

# **POLICY MANUAL**

## **PRESBYTERY OF UTAH**

**Adopted by the Presbytery of Utah - September 28, 2001**  
**Revised October 17, 2003**  
**Revised October 14, 2005**  
**Revised February 19, 2011**  
**Revised Oct. 13, 2012**  
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Mission Statement: The Presbytery of Utah will provide leadership and resources resulting in healthy and growing congregations.

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Added October 2005

# 1. GENERAL PROVISIONS

## 1.01 Preamble

The Presbytery is the acting and deciding body in all decisions for the Presbytery of Utah. The Policy Manual of the Presbytery of Utah contains the policies and procedures through which the Presbytery seeks to fulfill its mission. It brings together in one place the actions of Presbytery within which the continuing activities of Presbytery take place.

## 1.02 Amending/Suspending or Adding Manual Provisions

A provision of the Policy Manual of the Presbytery of Utah may be amended or temporarily suspended at any Stated Meeting by a two-thirds majority vote.

New sections and chapters may be added to this Policy Manual in the same way.

*NOTE: At its October 2004 meeting, the Presbytery of Utah voted to approve a special rule of order for a term of five years, which suspended the Mission/Program Unit structure. References to these units in this document will be disregarded until such time as the Presbytery votes to reactivate them.*

*Added October 2005*

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## 2. PRESBYTERY COMMUNICATIONS

*From the Administrative Manual, February 2000 Change, Section 6.01*

Full communications are a lifeblood of the Presbytery. This chapter outlines the policy of the Presbytery regarding communications within the Presbytery and to outside organizations.

### 2.01 Communications Outside the Presbytery

Communications generated from within the Presbytery (e.g., Presbytery Committees or Mission/Program Units) that are addressed to outside organizations and that establish the position of the Presbytery or state the policy of the Presbytery must be approved at the Presbytery level (or by the Coordinating Council under *Administrative Manual*, Paragraph 2.11.02).

### 2.02 Communications Within the Presbytery

The generators of all internal Presbytery communications are expected to reasonably consider the content of material to be sent from their Committee or Unit.

2.02.01 Communications generated from within the Presbytery (e.g., Presbytery Committees or Units) that are addressed to other Committees or Units and to churches of the Presbytery may be sent once approved by the Committee or Unit generating the mailing, and without the approval of Presbytery. A copy, for information, will be sent to the Stated Clerk.

2.02.02 Brochures, fliers, and handouts placed on the table for distribution at Presbytery meetings will have received approval by the Presbytery Committee or Unit involved, and by the Stated Clerk.

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### 3. HANDLING OF GA OVERTURES BY THE PRESBYTERY

- 3.01 Purpose - This section addresses (1) proposed amendments approved by the previous General Assembly and recommended to the Presbytery for their vote, and (2) overtures generated within the Utah Presbytery for submission to the upcoming General Assembly. Proposed amendments and overtures should be voted on by the Presbytery at the Winter Presbytery Meeting; Presbytery-generated overtures should be submitted to the General Assembly 120 days (*Book of Order, G-18.0301a*) prior to the start of General Assembly (and thus should also be voted on by the Presbytery at the Winter Presbytery Meeting). As a result, both proposed amendments and overtures should follow the same review/approval pathway.
- 3.02 Presbytery-generated overtures proposed for submission to General Assembly must be submitted to the Presbytery Office at least seven weeks in advance of the Winter Coordinating Council Meeting. Proposed GA amendments are also normally received at Presbytery by this date. Both proposed amendments and overtures should be mailed to the Polity Task Group as soon as received by the Presbytery Office.
- 3.03 The Polity Task Group will meet at least five weeks in advance of the Winter Coordinating Council Meeting to review proposed amendments approved by the previous General Assembly and overtures generated within the Utah Presbytery. That Task Group will determine which other Committees and Units of Presbytery should also review any of the amendments and overtures. The Moderator of the Polity Task Group, in consultation with the Stated Clerk and the Executive Presbyter, may also determine that a proposed amendment or overture is to be reviewed by other Committees and Units of Presbytery, in which case members of those Committees and Units will also be sent a copy of any additional proposed amendments or overtures for review in advance of the time of the Winter Coordinating Council Meeting.
- 3.04 Specific proposed amendments or overtures recommended for review by a specific Presbytery Committee or Unit will be submitted to members of that Committee or Unit as part of the packet sent announcing the Winter Coordinating Council Meeting. A memo will be included identifying the proposed amendments or overtures needing review by the Committee or Unit and the need to review and make conclusions regarding each proposed amendment or overture before the Winter Coordinating Council Meeting. Members of the Polity Task Group will receive a copy of every proposed amendment and overture being considered.
- 3.05 The Presbytery Committees and Units will review each assigned proposed amendment or overture prior to the Winter Coordinating Council Meeting. Involved Committee and Unit moderators will prepare a recommendation to the Polity Task Group on each assigned proposed amendment or overture, as well as other proposed amendments and overtures that they may wish to address. Comments regarding their reasoning would be useful for Polity Task Group review. For Presbytery-generated overtures, the Committee or Unit moderator will also prepare any recommended revised text to the overture. These recommendations, comments, and revised text will be submitted to the Moderator of the Polity Task Group or the Stated Clerk at the time of the Winter Coordinating Council Meeting.
- 3.06 The Polity Task Group will normally meet in the week following the Winter Coordinating Council Meeting. They will summarize the comments and reasoning of each Committee and Unit

reviewing each proposed amendment and overture and prepare a written recommendation to Presbytery on each proposed amendment and overture. If possible, the Stated Clerk and/or the Executive Presbyter will attend this meeting to provide any needed input.

- 3.07 A copy of the Polity Task Group's recommendations will be sent with the Presbytery packet to each voting member of the Presbytery prior to the Winter Presbytery Meeting. To assure that members of Presbytery have time to review proposed Presbytery-generated overtures upon which they will be voting, the final revision of the overture, which Presbytery will vote on, will be sent out with the packet for the Winter Presbytery Meeting.
- 3.08 The Presbytery will vote on each proposed amendment and overture at the Winter Presbytery Meeting. The Stated Clerk will report the results of the voting to the General Assembly. Approved Presbytery-generated overtures will be submitted for General Assembly consideration.

*- From the Administrative Manual, February 2000 Change, Section 6.02*

## 4. PER CAPITA APPORTIONMENT

- 4.01 The Coordinating Council's Budget and Finance Sub-Committee will present the preliminary proposed Per Capita budget for the following year to the Presbytery at the Spring Stated Meeting, and will present the final Per Capita budget at the Fall Stated Meeting of Presbytery each year.
- 4.02 The Stated Clerk is responsible to report to the General Assembly the Per Capita based on the previous year's membership.
- 4.03 All congregations are responsible for paying their Per Capita apportionment in full to the Presbytery Treasurer on or before the last day of February of the year in which they are due. Should a congregation experience financial hardship due to the date of this payment, the session may submit a request to the Coordinating Council of the Presbytery with a proposed payment schedule. This request shall be in to the Presbytery office no later than the last day of January of the given year.

Revised 17 October 2003

- *From the Administrative Manual, February 2000 Change, Section 6.*

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## 5. FINANCIAL POLICIES

### 5.01 Preparing the Presbytery Budget

The Coordinating Council, through its Budget and Finance Sub-Committee, shall be responsible for the preparation of a comprehensive and balanced budget, including a Per Capita budget and a Presbytery Mission/Program Budget. The Per Capita apportionment for the Per Capita budget shall be set annually by the Presbytery (preliminary at the Spring Presbytery Meeting and final at the Fall Presbytery Meeting) and shall be allocated for conducting and administering of the ecclesiastical, judicial, and legislative functions of the Presbytery. The mission budget shall be based on the mission priorities of the Presbytery and shall include a line item to fund new opportunities to be determined by the Coordinating Council. Both parts of the budget shall be developed through a coordinated process of consultations with the General Assembly, Coordinating Council and/or appropriate committees of the Synod of the Rocky Mountains and Committees and Units of the Presbytery. The Budget and Finance Sub-Committee, through the Coordinating Council, shall recommend the preliminary budget to the Presbytery at its Spring Stated Meeting and the final budget to Presbytery at its Fall Stated Meeting.

### 5.02 Handling Presbytery Funds

The Coordinating Council's Budget and Finance Sub-Committee shall administer and monitor the adopted budget of the Presbytery, provide for and review the annual external audits, oversee the financial operation of the Presbytery, establish and review the financial controls systems for effectiveness and compliance, and review the financial policies and procedures for compliance with the Bylaws.

The Administrative Assistant/Bookkeeper shall receive all funds contributed to the mission budget and per capita budget of the Presbytery. The Treasurer shall disburse these funds under the supervision of the Budget and Finance Sub-Committee in accordance with the budget adopted by the Presbytery.

Funds received, both restricted and unrestricted, which support the programs or mission of the Presbytery shall be distributed in accordance with the procedures approved by the Budget and Finance Sub-Committee and included in this *Policy Manual*. Restricted funds received shall be transmitted to the causes for which they are intended. The instructions of the donors shall be carefully followed.

All requests for capital fund campaigns by institutions and agencies officially related to the Presbytery shall be coordinated by the Coordinating Council and be approved by the Presbytery at least one year prior to the beginning of the campaign.

### 5.03 Financial Responsibilities of Presbytery Churches

5.03.01 Each church and mission agency is required to participate in the liability portion (without exception), on a per capita basis, in the Blanket Presbytery Policy.

5.03.02 Each church is urged to keep on file, at the office of the Stated Clerk of Presbytery, a complete inventory and valuation of its property for insurance purposes.

5.03.03 Churches should use the insurance check list available through the Directors for the purpose of reviewing all applicable items or needs to establish proper and complete property insurance coverage.

5.03.04 Where congregations or organizations require funding permission/approval from Presbytery committees and/or the Presbytery, the completed documents must be submitted to the Presbytery Office ordinarily with ten weeks lead time (prior to the Presbytery meeting).

*- From the Administrative Manual, February 2000 Change, Section 6.04*

#### 5.04 Financial Responsibilities of Presbytery Staff

5.04.01 The Executive Presbyter of Presbytery is responsible for administration of the budget.

5.04.02 The Treasurer of Presbytery is charged with ensuring that Presbytery finances are under responsible management.

5.04.03 Both the Executive Presbyter and the Treasurer are accountable to Presbytery through the Coordinating Council's Budget and Finance Sub-Committee for their financial administration.

5.04.04 The Treasurer, in accordance with the adopted budget of the Presbytery of Utah, shall remit funds to those budgeted Mission Units at such intervals as prescribed by the budget or governing body authority.

5.04.05 Those mission funds of selected mission units - special projects, committees, activities - shall be remitted on demand, within budget limitations, on receipt of a voucher request signed by the Moderator of that mission unit.

5.04.06 To promote an uninterrupted cash flow, providing for the mission and programs of the Presbytery, the Treasurer may, when circumstances dictate and in consultation with the Moderator of the Coordinating Council's Budget and Finance Sub-Committee, use any available funds to pay obligations as they come due. His/Her quarterly and annual reports should specifically mention those items that are in a debit condition and those that have been depleted as a result of such emergency action.

5.04.07 The Treasurer shall not make payments which exceed the amount budgeted for a specific project or account, unless approved by the Coordinating Council or the Moderator of the Coordinating Council's Budget and Finance Sub-Committee.

5.04.08 Unexpended monies received by Presbytery for approved mission units shall be retained by Presbytery as the Mission Reserve Fund, and distributed only upon approval of Presbytery.

5.04.09 The Executive Presbyter, the Treasurer, or the President of the Board of Directors may sign checks. Checks over \$2500 shall be signed by two of the foregoing.

5.04.10 All vouchers shall have the signature of the Moderator of, or staff to, the work Unit to be charged for the expense, authorizing payment and assigning the account to be charged. A monthly voucher system may be submitted to the bookkeeper at the first

of the year, automating remittances to programs that have recurring monthly allotments.

- 5.04.11 In the absence or disability of the Moderator of a Mission/Program Unit, the Executive Presbyterian or the Moderator of the Coordinating Council shall have the authority to sign a voucher request for the funds of that Mission/Program Unit.
- 5.04.12 Vouchers authorizing expenditures of the Administrative Funds shall be signed by the respective Committee or Mission/Program Unit Moderators, the Moderator or Vice Moderator of Presbytery, and the Treasurer, Stated Clerk, or the Executive Presbyterian.
- 5.04.13 The Synod is the Mission Receiving Site for the Presbytery, and receipts from congregations are remitted through that office. Such receipts include general mission giving, some special offerings, some special gifts, and some designated contributions. Per capita apportionment shall be sent directly to the Presbytery Treasurer.
- 5.04.14 Other receipts may be managed by Presbytery from time to time, including fees related to Presbytery-sponsored events, fees for camps or conferences, deposits and accounts for designated contributions from individuals or agencies, special gifts or reimbursements for expenses.
- 5.04.15 The Coordinating Council's Budget and Finance Sub-Committee shall arrange for an annual full financial review (*Book of Order, G-11.0307*), and report the result to the Executive Presbyterian and the Coordinating Council, and the Coordinating Council will report to Presbytery.
- 5.04.16 An annual financial report will ordinarily be made to Presbytery at its Spring Stated Meeting, including current operating budget variance, assets, restricted accounts, and status of investments.

*Section 5.04 approved at the September 28/29, 2001, Presbytery Meeting.*

## 5.05 **Presbytery Investment Policy**

### **Philosophy**

All resources shall be handled with gratitude to God in the spirit of Christian Stewardship; with appreciation to those who made the funds available and in accordance with their wishes to the extent specified to them; with concern for those for whose good the money is to be used; and with commitment to employ the money in such a way that its use will improve the quality of life.

### **Policy**

Unless otherwise specifically directed in the instrument by which property, real or personal is received, the Council is authorized to invest and reinvest the property, if done in the exercise of that degree of judgment and care, under the circumstances prevailing; which persons of prudence, discretion and intelligence exercise in the management of their own affairs. Decisions are not made for speculation, but for permanence of the funds, considering maximum income to be derived therefrom consistent with the probable safety of the capital involved and protection of purchasing power which may be threatened by current inflation rates.

## Guidelines

1. **Objective: To provide support for local member churches and Local Shared Mission Projects while providing investment vehicles for current designated funds to be used as specified.**

Goal: To produce an income of .3% - 5% and an average total ratio of 4% annually over time. Equity/Fixed ratio median of 60/40.

2. Funds shall be invested as promptly as possible.
3. Funds shall be invested in issues generally offered by PILP and Presbyterian Foundation, highest rated quality commercial paper, corporate bonds and government obligations and good quality common and preferred stock of larger corporations.
4. Ratio of equities to fixed income securities shall be maintained consistent with the purpose and goals of various funds.
5. Funds shall not be invested in corporations inconsistent with the stand of the Presbytery on products harmful to persons or the social environment.
6. No less than 180 days of operating cash will be kept in the Presbytery's operating checking account.
7. Statements of Investment Philosophy, Policy and Guidelines shall be reviewed annually.

Added May 9, 2015

## 6. DIRECTORS' PROCEDURES

### 6.01 Preamble

It is a fundamental principle of Presbyterian Church polity that the property of an individual congregation is not owned by that congregation but is held in trust for the denomination as a whole. This principle is clearly spelled out in the Book of Order, as follows:

*"All property held by or for a particular church, a presbytery, a synod, the General Assembly, or the Presbyterian Church (U.S.A.), whether legal title is lodged in a corporation, a trustee or trustees, or an unincorporated association, and whether the property is used in programs of a particular church or of a more inclusive governing body or retained for the production of income, is held in trust nevertheless for the use and benefit of the Presbyterian Church (U.S.A.)" (Book of Order, G-8.0201)*

*"Whenever property of, or held for, a particular church of the Presbyterian Church (U.S.A.) ceases to be used by that church as a particular church of the Presbyterian Church (U.S.A.) in accordance with this Constitution, such property shall be held, used, applied, transferred, or sold as provided by the presbytery." (Book of Order, G-8.0301)*

*"Whenever a particular church is formally dissolved by the presbytery, or has become extinct by reason of the dispersal of its members, the abandonment of its work, or other cause, such property as it may have shall be held, used, and applied for such uses, purposes, and trusts as the presbytery may direct, limit, and appoint, or such property may be sold or disposed of as the presbytery may direct, in conformity with the Constitution of the Presbyterian Church (U.S.A.)." (Book of Order, G-8.0401)*

### 6.02 Procedures/Policies for Loans for Churches

The Presbytery holds title to the property of each member church which is not a federated congregation. Any action which would in any way encumber a church's real property (land, buildings, etc.) also encumbers the Presbytery. According to the Book of Order, G-8.0501, "A particular church shall not sell, mortgage or otherwise encumber any of its real property, and it shall not acquire real property subject to an encumbrance or condition without the written permission of the presbytery transmitted through the session of the particular church."

#### 6.02.01 Procedures:

- a. Whenever a church is considering taking out a loan or mortgage which would encumber church property, and thus the Presbytery, the Presbytery (and specifically, the Board of Directors) must be informed and involved in the process from the beginning. Likewise, a Committee of Presbytery which may wish to request loans for New Church Development, etc., must notify the Presbytery (through the Board of Directors) early in the process.
- b. The Church or Committee contacts the appropriate governing body and/or agency for necessary application forms.
- c. The Coordinating Council's Budget and Finance Sub-Committee will identify support persons, who are familiar with the application process, to offer assistance.

- d. After the necessary application forms and paperwork have been completed, they are to be forwarded to the Coordinating Council's Budget and Finance Sub-Committee for review, clarification and recommendation to the Board of Directors.
- e. If approved by the Coordinating Council's Budget and Finance Sub-Committee, the loan request(s) will be presented by the Sub-Committee to the Board of Directors for approval and co-signing. The Board of Directors shall authorize the President of the Board of Directors and either the Stated Clerk or the Executive Presbyter to sign any necessary documents. All actions by the Board of Directors resulting in loans to churches will be reported at the next meeting of Presbytery.
- f. The Stated Clerk shall forward all paperwork for church-related loans to the Synod for signature of the Synod Executive. The Synod Executive shall forward required paperwork to the appropriate agency of the General Assembly.

Revised 17 October 2003

6.02.02 Responsibilities of Loan Recipients:

- a. Churches and committees receiving loans from church agencies shall honor the terms specified by the governing body or agency granting the loan.
- b. At the time of application, the Session of the church must include in its operating budget a minimum of 10% approved Presbytery General Mission Giving (for Presbytery, Synod and General Assembly). If the 10% General Mission Giving has not been reached, prior to loan approval, the Presbytery must request in writing a temporary waiver of this requirement, and submit a plan to help the Session attain the minimum goal of 10% General Mission Giving.

General Mission Giving may include Basic Mission Support for Presbytery, Synod and General Assembly, Special Offerings (e.g., the Christmas Joy Offering, Peacemaking Offering, etc.) of the General Assembly, Synod or Presbytery, gifts to the Presbyterian Church (U.S.A.) seminaries, gifts to the Theological Education Fund, and per capita giving.

*Paragraph 6.02.02b approved at the September 28/29, 2001 Presbytery Meeting.*

- c. The church or committee shall make loan payments on schedule. If payments cannot be made on schedule, or if the amount due cannot be paid in full, the President of the Board of Directors (who shall notify the Presbytery at the next stated meeting) is to be notified immediately.
- d. The church or committee shall keep the Presbytery fully informed of any changes in the terms of loans (e.g., change in interest rate).
- e. The church or committee shall report to all lending bodies as required under the terms of the loan.
- f. If a church or committee wishes to refinance an existing loan, the complete process for application and approval will be followed.
- g. Loans to member churches which are not approved by the Presbytery are the sole responsibility of the parties involved.

- 6.02.03 Responsibilities of the Presbytery:
- a. Review, sign, and forward all necessary paperwork.
  - b. Review all monthly and quarterly loan reports from other governing bodies; monitor the repayment of commercial loans on an annual basis.
  - c. Report annually to the Synod and General Assembly concerning the percentage of denominational mission giving of churches with loans.

6.03 Procedures/Policies for Selling Church Property

The Presbytery holds title to the property of each member church which is not a federated congregation. Any action which would in any way encumber a church's real property (land, buildings, etc.) also encumbers the Presbytery. According to the *Book of Order*, G-8.0501, "A particular church shall not sell, mortgage or otherwise encumber any of its real property, and it shall not acquire real property subject to an encumbrance or condition without the written permission of the Presbytery transmitted through the session of the particular church."

In a particular church, the congregation must take action as a corporation to approve the sale of real property (*Book of Order*, G-7.0401 - 7.0402). The actions approved by the congregation/corporation may then be carried out by the Session, acting as Directors for the corporation, or by the Directors elected by the corporation, after concurring action is taken by the Presbytery.

- 6.03.01 Procedures:
- a. Whenever a particular church is considering selling any of its real property, it must take steps to inform and involve the Presbytery (and specifically, the Board of Directors) from the beginning of the process.
  - b. The church shall make arrangements for a professional appraisal or a comparative market analysis of the property in question to determine its fair market value. The results of the appraisal or comparative market analysis shall be reported to the Coordinating Council's Budget and Finance Sub-Committee for consideration before a buyer may be sought. The Sub-Committee may require a professional appraisal before any action is taken.
  - c. The congregation/corporation, at a duly called meeting, must approve plans to sell the property, including the selling price.
  - d. The proposed terms of sale are to be forwarded to the Board of Directors through the Coordinating Council's Budget and Finance Sub-Committee. The Sub-Committee will review the proposed terms of sale, and make a recommendation to the Board of Directors.
  - e. If the proposed terms of sale are approved by the Board of Directors, the Board of Directors shall authorize the President of the Board of Directors and either the Stated Clerk or the Executive Presbyter to sign all necessary papers on behalf of the Presbytery.

- f. The terms of the sale, including the selling price, the name of the buyer, a legal description of the property, and the method of payment (mortgage, cash payment, etc.) shall be reported to and recorded in the Minutes of the Presbytery.
- g. When time is of the essence, and when a considerable length of time exists before the next stated meeting of the Presbytery, the Coordinating Council's Budget and Finance Sub-Committee may be authorized to act on behalf of the Presbytery. The Coordinating Council's Budget and Finance Sub-Committee shall then report its actions at the next stated meeting of the Presbytery.

*- From the Administrative Manual, February 2000 Change, Section 6.05*

## 7. NOMINATING GUIDELINES

### GUIDELINES FOR THE NOMINATION AND ELECTION OF COMMISSIONERS TO SYNOD AND THE GENERAL ASSEMBLY

#### 7.01 Preamble:

The *Book of Order* of the Presbyterian Church (U.S.A.) guides the process of selecting commissioners from the presbytery to synod and the General Assembly as follows:

*G-4.0403 The Presbyterian Church (U.S.A.) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions consistent with the Reformed tradition, as well as different marital conditions (married, single, widowed, or divorced) shall be guaranteed full participation and access to representation in the decision making of the church. (G-9.0104ff)*

*G-11.0103d The presbytery is responsible ...*

*To implement, consistent with G-9.0104, the principles of participation, inclusiveness, and affirmative action in employing its personnel and in establishing the membership of its committees, councils, boards, and other policy-making and policy-recommending bodies, in order to assure fair representation in its decision making and in the election of commissioners to synod and the General Assembly. Its committee on representation shall report directly to the presbytery, and shall be empowered to make recommendations to correct situations of unbalanced representation, including the recommendation that the nominating committee reconsider its nominations.*

#### 7.02 Philosophy:

Clergy and elder commissioners, and Youth Advisory Delegates, of the Presbytery of Utah to other governing bodies are called to a unique privilege of service to Christ and the Church. Under the guidance of the Holy Spirit, commissioners offer direction in the decision-making processes of the governing body to which they are sent. This responsibility shall be entrusted to those who have, by their participation, demonstrated leadership ability, effective service in the life of the presbytery and the particular congregations of the presbytery, and commitment to the on-going life and welfare of the Church at all levels.

Ministry in this capacity will require awareness of issues before the governing body, expertise suited or adaptable to those issues, and the ability to function actively with the committee process, operating guidelines, and policy structures. Upon returning to the presbytery, each commissioner will be expected to report on their participation and the actions of the governing body.

Commissioners will be selected through an open election process which ensures equal opportunity for all to be considered for this service. Such a process must be carried out with a view to reflecting the diversity of gifts within the body, and the inclusiveness to which the Presbyterian Church (U.S.A.) is committed.

7.03 G.A. Commissioner Roll

The Stated Clerk shall maintain a roll of all recent commissioners to General Assembly and will make the lists available to the Nominating Committee.

7.04 Process for Elder Commissioners to G.A.:

The churches of the presbytery are divided into two groups as equal in size as possible. Each group contains churches of varying size (small, medium, and large) and represents the range of geographic locations (urban, suburban, town, and rural) within the presbytery. The following groupings are in use:

Group 1: GA - 2008 - 2012 - 2016 - 2020\*

Community of Grace Church, Sandy  
Community Presbyterian Church, Cedar City  
Community Presbyterian Church, Brigham City  
Cottonwood Presbyterian Church, Salt Lake City  
Community Presbyterian Church, Myton  
First Presbyterian Church, Salt Lake City  
First Presbyterian Church, Ogden  
Japanese Christian Church, Ogden  
Japanese Church of Christ, Salt Lake City  
Springville Community Church, Springville  
Trinity Presbyterian Church, Ogden  
United Church of Kanab Church, Kanab/Fredonia

Group 2: GA - 2006 - 2010 - 2014 - 2018\*

Community Presbyterian Church, Delta  
Community Presbyterian Church, American Fork  
First Presbyterian Church, Mt. Pleasant  
First Presbyterian Church, Logan  
Korean Presbyterian Church, Salt Lake City  
Mt. Olympus Presbyterian Church, Salt Lake City  
Good Shepherd Presbyterian Church, St. George  
Preston Community Church, Preston, ID  
Westminster Presbyterian Church, Fruit Heights  
Summit Presbyterian Church, Park City  
Valley Community Church, Richfield  
Wasatch Presbyterian Church, Salt Lake City  
Westvale Presbyterian Church, West Valley City

(\* ' year of service)

On an alternating basis, each group of churches will be invited to submit the names of possible elder members to the Nominating Committee for consideration as General Assembly Commissioner. In this way, each church will have the opportunity to recommend commissioner nominees to General Assembly in four-year cycles.

Presbytery's Coordinating Council, Units and Committees may submit names of elder members to the Nominating Committee for consideration as General Assembly Commissioner, with endorsement of the nominee's session. Such nominations do not have to adhere to the rotation process.

7.05 Process for Clergy Commissioners to G.A.:

For each General Assembly, resident eligible clergy will be invited by the Nominating Committee to submit their names as nominees for General Assembly Commissioner. Clergy shall be eligible to be nominated by the Committee as commissioners to the General Assembly two years after joining the Presbytery. The Nominating Committee will also seek clergy nominations from the Presbytery of Utah community. When proposing nominees, the Committee shall consider the length of time the Pastor (including a Retired Pastor) has been a member of this Presbytery and whether he or she has previously been a Commissioner to General Assembly. The Committee shall nominate one nominee for principal Commissioner and one for alternate Commissioner.

Revised Feb. 19, 2011

7.06 Process for Youth Advisory Delegates to G.A.:

For alternating General Assemblies, churches (following Section 7.04) will be invited to nominate a Youth Advisory Delegate, age 17 to 25. (Age on opening day of General Assembly.)

7.07 Process for Synod Commissioners:

7.01.01 When Synod Commissioner terms expire, the Nominating Committee will nominate a person with appropriate qualifications to fill the position, and an alternate to that person.

7.01.02 Clergy shall be eligible to be nominated by the Committee as Commissioner to Synod one year after joining the Presbytery.

7.08 Application Procedure for All Commissioners

Twenty weeks prior to the Fall Stated Meeting of the Presbytery

Written invitation sent to eligible clergy; written invitation to submit names of possible elder nominees and Youth Advisory Delegates sent to eligible churches, and to the Coordinating Council, Mission/Program Units and Committees. This invitation includes: The Guidelines for Nomination and Election of Commissioners to Synod and the General Assembly and a nomination form. Names of candidates for nomination will be submitted to the Nominating Committee on an official nomination form. This form will request particular data, including a brief biographical sketch which shall include the nominee's service and qualifications and, in the case of elder nominees and Youth Advisory Delegates suggested by a session or by Presbytery organizations, a statement of the session's endorsement signed by the Clerk of Session.

Sixteen weeks prior to the Fall Stated Meeting of Presbytery

Deadline for receipt of nomination forms.

Twelve weeks prior to the Fall Stated Meeting of the Presbytery

The Nominating Committee will review the written nominations and select from among them those persons to be interviewed. The Nominating Committee will not place in nomination the name of any person who has not been interviewed.

The Nominating Committee's evaluation of all nominees will be based on the above statement of philosophy and defined in the following criteria:

- 7.08.01 Commitment to the larger church demonstrated by service and participation in various governing bodies, committees of Presbytery and/or Synod or General Assembly.
- 7.08.02 Commitment to continued involvement in the life and work of the presbytery.
- 7.08.03 Understanding of operational procedure, functions, and responsibilities of various governing bodies.
- 7.08.04 Representative of the diversity of the Presbyterian Church (U.S.A.), i.e., persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, and different theological positions consistent with the Reformed tradition as well as different marital conditions (married, single, widowed, or divorced).

The Nominating Committee will present a slate of nominees with at least twice the number of nominees for the number of principal commissioners to be elected. The final list of nominees, along with some brief biographical information which shall include each nominee's service and qualifications, will be mailed to elder commissioners and minister members with the call to the meeting at which the election will take place.

Persons nominating from the floor shall provide some brief biographical information regarding the person being nominated and, in the case of elder nominees suggested by the session, a statement of the session's endorsement signed by the Clerk of Session.

The Nominating Committee shall consult at least annually with the Committee on Representation of its own governing body. (G-9.0801c)

The Nominating Committee shall be responsible for ensuring that the church's commitment to inclusive representation is honored. This may require the nomination of persons beyond those suggested by sessions, Presbytery's Coordinating Council, Units and Committees, and eligible clergy, so that they may present a slate that is inclusively representative of the presbytery and that offers particular skills or expertise helpful to Synod or the General Assembly.

Eight weeks prior to the Fall Stated Meeting of the Presbytery

The Nominating Committee completes interviews of General Assembly candidates (clergy and elders) and prepares slate.

Fall Stated Meeting      General Assembly and Synod Commissioner slates presented to Presbytery Meeting.

### Election by ballot

For Elder Commissioners and YAADs, the person who receives the greater number of votes shall be the principal Commissioner and the one with the next fewer votes will be the alternate Commissioner. For Clergy Commissioners, the nominees from the Committee and the nominees from the floor, if any, shall be elected by separate votes for principal and for alternate.

Revised Feb. 19, 2011

## **8. AUTHORITY GRANTED TO THE COMMITTEE ON MINISTRY**

### 8.01 Unilateral Action

When time is of the essence, and when a considerable length of time exists before the next stated meeting of the Presbytery, the Committee on Ministry may be authorized annually by Presbytery to act on behalf of the Presbytery according to the *Book of Order, G-11.0502h*. The Committee on Ministry shall then report its actions at the next stated meeting of the Presbytery

### 8.02 Authority

Presbytery may annually authorize the Committee on Ministry to act on its behalf regarding any or all of the following matters:

- 8.02.01 To find in order calls issued by churches
- 8.02.02 To approve and present calls for services of ministers
- 8.02.03 To approve the examination of ministers transferring from other presbyteries required by the *Book of Order, G-11.0402*
- 8.02.04 To dissolve the pastoral relationship in cases where the congregation and pastor concur
- 8.02.05 To grant permission to labor within or outside the bounds of the Presbytery
- 8.02.06 To dismiss ministers to other presbyteries.

### 8.03 Presbytery Action

This authority is granted for a year at a time, at the annual meeting, as stated by the *Administrative Manual*, Paragraph 2.07.02.

*Chapter 8 approved at the September 28/29, 2001, Presbytery Meeting.*

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## 9. POLICY ON USE OF PRESBYTERY EQUIPMENT

- 9.01 A policy is needed to assure that the Presbytery's equipment is used in a way that will help them function more efficiently in their support to task groups, pastors, and congregations.
- 9.02 The following policy statement will be signed and agreed to by any responsible party requesting the use of Presbytery equipment:

### Understanding on Use of Presbytery Equipment

1. The use of Presbytery equipment shall be for Church purposes only.
2. The use of equipment owned by the Presbytery of Utah shall be negotiated through the Administrative Assistant of the Presbytery of Utah.
3. Requests for equipment must be made to the Administrative Assistant, no later than two (2) weeks prior to the time the equipment is to be used.
4. The person making the request must make arrangements to either pick up the equipment or to have it delivered to a specific location as well as plans for its return.
5. The person making the request for equipment must have one of the following:
  - a. Expertise in running the equipment.
  - b. A plan for someone with that expertise to be present to run the equipment.
  - c. A willingness to meet with someone with that expertise for a training session.
6. It should not be anticipated that the staff of the Presbytery of Utah will run the equipment, even if they happen to be present at the time of its use.
7. The entity borrowing equipment from the Presbytery of Utah is responsible for its safe return. Any damage will be repaired at the borrower's expense.

I have read this statement and agree to the terms stated.

SIGNED: \_\_\_\_\_  
Responsible Party

DATE: \_\_\_\_\_

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## **10. SEXUAL MISCONDUCT POLICY PRESBYTERY OF UTAH**

### ***SEXUAL ABUSE PREVENTION AND RESPONSE***

#### **POLICY**

We believe that Scripture and our faith in Jesus Christ call us to standards of responsible conduct in all of life, including sexual behavior.

It is the policy of the Presbytery of Utah that all members of Presbytery (ordained ministers), all persons on other rolls of Presbytery (commissioned ruling elders, commissioned church workers, inquirers, candidates), all employees of Presbytery (whether ordained to church office or not), and all who serve in the work or function on behalf of the Presbytery as volunteers or as specific agents of the Presbytery are to maintain integrity of ministerial, employment, professional, and ecclesiastical relationships at all times.

It is further the policy of the Presbytery of Utah that each particular church and entity operating within and/or under the authority of the Presbytery of Utah shall adopt a policy prohibiting sexual misconduct and shall inform their congregation of the policy. A copy of each church's policy be provided to the Stated Clerk of the Presbytery of Utah.

The responsibility of the Presbytery of Utah with regard to accusations of violation of its policy and procedures on sexual misconduct is to ensure that an effective, caring, and expeditious response is made to all persons, institutions, and entities which may be affected by either a violation of professional ethics or the allegation of a violation. In all cases, all persons shall be treated with respect, personal integrity shall be presumed, and statements shall be taken seriously.

#### **PURPOSE**

The purpose of this sexual abuse prevention and response policy is to make explicit the Presbytery's opposition to abusive behavior and oppressive or degrading environments in employment and other church relationships, to provide a process for the determination of facts in cases of allegations of violation of the policy, and to provide for the imposition of appropriate remedies and disciplines in cases of violation. Within the ecclesiastical context, it makes explicit the duty of the Presbytery to provide or provide for pastoral care of persons who may be affected by either a violation or an allegation of violation of the policy.

#### **DEFINITIONS**

Sexual misconduct involves the misuse of trust, authority, or power in a relationship to gain advantage over another in an abusive, exploitative, or unjust manner. In the case of church professionals (whether they are in pastoral, counseling, or other such relationships), no personal sexual contact or conduct, either public or private, is permitted with anyone with whom the individual has a professional relationship. It is the responsibility of a church officer or church worker to maintain appropriate sexual boundaries and limitations.

Sexual misconduct may include, but is not necessarily limited to:

- 1) sexual contact or conduct with another person while in ministerial, employment, professional, or ecclesiastical relationship, whether or not consensual; or
- 2) sexual conduct, which includes sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature in which submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or church-relationship status or in which submission to or rejection of such conduct by an individual affects decisions regarding employment or membership-status of an individual, or in which such conduct has the purpose or effect of unreasonably interfering with an individual's performance by creating an intimidating, hostile, or offensive working or church-relationship environment; or
- 3) sexual malfeasance defined as sexual conduct within a ministerial (e.g., clergy with a member of the congregation) or professional relationship (e.g., counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having mutual, social, or marital relationships.

Sexual misconduct also includes violation of the criminal laws of the state in which the conduct occurred, including rape or sexual contact by force, threat, or intimidation, or any other sexual crimes including any contact or interaction between a child and an adult when the child is being exploited for sexual gratification, whether the behavior does or does not involve touching; such sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.

#### **APPLICATION**

This sexual abuse prevention and response policy of the Presbytery of Utah applies to all members of Presbytery (ordained ministers), all persons on other rolls of Presbytery (commissioned church workers, inquirers, candidates), all employees of Presbytery (whether ordained to church office or not), and all who serve in the work or function on behalf of Presbytery as volunteers. The sexual abuse prevention and response policy and procedure does not apply to persons unless they are either members of the Presbytery of Utah, on the rolls of Presbytery, or serve as employees or as specific agents of the Presbytery.

#### **REFERENCES**

Because the Presbytery of Utah has a strong policy opposing sexual misconduct, finalist candidates for any position within the Presbytery are to be checked. The Presbytery may make other inquiries as may be reasonable to assess the suitability of a candidate for service in, or on behalf of the Presbytery.

Every applicant for employment or volunteer service in this Presbytery shall sign a statement regarding whether any civil, criminal, or ecclesiastical complaint related to sexual misconduct has ever been sustained\* or is pending\*\* against the applicant; and whether the applicant has ever resigned or been terminated from a position for reasons related to sexual misconduct.

\*Sustained

- 1) in a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain a no-contest plea, or has been entered as a sexual offender or abuser in any state central registry.
- 2) in a civil court, "sustained" means that there has been a finding or a judgment against the

- individual or has entered into a settlement agreement for compensation of any alleged victim.
- 3) in an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, by a permanent judicial commission in the Presbyterian Church(U.S.A.) or an equivalent body of another church.

**\*\*Pending**

- 1) in a criminal court, "pending" means a criminal charge is in the process of being prosecuted, or in a case in which there is not yet a verdict.
- 2) in a civil court, "pending" means a case in which there has not been a decision or judgment.
- 3) in an ecclesiastical case, "pending" means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not yet been decided by a permanent judicial commission; or an accusation or charges are in an equivalent state or process in a church other than the PC(USA).

**REPORTING PROCEDURE**

A person who has a reasonable belief that a violation of the sexual abuse prevention and response policy has occurred by a person to whom this policy is applicable is required to make a report thereof in a prompt and timely manner to the Stated Clerk of the Presbytery of Utah, any other member of the elected professional staff of the Presbytery of Utah, or the chair of the Committee on Ministry of the Presbytery of Utah. Failure to provide notification of a reasonable belief of violation of the sexual abuse prevention and response is itself a violation of the policy.

In order that confidentiality be maintained and that the procedures of the Presbytery of Utah not be compromised, any person who has a reasonable belief that a violation of the sexual abuse prevention and response policy has occurred is to make a report to the Stated Clerk of the Presbytery of Utah and/or civil authorities as may be required by statute, but is not to propagate rumor by other reporting of hearsay, allegations, or suspicions. It is the sole responsibility of the Presbytery of Utah to exercise ecclesiastical jurisdiction with regard to its policy.

A person notified of an alleged violation is to record the names of the accused and accuser, together with a brief description of the alleged offense, in order to prepare a written statement of an alleged offense, together with any supporting information, and transmit these to the Stated Clerk of the Presbytery of Utah for the initiation of appropriate procedures described in this document and in accord with Chapter D-10.0000 from the Rules of Discipline of the *Book of Order* of The Presbyterian Church (U.S.A.). The statement shall give a clear narrative and allege facts that, if proven true, would likely result in disciplinary action. Such allegations shall be referred to an investigating committee (D-10.0101). The Stated Clerk need not be personally persuaded of the truth of the allegations nor need the Stated Clerk see all of the supporting evidence available before instituting procedures.

If the allegation of sexual abuse involves the Stated Clerk of the Presbytery of Utah, the individual making the allegation shall contact either the Executive Presbyter or the Stated Clerk of the Synod of the Rocky Mountains. If the Executive Presbyter receives the allegations, the Executive Presbyter will forward them to the Synod Stated Clerk for action in accordance with Chapter D-10 from the Rules of Discipline of the Book of Order.

When violation of a criminal statute is believed to have occurred (as in the case of child abuse) or when otherwise required by civil law, a person who has direct personal knowledge of such violation is to make report to the appropriate governmental agency in addition to making a report to the Stated Clerk.

When report of an alleged violation of the Presbytery's policy on sexual abuse prevention and response is received, the Stated Clerk shall initiate the Presbytery's procedures for the establishment of an investigating committee under the provisions of Chapter D-10.0000 from the Rules of Discipline of the *Book of Order* of the Presbyterian Church (U.S.A.) and any personnel policies or other procedures in effect within the Presbytery of Utah.

In addition to initiating procedure pursuant to the *Book of Order*, the Stated Clerk shall inform the Executive Presbyter and the Moderator of the Committee on Ministry of the Presbytery of Utah of the fact that an offense has been alleged. As appropriate or required, notification of insurance carriers, civil authorities, or local employing or governing bodies, shall be made by the Executive Presbyter.

### **PASTORAL CARE**

In the pastoral care provided by the Committee on Ministry of the Presbytery of Utah, there shall be no effort made to determine the guilt or innocence of any parties. The work of the Committee on Ministry shall be to provide to persons, institutions, and entities such pastoral care and support as may be needed to maintain both personal and corporate integrity and effectiveness during the time of the work of an Investigating Committee and until such time as there is resolution of the matter by judicial process. The Committee on Ministry shall supervise and manage ministries of care, oversight, interpretation, reconciliation, or any other services provided by or through the Presbytery of Utah to restore a congregation or entity to effective function.

The Committee on Ministry may, when it is deemed necessary for the protection of persons or institutions, initiate appropriate measures for someone not on the Committee on Ministry to be appointed as Counselor for the care of any and all persons and institutions which have been or might be affected by the alleged misconduct, including local employing or governing bodies. The Committee on Ministry having jurisdiction may provide, either by itself or through a special committee it may establish, such services as:

- 1) interpretation of the Presbytery's policy and procedure and judicial process in consultation with the Stated Clerk, and needs for pastoral care;
- 2) recommendation of appropriate resources for specialized services (interim pastoral care, counseling, conflict resolution, personal advocacy, etc.) and
- 3) provision of appropriate pastoral care for the accused, the accuser, and other persons or institutions affected by the allegation of sexual misconduct.

Should the accused acknowledge the substantial truth of the accuser's charges or should there be evidence which might make such actions prudent, the Committee on Ministry may impose any of the following measures:

- 1) In the case of the accused being in a pastoral position:
  - a) the immediate restriction of the pastoral activities of the accused;
  - b) the immediate imposition of supervision for the accused;
- 2) In the case of the accused being in another validated ministry:
  - a) the immediate temporary withdrawal of validation and the assignment of the accused to member-at-large status, pending investigation of a disciplinary allegation;

b) within the bounds of civil law, the notification of the accused's employer that such action has been taken.

In its absolute discretion, and with the consent of the alleged victim, the COM may provide for pastoral care of the alleged victim of the alleged misconduct.

### **THE INVESTIGATING COMMITTEE**

An investigating committee shall be formed under the provisions of Chapter D-10 from the Rules of Discipline of the *Book of Order* of the Presbyterian Church (U.S.A.) and shall operate by those provisions.

### **ROLES OF STAFF**

The role of the Stated Clerk is limited to receiving complaints and serving as consultant/resource to the ecclesiastical judicial process. The role of other members of Presbytery/Synod staff is limited to providing appropriate support and counsel to the Committee on Ministry, but is not intended to include responsibility for either counsel or management except at the direction of that Committee on Ministry. The role of the Executive Presbyter is to notify insurance carriers, civil authorities, or local employing or governing bodies and to provide support and counsel to the Committee on Ministry. The role of staff is to provide a channel for communication and to describe existing process; members of Presbytery staff are not to adjudicate or to provide advice and counsel other than as directed by the Presbytery through either the Committee on Ministry or through judicial process.

### **POLICY ACKNOWLEDGMENT REQUIRED**

No minister member shall be enrolled who has not signed the policy acknowledgment statement of this document. No person shall be installed, commissioned or appointed to positions of pastoral leadership without having signed the policy acknowledgment statement.

### **INCLUSION BY REFERENCE**

By reference, the document entitled "Sexual Misconduct Policy and Its Procedures" as adopted by the 205th General Assembly of the Presbyterian Church (U.S.A.) in June of 1993 is incorporated as a resource for use by the Presbytery of Utah, particularly with regard to definitions, theological expressions, and employment forms. Although the procedures described in that document may differ from those of the Sexual Abuse Prevention and Response Policy in the Policy and Procedure on Sexual Misconduct of The Presbytery of Utah, they provide suggestions and guidance to aid in the implementation of the Presbytery policy. This document is available from the Presbytery office.

**POLICY ACKNOWLEDGMENT  
FOR "POLICY AND PROCEDURE ON SEXUAL MISCONDUCT"**

**TO:** All Members of Presbytery  
All Persons on Other Rolls of Presbytery  
All Employees of Presbytery  
All Volunteers of Presbytery

The Presbytery's "Policy and Procedure on Sexual Misconduct"

This policy of the Presbytery of Utah applies to all members of Presbytery (ordained ministers), all persons on other rolls of Presbytery (commissioned church workers, inquirers, candidates), all employees of Presbytery (whether ordained to church office or not), and all who serve in the work or function on behalf of Presbytery as volunteers. This policy and procedure does not apply to persons unless they are either members of the Presbytery of Utah, on the rolls of the Presbytery, or serve as employees or as specific agents of the Presbytery. It is essential that all who are subject to the policy and its procedures read and understand the policy, acknowledge that they have done so, and formally acknowledge that they are bound by the Presbytery's discipline in the matter.

Please complete the form below and return to:  
**The Office of the Stated Clerk  
Presbytery of Utah  
699 East South Temple #305  
Salt Lake City, UT 84102**

-----**DETACH AND RETURN**-----

\_\_\_\_\_ I have received a copy of the "Policy and Procedure on Sexual Misconduct" as adopted by the Presbytery of Utah on \_\_\_\_\_. I have read it, I understand it, and I acknowledge that the policy and procedure applies to me.

\_\_\_\_\_ I certify that no civil, criminal, or ecclesiastical complaint has been sustained or is pending against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct .

\_\_\_\_\_ I am unable to make the above certification. I offer, instead a description of the complaint, termination, or the outcome of the situation with explanatory comments.

---

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

---

Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

---

Date \_\_\_\_\_

## 11. Funding Application Forms

# Mission Giving From The Annual Budget of The Presbytery Guidelines & Application

### Purpose Statement:

To promote endeavors within the geographic region of the Presbytery of Utah that directly help people in need and that are not part of the ministry and program of the local congregations or the Presbytery, unless it is outwardly focused ministry.

### Criteria For Distribution of Funds:

1. Requests must fund endeavors within the geographical boundaries of the Presbytery of Utah.
2. Local congregations or committees of the Presbytery working alone or together can initiate requests.
3. Endeavors that have matching funds from other sources will be given priority.
4. The limit per request is \$3,000.
5. Proposals will be approved at the last regular Council Meeting in September due to the need to be assured of funding.
6. The Executive Presbyter & Stated Clerk will receive all proposals year round through August 31 and make recommendations for funding to the Council. Either the Executive Presbyter or Stated Clerk will speak with the contact person to fully understand the request.

---

Mission Giving From The Annual Budget Application Form

Requesting Governing Body or Committee: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Matching Amount & Source: \_\_\_\_\_

Give a brief outline of how the funds will directly help people in need within the geographical region of the Presbytery of Utah. Include a timeline of when the funds will be spent. (Use the back of this form if necessary.)

What will be the outcome of the request is funded?

How many people will be involved or impacted if the request is funded?

## Leadership Development Fund Guidelines & Application

### Purpose Statement:

To develop leadership in congregations and the presbytery that furthers the Presbytery's mission of creating healthy congregations.

### Criteria For Distribution of Funds:

1. Requests must further the stated mission of the Presbytery.
2. Requests will fund leaders from local congregations and the Presbytery who are sponsored by the appropriate governing body or Presbytery Committee.
3. Funds will be administered on a 50/50 matching basis up to \$2,000.
4. The limit per request is \$2,000.
5. Proposals will be approved at regular Council Meetings in January, April, and September.
6. The Executive Presbyter & Stated Clerk will receive all proposals and make recommendations for funding to the Council. Either the Executive Presbyter or Stated Clerk will speak with the contact person to fully understand the request.
7. The above criteria may be revised or modified as appropriate by the Coordinating Council.

---

Leadership Development Fund Application Form

Requesting Governing Body or Committee: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Matching Amount & Source: \_\_\_\_\_

Give a brief outline of how the funds will further the stated mission of the Presbytery of Utah. Include a timeline of when the funds will be spent. (Use the back of this form if necessary.)

What will be the outcome of the request in terms of developing a leader(s)?

How many people will be involved or impacted if funding is given?

## Peacemaking Fund Guidelines & Application

### Purpose Statement:

To promote peacemaking endeavors within the region of the Presbytery of Utah.

### Criteria For Distribution of Funds:

1. Requests must fund endeavors with the geographical boundaries of the Presbytery of Utah.
2. Local congregations or committees of the Presbytery working alone or together can initiate requests.
3. Funds will be administered on a 50/50 matching basis up to \$1,000. Local congregations' peacemaking offering may be used as the matching amount.
4. The limit per request is \$1,000.
5. For ideas go to [www.pcusa.org/peacemakingoffering/25ways.htm](http://www.pcusa.org/peacemakingoffering/25ways.htm).
6. Proposals will be approved at regular Council Meetings in January, April, and September.
7. The Executive Presbyter & Stated Clerk will receive all proposals and make recommendations for funding to the Council. Either the Executive Presbyter or Stated Clerk will speak with the contact person to fully understand the request.
8. The above criteria may be waived or modified as appropriate by the Coordinating Council.

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Peacemaking Fund Application Form

Requesting Governing Body or Committee: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Matching Amount & Source: \_\_\_\_\_

Give a brief outline of how the funds will further peacemaking within the geographical region of the Presbytery of Utah. Include a timeline of when the funds will be spent. (Use the back of this form if necessary.)

What will be the outcome of the request?

How many people will be involved or impacted if funding is given?