



CHEROKEE PRESBYTERY

Cultivate. Support. Facilitate.

**Packet for the Stated Meeting
FEBRUARY 10, 2024
10:00am**

Hosted by First Presbyterian Church in Dalton

A Welcome from the Host Church

Welcome to First Presbyterian Church, Dalton! We strive to live up to our vision of “Love First – Love All” by being inclusive, inquiring, and engaging, all in the name of Jesus Christ.

First Dalton is a warm and welcoming family, and community is central to its life as members connect through fellowship lunches, dinner groups, and special events throughout the year.

The church is engaged in the community through work with children, literacy, education, and hospitality. The church works at Blue Ridge Elementary School and Joann Lewis Park, reading with children; providing meals through Camp AIM, and welcoming the community through our DEO Clinic concert series.

The Mission Team of First Dalton provides opportunities for members to support community outreach and work in church-led projects and engage with community partners. The church is engaged in the community with the Family Support Council, Dalton State Birdfeeder, Camp AIM, the Emery Center, the DEO Clinic, DOC-UP, Dalton-Whitfield NAACP Juneteenth Celebration, just to name a few. Check the church’s website for the long list of mission and ministries supported. Today’s offering will be collected for the Free Little Pantry, an important mission that addresses food insecurity in the community.

First Dalton is a Matthew 25 congregation, actively engaged in the world. Come and see how God is at work in this congregation and its people!

Lunch will be provided – please make a reservation when you register for the meeting.

Meeting Etiquette

If you are registered as a Minister Member or Ruling Elder Commissioner, you are entitled to request clarification, ask a question, or make a comment to the Moderator related to the business being discussed. If you are in the room, please head to the microphone and wait to be recognized by the Moderator. Always state your name and church or ministry and the purpose of your rising to speak.

Alphabet Soup (common abbreviations used)

AC: Administrative Commission
BLT: Building Leaders Team
COM: Commission on Ministry
COR: Committee on Representation
CRE: Commissioned Ruling Elder
CT: Coordinating Team
GA: General Assembly
GP: General Presbyter
MST: Ministry Support Team
OGA: Office of the General Assembly
PC: Property Commission
PMA: Presbyterian Mission Agency
RE: Ruling Elder
SC: Stated Clerk
TE: Teaching Elder (Minister of the Word and Sacrament)

Worship Notes

Rev. Andy Casto-Waters, Acting General Presbyter of Cherokee Presbytery, will preach on Eph. 6:10-20. Rev. Casto-Waters and Rev. Leigh Jones will preside at the Lord's Table.

The Offering will be collected for the Little Free Pantry, a ministry of First Dalton.

The Coordinating Team, upon the recommendation of the Session of the host church, has designated the offering for the Little Free Pantry. The Little Free Pantry provides non-perishable food items for the community – and it is heavily used! Please make your check payable to **CHEROKEE PRESBYTERY** (you may mail it to the Presbytery office at **PO Box 1839, Cartersville, GA 30120**) to help support First Dalton's efforts to address food insecurity in their community.

Meeting Agenda

10:00 Call to Order and Land Acknowledgement Declaration of a Quorum	Elder Bill Byars, Moderator
10:05 Worship Offering: Little Free Pantry Preaching: Rev. Andy Casto-Waters Communion Installation of Moderator Joe Evans	
10 Minute Break	
11 :15 Approval of Meeting Agenda	Moderator Evans
11:16 Welcome from First Presbyterian Church, Dalton	Rev. Dr. Ken McKenzie, Interim Pastor
11 :20 Coordinating Team Report - <i>Missy L. Lippert, Treasurer</i>	Rev. Catherine Renken
11 :30 General Presbyter's Report	Rev. Andy Casto-Waters
11 :40 Stated Clerk's Report	Elder Therese Howell
11 :45 COM -Healthy Congregations	Rev. Stephanie Crossland
12:00 Lunch (Order of the Day)	
1 :00 Reconvene Report of the Synod Commissioners Property Commission Report Building Leaders Team Commission on Ministry Committee On Representation Ministry Support Team 2023 Financials 2024 Budget	Elder Byars / Rev. Lee Rev. Susan Haynes Commissioned Ruling Elder Nancy Bertrand Elder Billie Sutter Elder Erma Jone Rev. Susan Haynes Rev. Cassie Waits
2:00 Motion to Adjourn, Closing Prayer, Benediction	Moderator Evans

Save the date for our next Stated Meeting
June 8, 2024 – Location To Be Determined!

General Presbyter's Report

It has been a privilege and a pleasure to get to know many of you. And I look forward to meeting more as we progress together in the coming months.

Worship - several in person gatherings and multiple on-line opportunities. While debate may exist in your churches about the merits of streaming, I am grateful, as are those connected to your community who are unable to be there in person.

1. Committee meetings - learning the workings of the presbytery, and so grateful for the many leaders who serve.
2. Outside meetings - networking with Synod and National Leadership to better equip me to serve. Many gatherings are online, and I am allowed to glean knowledge from those who have been serving in this role in other places. It is a great community of people.
3. Matthew 25 Conference - able to participate in South Fulton with several of our congregations here. It was an inspiring conference.
4. Minister Gatherings - I am exploring opportunities for more of us to gather through Zoom or in person. Examples might include Interim/Transitional Pastors, NWC Pastors, etc.

I am available to preach, teach, facilitate conversations, drink coffee, or eat food. Feel free to invite me over. While living in Augusta, with proper notice I am able to be at many gatherings, and if there is a conflict, I will make arrangements for another time.

Where you'll find me:

Feb 11 - Macland

Feb 14 - Congregational Visits

Feb 18-28 - Pre Planned Vacation

March 3 - First Calhoun

March 4-6 - Leadership in Ministry Workshops- Columbia Theological Seminary, Decatur

March 10 - Virtual Worship Day

March 11 - Presbytery Office

March 12 - Coordinating Team

March 13 - Ministers Lunch, First Marietta

March 14 - COM

March 17 - Congregational Visits

March 18-19 - Presbytery Office

March 24 - Congregational Visits

March 25-26 - Presbytery Office

Stated Clerk's Report

Admit to Record

1. The Stated Clerk has received the minutes of the commission to install Rev. Stephanie Bishop as pastor of Light of Hope Presbyterian Church, Marietta. (*minutes to be included in permanent record.*)
2. Following is the roster of former Permanent Judicial Commission members whose terms have expired within the past six years (D-5.0206b.)

Class of 2018

Denise Beltzner, TE
Bill Byars, RE
Westminster Rome

Class of 2020

Fritz Bogar, TE
Todd Johnson, RE
First Marietta

Class of 2022

William White, RE
Macland
Beth Gaines, RE
First Cartersville

3. The following church session records were reviewed and approved in 2023: Acworth (with exceptions); Cedartown (need page numbers!); Christ Fellowship (2021 minutes); Dalton; Faith Blue Ridge; Heritage; John Knox; Light of Hope; First Marietta; Silver Creek; Westminster.
4. Editorial Changes to the Manual of Administrative Operations due to amendments to the *Book of Order*:

The Permanent Judicial Commission shall:

1. Have a membership nominated and approved by Presbytery,
 - a. Composed of at least seven (7) members, with at least three Ministers of the Word and Sacrament, and three Ruling Elders; the additional members may be Ministers of the Word and Sacrament or Ruling Elders,
 - b. Elected to serve ~~for six years~~ in three classes of six years each, with no more than one half of the members to be in one class, (D-5.0102, 5.0103) with each class as equal as possible in size and with one class competing its term every two years (D-3.0201),
 - c. Having no more than one Ruling Elder member elected from any one of its constituent congregations,
 - d. Understanding that no person who has served on the Permanent Judicial Commission for a full term of six years shall be eligible for reelection until ~~four~~ two years have elapsed after the expired six-year term. (~~D-5.0105~~) (D-3.0203b.)
2. Meet at least annually.
3. Elect from its members a Moderator and a Clerk (~~D-5.0201~~) (D-3.04).

Other Ministry Units

Commission on Ministry

17. Establish minimum compensation standards, including provisions for dissolution terms, for pastoral calls and for those serving in temporary pastoral service, Certified Christian Educators, and Associate Certified Christian Educators within the presbytery. (G-3.0303c.). Such minimum compensation standards for call and installation shall include provision for a minimum of twelve weeks paid family medical leave and participation in the benefits plan of the Presbyterian

Church (U.S.A.).

21. Develop and promote policies that protect the health and welfare of Presbytery's leaders and the children within Presbytery congregations and ministries.
 - a. Annually review a Sexual Misconduct Policy and a Child Safety Policy.
 - b. Provide interpretation and training for Minister members and congregational leaders for these policies, with recertification at least every thirty-six months.

Building Leaders Team

2. Provide opportunities for Minister members of Presbytery, Certified Church Personnel, and Commissioned Ruling Elders serving within the Presbytery to receive ministry boundary training.
 - a. Work with those entering the Presbytery and those under care to receive appropriate boundary training, which includes the topic of sexual misconduct, and child sexual abuse prevention training, at least every thirty-six months.

5. Editorial Changes to the Standing Rules due to amendments to the *Book of Order*:
The Presbytery shall adopt and implement the following policies: a sexual misconduct policy, a harassment policy, a child and youth protection policy, and an anti-racism policy. The Presbytery shall also require boundary training, which includes the topic of sexual misconduct, and child sexual abuse prevention training, for its members and officers, at least every thirty-six months.

Terms of Service for Presbytery Ministry Teams and Units (Presbytery Bylaws: IV.B).

1. Ordinarily, service on a Ministry Team of the Presbytery will be for a term of two years. Two additional terms may be served as well. No one shall serve more than three successive two-year terms. Members of the Property Commission shall serve one, six-year term, and members of the Permanent Judicial Commission shall serve a term of six years as set out in ~~D-5.0102~~ 3.0201.

RECOMMENDATIONS

1. The Minutes of the October 17, 2023 Stated Meeting are attached for approval.
2. The Stated Clerk recommends that the Coordinating Team be given the responsibility for nominating persons for service on the Committee on Representation, and the following changes are recommended to the Organizing Documents to allow this.

Bylaws

- V. Nominations and Elections
 - B. The Committee on Representation shall nominate persons to serve in leadership positions requiring election by the Presbytery. The Coordinating Team shall nominate persons to serve on the Committee on Representation, in classes and for terms established in the Bylaws.

Manual of Administrative Operations

The Ministry Units

Coordinating Team

The duties shall consist of:

7. Annually (ordinarily at the last stated meeting of the year), nominate two persons to serve on the Committee on Representation, being mindful of the principles of unity in diversity consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A.) (F-1.0403, G-3.0103).

Committee on Representation

The Committee on Representation shall have no fewer than six (6) members including the Moderator. The Team is composed of an equal number of ministers and elders in numbers as nearly equal as possible and sufficient to accomplish their work.

The Coordinating Team will nominate two persons, ordinarily at the last stated meeting of the year, to serve on the Committee on Representation, being mindful of the provisions in the Constitution of the Presbyterian Church (U.S.A.) for unity and diversity.

Standing Rules

Terms of Service for Presbytery Ministry Teams and Units

1. The Coordinating Team will nominate two persons, ordinarily at the last stated meeting of the year, to serve on the Committee on Representation, being mindful of the provisions in the Constitution of the Presbyterian Church (U.S.A.) for unity and diversity.

DRAFT
MINUTES OF STATED MEETING
CHEROKEE PRESBYTERY
OCTOBER 19, 2023

Cherokee Presbytery met in stated meeting on Thursday, October 19, 2023, at First Presbyterian Church, Marietta, Georgia. The meeting was called to order by Ruling Elder William Byars, 2023 Moderator, at 9:30 a.m. The Moderator honored native persons with a land acknowledgement, and opened the meeting with prayer. The Moderator reminded commissioners that the offering would be collected for Club 3:30, Georgia's oldest after school program, serving children from local elementary schools, and one of the ministries of First Presbyterian Church, Marietta.

WORSHIP / WELCOME / NECROLOGY

Worship leadership included Rev. Joe Evans (Senior Pastor), Rev. Cassie Waits (Associate Pastor of Discipleship), Rev. Dr. Paul Sherwood (Parish Associate of Congregational Care, and Ms. Mary Kate Marcum (Director of Mission and Outreach). Ms. Marcum welcomed commissioners to the meeting and spoke briefly about the ministries of the host church. Rev. Evans preached the sermon, and Dr. Sherwood read the names of elders who had died in 2022-2023. Special music was provided by Dr. Jeffrey Meeks (Director of Music and Fine Arts) and the choir of First Presbyterian Church, Marietta. An offering of \$767 was collected for Club 3:30.

RECONVENE / QUORUM

The Moderator called the meeting back to order, and reviewed procedures for the meeting. The Stated Clerk advised that the Bylaws stated a quorum was one-fourth of non-retired active pastors, and ruling elder commissioners from one-fourth of the churches. The Moderator then declared a quorum was present. First time commissioners were welcomed to the meeting. The list of commissioners, corresponding members, and visitors is attached (Attachment B).

ADOPTION OF AGENDA

The agenda for the meeting was included in the Presbytery packet and had been posted on the Presbytery's website. There were no questions or objections regarding the agenda, and it was approved without objection.

REPORT OF THE STATED CLERK

Therese Howell, Stated Clerk, presented the following report.

Susan L. Haynes / Faith Presbyterian Church of the North Georgia Mountains

The Stated Clerk has received the minutes of the commission to install Rev. Susan L. Haynes as Pastor of Faith Presbyterian Church of the North Georgia Mountains, Mineral Bluff, Georgia, on July 23, 2023.

The Administrative Commission appointed by the Commission on Ministry (COM) of Cherokee Presbytery to install Rev. Susan L. Haynes as Pastor of Faith Presbyterian Church of the North Georgia Mountains, Mineral Bluff, GA, met at the church on July 23, 2023 at 2:30 p.m.

Members present were: Ruling Elders - William (Bill) Byars, Westminster Presbyterian Church and Moderator of Cherokee Presbytery, Candy Frank (Faith Presbyterian Church and Clerk of Session) and Billie Sutter, (Heritage Presbyterian Church and Moderator of COM); and Ministers - Rev. Wilson Kennedy, General Presbyter of Cherokee Presbytery, and Rev. David Jordan, Pastor of Grace Presbyterian Church.

Guests of the Commission: Rev. Patrick Day, Pastor, Northminster Presbyterian Church, Roswell, GA, and Ms. Christie Moore, daughter of Rev. Haynes.

The Commission was called to order by Moderator William (Bill) Byars, who offered the opening prayer. On motion, Billie Sutter was elected Clerk of the Commission. The Order of Worship and the minutes were approved. The Commission was adjourned with the benediction of the worship service.

The Commission proceeded to the sanctuary for the service of worship. The sermon was preached by Rev. Patrick Day.

The constitutional questions were propounded to Rev. Haynes by the Moderator and were answered in the affirmative. The constitutional questions were propounded to the congregation by Ruling Elder Candy Frank and were answered in the affirmative by the congregation.

The Moderator stated that Rev. Susan L. Haynes was duly Installed as Pastor of Faith Presbyterian Church of the North Georgia Mountains in Mineral Bluff, GA.

A prayer was offered by Rev. Wilson Kennedy. A charge was given to the Pastor by Rev. David Jordan.

A charge was given to the congregation by Ruling Elder Billie Sutter.

The service was closed with the benediction pronounced by Rev. Susan L. Haynes.

Billie P. Sutter, Clerk of the Commission

Session Minute Review

The Stated Clerk reported that Session minutes continue to be reviewed at Presbytery meetings. Churches whose minutes have not been reviewed in 2023 will be contacted to set up a date for review.

2022 Cherokee Presbytery Minutes

The 2022 Cherokee Presbytery minutes were approved with exceptions by the Synod of South Atlantic. The exceptions noted were: no approved Presbytery budget was provided (G-3.0113); a roster of former PJC members was not included in the minutes (D-5.0206); no legal description of property sold (G-4.0206); and no evidence of "property and liability insurance coverage to protect its facilities, programs, staff,

and elected and appoint officers” (G-3.0112). The Stated Clerk reported that all of these issues have been addressed, and is confident the 2023 minutes will be approved without exceptions. The attestation letter regarding the 2022 minutes (Attachment B), will be included in the minutes – because that is another requirement.

Minutes of Stated Meeting of June 3, 2023

The Stated Clerk reported that the minutes and roll of the Stated Meeting of June 3, 2023 were provided in the Presbytery packet. The motion was made and seconded to approve the minutes. There were no additions or corrections, and the minutes were approved without objection.

Amendment to the Presbytery’s Organizing Documents

The Stated Clerk reported that Presbyteries were asked to review their boundaries, and to include a list of the counties within the bounds of the Presbytery in the Presbytery’s Organizing Documents. She called attention to the Austell Presbyterian Church, which is in Cobb County, but is a member congregation of the Presbytery of Greater Atlanta. She recommended approval of the following change to the Presbytery’s Organizing Documents:

I. Organization

- A. Cherokee Presbytery (the “Presbytery”), ~~being~~ a council of the Presbyterian Church (U.S.A.), composed of the counties of Bartow, Catoosa, Chattooga, Cherokee, Cobb(1), Dade, Dawson, Fannin, Floyd, Forsyth, Gilmer, Gordon, Murray, Paulding, Pickens, Polk, Walker, and Whitfield, and incorporated under the laws of the state of Georgia; as a non-profit ~~501(c)3~~ 501(c)(3)* organization, recognizes that the Constitution of the Presbyterian Church (U.S.A.) and the laws of the state of Georgia, as they pertain to the organization of religious institutions, are obligatory upon it and its members.

***Editorial**

(1) With the exception of Austell Presbyterian Church, a congregation whose membership is with Greater Atlanta Presbytery, but whose membership is worshipping within the bounds of Cherokee Presbytery.

The motion was seconded, and approved without discussion.

Polity, Benefits, and Mission Conference

The Stated Clerk reported she had attended the 2023 Polity, Benefits, and Mission Conference last week. She reported the Board of Pensions is working hard to revise the dues structure for medical and pension benefits, and encouraged everyone to watch for announcements from the Board of Pensions, and to review materials and videos at the Board’s website, www.pensions.org/seasonofrebuilding.

GENERAL PRESBYTER'S REPORT

Therese Howell, Stated Clerk, reported that while the Coordinating Team searches for an Acting General Presbyter, she had agreed to provide additional hours and time to the Presbytery until an Acting General Presbyter is hired. She reminded commissioners of what Rev. Evans said in his sermon, that Rev. Kennedy's great gift to Cherokee Presbytery was the feeling of optimism and promise that he brought, which still remains with us. She and Sarita Morris are working to keep the Presbytery moving forward.

COORDINATING TEAM REPORT, PART I

Rev. Catherine Renken, Coordinating Team Moderator, presented Part I of the team's report.

2024 Presbytery Meeting Dates

The Coordinating Team set the following Presbytery meeting dates for 2024: Saturday, February 10, Saturday, June 8, and Thursday, October 17, with locations to be announced.

Reports

The Coordinating Team receives regular reports from the General Presbyter, the Stated Clerk, and the Ministry Teams.

Virtual Office

The Coordinating Team received a report from the General Presbyter and the Stated Clerk related to the transition to a virtual office. Phone service will be through Zoom (effective October 1) and the website will transition from InfoTank (outsourced) to SquareSpace (inhouse). The office space will be reduced, and these changes are expected to have a positive impact on the budget. Rev. Renken encouraged churches to open their doors for Presbytery committee meetings!

October 19 Presbytery Meeting

The Coordinating Team finalized the agenda for the October 19 Presbytery meeting, and approved the offering for First Marietta's Club 3:30 Ministry.

Presbytery Investments

The Coordinating Team approved the request of the Ministry Support Team regarding Presbytery's certificates of deposit with the Presbyterian Investment and Loan Fund. Any differences in expected rebates to churches currently in the PILP program will be made up by the Presbytery.

Macland Presbyterian Church

The Coordinating Team received a report from the Macland session; a sales contract on the church property has been accepted.

Wilson Kennedy / Exit Interview

Rev. Renken (Coordinating Team Moderator), Elder Nancy Bertrand (Building Leaders Team), Elder Billie Sutter (Commission on Ministry), and Elder Bill Byars (2023 Presbytery Moderator) performed the exit interview of General Presbyter Wilson Kennedy.

Therese Howell / Bridge General Presbyter

Acting as the Personnel Committee, Rev. Renken reported the Coordinating Team contracted with Stated Clerk Therese Howell to serve as bridge general presbyter until a contract is reached with an Acting General Presbytery. Effective September 18, her hours will increase to 25 hours / week at her current rate of pay and her travel reimbursement will increase. She will be on site twice a month.

Acting General Presbyter Search

Rev. Renken reported the Coordinating Team is interviewing applicants for the Acting General Presbyter position. A position description was approved, along with a range for the terms of call, and a "Cherokee Presbytery Fact Sheet" was developed.

MINISTRY SUPPORT TEAM

Dr. Paul Sherwood, chair of the Ministry Support Team, presented the team's report.

2023 Budget to Date

Dr. Sherwood reported that income from Unified Benevolence dropped about \$5000 in September, from previous months. Expenses were about \$1000 over budget for September, bringing the year-to-date expenses over budget by \$7000. The items over budget were office supplies, telephone expenses, and Stated Clerk travel. The net effect is an increase in the budget deficit to \$11,967 for the year.

Investments

Dr. Sherwood reported that Presbytery's investments reflected the market drop in the third quarter which changed year-to-date performance to 3.7%. Investments have been adjusted to minimize investments at PILP and to add \$100,000 to the money market earning 4.65%.

Financials

Rev. Susan Haynes, Treasurer, presented a report on the Presbytery's financials, which had been included with the Presbytery packet. The financials are attached (Attachment D).

Both Dr. Sherwood and Rev. Haynes thanked the churches for their support, and encouraged them to send in their pledges as soon as they could. The Ministry Support Team has begun work on the 2024 budget.

COMMITTEE ON REPRESENTATION

Ruling Elder Erma Jones, chair of the Committee on Representation, presented the Committee's report.

Vacancies

The COR recommends the following named persons for terms of office and leadership in Presbytery's Mission Units:

Commission on Ministry

<i>Name</i>	<i>Term</i>	<i>Class</i>		<i>Role / Church</i>
Julie Fuller	1 st	2025		MWS, Acworth
Gayle Sandlin	2 nd	2025		RE, Kirkwood
Billie Sutter	2 nd	2025	Moderator	RE/CCE Heritage
David Jordan	2 nd	2025		MWS, Grace

Building Leaders Team

Chuck Achuff	2 nd	2025		RE, Grace
Leigh Jones	2 nd	2025		MWS, Cartersville

Ministry Support Team

Paul Sherwood	2 nd	2025		MWS, FPC-Marietta
Cassie Waites	2 nd	2025		MWS, FPC-Marietta
Susan Haynes	2 nd	2025		MWS, Faith-Blue Ridge

Commission on Property

Stephanie Crossland	1 st	2028		MWS/Calhoun
Thomas Crone	1 st	2028		RE/Kirkwood
James (Jim) Ray	1 st	2028		RE/ FPC-Marietta
Susan Haynes	1 st	2029		MWS/Faith-Blue Ridge

Presbytery Moderator

Joe Evans		2024		MWS/FPC Marrietta
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Permanent Judicial Commission

Meg Hartin				RE/FPC-Marietta
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Synod Commissioner

Dave Grove	1 st	2025		MWS/Cedartown
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General Assembly Commissioners

Catherine Renken		2024		MWS/Kirkwood
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The Moderator opened the floor for additional nominations, and Ms. Jones made a correction to the report, and then placed the following additional persons in nomination from the Committee on Representation: Lem Arnold, Ruling Elder, LaFayette, Ruling Elder Commissioner to the General Assembly; Ella Chessney, a member at First Marietta, as Young Adult Advisory Delegate to the General Assembly; Ben Atha, Acworth, to serve in the class of 2025 of the Ministry Support Team, and Rev. Cassie Waits (First Marietta) as Chair of the Ministry Support Team. There were no questions or additions, and the slate, as amended, was adopted. Ms. Jones reminded commissioners of the need for persons to fill vacancies as indicated in the Committee's report.

BUILDING LEADERS TEAM

Commissioned Ruling Elder Nancy Bertrand, chair of the Building Leaders Team, presented the team's report.

Commissioned Pastor Requirements

The Building Leaders Team revised the requirements for elders seeking to be commissioned to particular pastoral service.

Jauana Eidelwein

Ms. Bertrand reported the Building Leaders Team interviewed Jauana Eidelwein, a member of First Presbyterian Church, Marietta, and approved her as an Inquirer under care of Cherokee Presbytery, effective August 22, 2023.

Cody Carver

The Building Leaders Team also interviewed Cody Carver, a member of First Presbyterian Church, Cartersville, and approved him an Inquirer under care of Cherokee Presbytery, effective August 22, 2023.

BLT Handbook

A subcommittee of the Team continues its work on revising the BLT Handbook.

COMMISSION ON MINISTRY

Ruling Elder Billie Sutter, Moderator of the Commission on Ministry, presented the commission's report.

Brazilian Christian Church Administrative Commission

COM receives regular reports from the Brazilian Christian Church (BCC) Administrative Commission as it continues its assistance to the session.

Healthy Congregations Workshops and Initiatives

The Healthy Congregations Team of COM is developing workshops and initiatives, to include a virtual workshop on equipping pastors to support congregants and clergy struggling with mental health issues, a program on transformation (led by Rev. Scott Lumsden), and training for ruling elders to serve as pulpit supply.

Renée A. Meyer / Westminster Presbyterian Church, Rome

At the request of the pastor and the congregation, the COM approved the dissolution of the pastoral relationship between Dr. Renée A. Meyer and Westminster Presbyterian Church in Rome, effective September 9, 2023, and dismissed Dr. Meyer to Greater Atlanta Presbytery to accept a new call. The session of Westminster requested permission to elect a PNC, and the COM approved this request.

Stephanie Crossland / First Presbyterian Church, Calhoun

At the request of the session of First Presbyterian Church, Calhoun, the COM approved the extension of the Interim Contract with Rev. Stephanie Crossland for six months, effective October 23, 2023; other issues were also addressed.

The COM approved the request of the session of First Presbyterian Church, Calhoun, to form a Pastor Nominating Committee when their Mission Study was complete.

Kathi Parchem / John Knox Presbyterian Church, Marietta

The COM, at the request of the session of John Knox Presbyterian Church, voted to extend the interim contract with Rev. Kathi Parchem for another 12 months, effective July 1, 2023.

Faith Presbyterian Church, Canton

The session of Faith Presbyterian Church, Canton, requested the formation of a Pastoral Leader Search Team, following the departure of their part time stated supply, Rev. Jill Ulrici, a minister member of Greater Atlanta Presbytery, and the COM approved this request.

Camille Josey / Westminster Presbyterian Church, Rome

The COM approved the request of the session of Westminster Presbyterian Church, Rome, to hire Rev. Camille Josey as Part Time Bridge Pastor / Pastoral Administrator for six months, effective September 11, 2023.

Wilson Kennedy / Validated Ministry

The COM approved the request of Rev. Wilson Kennedy to validate his ministry as Associate Director of Special Offerings and Appeals for the PC(USA), effective September 25, 2023, and to change his status to Validated Minister. The COM also approved Rev. Kennedy's Terms of Call.

Moderator Appointments

The COM approved the following Moderator appointments:

1. Rev. Wilson Kennedy to moderate the session of First Presbyterian Church, Calhoun, at a Called Meeting on August 29, 2023.
2. Rev. Wilson Kennedy to moderate the session of Westminster Presbyterian Church, Rome, at a Called Meeting on September 10, 2023.
3. CRE Nancy Bertrand to moderate a Called Congregational Meeting of Westminster Presbyterian Church, Rome, on September 17, 2023, to elect a PNC and ruling elders to serve the congregation.
4. Rev. Camille Josey to moderate the session of Westminster Presbyterian Church, Rome, at a Regular Meeting on September 11, 2023, and all future meetings of session until the next Installed Pastor is called.
5. Presbytery Moderator Ruling Elder William (Bill) Byars to moderate a portion of a Called Meeting of Light of Hope Presbyterian Church, Marietta, on October 1, 2023, to hear the report of the Pastor Nominating Committee and act on their report.
6. Rev. Dr. John Spangler to moderate the session of Faith Presbyterian Church, Canton, until a permanent pastoral leader is in place.

Nancy Parks Bertrand / Westminster Presbyterian Church, Rome

The COM approved the request of the session of Westminster Presbyterian Church, Rome, to call Commissioned Ruling Elder Nancy Parks Bertrand as Part Time Bridge Pastor for six months, effective September 10, 2023.

Rebecca Blackwell / Olympia Presbytery

At the request of Rev. Rebecca Blackwell, the COM dismissed her to Olympia Presbytery, effective October 12, 2023.

2024 Minimum Effective Salary

The COM set the Minimum Effective Salary for 2024 at \$46,970. This is based on 70% of the Board of Pensions 2024 Churchwide Median and will apply to all full time installed pastors. This will be pro-rated for part time pastors.

Cassie Waits / Brazilian Christian Church Administrative Commission

The Commission on Ministry recommended that Rev. Cassie Waits, Associate Pastor at First Presbyterian Church, Marietta, be elected as a member of the BCC Administrative Commission, with the departure of Dr. Renée Meyer. There were no questions or objections, and this was approved.

Y. Eunice Yang / Northside Hospital

The Commission on Ministry recommended that Rev. Y. Eunice Yang, a minister member in good standing of National Capital Presbytery, be granted permission to labor within the bounds of Cherokee Presbytery as a Chaplain at Northside Hospital in Forsyth/Cumming, beginning November 6, 2023. There were no questions or objections, and this was approved.

Stephanie Bishop / Light of Hope Presbyterian Church, Marietta

The COM recommended that Rev. Stephanie N. Bishop, Interim Pastor at Light of Hope Presbyterian Church, Marietta, be granted an exemption pursuant to G-2.0504c. to become the Installed Pastor at Light of Hope. There were no questions or objections, and this was approved by a three-fourths vote of the Presbytery. Persons present in support of Rev. Bishop were recognized and welcomed.

The Moderator reported that Rev. Kwasi Aye-Addo, was unable to be present at the meeting today, but hoped to be able to bring a report to the February 2024 Presbytery meeting about mission and ministry with the Presbyterian Church in Ghana.

MINISTRY ENGAGEMENT ADVISOR REPORT

Rev. Sy Hughes, Ministry Engagement Advisor with the Presbyterian Mission Agency, brought greetings from the boards and leadership of the Presbyterian Mission Agency and the Office of the General Assembly. He thanked Cherokee Presbytery for sending Wilson Kennedy to the Presbyterian Mission Agency. Rev. Hughes spoke

of the resources available through PMA, and thanked the Presbytery for its prayers and support.

COORDINATING TEAM REPORT, PART II

Rev. Renken reported the Coordinating Team wished to recognize Wilson Kennedy for his work as the General Presbytery of Cherokee Presbytery. Rev. Kennedy came forward, and Rev. Renken, Commissioned Ruling Elder Nancy Bertrand, Ruling Elder Billie Sutter, and Rev. Elizabeth Lovell Milford read the following resolution honoring Rev. Kennedy:

RESOLUTION HONORING WILSON KENNEDY

WHEREAS, Wilson Michael Kennedy was called on March 1, 2022 to Cherokee Presbytery, the land of native peoples – Muskogee, Creeks, and Cherokees, to name a few – and the land of faithful and sometimes frozen people, the Presbyterians; and

WHEREAS, Wilson is a digital native, a Zoom czar, a child of the Church, who propelled Cherokee Presbytery into the 21st Century, technology-wise, although some were dragged, kicking and screaming; and

WHEREAS, Wilson brought a calm presence to the staff, holding meetings, making connections, bringing comfort, lunch, and snacks; and

WHEREAS, Wilson brought leadership and stability to the Presbytery, meeting with committees, commissions, teams, and groups, raising up and supporting the leadership and the members; and

WHEREAS, Wilson created and forged relationships with monthly ministerial lunches at First Marietta, as well as Coordinating Team gatherings at Scott's BBQ; and

WHEREAS, Wilson brought forth a new logo evoking Cherokee Presbytery's place in Georgia - at the top - and helped set a new standard for Presbytery meetings with a fresh spirit, leading with laughter and love; and

WHEREAS, Wilson spearheaded the idea of a virtual office, and helped pull, purge, appraise, and even pack (some) so that one million boxes (it just seemed like that many) were sent to the Presbyterian Historical Society, and many more items were placed with the Bartow Historical Museum, creating a much streamlined office; and

WHEREAS, Wilson gave time and energy to train pastor nominating committees, who appreciated his fantastic and almost freakish knowledge of every

pastor in the PCUSA and whether they would be a good fit with a Cherokee congregation, whether they were actively seeking a call or not; and

WHEREAS, Wilson attended session meetings, church suppers, congregational meetings, and filled the pulpit whenever asked, although who preaches Numbers or Ezra if it's not on the lectionary?

BE IT NOW THEREFORE RESOLVED, That Cherokee Presbytery give thanks to God for the energy, intelligence, imagination, and love that Wilson Kennedy brought to his call as General Presbyter. God bless Wilson in his new call with the Presbyterian Church (U.S.A.) as he seeks to continue to lead on and lead with God's people.

Dated this 19th Day of October, 2023, at the Stated Meeting of Cherokee Presbytery held at First Presbyterian Church, Marietta, Georgia.

William Byars, Moderator
Clerk

Therese Howell, Stated

The motion was made, seconded and approved without objection to include the resolution in the minutes of the meeting.

Rev. Kennedy was presented with a variety of gifts, including a gift card from the Presbytery. Rev. Kennedy thanked the Presbytery for the opportunity to serve as General Presbyter. The Moderator thanked Rev. Kennedy for his service to Cherokee Presbytery and invited everyone to stay for the celebratory lunch – and cake – in Rev. Kennedy's honor.

UNFINISHED BUSINESS

The Moderator called for any unfinished business, and there was none.

The Moderator stated the next meeting of the Presbytery would be Saturday, February 10, 2024, at a location to be announced. The motion was made, seconded, and approved to adjourn after a closing prayer. Rev. Cassie Waits offered lunch instructions, and the commissioners sang the Doxology after the closing prayer. The meeting was adjourned at 11:30AM.

Therese P. Howell
Stated Clerk

Attachment A – Roll of October 19, 2023 Stated Meeting

Active Ministers

Aye-Addo, Kwasi	Exc.
Bishop, Stephanie	P
Braga, Reginaldo	
Collins, Nikki	
Crossland, Stephanie	P
Evans, Joe	P
Fuller, Julie	P
Grove, Dave	P
Haynes, Susan	P
Jones, David	P
Jones, Leigh	E
Jones, Ray	P
Jordan, David	E
Josey, Camille	P
Kennedy, Wilson	P
Lee, Jennifer	P
Mendes, Paulo	
Moore-Keish, Chris	P
Parchem, Kathi	P
Park, Josh	
Renken, Catherine	P
Scott, Katie	
Stow, Betsy	Exc.
Waddell, Bridget	Exc.
Waddell, Kenneth	
Waits, Cassie	P
Yoo, William	Exc.
Zaki, Raafat	Exc.
(16 Present)	

Retired Ministers

Brice, Joe	P
Esa, Don	P
Lamberson, Zeta	P
Pezini, Jose	P
Rhodes, Jan	P
Spangler, John	P
Wade, Carol	P
(7 present)	

Elder Commissioners

Acworth	Ben Atha
Beersheba	
Brazilian Christian	
Calhoun	Judy Greeson
Cartersville	Jean Gilliland
Cedartown	
Chickamauga	
Christ Fellowship	
Cohutta	
Covenant	Pam Kapperman
Dalton	
Deer Creek	
Ebenezer	
Ghanaian	
Faith Canton	
Grace	
Heritage	Hollene Darby
John Knox	Steve Bennett
Kirkwood	Gayle Sandlin
LaFayette	Lemuel Arnold
Light of Hope	Pam Jones
Macland	Marlene Michaelke
Marietta First	Bob Harper
	Doc Harris
	Jean Tafoya
Morton Memorial	
Rockmart	Dixie Plant
Silver Creek	Jane Byers
Trinity	Alice Delattie
Westminster	Michael D. Elliott
Woodstock	
(18 Present)	

Commissioned Pastors

Clay Gunter
Nancy Bertrand P
Robert Butler
(2 Present)

Elders with Voice and Vote

William Byars, Moderator P
Therese Howell, Stated Clerk P
Erma Jones, COR P
Billie Sutter, COM P
(4 Present)

Corresponding Members/Voice

(Do not count towards the quorum)
Lucas Fornel, National Capital Presbytery
Sy Hughes, Mission Engagement Advisor, PMA
Meri Kate Marcum, First Marietta
Sarita Morris, Presbytery Staff

Ministers Present	16
Elder Commissioners	18
Commissioned Pastors	1
<u>Elders / Voice & Vote</u>	<u>4</u>
Total for Quorum	29

VISITORS

Teri Abercrombie; Sandra Brice; Chip Cagle; Jennifer Davis; Patricia Dunn; Fran Johnson; David Jones; LaVert Jones; Mary Kangethe; Doris Kidney; Beverly Larsen; Kelly Lee; Janis Lemley; Pinkie Owens; Suzanne Patrick; Beverly Pearce; Sue Spivey; Linwood Swain; Nancy Tatnall; Kate Tutwiler; Ralph Valentine; Sandra Varnum; Cheryl Waters; Mary York

Coordinating Team Report

ADMIT TO RECORD

1. The Coordinating Team receives regular reports from the Stated Clerk, Treasurer, and ministry teams.
2. The Coordinating Team finalized the agenda for the February 4th Presbytery meeting, including communion and the offering for a mission designated by First Dalton.
3. Acting as the Personnel Committee, the Coordinating Team contracted with Rev. Andrew Casto-Waters to serve as Acting General Presbyter for six months, effective January 1, 2024. The CT approved the following terms of call: Salary \$70,000; Pension/Medical \$27,300; Professional Expenses \$7,000; Leader Formation \$2,000; Total \$106,300.
4. The Coordinating Team approved changes to the hours and compensation for Stated Clerk Therese Howell [back to 2023 level - up to 16 hours/week, \$24,000/year] and Sarita Morris, Presbytery Coordinator [salaried, \$20/hour, four hours per day Mon-Thur, plus four additional hours/week for a total of 20 hours/week, \$20,800; 20 days vacation per year, coordinated with General Presbyter and Stated Clerk].
5. The Coordinating Team concurred with the proposed changes to the Organizing Documents.
6. The Coordinating Team, on the recommendation of the Ministry Support Team, approved the 2024 Budget. The approved 2024 budget is included with the Ministry Support Team report.
7. The Coordinating Team discussed the timeline and search for the next General Presbyter.

RECOMMENDATION

1. The CT recommends the following persons be elected to serve on the General Presbyter Search Committee:
 - Bill Byars, RE, Westminster
 - David Jordan, TE, Grace Dawsonville
 - Zeta Lamberson, TE, HR
 - Paulo Mendez, TE, Validated Ministry
 - Andrea Roche, RE, First Cartersville
 - Robert Smalley, RE, First Dalton
 - Nancy Tatnall, RE, First Marietta

The Coordinating Team is composed of the Moderator, the Moderator (or one of the co-moderators) of each Ministry Unit, the past Moderator of Presbytery and two at-large members. The Coordinating Team meets at least quarterly. The Coordinating Team looks to coordinate the work of the various Ministry Units; serves as the Personnel Committee of the Presbytery by providing support, review, and encouragement of Presbytery Staff, and serves as a forum for interim decision making between Stated Presbytery meetings, as needed, and reported to the Presbytery for its affirmation.

Ministry Support Team Report

Cherokee Pby Profit & Loss 12/31/23

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
44009 · Budgeted Receipts				
44000 · Unified Gifts-Pledged	122,693.67	127,000.00	-4,306.33	96.61%
44002 · Interest Income	8,562.52	5,600.00	2,962.52	152.9%
44004 · Misc. Income	2,725.00	3,000.00	-275.00	90.83%
44005 · Grant & Gift Income	1,000.00	1,000.00	0.00	100.0%
Total 44009 · Budgeted Receipts	134,981.19	136,600.00	-1,618.81	98.82%
Total Income	134,981.19	136,600.00	-1,618.81	98.82%
Gross Profit	134,981.19	136,600.00	-1,618.81	98.82%
Expense				
51000 · Salaries & Benefits				
51001 · Salaries				
51002 · General Presbyter/MC				
51100 · Salary/General Presbyter/MC	26,943.85	38,000.00	-11,056.15	70.91%
51102 · Housing/General Presbyter/MC	25,170.08	35,000.00	-9,829.92	71.92%
51105 · Pension/General Presbyter/MC	20,427.32	29,070.00	-8,642.68	70.27%
51106 · Travel/General Presbyter/MC	4,017.05	4,000.00	17.05	100.43%
51108 · Education/General Presbyter/MC	2,923.11	3,600.00	-676.89	81.2%
51107 · Professional Expense/Gen Pres	1,287.43	1,800.00	-512.57	71.52%
51103 · Prof Relation/Pastoral Care	642.48	1,500.00	-857.52	42.83%
Total 51002 · General Presbyter/MC	81,411.32	112,970.00	-31,558.68	72.07%
51203 · Bookkeeper				
51210 · Salary/Bookkeeper	28,497.60	26,000.00	2,497.60	109.61%
51214 · BK/Annuity 403b	5,040.00	5,040.00	0.00	100.0%
51212 · BK/Health Ins Reimburse	4,233.36	4,233.00	0.36	100.01%
51211 · P/R Tax/Bookkeeper	2,889.48	1,600.00	1,289.48	180.59%
51219 · Treasurer	300.00	600.00	-300.00	50.0%
51218 · HC/Group Life Ins./BK	110.00	120.00	-10.00	91.67%
Total 51203 · Bookkeeper	41,070.44	37,593.00	3,477.44	109.25%
51003 · Stated Clerk				
51110 · Salary/Stated Clerk	27,826.00	24,000.00	3,826.00	115.94%
51114 · Travel/Stated Clerk	9,255.12	3,000.00	6,255.12	308.5%
51112 · PR Tax/Stated Clerk	2,128.69	1,836.00	292.69	115.94%
Total 51003 · Stated Clerk	39,209.81	28,836.00	10,373.81	135.98%
Total 51001 · Salaries	161,691.57	179,399.00	-17,707.43	90.13%

Total 51000 · Salaries & Benefits	161,691.57	179,399.00	-17,707.43	90.13%
51216 · Pby Office Operating Expense				
51215 · Tech & Website Contractor	6,032.50	2,400.00	3,632.50	251.35%
51304 · Office Reno Loan/ Rent	6,000.00	6,000.00	0.00	100.0%
51314 · Annual Review	5,000.00	5,000.00	0.00	100.0%
51305 · Office Supplies	3,156.81	1,500.00	1,656.81	210.45%
51307 · Office Property Insurance	3,056.50	2,500.00	556.50	122.26%
51310 · Printer Lease	2,667.02	2,500.00	167.02	106.68%
51303 · Telephone/Internet	1,861.27	1,300.00	561.27	143.18%
51306 · Postage	1,735.39	600.00	1,135.39	289.23%
51313 · Quickbooks Support	1,449.00	1,400.00	49.00	103.5%
51317 · Janitor/Pby	1,260.00	1,700.00	-440.00	74.12%
51329 · COM Expenses	1,122.95	1,000.00	122.95	112.3%
51335 · Pby Meeting Expense	1,063.67	1,000.00	63.67	106.37%
51311 · Workers Comp/Pby Staff	937.00	1,000.00	-63.00	93.7%
51328 · Books (PCUSA)	175.60	100.00	75.60	175.6%
51312 · Website	144.00	500.00	-356.00	28.8%
51309 · Computers/Maint.	0.00	500.00	-500.00	0.0%
Total 51216 · Pby Office Operating Expense	35,661.71	29,000.00	6,661.71	122.97%
55100 · Synod Mission Giving	1,000.00	1,000.00	0.00	100.0%
56218 · Contingency Expenses	553.55	1,000.00	-446.45	55.36%
60001 · Payroll Expenses	122.50			
Total Expense	199,029.33	210,399.00	-11,369.67	94.6%
Net Ordinary Income	-64,048.14	-73,799.00	9,750.86	86.79%
Net Income	-64,048.14	-73,799.00	9,750.86	86.79%

ASSETS**Current Assets****Checking/Savings**

01000 · Hamilton State Bank - Operating	5,996.75
01001 · H S Bank Money Market Acct.	108,893.69
01200 · Hamilton St Bank PR Tax Acct.	<u>280.83</u>

Total Checking/Savings	<u>115,171.27</u>
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Total Current Assets	115,171.27
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Fixed Assets**01512 · Fixed Assets**

01510 · Fixed Assets Inventory	1,829,714.09
01511 · Accumulated Depreciation	-107,333.54
02810 · Loan Reductions	<u>-183,858.55</u>

Total 01512 · Fixed Assets	<u>1,538,522.00</u>
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Total Fixed Assets	1,538,522.00
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Other Assets**01300 · Other Perm/Restricted Assets**

01100 · PF/Marian Parker/Youth	36,646.38
01101 · PF/H&B Parker/Church Developmen	22,495.28
01102 · NCMM/Garrett/Campus Ministry	17,464.77
01103 · NCMM/Garrett/Candidate Aid	48,174.78
01104 · PF/Hoyt/Berry College Campus Mi	12,304.70
01112 · Enloe/CRC/New Covenant	<u>13,814.70</u>

Total 01300 · Other Perm/Restricted Assets	150,900.61
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20001 · Investments

01066 · PILP Invest Note #9202 6/2023	166,986.06
01062 · New Cov Fd April 2020 110500345	579,890.87
01064 · New Cov Fd Sept 2021#1110301269	87,243.10
01065 · New Cov Fd-Pender #1110500388	<u>180,631.34</u>

Total 20001 · Investments	<u>1,014,751.37</u>
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Total Other Assets	<u>1,165,651.98</u>
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TOTAL ASSETS	<u><u>2,819,345.25</u></u>
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LIABILITIES & EQUITY**Liabilities****Long Term Liabilities****02570 · Long Term Liabilities**

02558 · Grace/PILP/4.50%	<u>69,828.52</u>
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Total 02570 · Long Term Liabilities	<u>69,828.52</u>
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Total Long Term Liabilities	<u>69,828.52</u>
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Total Liabilities	69,828.52
Equity	
69156 · Providence Fund	200,310.11
50000 · Net Assets - Unrestricted	
50100 · Expended for PP&E Net of Debt	<u>1,457,620.23</u>
Total 50000 · Net Assets - Unrestricted	1,457,620.23
70000 · Temporary Restricted	
69158 · Sixes Property Proceeds	301,000.00
69157 · Hwy 92 Property Sale	68,900.00
69148 · Opr Support/Former Churches	
69146 · Eastminster Parting Gift	59,581.00
69147 · New Lebanon Parting Gift	<u>14,061.96</u>
Total 69148 · Opr Support/Former Churches	73,642.96
61011 · Berry Ministries Restricted	
65504 · Berry Campus Campaign	2,400.00
65503 · Berry College/Campus Min (Int.)	<u>5,056.62</u>
Total 61011 · Berry Ministries Restricted	7,456.62
60016 · Church Dev. Temp. Restricted	
62113 · Church Development/Assistance	15,468.05
62100 · New Church Dev Fd general (Int)	<u>190.53</u>
Total 60016 · Church Dev. Temp. Restricted	15,658.58
60008 · CPM Desig. Temp Restricted	
64500 · Candidate Aid	<u>8,736.84</u>
Total 60008 · CPM Desig. Temp Restricted	8,736.84
60011 · Mission Division Restricted	
65002 · Presbytery Peacemaking	<u>3,914.08</u>
Total 60011 · Mission Division Restricted	3,914.08
60007 · COM Restricted	
64101 · Pastoral Assistance Fund	<u>4,841.11</u>
Total 60007 · COM Restricted	4,841.11
60013 · CRC Restricted	
67000 · Camper Scholarship	<u>790.56</u>
Total 60013 · CRC Restricted	790.56
60015 · Regnl/National Pass Through	
69218 · Adore Braz. Church Ministry	<u>2,000.00</u>
Total 60015 · Regnl/National Pass Through	<u>2,000.00</u>
Total 70000 · Temporary Restricted	486,940.75
32000 · Unrestricted Net Assets	83,249.70
60000 · Designated Accounts	
60003 · Pby Coordinating Team	

61101 · Mortgage Reserve	150,000.00
61102 · Operating Fund Reserve	<u>100,000.00</u>
Total 60003 · Pby Coordinating Team	250,000.00
60012 · Nurture Division Designated	
66001 · Endwmnt proceeds/Youth (Int.)	<u>11,914.35</u>
Total 60012 · Nurture Division Designated	11,914.35
60014 · Endowment Proceeds	
61065 · Pender Gift	<u>174,235.56</u>
Total 60014 · Endowment Proceeds	<u>174,235.56</u>
Total 60000 · Designated Accounts	436,149.91
80000 · Permanent Designated	
81100 · PF/Marion Parker Youth	26,600.57
81101 · PF/H&B Parker ChurchDevelopment	19,908.59
81102 · NCMM/Garrett/Campus Ministry	17,464.77
81103 · NCMM/Garrett/Candidate Aid	48,174.78
81104 · PF/Hoyt/Berry College Campus Mi	10,990.60
81105 · Watkins Camp Sch Fd #6444	6,646.46
81110 · GA Flood Relief (Local)	5,693.70
81112 · Enloe/CRC/New Covenant	<u>13,814.70</u>
Total 80000 · Permanent Designated	149,294.17
Net Income	<u>-64,048.14</u>
Total Equity	<u>2,749,516.73</u>
TOTAL LIABILITIES & EQUITY	<u>2,819,345.25</u>

2023 Unified and Per Capita Pledges Received/Paid

Church	Membership/ Attendance	Unified Pledged	Per Capita Pledged	Unified Received	Per Capita Received
Acworth	58/50	1,290.00	531.05	1,885.00	776.10
Beersheba	43/20			2,520.00	
Bethany				2,400.00	
Brazilian Christian	77/-			2,400.00	
Calhoun	111/40			1,500.00	
Cartersville First	312/97			8,551.68	4,184.64
Cedartown	70/28			1,000.00	852.29
Chickamauga	54/14	500.00	666.90	500.00	666.90
Christ Fellowship	22/20			125.00	271.70
Cohutta	23/12			1,200.00	284.05
Covenant	143/47	,000.00	1,766.50	7,992.00	1,793.48
Dalton First	134/48	7,200.00	1,654.00	7,200.00	1,654.90
Deer Creek Shores	64/45			1,920.00	790.40
Ebenezer Ghanaian	82/-				
Faith Canton	20/15			1,000.00	247.00
Faith North Georgia	160/70	4,000.00	1,976.00	4,000.00	1,976.00
Grace	105/41			5,523.62	1,296.75
Heritage	203/75			2,233.00	2,298.12
John Knox	85/25	3,300.00	1,049.75	3,300.00	1,049.75
Kirkwood	203/80			6,000.00	2,507.05
LaFayette	19/13	2,000.00	247.00	2,000.00	247.00
Light of Hope	72/58	9,000.00	889.20	9,000.00	889.20

Macland	260/65				2,973.32
Marietta First	1084/450	32,520.00	3,705.00	33,143.37	4,455.00
Morton Memorial	37/15			900.00	456.95
Rockmart	82/30			2,500.00	767.00
Silver Creek	52/38	2,500.00	642.00	2,950.00	150.00
Trinity	44/-			3,300.00	494.00
Westminster	160/68			6,600.00	1,894.00
Woodstock	26/-			500.00	321.10
12/29/23					
Miscellaneous Receipts	2021#'s			550.00	
Totals	3801/1439	70,310.00	13,127.40	122,693.67	33,296.70

2022 \$ paid in 2023 Westminster 550.00, Covenant 666.00, Cohutta 600.00, Marietta 3333.37

**2023 Special Offerings
Report**

Church	Mother's PresHome	One Grt. Hour	Pntcost	P'making	Christ/Joy	MedBen	Mission	Disaster Relief	Thornwell	Other
Acworth										
Beersheba Brazilian Christian										100 Maui Fire
Calhoun		75			80					225 Earthqke Syria/Turkey
Cartersville		535						110		
Cedartown										
Chickamauga Christ Fellowship		413								
Cohutta		200	120	400	400					1000 Deep Rock Well Project
Covenant	900	1061	585		777				1295	
Dalton										
Deer Creek										
Faith/Canton Faith/Blue Ridge		740		560	530					400 Zambia CCAP
Grace	75	225	210	360	586				230	
Heritage										
John Knox		737	135	155	515			225		
Kirkwood		2323	610		640					
Lafayette										
Light of Hope	320	257			20					
Macland										2000 Maui Fire
Marietta Morton Memorial	100			100						500 Adore
Rockmart		750			750	1000		1000	1612	
Silver Creek										
Trinity	10225	310		50	755					2200 Israel/Palestine
Westminster	355	540	263		350				512	
Woodstock		2500						3000		
Other				217						50 Maui Fire
Grand Total	11975	10666	1923	1842	5403	1000	0	4335	3649	6425

**2024 BUDGET
CHEROKEE PRESBYTERY**

rev. 1/18/2024

		2024	2023 (actual)
INCOME			
44000	Unified Gifts – Pledged	\$ 80,000	\$ 122,694
44001	Unified Gifts – Non-pledged	\$ 47,000	
44020	Per Capita received	\$ 24,000	
44002	Interest Income	\$ 3,600	\$ 8,563
44004	Misc. Income	\$ 3,000	\$ 2,725
44005	Grants/Gifts	\$ 1,000	\$ 1,000
44016	Surplus/Reserve Funds	\$ 56,100	\$ 64,048
TOTAL INCOME		\$ 214,700	\$ 199,029
EXPENSE			
General Presbyter			
51100	Salary (Includes SECA)	\$ 70,000	\$ 26,944
51102	Housing	\$ -	\$ 25,170
51105	Pension/Medical	\$ 27,300	\$ 20,427
51107	Prof Expenses	\$ 7,000	\$ 4,017
51106	Travel	\$ -	\$ 2,923
51108	Cont Ed.	\$ -	\$ 1,287
51120	GP Ldr. Formation	\$ 2,000	\$ 642
		\$ 106,300	\$ 81,411
Stated Clerk			
51110	Salary	\$ 24,000	\$ 27,826
51112	Payroll Tax	\$ 1,836	\$ 2,129
51113	Prof Expenses	\$ 200	\$ -
51114	Travel Expenses	\$ 4,800	\$ 9,255
		\$ 30,836	\$ 39,210
Presbytery Coordinator			
51210	Salary	\$ 20,800	\$ 28,498
51214	Annuity 403b	\$ 5,000	\$ 5,040
51212	Health Ins Contribution	\$ 2,000	\$ 4,233
51211	Payroll Tax	\$ 1,744	\$ 2,889
51219	Treasurer	\$ -	\$ 300
51218	Group Life	\$ 120	\$ 110
		\$ 29,664	\$ 41,070

Office Operating

51310	Printer Lease	\$ 3,000	\$ 2,667
51304	Office Rent	\$ -	\$ 6,000
51307	Property Insurance	\$ 3,000	\$ 3,057
51215	Tech/Website Contr	\$ -	\$ 6,033
51305	Office Supplies	\$ 600	\$ 3,157
51303	Telephone/Internet	\$ 1,000	\$ 1,861
51312	Website Hosting	\$ 200	\$ 144
51313	Quickbooks Support	\$ 1,700	\$ 1,449
51309	Computers/Maint.	\$ 1,000	\$ -
51317	Janitor Pay	\$ -	\$ 1,260
51335	Presby Meeting Expense	\$ 1,000	\$ 1,064
51311	Workers Comp	\$ 700	\$ 937
51306	Postage	\$ 700	\$ 1,735
51329	COM Expenses	\$ 2,000	\$ 1,123
51328	Books	\$ -	\$ 176
51314	Financial Review	\$ 5,000	\$ 5,000
		\$ 19,900	\$ 35,662

Other

55100	Synod Mission	\$ 1,000	\$ 1,000
51326	GA Expenses	\$ 2,000	\$ -
56218	Contingency	\$ 1,000	\$ 554
60001	Payroll Expenses	\$ -	\$ 123
56020	Per Capita expense	\$ 24,000	
		\$ 28,000	\$ 1,676

TOTAL EXPENSE	\$ 214,700	\$ 199,029
NET INCOME	\$ -	\$ -

The Ministry Support Team serves Cherokee Presbytery by building, monitoring, and managing an annual budget and stewardship plan for our shared work. Assisting congregations with matters of property and in the development of sound financial practices. Documenting financial best practices. Providing treasurer training and assisting administrative commissions with matters of finances and property.

Committee On Representation Report

Members: Erma Jones, RE; Zeta Lamberson, MSW; Jennifer Lee, MWS; Marlene Michalke, RE; John J. Spangler, MWS.

Contact Numbers & Email Addresses for COR Team:

Zeta Lamberson – 678-575-9294 billzeta@bellsouth.net

John Spangler - 770-819-7442 johnispangler@hotmail.com

Erma Jones - 404-641-2112 ermaeliz@bellsouth.net

Dates of committee meetings: Jan 17, 2024

Items for information: None

Items for consent agenda: None

Items needing discussion and action:

The COR reports for action the nomination of the following named persons for terms of office and leadership in Presbytery's Ministry Units:

<u>Commission on Ministry</u>			
<i>Name</i>	<i>Term</i>	<i>Class</i>	<i>Role / Church</i>
Ken McKenzie	1 st	2025	MWS, Dalton/HR
Beth Gaines	2 nd	2025	RE, Cartersville
<u>Commission on Property</u>			
Robert Smalley	1 st	2029	RE/Dalton
<u>Coordinating Team</u>			
Teri Abercrombie	3 rd	2025	RE/Trinity

The Committee on Representation expresses its gratitude towards the volunteers who have offered their services, as well as those who have recommended individuals for consideration. as potential nominees for Presbytery's leadership positions. Currently, the most significant leadership needs are as follows:

- 1. One person for the Ministry Support Team, preferably one male Ruling Elder.**
- 2. One person for the Committee on Representation, preferably one male Ruling Elder.**
- 3. One person for the Permanent Judicial Commission.**
- 4. One Female Ruling Elder for Synod Commissioner.**

For more information, or volunteers or suggested names for consideration as potential nominees, please get in touch with Zeta Lamberson at 678-575-9294 billzeta@bellsouth.net

The Book of Order requires each council to establish a Committee on Representation to hold us accountable to the principles and practices that ensure the Presbytery will benefit from diverse voices in our common discernment.

Building Leaders Team Report

Chair: Nancy Bertrand (CRE)

Team Members: Rexford Gyeke (RE), Leigh Jones (TE), Chuck Achuff (RE), Stephanie Bishop (TE), Clay Gunter (CRE),

Resource Person: Andy Casto-Waters, Therese Howell

Contact Person: Therese Howell, clerk@cherokeepresbytery.org

Dates of Building Leaders Team meetings:

Planned dates of upcoming Building Leaders Team meetings: 4th Tuesday of every other month:

March 25, 2024; May 27, 2024

Information - Met January 23, 2024 Via Zoom

Admit to Record

The Building Leaders Team Handbook (at the back of the packet) is presented for information.

Building Leaders Team Serves Cherokee Presbytery by creating learning opportunities for teaching and ruling elders, deacons, and certified Christian educators serving local congregations, in validated ministries, and as hospital and military chaplains. Oversee the preparation of inquirers and candidates for ministry. Provides officer training support. Conducts sexual misconduct prevention training and nominates ordination examination readers to the presbytery.

Commission on Ministry

ADMIT TO RECORD

1. COM receives regular reports from the Brazilian Christian Church (BCC) Administrative Commission as it continues its work.
2. The COM receives regular reports from its subcommittees Healthy Congregations, Pastoral Relationships, and New Church Developments.
3. Minister Annual Reports have been emailed to minister members and commissioned pastors of the Presbytery. Please return your completed form by March 1.
4. The COM receives regular reports from liaisons and churches in transition.
5. At the request of Rev. Jose Carlos Pezini, Honorably Retired, the COM dismissed him with regret to the Covenant Order of Evangelical Presbyterians (ECO), effective November 9, 2023.
6. At the request of the pastor and session of First Presbyterian Church, Dalton, the COM approved extension of the interim contract with Rev. Dr. Ken McKenzie.
7. At the request of the pastor and session of Covenant Presbyterian Church, Marietta, the COM approved extension of the interim contract with Rev. Dr. Don Esa.
8. The COM approved the following administrative commission to install Rev. Stephanie Bishop as pastor of Light of Hope Presbyterian Church, Marietta, on January 14, 2PM: Moderator of Commission – Ruling Elder William (Bill) Byars, 2023 Presbytery Moderator; Ruling Elder Therese Howell, Stated Clerk; Ruling Elder Mary Kangethe, Light of Hope; Ruling Elder Billie Sutter, COM Moderator; Teaching Elder Wilson Kennedy, Validated Ministry; Rev. Cassie Waits, First Marietta; Guests of the Commission – Annabel Bishop, Rev. Brittany Fiscus-Van-Rossum, Presbytery of Greater Atlanta, Rev. Betsy Turner, Presbytery of Greater Atlanta.
9. The COM validated the ministry of Rev. Elizabeth (Betsy) J. Stow as Assistant Director of Library Public Services at Columbia Theological Seminary.
10. The COM received information on a six-month workshop sponsored by Healthy Congregations for up to 16 ruling and teaching elders on transformation and revitalization.
11. The COM approved the Ministry Discernment Profile for Westminster Presbyterian Church, Rome, for posting to the Church Leadership Connection (CLC).
12. The COM granted permission for Rev. Andy Casto-Waters, a minister member of Northeast Georgia Presbytery, to labor within the bounds of Cherokee Presbytery, effective January 1, 2024, during his term of service as Acting General Presbyter.

13. The COM granted permission for Rev. Samuel (Sam) W. Henderson (HR) to labor outside the bounds of Cherokee Presbytery as Part Time Interim Pastor with South Highland Presbyterian Church (Birmingham, AL) in the Presbytery of Sheppards and Lapsley, beginning January 16, 2024, for a period of 12 months, renewable as needed.
14. The COM reminds the Presbytery that the Minimum Effective Salary for all full time Pastors, Certified Christian Educators and Commissioned Ruling Elders for 2024 is \$46,970. This is based on 70% of the Board of Pensions 2024 Churchwide Median. This will be pro-rated for part time positions. A cost of living allowance of 3.2% is recommended to those already in ministry positions.

The Ministry Transitions Team serves the Cherokee Presbytery with limited commission powers by providing congregational support from the dissolution of a call to the installation of a new pastor including: determining interim leadership, forming a PNC, conducting a mission study and preparing for a new pastor. Accompanying a congregation through this entire process and into the ministry of a new pastor by providing: insight, best practices, direction for Book of Order compliance, communication with the larger church, aid with the search process and in identifying candidates. Following up through the first year of a new ministry and examining candidates called to churches and recommend candidates to presbytery.

Cherokee Presbytery

Building Leaders Team Handbook

TABLE OF CONTENTS

Section 1: Building Leaders Team

Section 2: Preparing for Ordination as Minister of Word and Sacrament

Section 3: Commissioned Ruling Elders

Section 4: Certified Church Personnel

Section 5: Ordination Examination Readers

Section 6: Educational Opportunities

Appendices

1 - Cherokee Presbytery Candidates Aid Fund Application

2 - Approved Providers for Psychological/Career Evaluation

3 - Application Form for CRE Candidates

4 - Session Endorsement of CRE Candidate

5 - Commissioned Ruling Elder Personal Reference

6 - Commissioned Ruling Elder Approved Training Programs

7 - CRE Field Education Learning Goals and Evaluation

Section 1: Building Leaders Team

A. Introduction: The Building Leaders Team (BLT)

This Handbook sets out the policies and practices for supporting leaders and those preparing for leadership within Cherokee Presbytery, including ordination as a minister of the Word and Sacrament, commissioning to particular pastoral service(s), and certification to church service.

B. Responsibilities from the Presbytery's Manual of Administrative Operations

The Building Leaders Team serves Cherokee Presbytery by creating educational opportunities for teaching and ruling elders, deacons, commissioned ruling elders, and certified church personnel. The BLT oversees inquirers and candidates and their preparation for ordered ministry, provides officer training support, provides opportunities for boundary training (including sexual misconduct prevention and child abuse prevention), and standard ordination examination readers for election by the presbytery.

C. Leadership and Administrative Practices of the BLT

The leadership of the BLT is determined by the Team, and may include a Chair or Co-Chair, and other appropriate roles to support its work.

The BLT provides liaisons to those pursuing vocational ministries, including: inquirers or candidates for ordination as Minister of the Word and Sacrament, elders seeking to be commissioned to pastoral service (commissioned ruling elder (CRE)), and persons seeking certification in church service. These liaisons work with the individuals and their sponsoring congregations to plan their journeys, answer questions, and facilitate the completion of requirements set forth by the BLT, Cherokee Presbytery, and the Presbyterian Church (U.S.A.)

The BLT works with the national certifying body for persons seeking certification to service within congregations, councils, and church-related entities. The BLT also works with Educator Certification Advisors to provide support for those working toward becoming Certified Christian Educators (CCE) and/or Christian Education Associates (CEA).

The BLT works with the Cherokee Presbytery Stated Clerk to maintain accurate roles of those preparing for ordination, certification, or enrolled in CRE preparation and submits paperwork as required by the Presbytery and the Presbyterian Church (U.S.A.).

The BLT works closely with other ministry teams, committees, and commissions in Cherokee Presbytery and throughout the denomination to engage in mutual ministry that supports the work of the greater Church.

Section 2: Preparing for Ordination as Minister of the Word and Sacrament

A. Nature and Purpose of Preparation

"It is important that those who are to be ordained as ministers of the Word and Sacrament receive full preparation for their task under the direction of the presbytery. For this purpose, a presbytery shall enter into covenant relationship with those preparing to become ministers of the Word and Sacrament and with their sessions and congregations. This relationship shall be divided into the two phases of inquiry and candidacy." G-2.0601

B. BLT Responsibilities

BLT covenants to support all under care of Cherokee Presbytery with prayer and discernment to enable those called to the ministry of the Word and Sacrament in the Presbyterian Church (U.S.A.) to realize their calling and service through the church. The BLT will:

1. Maintain regular contact with inquirers and candidates and their sessions;
2. Be prompt and responsive to questions, and clear about requirements for the process for preparation for ministry;
3. Explain all decisions for advancement or lack of advancement in the preparation for ministry process;
4. Maintain records and denominational contacts with the Stated Clerk;
5. Support and pray for inquirers and candidates.

C. Entering the Process

Purpose of Inquiry (G-2.0603)

The purpose of the inquiry phase is to provide an opportunity for the church and those who believe themselves called to ordered ministry as ministers of the Word and Sacrament to explore the call together so that the presbytery can make an informed decision about the inquirer's suitability for ordered ministry.

1. Requirements - Inquirers

Persons considering ordination to the Ministry of the Word and Sacrament in the Presbyterian Church (U.S.A.) under care of Cherokee Presbytery shall:

- a. Be a member active in the work and worship of a congregation in Cherokee Presbytery for at least six months (G-2.0602);
- b. Complete Forms 1 A "Application to be Enrolled by the Presbytery as an Inquirer," 1B "**Questions for Reflection**" and 1C "**Financial Planning for Theological Education**" <https://oga.pcusa.org/section/mid-council-ministries/prep4min/application-forms/>.
- c. Meet with the session of the congregation of membership to discuss the sense of call and request its endorsement as an inquirer. If the session endorses the person for inquiry, the session assigns a liaison to serve as the primary point of contact between the session and congregation.
- d. Submit an official college transcript to the Cherokee Presbytery office.
- e. Request an interview with the BLT.
- f. Meet with the BLT to enter into the inquiry phase by:

- 1) reception of completed paperwork as noted above;
 - 2) articulation of desire to explore a calling to ordained ministry in the Presbyterian Church (U.S.A.); and
 - 3) covenant to commit to BLT policies and guidelines while under care of Cherokee Presbytery.
- g. Provide a certificate of completion of boundary training, which includes the topic of sexual misconduct, and child sexual abuse prevention training with recertification at least every thirty-six months. The Presbytery shall determine which trainings are approved to meet the criteria of these two requirements. (G-2.0603)
 - h. Undergo psychological testing at site approved by BLT, with the cost to be paid by Cherokee Presbytery;
 - i. Progress toward completion of Master of Divinity degree;
 - j. Take and pass the PC(USA) Bible Content Exam (BCE) (Note: this exam may be fulfilled during candidacy, but shall ordinarily be completed in inquiry phase);
 - k. Maintain regular contact with BLT through the liaison, notifying the liaison of changes in circumstances that may impact calling to ordained ministry or progress in the preparation for ministry process;
 - l. Complete an annual consultation with BLT following the first year of inquiry, and every subsequent year under care of Cherokee Presbytery independent of other contact with BLT (Please see section entitled "Annual Consultation" for additional information).

2. Requirements Clerks of Session

The clerk of session must complete Form 1D "**Session Evaluation and Recommendation**" <https://oga.pcusa.org/section/mid-council-ministries/prep4min/application-forms/> and submit all forms (1A, 1B, 1C, 1D) to the Cherokee Presbytery office.

3. Requirements of the BLT

Following the initial consultation, the BLT will complete Form 2A "Report of Consultation Regarding Application" and if approved, Form 2B "Covenant Agreement and Inquirer Release" (<https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-enrolling-inquirer/>) and assign a liaison to be a primary point of contact and support.

4. While Under Care

a. Oversight

"During the phases of Inquiry and Candidacy, the individual continues to be an active member of their congregation and subject to the concern and discipline of the session. However, during the time the individual is enrolled as an inquirer or candidate, the session shall report to the presbytery any matters of sexual misconduct. In matters relating to preparation for ministry, the individual is subject to the oversight of the presbytery within the context of their covenant relationship." (G-2.0605)

b. Annual Consultation

In order to exercise proper oversight, inquirers and candidates will maintain regular contact with the Building Leaders Team, including at least one formal annual review as long as they remain under care.

- 1) Prior to an annual consultation, the inquirer/candidate will respond to the liaison, who initiates contact, and schedule a time for an Annual Consultation, which may take place via video conferencing;
- 2) At least one week prior to meeting with liaison, the Inquirer/Candidate will complete Form 3 "Pre-consultation report on developmental areas"
- 3) Following Annual Consultation, the liaison will complete Form 4 "Report on Consultation," forwarding the completed form to the inquirer, the BLT Chair, and the clerk of session of the supporting congregation.

Note: Failure to respond to liaison or fulfill Annual Consultation requirement will preclude progress to Candidacy or Ordination and may result in termination of preparation for ministry process for the Inquirer.

c. Service in Covenant Relationship

"Inquirers and candidates shall, with the permission of the presbytery of care, engage in some form of supervised service to the church. No inquirer or candidate who has not been previously ordained as a ruling elder may serve as moderator of a session, administer the Sacraments, or perform a marriage service. An inquirer or candidate previously ordained as a ruling elder may be authorized by the presbytery to preside at the Lord's Supper when invited by a session." (G-2.0606)

5. Advancing to Candidacy

If, following at least one year of inquiry and having completed the enumerated requirements, the inquirer discerns a calling to ministry and wishes to pursue ordination as a Minister of the Word and Sacrament in the Presbyterian Church (U.S.A.), the inquirer may request to the BLT to progress to candidacy.

To advance to candidacy, the inquirer will:

- a. Complete Form 5A and meet with session of their home congregation for approval
- b. Submit completed Form 5A to the Cherokee Presbytery office; the clerk of session submits completed Form 5B to the Cherokee Presbytery office.
- c. Meet with the BLT, exploring issues of calling to ordained ministry, suitability, and fitness for ordination;
- d. Sign and agree to Form 5C and Form 5D provided by BLT (Form 5C enumerates areas for growth in potential candidates, which informs future interviews with BLT and annual consultations with liaison);

- e. Complete Form 5C and Form 5D; BLT will request time on the agenda of a Cherokee Presbytery meeting agreeable to the inquirer and BLT for evaluation and action on candidacy;
- f. Prepare a Statement of Faith and brief autobiography (roughly 500 words each) to be included with the Presbytery packet. Materials must be received by the deadline for the Presbytery packet.
- g. Be examined on the floor of Presbytery regarding sense of call and Christian service undertaken. An affirmative vote of Presbytery enrolls the inquirer as a candidate.

Note: A candidate for ministry will not be eligible for ordination until at least one year from the date of enrollment as a candidate.

D. Candidacy

Purpose of Candidacy

"The purpose of the candidacy phase is to provide for the full preparation of persons to serve the church as ministers of the Word and Sacrament. This shall be accomplished through the presbytery's support, guidance, and evaluation of a candidate's fitness and readiness for a call to ministry requiring ordination." (G-2.0604)

1. Requirements - Candidates

- a. Make progress towards completion of a Master of Divinity degree;
- b. Work in supervised ministry in a church or chaplaincy setting (*Note: this requirement may be fulfilled during the inquiry phase*);
- c. Complete not less than one unit of Clinical Pastoral Education (CPE) or a similar field experience with a focus on pastoral care (*Note: this requirement may be fulfilled during inquiry phase*);
- d. Take all Standard Ordination Examinations administered by the PC(USA) with the approval of the BLT (*Note: if the Bible Content Exam was not completed during the inquiry phase, it is recommended that this requirement be completed before progressing to the Standard Ordination Exams*);
- e. Complete annual consultation with the BLT liaison every year while under care of Cherokee Presbytery, independent of other contact with BLT (Please see section entitled "Annual Consultation" for additional information);
- f. Maintain regular contact with the BLT through liaison, notifying liaison of any circumstances that may impact calling to ordained ministry or progress in the preparation for ministry process.

E. Removal from Process

Removal from Relationship

"An inquirer or candidate may, after consultation with the session and the presbytery, withdraw from covenant relationship. A presbytery may also, for sufficient reasons, remove an individual's name from the roll of inquirers and

candidates, reporting this action and the reasons to the session, to the individual, and, if appropriate, to the educational institution in which the individual is enrolled. Prior to taking such action, the presbytery or its designated entity shall make a reasonable attempt to give the candidate or inquirer an opportunity to be heard concerning the proposed removal." G-2.0609

An inquirer or candidate may, in consultation with the session and the BLT, withdraw from the process. The BLT reserves the right to remove inquirers or candidates from the preparation for ministry process for sufficient reasons (i.e., not making adequate progress, or communication regarding progress). An inquirer or candidate may, in consultation with the sessions and presbyteries involved, request to transfer the covenant relationship to another presbytery.

F. **Final Assessment**

The BLT shall conduct a final assessment of the candidate's preparation and readiness to begin ordered ministry. This final assessment certifies that the candidate successfully completed all the requirements in the *Book of Order* and the BLT Handbook, and to engage in seeking a call to service and ordination as a teaching elder. The final assessment includes certification of the candidate as ready to receive a call.

1. Evidence of readiness to begin ordered ministry as a teaching elder shall include:
 - a. a candidate's wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgment;
 - b. a transcript showing graduation, with satisfactory grades, at a regionally accredited college or university;
 - c. a transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery, showing a course of study including Hebrew and Greek, exegesis of the Old and New Testaments using Hebrew and Greek, satisfactory grades in all areas of study, and graduation or proximity to graduation; and
 - d. examination materials, together with evaluations that declare those materials satisfactory in the areas covered by any standard ordination examination approved by the General Assembly. Such examinations shall be prepared and administered by a body created by the presbyteries.
2. Additional Requirements
 - a. Candidates must have satisfactorily completed the requisite paperwork including denominational forms, annual consultation reports, session endorsements, evidence of completion of psychological evaluation, CPE, transcripts, and boundary training, which includes the topic of sexual misconduct and child sexual abuse prevention (with recertification every 36 months). After at least nine (9) months in the candidacy phase, a candidate may request a final assessment, and will submit the following with the request for the assessment:
 - 1) A brief, written response to each of the constitutional questions for ordination, W-4.4004, a-h, i(3). Responses should be 3-5 sentences, and

- demonstrate an understanding of the question as it relates to both personal and vocational life;
- 2) The candidate may submit their most recent transcript, noting graduation date, to be followed by a final transcript after graduation if the final assessment is prior to seminary graduation,
 - 3) A draft version of the candidate's Personal Discernment Profile
 - 4) A one-page Statement of Faith and a one-page Faith Journey
3. Final Assessment Interview
- a. The Building Leaders Team will meet with the candidate for a Final Assessment, which includes:
 - 1) The candidate's completion of all requirements for ordination;
 - 2) The candidate's sharing of Statement of Faith, Faith Journey, and sense of call;
 - 3) Preach a short sermon to the BLT;
 - 4) The Building Leaders Team's questions relating to candidate's readiness for ministry (based on G-2.0607a.);
 - 5) The-Building Leaders Team's additional recommendations or suggestions to further assist the candidate in preparation for ministry (i.e., suggestions for PDP responses, additional study or practical experience, personal growth).
 - b. If approved:
 - 1) the BLT will submit a completed Form 6 signed by the candidate
 - 2) the candidate will immediately be "Certified Ready for Call."
 - 3) the BLT will continue to support the Candidate, providing discernment partners and appropriate references and connections with other church leaders within and beyond the Presbytery.
 - c. If not approved:
 - 1) the Building Leaders Team will work with the Candidate to develop a plan to address any areas of needed growth, using previous goals as guidelines.
 - 2) the BLT will continue to support the Candidate, providing discernment partners and mentors.

G. Ordination Checklist

All forms can be found online at <https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/>

- a. Official college or university transcript;
- b. Official seminary transcript showing successful completion of Master of Divinity Degree from ATS accredited school with classes in Greek and Hebrew exegesis;
- c. Report of psychological testing from BLT-approved site;
- d. Record of completed Standard Ordination Exams, including Bible Content, Worship and Sacraments, Polity, Theology, and Biblical Exegesis;
- e. Form 1 series (A, B, C, D)
- f. Form 2 series (A, B)
- g. Form 3 for every year under care of Cherokee Presbytery

- h. Form 4 for every year under care of Cherokee Presbytery
- i. Form 5 series (A, B, C, D)
- j. Form 6
- k. Brief Personal statement/autobiography (Faith Journey)
- l. Statement of Faith
- m. Response to Ordination Questions
- n. Copy of Personal Discernment Profile

Section 3: Commissioned Ruling Elders (G-2.10)

A. Purpose and Goals

The Book of Order states that a “. . . presbytery, in consultation with one or more sessions or other responsible committees, . . . may authorize a ruling elder to be commissioned to . . . pastoral service as a commissioned pastor also known as a commissioned ruling elder as assigned by the presbytery.” (G-2.1001). The purpose of the CRE program is to provide appropriately trained and consistently excellent ministry among Commissioned Ruling Elders across congregations or entities within the presbytery, supported by the Building Leaders Team (BLT) and the Commission on Ministry (COM) throughout their commission.

The CRE may work in partnership with existing pastors and ministries or complement and support congregations that serve people who need particular cultural sensitivities, linguistic skills and ministry gifts and experience. The CRE might serve as a chaplain, in prison ministry, college and hospital and/or nursing homes, new immigrant fellowships, or new and creative leadership positions within Cherokee Presbytery. This service requires elders who sense a deep call from God to move into responsibility in and for the presbytery. It is the responsibility of the presbytery to help in discerning such a call. It is also the responsibility of the presbytery to offer training for this work and ministry.

B. Process for Churches Desiring the Services of a Commissioned Ruling Elder

The session will meet with the General Presbyter and COM to determine the appropriateness of a commissioned ruling elder, based on the needs of the congregation or other validated ministry, the support potential of the congregation ministry, and the mission strategy of the Presbytery.

C. Process for a Ruling Elder Seeking to be Commissioned to Particular Pastoral Service

A Ruling Elder who seeks to be commissioned in Cherokee Presbytery will meet with the General Presbyter and BLT Chair to discuss the process and the opportunities for a Commissioned Ruling Elder in the presbytery. The Ruling Elder shall provide any educational transcripts at this time, or within 30 days of the meeting.

D. CRE Applicant Qualifications

The CRE Applicant will:

1. Be a Ruling Elder and a member in good standing in a congregation of Cherokee Presbytery. The session of the Ruling Elder’s church of membership shall provide a statement of good standing.

2. Be faithful in spiritual discipline and possess mature spiritual depth
3. Have experience and service as a Ruling Elder on Session
4. Exhibit readiness for theological education and training.

E. **Discerning the Call to CRE**

The Applicant will:

1. Submit to the Building Leaders Team (BLT) the following documents:
 - a. Application for CRE Candidates (Appendix 1)
 - b. Written statement on personal faith journey, including a sense of call to this ministry
 - c. The endorsement of the Session of their congregation of membership (Appendix 2)
 - d. Three references (from congregation of membership, with at least one reference from outside the congregation)
2. Consult with the BLT regarding educational requirements and develop a mutually agreed upon plan to satisfy the requirements.
3. Sign and agree to abide by the Sexual Conduct and Child Protection Policies of the Cherokee Presbytery
4. Complete Boundary Training within six months of acceptance into the training program.
5. Upon acceptance into the training program, a mentor will be assigned to the CRE Applicant (ordinarily a teaching elder member of Cherokee Presbytery).

F. **Educational Preparation Requirement for CRE Applicant (G-2.1002)**

1. **Theological training:** Once the CRE Applicant has been approved by the BLT, the Applicant must complete a series of courses covering the Bible, Reformed Theology and Sacraments, Presbyterian Polity, preaching, leading worship, pastoral care, and teaching. These can be completed through one of the approved programs (Appendix 4) or another program of the Applicant's choice with the prior approval of the BLT. The cost for the coursework (fees, tuition, books, and supplies) is the responsibility of the CRE Applicant, although the Applicant can petition their Session to help defray costs. Cherokee Presbytery may also have scholarship funds available, administered by the BLT.
2. **Boundary Training:** The CRE Applicant shall complete boundary training, which includes the topic of sexual misconduct, and child sexual abuse prevention training, with recertification at least every thirty-six months. The presbytery shall determine which trainings are approved to meet the criteria of these two requirements.
3. **Psychological/career assessment:** after completion of the first year of study, the CRE Applicant will undergo a psychological/career assessment from a BLT-approved site with those costs paid by the presbytery.
4. **Ongoing assessment by BLT:** During this time, the Applicant will meet with the BLT annually, and meet with their mentor at least quarterly.

G. **Final Evaluation**

Once all requirements have been satisfied, the CRE Applicant will:

1. Submit a Faith Journey, Statement of Faith, and Sense of Call to the COM. The COM will examine the CRE Applicant as to personal faith, motives for seeking a commission, as well as the areas of instruction required by the BLT.
2. If the COM approves the CRE Applicant for a commission to limited pastoral service, the COM will recommend the Applicant be commissioned at the next stated or a called meeting of Presbytery.

If there is not a congregation or ministry for commissioning, the CRE Applicant shall be available for commissioning when such service becomes available.

H. Ongoing Requirements for the CRE (G-2.1004)

The CRE will:

1. Be supervised by a Teaching Elder Mentor assigned by COM
2. Complete an annual report to the COM
3. Complete continuing education courses (workshops, etc.) at least every two years, in consultation with COM
4. Attend Stated Meetings of the Cherokee Presbytery, with voice and vote as a ruling elder.
5. The COM shall review the commission at least annually.

I. Commission and Compensation

1. The CRE Applicant may be commissioned to moderate the session of the congregation or congregations to which they will be commissioned, to administer the Sacraments, and to officiate at marriages, where permitted by state law. The commission shall specify the term of service, not to exceed three years, but shall be renewable.
2. The commission shall state whether full or part time, with hours per week specified.
3. The commission shall state the compensation provided for the CRE.
4. The commission shall be reviewed annually by the COM, and renewed upon the request of the session and the CRE, and approval by the COM.
5. The COM may end the commission at any time for reasons it deems good and sufficient, or upon request of either the CRE or the session.

Section 4: Certified Church Service

Forms of Certified Church Service

“Persons may be certified and called to service within congregations, councils, and church-related entities, serving in staff positions. These individuals endeavor to reflect their faith through their work and to strengthen the church through their dedication” (G-2.1101). These persons are encouraged to meet the certification requirements of a national certifying body approved by the General Assembly.

Certified Christian Educators and Christian Education Associates

“Certified Christian educators are persons certified and called to service in the ministry of education in congregations or councils. They shall have skills and training

in biblical interpretation, Reformed theology, worship and sacraments, human development, religious educational theory and practice, and the polity, programs, and mission of the Presbyterian Church (U.S.A.)." (G-2.1103)

BLT Responsibilities

The BLT will support those in certified service, and encourage individuals to seek certification. The BLT will provide support and oversight as appropriate to persons pursuing certification, and shall encourage sessions to make continuing education funds and time available to those seeking certification.

The BLT shall establish minimum requirements for compensation and benefits for Certified Christian Educators and Associate Certified Christian Educators, and shall provide access to the Commission on Ministry.

The BLT shall provide opportunities for boundary training, which includes the topic of sexual misconduct and child sexual abuse prevention training for Certified Christian Educators and Associate Certified Christian Educators with recertification at least every 36 months. The BLT shall determine which trainings are approved to meet these requirements.

Following Certification

Names of those persons who have achieved certification will be forwarded to the Stated Clerk. The Presbytery shall affirm the skill and dedication of such persons by providing a service of recognition during a meeting of the Presbytery. The Presbytery may grant the privilege of voice at all its meetings to persons in certified service. Certified Christian Educators shall have voice in meetings of Presbytery during their term of service. Certified Christian Educators who are ordained as ruling elders will have voice and vote at Presbytery meetings during their term of service, such vote to count as a ruling elder.

Section 5: Ordination Examination Readers

The Building Leaders Team shall recommend one ruling elder and one minister of the Word and Sacrament for election as readers of standard ordination examinations. The BLT chair and the Stated Clerk shall report those readers to the Office of General Assembly annually, and provide communication with elected readers regarding their responsibilities as directed by OGA.

Section 6: Educational Opportunities

The BLT will provide opportunities for the following for minister members of the presbytery, certified church personnel, and commissioned ruling elders:

1. Boundary training, to include the topic of sexual misconduct and child sexual abuse prevention, in consultation with the Commission on Ministry

2. Officer Training (in consultation with the Stated Clerk and the General
Presbyter)
3. Retreat / Sabbath / Renewal
4. Workshops of Interest
5. Leadership Summits to the benefit of local congregations

Appendix 1

Cherokee Presbytery Candidates Aid Fund Application Guidelines

The Candidates Aid Fund (Hoyt and Garrett Funds) are available for to support expenses related to preparing for formal ministry in the Presbyterian Church (U.S.A), including educational expenses, vocational assessment tools, ordination exam fees, and similar expenses.

Eligibility - Recipients must meet the following criteria:

- Active member of a PC(USA) congregation in Cherokee Presbytery
- Enrolled in an educational program for the purpose of engaging in ministry service, including:
 - M.Div., M.A.C.E. or similar degree-seeking program at an accredited educational institution. M.Div. students ordinarily should also be pursuing ordination.
 - Educator pursuing certification as a Christian Educator in the PC(USA)
 - Ruling Elder engaged in preparation to serve as a Commissioned Ruling Elder
 - Other similar pursuits as appropriate, approved by the Building Leaders Team.

Award Amount:

Candidates may apply for up to \$1,000 per 12-month period.

Renewal:

Recipients may reapply for the award so long as they are currently enrolled in a qualifying educational program and making satisfactory progress. Total cumulative amount awarded to each candidate shall not exceed \$5,000.

Disbursement:

Checks will be made to the individual or the educational institution or program where they are enrolled. Individuals may be asked to provide receipts and verification of how funds were spent. Should an individual withdraw from their educational program for which the award was given, it is expected that the individual will return those funds to the Presbytery or submit an amended "Award Request" to the BLT for consideration of alternate plans.

Application:

Applicants should complete the attached application form and submit to the presbytery office. Applications will be reviewed on a rolling schedule by the Building Leaders Team within 60 days of submission. Additional documentation may be requested to support requests.

Cherokee Presbytery Candidates Aid Fund Application

Personal Information

Name _____

Mailing Address _____

Phone: (Circle: Cell/Home/Work/Other) _____

E-mail Address: _____

Ecclesial Information

Home Church _____ Date joined: _____

If pursuing ordination, what is your Presbytery status? ____ Inquirer ____ Candidate

Educational Information

Name of Seminary/Institution/Program _____

Address: _____

Degree or Certification Pursued: _____

Expected Completion Date: _____

Award Request

Amount Requested: _____ for the Academic Year _____

Disbursement to be sent to: (candidate or educational institution/program)

In one - two paragraphs on a separate page, describe how you intend to use this award to further your preparation for ministry along with a breakdown of anticipated expenses.

OFFICE USE ONLY

Date Received: _____

Date Reviewed by BLT: _____

Amount Awarded: _____

Date of Award Distribution: _____

Appendix 2

Approved Providers for Psychological/Career Evaluation

Ministry Assessments “Candidates for Ministry Program”

(<https://ministryassessments.com/>)

can be completed in-person in Brookhaven, Georgia, or online.

Other similar programs may be utilized with approval in advance from the Building Leaders Team. Programs should include the use of recognized psychological and career related tests administered by a trained professional along with a formal review with the candidate and written report that can be provided to the Building Leaders Team.

Appendix 3

Cherokee Presbytery - Application Form for CRE Candidate

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Preferred Telephone: _____

Email: _____

Current Church Membership: _____

Date Joined: _____

Date of Ordination as Ruling Elder in the PC(USA): _____

Ordaining Congregation: _____

Describe Your Activities in the Life and Mission of the Church: (List churches to which you have belonged; dates of membership; church activities in which you participated; positions of responsibility you have held, etc. *Use additional paper, if necessary.*)

Describe Your Service and Experience as a Ruling Elder:

Educational Background: School, Location, Year Graduated/Diploma/Degree: (*start with High School*)

References: List the name, address, telephone, and occupation of three people (no relatives) who have known you for at least five years. One of these references should be a Minister of the Word and Sacrament in the PC(USA). One of these references should be beyond your current congregation.

1. _____
Name Relationship to you

Mailing Address

Phone(s) Email

2. _____
Name Relationship to you

Mailing Address

Phone(s) Email

3. _____
Name Relationship to you

Mailing Address

Phone(s) Email

_____ I hereby authorize those inquiring into my suitability to contact my references.
(Initial)

Statement:

“Why I would like to be involved in the Commissioned Ruling Elder Program.” In your statement, please describe which phases of service as a Commissioned Ruling Elder you believe will be most difficult for you and which will be easiest for you. Also, please describe your most meaningful religious experience and why it was most meaningful to you.

Appendix 4

Cherokee Presbytery

Session Endorsement of CRE Candidate

NOTE: You should take this completed form, together with your "Statement" (previous page) to the moderator of your session. The minister and session will talk with you about your interest in the Commissioned Ruling Elder Program. The clerk of session will then forward your application form and statement, to the Presbytery's Building Leaders Team.

RECOMMENDATION OF THE SESSION

As the Session considers recommending a person to be enrolled in the Commissioned Ruling Elder Program, the following are among the criteria that should be considered:

1. Is the person a committed Christian? Yes No

Comments:

2. Is the person an active and effective member of the Congregation? Yes No

Comments:

3. Does the person relate helpfully and positively to others? Yes No

Comments:

4. Is the person loyal to and enthusiastic about the Presbyterian Church (U.S.A.)? Yes

No

Comments:

5. Does the person have strong leadership qualities? Yes No

Comments:

6. Does the person have good communication skills? Yes No

Comments:

7. Also, in considering your recommendation, are the Session and the Congregation willing to affirm and support this person in ministry? Yes No

Comments:

RECOMMENDATION

The Session of the _____ (Church)

in _____, Georgia, has met with _____,
(city) (name)

who is a Ruling Elder in this congregation and after due deliberation recommends this person for the Commissioned Ruling Elder Program and pledges its affirmation and support as this person embarks upon and continues in this ministry.

(date) Signed: _____
(Clerk of Session)

Appendix 5
Cherokee Presbytery
Commissioned Ruling Elder Personal Reference

_____ has applied to participate in a training program which could lead to their becoming a Commissioned Ruling Elder serving within Cherokee Presbytery. This means they could perform certain pastoral functions within the church or one of its related ministries, as authorized by the Presbytery (e.g. preaching, teaching, planning and leading worship including weddings and funerals, administering the Sacraments, and moderating the Session).

As a reference, please complete this form and return it to:

- How long, and in what capacity have you known this individual?

- How have you observed them working in the life of the church? In the life of the Presbytery?

- Describe the particular gifts or skills they have for pastoral ministry.

- What attributes do they have that especially commend them to be a Commissioned Ruling Elder?

- Anything else you would like to share:

Name:

Address:

Date:

Appendix 6

Cherokee Presbytery

Commissioned Ruling Elder Approved Training Programs

University of Dubuque Theological Seminary Christian Leadership Program

<https://moodle.dbq.edu/mod/page/view.php?id=301860>

Union Presbyterian Seminary Pathways to Learning and Leadership Online Courses

<https://www.upsem.edu/leadership-institute/pathways-learning-leadership-2/>

Austin Presbyterian Theological Seminary Certificate in Ministry

<https://www.austinseminary.edu/academics/non-degree-programs/certificate-in-ministry>

Whitworth University Commissioned Ruling Elder Program

<https://www.whitworth.edu/cms/administration/church-engagement/commissioned-ruling-elder-program/program-content/>

Savannah Presbytery School of Laity Program (Two Year Program)

<https://www.savannahpresbytery.org/ministries/ministries-of-savannah-presbytery/school-of-the-laity/>

South Carolina Lay School of Theology at Presbyterian College (Lay Pastor Track)

<https://capresbytery.org/presbyterian-lay-school/>

Appendix 7

Cherokee Presbytery

CRE Field Education Learning Goals and Evaluation

Goal 1: Practicing Theologian

1. Identifying the Learning Goal
2. Achieving the Learning Goal
3. Resources
4. Supervision Questions

Goal 2: Community Witness

1. Identifying the Learning Goal
2. Achieving the Learning Goal
3. Resources
4. Supervision Questions

Goal 3: Congregational Leader

1. Identifying the Learning Goal
2. Achieving the Learning Goal
3. Resources
4. Supervision Questions

Self-Evaluation: In 1000 words, please reflect on your experience of field education, your attentiveness and evaluation of your learning goals, and how you plan to utilize these experiences and learnings in your practice of pastoral ministry as a CRE.

Supervisor Evaluation

1. Describe and assess the CRE Applicant's learning, skill development, and growth during this internship as they relate to the goals and objectives stated in the Learning Goals.
2. Identify the CRE Applicant's professional development needs as they have emerged out of this internship.
3. Discuss your perception of the CRE Applicant's leadership style/gifts for ministry as they have manifested themselves in this internship.
4. Describe and assess your supervisory relationship with the CRE Applicant.
5. As you think back on the field education experience, what were some of the key ministerial/educational experiences that were incorporated into the process of supervision?

Cherokee Presbytery

Application for Designated Funds

Date received: _____

Date processed: _____

Contact Information

APPLICANT NAME: _____

EMAIL: _____ PHONE: _____

CHURCH NAME: _____

ADDRESS: _____

PHONE: _____

Request for Aid

1. Cherokee Presbytery stewards a number of funds designated for the enrichment of our ministries. Please check the fund below which applies to this request:

- Children/Youth (Marian Parker): promoting and/or supporting ministries to children and/or youth within Cherokee Presbytery
- New Church Development (Pender): for the ministry of church development (new and re-development) within Cherokee Presbytery
- Campus Ministry (Garrett): income for the support of campus ministry within Cherokee Presbytery

2. REQUESTED AMOUNT: _____

3. DESCRIBE REQUEST:

4. How will this request further the mission and ministry of this presbytery and of the church of Jesus Christ in Cherokee Presbytery?

APPLICANT SIGNATURE: _____ DATE: _____

PASTOR SIGNATURE: _____ DATE: _____