



CHEROKEE PRESBYTERY

Cultivate. Support. Facilitate.

**Stated Meeting
February 4, 2023
Westminster Presbyterian Church
Rome, Georgia**

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**MINUTES OF THE STATED MEETING OF CHEROKEE PRESBYTERY
February 4, 2023, Westminster Presbyterian Church, Rome, GA**

Roll of Presbytery

ACTIVE MINISTERS

Aye-Addo, Kwasi	Ex
Bishop, Stephanie	P
<i>Braga, Reginaldo</i>	Unex
Collins, Nikki	Unex
Evans, Joe	Ex
Fuller, Julie	Unex
Grove, David	P
Haynes, Susan	P
Henderson, Sam	Unex
Jones, David	P
Jones, Leigh	P
<i>Jones, Ray</i>	P
Jordan, David	P
Josey, Camille	P
Kennedy, Wilson	P
Lee, Jennifer	P
Mendes, Paulo	P
Meyer, Renee	P
Milford, Elizabeth	P
Moore-Keish, Chris	Unex
<i>Pezini, Jose</i>	Ex
Renken, Catherine	P
Scott, Katie	P
Scott, Will	P
Simpson, Jim	P
Stow, Betsy	Unex
Waddell, Bridget	P
Waddell, Kenneth	P
Waits, Cassie	Ex
Yoo, William	P
Zaki, Raafat	P
(31)	

Italics = Laboring in mission field
or out of bounds of presbytery

CORRESPONDING MINISTERS

Pete Paulsen(RCA)	P
Kathi Parchem (Savannah)	P
Rafael Viana (Gr Atl)	P

RETIRED MINISTERS

Alvis, Joel	
Beltzner, Denise	
Blackwell, Rebecca	
Bogar, Fritz	
Brice, Joe	
Carmichael, Bert	
Cooley, Pem	
Craft, Ed	P
Edwards, Maxine	
Esa, Donald	P
Estes, Coile	
Garrett, Eleana	
Glauner, David	
Gonzalez, Catherine	
Gray, Joan	P
Guder, Darrell	
Gunter, Sid	P
Hittel, Maryellen	
Hunter, Rodney	
Jones, Walter	
Kim, Jin Hoon	
Lamberson, Zeta	P
Leyden, Stuart	
Looby, Janet	
Martin, John	
Martin, Roger	
McDonald, David	
McKenzie, Ken	P
Moore, Greg	
Neelly, Dick	P
Nesbit, Van	
Ottaviano, Dan	

RETIRED MINISTERS

Parr, Cyndi	
Rhodes, Jan	
Sapp, Frank	
Sapp, Mary Kay	
Scott, Carol	
Sherwood, Paul	
Smith, Cuyler	
Smith, Ted	
Spangler, John	P
Speed, James	
Stroup, George	
Tarrant, John	
Terrell, Ken	
Wade, Carol	
Waskey, Jack	
Weathersby, Frank	
Weaver, Charles	
Wood, Tom	
(50)	

CHURCH – RULING ELDER COMMISSIONERS

Acworth
Beersheba (1)
Brazilian Christian (1)
Calhoun (1)
Cartersville (2)
Cedartown (1)
Chickamauga (1)
Christ Fellowship (1)
Cohutta
Covenant (1)
Dalton (1)
Deer Creek (1)
Ebenezer Ghan.
Faith Canton
Faith Blue Ridge (1)
Grace (1)
Heritage (2)
John Knox (1)
Kirkwood (1)
LaFayette (1)
Light of Hope (1)
Macland (1)
Marietta (3)
Morton Memorial
Ray-Thomas
Rockmart
Silver Creek (1)
Trinity (1)
Westminster (1)
Woodstock

In attendance:

Teaching Elders	21
HR Teaching Elders	8
Ruling Elders	29
Corresponding Members	4
Visitors	28
Presbytery Lay Staff	1
Total Attendance	91
Absent: Excused TE	4
Unexcused TE	6

OTHER RULING ELDERS:

Nancy Bertrand, CP	P
Billie Sutter MTT	P
Clay Gunter CP	Ex
Bob Butler	P
Therese Howell, Stated Clerk	P

Possible Ruling Elder total – 41

MINUTES OF STATED MEETING
OF CHEROKEE PRESBYTERY
FEBRUARY 4, 2023

Cherokee Presbytery met in stated meeting on Saturday, February 4, 2023, at Westminster Presbyterian Church, Rome, Georgia. The meeting was called to order by Rev. Catherine Renken, 2022 Moderator, at 10:00 a.m.

WORSHIP

Worship began with the presentation of the elements:

The candle – Jesus Christ, the Light of the world, presented by Bill Byars;
The Bible – our story as God’s people, presented by Stephanie Crossland;
The water – fountain of our identity, presented by Trish Reed; and
The bread and wine – table of our sustenance, presented by Anita Errickson.
Welcome home.

Worship leadership included Rev. Catherine Renken (2022 Moderator), Elders Bill Byars and Trish Reed (Westminster Presbyterian Church, Rome), and Rev. Stephanie Crossland (Calhoun Presbyterian Church). Music was provided by the Westminster Choir and Band. Rev. Renken, Elder Therese Howell (Stated Clerk Consultant), and Rev. Wilson Kennedy (General Presbyter) led the installation of Bill Byars as 2023 Moderator of Cherokee Presbytery. Rev. Dr. Renée Meyer (Westminster Presbyterian Church, Rome) and Rev. Kennedy presided over the celebration of the Lord’s Supper. Elder Anita Errickson interpreted the offering, which was designated for Westminster Presbyterian Church, Rome, to assist with repairs to the sanctuary. Worship concluded with a benediction pronounced by Moderator Byars.

RECONVENE / LAND ACKNOWLEDGMENT / STATEMENT OF PROCEDURES /
RECOGNITION OF 2022 MODERATOR / QUORUM

The Moderator call the meeting back to order, and reported that this meeting was also Cherokee Presbytery’s annual meeting. The Moderator honored native persons with a land acknowledgement and offered a prayer. Meeting etiquette was briefly reviewed, and the Moderator reported that Silver Creek Presbyterian Church would host a bar-b-cue lunch at the meeting. Rev. Catherine Renken, 2022 Moderator, was thanked for her service, and Rev. Kennedy offered a prayer. The Moderator then declared a quorum was present, upon advice of the Stated Clerk Consultant.

ADOPTION OF AGENDA / WELCOME BY HOST

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.

Dr. Renée Meyer, pastor of the host church, welcomed commissioners and spoke briefly about the church. Dr. Meyer thanked Silver Creek Presbyterian Church for providing lunch.

GENERAL PRESBYTER'S REPORT

Rev. Wilson Kennedy, General Presbyter, provided a written report in the Presbytery packet. Rev. Kennedy thanked the Presbytery for the opportunity to serve, and stated he was grateful to move forward in faith with the leaders of Cherokee Presbytery, to ensure the vitality, creativity, and nimbleness of the churches of the Presbytery. He reminded the Presbytery we are better together. Rev. Kennedy reported on the new weekly newsletter, SWIGO – So What Is Going On – and encouraged churches to call on him.

COORDINATING TEAM

Rev. Dr. Jim Simpson, chair of the Coordinating Team, presented the team's report.

Personnel Handbook

The Coordinating Team is undertaking the development of a Personnel Handbook relating to the employment of Presbytery Staff. The Team working on this Handbook is: Wilson Kennedy, Elizabeth Lovell Milford, Kwasi Aye-Addo, Therese Howell. The Coordinating Team hopes to present the Personnel Handbook in June.

Agenda for February 2023 Presbytery Meeting

The Coordinating Team approved the Proposed Agenda for the February 2023 Presbytery Meeting.

Job Descriptions

The Coordinating reviewed and approved new staff job descriptions for the Office Administrator/Bookkeeper, and Stated Clerk. The job descriptions are attached for information (Attachment A).

2023 Budget

The Coordinating Team reviewed the 2023 Budget prepared by the Ministry Support Team, and supports its recommendation to Presbytery.

2023 Presbytery Meetings

Dr. Simpson reported that the Presbytery meeting scheduled for Thursday, March 16, 2:00 p.m., at First Presbyterian Church, Cartersville would be following the Pastors' Convocation. The purpose of the meeting would be to deal with the proposed amendments to the *Book of Order*. He stated the June 3, 2023 Presbytery meeting would begin at 10AM, and would be at the Camp Cherokee Retreat Center.

Coordinating Team Retreat

Dr. Simpson stated that the Coordinating Team held a retreat on January 10, and discussed plans for 2023, reviewed staff, discussed the possible merger of the Ministry Transitions Team and the Congregational Health Team, and reviewed Cherokee Presbytery's Organizing Documents (Bylaws, Manual of Administrative Operations, and Standing Rules) in light of recommended changes.

Stated Clerk Consultant / Election of Stated Clerk

Stated Clerk Consultant Therese Howell provided a report on her work to date at the Coordinating Team Retreat. Dr. Simpson reported the original contract with Therese will end on February 28, and the Coordinating Team was unanimous in their belief that God was calling Therese to serve as Cherokee's Stated Clerk, and Therese indicated she was willing to serve. The Coordinating Team recommended the election of Therese Howell as Stated Clerk, for three years, effective February 4, 2023, with the following terms: Up to 16 hours/week, \$24,000/year, up to \$3,000 reimbursable mileage. Therese will be in the Presbytery office at least once a month, and available by phone, Zoom, and email.

The Moderator asked if anyone had any questions for Therese, and there were none. Rev. Kennedy agreed to serve as temporary clerk, and Therese left the meeting.

After voting, Therese rejoined the meeting. The Moderator reported the Presbytery approved the recommendation to elect Therese Howell as Stated Clerk for the terms indicated.

Election of Treasurer

Dr. Simpson reported the Coordinating Team is charged with recommending a Treasurer to the Presbytery. The Coordinating Team recommended that Rev. Susan Haynes be elected Treasurer, for one year, effective February 4, 2023. There were no questions or discussion, and the recommendation was approved. Dr. Simpson thanked Minette Rutenberg for her service as Treasurer.

General Presbyter Terms of Call

Dr. Simpson stated the Coordinating Team received a report from General Presbyter Wilson Kennedy as he approached his one year anniversary as General Presbyter. Dr. Simpson reported that the Coordinating Team is grateful for Rev. Kennedy's enthusiasm, intelligence, care and compassion, and his good work in Cherokee Presbytery.

The Coordinating Team recommended the following terms of call for General Presbyter Wilson Kennedy: Salary (includes SECA) \$38,000; Housing \$35,000; Med/Pen \$29,070; Prof Exp/Cell Phone \$1,800; Travel/Mileage \$4,000; Continuing Education / Leader Forum \$3,600; Professional Relationships/Pastoral Care \$1,500; total \$112,970. The Moderator asked if there were any questions for Rev. Kennedy, and there were none. Rev. Kennedy left the meeting.

The motion was made and seconded to raise Rev. Kennedy's salary by 8%; there was discussion about inflation and cost of living. There was a motion to call the question, which was seconded and approved. The amendment was defeated, and the terms of call as presented were approved. Rev. Kennedy rejoined the meeting and was informed of the decision.

Creation of Commission on Ministry

Dr. Simpson reported that over the last year, the Ministry Transitions Team, Congregational Health Team, and the Coordinating Team have reflected on the changing nature of Cherokee Presbytery and the need for its structure to reflect the nimble and creative spirit that permeates the work of the Presbytery. A Commission on Ministry (“COM”) will help the Presbytery be generative and relational at meetings, while also taking care of business. This commission will take care of necessary tasks like liaising with congregations and New Church Developments, working with congregations in transition, examining and welcoming new minister members, and ensuring the health and vitality of Cherokee’s ministers and churches. A Commission on Ministry will allow the Presbytery to respond and be present when needed, while giving churches the space to do their unique ministries in their own way.

The Coordinating Team recommended that the Ministry Transitions Team and the Congregational Health Team be merged to create a Commission on Ministry. The necessary changes to the Organizing Documents will follow if approved.

There was discussion related to the recommendation, as well as a clarification between a committee and a commission. Dr. Simpson reported that the existing members of both the Ministry Transitions Team and the Congregational Health Team agreed to serve if a Commission on Ministry is created. The Committee on Representation is aware two additional COM members will be needed. The recommendation was approved.

Changes to Organizing Documents

Dr. Simpson reported that the Coordinating Team, in consultation with the Stated Clerk Consultant and the General Presbyter, reviewed the Organizing Documents (Bylaws, Manual of Administrative Operations, and Standing Rules) with a focus on streamlining the Presbytery structure and clarifying language regarding membership and terms. The Coordinating Team will make recommendations to each section of the Organizing Documents (Bylaws, Manual of Administrative Operations, and Standing Rules), and has provided editorial revisions to the Organizing Documents (correction of capitalization, spelling, etc.) at the end of this report.

The Coordinating Team recommended the following changes to the Bylaws of the Cherokee Presbytery:

II. Membership and Meetings

D. Moderator: The Moderator of the Presbytery shall be elected ~~in the manner authorized by the Constitution of the Presbyterian Church (U.S.A.)~~ by the Presbytery for a term of one year, beginning each year at the Annual Meeting of the Presbytery, which shall normally be the regular Stated Meeting of the Presbytery in the first quarter of the calendar year. The Immediate Past Moderator or a Former Moderator will preside in the absence of the Moderator.

Dr. Simpson spoke to the motion, and it was approved.

The motion was made and seconded to approve all the work done on the Bylaws, and this was approved. The following recommendations were approved in this vote:

- H. Quorum: A quorum of a Meeting of the Presbytery shall be one-fourth of the non-retired Ministers of Word and Sacrament and representative Ruling Elders from one-fourth of the congregations of the Presbytery. Reasons for non-attendance on the part of Ministers and non-representation on the part of congregations shall be ~~given~~ reported by the Minister of the Word and Sacrament or Clerk of Session to the Presbytery in writing to the Stated Clerk.

- V. Nominations and Elections
 - B. ~~In accord with requirements of The Book of Order, except for the offices of the Stated Clerk and the Treasurer of the Presbytery, the~~ The Committee on Representation shall nominate persons to serve in leadership positions requiring election by the Presbytery.

 - C. The Coordinating Team, in consultation with Committee on Representation, shall nominate the Stated Clerk of the Presbytery to serve for an initial term of three years. ~~Ordinarily, no individual shall serve more than four consecutive terms as Stated Clerk.~~ The Stated Clerk is eligible for re-election.

 - D. The Coordinating Team, in consultation with the Committee on Representation, shall nominate the Treasurer of the Presbytery to serve for an initial term of one year. The Treasurer is eligible for re-election.

- VI. Amendments
 - A. These Bylaws may be amended, subject to the Charter of the Corporation, the laws of the state of Georgia, and the Constitution of the Presbyterian Church (U.S.A.), by approval of the Presbytery at any stated or special meeting of the Presbytery by a majority vote of those present and voting, provided that a full reading of the proposed changes or a distribution by any printed or electronic means of the same shall have been made in connection with the call of the meeting.

 - ~~B. These Bylaws may not be amended contrary to, or so as to not include the provisions of the Constitution of the Presbyterian Church (U.S.A.)~~

Dr. Simpson stated the Coordinating Team recommends the following amendments to the Presbytery's Manual of Administrative Operations. The motion was made, seconded, and approved to approve all recommendations to the Manual of Administrative Operations and the Standing Rules in one vote. The following changes were approved in this vote:

Vision Statement

Cherokee Presbytery seeks to be “One church, Many locations, Serving, Following, Christ together,” as it supports God’s mission in the world, empowering the ministries of congregations and the life of the beloved community. The Presbytery understands its focus to be “Cultivate, Support, Facilitate.”

Presbytery Structure

Cherokee Presbytery’s Ministry Units are:

- Coordinating Team
- ~~Ministry Transitions Team~~ Commission on Ministry
- ~~Congregational Health Team~~
- Building Leaders Team
- Ministry Support Team
- Committee on Representation
- Permanent Judicial Commission

Officers and Staff

The Moderator of the Presbytery

1. The Moderator, Moderator-Elect, and Immediate Past Moderator shall serve without compensation, but the expenses of their offices shall be included in the budget of the presbytery. The Moderator-Elect is not an officer until installed as Moderator, ordinarily at the Annual Meeting of the Presbytery.
2. The Moderator presides at the Annual Meeting of the Presbytery.
3. Ordinarily, the Moderator or their designee shall presides at services of ordination and/or installation of Ministers of the Word and Sacrament; ~~and commissioning~~ recognition services for Certified Christian Educators and other Certified Church Personnel; and Commissioned commissioning Ruling Elders to particular pastoral service. ~~and the~~ The Moderator presides at the Annual Meeting of the Presbytery.

The Immediate Past Moderator of the Presbytery

2. The Immediate Past Moderator shall be ~~available~~ asked to preside ~~at services of ordination and/or installation of Ministers of Word and Sacrament and commissioning services for Certified Christian Educators and Commissioned Ruling Elders, and at the Annual Meeting of the Presbytery,~~ should the current Moderator be unavailable.

The Stated Clerk of the Presbytery

2. The Stated Clerk may be the General Presbyter, a Minister Member of the Word and Sacrament, or Ruling Elder elected by the Presbytery.
4. The Stated Clerk shall appoint a Recording Clerk, if necessary.
4. Coordinate Session Records Review policy and process.
7. As part of their duties, ordinarily the Stated Clerk shall participate in Synod and General Assembly functions ~~representing Cherokee Presbytery.~~

The General Presbyter

1. The General Presbyter shall be elected by the Presbytery to fulfill the responsibilities that are required by the mission of the Presbytery, ~~body in accordance with G-3.0110.~~
3. The General Presbyter serves ex-officio, with voice but no vote, in all meetings of Ministry Units ~~and the Committee on Representation.~~
4. As an elected staff member, the General Presbyter is accountable to the Presbytery through the ~~Presbytery’s~~ Coordinating Team, which shall annually review the work

of the General Presbyter and adequacy of the Terms of Call.

5. The General Presbyter serves as Head of Staff for all Presbytery staff, in consultation with the Coordinating Team.
6. As part of their duties, ordinarily the General Presbyter shall participate in Synod and General Assembly functions ~~representing Cherokee Presbytery.~~

Other Staff Positions

1. Ordinarily, other staff positions may be created and filled by the Coordinating Team, in consultation with the Committee on Representation.
- 3 Staff members are accountable to the Presbytery through the General Presbyter, and in consultation with the Coordinating Team, ~~which shall~~ annually review the work of the staff members and adequacy of compensation.

The Ministry Units

Coordinating Team

The Coordinating Team is composed of the Moderators, or Co-Moderators, of each of the Ministry Units, ~~the Moderator of the Committee on Representation,~~ the Immediate Past Presbytery Moderator, the current Presbytery Moderator, and three at-large members. The Moderator of the Permanent Judicial Commission ("PIC") will not serve on the Coordinating Team, due to the nature of the PIC's work. Ministry Units will designate one voting member for Coordinating Team meetings. The Coordinating Team will meet as needed to focus on the specific issues of calendaring, resource sharing, and communication within the Presbytery. The Coordinating Team is responsible for those duties outlined below and other such duties ~~identified by *The Book of Order*, G-3.0106~~ as delegated or directed by the Presbytery.

- 8 ~~Serve as a forum for interim decision making~~ If necessary between Stated Presbytery meetings, make decisions as needed, and reported ~~any such decisions~~ to the Presbytery for its affirmation ratification.
- 9 ~~Appoint Recording Clerk and Minute Readers for all Presbytery Meetings.~~

Ministry Transitions Team Commission on Ministry

The ~~Ministry Transitions Team~~ Commission on Ministry shall have no fewer than six (6) members including the Moderator. The Moderator will not ordinarily have liaison responsibilities and will oversee the work of the ~~Team~~ Commission. The ~~Team~~ Commission is composed of ~~an equal number of ministers and elders equal classes in numbers as nearly equal as possible, and sufficient to accomplish their work.~~

The ~~Team~~ Commission is responsible for those duties outlined below and other such duties identified by *The Book of Order*, G-2.05, 2.07-2.11 and G-3.0306-3.0307 and not assigned to other ~~Ministry Teams~~ Units and Commissions. ~~In certain areas of responsibilities and authority, the Ministry Transitions Team acts as a commission on behalf of the Presbytery and~~ The Commission on Ministry shall report such its actions to the next each Stated Meeting of Presbytery. The Commission on Ministry shall elect a Moderator (or Co-Moderators) and a Clerk from its membership.

- 8 Grant status of Member-at-Large or Honorably Retired to Ministers of the Word and Sacrament.
- 9 Review, and renew commissions of Commissioned Ruling Elders, ~~pending approval of the Presbytery.~~
- 11 ~~Designate~~ Approve Administrative Commissions to install Ministers of the Word and Sacrament, and approve services of recognition for Certified Christian Educators and other

Certified Church Personnel, and to commission Commissioned Ruling Elders. Ordinarily, commissioning of Ruling Elders to particular pastoral service will be held during a meeting of the Presbytery.

Congregational Health Team

The Congregational Health Team shall have no fewer than six (6) members including the Moderator. The Team is composed of an equal number of ministers and elders in equal classes. The Team is responsible for those duties outlined below and other such duties identified by *The Book of Order*, G-2.1103 b, G-3.0303, G-3.0106 and not assigned to other Ministry Teams. The duties shall consist of:

- 19 Identify, support, and guide congregations in times of missional discernment and congregational conflict with appropriate resources.
- ~~4. Work in close coordination with the Ministry Transitions Team to perform the initial in-depth examination of Ministers of Word and Sacrament seeking Presbytery membership. At least two members from each Team must be present, including one Minister of Word and Sacrament and one Ruling Elder from each Team.~~
- 20 Identify and coordinate resources of best practices for congregational health.
- 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.
- 22 Provide support for pastors in crisis through available resources and referrals.
- ~~23 Coordinate Session Records Review policy and process, in cooperation with the Stated Clerk.~~

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

Committee on Representation

- ~~4 Consult with Presbytery, especially with and through its Coordinating Team as needed, on the employment and termination of Presbytery staff and personnel.~~

Changes to the Presbytery's Standing Rules:

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

1. Ordinarily, service on a Ministry Team ~~and the Committee on Representation~~ 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 Permanent Judicial Commission shall serve ~~initially for 6 a term of six years as described in *The Book of Order* and then as found set out in D-5.0102, 5.0103 and D-5.0105.~~
2. Ordinarily, each Ministry Unit (except the Commission on Ministry and the Permanent Judicial Commission), in consultation with the Committee on Representation, will nominate a Moderator or Co-Moderators from its ~~elected~~ members to the Presbytery for ~~consideration~~ election.

Ministry Transition Team Commission on Ministry

Services of Ordination, Installation or Commissioning

1. Commissions to ordain and/or install a Minister of the Word and Sacrament as an installed pastor shall conduct a service according to the *Book of Order* (G-2.0805 and W-4.04).
2. ~~Commissions to commission~~ Commissioning a Ruling Elder to particular pastoral service (2.1000) or recognition of a Certified Christian Educator or other Church Professional (G-2.1100) shall ~~conduct a service according to the Book of Order, (W-4.04)~~ take place during meetings of Presbytery.
3. A Commission ~~for these purposes~~ ordination and / or installation of a Minister of the Word and Sacrament will be composed of at least four members of the Presbytery with ~~equal numbers of~~ Ministers of the Word and Sacrament and Ruling Elders in numbers as nearly equal as possible. The service shall be set at a ~~convenient time for~~ at which allows participation of the Presbytery. Minutes of the Commission shall be ~~completed and~~ submitted to the Stated Clerk of the Presbytery by ~~a member of the~~ Clerk of the Commission-elected to serve as Clerk.

Congregational Health Team

~~Minutes of the Sessions and their Rolls and Registers (G-3.0104) shall be reviewed annually (G-3.0108). The Presbytery Office will provide the forms and coordinate the review with the Clerks of Session.~~

Permanent Judicial Commission

1. The Permanent Judicial Commission shall ~~follow the procedures of the Rules of Discipline in the most current~~ The Book of Order ~~serve according to the Rules of Discipline in the~~ Book of Order.

Dr. Simpson then presented the following editorial changes to the Organizing Documents.

Bylaws

J. Electronic Meetings of the Presbytery or Presbytery Ministry Units

1. It is permissible for the Presbytery or any Presbytery Ministry Teams to hold a meeting by electronic means. These may include:
 - a. Conference calls ~~via phone,~~
 - b. ~~Skype,~~ Zoom or other online technology that at a minimum allows all participants to hear each other and respond,
 - c. Joining one or more persons into an electronic meeting as described above.
2. Rules to govern these meetings:
 - a. Every participant must have access to the same materials.
 - b. Voting is permitted.
 - c. The Moderator conducts the meeting and sets the guidelines as to how speakers are recognized and votes are taken.
 - d. Minutes of these meetings are written as is the norm for each Ministry Team.

III. The Trustees

- C. The Presbytery, in accordance with and not contrary to the Constitution of the Presbyterian Church (U.S.A.) may delegate by Standing Rule such other authority and responsibilities to the Board of Trustees, teams, committees, and commissions as the Presbytery determines.
- IV. Presbytery Ministry Units
The Ministry Units of the Presbytery shall be those determined to be necessary by the Presbytery in order to carry out its work. These may include committees, commissions, teams, task forces, work groups, and other entities.
- D. Any Ministry Unit vacancies due to resignation, death, or any other cause may be filled by the Presbytery, which may elect persons to fill unexpired terms at any meeting of the ~~p~~Presbytery.

Manual of Administrative Operations

Guiding Principles

We recognize and affirm that "God alone is Lord of the conscience." (F-3.0101a.)

Ministry Units

Coordinating Team

- 10 Assist the Stated Clerk and the General Presbyter with logistics of presbytery meetings, including planning worship and setting an annual theme for reflection.
- 11 Provide a forum, in coordination with Building Leaders Team and ~~Congregational Health Team~~ Commission on Ministry, for sharing the needs in congregations and initiatives that will strengthen the ministries of congregations.
- 12 Serve as the Presbytery Personnel Committee by providing oversight, review, and evaluation of Presbytery officers and staff, as well as termination and employment when needed.

Commission on Ministry [Ministry Transitions Team]

- 15 Develop and recommend policies that meet the emerging needs of the Presbytery, within the areas of responsibility of the ~~Team~~ COM.
- 16 Annually review the status ~~and Terms of Call~~ of members at-large (G-2.0503b) ~~with a~~ and report such to Presbytery.
- ~~19 Annually review the status and Terms of Call of members at-large (G-2.0503b) and send a report to Presbytery.~~

Buildings Leaders Team

The Building Leaders Team shall have no fewer than six (6) members including the Moderator. The Moderator(s) will not ordinarily have liaison responsibilities with those under care of Presbytery and will oversee the work of the Team. The Team is composed of ~~an equal number of~~ ministers and elders in equal classes numbers as nearly equal as possible and sufficient to accomplish their work.

- 5 Develop programming for Presbytery leadership summits to the benefit of local congregations (~~c.f. G-3.03C "nurture the covenant community of disciples of Christ"~~).

Ministry Support Team

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

- 2 Assist congregations with matters of property and in the development of sound financial practices, ~~including the review of proposed congregational loans for recommendation to the Presbytery for its consideration.~~
- 3 Review of proposed congregational loans for recommendation to the Presbytery for its consideration and approval.
- 4 Document financial best practices to share and provide training for congregational ~~Treasurers~~ Treasurers.

Other Ministry Units

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 ~~equal classes~~ numbers as nearly equal as possible and sufficient to accomplish their work.

- 3 ~~Direct Assist in~~ the process for nominating persons to serve in Presbytery elected positions, in consultation with Presbytery membership, the Coordinating Team and Ministry Units, to ensure that nominations are broadly representative of the Presbytery's constituency, and ~~are~~ in conformity with the church's commitment to unity in diversity.

Permanent Judicial Commission

The purpose of the Presbytery's Permanent Judicial Commission is to consider and decide judicial matters presented to the Presbytery in accordance with the Constitution of the Presbyterian Church (U.S.A.), as set forth in *The Book of Order* under "The Rules of Discipline." (D-1.0000-D-14.0000)

Due to the nature of the work of the Permanent Judicial Commission, the PIC Moderator or representative shall not serve on the Coordinating Team.

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.

Standing Rules

These Standing Rules are composed by Cherokee Presbytery to promote the effective and efficient ministry of the congregations, ministers, and related entities of Cherokee Presbytery.ⁱ These Rules may be amended by action of Cherokee Presbytery at its next meeting after the amendment has been circulated for a minimum of two weeks throughout the Presbytery.

Each Ministry Team shall create the necessary forms, procedures and plans to implement actions approved by the Presbytery and assigned to that Ministry Team. These shall be available to the churches and members of the Presbytery through the Presbytery office and/or website.

The Moderator thanked Dr. Simpson for this report, and the Presbytery thanked him for his service to Cherokee Presbytery.

REPORT OF THE STATED CLERK CONSULTANT

Therese Howell, Stated Clerk Consultant, shared that she had enjoyed her time with Cherokee Presbytery, and was grateful to the Presbytery for the grace and care

shown to her at the death of her brother-in-law. She thanked Cherokee for its support.

Proposed Amendments to the Book of Order

Amendments to the Book of Order, as proposed by the 225th General Assembly (2022), will be voted on at the March 16, 2023 Presbytery Meeting (following the Pastors' Convocation). A consent agenda will be utilized, and there will be time for education, information, and discussion. The proposed amendments will be posted on the Presbytery's website, and commissioners were encouraged to review these before the March 16 meeting.

Session Annual Statistical Reports

Session Annual Statistical Reports have been distributed to Clerks of Sessions (thanks to Sarita Morris for her help!), and the deadline for filing is February 16. There is available to file reports if there is a reason the report cannot be filed by the deadline; clerks can contact her at clerk@cherokeepresbytery.org; 615-305-6795 voice/text or forward the report before March 4.

2022 Ministerial Changes

Ministerial changes in 2022 have been updated with the Office of the General Assembly. A copy of the Summary B Report (Attachment B) was included in the Presbytery packet.

Review of Session Records

The following 2021 session records were approved at the October 22, 2022 Presbytery meeting: Calhoun; John Knox, Marietta; Kirkwood, Marietta; Rockmart.

Boundaries Training / Presbytery of Greater Atlanta

Cherokee Presbytery is invited to participate in (required) boundaries training offered by the Presbytery of Greater Atlanta. The training is offered via Zoom, and the dates are February 27 and October 17, 12:30pm - 3:30pm, \$30/person to attend. To register, go to atlpcusa.org/events and scroll down to the date you wish to attend.

Permanent Judicial Commission / Roster of Former Members

Howell reported that the Stated Clerk is required to keep a current roster of former Permanent Judicial Commission members whose terms have expired within the past six years, and annually report this roster to the Presbytery (D-5.0206b.). Following are former members of Cherokee Presbytery's Permanent Judicial Commission whose terms have expired within the past six years:

Class of 2016

Zeta Lamberson, TE
Cary Nelson, RE
First Cartersville

Class of 2018

Denise Beltzner, TE
Bill Byars, RE
Westminster Rome

Class of 2020

Fritz Bogar, TE
Todd Johnson, RE
First Marietta

Minutes of October 22, 2022 Stated Meeting

The minutes of the Stated Meeting of October 22, 2022 were provided with the Presbytery packet, and the roll was part of the supplemental packet. The motion was

made and seconded to approve the minutes and roll of the October 22, 2022 meeting. There were no corrections or additions, and the minutes were approved as presented.

The Presbytery recessed for lunch after a prayer by the Moderator.

The Moderator called the meeting to order after lunch, and the Stated Clerk offered a prayer.

MINISTRY SUPPORT TEAM

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

Treasurer

The MST recommended to the Coordinating Team that Rev. Susan Haynes be elected Treasurer of Cherokee Presbytery.

2022 Financials

Unaudited financials for 2022 were provided in the Presbytery packet (Attachment C).

Unified Giving

Rev. Sherwood reported that unified benevolence giving from the churches fell \$16,000 below expectations.

Investments Report

Rev. Sherwood reported that investment performance reflected a 3% increase in funds for the 4th quarter, but a 20% overall drop for the entire year.

2023 Budget

Rev. Sherwood stated the Ministry Support Team recommended the following proposed budget for 2023, totaling \$210,399:

CHEROKEE PRESBYTERY	2023 BUDGET PROPOSAL		
INCOME	44000	Unified Gifts	127000
	44002	Interest Income	5600
	44004	Misc Income	3000
	44005	Grants / Gifts	1000
	44016	Surplus / Reserve Funds	
		TOTAL INCOME	136600
			To Balance Budget
EXPENSES			
General Presbyter	51100	Salary (includes SECA)	38000
	51102	Housing	35000
	51105	Pension / Medical	29070
	51107	Prof Exp / Cell Phone	1800
	51106	Travel / Mileage	4000
	51108	Cont Ed / Leader Forum	3600
		Prof Rel / Pastoral Care	1500 112970
Stated Clerk	51110	Salary	24000
	51112	Payroll Tax	1836
	51114	Travel / Mileage	3000 28836

Bookkeeper	51210 Salary	26000		
	51214 Annuity 403b	5040		
	51212 Health Ins	4233		
	51211 Payroll Tax	1600		
	51219 Treasurer	600		
	51218 Group Life	120	37593	
Office Operating Exp	51304 Rent / Utilities / Internet	6000		
	51307 Office Property Ins	2500		
	51310 Printer Lease	2500		
	51305 Office Supplies	1500		
	51303 Telephone	1300		
	51312 Website Hosting	500		
	51313 Quickbooks Support	1400		
	51215 Tech / Website	2400		
	51309 Computers / Maintnce	500		
	51317 Janitor	1700		
	51335 Pby Meeting Expense	1000		
	51311 Workers Comp	1000		
	51306 Postage	600		
	51329 COM Expenses	1000		New
	51314 Financial Review	5000	28900	
Other	55100 Synod Mission	1000		
	51326 GA Expenses	0		
	51327 Books / Calendars	100		Pass Through
	56218 Contingency	1000	2100	
	TOTAL EXPENSE		210399	
	NET INCOME		-73799	

Rev. Sherwood thanked the churches for their support, and spoke about the proposed budget. He reported on the 2022 budget and financials, and encouraged the Presbytery to accept the budget, not in fear but trusting in the providence of God. There was a question about church debt, and Rev. Sherwood said the Ministry Support Team stood ready to assist churches. There was no discussion, and the budget was approved as presented.

COMMITTEE ON REPRESENTATION

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

Team Vacancies / Commission on Ministry

Ms. Jones reported that the Committee on Representation recommended that Clay Gunter (Commissioned Ruling Elder, Lafayette) be elected serve in the class of 2024 on the Building Leaders Team, and that Mike Brown (Ruling Elder, First Dalton) be elected to serve in the Class of 2024 on the Committee on Representation. The Committee on Representation also recommended the following persons be elected to serve on the Commission on Ministry for terms as indicated:

2024	David Grove/1 st term	MWS	Cedartown
2024	Frank Cleveland/1 st term	RE	Faith-Canton
2024	Stephanie Crossland/1 st term	MWS	Calhoun
2024	Joe Evans/1 st term	MWS	FPC-Marietta

2024	LaVert Jones/1 st term	RE	John-Knox
2024	Kathi Parchem/1 st term	MWS	John-Knox
2024	Nancy Tatnall/1 st term	RE	FPC-Marietta
2023	Megan Little/1 st term	RE	Calhoun
2023	Renee Meyer/1 st term (Co-Moderator)	MW	Westminster
2023	Gail Sandlin/1 st term	RE	Kirkwood
2023	Jim Simpson/1 st term	MWS	Covenant
2023	Billie Sutter/1 st term	RE/CCE	Heritage
2023	Beth Gaines/1 st term	RE	Cartersville
2023	David Jordan/1 st term	MWS	Grace-Dawsonville

The Moderator opened the floor for additional nominations, and there were none. The slate, as presented, was approved.

Ms. Jones spoke about the need for people to serve, and encouraged commissioners to contact her with names.

MINISTRY TRANSITIONS TEAM

Ruling Elder Billie Sutter, Co-Moderator of the Ministry Transitions Team, presented the Team's report.

Brazilian Christian Church

Ms. Sutter reported that the Ministry Transitions Team receives regular reports from the Brazilian Christian Church Administrative Commission. She reported the MTT approved an extension of the interim contract with Rev. Rafael Viana, month-to-month for up to one year, with a 30-day notice by either party.

Church Liaisons

The Ministry Transitions Team receives regular reports from church liaisons.

First Presbyterian Church, Dalton / Ministry Information Form

The Ministry Transitions Team approved the Ministry Information Form for First Presbyterian Church, Dalton.

Covenant Presbyterian Church, Marietta / Ministry Information Form

The Ministry Transitions Team approved the Ministry Information Form for Covenant Presbyterian Church, Marietta.

Commission on Ministry Retreat

The Ministry Transitions Team leadership is working with Wilson Kennedy and Therese Howell to plan a Commission on Ministry retreat if the Presbytery approves the creation of a Commission on Ministry.

Ms. Sutter stated she looked forward to working with the Congregational Health Team members and the Ministry Transitions Team as they move forward as the Commission on Ministry for Cherokee Presbytery.

UNFINISHED BUSINESS

There was no unfinished business. Elder Teri Abercrombie, Trinity Presbyterian Church, Canton, asked that commissioners stand and sing the Doxology. There were no objections, and this was approved and done.

The Moderator announced the next stated meeting of Cherokee Presbytery would be held in person on Thursday, March 16, 2023, at First Presbyterian Church, Cartersville, at 2PM.

The motion to adjourn was made, seconded, and approved without objection. The Moderator then offered a closing prayer.

Therese P. Howell

Therese P. Howell
Stated Clerk Consultant

Position Description

Position Title: Office Administrator/Bookkeeper

Reports To: General Presbyter

Time Requirement: 25 hours per week

Compensation: Commensurate with experience. Benefits are negotiable.

Job Summary

Working closely with the General Presbyter, the Office Administrator/Bookkeeper provides primary office and bookkeeping support for Cherokee Presbytery and other duties as assigned.

Essential Functions

Financial Administration (60%)

- Prepare all monthly, quarterly, and annual financial reports and support the yearly outside financial review.
- Maintain thorough financial records according to Generally Accepted Accounting Practices (GAAP).
- Distribute all funds as directed by Cherokee Presbytery's financial policies and reconcile monthly bank statements in a timely manner.
- Assist in preparation of the yearly Presbytery operating budget.
- Serve as primary Accounts Payable and Payroll processor: process all invoices, verify and process vouchers for staff and volunteers, alert necessary parties when discrepancies occur, process payroll and all related reporting.
- Prepare yearly payroll tax forms.
- Consolidate receipts and reconcile charges for Presbytery credit cards.
- Maintain church pledge records and Per Capita assessments.

Office Administration (40%)

- Assist in planning of all Presbytery meetings in collaboration with the Stated Clerk and General Presbyter.
- Maintain the Presbytery directory, the Presbytery website, and all Presbytery communications in collaboration with the General Presbyter.
- Maintain proper documentation for corporate registration.
- Report loan worksheet, Unified and Per Capita giving, and Special Offerings to the Presbyterian Church (U.S.A.) and the Presbytery.
- Order office and cleaning supplies as needed. In collaboration with the Stated Clerk, order planning calendars, Books of Order, and Books of Confession for the Presbytery.

Core Competencies

- Personal Competencies
 - Compassion and care
 - Clear understanding of responsibilities

- Superior written and oral communication
- Organizational Competencies
 - Project management
 - Communications
 - Knowledge of emerging technology
- Spiritual Competencies
 - Spiritual maturity
 - Patience

Minimum Qualifications

- Deep knowledge of and experience with the Presbyterian Church (U.S.A.) preferred.
- Noted ability to resource volunteer leaders.

Position Description

Position Title: Stated Clerk

Reports To: Cherokee Presbytery through the Coordinating Team in consultation with the General Presbyter who serves as Head of Staff.

Time Requirement: Average of 16 hours/week.

Compensation: Commensurate with experience. Not eligible for benefits.

Job Summary

Elected by Cherokee Presbytery, the Stated Clerk works closely with the General Presbyter to resource its congregations by maintaining and collaborating in the administration of all functions of the Presbytery mandated by the *Constitution of the Presbyterian Church (U.S.A.)*, the organizing documents of Cherokee Presbytery, and its policies and procedures.

Essential Functions

- Serve as the constitutionally-mandated Stated Clerk by fulfilling all tasks given to the office in the *Constitution of the Presbyterian Church (U.S.A.)*
- Maintain Cherokee Presbytery's records retention program. Collaborate with Presbytery staff to continually audit files in consultation with the General Presbyter.
- Lead the planning and preparation of all stated and called meetings of Cherokee Presbytery. Create and organize Presbytery Meeting packets and all related documents.
- Attend meetings of the Presbytery staff, Commission on Ministry, and Coordinating Team (CT), and resource their work when called upon. The Stated Clerk may be requested to attend other meetings from time-to-time.
- Be present in-person as needed in consultation with the General Presbyter. Required in-person attendance at all meetings of the Presbytery.
- Maintain all Presbytery organizing documents, policies, and procedures and ensure continual compliance with the *Constitution of the Presbyterian Church (U.S.A.)* and appropriate Georgia law.
- Review policies and procedures to ensure efficient and easy access for congregations, minister members, Presbytery staff, and Ministry Units.
- Collaborate with the General Presbyter and appropriate Ministry Units to interpret and implement all policy and procedure changes.
- Create and lead regular trainings for Clerks of Session.

Core Competencies

- Personal Competencies
 - Compassion and care
 - Vision implementation
 - Clear understanding of responsibilities
 - Superior written and oral communication
- Organizational Competencies
 - Project management
 - Communications
 - Subject area expertise
 - Leadership within complex and evolving systems
- Spiritual Competencies

- Spiritual maturity
- Patience
- Teaching

Minimum Qualifications

- Ruling Elder or Minister of Word and Sacrament in the Presbyterian Church (U.S.A.) required.
- Prior experience as Stated Clerk of a PC(USA) Presbytery, Synod, or the General Assembly preferred.
- Track record of leading and participating in innovative approaches to ecclesial administration and Mid Council ministry.
- Noted ability to resource volunteer leaders.

2022 Ministerial Changes – Summary B

1. MINISTERIAL NECROLOGY

NAME	OCCUPATION	PLACE OF DEATH	AGE	DATE
	NONE			

2. MINISTERS DISMISSED TO OTHER PRESBYTERIES

NAME	DISMISSED TO	DATE
Dunn, Timothy Paul	Middle Tennessee	05/12/2022
Scott, William M.	Pines	07/14/2022

3. MINISTERS DISMISSED TO OTHER DENOMINATIONS

NAME	DISMISSED TO	DATE
	NONE	

4. PERMANENT REMOVALS FROM ROLL

NAME	CONSTITUTIONAL PROVISION	DATE
	NONE	

5. MINISTERS RECEIVED FROM OTHER PRESBYTERIES

NAME	RECEIVED FROM	DATE
Branton, Rebecca Lynne	Pueblo	05/12/2022
Crossland, Stephanie	Eastminster	08/18/2022
Kennedy, Wilson	James	02/01/2022
Parchem, Susan Kathi	Savannah	06/01/2022
Park, Joshua	Korean-Atlantic American	05/12/2022

6. MINISTERS ORDAINED BY THIS PRESBYTERY

NAME	MALE/FEMALE	DATE
	NONE	

7. MINISTERS RECEIVED FROM OTHER DENOMINATION

NAME	RECEIVED FROM	MALE/FEMALE	DATE
	NONE		

8. MINISTERS RESTORED TO ROLL

NAME	CONSTITUTIONAL PROVISION	DATE
	NONE	

LOSSES		RECAP		GAINS		JAN. 1, 2022	
1. NECROLOGY	0	5. RECEIVED--PRESB..	5	SUBTRACT LOSSES	-02		
2. DISMISSED-PRESB.	2	6. ORDAINED	0	ADD GAINS	+05		
3. DISMISSED-DENOM.	0	7. RECEIVED--DENOM.	0	MINISTERS ON ROLL	___		
4. OTHER REMOVALS	<u>0</u>	8. RESTORED	<u>0</u>	DEC. 31, 2022	85		
TOTAL LOSSES	2	TOTAL GAINS	5				

NUMBER IN TRANSIT 1

- - - I N T R A N S I T - - -		
NAME	PRESBYTERY	DATE
Gray, Joan	Greater Atlanta	
[to be dismissed at the next COM meeting]		

Dissolution of Installed Pastoral Relationship: 2

Paulo Mendes/Brazilian Christian Church/eff 05/08/2022; status member-at-large

Will Scott/First Dalton/eff 07/31/2022; dismissed to Presbytery of the Pines

Designation of Honorably Retired: 1

Sam Henderson, effective 08/31/2022