

*The Presbytery of Middle Tennessee is a community of churches and church leaders whose role is to guide and support the work of its constituents, striving to build up the body of Christ through connections of mutual support, creating a culture of leadership development and church transformation.*

**REVISED AGENDA**  
**ONE HUNDRED FORTY-FIRST STATED MEETING**  
**THE PRESBYTERY OF MIDDLE TENNESSEE**  
**ONLINE MEETING VIA ZOOM**  
**SATURDAY, JULY 18, 2020**

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9:30 am	1.	Registration Open for Joining Meeting
10:00 am	2.	Zoom Protocol and Meeting Instructions – Chris Joiner
		Call to Order – Theresa Denton Statement of Procedures / Declaration of Quorum / Seating of Corresponding Members / Adoption of Agenda
10:15 am	3.	Welcome / Co-Executive Presbyters’ Report – Robin & Ray Thomas
10:20 am	4.	Matthew 25 Invitation – Diane Moffett
10:50 am	5.	Administrative Committee – Chris Joiner (5 min)
10:55 am	6.	Committee on Mutual Support – Stuart Wilson-Patton (5 min)
11:00 am	7.	Worship <ul style="list-style-type: none"><li>• Offering – NaCoMe</li><li>• Concerns and Celebrations</li></ul>
11:30 am	8.	Committee on Ministry – Donna Simpson (30 min) <ul style="list-style-type: none"><li>• Candidate for Ordination</li><li>• Recognition of Retirement – Teddy Chiquimia</li><li>• Recognition of Retirement – Mark DeVries</li></ul>
Noon	9.	Board of Pensions – Keenan Rodgers (5 min)
12:05 pm	10.	General Assembly Commissioners’ Reports (10 minutes)
12:15 pm	11.	Committee on Preparation for MInistry – Mike Wilson (10 minutes)
12:25 pm	12.	Stated Clerk’s Report – Therese Howell (5 minutes)
12:30 pm	13.	Finance Committee – Steve Douse (5 minutes)
12:35 pm	14.	Mission Engagement – William McConnell (5 minutes)
12:40 pm	15.	Unfinished Business <b>142nd Stated Meeting – Thursday, October 15, 2020, NaCoMe Camp and Conference Center, Pleasantville</b>
12:45 pm	16.	Closing Prayer / Adjourn

Chris Joiner

[cjoiner@fpcfranklin.org](mailto:cjoiner@fpcfranklin.org)

615-478-9296

**Administrative Committee**

**Supplemental Report to the Presbytery of Middle Tennessee**

**July 18, 2020**

**ADMIT TO RECORD**

16. A draft Sexual Misconduct Policy for the Presbytery is attached for review. Please forward any suggestions or comments to Co-Executive Presbyter Ray Thomas ([ray.presmid Tenn@gmail.com](mailto:ray.presmid Tenn@gmail.com)). The Administrative Committee will present this policy for adoption by the Presbytery at the October meeting.
17. A draft Safe Church template is attached for review. Please forward any suggestions or comments to Co-Executive Presbyter Ray Thomas ([ray.presmid Tenn@gmail.com](mailto:ray.presmid Tenn@gmail.com)). The Administrative Committee will present this policy for the use of churches in the Presbytery upon approval by the committee.

***DRAFT***

**Policy Against Sexual Misconduct of  
the  
Presbytery of Middle Tennessee**

Adopted and In Effect as of [date]

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## Statement on the Policy Against Sexual Misconduct

"To those called to exercise special functions in the church—deacons, ruling elders, and ministers of the Word and Sacrament—God gives suitable gifts for their various duties. In addition to possessing the necessary gifts and abilities, those who undertake particular ministries should be persons of strong faith, dedicated discipleship, and love of Jesus Christ as Savior and Lord. Their manner of life should be a demonstration of the Christian gospel in the church and in the world. They must have the approval of God's people and the concurring judgment of a council of the church." G-2.0104a.

Sexual misconduct in the church is an abuse of authority and power, breaching Christian ethical principles by misusing a trust relationship to gain advantage over another for personal gratification in an exploitive and unjust manner.

It is the policy of the Presbytery of Middle Tennessee ("PMT") that church members, church officers, certified employees, non-member employees, and volunteers, its congregations, and entities maintain the integrity of the ministerial, employment, and professional relationship at all times in service to the Presbytery. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and also of the ministerial, pastoral, employment, and professional relationship. It is never permissible or acceptable for a church member, officer, employee, or volunteer to engage in sexual misconduct.

### Application of Policy

This policy applies to all church members, church officers, certified employees, non-member employees, and volunteers in service to and within the Presbytery of Middle Tennessee.

#### Definitions

For the purpose of this policy the following definitions shall apply:

1. **Abuse:** verbal, physical, emotional, or sexual violation of a child, youth, or member of a vulnerable population
2. **Criminal Background Check (CBC):** the procedure used by a qualified agency to check the background of Ministers of the Word and Sacrament as part of the call process or reception into the Presbytery, potential employees of the Presbytery, ruling elders to be commissioned for pastoral service, and persons entering the inquiry / candidacy process, for criminal activity.
3. **Sexual misconduct:** comprehensive term used in this policy to include:
  - a. **Child sexual abuse:** includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. In the Presbyterian

Church (U.S.A.), the sexual abuse definition of a child is anyone under age eighteen.

- b. **Sexual abuse:** as defined in the *Book of Order*. "Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position." (D-10.0401c.)
  - c. **Sexual harassment:** unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
    - i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or their continued status in an institution;
    - ii. submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual;
    - iii. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment; or
    - iv. an individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit any person.
  - d. **Rape** or sexual contact by force, threat, or intimidation.
  - e. **Sexual conduct** is offensive, obsessive or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another.
  - f. **Sexual Malfeasance:** the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship.
  - g. **Misuse of technology:** use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages or images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography or sexually explicit material on church property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.
9. **Accused:** the person against whom an allegation of sexual misconduct is being made.

10. **Accuser:** the person claiming knowledge of sexual misconduct by a person covered by this policy. The accuser may or may not have been the victim of the alleged sexual misconduct.
11. **Victim:** the person alleged to have been harmed and / or abused by a person covered under this policy.
12. **Advocate:** a person appointed by the chair of COM, in consultation with the Executive Presbyters and the Stated Clerk during the investigative process of sexual misconduct. The advocate provides support, and emotional and physical presence to the person for whom they are advocating.
13. **Mandated Reporter:** a person who is required by law to report any and all suspected incidents of child abuse, including child sexual abuse, that comes to their attention. While State laws may vary, the policies of the PCUSA require all persons ordained in the Presbyterian Church (U.S.A.) (Deacons, Elders and Ministers of Word and Sacrament) to report all suspected incidents of child sexual abuse to ecclesiastical and civil authorities (G- 6.0204b, G-6.-0304b, G- 6.0402b).

Rape or sexual assault is a crime in every state and shall be reported to civil authorities and to the Stated Clerk.

14. **Minister:** The term "minister" includes: Ministers of the Word and Sacrament as defined in the Book of Order, G-2.0501. Ministers serving PMT churches under the Formula of Agreement remain under the jurisdiction of their denomination, and the Presbytery may participate in their judicial process if necessary.

## **Policy Against Sexual Misconduct**

1. Sexual misconduct in any form is never permissible. It is a violation of the principles set forth in Scripture as well as of ministerial, pastoral, employment, and professional relationships. Sexual misconduct by persons in ordered ministry violates the ordination vows of the Presbyterian Church (U.S.A.) and the PMT Code of Ethics for Clergy and Other Church Professionals.
2. Ministers received by PMT, commissioned pastors, and employees of PMT are required within one year of reception to attend a seminar on the issues of sexual misconduct offered by PMT or another source satisfactory to the Committee on Ministry.
3. Thereafter, every three (3) years all persons subject to this policy shall attend a seminar offered by PMT or another source satisfactory to the COM on the issues of sexual misconduct.

4. Each congregation and organization in PMT is responsible for developing a policy for its officers, members, non-member employees, and volunteers which is consistent with this document. It is incumbent on each PMT entity to ensure compliance with its policy.

## Responsibilities and Roles in Policy Implementation

### Availability of Policy and Procedures

1. Every person subject to this policy shall be given a copy of the policy and be required to sign an acknowledgment of receipt. Such signature indicates the person's agreement to abide by the terms of this Policy Against Sexual Misconduct.
2. This policy shall also be available to all church members and to the public.
3. PMT employees shall receive and sign this document as a supplement to the personnel policies.
4. This policy will be sent to every Clerk of Session annually.

### Management of Allegations of Sexual Misconduct by Ministers

#### 1. Resource Documents

The responsibilities, structures and procedures for responding to allegations of sexual misconduct are mandated

- a. by the *Book of Order* in the Rules of Discipline, and
- b. by PMT policies.

#### 2. Liability and Insurance

PMT and its congregations shall periodically obtain from their insurance agents, confirmation that their liability insurance policy covers sexual misconduct liability for its programs and activities.

#### 3. Record Keeping

PMT will include in every employee's personnel file, the application for employment, any employment questionnaires, reference responses, and other documents related to this policy including a signed receipt for receiving the Policy Against Sexual Misconduct. Files for ministers, commissioned pastors, certified personnel, inquirers, and candidates will include documents related to this policy, and a signed receipt for receiving the Policy Against Sexual Misconduct.

## Pre-Employment Screening for Prospective Incoming Clergy

### 1. Reference Checks

Pre-employment screening includes specific questions related to previous complaints of sexual misconduct. PMT reviews the Sexual Misconduct Self-Certification of the Presbyterian Church (U.S.A.) Personal Information Form when interviewing persons seeking ministerial calls.

The Office of the Co-Executive Presbyters is responsible for reference checks to ascertain whether persons being considered have any history of sexual misconduct. The Co-Executive Presbyters report to the Pastor Nominating Committee chair and / or the Committee on Ministry either that there was no reported sexual misconduct, or that the COM should inquire into reported sexual misconduct. A written record of conversations and correspondence with references will be kept in the minister's/employee's personnel file.

The person within the PMT authorized to provide a reference is obligated to give truthful and complete information regarding complaints, inquiries, and administrative or disciplinary action related to sexual misconduct by the applicant. The applicant shall be given an opportunity to correct or respond to information obtained from a reference check.

### 2. Background Checks

Screening for prospective ministers, commissioned pastors, PMT employees, and inquirers and candidates also includes a mandatory Criminal Background Check performed by a private investigative firm which will access the misdemeanor and felony conviction records of courts in the United States, as well as the Federal and state sexual offenders registries. The criminal background check is based on the last seven years' residential history of the applicant.

The Stated Clerk provides the necessary background check forms and releases. Upon receipt of the executed forms, the Stated Clerk orders the background check, which the Presbytery pays for. The completed background check is reviewed by the Stated Clerk, who also notifies the appropriate persons of the results. The Presbytery's Background Check Policy (Appendix\_) details the process in the event of a negative report. The completed report is securely archived.

## Education

The PMT has a commitment to offer, provide resources for, and to publicize educational opportunities aimed at preventing sexual misconduct in the church.



PMT staff, ministers, inquirers, candidates, and all persons and committees working with the issue of sexual misconduct and boundaries, including local congregations, will be invited to [read the resources and] attend sexual misconduct prevention seminars.

## Policy on Response to Allegations

Allegations of sexual misconduct, abuse, and / or harassment shall be reported to the Stated Clerk, and where applicable, to the civil authorities. The investigative process is detailed in the Rules of Discipline of the *Book of Order*.

\_\_\_\_\_

## Code of Ethics

I have been given a copy of the Policy Against Sexual Misconduct of the Presbytery of Middle Tennessee and will abide by it. I understand that abuse of children, youth and members of vulnerable populations is a serious matter and I am willing to do my part in the prevention of abuse while a member of the PMT. I understand that violation of this policy is grounds for dismissal from my position.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

# ***DRAFT***

## Safe Church Policy for

[church name]

Approved by the Session on [date]

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## Policy Statement

It is the intention of the members, session and staff of [church] to provide a safe and stable environment for all children, youth, and members of vulnerable populations entrusted to our care. A safe and stable environment includes a formal, written policy to help prevent the occurrence of abuse or neglect of children, youth, or members of vulnerable populations. Thus, the following policy and procedures are for the protection of our children, youth, members of vulnerable populations, employees, volunteers, and our entire community of faith at [church].

## Application of Policy

This policy shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising the activities of children, youth, and members of vulnerable populations.

## Definitions

For the purpose of this policy the following definitions shall apply:

1. **Child:** any individual under the age of twelve (12)
2. **Youth:** any individual who is twelve (12) to eighteen (18) years old or still in high school.
3. **Minor:** any child or youth 0-17 years old
4. **Adult:** any individual at least eighteen (18) years of age
5. **Worker:** any adult who serves as a volunteer and/or paid person given the responsibility of working with or caring for children, youth or members of vulnerable populations, whether on a regular ongoing basis, or intermittently as needed.
6. **Teen Worker:** any worker at least twelve (12) years old or older, but under the age of eighteen (18) enlisted to assist with the care of children
7. **Abuse:** verbal, physical, emotional, or sexual violation of a child, youth, or member of a vulnerable population
8. **Criminal Background Check (CBC):** the procedure used by a qualified agency to check the background of adult volunteers for criminal activity
9. **Members of vulnerable populations:** anyone who has difficulty speaking for themselves and/or is at a higher risk for experiencing verbal, physical, emotional, or sexual abuse due to a disability or mental illness
10. **Sexual misconduct:** comprehensive term used in this policy to include:
  - a. **Child sexual abuse:** including, but not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. In the Presbyterian Church (U.S.A.), the sexual abuse definition of a child is anyone under age eighteen.
  - b. **Sexual abuse:** as defined in the *Book of Order*: "Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position" (*Book of Order*, D-10.0401c).

- c. **Rape** or sexual contact by force, threat, or intimidation.
- d. **Misuse of technology:** use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages or images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography or sexually explicit material on church property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.

## **Worker Selection and Screening**

1. All paid workers will be required to complete an interview process.
2. Whether a paid worker or a volunteer, each worker desiring to work with children, youth or members of vulnerable populations will also be required to complete a Code of Ethics and Application to Work with Minors and Members of Vulnerable Populations form.
3. For paid workers working with children, youth, or members of vulnerable populations, references from the interview process will be checked. For volunteers, the church member listed on the Application to Work with Minors and Members of Vulnerable Populations form will be contacted.
4. Any prospective worker who has prior incidents of perpetrating child sexual abuse, or any kind of abuse of children, youth, or member(s) of a vulnerable population should not be allowed to serve in any capacity where they would have contact with children, youth, or members of vulnerable populations.
5. Criminal background checks will be performed on applicants for paid positions after the applicant has signed the Background Investigation Consent Form, and within sixty days of being enlisted as a worker. Criminal background checks will be performed on these workers every three years, or as deemed necessary. (Only qualified representatives of the church will have access to the criminal background check report.)
6. Workers must be free of physical and psychological conditions that might adversely affect the health of children, youth, or members of vulnerable populations in their care, including contagious illness or disease.
7. A personnel file will be kept for each worker, which includes all applications and reference checks.
8. No volunteer will be allowed to work with children, youth, or members of vulnerable populations until they have been a member of the church or a regular attendee for a minimum of six (6) months.
9. At the applicant's request, the church shall allow the applicant to review their criminal history record transcript at the church, but in no event shall the church allow the applicant to retain and/or copy their transcript.
10. This policy applies to all workers who work with children, youth or members of vulnerable populations, whether on an on-going basis or intermittently as needed.
11. Teenage workers who serve in the children's ministry will be required to complete an Application for Teens Working with Minors or Members of Vulnerable Populations form and go through the worker training. The only step in the process they are exempt from is the criminal background check.

## Worker Training

Each new worker will be given a copy of this policy. New workers will also be required to attend an annual training which familiarizes them with this policy. All workers must complete the training every three (3) years.

### Acts and Omissions in Violation of This Policy

The following acts or omissions are violations of this policy and will not be tolerated or accepted during any program:

1. Sexual advances, sexual activity, sexual abuse, or insinuation of sexually abusive conduct with, in the presence of, or in association with a child, youth, or member of a vulnerable population.
2. Abusive conduct including infliction of bodily injury and/or mental or emotional injury to a child, youth, or member of a vulnerable population.
3. Physical neglect of a child, youth, or member of a vulnerable population, including failure to provide adequate supervision in relation to the activities of [church].
4. The presence or possession of pornographic materials at any function of [church].
5. The presence, possession, or being under the influence of any illegal or illicit drugs.
6. Being under the influence of controlled substances to the point of impairment while leading or participating in a function for children, youth, or members of vulnerable populations sponsored by [church].
7. Any person who directly observes or obtains evidence of any act which itself would be a violation of this policy and does not report such act.

Any person who directly observes or obtains evidence shall immediately report it to the designated program staff after the safety of the child, youth, or member of a vulnerable population involved has been assured.

### Worker Supervision

1. The church, including all staff and volunteers, will adopt and endeavor to consistently maintain the “two adult rule,” which means at least two (2) adults must be present at all times in classes and other settings of children, youth, or members of a vulnerable population. Additionally, the church will strive to have at least one volunteer of each gender present. In those cases where only one (1) adult is providing care/leadership, any doors without windows must be left open at all times.
2. In any case where only one (1) adult is available to provide care or leadership, classes could be combined for more adult leadership or moved to a more public space.
3. The “two adult rule” applies in cases of transportation for church activities. Two adults are required to be in the vehicle transporting children, youth, or members of vulnerable populations from the church to the event location and back. A solo adult may transport children, youth, or members of vulnerable populations, with prior permission of parents or guardians.

4. At overnight events, parents or guardians of minors will be required to submit a list of medication(s) that their child(ren) take. If child(ren) are able to administer the medication(s) themselves, they may do so with the supervision of adult workers. If an adult must administer the medication(s), parents must provide specific instructions.
5. When accompanying children to the bathroom, workers should wait outside, or if the child needs assistance, leave the door ajar.
6. Church staff will supervise on an ongoing basis and make unannounced visits into classes or other programming from time to time.
7. In counseling sessions with minors, parental permission shall be obtained prior to a paid worker meeting privately with a minor, or the “two adult rule” shall be used in that instance. Prior permission may be granted by parents to cover a particular time period (i.e., a school year) for their child to receive counseling from a particular staff person.
8. Parental permission shall be obtained in advance for involvement in church sponsored programs. Permission forms may be obtained for an entire school year for regular programming such as Sunday School, Children’s Worship, and Youth Group.
9. Use a “check-in/check-out” procedure for all children age five and younger.
10. Orientation and training of volunteer workers will be conducted annually and will include an explanation of procedures to reduce the risk of abusive situations.

## **Guidelines for Working with Members of Vulnerable Populations (MVPs)**

1. Workers will strive to create and maintain open channels of communication with MVPs and their parents/guardians.
  - a. An initial meeting will take place during which the staff person can assess with the parents/guardians any supports or accommodations needed for the MVP to fully participate in the life and ministry of the church.
  - b. Paid and volunteer workers who work with MVPs will, as necessary and in cooperation with their parents/guardians, communicate with other participants and their parents/guardians about the needs and gifts of MVPs.
  - c. Paid and volunteer workers who work with MVPs will continue to communicate with their parents/guardians regarding any needs, concerns, and progress that arise in the course of ministry.
2. Paid and volunteer workers will strive to offer supports and accommodations for MVPs as appropriate, including but not limited to:
  - a. The Buddy System: a parental or non-parental adult volunteer who is dedicated to attending to the needs of an MVP for the duration of a particular program.
  - b. Buddy Talks: a discussion with the MVP’s peers, led by a staff person and/or the MVP’s parents/guardians, that explains the differences an MVP experiences and educates the children on ways to be inclusive and kind.
  - c. Alternative options for activities that might prove challenging for an MVP who is participating in Sunday School, Children’s Worship, or special events.
3. Staff will train all volunteers who work with MVPs in the guidelines of this policy and the specific needs and gifts of individuals with whom they work.
4. Youth MVPs are welcomed and encouraged to serve in the ministries of the church, including volunteering with children. Any Youth MVPs who serve in the children’s ministries shall attend volunteer training, which may be modified to meet their needs as necessary. Adult workers

who serve alongside Youth MVPs shall be made aware of their needs and gifts so as to work with them in a way that protects the dignity and safety of all individuals present.

5. If a safety issue arises due to the actions of an MVP, a staff person or volunteer will remove the vulnerable individual from the unsafe situation and immediately contact their parents/guardians.

## Code of Ethics

While acting as a worker (paid or volunteer) with children, youth or members of vulnerable populations at [church], the following rules shall apply.

1. Smoking or using tobacco products of any kind in the presence of minors is prohibited.
2. Using, possessing, or being under the influence of alcohol, illegal, or illicit drugs will not be tolerated.
3. Workers shall not abuse anyone, including:
  - a. sexual advances, sexual activity, sexual abuse, or insinuation of sexually abusive conduct with, in the presence of, or in association with a child, youth or member of a vulnerable population
  - b. abusive conduct including infliction of bodily injury and/or mental or emotional injury to a child, youth, or member of a vulnerable population
  - c. physical neglect of a child, youth or member of a vulnerable population, including failure to provide adequate supervision in relation to the activities of [church]
  - d. the presence or possession of pornographic materials at any function of [church]
  - e. the presence, possession, or being under the influence of any illegal or illicit drugs
  - f. being under the influence of controlled substances to the point of impairment while leading or participating in a function for children, youth, or members of vulnerable populations at [church]
4. Workers must treat all people with respect, regardless of race, ethnicity, religion, ability, class, gender, age, sexual orientation, and gender identity.
5. Workers shall not use profanity in the presence of children, youth, or members of vulnerable populations.
6. Workers will strive to be positive role models for children, youth, and members of vulnerable populations as they fulfill essential functions of their job.
7. Workers will strive to avoid being put in a situation in which they are alone with a child or youth (other than their own), or a member of vulnerable population.

## Response Procedures

When a volunteer worker becomes aware of or reasonably believes that a potentially abusive incident has occurred, they should follow the procedures listed below:

1. Secure the immediate safety of the child.
2. Contact the Child Abuse Hotline at 877-237-0004 or in non-emergency situations, use the online form at <https://apps.tn.gov/carat>.

# Reporting Procedures

Upon receiving notification of a suspected incident of abuse, the appropriate staff person should follow the procedures listed below:

1. The Department of Child Services (DCS) should be notified immediately.
2. All efforts in handling the incident, including conversations whether formal or informal, should be documented and kept on file.
3. The church insurer, attorney and appropriate denominational officials should be notified as deemed necessary.
4. When a child is involved, notify parents unless otherwise directed by DCS.
5. Public statements to the press or to the congregation regarding the incident should be made only from a prepared statement and only by the Head of Staff or his or her delegate. Safeguard the privacy of all involved.

## Insurance

The church shall obtain a sufficient level of liability insurance coverage that would cover abuse and sexual misconduct claims. If available, the church should have the levels of coverage which are required for limited immunity.

## Conclusion

[Church] must actively take steps to prevent abuse and be prepared to deal appropriately with accusations if they arise. Some may think that [church] is too small, or that in our church community everyone knows each other too well to be concerned with these problems. It is important to remember that abuse often happens in family contexts and is perpetrated by individuals known by the person abused. Silence about this issue harms potential victims. This is a difficult reality that the people of God must face.

## Forms

### Code of Ethics

I have been given a copy of the Safe Church Policy of [church] and am willing to abide by it. I understand that abuse of children, youth and members of vulnerable populations is a serious matter and I am willing to do my part in the prevention of abuse while serving at [church]. I understand that violation of this policy is ground for dismissal from my position.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_



# Incident Report Form

Reason for report \_\_\_\_\_

Date of incident \_\_\_\_\_ Class/Group \_\_\_\_\_

Name of person submitting report \_\_\_\_\_

Name(s) and Age(s) of Children, Youth or Member(s) of Vulnerable Populations involved

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe what happened (continue on back if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What action did you take? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Has the incident been resolved? [ ] Yes [ ] No Explain:

\_\_\_\_\_  
\_\_\_\_\_

Has the parent/guardian been notified? [ ] Yes [ ] No

Names of witnesses, if any: \_\_\_\_\_

Signatures of witnesses (if possible): \_\_\_\_\_

Report submitted to: \_\_\_\_\_

# Application to Work with Minors and Members of Vulnerable Populations

This form is to be completed for any position (paid or volunteer) involving the supervision or care of children, youth and/or members of vulnerable populations.

Name \_\_\_\_\_  
Last First Middle

ID or Driver License # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Current Occupation \_\_\_\_\_ Work Phone \_\_\_\_\_

Have you ever been arrested for or charged with, or are you under probation for, or convicted of any kind of abuse?  Yes  No. If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are seeking?  
 Yes  No If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_

Briefly described why you would like to volunteer with children, youth and/or members of vulnerable populations.

\_\_\_\_\_  
\_\_\_\_\_

How long have you been regularly attending [church]? \_\_\_\_\_

Name a non-related church member who can speak to your character and qualifications for working with children, youth, and/or members of vulnerable populations:

\_\_\_\_\_

I have been given a copy of the Safe Church Policy and am willing to abide by it. I understand that abuse is a serious matter and I am willing to do my part in the prevention of abuse while serving at [church name].

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Application for Teen Workers with Minors and Members of Vulnerable Populations

This form is to be completed for any position (paid or volunteer) involving the supervision or care of children, youth and/or people with intellectual disabilities.

Name \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_

Present Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ [ ] cell [ ] work [ ] home

Email \_\_\_\_\_

School \_\_\_\_\_

I understand that in working with children, youth or members of vulnerable populations that I am required to abide by the Safe Church Policy. I understand that abuse is a serious matter and will do my part in the prevention of abuse while serving at [church].

Signature of Teen Worker \_\_\_\_\_ Date \_\_\_\_\_

I do not know of any reason why my child should not serve as a Teen Worker with children, youth, or members of vulnerable populations.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

# Background Investigation Consent

I, \_\_\_\_\_ (applicant's complete name), hereby authorize [church name] to request Accufax, or another company, to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release Accufax, or other company, from all liability that may result from any such disclosure made in response to this request.

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Full Name (printed)

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Signature Date

**COMMITTEE ON MINISTRY  
SUPPLEMENTAL REPORT TO THE PRESBYTERY OF MIDDLE TENNESSEE  
JULY 18, 2020**

**ADMIT TO RECORD**

24. Andrew Smith has resigned at Blue Spring Presbyterian Church, Sparta. Rev. Michael McLaughlin was appointed moderator and Larry Wilmoth was granted permission to administer the sacraments.

25. The COM approved the extension of the Designated Pastoral relationship with Rev. Mike Wilson for six months, effective October 1, 2020 – March 31, 2020. Debra Vanderveer was appointed liaison for Downtown.

26. Terry Panter was approved as moderator for Hopewell Presbyterian Church, Milton.

27. The COM reviewed a draft Policy on Family Leave. The policy includes up to 12 weeks of paid leave for family care. The financial burden for small churches and possible solutions were discussed. The task force will continue to work out details regarding support for smaller churches to be included in the policy.

28. The COM approved the request of First Presbyterian Church, Clarksville, and Ruling Elder Rhonda Banasiak to move the commissioning of Ms. Banasiak as a CRE from the July Presbytery meeting to the October meeting.

**RECOMMENDATION**

5. The COM examined Lee Catoe, a candidate under care of the Presbytery of Middle Tennessee, for ordination to his position at the PCUSA Center in Louisville, KY. He serves as editor for Outbound, an online journal, and Associate for Young Adult Social Witness. The COM validated this ministry, and will examine Catoe for recommendation to the Presbytery for ordination. A copy of Catoe's statement of faith and autobiographical statement are attached. The commission to ordain will be provided at the Presbytery meeting.

## Lee Catoe - Spiritual Autobiography

I liken my walk with the Spirit to one of my favorite Dolly Parton songs, “Wildflowers.” The narrative of this song describes the beauty of fields of wildflowers surrounding her Tennessee mountain home. I grew up in rural South Carolina, a place where I experienced the creation of God every day of my life. I would sit beside my family’s pond and see flowers, fish, turtles, and sometimes the random snake, and I would ponder at their amazing wildness. It was in those moments growing up, and often as an adult, that I feel the wildness of the Spirit within me and the continual push of God’s call. Creation, the wildflowers, reminds me of the source of my energy, my ultimate guide, my wild friend – the Holy Spirit.

It was this Spirit that told me that I was not limited to one place, to one identity, to one vocation – it was the Spirit that told me **to be me**. It was the Spirit that spoke through the words of Dolly saying, “just a wild mountain rose needing freedom to grow so I ran fearing not where I go.” After graduating high school, I did what many in my town do not do – I left, fearing not where I was going. I went to Presbyterian College, roughly three hours away from home, where I studied the creation I was so mesmerized by which culminated in my Biology degree. I then worked on an organic farm, harvesting and taking care of animals. It was a moment of deep discernment as I had just thrown out the idea of attending medical school. I, again, “uprooted myself” as Dolly sings, and decided to really go wild and move to Nashville, TN (the furthest I had ever been from the hills of home) and take part in the Young Adult Volunteer (YAV) program. My year of service was indeed, as the slogan of the program states, a lifetime of change. I met different, unique, and wild flowers that taught me, guided me, affirmed me, and, mostly, loved me. And ultimately, this year uncovered a calling that I had both consciously and subconsciously buried – my call to ministry.

I finally gave into the wind, the breath, the ruach. Dolly sings, “I hitched a ride with the wind and since he was my friend, I just let him decide where we’d go.” I finally hitched a ride with the Spirit, giving into the calling to be a part of the ministry of God. The nudge, the gusting wind, finally was too much for me to control. I enrolled into Vanderbilt Divinity School a couple of years later which led me to opportunities in the work for justice, faith based publishing, and finding my musical voice again. I found my love for Scripture, the stories of our faith while meeting fellow classmates that have changed me through their experience of the Spirit. It was in this moment that I fully found Christ again – a Christ that loved me, a Christ that spoke against oppression, a Christ that died a criminal’s death so that we may have new life, and a Christ that was wild with the Spirit – a Christ I wanted to follow and to serve. The Wind has now taken me to an unexpected place, the national office of the Presbyterian Church USA where I serve as the Associate for Young Adult Social Witness and the Managing Editor of Unbound, a publication speaking to the intersection of faith and justice. Here I speak with Young Adults about justice issues and how we want the church to be in the world. I get to be a storyteller listening to the ways in which God’s people experience God through others. And I, along with my prophetic colleagues, am continually called to speak out against injustice and evil.

Dolly’s song gives musical voice to the uniqueness of wildflowers saying, “when a flower grows wild it can always survive, wildflowers don’t care where they grow.” Wildflower seeds fall wherever the wind takes them. They adapt to where they fall. They are resilient, beautifully simple, and yet, complex creations that when allowed to grow, are overwhelmingly gorgeous. But they rely on the Wind – the Spirit, sweeping in and taking them to places unknown. I like to think of myself as one of those wildflowers swept up in the Wind, and though sometimes hesitant, fearing not where I go because God, my friend, is always with me.

## Lee Catoe - Statement of Personal Faith

I believe in the Triune God, God in relationship with God's self - Father, Son, and Holy Spirit, who reaches out to humanity and initiates a relationship with all – no matter who we are. As a disciple of Jesus Christ, I trust and give my life to the Triune Community which lives out its call in the world to transform it. I believe in the good news of the Gospel that through the birth, life, death, resurrection and ascension of Christ, death was overcome. I believe in the good news of the Gospel that good will always overcome evil.

I believe in God, the Creator of all that is good who is seen in all creation and whose image we as humanity bear. I believe in God who is in covenant with humanity and who delivered God's people out of bondage and who sides with those who are oppressed in the world – the poor, the orphans, the widows and the strangers. The God of justice that brings forth the Spirit to move us into the world to be transformed and to transform is the God that I hold to and firmly follow.

I put my faith and trust in the Lord Jesus Christ who was God incarnate - God among us and God's Word walking alongside us. Christ walked the earth to be in relationship with humanity, being a prophet that spoke out against injustice and systemic evil. Christ's life is the example of how we as disciples are to live: to meet people where they are, to turn over tables of injustice and systems that oppress, to be models of hospitality, and to always move through life with love and hope in the forefront. Through a criminal's death and the resurrection, the power of sin and death was broken. The grace given to us through Jesus Christ moves us into a life of full discipleship and constant confession which without, we would not be able to fully live into our callings as Christians.

I believe in the Holy Spirit that swept across the void, mysterious and ever-present, moving us through life and guiding us in the path of discipleship:

“The Holy Spirit is “the giver and renewer of life” (B. Stat. 11.4), who instills our faith and enables us to follow Jesus Christ. The Scriptures describe how the Spirit moved at the dawn of creation, anointed Christ in baptism, raised Jesus from the dead, and was poured out on the Church at Pentecost. The same Spirit is still at work in the life of the Church and the life of the world.”<sup>1</sup>

I believe in the empowering force of the Holy Spirit, helping us to respond to the bold call of God. I fully believe that the Spirit moves within the Word, our worship, renews us through the Sacraments, and emboldens us in our talents to further the kin-dom of God here on this earth.

I believe in the power of Word and Sacrament as we are present with Christ and Christ is active among us. The Lord's Supper and Baptism bear witness to Christ as the living Word and through these sacraments we proclaim our faith in which we are nourished and are joined in community with one another.

I believe with every precious breath that I breathe in the fullness of life given and longed for by God our creator, Christ our sustainer, and the Spirit our guide.

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<sup>1</sup> W-1.0105, Book of Order 2017-2019

## GA 224 Commissioner Report – Mike Wilson

It's difficult to describe this year's very...different General Assembly. In one sense it was just another Zoom meeting, albeit a gigantic one. And especially from a technical standpoint, the coordinators are to be commended. It seemed to work exactly as it was envisioned. Access was easy and the directions clear. Time spent clicking around PC-Biz before the sessions helped me find things quickly when I needed them.

Of course we might have expected that it wouldn't all go according to plan and the very first plenary on June 19 was an hour behind after the first two hours. So the election of the co-moderators was put off until the following night in an unscheduled meeting.

The election of our co-moderators went off smoothly and *they* are to be commended for getting to Louisville from Minnesota and Alabama (a full day later than any of them expected to be traveling) and then diving right in. Because I was in a smaller Zoom conference with them before the plenaries on matters concerning San Francisco Theological Seminary, I know they had a very full schedule and a steep learning curve.

But because of a minimized agenda and limited time, I sensed – and felt – a good deal of frustration. As an SFTS graduate, I was among those seeking to address the concerns about the decision by the Committee on Theological Education (COTE) to remove it from the list of official PCUSA seminaries. However it quickly became clear that those concerns were, quite understandably, not as important to other commissioners. But there were other concerns that *did* resonate more substantially, particularly around matters of race and especially around black women and girls. Unfortunately there was almost no opportunity – again, given the time available – to do more than acknowledge those concerns and make a few important but hardly adequate changes to the language of a few of the overtures we did take up.

In a full, in-person assembly there might have been opportunity to more fully and satisfactorily take up issues that have so recently demanded our attention. In a week in Baltimore we might have been more nimble and able to change our priorities. But without trying to second guess those responsible for setting the agenda and determining how much time we would or could spend online, that was not possible or did not happen.

Personally, I would have been willing to spend significantly more time online. After all, I had already blocked out a full week for the assembly. So I wonder if we might have been more successful if we had demanded more from the commissioners, including addressing urgent overtures in online committees, along with scheduled but undefined time for emerging concerns. The Friday and Saturday plenaries felt rushed and inadequate. What if we also had full days scheduled earlier in the week, perhaps Monday, Tuesday and Wednesday with a day off on Thursday? Certainly the technical wizards proved they could make it happen.

Also missing, and impossible to create online, is the intangible sense of connection and purpose that comes from gathering away from home and spending in-person time with other commissioners. There was no opportunity to grab a meal with someone from another presbytery. There was no way to build trust because someone risked being vulnerable in a committee. No chance to pull aside someone you disagree with and listen to their point of view. In an almost literal way we were each inside of a box and unable to communicate beyond it.



And finally, there was a strange sense of dislocation at the assembly's end. After Co-Mod Rev. Gregory Bentley gave the benediction, the screen shut down and we got the "Your Zoom meeting has ended" message. So one moment I was connected, at least online, to more than 600 people, people who I could see by clicking through the more than thirty 25-commissioner Zoom screens. The next moment I was cut off, sitting alone in my dining room.

On a positive note, we were shown plenty of video of how much preparation the Baltimore Committee on Local Arrangements made for this assembly. I can only imagine their disappointment at not seeing all of their wonderful plans and gracious hospitality come to full fruition. And so even virtually, I want to give a huge shout of gratitude to our hosts for what I know would have been a wonderful experience in their fine city.

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**Report to Presbytery**  
**224<sup>th</sup> General Assembly 2020**  
**Connie Hamblen**

First and foremost, I want to thank you for the opportunity to attend General Assembly. I knew it would be a very life-changing experience for me, little did I know that would be an understatement! I pray I represented the Middle Tennessee Presbytery well.

I was disappointed I would not be traveling to Baltimore, meeting new people, joining in important discussions and debates, and worshipping our God with the largest congregation I will ever see. Instead, we met via Zoom, had important discussions and debates, and worshipped with over 700 in attendance. The difference – two computer screens, a kitchen table as a desk, and a puppy that would not stop "needing" my attention.

After a review of the docket and a few questions to practice voting, the first order of business was to elect co-moderators for this 224<sup>th</sup> GA. I was very proud to see the diversity within the candidates and just hearing their answers to the questions were inspiring. I learned so much from them. The delegates voted in a Native American female and an African American male as co-moderators. During this time of hate and unrest in our nation, we stepped up and showed the world we can come together, from around the globe, and learn from and love each other. (The meeting was translated from English to Korean and Spanish and vice-versa when needed.)

Lament to Hope was well delivered in the worship service on Friday morning. We were reminded we must remain rooted and grounded in love. We must pray and serve all people with vitality. How do we know the path we need to follow? We were reminded that "you make the path by walking."

I was very impressed with the Young Adult Advisory Delegates (YAADs) in attendance, the youngest being just 17 years old. The ones who spoke were passionate about the subject matter and made some great points. I also learned from them.

It was a very informative 4 days and I enjoyed learning so much about the types of business handled by the GA. I pray I will be able to physically attend an upcoming GA to experience the full week: meeting new friends, sharing meals, hearing 700 Christians singing "You Are Holy", worshipping with neighborhood congregations and even the late nights discussing/debating important issues. Yes, the WHOLE experience.

Connie Hamblen  
Ruling Elder Commissioner

**DRAFT**  
**PRESBYTERY OF MIDDLE TENNESSEE**  
**MINUTES OF ONE HUNDRED FORTIETH STATED MEETING**  
**FEBRUARY 1, 2020**

The 140th Stated Meeting of the Presbytery of Middle Tennessee was held on Saturday, February 1, 2020, at First Presbyterian Church, Tullahoma, Tennessee. Stated Clerk Therese Howell led an orientation and time of prayer for first time commissioners. Moderator John Hinkle, Jr. called the meeting to order at 10:00 am.

**WORSHIP / COMMISSIONING OF GUATEMALA MISSION TEAM /  
INSTALLATION OF MODERATOR AND VICE-MODERATOR**

Worship was led by Rev. Stephen Yates, pastor, and Sally Hoehl, elder, First Presbyterian Church, Tullahoma. Dr. Jeff Kane (Westminster Presbyterian Church, Columbia) preached the sermon, and music was provided by David Hiebert, Organist, First Presbyterian Church, Tullahoma. The offering was collected for the Presbytery's Guatemalan Partnership. The Moderator, assisted by Robin and Ray Thomas, Co-Executive Presbyters, lead the commissioning of the Guatemala Mission Team. The Moderator, the Stated Clerk, and Rev. Jane Herring (Emmanuel Presbyterian Church) led the installation of Theresa Denton (ruling elder, Emmanuel Presbyterian Church) as Moderator, and Dr. Chris Joiner (pastor, First Presbyterian Church, Franklin) as 2020 Moderator and Vice-Moderator, respectively.

**DECLARATION OF QUORUM / RECOGNITION OF 2019 MODERATOR / STATEMENT OF  
PROCEDURES / WELCOME BY HOST / FIRST TIME COMMISSIONERS / CORRESPONDING MEMBERS**

The meeting reconvened after worship; Moderator Denton declared a quorum was present. The Co-Executive Presbyters and the Moderator presented 2019 Moderator Dr. John Hinkle, Jr., with gifts for his service. The Moderator spoke briefly, and then reviewed procedures for the meeting. Rev. Stephen Yates, pastor of the host church, welcomed commissioners. First time commissioners to presbytery were recognized and welcomed.

The Presbytery's Mission and Operations Manual and the *Book of Order* provide for the seating of corresponding members and teaching and ruling elders with voice and those with voice and vote. Any ruling elder serving as presbytery's Moderator, Vice-Moderator, Moderator-in-Nomination, chairs of committees, members of the Administrative Committee, members of the Finance Committee, and the Moderator of Presbyterian Women, are enrolled as members of presbytery and shall have voice and vote. Ruling elders commissioned to particular pastoral service, and ruling elders who have previously served as presbytery moderator, within five years of completion of his/her term of service, are enrolled as members of presbytery with voice and vote. Any ruling elder serving as a committee representative to a particular meeting of presbytery in the absence of the chair shall have the privilege of voice and vote for that particular meeting of the presbytery. Persons certified in church service who are ruling elders shall have the privilege of voice and vote at all meetings of the presbytery, during their term of service in ministry in the presbytery of Middle Tennessee. Persons certified in church service, who are members of congregations in the Presbytery of Middle Tennessee, shall have the privilege of voice at all meetings of the presbytery during their term of service in a congregation or other ministry validated by the presbytery. Should a question arise concerning the enrollment of any person, the presbytery may resolve the matter upon the recommendation of the Permanent Judicial Commission. Corresponding members were seated without objection, and are listed with the roll.

**ROLL**

The roll of commissioners, corresponding members, and visitors attending the presbytery meeting is attached (Attachment A).

## AGENDA

The Moderator stated that the agenda for the meeting had been provided in advance to commissioners. The Moderator reported there were additional items of business for consideration. The motion to set aside the standing rules to act upon the additional items of business was made and seconded. The following agenda was approved by the necessary three-quarters vote of commissioners:

- |          |     |  |
|----------|-----|--|
| 9:00 am  | 1.  | Registration (Order of the Day in CAPS)  |
| 9:30 am  |     | Orientation for First Time Commissioners and Prayer for Presbytery – (20 min)  |
| 10:00 am | 2.  | CALL TO ORDER / WORSHIP<br>(Offering: Guatemala Mission Trip)  |
|          |     | <ul style="list-style-type: none"><li>• Installation of 2020 Moderator and Vice Moderator</li><li>• Commissioning of Guatemalan Mission Trip</li></ul>   |
| 11:00 am | 3.  | Break  |
| 11:15 am | 4.  | Reconvene / Establishment of Quorum / Recognition of 2019 Moderator / Statement of Procedures / Welcome by Host / Recognition of First Time Presbyters / Seating of Corresponding Members / Adoption of Agenda |
| 11:30 am | 5.  | Finance Committee – Steve Douse (15 minutes)   |
|          |     | <ul style="list-style-type: none"><li>• Approval of 2020 Operating Budget</li></ul>  |
| 11:45 am | 6.  | Committee on Ministry, Part 1 – Nolan Huizenga (one hour)  |
|          |     | <ul style="list-style-type: none"><li>• Pat Handlson – Request for Restoration</li></ul>   |
| 12:45 pm |     | Lunch – Prayer of Thanksgiving   |
| 1:40 pm  |     | Reconvene  |
|          | 7.  | Synod of Living Waters – Greg Goodwiller (5 minutes)   |
|          | 8.  | Report on the International Reformed Anglican Dialogue Committee – Aimee Moiso and Nolan Huizenga (30 min)   |
| 2:05 pm  | 9.  | Committee on Church Transformation – Chris Adams (15 minutes)  |
|          |     | <ul style="list-style-type: none"><li>• Sudanese Church Report</li></ul>   |
| 2:20 pm  | 10. | Committee on Preparation for Ministry – Mike Wilson (10 minutes)   |
| 2:30 pm  | 11. | Administrative Committee – Chris Joiner (10 minutes)   |
| 2:40 pm  | 12. | Committee on Ministry, Part 2 – Donna Simpson (20 minutes)   |
| 3:00 pm  | 13. | Committee on Mutual Support – Stuart Wilson-Patton (5 minutes)   |
| 3:05 pm  | 14. | Stated Clerk’s Report – Therese Howell (5 minutes)   |
|          |     | <ul style="list-style-type: none"><li>• Approval of Minutes of 139<sup>th</sup> Stated Meeting (Oct 17, 2019)</li></ul>  |
| 3:10 pm  | 15. | Proposed Overture – 224 <sup>th</sup> General Assembly (2020) – Therese Howell (10 minutes)  |
| 3:20 pm  | 16. | Co-Executive Presbyters’ Report – Robin & Ray Thomas (10 minutes)  |
|          |     | <ul style="list-style-type: none"><li>• Concerns, Celebrations, and Announcements</li></ul>  |
| 3:30 pm  | 17. | Unfinished Business  |
|          |     | <ul style="list-style-type: none"><li>• <b>141st Stated Meeting – Thursday, May 21, 2020, Blue Spring Presbyterian Church, Sparta</b></li></ul>  |
| 3:35 pm  | 18. | Closing Prayer / Adjourn   |

### FINANCE COMMITTEE REPORT

Ruling Elder Steve Douse (First Nashville), Treasurer, and chair of the Finance Committee, presented the committee’s report.

#### Committee Vice-Moderator and Clerk

Melinda Sanders was named the committee’s Vice-Moderator and Allen Kennedy was named the committee’s Clerk.

#### Routine Disbursements

The following routine disbursements were approved to be paid without submission of vouchers: Westminster Presbyterian Church – cost sharing (rent) - \$1,083.33; Sudanese Nuer Church support - \$2,041.67; NaCoMe - \$5,000 in February, March, April, May and June; Campus Ministries: MTSU - \$1,602.96; Vanderbilt/UKIRK \$1,602.96; TTU - \$1,373.97.

### Financials

Financials as of December 31, 2019 were presented for information.

#### Expenses Related to Handlson Cases

The Finance Committee reviewed a report of the expenses related to the Handlson cases. Mr. Douse responded to questions from commissioners related to specific expenditures.

#### 2021 Restricted Fund

Mr. Douse reported that the Finance Committee recommended that beginning in 2021 a new restricted fund be established into which transfers from the operating fund are to be made annually, sufficient in aggregate amount to fund the expected additional cost of an audit, which should be performed at intervals in the future of no long than every fifth year. Mr. Douse spoke to the motion, and it was approved.

#### 2020 Budget

Mr. Douse presented a proposed 2020 budget prepared by the Finance Committee. He stated the budget reflects a budgeted loss of \$10,310 and the charging of \$42,240 of expenses to specific restricted funds. After discussion, the budget (Attachment B) was approved.

### **COMMITTEE ON MINISTRY, PART 1**

Rev. Nolan Huizenga, Vice-Moderator of the Committee on Ministry, presented Part 1 of the Committee on Ministry report.

#### Process for Consideration of Handlson Restoration

The Committee on Ministry recommended that the Presbytery go into executive session to consider the matter of restoring Pat Handlson to the active roll of the Presbytery, and that he be allowed to remain in the room the entire time. The Committee on Ministry also recommended that ballots be used for this vote; the ballots to be counted by members of the Administrative Committee during lunch, with the decision to be reported when the Presbytery reconvenes after lunch. The vote on Honorably Retired Status will be taken up in Part 2 of the committee's report.

Rev. Huizenga stated the Committee on Ministry also recommended that Ruling Elder Ann Roberts, a member of Pat Handlson's Care Team, be allowed to remain in the room during executive session.

The Moderator asked if there were any questions regarding the process. The recommendations were approved by voice vote.

Rev. Heidi Hudnut-Beumler (Westminster Presbyterian Church, Nashville) made a motion that the Presbytery allow two women, victims in this case, to have voice without vote as the Presbytery moves into executive session. The motion was seconded, and Rev. Hudnut-Beumler stated the women would identify themselves if they did speak. The motion was approved.

Ruling Elder Virginia Lovellette (First Presbyterian Church, Cookeville), made a motion that Mrs. Debbie Handlson be allowed to speak and remain in the room during executive session. The motion was seconded and approved.

The Moderator reminded those who remained in executive session that the proceedings – questions, discussion, debate – were confidential, and persons could be punished under disciplinary procedure if they violate the confidentiality of the executive session. Persons permitted to remain in the meeting are honor bound not to divulge anything that occurred. The Moderator then stated the meeting would move into executive session, and stated who would be allowed to remain in the meeting.

The meeting moved into executive session.

The motion to rise from executive session was made, seconded, and approved.

The Moderator then offered a prayer for lunch.

The Moderator called the meeting back to order, and offered a prayer.

### **DECISION ON HANDLSON RESTORATION**

The Moderator asked that the Presbytery take a moment to settle. The Moderator stated that emotions were high, and the person next to you might not have voted the same as you, and asked that there be no outbursts or reactions when the vote was reported. The Moderator then reported that the vote to restore Pat Handlson to active ministry was defeated by a vote of 18 for restoration, 85 against restoration, and three abstentions. Rev. Ray Thomas, Co-Executive Presbyter, then offered a prayer of healing and reconciliation.

Dr. John Hinkle, Jr., (First Presbyterian Church, Murfreesboro), moved that the mission of the body of Christ demanded this action (on the vote to not restore Handlson to active ministry). The motion was seconded, and approved.

Pat Handlson asked to address the Presbytery, and the Moderator allowed this. Handlson stated that he would continue to seek restoration.

### **SYNOD OF LIVING WATERS**

Dr. Greg Goodwiller, Synod of Living Waters Executive, brought greetings to the Presbytery from the other 11 Presbyteries in the Synod in Alabama, Mississippi, Tennessee, and Kentucky. Dr. Goodwiller spoke briefly about the work of the synod and called attention to the synod's new mission statement on forming, fostering, furthering relationships.

### **REPORT ON THE INTERNATIONAL REFORMED ANGLICAN DIALOGUE COMMITTEE**

Dr. Aimee Moiso and Rev. Nolan Huizenga presented a report on the work of the International Reformed Anglican Dialogue Committee; Dr. Moiso serves on the committee. The committee seeks reconciled relationships at the international level and over history. Dr. Moiso and Rev. Huizenga presented a video and responded to questions about the committee's work.

### **COMMITTEE ON CHURCH TRANSFORMATION**

Rev. Chris Adams (First Presbyterian Church, Spring Hill), Moderator of the Committee on Church Transformation, presented the committee's report, and spoke briefly about the committee's 2020 goals.

#### Sudanese Nuer Presbyterian Church, Gallatin

Rev. Adams introduced Ruling Elders David Paduil, Gatluak Thah, and David Reath of the Sudanese Nuer Presbyterian Church. They spoke of the history of Sudan and the growing church in Gallatin, which offers traditional Sudanese worship. Paduil stated that Sudanese look forward to Saturday and Sunday, and when Sudanese go to church, they go to stay! The church will pay off its mortgage in 2020, and asked Presbytery to join the church in mission and thanked the Presbytery for its continued support.

#### Woodland Presbyterian Church, Nashville

Rev. Adams stated this was the third year for the Woodland Ministry Hub, and shared a video prepared by the church. He thanked Presbytery for the support of the church.

### **REPORT OF THE COMMITTEE ON PREPARATION FOR MINISTRY**

Rev. Mike Wilson (Downtown Presbyterian Church, Nashville), Moderator of the Committee on Preparation for Ministry, presented the committee's report.

#### Jocelyn Wildhack

The Committee on Preparation for Ministry approved Candidate Jocelyn Wildhack as certified ready to receive a call. Ms. Wildhack received a call and was ordained by the Presbytery of Arkansas to serve Ferncliff Conference Center in Little Rock, Arkansas.

Elizabeth Hollingsworth Doolin

The Committee on Preparation for Ministry approved Candidate Elizabeth Hollingsworth Doolin as certified ready to receive a call. Ms. Doolin received a call and was ordained by the Presbytery of Mid-South to serve as UKIRK campus minister at Rhodes College in Memphis, Tennessee. Ms. Doolin also serves as Director of Young Adult Ministry at Idlewild Presbyterian Church in Memphis.

Michael Cuppett

Rev. Wilson stated the Committee on Preparation for Ministry recommended that Inquirer Michael Cuppett be approved for candidacy. Mr. Cuppett's statement of faith and understanding of Christian vocation were provided with the Presbytery packet.

Mr. Cuppett spoke briefly of his sense of call, and responded to questions from commissioners. Rev. Wilson and Mr. Cuppett left the sanctuary. There were no questions, and the recommendation was approved. Rev. Wilson and Mr. Cuppett were invited back into the Presbytery, and the Moderator reported on the motion. The Moderator led the Presbytery in liturgy for receiving Mr. Cuppett as a candidate, and the liturgy concluded with applause. Rev. Lindsey Groves (UKIRK Vanderbilt/Belmont) offered a charge based on 2 Timothy 2:15, and Dr. Sally Hughes (Trinity Presbyterian Church, Nashville) offered a prayer. The Moderator then asked persons present in support of Mr. Cuppett be recognized.

**REPORT OF THE ADMINISTRATIVE COMMITTEE**

Dr. Chris Joiner (First Presbyterian Church, Franklin), Moderator of the Administrative Committee, presented the committee's report.

Presbytery Administrative Assistant

The Administrative Committee was informed of the resignation of Erin Dolman, Administrative Assistant. Ms. Dolman accepted a full time job. The committee was informed that Felicia Mesner has been hired, effective January 6, 2020, to serve as Presbytery's Administrative Assistant. Ms. Mesner was introduced, and welcomed to the Presbytery.

February 1, 2020 Presbytery Meeting

The Administrative Committee approved the agenda for the February 1 Presbytery meeting. The offering was approved for the Guatemala Mission Trip. The persons serving on the upcoming Guatemala Mission Team will be commissioned at the meeting; the incoming Moderator and Vice-Moderator will be installed. Rev. Dianne Moffett, Executive Director of the Presbyterian Mission Agency, has been invited to speak about the Matthew 25 Initiative.

Handlson v. Presbytery of Middle Tennessee

The Administrative Committee met with the Finance Committee and COM leadership to review the General Assembly Permanent Judicial Commission decision on Handlson v. Presbytery of Middle Tennessee. George Crawford, III, one of Presbytery's attorneys in this matter, and Flor Velez-Diaz, Manager of Judicial Process for the Presbyterian Church (U.S.A.), were also present at the meeting. The Administrative Committee will ask the Presbytery to go into executive session, with Pat Handlson staying in the meeting the entire time. Ballots will be utilized for the question of restoration, which will be taken up at the beginning of the meeting. Members of the Permanent Judicial Commission will serve as tellers; the ballots will be counted during lunch, and the decision reported immediately after lunch.

Nominating Task Force - 2020

The following persons have agreed to serve on the Nominating Task Force for 2020: Dr. Mary Louise McCullough, chair (member of the Administrative Committee); Elder Ken Diehl (First Tullahoma); Rev. Jeanne Hoechst (Honorably Retired); Rev. Scott Huie (Harpeth, Brentwood), Elder Anne Parsons (First Franklin); Elder Shirley Puckett (Buffalo Valley).

#### Personnel Task Force - 2020

The following persons were appointed to serve as the Personnel Task Force for 2020: Elder Geeta McMillan, chair (Administrative Committee); Dr. Greg Glover (First Clarksville); Elder Connie Hamblen (Eastminster).

#### Update to Presbytery Crisis Communication Plan

The following persons are serving with Robin Thomas to revise / update the Presbytery's Crisis Communication Plan: Elder Kelly Cristie (Westminster Nashville); Rev. David Gerber (Avalon Hospice); Elder Suzie Lane (Westminster Nashville); Elder Geeta McMillan (Blue Spring Sparta); Elder Ross Thomas (First Springfield).

#### Update to Presbytery Sexual Misconduct Policy

The following persons are serving with Ray Thomas to revise the Presbytery's Sexual Misconduct Policy and draft a child and youth protection policy: Rev. Rosanna Anderson (validated ministry); Elder Doug Berry (Westminster Nashville); Commissioned Elder Teresa Burns (First Pulaski); Elder Suzie Lane (Westminster Nashville); Elder Chris Williams (First Pulaski).

#### Presbytery Logo

Ray and Robin Thomas, Co-Executive Presbyters, presented a new logo for the Presbytery of Middle Tennessee, which will be used on letterhead and business cards, as well as social media. The Administrative Committee approved this without objection.

#### 2020 Committee Orientation Day

Robin Thomas reported on Committee Orientation Day, scheduled for January 4, 2020, 10AM – 1PM, at First Presbyterian Church, Franklin. This will be an opportunity for the committees to meet, get to know one another, and report on meeting times, etc.

#### Presbytery Office Closed

The Presbytery office will be closed December 23 – 26.

#### Changes to the Mission and Operations Manual

Dr. Joiner reported the Administrative Committee, at the request of the Committee on Ministry, recommended the following change to the Mission and Operations Manual, in order to more efficiently handle the call process:

#### Committee on Ministry

Page 13, insert at Line 19 (text to be deleted is indicated by ~~strikethrough~~; text to be added is underlined):

- Approve commissions for installations (commissions to ordain or to ordain and install are to be approved by Presbytery); and

There were no questions or objections, and this was approved by the required two-thirds vote.

Dr. Joiner stated the Administrative Committee, at the request of the Finance Committee, recommended the following change to the Mission and Operations Manual. The Finance Committee believes it is not necessary to have an annual audit, but instead, an annual financial review, with an audit every five years.

#### Treasurer

Page 5, insert at Line 33 (text to be deleted is indicated by ~~strikethrough~~; text to be added is underlined):

. . . He/She shall report to presbytery on an annual basis at the completion of the audit or review of presbytery's funds, assets and liabilities, normally at the May meeting of presbytery.

There were no questions or objections, and this was approved by the required two-thirds vote.

#### Nomination to the NaCoMe Board

Dr. Joiner moved that Ruling Elder Vance Lahey (First Presbyterian Church, Franklin), be elected to fill a vacancy on the NaCoMe Board. There was a second, and no additional nominations, and this was so ordered by the Moderator.

### **REPORT OF THE COMMITTEE ON MINISTRY, PART 2**

Ruling Elder Donna Simpson (First Presbyterian Church, Cookeville), Moderator of the Committee on Ministry, presented part 2 of the committee's report.

#### Ministers Received into the Presbytery

Ms. Simpson reported that Rev. David Gerber had been received from the Presbytery of Tampa Bay, and introduced at the October Presbytery meeting, but was inadvertently left out of the COM report. She reported the Committee on Ministry had received the following ministers into the Presbytery, and invited them to stand if they were present to be welcomed: Laura Cheifetz, Vanderbilt Divinity School; Ryan Moore, First Presbyterian Church, Nashville; Gustavo Vasquez, Director of Hispanic/Latino Communications, United Methodist Church.

#### 2020 Minimum Effective Salary

The 2020 minimum effective salary for full time installed pastors and full time commissioned pastors is \$48,640.

#### David Gerber

The Committee on Ministry sustained the examination of Rev. Dr. David Gerber, a member of the Presbytery of Tampa Bay, and received him into membership in the Presbytery of Middle Tennessee. Dr. Gerber serves as chaplain at Avalon Hospice, and the COM validated this ministry.

#### Pulpit Supply List

The COM approved Aaron Stauffer and David Gerber for the pulpit supply list.

#### Liaisons and Session Moderators

The COM approved the following liaisons and session moderators: Stephen Yates – liaison for Normandy Presbyterian Church; Gary Kelly – liaison for First Presbyterian Church, Lawrenceburg; Mark Mueller – moderator for Bellevue Presbyterian Church, Nashville; Allen Cross – moderator for Hopewell Presbyterian Church, Milton; Amy Busse Stoker – liaison for First Presbyterian Church, Lawrenceburg.

#### Scott Huie / Harpeth Presbyterian Church, Brentwood

Rev. Scott Huie was approved as part time interim at Harpeth Presbyterian Church, Brentwood.

#### Kristi Shay Moore / Glenclyff Presbyterian Church, Nashville

Rev. Kristi Shay Moore was approved as temporary supply (six months) for Glenclyff Presbyterian church, Nashville. The COM approved the terms - \$400/week cash salary, for weeks she preaches; she will not be obligated to perform other pastoral duties, except in emergency situations, during the weeks she does not preach.

#### Michael Bradley / Normandy Presbyterian Church

The COM approved the interim contract between Dr. Michael Bradley and Normandy Presbyterian Church, effective October 1, 2019 – September 30, 2020. Terms of the contract include cash salary - \$2,000 per month, mileage at the current IRS rate, four weeks of vacation, two weeks of study leave. The interim will be responsible for arranging pulpit supply during leave.

#### Warner Durnell / First Presbyterian Church, Springfield



The COM approved the final renewal of the interim contract between Warner Durnell and First Presbyterian Church, Springfield, effective December 1, 2019 – April 30, 2020. Terms approved: salary and housing - \$18,000; automobile expense - \$750; professional expenses - \$1,200; two weeks of paid vacation, one week of study leave; and up to three weeks of unpaid vacation.

Warner Durnell / First Presbyterian Church, Tullahoma

The COM approved the part time temporary supply contract between Warner Durnell and First Presbyterian Church, Tullahoma, effective May 1, 2020 – July 31, 2020, while Stephen Yates is on sabbatical. Terms approved: 20 hours/week; compensation for this period - salary - \$6,000; housing \$2,610; mileage \$1,044; and Rev. Durnell will moderate the session.

Marshall Gupton / Northminster Presbyterian Church, Murfreesboro

The COM approved the renewal of the temporary supply contract between Marshall Gupton and Northminster Presbyterian Church, Murfreesboro, at the same terms.

Chris Adams / First Presbyterian Church, Spring Hill

The COM approved the renewal of the interim contract between Chris Adams and First Presbyterian Church, Spring Hill, at the same terms.

Gustavo Vasquez

The COM sustained the examination of Rev. Gustavo Vasquez, a minister member of the Presbytery of Palisades, and received him into membership in the Presbytery of Middle Tennessee. Rev. Vasquez serves as Director of Hispanic/Latino UMC Communications for the United Methodist Church. A copy of Rev. Vasquez' statement of faith and biographical information was included with the presbytery packet.

Laura Purtle / First Presbyterian Church, Spring Hill

The COM endorsed Laura Purtle, a ruling elder at First Presbyterian Church, Spring Hill, for commissioned pastor training at the University of Dubuque. The COM approved the classes for the Master of Arts in Christian Leadership for this training.

Evelyn Graham / Southminster Presbyterian Church, Nashville

The COM approved the call of Evelyn Graham as designated pastor at Southminster Presbyterian Church, Nashville for a six-month term, effective January 1 – June 30, 2020. The COM approved the following terms: Cash salary \$12,180; housing \$11,945; Social Security supplement \$1,846; Board of Pensions \$15,162 (estimated); professional expenses \$1,450.

Steve Musick / East Brentwood Presbyterian Church

The COM approved the temporary part time pastoral contract for Rev. Steve Musick, including moderating the session, with East Brentwood Presbyterian Church, while Rev. John Hilley is on sabbatical, effective January 1, 2020 through March 31, 2020. Terms approved: cash salary \$9,000 and professional expenses up to \$1,000.

Blake Hawthorne / First Presbyterian Church, Lynnville

The COM approved the temporary supply contract between Blake Hawthorne and First Presbyterian Church, Lynnville.

Rachel Penmore / Westminster Presbyterian Church, Nashville

The COM approved the dissolution of the associate pastoral relationship between Rachel Penmore and Westminster Presbyterian Church, Nashville, and dismissed Rev. Penmore to the Presbytery of East Tennessee Presbytery to accept a newcall.

Change in Mission and Operations Manual

The COM recommended a change in the Mission and Operations Manual to allow the Committee on Ministry to approve installation commissions.

Ryan Moore / First Presbyterian Church, Nashville

The COM ratified the commission to install for Dr. Ryan Moore as pastor, First Presbyterian Church, Nashville: Sunday, January 12, 2020; Ruling Elders Lonnie Stout (First

Nashville), chair; Robin Thomas (Co-Executive Presbytery); Frank Wade (Westminster Nashville); Teaching Elders Stuart Gordon (First Nashville); Todd Jones (Honorably Retired); Ray Thomas (Co-Executive Presbyter); Guests Jim Miller (Presbytery of Eastern Oklahoma); Allan Poole (Presbytery of New Hope).

Pat Handlson

The COM met with Pat Handlson on January 14, 2020 and discussed his current situation and experiences since his original censure. Ms. Simpson stated that since the motion to restore Pat Handlson was defeated, the Presbytery could not take up the issue of designating him as Honorably Retired. She stated this could be taken up again when the motion to restore Mr. Handlson is presented.

Jeanne Hoescht / Honorably Retired

Ms. Simpson reported that the Committee on Ministry had approved the retirement of Rev. Jeanne' Hoescht, and recommended this retirement be recognized. Dr. Sally Hughes spoke briefly about Rev. Hoescht's ministry, and offered a prayer.

Amy Harkness / Belfast Presbyterian Church

The Committee on Ministry examined Ruling Elder Amy Harkness, a member of Downtown Presbyterian Church, Nashville, and recommended she be commissioned to part time pastoral service at Belfast Presbyterian Church for the period November 24, 2019 – November 29, 2020. Ms. Harkness will moderate the session, celebrate the sacraments, officiate at marriages at the request of the session, and have a voice and vote at Presbytery meetings. The COM approved the following terms: Cash salary \$26,800; professional and continuing education \$2,000; mileage \$4,000; two weeks vacation and study leave annually. The COM will assign a mentor for Ms. Harkness. There were no questions, and the recommendation was approved. The Moderator led the commissioning service, and persons present in support of Ms. Harkness were recognized.

Bellevue Administrative Commission

The Committee on Ministry recommended that Rev. Steve Musick (Honorably Retired) and Ruling Elder David Wood (First Nashville) be elected to serve on the Bellevue Administrative Commission, to replace Rev. Mike Wilson (Downtown Nashville) and Ruling Elder Larry McElroy (Northminster Murfreesboro). There were no questions, and the nominations were approved.

**COMMITTEE ON MUTUAL SUPPORT**

Ruling Elder Stuart Wilson Patton, Hunger Action Advocate, presented the committee's report.

Mary Sellers Shaw

Rev. Mary Sellers Shaw (First Presbyterian Church, Franklin) was elected Vice-Moderator of the committee.

Hunger Action Grants

The committee approved a hunger action grant to God's Storehouse of Giles County and Good Samaritan of Tullahoma for \$2,000 each.

**STATED CLERK'S REPORT**

Ruling Elder Therese Howell, Stated Clerk, presented the following report.

Annual Statistical Reports

Session annual statistical reports have been mailed to clerks of sessions. The deadline for filing online is February 20, 2020. The deadline for the stated clerk to file these reports is March 6, 2020.

Roster of Former Permanent Judicial Commission Members

Pursuant to D-5.0206b., following is a roster of former Permanent Judicial Commission members:

Class of 2016

Dr. Bill Barger (Honorably Retired)  
Dr. Todd Jones (Honorably Retired)  
Dr. Kaye Nickell (Honorably Retired)

Class of 2018

Elder Elinor Foster (First Lewisburg)  
Elder Jane McDow (Westminster Nashville)  
Dr. Sandra Randleman (First Nashville)

## 2018 Minutes of the Presbytery of Middle Tennessee

The Synod of Living Waters reviewed the 2018 minutes of the Presbytery of Middle Tennessee. The presbytery's minutes were approved without exceptions.

### Jane Herring / Emmanuel Presbyterian Church, Nashville

The stated clerk has received the October 27, 2019 minutes of the commission to install Rev. Jane Herring as pastor of Emmanuel Presbyterian Church, Nashville.

### Amy Busse Stoker / First Presbyterian Church, Pulaski

The stated clerk has received the November 4, 2019 minutes of the commission to install Rev. Amy Busse Stoker as pastor of First Presbyterian Church, Pulaski.

### Ryan D. Moore / First Presbyterian Church, Nashville

The stated clerk has received the January 12, 2020 minutes of the commission to install Dr. Ryan D. Moore as pastor of First Presbyterian Church, Nashville.

### Eastminster Presbyterian Church, Nashville / Sale of Property

The stated clerk stated that the Eastminster Administrative Commission reported the sale of the Eastminster Presbyterian Church property. The sale price was \$1,000,000, the closing was held on January 22, 2020, and the net proceeds distributed to the Eastminster church. Eastminster is currently worshipping at the Woodland Presbyterian Church, Nashville.

### Minutes and Roll of the 138th Stated Meeting of the Presbytery of Middle Tennessee (October 17, 2019)

The minutes and roll of the 138th Stated Meeting of the Presbytery of Middle Tennessee, held on October 17, 2019, were provided with the Presbytery packet. There was a correction to the roll and the minutes and roll were presented as amended without objection.

### **OVERTURE TO THE 224<sup>th</sup> GENERAL ASSEMBLY (2020)**

The Stated Clerk reported the session of Westminster Presbyterian Church, Nashville, presented an overture (Attachment B) to the Presbytery for approval. The Presbytery of Chicago will bring this overture to the 224<sup>th</sup> General Assembly (2020), and asks the Presbytery to concur with the overture. The Permanent Judicial Commission reviewed the overture, pursuant to the Mission and Operations Manual, and recommends its approval.

Dr. Guy Griffith, associate at Westminster Presbyterian Church, Nashville, spoke to the overture. After discussion, the overture was approved. The Stated Clerk reported the Presbytery was allowed to send an overture advocate to the Assembly to speak to the overture. Dr. Griffith volunteered to serve as the overture advocate, and this was approved without objection.

### **CO-EXECUTIVE PRESBYTERS' REPORT**

Robin and Ray Thomas, Co-Executive Presbyters, reported on their work in the presbytery, and their goals to support the Vision 2020 plan. The Co-Executive Presbyters led in the sharing of concerns, celebrations, and announcements.

### **UNFINISHED BUSINESS**

The Moderator stated there was no unfinished business, and reported the 142nd Stated Meeting would be Thursday, May 21, 2020, at Blue Spring Presbyterian Church, Sparta. The meeting adjourned upon motion made, seconded, and approved without objection after a prayer by the Moderator.

Therese P. Howell, Stated Clerk

**FINANCE COMMITTEE**  
**REVISED REPORT TO THE PRESBYTERY OF MIDDLE TENNESSEE**  
**JULY 18, 2020**

**INFORMATION**

1. The Finance Committee is currently reevaluating the presbytery's banking relationship with Pinnacle Financial Partners.

**ADMIT TO RECORD**

1. The Finance Committee meets monthly in conjunction with the Administrative Committee to review presbytery's finances. The committee chair also monitors financial developments between meetings through weekly cash flow reports.
2. Financials as of June 30, 2020, are attached.
3. The Investment Task Force (Suzanne McLemore (chair), Claude McMillion, Anders Hall, Vance Lahey, Evelyn Graham) presented a revised Investment Policy, which was amended and approved by the committee. A copy is attached. The committee asked the task force to revise the asset allocation section to further reduce the reliance on cash for investment purposes.
4. The Presbytery received a \$63,200 loan from First Farmers Bank under the Federal Paycheck Protection Program. We will apply to have the entire amount of the loan forgiven once presbytery satisfies all of the criteria, which should happen sometime in July. In accordance with standard accounting practice for nonprofits, our financials show the loan proceeds for which we have qualified for forgiveness as income.
5. The Finance Committee sent out a stewardship letter updating sessions on the budget and presbytery's finances.
6. Randolph Business Resources was hired to handle the presbytery's bookkeeping following the resignation of Pat Webb as the presbytery's bookkeeper.
7. The Finance Committee approved an annual review of the presbytery's finances, with an audit every five years. Mullins, Clemmons and Mayes PLLC has been engaged for the 2019 review.
8. The Finance Committee was informed of the sale of farm property owned by Belfast Presbyterian Church. The sales price was \$100,000.
9. The Finance Committee approved the right of way easement to the City of Cookeville for construction of a bike path adjacent to the campus ministry house for \$4,000.
10. A task force of the Finance Committee (Melinda Sanders, chair) is reviewing the presbytery's financial policies and procedures, as well as the budget process. The proposed budget plan is to 1) contact presbytery committees in June requesting their projected needs for the following year; 2) submit a preliminary budget to the Finance Committee by September; 3) present the proposed budget to the Administrative Committee in October; 4) present the proposed budget to the Presbytery at the fall meeting. An application process will be developed for disbursement of all funds ranging from Hunger to NaCoMe to UKirk and funds through COM to churches and pastors. The Finance Committee has reviewed a draft financial policies and procedures document, which the task force is continuing to refine. The task force seeks conversation about how to make these processes creative, robust, and accountable.

**RECOMMENDATIONS**

1. The Finance Committee recommends that East Brentwood Presbyterian Church be allowed to encumber its property in connection with a \$250,000 Small Business Administration loan. The interest rate on the loan is 2.75%, with payback not to exceed 30 years.
2. The Finance Committee recommends that Glencliff Presbyterian Church be allowed to sell the church manse, subject to the final sales contract being submitted to the Finance Committee for approval.

# Investment Policy Statement

Prepared for the Presbytery of Middle Tennessee by Anders Hall

Effective May 2020

## Introduction

This Investment Policy Statement (“IPS”) is intended to be the governing document for the Presbytery of Middle Tennessee (“Presbytery”) to follow for the management of the investment portfolio entrusted to the Presbytery, and details objectives, risk tolerance, and spending expectations. The information contained within the IPS will be used to formulate an appropriate and effective investment plan.

## Portfolio Purpose and Background

The Investment Task Force believes that distributions to be made in the future are as important as grants made today. This is consistent with the philosophy that the Presbytery is to exist in perpetuity and, therefore, should provide services in perpetuity. To attain this goal, the overriding investment objective of the Presbytery is to maintain purchasing power while carrying out the mission of support. The Investment Task Force will balance the Presbytery’s shorter-term obligations with its goal to provide distributions consistent with a spending policy which is determined by the Finance Committee.

## Overall Risk Tolerance and Investment Objective

We recognize that no investment is free from risk, and have considered the following risk categories and definitions in the IPS:

- **Volatility Risk:** “Volatility risk” is the potential for loss in the value of the portfolio due to year-to-year fluctuations in return relative to the one-year expected return.
- **Concentration Risk:** “Concentration risk” is the potential for loss in the value of the portfolio due to a substantial overweight in any sector, sub-sector, industry, or security.
- **Credit Risk:** “Credit risk” is the potential for loss in the value of the portfolio due to a decline in the credit-worthiness of an investment.
- **Inflation Risk:** “Inflation risk” is the loss of purchasing power due to the decline in value of the monetary unit on which the investment is based.
- **Liquidity Risk:** “Liquidity risk” is the inability to sell an investment in a timely manner without offering a discount to its fair value.

## Time Horizon

The time horizon for this portfolio is greater than 10 years.

## Liquidity Needs

The portfolio always should maintain liquidity for short-term cash flow needs over at least the next year.

## Distribution Needs

Cash will be distributed upon the request of the Finance Committee.

## Income Tax Considerations

The Investment Task Force constructs this portfolio without a need to consider the taxability of ordinary income and capital gains from investments. Unrelated business tax income may be a consideration.

## Investment Authority

The investment authority has been delegated to the Investment Task Force who is responsible for the investment management of the portfolio within the guidelines of this IPS.

## Social Investment Restrictions and Special Instructions

The Finance Committee reserves the right to restrict investments by:

- Asset class;
- Security type;
- Economic sector;
- Industry;
- Issuer;
- Country of issuer; and
- Some other category to be determined in the future.

Any restrictions will be added to this IPS.

## Asset Allocation

The portfolio will be invested in accordance within the policy maximum and minimum range for each asset category described below. The asset allocation, strategic target, and policy maximum and minimum range have been established in accordance with the overall risk and return objectives of the portfolio. These asset classes and ranges are reviewed regularly and may change over time.

Since the Presbytery’s total portfolio is broadly diversified with respect to asset classes, the Investment Task Force is allowed latitude in constructing the components of the total portfolio.

Asset Class	Strategic Target	Policy Range
Cash and Cash Equivalents	70%	60% to 80%
Fixed Income	0%	0% to 10%
Other Asset Classes	0%	0% to 10%
Equities	30%	20% to 40%
<b>Totals</b>	<b>100%</b>	

### Rebalancing Strategy

Rebalancing the portfolio allocation with the policy strategic target allocation ranges for the various asset classes serves the purpose of maintaining the risk and expected return of the portfolio within parameters stated in the IPS. Reallocations among asset classes shall reflect the following considerations:

- Generally allocated toward maintaining the strategic allocation targets over time; and
- The Investment Task Force will rebalance the portfolio with the asset allocation ranges stated herein when the risk and expected reward potential is perceived to be such that an asset class weighting should be tilted toward the approved policy maximum or minimum.

### Performance Benchmarks and Measurement

Performance will be reviewed monthly.

Investment performance of the portfolio is measured against a blended portfolio benchmark. The target weight of each asset class benchmark, as derived from the portfolio's investment objective and asset allocation, is combined to define the blended benchmark for the portfolio. The assigned benchmark and weighting for each asset class within the investment objective are reviewed regularly and may change over time.

Based on the current investment objective, the portfolio will be monitored in comparison to the following benchmark:

Asset Class	Strategic Target	Benchmark
Cash and Cash Equivalents	70%	ICE BofA US 3-Month Treasury Bill Index
Fixed Income	0%	Bloomberg Barclays US Aggregate Index
Equities	30%	S&P 500 Index
<b>Totals</b>	<b>100%</b>	

### Updating Information

This IPS shall be reviewed at least once annually. This IPS may be modified in whole or in part at any time. The Investment Task Force will make adjustments to this IPS consistent with its understanding of the purpose, return objectives, and risk tolerance appropriate for this portfolio.