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December 7, 2004

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MINUTES
STATED MEETING OF HOLSTON PRESBYTERY
Salem Presbyterian Church – Limestone, TN
December 7, 2004

Holston Presbytery met for its stated meeting at Salem Presbyterian Church in Limestone, TN on December 7. The Moderator, Dan Donaldson, called the meeting to order at 9:00 AM. A worship service opening with prayer was led by the Rev. Dan Donaldson, Rev. Brian Wyatt and Commissioned Lay Pastor, Mary Lee Harmon. Music was provided by Mike and Becky Stawovy. The Sacrament of the Lord's Supper was celebrated with Rev. Brian Wyatt and elders of the Salem Church serving.

Brian Wyatt welcomed commissioners and guests to the meeting. First time commissioners and guests were recognized by the Moderator.

MINISTERS PRESENT: William Allen, Sharon Amstutz, Earle Barron, Margaret Burkey, Greg Cartwright, Michael Chamberlain, Alan Chapman, Martin Christian, Cathy Clasen, Daniel S. Clark, Harrell Cobb, Conrad Crow, Dan Donaldson, Charles Echols, Baron Eliason, John Everett, Rich Fifield, Craig Foster, Donald Frederick, Bill Goforth, Jim Gray, Yale Gunn, David Hale, William D. Hyers, Greg Jordan, R. Gary Kelly, Phillip Kestner, Jim McClanahan, Jim Mays, Russ Morgan, Charlie Murphy, Gradye Parsons, Tom Phillips, Errol Rohr, George Rolling, Steve Rembert, Raymond Saunders, Angus Shaw, Gordon Turnbull, Russ Weekley, Steve Weisz, Katherine White, Brian Wyatt, Beth Yarborough.

MINISTERS ABSENT: Robert Armistead, Richard Austin, Gary Bement, John Campbell, Payne Cave, Sung Wook Chung, John Dowling, Clarence Durham, Barrett Gilmer, Ted Hagen, David Hambrick, William Herd, Ira Howard, Ralph Hutchison, Hubert Kaylor, Lewis Lancaster, Robert L. Lowry, Jim Martin, John Martin, Dennis Maxey, David Miller, John Mitchell, Don Muncie, William Olson, J. Wiley Prugh, Richard Ray, Glenn Scruggs, Ed Shackelford, David Sims, Andrew Spence, Terry Sutherland, Charles Sydnor, Thomas Wade, Fred Walker, David Welch, Ray White, Davis Whitesides, Don Wood, William Young

ELDER COMMISSIONERS: (P - Principle; A - Alternate; V - Visitor)

Amity –
 Bethany – John Hurt (P)
 Bethel, Dandridge –
 Bethel, Kingsport – Joe Davy (P); Barbara Kelly (A);
 Charles Bridwell (V)
 Blountville – Sue O'Dell (P)
 Bristol, First – Bill Wade (P); Bill Elderbrock (P)
 Cedar Creek –
 Cedarview – Coy Klepper (P)
 Chuckey –
 Clinton –
 Cold Spring –
 Colonial Heights – Charles Barrett (P); Nancy
 Shackelford (A)
 Cove Creek -
 Covenant – C. B. Willis (P); Brian Solomon (Youth
 Pastor)
 Cross Anchor –

Elizabethton, First – Melody Faust (P)
 Erwin – Alan Lewis (P)
 Grays Chapel – Herbert Winters (P)
 Greeneville, First – Olivia Lodge (P)
 Hebron –
 Hopewell – Charles Hall (P)
 Jefferson City, First –
 Jennie Moore – Helen Edwards (P); Helen Saunders
 (V)
 Johnson City, First – Art Fowler (); Dorman Stout
 (P); Judy Surface (A)
 Jonesborough – Marilyn Buchanan (P); Bob Riddle
 (V); Jacqueline Riddle (V)
 Keystone – Spencer Pickel (P)
 Kingsport, First – Jane Scott (P); Sylvia H. Wright
 (P); Gordon Travis (A); Jennifer Walker (Youth
 Director); Anne Webb (V); Jane Boyd (V); Don
 Brown (V)
 Leesburg –

Liberty –
 Magill Memorial – David Fleming (P); Peggy Bureson (A)
 Meadowview –
 Morristown, First – Ron Smith (P); Chet LaFountaine (P); Vernella H. Hayter (V)
 Mountain City –
 Mt. Hermon –
 New Bethel –
 New Ebenezer –
 New Market –
 New Providence –
 Newport –
 Oakland –
 Old Kingsport –
 Philadelphia –
 Piney Flats –
 Preston Hills – Ted Hagen, Sr. (V)
 Reedy Creek, Bristol –
 Reedy Creek, Kingsport – Mike Culbertson (P); Tom Carroll (A)

Rock Creek – F. B. White (P)
 Rogersville – Marvin Rogers (P); Ben Chambers (A)
 Rosemont –
 Salem – Frank Huscroft (P)
 Shady Valley –
 Shenandoah –
 St. Paul –
 Strawberry Plains – Bob Redfern (P)
 Tabernacle – Anna N. Maddox (P)
 Timber Ridge – Oliver Burkey (P)
 Tri Cities Korean –
 Walkertown –
 Watauga Avenue – Anna Jane Taylor (P)
 Waverly Road – Jim Skillen (P); Charles A. Green (V)
 Weaver Union –
 West Ridge – Gladys Shackelford(V)
 Whitesburg –
 Windsor Avenue –
 Zion – Juanita Jones (P)

PRESBYTERY STAFF: Craig Bell, Kim Hammond, Jim Kirkpatrick, Susan Smith, Paulette Thompson.

COMMITTEE CHAIRS: Mary Lee Harmon (Congregational Life; CLP); Barbara Kelly (Stewardship & Budget); John Snyder (Nominations; CLP); Millie Wilson (Council)

COMMISSIONED LAY PASTORS: Tom Bureson (Vice Moderator);

DIRECTORS OF CHRISTIAN EDUCATION: Joyce Tackett (First, Johnson City); Wes Jamison (Watauga Avenue)

INQUIRERS: Pat Willard (Covenant)

OTHER VISITORS: Charlene Allen, Pierce Buford (Synod of Living Waters); Robert Bureson; Jovanna Emerson (Evergreen Presbyterian Ministries); Sylvia Musgrove (King College); R. J. Powell (Campus Ministry); Rainey Ratchford (Grandfather Home); Mark Stokes (Tusculum College)

Consent Agenda

The Moderator presented the Consent Agenda which included:

- Approve enrollment
- Declaration of quorum
- Approve requests for excused absences
- Approve giving visiting ministers and youth observers' voice.
- Approve minutes of September 14 stated meeting.
- Appointment of Committee on Thanks: Baron Eliason, Bill Hyers, Sylvia Wright
- Appointment of the Bills & Overture Committee: Millie Wilson, David Light, Walter Kirby
- And, Adoption of the Docket

The Consent Agenda was approved.

Declaration Of New Business – None

Stated Clerk's Report - Rich Fifield presented the Stated Clerk's report.

INFORMATION:

1. Received the minutes of the Commission to Install the Rev. Greg Cartwright as associate pastor of the First Presbyterian Church, Morristown. ([see attached](#))
2. Received an overture from the Session of Preston Hills Church dated November 14, 2004 ([see attached](#)) and referred the overture to the Bills & Overture Committee appointed for the December 7, 2004 stated meeting of Holston Presbytery.
3. Pursuant to the October 1, 2001 Lease Agreement between the Fairmount Presbyterian Church and Holston Presbytery, whereby if the three year evaluation proved negative, the Agreement would be of no further force and effect and Holston Presbytery shall have the right to demand immediate possession of the property, effective November 15, 2004 Holston Presbytery has received possession of the Fairmount Presbyterian Church property.
4. The proposed amendments to the Constitution, approved by the 216th General Assembly (2004) will be discussed and voted on at the March 5, 2005 stated presbytery meeting. Copies of the proposed amendments will be distributed at the December 7, 2004 stated presbytery meeting and available online at <http://www.pcusa.org/generalassembly/amend.htm>.
5. Received a request from the session of Rosemont Moore Presbyterian Church as provided in the *Book of Order* G-14.0201b asking for a waiver of the requirements of G.14.0201a, the rotation of officers' terms. The request was referred to the Committee on Ministry for their recommendation to the presbytery.

RECOMMENDATION:

6. The Stated Clerk nominates Paulette Thompson to serve as the Recording Clerk, effective January 1, 2005, for a term of one year. Approved.

MINUTES OF THE COMMISSION of Holston Presbytery to install *Greg Cartwright* as Associate Pastor of the *First Presbyterian Church, Morristown, Tennessee*.

The Commission, according to the appointment of Holston Presbytery, met at First Presbyterian Church on October 10, 2004 at 10:00 a.m. with Ministers The Rev. Fred Walker and The Rev. Gary Kelly and Elders Wanda Bowers of Timber Ridge Presbyterian Church, Charlie Foster of Waverly Road Presbyterian and Barbara Kirby of First Presbyterian, Morristown present.

Rev. Kelly opened the meeting with prayer and was elected Moderator. Elder Kirby was elected Clerk of the Commission. A quorum was declared. Responsibilities and procedures for the Service of Installation were reviewed, and the Commission recessed to be reconvened in the presence of the congregation at 10:30 a.m..

Rev. Kelly reconvened the Commission in the presence of the congregation and led the congregation in worship by preaching from Exodus 3:6-11, 1 Samuel 17:38-40 and Joshua 1:1-9. Elder Wanda Bowers propounded the Constitutional Questions for the associate pastor-elect, and propounded the Constitutional Questions to the Congregation. All questions being answered in the affirmative, Greg Cartwright was installed as Associate Pastor of the First Presbyterian Church, Morristown, Tennessee agreeably to the Word of God and the constitution of the Presbyterian Church (U.S.A.). The prayer was led by Elder Charlie Foster.

Members of the presbytery and others then welcomed the newly installed minister into their fellowship in the ministry of the Word. Rev. Fred Walker delivered a charge to the Pastor. Elder Barbara

Kirby delivered a charge to the congregation.

At the conclusion of the service the new minister of the church pronounced the benediction. After the service, officers and members of the church gave to their new Associate an appropriate expression of cordial reception and affectionate regard.

The minutes of the Commission were read and approved and the Commission adjourned with prayer by the Rev. Greg Cartwright.

Signed by Clerk:
Barbara W. Kirby

Overture from Session of Preston Hills Church

Comes now Preston Hills Presbyterian Church of Kingsport, state of Tennessee, to Holston Presbytery with an Overture to amend the *Book of Order* and The Constitution of the Presbyterian Church (U.S.A.).

A defect has been found in the *Book of Order* with regard to discipline that could allow injustices to occur in the name of the Presbyterian Church (U.S.A.) and that could disrupt the purity and unity of the church.

BACKGROUND

I. The purview of church discipline

The *Book of Order* states¹

“Since ecclesiastical discipline must be purely moral or spiritual in its object, and not attended with any civil effects, it can derive no force whatever but from its own justice, the approbation of any impartial public, and the countenance and blessing of the great Head of the Church universal”.

Also²

“They [governing bodies] have only ecclesiastical jurisdiction for the purpose of serving Jesus Christ and declaring and obeying his will in relation to truth and service, order and discipline”.

And³

“They [governing bodies] may frame symbols of faith, bear testimony against error in doctrine and immorality in life, resolve questions of doctrine and of discipline, give counsel in matters of conscience, and decide issues properly brought before them under the provisions of the *Book of Order*”

Discipline within the church courts is then “purely moral or spiritual” and not the subject of civil or criminal statutes. Ecclesiastical courts focus on issues of doctrine and issues of immorality separate from criminal or civil issues of the state.

II. The purpose of church discipline

The purpose of church discipline is plainly set forth in the *Book of Order*⁴,

1 G-1.0308

2 G-9.0102 a

3 G-9.0102 b

4 D-1.0101

“Thus, the purpose of discipline is to honor God by making clear the significance of membership in the body of Christ; to preserve the purity of the church by nourishing the individual within the life of the believing community; to correct or restrain wrongdoing in order to bring members to repentance and restoration, to restore the unity of the church by removing the causes of discord and division; and to secure the just, speedy, and economical determination of proceedings. In all respects, members are to be accorded procedural safeguards and due process, and its is the intention of these rules so to provide” [underline added]

Further, the *Book of Order* states⁵

“The power that Jesus Christ has vested in his Church, a power manifested in the exercise of church discipline, is one for building up the body of Christ, not for destroying it, for redeeming, not for punishing.” [underline added]

The *Book of Order* makes clear that the intent of discipline in matters of doctrine and immorality is to bring about repentance and restoration and not to punish, hurt, or harm.

III. Procedure

Chapters X and XI of the *Book of Order* discuss disciplinary cases, cases for which a church member or officer may be censured for an offense⁶. Chapter X outlines how a written statement of an alleged offense is referred to an investigating committee. The investigating committee is charged per D-10.0202 as follows:

- a. provide the accused with a copy of the statement of alleged offense
- b. make a thorough inquiry
- c. examine all relevant papers, documents, and records
- d. ascertain all available witnesses and inquire of them
- e. determine whether there are probable grounds or cause to believe that an offense was committed by the accused
- f. decide whether the charges filed can be reasonably proved, having due regard for the character, availability, and credibility of the witnesses and evidence available
- g. initiate alternative forms of resolution
- h. report to the governing body having jurisdiction whether or not charges will be filed.
- i. if charges are filed, appoint a prosecuting committee.

ARGUMENT

When the subject of the disciplinary action is immorality or errors of doctrine, the power to accuse is the power to destroy. Church officers accused of immorality or errors of doctrine, but particularly immorality, can find the trust needed to function as an officer evaporates with the accusation. Accusations, made in secret, do not stay confidential. The very secrecy under which the inquiry is conducted can allow for the corrosive effects of accusation to destroy reputations. Because the investigation committee can choose to accept any evidence proposed, even hearsay, rumor, and unsubstantiated claims, and because the investigation committee can on the basis of such evidence bring forth a public charge, the accused is inherently damaged before any trial occurs and will continue to be damaged even if acquitted in a trial.

5 D-1.0102

6 D-2.0203

The presumption of innocence given the accused in the trial⁷ is inadequate to defend the whole reputation of the accused.

The *Book of Order* wishes due process to be afforded the accused, but fails to instruct the investigating committee to presume innocence for the subject person of the allegation. The burden of proof needs to be firmly set on the accuser. The accused is faced under the current procedures with the logic trap of trying to prove a negative, that an offense did not occur, rather than the accuser having to prove the offense did occur. One can rarely prove a negative, which is why secular courts find verdicts of guilty or not guilty, not verdicts of guilty or “innocent”. The burden of proof is on the accuser (the State) in the United States of America. This concept of jurisprudence is central to public perception of justice in the United States and should be part of the *Book of Order* for the Presbyterian Church in the United States of America.

Because accusations can be done maliciously and vindictively and because the purpose of church discipline is repentance and restoration, not punishment, the investigating committee needs also to assess the intent of the accuser. If the motivation for the allegation is other than repentance and restoration, the investigating committee should not proceed with filing charges. The courts of the church are not to be used for vendettas, personal attacks, or other unworthy activities.

Proposal

The following should be added to the *Book of Order*:

- D-10.0202 e (1) The investigating committee must afford the accused the presumption of innocence during the investigation phase. The burden of proof rests on the accuser and the investigating committee to provide substantiation of the charge, not on the accused to prove innocence to the investigating committee. The investigating committee must determine that an offense did occur and that the accused is likely responsible for the offense. Inability to so determine must result in charges not being filed.
- D- 10.0202 d (1) The investigating committee shall inquire after the motivation of the accuser including whether the accuser seeks repentance and restoration or does the accuser seek solely to punish, harm, damage, or falsely destroy the reputation of the accused. The latter motivations shall incline the investigating committee not to file charges.

We bring these proposed changes to the *Book of Order* in order to maintain the purity and unity of the church. We believe the changes proposed will work to correct a flaw and thus further restrain wrongdoing and bring about the repentance and restoration that is the intent of church discipline.

Preston Hills Presbyterian Church
Kingsport, Tennessee USA
November 14, 2004

By our signatures, we the Session of Preston Hills Presbyterian Church, having approved this overture and here do request Holston Presbytery to approve this overture and present it to the General Assembly for consideration to amend the *Book of Order*.

Earle Barron, Moderator

7 D-11.0401

Treasurer's Report
 Holston Presbytery
 Balance Sheet
 As of October 31, 2004

Oct 31, 04

Checking/Savings	
10000 · CHECKING - CITIZENS BANK (Checking - Citizens Bank)	
10101 · Jonesborough Ministers Con Ed. (Jonesborough Ministers Con Ed)	62.51
10111 · Select Monies (Select Monies)	30,884.64
10113 · Advanced Unified Giving (Advanced Unified Giving)	450.00
10160 · Westminster PC - Lease Monies (Westminster PC - Lease Monies)	8,187.81
10211 · Hattie Farthing Fund (Hattie Farthing Fund)	639.91
10410 · Frontera De Cristo (Frontera De Cristo)	13,693.79
10415 · Brazil Mission Trip (Brazil Mission Trip)	3,221.07
10420 · 3 Cents-a-Meal Local (3 Cents-a-Meal Local)	4,184.14
10421 · 3 Cents-a-Meal International (3 Cents-a-Meal International)	21,626.11
10530 · Indian Ridge Payment (Indian Ridge Payment)	1,000.00
10531 · Youth Ministry Endowment (Youth Ministry Endowment)	3,250.00
10640 · EIHN - Restoring Creation (EIHN - Restoring Creation)	1,200.00
10650 · Viking Mtn Water Project (Viking Mtn Water Project)	540.00
10710 · Fairmount Payment (Fairmount Payment)	3,500.00
10712 · Ministry - Hawkins County (Ministry - Hawkins County)	5,163.76
10714 · Church Hill - Undesignated (Church Hill - Undesignated)	250.03
10752 · New Church Development/Designat (New Church Development/Design)	15,000.00
10805 · Camp & Campus Campaign (Camp & Campus Campaign)	104.17
11810 · Devries Scholarship Fund (Devries Scholarship Fund)	628.85
11861 · Williams Capital Fund Interest (Williams Capital Fund Int.)	2,319.02
11862 · Williams Program Fund Interest (Williams Program Fund Int.)	2,409.88
11910 · Honoraria - FIFIELD (Honoraria - FIFIELD)	3,477.34
20000 · Citizens Bank (Citizens Bank)	
20210 · Pastoral Care (Pastoral Care)	-8,746.26
20531 · Youth Triennium (Youth Triennium)	568.76
20710 · Church Development (Church Development)	300.49
20750 · New Church Development (New Church Development)	2,878.73
20780 · Evangelism (Evangelism)	8,636.85
20911 · Equipment Reserve (Equipment Reserve)	671.52
21810 · Devries Scholarship Fund a (Devries Scholarship Fund)	1,916.59
21820 · Grigsby Scholarship (Grigsby Scholarship)	9,890.00
21830 · Braziel Scholarship (Braziel Scholarship)	4,463.40
21840 · Dixon Scholarship (Dixon Scholarship)	7,198.32
Total 20000 · Citizens Bank (Citizens Bank)	27,778.40
10000 · CHECKING - CITIZENS BANK (Checking - Citizens Bank) - Other	<u>216,257.62</u>
Total 10000 · CHECKING - CITIZENS BANK (Checking - Citizens Bank)	365,829.05
30000 · PRESBYTERIAN FOUNDATION (Presbyterian Foundation)	
30211 · Hattie Farthing Fund (Hattie Farthing Fund)	32,339.23
30710 · Church Development (Church Development)	27,403.02
30730 · Small Church Fund (Small Church Fund)	176,130.66
30750 · New Church Development (New Church Development)	201,086.95
31820 · Grigsby Scholarship (Grigsby Scholarship)	71,392.73
31830 · Braziel Scholarship (Braziel Scholarship)	41,438.65
31840 · Dixon Scholarship (Dixon Scholarship)	30,001.24
31870 · Pattie Bushong Fund (Pattie Bushong Fund)	1,852.42
31880 · Robinson Fund (Robinson Fund)	622.00
31881 · Ninth Street Loan Fund (Ninth Street Loan Fund)	17,103.78
31882 · Ninth Street Scholarship (Ninth Street Scholarship)	42,113.20
31883 · Tusculum College Endowment (Tusculum College Endowment)	<u>95,488.42</u>
Total 30000 · PRESBYTERIAN FOUNDATION (Presbyterian Foundation)	736,972.30
Total Checking/Savings	1,102,801.35

Total Current Assets

1,102,801.35

**Holston Presbytery
Budget vs. Actual
January through October 2004**

	<u>Jan - Oct 04</u>	<u>Annual Budget</u>
Income		
60160 · Unified Mission Designated Fund (Unified Mission Designated Fu)	40,829.68	102,075.96
60500 · Unified Monies (Unified Monies)	475,167.68	614,190.00
60550 · Designated Reserve (Designated Reserve)	44,408.49	67,414.82
61905 · Interest Income (Interest Income)	<u>3,086.23</u>	<u>3,600.00</u>
Total Income	563,492.08	787,280.78
Expense		
70100 · Presbytery Council/Governing Bo (Presbytery Council/Governing)	95,418.39	
113,691.36		
70200 · E- Committee on Ministry (E- Committee on Ministry)	1,172.64	4,000.00
70300 · E-Committee Prep for Ministry (E-Committee Prep for Ministry)	1,952.28	5,000.00
70400 · WW Mission Committee (WW Mission Committee)	345.01	2,700.00
70500 · Congregational Life Committee (Congregational Life Committee)	11,657.78	19,800.00
70600 · EIHN Committee (EIHN Committee)	0.00	4,500.00
70700 · Church Development & Evangelism (Church Development & Evangeli)	50,051.09	135,440.00
70800 · Committee on Institutions (Committee on Institutions)	10,937.50	
52,500.00		
70900 · Administration & Planning Com (Administration & Planning Com)	280,539.07	336,775.85
71100 · Stewardship & Budget Committee (Stewardship & Budget Committee)	2,422.00	4,500.00
71200 · Holston Camp & Retreat Center (Holston Camp & Retreat Center)	80,666.67	88,000.00
71300 · Campus Ministry (Campus Ministry)	20,625.01	25,200.00
71400 · Trustees (Trustees)	0.00	100.00
Total Expense	<u>555,787.44</u>	<u>792,207.21</u>
	<u>7,704.64</u>	<u>-4,926.43</u>

**Holston Presbytery
Camp & Campus Ministry Campaign Report
As of October 31, 2004**

Church	Pledged	Gifts Received
Amity Presbyterian		
Bethany Presbyterian	\$10,000.00	\$9,500.00
Bethel - Dandridge		
Bethel - Kingsport	\$5,000.00	\$4,794.70
Blountville Presbyterian	\$5,000.00	\$4,687.50
1st Bristol Presbyterian	\$30,000.00	\$17,251.96
Cedar Creek Presbyterian	\$1,800.00	\$1,800.00
Cedarview Presbyterian		
Chucky Presbyterian		
Clinton Presbyterian		
Cold Spring Presbyterian	\$16,000.00	\$12,000.00
Colonial Heights Presbyterian	\$28,000.00	\$26,250.00
Cove Creek Presbyterian		
Covenant Presbyterian		\$3,131.00
Cross Anchor Presbyterian		

1st Elizabethton Presbyterian		
Erwin Presbyterian		\$500.00
Grays Chapel Presbyterian		
1st Greeneville Presbyterian	\$35,000.00	\$17,500.00
Hebron Presbyterian		
Hopewell Presbyterian		
Jennie Moore Presbyterian		
1st Jefferson City Presbyterian	\$8,000.00	\$8,067.00
1st Johnson City Presbyterian	\$50,000.00	\$47,916.82
Jonesborough Presbyterian		\$500.00
Keystone Presbyterian		\$2,443.75
1st Kingsport Presbyterian	\$50,000.00	\$37,500.00
Leesburg Presbyterian		
Liberty Presbyterian		\$200.00
Magill Memorial Presbyterian		\$300.00
Meadowview Presbyterian	\$1,600.00	\$1,600.00
1st Morristown Presbyterian		\$0.00
Mountain City Presbyterian		
Mount Hermon Presbyterian		
New Bethel Presbyterian	\$3,000.00	\$2,550.00
New Ebenezer Presbyterian		
New Market Presbyterian		
Newport Presbyterian		
New Providence		\$100.00
Oakland Presbyterian		
Old Kingsport Presbyterian		\$2,000.00
Philadelphia Presbyterian		
Piney Flats Presbyterian	\$2,500.00	\$1,750.00
Preston Hill Presbyterian		
Reedy Creek - Bristol		
Reedy Creek - Kingsport	\$2,500.00	\$2,500.00
Rock Creek Presbyterian	\$400.00	\$1,600.00
Rogersville Presbyterian	\$16,000.00	\$6,185.00
Rosemont Presbyterian	\$1,000.00	\$1,000.00
Salem Presbyterian	\$1,000.00	\$1,050.00
Shady Valley Presbyterian		
Shenandoah Presbyterian		
St Paul Presbyterian		
Strawberry Plains Presbyterian	\$1,200.00	\$1,200.00
Tabernacle Presbyterian	\$200.00	\$55.00
Timber Ridge Presbyterian	\$7,368.00	\$7,395.00
Walkertown Presbyterian		
Watauga Ave. Presbyterian	\$8,000.00	\$7,666.66
Waverly Road Presbyterian	\$18,000.00	\$18,000.00
Weaver Presbyterian		
Westminster Presbyterian		\$1,000.00
West Ridge Presbyterian		\$800.00
Whitesburg Presbyterian		

Windsor Ave. Presbyterian	\$2,500.00	\$1,250.00
Zion Presbyterian		
Tri Cities Korean Presbyterian		
MISC SOURCES		\$368.59
	<hr/>	
	\$304,068.00	\$252,412.98
Start up funds		<hr/>
		-\$6,601.57
		<hr/>
		\$245,811.41
Checks distributed:		
10/9 Holston Camp		\$42,513.84
10/9 Campus Ministry		\$40,815.50
7/31 Holston Camp		\$35,047.50
7/31 Campus Ministry		\$29,423.70
12/31 Holston Camp		\$17,980.63
12/31 Campus Ministry		\$32,624.91
10/29 Holston Camp		\$21,514.74
10/29 Campus Ministry		\$14,192.59
		<hr/>
		\$234,113.41

Council Report: Millie Wilson presented the report.

Present: Millie Wilson, Dan Donaldson, Larry Childress, Harrell Cobb, Mary Lee Harmon, Barbara Kelly, Bob Lowry, Bob Millard, George Rolling, John Snyder, Scott Wise, Joe Davy, Rich Fifield, Paulette Thompson, Kim Hammond, Susan Smith, Jim Kirkpatrick.

The meeting was called to order at 7:07 PM by Moderator Millie Wilson and opened with a devotional and prayer by George Rolling.

Reports/Recommendations to Council:

Stated Clerk's Report: Rich Fifield presented his report in the presbytery information packet.

Treasurer's Report: Kim Hammond presented her report in the presbytery information packet.

Moderator's Report: Dan Donaldson reported. Sacrament of Lord's Supper will be celebrated. The Iona Strategy will be discussed at the March, 2005 meeting.

Vice-Moderator's Report: Dan reported for Tom. Dan is preaching and Brian Wyatt is coordinating communion.

Stewardship & Budget Committee: Barbara Kelly reported.

1. Regarding the motion from the September 14, 2004 presbytery meeting that Holston Presbytery adopt the Charitable Income Strategy of Iona Charitable Planning Group, which was postponed to a future meeting at the moderator's discretion: the Stewardship & Budget Committee recommends that, should the motion be approved, that the proceeds from the strategy be invested and the income used in the presbytery General Mission Budget to be available to the entire presbytery. The motion was made and approved to postpone the recommendation to the February Council meeting.
2. For information: the Stewardship & Budget Committee concurs with the recommendation of the Administration & Planning Committee that Bob Millard be

employed by Holston Presbytery as the Director of Planned Giving to facilitate the new Planned Giving Program of the presbytery.

3. For information: the Stewardship & Budget Committee has adopted a new Presbytery Grant Program, which provides financial grants to congregations to assist them in their ministry and mission.

Administration & Planning Committee: Harrell Cobb reported.

4. That the following report be approved by Council and, as requested, and published for information. The motion was approved.
 1. Task: The Administration & Planning Committee was tasked by the Council to review and make a recommendation on the following resolution from the Session of First Presbyterian Church of Kingsport:

“...the Session of First Presbyterian Church of Kingsport respectfully requests that Presbytery’s Council clarify and publish such approved guidelines with particular emphasis on the responsibility and authority of Council is charged with for entering into financial arrangements on behalf of Holston Presbytery.”
 2. Review of sources of authority and responsibility of Presbytery Councils: The three primary sources of authority and responsibility of councils are; the *Book of Order*, *Holston Presbytery Manual of Administrative Operations* and actions of Holston Presbytery.
 3. The two principles of authority and responsibility in these three sources seem to be authority and responsibility that is stated and authority and responsibility that is delegated. A third principle of that is less clear is that of implied/assumed authority and responsibility. Using these principles, the following are observations on the question of authority and responsibility of Presbytery Council in the area of entering into financial arrangements:
 - a. The *Book of Order* in G-11.0103v allows the establishment of “a council for the coordination of mission and program...The presbytery may, but its own established rules, assign to its council responsibility for action between meetings of presbytery on such specific areas of its responsibilities as it shall deem appropriate.” The stated purpose of council appears to be to direct, coordinate and promote the programmatic work of the presbytery. The *Holston Presbytery Manual of Administrative Operations* states this clearly in 12.2 Authority and Responsibilities: “The Council functions under the authority and direction of the Presbytery. The Council is responsible for keeping under observation the total work of the presbytery, ensuring the fullest use of its resources both human and material and recommending and initiating action whenever needed.”
 - b. The Committee on Stewardship and Budget has stated authority and responsibility to: “prepare budgets for the General Mission Program of the presbytery for approval by the Council and the presbytery; and to evaluate for the Council all requests for financial appeals or campaigns within Holston Presbytery.” (Manual 26.3.3-26.3.4)
 - c. Holston Presbytery has delegated to the council authority and responsibility to “amend the General Mission Budget.” (Sept. 14, 2004).
 4. Based on the above observations, it seems that the following would constitute guidelines for authority and responsibility for council in financial arrangements. The Council:
 - a. Receives, approves and recommends to the presbytery a General Mission Budget.
 - b. Amends as necessary the General Mission budget.
 - c. Receives from the Committee on Stewardship and Budget evaluations for financial appeals and campaigns for recommendation to presbytery.

5. Recommendations regarding staff reviews and salaries were discussed and approved. A motion was made for a task force to meet with Rich and dialogue about goals for 2005 before the February 2005 meeting of Council. Bob Lowry, Larry Childress, Mary Lee Harmon and Dan Donaldson will serve on this task force. A motion was made to increase the Executive Presbyter's salary by 5% with one-half designated as housing allowance.
6. The Council approved accepting the changes to the Manual at the September meeting. The Manual, as amended, was included in the Presbytery packet for the September meeting and will be voted on at the December meeting.

RECOMMENDATION TO PRESBYTERY: That the *Manual of Administrative Operations* be amended as presented at the September 14 and December 7, 2004 Stated Meetings of Holston Presbytery. Approved by Presbytery.

Manual of Administrative Operations

1. PURPOSE OF PRESBYTERY
 - 1.1. To proclaim Jesus Christ as Savior and Lord, to serve Christ by helping the Presbyterian congregations within its boundaries to serve Him, to coordinate the Church's mission to which Holston Presbytery itself is called, and to represent the Presbyterian Church (USA) for its own members and to non Presbyterians in this region as a witness for Jesus Christ.
2. MISSION OF PRESBYTERY
 - 2.1. The mission of the Church is given substance by the Word of God and the activity of God's Spirit in the world. The Church is called to be God's faithful servant by going into the world, making disciples of all nations, baptizing and teaching, tending and keeping God's Creation, demonstrating by its love and the quality of its common life the reality of Christ's presence and saving work; sharing in worship, fellowship, and nurture; and practicing a life of prayer and service under the guidance of the Holy Spirit. As a Presbytery, our mission comes from the mission of the Church throughout the ages and is shaped by our own particular capabilities and the needs of our area.
 - 2.2. The presbytery is a regional corporate organization of the Presbyterian denomination between congregations/sessions and synods and the General Assembly (G-11.0000), thus it is called primarily to perform the Biblical mission of the Church universal: worship, fellowship, discipleship, ministry, and evangelism.
 - 2.2.1. Our *Book of Order* (G-30300) affirms this mission and specifically outlines that the Church is called to
 - 2.2.1.1. Tell the Good News of salvation by the grace of God through faith in Jesus Christ as the only Savior and Lord.
 - 2.2.1.2. Present the claims of Jesus Christ, leading persons to repentance, acceptance of Him as Savior and Lord, and new life as His disciples.
 - 2.2.1.3. Be Christ's faithful evangelist.
 - 2.3. A Timely Proclamation: to be a witness for the Biblical faith for modern times and to do the work of Christ where we are, Holston Presbytery shall:
 - 2.3.1. Provide encouragement and support for Christian Education in its churches, congregations, organizations, and institutions
 - 2.3.2. Publicize the work and witness of the presbytery and the denomination by means of newsletters, public media, special publications, visual aids, etc.
 - 2.3.3. Provide training for its committees and congregations to maximize their effective use of media for ministering the work and witness of churches, the presbytery, and the denomination.
 - 2.3.4. Reach out and seek people for new life in Christ by providing resources, training, and experience that will enable Presbyterians to become more effective in sharing their faith and in introducing other persons to Jesus Christ.
 - 2.3.5. Encourage the renewal of existing congregations.
 - 2.3.6. Develop new congregations when and where needed.

- 2.3.7. Respond in the spirit and in the name of Christ to Biblical morality issues and human needs.
 - 2.3.7.1. Help congregations to understand and respond to issues involving justice, freedom, peace, and stewardship.
 - 2.3.7.2. Help congregations to be actively engaged in ministries that aid persons in need and do so in the name of Jesus Christ giving our Lord and Savior all the credit.
- 2.3.8. Provide all its congregations with strong and effective leadership and resources for ministry.
 - 2.3.8.1. Help its congregations to secure the pastoral leaders who can help them and the Presbytery to achieve their goals for worship, witness, and service.
 - 2.3.8.2. Provide training for lay ministers both for pulpit leadership and for pastoral care within congregations.
 - 2.3.8.3. Provide pastors, Directors of Christian Education (DCEs), and congregations with opportunities for spiritual and leadership development.
 - 2.3.8.4. Hear the needs of the particular congregations and work with the congregations to fulfill their mission.
 - 2.3.8.5. Maintain a Resource Center for the use of pastors, lay pastors, DCEs, and congregations.
 - 2.3.8.6. Provide support and help to congregations in developing congregational ministries including family, youth, single parents, and ethnic minorities.
- 2.3.9. Care for and nurture its ministers, candidates, and other church professionals.
 - 2.3.9.1. Give supervision and encouragement to inquirers and candidates for ministry (*Book of Order*, G-14.0300).
 - 2.3.9.2. Assist pastors and their families to maintain optimal spiritual, mental, and physical health and to deal with crises
 - 2.3.9.3. Provide continuing educational opportunities.
- 2.3.10. Establish and maintain support of its various institutions.
 - 2.3.10.1. Administer and support the Holston Presbytery Camp and Retreat Center.
 - 2.3.10.2. Administer and support Campus Ministry.
 - 2.3.10.3. Participate in support of Avery Health Care Center, Grandfather Home, King College, Lees-McRae College, and Tusculum College, Sunset Gap Community Center.
- 2.3.11. Maintain a regular and continuing relationship with the Synod of Living Waters and the General Assembly (G-11.0103t) and prayerfully consider participation in the mission opportunities provided for by the denomination. Individual churches and church groups as well as the Presbytery body may choose to participate in missions led by the denomination remaining ever vigilant that we serve Jesus Christ and not the denomination.
 - 2.3.11.1. Make publications, visual aids, speakers, and other resources for mission participation awareness and appreciation available to churches.
 - 2.3.11.2. Encourage the participation of congregations, organizations, and individuals in special mission projects by direct involvement as well as by financial gifts and prayers.
- 2.3.12. Affirm its Reformed faith and the Presbyterian polity while acknowledging its unity with the Church universal.
 - 2.3.12.1. Conduct worship and special events which celebrate the Reformed heritage.
 - 2.3.12.2. Engage in local mission projects and witness in cooperation with similar governing bodies of other denominations.
 - 2.3.12.3. Encourage and facilitate dialogue and cooperation with peoples from other cultures and theological traditions.
 - 2.3.12.4. Affirm the need for the witness, instruction, and support of Christians from other cultures, traditions, and experiences.
 - 2.3.12.5. Conduct worship and special events which celebrate our rich Christian heritage in the founding of the United States of America.

3. GEOGRAPHICAL BOUNDS OF HOLSTON PRESBYTERY

- 3.1. Holston Presbytery, Inc., Living Waters Synod, of the Presbyterian Church (USA) includes the churches within the areas of the following twelve counties in upper East Tennessee: Carter, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Johnson, Sullivan, Unicoi, and Washington plus the Mt. Hermon Presbyterian Church of Big Stone Gap, Virginia, which is within the geographical bounds of Abingdon Presbytery.

3.2. The general locations of the churches within the Presbytery are shown in Figure 2 at the end of this manual.

4. MEETINGS

4.1. The Presbytery shall ordinarily hold four stated meetings each year

4.2. The Moderator or Vice-Moderator of Holston Presbytery shall call a special meeting at the request of two ministers and two elders, no two of whom shall be from a single church. If the Moderator is unable to act, the provisions of G-11.0201 shall apply. When needed, adjourned meetings shall be scheduled before the end of a stated or special meeting.

4.3. All overtures, resolutions, and reports with recommendations which require action by Presbytery shall be furnished to the Presbytery office at least ten days before the Presbytery meeting at which they are to be considered.

5. OFFICERS

5.1. SUMMARY

The officers of the Presbytery shall consist of a Moderator, Vice-Moderator, Stated Clerk, Recording Clerk, Treasurer, Assistant Treasurer, and such other officers as the Presbytery shall see fit to elect. Officers of the corporation are found in the corporation bylaws [See Appendix 1].

6. MODERATOR

6.1. The September meeting of Holston Presbytery -will nominate and elect someone to serve as Moderator who shall take office at the end of the December meeting. The Moderator shall be elected for such term as the presbytery may determine, not exceeding one year (G-9.0202b.). At the time of election, the Moderator must be a continuing member of, or a commissioner to, the governing body over which he or she is elected to preside (G-9.0202b.). Any elder elected Moderator shall be enrolled as a member of Holston Presbytery for the term of office whether or not commissioned by his or her session.

6.2. A nomination for the office of Moderator shall be made by the Committee on Nominations with additional nominations from the floor when desired. Normally, the office of Moderator shall alternate between elder and minister. Ordinarily, the Vice-Moderator shall be nominated as the next Moderator. The Moderator shall serve for one year and shall preside and exercise authority as directed in the *Book of Order*.

7. VICE -MODERATOR

7.1. The Vice-Moderator shall act in the absence of the Moderator and shall become the Moderator if the Moderator is unable to serve. The Vice-Moderator shall normally be nominated and elected at the September meeting and take office at the end of the December meeting. An elder elected Vice-Moderator shall be enrolled as a member of the Presbytery for the term of office whether or not commissioned by his or her session.

8. STATED CLERK

8.1. The Holston Presbytery Executive Presbyter [See Paragraph 32] will serve as the Stated Clerk for the presbytery.

8.2. The duties of the Stated Clerk shall be to:

8.2.1. Receive communications and refer them to the appropriate committee of Presbytery.

8.2.2. Prepare a docket for meetings of Presbytery as directed by the Council.

8.2.3. Distribute to the ministers and churches of Presbytery at least one week before each stated meeting the docket of the meeting and all reports and overtures on which Presbytery is to be asked to take action.

8.2.4. Receive and distribute the annual Statistical Reports, review them, and forward them as prescribed by the General Assembly.

8.2.5. Prepare from the reports submitted by the Sessions the statistical summaries needed by working units of Presbytery and Synod.

8.2.6. Transmit overtures and the names of commissioners to the Stated Clerk of the General Assembly and to Synod as required.

8.2.7. Secure and preserve the official minutes of the Presbytery meeting using the following process:

8.2.7.1. Receive the draft minutes from the Recording Clerk and review for publication.

8.2.7.2. Distribute one copy of the draft minutes to each minister and candidate for the ministry. Send copies to each church for distribution to the Clerk of Session, president of the women's organization, Chairman of the Board of Deacons, and the church files. Supply additional copies to sessions as requested. Send copies to the president of the Presbyterian Women's Organization. Supply two copies to institutional libraries as requested.

- 8.2.7.3. Correct the draft copy as required after its adoption at the next stated meeting of the presbytery and distribute the approved minutes to those listed in Paragraph 8.2.7.2 above.
- 8.2.7.4. After approval by Presbytery, sign an official copy and submit it to the Synod of Living Waters for review.
- 8.2.7.5. After approval by Synod, forward the official copy to the Historical Foundation at Montreat, North Carolina and Philadelphia, Pennsylvania for preservation.
- 8.2.8. Notify in writing the members of all committees, commissions, and task groups appointed by the Presbytery as to the duties to which they have been appointed.
- 8.2.9. Before any Administrative Commission is established (reference Paragraph 14.), the Stated Clerk will present an appropriate summary of the situation causing the commission to be recommended to the members at a meeting of the presbytery and will allow a time for questions and answers so that members will be adequately informed of the reasons and need for such a commission before it is approved or rejected
- 8.2.10. Conform to the other duties of the office of Stated Clerk as directed in G-9.0203 in the *Book of Order*.

ORGANIZATION

9. RECORDING CLERK

- 9.1.1. Upon nomination by the Stated Clerk, a Recording Clerk shall be elected for a term of three years with election at the December meeting. The term of office shall begin January 1 and coincide with that of the Stated Clerk.
- 9.1.2. The duties of the Recording Clerk shall be to:
- 9.1.3. Keep a full and complete record of each day's proceedings at meetings of Presbytery
- 9.1.4. Prepare a typed copy of the draft minutes and submit it to the Stated Clerk for review, correction, and approval as directed in Paragraph 8.2.7.1.

10. TREASURER AND ASSISTANT TREASURER

- 10.1. A Treasurer and Assistant Treasurer shall be nominated by the Committee on Nominations and shall serve for a term of three years. The Treasurer and Assistant Treasurer may be elected for additional terms at the pleasure of the Presbytery. The Stated Clerk may serve as Assistant Treasurer.
- 10.2. The Treasurer and Assistant Treasurer shall be bonded. The amount of the bond shall be set by the Administration and Planning Committee and approved by the Council.

11. ORGANIZATION

- 11.1. See Figure 1 at the end of this manual

12. COUNCIL

- 12.1. Purpose: As directed in the *Book of Order* (G-9.0902 and G-11.0103v), the purpose of the Council is to facilitate the presbytery's work and to regularly review the relationship between the presbytery's structure and its mission.
- 12.2. Authority and Responsibilities: The Council functions under the authority and direction of the Presbytery. The Council is responsible for keeping under observation the total work of the presbytery, ensuring the fullest use of its resources both human and material and recommending and initiating action whenever needed.
- 12.3. Chairman: The Chairman of the Council shall be the immediate past Moderator of Presbytery. An elder elected Chairman of the Council shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session. In addition to the usual duties of a chairman, the Chairman of the Council shall make short term appointments when the normal elective process cannot be followed.
- 12.4. Membership: The Council shall be composed of the Chairman of the Council, the current Moderator of Presbytery, the Vice-Moderator of Presbytery, the President of the Trustees, three members at-large (nominated by the Committee on Nominations), the chairman of all committees of Presbytery, and the President of the Presbyterian Women's Organization. Members without vote shall be the Executive Presbyter, the Stated Clerk, the Treasurer, other Presbytery staff persons, and the two representatives of Holston Presbytery on the Council of the Synod of Living Waters. The Permanent Judicial Commission is not represented on the Council.
 - 12.4.1. The members at large shall be elected for three year terms in three classes of one person each.
- 12.5. Meetings: The Council shall meet at least quarterly at the call of the Chairman of the Council or by direction of Presbytery.
- 12.6. Organization: The Council is responsible for its own organization. It shall have the authority to co-opt persons for special responsibilities, call in resource persons, and form task groups from outside its own membership when needed.
- 12.7. Quorum: Seven voting members of the Council shall constitute a quorum.

12.8. Functions: The Council shall...

- 12.8.1. At the November meeting, review Presbytery goals for the next year and objectives of the committees in achieving the goals.
- 12.8.2. Recommend to Presbytery the General Mission Budget as prepared by the Committee on Stewardship and Budget.
- 12.8.3. Coordinate the work of the committees in carrying out the goals and objectives of Presbytery, including:
 - 12.8.3.1. Approve objectives and areas of responsibility.
 - 12.8.3.2. Review strategies and approve procedures.
 - 12.8.3.3. Review reports to Presbytery. Council may recommend to Presbytery a substitute report.
- 12.8.4. Recommend the date, location, and items to be docketed for meetings of Presbytery.
- 12.8.5. Continually monitor Presbytery meetings for effectiveness.
- 12.8.6. Recommend to Presbytery position descriptions received from the Administration and Planning Committee for all presbytery elected staff after consultation with the appropriate agency of Synod.
- 12.8.7. Recommend to the presbytery calls of the Holston Presbytery staff with concurrence of the Committee on Ministry after consultation with the appropriate agency of Synod.
 - 12.8.7.1. Approve the engagement of paid part-time persons on the recommendation of the Administration and Planning Committee in consultation with the Executive Presbyter when deemed appropriate to have certain functions usually performed by the presbytery staff supplied by part-time professional persons or by qualified volunteers. [NOTE: The Executive Presbyter or the chairman of the appropriate committee of Holston Presbytery will request funds for the payment of part-time persons from the Committee on Stewardship and Budgets; Also, reference Paragraph 31.3].
- 12.8.8. Make recommendations to the presbytery about the deployment of persons and the use of property for the coming year together with any suggested improvements. Such recommendations shall originate in the Administration and Planning Committee.
- 12.8.9. Assign responsibility for publicity and communication about the work of Presbytery.
- 12.8.10. Through the Administration and Planning Committee, develop and maintain a Handbook of Procedures containing:
 - 12.8.10.1. Procedures which have been approved by the presbytery.
 - 12.8.10.2. Procedures which have been established by Council.
- 12.8.11. Through the Church Records Subcommittee, regularly review Session Records.
 - 12.8.11.1. Notify churches whose Session records are to be submitted for review of time and place.
 - 12.8.11.2. Correspond with churches whose records were not submitted for review as requested; learn the reasons for such failure to submit records, and report reasons to the next stated meeting.
- 12.8.12. With the assistance of the Executive Presbyter, recommend to the Committee on Stewardship and Budget proposed monies to higher PCUSA governing bodies. Also, prepare the general benevolence request to higher PCUSA governing bodies.

13. PERMANENT JUDICIAL COMMISSION

- 13.1. As directed in D-5.0101 of the *Book of Order*, the permanent judicial commission shall consist of seven members—three pastors and four elders. No more than one member of the commission shall be from a single church.
- 13.2. The commission shall function as directed in D-5.0000 of the *Book of Order*.

14. ADMINISTRATIVE COMMISSIONS

- 14.1. The Presbytery may, from time to time, create administrative commissions as the *Book of Order* authorizes in G-9.0503 “to visit particular churches, governing bodies, other organizations of the church reported to be affected with disorder, and to inquire into and settle the difficulties therein.”
- 14.2. Before such a commission is established, the presbytery’s Stated Clerk will present an appropriate summary of the situation causing the commission to be recommended to the members at a meeting of the presbytery and will allow a time for questions and answers so that members will be adequately informed of the reasons and need for such a commission before it is approved or rejected.

15. COMMITTEES -- GENERAL

- 15.1. Applicability--Unless otherwise specifically stated, the provisions of this section apply to all committees.
- 15.2. List of Committees--The work of the presbytery shall be carried out through the following committees of which the first four listed below are permanent committees according to the *Book of Order*, Paragraph G-9.0902:
- 15.2.1. Committee on Nominations
 - 15.2.2. Committee on Representation
 - 15.2.3. Committee on Ministry
 - 15.2.4. Committee on Preparation for Ministry
 - 15.2.5. Committee on Worldwide Missions
 - 15.2.6. Committee on Congregational Life
 - 15.2.7. Committee on Ethical Issues and Human Needs
 - 15.2.8. Committee on Church Development and Evangelism
 - 15.2.9. Committee on Institutions
 - 15.2.10. Committee on Stewardship and Budget
 - 15.2.11. Administration and Planning Committee
 - 15.2.12. Committee on Holston Presbytery Camp and Retreat Center
 - 15.2.13. Committee on Campus Ministry (ETSU)
 - 15.2.14. Standing Committees
- 15.3. Membership:
- 15.3.1. Committee on Nominations--The Committee on Nominations shall consist of six members: two pastors, two laymen, and two laywomen. Election shall be for three-year terms with members not eligible for an additional term until one year has elapsed. However, a member elected to fill an unexpired term of eighteen months or less may be eligible for election for a full term. Election of members of the Committee on Nominations shall be by Presbytery on nomination by the Moderator. The Moderator shall designate the chairman of the committee.
 - 15.3.1.1. Two members of the Committee on Nominations shall be elected each year at the December meeting of Presbytery with terms of office to begin on the following January 1.
 - 15.3.2. Committee on Representation--the membership of the Committee on Representation shall conform to G-9.0105 of the *Book of Order*.
 - 15.3.3. Committee on Ministry--as directed in G-11.0501 of the *Book of Order*, the Committee on Ministry shall consist of six ministers and six elders. Members of the Committee on Ministry may be elected to two three-year terms without a one-year interval between terms.
 - 15.3.4. Other Committees--Membership in the other committees of Presbytery shall be divided between pastors and lay persons who need not be elders with the lay persons making up at least one half of the committee. The total membership of the committees shall normally be:
 - 9 for Committee on Preparation for Ministry
 - 9 for Worldwide Missions
 - 12 for Congregational Life
 - 12 for Ethical Issues and Human Needs
 - 12 for Church Development and Evangelism
 - 6 for Institutions
 - 12 for Stewardship and Budget
 - 12 for Administration and Planning Committee
 - 9 for Holston Presbytery Camp and Retreat Center [+3 from Abingdon Presbytery for total of 12 members]
 - 12 for Campus Ministry (ETSU)

When it seems advisable to a committee or the Council, the size of a committee may be increased with Presbytery approval. In such a case until new members can be elected to regular terms, the Council may make interim

appointments upon recommendations from the Nominations Committee. The total number of lay members shall be equal to or greater than the number of ministers.

- 15.4. Election -- Election of members and designation of the chairmen of committees shall be by Presbytery on nomination by the Committee on Nominations. Election shall be in December with terms of office beginning on January 1 and shall be for three-year terms with members eligible for nomination to a second term. A member elected to fill an unexpired term of eighteen months or less is eligible for immediate election to a full term.
- 15.5. Quorum - A quorum of the Committee on Ministry shall be seven members. A quorum for other committees shall be four members. In the absence of a quorum, a committee may meet but can take binding actions only through a letter ballot to which a quorum of the members respond.
- 15.6. Meetings -- Each committee shall meet as frequently as needed to facilitate its work: meeting on its own adjournment, on the call of the chairman of the committee, or on direction of Council.
- 15.7. Organization -- Each committee shall be responsible for its own organization, with approval of Council, and shall ordinarily function through subcommittees and task groups.
 - 15.7.1. Membership in subcommittees and task groups need not be restricted in numbers nor limited to committee members only.
 - 15.7.2. Subcommittees created by a committee shall be assigned one of the ongoing functions of the committee. The committee should evaluate the work of each subcommittee at least annually. Such evaluations should determine which objectives have been accomplished and which objectives should be continued, modified, or replaced. Terms of the service shall be three years with members eligible for nomination to a second term. Subcommittees should be structured to provide continuity.
 - 15.7.3. Task groups shall be created for the purpose of carrying out a specific short-term objective. They shall be dismissed upon completion of the objective. If a task group is continued for more than one year, it shall be reconstituted and all members given the option of resigning.
 - 15.7.4. Proposed subcommittees and task groups along with appropriate objectives shall be submitted to Council for advice and consent, annually or when constituted. Evaluation of the work of such groups shall be reported to the Council at least annually.
- 15.8. Exchange of Information -- Each committee has the responsibility of informing the appropriate committee(s) of concerns in the local churches which come to the attention of the committee in the course of its work.

COMMITTEES - SPECIFIC

16. COMMITTEE ON NOMINATIONS

- 16.1. Purpose -- To see that the best possible use of personnel is made.
- 16.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
 - 16.2.1. The Executive Presbyter shall serve as an advisory member of the committee without vote.
- 16.3. Functions -- The committee shall:
 - 16.3.1. Except for the Recording Clerk who is nominated by the Stated Clerk, nominate persons to fill all offices ordered by Presbytery. Nominate all trustees of presbytery, committee members, and committee chairmen with the exception of members and chairmen for the Committee on Nominations who are nominated by the Moderator.
 - 16.3.1.1. Ordinarily make nominations at the December meeting of presbytery. Nominations from the floor are in order for all offices, including commissioners to the General Assembly. Elections shall take place at once with a majority of all votes cast being required to elect. Full terms of office shall begin January 1. Persons elected to fill unexpired terms shall take office at once.
 - 16.3.2. Nominate trustees of institutions as specified in the charter of each institution having a covenant relationship with presbytery. Terms of office and the requirements for reelection shall conform to the charters of the institutions.
 - 16.3.3. Maintain contact with the Council, with the Committee on Representation, and with the other committees so that the best possible use of personnel can be made. This process shall include matching persons with positions to be filled, monitoring the representation of racial ethnic members, women, different age groups, and persons with disabilities considering suggestions about potential leaders and persons with specialized abilities, and ensuring that no persons are burdened with too much responsibility.
 - 16.3.4. Nominate commissioners to the Living Waters Synod and to the General Assembly.

17. COMMITTEE ON REPRESENTATION

- 17.1. Purpose -- To ensure that all persons have fair representation within Holston Presbytery.
 - 17.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
 - 17.3. Functions -- As directed in G-11.0302 of the *Book of Order*. "The presbytery's committee on representation shall advise the presbytery's nomination committee of any need for nominations in particular categories needing increased representation and shall regularly inform the presbytery of its progress toward fair representation of racial ethnic groups, women, different age groups, and persons with disabilities."
18. ADMINISTRATION AND PLANNING COMMITTEE
- 18.1. Purpose -- To assist the presbytery in refining the mission statement continuously so as to reflect the current focus of Holston Presbytery, to assist the presbytery in establishing goals and objectives for implementing the mission of Holston Presbytery, to assist the units of the presbytery to compare the results intended with the outcomes achieved; to oversee the administration of the financial affairs of the presbytery and the operation of the presbytery office.
 - 18.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
 - 18.3. Functions -- Planning and evaluation functions shall be carried out as follows:
 - 18.3.1. Through the Planning Subcommittee:
 - 18.3.1.1. At least every five years lead the presbytery in establishing goals for the next five years. Ideally, goals should be revised each year for the succeeding five years.
 - 18.3.1.2. Refine the mission statement to reflect the current focus of Holston Presbytery. Recommend the necessary actions to eliminate inconsistencies between the mission statements and the practices of the presbytery.
 - 18.3.1.3. By November 1 each year receive from the committees of the presbytery their objectives and strategies for the coming calendar year. An objective should be in quantitative terms, contain a deadline for completion, and represent a specific program to be carried out by a single committee. The strategy is a listing of the specific steps including timetable to be taken in achieving the objectives.
 - 18.3.1.4. By the November Council meeting each year, report the objectives of the committees of the presbytery for approval at the December presbytery meeting.
 - 18.3.1.5. Oversee the status of the Manual on Administrative Operations. Coordinate and forward to presbytery through the Council any changes requested. Review the manual annually and either recommend changes to presbytery or report that no changes are needed.
 - 18.3.1.6. Assist the presbytery committees in self evaluation and in reporting to presbytery at the December meeting on their evaluation of their performance for the current calendar year. Evaluation is the comparison of results intended with the outcomes achieved.
 - 18.3.1.7. At least every five years report to the presbytery on whether (1) the presbytery's work is conducted in an efficient and effective manner, and (2) whether the presbytery officials and the presbytery members are mutually responsive in their relationships.
 - 18.4. The administrative functions shall be carried out as follows:
 - 18.4.1. Through the Personnel Subcommittee:
 - 18.4.1.1. Prepare job descriptions for all persons employed by the presbytery and have them approved by Council. [31.4 = Presbytery Council delegates to the Administration and Planning Committee the design of job descriptions for each staff member]
 - 18.4.1.2. Prepare standard operating procedures on matters related to personnel and have them approved by Council.
 - 18.4.1.3. Make an annual review and evaluation of the work done by each person employed by the presbytery.
 - 18.4.1.4. Make a major review and evaluation every four years of the position description for each staff position in the presbytery. The churches and committees of Holston Presbytery will be consulted.
 - 18.4.1.5. With the Executive Presbyter, recommend to the Council personnel to be employed on the support staff of Holston Presbytery.
 - 18.4.1.5.1. In consultation with the Executive Presbyter, recommend to Council for approval the engagement of paid part-time persons when deemed appropriate to have certain functions usually performed by the presbytery staff supplied by part-time professional persons or by qualified volunteers. [NOTE: The Executive Presbyter or the chairman of the appropriate committee of

Holston Presbytery will request funds for the payment of part-time persons from the Stewardship and Budget Committee; Also, reference Paragraphs 31.3 and 32.1.2.1].

- 18.4.1.6. With the assistance of the Executive Presbyter, prepare recommendations to the Committee on Stewardship and Budget on total requirements for staff salaries.
- 18.4.1.7. With the assistance of the Executive Presbyter, recommend to the December meeting of the presbytery salary changes and changes in other terms of employment for all persons employed by Holston Presbytery.
- 18.4.1.8. Through the Executive Presbyter, oversee the operation of the presbytery's office.
- 18.4.1.9. Prepare standard operating procedures on matters related to the operation of the presbytery's office and have them approved by the Council.
- 18.4.1.10. With the assistance of the Executive Presbyter, prepare recommendations to the Committee on Stewardship and Budget on requirements for presbytery office expenses.

18.4.2. Committee as a whole shall set goals and objectives and do the self evaluation as directed in Section 18. Also, it will assist other committees in the preparation of standard operating procedures related to their work.

19. COMMITTEE ON MINISTRY

- 19.1. Purpose -- To counsel and support the ministers and congregations of Holston Presbytery.
- 19.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
- 19.3. Functions -- The Committee on Ministry shall:
 - 19.3.1. Serve the presbytery as directed in G-11.0500 in the *Book of Order*.
 - 19.3.2. Arrange for all examinations of ordained ministers.
 - 19.3.3. Encourage personal and professional development of ministers and other church professionals.
 - 19.3.4. Set goals and objectives and carry out self evaluation as directed in Section 18.

20. COMMITTEE ON PREPARATION FOR MINISTRY

- 20.1. Purpose -- To oversee all inquirers and candidates for the ministry of Holston Presbytery as directed in G-14.0000 of the *Book of Order*.
- 20.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
- 20.3. Functions -- The Committee on Preparation for Ministry shall:
 - 20.3.1. Be responsible for all matters pertaining to receiving and dismissing inquirers and candidates under the care of Holston Presbytery.
 - 20.3.2. Counsel all candidates to complete successfully at least one year of study at a seminary of the Presbyterian Church (USA). Require any candidate who has not successfully completed such a year of study to complete a course on Church Polity to include not only the Constitution of the Presbyterian Church (USA) as defined in G-1.0500 of the *Book of Order* but also the history, program, and agencies of the denomination.
 - 20.3.3. Recommend that no candidate called to a field moves into the field prior to completion of constitutional process as set forth in the *Book of Order* and examination by the Committee on Preparation for Ministry.
 - 20.3.4. Assign topics in the areas of theology and original language exegesis in satisfaction of the ordination requirement.
 - 20.3.5. Arrange for all examinations of candidates.
 - 20.3.6. Set goals and objectives and carry out self evaluation as directed in Section 18.

21. COMMITTEE ON WORLD-WIDE MISSION

- 21.1. Purpose -- To provide support for the work of the church inside and outside the bounds of Holston Presbytery.
- 21.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
- 21.3. Functions -- The Committee on World-Wide Mission shall:
 - 21.3.1. Inform the churches of the local, regional, national, and international focus of the church in both its ecumenical and denominational dimensions.

- 21.3.2. Select annually an Associate in Mission (AIM) to work with the Division of International Mission and The Program Agency.
 - 21.3.3. Schedule speakers and provide audiovisual materials on the work of the church.
 - 21.3.4. Supervise the work of missionaries in residence, volunteers in service, and others assigned to labor within the presbytery.
 - 21.3.5. Set goals and objectives and carry out self evaluation as directed in Section 18.
22. COMMITTEE ON CONGREGATIONAL LIFE
- 22.1. Purpose -- To witness with the congregations of Holston Presbytery by implementing Mission Statement 2.5 and helping to implement the other statements in the mission of the presbytery.
 - 22.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
 - 22.3. Functions -- The Committee on Congregational Life shall:
 - 22.3.1. Provide encouragement and assistance to local congregations in defining and fulfilling their mission.
 - 22.3.2. Provide opportunities for congregational leader development.
 - 22.3.3. Develop and supervise the Holston Area Resource Center (HARC).
 - 22.3.4. Set goals and objectives and carry out self evaluation as directed in Section 18.
23. COMMITTEE ON ETHICAL ISSUES AND HUMAN NEEDS
- 23.1. Purpose -- To bring the Gospel to bear on Biblical morality and human needs in order to serve as witnesses of the Biblical faith for modern times.
 - 23.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
 - 23.3. Functions -- The Committee on Ethical Issues and Human Needs shall:
 - 23.3.1. Recommend to the presbytery actions with regard to position papers or overtures from other governing bodies in the general area of ethical issues and human needs.
 - 23.3.2. Initiate position papers or overtures to other governing bodies in the general area of ethical issues and human needs.
 - 23.3.3. Recommend actions to the presbytery and implement programs on ecumenical relations, religious freedom, peacemaking, justice, women's concerns, minority concerns, human services, hunger program, environment, health care, criminal justice, self-development of people, aging, energy, and other moral issues and human needs.
 - 23.3.4. Set goals and objectives and carry out self evaluation as directed in Section 18.
24. COMMITTEE ON CHURCH DEVELOPMENT AND EVANGELISM
- 24.1. Purpose -- To develop new churches, revitalize existing churches within the bounds of Holston Presbytery, and provide programs in evangelism.
 - 24.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
 - 24.3. Functions -- The Committee on Church Development and Evangelism shall:
 - 24.3.1. Identify locations within Holston Presbytery for the development of new churches.
 - 24.3.2. Negotiate with sessions and other units for sponsoring development of new work. Develop ministries for making disciples of Jesus Christ
 - 24.3.3. Provide programs in evangelism for use by churches.
 - 24.3.4. Recommend financial assistance for churches unable to provide adequate pastoral and program support, showing for each church whether there is an unfulfilled need in the area that justifies a continuing subsidy for a church or there is a plan for the eventual self support of the work in question.
 - 24.3.5. With the concurrence of the Congregational Life Committee, recommend congregational dissolutions, mergers, or relocations.
 - 24.3.6. Set goals and objectives and carry out self evaluation as directed in Section 18.
25. COMMITTEE ON INSTITUTIONS

- 25.1. Purpose -- To oversee the relationship between Holston Presbytery and institutions with which it has a covenant relationship.
- 25.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
- 25.3. Functions -- The Committee on Institutions shall:
 - 25.3.1. Establish covenant relations between the following institutions and Holston Presbytery, oversee the relations between those institutions and Holston Presbytery, and report annually to Holston Presbytery:
- 25.4. Avery Health Care
- 25.5. Grandfather Home for Children
- 25.6. King College
- 25.7. Lees McRae College
- 25.8. Tusculum College
- 25.9. Sunset Gap Community Center
 - 25.9.1. Negotiate with other governing bodies who contribute to the support of the institutions to ensure an equitable basis of support across the church.
 - 25.9.2. Recommend to the Committee on Stewardship and Budget an equitable basis for the allocation of funds from the presbytery to similar institutions.
 - 25.9.3. Receive the requests for funding from the institutions and transmit them with recommendations to the Committee on Stewardship and Budget.
 - 25.9.4. Set goals and objectives and carry out self evaluation as directed in Section 18.

26. COMMITTEE ON STEWARDSHIP AND BUDGET

- 26.1. Purpose -- To foster stewardship, to prepare the General Mission Budget for Holston Presbytery and to evaluate all requests for financial appeals or campaigns.
- 26.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
- 26.3. Functions -- The Committee on Stewardship and Budget shall:
 - 26.3.1. Encourage the local churches in the intelligent stewardship of their local resources of time, talent, and money through a program of stewardship education.
 - 26.3.2. Provide the local churches with challenges in terms of their support of the General Mission Program.
 - 26.3.3. Prepare budgets for the General Mission Program of the presbytery for approval by the Council and the presbytery.
 - 26.3.4. Evaluate for the Council all requests for financial appeals or campaigns within Holston Presbytery.
 - 26.3.5. Monitor the effects of such appeals and campaigns on the giving patterns within the churches.
 - 26.3.6. Set quantifiable goals and objectives and carry out self evaluation as directed in Section 18.

27. COMMITTEE ON HOLSTON PRESBYTERY CAMP AND RETREAT CENTER

- 27.1. Purpose -- To oversee the continuing program and operation of Holston Presbytery Camp and Retreat Center.
- 27.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
 - 27.2.1. The committee shall act as a Board of Directors to fulfill the functions of the bylaws of the corporation.
 - 27.2.2. The bylaws of the Board of Directors for Holston Presbytery Camp and Retreat Center shall be approved by Holston Presbytery.
- 27.3. Functions -- The Committee of Holston Presbytery Camp and Retreat Center shall:
 - 27.3.1. Provide maintenance of facilities and oversight of the program through subcommittees.
 - 27.3.2. Program activities sponsored by another committee of the presbytery shall be planned and carried out by that committee with the assistance of the Director of Holston Presbytery Camp and Retreat Center.

27.3.3. Program activities sponsored by a single church or group from within Holston Presbytery shall be planned and carried out by that church or group with such assistance from the Director of Holston Presbytery Camp and Retreat Center as may be mutually advisable.

27.3.4. Program activities of a group from outside Holston Presbytery shall be planned and carried out by the group. The Director of Holston Presbytery Camp and Retreat Center shall be informed of the general content of such programs before the group arrives and shall be responsible that all activities conform with the purposes of the camp.

28. YOUTH AND YOUNG ADULT MINISTRY COMMITTEE

28.1. The work of the Youth and Young Adult Ministry shall be under the supervision of this committee consisting of 12 regular members, two student members from the Presbyterian Student Fellowship (PSF), two high school students, one representing the Youth Council and one a non-Council member, and two members from East Tennessee Presbytery of the Cumberland Presbyterian Church. At least half of the regular members shall be lay people. The regular members shall be nominated by the Committee on Nominations and elected under the same general rules as members of Holston Presbytery committees. The student members shall be nominated and elected by the regular members for one year terms. The members from the East Tennessee Presbytery of the Cumberland Presbyterian Church shall be nominated and elected by that presbytery.

29. STANDING COMMITTEES

29.1. The Moderator shall appoint a standing committee on Resolution and Thanks for each stated meeting of Holston Presbytery to serve during that meeting and any adjourned meetings that follow. When required, the Moderator shall appoint a standing committee on Bills and Overtures for a stated meeting of Holston Presbytery and any adjourned meetings that follow.

30. TRUSTEES OF PRESBYTERY

30.1. The Trustees of Holston Presbytery shall be composed of six elders or deacons, active or inactive, from churches that are members of Holston Presbytery and shall be nominated by the Committee on Nominations every even-numbered year at the December presbytery meeting, elected, and shall take office January 1. The term of each trustee shall be six years. Trustees shall be elected in three classes with two trustees in each class. When established for the first time, one class shall serve for two years, the second class shall serve for four years, and the third class shall serve for six years. Any vacancy due to any other cause may be filled by the presbytery at any meeting thereof to satisfy the unexpired term. Trustees may serve two successive terms maximum.

30.2. The trustees shall be incorporated and shall be organized as a president, vice-president, and a secretary/treasurer who shall be nominated by the Committee on Nominations and elected by the presbytery. The charter of the trustees shall be approved by the presbytery on recommendation of the Council. An annual meeting of the trustees shall be held on the first Tuesday of February each year.

30.3. The trustees are empowered to have and to hold in trust for the presbytery such real estate, monies held in trust, and properties as may be the property of the presbytery or held by it under legacies and bequests in behalf of the charitable or other objects under the control of Holston Presbytery. Under the direction of the presbytery, the trustees shall supervise, control, collect, invest, and disburse whatever the presbytery shall entrust to them and shall report to the presbytery at each December, at such other times as are expedient, and at any time required by the presbytery.

30.4. The trustees shall establish and maintain such records of real estate, monies in trust, and properties as are needed to establish the origin of the real estate, monies, or property and any restrictions on its use. Unless prohibited by the terms of a trust, the trustees shall transfer to the appropriate operating account all money obtained from the sale of real estate or property or money authorized for operations from monies held in trust. The trustees shall administer and maintain the real estate and other property of Holston Presbytery including an annual report to the March meeting of the presbytery on the status of all monies in trust and all properties held for Holston Presbytery.

PRESBYTERY STAFF

31. PRESBYTERY STAFF -- GENERAL

The Presbytery Staff is composed of the following persons:

31.1.1. Executive Presbyter

31.1.2. Associate Presbyter [intentionally vacant and unfunded indefinitely]

31.1.3. Director of Holston Presbytery Camp and Retreat Center

31.1.4. Campus/Youth Ministry Director

31.1.5. Administrative Assistant/Office Manager for Holston Presbytery

31.1.6. Director, Holston Area Resource Center

- 31.1.7. Treasurer/Financial Manager, Holston Presbytery
- 31.2. The presbytery staff shall be elected by the presbytery upon recommendation by Council with concurrence by the Administration and Planning Committee and with consultation with the Synod of Living Waters.
- 31.3. Some of the functions usually performed by the presbytery staff may be supplied by part-time professional persons or by qualified volunteers. Approval of the engagement of paid part-time persons shall be by the Council on the recommendation of the Administration and Planning Committee in consultation with the Executive Presbyter. Funds for the payment of part-time persons shall be requested from the Committee on Stewardship and Budgets by the Executive Presbyter or the chairman of the appropriate committee of Holston Presbytery.
- 31.4. Presbytery Council delegates to the Administration and Planning Committee the design of job descriptions for each staff member.
 - 31.4.1. The job descriptions, performance, and terms of call of each staff member shall be reviewed annually by the Administration and Planning Committee with recommended changes submitted to Council for approval.
 - 31.4.2. These job descriptions shall provide guidance for each staff member in carrying out the assigned functions.
- 32. EXECUTIVE PRESBYTER/STATED CLERK
 - 32.1. The Executive Presbyter is responsible in the following areas:
 - 32.1.1. Pastoral, consulting, and information services to the churches and ministries in the presbytery.
 - 32.1.2. General oversight of the presbytery office and the work of the presbytery staff.
 - 32.1.2.1. Consults with the Administration and Planning Committee which then recommends to Council approval for the engagement of paid part-time persons when deemed appropriate to have certain functions usually performed by the presbytery staff supplied by part-time professional persons or by qualified volunteers. [NOTE: The Executive Presbyter or the chairman of the appropriate committee of Holston Presbytery will request funds for the payment of part-time persons from the Committee on Stewardship and Budgets; Also, reference Paragraph 31.3 and 18.4.1.5.1].
 - 32.1.3. Liaison between the Administration and Planning Committee and the treasurer of Holston Presbytery.
 - 32.1.4. Liaison with the churches of the presbytery, the committees of the presbytery, the causes and agencies of the presbytery, and other groups including the other governing bodies of the church.
 - 32.1.5. Serves as Stated Clerk (See Paragraph 8).
- 33. ASSOCIATE PRESBYTER [intentionally vacant and unfunded indefinitely]
 - 33.1. The Associate Presbyter shall be responsible for:
 - 33.1.1. Working with the smaller churches in the presbytery in helping them develop their life and ministry.
 - 33.1.2. Working with churches to develop and strengthen education programs, leadership training events, and other related programs.
 - 33.1.3. Working with the youth and their leaders to enhance dynamic youth ministry in the presbytery and its congregations.
- 34. DIRECTOR OF HOLSTON PRESBYTERY CAMP AND RETREAT CENTER
 - 34.1. The Director of Holston Presbytery Camp and Retreat Center is responsible for the following areas:
 - 34.1.1. Administration and operation of the Holston Presbytery Camp and Retreat Center.
 - 34.1.2. Administration of the Summer Camp Program, and
 - 34.1.3. The use and promotion of the camp
- 35. CAMPUS/YOUTH MINISTRY DIRECTOR
 - 35.1. The Campus/Youth Ministry Director shall be responsible for to:
 - 35.1.1. Provide pastoral/counseling services to Presbyterian and other students on campus.
 - 35.1.2. Act as leader/facilitator for Presbyterian Student Fellowship
 - 35.1.3. Make programs available to ETSU faculty and staff
 - 35.1.4. Coordinate presbytery youth ministry events
 - 35.1.5. Represent Holston Presbytery at synod and general assembly youth ministry activities.

- 35.1.6. Provide resources and training for local church youth ministry needs.
- 36. ADMINISTRATIVE ASSISTANT/OFFICE MANAGER
 - 36.1. The Administrative Assistant is responsible for the management of the presbytery office.
- 37. FACILITIES AND OTHER PERSONNEL
 - 37.1. Holston Presbytery shall provide an office and such secretarial and office assistance to the staff and officers of the presbytery as may be authorized by Council as a means of facilitating the work of Holston Presbytery.
- 38. PARLIAMENTARY AUTHORITY AND AMENDMENTS
 - 38.1. PARLIAMENTARY AUTHORITY
 - Meetings of Holston Presbytery governing bodies and commissions and committees shall be conducted in accordance with the most recent edition of Roberts Rules of Order, except in cases where the constitution of the Presbyterian Church (USA) provides otherwise.
 - 38.2. A specific provision in the Manual of Administrative Operations of the presbytery may be suspended for a single stated meeting by a two-thirds vote of the members present.
- 39. METHOD OF AMENDMENT
 - 39.1. To amend this Manual of Administrative Operations, it shall be necessary to (1) propose the change(s) in writing at a stated meeting of Holston Presbytery, and (2) consider and vote upon the proposed change(s) at a subsequent stated meeting of Holston Presbytery. A two-thirds vote of the members present and voting is required for approval.
- 40. PURPOSE OF PRESBYTERY
 - 40.1. To proclaim Jesus Christ as Savior and Lord, to serve Christ by helping the Presbyterian congregations within its boundaries to serve Him, to coordinate the Church's mission to which Holston Presbytery itself is called, and to represent the Presbyterian Church (USA) for its own members and to non Presbyterians in this region as a witness for Jesus Christ.
- 41. MISSION OF PRESBYTERY
 - 41.1. The mission of the Church is given substance by the Word of God and the activity of God's Spirit in the world. The Church is called to be God's faithful servant by going into the world, making disciples of all nations, baptizing and teaching, tending and keeping God's Creation, demonstrating by its love and the quality of its common life the reality of Christ's presence and saving work; sharing in worship, fellowship, and nurture; and practicing a life of prayer and service under the guidance of the Holy Spirit. As a Presbytery, our mission comes from the mission of the Church throughout the ages and is shaped by our own particular capabilities and the needs of our area.
 - 41.2. The presbytery is a regional corporate organization of the Presbyterian denomination between congregations/sessions and synods and the General Assembly (G-11.0000), thus it is called primarily to perform the Biblical mission of the Church universal: worship, fellowship, discipleship, ministry, and evangelism.
 - 41.2.1. Our *Book of Order* (G-30300) affirms this mission and specifically outlines that the Church is called to
 - 41.2.1.1. Tell the Good News of salvation by the grace of God through faith in Jesus Christ as the only Savior and Lord.
 - 41.2.1.2. Present the claims of Jesus Christ, leading persons to repentance, acceptance of Him as Savior and Lord, and new life as His disciples.
 - 41.2.1.3. Be Christ's faithful evangelist.
 - 41.3. A Timely Proclamation: to be a witness for the Biblical faith for modern times and to do the work of Christ where we are, Holston Presbytery shall:
 - 41.3.1. Provide encouragement and support for Christian Education in its churches, congregations, organizations, and institutions
 - 41.3.2. Publicize the work and witness of the presbytery and the denomination by means of newsletters, public media, special publications, visual aids, etc.
 - 41.3.3. Provide training for its committees and congregations to maximize their effective use of media for ministering the work and witness of churches, the presbytery, and the denomination.
 - 41.3.4. Reach out and seek people for new life in Christ by providing resources, training, and experience that will enable Presbyterians to become more effective in sharing their faith and in introducing other persons to Jesus Christ.
 - 41.3.5. Encourage the renewal of existing congregations.

- 41.3.6. Develop new congregations when and where needed.
- 41.3.7. Respond in the spirit and in the name of Christ to Biblical morality issues and human needs.
 - 41.3.7.1. Help congregations to understand and respond to issues involving justice, freedom, peace, and stewardship.
 - 41.3.7.2. Help congregations to be actively engaged in ministries that aid persons in need and do so in the name of Jesus Christ giving our Lord and Savior all the credit.
- 41.3.8. Provide all its congregations with strong and effective leadership and resources for ministry.
 - 41.3.8.1. Help its congregations to secure the pastoral leaders who can help them and the Presbytery to achieve their goals for worship, witness, and service.
 - 41.3.8.2. Provide training for lay ministers both for pulpit leadership and for pastoral care within congregations.
 - 41.3.8.3. Provide pastors, Directors of Christian Education (DCEs), and congregations with opportunities for spiritual and leadership development.
 - 41.3.8.4. Hear the needs of the particular congregations and work with the congregations to fulfill their mission.
 - 41.3.8.5. Maintain a Resource Center for the use of pastors, lay pastors, DCEs, and congregations.
 - 41.3.8.6. Provide support and help to congregations in developing congregational ministries including family, youth, single parents, and ethnic minorities.
- 41.3.9. Care for and nurture its ministers, candidates, and other church professionals.
 - 41.3.9.1. Give supervision and encouragement to inquirers and candidates for ministry (*Book of Order*, G-14.0300).
 - 41.3.9.2. Assist pastors and their families to maintain optimal spiritual, mental, and physical health and to deal with crises
 - 41.3.9.3. Provide continuing educational opportunities.
- 41.3.10. Establish and maintain support of its various institutions.
 - 41.3.10.1. Administer and support the Holston Presbytery Camp and Retreat Center.
 - 41.3.10.2. Administer and support Campus Ministry.
 - 41.3.10.3. Participate in support of Avery Health Care Center, Grandfather Home, King College, Lees-McRae College, and Tusculum College, Sunset Gap Community Center.
- 41.3.11. Maintain a regular and continuing relationship with the Synod of Living Waters and the General Assembly (G-11.0103t) and prayerfully consider participation in the mission opportunities provided for by the denomination. Individual churches and church groups as well as the Presbytery body may choose to participate in missions led by the denomination remaining ever vigilant that we serve Jesus Christ and not the denomination.
 - 41.3.11.1. Make publications, visual aids, speakers, and other resources for mission participation awareness and appreciation available to churches.
 - 41.3.11.2. Encourage the participation of congregations, organizations, and individuals in special mission projects by direct involvement as well as by financial gifts and prayers.
- 41.3.12. Affirm its Reformed faith and the Presbyterian polity while acknowledging its unity with the Church universal.
 - 41.3.12.1. Conduct worship and special events which celebrate the Reformed heritage.
 - 41.3.12.2. Engage in local mission projects and witness in cooperation with similar governing bodies of other denominations.
 - 41.3.12.3. Encourage and facilitate dialogue and cooperation with peoples from other cultures and theological traditions.
 - 41.3.12.4. Affirm the need for the witness, instruction, and support of Christians from other cultures, traditions, and experiences.
 - 41.3.12.5. Conduct worship and special events which celebrate our rich Christian heritage in the founding of the United States of America.

42. GEOGRAPHICAL BOUNDS OF HOLSTON PRESBYTERY

- 42.1. Holston Presbytery, Inc., Living Waters Synod, of the Presbyterian Church (USA) includes the churches within the areas of the following twelve counties in upper East Tennessee: Carter, Cocke, Grainger, Greene, Hamblen, Hancock,

Hawkins, Jefferson, Johnson, Sullivan, Unicoi, and Washington plus the Mt. Hermon Presbyterian Church of Big Stone Gap, Virginia, which is within the geographical bounds of Abingdon Presbytery.

42.2. The general locations of the churches within the Presbytery are shown in Figure 2 at the end of this manual.

43. MEETINGS

43.1. The Presbytery shall ordinarily hold four stated meetings each year

43.2. The Moderator or Vice-Moderator of Holston Presbytery shall call a special meeting at the request of two ministers and two elders, no two of whom shall be from a single church. If the Moderator is unable to act, the provisions of G-11.0201 shall apply. When needed, adjourned meetings shall be scheduled before the end of a stated or special meeting.

43.3. All overtures, resolutions, and reports with recommendations which require action by Presbytery shall be furnished to the Presbytery office at least ten days before the Presbytery meeting at which they are to be considered.

44. OFFICERS

44.1. SUMMARY

The officers of the Presbytery shall consist of a Moderator, Vice-Moderator, Stated Clerk, Recording Clerk, Treasurer, Assistant Treasurer, and such other officers as the Presbytery shall see fit to elect. Officers of the corporation are found in the corporation bylaws [See Appendix 1].

45. MODERATOR

45.1. The September meeting of Holston Presbytery -will nominate and elect someone to serve as Moderator who shall take office at the end of the December meeting. The Moderator shall be elected for such term as the presbytery may determine, not exceeding one year (G-9.0202b.). At the time of election, the Moderator must be a continuing member of, or a commissioner to, the governing body over which he or she is elected to preside (G-9.0202b.). Any elder elected Moderator shall be enrolled as a member of Holston Presbytery for the term of office whether or not commissioned by his or her session.

45.2. A nomination for the office of Moderator shall be made by the Committee on Nominations with additional nominations from the floor when desired. Normally, the office of Moderator shall alternate between elder and minister. Ordinarily, the Vice-Moderator shall be nominated as the next Moderator. The Moderator shall serve for one year and shall preside and exercise authority as directed in the *Book of Order*.

46. VICE -MODERATOR

46.1. The Vice-Moderator shall act in the absence of the Moderator and shall become the Moderator if the Moderator is unable to serve. The Vice-Moderator shall normally be nominated and elected at the September meeting and take office at the end of the December meeting. An elder elected Vice-Moderator shall be enrolled as a member of the Presbytery for the term of office whether or not commissioned by his or her session.

47. STATED CLERK

47.1. The Holston Presbytery Executive Presbyter [See Paragraph 32] will serve as the Stated Clerk for the presbytery.

47.2. The duties of the Stated Clerk shall be to:

47.2.1. Receive communications and refer them to the appropriate committee of Presbytery.

47.2.2. Prepare a docket for meetings of Presbytery as directed by the Council.

47.2.3. Distribute to the ministers and churches of Presbytery at least one week before each stated meeting the docket of the meeting and all reports and overtures on which Presbytery is to be asked to take action.

47.2.4. Receive and distribute the annual Statistical Reports, review them, and forward them as prescribed by the General Assembly.

47.2.5. Prepare from the reports submitted by the Sessions the statistical summaries needed by working units of Presbytery and Synod.

47.2.6. Transmit overtures and the names of commissioners to the Stated Clerk of the General Assembly and to Synod as required.

47.2.7. Secure and preserve the official minutes of the Presbytery meeting using the following process:

47.2.7.1. Receive the draft minutes from the Recording Clerk and review for publication.

47.2.7.2. Distribute one copy of the draft minutes to each minister and candidate for the ministry. Send copies to each church for distribution to the Clerk of Session, president of the women's organization, Chairman of the Board of Deacons, and the church files. Supply additional copies to sessions as requested. Send copies to

the president of the Presbyterian Women's Organization. Supply two copies to institutional libraries as requested.

- 47.2.7.3. Correct the draft copy as required after its adoption at the next stated meeting of the presbytery and distribute the approved minutes to those listed in Paragraph 8.2.7.2 above.
- 47.2.7.4. After approval by Presbytery, sign an official copy and submit it to the Synod of Living Waters for review.
- 47.2.7.5. After approval by Synod, forward the official copy to the Historical Foundation at Montreat, North Carolina and Philadelphia, Pennsylvania for preservation.
- 47.2.8. Notify in writing the members of all committees, commissions, and task groups appointed by the Presbytery as to the duties to which they have been appointed.
- 47.2.9. Before any Administrative Commission is established (reference Paragraph 14.), the Stated Clerk will present an appropriate summary of the situation causing the commission to be recommended to the members at a meeting of the presbytery and will allow a time for questions and answers so that members will be adequately informed of the reasons and need for such a commission before it is approved or rejected
- 47.2.10. Conform to the other duties of the office of Stated Clerk as directed in G-9.0203 in the *Book of Order*.

ORGANIZATION

48. RECORDING CLERK

- 48.1.1. Upon nomination by the Stated Clerk, a Recording Clerk shall be elected for a term of three years with election at the December meeting. The term of office shall begin January 1 and coincide with that of the Stated Clerk.
- 48.1.2. The duties of the Recording Clerk shall be to:
- 48.1.3. Keep a full and complete record of each day's proceedings at meetings of Presbytery
- 48.1.4. Prepare a typed copy of the draft minutes and submit it to the Stated Clerk for review, correction, and approval as directed in Paragraph 8.2.7.1.

49. TREASURER AND ASSISTANT TREASURER

- 49.1. A Treasurer and Assistant Treasurer shall be nominated by the Committee on Nominations and shall serve for a term of three years. The Treasurer and Assistant Treasurer may be elected for additional terms at the pleasure of the Presbytery. The Stated Clerk may serve as Assistant Treasurer.
- 49.2. The Treasurer and Assistant Treasurer shall be bonded. The amount of the bond shall be set by the Administration and Planning Committee and approved by the Council.

50. ORGANIZATION

- 50.1. See Figure 1 at the end of this manual

51. COUNCIL

- 51.1. Purpose: As directed in the *Book of Order* (G-9.0902 and G-11.0103v), the purpose of the Council is to facilitate the presbytery's work and to regularly review the relationship between the presbytery's structure and its mission.
- 51.2. Authority and Responsibilities: The Council functions under the authority and direction of the Presbytery. The Council is responsible for keeping under observation the total work of the presbytery, ensuring the fullest use of its resources both human and material and recommending and initiating action whenever needed.
- 51.3. Chairman: The Chairman of the Council shall be the immediate past Moderator of Presbytery. An elder elected Chairman of the Council shall be enrolled as a member of the Presbytery for the term of office, whether or not commissioned by his or her session. In addition to the usual duties of a chairman, the Chairman of the Council shall make short term appointments when the normal elective process cannot be followed.
- 51.4. Membership: The Council shall be composed of the Chairman of the Council, the current Moderator of Presbytery, the Vice-Moderator of Presbytery, the President of the Trustees, three members at-large (nominated by the Committee on Nominations), the chairman of all committees of Presbytery, and the President of the Presbyterian Women's Organization. Members without vote shall be the Executive Presbyter, the Stated Clerk, the Treasurer, other Presbytery staff persons, and the two representatives of Holston Presbytery on the Council of the Synod of Living Waters. The Permanent Judicial Commission is not represented on the Council.
 - 51.4.1. The members at large shall be elected for three year terms in three classes of one person each.
- 51.5. Meetings: The Council shall meet at least quarterly at the call of the Chairman of the Council or by direction of Presbytery.

- 51.6. Organization: The Council is responsible for its own organization. It shall have the authority to co-opt persons for special responsibilities, call in resource persons, and form task groups from outside its own membership when needed.
- 51.7. Quorum: Seven voting members of the Council shall constitute a quorum.
- 51.8. Functions: The Council shall...
 - 51.8.1. At the November meeting, review Presbytery goals for the next year and objectives of the committees in achieving the goals.
 - 51.8.2. Recommend to Presbytery the General Mission Budget as prepared by the Committee on Stewardship and Budget.
 - 51.8.3. Coordinate the work of the committees in carrying out the goals and objectives of Presbytery, including:
 - 51.8.3.1. Approve objectives and areas of responsibility.
 - 51.8.3.2. Review strategies and approve procedures.
 - 51.8.3.3. Review reports to Presbytery. Council may recommend to Presbytery a substitute report.
 - 51.8.4. Recommend the date, location, and items to be docketed for meetings of Presbytery.
 - 51.8.5. Continually monitor Presbytery meetings for effectiveness.
 - 51.8.6. Recommend to Presbytery position descriptions received from the Administration and Planning Committee for all presbytery elected staff after consultation with the appropriate agency of Synod.
 - 51.8.7. Recommend to the presbytery calls of the Holston Presbytery staff with concurrence of the Committee on Ministry after consultation with the appropriate agency of Synod.
 - 51.8.7.1. Approve the engagement of paid part-time persons on the recommendation of the Administration and Planning Committee in consultation with the Executive Presbyter when deemed appropriate to have certain functions usually performed by the presbytery staff supplied by part-time professional persons or by qualified volunteers. [NOTE: The Executive Presbyter or the chairman of the appropriate committee of Holston Presbytery will request funds for the payment of part-time persons from the Committee on Stewardship and Budgets; Also, reference Paragraph 31.3].
 - 51.8.8. Make recommendations to the presbytery about the deployment of persons and the use of property for the coming year together with any suggested improvements. Such recommendations shall originate in the Administration and Planning Committee.
 - 51.8.9. Assign responsibility for publicity and communication about the work of Presbytery.
 - 51.8.10. Through the Administration and Planning Committee, develop and maintain a Handbook of Procedures containing:
 - 51.8.10.1. Procedures which have been approved by the presbytery.
 - 51.8.10.2. Procedures which have been established by Council.
 - 51.8.11. Through the Church Records Subcommittee, regularly review Session Records.
 - 51.8.11.1. Notify churches whose Session records are to be submitted for review of time and place.
 - 51.8.11.2. Correspond with churches whose records were not submitted for review as requested; learn the reasons for such failure to submit records, and report reasons to the next stated meeting.
 - 51.8.12. With the assistance of the Executive Presbyter, recommend to the Committee on Stewardship and Budget proposed monies to higher PCUSA governing bodies. Also, prepare the general benevolence request to higher PCUSA governing bodies.

52. PERMANENT JUDICIAL COMMISSION

- 52.1. As directed in D-5.0101 of the *Book of Order*, the permanent judicial commission shall consist of seven members—three pastors and four elders. No more than one member of the commission shall be from a single church.
- 52.2. The commission shall function as directed in D-5.0000 of the *Book of Order*.

53. ADMINISTRATIVE COMMISSIONS

- 53.1. The Presbytery may, from time to time, create administrative commissions as the *Book of Order* authorizes in G-9.0503 "to visit particular churches, governing bodies, other organizations of the church reported to be affected with disorder, and to inquire into and settle the difficulties therein."

53.2. Before such a commission is established, the presbytery's Stated Clerk will present an appropriate summary of the situation causing the commission to be recommended to the members at a meeting of the presbytery and will allow a time for questions and answers so that members will be adequately informed of the reasons and need for such a commission before it is approved or rejected.

54. COMMITTEES -- GENERAL

54.1. Applicability--Unless otherwise specifically stated, the provisions of this section apply to all committees.

54.2. List of Committees--The work of the presbytery shall be carried out through the following committees of which the first four listed below are permanent committees according to the *Book of Order*, Paragraph G-9.0902:

- 54.2.1. Committee on Nominations
- 54.2.2. Committee on Representation
- 54.2.3. Committee on Ministry
- 54.2.4. Committee on Preparation for Ministry
- 54.2.5. Committee on Worldwide Missions
- 54.2.6. Committee on Congregational Life
- 54.2.7. Committee on Ethical Issues and Human Needs
- 54.2.8. Committee on Church Development and Evangelism
- 54.2.9. Committee on Institutions
- 54.2.10. Committee on Stewardship and Budget
- 54.2.11. Administration and Planning Committee
- 54.2.12. Committee on Holston Presbytery Camp and Retreat Center
- 54.2.13. Committee on Campus Ministry (ETSU)
- 54.2.14. Standing Committees

54.3. Membership:

54.3.1. Committee on Nominations—The Committee on Nominations shall consist of six members: two pastors, two laymen, and two laywomen. Election shall be for three-year terms with members not eligible for an additional term until one year has elapsed. However, a member elected to fill an unexpired term of eighteen months or less may be eligible for election for a full term. Election of members of the Committee on Nominations shall be by Presbytery on nomination by the Moderator. The Moderator shall designate the chairman of the committee.

54.3.1.1. Two members of the Committee on Nominations shall be elected each year at the December meeting of Presbytery with terms of office to begin on the following January 1.

54.3.2. Committee on Representation—the membership of the Committee on Representation shall conform to G-9.0105 of the *Book of Order*.

54.3.3. Committee on Ministry—as directed in G-11.0501 of the *Book of Order*, the Committee on Ministry shall consist of six ministers and six elders. Members of the Committee on Ministry may be elected to two three-year terms without a one-year interval between terms.

54.3.4. Other Committees—Membership in the other committees of Presbytery shall be divided between pastors and lay persons who need not be elders with the lay persons making up at least one half of the committee. The total membership of the committees shall normally be:

- 9 for Committee on Preparation for Ministry
- 9 for Worldwide Missions
- 12 for Congregational Life
- 12 for Ethical Issues and Human Needs
- 12 for Church Development and Evangelism
- 6 for Institutions
- 12 for Stewardship and Budget
- 12 for Administration and Planning Committee

9 for Holston Presbytery Camp and Retreat Center [+3 from Abingdon Presbytery for total of 12 members]

12 for Campus Ministry (ETSU)

When it seems advisable to a committee or the Council, the size of a committee may be increased with Presbytery approval. In such a case until new members can be elected to regular terms, the Council may make interim appointments upon recommendations from the Nominations Committee. The total number of lay members shall be equal to or greater than the number of ministers.

- 54.4. Election -- Election of members and designation of the chairmen of committees shall be by Presbytery on nomination by the Committee on Nominations. Election shall be in December with terms of office beginning on January 1 and shall be for three-year terms with members eligible for nomination to a second term. A member elected to fill an unexpired term of eighteen months or less is eligible for immediate election to a full term.
- 54.5. Quorum - A quorum of the Committee on Ministry shall be seven members. A quorum for other committees shall be four members. In the absence of a quorum, a committee may meet but can take binding actions only through a letter ballot to which a quorum of the members respond.
- 54.6. Meetings -- Each committee shall meet as frequently as needed to facilitate its work: meeting on its own adjournment, on the call of the chairman of the committee, or on direction of Council.
- 54.7. Organization -- Each committee shall be responsible for its own organization, with approval of Council, and shall ordinarily function through subcommittees and task groups.
 - 54.7.1. Membership in subcommittees and task groups need not be restricted in numbers nor limited to committee members only.
 - 54.7.2. Subcommittees created by a committee shall be assigned one of the ongoing functions of the committee. The committee should evaluate the work of each subcommittee at least annually. Such evaluations should determine which objectives have been accomplished and which objectives should be continued, modified, or replaced. Terms of the service shall be three years with members eligible for nomination to a second term. Subcommittees should be structured to provide continuity.
 - 54.7.3. Task groups shall be created for the purpose of carrying out a specific short-term objective. They shall be dismissed upon completion of the objective. If a task group is continued for more than one year, it shall be reconstituted and all members given the option of resigning.
 - 54.7.4. Proposed subcommittees and task groups along with appropriate objectives shall be submitted to Council for advice and consent, annually or when constituted. Evaluation of the work of such groups shall be reported to the Council at least annually.
- 54.8. Exchange of Information -- Each committee has the responsibility of informing the appropriate committee(s) of concerns in the local churches which come to the attention of the committee in the course of its work.

COMMITTEES - SPECIFIC

55. COMMITTEE ON NOMINATIONS

- 55.1. Purpose -- To see that the best possible use of personnel is made.
- 55.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
 - 55.2.1. The Executive Presbyter shall serve as an advisory member of the committee without vote.
- 55.3. Functions -- The committee shall:
 - 55.3.1. Except for the Recording Clerk who is nominated by the Stated Clerk, nominate persons to fill all offices ordered by Presbytery. Nominate all trustees of presbytery, committee members, and committee chairmen with the exception of members and chairmen for the Committee on Nominations who are nominated by the Moderator.
 - 55.3.1.1. Ordinarily make nominations at the December meeting of presbytery. Nominations from the floor are in order for all offices, including commissioners to the General Assembly. Elections shall take place at once with a majority of all votes cast being required to elect. Full terms of office shall begin January 1. Persons elected to fill unexpired terms shall take office at once.
 - 55.3.2. Nominate trustees of institutions as specified in the charter of each institution having a covenant relationship with presbytery. Terms of office and the requirements for eligibility for reelection shall conform to the charters of the institutions.
 - 55.3.3. Maintain contact with the Council, with the Committee on Representation, and with the other committees so that the best possible use of personnel can be made. This process shall include matching persons with positions to be filled, monitoring the representation of racial ethnic members, women, different age groups, and persons with

disabilities considering suggestions about potential leaders and persons with specialized abilities, and ensuring that no persons are burdened with too much responsibility.

55.3.4. Nominate commissioners to the Living Waters Synod and to the General Assembly.

56. COMMITTEE ON REPRESENTATION

- 56.1. Purpose -- To ensure that all persons have fair representation within Holston Presbytery.
- 56.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
- 56.3. Functions -- As directed in G-11.0302 of the *Book of Order*: "The presbytery's committee on representation shall advise the presbytery's nomination committee of any need for nominations in particular categories needing increased representation and shall regularly inform the presbytery of its progress toward fair representation of racial ethnic groups, women, different age groups, and persons with disabilities."

57. ADMINISTRATION AND PLANNING COMMITTEE

- 57.1. Purpose -- To assist the presbytery in refining the mission statement continuously so as to reflect the current focus of Holston Presbytery, to assist the presbytery in establishing goals and objectives for implementing the mission of Holston Presbytery, to assist the units of the presbytery to compare the results intended with the outcomes achieved; to oversee the administration of the financial affairs of the presbytery and the operation of the presbytery office.
- 57.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
- 57.3. Functions -- Planning and evaluation functions shall be carried out as follows:
 - 57.3.1. Through the Planning Subcommittee:
 - 57.3.1.1. At least every five years lead the presbytery in establishing goals for the next five years. Ideally, goals should be revised each year for the succeeding five years.
 - 57.3.1.2. Refine the mission statement to reflect the current focus of Holston Presbytery. Recommend the necessary actions to eliminate inconsistencies between the mission statements and the practices of the presbytery.
 - 57.3.1.3. By November 1 each year receive from the committees of the presbytery their objectives and strategies for the coming calendar year. An objective should be in quantitative terms, contain a deadline for completion, and represent a specific program to be carried out by a single committee. The strategy is a listing of the specific steps including timetable to be taken in achieving the objectives.
 - 57.3.1.4. By the November Council meeting each year, report the objectives of the committees of the presbytery for approval at the December presbytery meeting.
 - 57.3.1.5. Oversee the status of the Manual on Administrative Operations. Coordinate and forward to presbytery through the Council any changes requested. Review the manual annually and either recommend changes to presbytery or report that no changes are needed.
 - 57.3.1.6. Assist the presbytery committees in self evaluation and in reporting to presbytery at the December meeting on their evaluation of their performance for the current calendar year. Evaluation is the comparison of results intended with the outcomes achieved.
 - 57.3.1.7. At least every five years report to the presbytery on whether (1) the presbytery's work is conducted in an efficient and effective manner, and (2) whether the presbytery officials and the presbytery members are mutually responsive in their relationships.

57.4. The administrative functions shall be carried out as follows:

- 57.4.1. Through the Personnel Subcommittee:
 - 57.4.1.1. Prepare job descriptions for all persons employed by the presbytery and have them approved by Council. [31.4 = Presbytery Council delegates to the Administration and Planning Committee the design of job descriptions for each staff member]
 - 57.4.1.2. Prepare standard operating procedures on matters related to personnel and have them approved by Council.
 - 57.4.1.3. Make an annual review and evaluation of the work done by each person employed by the presbytery.
 - 57.4.1.4. Make a major review and evaluation every four years of the position description for each staff position in the presbytery. The churches and committees of Holston Presbytery will be consulted.

57.4.1.5. With the Executive Presbyter, recommend to the Council personnel to be employed on the support staff of Holston Presbytery.

57.4.1.5.1. In consultation with the Executive Presbyter, recommend to Council for approval the engagement of paid part-time persons when deemed appropriate to have certain functions usually performed by the presbytery staff supplied by part-time professional persons or by qualified volunteers. [NOTE: The Executive Presbyter or the chairman of the appropriate committee of Holston Presbytery will request funds for the payment of part-time persons from the Stewardship and Budget Committee; Also, reference Paragraphs 31.3 and 32.1.2.1].

57.4.1.6. With the assistance of the Executive Presbyter, prepare recommendations to the Committee on Stewardship and Budget on total requirements for staff salaries.

57.4.1.7. With the assistance of the Executive Presbyter, recommend to the December meeting of the presbytery salary changes and changes in other terms of employment for all persons employed by Holston Presbytery.

57.4.1.8. Through the Executive Presbyter, oversee the operation of the presbytery's office.

57.4.1.9. Prepare standard operating procedures on matters related to the operation of the presbytery's office and have them approved by the Council.

57.4.1.10. With the assistance of the Executive Presbyter, prepare recommendations to the Committee on Stewardship and Budget on requirements for presbytery office expenses.

57.4.2. Committee as a whole shall set goals and objectives and do the self evaluation as directed in Section 18. Also, it will assist other committees in the preparation of standard operating procedures related to their work.

58. COMMITTEE ON MINISTRY

58.1. Purpose -- To counsel and support the ministers and congregations of Holston Presbytery.

58.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.

58.3. Functions -- The Committee on Ministry shall:

58.3.1. Serve the presbytery as directed in G-11.0500 in the *Book of Order*.

58.3.2. Arrange for all examinations of ordained ministers.

58.3.3. Encourage personal and professional development of ministers and other church professionals.

58.3.4. Set goals and objectives and carry out self evaluation as directed in Section 18.

59. COMMITTEE ON PREPARATION FOR MINISTRY

59.1. Purpose -- To oversee all inquirers and candidates for the ministry of Holston Presbytery as directed in G-14.0000 of the *Book of Order*.

59.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.

59.3. Functions -- The Committee on Preparation for Ministry shall:

59.3.1. Be responsible for all matters pertaining to receiving and dismissing inquirers and candidates under the care of Holston Presbytery.

59.3.2. Counsel all candidates to complete successfully at least one year of study at a seminary of the Presbyterian Church (USA). Require any candidate who has not successfully completed such a year of study to complete a course on Church Polity to include not only the Constitution of the Presbyterian Church (USA) as defined in G-1.0500 of the *Book of Order* but also the history, program, and agencies of the denomination.

59.3.3. Recommend that no candidate called to a field moves into the field prior to completion of constitutional process as set forth in the *Book of Order* and examination by the Committee on Preparation for Ministry.

59.3.4. Assign topics in the areas of theology and original language exegesis in satisfaction of the ordination requirement.

59.3.5. Arrange for all examinations of candidates.

59.3.6. Set goals and objectives and carry out self evaluation as directed in Section 18.

60. COMMITTEE ON WORLD-WIDE MISSION

60.1. Purpose -- To provide support for the work of the church inside and outside the bounds of Holston Presbytery.

- 60.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
- 60.3. Functions -- The Committee on World-Wide Mission shall:
 - 60.3.1. Inform the churches of the local, regional, national, and international focus of the church in both its ecumenical and denominational dimensions.
 - 60.3.2. Select annually an Associate in Mission (AIM) to work with the Division of International Mission and The Program Agency.
 - 60.3.3. Schedule speakers and provide audiovisual materials on the work of the church.
 - 60.3.4. Supervise the work of missionaries in residence, volunteers in service, and others assigned to labor within the presbytery.
 - 60.3.5. Set goals and objectives and carry out self evaluation as directed in Section 18.
- 61. COMMITTEE ON CONGREGATIONAL LIFE
 - 61.1. Purpose -- To witness with the congregations of Holston Presbytery by implementing Mission Statement 2.5 and helping to implement the other statements in the mission of the presbytery.
 - 61.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
 - 61.3. Functions -- The Committee on Congregational Life shall:
 - 61.3.1. Provide encouragement and assistance to local congregations in defining and fulfilling their mission.
 - 61.3.2. Provide opportunities for congregational leader development.
 - 61.3.3. Develop and supervise the Holston Area Resource Center (HARC).
 - 61.3.4. Set goals and objectives and carry out self evaluation as directed in Section 18.
- 62. COMMITTEE ON ETHICAL ISSUES AND HUMAN NEEDS
 - 62.1. Purpose -- To bring the Gospel to bear on Biblical morality and human needs in order to serve as witnesses of the Biblical faith for modern times.
 - 62.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
 - 62.3. Functions -- The Committee on Ethical Issues and Human Needs shall:
 - 62.3.1. Recommend to the presbytery actions with regard to position papers or overtures from other governing bodies in the general area of ethical issues and human needs.
 - 62.3.2. Initiate position papers or overtures to other governing bodies in the general area of ethical issues and human needs.
 - 62.3.3. Recommend actions to the presbytery and implement programs on ecumenical relations, religious freedom, peacemaking, justice, women's concerns, minority concerns, human services, hunger program, environment, health care, criminal justice, self-development of people, aging, energy, and other moral issues and human needs.
 - 62.3.4. Set goals and objectives and carry out self evaluation as directed in Section 18.
- 63. COMMITTEE ON CHURCH DEVELOPMENT AND EVANGELISM
 - 63.1. Purpose -- To develop new churches, revitalize existing churches within the bounds of Holston Presbytery, and provide programs in evangelism.
 - 63.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
 - 63.3. Functions -- The Committee on Church Development and Evangelism shall:
 - 63.3.1. Identify locations within Holston Presbytery for the development of new churches.
 - 63.3.2. Negotiate with sessions and other units for sponsoring development of new work. Develop ministries for making disciples of Jesus Christ
 - 63.3.3. Provide programs in evangelism for use by churches.

- 63.3.4. Recommend financial assistance for churches unable to provide adequate pastoral and program support, showing for each church whether there is an unfulfilled need in the area that justifies a continuing subsidy for a church or there is a plan for the eventual self support of the work in question.
- 63.3.5. With the concurrence of the Congregational Life Committee, recommend congregational dissolutions, mergers, or relocations.
- 63.3.6. Set goals and objectives and carry out self evaluation as directed in Section 18.

64. COMMITTEE ON INSTITUTIONS

- 64.1. Purpose -- To oversee the relationship between Holston Presbytery and institutions with which it has a covenant relationship.
- 64.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
- 64.3. Functions -- The Committee on Institutions shall:
 - 64.3.1. Establish covenant relations between the following institutions and Holston Presbytery, oversee the relations between those institutions and Holston Presbytery, and report annually to Holston Presbytery:
 - 64.4. Avery Health Care
 - 64.5. Grandfather Home for Children
 - 64.6. King College
 - 64.7. Lees McRae College
 - 64.8. Tusculum College
 - 64.9. Sunset Gap Community Center
 - 64.9.1. Negotiate with other governing bodies who contribute to the support of the institutions to ensure an equitable basis of support across the church.
 - 64.9.2. Recommend to the Committee on Stewardship and Budget an equitable basis for the allocation of funds from the presbytery to similar institutions.
 - 64.9.3. Receive the requests for funding from the institutions and transmit them with recommendations to the Committee on Stewardship and Budget.
 - 64.9.4. Set goals and objectives and carry out self evaluation as directed in Section 18.

65. COMMITTEE ON STEWARDSHIP AND BUDGET

- 65.1. Purpose -- To foster stewardship, to prepare the General Mission Budget for Holston Presbytery and to evaluate all requests for financial appeals or campaigns.
- 65.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
- 65.3. Functions -- The Committee on Stewardship and Budget shall:
 - 65.3.1. Encourage the local churches in the intelligent stewardship of their local resources of time, talent, and money through a program of stewardship education.
 - 65.3.2. Provide the local churches with challenges in terms of their support of the General Mission Program.
 - 65.3.3. Prepare budgets for the General Mission Program of the presbytery for approval by the Council and the presbytery.
 - 65.3.4. Evaluate for the Council all requests for financial appeals or campaigns within Holston Presbytery.
 - 65.3.5. Monitor the effects of such appeals and campaigns on the giving patterns within the churches.
 - 65.3.6. Set quantifiable goals and objectives and carry out self evaluation as directed in Section 18.

66. COMMITTEE ON HOLSTON PRESBYTERY CAMP AND RETREAT CENTER

- 66.1. Purpose -- To oversee the continuing program and operation of Holston Presbytery Camp and Retreat Center.
- 66.2. General Information -- See Section 15 for information about membership, election of members, quorums, meetings, organization of committees, and exchange of information.
 - 66.2.1. The committee shall act as a Board of Directors to fulfill the functions of the bylaws of the corporation.

66.2.2. The bylaws of the Board of Directors for Holston Presbytery Camp and Retreat Center shall be approved by Holston Presbytery.

66.3. Functions -- The Committee of Holston Presbytery Camp and Retreat Center shall:

66.3.1. Provide maintenance of facilities and oversight of the program through subcommittees.

66.3.2. Program activities sponsored by another committee of the presbytery shall be planned and carried out by that committee with the assistance of the Director of Holston Presbytery Camp and Retreat Center.

66.3.3. Program activities sponsored by a single church or group from within Holston Presbytery shall be planned and carried out by that church or group with such assistance from the Director of Holston Presbytery Camp and Retreat Center as may be mutually advisable.

66.3.4. Program activities of a group from outside Holston Presbytery shall be planned and carried out by the group. The Director of Holston Presbytery Camp and Retreat Center shall be informed of the general content of such programs before the group arrives and shall be responsible that all activities conform with the purposes of the camp.

67. YOUTH AND YOUNG ADULT MINISTRY COMMITTEE

67.1. The work of the Youth and Young Adult Ministry shall be under the supervision of this committee consisting of 12 regular members, two student members from the Presbyterian Student Fellowship (PSF), two high school students, one representing the Youth Council and one a non-Council member, and two members from East Tennessee Presbytery of the Cumberland Presbyterian Church. At least half of the regular members shall be lay people. The regular members shall be nominated by the Committee on Nominations and elected under the same general rules as members of Holston Presbytery committees. The student members shall be nominated and elected by the regular members for one year terms. The members from the East Tennessee Presbytery of the Cumberland Presbyterian Church shall be nominated and elected by that presbytery.

68. STANDING COMMITTEES

68.1. The Moderator shall appoint a standing committee on Resolution and Thanks for each stated meeting of Holston Presbytery to serve during that meeting and any adjourned meetings that follow. When required, the Moderator shall appoint a standing committee on Bills and Overtures for a stated meeting of Holston Presbytery and any adjourned meetings that follow.

69. TRUSTEES OF PRESBYTERY

69.1. The Trustees of Holston Presbytery shall be composed of six elders or deacons, active or inactive, from churches that are members of Holston Presbytery and shall be nominated by the Committee on Nominations every even-numbered year at the December presbytery meeting, elected, and shall take office January 1. The term of each trustee shall be six years. Trustees shall be elected in three classes with two trustees in each class. When established for the first time, one class shall serve for two years, the second class shall serve for four years, and the third class shall serve for six years. Any vacancy due to any other cause may be filled by the presbytery at any meeting thereof to satisfy the unexpired term. Trustees may serve two successive terms maximum.

69.2. The trustees shall be incorporated and shall be organized as a president, vice-president, and a secretary/treasurer who shall be nominated by the Committee on Nominations and elected by the presbytery. The charter of the trustees shall be approved by the presbytery on recommendation of the Council. An annual meeting of the trustees shall be held on the first Tuesday of February each year.

69.3. The trustees are empowered to have and to hold in trust for the presbytery such real estate, monies held in trust, and properties as may be the property of the presbytery or held by it under legacies and bequests in behalf of the charitable or other objects under the control of Holston Presbytery. Under the direction of the presbytery, the trustees shall supervise, control, collect, invest, and disburse whatever the presbytery shall entrust to them and shall report to the presbytery at each December, at such other times as are expedient, and at any time required by the presbytery.

69.4. The trustees shall establish and maintain such records of real estate, monies in trust, and properties as are needed to establish the origin of the real estate, monies, or property and any restrictions on its use. Unless prohibited by the terms of a trust, the trustees shall transfer to the appropriate operating account all money obtained from the sale of real estate or property or money authorized for operations from monies held in trust. The trustees shall administer and maintain the real estate and other property of Holston Presbytery including an annual report to the March meeting of the presbytery on the status of all monies in trust and all properties held for Holston Presbytery.

PRESBYTERY STAFF

70. PRESBYTERY STAFF -- GENERAL

The Presbytery Staff is composed of the following persons:

70.1.1. Executive Presbyter

- 70.1.2. Associate Presbyter [intentionally vacant and unfunded indefinitely]
- 70.1.3. Director of Holston Presbytery Camp and Retreat Center
- 70.1.4. Campus/Youth Ministry Director
- 70.1.5. Administrative Assistant/Office Manager for Holston Presbytery
- 70.1.6. Director, Holston Area Resource Center
- 70.1.7. Treasurer/Financial Manager, Holston Presbytery
- 70.2. The presbytery staff shall be elected by the presbytery upon recommendation by Council with concurrence by the Administration and Planning Committee and with consultation with the Synod of Living Waters.
- 70.3. Some of the functions usually performed by the presbytery staff may be supplied by part-time professional persons or by qualified volunteers. Approval of the engagement of paid part-time persons shall be by the Council on the recommendation of the Administration and Planning Committee in consultation with the Executive Presbyter. Funds for the payment of part-time persons shall be requested from the Committee on Stewardship and Budgets by the Executive Presbyter or the chairman of the appropriate committee of Holston Presbytery.
- 70.4. Presbytery Council delegates to the Administration and Planning Committee the design of job descriptions for each staff member.
 - 70.4.1. The job descriptions, performance, and terms of call of each staff member shall be reviewed annually by the Administration and Planning Committee with recommended changes submitted to Council for approval.
 - 70.4.2. These job descriptions shall provide guidance for each staff member in carrying out the assigned functions.
- 71. EXECUTIVE PRESBYTER/STATED CLERK
 - 71.1. The Executive Presbyter is responsible in the following areas:
 - 71.1.1. Pastoral, consulting, and information services to the churches and ministries in the presbytery.
 - 71.1.2. General oversight of the presbytery office and the work of the presbytery staff.
 - 71.1.2.1. Consults with the Administration and Planning Committee which then recommends to Council approval for the engagement of paid part-time persons when deemed appropriate to have certain functions usually performed by the presbytery staff supplied by part-time professional persons or by qualified volunteers. [NOTE: The Executive Presbyter or the chairman of the appropriate committee of Holston Presbytery will request funds for the payment of part-time persons from the Committee on Stewardship and Budgets; Also, reference Paragraph 31.3 and 18.4.1.5.1].
 - 71.1.3. Liaison between the Administration and Planning Committee and the treasurer of Holston Presbytery.
 - 71.1.4. Liaison with the churches of the presbytery, the committees of the presbytery, the causes and agencies of the presbytery, and other groups including the other governing bodies of the church.
 - 71.1.5. Serves as Stated Clerk (See Paragraph 8).
- 72. ASSOCIATE PRESBYTER [intentionally vacant and unfunded indefinitely]
 - 72.1. The Associate Presbyter shall be responsible for:
 - 72.1.1. Working with the smaller churches in the presbytery in helping them develop their life and ministry.
 - 72.1.2. Working with churches to develop and strengthen education programs, leadership training events, and other related programs.
 - 72.1.3. Working with the youth and their leaders to enhance dynamic youth ministry in the presbytery and its congregations.
- 73. DIRECTOR OF HOLSTON PRESBYTERY CAMP AND RETREAT CENTER
 - 73.1. The Director of Holston Presbytery Camp and Retreat Center is responsible for the following areas:
 - 73.1.1. Administration and operation of the Holston Presbytery Camp and Retreat Center.
 - 73.1.2. Administration of the Summer Camp Program, and
 - 73.1.3. The use and promotion of the camp
- 74. CAMPUS/YOUTH MINISTRY DIRECTOR
 - 74.1. The Campus/Youth Ministry Director shall be responsible for to:

- 74.1.1. Provide pastoral/counseling services to Presbyterian and other students on campus.
- 74.1.2. Act as leader/facilitator for Presbyterian Student Fellowship
- 74.1.3. Make programs available to ETSU faculty and staff
- 74.1.4. Coordinate presbytery youth ministry events
- 74.1.5. Represent Holston Presbytery at synod and general assembly youth ministry activities.
- 74.1.6. Provide resources and training for local church youth ministry needs.

75. ADMINISTRATIVE ASSISTANT/OFFICE MANAGER

- 75.1. The Administrative Assistant is responsible for the management of the presbytery office.

76. FACILITIES AND OTHER PERSONNEL

- 76.1. Holston Presbytery shall provide an office and such secretarial and office assistance to the staff and officers of the presbytery as may be authorized by Council as a means of facilitating the work of Holston Presbytery.

77. PARLIAMENTARY AUTHORITY AND AMENDMENTS

77.1. PARLIAMENTARY AUTHORITY

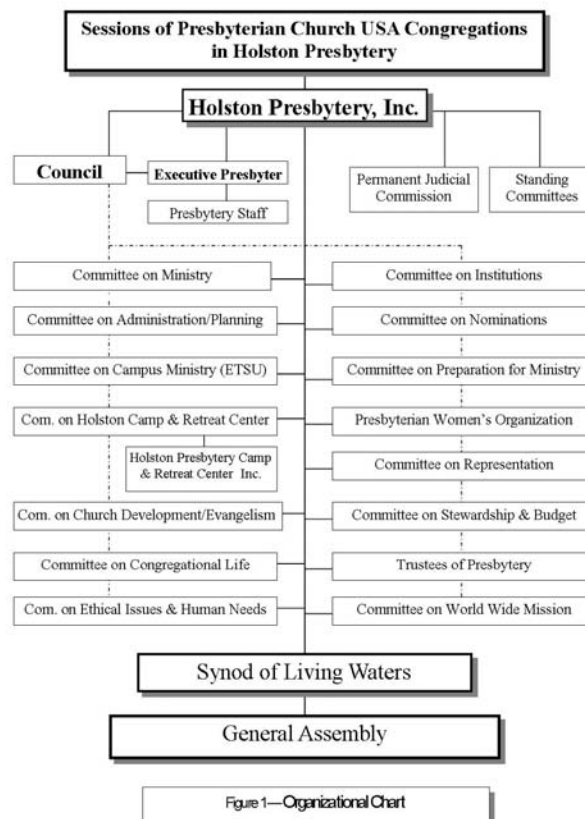
Meetings of Holston Presbytery governing bodies and commissions and committees shall be conducted in accordance with the most recent edition of Roberts Rules of Order, except in cases where the constitution of the Presbyterian Church (USA) provides otherwise.

- 77.2. A specific provision in the Manual of Administrative Operations of the presbytery may be suspended for a single stated meeting by a two-thirds vote of the members present.

78. METHOD OF AMENDMENT

- 78.1. To amend this Manual of Administrative Operations, it shall be necessary to (1) propose the change(s) in writing at a stated meeting of Holston Presbytery, and (2) consider and vote upon the proposed change(s) at a subsequent stated meeting of Holston Presbytery. A two-thirds vote of the members present and voting is required for approval.

Approved by Holston Presbytery on: December 7, 2004



APPENDIX
(Cross reference with Paragraph 5.1)

BYLAWS
OF
HOLSTON PRESBYTERY
OF THE PRESBYTERIAN CHURCH (U.S.A.), INC.

The following bylaws were adopted; all prior bylaws were repealed, by the Directors of the Corporation on the 2nd day of December, 1985, and are submitted for ratification and approval by Holston Presbytery on the 7th day of December, 1985.

PREAMBLE

In accordance with the purposes set forth in the charter of incorporation, and in accordance with the powers set forth therein, these Bylaws are adopted in order to set forth procedures to be followed to most expeditiously carry out the wishes of the Holston Presbytery of Presbyterian Church (U.S.A.) (an ecclesiastical body) with regard to its civil business and with reference to all property held by this corporation on behalf of the ecclesiastical body. The business of this corporation shall, therefore, be conducted by the Board of Directors of Holston Presbytery in accordance with these bylaws. Unless otherwise specified in these Bylaws, the word "presbytery" shall mean Holston Presbytery of Presbyterian Church (U.S.A.), Inc., an ecclesiastical body.

ARTICLE I. PURPOSE

The purpose of the corporation shall be to receive, hold, encumber, manage, and transfer property and facilitate management of the civil affairs of the presbytery in such a manner as may be directed by the presbytery in accordance with the Constitution of the Presbyterian Church (U.S.A.) and the manual of presbytery.

ARTICLE II. MEMBERS AND DIRECTORS

The members of the presbytery shall be the members of the corporation and the members of the Board of Trustees of Holston Presbytery shall be the Directors of the Corporation. The present member churches are listed on Exhibit 1 attached hereto.

ARTICLE III. POWERS

This corporation shall have all of the powers enumerated in T. C. A. 48-1-402 except those that might be inconsistent with the provisions of the Charter or the *Book of Order* of the Presbyterian Church (U.S.A.).

ARTICLE IV. MEETINGS OF THE BOARD

1. The Board shall meet annually on the third Tuesday in February at a time named by the President prior to the stated meeting of the presbytery for the purpose of concluding any unfinished business and to approve the annual report of the Board of Directors to the presbytery as prepared by the Secretary and Treasurer.
2. Other special meetings may be held on a two-week written notice of the President or of any five directors, or at the direction of the presbytery. The Board may be called to meet by the President before, during, or after the meetings of presbytery. A majority of the members may also waive the two-week notice requirement.
3. A quorum shall consist of a majority of the directors.
4. Recognizing the guidance and powers of God in civil matters as in ecclesiastical, all meetings shall be opened and closed with prayer.

ARTICLE V. OFFICERS OF THE BOARD

The officers of the corporation shall be the following:

The President of the Board of Trustees shall be the President;

The Vice President of the Board of Trustees shall be the Vice President.

The Secretary of the Board of Trustees shall be the Secretary

The Treasurer shall be elected annually.

ARTICLE VI. DUTIES OF THE OFFICERS

1. The President shall preside at all meetings of the Board, and as chief executive officer of the corporation, shall carry out the directives of the Board or of the presbytery.
2. The Vice President shall serve instead of the President at the President's request or in the inability of the President to act.
3. The Secretary shall keep a full and complete record of all meetings of the Board of Directors. He shall attest to all documents requiring the signature of the President and shall enter in the minute book a list of all such documents thus executed by the officers in their official capacity.

4. The Treasurer shall keep an accurate record of all properties and obligations of the Corporation. He shall be responsible for receiving and accounting for all the funds of the corporation entrusted to its care and shall disburse funds in accordance with the budget and actions of the presbytery or of the Board of Directors.
5. The Secretary and Treasurer shall annually prepare and present to the Board of Directors at their annual meeting held on the third Tuesday in February, their respective reports containing a summary of all actions of the Board, of the documents executed, and a complete report of all funds handled during the preceding calendar year. These reports shall be approved by the Board and presented to the presbytery at its next stated meeting.
6. The Budget and Stewardship Committee of Holston Presbytery shall provide for the annual audit of the funds of the Corporation.
7. The President and Secretary, as the executive officers, are specifically empowered to execute notes, deeds, mortgages and other documents and civil obligations concerning the property of the Corporation without further directive of the Board of Directors, provided they have been authorized to do so by the Presbytery.

ARTICLE VII. INDEMNIFICATION

The corporation may indemnify any person who was a director or officer of the corporation or whose testator or intestate was a director or officer of the corporation against amounts paid in a court—approved settlement, including reasonable expenses and attorney fees, or paid, after a verdict or decree of the court except in relation to matters as to which such director or officer is adjudged to have breached his/her duty to the corporation in any case or suit which has been brought by or on behalf of the corporation to procure a judgment in the corporation's favor. The corporation may also indemnify such persons from actions, whether civil or criminal, against judgments, fines, amounts paid in settlement, and reasonable expenses including attorney fees actually and necessarily incurred as a result of such suit or proceeding or any appeal therein if such director or officer acted in good faith for a purpose which he/she reasonably believed to be in the best interest of the corporation and, in criminal actions or proceedings, in addition, had no reasonable cause to believe that his/her conduct was unlawful.

ARTICLE VIII. FISCAL YEAR

The fiscal year shall begin on January 1 of each year.

ARTICLE IX. AMENDMENTS AND RATIFICATION

1. These bylaws may be amended by affirmative action vote of a majority of the directors at the annual meeting in February or at any other meeting duly called, provided notice of the content of any proposed amendment has been given to all directors with the call of the meeting. Amendments shall also be made at the direction of the presbytery.
2. These bylaws and any amendments thereto must be ratified by the presbytery at its next stated meeting following approval by the Board of Directors.

ARTICLE X. GENDER

Whenever reference is made to one gender, it shall include the other.

Second Reading of the Manual approved by Holston Presbytery on: December 7, 2005

Future Dates for Council and Presbytery Meetings in 2005:

<u>Council</u>	<u>Presbytery</u>
February 22, 2005	March 5, 2005 – First Church, Morristown
May 31, 2005	June 11, 2005 – Rogersville Church
August 30, 2005	September 13, 2005 – Holston Camp
November 22, 2005	December 6, 2005 – Hopewell Church

Future Dates for Council and Presbytery meetings in 2006:

<u>Council</u>	<u>Presbytery</u>
February 21, 2006	March 4, 2006 - _____
May 23, 2006	June 3, 2006 - _____
August 29, 2006	September 12, 2006 – Holston Camp
November 14, 2006	December 5, 2006 - _____

The Council is open to invitations to host the stated presbytery meetings in 2006.

Draft Copy of Handout Packet for December 7, 2004 stated meeting of presbytery at Salem Presbyterian Church, including proposed docket, small groups, and committee reports to presbytery was reviewed.

There being no further business, the Moderator recognized those chairs who will rotate off Council. Council adjourned at 9:25 PM with prayer and sharing of joys and concerns. The next meeting of Council will be February 22, 2005 at 7 PM.

The Council Minutes Committee immediately met following adjournment and approved the Minutes.

Respectfully submitted, Paulette H. Thompson

Church Development & Evangelism Committee:

INFORMATION:

1. Update on the new church development in Gray, Tennessee from the Rev. Tom Bier, new church development pastor:

Jesus said, "Unless a man is born again he cannot see the Kingdom of God." John 3:3. Helping people to see what God has done in Christ and for us is the primary goal of the new church. After six months of meeting at least 20 new people each week, becoming part of the community in Gray, Johnson City and at First Presbyterian, we can see how God is working to bring people together.

In June, I met a young man in a Ph.D. program at ETSU. He and his girlfriend were not going to church. He agreed to attend our first INFLUENCE class. INFLUENCE classes discuss three foundations of a relationship with God: What does it mean to be born again? What is a talking relationship with God? And what does it mean to be led by God's Spirit? Moved to pray again, attend our Bible Study regularly and join in ministry to other college students, his girlfriend invited a friend to come with her. The friend was going through an ugly breakup from a boyfriend. Last week, this young woman shared how much the new group of Christians, the teaching and God have brought her through this crisis and back into a relationship with Him. For many people, this same testimony holds true.

Two Bible Studies have started. Our first launch event, a dinner and vision presentation, had 38 in attendance. We projected 15-20. We begin forming our worship and ministry teams in January. A third INFLUENCE class starts in January. This fresh approach to these basic truths keeps the new church focused on the essential task of helping people to "see the Kingdom of God". God continues to bring extremely capable people who are hungry for Him into the Launch Team. Several PhDs, a former Lt. Colonel, a church secretary, college students, musicians, business owners, teachers, a youth pastor, a developer/builder, and the list goes on. Most importantly, God has fueled a desire in each of us for a relevant, intellectual, but experiential worship and ministry. The theme of each conversation with people revolves around John 3:3. Can we really see the Kingdom of God on earth? With prayer, perseverance and tons of energy thrown into making new contacts, the Kingdom of God is growing in Gray.

[The new church development in Gray, Tennessee is a cooperative effort between First Presbyterian Church, Johnson City and Holston Presbytery. Holston Presbytery was recently awarded a five-year grant for the new church totaling \$125,000 from the General Assembly and the Synod of Living Waters.

For more information about the new church development, go to www.newchurchnow.org.]

RECOMMENDATIONS: None

Committee on Ministry: Beth Yarborough introduced Charles Echols with Bethany. Martin Christian presented Certificates for Mary Lee Harmon, David Light and Chip Herndon, IV for completion of the Level II CLP Training. Mary Lee Harmon was present to accept.

INFORMATION:

1. Approved the amended part-time, terms of call for **the Rev. Bob Lowry, Interim Pastor, Reedy Creek, Kingsport** to: Cash salary - \$5,000, Housing allowance - \$14,273, Healthcare reimbursement - \$2,875, Reimbursed travel at IRS rate up to \$2,800 annually, four weeks vacation, two weeks study leave.
2. Approved extending the interim pastor contract between **the Rev. Earle Barron and Preston Hills Church** effective November 28, 2004 through May 31, 2005 with the following monthly terms of call: Cash salary - \$750, Housing allowance \$750, SECA allowance - \$122.40, Post-retirement Board of Pensions, Reimbursed travel at IRS rate up to \$200, Reimbursed continuing education up to \$180, one week vacation per quarter, one-half week study leave per quarter; and appoint him as moderator.
3. Approved the request from **the Rev. Ed Wolff**, ordained Evangelical Lutheran Church in America, to supply preach and serve as interim pastor within Holston Presbytery.
4. Approved the Church Information Form for **Preston Hills Church, Kingsport**.
5. Approved the Commission to install **the Rev. Chuck Echols** as pastor of the **Bethany Church**, on Sunday, January 16, 2005, at 11:00 AM which includes: the Rev. Angus Shaw, the Rev. Rich Fifield, Elder Walter Kirby (Bethany Church), Elder Millie Wilson (First Church, Kingsport) and Elder Nancy Smith (Blountville Church).
6. Approved the Commissioned Lay Pastor contract between **Chuckey Church and Elder Carol Baird**, effective January 1, 2005 through June 30, 1005, at \$75 each week plus travel reimbursement at the IRS mileage rate.
7. Approved the request from the session of **Rosemont Presbyterian Church** as provided in the *Book of Order* G-14.0201b asking for a waiver of the requirements of G.14.0201a, the rotation of officers' terms.
8. **Elder Chip Herndon** (First Church, Johnson City), **Elder David Light** (Shenandoah) and **Elder Mary Lee Harmon** (First Church, Kingsport) have completed the Commissioned Lay Pastor Level II training.

RECOMMENDATIONS: None

Committee on Preparation for Ministry: Gordon Turnbull made the following recommendation:

RECOMMENDATION:

1. The Committee on Preparation for Ministry recommends that **Patricia Willard** (Covenant) be received as candidate for Ministry of Word and Sacrament. Motion was approved. Patricia Willard was introduced and examined as to faith, forms of Christian service, and motive for seeking the ministry. Questions were then asked from the floor. Approval was received from Presbytery to receive Pat Willard as a Candidate under the care of Holston Presbytery. The Moderator asked the Constitutional Questions of the Inquirer with answers being in the affirmative. A brief charge was given by Sharon Amstutz. Moderator Dan Donaldson closed with prayer.

Statement of Christian Vocation – Patricia Willard

In the Reformed tradition, Christian vocation is for all believers. Christian vocation is a call to belief in Jesus Christ as Lord, to follow Jesus Christ in obedient discipleship, and to use the gifts and abilities God has given us to honor and serve God. We are to do this in all aspects of our lives – personal, household and family, daily occupations, community, nation and world. (W-5.600 Book of Order) Further, for Christians, work and worship cannot be separated.

This understanding of Christian vocation in the Reformed tradition is different from vocation as we think of vocation in the Roman Catholic tradition where we have heard it applied to the call to life in a religious order. We can serve God in any honorable occupation because our vocation is to serve God.

Daniel Migliore in his book *Faith Seeking Understanding* says, “Whatever one’s job or profession, as a Christian one is called to be a partner in God’s mission in the world.” For all Christians, being a partner in God’s work in the world is our overarching responsibility.

I feel called to be a minister of Word and Sacrament in a parish ministry. As such, like every other Christian, I am called to be a partner in God’s work in the world as I have been so called during all my life. As a minister of Word and Sacrament, I will have the job of working with others to help them understand how we all live our vocation by the twofold process of (1) deepening our personal growth and (2) being in the world to proclaim the message, to show the love of God in our conduct towards others and the environment, and to work for justice to all peoples.

I hope to be always in the process of being transformed so I can partner with others as they are being transformed.

Statement of Faith – Patricia Willard

I believe that God – Father, Son, and Holy Spirit – created the heavens and the earth and that this triune God exists outside of time, as we know time. God chose to create the heavens and the earth and everything in our world and God was pleased with the creation. The creation story of the Bible, Adam and Eve and the Garden of Eden, is as real to me as the scientific knowledge of how we think that the world formed and life evolved. One tells the mysterious story of the relationship between God and creation; the other is modern science and they both exist side-by-side in my mind and heart without conflict because God is greater than we are able to understand and myths can speak the truth even when they cannot be explained by reason.

I love gardens because, as Francis Bacon said, “The Lord God first planted a garden and indeed it is the purest of human pleasures.” I think that the act of creating the world was and continues to be a pleasure for God also. In the Hebrew Bible the Hebrew word *arb* (to create) is used only for God; only God creates. Isn’t that a lovely idea? It makes clear the difference between the one who creates (God)

and those who are created (humankind).

I believe that we know who God is and that we can know God as a personal God because God wants to be known by us. God chose to reveal Godself to Abraham and Sarah and to their descendants, the Israelites (who would later be known as Jews). These Israelites were chosen by God to be “the chosen people”; chosen so that they might be a blessing to the entire world. God loved the Israelites but they often fell short of God’s expectations of them and God, capable of great anger (an anger born of love) allowed them to be punished but never deserted them or stopped loving them. We know the story of God’s relationship with the chosen people because we have the Hebrew Bible, known to us as the Old Testament which tells the story as written by many writers in a variety of literary styles. We read the Old Testament as New Testament Christians; that is, with knowledge of and experience with the incarnate Word of God in Jesus Christ.

God chose to become incarnate in the person of Jesus of Nazareth. Jesus (fully human, fully divine) lived an ordinary kind of life as a wandering rabbi in an extraordinary way even to death of a cross, crucified by the Romans as a threat to the stability of the land. Jesus always did the unexpected, associated with the poor and the disenfranchised, practiced table fellowship with everyone, and taught a new way to live and to understand God. He called God, Abba, Father in what must have been a shocking familiarity for the time. Crucified, dead, and buried, Jesus rose from the dead and was seen by many of his followers before he ascended into heaven to sit on the right hand of God the Father.

Before his ascension, he promised to send the Holy Spirit to guide and sustain us. We believe that this happened at Pentecost. Jesus Christ also gave to us the Sacraments of Baptism and the Lord’s Supper to bring us into community and to feed us with His Spirit. The Church is God’s instrument on earth for drawing people into relationship with the triune God by showing here on earth the love of God towards all people. God expects us to behave with love and respect for all people and to work for justice for all people. God is always about justice. We read in Scripture that “he looked for justice....for righteousness” (Is 5:7) Jesus said that the two great commandments are: “You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.... You shall love your neighbor as yourself.” (Mt 22:37,39)

The defining statement of faith for a Christian is “Jesus is Lord.” Christ not only will come again in the *Parousia* but he is active in the world now. He modeled living in community and desires that we also live in community with God and with each other.

Holston Camp & Retreat Center Committee: Craig Bell shared plans for summer camp and an update on storm damage cleanup.

INFORMATION:

1. The Annual Tree Cutting will be December 3-4. Contact the Camp for reservations.
2. To view damage done to the Camp by this year’s hurricane related storms, go to www.holstoncamp.org/html/HPC_Storm_Update.htm
3. Profit & Loss Report for January 1 – October 31, 2004:

Ordinary Income/Expense	
Income	
Operating Income	87,886.18
Retreats	125,655.15
Summer Camp	122,291.36
Total Income	335,832.69
Expense	
Operating Exp.	192,848.14
Retreats	30,257.08
Summer Camp	117,249.43
Restricted Fund Exp.	4,101.40
Total Expense	344,456.05
Net Income Ordinary(Loss)	(8,623.36)

Other Income (Expense)	
Wishlist Gifts	1,079.02
Restricted Fds	
Permanent	7,295.80
Capital	(8,803.87)
Other Temporary	38,457.68
Total Other Income/Exp.	38,028.63

Net Income	29,405.27
Debt Retirement (truck)	(4,666.68)
Net Income after Debt Retirement	24,738.59

ASSETS

Checking/Savings

12000 · HUB	
1220 · Operations - HUB	2,076.56
1221 · ER Savings - HUB	3,094.50
1223 · Directed Fd -HUB	25,423.31
1224 · A/B Funds - HUB	14,256.38
1226 · Campaign \$ -HUB	53,215.64
12000 · HUB - Other	176.27
Total 12000 · HUB	98,242.66
1000 · Bank Cash	
1112 · Summer Account-First Charter	298.62
1115 · Endowment - New Covenant Funds	16,463.61
1556 · CD - Hayes Cabin Project Money	39,602.49
1557 · CD - Multipurpose Bldg Fund	30,559.36
Total 1000 · Bank Cash	86,924.08
Total Checking/Savings	185,166.74
Accounts Receivable	
1200 · Accounts Receivable	-27,978.21
Total Accounts Receivable	-27,978.21
Total Current Assets	157,188.53
Fixed Assets	
1600 · Construction in Progress	3,614.72
Total Fixed Assets	3,614.72
Other Assets	
1400 · Long Term Investment	
1401 · Endowment Covenant Funds	7,295.80
Total 1400 · Long Term Investment	7,295.80

RECOMMENDATIONS: None

World Wide Missions: Tom Carroll gave an update on the Living Waters for the World project and plans for an upcoming Brazil Mission trip involving work with medical boats on the Amazon. The

Committee has three scholarships available for Clean Water U. Pierce Buford, Synod of Living Waters, added further information on Living Waters, stewardship and missions. Tom Burselon introduced brochures on the July, 2005 Brazil Mission trip.

Campus Ministry Committee: George Rolling introduced Indian student, Paul Chilakamari who shared information on the work of Campus Ministry's International Student program.

INFORMATION:

1. We held a successful minister' lunch on October 26th. About 22 attended, with a helpful exchange of ideas on how to more effectively minister to our college students.

RECOMMENDATIONS: None

**Presbyterian Campus Ministry
Financial Report
January through October 2004**

	Jan - Oct 04	Budget	\$ Over Budget	% of Budget
Income				
Bank Interest	6.50	6.00	0.50	108.3%
Checking Account Carryover	0.00	280.00	-280.00	0.0%
Facility Use	2,305.00	3,600.00	-1,295.00	64.0%
Holston Presbytery	21,000.00	25,200.00	-4,200.00	83.3%
IDS Dividends	10.21	14.00	-3.79	72.9%
Meal Receipts	952.19	1,400.00	-447.81	68.0%
Miscellaneous Receipts	1,018.29	2,510.00	-1,491.71	40.6%
Presbytery of East TN	3,750.00	5,000.00	-1,250.00	75.0%
Synod of Living Waters	9,367.53	8,300.00	1,067.53	112.9%
Total Income	38,509.72	46,310.00	-7,800.28	83.2%
Expense				
Cable TV	994.75	1,320.00	-325.25	75.4%
Campus Labor	455.00	300.00	155.00	151.7%
Cleaning	1,060.95	1,300.00	-239.05	81.6%
Educational Supplies	0.00	150.00	-150.00	0.0%
Electricity	2,341.31	3,100.00	-758.69	75.5%
Escrow for Capitol	0.00	1,000.00	-1,000.00	0.0%
Food/Cleaning Supplies	4,790.92	4,800.00	-9.08	99.8%
Gas	286.89	300.00	-13.11	95.6%
Miscellaneous	858.50	1,000.00	-141.50	85.9%
Office Supplies	2,024.74	2,580.00	-555.26	78.5%
Payroll Expenses				
FICA	708.21	1,600.00	-891.79	44.3%
Intern2 Salary	-2,878.81	1,200.00	-4,078.81	-239.9%
Salary/Intern	7,672.00	11,000.00	-3,328.00	69.7%
Salary/Secretary	7,759.43	8,660.00	-900.57	89.6%
Total Payroll Expenses	13,260.83	22,460.00	-9,199.17	59.0%
Printing/Postage/Promotion	2,431.76	3,000.00	-568.24	81.1%
Professional Expense/Intern	1,125.23	900.00	225.23	125.0%
Repairs/Maintenance	2,639.33	2,000.00	639.33	132.0%
Special Events	947.79	1,000.00	-52.21	94.8%
Student Council	81.56	200.00	-118.44	40.8%

Telephone	1,089.57	1,400.00	-310.43	77.8%
Water	484.98	800.00	-315.02	60.6%
Total Expense	35,184.02	47,610.00	-12,425.98	73.9%
Net Income	3,325.70	-1,300.00	4,625.70	-255.8%

Bank Balances as of October 31, 2004:

Checking Account Balance	9923.29
Checking Account Interest	.37
Total Checking Account	9923.66
Usable Balance	9923.66
Less: Honorarium Funds	235.37
TOTAL	9688.29
Savings Account	3129.05
Plus: Interest Earned	1.28
TOTAL	3130.33
New Covenant Funds/Endowment Fund	118,003.06
Received from Holston Presbytery/Camp and Campus Campaign 2004	102,864.11

By motion, the Committee decided to keep \$9000 in the operating budget, and amounts above that figure are to be moved to an interest-bearing savings account. When and if \$10000 accrues in the savings account, it will be placed in Certificates of Deposit for greater interest accumulation. The Campus Ministry staff will see if the bank will provide this service, and failing that, will provide for periodic oversight of our finances in this manner.

\$1000 invested in (1) \$1000 CD's

Congregational Life Committee: Mary Lee Harmon.

INFORMATION:

1. The Congregational Life Committee supports the work being done by the Youth Council in creating a Presbytery T-shirt which they would like to make available for sale in the local congregations. It was designed by Patrick Harley (First Church, Greeneville) and a committee of the youth. It will feature the Presbyterian seal with the names of all the churches of Holston Presbytery surrounding it.
2. The committee also evaluated Grace Odyssey, 2004, and will name a task force charged with creating Grace Odyssey, 2005.
3. The Spiritual Growth subcommittee announced plans for a Presbytery-wide Youth Retreat scheduled for December 28-29, 2004, at Salem Presbyterian Church.

RECOMMENDATIONS: None

Ethical Issues and Human Needs: Russ Weekley presented the recommendation which was approved by Presbytery for distribution of International monies.

INFORMATION:

1. The committee reports that the following local and matching grants have been made:

Local

Coalition for Kids / 1 st Pres. JC	\$2,000
Samaritan House Homeless Shelter / Hopewell Presbyterian Church	\$1,000
Dandridge Ministerial Association Food Pantry / Hopewell Presbyterian Church	\$1,000
Sunset Gap Community Center Food Pantry / Hopewell Presbyterian Church	\$1,500
Second Harvest Food Bank / Bethany Presbyterian Church	\$2,000
Bethany Presbyterian Church Food Pantry / Bethany Presbyterian Church	\$1,500
ALPS Adult Day Services / 1 st Pres. Morristown	\$2,000
SafeSpace Hunger Project / Hopewell Presbyterian Church	\$1,000
Appalachian Outreach Narrative / 1 st Pres. Jefferson City	\$1,000
Christmas Jefferson County / 1 st Pres. Jefferson City	\$ 500
Daily Bread Community Kitchen / First Pres. Morristown	\$1,000
Hope Haven Ministries Feeding Program / Colonial Heights Pres. Church	\$2,000
Feed My Lambs / Mountain City Presbyterian Church	\$2,000

Matching Grant Applications

Winter Clothing for Kids / Magill Memorial	\$ 500
Salem MusicFest & West View Elementary Outreach / Salem Pres. Church	\$ 500

RECOMMENDATION:

2. The committee recommended that the following International Grants be made:

Moringa Trees Initiative / Bethel Presbyterian Kingsport	\$5,000
Meals for Isolated Cuban Seniors / Hopewell	\$3,000
Heifer Project International	\$6,500
Living Waters for the World	\$6,500
Hunger Relief for the Sudan	\$6,500

Institutions Committee: James McClanahan introduced King College President, Greg Jordan for his report on the progress of King College in 2004.

11:55 AM – Order of the Day – Nominations Committee: John Snyder reported on the work of the committee and presented the following report. Moderator Dan Donaldson submitted the

names of Jane Scott (First, Kingsport) and Peggy Hill (First, Bristol) to serve for the Class of 2007 on the Nominations Committee. Charles Barrett will serve as Chair.

The floor was opened for further nominations. There being none, new committee members present were asked to stand for an installation service.

RECOMMENDATIONS:

1. That the following nominees be elected. Approved.
2. That the Committee be authorized to fill vacancies and report them to the next Presbytery meeting. Approved

	Class of 2007	Class of 2006	Class of 2005
Committee on Ministry	<i>Barbara Kelly (E) Bethel, Kingsport</i> <i>Mary Ann Smith (E) Colonial Heights</i> <i>* Robert Lowry (M)</i> <i>Martin Christian (M)</i>	Charlie Foster (E) Waverly Road Wanda Bowers(E) Timber Ridge Steve Weisz (M)	John Everett (M) Dennis Maxey (M) Bill Wade (E) First, Bristol Walter Kirby (E) Bethany Beth Yarborough (M)
Representation	<i>VernElla Hayter (L) First, Morristown</i> <i>Victor Price (CLP) Tabernacle</i>	<i>* Sharlene Presley (L) Watauga Avenue</i> Ira Howard (M)	Chang Woo Lee (L) Tri-Cities Korean Young Ae Hood (L) Tri-Cities Korean
Administration & Planning	<i>Doris Carson (L) Waverly Road</i> <i>Robert Curtis (L) First, Elizabethton</i> <i>Tom Phillips (M)</i> Vacant (M)	Christine Faust (L) Reedy Creek, Kspt. J. C. Gage (L) Keystone Jim Mays (M) Sharon Amstutz (M)	Conrad Crow (M) David Hale (M) <i>*Don Brown (L) First, Kingsport</i> Ted Neeves (L) Bethel, Kingsport
Youth/Young Adult Ministry	<i>Angus Shaw (M)</i> <i>Charles Echols (M)</i> <i>Jennifer Walker (L) First, Kingsport</i> <i>Alan Kobs (L) First, Greenville</i>	Mike Miyomoto (L) Watauga Avenue Jeanne Stokes (L) First, Greenville Wayne Miller (L) First, Johnson City <i>* George Rolling (M)</i>	David Sims (M) Herbert Vannostrand (L) First, Bristol Keith Hampton (L) First, Johnson City Bob Horton (L) Watauga Avenue
Church Development & Evangelism	<i>Joyce Johnson (L) First, Greenville</i> <i>Gary Bement (M)</i> <i>Harrell Cobb (M)</i> <i>Ben Chambers (L) Rogersville</i>	Nancy Shackelford (L) Colonial Heights David Light (L) Shenandoah David Hambrick (M) Mike Chamberlain (M)	<i>Baron Eliason (M)</i> Bill Hyers (M) Charlie Ward (L) Bethany <i>* Ted Hagen, Sr. (L) Colonial Heights</i>
Congregational Life	<i>Joyce Tackett (L) First, Johnson City</i> <i>Bobbie Carroll (L) Covenant</i> <i>Craig Foster (M)</i> <i>Jim Gray (M)</i>	Donna Jackson (L) Bethel, Kingsport Carolyn Moore (L) Jonesborough Cathy Clasen (M) <i>* Mary Lee Harmon (L) First, Kingsport</i>	Charlie Murphy (M) Bill Hyers (M) Marlisa Osborne (L) Meadowview Billie Whisnant (L) First, Bristol Leonard Tatro (L) Waverly Road
Ethical Issues & Human Needs	<i>Mike Bus (L) Waverly Road</i> <i>* Larry Childress (L) Jonesborough</i> <i>Craig Terry (L) Cold Spring</i> <i>Conrad Crow (M)</i>	Tom Carroll (L) Reedy Creek, Kingsport Bill Elderbrock (L) First, Bristol Errol Rohr (M) Jim Mays (M)	Gary Kelly (M) Susan Foster (L) Waverly Road Chris Kilday (L) First, Greenville Russ Weekley (M)
Holston Camp & Retreat Center	<i>Greg Cartwright (M)</i> <i>Tom Sites (L) First, Jefferson City</i> <i>* Bobby Meadows (L) Meadowview</i> <i>John Hurt (L) Bethany</i>	Yale Gunn (M) Betsy Galliher (L) First, Bristol Fred Henninger (L) Meadowview	Charles Brumley (L) Timber Ridge Pat Patton (L) First, Jefferson City Vacant (M)
Institutions	<i>* Jane Boyd (L) First, Kingsport</i> <i>Phil Kestner (M)</i>	Shirley Pecktol (L) Windsor Avenue James McClanahan (M)	Alan Chapman (M) <i>Val Manley (L) Preston Hills</i>
	Class of 2007	Class of 2006	Class of 2005

Preparation for Ministry	<i>Gale Manley (L) Preston Hills</i> <i>Earle Barron (M)</i>	<i>Rudy Lucas (L) Mountain City</i> Peg Lincoln (L) Waverly Road <i>* Gordon Turnbull (M)</i> Brian Wyatt (M)	Mark Stokes (L) First, Greeneville David Welch (M) <i>Barbara Kirk (L) Colonial Heights</i>
Stewardship & Budget	<i>Charlie Smith (L) Waverly Road</i> <i>* Dan Donaldson (M)</i> <i>Dan Clark (M)</i> <i>Chuck Green (L) Waverly Road</i>	Don Payne (L) First, Greeneville Greg Jordan (M) Anne Webb (L) First, Kingsport Martin Dail (L) Strawberry Plains	Russ Morgan (M) <i>Ray Courtney (L) Bethel, Kingsport</i> Nancy Cook (L) First, Bristol Vacant (M)
World Wide Missions	<i>Chuck King (L) Cold Spring</i> <i>Mary Kay Anderson (L) First,</i> <i>Johnson City Steve Rembert</i> <i>(M)</i>	Mary Ruth (L) First, Kingsport Bill Goforth (M) <i>Celeste Crow (L) Salem</i> Vacant (M)	<i>* Don Muncie (M)</i> Cheri Miller (L) <i>Sarah Hawk (L) Reedy Creek,</i> <i>Kingsport</i>
Council At-Large	<i>Anna Maddox (L) Tabernacle</i>	Maxine Dail (L) Strawberry Plains	Gladys Shackelford (L) West Ridge
Nominations	Peggy Hill (E) (First, Bristol) Jane Scott (E) (First, Kingsport)	Barbara Kelly (E) Bethel, Kingsport Jim Gray (M)	Don Frederick (M) <i>*Charlie Barrett (E) Colonial Heights</i>
Ordination Exam Readers			Mary Lee Harmon (E) First, Kingsport David Sims (M) James McClanahan (M) (alternate)
	Class of 2010	Class of 2008	Class of 2006
Trustees	<i>Tom Carroll (E) Reedy Creek,</i> <i>Kingsport</i> <i>* Tom Wilson (E) First, Kingsport</i>	Dorman Stout (E) First, Johnson City Marcia Porter (E) First, Kingsport	Barbara Peavler (E) Bethel, Kingsport Pam Pope (E) Covenant
Permanent Judicial Committee	<i>Bob Millard (E) First, Bristol</i> <i>Chip Herndon (E) First, Johnson</i> <i>City</i>	Don Frederick (M) Linda Handel (E) First, Morristown	Ray Saunders (M) Angus Shaw (M) Ruth Robinson (L) Salem

Institution Trustees	Class of 2008	Class of 2007	Class of 2006	Class of 2005
Grandfather Home	<i>Dan Dietrich First,</i> <i>Kingsport</i>		<i>Jane Scott First,</i> <i>Kingsport</i>	
King College		<i>Richard Ray</i>		<i>Bill Adams First,</i> <i>Kingsport</i>
Lees McRae College		<i>Allan Rothwell First,</i> <i>Kingsport</i>	<i>Deedee Dietrich First,</i> <i>Kingsport</i>	
Sunset Gap Com. Center		Vacant	Harrell Cobb	
Tusculum College		<i>Dan Donaldson</i> <i>Angus Shaw</i>	Donald R. Raber First, Kingsport	J. Wiley Prugh <i>L. William Piloni First,</i> <i>Greeneville</i> Martha Bachman First, Greeneville

* Designates Chair of Committee

Bold/Italics: New members to be elected by presbytery

Tom Burluson was called forward and, having been installed, Moderator Dan Donaldson passed the gavel and responsibility of the remaining meeting to the new Moderator. Tom presented an engraved gavel to Dan for his service as Moderator with the presbytery's appreciation.

Presbytery staff, Paulette Thompson, Kim Hammond, Susan Smith and Rich Fifield, were introduced and recognized for their work.

12:05 PM – Promotions

New Business – None

12:25 PM – Three Cents a Meal Offering – Word of Thanks and brief word about the Three Cents a Meal Offering was given by Beth Yarborough.

Thanks were given by the Moderator to Spencer Pickel and Gladys Shackelford for reviewing Session minutes.

Report on the Standing Committee on Thanks – Bill Hyers gave the report at the conclusion of lunch.

Adjournment: There being no further business, Moderator Tom Burleson adjourned the meeting with prayer by Beth Yarborough at 12: 30 PM and dismissed the body for lunch.

_____ Tom Burleson, Moderator

_____ Richard L. Fifield, Stated Clerk

_____ Paulette H. Thompson, Recording Clerk