2015>
- Medical Dues Questions & Answers:  
<http://www.pensions.org/AvailableResources/BookletsandPublications/Documents/med-633.pdf>
- Effective Salary: Why it's so important to get it right:  
<https://pensions.adobeconnect.com/a701962636/effectivesalary>
- The Clergy Housing Allowance:  
<https://pensions.adobeconnect.com/a701962636/housingallowance>



APPENDIX B  
**2015 Minimum Terms of Call  
Presbytery of Milwaukee**

**Background for Minimum Terms of Call**

The Presbytery Milwaukee Minimum Terms of Call procedures have been prepared to explain, in some detail, most of the information required to establish threshold levels of compensation and benefits for pastors employed by churches within the Presbytery. Sessions, treasurers, and ministers are urged to use the Board of Pensions website ([pensions.org](http://pensions.org)) for detailed information and assistance regarding effective salary calculations and pension dues calculation.

**The Committee on Ministry reviews the Minimum Terms of Call compensation and benefits levels each year.** COM researches and reviews several indicators to make an annual recommendation for changes in terms of call components. This includes the following:

- 1) Consumer Price Index (CPI) information over the most current one year period.
- 2) Median salary data for PCUSA ministers as calculated by the Board of Pensions.
- 3) Average annual salary of ministers in comparable Presbyteries.
- 4) Annual analysis of terms of call compensation and benefits provided by comparable Presbyteries.
- 5) Other changes in terms of call including medical plan benefits provided by the Board of Pensions.

**A summary of this information for 2015 is as follows:**

- 1) The CPI projects an increase of 2.08% for 2015.
- 2) The median salary for PCUSA ministers as calculated by the Board of Pensions (BOP) will increase by 1.7% from \$54,500 in 2014 to \$55,400 in 2015. For BOP details refer to the website at [www.pensions.org](http://www.pensions.org)
- 3) Presbytery of Milwaukee ranked 10th in average annual pastor salary (\$60,091) in relation to 12 other comparable presbyteries in 2014.
- 4) Recently approved changes to the 2015 Board of Pensions medical plan dues paid by churches for their pastors were also considered. In 2015 basic medical plan coverage will be offered as pastor only coverage paid for by the church and additional family coverage. Pastor only coverage will remain at 23% of effective salary for 2015, while the additional family coverage will be provided at an additional cost of 1.5% of effective salary. The basis for medical coverage also increases from \$42,000 to \$44,000 of effective salary for 2015.

In view of the above data, and analyzing the tables below, COM moves that the Presbytery of Milwaukee approve an increase in Ministers' Minimum cash compensation for 2015 to:

- **\$44,000 for a 40 hour work week.**
- **\$54,990 for a 50 hour work week.**
- These wages reflect an hourly rate of \$21.15.
- These minimum terms also include housing, benefits and other expenses paid for by the church.

**Review of Presbytery of Milwaukee's Minimum Compensation Levels**

	2010	2011	2012	2013	2014	2015

MINUTES – Presbytery of Milwaukee, September 20, 2014

Consumer Price Index (CPI)	1.4	1.1	3.4	1.68	1.76	2.08
Board of Pensions	31.5	31.5	32.2	33	35	35-36.5
Minimum Compensation	39,150	39,675	39,975	40,500	40,875	44,000
Compensation x CPI – if applied		39,700	40,135	41,499	42,197	43,832

**Board of Pensions Salary Data as of 05-01-2014**

Cities/Regions Comparable to Milwaukee\*

Presbytery	Major City	Average Salary	# of Ministers	Presbytery Minimum 2014
Milwaukee	Milwaukee	60,091	37	40,875
Cincinnati	Cincinnati	59,959	53	40,163
Detroit	Detroit	62,339	85	41,833
Scioto Valley	Columbus	60,211	59	46,100
Twin Cities	Minneapolis	68,049	73	48,364
Chicago	Chicago	68,745	114	42,764
Middle Tennessee	Nashville	64,210	54	43,600
Giddings Lovejoy	St. Louis	62,190	51	38,150
Charlotte	Charlotte	68,350	94	50,000
Denver	Denver	67,411	41	45,740
Louisville	Louisville	55,702	39	unavailable
Pittsburgh	Pittsburgh	63,022	116	48,956
<b>Averages</b>		<b>63,357</b>		<b>44,231</b>

- These Metro Areas were found to be similar by the Greater Milwaukee Foundation using Census Data
- Milwaukee Presbytery Ranks 10<sup>th</sup> of 12 in Average Salary
- Milwaukee Presbytery Ranks 9<sup>th</sup> of 11 in 2014 Minimum Salary

**2012 Average Household Income in Random Southeast Wisconsin**

Milwaukee	34,000		Wauwatosa	67,000	
Beaver Dam	44,000		Wales	78,500	
Janesville	46,000		Racine	82,000	
Kenosha	55,000		Brookfield	84,000	
Shorewood	60,000		Mequon	106,700	

**Financial Terms of Call  
Presbytery of Milwaukee**

The following five items are included in calculations of effective salary for Board of Pension purposes.

## MINUTES – Presbytery of Milwaukee, September 20, 2014

1. **Annual Base Cash Salary** - considerations should include experience, skills, responsibilities, effectiveness, cost of living (as measured by the Consumer Price Index), and the presbytery minimums.
2. **Housing** (Manse Rental Value + Utilities Allowance or Housing + Utilities Allowance) An explanation of IRS rules regarding housing allowances follows:
  - a. All pastor housing allowances should be designated in advance. It is suggested that the housing allowance be approved by the session and documented in the session minutes in December of each year prior to the mandatory presentation of all call terms at a congregational meeting.
  - b. IRS rules, updated in 2002, govern clergy housing allowances. Briefly a housing allowance only applies to the primary residence of the pastor and it should be set high enough to cover all costs of providing the primary residence within the limits of IRS housing allowance rules.
  - c. IRS General Rule (2002) states that the Housing Allowance limit is the lesser of:
    - Fair Rental Value, furnished, plus appurtenances, including actual cost of utilities
    - Employer –designated amount in advance of payment, or
    - Amount that is actually spent to provide the primary residence
3. **Deferred Compensation** - Deferred Compensation includes amounts paid by the church on behalf of the minister into a 403(b)9 Retirement Savings Account with the Board of Pensions under a Salary Reduction Agreement or similar program. If used to provide for equity escrow funding it must be included in Effective Salary. Deferred Compensation under a Salary Reduction Agreement is reported on year-end W-2 forms. But it is not included as wages on this form.
4. **Self-Employment Contributions Act Reimbursement** - The Board of Pensions allows exclusion from the Effective Salary up to 50% of the minister's total self-employment tax expense (SECA) for the year. Ministers serving full-time who receive less than the median effective salary in the denomination (\$55,400 for the year 2015) will receive pension credits as though they were earning the median effective salary. Hence it is clearly in the best interest of both the church and the minister who receives less than the median effective salary that a 50% SECA reimbursement be specified in the terms of call. Any amount in excess of the 50% exclusion must be reported as compensation included in Effective Salary. All amounts specified as a SECA reimbursement are to be included with the Annual Cash Salary when preparing the year-end W-2 forms.
5. **Expenses** - All non-formal group insurance premiums paid by the church on behalf of the minister are considered part of Effective Salary and are subject to Board of Pensions required dues. That includes dental, life, and long-term care insurance. Salary reductions for Flexible Spending Accounts are likewise subject to Board of Pensions required dues. The only exception is the cost of the insurance provided a minister under a formal group plan the church maintains for all employees.

### **The following items must be addressed but are not included in calculations of Effective Salary for Board of Pension purposes:**

Benefits constitute a large percentage of the total remuneration of a pastor and are, therefore, vitally important in the relationship between a pastor and the congregation.

The policy of the presbytery is that pastors shall receive benefits equal to, or greater than, the levels listed below. These benefits are listed at the minimum levels for a pastor with a full-time call. The value of the benefits will be prorated for pastors with a part-time call.

1. **BOP Basic Benefits Plan** - The minimum premium for basic benefits in the Traditional Plan is established by the Board of Pensions and covers the minister's pension, death and disability insurance, and healthcare benefits for the minister, spouse and children. Beginning on January 1, 2015 this will be 11% for pension, 1% for death & disability insurance, and 23.0% for basic healthcare, for pastor only coverage applied to the effective salary. The Total Basic Benefits Plan Premium for the Pastor only is therefore 35.0% for 2015.

**Basic Benefits coverage provided through the Board of Pensions continues to be mandatory for all churches to pay for all installed pastors regardless if their call is for a full-time or part-time position.**

2. **Family Medical Coverage** - If needed, additional Family Medical coverage is available at an additional premium of 1.5% of effective salary. **The Presbytery of Milwaukee has elected to require that churches assume the full cost of additional family coverage for their pastor, if it is needed.** (This is explained in more detail, including exceptions, in the following paragraph.) The billing for family medical coverage, if needed, will be added to the monthly BOP statement and will be continue to be directed to the church for payment. The minimum basis for participation in healthcare coverage has been increased to \$44,000 in annual effective salary for 2015. (However, healthcare coverage remains available through the BOP for ministers and other church employees receiving less than \$44,000.) The minimum salary participation basis for pension and death & disability coverages is \$13,850 for 2015.

Regarding Family Medical Coverage, the Presbytery requires churches to maintain the long-standing tradition of providing full medical coverage for a pastor and their family. Pastors who wish to utilize alternative medical coverage for their spouse and family through another insurance source may be exempted from this requirement for medical coverage for the family. Church sessions with the agreement of their pastor may request that this requirement be waived. A church's Clerk of Session may request this exemption by contacting the Committee on Ministry by letter including the clerk's and pastor's signatures. This needs to be done prior to the church's annual congregational meeting to review or change the pastor's terms of call.

3. **Allowances** – Sufficient funds must be made available in the church budget to reimburse the minister for church-related costs he/she may incur in fulfillment of their call.
4. **Moving Expense** - This only applies to a minister newly moving to the field.
5. **Sabbatical Leave:** see Presbytery Sabbatical Leave Policy
6. **Automobile Costs** - The Minister is considered to be on call to members of the congregation at all times except when on vacation or engaged in personal business. The cost of ownership, maintenance and operation shall be defrayed by the church during the periods the minister is engaged in ministry with the church by mileage reimbursement at the current IRS rate.
7. **Continuing Education Costs** - Continuing education of the professional leadership using books, periodicals, and training events is necessary to maintain competence and to develop and grow in skills for the current ministry. Books and periodicals purchased under this plan are the property of the minister or educator.

Reimburse Continuing Education at a minimum amount of \$1,000 for pastors with a percentage of full-time service in their call or contract of between 50% and 100%. This minimum is prorated in relation to the percentage of full-time service if the percentage is below 50%.

MINUTES – Presbytery of Milwaukee, September 20, 2014

A reimbursement for professional expenses (including books, periodicals, meals, dues, parking and other expenses incurred in carrying out pastoral ministry) is encouraged at a minimum amount of \$500.

8. **Study Leave** – Two weeks paid study leave is required. Study leave is ordinarily intended for attendance at an accredited school, seminary, or church training event or conference. It is not provided as an extension of a regular vacation. The pastor is expected to share the results of the study leave with the congregation.
9. **Vacation** – Four weeks of paid vacation is required.
10. **Sick Leave** - see Presbytery Sick Leave Policy
11. **Family Leave** – see Presbytery Family Leave Policy

<b>Presbytery of Milwaukee - Changes in Terms of Call - 2014</b>				(2014 Terms in <b>Bold</b> on top line; 2013 figures on bottom line)				
*Reimbursibles include auto, medical, professional expense, mileage, other insurance premiums								
**Other includes pensionable items: IRAs, utilities, bonus, deferred income								
Code	NAME City, Church	CASH	HOUSING	TOTAL SALARY	SS OFFSET	*REIMBURSABLES	CONTINUING EDUCATION	**OTHER
101	ANDERSON, DEE Milwaukee, West Granville	<b>\$31,600</b> \$32,162	<b>\$20,000</b> \$20,000	<b>\$53,600</b> \$52,162		<b>\$4,750</b> \$7,250	<b>\$1,000</b> \$1,000	<b>\$2,000</b> \$2,000
103	ATER, ROBERT Milwaukee, Immanuel	<b>\$39,000</b> \$38,500	<b>\$16,000</b> \$13,000	<b>\$55,799</b> \$52,299	<b>\$300</b> \$300	<b>\$2,000</b> \$2,000	<b>\$2,000</b> \$2,000	
101	BELL, DONALD & DIANNA Whitewater, North Lima	<b>\$17,000</b>		<b>\$17,000</b>				
101	BERGESON-GRAHAM, DEB Franklin, Faith	<b>\$26,000</b> \$25,933	<b>\$19,509</b> \$19,475	<b>\$45,509</b> \$45,408	<b>\$4,219</b> \$0	<b>\$2,000</b> \$2,893	<b>\$2,500</b> \$2,000	<b>\$2,926</b> \$2,508
101	BLOCK, DEBORAH Milwaukee, Immanuel							
101	BOYD, CHRISTIAN Waukesha, Southminster	<b>\$20,000</b> \$20,000	<b>\$40,000</b> \$40,000	<b>\$60,000</b> \$60,000			<b>\$1,500</b> \$2,900	
158	BUCKINGHAM-TAYLOR, DELISA Fort Atkinson, Grace United	<b>\$17,039</b> \$17,039		<b>\$17,039</b> \$17,039	<b>\$1,056</b> \$1,056	<b>\$500</b> \$500	<b>\$2,000</b> \$2,000	<b>\$650</b> \$650
105	CARLIN, MARY Muskego, Heritage	<b>\$0</b>	<b>\$30,656</b>	<b>\$30,656</b>		<b>\$2,310</b>	<b>\$1,000</b>	
193	CRAVEN, KATHRYN Janesville, Rock Prairie	<b>\$42,500</b>		<b>\$42,500</b>		<b>\$1,000</b>	<b>\$1,000</b>	
101	CISTRUNK, TERRELL Milwaukee, New Life	<b>\$29,500</b> \$29,500	<b>\$21,600</b> \$21,600	<b>\$51,100</b> \$51,100		<b>\$5,200</b> \$5,200	<b>\$1,000</b> \$1,000	
158	DANZ, GLENN Big Bend, Vernon	<b>\$6,110</b>	<b>\$27,500</b>			<b>\$720</b>	<b>\$2,400</b>	<b>\$4,390</b>
101	DAVIS, CHRISTOPHER E. Beaver Dam, Grace	<b>\$37,382</b> \$39,627	<b>\$18,360</b> \$18,000	<b>\$55,742</b> \$57,627	<b>\$4,618</b> \$2,373	<b>\$3,080</b> \$3,380	<b>\$1,000</b> \$1,000	<b>\$800</b>
101	DAVIS, CHRISTOPHER Shorewood, North Shore	<b>\$28,703</b> \$19,060	<b>\$44,982</b> \$42,000	<b>\$73,685</b> \$61,060		<b>\$1,200</b> \$3,740	<b>\$2,200</b> \$1,000	
105	DENISON, CHARLES kettle Moraine, Kettle Moraine United	<b>\$45,000</b>	<b>\$13,500</b>			<b>\$2,400</b>	<b>\$1,000</b>	<b>moving</b>
103	DOW, JEAN Milwaukee, Immanuel	<b>\$49,250</b>	<b>\$25,750</b>	<b>\$78,853</b>	<b>\$820</b>		<b>\$2,000</b>	<b>\$3,853</b>

<b>Presbytery of Milwaukee - Changes in Terms of Call - 2014</b>					(2014 Terms in <b>Bold</b> on top line; 2013 figures on bottom line)			
*Reimbursibles include auto, medical, professional expense, mileage, other insurance premiums								
**Other includes pensionable items: IRAs, utilities, bonus, deferred income								
Code	NAME	CASH	HOUSING	TOTAL	SS	*REIMBURSABLES	CONTINUING	**OTHER
	City, Church			SALARY	OFFSET		EDUCATION	
101	EWING, DAVID	<b>\$32,600</b>	<b>\$14,002</b>	<b>\$46,602</b>	<b>\$97.00</b>	<b>\$3,500</b>	<b>\$1,000</b>	<b>\$55</b>
	Beloit, Sun Valley	\$32,600	\$13,177	\$45,777		\$4,236	\$1,000	\$0
108	FARLEY, NICOLE	<b>\$12,360</b>	<b>\$28,840</b>	<b>\$41,200</b>		<b>\$750</b>	<b>\$1,000</b>	<b>\$500</b>
	Waukesha, First		\$40,000	\$40,000		\$750	\$1,000	
105	GAMM, MARILYN	<b>\$35,000</b>	<b>\$20,000</b>	<b>\$55,000</b>	<b>\$4,207</b>	<b>\$3,000</b>	<b>\$1,000</b>	
	Mequon, Crossroads							
101	GIBBS, ANN	<b>\$42,323</b>	<b>\$16,380</b>	<b>\$58,703</b>	<b>\$3,238</b>	<b>\$1,500</b>	<b>\$2,100</b>	<b>\$418</b>
	Pewaukee, Faith Springs	\$40,308	\$15,600	\$55,908	\$4,632	\$13,627	\$2,100	\$0
101	HAGEN, KAREN	<b>\$20,350</b>	<b>\$31,650</b>	<b>\$52,000</b>		<b>\$2,000</b>	<b>\$1,750</b>	<b>\$300</b>
	Milwaukee, Tippecanoe	\$20,350	\$31,650	\$52,000	\$3,000	\$2,300	\$1,750	\$0
108	HAMMOND CLARK, MELANIE	<b>\$22,014</b>	<b>\$26,000</b>	<b>\$48,014</b>		<b>\$1,250</b>	<b>\$1,000</b>	<b>\$900</b>
	Racine, Covenant	\$20,715	\$26,000	\$46,715		\$1,250	\$1,000	\$2,500
101	HANSEN, JOHN			<b>\$0</b>		<b>\$2,200</b>	<b>\$1,000</b>	
	Milwaukee, Grace	\$39,900	\$17,100	\$57,000		\$2,200	\$1,000	
101	HENNESY, TERRY	<b>\$30,000</b>	<b>\$25,000</b>	<b>\$57,500</b>	<b>\$2,500</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>
	Lake Geneva, Linn							
108	HUDSON, PAUL	<b>\$0</b>	<b>\$10,800</b>	<b>\$10,800</b>			<b>\$150</b>	
	Horicon, First		\$10,200	\$10,200		51¢/mile	\$150	
105	INGERSOLL, WILLIAM	<b>\$11,400</b>	<b>\$9,000</b>	<b>\$20,400</b>		<b>\$4,600</b>	<b>\$500</b>	<b>\$3,000</b>
	Lake Geneva, Linn	\$8,400	\$6,000	\$14,400		\$4,600	\$500	\$3,000
101	JENSEN, ROBERT	<b>\$24,600</b>	<b>\$36,200</b>	<b>\$60,800</b>	<b>\$4,651</b>	<b>\$3,000</b>	<b>\$1,500</b>	<b>\$2,148</b>
	Delafield, Delafield	\$24,600	\$36,200	\$60,800	\$4,651	\$4,752	\$1,500	\$1,132
101	JOHNSTON-KRASE, BEN	<b>\$47,927</b>	<b>\$24,000</b>	<b>\$74,427</b>	<b>\$5,111</b>	<b>\$2,500</b>	<b>\$2,000</b>	<b>\$2,500</b>
	Racine, First	\$36,954	\$24,000	\$60,954	\$4,858	\$5,000	\$2,000	\$2,560
101	JONES, BRUCE	<b>\$12,600</b>	<b>\$29,600</b>	<b>\$46,543</b>	<b>\$3,765</b>	<b>\$5,000</b>	<b>\$1,000</b>	<b>\$4,343</b>
	Janesville, First	\$12,600	\$29,600	\$42,200	\$3,765	\$7,361	\$1,000	\$4,343
106	JONES, KEITH			<b>\$9,287</b>		<b>\$2,566</b>		<b>mileage</b>
	Ottawa, First					\$1,656		
158	KOEHN, DONALD	<b>\$7,800</b>				<b>mileage</b>		
	Richfield, First	\$7,800				mileage		

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**Other includes pensionable items: IRAs, utilities, bonus, deferred income								
Code	NAME	CASH	HOUSING	TOTAL	SS	*REIMBURSABLES	CONTINUING	**OTHER
	City, Church			SALARY	OFFSET		EDUCATION	
101	LOVEALL, LANCE	<b>\$36,670</b>	<b>\$27,000</b>	<b>\$65,560</b>		<b>\$1,500</b>	<b>\$2,400</b>	<b>\$4,390</b>
	Kenosha, First	\$35,870	\$27,000	\$62,870		\$5,400	\$2,430	\$1,800
103	LOVING, LAURA	<b>\$5,750</b>	<b>\$25,600</b>	<b>\$31,350</b>		<b>\$2,748</b>	<b>\$1,333</b>	<b>\$4,100</b>
	Wauwatosa, Wauwatosa	\$5,650	\$25,000	\$30,650		\$2,666	\$1,333	\$4,000
107	MANTHEI, CATHY	<b>\$14,980</b>	<b>\$17,682</b>	<b>\$32,662</b>		<b>\$1,200</b>	<b>\$1,000</b>	
	West Allis, Apostle							
108	MCCALISTER, ALAN	<b>\$17,200</b>	<b>\$5,000</b>	<b>\$22,200</b>	<b>\$1,698</b>	<b>\$2,615</b>		<b>\$1,188</b>
	Racine, Second	\$17,200	\$5,000	\$22,200	\$1,698	\$3,168		\$774
101	MCDONOUGH, MARK	<b>\$27,156</b>	<b>\$20,534</b>	<b>\$47,690</b>			<b>\$1,000</b>	<b>\$1,000</b>
	Milwaukee, Calvary	\$26,365	\$20,534	\$46,899		\$1,000	\$1,000	
103	MCDONOUGH, MARK		<b>\$10,750</b>			<b>\$1,000</b>	<b>\$250</b>	
	Milwaukee, Christ		\$10,750			\$1,000	\$250	
191	MILLAR, VICTORIA	<b>\$13,414</b>	<b>\$35,000</b>	<b>\$48,414</b>		<b>\$1,700</b>	<b>\$1,000</b>	<b>\$3,500</b>
	Racine, Covenant	\$20,715	\$25,000	\$45,715		\$1,000	\$1,000	\$2,500
108	NICOLAISEN, FIONA	<b>\$9,504</b>						<b>\$1,200</b>
	Sussex, Lisbon	\$9,504						\$1,200
107	NUNLEY, LARRY	<b>\$18,438</b>		<b>\$18,438</b>		<b>\$1,000</b>	<b>\$1,000</b>	<b>\$2,000</b>
	Milwaukee, Christ							
101	PETERSON, JULIE	<b>\$25,564</b>	<b>\$35,000</b>	<b>\$60,564</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$1,000</b>	<b>\$2,647</b>
	Brookfield, Brookfield	\$23,800	\$35,000	\$58,800	\$2,000	\$4,647	\$1,000	
101	PETTERSON, WILLIAM	<b>\$23,595</b>	<b>\$31,000</b>	<b>\$54,595</b>			<b>\$1,000</b>	
	Wales, Jerusalem	\$15,595	\$31,000	\$46,595		\$1,000	\$1,000	
101	RAND, JAMES	<b>\$35,350</b>	<b>\$30,700</b>	<b>\$70,860</b>		<b>\$3,990</b>	<b>\$1,220</b>	<b>\$6,980</b>
	Wauwatosa, Wauwatosa	\$45,460	\$18,020	\$63,480		\$5,710	\$1,100	\$4,700
105	SHELDON, BOB	<b>\$63,680</b>	<b>\$30,000</b>	<b>\$93,680</b>		<b>\$6,000</b>	<b>\$1,000</b>	
	Mequon, Crossroads							
101	SWANSON, JAMES	<b>\$62,493</b>	<b>\$19,948</b>	<b>\$86,411</b>		<b>\$6,000</b>	<b>\$1,500</b>	<b>\$4,000</b>
	Janesville, Rock Prairie	\$60,672	\$19,255	\$79,927		\$6,000	\$1,500	\$4,000
101	TARVID, KEVIN	<b>\$18,110.00</b>	<b>\$42,760.00</b>	<b>\$63,320.00</b>	<b>\$4,050.00</b>		<b>\$1,500.00</b>	<b>\$2,450.00</b>
	West Allis, Greenfield Avenue	\$17,790	\$42,000	\$59,790	\$3,975	\$520	\$1,500	\$2,400



<b>Presbytery of Milwaukee - Changes in Terms of Call - 2014</b>				(2014 Terms in <b>Bold</b> on top line; 2013 figures on bottom line)				
*Reimbursibles include auto, medical, professional expense, mileage, other insurance premiums								
**Other includes pensionable items: IRAs, utilities, bonus, deferred income								
Code	NAME	CASH	HOUSING	TOTAL	SS	*REIMBURSABLES	CONTINUING	**OTHER
	City, Church			SALARY	OFFSET		EDUCATION	
193	WEIGHTON, GILLIAN			<b>\$40,875</b>	<b>\$3,127</b>	<b>\$1,000</b>	<b>\$1,000</b>	
	Racine, First							
101	WOEHL, ROGER	<b>39,617.00</b>	<b>26,722.00</b>	<b>\$66,339</b>		<b>6,014.00</b>	<b>1,000.00</b>	<b>2,239.00</b>
	New Berlin, Forest Park	\$39,617	\$26,722	\$66,339	\$5,263	\$7,660	\$1,000	\$1,523

**ETHICAL BOUNDARIES: SEXUAL MISCONDUCT, ABUSE, AND NEGLECT**  
**Policy of the Presbytery of Milwaukee**

**Table of Contents**

FOUNDATION	3
POLICY	4
Guiding Principles	4
PURPOSE OF POLICY	5
APPLICABILITY OF POLICY	6
A. Scope	6
B. Persons Governed by Policy	6
C. Congregations in the Presbytery of Milwaukee	6
D. Other Policies and Procedures	7
E. Selecting and Screening Volunteers and Staff	7
F. Adult Volunteers and Staff (at least 21 years of age)	7
G. Young Adult Volunteers (ages 18-20)	7
H. Supervision of Volunteers and Staff	7
1. Designation of a “Supervisor”	7
2. Two Adult Rule	8
3. Parental Permission	8
POLICY IMPLEMENTATION	8
Team	8
A. Formation	8
B. Responsibilities	8
Prevention	9
A. Training and Education	9
1. Detecting and Reporting Abuse	10
2. Workshops and Seminars	10
3. Other Resources	11
B. Strategies	11
1. Employment Practices	11
a. Record Keeping	11
b. Pre-Screening Applicants	11
c. Reference Checks	12
2. Pre-Employment Screening	13
3. Reference Checks and Background Checks	13
4. Additional Checks	14
5. Availability of Policy and Procedures	14
6. Distribution of Policy	15
7. Digital Communication	15

C. Standards	15
1. Two-deep leadership	15
2. Adult-Child Ratios	15
3. No One-on-One Contact	15
4. Separate Accommodations	15
5. Respect of Privacy	16
6. Alcohol, Tobacco, and Controlled Substances	16
7. Cameras, Imaging, and Digital Devices	16
8. No Secret Organizations	16
9. Hazing Prohibited	16
10. Bullying Prohibited	16
11. Constructive Discipline	16
12. Environmental Safety	17
13. Covenant of Christian Community	17
14. Transportation	17
15. Volunteer Congregation Members	17
16. Liability and Insurance	17
D. Responsibility	17
E. Non-Compliance Policy	17
F. Other Preventive Measures	18
Response	21
A. Procedures	21
B. Initial Actions	21
C. Occurring at Presbytery Events	24
D. Pastoral Response	26
1. Offended and Family	27
2. Congregation (or employing entity)	27
3. Accused and Family	27
E. Judicial Response	27
F. Media Contact	29
G. Resource Documents	29
DEFINITIONS	29
APPENDIX A: Receipt and Acknowledgement Form for Ethical Boundaries Policy	33
APPENDIX B: Ethics Policy	34
APPENDIX C: Receipt and Acknowledgement Form for Ethics Policy	36
APPENDIX D: Information Regarding Policy and Procedure	37
APPENDIX E: Reference, Disclosure, and Consent Form	40
APPENDIX F: Reference Check Form	42
APPENDIX G: Covenant of Christian Community	43
APPENDIX H: Mandated Reporting in Wisconsin	44
APPENDIX I: Incident Report Form	46

**ETHICAL BOUNDARIES: SEXUAL MISCONDUCT, ABUSE, AND NEGLECT**  
**Policy of the Presbytery of Milwaukee****FOUNDATION**

God has told you, O mortal, what is good;  
and what does the Lord require of you  
but to do justice, and to love kindness,  
and to walk humbly with your God?

*Micah 6:8*

Not many of you should become teachers, my brothers and sisters, for you know that we who teach will be judged with greater strictness.

*James 3:1*

It will not be so among you; but whoever wishes to be great among you must be your servant, and whoever wishes to be first among you must be your slave; just as the Son of Man came not to be served but to serve, and to give his life a ransom for many.

*Matthew 20:26-28*

[T]end the flock of God that is in your charge...not under compulsion but willingly, as God would have you do it – not for sordid gain but eagerly. Do not lord it over those in your charge, but be examples to the flock.

*1 Peter 5:2-3*

The ethical and responsible conduct of all who minister in the name of Jesus Christ is of vital importance to the church because through these representatives an understanding of God and the gospel's good news is conveyed. "Their manner of life should be a demonstration of the Christian gospel in the church and in the world" (*Book of Order*, G-2.01014a).

Scripture addresses the issues of leadership, power, and ethical conduct in many different ways. For those who minister in the name of Jesus Christ, attention to these issues is of vital importance to the Church, for through these representatives an understanding of God and the good news of the gospels are conveyed. In mutual accountability and understanding, church leaders have the responsibility of governing their own behavior in accordance with scripture and the example of Jesus Christ. An understanding of appropriate professional boundaries, held in common between members and leaders, can help to prevent misconduct.

Human sexuality is an integral part of who we are as persons. It can become, however, the basis for oppression, where trust relationships are breached and persons abused. Sexual misconduct, abuse, and neglect are all forms of a betrayal of trust and a denial of the love of Christ, in which all relationships are rooted. As part of its Christian witness, the Church must make a clear and just response, so that the Church and its ministries may be seen as safe places in the community, places where it is known that these misconducts are not tolerated.

In all things, the Church has a clear calling to share the grace and mercy of God in Jesus Christ. Grace and mercy in the context of ethical boundaries policy and procedure show themselves in many ways, such as offering a safe place for nurture and growth, standing for justice when safety fails and hurt results, and administering a fair process in times when that grace is most needed in the lives of individuals and the faith community.

Forgiveness removes neither the wrong itself nor its consequences, but points the way to new life. Justice cannot take away the injury, but can contribute to its healing while deterring future misconduct and providing a clear statement of moral and ethical standards to the community. The grace of God is for all, and especially for those who are injured by breaches of trust.

### **POLICY**

The policy of the Presbytery of Milwaukee is that all church officers (teaching elders, ruling elders and deacons), employees, and volunteers serving the presbytery and related agencies, shall maintain the integrity of ministerial, employment, and professional relationships at all times. Misconduct is a violation of the principles of ethical leadership set forth in scripture, and a violation of the trust of the presbytery, and is never permissible. The Presbytery of Milwaukee takes such violations seriously, working diligently to prevent misconduct, and seeking to respond justly and effectively to all those affected by it.

### **Guiding Principles**

Our faith in Jesus Christ and Holy Scripture calls us to standards of responsible conduct in all of life, including sexual behavior.

This policy is to be interpreted and applied consistently with any and all other applicable policies of the Presbytery of Milwaukee, the Presbyterian Church (U.S.A.), and local, state, and federal law.

The Presbytery of Milwaukee endeavors to promote the peace, unity, and purity of the Church by preventing sexual misconduct through the promotion of professional and ethical behavior consistent with the Reformed tradition and by adjudging sexual misconduct according to the procedures of and in conformity with church law.

The first and best way to deal with sexual misconduct is to prevent its occurrence through appropriate employment practices, screening and supervision of volunteers, and education.

- A. Sexual misconduct, abuse, and neglect violate the rule that those who are called to leadership roles in the church are equally called upon to demonstrate integrity, sensitivity, and caring in a trust relationship. Misconduct breaks the covenant to act in the best interests of those whom the church serves.
- B. Sexual misconduct is a misuse of authority and power that breaches the Christian ethical principles of a trust relationship to gain advantage over another for personal pleasure in an abusive, exploitive, and unjust manner. If the person being served initiates or invites sexual

content in the relationship, it is the responsibility of the person providing service to maintain the appropriate role and prohibit a sexual relationship.

- C. Children and youth are vulnerable to more than the risk of sexual exploitation and abuse by adults or peers. Physical and emotional abuse and neglect are also grievous violations of the scriptural command to “Tend the flock of God that is in your charge” (*1 Peter 5:2*). The church must be safe for children before it can offer shalom to all persons entrusted to its care.
- D. Sexual misconduct is often perpetrated against persons who are less able to protect themselves, including children and vulnerable adults. It is antithetical to the gospel call to work as God’s servant in the struggle to bring wholeness to a broken world, and violates the mandate to protect children and others from harm.

An expeditious, professional, and caring response to all who are affected is provided by the Ethical Boundaries team of Committee on Ministry. The Presbytery of Milwaukee shall provide in its budget for the expenses of administering the Ethical Boundaries policy. The Ethical Boundaries team shall provide pastoral care and make appropriate referrals for other supportive services, such as counseling, for those who are affected by sexual misconduct.

Child abuse and neglect is a serious problem in our society and, unfortunately, within the Christian community. Abuse and neglect often occur in settings where children completely trust adults – homes, schools, camps, athletic and park programs, retreats, and the church. As people entrusted with the lives of children, we believe that we have a profound moral and legal obligation to reduce the possibility of abuse and neglect against the children who participate in activities of the Presbytery of Milwaukee. The purpose of the Ethical Boundaries policy is to help make presbytery activities a safer place for our children by instituting policies and procedures that guard against abuse and neglect.

Child sexual abuse includes, but is 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 of a third person. The behavior may or may not involve touching. Child sexual abuse between an adult and a child is always considered forced whether or not the child consents. Child sexual abuse is a crime in all states and must be reported to civil authorities. Anyone who knows or has reason to suspect that child abuse has occurred or is occurring generally may be a mandated reporter under the law. Presbytery expects that church professionals or volunteers will be aware of Wisconsin state statutes regarding mandatory reporting. (Appendix H)

## **PURPOSE OF POLICY**

- A. To prevent and eliminate sexual misconduct, abuse, and neglect within the Presbytery of Milwaukee
- B. To safeguard the church’s members and staff from abuse through any form of misconduct

- C. To seek justice by assuring effectiveness of the church's administrative, investigative, and judicial process in determining truth, protecting the innocent, and in dealing appropriately with those who victimize others
- D. To promote proper healing of all persons and congregations where misconduct has occurred
- E. To serve as a companion document to the *Standards of Ethical Conduct*, approved by the 210th General Assembly (1998), Presbyterian Church (U.S.A.), and other such policy documents as are determined to be applicable by action of presbytery

### APPLICABILITY OF POLICY

**A. Scope.** Except as otherwise expressly provided, this policy governs all activities, proceedings, meetings, camps, retreats, worship services, and other functions of any kind carried on by the Presbytery of Milwaukee or on presbytery property.

**B. Persons Governed by Policy.** This policy governs:

- all staff and volunteers who are employed by or engaged in any activity or function carried on by the Presbytery of Milwaukee;
- all teaching elders who are members of the Presbytery of Milwaukee, laboring within bounds or outside of bounds;
- all honorably retired teaching elders who continue in some active ministry;
- all teaching elders intending to do interim or pulpit supply work;
- all teaching elders laboring within our bounds who are members of other presbyteries;
- inquirers and candidates;
- youth leaders engaged in youth ministries under the direction and supervision of the presbytery;
- commissioned ruling elders serving under the jurisdiction of the Presbytery of Milwaukee;
- certified Christian educators;
- certified associate Christian educators; and
- members of any PJC or former members of a PJC who may be called to serve.

In addition, the policy applies to all members of user groups participating in Presbytery of Milwaukee events or utilizing facilities owned or operated by the Presbytery of Milwaukee.

**C. Congregations in the Presbytery of Milwaukee.** This policy shall not apply to the activities and functions carried on by congregations in the presbytery, except to the extent that such activities or functions are engaged in by a person who is governed by the policy as provided above. Sessions are required by the *Book of Order* to adopt and implement sexual misconduct policies that apply to persons and activities within their congregations (*Book of Order*, G- 3.0106).

**D. Other Policies and Procedures.** This policy is to be interpreted and applied consistently with any and all other applicable policies of the Presbytery of Milwaukee, the Presbyterian Church (U.S.A.), and local, state, and federal law.

**E. Selecting and Screening Volunteers and Staff.** It is the policy of the Presbytery of Milwaukee that all leaders working with or supervising minors during any presbytery-sponsored or -co-sponsored activities and programs must satisfactorily complete an application form and criminal background check.

**F. Adult Volunteers and Staff (at least 21 years of age)**

Procedures:

- Appropriate materials and forms will be provided to all potential staff and volunteers by the presbytery staff person responsible for administration of the program.
- Forms must be completed and returned by the deadline set by the planning team or committee responsible for the program or event at which the applicant seeks to serve.
- All forms will be reviewed by the staff member assigned to the event and at least one other person (usually a member of the planning team or committee responsible for the event). The reviewers, using the information at their disposal, will decide whether or not the applicant will be approved.
- Persons not approved will be so notified in writing.
- Completed forms and related confidential information will be kept in confidential files in the presbytery office.
- Approval will apply for the calendar year in which it was made, and for the next two calendar years. After that period, the applicant must reapply.
- No person shall be exempt from these procedures.

**G. Young Adult Volunteers (ages 18-20)**

- Young adult volunteers must be at least age 18.
- Young adult volunteers will be screened as specified above.
- Young adult volunteers must be under the supervision of an adult volunteer at all times.
- The Presbytery of Milwaukee reserves the right to determine who shall serve.

**H. Supervision of Volunteers and Staff**

In addition to careful screening procedures and training for all children/youth workers, the presbytery will provide for supervision of all persons with responsibility for children and/or youth at presbytery-sponsored or -co-sponsored events and activities. This is for the protection not only of the children and youth in our care, but also for the persons working with them. This supervision will take the following forms:

**1. Designation of a “Supervisor”**

At each event during which there are programs or activities for children or youth, the presbytery will recruit and/or designate an adult to supervise the children and youth activities and leadership. Ordinarily this person will be the one to whom reports of alleged abuse will be made and who will initiate the official reporting process. It is the responsibility of this supervisor to be familiar with the details of the program design and



plans and to know what is happening within classes, workshops, or other groupings of children and/or youth.

## **2. Two Adult Rule**

There should be at least two adults working with each group of children or youth. In those cases when older youth are part of the care-giving team for children, an adult must always be present with the group. Insofar as possible, no one should be left alone, one-on-one, with a child or youth. The only exception to this two-adult policy would be in a situation in which the contact occurs in a public place and other persons are in and out of the areas where the adult is working with children or youth. The presbytery is committed to providing adequate personnel for all events so that this rule may be maintained.

## **3. Parental Permission**

The presbytery will require parental permission for children and youth to participate in any presbytery-sponsored or -co-sponsored event during which the children or youth will be under the care of someone other than the parents.

## **POLICY IMPLEMENTATION**

### **Team**

The Committee on Ministry appoints the Ethical Boundaries team. The Ethical Boundaries team has the primary responsibility for the implementation, training, and enforcement of Ethical Boundaries.

The Ethical Boundaries team will receive training in dealing with sexual misconduct, with specific attention to sexual misconduct within a church environment.

### **Responsibilities**

1. The Ethical Boundaries team shall evaluate its responsibilities under the Ethical Boundaries policy annually and shall recommend any necessary changes to the presbytery for approval by the Presbytery Assembly.
2. The Ethical Boundaries team shall coordinate the program of ongoing education and training of persons covered by the Ethical Boundaries policy and the provision of resources for the use of individual congregations.
3. The Ethical Boundaries team shall provide pastoral care and make appropriate referrals for other supportive services, such as counseling, for those who are affected by sexual misconduct.
4. The Ethical Boundaries team shall develop written guidelines and procedures to assist it in the performance of its duties.

**Prevention**

The purpose of the Presbytery of Milwaukee's Ethical Boundaries program is to provide an effective program of prevention and response relating to sexual misconduct, abuse, or neglect among participants in Presbytery of Milwaukee events and programs. The prevention part program includes education and training, and the provision of resources for the use of individual congregations and others. When an incident of misconduct is alleged, the Ethical Boundaries program provides for an expeditious, professional and caring response to all who are affected.

**A. Training and Education**

The Presbytery of Milwaukee will provide training in order to:

- demonstrate pastoral concern to all parties affected by any alleged incidence of sexual misconduct, abuse, or neglect;
- set standards of ethical behavior consistent with Scripture, the Presbytery of the Milwaukee Code of Ethics (Appendix B), and secular law, and to establish a process for the enforcement of those standards;
- provide for education about issues surrounding sexual misconduct and abuse and neglect and their prevention, as well as appropriate responses;
- serve as a guide for the prevention of misconduct;
- provide, both in principles and in particulars, guidance to congregations within the presbytery in forming their own misconduct policies and procedures;
- provide procedures for inquiry and effective response to allegations of sexual misconduct and/or harassment or abuse or neglect;
- serve as a guide for the application of the powers of the presbytery under the Form of Government and the Rules of Discipline of the Presbyterian Church (U.S.A.) (*Book of Order*, D-1.0101); and
- establish personnel employment practices and suggest standard forms for the administration of appropriate employer/employee relationships within the presbytery and related agencies.

The presbytery will provide training materials on the importance of protecting children, youth, and vulnerable adults from abuse and the specific provisions of the presbytery's policy. Training will include, but is not limited to, receiving the presbytery's policies and forms related to boundary protection and attending the appropriate training.

Additional training may be required for specific events. The presbytery reserves the right to require additional training for both volunteers and employees.

The Presbytery of Milwaukee has a responsibility to offer, provide resources for, and publicize educational opportunities to prevent misconduct in the church. Presbytery staff, teaching elders, inquirers and candidates, and all persons and committees working with the issue, including local congregations, will be invited to read the resources and attend misconduct prevention seminars.

**1. Detecting and Reporting Abuse**

Training (led by the Ethical Boundaries team) as to how to report suspected abuse or neglect is necessary for all staff and volunteers coming in contact with children.

Training will include, at a minimum:

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

**2. Workshops and Seminars**

Boundary training sponsored by the Ethical Boundaries team will:

- consist of at least two workshops, seminars or similar education and training events each year on the recognition and prevention of sexual misconduct; and
- last a minimum of five hours.

Boundary training may:

- include additional educational and training events, sponsored by the Ethical Boundaries team, whose duration and focus may be of a more limited or specialized nature; and
- be accepted by the Ethical Boundaries team as satisfying this requirement which was received by the person from another presbytery, synod, denomination or other source.

Persons governed by this policy, excepting volunteers, are required to attend approved boundary training:

- within the year they first become subject to this policy; and
- at least once every third year thereafter (training may be attended at any time during the third year).

For example, a person who trained at any time during 2014 will be required to attend training again during 2017. He/she can attend whichever 2017 training event best fits his or her schedule. The person will not need to attend training again until 2020.

If a teaching elder newly received by presbytery **has** attended boundary training within three years before becoming a member of presbytery and the training received is acceptable to the Ethical Boundaries team, he/she shall be required to attend training in the third year following the year of the person's previous training.

If a teaching elder newly received by presbytery **has not** attended boundary training within three years before becoming a member of presbytery, he/she shall be required to attend training during the year he/she is admitted to the presbytery. At the request of a newly received teaching elder, the Ethical Boundaries team may extend this deadline to allow the newly admitted teaching elder to attend boundary training within the year following his or her admission to the presbytery.

The Stated Clerk, with the assistance of the Ethical Boundaries staff member for this policy, shall keep records of:

- attendance at education and training events sponsored by the Ethical Boundaries team; and
- training received from other sources that have been accepted by the Ethical Boundaries team.

The Committee on Ministry shall report to Council those persons who have attended the minimum hours of education and training, and those who have not.

The procedures to be followed in the event a person governed by this policy fails to comply with the training requirements are set forth in the presbytery's Ethical Boundaries Non-Compliance Policy (see **Prevention - E**) as then in force.

### 3. Other Resources

The Ethical Boundaries team shall make other resources available to local congregations and others on request. Such resources may consist of articles, books, electronic media, and other items. The Ethical Boundaries team shall maintain a collection of resources in the Presbytery of Milwaukee's Resource Center, and shall post appropriate items on the Presbytery of Milwaukee website. Such resources may include referrals to other sources of useful information, such as the Presbyterian Church (U.S.A.), other denominations, insurance companies, and recognized experts in the field of sexual misconduct and prevention of child abuse.

## B. Strategies

### 1. Employment Practices

#### a. Record Keeping

Accurate record keeping is an essential part of responsible hiring and supervisory practice. Every session and presbytery shall maintain a permanent personnel file on every employee, including teaching elders, and any volunteer who works with minors or vulnerable adults. The file shall contain the application for employment, any employment questionnaires, reference responses, and other documents related to this policy and these procedures, including a signed receipt and acknowledgment for receiving the Ethical Boundaries Policy. (Appendix A)

#### b. Pre-screening Applicants

Pre-employment screening for ALL employees, including teaching elders and volunteers who work with minors or vulnerable adults is to include completion of certification which states:

"I certify that (a) no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; (b) I have never

resigned or been terminated from a position for reasons related to sexual misconduct; or (c ) I have never been required to receive professional treatment for reasons related to sexual misconduct on my part.”

If the applicant is unable to certify to the above, the applicant may instead provide a description of the relevant complaint, resignation, transfer, termination, or course of treatment giving dates, names, addresses, and telephone numbers of employers and/or physicians, the outcome of the situation, and any explanatory comments the applicant wishes to make.

**c. Reference Checks**

The employing entity, through its session, governing board, personnel committee, or Pastor Nominating Committee (PNC), as appropriate, is responsible for contacting references for all prospective employees, including teaching elders, and volunteers who work with minors or vulnerable adults.

The presbytery, through the Executive Director of Strategic Partnerships (EDSP), is also responsible for including questions regarding sexual harassment and other misconduct when making clearance checks of teaching elders, and for reporting to the COM and the appropriate PNC any information received as to those specific subjects, including a report that there is no reported difficulty.

The presbytery, through its Committee on Preparation for Ministry (CPM), is also responsible for including questions regarding sexual harassment and other misconduct when making clearance checks of candidates under care for the office of teaching elder.

If misconduct is revealed:

- i. Applicants shall be given opportunity to respond to harmful information obtained from a reference by submitting additional references or giving other evidence.
- ii. If false or misleading information regarding sexual harassment or other misconduct has been given by the applicant or relevant information withheld, the applicant shall be eliminated from consideration.
- iii. If a search is proceeding with a candidate with a history of misconduct, abuse, or neglect, the COM must be informed before continuing the search.

In response to reference requests, the EDSP and/or other persons authorized by the presbytery (either directly or through the COM) to give references, must give truthful information regarding allegations and administrative or disciplinary action related to misconduct of the applicant. The response, however, must be

limited to information contained within the written summary prepared by the Permanent Judicial Commission (PJC) or governing body.

## **2. Pre-Employment Screening**

Pre-employment screening includes specific questions related to previous (formal) complaints of sexual misconduct. The Presbytery shall review the “Sexual Misconduct Self-Certification Statement” of the Presbyterian Church (U.S.A.) Personal Information Form when interviewing persons seeking teaching elder calls.

The presbytery office is responsible for making reference checks through:

- the Synod Executive;
- presbytery executive[s];
- seminary liaisons; or
- other authorized persons to ascertain whether the applicant/candidate has any history of sexual misconduct.

The EDSP reports to the COM or to the CPM either that there was no reported sexual misconduct, or that the committee should inquire into reported sexual misconduct.

Any written record of conversations and correspondence with references will be kept in the teaching elder's/employee's personnel file. The person within the presbytery authorized to give a reference is obligated to give information regarding formal complaints and administrative or disciplinary action related to sexual misconduct by the applicant.

## **3. Reference Checks and Background Checks**

Except for volunteer congregation members who are certified by their particular congregation as described below, all persons governed by this policy shall list three personal references on the Reference, Disclosure and Consent Form attached as [Appendix E](#). References will be checked using the Reference Check Form attached as [Appendix F](#).

Except for volunteer congregation members who are certified by their particular congregation as provided below, criminal background checks and sex offender reviews will be performed on all persons governed by this policy. Other background checks, such as motor vehicle record reports and credit reports, will be performed as needed. Appendix E contains a consent to background checks. Persons governed by this policy shall provide such additional information and shall give such additional consents as may be necessary from time to time to carry out the purposes of this policy.

Responsibility for the performance of reference checks and background checks shall be as follows:

- a. The Personnel Committee shall be responsible for Presbytery of Milwaukee staff, volunteers in mission, consultants, and contract staff.
- b. The COM shall verify that the local congregations have performed reference checks and background checks on all prospective congregational staff members who are governed by this policy. The COM shall provide guidelines for local congregations to perform the background checks.
- c. The COM shall be responsible for teaching elders and commissioned ruling elders serving in validated ministries other than in congregations.
- d. The CPM shall be responsible for inquirers and candidates.
- e. The staff person for this policy shall be responsible for volunteers serving in Presbytery of Milwaukee activities, except volunteers who are members of the presbytery staff and are covered by other provisions of this policy and volunteer congregation members.

The Personnel Committee, the local congregations, the COM, and the CPM shall keep the reference checks and background checks on the persons for whom they have responsibility. The COM shall have copies of all reference checks, background checks and all Reference, Disclosure and Consent Forms, except for background checks performed on volunteer congregation members. All records shall be strictly confidential and may be shared only on a need-to-know basis.

#### **4. Additional Checks**

Any person attending an activity and/or any volunteer congregation member may, at the discretion of the person in charge of the activity or the EDSP, be asked to undergo any or all of the presbytery screening procedures outlined above, regardless of whether that person would normally be excluded.

#### **5. Availability of Policy and Procedures**

All teaching elders, inquirers, candidates, commissioned ruling elders, staff, others with pastoral duties, and volunteers working with minors and vulnerable adults shall be given copies of the policy and be required to sign an acknowledgment of receipt. **(Appendix A)**

This document shall also be available to all church members, councils of all congregations, and to the public, in print and on the presbytery's website.

A summary statement of the policies and procedures shall be posted in all congregations and related entities. **(Appendix ? – adapt TC Appendix E)**

**6. Distribution of Policy**

The Presbytery of Milwaukee shall provide a copy of this policy to all persons who are governed by it, and those persons will sign the Receipt and Acknowledgment Form, attached as **Appendix A**. The Ethical Boundaries team shall retain the original Receipt and Acknowledgment Forms. The Presbytery of Milwaukee shall also furnish copies of the policy to others on request and shall post a copy of this policy on its website.

**7. Digital Communication**

It is recommended that digital communication between adults and minors be limited to communication that:

- a. pertains to events sponsored by the presbytery; and
- b. can be archived (such as email or chat session saved to an online account) or public (such as a social networking site where information can be viewed by more than one party).

**C. Standards****1. Two-deep Leadership**

At least two adults are required to provide leadership for all trips and outings. Appropriate adult leadership must be present for all overnight activities; coed overnight activities require male and female leadership, both of whom must be adults, and must have completed all required training and screening. User groups are responsible for ensuring that sufficient leadership is provided for all activities in which they are involved and for all activities on presbytery property.

**2. Adult-Child Ratios**

In addition to having a minimum of two adult leaders for each event, the following ratios of adults to children will be maintained:

<u>Youth Age</u>	<u>Adult</u>	<u>Overnight Events</u>	<u>Day Events</u>
4-5 years	1	5 children	6 children
6-8 years	1	6 children	8 children
9-14 years	1	8 children	10 children
15-18 years	1	10 children	10 children

**3. No One-on-One Contact**

One-on-one contact between adults and children is not permitted. In situations that require personal conferences, such as pastoral counseling, the meeting is to be conducted in view of other adults or youths.

**4. Separate Accommodations**

When engaged in overnight activities, adult supervision is required in the sleeping accommodations and the adult-child ratio as stated above will be followed. Separate



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

**5. Respect of Privacy**

Adults must respect the privacy of children in situations such as changing clothes and taking showers, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations. Respect for privacy includes wearing proper clothing. For example, skinny-dipping or revealing bathing suits are not appropriate.

**6. Alcohol, Tobacco, and Controlled Substances**

The use of controlled substances shall not be permitted by any person at any time during Presbytery of Milwaukee activities or on property owned by the Presbytery of Milwaukee. This rule applies regardless of the presence of children. Further, adults shall support the attitude that they, as well as children, are better off without tobacco or alcoholic beverages in any form. Therefore the use of tobacco or alcohol by adults shall not be permitted in the presence of children. The use of tobacco or alcohol by children shall not be permitted at any time.

**7. Cameras, Imaging, and Digital Devices**

While most persons use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants. Any transmission of sexually explicit photographs or videos electronically and any “sexting” by cell phones is prohibited.

**8. No Secret Organizations**

The Presbytery of Milwaukee does not recognize secret organizations. All aspects of presbytery-sponsored activities are to be open to observation by parents and adults.

**9. Hazing Prohibited**

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

**10. Bullying Prohibited**

Verbal, physical, and cyber-bullying are prohibited.

**11. Constructive Discipline**

Discipline used in Presbytery of Milwaukee events shall be constructive and reflect Christian values. Corporal punishment is never permitted.

**12. Environmental Safety**

Presbytery of Milwaukee events shall be conducted so as to minimize the risk of accidental injury. Adult leaders should familiarize themselves with basic first aid, as well as applicable safety standards for food handling, aquatic activities, other outdoor environmental hazards such as poisonous plants and lightning, as well as possible indoor hazards such as electric wires and cleaning substances. Necessary protective gear, such as helmets, life jackets, and sturdy shoes shall be provided.

**13. Covenant of Christian Community**

A covenant agreement must be signed by all persons, adult or child, participating in any Presbytery of Milwaukee event or activity and also by the parents of any child participating in the event or activity. (Appendix G)

**14. Transportation**

Any person providing transportation must provide copies of his/her driver's license and insurance card to the person in charge of the activity.

Any professional transportation provider should be bonded and provide proof of insurance.

**15. Volunteer Congregation Members**

Prior to participating in any Presbytery of Milwaukee event or activity, background checks on a volunteer congregation member shall be performed by a staff member or ruling elder of that person's congregation. The congregation must certify that the volunteer congregation member has passed the congregation's background check, including adequate personal references. (Appendices E and F) As a minimum standard, volunteer congregation members shall be known to the congregation for at least one year. Congregations shall be responsible for compliance.

**16. Liability and Insurance**

The presbytery and its congregations shall determine that their liability insurance covers all aspects of this policy.

**D. Responsibility**

Presbytery officers and staff have responsibility for:

1. Mandated reporting:
  - to appropriate local, state, or federal authorities, if the allegations involve the abuse of a minor child or vulnerable adult, or other criminal sexual behavior; and
  - to insurance carriers
2. Contact with the **accuser** and/or alleged victims and family by a designated representative of the Ethical Boundaries team:
  - meeting reasonable needs for counseling; and
  - establishing a presbytery liaison person, if appropriate

3. Contact with the **accused** and family by a designated representative of the Ethical Boundaries team:
  - meeting reasonable needs for counseling; and
  - establishing a presbytery liaison person, if appropriate
4. Initiation of mediation and/or the judicial process under the provisions of the *Book of Order*: Rules of Discipline

Teaching elders, inquirers, candidates, commissioned ruling elders, and others with pastoral duties have responsibility for reporting to appropriate local, state, or federal authorities, and to presbytery, allegations that involve the abuse of a minor child or vulnerable adult, or other criminal sexual behavior.

#### **E. Non-compliance Policy**

The potential for sexual misconduct is an ever present danger within any human institution. As persons in ministry, we have a sacred trust to keep with God, our parishioners, counselees, students, and others to fulfill our shared responsibility to create and assure safe environments. As we deal with the confusion over dual roles, boundaries, power, and powerlessness, we do not need to be mystified about these things.

The Presbytery of Milwaukee has implemented a training program to help us all learn about and deal with these issues. As such:

1. All persons governed by this policy, excepting volunteers, are required to attend a training session within twelve months of reception of membership in this presbytery or permission to labor with the bounds of this presbytery. Under exceptional circumstances, the Ethical Boundaries team may authorize a brief extension of time. Such an extension will be done on an individual basis.
2. Every three years, at least one elder commissioner or other elder from each church in the presbytery is strongly encouraged to attend a full training session. Each session member of each church is strongly encouraged to attend at least once during elected term (or two consecutive terms).
3. The Ethical Boundaries team is authorized to approve other training opportunities as substitutes for this required training. If training was taken in another judicatory with the prior five years, the Ethical Boundaries team may consider that training as fulfilling the requirement of training. It is the responsibility of the incoming clergy or candidate to submit to the Ethical Boundaries team the documentation and information about the training they desire to have approved for equivalency. Further, the Ethical Boundaries team is authorized to work with other religious bodies to conduct and/or approve ecumenical training opportunities. The Ethical Boundaries team is also authorized to provide alternative training for people who are outside the

presbytery and unable to find training opportunities at the site of their ministry. This may include sending them written materials.

4. A record of attendance and participation shall be included in the Ethical Boundaries team's report to presbytery to be published in the presbytery meeting minutes for the purpose of keeping a record at the presbytery level, and until such time as those non-compliant persons have participated in the boundary training. The presbytery and the appropriate session, or other appropriate hiring body, will be notified of persons failing to comply with this resolution, and informed in detail of the process. Persons governed by this policy are responsible for maintaining a record of the training they have taken.

The following steps are considered to be sequential in an intentional process to bring individual teaching elders into compliance with this mandated boundary training.

The assumption is that these actions, unless specifically assigned otherwise, will be the administrative responsibility of the Ethical Boundaries team.

If a person governed by this policy, who is a member of the Presbytery of Milwaukee, has failed to ever participate in a boundary training opportunity provided by the Ethical Boundaries team, or when a person has not taken the training within the third year following the person's last training, the following steps are to be taken, in sequence.

1. A personal telephone call or in-person contact will be made with each non-compliant person by a member of the Ethical Boundaries team to determine the reason(s) for failure to participate in the boundary training and to urge participation in the next available training opportunity. Reasons given for non-compliance will be shared with the Ethical Boundaries team, and evaluated on a case-by-case basis, and decisions regarding the validity will be made by the Ethical Boundaries team. This personal contact will also serve to inform the person of the subsequent consequences for continued non-compliance.
2. After the next scheduled boundary training opportunity has come and gone, each person still not in compliance will receive a Certified Letter which will be sent by the Ethical Boundaries staff member, informing the non-compliant person that **a letter describing the unexcused non-compliance with this presbytery mandate will be placed in his/her individual file**, to be made available as information to congregations and presbyteries conducting inquiries in any relocation processes. Such letters will remain in the person's file until such time as he/she complies with the presbytery mandate by participating in a boundary training opportunity.

In addition, the Ethical Boundaries staff member **will send a letter to the session or employer of the non-compliant person** informing them of the person's continuing failure to participate in the boundary training, and requesting information from the session or employer advising the Ethical Boundaries team how the session's or

employer's current child protection / sexual misconduct policy and/or other established personnel guidelines provide appropriate mechanisms for the protection of vulnerable parties when the non-compliant person is in contact with them.

Further, **the session or employer of the non-compliant person will be asked to provide the Presbytery of Milwaukee with a letter signed by the clerk of session** or responsible representative of the employer that action has been taken to approve the non-compliant person's continued work in the same capacity, recognizing that the person has failed to establish compliance as mandated by the presbytery.

3. After the next scheduled boundary training opportunity has passed with continued non-compliance, the Ethical Boundaries team through COM **will recommend to the EDSP and the Stated Clerk that any requests for transfer of a non-compliant person by a council seeking to call and/or enroll this person as a member should not be honored** until such time as the person agrees to comply with the presbytery's mandate for boundary training. Following compliance, transfer requests will be honored without further delay.

Further, at the next Stated Meeting of the Assembly of the Presbytery of Milwaukee, the Committee of Ministry **will recommend that the non-compliant person have his/her current call invalidated and/or his/her pastoral relationship with any Presbytery of Milwaukee congregation dissolved**. These sanctions will continue until the non-compliant person has complied with the presbytery mandate by participating in a boundary training opportunity.

#### F. Other Preventive Measures

Congregations are encouraged to actively engage in education, open discussion, and policy implementation to ensure that the congregation is a safe place to worship and serve. To that end, the Presbytery of Milwaukee has approved and implemented the following specific measures for itself, and encourages its congregations to implement similar practices:

1. a policy on Sexual Misconduct Prevention Training ([Appendix A](#))
2. a policy on Reference / Background Checks ([Appendix B](#))

Maintaining healthy self-care, awareness and accountability, appropriate boundaries, appropriate use of power and other similar preventive measures may be subjects for prevention education sponsored by the Presbytery. Individuals engaged in ministry are responsible for maintaining appropriate behavior. (see Code of Ethics, Appendix B) The first priority of the Presbytery of Milwaukee in regard to sexual misconduct, abuse, and neglect is the prevention of such behavior. Only when such prevention fails and misconduct is alleged will the balance of these procedures be needed.

**Response**

Protection of privacy for the accuser / offended is a priority. Adherence to the process is critical to prevent further injury. Information shared outside the process may constitute additional violation of boundaries. In the context of this policy and these procedures, no information about:

- the identity;
- circumstances; or
- testimony of the accuser and/or the offended

shall be revealed except on a need-to-know basis, as defined within. All allegations of sexual abuse, sexual harassment, and sexual misconduct will be taken seriously. Every allegation will be received, investigated, and acted upon in accordance with the terms of this policy and these procedures, and the constitution of the Presbyterian Church (U.S.A.).

Response is the action taken by the appropriate Presbytery of Milwaukee staff or entity when a report of sexual misconduct or child abuse or neglect is received. It may include inquiry into facts and circumstances, or possible disciplinary action, up to and including termination of employment, or removal from office and/or membership. Police and social services are the only appropriate and qualified investigators for legal issues.

An accused person is always presumed innocent until proven guilty. In the context of this policy and these procedures, no adverse finding will be made public or revealed against an accused person except on a need-to-know basis until a full investigation is completed and it has been determined that the complaint has been properly substantiated.

The protection of minors and vulnerable adults is a priority. Persons having reasonable cause to suspect sexual abuse of a minor or vulnerable adult shall report it to the appropriate secular authority for immediate investigation. (see Appendix for mandatory reporting requirements in Wisconsin)

Rape or sexual assault is a crime in every state and should be reported to civil authorities and to the Ethical Boundaries team.

**A. Procedures**

Allegation of child abuse or sexual misconduct should be made to the proper officers of the presbytery as promptly as possible. When a person governed by this policy becomes aware of alleged violations of this policy he/she will first determine if there are safety issues. If there is an immediate danger to any person, all necessary steps shall be taken to insure the person's safety. These may include calling for medical assistance and/or reporting the incident to the police.

The person observing and reporting an incident of alleged inappropriate conduct should then secure the safety of others and stabilize the environment in which the incident occurred. **Under no circumstances should a reporter who has responsibility for a group of children or youth leave them unsupervised in order to report an incident.** Seek help from other caregivers who are close at hand.

In the Presbyterian Church (U.S.A.) charges of sexual abuse may be brought regardless of the date on which an offense is alleged to have occurred (*Book of Order*, D-10.0401b).

## B. Initial Actions

The first person to learn of alleged sexual misconduct must take the allegations seriously and confidentially. Allegations of sexual misconduct may be made in a variety of ways. It is important that:

- officers;
- employees; and
- persons highly visible to church members and visitors

understand how allegations of incidents are to be processed. Reports of sexual misconduct should never be taken lightly, disregarded, or allowed to circulate without concern for the integrity and reputation of the accuser, the offended, the accused, and of the church. Reports should be dealt with as matters of highest confidentiality by all parties, both before and after they have been submitted to appropriate authorities as outlined below. **When an individual reports an incident or allegation, that person should refrain from engaging in questioning the alleged victim so that the appropriate investigative procedures may be followed.**

Confidentiality guards the privacy and dignity of people affected by sexual misconduct. Assurance of confidentiality fosters help being sought by victims of misconduct. Information should be disclosed:

- only when the benefits of disclosure outweigh the benefits of keeping the confidence;
- when it is needed to arrange for pastoral care or advocates for individuals or families;
- when it is needed to administer judicial processes; and
- when it is needed to engage in protective or preventative action.

Confidentiality is neither secret-keeping nor satisfying the curiosity of people who care, but sharing information in ways that are beneficial to those affected by sexual misconduct. A confidential record will be kept on file in the presbytery office that a report of suspected abuse or neglect was made. A non-confidential notation will include the name of the event or activity and the staff person to whom the report was made, the date and time that the report was made, and the names of the persons making that report.

Because the accused is presumed innocent until proven guilty, care will be taken to protect confidentiality. While the incident is being investigated, all persons with knowledge of the incident shall maintain strict confidentiality and shall share information with others only as requested or permitted by the EDSP or as required by mandated reporting laws. The EDSP and the Investigating Committee, if any, shall be in exclusive possession of all reports and other written materials pertaining to the incident. No other person shall keep copies of reports or other records concerning the incident without authorization from the EDSP. The EDSP shall share information, on a strict need-to-know basis, with:

- the Stated Clerk;
- the Ethical Boundaries team;
- the Personnel Committee;

- the COM;
- the CPM; and
- others.

All third party requests for information shall be referred to the EDSP.

An accuser may report alleged sexual misconduct to any of the following:

1. the pastor of the accuser's congregation or the congregation of the accused;
2. a member of the Personnel Committee of the congregation or governing body;
3. a member of the Ethical Boundaries team;
4. the Committee on Ministry;
5. the Executive Director for Strategic Partnerships;
6. the Stated Clerk of the Presbytery;
7. and, additionally, in the case of a minor or vulnerable adult, to secular authorities.

The first person to learn of alleged sexual misconduct shall aid the accuser in completing the Report of Suspected Sexual Misconduct ([Appendix](#) ) or a similar report. The report shall immediately be delivered to and called to the attention of the Stated Clerk of the Presbytery. **The first person to learn of an incident of sexual misconduct should not undertake an inquiry alone or question either the accuser or the accused.** If the accuser is hesitant to talk to "higher authorities," the person receiving the initial report has a special pastoral responsibility to encourage willingness to speak with higher authority, lest the Church be unable to respond because no one is able to give firsthand information.

Any incident of suspected sexual abuse of a minor, by a person covered by this policy and these procedures, shall IMMEDIATELY be reported to the local law enforcement, appropriate county services, and/or the district attorney (see [Appendix](#) for mandatory reporting requirements in Wisconsin) Any person having "reason to suspect" must make a report to avoid the penalty for not reporting; protection is provided for persons reporting with good faith.

As outlined in the *Book of Order*, D-10.0106, the Stated Clerk shall immediately forward allegations involving a minor or vulnerable adult to the PJC.

The moderator of the permanent judicial commission shall within three days designate two members, who may be from the roster of former members of the permanent judicial commission, to determine whether the accused shall be placed on a paid administrative leave during the resolution of the matter. The cost of such shall be borne by the employing entity whenever possible or be shared by the presbytery as necessary. While administrative leave is in effect, a teaching elder may not perform any pastoral, administrative, educational, or supervisory duties, and may not officiate at any functions such as Baptism, funerals, or weddings.

Following an accusation of misconduct against a staff member of the Presbytery of Milwaukee, the Personnel Committee shall first consult individually with the accuser, the



accused, and any other involved parties (e.g., staff, presbytery units, or other governing bodies) to determine if administrative leave for the accused is warranted.

- If the staff member is under the jurisdiction of the presbytery, the matter is then referred by the Personnel Committee (through the Stated Clerk) to an Investigating Committee.
- If the staff person is not under the jurisdiction of the presbytery, the Personnel Committee shall then investigate and may make a recommendation to presbytery for resolution of the issue and termination.

The presbytery may proceed in its judgment under the *Book of Order*, G-3.0301(c), or its Personnel Policy.

### C. Occurring at Presbytery Events

The presbytery recognizes that it has an obligation to respond to a number of individuals and audiences, depending on the facts of the particular allegation/incident. The presbytery also affirms that any response decision is at the sole discretion of the event staff person in consultation with the committee responsible for the event and in the best interest of the event.

A determination of an unfounded accusation may nonetheless result in a leader being asked to relinquish their leadership responsibility and/or to leave the event if such separation is deemed in the best interests of the event and its participants.

The following guidelines shall apply as the event staff and committee or planning team determines the appropriate response:

**Victim(s):** Determine need for and provide appropriate care for and follow up on immediate needs of the victim(s).

**Accused:** Remove the accused from leadership, at least temporarily, until the investigation of facts is completed. Report of an allegation is not a presumption of guilt and, therefore, appropriate care will be exercised to provide the accused with an opportunity to be heard. The supervisor of the event shall determine the next steps regarding the accused's further participation in and presence at the event. The committee responsible for the event may recommend pursuance of any further investigative action needed (e.g. calling the police, appropriate civil services, the Ethical Boundaries team, or the accused's governing body of jurisdiction.)

Parents or responsible adults: Share the facts of the incident, the committee's actions, and provide care and follow up as appropriate.

**Event:** Event staff or committee/planning team member reports the facts of the incident to a plenary of event participants as necessary and appropriate, exercising appropriate pastoral care for the victim, the accused, and the other event participants.

A person having knowledge of suspected sexual misconduct or any other form of abuse or neglect shall report the incident immediately to the EDSP and to the person in charge of the activity. If the EDSP is not available, the initial report is made to the person in charge of the activity, who will inform the EDSP as soon as possible. If the alleged behavior involves possible criminal activity, the EDSP or the person in charge of the activity shall notify the police or, if the alleged behavior involves possible abuse or neglect of a child, the reporting procedure in the next paragraph shall be followed. If the EDSP is the accused or is unavailable to act, references to the EDSP shall be deemed to refer to the Stated Clerk or, if the Stated Clerk is the accused or unavailable to act, to the Moderator of the Presbytery Assembly.

The EDSP will determine if there is reasonable cause to believe that a child participating in a Presbytery of Milwaukee activity is an abused or neglected child. If such reasonable cause exists, the EDSP will immediately call the applicable authorities. (see [Appendix](#) for mandatory reporting requirements in Wisconsin)

If the victim of the alleged abuse is a child, as soon as practical after receiving the initial report of the incident, the EDSP shall inform the child's parent or guardian of the incident. If the parent or guardian is suspected of abusing the child, the EDSP will cooperate with civil authorities regarding notification.

**In many states, certain mandated reporters must report directly to the appropriate authorities even if the EDSP also makes a report. Staff and volunteers who are not mandated reporters may also report an incident to the appropriate civil authorities if they have reasonable cause to suspect that child abuse or neglect may have occurred.**

If reasonable cause exists to believe that sexual misconduct may have occurred, the EDSP shall make the following additional reports:

- If the accused is a staff member of the Presbytery of Milwaukee, the incident shall be reported to the Personnel Committee.
- If the accused is a teaching elder who is a member of the Presbytery of Milwaukee, a commissioned ruling elder serving under the jurisdiction of the Presbytery of Milwaukee, a certified Christian educator, a certified associate Christian educator or a teaching elder serving in a validated ministry within the bounds of the Presbytery of Milwaukee, the incident shall be reported to the COM.
- If the accused is an inquirer or candidate, the incident shall be reported to the Commission on Preparation for Ministry.
- If the accused is a staff person of another governing body or a volunteer with another governing body the incident shall be reported to the other governing body.
- If the accused is a clergy member of another denomination, the incident shall be reported to the appropriate authorities of the denomination having jurisdiction over that person.

The EDSP shall also report the incident to the Presbytery of Milwaukee's insurance carrier.

If reasonable cause exists to believe that child abuse or sexual misconduct may have occurred, the accused person must be removed from being around children for the safety of the child.

Within 48 hours after the incident, each person with knowledge of the incident shall complete a Presbytery of Milwaukee Incident Report Form and deliver the form to the EDSP. ([Appendix](#) )

#### **D. Pastoral Response**

Feelings of guilt, shame, anger, mistrust, lowered self-esteem, unworthiness, and feelings of alienation from God, self, the religious community, and family, are injuries frequently suffered by those impacted by sexual misconduct (these include among others: the offended(s), the accused, the accuser, the families and co-workers, the congregation, other employing and voluntary entities, and the presbytery). It is important for the presbytery to be sensitive to the pain of all those involved, and their need for healing, and to act as healing agents of God's grace by making appropriate pastoral care available.

The EDSP shall report any alleged incident of sexual misconduct to the Ethical Boundaries staff. The Ethical Boundaries team, in consultation with the COM, shall recommend pastoral care as needed for:

- the alleged victim;
- those reporting the incident;
- the accused;
- others affected by the allegations; and
- their respective families.

Educational resources and care for congregations affected by the alleged incident shall also be coordinated and provided by the Ethical Boundaries team. The Ethical Boundaries team shall identify the resources that are available for those purposes. If the victim, the accused or another affected person desires professional counseling, but is unable to afford it, the Ethical Boundaries team will recommend resources to the COM and/or the EDSP to provide professional counseling for the person for a reasonable time up to a maximum of one year, to be paid for by the Presbytery of Milwaukee.

##### **1. Offended and Family**

The presbytery may offer to provide for pastoral care to the offended and their families through the Ethical Boundaries team, who will offer resources for such care at the presbytery's expense. If the offended or family at first refuses care, the presbytery should continue to offer this assistance throughout the process. **Above all, the presbytery will NOT act in a self-protective manner by ignoring the offended and their families.** The Ethical Boundaries team will also appoint, in consultation with the offended, a presbytery liaison person to walk through the church's processes with the offended.

**2. Congregation (or employing entity)**

The COM, recognizing that allegations may polarize the congregation, damage morale, and create serious internal conflicts, will meet with the session to inform them of the allegations toward a religious leader related to that congregation. After a briefing on the judicial process, the COM may assist the session in planning their care for the congregation through this time. The COM or the Stated Clerk will keep the session apprised of all reports out of the judicial process before such reports are made to presbytery. The Ethical Boundaries team will offer therapeutic/consulting resources for the session to utilize at the session's expense.

**3. Accused and Family**

In addition to seeing that there is a presbytery liaison person to walk through the church's processes with the accused, the presbytery may offer to provide pastoral care for the accused, as well as his/her family. If the accused is a teaching elder, this is the responsibility of the COM, who can consult with the Ethical Boundaries team regarding needed resources. The responsibility for payment for such services belongs to the pastor and family, with the assistance of medical insurance that provides for counseling. A representative of the presbytery is not to make any presumption of guilt or innocence, and must be aware that the accused and the family of the accused also may experience woundedness in incidents of sexual misconduct.

**E. Judicial Response**

After receiving the initial report, the EDSP shall determine whether the alleged abuser's employment or volunteer service should be suspended or restricted pending further investigation of the incident.

- If the accused is a teaching elder, the procedures set forth in the Presbytery's Administrative Leave Policy as then in force shall be followed.
- If the accused is a staff member, he/she may be temporarily suspended or his or her activities restricted, with pay, pursuant to the Personnel Policy of the Presbytery of Milwaukee. (Appendix )
- If the accused is subject to the jurisdiction of the Presbyterian Church (U.S.A.) and reasonable cause exists to believe that an offense has occurred, the EDSP shall commence disciplinary proceedings against the accused under the Rules of Discipline by causing a written statement of alleged offense to be filed with the Stated Clerk.
- If the accused is subject to the jurisdiction of a governing body other than the Presbytery of Milwaukee, the Stated Clerk shall submit the written statement to the clerk of session or the Stated Clerk of the presbytery having jurisdiction over the accused.

In addition to the foregoing, any person may file a statement of alleged offense with the Stated Clerk in accordance with the Rules of Discipline.

**The person or persons making the initial report to the EDSP shall not conduct an investigation of the incident, but shall take all necessary steps to insure the immediate safety of the alleged victim.** Any further investigation shall be conducted by

the investigating committee in accordance with the Rules of Discipline, by the Presbytery of Milwaukee's insurance carrier, or by the civil authorities. The EDSP shall determine to what extent the incident needs to be further investigated separately by the Presbytery of Milwaukee for its own purposes or to provide adequate information to another governing body that may have an interest. Any such separate investigation by the Presbytery of Milwaukee shall be performed at the direction of and under the supervision of the EDSP.

Immediately upon receipt of the Report of Suspected Sexual Misconduct, the Stated Clerk of the Presbytery shall inform the EDSP and the Moderator of the Presbytery, and these three shall appoint an Investigating Committee as stipulated in the Rules of Discipline (*Book of Order*, D-10.0201). The Investigating Committee must promptly begin its inquiry into the allegations, having received orientation by the Stated Clerk and a member of the Ethical Boundaries team, as delay may cause further harm to all parties involved. The Investigating Committee will conduct a thorough investigation as called for in D-10.0200. The Investigating Committee will consider in its definition as "thorough" the fact that all material facts relative to possible restoration must be surfaced in the context of the investigation. The COM and the presbytery have only the results of the investigation on which to rely when making these decisions, often years later. Therefore the investigation must be thorough even in the face of a self-accusation or admission of guilt by the accused.

- If the Investigating Committee finds the allegations to be unsupportable, the report of that finding is forwarded to the Stated Clerk who shall then report that finding to the presbytery. Both accuser and offended have the right to participate in the judicial process. They will be kept informed of the progress of the process as outlined in the *Book of Order*, D-10.0202 and D-10.0203.
- If the Investigative Committee finds that the allegations may be sustainable, it shall proceed to an investigation of any past instances of sexual misconduct, including misconduct in other presbyteries and/or denominations.
- If the Investigative Committee determines to file charges, it is encouraged to consult with the Ethical Boundaries team regarding the degree of censure and terms for restoration appropriate to the offense. In the prosecution of the case, the Prosecuting Committee (made up of members of the Investigative Committee) shall provide for the testimony of the offended as well as any other persons that could speak to the desired degree of censure including possible conditions for restoration. The accused is also able to speak to these issues through the testimony of persons he/she may call. The degrees of censure are listed in the *Book of Order*, D-12.0100, and the terms for restoration in the *Book of Order*, D-12.0200. Both the offender and the offended/accuser have the right to initiate appeal (*Book of Order*, D-13.0102 and D-13.0106). In cases where the accused dies or renounces jurisdiction of the church before the case is completed, the offended have the right to a pastoral inquiry as provided in the *Book of Order*, G-3.0109b(6). The Moderator, in consultation with the Stated Clerk and EDSP, will immediately nominate an administrative commission. The Stated Clerk and/or EDSP will inform any community

organizations who need to know the outcome of the process in order to protect any further potential victims.

The Investigating Committee shall maintain regular contact with the person making the allegations, keeping her/him informed about the status of the investigation. Ordinarily, the Investigating Committee will not contact the person being accused without first advising the person making the allegations of the intention and date of that contact.

#### **F. Media Contact**

In order to minimize prejudice in any allegation yet to be decided, all inquiries from the media regarding an allegation of sexual misconduct must be directed to the EDSP. The alleged offended, the accuser, the accused, presbytery liaison persons for the accused or the alleged offended, members of the Ethical Boundaries team, the COM, the CPM, the PJC, the members of the church or employing entity, members of presbytery, or any others known to have information about the allegations shall not address questions from the media other than to refer the media to the EDSP or a spokesperson designated by the EDSP.

#### **G. Resource Documents**

The responsibilities, structures, and procedures for responding to allegations of sexual misconduct are mandated in part by the *Book of Order*, such as the role of the investigating committee (*Book of Order*, D-10.0202). Presbytery shall also provide to teaching elders, inquirers, candidates, commissioned ruling elders, staff, others with pastoral duties, and volunteers a copy of the *Standards of Ethical Conduct* of the Presbyterian Church (U.S.A.).

### **DEFINITIONS**

- A. Accused.** The person against whom an accusation of sexual misconduct or abuse or neglect is being made.
- B. Accuser.** The person claiming knowledge of sexual misconduct or abuse or neglect by a person covered by this policy. The accuser may or may not be the victim of the alleged sexual misconduct, abuse, or neglect.
- C. Activity.** A program or event sponsored by or under the control of the Presbytery of Milwaukee.
- D. Child.** Any person under the age of eighteen years.
- E. Emotional Abuse.** Unusually harsh, offensive or insensitive conduct toward another person that causes or is likely to cause emotional distress. Examples can include undue criticism, badgering, teasing, ridicule, rejection, humiliation, blame, or unfavorable comparisons with other children or adults.

- F. Mandated Reporter.** Any person required by law to report to the appropriate state agency all suspected incidents of child abuse or neglect that come to his or her attention. Under most state child protection statutes, mandated reporters are professionals who may work with children in the course of their professional duties. Teaching elders and commissioned ruling elders are mandated reporters under the laws of most states, including Wisconsin. For purposes of this policy, the EDSP shall be considered a mandated reporter under state law, whether or not the EDSP is a teaching elder. The *Book of Order* further classifies teaching and ruling elders, deacons and certified Christian educators as mandated reporters for both child abuse, abuse of vulnerable adults, and neglect (*Book of Order*, G-404302).
- G. Misuse of Technology.** The use of technology that results in sexually harassing or abusing another person, or emotionally abusing any child, including texting or emailing suggestive messages and images to persons. It is never appropriate to view pornography on presbytery property. If pornography includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by the presbytery or a presbytery entity, or within the context of ministry.
- H. Neglect.** The failure of a parent or responsible caretaker to provide adequate supervision, food, clothing, shelter, medical care, education or other basic necessity to a child or a vulnerable adult.
- I. Parent.** A parent or legal guardian of a child who is participating in an activity.
- J. Physical Abuse.** Any act that results in non-accidental injury to another or involves harmful, potentially harmful, or offensive touching of another. It may involve physical violence in which the perpetrator is out of control and may include corporal punishment or hazing.
- K. Presbytery of Milwaukee or Presbytery.** A mid-level council of the Presbyterian Church (U.S.A.); for purposes of this policy, the term “Presbytery of Milwaukee” shall include any corporation controlled by the Presbytery of Milwaukee through which the Presbytery of Milwaukee employs staff and carries on its programs and activities.
- L. Presbytery Property.** Property owned or controlled by the presbytery.
- M. Response.** The action taken by the appropriate Presbytery of Milwaukee staff or entity when a report of sexual misconduct or abuse or neglect is received. It may include inquiry into facts and circumstances, or possible disciplinary action, up to and including termination of employment, or removal from office and/or membership.
- N. Sexual Abuse.** Any offense involving sexual conduct in relation to:
1. any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or

2. any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position (*Book of Order*, D-10.0401c).

**O. Sexual Harassment.** Conduct that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, tormenting based on gender, and other verbal, visual or physical conduct of a sexual nature. In particular, sexual harassment occurs if:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or of his or her participation in Presbytery of Milwaukee activities;
2. submission to or rejection of such conduct by an individual is the basis for employment decisions or other Presbytery of Milwaukee-related decisions affecting that individual;
3. such conduct has the purpose or effect of interfering with an individual's work performance or participation in Presbytery of Milwaukee activities by creating an intimidating, hostile, or offensive environment;
4. such conduct, regardless of its intention, is objected to by the person at whom it is directed; or
5. such conduct includes unsolicited and unwelcome contact such as the following:
  - a. written contact, such as sexually suggestive or obscene letters, notes, emails, text messages or invitations;
  - b. verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes, or sexual propositions;
  - c. physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, or sexual coercion; or
  - d. visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

**P. Sexual Misconduct.** Any sexual abuse of children or adults and/or any sexual harassment.

**Q. Staff Member or Employee.** A person employed by or contracted with the Presbytery of Milwaukee.

**R. User Groups.** Any group that participates in any activity or event sponsored by the Presbytery of Milwaukee or that utilizes presbytery property.

**S. Victim.** A person who has allegedly suffered an act of sexual misconduct or physical or emotional abuse or a child or a vulnerable adult who has allegedly suffered neglect.



- T. Volunteer.** A person who provides services for the presbytery and/or its entities and receives no benefit or remuneration. Volunteers include, but are not limited to, persons elected or appointed to serve on boards, committees, and other groups.
- U. Volunteer Congregation Member.** A member of a congregation, non-ordained employee of a congregation, or other congregational participant in a Presbytery of Milwaukee event or activity whose role may include leadership or representation of a congregation or its participant members.
- V. Vulnerable Adult.** Any person eighteen and over who, due to age, illness, or mental or physical disability, is without the means to protect him/herself.

Adapted with permission from the policies of the presbyteries of Chicago, Winnebago, and Twin Cities Area.

**Appendix A**  
**Receipt and Acknowledgment Form for Ethical Boundaries Policy**

I have received the Presbytery of Milwaukee Ethical Boundaries Policy, have read the policy and procedures, understand its meaning, know that I am expected to conduct myself in accordance with them, and agree to abide by its standards.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name  
(printed) \_\_\_\_\_

**Appendix B**  
**Ethics Policy**

I believe

- that God calls the whole Church and every member to participate in and extend the ministry of Jesus Christ;
- that the privilege of witnessing to the gospel in Church and society belongs to every baptized Christian;
- that God empowers the ministry of the Church and its members by the Holy Spirit;
- that the Church nurtures faith, evokes gifts, and equips its members for service;
- that God calls certain of the Church's members to various forms of ministry in and on behalf of the church.

Because

- I have been called by God to be a teaching elder in the Presbyterian Church (U.S.A.), to preach and teach the gospel of our Lord Jesus Christ, to administer the sacraments and rites of the Church, and to exercise pastoral care and leadership,
- I wish to conduct my office as a witness to Jesus Christ,
- I recognize that how I live and work affects the wellness of the whole body of Christ, of particular congregations and ministries, and of the presbytery,

Therefore,

1. in relationships with others I will strive to:
  - a. be honest and truthful;
  - b. regard all persons with equal respect and concern;
  - c. recognize the gifts of others;
  - d. work with others cooperatively and collegially;
  - e. be diligent and dependable;
  - f. speak the truth in love and bear witness without fear or favor;
  - g. maintain an attitude of repentance, humility, and forgiveness; and
  - h. maintain critical self-awareness
2. in personal conduct I will strive to:
  - a. recognize my own needs for intimacy, dependence, and support;
  - b. recognize and seek help from others when needed;
  - c. engage in self-evaluation;
  - d. strive toward a balance in my life, including my family commitments;
  - e. be a responsible steward of my own gifts and resources;
  - f. attend to my physical and psychological well-being;
  - g. pursue a discipline of study prayer, and reflection; and
  - h. live joyfully
3. in the conduct of my professional responsibilities and relationships, I will strive to:
  - a. conduct my life with integrity so that it demonstrates consistently that I am a disciple of Jesus Christ;

- b. acknowledge the power of my office;
  - c. be judicious in the exercise of the power and privilege;
  - d. recognize the limits of my power and authority;
  - e. honor professional commitments and covenants;
  - f. accept the discipline and guidance of the church and the appropriate guidance of those to whom I am accountable for my ministry;
  - g. encourage regular evaluation of my ministry by others;
  - h. participate actively in the ministry and work of the presbytery and in the larger church;
  - i. conduct my ministry with impartiality;
  - j. be an advocate for fairness and justice; and
  - k. seek to grow in faith, knowledge, and the practice of ministry through continuing education and study
4. in the conduct of my professional responsibilities and relationships, I will:
- a. refrain from abusive, violent, addictive, or exploitive behaviors, including inappropriate conduct of a sexual nature and I affirm that sexual abuse in any form is never permissible;
  - b. be a faithful steward of and fully accountable for the resources entrusted to my community and not use my position for undue personal financial gain;
  - c. avoid conflicts of interest that might compromise the effectiveness of my ministry;
  - d. maintain the privacy of others, within the limits of the law;
  - e. claim only those competencies and qualifications I have attained and give appropriate credit to others where due;
  - f. deal honorably with the record of my predecessors; and
  - g. upon my termination or departure from a ministry position, respect the responsibilities of and refrain from interfering with or intruding upon the ministry of my successor.

**Appendix C**  
**Receipt and Acknowledgment Form for Ethics Policy**

I have received the Presbytery of Milwaukee Ethics Policy. My signature below indicates my recognition of its ethical principles and rules and indicates my undertaking to live up to the standards of behavior and commitment it identifies.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name  
(printed) \_\_\_\_\_

## Appendix D

### Information Regarding Policy and Procedure: Sexual Misconduct Prevention

In recognition of the public and spiritual trust given to the Presbyterian Church (U.S.A.), the Presbytery of Milwaukee has developed and adopted an Ethical Boundaries Policy. The purpose of this policy is to set and enforce standards of ethical sexual behavior by teaching elders, ruling elders, and lay leaders which are consistent with scripture and secular law. The policy includes procedures for inquiry and effective response to allegations of sexual misconduct. Copies of the entire document may be obtained from your pastor, clerk of session, the presbytery office, and the presbytery website ([www.pbymilwaukee.org](http://www.pbymilwaukee.org)).

#### FOUNDATION

God has told you, O mortal, what is good;  
and what does the Lord require of you  
but to do justice, and to love kindness,  
and to walk humbly with your God?

*Micah 6:8*

Not many of you should become teachers, my brothers and sisters, for you know that we who teach will be judged with greater strictness.

*James 3:1*

It will not be so among you; but whoever wishes to be great among you must be your servant, and whoever wishes to be first among you must be your slave; just as the Son of Man came not to be served but to serve, and to give his life a ransom for many.

*Matthew 20:26-28*

[T]end the flock of God that is in your charge...not under compulsion but willingly, as God would have you do it – not for sordid gain but eagerly. Do not lord it over those in your charge, but be examples to the flock.

*1 Peter 5:2-3*

#### POLICY

The policy of the Presbytery of Milwaukee is that all church officers (teaching elders, ruling elders and deacons), employees, and volunteers serving the presbytery and related agencies, shall maintain the integrity of ministerial, employment, and professional relationships at all times. Misconduct is a violation of the principles of ethical leadership set forth in scripture, and a violation of the trust of the presbytery, and is never permissible. The Presbytery of Milwaukee takes such violations seriously, working diligently to prevent misconduct, and seeking to respond justly and effectively to all those affected by it.

#### GUIDING PRINCIPLES

1. Sexual misconduct, abuse, and neglect are all forms of a betrayal of trust and a denial of the love of Christ, in which all relationships are rooted. As part of its Christian witness, the

Church must make a clear and just response, so that the Church and its ministries may be seen as safe places in the community, places where it is known that these misconducts are not tolerated.

2. The first and best way to deal with sexual misconduct is to prevent its occurrence through appropriate employment practices, screening and supervision of volunteers, and education.
3. Sexual misconduct is a misuse of authority and power that breaches the Christian ethical principles of a trust relationship to gain advantage over another for personal pleasure in an abusive, exploitive, and unjust manner. If the person being served initiates or invites sexual content in the relationship, it is the responsibility of the person providing service to maintain the appropriate role and prohibit a sexual relationship.
4. In all things, the Church has a clear calling to share the grace and mercy of God in Jesus Christ. Grace and mercy in the context of ethical boundaries policy and procedure show themselves in many ways, such as offering a safe place for nurture and growth, standing for justice when safety fails and hurt results, and administering a fair process in times when that grace is most needed in the lives of individuals and the faith community.

## DEFINITIONS

### **Sexual Abuse is defined as:**

Any offense involving sexual conduct in relation to:

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

### **Sexual harassment is defined as:**

Conduct that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, tormenting based on gender, and other verbal, visual or physical conduct of a sexual nature. In particular, sexual harassment occurs if:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or of his or her participation in Presbytery of Milwaukee activities;
2. submission to or rejection of such conduct by an individual is the basis for employment decisions or other Presbytery of Milwaukee-related decisions affecting that individual;
3. such conduct has the purpose or effect of interfering with an individual's work performance or participation in Presbytery of Milwaukee activities by creating an intimidating, hostile, or offensive environment;
4. such conduct, regardless of its intention, is objected to by the person at whom it is directed; or
5. such conduct includes unsolicited and unwelcome contact such as the following:
  - a. written contact, such as sexually suggestive or obscene letters, notes, emails, text messages or invitations;

- b. verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes, or sexual propositions;
- c. physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, or sexual coercion; or
- d. visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

**Sexual misconduct is defined as:**

Any sexual abuse of children or adults and/or any sexual harassment.

**PRESBYTERY WILL SEEK TO PREVENT AND RESPOND TO MISCONDUCT BY:**

- 1. providing education and other procedures aimed at preventing sexual misconduct;
- 2. investigating, immediately and thoroughly, all allegations of sexual misconduct;
- 3. offering advocates to walk through the process with both the offended and the accused;
- 4. working with congregations to heal pain and conflicts within the congregation resulting from such misconduct; and
- 5. taking disciplinary action against the accused if the investigation reveals that misconduct occurred.

**YOU CAN HELP TO ENSURE THE EFFECTIVENESS OF THIS POLICY BY:**

- 1. monitoring your own conduct toward others;
- 2. promptly informing any person or persons involved that they should stop engaging in conduct offensive or objectionable to you or others; and
- 3. bringing the matter to the attention of your pastor, supervisor (if you are a church employee or volunteer), member of the personnel committee, ruling elder, moderator of the presbytery's Committee on Ministry (COM), or the Executive Director of Strategic Partnerships.

**THE COM MODERATOR FOR THE YEAR \_\_\_\_\_ IS:**

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Moderator's Name

Phone

**YOUR EXECUTIVE DIRECTOR OF STRATEGIC PARTNERSHIPS IS:**

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Name

Phone



**Appendix E**  
**Reference, Disclosure, and Consent Form**

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_ Phone (cell): \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Student? Yes \_\_\_\_ No \_\_\_\_ If yes, name of school and major: \_\_\_\_\_  
Previous volunteer experience: \_\_\_\_\_

2. Name of local congregation: \_\_\_\_\_

3. References. Please give three references, at least two of whom are not related to you.

a. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone (day): \_\_\_\_\_ Phone (cell): \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

b. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone (day): \_\_\_\_\_ Phone (cell): \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

c. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone (day): \_\_\_\_\_ Phone (cell): \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

4. Disclosure. Please answer the following questions. Attach additional sheets if you need more space.

a. Have you ever been convicted of, or pled guilty or no contest to, a crime?

Yes \_\_\_\_ No \_\_\_\_

If yes, please give details.

b. Has any civil lawsuit against you alleging actual or attempted sexual discrimination, sexual harassment, sexual exploitation, sexual misconduct, physical abuse, child abuse, or financial misconduct ever been filed?

Yes \_\_\_\_ No \_\_\_\_

If yes, please give details and describe resolution of the lawsuit.

c. Have you ever terminated your employment, professional credentials, or service in a volunteer position, or had your employment, professional credentials, or authorization to hold a volunteer position terminated, for reasons relating to allegations of actual or attempted sexual discrimination, sexual harassment, sexual exploitation, sexual misconduct, physical abuse, child abuse, or financial misconduct?

Yes \_\_\_\_ No \_\_\_\_

If yes, please give details.

d. Do you have a valid driver's license?

Yes \_\_\_\_ No \_\_\_\_

e. Have you ever had your driver's license suspended or revoked due to reckless driving or operating while intoxicated or under the influence of a controlled substance?

Yes \_\_\_\_ No \_\_\_\_

If yes, please give details.

5. Certification and Consent.

I certify that the foregoing information is true and complete to the best of my knowledge. I hereby authorize the Presbytery of Milwaukee to conduct a background check on me and to verify all statements made on this form, and I hereby release the Presbytery of Milwaukee, and its employees and agents from all liability in connection therewith.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

**Appendix F**  
**Reference Check Form**

Reference check for: \_\_\_\_\_

**REFERENCE INFORMATION**

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

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

Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

What is your relationship to this person?

How long have you known this person?

How would you describe this person's character?

How would you describe this person's ability to work with others?

What are this person's positive characteristics?

Does this person have any negative characteristics?

Do you have any knowledge that this person has ever been arrested for any reason? If so, please describe.

Do you have any knowledge that this person has ever been accused of sexual misconduct?

Please list any other comments you would like to make.

Reference inquiry completed by:

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

**Appendix G  
Covenant of Christian Community**

**YOUTH AND ADULT PARTICIPANTS:** Your signature is required.

**PARENTS / GUARDIANS:** Your signature is required

**YOUTH LEADERS:** Be sure to each person has completed this Covenant. Please bring these completed forms to the registration table at the event.

**PARTICIPANTS**

Name of Participant (printed): \_\_\_\_\_  
Church: \_\_\_\_\_

At this gathering, we will be doing our best to live together as a family in Christian community. Family life is based on love, respect, trust, support, and on spending time together. To create and maintain this relationship of family and community, each person agrees to the following covenant:

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

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

Signature of participant: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENTS / GUARDIANS** (for any participant under age 18 at the time of the event)

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

Signature of parent / guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix H**

### **Mandatory Reporting in Wisconsin\***

Under Wisconsin's child abuse reporting law, mandatory reporters are typically people who interact with children in their professional capacities. A mandatory reporter generally must report suspected child abuse or neglect immediately if he or she has reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected or has been threatened with abuse or neglect that will occur.

#### **List of Mandatory Reporters**

The following professionals are mandatory reporters under Wisconsin law:

- Physicians.
- Coroners.
- Medical examiners.
- Nurses.
- Dentists.
- Chiropractors.
- Optometrists.
- Acupuncturists.
- Medical and mental health professionals not otherwise specified.
- Social workers.
- Marriage and family therapists.
- Professional counselors.
- Public assistance workers, including financial and employment planners under the Wisconsin Works (W2) program.
- School teachers.
- School administrators.
- School counselors.
- School employees not otherwise specified.
- Mediators provided through family court services offices.
- Child care workers in child care centers, group homes, or residential care centers for children and youth.
- Child care providers.
- Alcohol or other drug abuse counselors.
- Members of the treatment staff employed by or working under contract with a county agency or a residential care center for children and youth.
- Physical therapists.
- Physical therapists' assistants.
- Occupational therapists.
- Dietitians.
- Speech-language pathologists.
- Audiologists.
- Emergency medical technicians.
- First responders.

- Police and law enforcement officers.
  - Court-appointed special advocates.
  - Members of the clergy, except under the circumstances described below.
- [s. 48.981 (2), Stats.]

**Special Reporting Requirements Applicable to Clergy**

The child abuse reporting law places special reporting requirements on members of the clergy. Specifically, in addition to reporting suspected abuse or neglect of a child seen directly by a clergy member in the course of his or her professional duties, a clergy member generally must report suspected abuse or neglect if the clergy member has reasonable cause, based on observations made or information received, to suspect that a member of the clergy has sexually abused a child or threatened a child with sexual abuse in violation of specified state laws. [s. 48.981 (2) (bm) 2., Stats.] In this context, “member of the clergy” means the spiritual adviser of any religion, whether the adviser is termed priest, rabbi, minister of the gospel, pastor, reverend, or any other official designation, or a member of a religious order, including brothers, ministers, monks, nuns, priests, rabbis, and sisters. [s. 48.981 (1) (cx), Stats.]

\*taken directly from Part II – Wisconsin’s Child Abuse Reporting Law

**Appendix I  
Incident Report Form**

Please print.

Date of Report: \_\_\_\_\_

**REPORTER**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

**ALLEGED VICTIM** (if different from REPORTER)

Name: \_\_\_\_\_ Age, if under 18: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

**ACCUSED**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

**DESCRIPTION OF INCIDENT**

Please describe the incident(s) of sexual misconduct, abuse, or neglect, including date, time, and location of each incident.

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

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**MEDICAL ASSISTANCE**

If medical assistance or first aid was provided at the scene, please describe the assistance given and the medical disposition (taken to hospital, etc.)

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**OTHERS HAVING KNOWLEDGE OF THE INCIDENT**

Please list the name, address, and phone number of each person who may have information related to or pertinent to the incident. Please give e-mail and cell phone number if available.

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**OTHER INFORMATION**

Please give any additional information that may be helpful.

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If you need more room to answer any questions, please attach additional sheets.

**This completed report should be delivered to  
the Executive Director of Strategic Partnerships OR the person in charge of the activity.**

**Presbytery of Milwaukee, 6767 W. Greenfield Avenue, Milwaukee, WI 53214  
414.292.2740**



**PART I  
BYLAWS  
APPROVED SEPTEMBER 20, 2014**

**I. NAME, BOUNDARY, CORPORATION and PROCEDURES**

A. Name

The name of this organization shall be The Presbytery of Milwaukee of the Presbyterian Church (U.S.A.) and the Synod of Lakes and Prairies.

B. Boundary

The Presbytery of Milwaukee includes congregations of this denomination in the following eleven counties in Wisconsin: Milwaukee, Jefferson, Rock, Waukesha, Walworth, Washington, Ozaukee, Kenosha, Dodge, Racine and Sheboygan.

C. Corporation

The Presbytery is incorporated under the laws of the State of Wisconsin as The Presbytery of Milwaukee of the Presbyterian Church (U.S.A.). This organization is organized exclusively for charitable, religious, educational and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

D. Procedures

The Presbytery shall be governed by the Constitution of the Presbyterian Church (U.S.A.), and the Bylaws and the Manual of Operation of the Presbytery. The Bylaws and the Manual of Operation shall not supersede said Constitution. Procedures for all meetings shall be determined by Robert's Rules of Order newly revised unless special procedures are adopted by the body by a majority vote of those present and voting.

The Bylaws of the Presbytery may be amended at any meeting of the Presbytery Assembly by a two-thirds vote of the commissioners present and voting, provided notice of such a proposed change has been given at the previous, stated or special, meeting. The Bylaws may be suspended at any stated meeting of the Presbytery Assembly for that meeting by a two-thirds vote of the commissioners present. The Manual of Operation may be amended at any stated meeting of the Presbytery by a majority vote of the commissioners present and voting, provided that notice of the proposed change has been presented in writing at a previous meeting.

Changes related to spelling mistakes, typographical errors, or incorrect grammar are not considered amendments.

**II. MISSION and PURPOSE**

Our allegiance is to our Lord Jesus Christ. We act out our obedience to Christ both individually and through our membership in the Presbyterian Church (U.S.A.) whose *Book of Confessions* and *Book of Order* form the framework for our mission and witnessing.

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### III. MEMBERSHIP

#### A. Officers. The officers of the Presbytery shall be the Moderator, Vice Moderator, Stated Clerk, and Treasurer.

1. Moderator. The Moderator shall normally be elected at the fourth quarter meeting of Presbytery for a term of one year, beginning to serve upon installation at the first stated meeting of the following year. The Moderator shall perform all the duties and responsibilities of a moderator as outlined in the Constitution's Form of Government and such other duties and responsibilities as determined by the Manual of Operation.
2. Vice Moderator. The Vice Moderator shall normally be elected at the fourth quarter meeting of the Presbytery for a term of one year, beginning to serve upon installation at the first stated meeting of the following year. The Vice Moderator shall act for the Moderator upon request, or in the Moderator's place should the Moderator be unable to act.
3. Stated Clerk. The Stated Clerk shall normally be elected at the fourth quarter meeting of the Presbytery or upon a vacancy in the office. The term shall be three (3) years upon installation. The Stated Clerk shall perform all the duties and responsibilities of a stated clerk as outlined in the Constitution's Form of Government and such other duties and responsibilities as determined by the Manual of Operation.
4. Treasurer. The Treasurer shall normally be elected at the fourth quarter meeting of the Presbytery or upon a vacancy in the office. The term shall be three (3) years upon installation. The Treasurer shall have custody of all funds and other valuable papers, and shall provide a monthly report of receipts and expenditures to the Stated Clerk and Presbytery staff person designated in the Manual of Operation.

#### B. Members

1. Teaching Elders. Every active teaching elder enrolled in the Presbytery of Milwaukee shall be a Continuing Member of the Presbytery guided by the criteria for membership outlines in the Constitution and Manual of Operation.
2. Ruling Elder Commissioners. Presbyterian Churches (PCUSA) within the boundary of the Presbytery shall be represented by one (1) ruling elder commissioned by the session.

Churches may have additional ruling elder commissioners as specified in the Manual of Operation. If a ruling elder is elected an officer of the Presbytery, they shall be a member for the length of service in office, whether or not commissioned by his or her session. Additional ruling elders may be commissioned to the Presbytery in accordance with the Manual of Operation to sustain parity of teaching elders and ruling elders.

93

94 **IV. STAFF**

95

96 The Presbytery shall have the power to employ such staff and personnel as needed to fulfill  
 97 its mission in accordance with the Constitution of the Presbyterian Church (U.S.A.). The  
 98 Manual of Operation will define the purpose of each staff position, method of nomination  
 99 and election or hire, terms of position, jurisdiction of the position, and responsibilities.

100

101 **V. MEETINGS**

102

## 103 A. Stated Meetings

104

105 The Presbytery shall meet in stated meetings as necessary to accomplish its mission and  
 106 comply with the Constitution of the PC(U.S.A.). Such meetings will be established by  
 107 action of the body as a whole.

108

## 109 B. Special Meetings

110

111 Special meetings and called meetings of the Presbytery shall be in accordance with the  
 112 Constitution's *Book of Order* and the Presbytery Manual of Operation.

113

## 114 C. Minutes

115

116 The Stated Clerk shall distribute Minutes of Presbytery Assembly meetings to all  
 117 members of Presbytery and clerks of sessions.

118

## 119 D. Electronic Meetings

120

121 The Presbytery Assembly, as well as all Standing Ecclesiastical Commissions and  
 122 Presbytery Committees of these Bylaws, may conduct meetings electronically when  
 123 *Robert's Rules of Order* is applied whereby "the meetings provide, at a minimum,  
 124 conditions of opportunity for simultaneous aural communication among all participating  
 125 members equivalent to those of a meeting held in one room or area."<sup>1</sup>

126

127 **VI. STANDING ECCLESIASTICAL COMMISSIONS & PRESBYTERY COMMITTEES**

128

129 A. Members of Ecclesiastical Commissions are elected directly by the Presbytery and  
 130 accountable to Presbytery. Commissions include those with duties mandated by the  
 131 Constitution's *Book of Order* and other Presbytery commissions identified in the Manual  
 132 of Operation.

133

134 1. The Standing Ecclesiastical Commissions of the Presbytery are as follows: Presbytery  
 135 Council; Ministry; Preparation for Ministry; and the Permanent Judicial Commission.

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<sup>1</sup> RONR (11th ed. p 97, 124-27).

- 137           2. These Commissions have oversight of the general ministry concerns of the Presbytery  
138           and may be delegated the powers of Presbytery as allowed by the *Book of Order*.  
139
- 140        B. Members of Standing Committees shall be elected directly by the Presbytery in  
141        accordance with the Constitution, the Bylaws, and the Manual of Operation.  
142
- 143           1. The Standing Presbytery Committees are: Nominating, and Representation.  
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- 145           2. The responsibilities and powers of these standing committees are defined in  
146           the Constitution and Presbytery's Manual of Operation.

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**PART II**  
**MANUAL OF OPERATION**  
**Approved September 20, 2014**  
**(Note: Chapters I-IV are drawn from the Presbytery’s**  
**“What’s Next” document dated April 24, 2012)**

**CHAPTER I: VISION**

The Presbytery of Milwaukee gathers and serves its congregations in a covenant partnership marked by faith, hope, love, trust and witness to Jesus Christ.

**CHAPTER II: PRIORITIES**

This Vision leads us to the following understanding of our **PRIORITIES**:

- Build on the current leadership pool to develop an even larger, more diverse group of leaders with spiritual depth and vitality; and
- Create two or more new worshiping communities to address the current identified needs in our geographic area.

**CHAPTER III: STRATEGIES**

Our vision and priorities lead us to define our **STRATEGIES** for our work as a Presbytery as follows:

- Restructure Presbytery meetings for maximum effectiveness;
- Provide meaningful leadership development opportunities for ruling elders, teaching elders, and other leaders in the Presbytery;
- Refocus the role of the Committee on Ministry;
- Build bridges and enhance collaborative opportunities; and
- Reshape staff roles and responsibilities to correspond with new recommendations and strategies.

**CHAPTER IV: GUIDING PRINCIPLES FOR THE PRESBYTERY’S WORK**

To fulfill the Presbytery’s vision, priorities, and strategies, the Presbytery will be guided by the following principles:

- **Leadership:** Calling, equipping, and sustaining leaders who will serve the people with energy, intelligence, imagination, and love.
- **Healthy Congregations:** Nurturing healthy congregations and fostering connections among congregations to share God’s love in the world and live the gospel of Jesus Christ.
- **Trust:** Entrusting ourselves to one another so that we reflect who God calls us to be.
- **Risk:** Creating an atmosphere that encourages risk-taking for the sake of the Gospel in this time and place

**CHAPTER V: COMPOSITION OF PRESBYTERY**

- 47 1. Voting Participants at Presbytery Assembly shall include the following:  
 48 a. All teaching elders on the official rolls of the Presbytery;  
 49 b. Ruling elders commissioned by their sessions;  
 50 c. Ruling elders serving as officers of the Presbytery;  
 51 d. Others as determined by the Presbytery in a given year to ensure parity between  
 52 ruling elders and teachings elders (G-3.0301).  
 53
- 54 2. Teaching elders and ruling elders in good standing in other governing bodies of this  
 55 church or in any other Christian church, who are present at any meeting of the Presbytery  
 56 Assembly, may be invited to sit as corresponding members, with voice but without vote.  
 57 The Presbytery Assembly may invite teaching elders of other presbyteries who are  
 58 laboring within its bounds to sit as corresponding members with voice but without vote  
 59 for the period of their service.  
 60
- 61 3. A quorum shall consist of any three teaching elders of the Presbytery from three different  
 62 congregations and three ruling elders commissioned by session of different  
 63 congregations, meeting in regular or special session as defined in the *Book of Order*.  
 64
- 65 4. The proceedings of the Presbytery shall be in accordance with and by virtue of authority  
 66 vested in presbyteries by the Constitution of the Presbyterian Church (USA), and  
 67 nothing in this Manual of Operation shall be construed as contrary to this constitution.  
 68

## 69 **CHAPTER VI: MEETINGS OF THE PRESBYTERY ASSEMBLY**

- 70
- 71 1. There shall be a minimum of four stated meetings regularly scheduled in the months  
 72 of February, May, September and November. The Presbytery may add regular  
 73 meetings to this schedule with due notice and without amending this Manual of  
 74 Operation in order to do so. Such added meetings may emphasize education,  
 75 installations, etc. Business items may be considered at such meetings with due notice  
 76 at least equal to that given for regular meetings noted above.  
 77
- 78 2. In lieu of Presbytery action, the Council shall determine the time and location of  
 79 each meeting.  
 80
- 81 3. The Presbytery Assembly may adjourn a stated or special meeting to a specific time and  
 82 place.  
 83
- 84 4. The moderator shall call a special meeting of the Presbytery Assembly at the request,  
 85 or with the concurrence, of two teaching elders not serving the same congregation and  
 86 two ruling elders, the ruling elders being of different congregations.  
 87 a. Should the moderator be unable to act, the vice moderator, under the same  
 88 conditions, shall issue the call; should both the moderator or vice moderator be  
 89 unable to act, the stated clerk shall, under the same conditions, issue the call.  
 90 b. If the moderator, vice moderator, and stated clerk are unable to act, any three teaching  
 91 elders not serving the same congregation and three ruling elders, the ruling elders  
 92 being of different churches, may call a special meeting;

- 93 c. The Synod may direct the Presbytery to convene a special meeting for the transaction  
 94 of designated business.  
 95 d. Notice of a special meeting shall be sent not less than seven days in advance to each  
 96 teaching elder and to the session of every church.  
 97 e. The notice shall set out the purpose of the meeting and no other business than that  
 98 listed in the notice shall be transacted.  
 99
- 100 5. All reports and recommendations shall normally be presented to the Presbytery Assembly  
 101 in writing and contained within the packet when materials are made available by mail  
 102 and/or electronically.  
 103 a. The agenda and reports to Presbytery will be made available at the direction of the  
 104 Council through the Moderator of the Presbytery at least one week before the  
 105 Presbytery meeting.  
 106 b. Notice of the availability of this material shall constitute the call of the meeting.  
 107 c. Agenda requests shall normally be communicated to the Council no later than three  
 108 weeks before the Presbytery Assembly meeting.  
 109
- 110 6. Meetings of the Presbytery Assembly shall be conducted in accordance with the most  
 111 recent edition of *Robert's Rules of Order*, with the following exception:  
 112 a. Action items that are not expected to generate discussion may be assigned to a  
 113 Consent Agenda for consideration in one action by majority vote;  
 114 b. Any item may be removed from the Consent Agenda for separate consideration  
 115 upon the request of a single member.  
 116
- 117 7. Votes may be cast only by those eligible to vote who are present.  
 118

## 119 CHAPTER VII: ENROLLMENT OF TEACHING ELDERS

120  
 121 Teaching elders, or Ministers of Word and Sacrament, shall be received into membership  
 122 as follows:  
 123

- 124 1. Candidates for ordination as teaching elders under the care of this or any other  
 125 Presbytery of the Presbyterian Church (USA) shall be enrolled upon their ordination  
 126 by this Presbytery.  
 127
- 128 2. Ordained teachings elders or ministers shall be received into membership upon  
 129 examination and recommendation of the Commission on Ministry as follows:  
 130 a. on presentation and acceptance of letters of dismissal from other presbyteries;  
 131 b. from Reformed Churches who are part of the World Communion of Reformed  
 132 Churches;  
 133 c. from other churches in compliance with *The Book of Order*;  
 134

## 135 CHAPTER VIII: ATTENDANCE

- 136  
 137 1. It is the responsibility of every *teaching elder* of the Presbytery to be present at all  
 138 Assembly meetings.

- 139  
140 2. Members of Presbytery unable to attend a stated meeting of the Presbytery Assembly  
141 are required to request an excused absence, presented to the Stated Clerk in writing.  
142  
143 3. Honorably retired teaching elders shall be required to attend only when serving a  
144 church by appointment of Presbytery.  
145

## 146 **CHAPTER IX: ELECTION OF LEADERSHIP AND REPRESENTATIVES**

- 147  
148 1. Councils of the Church are responsible for implementing the Church's commitment  
149 to inclusiveness and participation. The Presbytery shall work to be open and inclusive  
150 and to maintain patterns of inclusiveness on the basis of race, gender, sexual  
151 orientation, age and/or disability.  
152  
153 2. Presbytery officers, and members of the Presbytery Council, commissions, and standing  
154 committees of the Presbytery (its "agencies") shall be teaching elders or ruling elders,  
155 with provision made for the election of deacons and active church members where not  
156 prohibited.  
157  
158 3. The Nominating Committee shall present nominations for the Presbytery's agencies.  
159 Nominees shall normally be presented for election at the November meeting of the  
160 Presbytery Assembly and installed at the February Assembly, and taking office upon  
161 installation.  
162  
163 4. With the exception of Moderator, Vice Moderator, members of Permanent Judicial  
164 Commission and Administrative staff, terms of service shall be for three years.  
165 Members of Councils of the Church may be elected to full or partial terms.  
166  
167 5. Councils  
168 a. After serving two full terms, members of Councils except as in section 4 above,  
169 may not be re-elected until one year has elapsed, unless otherwise provided in the  
170 Presbytery bylaws, Manual of Operation or in the *Book of Order*.  
171 b. The Stated Clerk and Treasurer shall be elected for a three-year term, and shall not  
172 be subject to a limitation of terms.  
173  
174 6. Membership of all Presbytery agencies shall be divided into three classes in as equal  
175 number as possible, one of which shall be elected each year, with exceptions noted in  
176 the bylaws, the Manual of Operation, and/or the Constitution of the PC(USA).  
177  
178 7. No member of the Presbytery or its congregations shall normally serve in more than  
179 two (2) Presbytery agencies concurrently, with the exception of the Permanent  
180 Judicial Commission.  
181  
182 8. If a member of any Presbytery agency is absent without excuse from three consecutive  
183 meetings, the moderator of the agency may declare the position vacant.  
184



- 185 9. A vacancy on any Presbytery agency created by resignation or declared vacancy may  
 186 be filled by appointment by the Moderator of the Presbytery to complete an unexpired term.  
 187
- 188 10. For purposes of parity, ruling elders serving a Presbytery agency may be enrolled as a  
 189 member of the Presbytery for the term of office, whether or not commissioned by his or  
 190 her session.  
 191

## 192 CHAPTER X: ECCLESIASTICAL OFFICERS

- 193
- 194 1. The ecclesiastical officers of the Presbytery shall be a moderator, vice moderator,  
 195 stated clerk, and treasurer. All officers must be either a ruling elder or a teaching elder.  
 196
- 197 2. The offices of moderator and vice moderator, respectively, shall be held by one ruling  
 198 elder and one teaching elder member of the Presbytery at any given time. In subsequent  
 199 years, the order shall reverse.  
 200
- 201 3. The Nominating Committee shall nominate an eligible ruling elder and a teaching  
 202 elder member of Presbytery for the positions of moderator and vice moderator, to be  
 203 elected at the November meeting, installed at the February meeting, and taking office  
 204 upon installation.  
 205 a. The term of office shall be one year.  
 206 b. The moderator and/or vice moderator shall be ineligible to succeed her/himself  
 207 after serving two full terms in each position.  
 208
- 209 4. The duties of the Moderator shall be the following:  
 210 a. to preside over the meetings of the Presbytery Assembly;  
 211 b. to appoint members of temporary and special commissions authorized by the  
 212 Presbytery Assembly;  
 213 c. to appoint teaching elders or ruling elders to complete unexpired terms on presbytery  
 214 commissions and committees in consultation with the Nominating Committee;  
 215 d. to be an active and voting participant in the Presbytery council while moderator; and  
 216 e. to participate in the planning of the meetings of the Presbytery Assembly.  
 217
- 218 5. The duties of the Vice Moderator shall be the following:  
 219 a. to discharge the duties of the Moderator when requested by the Moderator, or  
 220 when the Moderator cannot be present; and  
 221 b. to participate in the planning of the meetings of the Presbytery Assembly.  
 222
- 223 6. The Stated Clerk must be eligible to be a member of Presbytery, and shall be elected by  
 224 the Presbytery Assembly.  
 225 a. The term of office shall be three years and s/he may be reelected.  
 226 b. The calling, the form of accountability, the method of annual review, the job  
 227 description, etc., of the Stated Clerk are listed in the Position Description section of  
 228 the Policies Manual.  
 229
- 230 7. In the absence of the Stated Clerk, the Assembly shall elect a Stated Clerk *pro*  
 231 *tempore*; who shall function as elected until the Stated Clerk is available.

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8. The Treasurer must be eligible to be a member of the Presbytery, and shall be elected by the Presbytery.
  - a. The term of office shall be three years. S/he may be reelected.
  - b. The calling, the form of accountability, the method of annual review, the job description, etc., of the Treasurer are listed in the Position Description section of the Policies Manual.

## CHAPTER XI: ADMINISTRATIVE STAFF

1. The Presbytery through its Council may employ such staff as is required by the mission of the body in accordance with the principles of unity in diversity (F-1.0403). Council may, in consultation with the next higher council, share staff as required by the mission of the body.
2. The administrative staff positions, the calling, the form of accountability, the method of annual review, the job description, etc., of the positions are listed in the personnel section of the Policies Manual.

## CHAPTER XII: STANDING COMMISSIONS & COMMITTEES

1. Presbytery Council
  - a. The Council is a standing commission of the Presbytery and shall be composed of persons with differing ministry skills, commitments, and calls to lead the Presbytery in implementing its vision and coordinating the Presbytery's efforts to fulfill its constitutional and communal purposes.
  - b. The Council has been delegated by the Presbytery with the following responsibilities:
    - i. create and maintain an atmosphere to develop Presbytery Assembly meetings through learning, community building, the business of the church, and worship;
    - ii. initiate or respond to requests to plan and implement Presbytery-sponsored programming;
    - iii. maintain responsibility for support, review and recommendations regarding personnel;
    - iv. serve as the link between the Presbytery and other governing bodies and institutions, including ecumenical and interfaith relationships;
    - v. evaluate the needs and functions of the Presbytery, focusing especially on the relationships among the partnerships and between partnerships and sessions;
    - vi. act on behalf of the Presbytery, as may be helpful from time to time, to appoint representatives from the Presbytery to serve until they may be elected by the Presbytery to respond to immediate needs, such as disciplinary matters, or appointments to other church bodies, Synod or General Assembly;
    - vii. prepare and recommend to Presbytery a regular system of priority setting and response to new and emerging needs;
    - viii. communicate and coordinate regularly with all parts of the organization in consultation with Presbytery staff, Presbytery and Council moderators, Team

- 278 moderators and others as may be identified;
- 279 ix. serve as trustees of the Presbytery and maintain communication with the
- 280 Presbytery of Milwaukee Foundation;
- 281 x. nominate candidates for the Nominating Committee to the Presbytery
- 282 Assembly; and
- 283 xi. delegate matters to other agencies when that is determined to be appropriate.
- 284 c. The Council will work collaboratively with all parts of the Presbytery structure and is
- 285 accountable to the Presbytery.
- 286 d. The Council shall consist of nine persons, to include the Council moderator and the
- 287 Moderator and Vice-Moderator of the Presbytery. Six additional members will be at-
- 288 large members who do not serve as members on other standing commissions or
- 289 committees of the Presbytery, nominated by the Nominating Committee and elected
- 290 by the Presbytery Assembly. The Stated Clerk, Treasurer, and designated staff shall
- 291 serve the Council *ex-officio* and without vote. The Council may create task groups to
- 292 plan, to explore and/or to implement specific requests.
- 293 e. Annually, the Council will lead standing ecclesiastical commissions of Presbytery
- 294 (COM, CPM, NOM, & PJC), the Session Partnerships team and the Mission
- 295 Partnerships team in formulating Presbytery's budget, as a recommendation to the
- 296 Presbytery Assembly for deliberation and adoption.
- 297
- 298 2. Standing Ecclesiastical Commissions in General
- 299 a. The following Presbytery standing commissions shall be elected by the Presbytery
- 300 Assembly and are accountable to the Presbytery.
- 301 b. They shall work collaboratively with the Presbytery Council.
- 302 c. These commissions have been delegated by the Presbytery with the responsibilities,
- 303 per the Constitution, to provide that the Word of God may be truly preached and
- 304 heard, to provide that the Sacraments may be rightly administered and received, and
- 305 to nurture the covenant community of disciples of Christ.
- 306 d. The above responsibilities have been distributed to the following commissions:
- 307 i. the Commission on Ministry,
- 308 ii. the Commission on Preparation for Ministry, and
- 309 iii. the Permanent Judicial Commission.
- 310 e. Designated administrative staff shall serve as *ex-officio* members of these
- 311 ecclesiastical commissions.
- 312 f. The Stated Clerk, a resource to all commissions (ecclesiastical or administrative),
- 313 may meet with these commissions.
- 314
- 315 3. Commission on Ministry
- 316 a. Commission on Ministry (COM) serves as pastor and counselor to the ministers and
- 317 Certified Christian Educators of the Presbytery, to facilitate the relations between
- 318 congregations, ministers, and Certified Christian Educators, and the Presbytery, and
- 319 to settle difficulties on behalf of Presbytery when possible and expedient.
- 320 b. Membership, Term and Quorum
- 321 i. This commission shall consist of equal numbers of elders and ministers
- 322 with a membership of at least six.

- 323 ii. Its quorum shall be a majority of the membership of the commission.  
324  
325 iii. No member shall be elected for a term of more than three years, nor shall a  
326 member serve for consecutive terms, either full or partial, aggregating more  
327 than six years.  
328 iv. A member having served a total of six years shall be ineligible for reelection  
329 for at least one year.
- 330 c. Responsibilities
- 331 1. Pastoral Relationship
- 332 i. COM is delegated the responsibility to examine teaching elders seeking  
333 membership into this Presbytery, as well as dismiss them to other  
334 presbyteries;
- 335 ii. Oversee the counsel, support, and accountability of each teaching elder,  
336 ruling elder commissioned to pastoral service, and certified Christian  
337 educator and report to the presbytery annually the type of work in which  
338 each is engaged;
- 339 iii. Prosecuting the temporary and permanent calls and dismissals of teaching  
340 elders, ruling elders commissioned to pastoral service, and certified  
341 Christian educators;
- 342 iv. Reviewing and approving terms of call, as well as making  
343 recommendations to the Presbytery Assembly annually regarding the  
344 compensation standards for pastoral calls, certified Christian educators,  
345 and certified associate Christian educators within the presbytery.
- 346 v. Granting requests from teaching elders for setting aside or release from  
347 exercise of ordered ministry with the reasons for such release recorded in  
348 the minutes of the Presbytery Assembly.
- 349 vi. COM shall be responsible for maintaining and implementing the  
350 Ethical Boundaries policy for the presbytery in accordance with (G-  
351 3.0106).
- 352 2. Congregational Relationship
- 353 i. COM shall maintain a mutual ministry relationship with every session in  
354 regard to mission, local ministry, and participation in the common life of  
355 the Presbytery;
- 356 ii. COM shall counsel congregations regarding temporary and permanent  
357 pastoral relationships, and oversee the temporary and permanent call  
358 processes engaged by particular congregations.
- 359 3. Peacemaking
- 360 i. The COM is an instrument of the Presbytery for promoting the peace and  
361 harmony of the congregations, especially in regard to matters arising out  
362 of pastoral relationships and congregations. Thus, it has the authority to  
363 take the initiative to mediate and reconcile, act to correct difficulties  
364 if requested to do so by the parties concerned or granted by the Presbytery  
365 Assembly. The COM may also appeal to the Presbytery Assembly to  
366 create a special Administrative Commission to work with particular  
367 congregations and/or teaching elder(s), ruling elder(s) commissioned to  
pastoral service, and certified Christian educator(s).

- 368                   ii. Exercising wise discretion in determining when to take cognizance of  
369                   information concerning difficulties within a congregation and/or pastoral  
370                   relations, the COM shall always hold hearings that afford procedural  
371                   safeguards as in cases of process, following the procedures outlined in the  
372                   Rules of Discipline.  
373
- 374   4. Commission on Preparation for Ministry
- 375       a. The Commission on Preparation for Ministry (CPM) shall consist of teaching elders  
376       and ruling elders nominated by the Nominating Committee and elected by the  
377       Presbytery Assembly. The Commission provides oversight of and guidance to  
378       persons discerning calls to the ordered ministry of teaching elder. Additionally, the  
379       Commission supports and educates congregations and pastors affiliated with persons  
380       in the process of discernment.
- 381       b. Membership, Term and Quorum
- 382           i. The size of the Commission will be formulated in consultation with the  
383           Council and determined by the Presbytery.
- 384           ii. Its quorum shall be a majority of the membership of the commission.
- 385           iii. No member shall be elected for a term of more than three years, nor shall a  
386           member serve for consecutive terms, either full or partial, aggregating more  
387           than six years.
- 388           iv. A member having served a total of six years shall be ineligible for  
389           reelection for at least one year.
- 390       c. Responsibilities
- 391           i. Applicant / Inquirer / Candidate Relationship
- 392               1. The role of the CPM is to support and encourage an Inquirer /  
393               Candidate as the individual explores and prepares for a call to the ordered  
394               ministry of Teaching Elder, and also to discern the person's gifts, skills,  
395               and call for the church.
- 396               2. The Commission shall receive applications from persons seeking  
397               to enter into the Inquiry phase of discernment and, following the  
398               endorsement of the Session of the applicant's home congregation and  
399               receipt of the appropriate application forms from the applicant, shall  
400               interview the applicant and decide to enroll or decline enrollment to the  
401               Inquiry phase for the applicant. If the CPM discerns a call to ministry and  
402               votes to enroll the applicant as an Inquirer, the individual will be enrolled  
403               as an Inquirer in the presbytery as of the date of the CPM action and the  
404               action will be reported at the next meeting of the Presbytery.
- 405               3. The Commission shall assign a liaison from among its members to  
406               serve as guide and mentor to each person enrolled as an Inquirer.
- 407               4. CPM requires that each Inquirer complete a career counseling and  
408               psychological assessment session with an agency approved by CPM.
- 409               5. CPM requires that each Inquirer / Candidate receive a Master of  
410               Divinity degree from an accredited theological institution, with passing  
411               grades in coursework to include Reformed theology and history,  
412               preaching, Presbyterian polity, seminary level Hebrew and Greek, and Old  
413               and New Testament exegesis.

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6. CPM requires that each Inquirer must take and successfully complete the Bible Context Exam of the Presbyterian Church (U.S.A.) with a passing grade of 70% or above.
  7. CPM requires Inquirers / Candidates to meet at least once each year with the full committee to discuss any issues relevant to the discernment process, to set goals for the upcoming year, and to receive feedback from the CPM.
  8. The Commission shall receive applications from Inquirers seeking to enter the Candidacy phase of discernment after at least one year enrolled as an Inquirer and, following the endorsement of the Session of the Inquirer's home congregation and receipt of the appropriate application forms from the Inquirer, shall interview the Inquirer and decide to recommend or not recommend that the Inquirer be examined by the Presbytery in order to be approved for Candidacy. The Presbytery Assembly shall examine the Inquirer on his/her personal faith, sense of call, and forms of Christian service. If the vote of the Presbytery Assembly is positive, the person under care enters the Candidacy phase as of the date of the vote.
  9. CPM requires that each Candidate complete a Field Education experience meeting his/her theological institution's requirements and that a final report is submitted to the CPM by the Field Education Supervisor.
  10. CPM requires that each Candidate complete one unit of Clinical Pastoral Education (CPE) at an accredited CPE site and that a final report is submitted to the CPM by the Clinical Pastoral Education Supervisor.
  11. CPM requires that each Candidate complete, with Satisfactory scores, the four remaining ordination examinations administered by the Presbyterian Church (U.S.A.).
  12. Only after completion of all requirements, and in conversation with the CPM, a person who has been in the Candidacy phase for at least one year may be examined by the CPM and certified ready for examination by the Presbytery for ordination, pending a call. If the Commission votes in the affirmative, a Candidate is certified ready for examination by the Presbytery for ordination, pending a call, and receives the approval of the Commission to complete a Personal Information Form and begin circulating it.
  13. If the process for seeking a call extends more than three years after the final assessment, where the Candidate is certified ready for examination for ordination, pending a call, the Candidate will be examined again to be recertified and the CPM will discern, with the Candidate, the reasons for delay, the appropriateness of remaining in covenant relationship with the Presbytery, the Candidate's sense of call, and other circumstances affecting the status as a Candidate.
  14. In approved circumstances, the CPM will present a Candidate to the Presbytery of Milwaukee for examination for ordination on behalf of a calling presbytery.
- ii. Congregational Relationship

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1. Members of the Commission, upon learning of an applicant's interest in entering the process of discernment, shall arrange to meet with the Session of the home congregation of the applicant to orient it to the expectations of a Session as it examines an applicant to decide whether or not to endorse him/her for the Inquiry and Candidacy phases.
  2. The CPM requires that the Session designate a liaison to the applicant and the liaison is educated regarding expectations for the role of Session liaison.
  3. The CPM provides guidance, as requested, to pastors considering encouraging persons to apply to the Inquiry phase.
  4. The Commission provides education to congregations and pastors regarding theological education and serves as a resource for any questions around this topic.
- iii. Oversight of The Rev. Dr. Margaret E. Towner Scholarship
1. The Commission has been given responsibility for the oversight and administration of the scholarship.
  2. The Commission annually develops the application question(s), receives and reviews applications, and awards scholarship monies to the selected recipient.
  3. The Commission, with the assistance of the Presbytery, seeks funding to continue the scholarship.
5. Permanent Judicial Commission
    - a. The Permanent Judicial Commission shall be composed of no fewer than seven members as described in the Rules of Discipline.
    - b. The commission shall have all the duties and powers indicated in *The Book of Order*.
  6. Nominating Committee
    - a. The Nominating Committee's purpose and work are described by the *Book of Order* G-3.0111.
    - b. Members shall be elected by the Presbytery Assembly and shall report to the Presbytery Assembly with recommendations for action.
    - c. The Presbytery Assembly shall elect a Nominating Committee broadly representative of the member churches of the presbytery, with a membership as evenly divided as possible between teaching elders and ruling elders, with each group maintaining parity between women and men.
    - d. The nominating committee shall consist of three classes, each serving for a three-year term.
    - e. Candidates for the Nominating Committee are nominated to the Presbytery Assembly by the Presbytery Council.
  7. Representation Committee
    - a. The Representation Committee's purpose and work are described by the *Book of Order* G-3.0103.
    - b. The members shall be the same as the elected members of the Nominating Committee.

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## 8. Administrative Commissions

### a. Definition

- i. Administrative commissions are designated by the Presbytery Assembly to consider and conclude matters not involving ecclesiastical judicial process.
- ii. In the discharge of their assigned responsibilities, administrative commissions may discover and report matters that may require judicial action by the Presbytery Assembly.

### b. Composition

- i. Administrative commissions shall be composed of ruling elders and teaching elders in numbers as nearly equal as possible and sufficient to accomplish their work;
- ii. A quorum of any administrative commission shall be a majority of its members;

### c. The Presbytery Assembly may entrust an administrative commission to:

- i. ordain and install teaching elders;
- ii. examine and receive into membership teaching elders seeking membership in the presbytery, including approval of terms of call and commissions for ordination and installation; and receive candidates under care;
- iii. develop immigrant fellowships, organize new congregations and worshiping communities, merging congregations, or form union or federated congregations;
- ii. visit particular congregations of the presbytery reported to be affected with disorder, and inquire into and settle the difficulties therein, except that no commission of a presbytery shall be empowered to dissolve a pastoral relationship without the specific authorization by the Presbytery Assembly;
- i. assume original jurisdiction, or full power and responsibility, over a session, when necessary.
- ii. Address other matters as determined by the Presbytery Assembly.

## CHAPTER XIII: PARTNERSHIPS

### 1. Session Partnerships

- a. Summary - The stated purpose of the Session Partnership is “to work with the opportunities and needs of particular sessions as they serve and challenge their congregations ‘to grow as transforming and hospitable communities of faith...’” and to “work with sessions in a variety of ways to equip them for their responsibilities (G-3.0201a-c). The Team may initiate resourcing or respond to initiatives emerging from one or more sessions regarding training for their responsibilities or how members work together as a session.”
- b. Composition – The Session Partnerships team of 7 to 9 members is composed of both Ruling and Teaching Elders from around the Presbytery which are nominated by the Nominating Committee and approved by the Presbytery. There are three members of each class and each class serves a three year term. There are two declared positions on the Committee, Moderator and Secretary, although all members share in the work of the committee as equitably as is practical.



552 c. Function - As a partnership this team is responsible for spending a portion of the  
 553 income from the Presbytery's endowment. This money is typically spent in the form  
 554 of grants to various sessions throughout the Presbytery. Additionally, the partnership  
 555 is given responsibility for administering the Camp Corbin Campership program,  
 556 training expenses from the Presbytery budget, and oversight of the annual Discovery  
 557 Day program. The Session Partnerships Team meets several times a year both as a  
 558 team and with others, working to achieve its stated purpose by assisting sessions.  
 559 Meetings are scheduled at times and locations that are convenient for as many  
 560 members as possible. Two of the meetings, one in the spring and one in the fall, are  
 561 primarily for the purpose of reviewing and approving grant requests. Other meetings  
 562 are scheduled as needed throughout the year.

## 564 2. Mission Partnerships

- 565 a. The mission of the Mission Partnerships Team is to:
- 566 i. To celebrate existing ministries in congregations, however they are
  - 567 engaged in the world;
  - 568 ii. To enable expanding ministries across congregations and/or communities,
  - 569 recognizing that we do not have to reinvent the wheel every time a new ministry
  - 570 begins; and
  - 571 iii. To challenge congregations to reach out in ministry in new ways in their
  - 572 neighborhoods and to understand those ministries as connected to the ministry of
  - 573 the larger church.
- 574 b. The Mission Partnerships Team will:
- 575 i. work to identify, interpret and support the Presbytery's mission;
  - 576 ii. develop the more inclusive mission of the Presbytery and the Church of
  - 577 Jesus Christ;
  - 578 iii. interpret mission and mission opportunities to the Presbytery and its sessions;
  - 579 iv. annually review and propose the funding of selected mission agencies for
  - 580 Presbytery's support;
  - 581 v. be the Presbytery's link with Wisconsin Council of Churches and
  - 582 Interfaith groups within the bounds of the Presbytery;
  - 583 vi. respond and/or coordinate a response to requests to pursue particular
  - 584 concerns initiated by sessions or presbyters, e.g. peacemaking activities;
  - 585 vii. research and propose the possibility of a mission partnership such as with a
  - 586 Presbytery in another part of the world.
- 587 c. The Mission Partnerships team will consist of 7–9 persons nominated by the
- 588 Nominating Committee and elected by the Presbytery Assembly.
- 589

## 590 **CHAPTER XIV: RELATIONSHIPS WITH OTHER COUNCILS OF THE CHURCH**

### 591 **AND ORGANIZATIONS**

592

- 593 1. The Presbytery of Milwaukee is a mid-council of the Presbyterian Church (U.S.A.) that is
- 594 guided by the Constitution of the Church.
- 595
- 596 2. The Presbytery shall seek to be responsive to other organizations and institutions within
- 597 its geographical bounds, which have mission priorities consistent with those of the

598           Presbytery. As the Presbytery is able, and is called upon to do so, it will elect  
599           representatives to the decision- making bodies of such organizations and institutions.  
600           Any elected representatives shall report at least annually to the Presbytery through the  
601           Council or its Teams.

602

### 603   **CHAPTER XV: COMMISSIONERS TO SYNOD & GENERAL ASSEMBLY**

604

605           1. Commissioners shall be elected at the November stated meeting. The Nominating  
606           Committee shall nominate teaching elders and ruling elders to serve as commissioners  
607           and alternates to the Synod and the General Assembly, in numbers as prescribed by the  
608           Synod and General Assembly. Consideration shall be given to the dates when teaching  
609           elders have last served as commissioners and when churches have had elder  
610           representation; also to the date of ordination of teaching elders, to their reception into the  
611           Presbytery, and to their faithfulness as presbyters. No person may be elected as a  
612           commissioner to both governing bodies in the same year.

613

614           2. Commissioners shall report the deliberations and actions of the Synod and the Assembly  
615           when requested by the Presbytery.

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### 617   **CHAPTER XVI: THE CORPORATION**

618

619           1. The Presbytery shall be incorporated under Chapter 187 of the Wisconsin statutes as the  
620           Presbytery of Milwaukee of the Presbyterian Church (U.S.A).

621

622           2. The Presbytery shall hold title to all legacies and bequests of all monies and properties,  
623           real and personal, of every nature that may be given, granted, devised or bequeathed to  
624           said corporation. It shall direct its Council in the use, management and conveyance of  
625           the same. The Presbytery shall also have the power and authority to take and hold title to  
626           real estate or personal property, and to direct its Council in the management, selling,  
627           disposition of, or conveyance of the same.

628

629           3. The Council shall submit a financial statement of all matters committed to it and report  
630           its proceedings to the Presbytery for review and audit at the February meeting, and at  
631           other times upon request of Presbytery.

632

633           4. The Council shall designate those officers of Presbytery who, upon approval of the  
634           Presbytery Assembly, are authorized to sign documents on behalf of the Presbytery. The  
635           ecclesiastical officers and the Treasurer of Presbytery shall be known as the officers of  
636           the Corporation.

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### 638   **CHAPTER XVII: FOUNDATION**

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640           The Presbytery of Milwaukee Foundation board members shall be elected from the  
641           Presbytery according to the by-laws of the Foundation, and shall serve the purpose of the  
642           Foundation as defined by the by-laws of the Foundation. The Foundation shall control all

643 matters related to the revenues, investments and expenditures of the Foundation consistent  
644 with decisions of the Presbytery Council.

645

646 **CHAPTER XVIII: AMENDMENT AND SUSPENSION OF MANUAL OF OPERATION**

647

648 1. This Manual may be amended by a majority vote of the members present at a meeting of  
649 the Presbytery Assembly.

650

651 2. Parts of this Manual, except the chapter to amend, may be suspended by a two-thirds vote  
652 of the members present at any duly called meeting of the Presbytery Assembly.

653

654 3. No amendment or suspension of the Manual shall conflict with the provisions of *The*  
655 *Book of Order* of the Presbyterian Church (U.S.A.), nor the Bylaws of the Presbytery.

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657 4. Changes related to spelling mistakes, typographical errors, or incorrect grammar are not  
658 considered amendments.

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**PART II**  
**MANUAL OF OPERATION**  
**Approved September 20, 2014**  
**(Note: Chapters I-IV are drawn from the Presbytery’s**  
**“What’s Next” document dated April 24, 2012)**

**CHAPTER I: VISION**

The Presbytery of Milwaukee gathers and serves its congregations in a covenant partnership marked by faith, hope, love, trust and witness to Jesus Christ.

**CHAPTER II: PRIORITIES**

This Vision leads us to the following understanding of our **PRIORITIES**:

- Build on the current leadership pool to develop an even larger, more diverse group of leaders with spiritual depth and vitality; and
- Create two or more new worshiping communities to address the current identified needs in our geographic area.

**CHAPTER III: STRATEGIES**

Our vision and priorities lead us to define our **STRATEGIES** for our work as a Presbytery as follows:

- Restructure Presbytery meetings for maximum effectiveness;
- Provide meaningful leadership development opportunities for ruling elders, teaching elders, and other leaders in the Presbytery;
- Refocus the role of the Committee on Ministry;
- Build bridges and enhance collaborative opportunities; and
- Reshape staff roles and responsibilities to correspond with new recommendations and strategies.

**CHAPTER IV: GUIDING PRINCIPLES FOR THE PRESBYTERY’S WORK**

To fulfill the Presbytery’s vision, priorities, and strategies, the Presbytery will be guided by the following principles:

- **Leadership:** Calling, equipping, and sustaining leaders who will serve the people with energy, intelligence, imagination, and love.
- **Healthy Congregations:** Nurturing healthy congregations and fostering connections among congregations to share God’s love in the world and live the gospel of Jesus Christ.
- **Trust:** Entrusting ourselves to one another so that we reflect who God calls us to be.
- **Risk:** Creating an atmosphere that encourages risk-taking for the sake of the Gospel in this time and place

**CHAPTER V: COMPOSITION OF PRESBYTERY**

- 47 1. Voting Participants at Presbytery Assembly shall include the following:  
48 a. All teaching elders on the official rolls of the Presbytery;  
49 b. Ruling elders commissioned by their sessions;  
50 c. Ruling elders serving as officers of the Presbytery;  
51 d. Others as determined by the Presbytery in a given year to ensure parity between  
52 ruling elders and teachings elders (G-3.0301).  
53
- 54 2. Teaching elders and ruling elders in good standing in other governing bodies of this  
55 church or in any other Christian church, who are present at any meeting of the Presbytery  
56 Assembly, may be invited to sit as corresponding members, with voice but without vote.  
57 The Presbytery Assembly may invite teaching elders of other presbyteries who are  
58 laboring within its bounds to sit as corresponding members with voice but without vote  
59 for the period of their service.  
60
- 61 3. A quorum shall consist of any three teaching elders of the Presbytery from three different  
62 congregations and three ruling elders commissioned by session of different  
63 congregations, meeting in regular or special session as defined in the *Book of Order*.  
64
- 65 4. The proceedings of the Presbytery shall be in accordance with and by virtue of authority  
66 vested in presbyteries by the Constitution of the Presbyterian Church (USA), and  
67 nothing in this Manual of Operation shall be construed as contrary to this constitution.  
68

## 69 **CHAPTER VI: MEETINGS OF THE PRESBYTERY ASSEMBLY**

70

- 71 1. There shall be a minimum of four stated meetings regularly scheduled in the months  
72 of February, May, September and November. The Presbytery may add regular  
73 meetings to this schedule with due notice and without amending this Manual of  
74 Operation in order to do so. Such added meetings may emphasize education,  
75 installations, etc. Business items may be considered at such meetings with due notice  
76 at least equal to that given for regular meetings noted above.  
77
- 78 2. In lieu of Presbytery action, the Council shall determine the time and location of  
79 each meeting.  
80
- 81 3. The Presbytery Assembly may adjourn a stated or special meeting to a specific time and  
82 place.  
83
- 84 4. The moderator shall call a special meeting of the Presbytery Assembly at the request,  
85 or with the concurrence, of two teaching elders not serving the same congregation and  
86 two ruling elders, the ruling elders being of different congregations.  
87 a. Should the moderator be unable to act, the vice moderator, under the same  
88 conditions, shall issue the call; should both the moderator or vice moderator be  
89 unable to act, the stated clerk shall, under the same conditions, issue the call.  
90 b. If the moderator, vice moderator, and stated clerk are unable to act, any three teaching  
91 elders not serving the same congregation and three ruling elders, the ruling elders  
92 being of different churches, may call a special meeting;

- 93 c. The Synod may direct the Presbytery to convene a special meeting for the transaction  
 94 of designated business.  
 95 d. Notice of a special meeting shall be sent not less than seven days in advance to each  
 96 teaching elder and to the session of every church.  
 97 e. The notice shall set out the purpose of the meeting and no other business than that  
 98 listed in the notice shall be transacted.  
 99
- 100 5. All reports and recommendations shall normally be presented to the Presbytery Assembly  
 101 in writing and contained within the packet when materials are made available by mail  
 102 and/or electronically.  
 103 a. The agenda and reports to Presbytery will be made available at the direction of the  
 104 Council through the Moderator of the Presbytery at least one week before the  
 105 Presbytery meeting.  
 106 b. Notice of the availability of this material shall constitute the call of the meeting.  
 107 c. Agenda requests shall normally be communicated to the Council no later than three  
 108 weeks before the Presbytery Assembly meeting.  
 109
- 110 6. Meetings of the Presbytery Assembly shall be conducted in accordance with the most  
 111 recent edition of *Robert's Rules of Order*, with the following exception:  
 112 a. Action items that are not expected to generate discussion may be assigned to a  
 113 Consent Agenda for consideration in one action by majority vote;  
 114 b. Any item may be removed from the Consent Agenda for separate consideration  
 115 upon the request of a single member.  
 116
- 117 7. Votes may be cast only by those eligible to vote who are present.  
 118

## 119 CHAPTER VII: ENROLLMENT OF TEACHING ELDERS

120 Teaching elders, or Ministers of Word and Sacrament, shall be received into membership  
 121 as follows:  
 122

- 123
- 124 1. Candidates for ordination as teaching elders under the care of this or any other  
 125 Presbytery of the Presbyterian Church (USA) shall be enrolled upon their ordination  
 126 by this Presbytery.  
 127
  - 128 2. Ordained teachings elders or ministers shall be received into membership upon  
 129 examination and recommendation of the Commission on Ministry as follows:  
 130 a. on presentation and acceptance of letters of dismissal from other presbyteries;  
 131 b. from Reformed Churches who are part of the World Communion of Reformed  
 132 Churches;  
 133 c. from other churches in compliance with *The Book of Order*;  
 134

## 135 CHAPTER VIII: ATTENDANCE

- 136
- 137 1. It is the responsibility of every *teaching elder* of the Presbytery to be present at all  
 138 Assembly meetings.

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2. Members of Presbytery unable to attend a stated meeting of the Presbytery Assembly are required to request an excused absence, presented to the Stated Clerk in writing.
3. Honorably retired teaching elders shall be required to attend only when serving a church by appointment of Presbytery.

## CHAPTER IX: ELECTION OF LEADERSHIP AND REPRESENTATIVES

1. Councils of the Church are responsible for implementing the Church's commitment to inclusiveness and participation. The Presbytery shall work to be open and inclusive and to maintain patterns of inclusiveness on the basis of race, gender, sexual orientation, age and/or disability.
2. Presbytery officers, and members of the Presbytery Council, commissions, and standing committees of the Presbytery (its "agencies") shall be teaching elders or ruling elders, with provision made for the election of deacons and active church members where not prohibited.
3. The Nominating Committee shall present nominations for the Presbytery's agencies. Nominees shall normally be presented for election at the November meeting of the Presbytery Assembly and installed at the February Assembly, and taking office upon installation.
4. With the exception of Moderator, Vice Moderator, members of Permanent Judicial Commission and Administrative staff, terms of service shall be for three years. Members of Councils of the Church may be elected to full or partial terms.
5. Councils
  - a. After serving two full terms, members of Councils except as in section 4 above, may not be re-elected until one year has elapsed, unless otherwise provided in the Presbytery bylaws, Manual of Operation or in the *Book of Order*.
  - b. The Stated Clerk and Treasurer shall be elected for a three-year term, and shall not be subject to a limitation of terms.
6. Membership of all Presbytery agencies shall be divided into three classes in as equal number as possible, one of which shall be elected each year, with exceptions noted in the bylaws, the Manual of Operation, and/or the Constitution of the PC(USA).
7. No member of the Presbytery or its congregations shall normally serve in more than two (2) Presbytery agencies concurrently, with the exception of the Permanent Judicial Commission.
8. If a member of any Presbytery agency is absent without excuse from three consecutive meetings, the moderator of the agency may declare the position vacant.

- 185 9. A vacancy on any Presbytery agency created by resignation or declared vacancy may  
 186 be filled by appointment by the Moderator of the Presbytery to complete an unexpired term.  
 187
- 188 10. For purposes of parity, ruling elders serving a Presbytery agency may be enrolled as a  
 189 member of the Presbytery for the term of office, whether or not commissioned by his or  
 190 her session.  
 191

## 192 CHAPTER X: ECCLESIASTICAL OFFICERS

- 193
- 194 1. The ecclesiastical officers of the Presbytery shall be a moderator, vice moderator,  
 195 stated clerk, and treasurer. All officers must be either a ruling elder or a teaching elder.  
 196
- 197 2. The offices of moderator and vice moderator, respectively, shall be held by one ruling  
 198 elder and one teaching elder member of the Presbytery at any given time. In subsequent  
 199 years, the order shall reverse.  
 200
- 201 3. The Nominating Committee shall nominate an eligible ruling elder and a teaching  
 202 elder member of Presbytery for the positions of moderator and vice moderator, to be  
 203 elected at the November meeting, installed at the February meeting, and taking office  
 204 upon installation.  
 205 a. The term of office shall be one year.  
 206 b. The moderator and/or vice moderator shall be ineligible to succeed her/himself  
 207 after serving two full terms in each position.  
 208
- 209 4. The duties of the Moderator shall be the following:  
 210 a. to preside over the meetings of the Presbytery Assembly;  
 211 b. to appoint members of temporary and special commissions authorized by the  
 212 Presbytery Assembly;  
 213 c. to appoint teaching elders or ruling elders to complete unexpired terms on presbytery  
 214 commissions and committees in consultation with the Nominating Committee;  
 215 d. to be an active and voting participant in the Presbytery council while moderator; and  
 216 e. to participate in the planning of the meetings of the Presbytery Assembly.  
 217
- 218 5. The duties of the Vice Moderator shall be the following:  
 219 a. to discharge the duties of the Moderator when requested by the Moderator, or  
 220 when the Moderator cannot be present; and  
 221 b. to participate in the planning of the meetings of the Presbytery Assembly.  
 222
- 223 6. The Stated Clerk must be eligible to be a member of Presbytery, and shall be elected by  
 224 the Presbytery Assembly.  
 225 a. The term of office shall be three years and s/he may be reelected.  
 226 b. The calling, the form of accountability, the method of annual review, the job  
 227 description, etc., of the Stated Clerk are listed in the Position Description section of  
 228 the Policies Manual.  
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- 230 7. In the absence of the Stated Clerk, the Assembly shall elect a Stated Clerk *pro*  
 231 *tempore*; who shall function as elected until the Stated Clerk is available.



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8. The Treasurer must be eligible to be a member of the Presbytery, and shall be elected by the Presbytery.
  - a. The term of office shall be three years. S/he may be reelected.
  - b. The calling, the form of accountability, the method of annual review, the job description, etc., of the Treasurer are listed in the Position Description section of the Policies Manual.

## CHAPTER XI: ADMINISTRATIVE STAFF

1. The Presbytery through its Council may employ such staff as is required by the mission of the body in accordance with the principles of unity in diversity (F-1.0403). Council may, in consultation with the next higher council, share staff as required by the mission of the body.
2. The administrative staff positions, the calling, the form of accountability, the method of annual review, the job description, etc., of the positions are listed in the personnel section of the Policies Manual.

## CHAPTER XII: STANDING COMMISSIONS & COMMITTEES

1. Presbytery Council
  - a. The Council is a standing commission of the Presbytery and shall be composed of persons with differing ministry skills, commitments, and calls to lead the Presbytery in implementing its vision and coordinating the Presbytery's efforts to fulfill its constitutional and communal purposes.
  - b. The Council has been delegated by the Presbytery with the following responsibilities:
    - i. create and maintain an atmosphere to develop Presbytery Assembly meetings through learning, community building, the business of the church, and worship;
    - ii. initiate or respond to requests to plan and implement Presbytery-sponsored programming;
    - iii. maintain responsibility for support, review and recommendations regarding personnel;
    - iv. serve as the link between the Presbytery and other governing bodies and institutions, including ecumenical and interfaith relationships;
    - v. evaluate the needs and functions of the Presbytery, focusing especially on the relationships among the partnerships and between partnerships and sessions;
    - vi. act on behalf of the Presbytery, as may be helpful from time to time, to appoint representatives from the Presbytery to serve until they may be elected by the Presbytery to respond to immediate needs, such as disciplinary matters, or appointments to other church bodies, Synod or General Assembly;
    - vii. prepare and recommend to Presbytery a regular system of priority setting and response to new and emerging needs;
    - viii. communicate and coordinate regularly with all parts of the organization in consultation with Presbytery staff, Presbytery and Council moderators, Team

- 278 moderators and others as may be identified;  
 279 ix. serve as trustees of the Presbytery and maintain communication with the  
 280 Presbytery of Milwaukee Foundation;  
 281 x. nominate candidates for the Nominating Committee to the Presbytery  
 282 Assembly; and  
 283 xi. delegate matters to other agencies when that is determined to be appropriate.  
 284 c. The Council will work collaboratively with all parts of the Presbytery structure and is  
 285 accountable to the Presbytery.  
 286 d. The Council shall consist of nine persons, to include the Council moderator and the  
 287 Moderator and Vice-Moderator of the Presbytery. Six additional members will be at-  
 288 large members who do not serve as members on other standing commissions or  
 289 committees of the Presbytery, nominated by the Nominating Committee and elected  
 290 by the Presbytery Assembly. The Stated Clerk, Treasurer, and designated staff shall  
 291 serve the Council *ex-officio* and without vote. The Council may create task groups to  
 292 plan, to explore and/or to implement specific requests.  
 293 e. Annually, the Council will lead standing ecclesiastical commissions of Presbytery  
 294 (COM, CPM, NOM, & PJC), the Session Partnerships team and the Mission  
 295 Partnerships team in formulating Presbytery's budget, as a recommendation to the  
 296 Presbytery Assembly for deliberation and adoption.  
 297  
 298 2. Standing Ecclesiastical Commissions in General  
 299 a. The following Presbytery standing commissions shall be elected by the Presbytery  
 300 Assembly and are accountable to the Presbytery.  
 301 b. They shall work collaboratively with the Presbytery Council.  
 302 c. These commissions have been delegated by the Presbytery with the responsibilities,  
 303 per the Constitution, to provide that the Word of God may be truly preached and  
 304 heard, to provide that the Sacraments may be rightly administered and received, and  
 305 to nurture the covenant community of disciples of Christ.  
 306 d. The above responsibilities have been distributed to the following commissions:  
 307 i. the Commission on Ministry,  
 308 ii. the Commission on Preparation for Ministry, and  
 309 iii. the Permanent Judicial Commission.  
 310 e. Designated administrative staff shall serve as *ex-officio* members of these  
 311 ecclesiastical commissions.  
 312 f. The Stated Clerk, a resource to all commissions (ecclesiastical or administrative),  
 313 may meet with these commissions.  
 314  
 315 3. Commission on Ministry  
 316 a. Commission on Ministry (COM) serves as pastor and counselor to the ministers and  
 317 Certified Christian Educators of the Presbytery, to facilitate the relations between  
 318 congregations, ministers, and Certified Christian Educators, and the Presbytery, and  
 319 to settle difficulties on behalf of Presbytery when possible and expedient.  
 320 b. Membership, Term and Quorum  
 321 i. This commission shall consist of equal numbers of elders and ministers  
 322 with a membership of at least six.

- 323 ii. Its quorum shall be a majority of the membership of the commission.  
324  
325 iii. No member shall be elected for a term of more than three years, nor shall a  
326 member serve for consecutive terms, either full or partial, aggregating more  
327 than six years.  
328 iv. A member having served a total of six years shall be ineligible for reelection  
329 for at least one year.
- 330 c. Responsibilities
- 331 1. Pastoral Relationship
- 332 i. COM is delegated the responsibility to examine teaching elders seeking  
333 membership into this Presbytery, as well as dismiss them to other  
334 presbyteries;
- 335 ii. Oversee the counsel, support, and accountability of each teaching elder,  
336 ruling elder commissioned to pastoral service, and certified Christian  
337 educator and report to the presbytery annually the type of work in which  
338 each is engaged;
- 339 iii. Prosecuting the temporary and permanent calls and dismissals of teaching  
340 elders, ruling elders commissioned to pastoral service, and certified  
341 Christian educators;
- 342 iv. Reviewing and approving terms of call, as well as making  
343 recommendations to the Presbytery Assembly annually regarding the  
344 compensation standards for pastoral calls, certified Christian educators,  
345 and certified associate Christian educators within the presbytery.
- 346 v. Granting requests from teaching elders for setting aside or release from  
347 exercise of ordered ministry with the reasons for such release recorded in  
348 the minutes of the Presbytery Assembly.
- 349 vi. COM shall be responsible for maintaining and implementing the  
350 Ethical Boundaries policy for the presbytery in accordance with (G-  
351 3.0106).
- 352 2. Congregational Relationship
- 353 i. COM shall maintain a mutual ministry relationship with every session in  
354 regard to mission, local ministry, and participation in the common life of  
355 the Presbytery;
- 356 ii. COM shall counsel congregations regarding temporary and permanent  
357 pastoral relationships, and oversee the temporary and permanent call  
358 processes engaged by particular congregations.
- 359 3. Peacemaking
- 360 i. The COM is an instrument of the Presbytery for promoting the peace and  
361 harmony of the congregations, especially in regard to matters arising out  
362 of pastoral relationships and congregations. Thus, it has the authority to  
363 take the initiative to mediate and reconcile, act to act to correct difficulties  
364 if requested to do so by the parties concerned or granted by the Presbytery  
365 Assembly. The COM may also appeal to the Presbytery Assembly to  
366 create a special Administrative Commission to work with particular  
367 congregations and/or teaching elder(s), ruling elder(s) commissioned to  
pastoral service, and certified Christian educator(s).

- 368 ii. Exercising wise discretion in determining when to take cognizance of  
369 information concerning difficulties within a congregation and/or pastoral  
370 relations, the COM shall always hold hearings that afford procedural  
371 safeguards as in cases of process, following the procedures outlined in the  
372 Rules of Discipline.  
373
- 374 4. Commission on Preparation for Ministry
- 375 a. The Commission on Preparation for Ministry (CPM) shall consist of teaching elders  
376 and ruling elders nominated by the Nominating Committee and elected by the  
377 Presbytery Assembly. The Commission provides oversight of and guidance to  
378 persons discerning calls to the ordered ministry of teaching elder. Additionally, the  
379 Commission supports and educates congregations and pastors affiliated with persons  
380 in the process of discernment.
- 381 b. Membership, Term and Quorum
- 382 i. The size of the Commission will be formulated in consultation with the  
383 Council and determined by the Presbytery.
- 384 ii. Its quorum shall be a majority of the membership of the commission.
- 385 iii. No member shall be elected for a term of more than three years, nor shall a  
386 member serve for consecutive terms, either full or partial, aggregating more  
387 than six years.
- 388 iv. A member having served a total of six years shall be ineligible for  
389 reelection for at least one year.
- 390 c. Responsibilities
- 391 i. Applicant / Inquirer / Candidate Relationship
- 392 1. The role of the CPM is to support and encourage an Inquirer /  
393 Candidate as the individual explores and prepares for a call to the ordered  
394 ministry of Teaching Elder, and also to discern the person's gifts, skills,  
395 and call for the church.
- 396 2. The Commission shall receive applications from persons seeking  
397 to enter into the Inquiry phase of discernment and, following the  
398 endorsement of the Session of the applicant's home congregation and  
399 receipt of the appropriate application forms from the applicant, shall  
400 interview the applicant and decide to enroll or decline enrollment to the  
401 Inquiry phase for the applicant. If the CPM discerns a call to ministry and  
402 votes to enroll the applicant as an Inquirer, the individual will be enrolled  
403 as an Inquirer in the presbytery as of the date of the CPM action and the  
404 action will be reported at the next meeting of the Presbytery.
- 405 3. The Commission shall assign a liaison from among its members to  
406 serve as guide and mentor to each person enrolled as an Inquirer.
- 407 4. CPM requires that each Inquirer complete a career counseling and  
408 psychological assessment session with an agency approved by CPM.
- 409 5. CPM requires that each Inquirer / Candidate receive a Master of  
410 Divinity degree from an accredited theological institution, with passing  
411 grades in coursework to include Reformed theology and history,  
412 preaching, Presbyterian polity, seminary level Hebrew and Greek, and Old  
413 and New Testament exegesis.

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6. CPM requires that each Inquirer must take and successfully complete the Bible Context Exam of the Presbyterian Church (U.S.A.) with a passing grade of 70% or above.
  7. CPM requires Inquirers / Candidates to meet at least once each year with the full committee to discuss any issues relevant to the discernment process, to set goals for the upcoming year, and to receive feedback from the CPM.
  8. The Commission shall receive applications from Inquirers seeking to enter the Candidacy phase of discernment after at least one year enrolled as an Inquirer and, following the endorsement of the Session of the Inquirer's home congregation and receipt of the appropriate application forms from the Inquirer, shall interview the Inquirer and decide to recommend or not recommend that the Inquirer be examined by the Presbytery in order to be approved for Candidacy. The Presbytery Assembly shall examine the Inquirer on his/her personal faith, sense of call, and forms of Christian service. If the vote of the Presbytery Assembly is positive, the person under care enters the Candidacy phase as of the date of the vote.
  9. CPM requires that each Candidate complete a Field Education experience meeting his/her theological institution's requirements and that a final report is submitted to the CPM by the Field Education Supervisor.
  10. CPM requires that each Candidate complete one unit of Clinical Pastoral Education (CPE) at an accredited CPE site and that a final report is submitted to the CPM by the Clinical Pastoral Education Supervisor.
  11. CPM requires that each Candidate complete, with Satisfactory scores, the four remaining ordination examinations administered by the Presbyterian Church (U.S.A.).
  12. Only after completion of all requirements, and in conversation with the CPM, a person who has been in the Candidacy phase for at least one year may be examined by the CPM and certified ready for examination by the Presbytery for ordination, pending a call. If the Commission votes in the affirmative, a Candidate is certified ready for examination by the Presbytery for ordination, pending a call, and receives the approval of the Commission to complete a Personal Information Form and begin circulating it.
  13. If the process for seeking a call extends more than three years after the final assessment, where the Candidate is certified ready for examination for ordination, pending a call, the Candidate will be examined again to be recertified and the CPM will discern, with the Candidate, the reasons for delay, the appropriateness of remaining in covenant relationship with the Presbytery, the Candidate's sense of call, and other circumstances affecting the status as a Candidate.
  14. In approved circumstances, the CPM will present a Candidate to the Presbytery of Milwaukee for examination for ordination on behalf of a calling presbytery.
- ii. Congregational Relationship

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1. Members of the Commission, upon learning of an applicant's interest in entering the process of discernment, shall arrange to meet with the Session of the home congregation of the applicant to orient it to the expectations of a Session as it examines an applicant to decide whether or not to endorse him/her for the Inquiry and Candidacy phases.
  2. The CPM requires that the Session designate a liaison to the applicant and the liaison is educated regarding expectations for the role of Session liaison.
  3. The CPM provides guidance, as requested, to pastors considering encouraging persons to apply to the Inquiry phase.
  4. The Commission provides education to congregations and pastors regarding theological education and serves as a resource for any questions around this topic.
- iii. Oversight of The Rev. Dr. Margaret E. Towner Scholarship
1. The Commission has been given responsibility for the oversight and administration of the scholarship.
  2. The Commission annually develops the application question(s), receives and reviews applications, and awards scholarship monies to the selected recipient.
  3. The Commission, with the assistance of the Presbytery, seeks funding to continue the scholarship.
5. Permanent Judicial Commission
    - a. The Permanent Judicial Commission shall be composed of no fewer than seven members as described in the Rules of Discipline.
    - b. The commission shall have all the duties and powers indicated in *The Book of Order*.
  6. Nominating Committee
    - a. The Nominating Committee's purpose and work are described by the *Book of Order* G-3.0111.
    - b. Members shall be elected by the Presbytery Assembly and shall report to the Presbytery Assembly with recommendations for action.
    - c. The Presbytery Assembly shall elect a Nominating Committee broadly representative of the member churches of the presbytery, with a membership as evenly divided as possible between teaching elders and ruling elders, with each group maintaining parity between women and men.
    - d. The nominating committee shall consist of three classes, each serving for a three-year term.
    - e. Candidates for the Nominating Committee are nominated to the Presbytery Assembly by the Presbytery Council.
  7. Representation Committee
    - a. The Representation Committee's purpose and work are described by the *Book of Order* G-3.0103.
    - b. The members shall be the same as the elected members of the Nominating Committee.

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## 8. Administrative Commissions

### a. Definition

- i. Administrative commissions are designated by the Presbytery Assembly to consider and conclude matters not involving ecclesiastical judicial process.
- ii. In the discharge of their assigned responsibilities, administrative commissions may discover and report matters that may require judicial action by the Presbytery Assembly.

### b. Composition

- i. Administrative commissions shall be composed of ruling elders and teaching elders in numbers as nearly equal as possible and sufficient to accomplish their work;
- ii. A quorum of any administrative commission shall be a majority of its members;

### c. The Presbytery Assembly may entrust an administrative commission to:

- i. ordain and install teaching elders;
- ii. examine and receive into membership teaching elders seeking membership in the presbytery, including approval of terms of call and commissions for ordination and installation; and receive candidates under care;
- iii. develop immigrant fellowships, organize new congregations and worshiping communities, merging congregations, or form union or federated congregations;
- ii. visit particular congregations of the presbytery reported to be affected with disorder, and inquire into and settle the difficulties therein, except that no commission of a presbytery shall be empowered to dissolve a pastoral relationship without the specific authorization by the Presbytery Assembly;
- i. assume original jurisdiction, or full power and responsibility, over a session, when necessary.
- ii. Address other matters as determined by the Presbytery Assembly.

## CHAPTER XIII: PARTNERSHIPS

### 1. Session Partnerships

- a. Summary - The stated purpose of the Session Partnership is “to work with the opportunities and needs of particular sessions as they serve and challenge their congregations ‘to grow as transforming and hospitable communities of faith...’” and to “work with sessions in a variety of ways to equip them for their responsibilities (G-3.0201a-c). The Team may initiate resourcing or respond to initiatives emerging from one or more sessions regarding training for their responsibilities or how members work together as a session.”
- b. Composition – The Session Partnerships team of 7 to 9 members is composed of both Ruling and Teaching Elders from around the Presbytery which are nominated by the Nominating Committee and approved by the Presbytery. There are three members of each class and each class serves a three year term. There are two declared positions on the Committee, Moderator and Secretary, although all members share in the work of the committee as equitably as is practical.

552 c. Function - As a partnership this team is responsible for spending a portion of the  
 553 income from the Presbytery's endowment. This money is typically spent in the form  
 554 of grants to various sessions throughout the Presbytery. Additionally, the partnership  
 555 is given responsibility for administering the Camp Corbin Campership program,  
 556 training expenses from the Presbytery budget, and oversight of the annual Discovery  
 557 Day program. The Session Partnerships Team meets several times a year both as a  
 558 team and with others, working to achieve its stated purpose by assisting sessions.  
 559 Meetings are scheduled at times and locations that are convenient for as many  
 560 members as possible. Two of the meetings, one in the spring and one in the fall, are  
 561 primarily for the purpose of reviewing and approving grant requests. Other meetings  
 562 are scheduled as needed throughout the year.

## 564 2. Mission Partnerships

- 565 a. The mission of the Mission Partnerships Team is to:
- 566 i. To celebrate existing ministries in congregations, however they are
  - 567 engaged in the world;
  - 568 ii. To enable expanding ministries across congregations and/or communities,
  - 569 recognizing that we do not have to reinvent the wheel every time a new ministry
  - 570 begins; and
  - 571 iii. To challenge congregations to reach out in ministry in new ways in their
  - 572 neighborhoods and to understand those ministries as connected to the ministry of
  - 573 the larger church.
- 574 b. The Mission Partnerships Team will:
- 575 i. work to identify, interpret and support the Presbytery's mission;
  - 576 ii. develop the more inclusive mission of the Presbytery and the Church of
  - 577 Jesus Christ;
  - 578 iii. interpret mission and mission opportunities to the Presbytery and its sessions;
  - 579 iv. annually review and propose the funding of selected mission agencies for
  - 580 Presbytery's support;
  - 581 v. be the Presbytery's link with Wisconsin Council of Churches and
  - 582 Interfaith groups within the bounds of the Presbytery;
  - 583 vi. respond and/or coordinate a response to requests to pursue particular
  - 584 concerns initiated by sessions or presbyters, e.g. peacemaking activities;
  - 585 vii. research and propose the possibility of a mission partnership such as with a
  - 586 Presbytery in another part of the world.
- 587 c. The Mission Partnerships team will consist of 7–9 persons nominated by the  
 588 Nominating Committee and elected by the Presbytery Assembly.  
 589

## 590 **CHAPTER XIV: RELATIONSHIPS WITH OTHER COUNCILS OF THE CHURCH** 591 **AND ORGANIZATIONS**

- 592
- 593 1. The Presbytery of Milwaukee is a mid-council of the Presbyterian Church (U.S.A.) that is
  - 594 guided by the Constitution of the Church.
  - 595
  - 596 2. The Presbytery shall seek to be responsive to other organizations and institutions within
  - 597 its geographical bounds, which have mission priorities consistent with those of the



598 Presbytery. As the Presbytery is able, and is called upon to do so, it will elect  
 599 representatives to the decision- making bodies of such organizations and institutions.  
 600 Any elected representatives shall report at least annually to the Presbytery through the  
 601 Council or its Teams.

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### 603 **CHAPTER XV: COMMISSIONERS TO SYNOD & GENERAL ASSEMBLY**

604

605 1. Commissioners shall be elected at the November stated meeting. The Nominating  
 606 Committee shall nominate teaching elders and ruling elders to serve as commissioners  
 607 and alternates to the Synod and the General Assembly, in numbers as prescribed by the  
 608 Synod and General Assembly. Consideration shall be given to the dates when teaching  
 609 elders have last served as commissioners and when churches have had elder  
 610 representation; also to the date of ordination of teaching elders, to their reception into the  
 611 Presbytery, and to their faithfulness as presbyters. No person may be elected as a  
 612 commissioner to both governing bodies in the same year.

613

614 2. Commissioners shall report the deliberations and actions of the Synod and the Assembly  
 615 when requested by the Presbytery.

616

### 617 **CHAPTER XVI: THE CORPORATION**

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619 1. The Presbytery shall be incorporated under Chapter 187 of the Wisconsin statutes as the  
 620 Presbytery of Milwaukee of the Presbyterian Church (U.S.A).

621

622 2. The Presbytery shall hold title to all legacies and bequests of all monies and properties,  
 623 real and personal, of every nature that may be given, granted, devised or bequeathed to  
 624 said corporation. It shall direct its Council in the use, management and conveyance of  
 625 the same. The Presbytery shall also have the power and authority to take and hold title to  
 626 real estate or personal property, and to direct its Council in the management, selling,  
 627 disposition of, or conveyance of the same.

628

629 3. The Council shall submit a financial statement of all matters committed to it and report  
 630 its proceedings to the Presbytery for review and audit at the February meeting, and at  
 631 other times upon request of Presbytery.

632

633 4. The Council shall designate those officers of Presbytery who, upon approval of the  
 634 Presbytery Assembly, are authorized to sign documents on behalf of the Presbytery. The  
 635 ecclesiastical officers and the Treasurer of Presbytery shall be known as the officers of  
 636 the Corporation.

637

### 638 **CHAPTER XVII: FOUNDATION**

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640 The Presbytery of Milwaukee Foundation board members shall be elected from the  
 641 Presbytery according to the by-laws of the Foundation, and shall serve the purpose of the  
 642 Foundation as defined by the by-laws of the Foundation. The Foundation shall control all

643 matters related to the revenues, investments and expenditures of the Foundation consistent  
644 with decisions of the Presbytery Council.

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646 **CHAPTER XVIII: AMENDMENT AND SUSPENSION OF MANUAL OF OPERATION**

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648 1. This Manual may be amended by a majority vote of the members present at a meeting of  
649 the Presbytery Assembly.

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651 2. Parts of this Manual, except the chapter to amend, may be suspended by a two-thirds vote  
652 of the members present at any duly called meeting of the Presbytery Assembly.

653

654 3. No amendment or suspension of the Manual shall conflict with the provisions of *The*  
655 *Book of Order* of the Presbyterian Church (U.S.A.), nor the Bylaws of the Presbytery.

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657 4. Changes related to spelling mistakes, typographical errors, or incorrect grammar are not  
658 considered amendments.