

RED RIVER PRESBYTERY POLICY AND PROCEDURES MANUAL

GENERAL INFORMATION

- 1.1** The name of the Presbytery shall be Red River Presbytery of the Cumberland Presbyterian Church. Geographic boundaries shall include the entire state of Oklahoma excepting the following counties: Atoka, Coal, Choctaw, Pushmataha, Latimer, LeFore, and McCurtain; the area of Texas bounded on the east by counties: Lamar, Delta, Hopkins (with the exception of the Pine Hill congregation), Raines, VanZandt (with the exception of the Sunny Side congregation), Kaufman, Ellis, Navarro, McCulloch, San Saba, Lampassas, Bell Fall, and Robertson; on the west by counties: Wilbarger, Baylork, Throckmorton, Shackelford, Callahan, and Coleman.

PRESBYTERIAL OFFICERS

2.10 MODERATOR

- 2.11** The Moderator shall be well-versed in parliamentary procedure and be familiar with “Standing Rules” and **Policies and Procedures Manual**.
- 2.12** Duties of the Moderator shall include those listed in the *1984 Confession of Faith* August 2007 Edition, Rules of Order, 1.0 Moderator (pages 116-117).
- 2.13** Chair the Nominating Committee as an ex-officio member.
- 2.14** Serve as an advisory member of all other presbyterial Boards and Committees.

2.20 STATED CLERK

- 2.21** The Stated Clerk shall record all minutes in permanent form and supply extracts from them when requested. The Stated Clerk shall provide the Moderator with an agenda and assist the Moderator in expediting the business of the day. The Stated Clerk shall convene a meeting of Presbytery in the absence of the Moderator or a designated convener.
- 2.22** Duties of the Stated Clerk shall include those in the **Confession of Faith and Government, Rules of Order** 3.0 plus:
- a. distribute the official minutes within 30 days after Presbytery meet to members of Presbytery, Session Clerks, Supply Pastors, Reciprocal Delegates, members of Boards and Committees, Synodic Review Agency, Historical Archives, denomination Boards of Christian Education and Missions, and Program of Alternate Studies
 - b. notify persons of their elections or appointments to any Presbyterial function and assist those persons to perform the duties they have been called to do.
 - c. Correspond as directed by Presbytery
 - d. Serve on the Nominating Committee, acting as Convener in the absence of a chair.
 - e. Ascertain that session and committee members in the Presbytery receive a copy of the Presbytery’s Policies and Procedures Manual once a year after Annual Reports are turned in.

- f. Ascertain that ministers newly arrived in the bounds of Presbytery receive copies of the Red River Presbytery Minutes for the previous year and a copy of the Policy and Procedures Manual.
- g. Distribute Preliminary Minutes to Ministers, Elder Delegates, Probationers, Session Clerks, and Board/Committee members.
- h. Advise members of current Presbyterial news.

2.23 Upon leaving office, the Stated Clerk shall transfer all records and documents to the successor.

2.30 RECORDING CLERK

2.31 The Recording Clerk shall assist the stated Clerk in the recording of the minutes and such other duties as may be assigned by Presbytery, or as mutual agreed upon by the Stated Clerk and the Recording Clerk.

2.32 The Recording Clerk shall act as Stated Clerk in the absence, or inability to serve, of the Stated Clerk.

2.40 TREASURER

- a. The Treasurer shall:
- b. prepare the budget at the direction of the Board of Finance/Audit for the following year at the Spring Presbytery and administer it.
- c. keep the books properly posted using a double entry program. The income and expenses should be categorized to follow the outline of each of Presbytery's standing committees.
- d. prepare monthly income-expense against budget statements and distribute them to all Committee chairs, the Board of Finance/Audit, and the staff of Presbytery. Quarterly reports of apportionment and health care premiums will be sent to the various Clerks and Treasurers.
- e. submit the records for a full audit every three years following the end of the Treasurer's term. In the years between, the cords will be subjected to the auditor's review.

2.42 Procedures for issuing check:

- a. The authorized check signers will be the Treasurer, Assistant Treasurer, and the Finance Committee chair.
- b. All committee chairs shall be furnished check requisitions that they will use as authorizations for disbursements to be charged to their budgets.
- c. The Treasurer has the authority to issue the checks that are budget driven i.e. funds designated as aid for new church development, health insurance for the ministers and their families, the payments of salaries, the payment of the expenses (including advances) for delegates to General Assembly, and the payment for the Synodic apportionment.
- d. The Treasurer shall monitor payments received for the dependent health insurance premiums. Should a church becomes over two months behind, the Treasurer shall send notice of this deficiency to the pastor and to the Clerk. This notice will advise them that coverage will cease on the first of the month following. Copies of the letter will go to the Board of Stewardship Foundation and Benefits in Memphis for their action. This notice will be sent CERTIFIED MAIL RETURN RECEIPT REQUESTED.
- e. Bank Statements will be mailed to the Board of Finance/Audit chair, or another nominee, who will reconcile the account monthly.

f. There shall be dual signatures on all checks over \$5,000 (the exception being those checks for monthly insurance).

2.43 Specific account entries:

- a. There will be an account maintained titled DESIGNATED FUNDS. These funds can only be used for capital expenditures in the new church development.
- b. At year end, all funds designated “retained earnings” in excess of 15% of the following year’s Budget will be transferred to the designated funds account.
- c. Payments received as the part of sales of closed churches will be applied as follows: 1) principle will go to designated funds account and 2) interest will go into the operating funds account.
- d. The Treasurer will watch the expenses and will notify the Stated Clerk when requests go over Budget by over 10%. Presbytery must approve the additional spending.

2.44 The Treasurer will be a member of the Board of Finance/Audit.

2.50 ASSISTANT TREASURER

2.51 The Assistant Treasurer shall assist the Treasurer in the performance of those duties and perform the duties of the Treasurer in the absence, or inability of the Treasurer to serve.

2.52 The Assistant Treasurer shall maintain the file of the Property and Casualty insurance purchased by the churches of the Presbytery.

2.53 The Assistant Treasurer shall be a member of the Board of Finance/Audit.

3.0 PRESBYTERIAL BOARDS AND COMMITTEES

3.10 BOARD OF TRUSTEES

3.10 The Board of Trustees shall serve as agent of Presbytery and shall act in that capacity when directed by Presbytery.

3.12 The Trustees shall familiarize themselves with laws regarding the buying and disposing of property, and act in accordance with these laws, when directed by Presbytery. Trustees, when necessary, shall avail themselves of legal counsel.

3.13 The Board of Trustees shall endeavor to have on file the deeds of trust or other documents pertaining to legal descriptions of all church properties located within the bounds of Presbytery whether or not there is an active congregation on that property.

3.14 Inasmuch as laws differ from one state to the next, at least one member of the Board of Trustees shall be from each state within the geographical boundaries of the Presbytery.

3.20 BOARD OF MISSIONS

(See Appendices C&D)

3.21 The Responsibilities of the Board of Missions are:

- a. development of new churches in conjunction with the denominational Board of Missions.
- b. Redevelop existing church in conjunction with the denominational Board of Missions.

- c. Aid churches that are experiencing disharmony among its members, or other serious difficulties.
- d. Review session records annually.
- e. Have a representative of the Board visit each church session at least once every three years.
- f. appoint a Moderator of the Session to congregations without an installed pastor, and receive a written report from that Moderator on an annual basis at the minimum.
- g. Recommend to Presbytery any establishing or dissolving of pastoral relationships by pastors, stated supplies, or interims with individual congregations.

3.30 BOARD OF FINANCE/AUDIT
(see Appendix B)

- 3.31 The Board of Finance/Audit shall:
- a. receive budget requests for the following year from presbyterial agencies, adjusting them as necessary, and formulate a proposed consolidated budget for approval at the Spring meeting of Presbytery.
 - b. Serve as Presbytery's insurance committee
 - c. Provide for the annual review and audit of the financial records.
 - d. Advise the Treasurer concerning dispersal and investment of funds.
 - e. Monitor the income and expenses of the Presbytery, and recommend to Presbytery any budget adjustment needed to reflect its actual financial situation.

3.40 BOARD OF CHRISTIAN EDUCATION

- 3.41 The Board of Christian Education shall:
- a. plan and promote training events for teachers and leaders of Christian Education.
 - b. Recommend to the Nominating Committee persons to be Youth Advisory Delegates to General Assembly.
 - c. Provide for a summer camping ministry.
 - d. Provide a Presbytery-wide youth ministry.
 - e. Plan events of special interest such as marriage enrichment, spiritual formation, etc.
 - f. Serve as resource of local Christian Education Committees including gathering and sharing audio and visual materials and curriculum

3.50 NOMINATING COMMITTEE

- 3.51 The Nominating Committee shall:
- a. nominate presbyterial and board personnel including all officers
 - b. inform nominees of duties
 - c. nominate Synod and General Assembly commissioners and Youth Advisory Delegates to General Assembly
 - d. promote Red River presbyterial representation on denominational boards and agencies

3.60 COMMITTEE ON THEOLOGY AND SOCIAL CONCERNS

- 3.61 The Committee on Theology and Social Concerns shall:
- a. serve as the liaison between the General Assembly Commission on Theology and Social Concerns and Presbytery

- b. endeavor to raise the consciousness level of the people of Presbytery on pressing social and theological issues.
- c. work in conjunction with other agencies of the Presbytery to seek and transmit a theological basis for interpreting social concerns
- d. serve as an advocate in the presbytery for the Cumberland Presbyterian Children's Home

3.70 COMMITTEE ON PREPARATION FOR THE MINISTRY

The Committee on Preparation for the Ministry shall direct and nurture persons in preparation for the ministry in accordance with the **Cumberland Presbyterian Constitution**, sections 6:10 – 6:54. The role of the Committee on Preparation for the Ministry shall include, but not be limited by the following guidelines:

1. Help identify persons in the congregations of Red River Presbytery who may have suitable gifts of ministry in the Cumberland Presbyterian Church
2. Assist Sessions and pastors as they engage with those persons in a discernment process regarding the nature of their particular calling to ministry.
3. Interview all persons considering becoming candidates for the ministry. The Committee should consider not only the formal education of the candidates, but also such things as personal commitment, maturity, mental health, spiritual formation, and social development. The committee will help the potential probationer understand the process they may be about to start. This includes explaining the educational requirements of the CPC. These include a degree from a graduate school of theology approved by Presbytery and the completion of studies in the areas of Cumberland Presbyterian history, theology, and polity to the satisfaction of Presbytery. In some instances, Presbytery may approve education through the denomination's Program of Alternate Studies.
4. Require a professional psychological examination and discuss with the potential candidate the insights from this examination prior to recommendation for candidacy. Arrange for further psychological exams as deemed appropriate/necessary during the probationary period.
5. Recommend potential candidate to Presbytery for standing as a probationer
6. Guide probationers in their preparation as they respond to, grow into, and live with that call. Such guidance will include but not be limited to spiritual, emotional, and educational work. This guidance will take place not only during regularly stated meeting of the Committee, but also in one-on-one conversations and/or meetings with assigned mentors.
7. Report the status of each probationer to each meeting of Presbytery.
8. Arrange for each licentiate to have the opportunity to preach before Presbytery.
9. Examine candidates (either through oral and/or written exams when the probationers have completed or are nearing completion) of educational and any other requirements set by the Presbytery, and make recommendations regarding ordination to the Presbytery.
10. Consult with ordained ministers from other denominations who indicate an interest in the Cumberland Presbyterian church, help them discern if they are called to service in the CPC, guide them in meeting the constitutional requirements, and make recommendations to Presbytery regarding their suitability for service in our denomination.

11. Arrange for members of Presbytery the opportunity to examine potential probationers and/or those wishing to transfer denomination affiliation as to their sense of call and other concerns raised by the members of Presbytery.

3.80 COMMITTEE ON CLERGY CARE (see Appendices C & D)

- 3.81 The Committee on Clergy Care is responsible for relating to all the ordained ministers and their families. The Committee shall:
 - a. investigate reports concerning ministers who disregard the provisions of the Cumberland Presbyterian Church government and doctrine
 - b. encourage pastors in their work and growth, recommending or providing opportunities for continuing education
 - c. receive and review annual reports from each minister of Presbytery and prepare the annual necrology report for the memorial service at each Spring setting of Presbytery
 - d. provide pastoral care to all ministers who are part of the Presbytery --- those employed, those without charge, and those who are retired
 - e. deal with any questions of clergy misconduct or any other issue facing clergy within the Presbytery
 - f. meet with ministers ordained by other denomination who wish to serve Cumberland Presbyterian churches as Stated Supply or interim on an annual basis, making inquiry as to their knowledge of scripture and understanding of Cumberland Presbyterian history, theology and polity
 - g. review requests from pastors wishing to be accorded “retired” status in their relationship with Presbytery, and make recommendations to Presbytery.

3.90 THE HERITAGE COMMITTEE

- 3.91 The Heritage Committee is responsible for documenting the heritage of various aspects of Cumberland Presbyterianism and thus works with the Historical Foundation to secure and preserve such materials
- 3.92 The Heritage Committee is responsible for educating local congregations and individual members of the historical heritage of the Cumberland Presbyterian Church.

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APPENDIX A

NOMINATIONS FORM

Please fill out the following form and mail it to your stated clerk.

Minister Elder Church Member

Name _____

Address _____

Phone No. _____ e-mail _____

Congregation _____

Positions held in
church _____

Skills, experience,
hobbies _____

Presbyterial Board/Committee Preference: (Please put a number beside the committee/board of your choice in order of preference.) Please check three:

- Board of Missions
- Board of Christian Education
- Committee on Preparation for the Ministry
- Committee on Clergy Care
- Committee on Theology and Social Concerns
- Nominating Committee
- Heritage Committee
- Board of Finance/Auditing

I agree to have my name placed in nomination for service on a board, committee, or other office in Red River Presbytery.

Signed _____ Date _____

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APPENDIX B Insurance

1. Broad Form Comprehensive Liability shall be maintained by Presbytery with a limit of\$3,000,000.
The policy should be amended to include the personal injury.

- a. Personal injury\$1,000,000.
- b. Sexual molestation-sexual misconduct each person.....\$1,000,000.
Aggregate.....\$1,000,000.
- c. Counseling Professional Liability each person\$1,000,000.
Aggregate.....\$3,000,000.
- d. Officers and Directors Liability\$3,000,000.
Hired and non-owned Auto Liability\$1,000,000.

2. Worker's Compensation shall be provided for all salaried workers in the Presbytery with statutory limits to the states of Oklahoma and Texas. Those to be covered include mission pastors and paid camp staff. However, those who receive honorariums will not be considered to be an employee of the Presbytery for Worker's Compensation purposes.

3. Local churches shall carry the same coverage as set out the value of the church's land and real estate is \$300,000 or more shall purchase a limit of liability at\$3,000,000.
If the value is \$299,000 or less, the liability limit shall be\$2,000,000.

4. Camper accidental injury/death/dismemberment or sickness coverage for both youths and leaders shall be secured by the Presbytery for Presbytery sponsored camping with limits of \$10,000 per person.

5. Fidelity Bond shall be provided for all who handle money for the Presbytery. It shall be included in the blanket insurance policy now purchased from Church Mutual Insurance Co.

6. Health and Accident Coverage (as per General Assembly, 1992):

All pastors working a 30-hour week or more for churches in the Presbytery shall be covered by the denominational insurance program. The cost of coverage shall be a part of the Presbyterial budget. Dependent coverage shall be a matter left to the minister and his/her church.

7. Real and Personal Property Insurance coverage of individual churches should be maintained in an amount to cover the replacement of real property or the personal property resulting from fire and other perils.

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APPENDIX C

Establishing of Pastoral Relationships

1. The General Assembly Board of Missions, through its Leadership Referral Service, has the primary responsibility for assisting churches that are seeking pastors or associate pastors. Step One (after the formal dissolving of the previous pastoral relationship – see Appendix D) for the Session or Pastor Search Committee is to contact this Department and secure a copy of their “Guidelines” which will assist in the search.
2. The Board of Missions of the Presbytery should name a liaison and/or moderator to counsel/advise/assist the Session and the Search Committee during the time of vacancy in the offices of installed Pastor, Associate Pastor or Stated Supply.
3. As the Search Committee screens candidates, they may consult the presbyterial Committee on Clergy Care regarding prior history of the candidate and the potential of the relationship.
4. When the Search Committee and the Session finalize the terms of the proposed contract, the liaison/moderator informs the Presbytery’s Board of Mission and the Committee on Clergy Care of the terms of the call. With their approval, the Session issues a call in keeping with the terms of the contract.
5. A pastoral call must be approved by Presbytery.
6. Church wishing to call ministers ordained in other denominations may do so only in consultation with the Committee on Preparation for the Ministry and the Board of Missions.
7. Whenever possible, the contract between minister and Session should include provisions for mutual job review and expectations, ideally with the guidance and/or assistance of representatives from Presbytery’s Board of Missions and the Committee on Clergy Care.
8. Church wishing to secure associate/assistant pastoral leadership should be familiar with the **Cumberland Presbyterian Confession of Faith, Constitution** 7.03 and 7.11. The procedures for establishing and dissolving the relationship with between congregation and associate/assistant pastors are the same as those for the pastor.

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APPENDIX D

Dissolving the Pastoral Relationship

1. When a pastor wishes to seek another call or an alternative form of ministry. The Committee on Clergy Care should be informed and counsel with the pastor as to goals, cause for the move, and the general well being of the pastor.
2. The procedure for dissolving the pastoral relationship under mutually agreeable conditions are outlined in “Guidelines” available from the Leadership Referral Service of the General Assembly Board of Missions.
3. If the Session, by a majority vote, or the minister-in-charge desires to seek presbyterial assistance in resolving a difficult relationship, the following steps are to be taken:
 - a. the Session would inform the Board of Missions, and invite a representative to meet with them to discuss the problems.
 - b. The Pastor would inform the Committee on Clergy Care, and invite a representative to meet with him/her to discuss the problems.
 - c. A review of the situation by the Session must take place, with a facilitator other than the pastor, appointed by the Board of Mission, and the representatives of the Committee on Clergy Care, should the pastor and/or Session so request.
 - d. A review of the situation with the pastor would take place by a minimum of two active elders and one ordained minister from other Cumberland Presbyterian congregations within the Presbytery, should the Session so request.
 - e. Opportunity must be given to address, and if possible, correct points of disagreement.
 - f. After a time span of no less than thirty days, another review under the same circumstances and #3c and #3d may be suggested by the Board of Missions in consultation with the Committee on Clergy Care
 - g. The relationship will not be formally dissolved between pastor and congregation until the Board of Missions has reviewed the proceedings and formulated a recommendation, which has been acted upon by Presbytery.
4. When the pastoral relationship has been dissolved under troubled conditions, whenever possible, a trained temporary (*) pastor, approved by the Board of Missions should be called for a period of not less than six months, before the search process is begun. (*) Actions by 1994 General Assembly recommends that the position of “Interim Pastor” be recognized.)