

**MINUTES OF THE STATED MEETING OF CHEROKEE PRESBYTERY**  
**Saturday, June 2, 2018, 10:00 a.m., First Presbyterian Church**  
**Calhoun, Georgia**

**Roll of Presbytery**

**ACTIVE MINISTERS**

Anderson, Mike	P
Beltzner, Denise	Ex
Bogar, Fritz	P
<i>Braga, Reginaldo</i>	Ex
<i>Bridges, Sam</i>	Ex
Collins, Nikki	P
<i>Dunn, Tim</i>	Ex
Evans, Joe	P
Ferguson, Julie	Unex
Fuller, Julie	Unex
Gonzalez-Gertz, Edwin	P
Gray, Joan	Unex
Grove, David	Ex
<i>Henderson, Sam</i>	Ex
Hittel, Maryellen	P
Jones, Chris	Unex
Jones, David	P
<i>Jones, Ray</i>	P
Jordan, David	P
Josey, Camille	P
Lamberson, Zeta	Ex
Lee, Jennifer	P
Lund, Greg	P
Martin, John	Unex
Mendes, Paulo	Unex
Meyer, Cathy	P
Milford, Elizabeth	P
Moore, Greg	Ex
Moore-Keish, Chris	P
Parr, Cyndi	P
<i>Pezini, Jose</i>	Ex
Renken, Catherine	P
Scott, Carol	P
Scott, Katie	Ex
Scott, Will	Ex
Simpson, Jim	P
Waddell, Bridget	P
Waddell, Kenneth	P
<i>Yoo, William</i>	Unex

(39)

**CORRESPONDING MINISTERS**

Cheryl Hartman (Gr. Atlanta) P

39+ 50 = 89  
*[Excuses not required from Retired]*

*Italics = Laboring in mission field or out of bounds of presbytery 7*

**RETIRED MINISTERS**

Allen, Herschel	
Ballesteros, Tino	
Blackwell, Rebecca	
Brice, Joe	P
Carmichael, Bert	
Cooley, Pem	
Craft, Ed	
Edwards, Maxine	
Esa, Donald	
Coile Estes	P
Feast, Charles	
Gantz, Robin	
Garrett, Eleana	
Glauner, David	
Gonzalez, Catherine	
Guder, Darrell	
Gunter, Sid	
Grohman, Donald	
Hammett, Jenny	
Hunter, Rodney	
Jones, Walter	
Kim, Jin Hoon	
Looby, Janet	
Martin, Roger	
McAliley, Elizabeth	
McDonald, David	P
Neelly, Dick	P
Nesbit, Van	
Ottaviano, Dan	
Reggin, Susan	
Rhodes, Jan	
Rogers, Tom	
Sapp, Frank	
Sapp, Mary Kay	
Smith, Cuyler	
Smith, Ted	
Spangler, John	P
Speed, James	
Stroup, George	
Tarrant, John	
Terrell, Ken	
Wade, Carol	
Ward, Gil	
Waskey, Jack	
Weathersby, Frank	
Weaver, Charles	
Wells, Debbie	
Wells, John	
Wood, Tom	
Wright, Donn	

(50)

CHURCH – RULING ELDER COMMISSIONERS

Acworth	
Beersheba	Nancy Bertrand
Brazilian Christian	
Calhoun	Judy Greeson
Cartersville (3)	Jean Gilliard
	Molly Collins
	Sharon Sullins
Cedartown	
Chickamauga	Wendy Wrinn
Christ Fellowship	
Cohutta	
Covenant	Excused
Dalton	
Deer Creek	Joyce Fisher
Faith Canton	Frank Cleveland
Faith Blue Ridge	Doris Riggs
Grace	Ruth Ann Ball
Heritage (2)	Billie Sutter
	Kaye Mero
John Knox	Erma Jones
Kirkwood	
LaFayette	Ray Cochran
Light of Hope	Pam Jones
Macland (2)	
Marietta (4)	Kay Vaughn
	Buck Buchanan
	Jim Ray
Morton Memorial	Excused
Ray-Thomas	
Rockmart	Janet Moody
Silver Creek	Janet Farr
Trinity	
Westminster	Joni Nelson
Woodstock	

*Total Allocated Ruling Elder Commissioners: 36*

**In attendance:**

Teaching Elders	21
HR Teaching Elders	5
Ruling Elders	21
Corresponding Members	1
Visitors	28
Presbytery Lay Staff	1

**Total attendance 77**

**Absent:**

Excused Teaching Elders	11
Unexcused Teaching Elders	7
Excused Ruling Elders	2
Unexcused Ruling Elders	13

OTHER RULING ELDER COMMISSIONERS:

Anita Errickson  
Coy Temples

Possible Ruling Elder total – 39

## Call to Order

Following the welcome and opening prayer by Moderator Carrie Scott from Ray-Thomas Memorial, the stated meeting of Cherokee Presbytery was called to order. The Stated Clerk confirmed that a quorum was present to do business. The offering from the worship during the morning gathering was \$432.00 and will go to “Love the Children” Orphan Aide.

## Approval of the Docket

Stated Clerk Nikki Collins moved the approval of the docket. Seconded and **APPROVED**

9:30am Registration

10:00am Welcome by Host Pastor David McDonald  
Morning Prayer and Keynote

11:15 Table Talks

12:30pm Lunch

1:15pm Stated Meeting

Approval of the Docket Carrie Scott  
Seating Corresponding Members  
Welcome New Commissioners

Good News from the Pews

A Word from the Presbyterian Publishing House Bill Gnegy  
Report from Synod of the South Atlantic Bill Byars

Reports from Staff and Ministry Teams  
Stated Clerk/Mission Coordinator Nikki Collins  
Coordinating Team Robert Smalley  
Community Connections Team David Jordan  
Ministry Support Team James Ray  
Building Leaders Team Chris Moore-Keish  
Congregational Health Team LaVert Jones  
Ministry Transitions Team Camille Josey  
Committee on Representation John Spangler

2:15pm Benediction and Adjournment

## Seat Corresponding Members

Cheryl Hartman (Greater Atlanta) was recognized as a corresponding member, and, after a motion by the Stated Clerk and a second, was given the privilege of the floor. **APPROVED**

## Introduction of First Time Commissioners and Others

Various Ministers introduced Ruling elders attending Presbytery for the first time. A number of visitors were also welcomed.

### **Good News from the Pew**

Good news was shared by several Ministers and Ruling Elders about ministry in their churches.

### **Greetings from the Host Church**

David McDonald, pastor of First Presbyterian Church of Calhoun, brought greetings from the host church.

### **Moderator Appointments**

Moderator Scott appointed Edwin Gonzalez-Gertz and RE Janet Moody (Rockmart) to the Minutes Review Committee.

### **Word from Presbyterian Publishing House**

The presbytery welcomed Bill Gnegy from Presbyterian Publishing House who brought resources and news of PPH publications to the presbytery for purchase and information.

### **Synod Report**

Katie Scott (TE) and Bill Byars (RE) represented Cherokee Presbytery as commissioners to the Stated Meeting of the Synod of South Atlantic in Columbia, SC on April 19-20, 2018.

Good news from the Synod. We have great leadership, effective committees, strong finances and many, many, many active ministries across the three states of our Synod- Georgia, Florida and South Carolina.

The Synod coordinates and supports racial ethnic ministries for Korean-Americans, African-Americans, Hispanics; also, campus ministry at the University of Florida; small congregations; new worshipping communities and maintains covenant relationships with Columbia Seminary, Agnes Scott College, Presbyterian College and Thornwell Children's Home.

Julie Bailey, Columbia Seminary (Alumni and Community Relations) addressed the commissioner to extend an invitation to all churches to contact her for assistance in elder training, spiritual development and visioning processes.

The Synod awards several grants from endowed funds for theological education, continuing education and peacemaking missions, usually in the range of \$2500.

Cherokee is a joint partner in a Synod grant for presbyteries to work together to learn about and produce digital content of faith testimonies.

The Synod recently received an estate gift of \$400,000 designated for theological education. Katie Scott was assigned to the committee to establish the criteria for awarding grants from this fund.

Budget income has fallen short of expenditures for the past two years. Funds have been redirected from an endowment fund to cover the shortfall. Even with this shortfall, Synod is financially sound. The annual budget is based on per capita of \$1.50. Cherokee Presbytery is faithful in supporting Synod financially.

Mid-Councils have been engaged in discussion about potential realignment of Synod boundaries. The Mid-Council's recommendation to General Assembly was to take no action on realignment.

Our Synod stretches from Key West to Blue Ridge. It was an inspiring joy to be within a community of commissioners truly united in worship, prayer and gospel mission as One church.

## **Reports from Stated Clerk/Mission Coordinator Nikki Collins**

Stated Clerk and Mission Coordinator offered her report and the following item for action:

1. The Stated Clerk moved to approve the Minutes from the March 10, 2018 Stated Meeting at FPC Marietta. The motion was seconded and **APPROVED**

Stated Clerk presented the following items for information:

1. IC 2018-01 conducted an investigation and has returned charges in a disciplinary matter. The matter has been referred to the Permanent Judicial Commission of Cherokee Presbytery which has been convened.
2. Transferred TE Julie Ferguson and TE Julie Fuller to Presbytery of Greater Atlanta
3. Together with Assistant Stated Clerk Ken Terrell, prepared and circulated minutes of the March 10<sup>th</sup> meeting of Cherokee Presbytery. The minutes were reviewed for accuracy and completeness by the Moderator and a committee appointed by the moderator and then were posted on the presbytery's website with print copies available today at the Stated Clerk's table.
4. Preached or worshiped with Light of Hope and LaFayette Churches
5. Attended the Triennial Conference of the National Association of Presbyterian Clergywomen and presented a workshop entitled "Stories that Keep Us Locked in the Closet"
6. Met with the sessions of Lafayette Presbyterian Church and Cohutta Presbyterian Church
7. Received report of IC 2018-01 and began training process with PJC Moderator Todd Johnson
8. Attended training commissioners to General Assembly with Cherokee Commissioners and YAAD at the office of the Presbytery of Greater Atlanta
9. Preached for the Service of Installation of Rev. Julie Jensen as Associate Pastor of Fernandina Presbyterian Church, Fernandina, Florida.
10. Met with Synod Stated Clerk and Executive Joyce Leiberman

**Coordinating Team**  
**Robert Smalley**

Items for Information

1. Approved the covenant with Joan Gray to serve as interim Mission Coordinator.
2. Appointed Joan Gray as Stated Clerk for a 6-month term.

Items for Action by Cherokee Presbytery (with discussion)

1. Elect Teri Abercrombie as Moderator-Elect of Cherokee Presbytery. **APPROVED**
2. Accept the resignation of Nichole Collins as Stated Clerk and Mission Coordinator effective June 16, 2018. **APPROVED**
3. Recommend the dissolution of the Administrative Commission for Cartersville. **APPROVED**
4. Recommend the election of Greg Moore as chair of a search committee for a new Stated Clerk/Mission Coordinator and authorize the Coordinating Team to appoint 4 additional members of the search committee. **APPROVED**

Items for Information

1. Receive the attached Draft of the Cherokee Presbytery Manual of Administrative Operations as a first reading to be acted upon at the November 3, 2018 meeting of Cherokee Presbytery

Attachments

1. Covenant with Joan Gray—See Attachment B
2. Manual of Administrative Operations—See Attachment C

**Community Connections Team Report**  
**David Jordan**

Items for Information

1. Approved the CCT description for the presbytery administrative manual.
2. Approved sending Matt Milford (re)Creation fellow and another presbytery representative to the Annual Recreation Workshop May 7-12 at Montreat, NC
3. Approved inviting Billie Sutter, Certified Christian Educator to lead a retreat for confirmands and other students of confirmation age at CRCC this fall.

Matt Milford reported on (re)Creation.

## **Building Leaders Team Report**

### **Chris Moore-Keish**

#### Items for Information:

1. The team met on March 8 and May 3, 2018
2. Engaged Paul Roberts for June Leadership Summit
3. Prepared workshop programming and facilitators for discussion of Presbytery Big Read Waking Up White
4. Working with Focused Community Strategies and the Lupton Center for November Leadership Summit
5. Planning for Boundary Training reviews
6. Standardized Annual Review procedures for Inquirers and Candidates
7. Drafted Building Leaders Team section of proposed Cherokee Presbytery Manual of Administrative Operations

Next Meeting: August 2 at 5:30pm

## **Congregational Health Team**

### **RE LaVert Jones**

#### Items for Information:

1. Congregations have responded enthusiastically to the opportunity to work with Pneumatrix on issues of church vitality and mission. Six sessions have committed to the process, and six leaders in the presbytery have volunteered to serve as apprentices. There is still room for you and your congregation! We have two spots available for churches and two spots for apprentices. If you are interested in knowing more about the process, please contact LaVert Jones. We anticipate a September launch.

2. Congregational Health Team members would like to visit your congregation, session, or other group within your church to build stronger connections within the presbytery. Invite us!

Today's bookstore is a result of the work of CHT, particularly LaVert Jones who is a member of the Board of Directors for Presbyterian Publishing House. If you appreciate this opportunity and would like to see more things like it, let us know!

**Ministry Transitions Team**  
**Camille Josey**

Items for Information

1. Approved adding Rev. Monnie Anderson to the pulpit supply list
2. Approved terms of call for Nikki Collins and validated her ministry as Coordinator of 1001 New Worshiping Communities of the PC(USA)

**Ministry Support Team**  
**RE James Ray (on behalf of Greg Moore)**

Items for Information

1. Reviewed and approved the March 31, 2018 financial statements. These statements showed a gross income of \$30,949.96 which is approximately \$20,000 less than budgeted. Expenses are largely within budget.

Items for Action (with discussion)

1. Approve the loan application for Kirkwood Presbyterian Church for approximately \$130,000 for building improvements. The loan will be financed through Presbyterian Investment and Loan Program. Motion to amend the amount of the loan to \$150,000 was seconded and **APPROVED**, after which the amended motion was **APPROVED**.
2. Approve the loan application for Faith Presbyterian Church of the North Georgia Mountains for \$1,042,000 for the construction of a new building. The loan will be financed through Presbyterian Investment and Loan Program. **APPROVED**

Attachment

1. Financial statements—See attachment A

**Committee on Representation**  
**John Spangler**

Items for Information:

1. Drafted and approved a brief document describing the roles and responsibilities of COR for the Cherokee Presbytery Manual of Administrative Operations.
2. Continue to support Ebenezer Ghanaian Fellowship in their process of chartering

3. Held a discussion of the book *Waking Up White* noting insights and possible applications
4. Brainstormed possible presbytery wide celebrations of our diversity like music festivals, cooking competitions, and arts festivals

Next Meeting: 5pm June 28 at John Knox Presbyterian Church

### **Announcements**

RE Linwood Swain announced that his committee reviewed the minutes from several sessions.

### **Adjournment**

Following a proper motion and second, the motion to adjourn the meeting was **APPROVED** unanimously, whereupon the Moderator closed the meeting with prayer so that all could return home and prepare for the Lord's Day

*Kenneth J. Terrell*

Assistant Stated Clerk  
Cherokee Presbytery

Presbytery P&L 03/31/18	<u>Jan - Mar 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
44009 · Budgeted Receipts	26,448.25
47000 · CRC Income	<u>4,501.71</u>
<b>Total Income</b>	<u>30,949.96</u>
<b>Gross Profit</b>	30,949.96
<b>Expense</b>	
51300 · Misc. Presbytery Expense	1,513.22
51216 · Pby Office Operating Expense	6,402.46
52201 · Desig/ Cap/ Debt	879.49
51000 · Salaries & Benefits	30,547.67
54105 · COM/Cong Health Team	750.00
55109 · Community Connections Team	4,501.71
57000 · CRC Expense	2,999.75
60001 · Payroll Expenses	<u>146.25</u>
<b>Total Expense</b>	<u>47,740.55</u>
<b>Net Ordinary Income</b>	<u>-16,790.59</u>
<b>Net Income</b>	<u><u>-16,790.59</u></u>

Balance Sheet	<u>Mar 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	<u>129,902.64</u>
<b>Total Current Assets</b>	129,902.64
<b>Fixed Assets</b>	2,732,682.90
<b>Other Assets</b>	<u>1,126,388.61</u>
<b>TOTAL ASSETS</b>	<u><u>3,988,974.15</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Long Term Liabilities</b>	<u>212,459.20</u>
<b>Total Liabilities</b>	212,459.20
<b>Equity</b>	<u>3,776,514.95</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,988,974.15</u></u>

## Cherokee Presbytery Loan Worksheet

Church Name	Loan Amount	Balance	Loan Date	Maturity Date	Next Reset Date	Bank	Rate %	Monthly Payment	Co-sign By Pby.	Pd. By Church	Up-date
Acworth	200,716	71,570	5/1/16			Regions	4.95	712		x	7/17
Bethany 10244706	300,000	169,234	3/18/08	3/25/28		PCUSA	3.80	2022	x	x	3/18
Braz. Christian	?										
Calhoun 1026807	920,000	473,136	1/16/08	5/1/30		PCUSA	3.89	5,052	x	x	3/18
Cartersville	478,000	478,000				?				x	3/16
Deer Creek	175,000	115,000				Citizens	4.50			x	3/16
Grace 1022405	400,000	205,215	2/3/06	3/1/26		PILP	4.25	2,572		x	3/18
Heritage 1038211	2,000,000	1,461,054	2/21/12	3/1/2032		PILP	4.25	11,792		x	3/18
John Knox	250,000	104,522				Bk N. Ga.	4.75	1,617		X	5/17
Macland	1,600,000	1,279,309	12/16/13	1/1/2034		PCUSA	4.25	9,263		x	3/18
Ray-Thomas 33042206	350,000	35,513	12/6/99	12/25/19		PCUSA	3.50	2557	x	Pd. by Bethany	3/18
Ray-Thomas 1004298	425,000	30,399	1/15/99	2/1/19		PCUSA	4.25	2823	x	Pd. by Bethany	3/18
Westminster	1,577,422	1,123,724	5/1/2009	1/25/2033		Sun Trust	5.00	9765		X	3/16
Woodstock 6093804	300,000	26,921	3/6/96	3/25/21		PCUSA	3.50	1550	x	x	3/18
<b>Totals</b>	<b>8,976,138</b>	<b>5,573,596</b>									
3/31/18											
<b>Churches</b>	<b>No Loans</b>										
Beersheba											
Cedartown											
Chickamauga											
Christ Fellowship											
Cohutta											
Covenant											
Dalton											
Faith/BR											
Faith/Canton											
Kirkwood											
LaFayette											
Light of Hope											
Marietta 1st											
Morton Mem.											
Rockmart											
Silver Creek											
Trinity											

Updated 4/24/18

## 2018 Unified and Per Capita Pledges Received/Paid

Church	Membership/ Attendance	Unified Pledged	Per Capita Pledged	Unified Received	Per Capita Received
Acworth	69/-			1,094.13	705.87
Beersheba	47/-	1,500.00			480.81
Bethany				1,080.00	
Brazilian Christian	77 /			200.00	200.00
Calhoun	159/-	1,200.00		400.00	542.16
Cartersville First	611/201	7,000.00	3,000.00	3,333.32	2,000.00
Cedartown	90/-			333.36	301.94
Chickamauga	58/36	870.00		870.00	593.34
Christ Fellowship	27/-	500.00			
Cohutta	26/23			300.00	265.98
Covenant	198/97	8,000.00	2,025.54	4,331.37	2,367.24
Dalton First	117/68	8,000.00		2,666.68	
Deer Creek Shores	96/-	3,000.00		1,500.00	485.52
Faith Canton	67/30				
Faith North Georgia	110/77			1,500.00	1,102.65
Grace	103/			1,560.14	
Heritage	342/150			725.00	2,437.18
John Knox	111/-			1,250.00	555.00
Kirkwood	146/98	6,000.00		2,000.00	493.58
LaFayette	18/21			5,015.86	184.14
Light of Hope	104/65			3,322.64	354.64
Macland	243/				
Marietta First	1544/320			6,666.67	
Morton Memorial	32/-			400.00	327.36
Ray-Thomas Memorial	122/-				260.00
Rockmart	91/50	6,500.00		3,250.00	383.50
Silver Creek	50/29			550.00	125.00
Trinity	37/	2,500.00		2,500.00	
Westminster	214/110	5,000.00		1,664.00	
Woodstock	24/24				245.52
<b>5/3/18</b>					

Miscellaneous Receipts				147.94	
<b>Totals</b>	<b>4933/1473</b>	<b>50,070.00</b>	<b>5,025.54</b>	<b>46,661.11</b>	<b>14,411.43</b>

Deer Creek 750, Heritage 500, John Knox 1,250, Westminster 417, Covenant 1666.70, Cedartown 83.37, Grace 1,560.14 for 2017 in 2018

**First Draft Covenant Agreement  
Between Cherokee Presbytery  
and The Rev. Joan S. Gray**

Relying on the grace of God, the Cherokee Presbytery enters into this covenant with The Rev. Joan S. Gray to serve as interim mission coordinator and stated clerk of the Presbytery.

**Goals of this interim relationship include:**

- a high level of vitality in worship, mission, programming, and other functions of the Presbytery during the interim time;
- deepening relationships between the Presbytery and its congregations which bear fruit in mission, relationship, and stewardship;
- Presbytery leaders, pastors, and staff receiving the resources and support they need from the interim mission coordinator/stated clerk to excel in their work;
- congregations developing a deeper sense of connection to the Presbytery as a whole and a deeper commitment to the stewardship needed to support Presbytery's work;
- discernment of a vision for Presbytery's mission going forward, along with a plan for the Presbytery's financial sustainability in the future;
- continuing to foster positive and appropriate relationships of the Presbytery and its congregations to the Synod and the General Assembly.

**To these ends, the interim mission coordinator will**

- pray for the Presbytery and lead the Presbytery in prayer for its congregations, leaders, and the mission of the Church near and far;
- serve as pastor to the presbytery's pastors and their families;
- meet with and provide advice, counsel, encouragement, coordination, and support to the Presbytery's leadership;
- take the initiative to meet pastors, leaders, and congregation members in the Presbytery and encourage fellowship among its congregations;
- work with the coordinating team and staff to see that agendas, supporting information, reports, recommendations and other information necessary be prepared and distributed for all meetings of the Presbytery;
- assist the Committee on Ministry and other presbytery leaders or entities in problem solving, conflict resolution, reconciliation, and promoting healing and wholeness where needed;
- convene the Coordination Team as the Presbytery's Nominating Committee at the appropriate time of year;
- work collegially and in an open and supportive manner with staff colleagues and others engaged in the work of the Presbytery;
- be informed about PC(USA) principles, activities, polity, process, programs, and mission, interpreting and promoting them throughout the Presbytery and its congregations;
- assist the Presbytery both in arriving at a vision of its future that is sustainable and faithful, and in envisioning the form of executive leadership that will best serve that vision.

- serve as a process resource person to the search team that will nominate new executive leadership for the Presbytery, if requested.

**To these ends, the interim stated clerk will**

- serve as the official channel of communication within and on behalf of the Presbytery, including both to and from all councils and agencies of the PC(USA);
- work with the Assistant Stated Clerk to provide for the production and maintenance of all minutes, documentation, and bylaws for the Presbytery;
- recommend at the first stated meeting of Presbytery each year a formula for the balance of Teaching and Ruling Elders at meetings of Presbytery in accordance with appropriate sections of the *Book of Order*;
- provide management and oversight for resolutions, memorials, amendments, and overtures involving the Presbytery;
- work with the Congregational Health Team to (1) help manage the annual statistical review process required for congregations, including making sure they receive the appropriate forms in a timely manner, (2) manage and coordinate the annual review of session minutes for congregations in the Presbytery, (3) provide opportunities for training of clerks of sessions at least annually;
- work with the Assistant Stated Clerk to maintain Teaching Elder files in the Presbytery office and to ensure maintenance of online-records with the General Assembly relating to Teaching Elders, candidates, inquirers, and congregations. This would include ordinations, receptions, dismissals, and retirements of Teaching Elders;
- provide support and counsel to COM and CPM;
- communicate disciplinary actions to the Presbytery as appropriate.

**Terms of this Covenant**

- Rev. Gray will begin work as mission coordinator / stated clerk on June 15, 2018. This covenant will run for six months, through December 14, 2018, unless the presbytery finds its new executive leader sooner.
- It is estimated that this job description will require 30 +/- hours per week.
- One day per work week will generally be spent at the presbytery office. When working off-site she will be available as needed by phone, email, etc.
- During the six month period of this covenant, one week will be given for continuing education and two weeks for vacation.
- It is Rev. Gray's intention to spend two Sundays a month visiting in the congregations of the Presbytery and to be available for preaching or other ministry as invited.

### Compensation / Allowances

	<b>Six Months</b>	<b>Monthly</b>
Salary	\$13,785.65	\$2,297.61
Housing	11,500.00	1,916.67
SECA match (7.65%)	1,934.35	322.39
	\$27,220.00	\$4,536.67 <sup>1</sup>
Total effective salary		
Auto Allowance	2,100.00	350.00 <sup>2</sup>
Board of Pensions 403(b) annuity	12,000.00	2,000.00 <sup>3</sup>
Cont. Ed./Books & Expenses	500.00	83.33 <sup>4</sup>
Cell phone reimbursement	180.00	30.00 <sup>2</sup>
	\$42,000.00	\$7,000.00

Notes:

1. Amount of monthly check.
2. Expense automatically paid monthly to Joan.
3. To be sent monthly to Board of Pensions for 403(b)
4. Payable on submission of reimbursement request

## **Manual of Administrative Operations Cherokee Presbytery**

### Contents

- Bylaws (approved November 2016)
- Guiding Principles
  - Purpose
  - Authority
  - Method of Amendment
- The Presbytery
  - Structure
  - Officers and Staff
  - Ministry Teams

### To Be Added

- Policies Sexual Misconduct, Child Safety (already approved by Cherokee Presbytery)
- Personnel and Financial policies (need significant review and revision)
- Practices
- Ministry Team Handbooks

### **Bylaws of the Cherokee Presbytery Presbyterian Church (U.S.A.) Cartersville, Georgia Adopted 11/15/2016**

These bylaws, having been adopted by the action of Cherokee Presbytery at its stated meeting of November 15, 2016, shall be effective on December 1, 2016, and hereby replace and supersede any and all other bylaws and regulations of Cherokee Presbytery, which has its principal offices at 183 W Main Street, Cartersville, Georgia.

#### I. Organization

1. Cherokee Presbytery (the “Presbytery”), being a council of the Presbyterian Church (U.S.A.) and incorporated under the laws of the state of Georgia, as a non-profit 501c3, 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.
2. The legal name of this church body and of the Corporation is Cherokee Presbytery Properties, Inc. The Corporation is a constituent part of the Synod of South Atlantic and shall function in accordance with Parts 1 and 2

of the Constitution of the Presbyterian Church (USA) and the rules, procedures, and organization set forth in the presbytery Ministry Manual.

3. These bylaws shall, to the extent possible, be interpreted to maintain consistency with the Constitution of the Presbyterian Church (U.S.A.), including any amendments thereto. To the extent these bylaws cannot be interpreted consistent with the Constitution of the Presbyterian Church (U.S.A.), including any amendments thereto, the Constitution of the Presbyterian Church (U.S.A.) shall control the proceedings of the Church. Annually, the Stated Clerk shall report at the next stated meeting of the Presbytery following the adjournment of the General Assembly whether any amendment to the Constitution of the Presbyterian Church (U.S.A.) is inconsistent with these bylaws, and if so propose appropriate amendments to these bylaws to insure consistency between the Constitution of the Presbyterian Church (U.S.A.) and these bylaws.

## II. Membership and Meetings

1. Membership in the Presbytery shall be determined consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A.).
2. Meetings: The Presbytery shall hold stated (or regular) meetings on such dates as are determined by the Coordinating Team, which shall announce them no later than October 31<sup>st</sup> of the previous calendar year.

The annual meeting of the Presbytery shall be the regular stated meeting of the Presbytery held in the first quarter of the calendar year.

3. Special Meetings: Special meetings may be called in any manner authorized by the Constitution of the Presbyterian Church (U.S.A.). Such calls shall state clearly the purpose of the meeting, and no other matter not so specified shall be considered. The calling body or persons shall bear the cost of notice of the special meeting.
4. Moderator: The moderator of the Presbytery shall be elected in the manner authorized by the Constitution of the Presbyterian Church (U.S.A.) 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.
5. Voting: The members of the Presbytery as determined consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A.), shall be eligible to vote at all stated and special meetings of the presbytery.
6. Robert's Rules of Order: Meetings of the Presbytery shall be conducted in accordance with the most recent edition of Robert's Rules of Order, except in

cases in which the Constitution of the Presbyterian Church (U.S.A.) provides otherwise.

7. Opening and Closing with Prayer: All meetings of the Presbytery shall be opened and closed with prayer.
8. 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 churches of presbytery. Reasons for non-attendance on the part of ministers and non-representation on the part of churches, also reasons for partial attendance, shall be given to presbytery in writing.
9. Business of the Corporation: At any meeting of the Presbytery, the Presbytery is constituted as a meeting of the members of the corporation and may conduct such business on behalf of the corporation as is proper under the laws of the state of Georgia, and the Constitution of the Presbyterian Church (U.S.A.), including the election of trustees. The annual meeting of the corporation shall normally be the regular stated meeting of the Presbytery held in the first quarter of the calendar year.

### III. The Trustees

1. The Trustees of the Corporation shall be the members of the Coordinating Team. The Moderator of the Presbytery shall serve as the President and CEO of the Corporation. The Secretary of the Corporation shall be the Stated Clerk of the Presbytery. The Treasurer of the Corporation shall be the Treasurer of the Presbytery.
2. Authority delegated by Presbytery: The Presbytery delegates to the Board of Trustees the following responsibilities and authorizes it to spend such funds as are approved in the annual budget in the following areas:
  - a) To receive, hold, encumber, manage, and transfer property, real or personal for the Presbytery, and to accept and execute deeds of title to such property and to hold and defend title to such property, consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A.);
  - b) To maintain the property of the Presbytery;
  - c) To approve sales, purchases, leases and mortgages of the property of congregations in the Presbytery subject to ratification at the following meeting of the Presbytery;
  - d) To account for the income and expenses of the Presbytery in

conjunction with the Treasurer, and to provide the Presbytery with regular reports of such income and expenses;

- e) To manage the funds of the church in conjunction with the Treasurer, and to provide the Presbytery with regular reports of the balance of such funds;
  - f) To obtain sufficient liability coverage to protect the facilities, programs and officers of the Presbytery and to retain legal counsel.
3. 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 as the Presbytery determines.

#### IV. Committees of the Presbytery

- 1. The committees of the Presbytery shall be those determined to be necessary by the Presbytery in order to carry out its work.
- 2. Terms of membership on Presbytery Committees shall be as provided for in the Standing Rules of the Presbytery.
- 3. Terms of membership on Presbytery Committees (except the Permanent Judicial Commission) shall begin at the adjournment of the annual Presbytery meeting following election and end at the adjournment of the annual meeting in the year of the election class.
- 4. Terms of membership on the Permanent Judicial Commission shall begin January 1 of the year following the annual Presbytery meeting following election and shall end on December 31 of the year of the election class.

#### V. Nominations and Elections

- 1. Eligibility for office or service on the committees of the Presbytery shall be consistent with the Constitution of the Presbyterian Church (U.S.A.).
- 2. There shall be a representative Nominating Committee. The Coordinating Team shall make nominations for the Nominating Committee. This committee shall also serve as the nominating committee for the corporation.
- 3. The stated clerk of the Presbytery shall be nominated by the Nominating Committee and elected for a definite term. Additional nominations of qualified persons may be made from the floor by any eligible presbyter. Ordinarily, no individual shall serve more than four consecutive definite terms as stated clerk.

4. The treasurer of the Presbytery shall be nominated by the Nominating Committee upon recommendation of the trustees and elected for a term of one year. Additional nominations of qualified persons may be made from the floor by any eligible presbyter.

## VI. Amendment

1. 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, 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.
2. 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.).

## Guiding Principles

Believing that the “mission of God in Christ gives shape and substance to the life and work of the Church. (F-1.01), this Manual of Administrative Operations gives shape to Cherokee Presbytery’s common life (always provisionally and always open to ways to reform in faithfulness.)

*The Book of Order* of the Presbyterian Church (USA) directs “each council [to] develop a manual of administrative operations that will specify the form and guide the work of mission in that council.” (G-3.0106). The following principles are operative in the governance of the Cherokee Presbytery:

1. In developing this manual, we recognize and affirm that “God alone is Lord of the conscience.” As is true of Reformed polity in general, there is recognition that persons chosen to lead Cherokee Presbytery are governed not by those whom they represent but by the Holy Spirit working within them and guided by the Holy Scriptures as the “only rule of faith and manners.” We recognize and affirm the principle that a larger part of the church shall govern a smaller and that the matters shall be finally decided by the “collected wisdom and united voice of the whole Church.” We intend this principle to be the foundation of operations for Cherokee Presbytery – that all decisions may ultimately be subject to the “collected wisdom and united voice” of the Presbytery – understanding that when the people of God are gathered together to listen to the Holy Spirit their collective voice is more likely to reflect the will of God.
2. The provisions of this Manual of Administrative Operations are subordinate to the *Book of Order*.
3. Ministry Teams of Cherokee Presbytery shall develop operational handbooks to guide their practice and policy. These handbooks work in concert with the

Manual of Administrative Operations and the Book of Order while providing appropriate flexibility for the changing nature of the ministry of Cherokee Presbytery.

4. Those sections of The Form of Government which employ the word "shall" are obligatory upon the Presbytery, and need no further reference in this Manual. Consequently, The Form of Government is an essential accompaniment to this Manual. Likewise, those sections in the manuals and handbooks that employ the word "shall" are obligatory, whereas the word "may" is permissive.
5. Cherokee Presbytery is a not-for-profit corporation formed under the authority of the Secretary of State of the State of Georgia.

#### Method of Amendment

The Coordinating Team or Vision Team of Cherokee Presbytery may recommend amendments to this Manual for approval by a two-thirds vote of the Presbytery at any stated meeting. Any amendments proposed by other parties will be submitted to the Coordinating Team for the Coordinating Team's review and approval preceding presentation to the Presbytery. Any proposed revision to the manual disapproved by the Coordinating Team can be presented to the Presbytery for action by way of a minority report upon the vote of at least one-fourth of the Coordinating Team or by any individual commissioner to a Presbytery meeting who can present the manual revision as new business at a Presbytery meeting to be considered at the next stated meeting of the Presbytery. This rule, that a commissioner resolution be considered at the next stated Presbytery meeting, can be overridden by the Presbytery by a  $\frac{3}{4}$  vote.

#### Presbytery Structure

The work and ministry of Cherokee Presbytery is carried out both through our congregations and specific ministry teams of the presbytery. A more detailed outline of each team's responsibilities follows in this manual. Cherokee Presbytery's ministry teams are:

Ministry Transitions Team  
Congregational Health Team  
Building Leaders Team  
Community Connections Team  
Ministry Support Team  
Permanent Judicial Commission (D-1.0000)  
Committee on Representation (G-3.01013)

#### Coordinating Team

composed of the moderators of each of the ministry teams, past presbytery moderator, and 1 at-large member

#### Vision Team

composed of the presbytery moderator, moderator-elect, discernmentarian, GA

commissioners and other at-large leaders from within the presbytery

#### Officers and Staff

##### The Moderator of the Presbytery

- The candidate for Moderator shall be nominated by the Coordinating Team and shall follow a rotation of Female Teaching Elder, Female Ruling Elder, Male Teaching Elder, Male Ruling Elder.
- The Moderator and Moderator-Elect shall serve without compensation, but the expenses of their offices shall be included in the budget of the presbytery.
- The Moderator or appointed representative presides over services of ordination and or/installation of teaching elders.

##### The Stated Clerk of the Presbytery

- A stated clerk shall be elected by the presbytery for a two year term upon nomination by the Coordinating Team.
- The stated clerk shall perform the duties designated in G-3.0104 and G-3.0110 and as specified in the Stated Clerk Position Description in the Employee Handbook (to be developed).
- As an officer of the presbytery, the stated clerk is accountable to the presbytery through the Coordinating Team which shall annually review the work of the stated clerk.
- The stated clerk may be nominated for **four consecutive** terms of office.
- Adequacy of terms of call shall be reviewed annually as part of the presbytery budgeting process.

##### The Mission Coordinator

- A mission coordinator shall be elected by the presbytery to fulfill the responsibilities that are required by the mission of the body in accordance with G-3.0110.
- The mission coordinator shall perform the duties specified in the Mission Coordinator Position Description as established by the Coordinating Team.
- As an elected staff member, the mission coordinator is accountable to the presbytery through the presbytery's Coordinating Team which shall annually review the work of the mission coordinator.
- Adequacy of terms of call shall be reviewed annually as part of the presbytery budgeting process.

##### Other Staff Positions

- Other positions may be created and filled by the Coordinating Team.
- These staff members shall perform duties specified in their position descriptions issued by the Coordinating Team.
- Staff members are accountable to the presbytery through the Coordinating Team.

## MINISTRY TRANSITION TEAM

The Ministry Transitions Team ordinarily shall have no fewer than six (6) members including the Moderator. The Moderator will not generally have liaison responsibilities but will instead oversee the work of the Ministry Team. The members-at-large will be composed of an equal number of ministers and elders in equal classes.

The Ministry Team is responsible for those duties outlined below and other such duties identified by the Book of Order, G- 3.0306-3.0307 and not assigned to other Ministry Teams.

1. Review and approve terms of call for Teaching Elders. Receive annual reports on terms of call.
2. Dissolve pastoral relations when the Teaching Elder and congregation concur.
3. Dismiss Teaching Elders to other presbyteries.
4. Establish and dissolve pastoral positions when requested by sessions.
5. Approve and review temporary pastoral relationships, including Interims.
6. Grant requests from Teaching Elders for release from exercise of ordered ministry with the reasons for such release recorded in the minutes of the Presbytery.
7. Commission, review, and renew commissions of Ruling Elders.
8. Perform the initial in-depth examination of Teaching Elders seeking membership in the Presbytery
9. Grant status of Honorable Retirement to Teaching Elders.
10. Approve calls of Teaching Elders moving within the Presbytery.
11. Approve moderators of sessions for churches without an installed pastor.
12. Designate persons to moderate session and congregational meetings when requested to do so by moderator of record
13. Initiate/concur in request for Administrative Commission
14. Maintain a Pulpit Supply List
15. Shall establish and annually review the presbytery's Sabbatical Policy

In exercising these powers, the Ministry Transitions Team acts on behalf of the Presbytery and will report all such actions to the next stated meeting of Presbytery.

The examination of ministers, as referenced in "8" above will be conducted jointly by the Ministry Transitions Team and the Congregational Health Team with at least two (2) members present from each committee, including at least one (1) minister and (1) elder from each committee.

## Congregational Health Team

The Congregational Health Team ordinarily will have no fewer than six (6) members including the Moderator. Members at-large should be composed of an equal number of ministers and elders in equal classes.

Congregational Health Team (CHT) is responsible for promoting Christian wellness by helping congregations of Cherokee Presbytery to share the love, grace of God through Jesus Christ. Our focus is to assist and nurture congregations in their witness and spiritual wellness leading to an enhanced chance to experience a life of peace, joy and hope.

Particular duties are outlined below.

1. Identify, support, and guide congregations in times of missional discernment and congregational conflict with trained team members
2. Identify and demonstrate best practices for congregational health
3. Develop and promote policies that protect the health and welfare of our leaders and the children in our communities
4. Provide support for pastors in crisis

Strengthening relationships, assisting in times of missional discernment, combined with training opportunities will have a cumulative positive impact. In engaging the forces impacting our environment, with God's help, it is possible to collectively move forward in charting a path to enhanced spiritual health and growth.

CHT is committed to a ministry of presence. Showing up can be a powerful impact.

CHT will work in close coordination with the Ministry Transitions Team to perform the initial in-depth examination of Teaching Elders seeking membership.

## Ministry Support Team

The Ministry Support Team ordinarily will have at least 6 members including the moderator who will serve on the Coordinating Team. At-large members should represent a balance of ruling and teaching elders.

The focus of the team's work will be supporting the presbytery in the development of the graces of generosity and stewardship both in our shared ministry and in individual congregations.

Specifically, the Ministry Support Team will

- Build, monitor and manage an annual budget and stewardship plan for our shared work
- Assist congregations with matters of property and in the development of sound

financial practices including the review of proposed loans for consideration by the presbytery

- Document financial best practices
- Provide treasurer training
- Assist Administrative Commissions with matters of finances and property

#### Building Leaders Team

Membership. The Buildings Leaders Team (BLT) ordinarily shall have six (6) members, including the moderator. The Coordinating Team of Presbytery (CT) may also nominate co-moderators. The moderator(s) will not ordinarily serve as liaison with validated ministers or those under care of Presbytery. The BLT will include an equal number of ministers and elders

The BLT is responsible for those duties outlined below and other such duties identified by the Book of Order, G-2.06; G-20503A; sections of G-3.0302; and duties not assigned to other Ministry Teams.

1. Direct those under care of Presbytery seeking to be ordained as ministers of Word and Sacrament in preparation for ministry (G-2.06).
  - a. Administer financial assistance to persons under care in Presbytery's specifically designated funds;
  - b. counsel with pastors and sessions regarding Inquirers and Candidates from particular churches; and
  - c. perform those duties set forth under its "Authority to Act."
2. Provide opportunities for Minister members of Presbytery to receive ministry boundary training
  - a. Work with those entering Presbytery to receive appropriate boundary training;
  - b. Develop opportunities for continued training reviews for Ministers in Presbytery.
3. Annually review the work of all ministers of Word and Sacrament engaged in validated ministries outside the congregation (G-2.0503a).
4. 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").
5. Annually review the status of Presbytery members at-large (G-2.0503b) [?]
6. Propose ruling elders and ministers of Word and Sacrament to be readers of standard ordination examinations (G-3.0302)
7. Authority to Act. The Committee on Preparation for Ministry is hereby granted authority
  - a. To dismiss candidates;
  - b. enroll inquirers; and
  - c. certify candidates as ready for examination for ordination, provided that the Committee on Preparation for Ministry shall make a full report of its actions to Presbytery at its next stated meeting.

In exercising these powers, the Building Leaders Team acts on behalf of the Presbytery and will report all such actions to the next stated meeting of Presbytery.

#### Community Connections Team

The Community Connections Team ordinarily shall have no fewer than six (6) members including the moderator. The members-at-large will be composed of an equal number of ministers and elders in equal classes.

The Community Connections Team will function in accordance with the Book of Order, as outlined in G-3.0301-G-3.0307 and is responsible for the following duties:

- Help congregations in Cherokee Presbytery understand the changing context of our ministry
- Build capacity for connecting to the world beyond us
- Understand the need and opportunity for new church development, campus ministry, shared youth ministry, and cooperative mission in our region and the world
- Plan and implement our shared recreational and camping ministry
- Recruit, supervise, and assist a (re)creation Outreach Fellow, a paid part-time position, for the purpose of helping the Community Connections Team and participating congregations in the development of events within the Presbytery, specifically:
  1. Meet with leaders from each participating presbytery congregation to develop guiding principles for (re)Creation events
  2. Assist leaders from each participating congregation in the development of one local event
  3. Provide training for participating congregations as they seek to host events in their areas
  4. Assist the Community Connections Team in the interpretation of the (re)Creation ministry within Cherokee Presbytery

In exercising these responsibilities, the Community Connections Team acts on behalf of the Presbytery and will report all such actions to the next stated meeting of the Presbytery.

#### Committee on Representation

The Presbytery's Book of Order-mandated Committee on Representation shall consist of six (6) members including the team's Moderator. The members at-large shall include an equal number of ministers and ruling elders in equal classes.

The Committee shall function in accordance with the Book of Order as outlined in the polity of G-3.0103 and the principles of F-1.0403 and F-1.0404 and is responsible for the following duties:

1. Advise the presbytery regarding implementation of principles of unity and diversity.
2. Advocate for inclusion and diversity in the presbytery's leadership, including:
  - Plan and promote cooperative efforts among presbytery's ministry units to enhance full participation, fair representation, connections, and communication among all of presbytery's people, churches, and communities.
  - Identify and implement efforts to enable a broader, deeper, and more diverse cadre of leaders in all of presbytery's ministry units, especially including racial/ethnic/ immigrant people, younger adults with new perspectives, and older adults with experience and wisdom.
3. Consult with presbytery, especially with and through its Coordinating Team as needed, on the employment and termination of presbytery staff and personnel.

In exercising these powers, the Committee on Representation acts on behalf of the Presbytery and will report all such actions to the next stated meeting of Presbytery.

#### Coordinating Team

Composed of the moderators of each ministry team, past presbytery moderator, Committee on Representation Moderator, and one at-large member, the Coordinating Team will meet quarterly to focus on the technical issues of calendaring, resource sharing, and communication.

- Coordinates and communicates about the ministry plans and needs of each of the teams
  - Manages calendaring and cooperation for resource sharing
  - Provides forum for passing along information about needs in churches and shared initiatives that will strengthen the ministries of our congregations
  - Collect items for docket of presbytery business meeting
  - Nominate members of the Ministry Teams and at large members of the Vision Team
  - Assist Stated Clerk with logistics for presbytery meetings
  - Facilitate communication throughout the presbytery
  - Serve as the Personnel Committee for the presbytery to provide oversight, review, and evaluation and (as needed) termination and employment of presbytery staff
- 
- Develop the presbytery's required Manual of Administrative Operations
  - Serve as a forum for interim decision making between presbytery meetings

## Vision Team

Composed of the moderator of presbytery, moderator-elect, past moderator, discernmentarian, GA commissioners, and three at-large leaders from within Cherokee Presbytery who commit to prayerful discernment for the future of Cherokee Presbytery. This team will gather at least quarterly.

- Prayerful discernment for the future of Cherokee Presbytery
- Pray for our churches, listen deeply to the concerns of our communities (local neighborhoods, larger church, and the world) with an eye towards understanding how God is specifically calling our 29 churches to bear witness to the Gospel
- Plan worship for presbytery meetings and set an annual theme for reflection and action for the presbytery to consider as we gather for worship and mission
- Review and plan for Overtures and Amendments
- Nominate at-large member/s of Coordinating Team