

# 2013 PRELIMINARY MINUTES

## General Assembly Cumberland Presbyterian Church



**ONE HUNDRED EIGHTY THIRD MEETING  
MURFREESBORO, TENNESSEE**

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**NEXT MEETING - CHATTANOOGA, TENNESSEE**

**JUNE 16 - 20, 2014**

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### **Vision of Ministry**

Biblically-based and Christ-centered

born out of a specific sense of mission,  
the Cumberland Presbyterian Church strives to be true to its heritage:  
to be open to God's reforming spirit,  
to work cooperatively with the larger Body of Christ,  
and to nurture the connectional bonds that make us one.

The Cumberland Presbyterian Church seeks—to be the hands and feet of Christ in witness and service to the world and, above all, the Cumberland Presbyterian Church lives out the love of God to the glory of Jesus Christ.

### **Priority Goals**

- **Recruit, educate and nurture clergy and laity for their specific ministries.**
- **Revitalize and equip congregations and presbyteries to fulfill the mission (vision) of the church.**
- **Establish new congregations.**
- **For the next 5 years focus on evangelism.**

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## PROGRAM SCHEDULE

|                                 |   |
|---------------------------------|---|
| <b>Assembly Meetings:</b>       | Murfreesboro Embassy Suites Hotel & Convention Center                     |
| <b>General Assembly Office:</b> | Wynthorpe Room in the Convention Center                                   |
| <b>Women's Ministry Office:</b> | Churchill Board Room in the Convention Center                             |
| <b>Retiring Moderator:</b>      | The Reverend Robert Rush, Trinity Presbytery                              |
| <b>Host:</b>                    | Murfreesboro Presbytery   |
| <b>Pastor Host:</b>             | The Reverend Jeff Clark, pastor at Joywood CPC in Murfreesboro, Tennessee |
| <b>Worship Director</b>         | The Reverend Lisa Scott, Missouri Presbytery                              |
| <b>Music Director:</b>          | The Reverend Lanny Johnson, Murfreesboro Presbytery                       |

### SUNDAY, JUNE 16, 2013

| <u>Location</u>   | <u>Time</u> | <u>Event</u>   |                            |
|-------------------|-------------|--|----------------------------|
| Convention Center | 2:00 p.m.   | Setup displays   | <b>Hallways</b>            |
|                   | 3:00 p.m.   | Orientation for Commissioners & Youth Advisory Delegates                             | <b>Mirabella B &amp; C</b> |
|                   |             | Orientation for Committee Chairs and Co-Chairs                                       | <b>Wynthorpe</b>           |
|                   |             | (Commissioner/YAD packets may be picked up before or after the orientation session.) |                            |
|                   | 7:00 p.m.   | Praise Gathering/Singing, Hosted by Murfreesboro Presbytery                          | <b>Mirabella E &amp; F</b> |
|                   |             | Special Music includes Bethel University's Vocal Authority                           |                            |

### FIRST DAY - MONDAY, JUNE 17, 2013

|                   |            |  |  |
|-------------------|------------|--|--|
| Convention Center | 8:30 a.m.  | Registration for Commissioners and Youth Advisory Delegates<br>(for those who did not register on Sunday)  | <b>Wynthorpe</b>   |
|                   | 9:00 a.m.  | Women's Ministry Registration (open until 5:00 p.m.)   |  |
|                   |            | (Registration Desk near Mirabella A)   |  |
|                   | 9:00 a.m.  | Pre-Assembly Workshops   | <b>(Mirabella, G, H, I, J<br/>Cambridge B, Broadlands A &amp; B)</b> |
|                   | 10:15 a.m. | Break  |  |
|                   | 10:30 a.m. | Pre-Assembly Workshops   | <b>(Mirabella, G, H, I, J<br/>Cambridge B, Broadlands A &amp; B)</b> |
|                   | 11:45 a.m. | Break  |  |
|                   | 2:00 p.m.  | Opening Worship  | <b>Mirabella E &amp; F</b>   |
|                   |            | The Retiring Moderator: The Reverend Robert Rush,<br>Trinity Presbytery  |  |
|                   |            | Worship Director: The Reverend Lisa Scott, Missouri Presbytery   |  |
|                   | 3:00 p.m.  | Break for Commissioners and YAD's to move to Commissioners<br>Section for business session   |  |
|                   | 3:15 p.m.  | Constitution of the General Assembly<br>Adoption of the Agenda<br>Report of the Credentials Committee<br>Election of Moderator<br>Election of Vice-Moderator<br>Presentation by the Stated Clerk<br>Communications<br>Corrections to preliminary minutes<br>Committee Appointments and Referrals to Committees<br>Welcome, Pastor Host, Local Officials, CPCA Representative<br>Introduction of Board and Agency Representatives |  |
|                   | 4:30 p.m.  | General Assembly Committees meet   | <b>(Mirabella, G, H, I, J<br/>Cambridge B, Broadlands A &amp; B)</b> |
|                   | 4:30 p.m.  | Women's Ministry Regional Council Meeting and Dinner   | <b>Mirabella D</b>   |
|                   | 5:30 p.m.  | Break for Dinner   |  |

### EVENING PROGRAM

|                   |           |   |                           |
|-------------------|-----------|---|---------------------------|
| Convention Center | 7:00 p.m. | Moderator's Reception honoring the Moderator and<br>Vice-Moderator of the General Assembly,<br>the Immediate Past Moderator, the President-Elect and<br>the President of the Cumberland Presbyterian Women's Ministry | <b>Oakleigh B &amp; C</b> |
|-------------------|-----------|---|---------------------------|

**SECOND DAY - TUESDAY, JUNE 18, 2013**

|                   |   |   |
|-------------------|---|---|
| Convention Center | 8:30 a.m. Devotional, The Reverend Wilfrido Quinonez, Cauca Valley Presbytery | <b>Mirabella E &amp; F</b>  |
|                   | 9:00 a.m. Women's Ministry Convention   | <b>Mirabella B, C, D</b>  |
|                   | 9:00 a.m. General Assembly business session                                   |   |
|                   | Presentation by the Commission on Chaplains                                   |   |
|                   | Presentation by the Our United Outreach Committee                             |   |
|                   | Presentation by Memphis Theological Seminary                                  |   |
|                   | Presentation by Cumberland Presbyterian Children's Home                       |   |
|                   | Resolutions by Commissioners  |   |
|                   | Adjourn for Committee Meetings  |   |
|                   | 10:30 a.m. Committee Meetings   | <b>(Mirabella G, H, I, J<br/>Cambridge B, Broadlands A &amp; B)</b> |
|                   | 12:00 p.m. Cumberland Presbyterian Children's Home Luncheon                   | <b>Oakleigh B &amp; C</b>   |
|                   | 1:30 p.m. Committee Meetings  | <b>(Mirabella G, H, I, J<br/>Cambridge B, Broadlands A &amp; B)</b> |
|                   | 2:00 p.m. Women's Ministry Convention Reconvenes                              | <b>Mirabella B,C,D</b>  |
|                   | 5:30 p.m. Bethel University Dinner  | <b>Oakleigh B &amp; C</b>   |

**EVENING PROGRAM**

|                   |   |                          |
|-------------------|---|--------------------------|
| Convention Center | 7:00 p.m. "Celebrating 90 years of Youth Ministry"                  | <b>Mirabella F</b>       |
|                   | Discipleship Ministry Team and Historical Foundation                |                          |
|                   | 8:00 p.m. Convention Fun Night                                      | <b>Mirabella B, C, D</b> |
|                   | 9:00 p.m. Convention: "Set Them Free" movie about Human Trafficking | <b>Mirabella A</b>       |

**THIRD DAY - WEDNESDAY, JUNE 19, 2013**

|                   |  |   |
|-------------------|--|---|
| Convention Center | 8:30 a.m. Devotions in Committee Rooms   | <b>(Mirabella G, H, I, J<br/>Cambridge B, Broadlands A &amp; B)</b> |
|                   | 9:00 a.m. Women's Ministry Convention Reconvenes                                   | <b>Mirabella B,C,D</b>  |
|                   | 12:00 p.m. Memphis Theological Seminary/<br>Program of Alternated Studies Luncheon | <b>Oakleigh B &amp; C</b>   |
|                   | 12:00 p.m. Field Trip to Thistle Farm plus Workshops (till 4:00 p.m.)              | <b>TBA</b>  |
|                   | 5:00 p.m. Conclusion of Committee Meetings   | <b>(Mirabella G, H, I, J<br/>Cambridge B, Broadlands A &amp; B)</b> |
|                   | 5:00 p.m. Dinner Break   |   |

**EVENING PROGRAM**

|                   |   |                            |
|-------------------|---|----------------------------|
| Convention Center | 7:00 p.m. Worship/Holy Communion  | <b>Mirabella E &amp; F</b> |
|                   | 8:30 p.m. Reception Honoring Women in Ministry  | <b>Oakleigh B &amp; C</b>  |
|                   | Sponsored by Memphis Theological Seminary,<br>Missions Ministry Team & Pastoral Development Ministry Team<br>(Reception to begin following worship service) |                            |

**FOURTH DAY - THURSDAY, JUNE 20, 2013**

|                   |   |                            |
|-------------------|---|----------------------------|
| Convention Center | 8:30 a.m. Devotional, Cole Coffman, Youth Advisory Delegate,<br>Missouri Presbytery | <b>Mirabella E &amp; F</b> |
|                   | 9:00 a.m. General Assembly Business   |                            |
|                   | 9:00 a.m. Women's Ministry Convention Reconvenes                                    | <b>Mirabella B, C, D</b>   |
|                   | 12:00 p.m. Lunch Break  |                            |
|                   | 12:00 p.m. Cumberland Presbyterian Women's Ministry Luncheon                        | <b>Oakleigh B &amp; C</b>  |
|                   | 2:00 p.m. General Assembly Business   | <b>Mirabella E &amp; F</b> |
|                   | 5:00 p.m. Dinner Break  |                            |
|                   | Take Down Displays  |                            |

**EVENING PROGRAM**

|                   |   |                            |
|-------------------|---|----------------------------|
| Convention Center | 7:00 p.m. General Assembly Business   | <b>Mirabella E &amp; F</b> |
|                   | Closing Worship: The Rev. Lisa Scott, Missouri Presbytery<br>(In the event that business is not concluded on Thursday,<br>the closing worship will be at the conclusion of business on Friday morning.) |                            |

**COMMISSIONERS**  
to the  
**ONE HUNDRED EIGHTY THIRD GENERAL ASSEMBLY**

| <b>PRESBYTERY</b>     | <b>MINISTER</b>   | <b>COMMITTEE</b> | <b>ELDER</b>     | <b>COMMITTEE</b> |
|-----------------------|-------------------|------------------|------------------|------------------|
| Andes (2)             | Diana Valdez      | MC/C/D           |                  |                  |
| Arkansas (2)          | Nancy McSpadden   | HE               | Charles Atkinson | J                |
|                       | Garland Skidmore  | CPCH/HF          | Jerrell White    | MC/C/D           |
| Cauca Valley (3)      | Wilfrido Quinonez | C/M/P            |                  |                  |
| Choctaw (1)           | Randy Jacob       | MC/C/D           | Rick Clem        | C/M/P            |
| Columbia (2)          | John Hyden        | S/E              | John Koelz       | S/E              |
|                       | Terry Peery       | MC/C/D           | George Ladd      | J                |
| Covenant (3)          | Jason Heidel      | TSC              | Sharon Resch     | J                |
|                       | James Lawson      | CPCH/HF          | Ercel Rushing    | S/E              |
|                       | David LeNeave     | S/E              | Bill Shreves     | MC/C/D           |
| Cumberland (3)        | Rodney Harris     | TSC              | Pete Moss        | TSC              |
|                       | Carlton Hatcher   | S/E              | Marcia Blair     | HE               |
|                       | Tim McGuire       | CPCH/HF          | Diann Phelps     | J                |
| Cumberland East Coast | Jin Soo Park      | HE               |                  |                  |
| Del Cristo (2)        | Melissa Knight    | J                | Maria Cook       | S/E              |
|                       | Shelia O'Mara     | C/M/P            | Nancy Molinar    | TSC              |
| East Tennessee (4)    | Patrick Kelly     | CPCH/HF          | Stacy Bolton     | MC/C/D           |
|                       | Jamie Lively      | TSC              | Pete Carter      | C/M/P            |
|                       | James McGuire     | HE               | Dean Enos        | CPCH/HF          |
|                       | Ken Phillips      | J                | Roger Thornburg  | HE               |
| Grace (3)             | J. Don Clark      | S/E              | Carole Edwards   | CPCH/HF          |
|                       | Charles Reed      | MC/C/D           | Raymond Gilliam  | S/E              |
|                       | Mike Wilkinson    | HE               | Norris Ray       | C/M/P            |
| Hong Kong (2)         |                   |                  |                  |                  |
| Hope (1)              | Jimmy Peyton      | CPCH/HF          | Jerry Weathersby | J                |
| Japan (2)             | Keitaro Ohi       | C/M/P            | Toru Abe         | C/M/P            |
| Missouri (1)          | Lisa Scott        | CPCH/HF          | Doris Hunter     | TSC              |
| Murfreesboro (4)      | Jeff Clark        | HE               | Elaine Burton    | C/M/P            |
|                       | Lanny Johnson     | S/E              | Greg Elliott     | J                |
|                       | Denny Shepard     | MC/C/D           | Jerry George     | S/E              |
|                       | Rocky Whray       | C/M/P            | Michael Moore    | TSC              |
| Nashville (4)         | Kenny Butcher     | MC/C/D           | Paul Hyde        | C/M/P            |
|                       | Jesse Freeman     | J                | Carl Myers       | TSC              |
|                       | Tim Stutler       | TSC              | Thom Nash        | CPCH/HF          |
|                       | Joy Warren        | S/E              | Kathy Story      | MC/C/D           |
| North Central (2)     | Jeff Biggs        | J                | Terry Gordon     | J                |
|                       | Toby Davis        | MC/C/D           | Roy Shanks       | HE               |
| Red River (3)         | David Carpenter   | TSC              | Joy Grant        | HE               |
|                       | David Kurtz       | C/M/P            | Robert Rowe      | MC/C/D           |
|                       | Norlan Scudder    | J                | Vince Wilson     | CPCH/HF          |
| Robert Donnell (2)    | Richard Hughes    | HE               | Patricia Hester  | CPCH/HF          |
| Tenn./Georgia (3)     | Jimmy Byrd        | TSC              | James Condra     | CPCH/HF          |
|                       | Cliff Hudson      | J                | Martha Layne     | S/E              |
|                       | Forest Prosser    | C/M/P            |                  |                  |
| Trinity (2)           | Robert Rush       | HE               | John Dougherty   | TSC              |
|                       | Kevin Colvard     | C/M/P            | Tony Martin      | HE               |
| West Tennessee (7)    | Elinor Brown      | HE               |                  |                  |
|                       | Missy Rose        | TSC              | Susan Fitzgerald | S/E              |
|                       | Wayne Tompkins    | MC/C/D           | Pat Meeks        | C/M/P            |
|                       | William Warren    | CPCH/HF          | Donald Moore     | TSC              |
|                       | Johnny Watson     | S/E              | Marshall Moss    | HE               |
|                       | Carey Womack      | C/M/P            | Bill Parmenter   | CPCH/HF          |

**YOUTH ADVISORY DELEGATES**  
**to the**  
**ONE HUNDRED EIGHTY THIRD GENERAL ASSEMBLY**

(Each Presbytery is eligible to send two Youth Advisory Delegates)

| <b>PRESBYTERY</b>      | <b>DELEGATE</b>         | <b>COMMITTEE</b> |
|------------------------|-------------------------|------------------|
| Arkansas.....          | Mandy Jones .....       | S/E              |
| .....                  | Mindy Jones.....        | J                |
| Choctaw .....          | A'an Parra.....         | S/E              |
| Columbia.....          | Cora Beard.....         | HE               |
| .....                  | Clay Holt.....          | C/M/P            |
| Covenant.....          | Jacey Gill.....         | HE               |
| .....                  | Kelsey Hayes.....       | CPCH/HF          |
| Cumberland.....        | Sarah Wilborn.....      | TSC              |
| del Cristo.....        | (no youth)              |                  |
| East Tennessee.....    | Holden Miller.....      | HE               |
| .....                  | Rachel West.....        | TSC              |
| Grace .....            | Avery Acton.....        | CPCH/HF          |
| .....                  | Sarah Fowler.....       | J                |
| Hope .....             | Mary Anna Hood.....     | MC/C/D           |
| .....                  | Katie Peyton.....       | CPCH/HF          |
| Japan .....            | (no youth)              |                  |
| Missouri.....          | Cole Coffman.....       | TSC              |
| Murfreesboro.....      | Grant Gipson.....       | C/M/P            |
| .....                  | Emily Mahoney.....      | HE               |
| Nashville.....         | Julie Mason.....        | J                |
| .....                  | Claire Temple.....      | MC/C/D           |
| North Central.....     | Landon Logan.....       | CPCH/HF          |
| .....                  | Peyton Dunne.....       | TSC              |
| Red River.....         | William Davis.....      | MC/C/D           |
| .....                  | Jacob Moore.....        | J                |
| Robert Donnell.....    | Margaret Blackmon.....  | C/M/P            |
| .....                  | Trinity Ridley.....     | MC/C/D           |
| Tennessee Georgia..... | (no youth)              |                  |
| Trinity .....          | Diego Arias.....        | S/E              |
| .....                  | Samantha Herman.....    | CPCH/HF          |
| West Tennessee.....    | Elizabeth Forester..... | C/M/P            |
| .....                  | Matthew Hudson.....     | S/E              |

**COMMITTEES ABBREVIATIONS AND MEETING ROOMS**

**Embassy Suites Hotel & Convention Center**

| <b>ABBREV.</b> | <b>COMMITTEE</b>                             | <b>MEETING ROOMS</b> |
|----------------|--|----------------------|
| C/M/P          | Chaplains/Missions/Pastoral Development      | Mirabella J          |
| CPCH/HF        | Children's Home/Historial Foundation         | Broadlands A         |
| HE             | Higher Education                             | Mirabella H          |
| J              | Judiciary                                    | Cambridge A          |
| MC/C/D         | Ministry Council/Communications/Discipleship | Mirabella I          |
| S/E            | Stewardship/Elected Officers                 | Cambridge B          |
| TSC            | Theology/Social Concerns                     | Mirabella G          |

## COMMITTEE ASSIGNMENTS

- 1. CHAPLAINS/MISSIONS/PASTORAL DEVELOPMENT**  
**Chair:** Rev. Shelia O'Mara                      **Co-Chair:** Elder Pat Meeks  
**Ministers:** Kevin Colvard, David Kurtz, Keitaro Ohi, Forest Prosser, Wilfrido Quinonez,  
Rocky Whray, **Carey Womack**  
**Elders:** Toru Abe, Elaine Burton, Pete Carter, Rick Clem, Paul Hyde, Norris Ray  
**Youth Advisory Delegates:** Margaret Blackmon, Elizabeth Forester, Grant Gipson, Clay Holt
  
- 2. CHILDREN'S HOME/HISTORICAL FOUNDATION**  
**Chair:** Rev. Jimmy Peyton                      **Co-Chair:** Rev. William Warren  
**Ministers:** Patrick Kelly, James Lawson, Tim McGuire, Lisa Scott, Garland Skidmore  
**Elders:** James Condra, Carole Edwards, Dean Enos, Patricia Hester, Thom Nash, Bill Parmenter,  
Vince Wilson  
**Youth Advisory Delegates:** Avery Acton, Kelsey Hayes, Samantha Herman, Landon Logan,  
Katie Peyton
  
- 3. HIGHER EDUCATION**  
**Chair:** Rev. Nancy McSpadden                      **Co-Chair:** Rev. James McGuire  
**Ministers:** Elinor Brown, Jeff Clark, Richard Hughes, **Jin Soo Park**, Robert Rush, Mike Wilkinson  
**Elders:** Marcia Blair, Joy Grant, Tony Martin, Marshall Moss, Roy Shanks, Roger Thornburg  
**Youth Advisory Delegates:** Cora Beard, Jacey Gill, Emily Mahoney, Holden Miller
  
- 4. JUDICIARY**  
**Chair:** Rev. Norlan Scrudder                      **Co-Chair:** Elder Sharon Resch  
**Ministers:** Jeff Biggs, Cliff Hudson, Jesse Freeman, Melissa Knight, Ken Phillips  
**Elders:** Charles Atkinson, Greg Elliott, Terry Gordon, George Ladd, Diann Phelps, Jerry Weathersby  
**Youth Advisory Delegates:** Sarah Fowler, Mindy Jones, Julie Mason, Jacob Moore
  
- 5. MINISTRY COUNCIL/COMMUNICATIONS/DISCIPLESHIP**  
**Chair:** Rev. Kenny Butcher                      **Co-Chair:** Rev. Denny Shepherd  
**Ministers:** Toby Davis, Randy Jacob, Terry Peery, Charles Reed, Wayne Tompkins, Diana Valdez  
**Elders:** Stacy Bolton, Robert Rowe, Bill Shreves, Kathy Story, Jerrell White  
**Youth Advisory Delegates:** William Davis, Mary Anna Hood, Trinity Ridley, Claire Temple
  
- 6. STEWARDSHIP/ELECTED OFFICERS**  
**Chair:** Rev. J. Don Clark                      **Co-Chair:** Rev. Joy Warren  
**Ministers:** Carlton Hatcher, John Hyden, Lanny Johnson, David LaNeave, Johnny Watson  
**Elders:** Maria Cook, Susan Fitzgerald, Jerry George, Raymond Gilliam, John Koelz, Martha Layne,  
Ercel Rushing  
**Youth Advisory Delegates:** Diego Arias, Matthew Hudson, Mandy Jones, A'an Parra
  
- 7. THEOLOGY/SOCIAL CONCERNS**  
**Chair:** Rev. Missy Rose                      **Co-Chair:** Rev. David Carpenter  
**Ministers:** Jimmy Byrd, Rodney Harris, Jason Heidel, Jamie Lively, Tim Stutler  
**Elders:** John Dougherty, Doris Hunter, Nancy Molinar, Donald Moore, Michael Moore, **Pete Moss**,  
Carl Myers  
**Youth Advisory Delegates:** Cole Coffman, Peyton Dunne, Rachel West, Sarah Wilborn
  
- 8. CREDENTIALS:**  
**Chair:** Reverend Melissa Knight  
**Members:** Reverend David LeNeave, Elder Patricia Hester  
**Youth Advisory Delegate:** Elizabeth Forester



## ASSEMBLY MEETINGS AND OFFICERS

Historical Review of the Stated Meetings and Officers of:

THE CUMBERLAND PRESBYTERY, 1810-1813

| Date             | Place                                  | Moderator        | Clerk            | Members |
|------------------|--|------------------|------------------|---------|
| 1810, February   | Sam McAdow's House<br>Dickson Co., TN  | Samuel McAdow    | Young Ewing      | 3       |
| 1810, March 20   | Ridge Meeting-House,<br>Sumner Co., TN | Samuel McAdow    | Young Ewing      | 14      |
| 1810, October 23 | Lebanon Meeting-House                  | Finis Ewing      | Young Ewing      | 16      |
| 1811, March 19   | Big Spring, Wilson Co., TN             | Robert Bell      | Young Ewing      | 19      |
| 1811, October 9  | Ridge Meeting-House                    | Thomas Calhoun   | David Foster     | 23      |
| 1812, April 7    | Suggs Creek Meeting-House              | Hugh Kirkpatrick | James B. Porter  | 28      |
| 1812, November 3 | Lebanon, KY                            | Finis Ewing      | Hugh Kirkpatrick | 22      |
| 1813, April 6    | Beech Meeting-House<br>Sumner Co. TN   | Robert Bell      | James B. Porter  | 34      |

THE CUMBERLAND SYNOD, 1813-1828

|                           |                        |                      |                  |    |
|---------------------------|------------------------|----------------------|------------------|----|
| 1813, October 5           | Beech Meeting-House    | William McGee        | Finis Ewing      | 13 |
| 1814, April 5             | Suggs Creek            | David Foster         | James B. Porter  | 27 |
| 1815, October 17          | Beech Meeting-House    | William Barnett      | David Foster     | 15 |
| 1816, October 15          | Free Meeting-House, TN | Thomas Calhoun       | David Foster     | 22 |
| 1817, October 21          | Mt. Moriah, KY         | Robert Donnell       | Hugh Kirkpatrick | 27 |
| 1818, October 20          | Big Spring, TN         | Finis Ewing          | Robert Bell      | 27 |
| 1819, October 19          | Suggs Creek, TN        | Samuel King          | William Barnett  | 24 |
| 1820, October 17          | Russellville, KY       | Thomas Calhoun       | William Moore    | 30 |
| 1821, Third Tues. in Oct. | Russellville, KY       | Minutes not recorded |                  |    |
| 1822, October 15          | Beech Meeting-House    | James B. Porter      | David Foster     | 47 |
| 1823, October 21          | Russellville, KY       | John Barnett         | Aaron Alexander  | 48 |
| 1824, October 19          | Cane Creek, TN         | Samuel King          | William Moore    | 68 |
| 1825, October 18          | Princeton, KY          | William Barnett      | Hiram McDaniel   | 76 |
| 1826, Third Tues. in Oct. | Russellville, KY       | Minutes not recorded |                  |    |
| 1827, November 20         | Russellville, KY       | James S. Guthrie     | Laban Jones      | 63 |
| 1828, October 21          | Franklin, TN           | Hiram A. Hunter      | Richard Beard    | 94 |

THE GENERAL ASSEMBLY, 1829-

|              |                  |                 |                 |     |
|--------------|------------------|-----------------|-----------------|-----|
| 1829, May 19 | Princeton, KY    | Thomas Calhoun  | F. R. Cossitt   | 26  |
| 1830, May 18 | Princeton, KY    | James B. Porter | F. R. Cossitt   | 36  |
| 1831, May 17 | Princeton, KY    | Alex Chapman    | F. R. Cossitt   | 34  |
| 1832, May 15 | Nashville, TN    | F. R. Cossitt   | F. R. Cossitt   | 36  |
| 1833, May 21 | Nashville, TN    | Samuel King     | F. R. Cossitt   | 35  |
| 1834, May 20 | Nashville, TN    | Thomas Calhoun  | James Smith     | 48  |
| 1835, May 19 | Princeton, KY    | Sam King        | James Smith     | 42  |
| 1836, May 17 | Nashville, TN    | Reuben Burrow   | James Smith     | 43  |
| 1837, May 16 | Lebanon, TN      | Robert Donnell  | James Smith     | 49  |
| 1838, May 15 | Princeton, KY    | Hiram A. Hunter | James Smith     | 47  |
| 1840, May 19 | Elkton, KY       | Reuben Burrow   | James Smith     | 55  |
| 1841, May 18 | Owensboro, KY    | William Ralston | C. G. McPherson | 56  |
| 1842, May 17 | Owensboro, KY    | Milton Bird     | C. G. McPherson | 57  |
| 1843, May 16 | Owensboro, KY    | A. M. Bryan     | C. G. McPherson | 68  |
| 1845, May 20 | Lebanon, TN      | Richard Beard   | C. G. McPherson | 95  |
| 1846, May 19 | Owensboro, KY    | M. H. Bone      | C. G. McPherson | 86  |
| 1847, May 18 | Lebanon, Ohio    | Hiram A. Hunter | C. G. McPherson | 71  |
| 1848, May 16 | Memphis, TN      | Milton Bird     | C. G. McPherson | 100 |
| 1849, May 16 | Princeton, KY    | John L. Smith   | C. G. McPherson | 75  |
| 1850, May 21 | Clarksville, TN  | Reuben Burrow   | Milton Bird     | 102 |
| 1851, May 20 | Pittsburgh, PA   | Milton Bird     | Milton Bird     | 71  |
| 1852, May 18 | Nashville, TN    | David Lowry     | Milton Bird     | 107 |
| 1853, May 17 | Princeton, KY    | H. S. Porter    | Milton Bird     | 108 |
| 1854, May 16 | Memphis, TN      | Isaac Shook     | Milton Bird     | 112 |
| 1855, May 15 | Lebanon, TN      | M. H. Bone      | Milton Bird     | 101 |
| 1856, May 15 | Louisville, KY   | Milton Bird     | Milton Bird     | 99  |
| 1857, May 21 | Lexington, MO    | Carson P. Reed  | Milton Bird     | 106 |
| 1858, May 20 | Huntsville, AL   | Felix Johnson   | Milton Bird     | 124 |
| 1859, May 19 | Evansville, IN   | T. B. Wilson    | Milton Bird     | 131 |
| 1860, May 17 | Nashville, TN    | S. G. Burney    | Milton Bird     | 168 |
| 1861, May 16 | St. Louis, MO    | A. E. Cooper    | Milton Bird     | 51  |
| 1862, May 15 | Owensboro, KY    | P. G. Rea       | Milton Bird     | 58  |
| 1863, May 21 | Alton, IL        | Milton Bird     | Milton Bird     | 73  |
| 1864, May 19 | Lebanon, OH      | Jesse Anderson  | Milton Bird     | 65  |
| 1865, May 18 | Evansville, IN   | Hiram Douglas   | Milton Bird     | 78  |
| 1866, May 17 | Owensboro, KY    | Richard Beard   | Milton Bird     | 155 |
| 1867, May 16 | Memphis, TN      | J. B. Mitchell  | Milton Bird     | 176 |
| 1868, May 21 | Lincoln, IL      | G. W. Mitchell  | Milton Bird     | 184 |
| 1869, May 20 | Murfreesboro, TN | S. T. Anderson  | Milton Bird     | 173 |
| 1870, May 19 | Warrensburg, MO  | J. C. Provine   | Milton Bird     | 167 |

| Date          | Place             | Moderator              | Clerk            | Members |
|---------------|-------------------|------------------------|------------------|---------|
| 1871, May 18  | Nashville, TN     | J. B. Logan            | Milton Bird      | 173     |
| 1872, May 16  | Evansville, IN    | C. H. Bell             | Milton Bird      | 182     |
| 1873, May 15  | Huntsville, AL    | J. W. Poindexter       | John Frizzell    | 165     |
| 1874, May 21  | Springfield, MO   | T. C. Blake            | John Frizzell    | 185     |
| 1875, May 20  | Jefferson, TX     | W. S. Campbell         | John Frizzell    | 169     |
| 1876, May 18  | Bowling Green, KY | J. M. Gill             | John Frizzell    | 184     |
| 1877, May 17  | Lincoln, IL       | A. B. Miller           | John Frizzell    | 171     |
| 1878, May 16  | Lebanon, TN       | D. E. Bushnell         | John Frizzell    | 205     |
| 1879, May 15  | Memphis, TN       | J. S. Grider           | John Frizzell    | 143     |
| 1880, May 20  | Evansville, IN    | A. Templeton           | John Frizzell    | 194     |
| 1881, May 19  | Austin, TX        | W. J. Darby            | John Frizzell    | 187     |
| 1882, May 18  | Huntsville, AL    | S. H. Buchanan         | John Frizzell    | 188     |
| 1883, May 17  | Nashville, TN     | A. J. McGlumphey       | T. C. Blake      | 204     |
| 1884, May 15  | McKeesport, PA    | John Frizzell          | T. C. Blake      | 148     |
| 1885, May 21  | Bentonville, AR   | G. T. Stainback        | T. C. Blake      | 185     |
| 1886, May 20  | Sedalia, MO       | E. B. Crisman          | T. C. Blake      | 193     |
| 1887, May 19  | Covington, OH     | Nathan Green           | T. C. Blake      | 187     |
| 1888, May 17  | Waco, TX          | W. H. Black            | T. C. Blake      | 217     |
| 1889, May 16  | Kansas City, MO   | J. M. Hubbert          | T. C. Blake      | 217     |
| 1890, May 15  | Union City, TN    | E. G. McLean           | T. C. Blake      | 220     |
| 1891, May 21  | Owensboro, KY     | E. F. Beard            | T. C. Blake      | 213     |
| 1892, May 19  | Memphis, TN       | W. T. Danley           | T. C. Blake      | 229     |
| 1893, May 18  | Little Rock, AR   | W. S. Ferguson         | T. C. Blake      | 226     |
| 1894, May 17  | Eugene, OR        | F. R. Earle            | T. C. Blake      | 167     |
| 1895, May 16  | Meridian, MS      | M. B. DeWitt           | T. C. Blake      | 208     |
| 1896, May 21  | Birmingham, AL    | A. W. Hawkins          | J. M. Hubbert    | 200     |
| 1897, May 20  | Chicago, IL       | H. S. Williams         | J. M. Hubbert    | 224     |
| 1898, May 19  | Marshall, MO      | H. H. Norman           | J. M. Hubbert    | 221     |
| 1899, May 18  | Denver, CO        | J. M. Halsell          | J. M. Hubbert    | 181     |
| 1900, May 17  | Chattanooga, TN   | H. C. Bird             | J. M. Hubbert    | 230     |
| 1901, May 16  | West Point, MS    | E. E. Morris           | J. M. Hubbert    | 226     |
| 1902, May 15  | Springfield, MO   | S. M. Templeton        | J. M. Hubbert    | 255     |
| 1903, May 21  | Nashville, TN     | R. M. Tinnon           | J. M. Hubbert    | 247     |
| 1904, May 19  | Dallas, TX        | W. E. Settle           | J. M. Hubbert    | 251     |
| 1905, May 18  | Fresno, CA        | J. B. Hail             | J. M. Hubbert    | 249     |
| 1906, May 17  | Decatur, IL       | Ira Landrith           | J. M. Hubbert    | 279     |
| 1906, May 24  | Decatur, IL       | J. L. Hudgins          | T. H. Padgett    | 106     |
| 1907, May 17  | Dickson, TN       | A. N. Eshman           | J. L. Goodknight | 140     |
| 1908, May 21  | Corsicana, TX     | F. H. Prendergast      | J. L. Goodknight | 136     |
| 1909, May 20  | Bentonville, AR   | J. T. Barbee           | J. L. Goodknight | 142     |
| 1910, May 19  | Dickson, TN       | J. H. Fussell          | J. L. Goodknight | 144     |
| 1911, May 18  | Evansville, IN    | J. W. Duvall           | J. L. Goodknight | 109     |
| 1912, May 16  | Warrensburg, MO   | J. D. Lewis            | J. L. Goodknight | 119     |
| 1913, May 15  | Bowling Green, KY | J. H. Milholland       | J. L. Goodknight | 112     |
| 1914, May 21  | Wagoner, OK       | F. A. Brown            | J. L. Goodknight | 105     |
| 1915, May 20  | Memphis, TN       | William Clark          | D. W. Fooks      | 116     |
| 1916, May 18  | Birmingham, AL    | J. L. Price            | D. W. Fooks      | 125     |
| 1917, May 17  | Lincoln, IL       | F. A. Seagle           | D. W. Fooks      | 102     |
| 1918, May 16  | Dallas, TX        | C. H. Walton           | D. W. Fooks      | 117     |
| 1919, May 15  | Fayetteville, AR  | J. H. Zwingle          | D. W. Fooks      | 101     |
| 1920, May 15  | McKenzie, TN      | J. E. Cortner          | D. W. Fooks      | 123     |
| 1921, May 19  | Greenfield, MO    | Judge John B. Tally    | D. W. Fooks      | 108     |
| 1922, May 18  | Greeneville, TN   | Hugh S. McCord         | D. W. Fooks      | 102     |
| 1923, May 17  | Fairfield, IL     | P. F. Johnson, D. D.   | D. W. Fooks      | 105     |
| 1924, May 15  | Austin, TX        | D. M. McAnulty         | D. W. Fooks      | 93      |
| 1925, May 21  | Nashville, TN     | W. E. Morrow           | D. W. Fooks      | 114     |
| 1926, May 20  | Columbus, MS      | I. K. Floyd            | D. W. Fooks      | 111     |
| 1927, May 19  | Lakeland, FL      | T. A. DeVore           | D. W. Fooks      | 97      |
| 1928, May 21  | Jackson, TN       | J. L. Hudgins          | D. W. Fooks      | 97      |
| 1929, May 16  | Princeton, KY     | H. C. Walton           | D. W. Fooks      | 98      |
| 1930, May 15  | Olney, TX         | O. A. Barbee           | D. W. Fooks      | 92      |
| 1931, May 21  | Evansville, IN    | J. L. Elliot           | D. W. Fooks      | 98      |
| 1932, May 19  | Chattanooga, TN   | G. G. Halliburton      | D. W. Fooks      | 104     |
| 1933, June 14 | Memphis, TN       | W. B. Cunningham       | D. W. Fooks      | 94      |
| 1934, June 14 | Springfield, MO   | A. C. DeForest         | D. W. Fooks      | 103     |
| 1935, June 13 | McKenzie, TN      | C. A. Davis            | D. W. Fooks      | 104     |
| 1936, June 18 | San Antonio, TX   | E. K. Reagin           | D. W. Fooks      | 100     |
| 1937, June 16 | Knoxville, TN     | George E. Coleman      | D. W. Fooks      | 109     |
| 1938, June 16 | Russellville, AR  | D. D. Dowell           | D. W. Fooks      | 117     |
| 1939, June 15 | Marshall, MO      | E. R. Ramer            | D. W. Fooks      | 126     |
| 1940, June 13 | Cookeville, TN    | Keith T. Postlethwaite | D. W. Fooks      | 116     |
| 1941, June 19 | Denton, TX        | L. L. Thomas           | D. W. Fooks      | 120     |
| 1942, June 18 | McKenzie, TN      | George W. Burroughs    | D. W. Fooks      | 108     |
| 1943, June 17 | Paducah, KY       | A. A. Collins          | D. W. Fooks      | 94      |
| 1944, June 15 | Bowling Green, KY | I. M. Vaughn           | D. W. Fooks      | 94      |
| 1945, May 31  | Lewisburg, TN     | S. T. Byars            | Wayne Wiman      | 103     |
| 1946, June 13 | Birmingham, AL    | C. R. Matlock          | Wayne Wiman      | 105     |
| 1947, June 12 | Knoxville, TN     | Morris Pepper          | Wayne Wiman      | 108     |

| Date             | Place             | Moderator                | Clerk            |     |
|------------------|-------------------|--------------------------|------------------|-----|
| 1948, June 17    | Nashville, TN     | Paul F. Brown            | Wayne Wiman      | 105 |
| 1949, June 16    | Muskogee, OK      | Blake Warren             | Wayne Wiman      | 109 |
| 1950, June 15    | Los Angeles, CA   | L. P. Turnbow            | Wayne Wiman      | 98  |
| 1951, June 14    | Longview, TX      | John E. Gardner          | Wayne Wiman      | 105 |
| 1952, June 12    | Memphis, TN       | Emery A. Newman          | Wayne Wiman      | 120 |
| 1953, June 18    | Gadsden, AL       | Charles L. Lehning, Jr.  | Wayne Wiman      | 107 |
| 1954, June 17    | Dyersburg, TN     | John S. Smith            | Wayne Wiman      | 124 |
| 1955, June 16    | Lubbock, TX       | Ernest C. Cross          | Shaw Scates      | 118 |
| 1956, June 21    | Cookeville, TN    | Hubert Morrow            | Shaw Scates      | 118 |
| 1957, June 21    | Evansville, IN    | William T. Ingram, Jr.   | Shaw Scates      | 119 |
| 1958, June 18    | Birmingham, AL    | Wayne Wiman              | Shaw Scates      | 116 |
| 1959, June 17    | Springfield, MO   | Virgil T. Weeks          | Shaw Scates      | 120 |
| 1960, June 15    | Nashville, TN     | Arleigh G. Matlock       | Shaw Scates      | 130 |
| 1961, June 21    | Florence, AL      | Ollie W. McClung         | Shaw Scates      | 126 |
| 1962, June 20    | Little Rock, AR   | Eugene L. Warren         | Shaw Scates      | 126 |
| 1963, June 19    | Austin, TX        | Franklin Chesnut         | Shaw Scates      | 117 |
| 1964, June 17    | Chattanooga, TN   | Vaughn Fults             | Shaw Scates      | 123 |
| 1965, June 16    | San Francisco, CA | Thomas Forester          | Shaw Scates      | 114 |
| 1966, June 15    | Memphis, TN       | John W. Sparks           | Shaw Scates      | 124 |
| 1967, June 21    | Paducah, KY       | Raymon Burroughs         | Shaw Scates      | 123 |
| 1968, June 19    | Oklahoma City, OK | Loyce S. Estes           | Shaw Scates      | 115 |
| 1969, June 18    | San Antonio, TX   | J. David Hester          | Shaw Scates      | 116 |
| 1970, June 17    | Knoxville, TN     | L. C. Waddle             | Shaw Scates      | 116 |
| 1971, June 16    | Jackson, TN       | E. Thach Shauf           | Shaw Scates      | 116 |
| 1972, June 19    | Kansas City, MO   | Claude D. Gilbert        | Shaw Scates      | 110 |
| 1973, June 18    | Ft. Worth, TX     | Thomas H. Campbell       | Shaw Scates      | 101 |
| 1974, June 17    | Bowling Green, KY | David A. Brown           | Shaw Scates      | 116 |
| 1975, June 16    | McKenzie, TN      | Roy E. Blakeburn         | Shaw Scates      | 120 |
| 1976, June 21    | Tulsa, OK         | Hubert W. Covington      | T. V. Warnick    | 115 |
| 1977, June 30    | Tampa, FL         | Fred W. Bryson           | T. V. Warnick    | 122 |
| 1978, June 19    | McKenzie, TN      | Jose Fajardo             | T. V. Warnick    | 120 |
| 1979, June 18    | Albuquerque, NM   | James C. Gilbert         | T. V. Warnick    | 126 |
| 1980, June 16    | Evansville, IN    | Robert L. Hull           | T. V. Warnick    | 126 |
| 1981, June 15    | Denton, TX        | W. Jean Richardson       | T. V. Warnick    | 126 |
| 1982, June 21    | Owensboro, KY     | W. A. Rawlins            | T. V. Warnick    | 124 |
| 1983, June 20    | Birmingham, AL    | Robert G. Forester       | T. V. Warnick    | 127 |
| 1984, June 11    | Chattanooga, TN   | C. Ray Dobbins           | T. V. Warnick    | 125 |
| 1985, June 17    | Lexington, KY     | Virgil H. Todd           | Roy E. Blakeburn | 125 |
| 1986, June 23    | Odessa, TX        | James W. Knight          | Roy E. Blakeburn | 125 |
| 1987, June 15    | Louisville, KY    | Wilbur S. Wood           | Roy E. Blakeburn | 125 |
| 1988, June 6     | Tulsa, OK         | Beverly St. John         | Robert Prosser   | 119 |
| 1989, June 12    | Knoxville, TN     | William Rustenhaven, Jr. | Robert Prosser   | 96  |
| 1990, June 25    | Ft. Worth, TX     | Thomas D. Campbell       | Robert Prosser   | 88  |
| 1991, June 24    | Paducah, KY       | Floyd T. Hensley, Jr.    | Robert Prosser   | 106 |
| 1992, June 22    | Jackson, TN       | John David Hall          | Robert Prosser   | 102 |
| 1993, June 21    | Little Rock, AR   | Robert M. Shelton        | Robert Prosser   | 100 |
| 1994, June 20    | Albuquerque, NM   | Donald C. Alexander      | Robert Prosser   | 100 |
| 1995, June 19    | Nashville, TN     | Clinton O. Buck          | Robert Prosser   | 102 |
| 1996, June 17    | Huntsville, AL    | Merlyn A. Alexander      | Robert Prosser   | 95  |
| 1997, April 11   | Nashville, TN     | Merlyn A. Alexander      | Robert Prosser   | 80  |
| 1997, June 16    | Louisville, KY    | W. Lewis Wynn            | Robert Prosser   | 95  |
| 1998, June 15    | Chattanooga, TN   | Masaharu Asayama         | Robert Prosser   | 97  |
| 1999, June 21    | Memphis, TN       | Gwendolyn Roddye         | Marjorie Shannon | 96  |
| 2000, June 19    | Bowling Green, KY | Bob G. Roberts           | Robert D. Rush   | 96  |
| 2001, June 18    | Odessa, TX        | Randolph Jacob           | Robert D. Rush   | 88  |
| 2002, June 17    | Paducah, KY       | Bert L. Owen             | Robert D. Rush   | 95  |
| 2003, June 23    | Knoxville, TN     | Charles McCaskey         | Robert D. Rush   | 96  |
| 2004, June 21    | Irving, TX        | Edward G. Sims           | Robert D. Rush   | 87  |
| 2005, June 27    | Franklin, TN      | Linda H. Glenn           | Robert D. Rush   | 91  |
| 2006, June 18    | Birmingham, AL    | Donald Hubbard           | Robert D. Rush   | 87  |
| 2007, June 18    | Hot Springs, AR   | Frank Ward               | Robert D. Rush   | 84  |
| 2007, December 7 | Nashville, TN     | Frank Ward               | Robert D. Rush   | 62  |
| 2008, June 7     | Japan             | Jonathan Clark           | Robert D. Rush   | 82  |
| 2009, June 15    | Memphis, TN       | Sam Suddarth             | Robert D. Rush   | 86  |
| 2010, June 13    | Dickson, TN       | Boyce Wallace            | Robert D. Rush   | 88  |
| 2011, June 20    | Springfield, MO   | Don M. Tabor             | Michael Sharpe   | 82  |
| 2012, June 18    | Florence, AL      | Robert D. Rush           | Michael Sharpe   | 90  |

## BYLAWS

Bylaws of the Cumberland Presbyterian Church General Assembly Corporation  
A Non-profit Religious Corporation Organized and Existing  
Under the Laws of the State of Tennessee

### ARTICLE 1-RELIGIOUS CORPORATION

**1.01 Purpose.** The Cumberland Presbyterian Church is a spiritual body comprised of a portion of the universal body of believers confessing Jesus Christ as Lord and Savior. As an ecclesiastical body, the Cumberland Presbyterian Church is a connectional Church which includes all of the judicatories of the Church. The highest judicatory of this ecclesiastical body is the General Assembly of the Cumberland Presbyterian Church (referred to in these Bylaws as “the Church”). This corporation has been formed to serve and support the Church by holding real and personal property of the Church, employing staff to serve the Church, and performing other secular and legal functions.

**1.02 Ecclesiastical Authority Not Limited by Corporate Powers.** The enumeration in state statutes or these Bylaws of specific powers which may be exercised by the Commissioners, Board of Directors, or the officers of the corporation when acting in their corporate capacity shall not limit their authority when acting in their ecclesiastical capacity for the Church.

**1.03 Church Authorities.** The doctrine of the Cumberland Presbyterian Church, expressed in the Confession of Faith, Constitution, Rules of Discipline, and Rules of Order of the Cumberland Presbyterian Church, shall have precedence over any inconsistent provision of these Bylaws.

### ARTICLE 2-TERMINOLOGY

**2.01 Delegates.** The corporation’s delegates shall be called “Commissioners.”

**2.02 General Assembly.** A meeting of the Commissioners shall be called a “General Assembly.”

**2.03 President.** The corporation’s president shall be called the “Stated Clerk.”

**2.04 Ecumenical Representative.** A person who is not a member of a Cumberland Presbyterian Church or presbytery but who supports the mission of a denominational entity and is elected to a term of service on that entity shall be called an “Ecumenical Representative.”

### ARTICLE 3-OFFICES

**3.01 Location.** The principal office of the corporation in the State of Tennessee shall be located in Shelby County, Tennessee. The corporation may have such other offices, either within or outside the State of Tennessee, as the General Assembly or the Board of Directors may direct from time to time.

### ARTICLE 4-COMMISSIONERS

**4.01 Commissioners.** The Commissioners shall have the powers and authority described in the corporation’s charter and these Bylaws. Included among them are the power to:

- a. Elect the elected members of the Board of Directors.
- b. Approve any amendment to the corporation’s charter except an amendment to delete the names of the original directors; to change the name of the registered agent, or to change the address of the registered office;
- c. Elect and remove the Moderator, Stated Clerk, and the Engrossing Clerk
- d. Fill vacancies on the corporation’s various boards, agencies and committees, and on the boards of any subsidiaries;
- e. Approve the merger or dissolution of the corporation, or the sale of substantially all of the corporation’s assets; and
- f. Transact such other business of the corporation as may properly come before any meeting of the Commissioners.

**4.02 Selection of Commissioners: Number and Qualifications.** Commissioners shall be selected by the presbyteries. A presbytery shall be entitled to send one minister and one elder for each 1,250, or fraction thereof, active members (including ordained clergy) in the presbytery. Each elder selected as a

Commissioner must be serving as a member of a session at the time of the General Assembly at which he or she will serve. A Commissioner shall continue to serve until no longer qualified or until his or her successor is selected and qualified. The clerk of each presbytery shall certify the presbytery's duly elected commissioners, youth advisory delegates, and alternates to the Stated Clerk in a manner provided by the Stated Clerk.

**4.03 Youth Advisory Delegates.** Each presbytery may select not more than two youth advisory delegates who should be from 15 through 19 years of age. Advisory delegates may serve as members with full rights on General Assembly committees, but shall not vote as Commissioners.

**4.04 Annual Meeting and Notice.** The Commissioners shall meet annually at a date and time established by the General Assembly. The meeting shall be continued from day to day until adjournment. Written notice of the meeting shall be mailed to the stated clerks of all presbyteries and published in the Cumberland Presbyterian at least sixty (60) days prior to the proposed meeting.

**4.05 Special Meetings and Notice.** The Moderator, or in case of the Moderator's absence, death, or inability to act, the Stated Clerk, may with the written concurrence or at the written request of twenty Commissioners, ten of whom shall be ministers and ten elders, representing at least five presbyteries, call a special meeting of the Commissioners. If warranted by a change of circumstances, a called special meeting may be cancelled by the Moderator, or in case of the Moderator's absence, death, or inability to act, the Stated Clerk, with the written concurrence of at least ten of the Commissioners who requested or concurred in the call of the special meeting. Written notice of any special meeting shall be mailed to the stated clerks of all presbyteries, to all Commissioners, and to their alternates at least sixty (60) days prior to the meeting. The notice shall specify the particular business of the special meeting, and no other business shall be transacted.

**4.06 Place of Meeting.** The General Assembly may designate any place within or outside the state of Tennessee as the place for an annual meeting. If the Commissioners fail to designate a place for an annual meeting, or if an emergency requires the place to be changed, the Board of Directors may designate a place for the annual meeting. The Moderator or the Stated Clerk, as the case may be, when calling a special meeting shall designate the time and place of the meeting in the notice of the meeting.

**4.07 Quorum.** Any twenty or more Commissioners, of whom at least ten are ministers and ten elders, entitled to vote shall constitute a quorum at any General Assembly. When a quorum is once present to organize a meeting, business may continue to be conducted and votes taken despite the subsequent withdrawal of any Commissioner. A meeting may be adjourned despite the absence of a quorum.

**4.08 Voting.** Every Commissioner shall be entitled to one vote, which must be cast by the Commissioner in person; no proxies are permitted. All corporate actions shall be taken by majority vote except as otherwise provided by the corporation's parliamentary authority. Voting for members of the Board of Directors shall be non-cumulative.

## ARTICLE 5-BOARD OF DIRECTORS

**5.01 Authority.** The Board of Directors shall manage the business and affairs of the corporation except for any power or authority which is reserved to the Commissioners or delegated to any other agency of the corporation. The Board of Directors is authorized to amend the corporation's charter only to delete the names of the original directors; to change the name of the registered agent; or to change the address of the registered office.

**5.02 Composition of the Board of Directors.** The Board of Directors shall consist of seven (7) members, who shall be the directors of the corporation. Six (6) members shall be elected by the Commissioners and the Stated Clerk shall serve by virtue of office. All members, whether elected or ex officio, shall have all of the privileges of office.

**5.03 Qualification for Election.** Each person elected to the Board of Directors shall be a natural person who is a person in good standing of a presbytery or local Cumberland Presbyterian Church. No two directors shall be from the same presbytery, provided, however, that a director who moves from one presbytery to another may continue to serve until the expiration of his or her term of office.

**5.04 Election and Tenure.** The elected members of the Board of Directors shall serve terms of three (3) years each. The terms shall be staggered so that two (2) directors shall be elected each year. Each person elected shall serve until his or her successor has been elected and qualified.

**5.05 Action of Board in Emergency or By Default.** If, for any reason, the General Assembly fails to fill a vacancy on the Board of Directors at the next General Assembly, then the Board of Directors may fill the vacancy by majority vote of the members then in office.

**5.06 Meetings.** The Board of Directors shall meet annually or more often at such time and place

as it may set. Special meetings may be called by or at the request of the Stated Clerk or any three directors at any place, either within or outside the state of Tennessee.

**5.07 Notice.** Notice of any meeting shall be given at least five (5) days before the date of the meeting, except that notice by mail shall be given at least ten (10) days before the date of the meeting. Notice may be communicated in person; by telephone, fax, or electronic mail; or by first class mail or courier. Except as specifically provided by these Bylaws, neither the business to be transacted at nor the purpose of any special or regular meeting of the Board of Directors need be specified in the notice of the meeting.

**5.08 Notice of Special Actions.** Any meeting of the Board of Directors at which one or more of the following actions shall be considered must be preceded by seven (7) days written notice to each member that the matter will be voted upon, unless notice has been waived. Actions requiring such notice are: amendment or restatement of the corporate charter; approval of a plan of merger for the corporation; sale of all or substantially all of the corporation's assets; and dissolution of the corporation.

**5.09 Officers of the Board of Directors.** The Board of Directors may have such officers of the board as it may deem appropriate.

**5.10 Quorum and Voting.** A majority of the members shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. When a quorum is once present to organize a meeting, it is not broken by the subsequent withdrawal of any of those present. A meeting may be adjourned despite the lack of a quorum. The vote of a majority of the members present at a meeting at which a quorum is present shall be the act of the Board of Directors unless a greater vote is specifically required by the Charter or the Bylaws.

**5.11 Conference Meetings.** Any or all the members of the Board of Directors or any committee designated by it may meet by means of conference telephone or similar communications equipment which permits all persons participating in the meeting to hear each other simultaneously. A member who participates in a meeting by such means is deemed to be present in person at the meeting.

**5.12 Action by Written Consent.** Whenever the members of the Board of Directors are required or permitted to take any action by vote, such action may be taken without a meeting on written consent, setting forth the action so taken and signed by all of the members entitled to vote,

**5.13 Emergency Actions.** If the Board of Directors determines by a vote of three-fourths of all its members that an emergency exists of such magnitude as to threaten the work of the whole Church, or of all boards and other agencies of the Church, and that the emergency requires action before the next meeting of the General Assembly, then the Board of Directors shall exercise the powers of the Commissioners in such emergency.

**5.14 Compensation.** Members of the Board of Directors shall receive no compensation in their capacity as members of the Board of Directors. Members may be paid their expenses, if any, of attendance at each meeting of the Board of Directors.

**5.15 Removal of Directors.** An elected member of the Board of Directors may be removed by the Commissioners for misfeasance or if he or she is no longer qualified to be elected to the Board of Directors.

## ARTICLE 6-WAIVER OF NOTICE

**6.01 Written Waiver.** Any notice required to be given to any member of the Board of Directors or a Commissioner under these Bylaws, the Charter, or the laws of Tennessee may be waived. The waiver shall be in writing, signed (either before or after the event requiring notice) by the person entitled to the notice, and delivered to the corporation.

**6.02 Waiver by Attendance.** The attendance of a member of the Board of Directors or a Commissioner at any meeting shall constitute a waiver of notice of the meeting, unless the person attends a meeting for the express purpose of objecting to the transaction of any business because the meeting was not properly called or convened.

## ARTICLE 7-MODERATOR AND VICE-MODERATOR

**7.01 Nomination and Election.** At the beginning of each annual meeting the General Assembly shall elect a Commissioner to serve as Moderator until the next annual meeting. Nominations for Moderator shall come from the floor. One nominating speech, not to exceed ten minutes, shall be permitted on behalf of each nominee. If there is more than one nominee, the election shall be conducted by written ballot. A committee appointed and supervised by the Stated Clerk shall receive the ballots, count them, and certify

the election. If no nominee receives a majority of the votes cast, a run-off election shall be conducted. Only those leading nominees who together received a majority of the votes cast on the preceding ballot shall be included in the run-off election.

**7.02 Nature of Office.** The Moderator of the General Assembly is the ecclesiastical head of the Cumberland Presbyterian Church during the tenure of the office and a spiritual representative of the Cumberland Presbyterian Church wherever God leads. The Moderator receives a precious gift and great opportunity for service in the Church: the freedom to go anywhere and to listen to the mind, heart and spirit of the denomination and to speak with and to the Church. The office of Moderator has great honor and respect, and the person elected to the Office is a priest, prophet, and pastor of the Church at large. The Moderator prays with and for the work of the Spirit of God in the life of the denomination at every opportunity. The Moderator participates in the life and work of the Church as far as possible, and pays particular attention to ecumenical relations, especially with the Cumberland Presbyterian Church in America. Judicatories, congregations, and others are urged to invite the Moderator, and the Moderator is encouraged to attend meetings of Church entities and judicatories to observe the life and work of the Church at every level.

**7.03 Duties and Privileges of Office.**

- a. The Moderator shall preside at all meetings of the General Assembly.
- b. The Moderator shall appoint, with the consent of the General Assembly, such special committees as are needed;
- c. The Moderator shall serve as chairperson of the General Assembly Program Committee and as a member of the Place of Meeting Committee;
- d. The Moderator shall perform such other duties as may be assigned by the General Assembly.
- e. The Moderator shall serve as an advisory member of the Ministry Council during tenure in office and for the year following tenure.
- f. The Moderator shall observe the places and times God is calling the Church to service, assess the need for a Denominational response to God's call, and report items that concern the General Assembly.
- g. The Moderator shall wear the official cross and stoles of office during the term of office.

**7.04 Expenses of Office.** Any allowance budgeted by the General Assembly to offset the expenses of the Moderator shall be administered by the Stated Clerk. Persons issuing an invitation to the Moderator are encouraged to agree in advance on arrangements for the payment of travel expenses. Upon the Moderator's retirement from office, a gavel and a replica of the Moderator's cross shall be presented to the Moderator.

**7.05 Vice-Moderator.** The General Assembly shall elect a Vice-Moderator in like manner. The Vice-Moderator shall perform such duties as may be assigned by the Moderator of the General Assembly and perform the duties of the Moderator in the event of the Moderator's disability or absence from office for any reason.

**7.06 Removal.** The Moderator or Vice-Moderator may be removed by the General Assembly whenever in its judgment the removal would serve the best interests of the corporation.

## ARTICLE 8- STATED CLERK

**8.01 President.** The Stated Clerk is the principal executive officer of the corporation and shall also have the titles of "president" and "treasurer".

**8.02 Nomination and Election.** The Nominating Committee may nominate the serving Stated Clerk for re-election. If the Nominating Committee declines to nominate the serving Stated Clerk for re-election, or if the Stated Clerk has vacated the office, resigned, or declined to be re-nominated, then the Corporate Board shall conduct a search for and nominate a candidate to the General Assembly. In either event, further nominations may be made by the Commissioners. The Commissioners shall elect the Stated Clerk by majority vote.

**8.03 Term of Office.** The Stated Clerk shall be elected to a term of four (4) years. The regular term of office begins on January 1 and ends on December 31. There is no limit on the number of terms which may be served by an individual Stated Clerk.

**8.04 Duties.** The Stated Clerk shall be concerned with the spiritual life of the Church and with maintaining and strengthening a united witness for the Church. The Stated Clerk shall also generally supervise and control the business affairs of the corporation and see that all orders and resolutions of the General Assembly are carried into effect. In fulfillment of these duties, the Stated Clerk shall:

01. Have responsibility to provide for the orderly governance of the Church in accordance with the Constitution, Rules of Order and Rules of Discipline.

02. Maintain records of the corporation and respond to requests for official records of General Assembly actions and interpretations of its actions.
03. Represent the Church when an official of the General Assembly is needed.
04. Represent the Cumberland Presbyterian Church in establishing and maintaining relations with other Churches, particularly those of the Presbyterian and Reformed tradition, and in addressing common concerns.
05. Sign all documents on behalf of the corporation or the Cumberland Presbyterian Church.
06. Represent the corporation or the Church in litigation or other legal matters affecting the Cumberland Presbyterian Church, including the selection and employment of legal counsel.
07. Make suitable arrangements for General Assembly meetings, including researching possible meeting sites, contracting for facilities, and arranging space for committee meetings and sessions of the General Assembly;
08. Provide for printing and other communication needs of the General Assembly while in session.
09. Call meetings of the Place of Meeting Committee and the Program Committee.
10. Prepare and distribute an information form to be completed by Commissioners for the Moderator's use in making committee appointments.
11. Advise the Moderator in the appointment of committees.
12. In consultation with the Moderator, refer all matters to come before the next General Assembly; and provide copies of all such referrals to the Commissioners and advisory delegates before the General Assembly convenes.
13. Prepare and distribute preliminary minutes and an agenda for General Assembly meetings which shall provide time for the consideration of any appropriate business, including memorials from a judicatory or denominational entity delivered to the Stated Clerk in writing by April 30.
14. Supervise the recording and publication of minutes and a summary of actions taken by each General Assembly.
15. Make copies of General Assembly minutes available to ordained ministers, licentiates, candidates, commissioners, clerks of sessions, members of denominational entities, schools of the Church, synod, and presbytery clerks, to the Stated Clerk's exchanges and other interested persons in order to encourage lower judicatories and persons in the Church to implement the actions of the General Assembly.
16. File the minutes of each General Assembly with the Historical Foundation as a permanent record.
17. Maintain and update annually the Digest of the General Assembly actions.
18. Represent the Church at large on the Ministry Council.
19. Provide support services for the Moderator and all denominational entities.
20. Receive and make any appropriate response to communications to the Cumberland Presbyterian Church or General Assembly.
21. Maintain a name and address file on congregations, session clerks, pastors, and other leadership of congregations with statistical information about congregations, presbyteries, and synods.
22. Solicit, receive, publish, and disseminate annual reports from churches.
23. Review reports by denominational entities and assist them in complying with correct reporting and budgeting procedures and in avoiding duplication of work.
24. Hold, report annually, and distribute as authorized by the General Assembly or the Ministry Council the Contingency Fund and all other General Assembly Funds not entrusted to the care of a denominational entity.
25. Call the Judiciary Committee into session or by other means secure the advice of the committee on appropriate matters.
26. Communicate with presbyteries and synods on behalf of the General Assembly and attend their meetings from time to time.
27. Provide training for presbytery and synod clerks and orientations for General Assembly commissioners.
28. Generally perform duties as are prescribed in the Constitution or directed by the General Assembly.



**8.05 Removal.** The Stated Clerk may be removed by the General Assembly whenever in its judgment the removal would serve the best interests of the corporation.

## ARTICLE 9-OTHER OFFICERS

**9.01 Secretary.** The chief executive officer of the Ministry Council shall, by virtue of office, be the secretary of the corporation, and shall in general perform all duties incident to the office of secretary.

**9.02 Engrossing Clerk.** The Engrossing Clerk shall be elected by the General Assembly to a term of four (4) years. The regular term of office begins on January 1 and ends on December 31. There is no limit on the number of terms which may be served by an individual Engrossing Clerk. The Engrossing Clerk shall serve as Stated Clerk pro tempore during the meeting of the General Assembly in the event the Stated Clerk is absent or unable to serve. The Engrossing Clerk shall perform such other duties as may from time to time be prescribed by the Board of Directors or the General Assembly.

**9.03 Additional Officers.** The corporation may have such additional officers as it may from time to time find necessary or appropriate.

## ARTICLE 10-ORGANIZATION AND RELATIONSHIPS

**10.01 Generally.** The following are denominational entities related to the Cumberland Presbyterian Church:

01. Subsidiary corporations: Board of Stewardship, Foundation and Benefits of the Cumberland Presbyterian Church; Memphis Theological Seminary of the Cumberland Presbyterian Church; Ministry Council of the Cumberland Presbyterian Church.
02. Related corporations: Bethel University; Cumberland Presbyterian Children's Home; Historical Foundation of the Cumberland Presbyterian Church and the Cumberland Presbyterian Church in America.
03. Commissions: Military Chaplains and Military Personnel.
04. Committees: Committee on Nominations; Joint Committee on Amendments; Judiciary, Our United Outreach; Place of Meeting Committee; Program Committee; Unified Committee on Theology and Social Concerns.

**10.02 Election and Tenure.** The following qualifications and rules relate to service on any denominational entity.

01. Unless elected as an Ecumenical Representative, no person shall be qualified to serve except a member in good standing in a presbytery or local congregation of the Cumberland Presbyterian Church.
02. No person who is employed in an executive capacity including Chief Executive, Vice-President, Team Leader, Director, or equivalent in the Cumberland Presbyterian Church is eligible to serve on a denominational entity. No employee of a denominational entity is eligible for service on the same denominational entity.
03. Each person shall be elected for a term of three years unless elected to fill the remainder of an unexpired term. However, if a person elected to serve on a denominational entity where residence in a particular synod is a qualification for election shall move to another synod while in office, the term to which he or she was elected shall terminate at the close of the next meeting of the General Assembly.
04. Members of the Committee on Nominations may not be elected to a consecutive term. All other persons may serve up to three consecutive terms for a total not to exceed nine years in office.
05. A Cumberland Presbyterian who has served on any entity is not eligible to serve on the same entity (except for an authorized consecutive term) until at least two (2) years have elapsed since the conclusion of the previous service.
06. A Cumberland Presbyterian who is serving on any entity is not eligible to serve on another entity until at least one (1) year has elapsed since the conclusion of the previous service.
07. An Ecumenical Representative who is serving or has served on any entity is not eligible to serve on any other entity (except for an authorized consecutive term on the same entity) until at least one (1) year has elapsed since the conclusion of the previous service.

**10.03 Resignation or Removal.**

01. Any person serving on a denominational entity who is no longer qualified or eligible to serve shall be deemed to have resigned.
02. Any person serving on an incorporated denominational entity may resign by delivering written notice of resignation to the secretary or an executive officer of the denominational entity, who shall promptly report the resignation to the Stated Clerk. Any person serving on an unincorporated denominational entity may resign by delivering written notice of resignation to the Stated Clerk. A resignation is effective when delivered unless some other effective date is specified in the written resignation.
03. No member who continues to meet the standard requirements for election or appointment to any denominational entity shall be removed from office except for misfeasance. Removal of a person elected by the General Assembly shall be by vote of the General Assembly.

**10.04 Board of Stewardship, Foundation and Benefits.** The corporation shall elect the eleven (11) directors of the Board of Stewardship as provided in its charter.

**10.05 Cumberland Presbyterian Children's Home.** The corporation shall elect the fifteen (15) directors of Children's Home as provided in its corporate articles. The corporation shall elect the directors in such a manner that, immediately following any election, there shall be at least six (6) directors who are members of ecumenical partners of the Children's Home.

**10.06 Historical Foundation.** The corporation shall elect six (6) of the twelve (12) directors of the Historical Foundation as provided in its charter. The corporation shall elect the directors of the Historical Foundation in such a manner that, immediately following any election, there shall be at least one (1) member from each synod and no person shall be elected if the election would cause two directors from the same presbytery to be serving simultaneously. The remaining six (6) directors shall be elected by the Cumberland Presbyterian Church in America.

**10.07 Memphis Theological Seminary.** The corporation shall elect the twenty-four (24) directors of Memphis Theological Seminary as provided in its charter. The corporation shall elect the directors in such a manner that, immediately following any election, there shall be at least eleven (11) directors who are members of ecumenical partners of the Seminary.

**10.08 Ministry Council.**

01. The corporation shall elect the fifteen (15) directors of the Ministry Council as provided in its charter.
02. The corporation shall elect the directors of the Ministry Council in such a manner that immediately following any election, there shall be three (3) directors from each synod; at least six (6) but no more than nine (9) directors who are ordained clergy; and no more than nine (9) directors of the same gender.
03. The Stated Clerk, Moderator, and Immediate Past Moderator shall be designated as Advisory Members to the board of directors of the Ministry Council. In addition, the corporation shall elect three (3) youth Advisory Members who shall be between the ages of 16 and 19 years of age, inclusive, when elected.

**10.09 Commission on Chaplains and Military Personnel.** The commission shall consist of three (3) members elected by the corporation.

**ARTICLE 11-COMMITTEES**

**11.01 General.** The corporation shall have the committees provided for in these Bylaws and such other standing or special committees as the General Assembly may create from time to time. Except as otherwise provided in these Bylaws, the Moderator, in consultation with the Stated Clerk, shall appoint all committees.

**11.02 Committees of Commissioners and Youth Advisory Delegates.** Prior to each General Assembly, the Moderator, in consultation with the Stated Clerk, shall organize the Commissioners and Youth Advisory Delegates into the following committees: Chaplains/Missions/Pastoral Development, Children's Home/Historical Foundation, Higher Education, Judiciary, Ministry Council/Communications/Discipleship, Stewardship/Elected Officers, and Theology and Social Concerns. Each committee shall consider such matters expected to come before the General Assembly as are referred to it by the Stated Clerk. Any denominational organization the work of which is affected by a matter before a committee shall be entitled to address the committee.

**11.03 Committee on Nominations.**

01. The committee shall consist of ten (10) persons elected by the corporation in such a manner that, immediately following any election, the committee shall have at least one minister and one lay person from synod. It is preferred but not required that no two members shall be from the same presbytery.
02. Approximately one third of the members of the committee shall be elected each year by the General Assembly and shall serve one term not to exceed three years.
03. The committee shall meet not earlier than February 15 each year and shall nominate to the General Assembly qualified persons to fill all vacancies to be filled by vote of the General Assembly, including vacancies on the Committee on Nominations, unless another method of nomination is provided in these Bylaws. The report of the committee shall list the names of nominees, the presbytery if a minister, and the presbytery and the local congregation if a lay person. The Committee on Nominations shall be intentional in nominating persons who represent the global nature of the Church.
04. Presbyteries and synods and their moderators and stated clerks are requested to assist the Committee on Nominations by recommending persons for any position by providing the name and qualifications of the potential nominees to the Stated Clerk no later than February 1 on a form to be provided by the Stated Clerk. Nominations from the floor shall also be in order.
05. No person shall be nominated for election by the General Assembly unless the nominee has within the past year given his or her consent to the nomination.

**11.04 Joint Committee on Amendments.** The Judiciary Committee shall appoint as many as five of its members to act in committee with an equal number of members of the Judiciary Committee of the Cumberland Presbyterian Church in America. Upon the request of the General Assembly of the Cumberland Presbyterian Church or the General Assembly of the Cumberland Presbyterian Church in America, this Joint Committee shall prepare for the consideration of both general assemblies proposed amendments to the Confession of Faith, Catechism, Constitution, Rules of Discipline, Directory for Worship, and Rules of Order.

**11.05 Judiciary Committee.**

01. The committee shall consist of nine (9) persons elected by the corporation in such a manner that, immediately following any election, the committee shall have at least four members (4) who are ordained ministers and at least three (3) members who are licensed attorneys-at-law. The Stated Clerk shall be staff liaison to the committee, attending its meetings and providing resources and counsel.
02. The committee shall meet at least annually upon the call of its chairperson or the Stated Clerk.
03. The committee shall provide advice and counsel to the Stated Clerk. Upon the written request of any judicatory or denominational entity made to the chairperson or Stated Clerk, the committee shall render an advisory opinion on matters of church law or procedure. The chairperson shall secure the views of all members of the committee and write the advisory opinion based on the majority view of the members. The committee shall not render legal opinions on matters of civil law nor otherwise engage in the practice of law.
04. At least one member of the committee shall attend each meeting of the General Assembly to advise with its officers and Commissioners on matters of church law or procedure. At the Moderator's request a member of the committee shall be available to advise the Moderator during the business sessions of the General Assembly.
05. The committee shall be a commission within the meaning of section 2.5 of the Rules of Discipline to hear and determine appeals from synods.

**11.06 Our United Outreach Committee.**

01. The committee shall consist of five (5) persons elected by the corporation in such a manner that, immediately following any election, the committee shall have one person from each synod. Seven (7) additional members will include a member of the Ministry Council, a member of the Corporate Board, a member of the Board of Stewardship, Foundation and Benefits, a member of the Board of Trustees of the Historical Foundation, and a Cumberland Presbyterian member of the Boards of Trustees of Bethel University, the Cumberland Presbyterian Children's Home, and Memphis Theological Seminary. The executives of the above named denominational entities

shall serve as non-voting, Resource/Advocacy members.

02. The Office of the General Assembly will be responsible for the expenses of the representative of each synod. The represented denominational entities will be responsible for the expenses of their representatives and executives.

**11.07 Place of Meeting.** The committee shall consist of the Moderator, the Stated Clerk and a representative of the Cumberland Presbyterian Women's Ministries.

**11.08 Program Committee.** The committee shall consist of the Moderator, Stated Clerk, Director of Ministries, Assistant to the Stated Clerk who serves as secretary, the pastor of the host church, four elected representatives designated by the Ministry Council from among its ministry teams, and one representative designated by each of the following: Bethel University, Board of Stewardship, Foundation, and Benefits, Cumberland Presbyterian Children's Home, Historical Foundation, Memphis Theological Seminary, and the Cumberland Presbyterian Women's Ministry. The committee will begin planning for two years prior to the meeting of a particular General Assembly.

**11.09 Unified Committee on Theology and Social Concerns.** The committee shall consist of eight (8) members elected by the corporation, the Stated Clerk, and the President of Memphis Theological Seminary. At least one member of the committee other than the Seminary's president shall be a Cumberland Presbyterian member of the faculty of Memphis Theological Seminary.

## ARTICLE 12-INDEMNIFICATION

**12.01 Indemnification.** The corporation shall indemnify any director, officer or employee who is, or is threatened to be, made a party to a completed, pending, or threatened action or proceeding from any liability arising from the director's, officer's or employee's official capacity with the corporation. This indemnification shall extend to the personal representation of a deceased person if the person would be entitled to indemnification under these Bylaws if living.

**12.02 Costs and Expenses Covered by Indemnification.** Indemnification provided under these Bylaws shall extend to the payment of a judgment, settlement, penalty, or fine, as well as attorney's fees, court costs, and other reasonable and necessary expenses incurred by the director or officer with respect to the action or proceeding.

**12.03 Limitation on Indemnification.** No indemnification shall be made to or on behalf of any person if a judgment or other final adjudication adverse to that person establishes his or her liability:

01. for any breach of the duty of loyalty to the corporation;
02. for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; or
03. for any distribution of the assets of the corporation which is unlawful under Tennessee law.

## ARTICLE 13-TRUSTEE FOR THE CORPORATION

**13.01 Trustee.** The Board of Stewardship, Foundation and Benefits of the Cumberland Presbyterian Church, a nonprofit corporation existing under the laws of the state of Tennessee, holds certain real property and other assets of the Church as trustee for the use and benefit of the Church. The Board of Stewardship may continue to hold such real property and other assets, but after the adoption of these Bylaws, it shall hold those assets as trustee for the use and benefit of the Cumberland Presbyterian Church General Assembly Corporation.

**13.02 Other Assets.** Other, additional property may from time to time be conveyed to the Board of Stewardship to be held by it as trustee for the corporation. All assets held by the Board of Stewardship as trustee for the corporation shall be held at the pleasure and direction of the General Assembly.

## ARTICLE 14-PARLIAMENTARY AUTHORITY

**14.01 Designation.** The parliamentary authority of the corporation in all meetings shall be the latest revised edition of the Rules of Order as set out in the Confession of Faith and Government of the Cumberland Presbyterian Church. In matters not provided for in the Rules of Order, the parliamentary authority shall be Robert's Rules of Order, latest revised edition.

**14.02 Standing Rules.** The following shall be Standing Rules for meetings of the General Assembly and may be suspended as provided in the parliamentary authority. (see Rules of Order 8.34c)

### Standing Rules

1. Unless otherwise determined by the General Assembly or by the Stated Clerk in the event of an emergency, the annual General Assembly shall meet on the third or fourth Monday of June at two o'clock in the afternoon to organize, elect a moderator and transact business, and shall close on Thursday or Friday of the same week.

2. Reports of all standing and special committees shall be considered in the order established by the Moderator in consultation with the Stated Clerk. Committee reports may be presented orally or in writing provided to all Commissioners and youth advisory delegates. Those presenting committee reports shall have the opportunity to make remarks and give explanation, such presentations not to exceed ten minutes unless time is extended by two-thirds vote taken without debate. All committees recommendations shall be submitted in writing.

3. All materials from denominational entities for consideration or action by a General Assembly shall be submitted to the Stated Clerk at least thirty (30) days before the meeting of General Assembly.

4. Resolutions and memorials proposed for adoption by individual commissioners rather than denominational entities or judicatories of the Cumberland Presbyterian Church shall be introduced no later than the close of business on the second day of a meeting of General Assembly, and, when introduced, shall be referred by the Moderator, in counsel with the Stated Clerk, to the appropriate committee or committees for report and recommendations to the Assembly.

## ARTICLE 15-REPORTS AND AUDITS

**15.01 Congregational Reports.** Annually by December 1, the Stated Clerk shall mail to session clerks statistical forms for reporting congregational data. Session clerks shall mail the completed forms to presbytery clerks by February 1. The presbytery clerk shall mail the composite statistical report for all congregations of a presbytery to the Stated Clerk by February 10.

**15.02 Institutional Reports.** In order to be considered for inclusion in the General Assembly budget, all denominational entities shall deliver to the Stated Clerk an annual report including a concise description of the organization's work during the previous year and a line item budget for the forthcoming year. Financial reports should be condensed as much as possible while conveying all essential information on the organization's operations. All denominational entities except academic institutions on a fiscal year are requested to maintain their books on a calendar year.

**15.03 Reporting Schedule.** An electronic copy and two written copies of the annual report signed by two officers of the organization shall be delivered to the Stated Clerk by March 15 each year. Organizations requesting funds from Our United Outreach shall submit multi-year program budgets to the Our United Outreach Committee.

**15.04 Audits.** Organizations and operations included in the General Assembly budget shall be audited annually by a certified public accountant. Copies of the auditor's report, including any recommendations for changes in the procedures relating to internal financial controls, shall be delivered to the Stated Clerk. Organizations with total receipts of \$100,000 or less are not required to have an audit but shall submit their books and financial statements to the Stated Clerk annually.

**15.05 Bonds.** Each organization or person whose financial records are required to be audited shall have a fidelity bond in an amount adequate to protect all funds held by the organization or person.

## ARTICLE 16-AMENDMENTS

**16.01 Manner of Amendment.** Except as provided below, these Bylaws may be amended or repealed only by the affirmative vote of two-thirds of the votes cast in a duly constituted meeting of the General Assembly. No portion of the Bylaws may be amended or repealed by the Board of Directors. Fair and reasonable notice of any proposed amendment shall be provided as required by state law.

**16.02 Extraordinary Actions.** In order to be effective the following actions must be approved by (1) the affirmative vote of two consecutive General Assemblies, or (2) a ninety percent (90%) vote of a single General Assembly.

01. Terminating the existence of a denominational entity named in Bylaw 10.01
02. Creating a new denominational entity other than a temporary committee or task force.
03. Decreasing the Our United Outreach budget allocation to a denominational entity by more than 40% of the amount distributed to it during the previous calendar year; or
04. Taking any other actions which would cause a drastic change in the mission or structure of the Cumberland Presbyterian Church.

## MEMORIAL ROLL OF MINISTERS

### IN MEMORY OF MINISTERS LOST BY DEATH

| <u>NAME</u> .....         | <u>PRESBYTERY</u> ..... | <u>AGE</u> ..... | <u>DATE</u> |
|---------------------------|-------------------------|------------------|-------------|
| Barker, Jack H.....       | Columbia.....           | 79 .....         | 12/19/12    |
| Bornert, Robert D.....    | Missouri .....          | 81 .....         | 11/20/12    |
| Butler, George E.....     | West Tennessee .....    | 87 .....         | 04/30/12    |
| Clyne, Duncan N.....      | Missouri .....          | 66 .....         | 07/15/12    |
| Gilbert, James C.....     | Red River .....         | 87 .....         | 11/19/12    |
| Green, Odis .....         | Columbus .....          | 80 .....         | 09/01/12    |
| Harvey, Newsome.....      | Murfreesboro.....       | 84 .....         | 09/04/12    |
| Hegwood, James H .....    | Grace .....             | .....            | 06/20/12    |
| Hollenbeck, Edward B..... | Arkansas.....           | .....            | 05/04/12    |
| Kennedy, John F.....      | del Cristo .....        | .....            | 12/28/12    |
| Kinslow, Alfred.....      | Arkansas .....          | 74 .....         | 02/09/12    |
| Lewis, Laura B.....       | Trinity .....           | .....            | 06/24/12    |
| Lively, James O.....      | Covenant .....          | 92 .....         | 01/08/12    |
| Martindale, J Craig.....  | Murfreesboro.....       | 71 .....         | 09/06/12    |
| McAuley, Roy E.....       | Missouri .....          | 91 .....         | 10/29/12    |
| McCain, Terence .....     | North Central .....     | .....            | 04/04/12    |
| Miller, Bob.....          | Murfreesboro.....       | .....            | 06/05/12    |
| Owen, Bert L.....         | Covenant .....          | .....            | 01/30/12    |
| Renner, Patricia.....     | Cumberland.....         | 71 .....         | 02/01/12    |
| Sprague, George.....      | Cumberland.....         | 77 .....         | 04/23/12    |
| Tant, Robert H.....       | Grace .....             | .....            | 02/19/13    |

## LIVING GENERAL ASSEMBLY MODERATORS

- 2012—REV. ROBERT D. RUSH, 17822 Deep Brook Drive, Spring, TX 77379  
 2011—REV. DON M. TABOR, 9611 Mitchell Place, Brentwood, TN 37027  
 2010—REV. BOYCE WALLACE, Cra 101 No 15-93, Cali, Colombia, South America  
 2009—ELDER SAM SUDDARTH, 206 Ha Le Koa Court, Smyrna, TN 37167  
 2008—REV. JONATHAN CLARK, 88 Woodcrest Drive, Winchester, TN 37398  
 2007—REV. FRANK WARD, 8207 Traditional Place, Cordova, TN 38016  
 2006—REV. DONALD HUBBARD, 2128 Campbell Station Road, Knoxville, TN 37932  
 2005—REV. LINDA H. GLENN, 49 Mason Road, Threeway, TN 38343  
 2004—REV. EDWARD G. SIMS, 2161 N. Meadows Drive, Clarksville, TN 37043  
 2003—REV. CHARLES MCCASKEY, 679 Canter Lane, Cookeville, TN 38501  
 2001—REV. RANDOLPH JACOB, 610 W. Adams Street, Broken Bow, OK 74728  
 1999—ELDER GWENDOLYN G. RODDYE, 3728 Wittenham Drive, Knoxville, TN 37921  
 1998—REV. MASAHARU ASAYAMA, 3-15-9 Higashi, Kunitachi-shi, Tokyo, JAPAN  
 1996—REV. MERLYN A. ALEXANDER, 80 N. Hampton Lane, Jackson, TN 38305  
 1995—REV. CLINTON O. BUCK, 4986 Warwick, Memphis, TN 38117  
 1993—REV. ROBERT M. SHELTON, 7128 Lakehurst Avenue, Dallas, TX 75230  
 1992—REV. JOHN DAVID HALL, 109 Oddo Lane SE, Huntsville, AL 35802  
 1990—REV. THOMAS D. CAMPBELL, PO Box 315, Calico Rock, AR 72519  
 1989—REV. WILLIAM RUSTENHAVEN, Jr., 703 W. Burleson, Marshall, TX 75670  
 1988—ELDER BEVERLY ST. JOHN, 806 Evansdale Drive, Nashville, TN 37220  
 1987—ELDER WILBUR S. WOOD, Box 122, Palestine, AR 72372  
 1985—REV. VIRGIL H. TODD, 3095 Glengarry Road, Memphis, TN 38128  
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### ***IN MEMORY OF:***

Moderator of the 149th General Assembly

**REV. JAMES C. GILBERT**

Died November 19, 2012

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These three persons and the Stated Clerk represent the denomination as members of the Presbyterian Council for Chaplains and Military Personnel, 4125 Nebraska Avenue NW, Washington, DC 20016

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## V. PLACE OF MEETING

THE STATED CLERK OF THE GENERAL ASSEMBLY  
 THE MODERATOR OF THE GENERAL ASSEMBLY  
 A REPRESENTATIVE OF WOMEN'S MINISTRIES OF THE MISSIONS MINISTRY TEAM

## VI. UNIFIED COMMITTEE ON THEOLOGY AND SOCIAL CONCERNS

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 STATED CLERK MICHAEL SHARPE, 8207 Traditional Place, Cordova, TN 38016

### (Member whose terms expire in 2014)

- (2)MS. LAURIE SHARPE, 3423 Summerdale Drive, Bartlett, TN 38133

## THE REPORT OF THE MODERATOR

S/E

I am grateful to the 182nd General Assembly for electing me the Moderator. I am very appreciative that I have been elected to serve as both Moderator and Stated Clerk. It is gratifying to be able to serve the denomination in various capacities. During this year I have been privileged to visit twelve of our presbyteries, and was invited to preach in eight of the meetings. I am always thankful for the opportunity to proclaim the Word.

In 2015 the General Assembly will meet at the Colegio Americano in Colombia. 2015 is the 90th anniversary of the Cumberland Presbyterian Ministry in Colombia. Through the years we have read and heard about the Colegio and many have been privileged to visit it. The Colegio has provided a quality education for hundreds of students in Kindergarten through grade twelve for more than eighty years. The people of Colombia are very warm and friendly. Worship in the Colombian congregations is considerably more lively than in the United States.

When the Church realigned presbyteries and synods in 1988, the goal was to have stronger presbyteries with professional staff. For the first few years the synods were to be courts of review, however, I feel strongly that it is time to re-evaluate the role of the synod in our Denomination. Presbyteries are weak and have difficulty developing new congregations due to limited resources. Working co-operatively with presbyteries, the synods were the primary source of developing new congregations.

We are in the process of trying to unify the Cumberland Presbyterian Church in America, which has viable synods, and the Cumberland Presbyterian Church. Synods had supplemented the Christian Education opportunities provided by presbyteries and offered additional ones. The Cumberland Presbyterian Church in America has Alabama, Kentucky, Tennessee and Texas Synods; although most of the names are different the synods in the Cumberland Presbyterian Church are in the same areas. The process of unification can be enhanced by a general synod involving both denominations. The synods of both denominations could provide some continuing education opportunities for ministers.

**RECOMMENDATION 1: That the General Assembly encourage each synod to have a general synod in its next meeting and to seek to involve the corresponding synod of the Cumberland Presbyterian Church in America in having a union meeting.**

I am grateful for the continued mission outreach of the Denomination, and pleased that we have so many co-operative ministries with other denominations. The Coalition for Appalachian Ministries, Project Vida, Beth-el, Presbyterian Council on Chaplains and Military Personnel, World Communion of Reformed Churches are some of the ministry opportunities in which we are partners.

Respectively submitted,  
Robert D. Rush, Moderator



# THE REPORT OF THE STATED CLERK

S/E

## I. THE OFFICE OF THE STATED CLERK

The Constitution, the Rules of Discipline, the Rules of Order, and the General Assembly Bylaws (found in the front of the General Assembly Minutes) list the many responsibilities for the person who holds the position of Stated Clerk, the primary task is to maintain and strengthen a united witness for the Church. The Stated Clerk shall also generally supervise and control the business affairs of the Corporation, and see that all directives of the General Assembly are implemented.

The Office of the General Assembly also provides budgeting, accounting, and support services for commissions, committees, agencies and task forces without executive assistance. This past year, this included assistance to the General Assembly Evaluation Committee and the Unification Task Force (CPC/CPCA).

Some of the newer initiatives and activities that have been launched this past year include:

- Development of an initial web presence for the following General Assembly Committees/Commissions without staff: Nominating Committee, Unified Committee on Theology and Social Concerns, Commission on Military Chaplains and Personnel, Our United Outreach Committee.
- Creation of spring and fall Denominational Updates, a compilation of talking points obtained from each board and agency that may be shared by visiting denominational staff and the moderator when making visits to presbyteries and in other settings. The updates are also shared with presbytery clerks.
- Development of a Travel Chart, to assist with the coordination of travel plans by denominational staff to meetings of presbyteries. The travel chart is also shared with presbytery clerks.
- Provided orientation/training to several of the General Assembly boards, agencies and presbyteries on the use of video conferencing technology for their meetings.
- Hosting the annual conference for Presbytery and Synod Clerks.

A significant portion of the Stated Clerk's time has been spent responding to various judicial and legal questions affecting local churches and presbyteries. The Clerk is appreciative for advice provided to this office from both the Judiciary Committee and from Mr. Jamie Jordan who serves as legal counsel for the Office of the General Assembly.

The Stated Clerk is grateful to the Church for calling him to serve in this position and appreciates the support of the Church for the Office and for the person who holds this position.

## II. STAFF

Ms. Elizabeth Vaughn continues to serve as the Assistant to the Stated Clerk, a position that requires her to maintain accurate records of ministers, probationers, congregations, record income and expenses and to authorize payment of all items in the Office of the General Assembly budget. The Church is fortunate to have a person with such knowledge, efficiency and dedication to work. The Stated Clerk and the Assistant to the Stated Clerk are currently the only employees of the Office of the General Assembly.

Dr. Tommy Craig, who served as Engrossing Clerk since 1999, concluded his term of service on 12/31/2012. The stated clerk is grateful for the many years of dedicated service Dr. Craig has given through his service in this position.

Reverend Vernon Sansom was elected by the 182<sup>nd</sup> General Assembly to fill the position of Engrossing Clerk vacated by the retirement of Dr. Tommy Craig. Vernon's term of service began on 1/1/2013. The General Assembly Office looks forward to working with Vernon.

## III. ECUMENICAL RELATIONSHIPS

The Cumberland Presbyterian Church in America and the Cumberland Presbyterian Church have one heritage, one Confession of Faith and share in several co-operative relationships such as the Historical Foundation, the United Board of Christian Discipleship, youth ministry, Unified Committee on Theology and Social Concerns. The Cumberland Presbyterian Church in America and the Cumberland Presbyterian Church also participate with other Reformed bodies in ministry. Although working through partnerships, the witness of the Cumberland Presbyterian Church in America and the Cumberland Presbyterian Church would be greatly enhanced through a union of the two denominations.

The Cumberland Presbyterian Church has always been involved in ecumenical relationships, the

oldest of which is the American Bible Society. The American Bible Society seeks to make scriptures available to every person in his/her language. Support for the American Bible Society helps to fulfill this purpose. In order to be able to reach more persons, the American Bible Society works with other Bible societies, some local and some international. The Bible can and does change human lives.

The World Alliance of Reformed Churches and the Reformed Ecumenical Council merged into the World Communion of Reformed Churches, June 18-28, 2010. The World Communion of Reformed Churches represents approximately eighty million members of two hundred thirty Denominations from one hundred seven countries, including Reformed, Congregationalists, Presbyterian and United Churches. Resources and updates from the World Communion of Reformed Churches are available on their website: (www.wcrc.ch).

The Stated Clerk was invited to attend the General Assembly meeting of the Cumberland Presbyterian Church in America and to present a workshop on the “Rules of Discipline” during the Assembly meeting. The Assembly was held in Huntsville, Alabama, June 3-7, 2012.

The Stated Clerk was also invited to represent the Cumberland Presbyterian Church at the General Assembly of the Presbyterian Church (U.S.A.). The Assembly was held in Pittsburg, Pennsylvania, June 3-7, 2012. The relationship between these two Presbyterian Churches continue to be one of mutual respect and cooperation, and the Clerk is deeply appreciative of the invitation to participate in the General Assembly as an ecumenical delegate.

Through co-operative ministries, chaplains for the military and veteran’s hospitals are endorsed, migrant workers and persons in Appalachia are served, and missionaries are sent into a variety of countries. Through ecumenical partnerships disaster relief funds are distributed. Through working co-operatively church school and camping materials are developed. Habitat for Humanity enables many persons throughout the world to secure better housing. The Cumberland Presbyterian witness is more effective through participation with other Christians in these and various other ministries.

#### IV. CONSTITUTIONAL AMENDMENTS

J

The 182nd General Assembly submitted to the presbyteries the following Constitutional Amendment:

4.6 The session may designate one elder who, when authorized by the presbytery, may administer the sacrament of the Lord’s Supper to the congregation.

##### Change to Read

*4.6 The session may designate two elders, either of whom, when authorized by the presbytery, may administer the sacrament of the Lord’s Supper to the congregation.*

The Constitution 11.3, 11.4a, b affirms that an amendment is approved if three fourths of the presbyteries vote affirmatively within a year after the amendment is submitted to the presbyteries.

The following presbyteries voted in the affirmative: Arkansas, Cauca Valley, Columbia, Covenant, Cumberland, del Cristo, East Tennessee, Grace, Hope, Missouri, Murfreesboro, Nashville, North Central, Red River, Robert Donnell, and West Tennessee.

The following presbytery voted in the negative: Japan.

The following presbyteries did not report: Andes, Choctaw, Hong Kong, Tennessee-Georgia, and Trinity.

**RECOMMENDATION 1: That the 183rd General Assembly declare that the Constitutional Amendment has been approved.**

#### V. THE CORPORATE BOARD

In the called meeting in December 2007, the General Assembly elected a new board of directors for the General Assembly Incorporation. With the merging of program boards into the Ministry Council, trust funds would become more vulnerable in the event the corporation was sued. The General Assembly Bylaws, Article 5 outlines the responsibilities for the Corporate Board.

The board met once this past year. Actions include: reviewed and approved the proposed budgets for 2013 and 2014 for the Office of the General; approved the 2014 housing allowance for the stated clerk;

reviewed the current status of denominational loans.

As of April 1, 2013 the indebtedness for the denomination:

|                                  |              |
|----------------------------------|--------------|
| New Center Buildings             | \$ 89,220.08 |
| Maintenance debt on Union Avenue | \$175,058.66 |
| Computer Loan                    | \$122,930.18 |

In August of 2012, the Organizational Task Force Loan was paid off. Monthly payments in the amount of \$14, 041.08 are now being applied to the retirement of the New Center Building Loan. The annual Shared Services budget for the operation of the Center, includes \$54,000 to pay on the maintenance debt for the Union Avenue Property and \$38,049 to pay on the Computer Loan. Various individuals, congregations, and presbyteries continue to make contributions on the New Center Building debt. All monies are borrowed from the Board of Stewardship, Foundation and Benefits instead of commercial lenders. At the current rate of payments, it is anticipated that all loans may be paid in full by March 2015.

The Center Interagency Team (CIT) comprised of the Center's Principle Executive Officers, is responsible for oversight of the day-to-day maintenance and property needs at the Denominational Center. Current CIT members include: Mike Sharpe (Office of the General Assembly), Robert Heflin (Board of Stewardship, Foundation and Benefits), Susan Gore (Historical Foundation), and Edith Old (Ministry Council). The Shared Services budget covers the cost for maintaing the Center offices and property (see page 286).

## VI. MINUTES OF THE GENERAL ASSEMBLY

The 179th General Assembly voted to make the minutes available on a CD, which resulted in a cost saving of over \$6,000 for printing minutes and mailing them to persons requesting them. The Stated Clerk is aware that not all persons desiring minutes may have access to a computer and that it will take longer to find information on a disc than in a printed copy. It is permissible to download and print a copy of the minutes from the website ([www.cumberland.org/gao](http://www.cumberland.org/gao)). The resource center also prints and sells a few copies of the General Assembly Minutes each year. For information contact Matthew Gore, [mhg@cumberland.org](mailto:mhg@cumberland.org).

## VII. ENDORSEMENT FOR MODERATOR

The Reverend Forest Prosser, Tennessee-Georgia Presbytery, and the Reverend Jamie Lively, Presbytery of East Tennessee have been endorsed as Moderator of the 183rd General Assembly.

## VIII. STATISTICAL INFORMATION

The annual congregational report forms are mailed to the session clerk on December 1, and due in the office of the Stated Clerk of the Presbytery on February 1, and all reports are to be in the Office of the General Assembly by February 10.

In 2012, over a hundred congregations failed to report, thus statistics are not accurate. The statistics for a non-reporting congregation may be several years old, but it is the latest information available. The General Assembly Office continues to shorten and simplify the reporting process. Efforts also continue to further simplify online reporting for those able to utilize the technology. Hard copies of the report forms will still be made available for those congregations who do not have access to the internet.

The 178<sup>th</sup> and 179<sup>th</sup> General Assembly directed *“that each presbytery request that its Board of Missions or similar agency, as they minister to the needs of the churches within their presbyteries, remind the churches that it is important that they submit annual reports which are part of our history and offer assistance when needed in preparation of these reports.”* If a congregation fails to receive a report, a duplicate form can be requested from the Office of the General Assembly or one may be printed from the web site ([www.cumberland.org/gao](http://www.cumberland.org/gao)), and going to the section on congregational reports.

Compiled statistical information is available in the annual Yearbook available online ([www.cumberland.org/gao](http://www.cumberland.org/gao)) or in cd/print format, available through Cumberland Resource Distribution – [resources@cumberland.org](mailto:resources@cumberland.org) (901-276-4581). Future issues of the Yearbook will reflect a new designation for ministers who have granted the status of Honorably Retired (HR).

## IX. CHURCH CALENDAR 2013-2015

The 182nd General Assembly, directed the Office of the General Assembly to be responsible for reporting the “Church Calendar” to the General Assembly for adoption in 2013 and all future years. Listed below are the dates received from the Boards and Agencies of the denomination.

**RECOMMENDATION 2: That the 183rd General Assembly approve the following dates for the 2013-2015 Church Calendar:**

### CHURCH CALENDAR 2013-2015

#### July-2013

8-10 Hispanic Pastors Conference, Bethel University, McKenzie, Tennessee  
 13 Program of Alternate Studies (PAS) Graduation  
 13-27 PAS Summer Extension School  
 16-20 Presbyterian Youth Triennium  
 16-20 Ministers Retreat, Bethel University, McKenzie, Tennessee

#### August-2013

3 Bethel Commencement  
 17 Bethel Blast  
 24 MTS Fall Semester Classes begin  
 25-Sept 29 Christian Education Season  
 27 Bethel Opening Convocation (171st Year)

#### September-2013

4 MTS Opening Convocation  
 8 Senior Adult Sunday  
 15 Christian Service Recognition Sunday  
 22 International Day of Prayer and Action for Human Habitat

#### October-2013

1-31 Clergy Appreciation Month  
 6 Worldwide Communion Sunday  
 13 Pastor Appreciation Sunday  
 19-20 Bethel Homecoming  
 27 Native American Sunday

#### November-2013

Any Sunday in November Loaves and Fishes  
 1 All Saints Day  
 1 World Community Day (Church Women United)  
 3 Stewardship Sunday  
 3-6 The Forum  
 10 Day of Prayer for People with AIDS and Other Life-Threatening Illnesses  
 17 Bible Sunday

#### December-2013

Any Sunday in December Gift to the King  
 1-25 Advent in Church and Home  
 7 Bethel Commencement  
 24 Christmas Eve  
 25 Christmas Day

#### January-2014

6 Epiphany  
 11 Human Trafficking Awareness Day  
 13-14 Stated Clerks' Conference  
 15 Deadline for receipt of 2013 Our United Outreach Contributions

**February-2014**

|      |  |
|------|--|
| 1-28 | Black History Month  |
| 1    | Annual congregational reports due to General Assembly Office |
| 2    | Denomination Day   |
| 2    | Historical Foundation Offering                               |
| 2    | Souper Bowl Sunday   |
| 9    | Our United Outreach Sunday                                   |
| 16   | Youth Sunday   |

**March-2014**

|          |                                      |
|----------|--------------------------------------|
|          | Women's History Month (USA)          |
| 5        | Ash Wednesday, the beginning of Lent |
| 5-Apr 20 | Lent to Easter                       |
| 30-Apr 5 | National Farm Workers Awareness Week |

**April-2014**

|            |                           |
|------------|---------------------------|
| 13         | Palm/Passion Sunday       |
| 13         | One Great Hour of Sharing |
| 17         | Maundy Thursday           |
| 18         | Good Friday               |
| 20         | Easter                    |
| 25-26      | 30-Hour Famine            |
| 27         | CPCH Sunday               |
| 27 - May 3 | Family Week               |

**May-2014**

|    |   |
|----|---|
| 2  | Friendship Day (Church Women United)                                      |
| 10 | MTS Closing Convocation & Graduation                                      |
| 25 | Memorial Day Offering for Military Chaplains & Personnel for USA churches |

**June-2014**

|       |                                   |
|-------|-----------------------------------|
| 7     | Children's Fest, CPCH, Denton, TX |
| 8     | Pentecost                         |
| 8     | World Mission Sunday              |
| 16-20 | General Assembly, Chattanooga, TN |
| 17-19 | CPWM Convention, Chattanooga, TN  |

**July-2014**

|       |  |
|-------|--|
| 6-11  | Cumberland Presbyterian Youth Conference, Bethel, McKenzie, TN |
| 12    | Program of Alternate Studies Graduation                        |
| 12-26 | PAS Summer Extension School, Bethel, McKenzie, TN              |
| 19    | Children's Fest, Bethel, McKenzie, TN                          |
| 22-26 | Ministers Retreat, Bethel, McKenzie, TN                        |

**August-2014**

|            |                            |
|------------|----------------------------|
| 23         | MTS Fall Semester Begins   |
| 31-Sept 28 | Christian Education Season |

**September-2014**

|    |  |
|----|--|
| 10 | MTS Opening convocation                                  |
| 14 | Senior Adult Sunday                                      |
| 21 | Christian Service Recognition Sunday                     |
| 28 | International Day of Prayer and Action for Human Habitat |

**October-2014**

|    |                            |
|----|----------------------------|
|    | Clergy Appreciation Month  |
| 5  | Worldwide Communion Sunday |
| 12 | Pastor Appreciation Sunday |

26 Native American Sunday

#### November-2014

Any Sunday Loaves and Fishes Program  
 1 All Saints Day  
 2 Stewardship Sunday  
 9 World Community Day (Church Women United)  
 9 Day of Prayer for People with Aids and Other Life-Threatening Illnesses  
 16 Bible Sunday  
 23 Christ the King Sunday  
 30-Dec 25 Advent in Church and Home

#### December-2014

Any Sunday Gift to the King Offering  
 24 Christmas Eve  
 25 Christmas Day

#### January-2015

6 Epiphany  
 11 Human Trafficking Awareness Day  
 12-13 Stated Clerks' Conference  
 15 Deadline for receipt of 2014 Our United Outreach Contributions

#### February-2015

1-28 Black History Month  
 1 Annual congregational reports due in GA office  
 1 Denomination Day  
 1 Historical Foundation Offering  
 1 Souper Bowl Sunday  
 8 Our United Outreach Sunday  
 15 Youth Sunday  
 18 Ash Wednesday, the beginning of Lent  
 18-Apr 5 Lent to Easter

#### March-2015

Women's History Month (USA)  
 22-28 National Farm Workers Awareness Week  
 29 Palm/Passion Sunday  
 29 One Great Hour of Sharing

#### April-2015

2 Maundy Thursday  
 3 Good Friday  
 5 Easter  
 12 CPCH Sunday  
 12-18 Family Week  
 25-26 30-Hour Famine

#### May-2015

1 Friendship Day (Church Women United)  
 10 MTS Closing Convocation & Graduation  
 24 Memorial Day Offering for Military Chaplains & Personnel for USA churches  
 24 Pentecost  
 24 World Mission Sunday

#### June-2015

General Assembly, Colombia, SA  
 CPWM Convention, Colombia, SA

**July-2015**

|       |  |
|-------|--|
| 6-11  | Cumberland Presbyterian Youth Conference, Bethel, McKenzie, TN |
| 11    | Program of Alternate Studies Graduation                        |
| 11-25 | PAS Summer Extension School, Bethel, McKenzie, TN              |
| 22-26 | Ministers Retreat, Bethel, McKenzie, TN                        |

**X. CONTINGENCY FUND**

The Stated Clerk is to hold, distribute and report annually the General Assembly Contingency Fund (see Bylaws 8.04, #24). Below is a summary of 2012 Contingency Fund Activity.

**Summary of 2012 Activity**

|                                 |  |                     |
|---------------------------------|--|---------------------|
| <b>Balance Forward 1/1/2011</b> |  | <b>\$ 33,562.22</b> |
|---------------------------------|--|---------------------|

## Income in 2012:

|                      |                   |
|----------------------|-------------------|
| Our United Outreach  | \$2,297.62        |
| Interest             | <u>901.93</u>     |
| <b>Total Income:</b> | <b>\$3,199.55</b> |

## Expenditures in 2012:

|   |                    |
|---|--------------------|
| General Assembly Evaluation Committee Expense | \$ 5,739.38        |
| General Assembly Unification Expense          | 2,163.73           |
| Pastoral Development Team                     | 3,164.92           |
| 2010 General Assembly Planning Committee      | <u>301.14</u>      |
| <b>Total Expenditures:</b>                    | <b>\$11,369.17</b> |

|  |                     |
|--|---------------------|
| <b>Total Fund Balance as of 12/31/12</b> | <b>*\$25,392.60</b> |
|--|---------------------|

**\*Restricted Funds:**

|             |   |
|-------------|---|
| \$ 1,116.24 | In Priority Goals Programming (workshops/materials for presbyterial committees on ministry.)  |
| 4,100.00    | The current balance designated by the 178th General Assembly to print the Catechism in the various languages represented in the church. |
| 1,000.00    | Pastoral Development Ministry Team General Assembly Ordination Task Force   |

|   |                               |
|---|-------------------------------|
| <b>Total Amount of *Restricted Funds:</b> | <b>\$ 6,216.24 (12/31/12)</b> |
|---|-------------------------------|

|   |                               |
|---|-------------------------------|
| <b>Total Amount of Unrestricted Amount:</b> | <b>\$19,176.36 (12/31/12)</b> |
|---|-------------------------------|

|                            |                                      |
|----------------------------|--------------------------------------|
| <b>Total Fund Balance:</b> | <b><u>\$25,392.60</u> (12/31/12)</b> |
|----------------------------|--------------------------------------|

Respectfully submitted,  
Michael G. Sharpe, Stated Clerk

# THE REPORT ONE OF THE MINISTRY COUNCIL

|            |
|------------|
| MC/<br>C/D |
|------------|

To the 183rd General Assembly of the Cumberland Presbyterian Church in session in Murfreesboro, Tennessee, June 17-21, 2013.

## I. MINISTRY COUNCIL

### Edith Busbee Old, Director Of Ministries

#### A. INTRODUCTION

##### 1. OUR HISTORY

In recognition that each General Assembly gathers a new collective of people from throughout the denomination with widely varied levels of understanding and familiarity with the Ministry Council, we respectfully take time to briefly repeat some introductory information from last year's report. The 176<sup>th</sup> General Assembly formed an Organizational Task Force to evaluate, with the guidance of an outside consultant firm, how the denominational organization and structure worked together; to recommend needed changes to the organization and/or structures as revealed through the evaluation process; to discern new and innovative ways to meet priority goals; and to improve the total ministry for the Church of the future.

The Task Force reported to the 177<sup>th</sup> General Assembly, concluding that a major part of the organizational dysfunction of the denominational structure had roots in the (then) semi-autonomous board structure. Program boards and their employees often functioned in a parallel manner that hampered cooperative/collaborative efforts and encouraged competing agendas. The Task Force report included recommendations regarding a single governing board for all programming agencies. The General Assembly adopted the concept with some changes, approving a plan to dissolve the Board of Missions, the Board of Christian Education, the Cumberland Presbyterian Publication Board, and the Commission on the Ministry and combine them in a single board, the Ministry Council.

The Task Force report and the actions of General Assembly were more conceptual than procedural, requiring that many of the initial meetings of the Ministry Council be spent in developing a process for making the necessary changes. The first Ministry Council meeting was held in August 2007, and we have at present met a total of 21 times.

Many of the early meetings revolved around grasping a vision of what our restructured organization needed to be and how it would work. In addition, the legal process of merging the Boards into the Ministry Council was lengthy and complicated, but necessary in order to balance the requirements of civil law related to incorporated bodies with requirements of ecclesiastical law and to protect the assets of the Boards. We were blessed by the continued effectiveness of Boards during the transition, but also found that the transition itself from Boards to Ministry Teams was met with an understandable degree of resistance to change. Financial issues stemming from two decades of Our United Outreach shortfalls, inherited debts related to the Organizational Task Force, and the initial lack of a budget for the Ministry Council were compounded by a (then) accounting system that did not allow updated reports.

As recently as the 182<sup>nd</sup> General Assembly, it was recognized that some "details" had gone overlooked, mistakenly assigning responsibility for things to the Ministry Council because they had been under the purview of the old General Assembly Council. Among those items, the Ministry Council in its first year "inherited" responsibility for the Our United Outreach disbursement, oversight of the Center Interagency Team and other administrative areas better suited to other persons/committees. We've welcomed the opportunity to work with the Stated Clerk and others to address these opportunities. The process has demonstrated that transition to a new structure is never quick, nor should it be. However, the Ministry Council acknowledges with thanksgiving and praise to God that with God's love and patience, strides and accomplishments have been made and momentum is gaining. Ministry Council elected members and staff are joined by hosts of others in our enthusiasm for the collegial rapport built among the Ministry Council and its four Ministry Teams. We look to the future with hope and with confidence that our team efforts will continue to be blessed by God as we expand current programs and resources and nurture future denominational leadership.

##### 2. OUR CORPORATE MODEL

The following corporate model was adopted by the General Assembly, and is supported in the Bylaws of the Ministry Council. At the direction of the General Assembly appointed Evaluation Committee,



this year the Ministry Council reviewed and revised the Bylaws by which we operate. These Bylaws will be voted on during the April 2013 Ministry Council meeting and as a result will be attached to Ministry Council Report Number 2.

**a. Ministry Council Members** include fifteen individuals elected by the General Assembly, and three Youth Advisory Members, plus the Stated Clerk, Moderator and immediate Past Moderator of the General Assembly as Advisory Members. The Director of Ministries is also a member of the Council.

The Ministry Council serves as the primary long- and short-range program planning agency of the Church, striving to ensure that all segments work on a unified mission and that human and material resources are distributed and utilized to carry out ministries of the Church in an effective manner. The Ministry Council is accountable to the General Assembly.

**b. The Director of Ministries** is under direct employment of and is responsible to the Ministry Council. The Director gives executive leadership to the Ministry Council in accomplishing duties defined in our Bylaws and supervises the Global Ministry Leadership Team.

**c. The Global Ministry Leadership Team (GMLT)** is made up of the four Ministry Team Leaders and the Director of Ministries. This body works together to apply the vision/ mission of the Ministry Council to the many and varied programs and resource materials planned and produced by the Ministry Teams, coordinating the ministries in a unified, collaborative manner. The GMLT meets the third Wednesday of every month, unless rescheduled due to the demanding travel schedules of its members, and minutes are disseminated to all members of the Ministry Council and four Ministry Teams.

**d. The Ministry Council Teams** are: Communications Ministry Team, Discipleship Ministry Team, Missions Ministry Team, and Pastoral Development Ministry Team.

Teams are made up of both Staff Team Members and Elected Team Members. **Staff Team Members** are employees of the Ministry Council; **Elected Team Members** are elected by the Ministry Council and reflect the model adopted by the General Assembly to ensure comparable synodic representation from laity and clergy, male and female. At the direction of the General Assembly appointed Evaluation Committee, this year the Ministry Council served as the beta testing group for ensuring endorsement of Ministry Council and Ministry Team elected members either from presbytery (clergy) or the individual's church Session (laity). From OGA's Summary of Actions: *"Required an endorsement by presbyteries for future Ministry Council member nominees and Ministry Team members prior to election. The Endorsement form is to include information about the nominee's qualifications to serve."*

The Ministry Teams provide planning and implementation of the program ministries of the Church. Ministry Teams report to the Ministry Council. (Appendix A)

### 3. OUR REPORT

In order to help make the large volume of Ministry Council information more manageable for Commissioners and others, each Ministry Team submits an individual report to the Ministry Council with information specific to their respective Ministry Team to be included in this report to General Assembly. Recommendations from the Ministry Council and the Ministry Teams' information are included in this report in the following order: II. Communications Ministry Team; III. Discipleship Ministry Team; IV. Missions Ministry Team; and V. Pastoral Development Ministry Team.

### 4. MINISTRY COUNCIL ACCOMPLISHMENTS

It is important to start by acknowledging that without the support of the Ministry Teams, our list of accomplishments would be short indeed. We are also grateful to the Center agencies with whom we work as part of the Center Interagency Team, and to the institutions outside the Center with whom we actively engage in cooperative work. We appreciate and benefit from the tenacity and skillful leadership provided by our Director, Edith Busbee Old.

In our report to the 181<sup>st</sup> General Assembly, the Ministry Council provided a lengthy list of accomplishments from our beginning through April 2011 ([cumberland.org/gao/minutes/2011/2011\\_Minutes.pdf](http://cumberland.org/gao/minutes/2011/2011_Minutes.pdf)). Below is a summary of some major items from within the subsequent timeframe of April 2012 through and until March 2013 when this report was submitted to the Office of the Stated Clerk. Additional accomplishments and information will be included in a second report to be completed following the Ministry Council's Annual meeting April 19 and 20, 2013.

**a. Adopted a Standard Process for Creating, Refining, and Sustaining Ministries**—The Director of Ministries and the Global Ministry Leadership Team (Director of Ministries and four Ministry Team Leaders) use a 5-step process to create, refine, and sustain ministries and resources to benefit individuals

and groups:

- 1) **Get the Facts** – Ministry Council and Teams research new tools and delivery methods for programs and resource materials for use at the local level. We conduct ongoing needs assessment via one on one dialogue with pastors, laypersons and in visits with congregations and other groups.
- 2) **Involve the People** – Listen. We consistently interact with individuals and groups within the denomination (including but not limited to women, youth, presbyteries, congregations, and pastors) to glean new ideas and to nurture local leadership. We exchange information via print and electronic communication venues.
- 3) **Develop a Plan** – Global Ministries Leadership Team (GMLT) meets monthly; individual teams meet regularly; Ministry Council and teams meet concurrently and jointly. The Director of Ministries, all four Ministry Team Leaders and all MC/MT staff meet twice a year in an “All Hands Meeting” to communicate challenges and explore opportunities for collaboration; this is in addition to the annual Denominational Center Staff All Hands Meeting involving all four denominational entities housed at the Center. The goal of each and every meeting is to develop, refine, and execute plans for furthering ministries. And, with global financial concerns, shrinking membership, and competing causes, we constantly research new funding mechanisms that can be utilized to fund ongoing and future programs/resource materials.
- 4) **Focus on Results** – In order to measure effectiveness, it is necessary to track outcomes. By tracking trends and sales and gathering anecdotal information, the Ministry Council and Teams are able to gauge effectiveness of programs and resource materials. These results are systematically shared with the denomination through reports to the Ministry Council and Ministry Teams, General Assembly, to all presbytery clerks, directly to congregations, on the website, and in *The Missionary Messenger* and *The Cumberland Presbyterian*.
- 5) **Provide Positive Reinforcement** – Ministry Council and Team staff regularly visit presbyteries and congregations to extend public recognition of their local successes, whether it is for faithful tithing to Our United Outreach, promoting youth or women’s ministries, or missionary support. We communicate these success stories with the Church via print and electronic media.

b. **Assisted Ministry Team Leaders in revising Job Descriptions for both** Discipleship Ministry Team Coordinator of Children and Family Ministry and Missions Ministry Team Cross-Culture Coordinator. The Ministry Council and Team Leaders are committed to methodical review of each staff position as openings arise, helping to ensure best use of resources. (Appendices B and C)

c. **Created Two Educational Displays**—The Ministry Council created two educational displays based on the 183<sup>rd</sup> General Assembly theme *Telling Your Story*. The smaller, portable display will travel throughout the denomination, appearing at meetings and events as a visual tool to enhance understanding of the Ministry Council’s role and work. The display’s theme incorporates the scripture used for the 183<sup>rd</sup> General Assembly, Acts 4:20 - “*We cannot stop telling about everything we have seen and heard.*” - New Living Translation.

d. **Our United Outreach** - Reverend Lanny Johnson (Mary Ann Cole, Alternate) and Director of Ministries Edith B. Old serve on the Our United Outreach Committee established by General Assembly. Based on a request from the OUO Committee, GMLT created a comprehensive, multi-year budget that was approved by the Ministry Council and presented to the OUO Committee by Reverend Lanny Johnson and Edith B. Old. Among the accomplishments to which the Ministry Council contributed is the growing awareness by congregations of Our United Outreach. The Ministry Council wishes to affirm the work of the OUO Committee and its members, voting and non-voting, and to note specifically that awareness is growing as measured by the fact that in 2012, 32 churches supported OUO that had not done so in 2011 and 6 congregations participated for the first time.

When Our United Outreach shortfalls occur, the Ministry Council’s ability to continue and increase levels of ministry is seriously challenged. The Ministry Council urges each congregation to regard Our United Outreach as its primary method to ensure growth and effectiveness of the Church’s cooperative ministries. The Ministry Council would like to express thanks and point to just a small sampling of tangible ways that Our United Outreach dollars directly impacted ministries during this time period; among them:

1. **Developed** four quarters of Volume 2 for Faith Out Loud youth curriculum.
2. **Trained** more than 900 elders and pastors through The Event: Elder Training at 23 different regions.
3. **Drove ... Shipped ... Flew ... and Walked** Ministry Council and Ministry Team Staff to meet with congregations, potential new congregations, presbyteries and other meetings, training events, and ecumenical gatherings.

4. **Enabled** more than 250 participants to experience the church in a broader sense through CPYC.
5. **Helped** 20+ participants minister to children through the Uganda Mission Immersion Trip.
6. **Redeveloped** the Catechism and its Study Guide in 2012.
7. **Resumed** publication of Good News on the Frontier.
8. **Published/sold** more than 1,500 copies of the Advent devotional The Jesse Tree.
9. **Trained** 30 people in leader development through The Forum.
10. **Provided** four remote bookstores at presbyteries, synods and denominational events.
11. **Stewardship Education** - The Ministry Council proactively worked to promote Our United Outreach through development of a logo used on all program materials and to help the Our United Outreach Committee identify ways to help congregations understand that OUO isn't a "membership fee" or a "tax", but it is a biblically-based tithe used to support the many ministries of the Church.
12. **Produced** planning calendars that are used by more than 950 Cumberland Presbyterians.
13. **Funded** the Ministers Conference which allows for ministers to receive continuing education.
14. **Partnered** with presbyteries to support new, redeveloping and cross-cultural churches and fellowships.
15. **Sponsored** Women's Ministry activities and CPWM Convention.



**e. Visited All Stateside Presbyteries**— Since June 2012, the Director of Ministries and Ministry Team staff visited and made presentations to each and every stateside presbytery (some multiple times), to both Andes and Cauca Valley presbyteries, the CP Church Council of Mexico, more than 30 congregations and 10 regional meetings including CPWM. (Ministry Team travel appears within their respective sections of this Report.)

The Director of Ministries' travel and that of other MC and Ministry Team staff may be seen at <http://ministrycouncil.cumberland.org/2012wherewevebeen> and <http://ministrycouncil.cumberland.org/2013wherewevebeen>. For purposes of this report, a summary of Ms. Old's travel since April 2012 includes:

- Spoke at Pastors Forums in Birmingham, Nashville, Bowling Green, Dallas/Ft Worth Metroplex, and Moore, Oklahoma. Another Pastors Forum has tentatively been set for the Lebanon, Missouri area in late April 2013.
- Spoke at Red River Presbytery Fall Meeting.
- Spoke at Trinity Presbytery Fall Meeting.
- Attended Presbytery of East Tennessee Spring Meeting.
- Attended West Tennessee Presbytery Spring Meeting.
- Traveled to Guatemala with MMT staff to assist in teaching workshops and establishing a second medical clinic.
- Traveled to and made presentations to Cumberland Presbyterian Churches in:
  - Arkansas Presbytery** – Calico Rock Cumberland Presbyterian Church (Calico Rock, Arkansas); Mt. Carmel Cumberland Presbyterian Church (London, Arkansas); Trinity Cumberland Presbyterian Church (Morrilton, Arkansas)
  - Columbia Presbytery** – Lawrenceburg (Tennessee) Church (currently without a pastor)
  - East Tennessee Presbytery** – Greeneville Cumberland Presbyterian Church (Greeneville, Tennessee)
  - Murfreesboro Presbytery** – Sewanee Cumberland Presbyterian Church (Sewanee, Tennessee)
  - North Central Presbytery** – New Hope Church (Yale, Illinois)
- **There are approximately 50 Cumberland Presbyterian congregations served by pastors**

**ordained by Other Denominations (OD).** Since April 2012, the Director of Ministries has traveled to and made presentations to 18 congregations currently served by OD pastors. The congregations commented on their delight at having a denominational rep come to visit, some noting they had not seen one in more than 10 years. The visits are dually helpful: allowing folks to feel more connected to the denomination and allowing the Ministry Council to hear firsthand from the “people in the pews.” Those congregations include:

- **Arkansas Presbytery** – Dover Cumberland Presbyterian Church (Dover, Arkansas); Grace Cumberland Presbyterian Church (Fayetteville, Arkansas);
- **Covenant Presbytery** – Camp Ground Cumberland Presbyterian Church (Anna, Illinois)
- **Cumberland Presbytery** – Harrodsburg Cumberland Presbyterian Church (Harrodsburg, Kentucky)
- **East Tennessee Presbytery** – Bethesda Cumberland Presbyterian Church (Fall Branch, Tennessee); Pleasant Vale Cumberland Presbyterian Church (Greeneville, Tennessee)
- **Grace Presbytery** – Groverton Cumberland Presbyterian Church (Morton, Mississippi) and Pleasant Hill Cumberland Presbyterian Church (Eutaw, Alabama)
- **Missouri Presbytery** – Orange Cumberland Presbyterian Church (Aurora, Missouri)
- **Nashville Presbytery** – Concord Cumberland Presbyterian Church (Waverly, Tennessee) and Donelson Cumberland Presbyterian Church (Nashville, Tennessee)
- **North Central Presbytery** – Casey Cumberland Presbyterian Church (Casey, Illinois)
- **Red River Presbytery** – Lake Highlands Presbyterian (a Union Church in Dallas, Texas)
- **Robert Donnell Presbytery** – Walnut Grove Cumberland Presbyterian Church (New Hope, Alabama) and Eidson Chapel (Falkville, Alabama)
- **Tennessee-Georgia Presbytery** – Kelly’s Chapel Cumberland Presbyterian Church (Whitwell, Tennessee)
- **Trinity Presbytery** – Pine Hill Cumberland Presbyterian Church (Winnsboro, Texas)
- **West Tennessee Presbytery** – Ramer Cumberland Presbyterian Church (Ramer, Tennessee)

At the Stated Clerks Conference in January 2013, the Director of Ministries encouraged attendees to distribute MC and MT printed materials during presbytery meetings as well as to assist with presbyterial endorsements of potential Ministry Council and Ministry Team elected members as directed by General Assembly. The Ministry Council recognizes that too many denominational reps speaking during a presbytery meeting can be overwhelming for presbyters. It is for this reason that the Stated Clerks are provided for printed updates of MC and Ministry Team events and resources and for the MC organizing and holding Pastors Forums as a means of providing adequate time for sharing information.

**f. Enhanced e-commerce functions on website**—The Ministry Council invested human and financial resources to add an e-commerce function to our webpages, allowing online payment for resource material purchases, online registration fees and charitable donations using credit cards to be made seamlessly and securely in a “one stop shop” approach. This addition continues to be favored by website visitors. Since April 2012, the usage has tripled: more than 300 orders (resource materials) of \$13,000 have been placed using the e-commerce feature, compared to 98 orders totaling \$5,300 in 2011.

**g. All Hands Ministry Council/Ministry Teams Meetings**—A day-long meeting for all Ministry Council/Ministry Team staff was held in June 2012. Participants discussed and planned new programs, explored fund development, as well as reviewed administrative functions. A 1 ½-day Retreat was held in October that focused on collaborative efforts to support and further the Step Out! movement. A third All Hands Ministry Council/Ministry Team meeting is planned for May 2013 at the Denominational Center.

**h. Continued eVotions and Documented Participation**—Ministry Council staff and elected members tangibly support effective methods of evangelism, specifically by writing many of the Ministry Council’s online devotions. eVotions (<http://ministrycouncil.cumberland.org>) are inspirational and challenging devotions that are available around-the-clock throughout the world. The Ministry Council extends an open invitation to others to participate as writers and readers of eVotions. Since we started accumulating data (October 2011 and through February 28, 2013) eVotions has had 10,025 unique page views and 11,518 total page views. eVotions has accounted for 6% of our total page views for that same period. The average time spent on the page is 2 minutes, 43 seconds.

**i. Reviewed Youth Advisory Member Requirements**—The Ministry Council seeks to include the many varied perspectives of Cumberland Presbyterians and as a result, when the Ministry Council was formed, there was intentionality to include on the Council three positions for Youth Advisory Members. It is important to note that the Ministry Council is the only denominational board that has Youth Advisory Members. However, the covenant requirements for attendance have been difficult for the youth to abide by given conflicting school calendars and requirements to maintain college scholarships. As a result, the

Ministry Council has prayerfully reviewed and discussed how to best utilize Youth Advisory Members. At its January 2013 meeting, the Ministry Council discussed making a recommendation to change General Assembly Bylaw 10.08.03 to enhance the inclusion of Youth Advisory Members.

The Bylaw currently states: “The Stated Clerk, Moderator, and Immediate Past Moderator shall be designated as Advisory Members to the board of directors of the Ministry Council. In addition, the corporation shall elect three (3) Youth Advisory Members who shall be between the ages of 16 and 19 years of age, inclusive, when elected.”

**RECOMMENDATION 1: That General Assembly Bylaw 10.08.03 be amended to read “The Stated Clerk, Moderator, and Immediate Past Moderator shall be designated as Advisory Members to the board of directors of the Ministry Council. In addition, the corporation shall elect three (3) Youth Advisory Members who shall be between the ages of 15 – 17 be elected for 1-year terms, with eligibility for re-election for one additional term” beginning in 2014; and that following this approved change to General Assembly Bylaw 10.08.03, the Ministry Council Bylaws be amended accordingly.**

**j. Missionary Crisis Team**—The Ministry Council endorsed the creation of a Missionary Crisis Team (MCT) to be responsible for the management of any crisis related to missionaries, responding as necessary until the crisis is concluded. To test the effectiveness of the MCT, an annual drill was conducted in November 2012 to test procedures, policies and staff preparedness to handle a missionary crisis. Staff and volunteers in another country added realism to the challenge as staff experienced what can happen, incorporating the element of potential new crises developing around the first crisis.

**k. Hosted a January 2013 fellowship meal** with the members of the Cumberland Presbyterian Church in America General Assemblies Mission Board, the Ministry Council and Ministry Team Leaders. During the event, informal plans were made for future cooperative events.

**l. Continued to Promote Ministry Council Endowments**—Ongoing review of the endowments of the Ministry Council and Ministry Teams reflect there are a number of endowments that have potential to fund ministries but, for lack of meeting the minimum required, cannot be used. When an endowment is established, the donor is free to set a dollar amount to which the account must grow to distribute the income. Several endowments have almost grown to the point where distributions can begin and are working to close the gaps on these so they can actively support ministry. (Appendix D)

**m. Followed through on difficult decisions related to health insurance for staff** of the Ministry Council, continuing a plan to incrementally require staff to pay for premiums for dependents. This plan is not followed by all Center agencies. Prior to 2012, Ministry Council and Ministry Team staff (and before the restructure, the related boards) received 100% of dependent health insurance premiums paid as part of their benefit package. Beginning in 2012, Ministry Council staff members who opted to take dependent health insurance paid 10% of the premium. This year (2013), Ministry Council/Ministry Team staff members who opt to take dependent health insurance pay 20% of the premium; in 2014, they will pay 30%; in 2015, they will pay 100% of their elected dependent health insurance premium.

**n. Risk Assessment**—The Center agencies share these goals: providing uninterrupted services to the Church that are within the purview of Center agencies as requested/approved by General Assembly and the Ministry Council; ensuring the safety and well-being of Center staff; providing relevant and appropriate information to the Church in the event of a crisis; and protecting and safeguarding important information in the event of a crisis. The Center Interagency Team set aside time and resources to create a guide of procedures for use in the event of different emergencies. The Ministry Council extends appreciation to Megan Warren for serving as project manager in compiling the information and publishing it for use by all Center staff.

**o. Designed and Offered pre-Assembly Workshops**—The Director of Ministries and Ministry Team Leaders (GMLT) followed up on the success of pre-Assembly workshops from the 182<sup>nd</sup> General Assembly by planning five new workshops for this year’s General Assembly:

- Implementing the Step Out! Program in the Local Church and Presbytery (MMT)
- Curriculum Chat (DMT)
- “Safe Sanctuary” (DMT)
- Lay Leader Program (PDMT)
- Leadership Development (Ministry Council)

**p. Visioning**—Reverend Troy Green began (and continues) leading the Ministry Council and Ministry Teams in a guided study of “*Spirited Leadership – Empowering People To Do What Matters*” by Thomas G. Bandy as part of a new approach to nurturing future leadership within the denomination. The

Ministry Council has incorporated some of the concepts into The Event: Elder Training and other program designs.

**q. Approved Personnel Handbook Revisions**—Ministry Council Personnel Handbook Revisions were considered by GMLT and recommended to the Ministry Council. Any time revisions are approved, Ministry Council Staff receive an electronic copy of the complete manual with revisions and sign an acknowledgement that they are aware of the revisions.

- 1) Hiring policy – The MC and Ministry Teams have followed a method of hiring new staff to reflect standard procedures. At the direction of the General Assembly appointed Evaluation Committee, this year the Ministry Council consulted the Ministry Team Leaders and Director of Ministries to correlate those procedures into one standard hiring policy for Ministry Council and Ministry Team staff positions. It is the belief of the Ministry Council that a formal hiring policy is a useful tool, and we encourage General Assembly to require other denominational entities to adopt a hiring policy specific to their entity. (Appendix E).

- 2) Remote locations – The 175<sup>th</sup> General Assembly directed that the Director of Ministries and Ministry Team Leaders are all to office from the denominational Center, resulting in the need for persons in these positions to live in that area. However, as other positions within Ministry Teams have opened up in the past several years, it became apparent that living in/officing from the Center was not imperative. Noting that persons with the desired level of skills and experience might be adversely affected by the current economy if they had to relocate to the greater Memphis, Tennessee area, two Ministry Team Leaders (DMT and MMT) sought guidance and approval from the Ministry Council to fill positions with persons working remotely. There was, in fact, precedent for this as MMT had at one time as many as four staff members living in other states/countries. Having seen the value and success that can be achieved by using this model, the formalized Ministry Council guidelines and requirements, should an applicant for an open staff position need to work in a remote office instead of at the CP Center in Cordova. (Appendix F)

- 3) Mileage change – At the request of staff and elected members, the Ministry Council appointed a subcommittee to review the rate of reimbursement for using personal vehicles for Ministry Council/Ministry Team travel. In 2012, the Ministry Council created a policy to encourage staff and elected members to use rental vehicles instead of personal vehicles when it was cost effective to do so. For those occasions when it is not cost effective and personal vehicles are used instead, the subcommittee proposed and the Ministry Council approved an increase from 35 cents to 45 cents per mile. The policy remains that when car rental is feasible and more economical, that avenue should be taken. The new mileage rate is for an indefinite time and went into effect January 26, 2013.

- 4) Privacy and New Media Policy – In response to a need for a policy that would meet the criteria set by the denomination's insurance provider, the Center Interagency Team agreed to present to their respective boards policies related to employee privacy and the use of computers and other media. Denominational attorney Jaime Jordan was consulted and made suggestions to draft policies. At its January 2013 meeting, the Ministry Council accepted and approved these policies (Appendices G and H). Other denominational entities will be responsible for adopting the policies for their own use.

- 5) The Ministry Council believes it important to model environmental stewardship. One tangible way to model that, approved by the Ministry Council in 2013, was for the Ministry Council Admin budget to absorb the costs related to office recycling for all entities housed in the Denominational Center. The Ministry Council Personnel Handbook was revised to reflect this action.

**r. Reviewed and responded to General Assembly Directives**—Following the Report of the Evaluation Committee to the 182<sup>nd</sup> General Assembly, the Ministry Council has invested a significant portion of meetings and resources and is encouraged by the ongoing communications from the Evaluation Committee.

**s. Drafted a two-year budget**—The GMLT accepted the challenge to create a two-year budget incorporating ongoing and new program initiatives. Prayer, brainstorming, and reviewing trends as well as seeking input from elected members resulted in a budget that the GMLT described as realistic yet stepping out in faith; the Ministry Council unanimously approved the 2014-2015 budget at our January 2013 meeting and acknowledged with great appreciation the efforts of GMLT to succeed so well in this challenge.

Items listed above are not a complete record of our actions during this time; rather, a snapshot of our efforts. More detailed information about accomplishments and initiatives of specific Ministry Teams are found within the body of our report, on the Ministry Council website, and within Ministry Council and Ministry Team publications. We ask that the Church remain in prayer for the work of the Ministry Teams and for the Ministry Council as we continue to pursue God's Will in our work.

## B. GENERAL INFORMATION

### 1. ORGANIZATION AND MEETINGS

The Ministry Council elected President Reverend Lisa Scott, First Vice President Reverend Troy Green, Second Vice President Reverend Sam Romines, Secretary Gwen Roddye, and Assistant Secretary Elizabeth Horsley to direct the work of the Council. At our August 2012 meeting, the Council acted on a recommendation from the Evaluation Committee, that elected officers may not exceed serving a combined total of three consecutive years in any office and are not eligible to serve again until at least one year has elapsed since the conclusion of three years service as an officer.

The Ministry Council unanimously agreed to create the office of Assistant Secretary and established that the person serving as the Assistant Secretary of the corporation shall be authorized to assist the Secretary in performing the duties incident to the office of Secretary and to perform duties of the Secretary during the absence or disability or refusal of the Secretary, or in case of a vacancy in the office of the Secretary. No Bylaws change was required.

The Council met three times in regular session since the 182<sup>nd</sup> General Assembly. Meetings included: a) a concurrent/joint meeting with Ministry Teams at the Colonial Cumberland Presbyterian Church in August 2012, with Orientation for new Council and Team members prior to the meeting; (b) a joint meeting with Ministry Teams at Faith Church in Bartlett, Tennessee, in January 2013; and (c) a regular session at the Center in April 2013. The GMLT works with the MC to set meeting agendas and as needed, Team Leaders meet directly with the Ministry Council during the meeting to share information. In response to a recommendation from the Evaluation Committee, Ministry Council members were assigned to meet with Ministry Teams. Ministry Team Leaders welcomed them at the August meeting. Printed MC meeting materials are no longer mailed, but are downloadable two weeks prior to each Ministry Council meeting via a password-protected section within Ministry Council pages, allowing up-to-the-minute document retrieval and saving resources related to traditional mailing.

The Ministry Council Covenant (Appendix I) is signed annually by each member, acknowledging that serving on the Ministry Council is a Call to serve God through service in the Church. The Covenant outlines expectations for Council Members to actively exercise good stewardship of that Call and includes an active commitment to the denomination's and Ministry Council's unified funding source, Our United Outreach. Ministry Council and Ministry Team members complete evaluations following all MC events; MC members rotating off complete self-evaluations in the form of a written exit interview; MC members have completed self-evaluations; Reverend Troy Green is leading the Ministry Council in ongoing efforts to enhance the evaluation efforts. The information collected from all evaluations is used to enhance the work of the Ministry Council.

### 2. MINISTRY COUNCIL MEMBERS AND THOSE WHOSE TERMS EXPIRE

At the direction of the General Assembly appointed Evaluation Committee, this year the Ministry Council served as the beta testing group to ensure endorsement of Ministry Council elected members either from presbytery (clergy) or the individual's church Session (laity). At the January 2013 meeting, the Ministry Council unanimously voted to recommend a roster of names for the Director of Ministries to share with the Nominating Committee of the General Assembly. The Director of Ministries worked with the Stated Clerk to ensure all of the persons recommended had the necessary documentation (personal data form and presbyterial/church Session endorsement). The Ministry Council wishes to express appreciation for the opportunity to make recommendations to the Nominating Committee of individuals who have specific gifts and skills, as well as provide synodic representation, to enhance the work of the many programs we provide. (Appendix J)

#### Members whose terms expire in 2013

- (2)Ms. Jill Carr, Missouri Presbytery, Synod of Great Rivers
- (1)Rev. Troy Green, Columbia Presbytery, Tennessee Synod
- (2)Ms. Elizabeth Horsley, Red River Presbytery, Mission Synod
- (2)Ms. Gwen Roddye, Presbytery of East Tennessee, Synod of the Southeast
- (2)Rev. Sam Romines, Cumberland Presbytery, Synod of the Midwest

#### Members whose terms expire in 2014

- (3)Mr. Roy Shanks, North Central Presbytery, Synod of the Midwest
- (2)Ms. Mandy Clark, Grace Presbytery, Synod of the Southeast\* resigned February 2013
- (2)Rev. Michele Gentry de Correal, Andes Presbytery, Mission Synod

- (1)Rev. Tom Sanders, Red River Presbytery, Mission Synod
- (1)Rev. Lanny Johnson, Murfreesboro Presbytery, Tennessee Synod

**Members whose terms expire in 2015**

- (2)Rev. Carlton Harper, Tennessee-Georgia Presbytery, Synod of the Southeast
- (1)Rev. Lisa Scott, Missouri Presbytery, Synod of Great Rivers
- (1)Ms. Sally Allen, Nashville Presbytery, Synod of Great Rivers
- (1)Rev. Ron McMillan, West TN Presbytery, Synod of Great Rivers
- (1)Ms. Mary Ann Cole, Cumberland Presbytery, Synod of the Midwest

**Youth Advisory Members**

- Mr. Sebastian Phillips, Hope Presbytery, Synod of the Southeast **(Term Expires in 2015)**
- Ms. Madison Rush, Nashville Presbytery, Tennessee Synod **(Term Expires in 2013)**
- Mr. Ethan Morgan Murfreesboro Presbytery, Tennessee Synod **(Term Expires in 2014)**

**Advisory Members**

- Rev. Michael Sharpe, Red River Presbytery, Mission Synod
- Rev. Robert Rush, Trinity Presbytery, Mission Synod **(Term Expires in 2014)**
- Rev. Don Tabor, Nashville Presbytery, Tennessee Synod **(Term Expires in 2013)**

The terms of Ms. Jill Carr, Reverend Troy Green, Ms. Elizabeth Horsley, Ms. Gwen Roddye, and Reverend Sam Romines expire in 2013; all are eligible for re-election. Ms. Mandy Clark, whose term expires in 2014, has resigned. The Youth Advisory Member term of Ms. Madison Rush expires in 2013, and she is not eligible for re-election. The Youth Advisory term of Sebastian Phillips expires in 2015; Mr. Phillips has joined the military. The Council expresses appreciation to Ms. Mandy Clark, Ms. Madison Rush, and Sebastian Phillips for their contributions to the work of the Ministry Council. The Council expresses sincere appreciation to Reverend Don Tabor for his leadership and participation as a Ministry Council Advisory Member during his two years as Moderator and Past-Moderator of the General Assembly.

**3. MINISTRY TEAM ELECTED TEAM MEMBERS**

Elected Team Members are elected by the Ministry Council, as dictated by the corporate model adopted by the General Assembly. Guidelines for electing Team Members have been formalized outlining their role and responsibilities as well as recognizing synodic, vocational and gender representation and equally important, recognizing the importance of gifts and skills so invaluable to service on the Council and Ministry Teams. The 182<sup>nd</sup> General Assembly approved a process whereby future Ministry Council and Ministry Team elected members are required to be endorsed by their respective presbytery (clergy) or Session (laity). In January 2013, potential elected Team Members were recommended by the Ministry Team Leaders to the Ministry Council. The Ministry Council voted unanimously to approve those individuals contingent upon receipt of the aforementioned endorsements. Elected member terms begin after each General Assembly. Newly Elected Team Members are listed in the individual Ministry Team sections of this report.

In the 2010 Report to the General Assembly, the Ministry Council listed those areas of responsibility for non-staff team members.

**Ministry Team Elected Team Member Responsibilities:**

1. Elect Leadership (at least a Chairperson)
  2. Attend Team Meetings—including one Spring and one Fall concurrent/joint meeting with the Ministry Council
  3. Plan, prioritize, and implement the Ministry
  4. Make recommendations to GMLT
  5. Follow directives of the Ministry Council
  6. Send a report to the Ministry Council to be included in the Council's report to General Assembly.
- In August 2011, the Ministry Council finalized a refined list of elected team member responsibilities.

(Appendix K)

In January 2013, the Ministry Council revised our Bylaws, and included information directly related to the four Ministry Teams.

Annual August meeting agendas include an Orientation for newly elected Team Members. Each of the Ministry Teams operates under a Covenant signed by each member, committing their work in answer to a Call. (Appendices L, M, N, and O)



#### 4. MINISTRY COUNCIL STAFF

##### THE MINISTRY COUNCIL STAFF ROSTER

###### **Ministry Council Administration**

Edith Busbee Old, Director of Ministries

Megan Warren, Executive Assistant to the Director of Ministries

###### **Communications Ministry Team**

Mark Davis, Team Leader

Sowgand Sheikholeslami, Senior Art Director

Joyce Reeves, Part-time Secretary

###### **Discipleship Ministry Team**

Rev. Elinor Swindle Brown, Team Leader

Matt Gore, Coordinator of Resource Development and Distribution

Susan Groce, Coordinator of Youth and Young Adult Ministry

Cindy Martin, Coordinator of Adult and Third-Age Ministry

Jodi Hearn Rush, Coordinator of Children and Family Ministry

###### **Missions Ministry Team**

Rev. George Estes, Missions Ministry Team Leader

Rev. Pam Phillips-Burk, Coordinator for Women's Ministry (Huntsville, Alabama, office)

Rev. Lynn Thomas, Director Global Cross-Culture Missions Program Staff (Birmingham, Alabama, office)

Rev. Robert Watkins, Asia Consortium Facilitator and Fund Developer (retired July 15, 2012)

Jinger Ellis, Administration and Finance

Rev. T. J. Malinoski, Evangelism and New Church Development

Erin Daza Sigler, Intern

Joyce Reeves, Part-time Secretary

###### **Pastoral Development Ministry Team**

Rev. Milton Ortiz, Team Leader

Joyce Reeves, Part-time Secretary

The Ministry Council continues to address needs identified by the Organizational Task Force, among them, how to ensure better use of human resources. During the past four years, performance reviews have become opportunities for coaching and involve the staff at a greater level; written self-evaluations, considered alongside the supervisor's evaluation provide a more comprehensive review. In 2010, Team Leaders were tasked with reviewing current staff job descriptions and when appropriate, making revisions. Implementation of new computer software has made many processes more efficient throughout the Center, and the change in the structure of the Church five years ago has provided the opportunity to share human resources and equipment in a better way. Less time is required for a number of formerly labor intensive tasks, freeing staff to do more outreach. Staff members completed "desk audits," a new experience for all but two staff with experience in the corporate arena, providing data that illustrates the time and resources required to successfully complete Team goals. Skill sets and staff expertise are now shared more naturally among Teams.

Reverend Robert Watkins, Asia Consortium Facilitator and Fund Developer, retired July 15, 2012, ending a decades-long ministry that included various levels of missions and fund-development work. The Council expresses appreciation to "Bob" for his significant contributions to the work of the former Board of Missions and the Missions Ministry Team. Following Bob's retirement and the subsequent succession of Reverend Lynn Thomas as the Global Cross-Culture Missions Director, the Missions Ministry Team invested time in reviewing program needs in regard to staffing. When Reverend Lynn Thomas assumed the role of Director of Global Cross-Culture Missions in August 2011 with the semi-retirement of Reverend Robert Watkins, the responsibility for Cross-Culture (CC) Ministry came under the umbrella of Global Cross Culture Ministry. Reverend Thomas had been the director for Cross-Culture Ministry (USA) for more than ten years. At present he is directing both areas, which previously were separate full-time staff positions. The Missions Ministry Team revised a staff position for Cross-Culture, and the Ministry Council,

affirming the Church's responsibility for the growing Cross-Culture ministry opportunities in the United States, approved the revised full-time staff position in Cross-Culture ministries, a vital growth area for the Cumberland Presbyterian Church in the USA. At this writing, applications are being received.

#### **5. IDENTIFYING POTENTIAL LEADERS**

The Ministry Council extends its appreciation to the Office of the General Assembly for the opportunity to provide an outline of the gifts and skills that are most useful to the MC in continuing the work set out for us by General Assembly. When meeting with the Nominating Committee, the Ministry Council provides a document that we believe to be helpful in identifying potential leaders, and in helping those asked to serve to have a full understanding of their commitment and describes those gifts and talents that will be of particular assistance to the Ministry Council.

### **C. DIRECTIVES FROM GENERAL ASSEMBLY**

#### **1. CLERGY CRISIS FUND**

The 182<sup>nd</sup> General Assembly adopted that "the Pastoral Development Team reconsider guidelines and develop a sliding scale for administering the Clergy Crisis Fund based on total income of the presbytery." The Pastoral Development Team has made the requested revisions. The 182<sup>nd</sup> General Assembly also adopted that "the Clergy Crisis Fund pay 50% of the cost of counseling up to \$500." The Pastoral Development Team has made the requested revisions.

#### **2. UNIFIED DENOMINATIONAL PUBLICATION**

The 182<sup>nd</sup> General Assembly adopted that "General Assembly encourage the development of a prototype of a unified denominational publication." When serious and arguably legitimate questions were raised about whether the Unified Publications Task Force (UPTF), as an agency of the Ministry Council, possessed the authority to pursue a course of action that could conceivably (if not likely) result in the termination of both *The Missionary Messenger* and THE CUMBERLAND PRESBYTERIAN as they have been known, the Task Force decided that rather than risk the investment of significant resources in a project the outcome of which might not even be legal, the Communications Ministry Team (CMT) and the UPTF, as agencies of the Ministry Council, would petition the General Assembly for a ruling that would clarify the authority and responsibilities of the Communications Ministry Team vis-à-vis not only these denominational publications, but any medium not devoted to internal, hierarchical communications. CMT and the CMT Leader have met several times with the Ministry Council in regard to this item. The Ministry Council tasked the CMT Leader to bring a formalized recommendation to that effect to the Ministry Council to review during our April 2013 meeting. If the Ministry Council approves such a formalized recommendation, it will appear within the Ministry Council Report Number Two.

### **D. COUNCIL REPRESENTATIVES TO 183<sup>RD</sup> GENERAL ASSEMBLY**

Reverend Troy Green will be the Council's representative to the 183<sup>rd</sup> General Assembly and Reverend Sam Romines will be the alternate. In 2010, the Council decided that the representative benefits from having another member present to assist with questions and information and elected Ms. Elizabeth Horsley to fill that position. Ms. Horsley has served in this capacity for several years, and the Council expresses great appreciation to her for sharing her wisdom and expertise in this capacity. Director of Ministries Edith B. Old and Executive Assistant Megan Warren will also attend General Assembly, as will Reverend Lisa A. Scott who will be Worship Leader, Reverend Lanny Johnson, co-director of Music, and Roy Shanks who will serve as a Commissioner.

## **II. COMMUNICATIONS MINISTRY TEAM**

Mark J. Davis, Team Leader

### **A. INTRODUCTION AND PURPOSE**

The Communications Ministry Team (CMT) concentrates our efforts to focus on and strengthen communication within the denomination and with the world at large through written, verbal and electronic means. We understand our mission as one of articulating as clearly as possible who we *are* as Cumberland

Presbyterians—what it means to *be* a Cumberland Presbyterian—and why we choose to be Cumberland Presbyterians. We understand the importance of well-defined communication strategies in strengthening our connectional nature. We recognize that the world into which the Church is being called to minister is clearly and profoundly changing—to extents not seen in recent centuries.

Within this context, it is incumbent upon the Church in general—and the Cumberland Presbyterian Church specifically—to adapt quickly and resolutely to the cultural, sociological, political and *technological* changes that are evolving daily. “Adaptation” need not be a negative concept for the Church. It need not and *should not* mean abandoning our faith or our values. But it *should* imply our willingness to be witnesses to the good news in the language(s) being spoken in the cultural, sociological, and political communities around us—to *communicate* in a way that first and foremost is consistent with our faith, but which also clearly articulates the doctrines that define us, and which reinforces our connectional nature in meaningful ways.

In order to effectively communicate to both our own membership and to the global community in ways that keep our message relevant, we must consciously and intentionally nurture our *Identity*, our *Consistency* and our *Stewardship*.

1. **Identity:** One of the signature organizational trends of the last decade emphasizes the importance and value of effective “branding” as a means of strengthening an organization both from within and from the perspective of the organization’s current and potential “clients.” Branding is not the same as “marketing”, and need not carry the negative associations that word often carries. Work around developing a Cumberland Presbyterian “brand” is work that aims to:
  - a. improve clarity around and understanding of our mission,
  - b. promote a disciplined approach to ensuring that the myriad activities of the Ministry Council align with that mission, and
  - c. establish a clear rallying point and a source of inspiration and information for Cumberland Presbyterians around the globe.

It is an established principle of organizational dynamics that a clear vision describing the organization’s goals and its trajectory toward those goals can help motivate its members to action. If Christianity is a verb, then having “motivation to action” as a goal of the Communications Ministry will be a good thing.

2. **Consistency:** Now that the internet—and specifically, the worldwide web—has become ubiquitous and a primary source of information, uniformity, or consistency in the “look and feel” of an organization’s communications has become one hallmark of success. A sad but inescapable by-product of the digital age has been a shortened attention span in human beings. It is important that we work to condense and “standardize” our communications—in all their various forms—to the greatest extent possible and practical, to ensure that we are delivering our message in ways that either satisfy needs quickly, or encourage “persistence” in further study, thought or action.

3. **Stewardship:** The call to be good stewards of the gifts we’ve been given is neither new nor old-fashioned. In fact, perhaps more than ever before, effective stewardship of our resources is not only a Christian imperative, but has emerged as an absolute economic necessity as well. The Cumberland Presbyterian Church has become a denomination of many faces, represented by particular publications or resources. To some, it may be THE CUMBERLAND PRESBYTERIAN magazine, or *The Missionary Messenger*. To others, Cumberland Presbyterianism may be summed up in our presence on a social media site, one of the denominational websites, cumberlandlist, CPUpdates, or any of several other electronic or print media. To some, unfortunately, the denomination has likely become a seemingly endless series of mailings, many of which are so similar. To be good stewards, we must find ways of avoiding redundancies and take advantage of opportunities for consolidation.

## B. GENERAL INFORMATION

### 1. ELECTED TEAM MEMBERSHIP AND TERMS

**Members whose terms expire in 2014**

- (2) Ms. B. Denise Adams, Arkansas Presbytery, Synod of Great Rivers
- (1) Rev. Michael Clark, Murfreesboro Presbytery, Tennessee Synod
- (1) Ms. Dusty Luthy Shull, Covenant Presbytery, Synod of the Midwest

**Members whose terms expire in 2015**

- (2) Rev. James D. McGuire, Presbytery of East Tennessee, Synod of the Southeast

In January 2013, the following individuals were recommended by the CMT for terms beginning after General Assembly to expire in 2016:

Rev. Steven Shelton, West Tennessee Presbytery, Synod of Great Rivers, to a three-year term.

Rev. Nicholas Chambers, Grace Presbytery, Synod of the Southeast, to a three-year term.

At the first meeting following General Assembly each year, all CMT members sign a Covenant acknowledging their responsibilities. (Appendix K)

**2. STRUCTURE AND STAFF**

Mark J. Davis is the Team Leader for the Communications Ministry Team. Sowgand Sheikholeslami is the Senior Art Director. The CMT is also served on a part-time basis by Joyce Reeves in an administrative assistant capacity. The team members meet a minimum of twice annually during regularly-scheduled Ministry Council meetings. Any other business is conducted electronically.

**3. COMMUNICATIONS MINISTRY TEAM LEADER TRAVEL**

- Arkansas Presbytery Fall meeting
- Red River Presbytery Fall meeting
- Covenant Presbytery Spring meeting
- Hope Presbytery Fall meeting
- North Central Presbytery Fall meeting
- West Tennessee Spring meeting
- Presbytery del Cristo Spring meeting

**C. WORK OF THE COMMUNICATIONS MINISTRY TEAM****1. THE CUMBERLAND PRESBYTERIAN****a. Mission**

The purpose of THE CUMBERLAND PRESBYTERIAN magazine is to engage, inspire and unify members of the Cumberland Presbyterian Church. The magazine is published 11 times per year, with the November and December issues comprising a combined issue.

**b. Editorial policy**

THE CUMBERLAND PRESBYTERIAN is a medium for the communication of the gospel of salvation through Jesus Christ. The magazine will provide unbiased reporting of news, and will allow for open discussion of theological, social, cultural and denominational issues. Signed editorials express the views of the Editor and not necessarily those of the administrative agency, the Ministry Council. All submissions—both solicited and unsolicited—will be subject to editing. Not all submissions will be published. Photographic images in any form will not be returned, but will be sent to the Archives of the Historical Foundation.

**c. Circulation**

As of the March 2013 issue, paid circulation averaged around 2,300 per month.

**d. Subscriptions**

The rates for subscriptions have not changed since the last General Assembly. Subscriptions may now be purchased on-line at <http://ministrycouncil.cumberland.org/subscription>. Current subscription rates are:

- 1) \$25.00 per year; \$45.00 for two years
- 2) \$22.00 per year when prepaid in groups of five or more
- 3) \$2.27 per issue for billed subscriptions (minimum of five)
- 4) \$20.00 per year for churches that adopt the New Member Plan, providing a subscription to each new member family for one year

#### **e. Advertising**

Advertisements for open church staff positions will be listed once at no charge to the church placing the advertisement. Congregations wishing to print memorials or to advertise items for sale or upcoming events are encouraged to do so for a nominal advertising fee of \$10.00 per column inch. Full-page commercial advertisements (e.g., books, events not sanctioned by an agency of the denomination, etc.) are \$500.00. Half-page commercial advertisements are \$300.00. Quarter-page commercial advertisements are \$200.00. And eighth-page commercial advertisements are \$100.00. All commercial advertisements must be pre-paid.

#### **f. Current status**

For the year 2013, we are focusing effort on rebuilding our subscription list. Two years ago, the magazine (along with all Center agencies) began using a new software program to manage its business. As part of this transition, several dozen invalid subscriptions were purged. In addition to the discovery and purging of these invalid subscriptions, many subscribers (bulk-subscriber congregations, especially) were forced to cancel due to the effects of the recession. This year, we will run several subscription drives and offer several subscription specials in an effort to rebuild our list.

We continue to struggle with developing a production schedule that gets the magazine into subscribers' hands in a more timely fashion. While we have met with a fair amount of success in terms of receiving content in a more timely fashion, we still experience some difficulties associated with the production of two magazines and numerous program-related publications with only two full time staff members. We do feel we're moving in the right direction, however, and hope to have an acceptable schedule established as routine by the end of 2013.

While there seems to be adequate support among our readers for an online version of the magazine, we have found the *affordable* execution of such a change to be more technologically challenging than we had anticipated. Still, we continue to work not only with our website vendor/host, but with a couple of web-based subscription service providers toward an affordable solution. The key word is "affordable." There are options, but so far, estimates/quotes have ranged from around \$7,000 (one-time) for an integrated solution (current website vendor), to more than \$14,000/year (third party). CMT believes neither is "affordable" under our present financial situation. As an interim measure, we are digitizing past issues (from October 2009 forward) for free access.

THE CUMBERLAND PRESBYTERIAN is a member of the Associated Church Press (ACP), and subscribes to both the Religion News Service (RNS), and Associated Press (AP).

## **2. MINISTRY COUNCIL WEBSITE**

Our website continues to grow in terms of volume of visitors and the addition of content. Among new features is a "Where We've Been" page that tracks the travel of Ministry Council staff in reaching out to congregations by way of personal visits. We also recently went through a process of restyling the Resource Center pages to make them more attractive and more easily navigated. Whether as a direct result of these changes or not, online sales through the Resource Center pages have shown a marked increase in the last few months.

We have also increased online registration activity for events such as the Young Adult Ministry Conference, The Event, the Ministers Retreat, the Cumberland Presbyterian Women's Ministries Convention, and others. This has reduced the paperwork and requirements associated with such events, thus allowing the Ministry Council to devote more attention to activities directly tied to ministry.

In the early spring of this year, we began discussions with our website vendor/host aimed at creating a new home for the "cumberlist," a familiar discussion site for Cumberland Presbyterians currently hosted by Google. We realized that we can offer better service (i.e., more/better functionality, more timely updates, etc.) through the discussion board application that is available to us through our current provider. We expect the move to be completed by the 183<sup>rd</sup> General Assembly.

With more than two years experience now, along with input and feedback from a number of our visitors, we believe it is time to redesign the navigational aspect of the website. In particular, we hope to make navigating the site more intuitive than it is currently. This will require a significant amount of time and effort, but we hope to have completed a plan and implemented it by the end of 2013.

## **3. DENOMINATIONAL NEWS MEDIA**

We wish also to draw attention to CP Updates as a means of sharing news, updates, concerns, prayer and ministry opportunities. CP Updates is an email newsletter for which users may sign up online at <http://tiny.cc/CPUpdates>.

In addition to CP Updates, the CMT employs a commercial mass-email service, Facebook and Twitter postings, and as time and resources permit, cumberlist.

#### **4. 2014 PROGRAM PLANNING CALENDAR**

The theme of the 2014 Program Planning Calendar is *Telling Our Stories*. We have recruited a diverse group of twelve Cumberland Presbyterians from across the denomination, each of whom has a unique and compelling story to tell about their relationship with the Cumberland Presbyterian Church. Accompanying each person's story will be a hand-drawn portrait of the writer, produced by our Senior Art Director (and accomplished artist) Sowgand Sheikholeslami. We are also looking into publishing a version of the calendar that could be accessed via a Smartphone using either the iOS or Android computing platform.

#### **5. CONGREGATIONAL COMMUNICATIONS**

After a successful workshop on congregational communications at last year's General Assembly, we received a number of requests for help and/or advice in improving communications at the congregational level. As of this writing, we are in discussion with our website vendor concerning the possibility of offering a service whereby we would help small congregations (or congregations with limited resources) to set up a static webpage for a nominal fee (at most). Our hope is that such a move would help those congregations in reaching out to younger persons in their communities, persons seeking a new church home, and others who are increasingly using the web as a primary source of information.

### **III. DISCIPLESHIP MINISTRY TEAM**

Reverend Elinor Swindle Brown, Team Leader

#### **A. INTRODUCTION AND PURPOSE**

Christian Discipleship is the life and practice of following Jesus Christ.

One may know about Jesus and even believe in Jesus as an important historical and spiritual figure. But one becomes a disciple of Jesus by entering into a personal relationship with him and making him the guiding force of one's life. A disciple is not a "Jesus admirer" but a servant who follows faithfully and willingly.

A disciple is a student—a life-long learner. Christian disciples devote their lives to the reading and studying of God's inspired word as found in the Old and New Testaments, and come to know the teachings of Jesus through them and through interaction with others who share this identity.

Prayer, worship, life experiences and God's grace enable disciples to develop a personal relationship with God through Jesus Christ. By being totally committed to Christ, disciples find their primary identity in him. Their faith is nurtured, shaped, and then expressed in and through the faith community called the "church."

Disciples exhibit joy, peace, humility, self-control, and are guided in all things by love, God's greatest command. Through love, disciples are peacemakers and seek to relate to others with kindness, integrity, generosity, and patience.

Disciples follow the example of Jesus, and give themselves—their time, energy, and money—to furthering God's kingdom by witnessing to the Good News, ministering to and with persons who are poor and those who are marginalized.

Above all, disciples share the love and grace of Jesus Christ with others, inviting them to a new life in Christ.—*Discipleship Statement from the Discipleship Ministry Team*

It is the purpose of the Discipleship Ministry Team to encourage and support the ministry of all Cumberland Presbyterian churches to make disciples according to the above statement. The team members meet a minimum of twice annually during regularly-scheduled Ministry Council meetings. Any other business is conducted electronically.

#### **B. GENERAL INFORMATION**

##### **1. DMT ELECTED TEAM MEMBERS**

##### **Members whose terms expire in 2013**

(2)Rev. Mindy Acton, Grace Presbytery, Synod of the Southeast

(3)Rev. Tom Martin, Tennessee-Georgia Presbytery, Synod of the Southeast

(3)Rev. Vernon Sansom, Jr., Red River Presbytery, Mission Synod

**Members whose terms expire in 2014**

(1)Ms. Le Ila Dixon, Trinity Presbytery, Mission Synod

(1)Rev. Aaron Ferry, Presbytery of East Tennessee, Synod of the Southeast

(2)Ms. Samantha Hassell, Covenant Presbytery, Synod of the Midwest

**Members whose terms expire in 2015**

(2)Ms. Joanna D. Bellis, Missouri Presbytery, Synod of the Great Rivers

(1)Ms. Rachel Cook, Robert Donnell Presbytery, Synod of the Southeast

(1)Rev. Christian Smith, Tennessee-Georgia Presbytery, Synod of the Southeast

The terms of Reverend Mindy Acton, Reverend Tom Martin, and Reverend Vernon Sansom expire in 2013. Tom and Vernon have faithfully served three terms and are not able to be reappointed. We thank them for their faithful service to the Discipleship Ministry Team. Reverend Mindy Acton is eligible to be reappointed.

In January 2013, the following future and returning DMT Elected Team Members were recommended by the DMT and elected by the Ministry Council to terms beginning after General Assembly:

Rev. Mindy Acton, Grace Presbytery, Synod of the Southeast, to succeed herself for a three-year term.

Rev. Nancy McSpadden, Arkansas Presbytery, Synod of the Great Rivers, to a three-year term.

Ms. Josephina Sanchez, Presbytery of East Tennessee, Synod of the Southeast, to a three-year term.

At the first meeting following General Assembly each year, all DMT members sign a Covenant acknowledging their responsibilities. (Appendix L)

## 2. STAFF MEMBERS

### Discipleship Ministry Team Staff

Reverend Elinor Swindle Brown, Team Leader and Support Ministry

Matthew Gore, Coordinator of CP Resources and Promotion

Susan Groce, Coordinator of Youth and Young Adult Ministry

Cindy Martin, Coordinator of Adult and Third-Age Ministry

Jodi Rush, Coordinator of Children and Family Ministry

## 3. DISCIPLESHIP MINISTRY TEAM TRAVEL

- CPCA General Assembly, Huntsville, Alabama
- CPC General Assembly, Florence, Alabama
- CPYC, Bethel University, McKenzie, Tennessee
- CPC of Germantown, Germantown, Tennessee
- Arkansas Presbytery, Calico Rock, Arkansas
- Ecumenical Stewardship Center Advisory Council and Leadership Seminar
- Ministers Conference, Olive Branch, Mississippi
- The Event: Elder Training, Homewood CPC, Homewood, Alabama
- Association of Presbyterian Christian Educators, Orlando, Florida
- The Event: Elder Training, St. Luke CPC, Forth Worth, Texas
- Worship, spoke about The Event and OUO, St. Timothy CPC, Hurst, Texas
- The Event: Elder Training, St. Luke CPC, Madison, Tennessee
- The Event: Elder Training, Bowling Green, Kentucky
- The Event: Elder Training, Marshall CPC, Marshall, Missouri
- Synod of the Midwest, Piney Fork CPC, Marion, Kentucky
- Chapel Dedication, Bethel University, McKenzie, Tennessee
- Pastor's Meeting, Nashville, Tennessee
- The Event: Elder Training, Lexington CPC, Lexington, Tennessee
- The Event: Elder Training, Stonegate CPC, Edmond, Oklahoma
- Worship, Eastlake CPC, Oklahoma City, Oklahoma
- The Event: Elder Training, Cookeville CPC, Cookeville, Tennessee
- Worship, Cookeville CPC, Cookeville, Tennessee
- The Event: Elder Training, Calico Rock CPC, Calico Rock, Arkansas
- Robert Donnell Presbytery, Gurley CPC, Gurley, Alabama
- Worship, Church Street CPCA, Huntsville, Alabama
- Princeton Youth Forum, Princeton, New Jersey

- Columbia & Murfreesboro Presbyteries Outdoor Ministry Training, Manchester CPC, Manchester, Tennessee
- YAMC Koinonia Worship Team Meeting, Nashville, Tennessee
- East TN Presbytery Outdoor Ministry Training, Beaver Creek CPC, Knoxville, Tennessee
- CP Youth Mission Orientation, Birmingham, Alabama
- CP Youth Mission Trip, Uganda, South Africa
- Meeting with Derek Jacks and Micaiah Thomas, Birmingham, Alabama
- Brenthaven CPC Youth Ministry Volunteer Training, Brentwood, Tennessee
- YEC Planning, Little Rock, Arkansas
- Flat Lick CPC, Hopkinsville, Kentucky
- Arkansas Presbytery, Calico Rock, Arkansas
- Presbyterian Youth Staff Team Meeting, Purdue University, Indiana
- West Tennessee Presbytery
- PYT Denominational Staff Meeting, Louisville, Kentucky
- YAMC, Burnside, Kentucky
- Ecumenical Ministry Staff Team Meeting, Princeton, New Jersey
- YMPC Meeting, Bethel University, McKenzie, Tennessee
- PYT Meeting for Small Group Leadership, Louisville, Kentucky
- Grace Presbytery Convocation, Gatlinburg, Tennessee
- Young Adults Conference: Koinonia
- The Event: Elder Training, Martinsville, Illinois
- New Hope CPC, Yale, Illinois
- The Event: Elder Training, Fredonia CPC, Fredonia, Kentucky
- Worship Sturgis CPC, Sturgis, Kentucky
- PYT Production Team Meeting, Purdue University
- Princeton Youth Forum
- Presbytery of East Tennessee Safe Sanctuary presentation, Beaver Creek CPC, Knoxville, Tennessee
- PAS, Bethel University, McKenzie, Tennessee
- PREP meeting, Louisville, Kentucky
- Covenant Presbytery
- Arkansas Presbytery Third-Age Retreat, Little Rock, Arkansas
- The Event: Elder Training, Elmira Chapel CPC, Longview, Tennessee
- Worship, Elmira Chapel CPC, Longview, Texas
- The Event: Elder Training, First CPC, Olive Branch, Mississippi
- The Event: Elder Training, Lubbock CPC Lubbock, Texas
- Worship, Lubbock CPC Lubbock, Texas
- The Event: Elder Training, Heights CPC, Albuquerque, New Mexico
- The Event: Elder Training, Silverdale CPC, Cleveland, Tennessee
- Worship, Silverdale CPC, Cleveland, Tennessee
- Arkansas Third-Age Retreat Planning Meeting, Little Rock, Arkansas
- Robert Donnell Presbytery, Children's CROP Walk
- Curriculum Workshop, Rogersville, Alabama
- Children's Fest Planning, Bethel University, McKenzie, Tennessee
- North Central Presbytery
- Children's Fest Planning, Denton, Texas
- Worship and spoke, St. Timothy CPC, Hurst, Texas
- The Event: Elder Training, First CPC, Knoxville, Tennessee
- The Event: Elder Training, Hope CPC, Valrico, Florida
- Worship, Christ CPC, Lutz, Florida
- The Event: Elder Training, Camp Israel Folsom, Broken Bow, Oklahoma
- Worship, McGee Chapel CPC, Broken Bow, Oklahoma
- The Event: Elder Training, Church Street CPCA, Huntsville, Alabama
- Missouri Presbytery Women's Retreat, Candenton, Missouri
- Workshop and worship, Flat Lick CPC, Hopkinsville, Kentucky

### C. WORK OF THE DISCIPLESHIP MINISTRY TEAM



The Discipleship Ministry Team (DMT) and the United Board of Christian Discipleship (UBCD), a board made up of the DMT and the General Assembly Mission Board of the Cumberland Presbyterian Church in America, continue to evaluate and plan all programs and events sponsored by the two groups. Each program and event listed below is sponsored by the DMT and, if jointly with another team or entity, that particular partnering team/entity is noted (e.g. UBCD, Cumberland Presbyterian Children's Home [CPCH], Communications Ministry Team [CMT], Missions Ministry Team [MMT], or Pastoral Development Ministry Team [PDMT]). More detailed information about all of these ministries can be found on the website at <http://ministrycouncil.cumberland.org/discipleshipministry>. Resources can be ordered either through the Ministry Council Online Store or through a specific order/registration form on the Discipleship Ministry Team webpage.

## 1. CHILDREN AND FAMILY MINISTRY

**a. Advent Devotional: *The Jesse Tree* (UBCD)** is a daily devotion book for Advent written by 25 children, youth, and adults from across the Cumberland Presbyterian denominations. The cover and interior artwork were created by Jamie Price, and the cover design by DMT member Joanna Bellis. The devotional sold for \$3 per copy, with free shipping offered for orders of 10 or more books. More than 1,500 copies were sold to Cumberland Presbyterian congregations and others. The plan is to produce another such devotional for 2013 focusing on the Advent wreath. It will be called *Gather Round the Circle* and will feature different writers.

**b. Children's Fest Events (UBCD)** are being planned for the summer of 2014. These events will bring together Cumberland Presbyterian and Cumberland Presbyterian Church in America children, kindergarten – 6<sup>th</sup> grade, for a day of fellowship, Bible study, games, and worship – *kid-style and Cumberland-Presbyterian-style*. The events will be held at the Cumberland Presbyterian Children's Home in Denton, Texas, on June 7, 2014, and at Bethel University in McKenzie, Tennessee, on July 19, 2014. Jodi Rush is coordinating these events with the help of a planning team for each event. The planning teams are using Psalm 139:14 "*I will give thanks to you because I have been so amazingly and miraculously made*" (God's Word Translation) to guide their plans for a day of activities that will connect children from different congregations, presbyteries, and international Cumberland Presbyterian participants through video chat.

**c. Curriculum Partnerships** have been established in order to provide easy access and information to our congregations about curriculum resources. In the fall of 2012, staff entered into partnerships with three publishers that offer unique curriculum options well-suited for Cumberland Presbyterian congregations. All of these publishers, in varying degrees, have offered to provide samples, brochures, and support to assist staff in making appropriate curriculum suggestions. A pre-Assembly Workshop will be held at the 183<sup>rd</sup> General Assembly to introduce and share resources from the three publishers, *Faith Alive Resources*, *Feasting on the Word*, and *Gather 'Round*. These partnerships will also be shared with congregations through a mailing, DMT website, eblast, and in one-on-one conversations as requests for curriculum occur.

**RECOMMENDATION 2: That the 183<sup>rd</sup> General Assembly endorse *Encounter, Faith Out Loud, Faith Alive, Feasting on the Word, and Gather Round* as CPC approved curriculum.**

**d. Family Week (CPCH)** in 2013 was observed the week of April 7-13. The theme for the week was Family ACTS and the scripture was Acts 2:42-47. *Family Week ACTION Packs* were mailed to churches who requested them. The *Family Week ACTION Pack* included a copy of a children's sermon and litany written by Reverend Stephanie Brown and Reverend Kevin Henson for use on Sunday, April 7, an hour-and-a-half intergenerational event design written by Nancy Gillis to be used as a kick-off event for Family Week, a sample bulletin insert for April 7, and a sample of the *Family ACTION Plan* that was to be distributed to families as they celebrated Family Week. If your congregation did not celebrate family week in April, additional copies of the bulletin insert and *Family Week ACTION Pack* are still available.

**e. Live Lent (UBCD)** is a book for individuals and congregations to use to live and learn about Lent. Live Lent is being sold for \$3.50 per copy, plus shipping. There is a bulletin insert download available for \$12 per congregation for one time use. *Live Lent* invites congregations to join together in observing a weekly spiritual practice – *one practice per week for the six weeks of Lent*. The weekly practices include making a Lenten promise (fasting), Bible reading, service, prayer, worship, and forgiveness. A Facebook page was created for churches and individuals to share how they are living and learning about Lent.

## 2. YOUTH AND YOUNG ADULT MINISTRY

**a. Cumberland Presbyterian Youth Conference (UBCD)** is a place where everyone is welcomed, loved, and accepted unconditionally. It is a place to build community and lasting relationships while inviting

and encouraging creativity and expression. It offers rest, retreat, and provides an open community where participants are not afraid to be vulnerable. It offers a place to be family, to celebrate who God made us to be through laughing and having FUN! The 2013 CPYC will be held June 30-July 5, at Bethel University, McKenzie, TN. The theme, *Inside Out*, is based on 1 Samuel 16:7 and the life of David. Daily sub-themes include:

**Sunday: Who are you?**—Purpose: Outward appearances do not matter in the house of God—Scripture: 1 Samuel 16:11; 1 Samuel 17:33; 1 Samuel 16:7

**Monday: You are enough**—Purpose: Don't try to be someone you are not. Who you are is enough for God—Scripture: 1 Samuel 17:48; Psalm 139; Matthew 10:29-30; Genesis 1:26

**Tuesday: You are leaders and followers**—Purpose: Know when to lead and when to follow—Scripture: Matthew 20:20-28; 1 Samuel 23:1-5, 10-14; 1 Samuel 30:8-10

**Wednesday: You are chosen**—Purpose: Serve the Lord with all your heart because you are a part of God's people and have been chosen by God!—Scripture: Psalm 78:70-72; 1 Samuel 13:13-14; Acts 13:22; John 15:16

**Thursday: You are in covenant**—Purpose: God makes a covenant with each one of us—Scripture: 1 Samuel 18; 1 Samuel 20; 1 Corinthians 11:25; Genesis 17:4-8

**Friday: You are home**—Purpose: Celebrate the fact that you can take home what you learned and make a difference—Scripture: 2 Samuel 6; John 4

The Cumberland Presbyterian Youth Conference will celebrate 90 years this year. The Young People's General Assembly, the precursor to CPYC, began in 1924. A celebration will take place on Sunday night at CPYC. Non-conferees are welcome to join in this celebration. Cost: \$275 for the conference. A birthday celebration will also be held on Tuesday evening during the 183<sup>rd</sup> General Assembly.

**b. Faith Out Loud** is a Cumberland Presbyterian youth curriculum that starts with a solid scriptural and theological base, reflects the beliefs of the Cumberland Presbyterian Church as stated in the *Confession of Faith*, invites young people into a deeper discussion of the Christian faith, and provides avenues through which young people can explore how their faith lives intersect. Each quarter contains resources for 13 lessons, including a leader guide, comprehensive biblical background for teachers, reproducible pages, media connections that tie Scripture with film, music, video, or website resources, and added options to take the lesson deeper. It is developed by Cumberland Presbyterians for Cumberland Presbyterians! We are currently publishing our 8<sup>th</sup> quarter.

**c. Presbyterian Youth Triennium (UBCD)** is July 16-20 at Purdue University, West Lafayette, Indiana. The theme is *I Am*. Members of the Production Team from the CPC are: Houston Brown, Susi Franco, Laura Heflin, Darren Kennemer, Noah Quinton, and Devin Rush. Members from CPCA are: Al Garrett, Cortez Nance, and Danielle Papillion (Walker). Reverend Mark Brown serves as contract staff for the Community Life Team. Reverend Aaron Ferry serves as contract staff for the Recreation Team. Susan Groce serves as staff representing the UBCD for the Small Group Team. Check out the website and promotional video at [www.presbyterianyouthtriennium.org](http://www.presbyterianyouthtriennium.org). Cost: \$469.00 per person. Small Group leaders and registrars for the CPC and CPCA presbyteries are still needed. Applications are on the website.

**d. Safe Sanctuary** deals with the need to create a safe environment for all people who walk through the doors of our churches and participate in the activities and events associated with our church. This issue will be addressed during a pre-Assembly Workshop prior to the 183<sup>rd</sup> General Assembly, and related to how congregations, presbyteries, synods, and the denomination can be a safe place for all people to grow in their faith. The DMT staff has templates and samples that congregations, presbyteries, and other judicatories can use to develop their own policy.

**RECOMMENDATION 3: That the 183<sup>rd</sup> General Assembly approve a plan for all congregations, presbyteries, synods, and denominational groups to have a safe sanctuary policy in place by December 31, 2014.**

**e. Young Adult Conference: Koinonia (UBCD)** was held January 31-February 4, 2013. The theme scripture was Acts 2:42. Sixty-two young adults participated in the event. The group left from New Orleans, Louisiana, on a four-day cruise. Rachel Held Evans was the preacher and speaker for the event. The Great Romance was the worship band. Reverend Aaron Ferry and Reverend Jennifer Fouse served as worship coordinators.

**f. Young Adult Immersion Trip (UBCD)** will be held December 26, 2013-January 5, 2014. The trip will be to Medellin, Colombia, South America under the direction of Francia Ortiz. This trip is open to participants from both Cumberland Presbyterian Churches, ages 22-35. At the writing of this report, Cumberland Presbyterians from all over the world have begun the application process.

**g. Young Adults Step Out! (UBCD, MMT)** is a Top 12 List of ways for young adults to Step Out! in their faith. The Young Adult Ministry Council is refining this list in consultation with Reverend T.J. Malinoski and plans to have these published at the 183<sup>rd</sup> General Assembly.

**h. Youth Evangelism Conference (MMT)** The YEC is an example of sharing resources and expertise across Ministry Team lines; elected members and staff from both Discipleship and Missions Ministry Team are involved in the design and implementation of this event. This particular Youth Evangelism Conference was to be held December 26-30, 2012. The event was cancelled due to a snowstorm that hit Little Rock, Arkansas on December 25<sup>th</sup> where the event was to be held. Power was out at the conference center and the roads were impassable due to ice and downed trees. The event will not be rescheduled due to scheduling conflicts and cost, but the resources from the event, will be available in retreat form.

**i. Youth Ministry Planning Council (UBCD)** is the youth ministry planning agency for the United Board for Christian Discipleship.

**YMPC terms to expire in 2013:** Ryan Brown (Robert Donnell), Brett Decker (Tennessee-Georgia), Cortez Nance (Huntsville), Briahna Williams (Huntsville), Colleen Winslow (Nashville);

**YMPC terms to expire in 2014:** Allison Carr (Missouri), Austin Christopher (Hope), Grant Gipson (Murfreesboro), Tristen Mettle (North Central), Carianne Poindexter (Birmingham);

**YMPC terms to expire in 2015:** Nicole Franco (Red River), Cameron Lyons (Huntsville), Adriana Rodriguez (East Tennessee), Dailen Sutton (Red River), Dylan Weaver (Covenant);

**YMPC Adult terms to expire:** Al Garrett (CPCA) in 2014, Reverend Kip Rush (CPC) in 2016.

The new Youth Ministry Planning Council met December 7-10, 2012 at Bethel University to plan this year's CPYC.

### 3. ADULT AND THIRD-AGE MINISTRY

**a. eVotions (CMT)** writers include youth through adults and represent a broad cross section of Cumberland Presbyterians. Staff is working to set up a process to have the devotions sent directly to a subscriber's email, to develop an app for Smartphone use and is also exploring a way to have the devotion posted to the Ministry Council Facebook page. Staff always welcomes names of possible writers for *eVotions*.

**b. Encounter** continues to be a staple resource for a majority of Cumberland Presbyterian churches and others. Recent writers include Reverend Dwight Liles, Reverend Mary Katherine Kirkpatrick, Tammy Robinson, Reverend Byron Forester, Reverend Don Hubbard and Jane Hubbard, and Reverend Don Thomas. Staff welcomes names of possible writers for Encounter. There are plans to revisit past issues of *Encounter* to create an annual study guide. This project should take a minimum of revision and create a useful product. There are also plans to create a new resource that would also be for CP adults.

**c. Film/Book Reviews** continue to be received and published on the DMT website. These books include everything from light reading to the CPWM recommended books about modern-day slavery. Reviews currently posted are ones from Bonnie Edmondson (Sturgis, Kentucky), Pat White (Fairfield, Illinois), Judy Fleenor (Beaver Creek, Knoxville, Tennessee), Beverly Brown (Faith, Memphis, Tennessee), and Mary Ann Cole (Past-President, CPWM). There are currently 29 book reviews on the website.

**d. Third-Age Blog** can be found on the website. There are currently 15 entries. Contributors are: Hester Allen, Reverend Larry Bagby, Sidney Milton, Reverend Melvin Orr, Harlie Parish, Claudette Pickle, Reverend Jean Richardson, Beverly St. John, Reverend Albert Smith, Lita Swindle, Sid Swindle, and Reverend Fran Vickers. Staff welcomes names of possible writers.

**e. YPGA/NACPYE/CPYC Facebook (UBCD)** group is a viable way for those who attended CPYC or any of its predecessors to keep in touch. People are encouraged to post photos from their time at this conference and to rediscover old friends. This group provides a way for people to maintain connections with the Cumberland Presbyterian Church and recall wonderful experiences. It also provides an avenue to hear news about special events such as the birthday celebrations at General Assembly and at CPYC 2013, and to find ways to give to international students so they can have a chance to attend this life-changing event.

### 4. SUPPORT MINISTRY

The Team Leader has responsibility for this area of ministry in addition to her administrative tasks. This area includes the program ministries of congregations, leader development, presbyteries, outdoor ministries, stewardship, and worship.

**a. Congregational: An Eblast Schedule** has been established and the staff is living into it. All Cumberland Presbyterians who have given the Office of the General Assembly their email address should

receive the following eblasts from the DMT: General DMT or Support Ministry (Week 1 of a month), Children/Family (Week 2 of a month), Adult/Third-Age (Week 3 of a month), Youth/Young Adult (Week 4 of a month).

**b. Congregational: Discipleship Class Resource (UBCD)** has been discussed for congregations to use in new member or discipleship classes. The UBCD appointed a visioning team to develop this resource and will be calling this group together in the near future.

**c. Presbyterial: Travel to Board of Christian Education (BCE) Meetings** is going to be scheduled for staff. Staff would like to attend presbyterial BCE meetings to learn what is going on in each presbytery and how we can help or learn from what they are doing. Staff also plans to join other Ministry Council staff in attending regional pastor's forums.

**d. Leader Development: The 2012 Forum (UBCD)** was held November 4-6, 2012, at the Stephen Olford Center in Memphis, Tennessee. The theme was *Tools of the Trade*. Thirty participants learned a great deal of concrete information from Phil Bergey, the keynote speaker. Reverend Perryn Rice was the worship leader and again brought insightful, creative, and exciting messages to the group. Kelly Shepherd, the choir director at the Olive Branch CP Church, led the group in music.

As a result of Phil Bergey's workshop on coaching, he was invited to attend and present at the Ministers Conference in January 2013.

**e. Leader Development: The 2013 Forum (UBCD)** will be held November 3-5, 2013. Staff is planning to hold the event in Nashville, Tennessee, but at this writing, the location has not yet been secured. Carol Wehrheim will be the keynote speaker and the theme will be *Connecting the Dots*. Carol is a well-known scholar in the area of Christian Education and will be a delight to hear. Registration for the event is available online and by mail. (Registration forms are available at the MC display at the 183<sup>rd</sup> General Assembly).

**f. Leader Development: The Event: Elder Training (UBCD)** was held in 23 different regions during February and March of 2013. The theme was *Session as Spiritual Leader*. Reverend Kip Rush revised the training design for this event. There were more than 900 elders, pastors, and attendees at these events; evaluations show that it was very well received. Staff hopes to hold a webinar of this event in the summer or fall and have it downloadable after that.

**g. Stewardship: Discussion Starters** are going to be put online by fall. These starters are adapted from the former *Stewardship in Action* series and will be organized by theme rather than chronologically.

**h. Stewardship: 13-Week Study** is in the planning stages to be offered as a webinar series. These classes will use a variety of media and will lend themselves to most congregational study times.

**i. Worship: Website Links for the Lectionary** are online now. These links are ecumenical and suggested by Cumberland Presbyterian ministers.

**j. Worship: Liturgy for Special Sundays** is online now and others are being developed. The liturgies are for special Sundays particular to the Cumberland Presbyterian churches. Eight of the seventeen liturgies are online and the other nine will be online about one month before the Sunday to which they pertain. Make use of these resources and tell your pastor about them!

## 5. CUMBERLAND PRESBYTERIAN RESOURCES AND DISTRIBUTION

**a. CP Resources and Sales Figures** include those items that are uniquely Cumberland resources available to Cumberland congregations. In 2012, 36,855 items were sold and 2,557 orders were shipped. In 2012, our gross annual revenue was \$183,590.77.

**b. New CP Materials** are always being explored and developed as they are needed. It is hoped that Cumberland Presbyterians will make staff aware of any resources that have been written by Cumberland Presbyterians so we can make these resources available to the denomination. There are two new editions being published at this time: *Introduction to Christian Ministry* by Doctor Morris Pepper and *Good News on the Frontier* by Reverend Thomas H. Campbell.

**c. Translations (DMT, PDMT)** are always being explored and developed as they are needed. Currently, the DMT and PDMT are jointly translating quarters of *Faith Out Loud*, *What Cumberland Presbyterians Believe*, and *Good News on the Frontier* and have recently finished *The Covenant of Grace*, into Spanish. The *Confession of Faith* is also being translated into Korean at this time.

## D. WORK OF THE UNITED BOARD OF CHRISTIAN DISCIPLESHIP

As seen above, the Discipleship Ministry Team and a group of leaders from the Cumberland Presbyterian Church in America, work closely as the United Board of Christian Discipleship (UBCD).

In fact, the lines of delineation continue to blur as more and more of our program events are sponsored by the two groups. Even those programs and events “officially” sponsored by the DMT are open to both Churches. The UBCD continues to meet annually in January, with its most recent meeting on January 24, 2013, when the group reviewed ministry programs and generally evaluated the work of the UBCD. CPCA staff and volunteer representatives will continue to be invited to all DMT staff meetings and welcomed as their schedules allow. The DMT staff encourages every team and agency to begin this unification process of its ministries so unification can become a reality sooner rather than later.

## IV. MISSIONS MINISTRY TEAM

Reverend George R. Estes, Team Leader

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| C/M/P |
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### A. INTRODUCTION

#### 1. PURPOSE AND MEETINGS

God’s mission is the Church’s reason for being. It is, therefore, the purpose of the Missions Ministry Team to serve as an enabling agency of the General Assembly’s Ministry Council whereby the congregations of the Cumberland Presbyterian Church are better equipped to address God’s mission of redemption and reconciliation. Specifically, the Missions Ministry Team facilitates those phases of the Church’s mission which are concerned with outreach in terms of evangelism and the establishing of congregations, and other means of Christian witness in the USA and around the world.

As an enabling agency, it shall be the purpose of the Missions Ministry Team to serve congregations through dual endeavors: (1) Through the creation and dissemination of information and materials designed to create evangelistic and missionary action, thus enabling congregations to fulfill their mission of outreach in their local communities, in the nation, and in the world as a whole; (2) Through the coordination and supervision of such field programs of outreach which require the cooperative effort of all the congregations working through the Missions Ministry Team. To this end, the Missions Ministry Team shall gather funds for mission and church extension activities of the Cumberland Presbyterian Church and, it shall appoint, commission and send forth qualified missionaries.

The team members meet a minimum of twice annually during regularly-scheduled Ministry Council meetings. Any other business is conducted electronically.

#### 2. MMT STAFF AND ELECTED TEAM MEMBERS

In 2012, the Missions Ministry Team staff included: Reverend George R. Estes, Team Leader; Reverend Lynn Thomas, Director of Global Cross-Culture Ministries; Jinger Ellis, Administration and Finance; Reverend T.J. Malinoski, Evangelism and New Church Development [Step Out!]; Reverend Pam Phillips-Burk, Coordinator of Women’s Ministry (half-time); and Reverend Robert Watkins, Fund Development/Asia Consortium (half-time); Joyce Reeves, Secretary (half-time with MMT). In July 2012, following more than twenty years of service to denominational Missions, Reverend Dr. Robert Watkins retired. The staff and elected members of MMT express abiding gratitude for the leadership he provided for global missions in the Cumberland Presbyterian Church.

##### Members whose terms expire in 2013

- (1)Rev. Victor Hassell, Covenant Presbytery, Synod of the Midwest
- (2)Rev. Makihiko Arase, Japan Presbytery, Mission Synod
- (3)Mr. Mikel Davis, Red River Presbytery, Mission Synod
- (3)Ms. Jo Ann Shugert, Red River Presbytery, Mission Synod
- (3)Mr. Sam Suddarth, Columbia Presbytery, Tennessee Synod

##### Members whose terms expire in 2014

- (1)Rev. James Buttram, Jr., Presbytery of East Tennessee, Synod of the Southeast
- (2)Ms. Nancy Gordon, North Central Presbytery, Synod of the Midwest
- (2)Rev. Ricardo Franco, Presbytery of East Tennessee, Synod of the Southeast
- (3)Ms. Beverly Stott, West Tennessee Presbytery, Synod of Great Rivers

##### Members whose terms expire in 2015

- (2)Rev. Jimmy Byrd, Tennessee-Georgia Presbytery, Synod of Southeast
- (2)Rev. James Barry, Tennessee-Georgia Presbytery, Synod of the Southeast
- (2)Ms. Sherry Poteet, Trinity Presbytery, Mission Synod

- (1)Rev. Cardelia Howell-Diamond, Murfreesboro Presbytery, Tennessee Synod  
 (1)Ms. Rachel Betty, Nashville Presbytery, Tennessee Synod (resigned 2013)  
 (2)Ms. Margie Vanderlaan, Grace Presbytery, Synod of the Southeast (resigned 2012)

Elected members having completed their terms of service on the Missions Ministry Team this year are Mikel Davis, Jo Ann Shugert and Sam Suddarth. The MMT is grateful for their diligent and faithful service.

In January 2013, the following returning and future MMT Elected Team Members were recommended by the MMT and elected by the Ministry Council to terms beginning after General Assembly:

- Rev. Mack Arase, Japan Presbytery, Mission Synod, to succeed himself to a final three-year term.  
 Rev. Victor Hassell, Covenant Presbytery, Synod of Midwest, to succeed himself for a second three-year term.  
 Ms. Melinda Reams, Arkansas Presbytery, Synod of Great Rivers, to fill the two-year unexpired term of Margie Vanderlaan who resigned in 2012.  
 Ms. Brittany Meeks, West Tennessee Presbytery, Synod of Great Rivers, for a three-year term.  
 Mr. Dominic Lau, Presbytery del Cristo, Mission Synod, for a three-year term.  
 Rev. Chris Warren, Nashville Presbytery, Tennessee Synod, for a three-year term.

At the first meeting following General Assembly each year, all MMT members sign a Covenant acknowledging their responsibilities. (Appendix M)

### **3. MISSIONS MINISTRY TEAM TRAVEL**

- Gurly CPC, Alabama
- Mt. Zion CPC, Grace Presbytery
- West Tennessee Presbytery NCD Task Force Meeting
- Mt. Zion CPC, Grace Presbytery, Church Consultation/Discernment
- New Hope CPC, Grace Presbytery
- Pastor Forum Grace Presbytery
- Branchville CPC
- Acts Korean Fellowship, West Tennessee Presbytery
- YEC visit to 4-H Center in Little Rock, Arkansas
- Church Multiplication Training, Knoxville, Tennessee
- East Tennessee Presbytery Meeting at Loudon CPC
- Maryville 1<sup>st</sup> CPC
- Oak Ridge CPC Fall Festival and Worship
- YEC planning meeting, Dickson, Tennessee
- Mt. Tabor CPC and Jerusalem CPC, Murfreesboro Presbytery
- West Tennessee Presbytery Cross-Cultural worship
- Workshop at The Forum, Stephen Olford Center
- Evangelism Explosion Certification Thompson Station, Tennessee
- Acts Korean Fellowship – Builders Fellowship recipient and presentation
- Guest Speaker at CP Fellowship with students at Memphis Theological Seminary
- Church demographic study Pinson/Clay, Alabama
- Shiloh CPC, West Tennessee Presbytery
- Minister's Conference, Olive Branch, Mississippi
- Bowling Green CPC
- Pastor's Forum Nashville Presbytery
- Evangelism workshop for Grace Presbytery
- Grace Presbytery Meeting, New Hope CPC
- Grace Community CPC
- Mt. Zion CPC, Grace Presbytery
- Pastor Forum, Red River Presbytery
- St. John CPC
- Scottsboro CPC, Scottsboro, Alabama
- Rocky Ridge CP Hispanic church, Birmingham, Alabama
- Byson Seminary, Intern orientation, Birmingham, Alabama
- Uganda, Africa, Youth Team
- Jesus es el Camino, Session meeting, Birmingham, Alabama

- PAS, Bethel University, McKenzie, Tennessee
- Grace Presbytery, Birmingham, Alabama
- Pastor meeting, Birmingham, Alabama
- Miami, NCD development, Miami, Florida
- Pastor Meeting, TN-GA pastors, Red Bank, Tennessee
- Pastor Meeting, Nashville and Columbia Presbyteries, Nashville, Tennessee
- Grace Presbytery, Steam Mill, Mississippi
- Japanese NCD, Louisville, Kentucky
- Pastor meeting, Cumberland and Covenant. Presbyteries, Bowling Green, Kentucky
- Naples NCD visit, Naples, Florida
- Prep 1:8 meeting, Birmingham, Alabama
- Mexico City, council meeting, Mexico
- Casa de Fe CPC & Haiti mission meeting, Boston, Massachusetts
- Trinity Presbytery & Nueva Vida CPC visit, Houston, Texas
- Dallas/FW pastor meeting, Fort Worth, Texas
- Guatemala Mission, Guatemala
- Hong Kong, Japan & South Korea (Tentative)
- Lexington, Alabama, Convention planning with Robert Donnell and Hope Regions
- Florence, Alabama, Convention planning
- Huntsville, Alabama, CPCA General Assembly and Missionary Auxiliary
- Mt. Vernon, Kentucky, Women's Work Trip to Christ's Outreach to the Blind
- Huntsville, Alabama, Robert Donnell Presbytery
- Nashville, Tennessee, Unification Task Force
- McKenzie, Tennessee First CP Church, Women's Ministry
- Nashville, Tennessee, WM Executive Committee meeting
- Dyersburg, Tennessee CP Church, Set Them Free presentation
- Huntsville, Alabama, Human Trafficking Training
- Huntsville, Alabama, Unification Task Force Video Conference meeting
- Huntsville, Alabama, Pulpit Swap and Fellowship with Church Street CPCA
- Russellville, Arkansas, Renew Conference planning
- Memphis, Tennessee, WM Executive Committee meeting
- Jackson, Tennessee @ Camp Clark Williamson, West TN Women's Ministry Retreat
- Nashville, Tennessee, Magdalene Community & Thistle Farm workshop
- Roach, Missouri @ Windermere Conference Center, Missouri Women's Ministry Retreat
- Tokyo, Japan, Japan Women's Ministry and Presbytery
- Hopewell CPC, Walnut, Mississippi
- Palestine (Arkansas) CPC
- Korean Pastors Conference, McKenzie, Tennessee
- West Side CPC Commission, Nashville, Tennessee
- The Acts Korean Church, Memphis, Tennessee
- Presbytery del Cristo, Lubbock, Texas
- West Tennessee NCD Task Force, Faith CPC Bartlett, Tennessee
- East Coast Cumberland Presbytery, New York, New York
- Hopewell CPC, Walnut, Mississippi
- CPC, Palestine, Arkansas
- Salem CPC, Sebastopol, Mississippi
- Rocky Ridge CPC, Birmingham, Alabama
- Dade City NCD Task Force, Beth-El Farmworker Board, Tampa, Florida
- Mt Zion CPC, Columbus, Mississippi
- West Tennessee NCD Task Force – Medina, Tennessee
- James Gilbert funeral, Fort Worth, Texas
- Hope Fellowship, Medina, Tennessee
- Beneath the Cross CPC, Pinson, Alabama
- Zion Fellowship, Paducah, Kentucky
- Grace CP Commission, Columbia, Tennessee
- Zion Fellowship Task Force, Paducah, Kentucky
- 1<sup>st</sup> CPC, Chattanooga, Tennessee
- Presbytery del Cristo, San Francisco, California

- Choctaw Presbytery, Wardville, Oklahoma
- Nashville Presbytery, Brookhaven CPC, Nashville, Tennessee
- CP Pastor's funeral in Benton, Arkansas

#### 4. MISSIONS AND OUR UNITED OUTREACH

Our United Outreach undergirds the wide range of missions endeavors undertaken by MMT on behalf of the Cumberland Presbyterian Church, from administration to designing and publishing of resources, from congregational and presbyterial consultation to supervision of missionaries, new church development and women's ministry activities. In 2012, for example, MMT staff travelled for face-to-face meetings in Colombia, Guatemala, Mexico, Hong Kong, Laos, Cambodia, Uganda, and in every presbytery in the United States. Our United Outreach provides subsidies for new churches, enables the planning of conferences and training events, shares missions information with the Church at large, facilitates the oversight of international missions and humanitarian service. When Our United Outreach shortfalls occur, however, the capacity of the MMT to continue this level of ministry is seriously challenged. The MMT urges each congregation to regard Our United Outreach as its primary missions budget to ensure the growth and effectiveness of the Church's cooperative response to the Great Commission to "make disciples among all peoples."

### B. CONGREGATIONAL MINISTRIES

In 2012, MMT observed the need for full-time direction to the Congregational Ministries aspects of the work. Included under this umbrella, in addition to Women's Ministry, are ecumenical partnerships, Leadership Referral Services, congregational revitalization, smaller membership congregations, missions education, Birthplace Shrine chaplaincy and the maintenance of electronic communications. Reverend Pam Phillips-Burk served as Coordinator of Women's Ministry as a bi-vocational pastor. Beginning in January 2013, she accepted the full-time position of Director of Congregational Ministries. In this capacity she will continue to provide leadership for Women's Ministry but has expanded her role for the full range of responsibilities in this critical area.

#### 1. CUMBERLAND PRESBYTERIAN WOMEN'S MINISTRY

##### a. New Initiative: Stott-Wallace Missionary Fund

As part of the Step Out! movement approved by General Assembly, a missionary fund was envisioned to help fund current and future mission efforts around the world. Women's Ministry has embraced that vision and, together with MMT, is recommending a denomination-wide Missionary Support Fund to be introduced at this year's Convention and General Assembly, the Stott-Wallace Missionary Fund. This offering is envisioned to be received on Pentecost Sunday each year with a special focus or theme. The offering is named in honor of Melvin (Buddy) and Beverly Stott, career missionaries to Japan, and Reverend Boyce Wallace and Beth Wallace, life-long missionaries to Colombia. Resource materials for observing and celebrating this annual offering will be provided through Women's Ministry and the Missions Ministry Team.

**RECOMMENDATION 4: That the General Assembly authorize a church-wide missionary fund offering, in response to Step Out! goals, to be named the Stott-Wallace Missionary Fund, directed toward the support of Cumberland Presbyterian missionaries, with the special offering to be taken in churches on Pentecost/World Mission Sunday each year, and that additional contributions may be collected throughout the year for this purpose.**

##### b. Cumberland Presbyterian Women's Ministry Convention

Convention continues as one of the main aspects of the CP Women's Ministries. Countless women have found meaning and inspiration by attending this annual gathering. In recent years, Convention has evolved into more of a "conference" type event rather than a "business" event, which many women find to be meaningful and refreshing. Each Convention involves worship, missionary speakers, Bible studies, and opportunities for service and outreach.

##### c. Women's Spirituality Conference – July 25-27, 2013

Russellville CP Church in Russellville, Arkansas will host this event. Two earlier conferences were held in Dyersburg, Tennessee (2013) and Brentwood, Tennessee (2008). These conferences are designed to be experiential in nature, and appeal to a wide range of women. The 2013 theme is *Renew* with a focus



upon Isaiah 40:29-31. For more information visit the *Renew* website – <http://ministrycouncil.cumberland.org/renewconference>.

#### **d. Women's Ministry Work Trips**

CP Women's Ministry has organized seven work trips since 2005. All but one was to Christ's Outreach to the Blind in Mt. Vernon, Kentucky (a Coalition of Appalachian Ministries partner). More than a hundred women and teen girls have been on these trips. In 2009, in addition to a work trip to Kentucky, Women's Ministry sponsored a work/immersion trip to Colombia, South America. The 2012 work trip to Christ's Outreach was a "reunion" and celebration work trip, bringing to an end our formal partnership with Christ's Outreach. The group held a "camp" blessing at the conclusion of the work week. Women's Ministry will continue to explore future possibilities for a work trip west of the Mississippi River in an effort to include more women in that region of the country.

### **C. SPECIAL SERVICES**

#### **1. LEADERSHIP REFERRAL SERVICES**

Through the Leadership Referral Services (LRS), assistance is provided to church search committees and pastors seeking a call. An Opportunities List is maintained on the Missions Team section of the Ministry Council website, along with downloadable Church Information Forms and Personal Information Forms for ministers. Reverend Norlan Scudder continues to serve as coordinator for LRS.

#### **2. BIRTHPLACE SHRINE CHAPLAINCY**

Since 1966, the Missions Ministry Team has provided a summer chaplaincy program at the Birthplace Shrine in Montgomery Bell State Park. The chaplain conducts Sunday morning worship at the chapel and also visits the park guests, sharing information about the history of the denomination. The program runs from the first weekend in June through Labor Day weekend. MTS student Jennifer Hayes served as chaplain in 2012. Beginning in 2013, this program will transition to volunteer chaplains and an electronic display in the chapel.

#### **3. ECUMENICAL PARTNERSHIPS**

Ecumenical partnerships continue to be a vital part of the work of the Missions Ministry Team. Among the ministries supported by Cumberland Presbyterian workers and funds are the following: Beth-El Farm Worker Ministry, Inc.; Project Vida (Texas-Mexico Border) Ministry; Coalition for Appalachian Ministry; National Farm Worker Ministry. Through One Great Hour of Sharing and in disaster relief efforts, Church World Service is also an essential ecumenical partner. In 2013, MMT is exploring a relationship with Living Waters for the World, a mission of Synod of Living Waters (PCUSA) which provides clean water systems in areas of the world where we have Cumberland Presbyterian ministries. This ministry would provide yet another opportunity for local church and presbyterial work teams in hands-on missions.

### **D. EVANGELISM AND CHURCH DEVELOPMENT**

#### **1. STEP OUT!**

The 181<sup>st</sup> General Assembly adopted a decadal plan emphasizing an evangelism, church planting and mission expansion movement in the Cumberland Presbyterian Church. The theme was identified as *Step Out! Called to tell... Sent to share*. A primary general goal of Step Out! is to place evangelism as a priority at all levels of the denomination. It is to assist the Church at large in developing an evangelistic/missionary identity and to produce and provide evangelistic resources.

Congregational and presbyterial goals are also part of the Step Out! emphasis as approved by General Assembly. For example, each congregation is urged to seek to grow its membership through evangelistic efforts by ten percent per year. Another specific goal for churches is the financial support of a Cumberland Presbyterian missionary. Each presbytery is invited to plant a number of churches equal to ten percent of its total during the decade. And the presbyteries, too, are asked to adopt a non-USA mission field where Cumberland Presbyterians are working to spread the gospel. The denomination, its congregations, presbyteries, institutions and agencies are intentionally focused on making and developing disciples so that more people will know the good news of salvation through Jesus Christ. The new identity sought for the denomination is that of sharing the love of God in Christ with those who do not know him as Lord and Savior, welcoming new people into the churches, and fostering spiritual growth and witness from the neighborhood throughout the world. At the core of the Step Out! movement is an intercessory prayer

network, praying for our commitment to sharing this witness, and praying for those to whom God is sending us.

In January 2012, Reverend T.J. Malinoski was called to provide MMT staff leadership for Step Out! Throughout the year he traveled to presbyteries, pastoral gatherings and local congregations in an effort to explain and promote Step Out! To promote and fulfill the goals of Step Out!, the past year has been invested in informing, educating and encouraging Cumberland Presbyterians to Step Out! in their evangelistic endeavors. This has been accomplished through: (1) presenting Step Out! and its initiatives at presbytery meetings and CP Women's Ministry regional meetings, (2) leading the Tuesday evening program at the 2012 General Assembly, (3) meeting with presbytery boards of missions, (4) assisting churches in developing strategies for church hospitality toward first time visitors, (5) leading a workshop on Step Out! implementation at the Discipleship Ministry Team's The Forum, (6) staff training on evangelism and new church development, (7) providing resources, strategies and curriculum through Cumberland Presbyterian publications such as *The Missionary Messenger* and *Faith Out Loud*, and (8) conducting open forums with Cumberland Presbyterian ministers.

Evangelistic events and resources are planned to promote and encourage faith-sharing as well as equip Cumberland Presbyterians, congregations and judicatories to promote evangelism, church planting and missions expansion. Upcoming Step Out! activities and resources include the following:

- A *Missionary Messenger* edition this summer dedicated to the Step Out! emphasis
- A pre-Assembly workshop on Step Out! at the 2013 General Assembly
- "How to prepare and deliver an evangelistic sermon" workshop at the 2014 Ministers Conference
- Trip to Colombia, South America in 2014 to promote the Step Out! initiatives
- Church consultations, pastor forums and workshops for judicatories

## 2. YOUTH EVANGELISM CONFERENCE

The YEC is an example of sharing resources and expertise across Ministry Team lines; elected members and staff from both Discipleship and Missions Ministry Team are involved in the design and implementation of this event. The Youth Evangelism Conference (YEC) *Follow*, scheduled for December 27-30, 2012, near Little Rock, Arkansas, was cancelled. A winter weather storm hit the state of Arkansas dumping more than ten inches of ice and snow on Christmas Day. This winter storm toppled trees, crippled travel with road closures and left a quarter of a million homes without power. The YEC event was to be held at the 4-H Center just west of Little Rock. Like the surrounding area, the 4-H Center was without power and the road was impassable due to snow and debris. The YEC planning team recognized that travel would be dangerous and difficult, and with no access to electricity, the event had to be cancelled. All registrants were notified of this change immediately, and fortunately this news came early enough to avoid people already being on the road. Efforts were made to reschedule the event for 2013 either at the Little Rock location or in another venue. However, that was determined not to be feasible. YEC registrants were refunded their fees.

Though YEC was cancelled, plans are underway to utilize materials from *Follow* to develop a curriculum for use by youth groups and in retreat settings. The planning team is working with the scheduled speakers and leadership to develop the curriculum with video materials, an outline, and resources needed for a "retreat in a box." This resource material will be available by fall 2013.

## 3. NEW CHURCHES

The variety of new church models continues to be in evidence as presbyteries respond to Step Out! goals for New Church Development. Presently new churches are developing in Dade City, Florida, Medina, Tennessee, Southaven, Mississippi, and Denver, Colorado. There is a new "cowboy outreach" in Marshall, Missouri, a new/assimilation in Paducah, KY, and a mission probe in Marion, Illinois.

## E. CROSS-CULTURE DEVELOPMENT (USA)

### 1. CROSS-CULTURE STAFF POSITION

The Ministry Council approved the Missions Ministry Team's request to fill the vacancy of Director of Cross-Culture (CC) Ministries USA. This position is responsible for developing new churches among the immigrant populations of the USA. Over the past 15 years, the position has resulted in many new CP congregations. There continue to be many opportunities to plant more cross-culture churches in the USA. In addition, the Director of CC Ministries acts as a bridge of communication between our CC churches/pastors and their presbyteries. With the employment of a Director of CC Ministries we anticipate continued growth in this area. (Appendix C)

## **2. CURRENT CROSS-CULTURE NEW CHURCHES**

Currently we have CC new church developments in Louisville, Kentucky, Naples, Florida, Miami, Florida, and Memphis, Tennessee. Recently, Nueva Vida CP Church (Houston) dedicated its newly constructed worship facility. A new Korean assimilation in Memphis, Tennessee, dedicated its new facility in 2012. The Korean fellowship initiated in El Paso, Texas, moved to Las Cruces, New Mexico, last year.

There are 14 Spanish-speaking CP churches and missions in the USA, and 22 Korean-speaking churches and missions. There is a Sudanese CP congregation in Nashville and a Japanese-speaking new church development in Louisville, Kentucky.

One of the positive trends we are seeing is the number of new ordinations and new probationers coming from our Hispanic CC churches. As a result, we foresee a strong base of leadership to serve our Hispanic CC churches and to help start new churches. When we first started our CC work, there were very few CC churches and no possibility of finding leadership in those CP Churches to use as church planters. Through the assimilation of pastors and congregations, and finding Colombian CPs living in the USA, we identified our first leaders to start new CP churches. Because of growth over the years, we can now satisfy many of our CC leadership needs from within the CP church. The Program of Alternate Studies' willingness to accommodate non-English or low-English speakers has been a big contributor to this leadership area.

## **3. CROSS-CULTURE COMMUNICATIONS INTERN**

In 2012, MMT provided a Communications Intern to assist with the large volume of Spanish correspondence required for the work of the Director of Global Cross-Culture Ministries. Erin Daza Sigler served in this capacity, maintaining email and telephone contact with Spanish-speaking leaders and churches in the USA, as well as facilitating correspondence with leaders in Mexico, Guatemala and Colombia. She published a new resource tool that has been very well received, a monthly Hispanic newsletter for all the churches, and provided copies to the Stated Clerks of all USA presbyteries.

## **4. CUMBERLAND EAST COAST KOREAN PRESBYTERY**

September 10, 2012, saw the organization of Cumberland East Coast Korean Presbytery under the authorization of East Tennessee Synod. For more than a decade churches and provisional fellowships in the New York and New Jersey areas had related to Tennessee-Georgia Presbytery. Now this first-ever Korean Presbytery has been launched, the fruition of Cross-Culture ministry among Korean-speaking communities.

## **5. CROSS-CULTURE CONSULTATIONS**

An important responsibility, and one that takes considerable time, is the consultant role the MMT provides to organized CP Cross-Culture churches and to presbyteries and committees of presbyteries. During 2012, there were many meetings and consultations provided for our CC churches and presbytery leaders seeking to connect to the Church despite language and cultural barriers.

## **F. GLOBAL MISSIONS**

### **1. GENERAL OVERVIEW**

The Missions Ministry Team leads our global mission work. The Cumberland Presbyterian (CP) Church is currently working in 17 countries around the world: Brazil, Cambodia, China, Colombia, France, Guatemala, Hong Kong, Japan, Kyrgyzstan, Laos, Mexico, Myanmar, Nepal, Philippines, South Korea, Uganda, and the USA. We have 26 missionaries endorsed by the CP Church, two more are in application for endorsement, and two families work for Japan Presbytery in Brazil as ministers to Japanese-speaking people in Brazil. There are 28 CPs working or desiring to work as CP missionaries, and 4 Japanese missionaries fully supported by Japan Presbytery. Twelve of these missionaries are working with partner mission organizations: Frontiers, New Mission Systems International, Campus Crusade, World Gospel Missions, National Churches Fellowship of Nepal, and Gospel Operation International. Our global work includes four presbyteries outside the USA, two in Colombia, one in Japan, and one in Hong Kong. We have councils of CP Churches in Colombia, South Korea and Mexico; in all cases the intent of these councils is to eventually develop them into future presbyteries. CPs working specifically for CP missions are: Reverend Daniel Jang and Kay Jang (church planting in Philippines), Reverends David and Sarah Lee (schools and church planting in Asia), Anay Ortega (administering a clinic, leading evangelistic outreach and helping assimilate churches to the CP Church in Guatemala), Reverends Fhanor and Socorro Pejendino (moving to Guatemala to start church planting), Reverend Danny Potts and Joey Potts (teaching in the Colegio Americano in Cali, Colombia), Reverend Carlos Rivera and Luz Dary Rivera (the council of CP

churches in Mexico), Reverend Boyce Wallace and Beth Wallace (guidance to pastors and churches in Colombia), and Glenn Watts (helping develop an English worship service in Hong Kong). Our partner missionaries are: Nancy Boecker (involved in leadership development), Reverend Lawrence Fung and Loretta Fung (working throughout Asia helping mobilize churches for outreach), Tom and Tammy George (doing evangelistic outreach in a closed region), Kenneth and Delight Hopson (involved in outreach through printing in Uganda), Scott and Michal Sullivan (doing outreach among North Africans), Po Kau Tang (does discipleship training), and Matt and Heather Wallace (using business training of nationals as a means of addressing poverty and sustaining outreach).

These missionaries are to be commended for their tireless and sacrificial service to God's kingdom and the CP Church. They all request the prayers of the Church. All CP missionaries are responsible for raising their own support and as endorsed missionaries merit the prayers and support of all CPs.

## **2. NEW MISSION FIELD**

As part of the Step Out! emphasis presented by the Ministry Council and approved by General Assembly, a new mission field has been approved by the Missions Ministry Team. Step Out! prompted the Missions Ministry Team to identify a new area of CP mission work outside the United States. The goal is to be proactive with a CP global vision of mission expansion. The highly successful work in Colombia, Japan and Hong Kong illustrates the advantages of a long-term CP emphasis that is supported and shared by all CPs. After a year of discussion and investigation, the Missions Ministry Team in its January 2013 meeting selected Central America as our new mission focus. Some of the reasons that led to selecting Central America include the fact that we have many CP family/friend connections in every country of Central America, the reality that Central America geographically is smaller than the state of Texas, the relative close proximity of Central America to the USA and Colombia, the fact we already have a mission presence in Guatemala and that Guatemala has language schools, the linguistic and cultural familiarity the CP Church has with Latin America, and the obvious needs there are in Central America for evangelism, church planting, and the development of institutions that serve those in need.

The plan is to use Prep 1:8 (a missionary training and recruitment program), to form a future team of missionaries for deployment to Central America. The funding for these missionaries will be realized from: missionary fundraising, appeals that all CP churches support the new general missionary fund, and the new annual offering for missionary support called the Stott-Wallace Missionary Fund.

The MMT will continue to promote and advocate for all of our mission work around the world. We continue to be open to other mission opportunities in other countries that are realistic and within the stated GA priorities.

## **3. MISSIONARY VISITS**

Daniel and Kay Jang, Kenneth and Delight Hopson, Phanor and Socorro Pejendino, and Boyce and Beth Wallace will all be in the USA in 2013 to visit CP churches. In 2012, Glenn Watts did deputation and raised his full support package. Matt and Heather Wallace were in the states for 18 months at the University of Kentucky completing graduate studies; they returned to the mission field in March 2013.

## **4. MISSIONARY FUNDING**

A constant and historical challenge for the CP mission program is supporting missionaries. It is hoped that we can provide more stable support for our missionaries. Twenty years ago, salaried CP missionaries were supported by Our United Outreach. Not only did they not do fundraising, they were actually asked to not accept contributions for their missionary service. They already had a salary. For decades that was the approach used. However, with rising costs and an increasing number of persons called to missionary service in places where we had no CP presence or support, a number of years ago the policy changed to require missionaries to raise their own support by solicitation in CP churches. This, in fact, is the customary method for missionary support in other denominations and mission agencies. Many CPs remain uninformed about this change in missionary support. The new Stott-Wallace Missionary Fund and associated offerings will help educate the Church and greatly assist the missionaries. Currently CPs donate approximately \$250,000 a year to CP missionaries via the Missions Ministry Team. We hope to more than double this amount in the next few years. It is our hope that the Missions Ministry Team, through these new funding approaches, can become a recruiter and primary donor to CP missionaries by using funds donated to missionary support. Our new mission emphasis in Central America will certainly require significant support for future CP missionaries. Amazingly, if only 500 CP churches contribute \$2,000 a year to missionary support we would realize one million dollars a year. Many churches can provide \$2,000, others can do much more. There are already CP churches contributing thousands each year from

their budget for missionaries. We want to strongly encourage churches to consider putting a line item in their church budgets for missionary support. If the general missionary fund is adequately funded, we can actually recruit new missionaries and deploy them, as well as better support the missionaries we currently have.

## G. FUND DEVELOPMENT AND ASIA CONSORTIUM

In July 2012, Reverend Robert Watkins retired from the part-time roles of Fund Developer and Asia Consortium Facilitator for MMT and the Ministry Council. The work of the Asia Consortium, still in its formative stages, was undertaken by Reverend Lynn Thomas as Director of Global Cross-Culture Ministries. Discussions between MMT and Cumberland Presbyterian leaders in Asia are moving forward in 2013 to determine the most helpful means of assisting the coordination of such work.

## H. LOAVES AND FISHES, GIFT TO THE KING, SECOND MILE PROJECTS

In 2012, Cumberland Presbyterians generously responded to Second Mile projects, special offerings for hunger and humanitarian and disaster relief. Essential support was provided as well for missionaries and non-USA mission fields, evangelism and church planting. MMT also assisted the Colegio Americano in Cali, Colombia, in securing a loan from the Board of Stewardship for a major expansion of campus facilities. Although Gift to the King and Loaves and Fishes donations were somewhat below donations from 2011, program expenses were approximately halved, resulting in a greater contribution for the ministry. This savings was due to the incorporation of posters and ordering information included within *The Missionary Messenger*. Following are 2012 contributions for several of these special causes:

- Loaves and Fishes, an annual Thanksgiving season offering for a project of a CP mission field, deigned in 2012 for the Guatemala medical clinic: \$39,228.00
- Gift to the King, annual Christmas/Epiphany offering for a project of a CP mission field, designated in 2012 for Samaki Church in Phnom Penh, Cambodia: \$22,882.20
- Builders Fellowship, donation for new church building programs made three times a year: \$41,275.00
- Disaster Fund, representing contributions from churches and individuals responding to natural disasters in the USA: \$3,200.00
- Second Mile projects, representing special needs identified by the Ministry Teams, such as an English as a Second Language pilot program in a local church: \$13,182.63
- One Great Hour of Sharing, a cooperative annual offering shared by many denominations just before Easter to serve humanitarian needs around the world: \$19,776.14
- Colombia Mission Field Support (for hot lunch programs and other outreach activities of two Colombian presbyteries): \$65,550.31
- Mexico Mission Field Support (Mexico Council of CP Churches): \$32,193.61
- Guatemala Mission Field Support (for administration of medical clinic): \$42,045.87
- Laos/Cambodia Mission Field Support (for missionaries in those two countries): \$39,625.00
- Philippines Mission Field Support (missionary support): \$32,400.00
- South Korea Mission Field Support (First CPC, Seoul): \$12,600.00

## I. COMMUNICATION AND PUBLICATIONS

### 1. *The Missionary Messenger*

In June 2012, MMT changed the format of *The Missionary Messenger*, moving from an eight-page tabloid published bi-monthly to a 28-page magazine format published quarterly. This was the first such format change in almost fifteen years. It provides more space for information in an aesthetically pleasing periodical, and there are significant printing/mailling savings in the reduction of the number of issues per year: approximately half the costs compared to previous years. Responses to the new format have been affirming. Congregations are urged to update their members' mailing information with MMT, which also saves in costs. *The Missionary Messenger* is currently mailed to more than 18,000 Cumberland Presbyterian households at no charge to the recipients. Note, also, that *The Missionary Messenger* is available on the Missions Ministry Team website. Readers of *The Missionary Messenger* who prefer to receive the publication via email rather than in hard copy are asked to contact MMT with their email address.

## 2. MISSIONS NEWS

Each month the MMT publishes an electronic newsletter, “Step Out! Through Missions,” which shares current information of denominational and local missions activities. There are more than 1,000 subscribers to the e-newsletter, which comes to one’s email inbox at no charge. To subscribe to the missions e-newsletter, simply send an email request to [jellis@cumberland.org](mailto:jellis@cumberland.org).

## 3. MEMO

During 2012, the Quarterly MEMO (Missions Engagement Ministry Outreach) Packet concluded its service and the information now is incorporated into *The Missionary Messenger*, which provides a wider audience for the material. As with any change, this has called for an adjustment from those who are accustomed to receiving the packet as a reminder of Second Mile projects and related information.

## 4. QUARTERLY MISSIONS EMPHASIS BULLETIN (QME)

QME, the two-sided newsletter bulletin insert sent to churches through standing-order subscriptions, was discontinued at the end of 2012 as subscriptions came to an end. The Missions Team distributed more than 19,000 bulletin inserts each quarter. As part of a prioritizing process, elected MMT members felt it was time to refocus energies in other publications and communications. Also, elected members provided inspirational text for the QME issues in 2012.

## 5. MARCH OF MISSIONS

The March of Missions, observed during the weeks between Easter and Pentecost each year, calls Cumberland Presbyterian congregations to greater commitment to missions. This material is especially designed for congregational use in worship and in other contexts. The theme for the 2012 March of Missions was *Eight Ways to Step Out!* emphasizing the Step Out! evangelism movement. The March of Missions emphasis in 2013 has been “Meeting People Where They Are.” MMT has approved a new missions focus for this timeframe beginning in 2014 and March of Missions will be retired.

# V. PASTORAL DEVELOPMENT MINISTRY TEAM

Reverend Milton L. Ortiz, Ministry Team Leader

|       |
|-------|
| C/M/P |
|-------|

## A. INTRODUCTION

### 1. LEADERSHIP & STAFF

Reverend Milton L. Ortiz is the Team Leader for the Pastoral Development Ministry Team. The PDMT is also served on a part-time basis by Joyce Reeves in an administrative assistant capacity. The team members meet a minimum of twice annually during regularly-scheduled Ministry Council meetings. Any other business is conducted electronically.

### 2. PASTORAL DEVELOPMENT MINISTRY TEAM TRAVEL

- Preach at Hispanic Cristo Salva, Memphis, Tennessee
- CPYC staff, Bethel University, McKenzie, Tennessee
- Lead Ministers Retreat, Bethel University, McKenzie, Tennessee
- West Tennessee Committee on the Ministry
- Arkansas Presbytery Fall meeting
- Children’s Fest Planning, Bethel University, McKenzie, Tennessee
- Murfreesboro Presbytery Fall meeting
- Presbytery of East Tennessee Fall meeting
- Hispanic El Redil, Atlanta, Georgia
- YMPC Meeting, Bethel University, McKenzie, Tennessee
- Hispanic Casa de Fe, Boston, Massachusetts
- Ministers Conference, Olive Branch, Mississippi
- Murfreesboro Presbyterial Committee on the Ministry
- West Tennessee Presbytery Spring meeting
- Pilgrim Church, Beverly, Massachusetts
- Cumberland East Coast Presbytery Spring meeting
- Covenant Presbytery Spring meeting
- Cumberland Presbyterial Committee on the Ministry

- Hong Kong, Japan, Korea

### 3. PDMT ELECTED TEAM MEMBERS

#### Members whose terms expire in 2013

- (1) Ms. Micaiah Thomas, Grace Presbytery, Synod of the Southeast  
 (3) Rev. Tommy Thompson, West Tennessee Presbytery, Synod of Great Rivers

#### Members whose terms expire in 2014

- (1) Rev. Amber Clark, Murfreesboro Presbytery, Tennessee Synod  
 (3) Rev. Don F. Thomas, West Tennessee Presbytery, Synod of Great Rivers (Resigned 2013)

#### Members whose terms expire in 2015

- (1) Rev. Linda Snelling, Red River Presbytery, Mission Synod  
 (2) Rev. Robert E. Shelton, Red River Presbytery, Mission Synod (Resigned 2013)

Reverend Tommy Thompson completed three terms and is not eligible for re-election. Reverend Don F. Thomas and Reverend Robert E. Shelton resigned. In January 2013, the following PDMT members were recommended by the PDMT and elected by the Ministry Council to terms beginning after General Assembly:

Ms. Micaiah Thomas, Grace Presbytery, Synod of the Southeast, to succeed herself for a three-year term.

Rev. Patrick Wilkerson, Columbia Presbytery, Tennessee Synod, to a three-year term, to follow Rev. Tommy Thompson.

Rev. Drew Hayes, West Tennessee Presbytery, Great Rivers Synod, to fill the 1-year unexpired term of Rev. Don F. Thomas.

Rev. Duawn Mearns, Arkansas Presbytery, Great Rivers Synod, to fill the 2-year unexpired term of Rev. Robert E. Shelton.

At the first meeting following General Assembly each year, all PDMT members sign a Covenant acknowledging their responsibilities. (Appendix N)

## B. PURPOSE OF THE PASTORAL DEVELOPMENT MINISTRY TEAM

- To keep God's call before the Church as a whole,
- To provide and promote a deeper biblical and theological understanding of ministry in the Church,
- To nurture and care for ordained ministers and probationers, and
- To provide resources and events to enhance the pastoral ministry of clergy.

## C. WORK OF THE PASTORAL DEVELOPEMENT MINISTRY TEAM

### 1. CURRENT PROGRAMS/PROJECTS

#### a. The Ministers Conference-

This year's conference was held in Olive Branch, Mississippi. The theme of this conference was *Stepping Out: Faith-Sharing* and the plenary speaker was Dr. Dori Baker. A total of 70 ministers, probationers, and spouses attended the conference. One of the participants said: "In 50 years of ministry this is one of the best planned and carried out conferences ever!" The evaluations show that ministers would like more time to relax and fellowship. **The 2014 Conference** will be held January 14-16, at Madkins Chapel, CPCA, Huntsville, AL. The theme is *Preaching the Parables of Jesus* by Cumberland Presbyterians. The plan is to feature eight CP and CPCA preachers sharing their sermons on select parables. "And so Jesus began to teach. On this day, He spoke in parables. Here is His first parable." (Matthew 13:3 The Voice). A class for PAS students will be offered before the conference, incorporating the speakers.

#### b. Clergy Crisis Fund

The 182<sup>nd</sup> General Assembly directed PDMT to reconsider the guidelines regarding the presbyterial matching concept and develop a sliding scale for administering the Clergy Crisis Fund based on the total income of the presbytery. General Assembly also approved that the Clergy Crisis Fund pay 50% of the cost of counseling up to \$500. The PDMT reviewed the guidelines that had already been set and began to make changes to allow more freedom for the PDMT to send money to clergy in crisis. It was approved that we could offer up to \$500 for each crisis and request the presbytery to match that amount if possible, or at least give what amount they can. This would allow PDMT to provide funds as needed without having to wait on presbyterial permission. It also takes away the restraint of only being able to give funds matching

the presbytery amount. Often, presbyteries can give only a couple hundred dollars, and we have been restrained to only match that amount. When we have the money, giving up to \$500 per crisis regardless of how much each presbytery can give is a better way to be stewards of the Clergy Crisis Fund. Another clarification of the guidelines was that a request of the Clergy Crisis Fund can come from the Clergy Care Committee, the Stated Clerk, the presbytery, or an individual minister. We have received several thank you letters from those who have benefited from the Clergy Crisis Fund. The Team Leader consults with PDMT when a request is submitted.

The following are the new guidelines for requests from the Clergy Crisis Fund: These funds are for emergency use only. The circumstances approved for benefits from the Clergy Crisis Fund are: (1) death in the immediate family (i.e. minister, spouse, dependent child); (2) out-of-pocket medical bills; (3) counseling; (4) termination (one-time expenditure); (5) other considerations will be taken under advisement. Presbyterial Clergy Care Committees will explore the need for counseling or additional support. No payment will exceed \$500 per year. Counseling fees will be paid at one half (50%) of the annual cost up to \$500 per year. PDMT will ask the presbytery to match the amount if possible or contribute a lesser amount if necessary. Who can request funds from the Clergy Crisis Fund? The Clergy Care Committee, the Stated Clerk, the presbytery, or an individual minister. To request assistance from the Clergy Crisis Fund, please email the following information to [pdmtdt@cumberland.org](mailto:pdmtdt@cumberland.org): (1) Your name and presbyterial position if requesting for a minister in the presbytery; (2) Name and address of minister in need; (3) Describe the circumstance; (4) Amount requested (up to \$500); (5) Amount the presbytery will provide or name of person to contact to request financial help from the presbytery. (Please include email and phone number); (6) The name and address of the person to be sent the check (i.e. minister, Clergy Care Committee, Stated Clerk). Last year, we helped five ministers with a total of \$2,180. The Clergy Crisis Fund currently has \$18,585.67.

#### **c. Clergy Appreciation Month**

The month of October is national Clergy Appreciation Month and the second Sunday is Clergy Appreciation Sunday. We encourage and remind all congregations of this opportunity to honor their clergy. From time to time, people call asking for ideas on recognizing their pastors. They can show appreciation by donating to the Clergy Crisis Fund, contributing to a Ministry Council or Ministry Team endowment, or the congregation might pay their minister's expenses to attend both/either the Ministers Conference or the Ministers Retreat.

#### **d. Pastoral Encouragement**

PDMT continues to give portable Communion sets to those who are newly ordained in the Cumberland Presbyterian Church. Also, when individuals become candidates, or become licentiates, PDMT gives them books and a *Confession of Faith* as a way to congratulate them on their journey.

#### **e. Committees on the Ministry and Clergy Care**

The PDMT Leader meets with Committees on the Ministry and Clergy Care to establish and maintain a working relationship. Last year, we sent copies of the *Handbook for Committees on the Ministry or Preparation for the Ministry* and the *Guide for Inquirers* to all committee members.

#### **f. Translation Program**

Translations are consistently explored and developed as they are needed. Currently, the PDMT and DMT are jointly translating *Faith Out Loud, What Cumberland Presbyterians Believe*, and *Good News on the Frontier* and have recently finished *The Covenant of Grace*, into Spanish. The *Confession of Faith* is being translated into Korean at this time.

#### **g. Ministers Retreat**

Ministers Retreat is offered at the Summer Extension School (third block of PAS). Ministers often need time away from everyday stress in a setting combining rest and reflection. Some ministers may simply need time away. The Ministers Retreat provides an opportunity for clergy to relax, be renewed and refreshed, and is open to anyone. PDMT provides \$1,500 in scholarships. The 2013 Ministers Retreat will be held July 16-20, 2013. If interested, please contact Karen Patten, the Assistant to the PAS Director, at [kpatten@memphisseminary.edu](mailto:kpatten@memphisseminary.edu).

## **2. NEW PROGRAMS**

### **a. Handbook for the Clergy Care Committee**

The work on a second handbook for Clergy Care Committees is still in process.

### **b. Elders Serving As Lay Leaders in Small Congregations**

In 1988, the General Assembly adopted a memorial from East Tennessee Presbytery to allow Elders, with the approval of their presbyteries, to serve as Lay Leaders in congregations other than their own. In 1995, the General Assembly adopted a non-mandatory training/certification program for these Elders.



PDMT recognizes that the memorial is the definitive action of the Church relative to Elders serving as Lay Leaders. They are authorized, as approved by their presbyteries, to provide ministerial leadership to small congregations unable to secure the services of a called pastor or stated supply minister. It should be noted that Lay Leaders cannot serve in this role in their home congregations. Since authority has already been given for the program, this Handbook (Appendix P) is intended to guide presbyteries, Elders called to serve as Lay Leaders and congregations desiring their services in this needed ministry. Nothing in this Handbook is intended to abridge or limit the power of presbyteries in their original jurisdiction over congregations. Rather, the Handbook and the procedures described within it are meant to *guide* and *assist* presbyteries, congregations and Elders called to serve as Lay Leaders in providing ministerial leadership to congregations in need of such services. A workshop on Elders serving as Lay Leaders in Small Congregations will be held at the 183<sup>rd</sup> General Assembly. Additional Handbooks are available for \$5 at the Resource Center and will be available at the 183<sup>rd</sup> General Assembly Bookstore.

## VI. MINISTRY COUNCIL CONCLUSION

In conclusion, among the many and varied ministries within the Ministry Council are those that represent our *growing into* the concept of one program board. This growing into is measured through collaboration between and among the Ministry Council and four Ministry Teams. A brief listing of some of the collaborative programming that occurred between April 2012 and April 2013 follows:

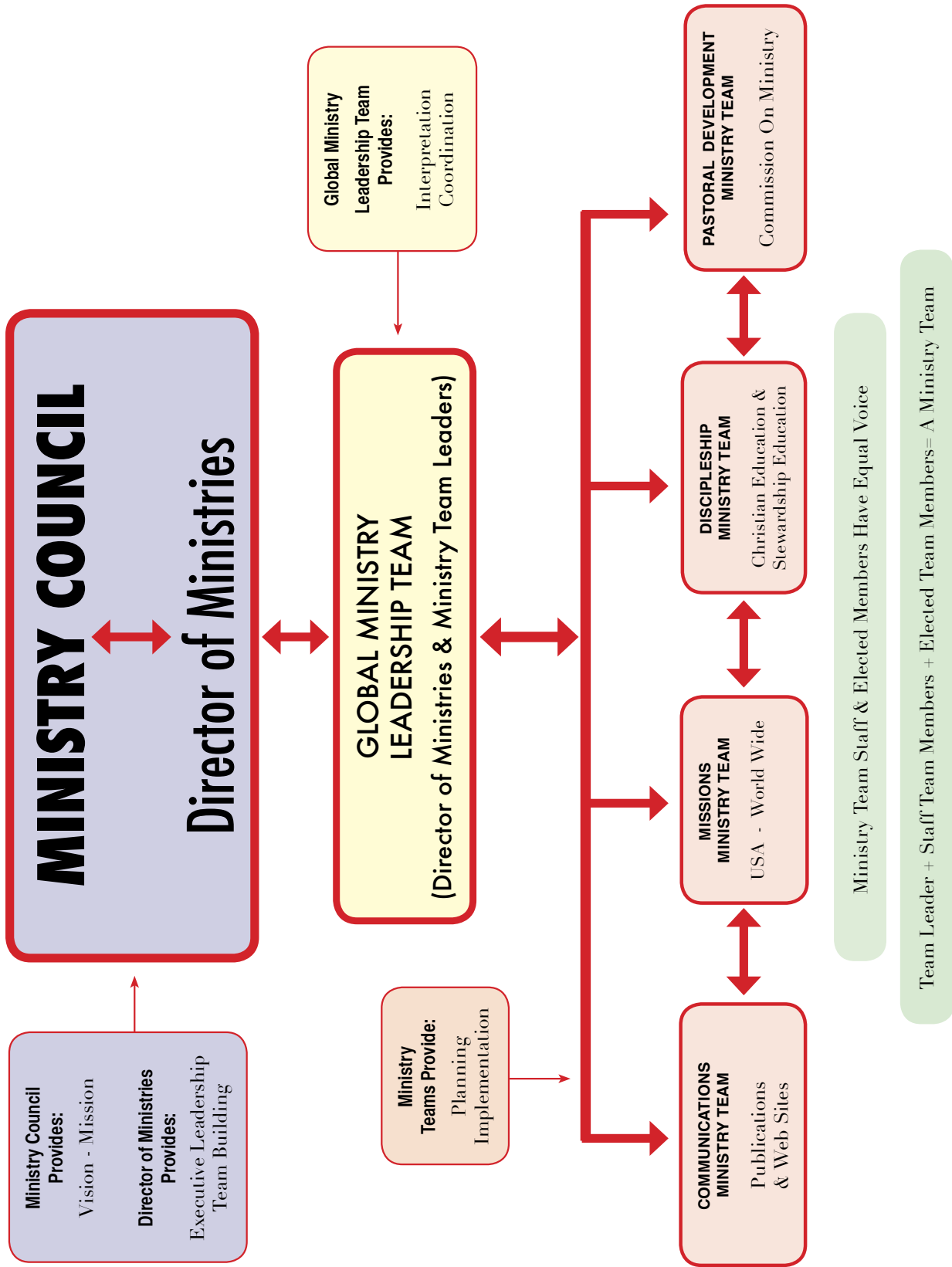
- Missions Ministry Team and Discipleship Ministry Team collaborated on the Women's Convention, "Faith in 3-D", and the Youth Evangelism Conference.
- Cross-Culture ministry collaboration between Missions Ministry Team and the Pastoral Development Ministry Team.
- The Program Planning Calendar involves a collaborative effort among the Ministry Council and all four ministry Teams.
- Pastoral Development Ministry Team in cooperation with the Discipleship Ministry Team is translating and printing CP resources into the languages of the Church.
- The Ministry Council and Discipleship Ministry Team are working with the Our United Outreach Committee to provide enhanced Stewardship Education materials targeting specific areas identified by that committee.
- Missions Ministry Team and Discipleship Ministry Team collaborated on The Forum, assisting International Youth Participants, and on the Uganda Youth Mission Trip.
- Missions Ministry Team and Pastoral Development Ministry Team collaborate on PAS – Colombia, and Health Congregation Initiative.
- Missions Ministry Team and Communications Ministry Team work together on both *The Missionary Messenger* and the Unified Publications Task Force.
- Missions Ministry Team and the Office of General Assembly coordinate to enhance the participation of Commissioners from non-USA presbyteries at General Assembly.
- Missions Ministry Team and Memphis Theological Seminary collaborate through the PAS Advisory Committee and Multi-Culture Ministry Track.
- Among the accomplishments and works in progress between the Ministry Council/Ministry Teams of the Cumberland Presbyterian Church and the Cumberland Presbyterian Church In America are:
  - Youth Ministry Planning Council
  - The Cumberland Presbyterian Youth Conference
  - Presbyterian Youth Triennium (July 16-20, 2013)
  - The Young Adult Ministry Planning Team (Koinonia: Young Adult Conference, January 31-February 4, 2013), and The Forum.

The Ministry Council's regularly scheduled Annual Meeting of the Corporate Board of Directors takes place April 19 and 20, 2013. Actions from that meeting, as well as items that as of the date of this writing were not yet available, will be included in our Report Number Two. The Ministry Council elected members and staff remain committed to serving God through the Cumberland Presbyterian Church and ask that the Church remain in prayer for our work. We are thankful for the guidance of the Holy Spirit as we work to enhance and implement ministries that draw people to Christ.

Respectfully Submitted,  
 Reverend Lisa Scott, President  
 Reverend Troy Green, First Vice President  
 Reverend Sam Romines, Second Vice President  
 Gwen Roddye, Secretary  
 Edith B. Old, Director of Ministries/Treasurer

MINISTRY COUNCIL APPENDICES

DIAGRAM OF MINISTRY COUNCIL AND MINISTRY TEAMS (Appendix A)



**DISCIPLESHIP MINISTRY TEAM**  
**MINISTRY COUNCIL OF THE CUMBERLAND PRESBYTERIAN CHURCH**  
**(Appendix B)**

Title: Coordinator of Children and Family Ministries

Status: Full-time

Accountable to: Discipleship Ministry Team Leader

Purpose: To work in the specialized area of educational ministry to, with, and for children from birth to grade 6 (birth through age 12), leaders of children, and families with children.

**1. General Responsibilities:**

- a) Promote the mission and goals of the Discipleship Ministry Team (DMT) through the implementation of resources. Serve as Project Manager on particular projects that optimize skills and talents.
- b) Assist in planning and providing leadership for The Forum, biennial miniversities, and other leader events.
- c) Publicize training opportunities both within the denomination and ecumenically so as to share those opportunities with other Christian educators.
- d) Prepare for and attend regular staff meetings.
- e) Contribute to pre-meeting staff reports to the Discipleship Ministry Team and the United Board for Christian Discipleship and attend these meetings.
- f) Attend General Assembly when needed.
- g) Attend presbyterial Christian Education committee and regular meetings of presbytery when needed.
- h) Function as a staff member of the Ministry Council of the Cumberland Presbyterian Church with whatever responsibilities and assignments that might entail.
- i) Serve collegially with the Ministry Council and all Ministry Teams to assist with shared assignments as needed.
- j) Pray for all personnel and ministries of the Ministry Council and all Ministry Teams.
- k) Maintain relationships and attend meetings with persons in other denominations and ecumenical agencies around common concerns.

**2. Specific Responsibilities:**

- a) Plan and lead training events for professional and volunteer Christian educators particularly focusing on ministry to, for and with children and/or families in the Cumberland Presbyterian Church and in ecumenical settings.
- b) Work with congregations and presbyteries to design leadership development events for leaders of children.
- c) Assist in developing designs and resources for children's ministry and family ministries programs and general Christian Education.
- d) Assist in developing materials targeted at children and families to be sent out via electronic media.
- e) Critique outlines, curriculum, and descriptions of Christian Education resources relating to children.
- f) Review and provide overview for Vacation Bible School resources for congregations.
- g) Consult with individuals and churches about children and family ministry both in the field and through various modes of communication.
- h) Coordinate DMT projects related to children and family ministries with other Ministry Teams and General Assembly agencies.
- i) Coordinate an ongoing and interactive web presence for the DMT in the area of children and family ministries.
- j) Project future needs in the area of children and family ministries.

**Experience and Educational Requirements:**

- 1) Minimum bachelor's degree; master's degree preferred.
- 2) Minimum five years of Christian Education experience preferred. Experience as teacher of children in public or private school, pastor or comparable experience may be judged an acceptable equivalent.

**Special Requirements:**

- An active member of the Cumberland Presbyterian Church.
- Committed to enhancing and furthering ministries of the Cumberland Presbyterian Church.
- Possess exceptional skills in developing resources for children.
- Have a valid driver's license and proof of automobile insurance.
- Personal qualities must include: works well in team atmosphere, creative thinker, passion for Christian Education, lifestyle of integrity and spiritual development, and transparent in actions.
- Possess excellent interpersonal skills.
- Possess skills in relating to and working with children and with adult workers of children in churches and presbyteries.
- Possess understanding and support of the Discipleship Ministry Team's theology and philosophy of ministry to and with children and families.
- Possess technology and word processing skills; prefer experience with Raiser's Edge.
- Considerate of multi-cultural needs/issues.
- Promote & participate in leadership development and continuing education.
- Must be willing and able to travel in order to work with congregations, presbyteries, regional groups.

**Special Working Conditions:**

- Will maintain an office in a location mutually agreed upon with the Team Leader, providing easy and economical access where work is anticipated.
- Expenses of the office will be borne by the Discipleship Ministry Team.
- Terms of employment, other than salary, will be detailed in the Ministry Council Personnel Handbook made available at the time of employment. These terms include all benefits, such as vacation and sick leave, medical insurance, office hours, etc.
- Salary will be determined at the time of employment and will be set forth in a memorandum confirming employment.
- Will share in all responsibilities of Ministry Council staff.

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**MISSIONS MINISTRY TEAM  
MINISTRY COUNCIL OF THE CUMBERLAND PRESBYTERIAN CHURCH  
(Appendix C)**

Title: Cross-Culture Ministries USA Program Director\*

Status: Full-time

Accountable to: Team Leader, Missions Ministry Team

Purpose: The purpose of the position is to give leadership to the program of cross-culture ministries in the USA, planning and promoting aspects of the Step Out! movement related to cross-culture ministries in the USA, supervising cross-culture new church development USA, and developing events and activities that promote connectionalism among cross-culture congregations as part of the Cumberland Presbyterian Church.

\*The term **Cross-Culture** in this document refers to churches/groups outside the dominant/majority Anglo/English culture within the USA, primarily immigrants and children of immigrants.

**Responsibilities:****1. Step Out!: Cross-Culture New Church Development in the USA**

- a) Develop strategies, within G.A.-approved goals and guidelines, to respond to opportunities for cross-cultural new church development in the USA and present any plans or programs to the team leader for approval.
- b) With the assistance of others, identify local groups, individuals, and existing congregations that have interest in becoming a part of or being connected to the Cumberland Presbyterian Church. Develop assimilation plans as needed for particular missions or churches seeking affiliation.
- c) Work with presbyteries to prepare a Preliminary Mission Design (PMD) for each new project, presenting it to the team leader for approval.
- d) Visit cross-culture NCD and Assimilation projects to give guidance and pastoral encouragement.
- e) Work with judicatories to secure funding for cross-culture NCD.
- f) Track the progress of new congregations through reports and other periodic communications.

## **2. Step Out!: Promote evangelism programs and activities with the cross-culture churches**

- a) Inventory evangelism programs conducted in cross-culture churches.
- b) Share evangelism ideas and programs with leaders in the cross-culture churches.
- c) Work with the Evangelism and New Church Development director to gather and share information about all evangelism ideas within the CP Church.
- d) Encourage cross-culture churches to support CP missionaries.
- e) Assist cross-culture churches in becoming familiar with the denomination's ministries as a whole.

## **3. Step Out!: Promote prayer networks**

Help the cross-culture churches develop prayer networks, activities, and/or events planned for the particular language groups found within the cross-culture churches in the USA.

## **4. Cross-Culture Ministries**

- a) Develop conferences and training workshops for different language groups within the CP Church (USA).
- b) Consult with the Program of Alternate Studies about the multi-culture ministry track and serve as the MMT representative on the PAS Advisory Council.
- c) Visit established cross-culture churches and leaders to encourage them and maintain their CP connection.
- d) Facilitate presbyteries in relating to their cross-culture churches and new church developments.
- e) Act as a liaison between cross-culture pastors/leaders and the appropriate denominational agency or judicatory.
- f) Promote participation of the cross-culture churches in the institutions, activities and programs of the CP Church.
- g) Promote Our United Outreach (OUO) within the cross-culture churches.
- h) Advocate for cross-culture churches and leaders within the CP Church, helping them present their points of view, concerns, needs, ideas.
- i) Serve as a member of the Ministry Council/Missions Ministry Team staff, sharing expertise and responsibilities within the Ministry Teams and other denominational agencies as called upon.

## **Experience and Education Requirements:**

- 1) Graduate of an approved theological seminary or, if a lay person, holding a related professional degree. The staff person must be willing to participate in continuing educational opportunities related to the work.
- 2) Sound biblical and theological grounding for evangelism and missions, and a special calling for ministry among other cultures.
- 3) Thorough knowledge and support of the doctrine and polity found in the Cumberland Presbyterian Confession of Faith and Constitution, with the responsibility to uphold those perspectives and implement the decisions and priorities of the General Assembly.
- 4) Full familiarity with the Cumberland Presbyterian Church's life and witness.
- 5) Experience with new church planting in non-Anglo settings.
- 6) Proficiency in English and a language other than English is required.
- 7) The staff person must possess the gifts, experience and maturity to fulfill the responsibilities of the position and be acceptable to the denomination.

**Special Requirements:**

- Must have competence in the following areas: biblical and theological reflection, oral and written communication, organizational development, interpersonal relationships, trust-building, leader development, cultural flexibility, and capability as cultural liaison.
- Since the position is not closely supervised, the Program Director must be disciplined and self-directing in scheduling, planning and implementing the work to be done.
- It is also highly desirable that the person be proficient in computer skills, especially word processing, electronic mail and video conferencing, and in the use of other relevant computer programs and office machines.

**Special Working Conditions:**

- Must be willing and able to travel extensively.
- Will maintain an office in a city mutually agreed upon with the team leader, providing easy and economical access to other cities where work is anticipated.
- Expenses of the office will be borne by the Missions Ministry Team, as will all job-related travel expenses.
- Terms of employment, other than salary, will be detailed in the Ministry Council Personnel Handbook made available at the time of employment. These terms include all benefits, such as vacation and sick leave, medical insurance, office hours, etc.
- The salary will be determined at the time of employment and will be set forth in a memorandum confirming employment.
- Will share in all responsibilities of Ministry Council staff.

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### INACTIVE ENDOWMENTS (Appendix D)

*Great mountains are not climbed with just a single step,  
and great dreams are seldom realized with just a single effort.*

This is particularly true in the Cumberland Presbyterian Church, as in much of life in general.

In the past, generous Cumberland Presbyterians have taken a single step by contributing through endowments to ministries that really make a difference in our church. However, unfortunately, sometimes those funds cannot be distributed according to the desires of the donors because these endowments have never grown to the level necessary for the funds to be accessed. For example, someone may start an endowment to support youth ministry with a gift of \$5,000, but the endowments may require that the fund reach \$10,000 before the interest can be drawn to support the ministry. There are several such endowments within the Cumberland Presbyterian church; endowments that essentially remain unusable.

Would you be willing to help these unfulfilled dreams? Would you be willing to help grow these endowments to usable levels? Below is a list of endowments that are currently inaccessible without further contributions.

Contributions may be made directly to any endowment by simply sending a check to Board of Stewardship, 8207 Traditional Place, Cordova, TN, 38016. Please indicate the endowment name on your check for proper posting. Or, if you choose, you can make your check out to "Ministry Council Endowment Fund" and your gift will be strategically allocated to maximize the number of endowments whose funds are available for ministry use.

Not only is this a great way to make your contributions count by helping to activate dormant endowments, but it is also a way to honor those who have gone before us in the work of the Cumberland Presbyterian Church.

Thank you for considering a gift to the work of our church through one of the endowments on the back.

**Communications Ministry Team**

While all Communications Ministry Team endowments are already at levels that allow for access to their funds, only three (of six) have sufficient funds to make access worthwhile. Please consider contributing so that our Communications Ministry Team can continue its work more effectively.

**Discipleship Ministry Team**

|                                   |                              |                         |                                   |                                      |
|-----------------------------------|------------------------------|-------------------------|-----------------------------------|--------------------------------------|
| <b>Need:</b><br><b>\$922.39</b>   | Christian Education Programs | Endowment<br>No. 806330 | Jeff and Angie Sledge             | Level to<br>reach:<br><b>\$3,000</b> |
| <b>Need:</b><br><b>\$1,521.22</b> | Christian Education Programs | Endowment<br>No. 806140 | Jean Garrett                      | Level to<br>reach:<br><b>\$5,000</b> |
| <b>Need:</b><br><b>\$3,002.24</b> | Children's Ministry          | Endowment<br>No. 806370 | Jake Tyler Children's<br>Ministry | Level to<br>reach:<br><b>\$5,000</b> |

**Missions Ministry Team**

|                                   |  |                         |                                       |  |
|-----------------------------------|--|-------------------------|---------------------------------------|--|
| <b>Need:</b><br><b>\$4,060.97</b> | New Church Development                         | Endowment<br>No. 803260 | Clifford W. & Sarah C.<br>McCall NCD  | Level to<br>reach:<br><b>\$10,000</b>  |
| <b>Need:</b><br><b>\$6,324.36</b> | Fraternal Missionary and<br>Missionary Partner | Endowment<br>No. 804370 | Don & Gwen Peterson<br>Endowment Fund | Level to<br>reach:<br><b>\$100,000</b> |

**Pastoral Development Ministry Team**

|                                   |  |                         |                      |                                       |
|-----------------------------------|--|-------------------------|----------------------|---------------------------------------|
| <b>Need:</b><br><b>\$4,145.65</b> | Counseling, Conference   | Endowment<br>No. 810070 | James Ratliff        | Level to<br>reach:<br><b>\$10,000</b> |
| <b>Need:</b><br><b>\$6,352.07</b> | Awards/Encouragement – CPC/<br>CPCA Students at MTS                      | Endowment<br>No. 810010 | R & R Baugh          | Level to<br>reach:<br><b>\$10,000</b> |
| <b>Need:</b><br><b>\$8,718.68</b> | Scholarships for Conference<br>(Oklahoma, Red River Pres. &<br>far away) | Endowment<br>No. 810020 | L Brown (Beth Brown) | Level to<br>reach:<br><b>\$10,000</b> |

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**MINISTRY COUNCIL/MINISTRY TEAMS  
HIRING POLICY  
(Appendix E)**

1. When any staff position becomes vacant, the job description is reviewed and updated by Ministry Council, Ministry Team, and appropriate staff to reflect current duties and responsibilities.
2. Employment opportunity announcement and updated job description are posted on Ministry Council website, with a 45-day deadline for applications to be received. Employment opportunity is also communicated to the church through emails to presbytery clerks and directors of other denominational entities, CP Updates, cumberlist, eblasts, and other means. Ministry Council and Team members will proactively encourage qualified individuals in their own spheres of influence to apply.
3. Applications are to be submitted online. Position openings for Director of Ministries will be submitted directly to an individual designated by the Ministry Council. Position openings for Ministry Team Leader will be submitted directly to the Director of Ministries. Positions openings within Teams will be submitted directly to the appropriate Ministry Team Leader. All resumes, references, and letters of recommendation are to be included in the online application process. Individuals who submit incomplete applications will be sent one email (receipt acknowledgement requested) to inform them of missing information and instructed that the process must be completed by the deadline for the application to be considered.
4. In the search for a Ministry Team staff position, the Team Leader forms an Interview Panel, to include that Team Leader, one staff member, and one elected Ministry Council or Team member. The Team Leader will select Interview Panel members based on expertise and availability. The Interview Panel develops a list of questions to be used to provide consistency in interviews.

In the search for a Team Leader, the Director of Ministries will form an Interview Panel to include at least one each elected Ministry Council and elected Ministry Team member. The Director of Ministries will consult the Ministry Council in selecting Interview Panel members based on expertise and availability. The Interview Panel in a search for Director of Ministries will be the Ministry Council Executive Committee plus one Ministry Council member at-large, and one Ministry Council staff member at-large.

Interview Panels are empowered to identify the minimum number of qualified applicants they will consider, and may extend the deadline for applications in the event that fewer than the minimum have been received. In the process of hiring a Director of Ministries, the Interview Panel will select three individuals to be interviewed by the entire Ministry Council, and a vote is held.

5. Once the application deadline is reached, and after reviewing all applications, the Interview Panel may decide, based on lack of qualifications of (an) applicant(s), that (an) applicant(s) may not warrant an interview. In that event, the Team Leader will send the applicant(s) a letter, thanking them for their interest, affirming their gifts to ministry, but informing him/her that Interview Panel is moving in a different direction and they will not be further considered for that particular position.
6. Those that will be interviewed will be notified by email/phone call. Initial interviews are conducted via telephone/ conference call/video conferencing as determined by the Interview Panel.
7. Following initial interviews, those individuals that the Interview Panel desires to interview in person are invited to come to the Denominational Center or other identified location for that interview. Travel costs are paid by the Ministry Council or appropriate Ministry Team (airfare, car rental and fuel costs or mileage reimbursement, meals and hotel.)
8. Each interviewee is scheduled for a block of time determined by the Interview Process and all interviews are conducted in the same manner. Careful consideration is given to preserving confidentiality of applicants and interviewees throughout the entire process of application/ interviews.
9. Following prayerful deliberation among the Interview Panel, a job offer may be extended. The Ministry Council and Ministry Teams reserve the right not to extend a job offer if it is believed the right candidate has not been identified. If the Interview Panel believes the right candidate has been identified a job offer will be extended.
10. If the offer is accepted, other interviewees are contacted by phone and later by letter, thanking them for their interest, affirming their gifts to ministry, but informing them that the position has been offered to another (unnamed) individual. If the position filled was for a Team Leader, the phone/letter communication will be initiated by the Director of Ministries. If the position filled was for a position within a Ministry Team that reports to the Team Leader, the phone/letter communication will be initiated by the Team Leader.
11. After all interviewees have been contacted, members of the Ministry Council and Ministry Teams are contacted first (within 24 hours) with the announcement of the new hire, taking into consideration any requests for confidentiality made at the time of accepting the job offer. If the position filled was for a Team Leader, the announcement will be initiated by the Director of Ministries. If the position filled was for a position within a Ministry Team that reports to the Team Leader, the announcement will be initiated by the Team Leader.
12. At a time agreed upon by the Director of Ministries and/or Team Leader and new staff person, communication is made to denomination via the same channels used for announcing the open position. If the position filled was for a Team Leader, the announcement will be initiated by the Director of Ministries. If the position filled was for a position within a Ministry Team that reports to the Team Leader, the announcement will be initiated by the Team Leader.



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**POLICY ON STAFF MEMBERS WORKING IN REMOTE LOCATIONS  
(Appendix F)**

General Assembly requires that the offices of the Executives of CPC Center boards and agencies be housed at the Center. The Ministry Council considers all Ministry Team Leaders to be Executives. Ideally, all staff members should be housed at the Center in Cordova. However, if an applicant for an open staff position needs to work in a remote office, the following guidelines and requirements will be necessary:

- a. The job description of an employee working in a remote location will be enhanced with additional requirements necessary to make the arrangement work.
- b. The new employee will sign an agreement with the Team Leader and Director of Ministries stating expectations and requirements for said position.
- c. Staff member should be available for Ministry Team meetings at the Center. Team Leaders will determine the number of meetings per month using technology and/or in-person meetings at the Center. This number could vary with position and/or each Ministry Team.
- d. Each position is assigned a salary and budget for expenses. This financial package would be the same whether the staff person is housed in the Center or in a remote office.
- e. Frequent assessments will be conducted to determine if the arrangement is working.
- f. Staff member must possess special attributes such as: highly motivated, organized, flexible, reliable, patient, disciplined, be an exceptional written and oral communicator, and a self-starter.

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**MINISTRY COUNCIL OF THE CUMBERLAND PRESBYTERIAN CHURCH  
PRIVACY POLICY  
(Appendix G)**

The Ministry Council is committed to protecting the privacy of personal data, including personally identifiable information (“personal information”). This privacy policy describes our policies and procedures regarding the use of personal information obtained by the Ministry Council through electronic media as well as other methods of obtaining personal information.

**I. Your Consent**

By using electronic media and other delivery methods, you consent to our use of your personal information as noted in this privacy policy.

**II. Information Collection and Use**

Personal information is collected through electronic media and other delivery methods to administer and provide benefits and related services and information. The Ministry Council also contracts with various third parties to administer its benefit plans and programs, and may share information provided as needed to administer plan benefits with these service providers. We may also use this information to help us manage some of our programs and services as well as to provide you with limited communications about our other services, which may be of interest to you. We do not sell your information to third parties.

The Ministry Council may disclose your information if required by law.

**III. Security**

The Ministry Council maintains physical, administrative, and technical controls to enhance the security and confidentiality of your personal information. Access to member confidential information is limited to those who need to use it to administer your benefits.

We will not contact you by email asking for personal information, such as your Social Security number, benefits’ provider numbers, or other identifying information. If you receive a message like this, it may be an unauthorized phishing attempt, and you should not click any links or call any telephone numbers provided. You may contact the Ministry Council to verify any inquiries.

IV. Children

The Ministry Council does not solicit or knowingly collect information from individuals under the age of 18.

V. Notice

If we are going to use your personal information in a way that is different from the Privacy Policy at the time of collection, we will try to contact you using the most recent information that we have. If you have asked not to be contacted, you will not be contacted and we will not use your personal information in this manner.

VI. Notification of Change

The Ministry Council reserves the right to modify or change this policy at any time.

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**THE USE OF NEW MEDIA  
A POLICY FOR THE MINISTRY COUNCIL  
(Appendix H)**

The boards, agencies, and institutions of the Cumberland Presbyterian Center recognize the importance of electronic communication media, including but not limited to the Internet, as tools for the research, communication, and socialization that are necessary for professional staff to advance the mission of their team, board, agency, or institution and to serve the people called Cumberland Presbyterian. Employees are to be good stewards of these resources, using them wisely and ethically as they seek to advance said mission.

Definitions

***The Center*** is used in this document to reference the physical campus of the Cumberland Presbyterian Denominational Headquarters, the boards, agencies, and institutions lodged there, as well as all devices and materials both real and intellectual owned by said boards, agencies, and institutions and contained therein.

***Technological resources*** refers to any computer, mobile electronic device, computer peripheral, network equipment, server, internet access, technology service, copy machine, telephone, fax machine, email system, voice mail system, video-recording system, audio-recording system, or software application that the Ministry Council owns, leases, or operates.

***New media*** refers to the many different forms of electronic communication made possible through the use of computer technology.

***Affiliated new media*** refers to those forms of new media officially established and maintained by the Ministry Council in pursuit of its mission and vision.

***Unaffiliated new media*** refers to those forms of new media that are not officially established or maintained by the Ministry Council.

General Policy

The Ministry Council is the owner and/or provider of all its technological resources and regards their use as a non-transferable privilege arising from one's role as an employee of the Ministry Council. As the owner and provider of these technological resources, the Ministry Council reserves the right to monitor and record all usage of such resources. It is the responsibility of each user to know and comply with all applicable laws, standards, and policies and procedures of the Ministry Council. The Ministry Council has the right at any time to take possession of its technological resources and to access data or information stored on its technological resources.

### Ministry Council Responsibility

Having widely reserved the right and ability to monitor the use of new media, the Ministry Council recognizes that a level of confidence must be maintained in a secure and confidential environment between staff and their various constituents and pledges that these reserved rights and abilities will only be employed if it determines that unusual circumstances exist. No effort will be made to review or monitor day-to-day communications of staff and constituents. The Ministry Council recognizes that, given the nature of work within the denomination, relations between staff and constituents often exceed simple working relationships. Therefore, the Ministry Council recognizes that a degree of personal communication and other use of new media is to be expected and permitted provided it does not interfere with a staff person's duties.

By using the Ministry Council's technological resources and/or new media affiliated with the Ministry Council, users are agreeing as a condition of use to accept personal responsibility for considerate, ethical, and responsible behavior in the use of the resources. Users are also consenting to the terms of this policy and the Ministry Council's role in monitoring and overseeing its technological resources. Such oversight includes but is not limited to monitoring internet usage and the content of email and voice mail.

Each user is responsible to use the Ministry Council's technological resources and officially affiliated new media in compliance with all applicable laws and applicable board, agency or institutional standards, policies, and procedures. It is the individual user's responsibility to review this policy and relevant policies in the *Employee Handbook* to determine what restrictions might apply.

Each user is responsible to use the Ministry Council's technological resources and new media with sensitivity to the rights of others. It is the user's responsibility to avoid creating an atmosphere of discomfort or harassment. Use of technological resources and new media should at all times be professional and courteous and should contain only information that would be communicated face-to-face in the presence of other appropriate parties.

Each user is responsible for the security of her or his account(s). It is the user's responsibility to protect each account with a secure password, which will protect it from unauthorized use. It is the user's responsibility to change such password(s) as necessary to ensure ongoing, adequate security. If unauthorized use of an account is discovered, the user must immediately report this to their supervisor and Computer Services immediately and change the account password.

Users should take care not to post private information concerning others such as an email from a colleague or a constituent or a colleague or constituent's contact information to public social media sites. Always be aware that many new media outlets are public and that posting personal information about other people without their expressed consent is inconsiderate and can be dangerous.

### **Consequences of Misuse**

The Ministry Council will address misuse of its technological resources or new media with regard to each given circumstance. Such misuse may result in, but will not be limited to, verbal or written notices, or termination.

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## **MINISTRY COUNCIL COVENANT (Appendix I)**



Welcome to the Ministry Council and thank you for agreeing to serve! The experience and gifts you bring to the Church through service on the Council are valued. We look forward to working with you! For the Glory of God, the Ministry Council will Seek Christ's Vision, Support Ministry Development, and Serve the Church.

Recognizing that the Call to serve on the Ministry Council is a Call to serve God through service in the Church, as a Council Member, I covenant my commitment to the following responsibilities in faithful service and stewardship of my Call:

Attendance: Members will regularly attend meetings. In the event of an emergency, a written/ email or phone call excuse must be received by the Chair prior to the meeting. Non-attendance at 51% of the meetings within a church year will be considered inappropriate stewardship of the Call and will result in a Council Member being replaced.

Communication:

- Internally: In meetings, Council Members will strive to reflect Christ-like respect, encouragement and care in listening to and sharing viewpoints.
- Externally: Council Members will be conduits of information, both sharing and gathering from congregations, presbytery, synod and all related groups to further the work of the Church through support of the Council.

Confidentiality: From time to time, certain topics may be discussed that require confidentiality. Council Members will uphold this trust and not divulge to any person or group information that has been deemed confidential or temporarily withheld.

Financial Support: Council Members will be faithful stewards, enthusiastic supporters of Our United Outreach and active advocates of OUO to the congregation, presbytery and synod. Council Members are encouraged to assist Ministry Council staff to identify potential resources for additional income through endowments, grants and other appropriate sources.

Length of Term: Council Members serve three-year terms which may be repeated up to a total of three consecutive terms. If a person elected to serve on a denominational entity, where residence in a particular synod is a qualification for election, shall move to another synod while in office, the term to which he or she was elected shall terminate at the close of the next meeting of the General Assembly.

Time Commitment: The average time commitment is eight hours per month including preparation for and attendance at meetings. This will vary according to the individual's choice of areas of responsibility and the season.

Council Members will participate in the planning and activities of at least one of the Ministry Teams or committees of the organization.

*If I have any questions regarding my responsibilities or fulfilling them, I will call a member of the Executive Committee and or the Director of Ministries. I understand my Call and have read and understand the responsibilities to which I am covenanting with God, the Cumberland Presbyterian Church and members of the Ministry Council.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## MINISTRY COUNCIL LEADERSHIP GIFTS AND SKILL SETS (Appendix J)

**Wanted:** Cumberland Presbyterians with experience garnered from leadership in varied programs, preferably to include some at middle and higher judicatory levels; persons who understand and are committed to a unified approach to programming, incorporating the financial and human resources of all components of the Ministry Council and Ministry Teams. Knowledge, Skills and Abilities in four particular areas are deemed helpful:

- 1) Visioning – The Ministry Council identifies and implements the MC's vision for ministry across four distinct Teams. Creative thinkers and those with a passion for moving into “new frontiers” are vital to the work of the Ministry Council to compliment those already on the Council who have a deep appreciation of CP history and tradition. Of particular benefit are those who understand and can frame ways to keep the Cumberland Presbyterian Church relevant, especially to the growing segment of “NONEs”. \*

- 2) Strategic Planning– The Ministry Council provides primary long and short-range program planning, striving to ensure that all segments work consistently on a common mission and that redundancies and gaps in the Ministry Council’s ministry are minimized. Particularly helpful would be results-oriented professionals with success as agents of change.
- 3) Leader Development – Programs to benefit the whole Church must and will concentrate on leadership development, nurturing new leaders and expanding ways of involving those who’ve left the Church, those who have deferred leadership to others, and to the above mentioned “NONES”. Those highly regarded by the youth and young adults in the CP Church are a strong asset to the Ministry Council. Those with broad networks, who possess understanding and a gift for recruiting and encouraging, are especially helpful to the Ministry Council, as are those who can work easily with all cultures, all ages and all types of people with various viewpoints. There exists within the denomination a wide spectrum of theological perspectives; we seek to ensure representation from folks all along this spectrum.
- 4) Fund Development– Ministry Council benefits from individuals with professional experience in this area.  
\*<http://www.npr.org/blogs/thetwo-way/2013/01/14/169164840/losing-our-religion-the-growth-of-the-nones>

#### Skills and Expertise:

- Communication Skills – Effective Council members are conduits of information, both sharing with and gathering from congregations, presbytery, synod and all related groups to support the Council and further the work of the Church. Effective Council members are comfortable using innovative communication technology to improve access for the whole church.
- Understand the cultural and global diversity of the Church – Effective Council members demonstrate willingness to work with people of other cultures and languages; cross-cultural experience has proven helpful.

#### Financial Support:

- Ministry Council members are proactive advocates for and enthusiastic supporters of Our
- United Outreach to their respective congregation, presbytery and synod. Ministry Council members make direct, personal financial contributions to the Ministry Council. Ministry Council members consistently assist Ministry Council staff to identify potential resources for additional income, through individual donations, endowments, estate planning, Second Mile promotion, grants or other appropriate sources. Council members give consideration to inclusion of the programs of the denomination via their annual benevolence.

#### Time Requirement:

- Ministry Council members annually sign a Covenant that outlines their responsibilities.
- The average time commitment is eight hours per month including preparation for and attendance at meetings. All Council members are expected to participate in the planning and activities of at least one of the Ministry Teams or committees of the Ministry Council.
- A half-day Orientation is provided prior to the first meeting for new members each August.
- Recognizing that representation on the Council is both laity and clergy, and in an effort to approach a more equal sharing of the burden of taking time away from family and work, it has been the practice of the Ministry Council to set one meeting a year to include a Sunday. However, in response to the need of both clergy and laypersons highly involved and invested in Christian education, a subcommittee of the Ministry Council is currently reviewing the meeting calendar and will present to the Ministry Council in April 2013 a recommendation perhaps to change the calendar as early as the August 2013 meeting. Noting that the Nominating Committee meets prior to the Ministry Council’s April 2013 meeting, the information below is offered for informational purposes of what has in the past been the model. **Potential Ministry Council members would benefit from knowing that this calendar might be amended.**
- **At this writing and subject to change**, three Ministry Council meetings have been scheduled to take place at/near the Center in Cordova, Tennessee in 2013/2014: the last weekend (Friday and Saturday) in January; mid-April (Friday and Saturday) and the fourth weekend in August (Saturday and Sunday). The dates for 2013/2014 are:
  - **August 23, 2013** (Fri) Orientation for New Ministry Council and Ministry Team members.
  - **August 24-25, 2013** (Saturday/Sunday)—Ministry Council and Teams meet

- concurrently.
- **January 24-25, 2014** (Fri/Sat)—Ministry Council and Teams meet in joint sessions.
- **April 18-19, 2014** (Fri/Sat)—Ministry Council Annual Meeting
- **August 22, 2014** (Friday) Orientation for New Ministry Council and Ministry Team Members
- **August 23-24, 2014** (Saturday/Sunday)—Ministry Council and Teams meet concurrently.
- Non-attendance at 51% of the meetings within a church year will result in a Council Member being replaced. (Attendance is for both/all days of a meeting.)
- Council members serve three-year terms which may be repeated up to a total of three consecutive terms. If a person elected to serve on a denominational entity, where residence in a particular synod is a qualification for election, shall move to another synod while in office, the term to which he or she was elected shall terminate at the close of the next meeting of the General Assembly.

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## MINISTRY TEAM ELECTED TEAM MEMBER RESPONSIBILITIES (Appendix K)

Each Ministry Team is comprised of individuals with a wide variety of backgrounds, skills and experience. Our hope is that each Team Member will diligently seek God's direction and yield to the Spirit's promptings to become fully engaged in the ministerial work of their Team. The following list is intended to provide potential members with some idea of the level of investment required and to clarify and highlight the primary responsibilities of each Team.

**1. Support the organizational structure of the Cumberland Presbyterian Church.** Ministry Team Members need to understand the ministry structure of the denomination so that they may fulfill their respective duties/ministries, educate others about how we operate and offer input on how to make our ministry efforts more effective. Members are also expected to educate individuals and groups about the denominational level work being completed by the Ministry Council and Ministry Teams. Our Team Members are what keep presbyteries, local churches, ministers, elders and members informed and invested in the overall ministry of the Cumberland Presbyterian Church.

**2. Elect Leadership** (at least a Chairperson). Ministry Teams are led by Ministry Team Leaders. The Ministry Team Leader is a paid denominational staff member. However, each Ministry Team needs to select an individual who will moderate meetings, delegate tasks and see that Ministry Team actions are recorded and reported. Each Team may also elect other leaders from within the Team as they see fit. Team Members seek to nominate and elect leaders that are Christ-centered, diligent and competent.

**3. Attend Ministry Team Meetings.** Each Ministry Team will determine the frequency and length of its respective meetings, but at least two meetings a year (one in the August and one in the January) at the denominational headquarters will be *concurrent* or *joint* with Ministry Council meetings. *Joint meetings* allow various Teams and the Ministry Council time to work together. *Concurrent meetings* allow Ministry Teams and the Ministry Council to meet separately at the same time and location. Team meetings generally last two days and require an overnight stay for people who live outside the Memphis area. Recognizing that representation on the Council is both laity and clergy, and in an effort to approach a more equal sharing of the burden of taking time away from family and work, the Ministry Council has set one meeting a year to include a Sunday. Since the planning and decision making work of the Teams are conducted at meetings, it is imperative that Elected Team Members attend each meeting.

**4. Plan, Prioritize, and Implement the Ministry.** Ministry Teams are to ensure that vital areas of Cumberland Presbyterian ministry in the world are adequately led and supported. Ministry Teams are expected to do the work of ministry assigned to that team. Depending on the team with which you serve you may work with budgets, support personnel, acquire resources, and engage in denominational initiatives.

**5. Work Cooperatively with the other ministry teams.** This may involve prayer support, open communication, joint meetings and cooperative projects. The Global Ministries Leadership Team discerns opportunities for cooperative work and enlists the talents and skills of the various team members.

**6. Work Under the Leadership of the Ministry Council.** The Ministry Council provides oversight, clarity and leadership for all denominational ministries, and reports directly to the General Assembly. Ministry Teams are expected to submit regular reports to the Ministry Council (who has the responsibility to oversee all Ministry Team work). Reports should be sufficiently detailed to keep the Ministry Council informed of Ministry Team activities. These reports should include, when necessary, recommendations upon which the Ministry Council can act and include estimates of cost and resources if funding is requested. Ministry Teams can expect guidance from the Ministry Council on priorities, budgeting and procedures. Ministry Council members may participate in meetings as needed or requested.

**7. Prepare summary reports of Ministry Team activities to be included in the Ministry Council's report to General Assembly.** This report should summarize the activities of the Ministry Team, detail changes in staff and indicate the success, struggles and opportunities of the Team's ministry, and suggest recommendations necessary to carry out the ongoing and new programs of the Ministry Team. The combined report of the Ministry Council and Ministry Teams will be compiled, edited, and adopted by the Ministry Council for submission to General Assembly.

**8. Recruit other qualified individuals to participate in denominational ministry opportunities** (i.e. asking people to serve on ministry teams, encouraging people to go on mission trips, speaking to churches or presbyteries about funding, etc).

## COMMUNICATIONS MINISTRY TEAM COVENANT (Appendix L)

### Ministry Council Communications Ministry Team Member Covenant



Welcome to the Ministry Council and thank you for agreeing to serve on the Communications Ministry Team (CMT)! The experience and gifts you bring to the Church through service on the CMT are valued. We look forward to working with you! For the Glory of God, the Communications Ministry Team will Seek Christ's Vision, Support Ministry Development, and Serve the Church. We are particularly interested in developing and maintaining effective and efficient means of communicating the gospel, congregational and denominational news, announcements, and support resources to Cumberland Presbyterians, wherever they may be; and we strive to strengthen the Church through best practices in organizational communications.

Recognizing that the Call to serve on the Communications Ministry Team is a Call to serve God through service in the Church, as a Team Member, I covenant my commitment to the following responsibilities in faithful service and stewardship of my Call:

**Attendance:** Team Members will regularly attend meetings. In the event of an emergency, a written/email or phone call excuse must be received by the Team Leader prior to the meeting. Non-attendance at 51% of the meetings within a church year will be considered inappropriate stewardship of the Call and will result in a Team Member being replaced.

**Communication:**

- Internally: In meetings, Team Members will strive to reflect Christ-like respect, encouragement and care in listening to and sharing viewpoints.
- Externally: Team Members will be conduits of information, both sharing and gathering from congregations, presbytery, synod and all related groups to further the work of the Church through support of the Communications Ministry Team.

**Confidentiality:** From time to time, certain topics may be discussed that require confidentiality. Team Members will uphold this trust and not divulge to any person or group information that has been deemed confidential or temporarily withheld.

**Financial Support:** Team Members will be faithful stewards, enthusiastic supporters of Our United Outreach and active advocates of OUO to the congregation, presbytery and synod. Team Members are encouraged to assist Ministry Council staff to identify potential resources for additional income through endowments, grants and other appropriate sources.

**Length of Term:** Team Members serve three-year terms which may be repeated up to a total of three consecutive terms.

**Time Commitment:** The average time commitment is eight hours per month including preparation for and attendance at meetings. This will vary according to the individual's choice of areas of responsibility and the season.

Team Members will participate in the planning and activities of at least one of the ministries or programs of the Communications Ministry Team.

*If I have any questions regarding my responsibilities or fulfilling them, I will call the Team Leader. I understand my Call and have read and understand the responsibilities to which I am covenanting with God, the Cumberland Presbyterian Church and Team Members of the Communications Ministry Team.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

revised 4/15/2011 edited 8/10/11



## DISCIPLESHIP MINISTRY TEAM COVENANT (Appendix M)

### Ministry Council Discipleship Ministry Team Member Covenant



Welcome to the Ministry Council and thank you for agreeing to serve on the Discipleship Ministry Team (DMT)! The experience and gifts you bring to the Church through service on the DMT are valued. We look forward to working with you! For the Glory of God, the Discipleship Ministry Team will Seek Christ's Vision, Support Ministry Development, and Serve the Church.

Recognizing that the Call to serve on the Discipleship Ministry Team is a Call to serve God through service in the Church, as a Team Member, I covenant my commitment to the following responsibilities in faithful service and stewardship of my Call:

**Attendance:** Team Members will regularly attend meetings. In the event of an emergency, a written/email or phone call excuse must be received by the Team Leader prior to the meeting. Non-attendance at 51% of the meetings within a church year will be considered inappropriate stewardship of the Call and will result in a Team Member being replaced.

**Communication:**

- Internally: In meetings, Team Members will strive to reflect Christ-like respect, encouragement and care in listening to and sharing viewpoints.
- Externally: Team Members will be conduits of information, both sharing and gathering from congregations, presbytery, synod and all related groups to further the work of the Church through support of the Discipleship Ministry Team.

**Confidentiality:** From time to time, certain topics may be discussed that require confidentiality. Team Members will uphold this trust and not divulge to any person or group information that has been deemed confidential or temporarily withheld.

**Financial Support:** Team Members will be faithful stewards, enthusiastic supporters of Our United Outreach and active advocates of OUO to the congregation, presbytery and synod. Team Members are encouraged to assist Ministry Council staff to identify potential resources for additional income through endowments, grants and other appropriate sources.

**Length of Term:** Team Members serve three-year terms which may be repeated up to a total of three consecutive terms.

**Time Commitment:** The average time commitment is eight hours per month including preparation for and attendance at meetings. This will vary according to the individual's choice of areas of responsibility and the season.

Team Members will participate in the planning and activities of at least one of the ministries or programs of the Discipleship Ministry Team.

*If I have any questions regarding my responsibilities or fulfilling them, I will call the Team Leader. I understand my Call and have read and understand the responsibilities to which I am covenanting with God, the Cumberland Presbyterian Church and Team Members of the Discipleship Ministry Team.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## MISSIONS MINISTRY TEAM COVENANT (Appendix N)

### Ministry Council Missions Ministry Team Member Covenant



Welcome to the Ministry Council and thank you for agreeing to serve on the Missions Ministry Team (MMT)! The experience and gifts you bring to the Church through service on the MMT are valued. We look forward to working with you! For the Glory of God, the Missions Ministry Team will Seek Christ's Vision, Support Ministry Development, and Serve the Church.

Recognizing that the Call to serve on the Missions Ministry Team is a Call to serve God through service in the Church, as a Team Member, I covenant my commitment to the following responsibilities in faithful service and stewardship of my Call:

**Attendance:** Team Members will regularly attend meetings. In the event of an emergency, a written/email or phone call excuse must be received by the Team Leader prior to the meeting. Non-attendance at 51% of the meetings within a church year will be considered inappropriate stewardship of the Call and will result in a Team Member being replaced.

**Communication:**

- Internally: In meetings, Team Members will strive to reflect Christ-like respect, encouragement and care in listening to and sharing viewpoints.
- Externally: Team Members will be conduits of information, both sharing and gathering from congregations, presbytery, synod and all related groups to further the work of the Church through support of the Missions Ministry Team.

**Confidentiality:** From time to time, certain topics may be discussed that require confidentiality. Team Members will uphold this trust and not divulge to any person or group information that has been deemed confidential or temporarily withheld.

**Financial Support:** Team Members will be faithful stewards, enthusiastic supporters of Our United Outreach and active advocates of OUO to the congregation, presbytery and synod. Team Members are encouraged to assist Ministry Council staff to identify potential resources for additional income through endowments, grants and other appropriate sources.

**Length of Term:** Team Members serve three-year terms which may be repeated up to a total of three consecutive terms.

**Time Commitment:** The average time commitment is eight hours per month including preparation for and attendance at meetings. This will vary according to the individual's choice of areas of responsibility and the season.

Team Members will participate in the planning and activities of at least one of the ministries or programs of the Missions Ministry Team.

*If I have any questions regarding my responsibilities or fulfilling them, I will call the Team Leader. I understand my Call and have read and understand the responsibilities to which I am covenanting with God, the Cumberland Presbyterian Church and Team Members of the Missions Ministry Team.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PASTORAL DEVELOPMENT MINISTRY TEAM COVENANT (Appendix O)

### Ministry Council Pastoral Development Ministry Team Member Covenant



Welcome to the Ministry Council and thank you for agreeing to serve on the Pastoral Development Ministry Team (PDMT)! The experience and gifts you bring to the Church through service on the PDMT are valued. We look forward to working with you! For the Glory of God, the Pastoral Development Ministry Team will Seek Christ's Vision, Support Ministry Development, and Serve the Church. The purpose of the PDMT is to keep God's call before the church as a whole, and to provide and promote a deeper biblical and theological understanding of ministry in the church, also, to nurture and care for ordained ministers and probationers, and to provide resources and events to improve their pastoral ministry.

Recognizing that the Call to serve on the Pastoral Development Ministry Team is a Call to serve God through service in the Church, as a Team Member, I covenant my commitment to the following responsibilities in faithful service and stewardship of my Call:

**Attendance:** Team Members will regularly attend meetings. In the event of an emergency, a written/email or phone call excuse must be received by the Team Leader prior to the meeting. Non-attendance at 51% of the meetings within a church year will be considered inappropriate stewardship of the Call and will result in a Team Member being replaced.

**Communication:**

- **Internally:** In meetings, Team Members will strive to reflect Christ-like respect, encouragement and care in listening to and sharing viewpoints.
- **Externally:** Team Members will be conduits of information, both sharing and gathering from congregations, presbytery, synod and all related groups to further the work of the Church through support of the Pastoral Development Ministry Team.

**Confidentiality:** From time to time, certain topics may be discussed that require confidentiality. Team Members will uphold this trust and not divulge to any person or group information that has been deemed confidential or temporarily withheld.

**Financial Support:** Team Members will be faithful stewards, enthusiastic supporters of Our United Outreach and active advocates of OUO to the congregation, presbytery and synod. Team Members are encouraged to assist Ministry Council staff to identify potential resources for additional income through endowments, grants and other appropriate sources.

**Length of Term:** Team Members serve three-year terms which may be repeated up to a total of three consecutive terms.

**Time Commitment:** The average time commitment is eight hours per month including preparation for and attendance at meetings. This will vary according to the individual's choice of areas of responsibility and the season.

Team Members will participate in the planning and activities of at least one of the ministries or programs of the Pastoral Development Ministry Team.

*If I have any questions regarding my responsibilities or fulfilling them, I will call the Team Leader. I understand my Call and have read and understand the responsibilities to which I am covenanting with God, the Cumberland Presbyterian Church and Team Members of the Pastoral Development Ministry Team.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ELDERS SERVING AS LAY LEADERS IN SMALL CONGREGATIONS  
(Appendix P)**

*Elders Serving as*  
**LAY LEADERS**  
*in Small Congregations*



*The Small Congregation and a  
Cumberland Presbyterian Elder  
from Another Congregation  
Serving as a Lay Leader*

**HANDBOOK & APPLICATION PACKET**

Pastoral Development Ministry Team



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of the Ministry Council of the General Assembly  
of the Cumberland Presbyterian Church

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## INTRODUCTION

In 1988 the General Assembly adopted a memorial from East Tennessee Presbytery to allow elders, with the approval of their presbyteries, to serve as Lay Leaders in congregations other than their own. In 1995 the General Assembly adopted a non-mandatory training/certification program for these elders.

The Pastoral Development Ministry Team recognizes that the memorial is the definitive action of the church relative to elders serving as lay leaders. They are authorized, as approved by their presbyteries, to provide ministerial leadership to small congregations unable to secure the services of a called pastor or stated supply minister. It should be noted that Lay leaders cannot serve in this role in their home congregations.

Since authority has already been given for the program, this Handbook is intended to guide presbyteries, elders called to serve as lay leaders, and congregations desiring their services in this needed ministry. Nothing in this Handbook is intended to abridge or limit the power of presbyteries in their original jurisdiction over congregations. Rather the Handbook and the procedures described within it are meant to *guide* and *assist* presbyteries, congregations and elders called to serve as Lay Leaders in providing ministerial leadership to congregations in need of such services.

The following is the 1988 Memorial From East Tennessee Presbytery:

“WHEREAS there are small congregations that are unable to secure the services of a Cumberland Presbyterian pastor; and

WHEREAS there may be and often are qualified, experienced and gifted elders in other congregations in the presbytery who might serve as lay leaders in congregations unable to secure pastors: Therefore be it

RESOLVED, That Section 2.71, 2.72, and 4.5 of the Constitution be interpreted to provide that, with the approval of the presbytery, and under the guidelines herein set forth, an elder may serve as a lay leader, also, in a congregation other than the one to which she/he belongs, when the congregation is without a pastor or stated supply:

1. The elder shall be recommended to the presbytery by the session of the congregation to which she/he belongs.
2. The elder shall confer with and be recommended to the presbytery by the Committee on the Ministry to function in this leadership role. She/he shall be examined with respect to the Christian life; faithfulness to the vows taken as an elder; knowledge of the Scriptures; knowledge of the history, doctrine and polity of the Cumberland Presbyterian Church; and gifts, qualifications, and experience as a leader in the role of an elder.
3. The approval of an elder to serve as a lay leader in another congregation shall be by action of the presbytery on recommendation of the Committee on the Ministry following a conference with the committee.



4. The service of an elder or a lay leader in a particular congregation shall be approved by the session of that congregation and the Board of Missions of the presbytery, and shall be for a stated period of time, not to exceed one year, subject to annual review by the session and the Board of Missions.
5. An elder serving as a lay leader in a congregation shall be under the supervision of the ordained minister appointed by the presbytery as moderator of the session.
6. An elder serving as a lay leader in a congregation shall be authorized to perform those duties which she/he was ordained as an elder to perform other than being a member of the session of that congregation. Specifically she/he shall, with the session, provide pastoral oversight of the congregation in the following ways:
  - a. Give particular attention to persons who have not confessed Jesus Christ as Lord and Savior;
  - b. Instruct persons in the faith;
  - c. Visit people in their homes and in the hospitals, praying with and for them;
  - d. Encourage people by word and example to share in the worship, study, witness, and service of the church;
  - e. Supervise the work of the deacons;
  - f. Give oversight to the educational program of the church;
  - g. Encourage stewardship, provide for the collection of monies for godly purposes, and supervise the finances of the church;
  - h. Assemble the congregation and provide for worship.” (1988, p. 179)

The General Assembly in 1988 (p. 207) stated: “Thus section 2.71, 2.72, and 4.5 of the Constitution are interpreted to provide that, with the approval of the presbytery and under the guidelines specified in the memorial, an elder may serve as a lay leader in a congregation other than the one to which the elder belongs when the congregation is without a pastor or stated supply. The understanding of the Judiciary Committee is that the only titles of such person are “elder” or “lay leader.” The elder serves under the guidance of the Committee on the Ministry of the respective presbytery”. (1988, p. 207) (CPC Digest, p. 16, 2.61).

It is highly recommended that Sections 2.70 and 4.0 of the Constitution be read for more specific information about the function of elders and sessions.

NOTE: Please do not confuse the action of the General Assembly in 1988 regarding elders serving as lay leaders, with two other alternatives that were subsequently considered: One proposal, in 2000, concerning the Office of Lay Pastor, and other, in 2007, about the Office of Certified Lay Minister.

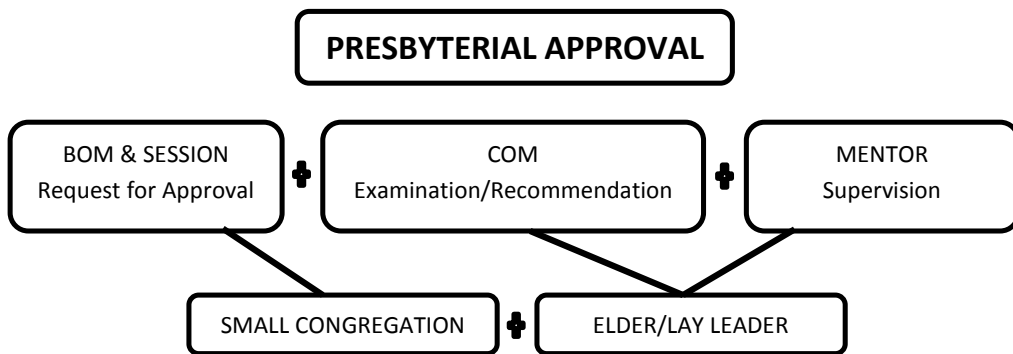
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 901-276-4572 Ext. 235

## The Small Congregation and a Cumberland Presbyterian Elder from Another Congregation Serving as a Lay Leader

*In our presbyteries*  
**there are small congregations that are unable to secure the services of a Cumberland Presbyterian pastor; and**  
**there may be and often are qualified, experienced and gifted elders in other congregations in the presbytery who might serve as lay leaders in congregations unable to secure pastors.**

*For these reasons General Assembly approved*  
**that Section 2.71, 2.72, and 4.5 of the Constitution be interpreted to provide that, with the approval of the presbytery, and under the guidelines of the 1988 memorial, an elder may serve as a lay leader, also, in a congregation other than the one to which she/he belongs, when that congregation is without a pastor or stated supply.**

*The memorial could be divided into three processes that overlap or interconnect as shown in the following diagram:*



### INITIATING THE PROCESS

*Comments:*

*The process may be initiated by the presbyterial Board of Missions, the session of a small congregation or an elder interested in serving as a lay leader.*

- The presbyterial Board of Missions
  - *The presbyterial Board of Missions should define first what will be considered a small congregation. According to the memorial a small congregation is one that is unable to secure the service of a Cumberland Presbyterian pastor or stated supply.*

- *The presbyterial Board of Missions should also assess whether the Lay Leader program would be an appropriate strategy for small congregations in the presbytery, and consult with the sessions of those congregations.*
- *The visit with the sessions will focus on understanding, interpreting, and clarifying all phases of the Lay Leader program.*
- *When an elder has been satisfactorily examined by the Committee on the Ministry, she/ he may be recommended to presbytery for approval as a Lay Leader in a specific congregation. The recommendation should also include a request for approval from the session of a small congregation and the presbyterial Board of Missions (Page 15 for the appropriate form).*
- *When an elder has been identified as a potential candidate for a specific congregation, this person should be encouraged to pray about the matter, seek discernment, talk to his/her pastor or session, and apply if so led (Application on page 12).*
- **The session of a small congregation**
  - *Sessions interested in ministry by a Lay Leader should consult the presbyterial Board of Missions to assess whether the Lay Leader program would be the most appropriate strategy for the church's ministry.*
  - *The visit from the presbyterial Board of Missions will focus on understanding, interpreting, and clarifying all phases of the Lay Leader program.*
  - *If an elder has already been identified as a potential candidate, this person should be encouraged to pray about the matter, seek discernment, talk to his/her pastor or session, and apply if so led (Application on page 12)*
  - *Both the session and the elder should understand that having a request for approval from a session of a small congregation and presbyterial Board of Missions does not guarantee recommendation from the Committee on the Ministry if examination is not satisfactory.*
  - *When an elder has been satisfactorily examined, a recommendation for approval by the presbytery shall be made by the Committee on the Ministry and will include a request for approval from the session of the small congregation and the presbyterial Board of Missions (Page 15) .*
- **The elder**

**“The elder shall be recommended to the presbytery by the session of the congregation to which she/he belongs.”** (Memorial point 1)

*Comments:*

- *Elders interested in serving as lay leaders in the presbytery should send an application and a recommendation from his/her session to the Committee on Ministry. Elders who have had previous studies in recommended areas may submit documentation of completion of courses or programs. (Application form on page 12, and a recommendation form for the session of her/his congregation. (Page 14)*

- *The applicant should understand that presbyterial approval will be based on a recommendation from the Committee on the Ministry after satisfactory examination and a request for approval from the session of a small congregation and the presbyterial Board of Missions.*
- *The elder should also understand that having a request for approval from a session of a small congregation and the presbyterial Board of Missions does not guarantee recommendation from the Committee on the Ministry if examination is not satisfactory.*

## **THE EXAMINATION PROCESS – Committee on the Ministry (COM)**

- **Committee on the Ministry Examination**

**“The elder shall confer with and be recommended to the presbytery by the Committee on the Ministry to function in this leadership role. She/he shall be examined with respect to the Christian life; faithfulness to the vows taken as an elder; knowledge of the Scriptures; knowledge of the history, doctrine and polity of the Cumberland Presbyterian Church; and gifts, qualifications, and experience as a leader in the role of an elder.”**

(Memorial point 2)

*Suggestions for the Interview:*

- *The following are suggestions for the interview, but the Committee on the Ministry may also consider the Questions For Ordination Examination from the Handbook for Presbyterial Committees on the Ministry or Preparation for the Ministry, (page 61):*
  1. *Discuss your statement of faith.*
  2. *Describe your faith journey.*
  3. *Give your definition of worship*
  4. *List the parts of the worship service. Tell the purpose of each part.*
  5. *Describe how Scripture is used in a worship service.*
  6. *Describe the role of music in a worship service.*
  7. *Discuss the role of preaching and the preacher.*
  8. *Describe some of the theological concerns and/or pastoral concerns that you might consider in preparing a worship service.*
  9. *Describe the choices that determine a sermon topic.*
  10. *Describe how you would prepare to write a sermon.*
  11. *Discuss the theology of baptism and the Lord’s Supper.*
  12. *List some of the unique circumstances you may face as a lay leader. Describe your strengths and limitations.*
  13. *Why do you wish to function as Lay Leader in the Cumberland Presbyterian Church?*

- *The interview will also be a time for the Committee on the Ministry to discuss any concerns they may have about the elder’s written application.*
  - *Each applicant may be required to participate in psychological and vocational testing scheduled by the Committee on the Ministry.*
  - *Before the Committee on the Ministry concludes the interview, the Committee will inform the applicant of the presbytery’s process for approval, including the role of the Committee, the presbyterial Board of Missions and the Mentor.*
  - *The Committee on the Ministry will pray for the potential candidate at the conclusion of the meeting.*
- **Committee On The Ministry Action Options**
    - *Soon after the examination the Committee will have 6 alternatives in reference to the applicant. The scenarios are:*

|  |                                      | <b><i>Request for approval from a session of a small congregation and the BOM</i></b>   | <b><i>NOT identified small congregation</i></b>   |
|--|--------------------------------------|---|---|
| <b><i>Examination was Satisfactory</i></b>     |                                      | <i>Recommend elder to presbytery to serve as a lay leader for that congregation.</i>  | <b><i>NO recommendation YET.</i></b><br><i>Recommendation is contingent to approval from a session of a small congregation and the Board of Missions.</i> |
| <b><i>Examination was NOT Satisfactory</i></b> | <b><i>But there is Potential</i></b> | <i>If there are gifts and potential, the candidate could be recommended to function as a lay leader for that congregation while pursuing education.</i> | <b><i>NO recommendation.</i></b> <i>If there are gifts and potential, is up to the elder, if interested, in pursuing education.</i>                       |
|  | <b><i>There is NO Potential</i></b>  | <b><i>NO recommendation.</i></b>  | <b><i>NO recommendation.</i></b>  |

*The six alternatives are:*

*Recommendations to Presbytery*

- 1) *If the examination is satisfactory and there is a request for approval from the session of a specific small congregation and the presbyterial Board of Missions, the*

*Committee on the Ministry may recommend the Elder to serve as Lay Leader in that congregation.*

- 2) *If the examination is NOT satisfactory but there is a request for approval from the session of a specific small congregation and the presbyterial Board of Missions, the Committee on the Ministry may recommend the Elder to function as Lay Leader in that congregation while the elder pursues education/training. This means that while the Committee on the Ministry recognizes the qualifications, experience and gifts, the elder will benefit from part or the full course work in a lay training track .*
- 3) *If the examination is satisfactory and there is NOT a specific small congregation request for approval yet, the recommendation of the Committee for the elder to function as Lay Leader is made contingent on the approval by the session of a small congregation and the presbyterial Board of Missions.*

*No Recommendations to Presbytery*

- 4) *If the examination is NOT satisfactory even though there is a request for approval from the session of a specific small congregation and the presbyterial Board of Missions, if the Committee does not see potential for successful ministry, it does not have to recommend the applicant . This point needs to be clear for the elder, the session of the small congregation and the Board of Missions.*
  - 5) *If the examination is NOT satisfactory and there is NOT a request for approval from a small congregation but the elder has potential, she/he could be informed of the need and opportunity for preparation before reapplying.*
  - 6) *If the examination is NOT satisfactory and there is NOT a request for approval from a small congregation and in the Committee on the Ministry's opinion there is no potential for the elder to function as a lay leader, he/she should be informed of these findings.*
- *For options 2 and 5, the elder may be directed to take advantage of courses offered primarily, though not restricted to, the Lay Leader Track of the Program of Alternate Studies through Memphis Theological Seminary. (PAS has developed a Lay Leader Track intended for ordained elders in the CPC who have been recognized by their presbytery as having gifts and abilities needed for a particular congregation that lacks the services of a pastor. Page 20).*
  - *Priority should be given to courses in preaching and leading worship which would be the primary task of the Lay Leader. Also the four courses from the Cumberland Presbyterian Studies from the PAS Lay Leader Track must be considered: Cumberland Presbyterian History, Cumberland Presbyterian Polity, Cumberland Presbyterian Theology I and Cumberland Presbyterian Theology II.*
  - *In the event a lay leader chooses to pursue ordination, all completed PAS course work will be applied to the clergy track.*

## **PRESBYTERIAL APPROVAL – Actions by the Presbyterian Committee on the Ministry (COM) & Board of Missions (BOM)**

- Committee on the Ministry Recommendation to Presbytery

**“The approval of an elder to serve as a lay leader in another congregation shall be by action of the presbytery on recommendation of the Committee on the Ministry following a conference with the committee.”** (Memorial point 3)

*Comments:*

- *Approval is the act of the presbytery authorizing an elder to serve as Lay Leader in another congregation other than his/her own, the duties for which she/he was ordained as an elder. She/he may serve part-time, with or without pay. The approval is authoritative only within the bounds of the presbytery, only in the church specified, and only for the time specified.*
- *The recommendation from the Committee on the Ministry for an elder to serve as a lay leader in a specific congregation may be made under two circumstances:*
  - 1) *The examination is satisfactory and there is a request for approval from the session of a specific small congregation and the presbyterial Board of Missions.*
  - 2) *The examination is NOT satisfactory but there is a request for approval from the session of a specific small congregation and the presbyterial Board of Missions. However, the Committee on Ministry recognizes the applicant needs to pursue further education/training while she/he serves as a Lay Leader. The Committee can recommend specific courses.*

- Request for Presbyterial Approval by the Session of the Small Congregation and the Board Of Missions

**“The service of an elder or a lay leader in a particular congregation shall be approved by the session of that congregation and the Board of Missions of the presbytery, and shall be for a stated period of time, not to exceed one year, subject to annual review by the session and the Board of Missions.”** (Memorial point 4)

*Comments:*

- *The approval by the session of the small congregation and the presbyterial Board of Missions of a specific elder to serve as a lay leader is contingent to the Committee on Ministry recommendation.*
- *This approval should be presented to presbytery as a Request for Presbyterial Approval (Page 15) together with the Committee on the Ministry’s recommendation for approval.*

- Annual Review by the Session of the Small Congregation and the Board of Missions

*Comments:*

- *The Board of Missions names a team to review the elder's ministry as a Lay Leader. This team will meet first with the lay leader and then with the session.*
- *Enclosed in this packet is a Lay Leader's Annual Review form on page 18 for the session and the presbyterial Board of Missions, and a Mentor's Report form on page 16. An evaluation should be done also, at the end of a service in a specific congregation.*
- *The presbyterial Board of Missions should direct the mentor to send his/her report to the Board of Missions and to the Committee on the Ministry.*

## **SUPERVISION PROCESS - MENTOR**

- The Ordained Minister Appointed by the Presbytery as Moderator of the Session of a Small Congregation

**“An elder serving as a lay leader in a congregation shall be under the supervision of the ordained minister appointed by the presbytery as moderator of the session.”** (Memorial point 5)

*Comments:*

- *The mentor has primary oversight of the Lay Leader and reports at least annually to the Committee on the Ministry and the presbyterial Board of Missions through the mentor's report (Mentor's Report on page 16).*
- *Responsibility of the Mentor:*
  - ✓ *Meet monthly with the Lay Leader to:*
    - *Review the work of the Lay Leader*
    - *Provide counsel, coaching, and encouragement*
    - *Identify opportunities for growth in worship leadership*
  - ✓ *When meeting with the session, identify opportunities for the Lay Leader's growth.*

- The Ministry of Mentoring

*MENTOR: a trusted counselor, teacher, guide, coach, shepherd*

*Almost everyone can remember a time or times when someone, with more experience or greater knowledge than we had came to our assistance. As a result, we learned something we needed to know, avoided making a mistake, gained new insights or became more proficient in what we were doing. In such instances we were mentored.*



*You now have the opportunity, or have been asked, to become a mentor to a new lay leader. Mentoring is not difficult, but it can be, at times, intense. Most of the knowledge required of a mentor comes from experience rather than from academic disciplines.*

*The most important fact in mentoring is that it isn't about the mentor; it is about the learner.*

*Therefore:*

- *An effective mentor's goal is to help another person to learn, to grow, to become. He/she has an unselfish interest in the good of others. Egocentric and controlling personalities do not make good mentors.*
- *The effective mentor does not seek to duplicate his/her "successes" in the learner's experience. Mentoring is about helping another discover his/her method or response.*
- *The ultimate goal is to equip the learner and give him/her the freedom to act. Good mentors do not cultivate co-dependent relationships.*

*There is no prescribed formula for mentoring. There is, rather, a process;*

- *KNOW the other person's story and thinking patterns; take the time to learn about him/her. Know your own strengths, weaknesses and limits of expertise. And know community resources if referrals are appropriate.*
- *ASK questions to understand the other person's situation or concern.*
- *LISTEN carefully to the other person's thoughts and plans for a successful solution.*
- *SHARE out of your life experiences if pertinent.*
- *ALLOW the other person to craft his/her own method or response.*
- *FOLLOW UP with a conversation or de-briefing about the learner's experiences.*

*MENTORING IN THE CHURCH IS INDEED A HOLY CALLING – A MINISTRY*

- **Duties of the Lay Leader**

**“An elder serving as a lay leader in a congregation shall be authorized to perform those duties which she/he was ordained as an elder to perform other than being a member of the session of that congregation. Specifically she/he shall, with the session, provide pastoral oversight of the congregation in the following ways:**

- **Give particular attention to persons who have not confessed Jesus Christ as Lord and Savior;**
- **Instruct persons in the faith;**
- **Visit people in their homes and in the hospitals, praying with and for them;**
- **Encourage people by word and example to share in the worship, study, witness, and service of the church;**
- **Supervise the work of the deacons;**
- **Give oversight to the educational program of the church;**

- **Encourage stewardship, provide for the collection of monies for godly purposes, and supervise the finances of the church;**
- **Assemble the congregation and provide for worship.”** (Memorial point 6)

*Comments:*

- *The primary responsibility of the Lay Leader is to lead worship and preach the gospel. This approval does not include sacraments.*
- *Sacraments are administered by the ordained minister (Constitution 2.63d), and in some cases the session, authorized by the presbytery, may designate one elder from the local church to administer the Lord’s Supper (Constitution 4.6).*
- *“Supervise the finances of the church” shouldn’t be understood as management of the finances of the church, this is the session responsibility (Constitution 4.5).*
- *The Lay Leader can be present at the session meeting at the discretion of the moderator.*
- *The Lay Leader service is volunteer and any payment or reimbursement is determined by the session.*
- *While serving as Lay Leader, the elder will continue his/her spiritual and intellectual development through faithful study and devotional use of the Scriptures, and by continuing familiarity with the Confession of Faith, Constitution, and Directory of Worship.*
- *Regular attendance at presbytery meetings is strongly encouraged. It provides an important link and bond with other elders and ordained clergy. It is also crucial to the effectiveness of the Lay Leader that they keep abreast of current programs and policies of presbytery and the denomination.*

## CONCLUSION

*The minutes of the General Assembly in 1988 states:*

**“Thus section 2.71, 2.72, and 4.5 of the Constitution are interpreted to provide that, with the approval of the presbytery and under the guidelines specified in the memorial, an elder may serve as a lay leader in a congregation other than the one to which the elder belongs when the congregation is without a pastor or stated supply. The understanding of the Judiciary Committee is that the only titles of such person are “elder” or “lay leader.” The elder serves under the guidance of the Committee on the Ministry of the respective presbytery”.** (1988, p. 207) (CPC Digest, p. 16, 2.61).



Cumberland Presbyterian Church - Elders Serving as Lay Leaders Program  
 Presbytery of \_\_\_\_\_

### APPLICATION FOR ELDERS TO SERVE AS LAY LEADERS

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

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

Telephone Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

#### *Church membership information*

Church name & location: \_\_\_\_\_ Year joined: \_\_\_\_\_

Year ordained as elder: \_\_\_\_\_ Are you currently on session? \_\_\_\_

#### *Educational background*

| School | Location | Year Graduated | Degree | Major/Minor |
|--------|----------|----------------|--------|-------------|
| _____  | _____    | _____          | _____  | _____       |
| _____  | _____    | _____          | _____  | _____       |
| _____  | _____    | _____          | _____  | _____       |

Do you have any previous studies in recommended areas? (Please submit documentation of completion of courses or programs)

**Please respond to the following questions; use the back or additional sheets if necessary.**

Briefly describe your current family circumstances.

List your service to the local church and other governing bodies.

List honors and awards from and positions held in civic and/or other organization.

What learning experiences have you had which will assist you in being an effective Lay Leader ?

What aspects of your present church life do you enjoy the most?

What aspects of your present church life are the most frustrating?

What gifts and talents do you have which will contribute to the ministry of lay leader?

What does it mean to you to be a Cumberland Presbyterian?

In what areas of your life would you like to grow?

Why are you interested in serving as a Lay Leader in the Cumberland Presbyterian Church?

*Please attach to this application your statement of faith of a 500 words or less.*

*What you need to send to the Committee on the Ministry of your presbytery:*

- *This application*
- *Your statement of faith*
- *Your church session's recommendation*
- *Other documentation of completion of courses or programs*

SIGNATURE

I hereby state that the above information is true. I understand that application to function as a lay leader does not guarantee placement of any kind.

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



Cumberland Presbyterian Church - Elders Serving as Lay Leaders Program  
Presbytery of \_\_\_\_\_

**SESSION RECOMMENDATION**

for Elder \_\_\_\_\_

We, the session of the \_\_\_\_\_ Cumberland Presbyterian Church, \_\_\_\_\_ Presbytery recommend this elder to be considered to serve as Lay Leader in the Cumberland Presbyterian Church.

Please evaluate this person in the following areas:

1. Christian commitment and maturity:

2. Leadership abilities:

3. Openness to ideas and learning:

4. Your assessment of this person's suitability to service in this capacity:

5. Other comments:

Pastor/Moderator \_\_\_\_\_

Clerk of Session \_\_\_\_\_

Date of Session Action \_\_\_\_\_



Cumberland Presbyterian Church - Elders Serving as Lay Leaders Program  
 Presbytery of \_\_\_\_\_

### CONGREGATION REQUEST OF SERVICES OF A LAY LEADER

*Approval is the act of the presbytery authorizing an elder to serve as Lay Leader in another congregation other than his/her own, the duties for which she/he was ordained as an elder. She/he may serve part-time, with or without pay. The approval is authoritative only within the bounds of the presbytery, only in the church specified, and only for the time specified.*

We, the session of \_\_\_\_\_ Cumberland Presbyterian Church of \_\_\_\_\_ requests the Presbytery of \_\_\_\_\_ to approve Elder \_\_\_\_\_ to provide temporary pastoral care to this church as Lay Leader, for a period of one year, starting on \_\_\_\_\_ and ending on \_\_\_\_\_.

The duties of the Lay Leader are the duties for which he/she was ordained as an elder. Specifically, with the session, to provide pastoral oversight of the congregation.

- a. Give particular attention to persons who have not confessed Jesus Christ as Lord and Savior;
- b. Instruct persons in the faith;
- c. Visit people in their homes and in the hospitals, praying with and for them;
- d. Encourage people by word and example to share in the worship, study, witness, and service of the church;
- e. Supervise the work of the deacons;
- f. Give oversight to the educational program of the church;
- g. Encourage stewardship, provide for the collection of monies for godly purposes, and supervise the finances of the church;
- h. Assemble the congregation and provide for worship.

This agreement is under the guidelines of the "Elders Serving As Lay Leaders In Small Congregations". This agreement may be renewed if agreeable to all parties and approved by the presbytery. This agreement may be terminated by the session or the Lay Leader upon 30 day written notice.

The Lay Leader's compensation and expenses are based on \_\_\_\_ hours per week. The terms of the agreement are as follows:

\_\_\_\_\_  
 Clerk of Session

\_\_\_\_\_  
 Moderator of Session

\_\_\_\_\_  
 Date



Cumberland Presbyterian Church - Elders Serving as Lay Leaders Program  
Presbytery of \_\_\_\_\_

**MENTOR'S REPORT**

Name of Lay Leader \_\_\_\_\_

Mentor's Name \_\_\_\_\_

Date Completed \_\_\_\_\_

1. Describe briefly the number of times you met this past year, where those meetings were held, for how long, and generally what transpired.
2. Please briefly assess the ministry and growth of the Lay Leader since your last report.
  - Progress in the course of study (if any) and growth you have seen
  - Understanding of Cumberland Presbyterian theology
  - Effectiveness in preaching/teaching/leading worship
  - Leadership skills

- Understanding of the connectional nature of the Cumberland Presbyterian Church
  
- Strengths
  
- Areas needing attention

3. Issues COM should address with this Lay Leader?

4. Do you recommend that this elder's approval to serve as a Lay Leader be renewed or terminated? (explain)

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_





Cumberland Presbyterian Church - Elders Serving as Lay Leaders Program  
 Presbytery of \_\_\_\_\_

**ANNUAL REVIEW**  
 by Board of Missions and Session of the Congregation

Name of Lay Leader \_\_\_\_\_ Date of Review \_\_\_\_\_

This review process has two components:

**1. LAY LEADER INTERVIEW:**

- a. What things are going well?
  
- b. What part of your work/ministry do you enjoy the most? The least?
  
- c. Are there problem areas, and what are possible solutions?
  
- d. What has surprised you as you serve as a Lay Leader?
  
- e. How have you grown as a Lay Leader?
  
- f. Have you felt supported in your ministry?
  
- g. How can this session and church be more supportive of you?
  
- h. Have you found help and/or useful resources to support your work through the Presbytery?
  
- i. What more could the presbytery do to nurture and support you as a Lay Leader?

j. What else would you like to share at this time?

**2. SESSION INTERVIEW:**

a. In leading morning worship, we feel our Lay Leader is...

b. In our personal contact, we feel our Lay Leader is...

c. At meetings of the session, we believe our Lay Leader is...

d. Overall, we feel that our Lay Leader is

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Moderator of Session

\_\_\_\_\_  
Date

**BOARD OF MISSIONS REVIEW TEAM: Names**

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

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

**INSIGHTS AND LEARNINGS:**

Recommend renewal: \_\_\_\_ Yes \_\_\_\_ No

**LAY LEADER TRACK**  
**Program of Alternate Studies**

**Mission**

The Lay Leader Track has been developed by the Program of Alternate Studies as a practical educational tool to empower leaders for leaderless congregations. Leadership empowerment for the work of ministry is consistent with the reformed tradition of the ministry of all believers and with the contemporary need of our Cumberland Presbyterian congregations. It flows from the biblical paradigm that the gifts given to the Church should be used to “equip the saints for the work of ministry.” The course of study will attempt to have the student integrate learning into the ministry of the local church. The goal is to synthesize learning and mission to increase congregational vitality. This program is intended for ordained elders in the Cumberland Presbyterian Church who have been recognized by their presbytery as having gifts and abilities needed for a particular congregation without the services of a pastor.

**The Genesis of the Lay Leader Program**

It has long been understood that there is an unfulfilled need for pastoral ministry in some of our churches, particularly smaller rural churches. Many factors contribute to a congregation going underserved, among them lack of financial resources to adequately compensate a minister and lack of qualified clergy available in a geographical locale. The Program of Alternate Studies has helped address the situation but there are still many congregations unable to regularly find ordained Cumberland Presbyterian ministers to provide preaching, lead worship, offer pastoral care, and supply other needed ministry.

In an attempted response to this need the One Hundred Fifty-Eighth General Assembly of the Cumberland Presbyterian Church, in 1988, approved a memorial from East Tennessee Presbytery concerning elders serving as Lay Leaders in other congregations as follows.

Whereas, there are small congregations that are unable to secure the services of a Cumberland Presbyterian pastor; and

Whereas there may be and often are qualified, experienced and gifted elders in other congregations in the presbytery who might serve as lay leaders in congregations unable to secure pastors:

Therefore be it resolved,

That Section 2.71, 2.72, and 4.5 of the Constitution be interpreted to provide that, with the approval of the presbytery, and under the guidelines herein set forth, an elder may serve as a lay leader, also, in a congregation other than the one to which she/he belongs, when the congregation is without a pastor or a stated supply:

1. The elder shall be recommended to the presbytery by the session of the congregation to which she/he belongs.
2. The elder shall confer with and be recommended to the presbytery by the Committee on the Ministry to function in this leadership role. She/he shall be examined with respect to the Christian life; faithfulness to the vows taken as an elder; knowledge of the Scriptures; knowledge of the history, doctrine and policy of the Cumberland Presbyterian Church; and gifts, qualifications, and experience as a leader in the role of an elder.

3. The approval of an elder to serve as a lay leader in another congregation shall be by action of the presbytery on recommendation of the Committee on the Ministry following a conference with the committee.
4. The service of an elder or a lay leader in a particular congregation shall be approved by the session of that congregation and the Board of Missions of the presbytery, and shall be for a stated period of time, not to exceed one year, subject to annual review by the session and the Board of Missions.
5. An elder serving as a lay leader in a congregation shall be under the supervision of the ordained minister appointed by the presbytery as moderator of the session.
6. An elder serving as a lay leader in a congregation shall be authorized to perform those duties which she/he was ordained as an elder to perform other than being a member of the session of that congregation. Specifically she/he shall, with the session, provide pastoral oversight of the congregation in the following ways:
  - (a) Give particular attention to persons who have not confessed Jesus Christ as Lord and Savior;
  - (b) instruct persons in the faith;
  - (c) visit people in their homes and in the hospitals, praying with and for them;
  - (d) encourage people by word and example to share in the worship, study, witness and service of the church;
  - (e) supervise the work of the deacons;
  - (f) give oversight to the educational program of the church;
  - (g) encourage stewardship, provide for the collection of monies for godly purposes, and supervise the finances of the church;
  - (h) assemble the congregation and provide for worship.

In essence, the action interprets the constitution to allow for elders with special training and permission to serve a leadership function in a congregation other than his/her own. The proper designation for such an elder is "Lay Leader" and they are commissioned for a specific congregation for a specific time not to exceed one year, renewable by action of presbytery.

In order to develop ministry skills that ensure a level of competence beneficial to the congregations which they serve a Lay Leader Training Program is envisioned to accomplish the following objectives:

- To teach skills which will help Lay Leaders preach sermons that are biblically based; theologically sound, and interestingly presented.
- To provide an understanding of the polity, liturgy, sacraments and educational philosophy of the Cumberland Presbyterian Church.
- To develop the skills needed to respond appropriately and helpfully to pastoral situations that Lay Leader's may encounter.
- To provide opportunity for continuing education and spiritual growth for Lay Leaders, after their commissioning/certification.

The following Lay Leader Education Track, developed by the Program of Alternate Studies from the full PAS curriculum, is intended to meet these objectives. Elders who satisfactorily complete these courses will be certified to the Committee on Ministry of their presbytery as having met the training requirements for the designation as Lay Leader in the Cumberland Presbyterian Church.

### LAY LEADER TRACK CURRICULUM

#### Worship and Preaching

##### **REL-204     Biblical Exegesis**

The class will receive instruction in several scholarly approaches to interpreting sample passages. Although technical proficiency will be emphasized, the primary objective is to provide the student with a better understanding of the early Christians' faith and literature. Special attention will be given to the relevance of the texts for Christian theology and to their use in the preaching and teaching ministry of the faith community.

##### **PL-401     The Pastor and Public Worship**

This course will reflect upon the worship traditions and practices of the Cumberland Presbyterian Church. Of the many streams that flow into our contemporary practice of worship, special attention is given to biblical sources, the Reformed tradition, the Frontier tradition, and the Liturgical Renewal movement. These streams are examined in the light of the Cumberland Presbyterian *Directory of Worship*.

##### **PL-402     Principles of Preaching**

The preparation and delivery of the sermon. Suggested day-by-day steps moving toward Sunday. Emphasis will be on discerning the message of the chosen scriptural text and its power to influence strategy. Advantages and disadvantages of using a manuscript, using an outline, and speaking extemporaneously will be explored.

#### Cumberland Presbyterian Studies

##### **CPS-I       Cumberland Presbyterian History**

A basic study of the history of the Cumberland Presbyterian Church, beginning with its roots in American Presbyterianism and continuing through the 20th century. The approach reconstructs the "story line," and identifies the essential details that make the story "come alive."

##### **CPS-II      Cumberland Presbyterian Polity**

A study of the Constitution, Rules of Discipline, and Rules of Order in the Confession of Faith for Cumberland Presbyterians, and an overall look at the program of the church, with special attention to the work of General Assembly boards and agencies.

##### **CPS-III     Cumberland Presbyterian Theology I**

A systematic study of the following doctrines as formulated in the Reformed tradition, with particular reference to the Cumberland Presbyterian tradition: Doctrines of God (Revelation, Creation, Providence), Humankind, and the Problems of Evil and Sin. An exercise in "doing theology."

**CPS-IV Cumberland Presbyterian Theology II**

Continuation of Christian Theology I. Includes the Doctrines of Christ, Holy Spirit, Salvation, Covenant Community, Christian Life, and Consummation of Life and History. An exercise “doing theology.”

**Biblical Studies****REL-202 The Message of the Old Testament**

An introduction to the message and meaning of the books of the Old Testament, including literary styles, historical development, and broad meaning or purpose. The Old Testament will be seen as the story of a people in covenant with God, with emphasis on their call, their understanding of this call, and their fulfillment or failure to fulfill it. Students are urged to approach the Old Testament as being an important chapter in their faith story.

**REL-203 The Message of the New Testament**

The various books of the New Testament will be examined to learn of their unique presentation of Jesus Christ as Lord. The background of the first-century historical and cultural events which shaped the emergence of the New Testament will also be included so to sharpen insights to the message themes of the literature used to share a unified message.

**Practical Ministry****PAS-102 The Christian Ministry**

The ministry of the whole congregation will be the setting for this study of the roles of a servant/leader in a parish. Biblical and theological understanding of ministry will inter with the practice of ministry.

**PAS-103 Ministry in the Smaller Church**

This course explores a biblical and theological foundation for understanding and working with small membership churches. Attention will be focused on how to minister more effectively in context of small membership and rural church settings. How to approach the basic areas of church life — worship, Christian education, caring for one another, mission in the outside world — in size-appropriate ways will be addressed.

**PAS-105 Spiritual Gifts**

An examination and exploration of spiritual gifts as they are revealed to us by the Bible. A inventory of the student's life with the end in view of identifying the specific spiritual gifts which the student may possess.

**Requirements for Completion**

Students must successfully complete the twelve (12) courses outlined above to be certified as completing the Lay Leader Track. Credit for educational work done outside the Program of Alternate Studies may be credited at the sole discretion of the Director of PAS in consultation with the student's presbytery committee. Upon completion a certificate will be awarded with the signature of the Director of PAS and the President of Memphis Theological Seminary.

**Anticipated Time in the Program**

It is suggested that a student complete their Lay Leader training over the course of two (2) years. A student can take a maximum of three (3) courses in each five-day time block of SES (Summer Extension School). A student going to all three blocks and taking the full load would take nine (9) courses in one SES. It is possible that a person could take the full load for SES and three (3) courses in a Weekend Extension School, or some combination of these, and complete PAS-LAY LEADER TRACK in one year. This is rare, but it can be done. Taking the "full load" and going through the Program in the shortest possible time should be considered in light of the strain on one's job, family, and church relationships. Students should also recognize that preparation for ministry IS ministry and take care to glean as much as possible from this journey.

**Relationship with Presbytery**

Every student in the PAS-LAY LEADER TRACK must have approval from their Committee on Ministry or its equivalent in their local presbytery. This committee or presbytery will appoint a supervising minister who will serve as liaison with PAS and supervise the integration of course material into the student's context. It is assumed that the PAS Office will communicate with the presbytery committee regarding a student's progress.

**Program Costs**

A \$35 application fee is due with the completed application form as soon as practical.

Tuition for each course is \$300 per course. Books average \$20.00 - \$40.00 per course.

Room and board for each SES is \$31.00 per day, set by Bethel University. Students may register for five, ten, or fifteen days. Room and board for five days would be \$155.00; for ten days \$310.00; for fifteen days \$465.00.

Total cost for a student to complete the Lay Leader Track will be around \$4500.00. This represents a significant investment into preparation for useful service where this service is most needed.

Presbyteries are urged to assist potential Lay Leaders by paying all, or at least a significant part, of the cost of tuition, fees, and room and board for the SES. Lay Leaders are usually serving the presbytery by supplying churches that would not otherwise have a pastor; therefore, it would seem that the presbytery has an obligation to assist them as much as possible in their further preparation for ministry.

Likewise the local church being served may recognize the benefit of this training and contribute significantly to help bear the expense of education for ministry.

While we urge presbyteries to provide for this vital education for probationers under their care, it remains the responsibility of each student to pay whatever the presbytery does not cover. Fees are subject to revision.

If a student needs tuition scholarships or grants, application must be made by the student. Such financial assistance is primarily for tuition costs. No deserving student will be denied an opportunity for an education in PAS because of financial need.

### **Summer Extension School**

The highlight of every year is the Summer Extension School (SES), which has been held on the campus of Bethel University in McKenzie, Tennessee, since PAS began in 1984. At the SES, a rigorous schedule is kept so that students can maximize their time to attend up to 9 classes in a 15-day period. Students attend classes, worship, have meals, and enjoy fellowship with one another. A sense of Christian community is established. Long-lasting friendships are formed. Mutual support among students and instructors is built.

Due to the rigorous schedule, most assignments are given for students to work on after they return to their homes.

Each BLOCK has a certain deadline for students to mail completed assignments to instructors. A COURSE IS NOT COMPLETED UNTIL ALL ASSIGNMENTS HAVE BEEN TURNED IN AND DEEMED ACCEPTABLE BY THE INSTRUCTOR.

NOTE: Some instructors expect students to do reading or other requirements prior to class. It is the student's responsibility to familiarize him/herself with these expectations and be ready to participate fully in class.

### **Weekend Extension Schools**

As needs and opportunities arise, Weekend Extension Schools (WES) are provided in strategic locations throughout the denomination. Typically held on Friday night and all day Saturday, they offer courses in the curriculum, enabling students to continue their progress in the program. A schedule for fall is published in the late summer, and one for winter/spring is published in January/February.

A typical Weekend Extension School will offer one course, will meet at a Cumberland Presbyterian Church, and will have from three to eight students in attendance. The class goes from 6:00 to 9:00 p.m. on Friday and resumes on Saturday at 8:00 a.m., meeting until noon. Then it continues at 1:00 p.m. until conclusion, usually around 2:30. Each course is \$300.00, as at the SES. In addition, there is lodging at a nearby motel. Sometimes the host church provides breakfast and lunch on Saturday for the participants.

All inquiries should be directed to:

Program of Alternate Studies  
168 E. Parkway South  
Memphis TN 38104  
Director, Dr. Michael Qualls [mqualls@memphisseminary.edu](mailto:mqualls@memphisseminary.edu)  
Administrative Assistant, Karen Patten [kpatten@memphisseminary.edu](mailto:kpatten@memphisseminary.edu)



## THE REPORT NUMBER TWO OF THE MINISTRY COUNCIL

|            |
|------------|
| MC/<br>C/D |
|------------|

To the 183<sup>rd</sup> General Assembly of the Cumberland Presbyterian Church in session in Murfreesboro, TN, June 17-21, 2013.

### I. MINISTRY COUNCIL

Edith Busbee Old, Director of Ministries

#### A. INTRODUCTION

Contained in this document is a report of the Ministry Council's cooperative work with the Evaluation Committee and response to directives from the 2012 General Assembly related to Report Two of the Committee on Judiciary (I.B.), as well as items addressed in the April 2013 Ministry Council meeting after the March 15 deadline for reports to General Assembly (I.C., I.E.). Additional time-sensitive information from the Ministry Teams (II, III, IV) and about endowments (V) has been included. We encourage Commissioners to take advantage of opportunities to ask questions and learn more from the Ministry Council/Ministry Teams Elected and Staff Members present at General Assembly.

#### B. RESPONSE TO GENERAL ASSEMBLY DIRECTIVES RESULTING FROM THE REPORT OF THE EVALUATION COMMITTEE TO THE 2012 GENERAL ASSEMBLY

|   |
|---|
| J |
|---|

The process of evaluation is not always comfortable, but it is ultimately beneficial. The Ministry Council exists to serve the church and evaluation can help ensure we are fulfilling our role. Significant time and energy has been invested in cooperative work with the Evaluation Committee and in addressing the directives of the General Assembly.

##### 1. COOPERATIVE WORK WITH THE EVALUATION COMMITTEE

The Ministry Council invited a representative of the Evaluation Committee to meet with us in August for a time of mutual questions and answers and to make initial plans for cooperative work. The Reverend J. Don Clark represented the Evaluation Committee in the regularly scheduled August 2012 meeting. At that time a subcommittee of the MC was appointed to meet with the Evaluation Committee in October. The subcommittee members are Reverend Troy Green, Reverend Carlton Harper, Reverend Lanny Johnson, and Elder Gwen Roddye.

The subcommittee met with Evaluation Committee members Reverend Charles McCaskey, Reverend Kevin Brantley, Reverend J. Don Clark, Elder Sarah Davidson, Reverend Sherrlyn Frost, and Elder Gwen Peterson in October 2012, along with Stated Clerk Mike Sharpe. To assist the Evaluation Committee in their work and to address current issues, the Ministry Council was asked to do the following:

- \* provide written description of Ministry Teams/ Ministry Council structure
- \* provide written description of the process used for hiring MC/ MT staff
- \* provide written description of the process for election of Ministry Team members
- \* revise Ministry Council bylaws to more accurately reflect the current structure
- \* establish the expectation for 100% of MC and MT elected and staff members to respond to evaluations/surveys conducted by the Evaluation Committee in the future
- \* set aside time in the January MC meeting for a joint meeting with Evaluation Committee

The entire Evaluation Committee met with the Ministry Council in January 2013 to discuss progress to date toward accomplishing directives of the General Assembly and to allow for mutual questions and answers. It was helpful to gain insight into the methodology of the evaluation process used by the Evaluation Committee. We reported some of the steps already accomplished toward complying with General Assembly directives.

As a result of discussions with the Evaluation Committee, the Ministry Council has revised and updated Bylaws to align with the current structure, including descriptions of Ministry Teams and other changes. The updated bylaws were adopted by the Ministry Council in the April 2013 meeting and are attached to this report. (Appendix A)

## 2. UPDATE ON 2012 GENERAL ASSEMBLY DIRECTIVES TO MINISTRY COUNCIL FROM REPORT TWO OF THE COMMITTEE ON JUDICIARY, DEALING WITH THE REPORT OF THE EVALUATION COMMITTEE

### a. Ministry Council Members to Serve on Ministry Teams/Structure of Executive Committee

The General Assembly instructed the Ministry Council to assign four current MC Members to serve on each of the Ministry Teams, with the exception of the Communications Ministry Team, which was to be assigned three MC Members. Each Ministry Team would be assigned one member from the Executive Committee (comprised of the President, First and Second Vice Presidents, and Secretary of the Ministry Council). Additionally, term limits were established for the Executive Committee: no member may serve more than three years on the Executive committee without rotating out of office for at least one year.

*“That the Ministry Council be instructed to assign four of its current Council Members to serve on each of the Ministry Teams, except for Communication Team, which will have three members.”* (Recommendation 5 of Report Two of the Committee on Judiciary)

*“That the Executive Committee should be comprised of one Council Member from each of the Ministry Teams, one of which would be the Council chair and the Executive Committee members be allowed to serve no more than three consecutive years on the Executive Committee and may not return to the Executive Committee until one year has passed.”* (Recommendation 7 of Report Two of the Committee on Judiciary)

Both of these directives were addressed in the August 2012 meeting. There was general concern within the Ministry Council that the presence of MC Members on the Ministry Teams might unduly interfere with the work of the Teams. We continue to strive toward the development of servant-empowered ministry. The Teams are encouraged to bring to the Ministry Council their ideas, recommendations, and plans for ministry. The role of the Ministry Council is to empower the ministry teams and support their work. Ministry Teams and Ministry Council meet jointly/concurrently twice a year; asking MC Members to take on extra hours or days of meetings is not practical. The decision was reached in cooperation with the Ministry Teams to have Ministry Council Members participate in portions of the Team meetings and then report back to the entire Ministry Council about the ongoing work of the Teams. The process was initiated at the August meeting with great success. MC members were assigned to specific Teams. Feedback was positive from MC Members and from the Ministry Teams alike. We are still reflecting on how to best use Ministry Council Members on Teams. At present, Ministry Council Members will continue to participate during specific planned sessions with Ministry Teams at joint/concurrent meetings.

Officers are elected annually in August. In the August 2012 meeting, those current officers who had served 3 or more years were not considered for re-election. The bylaws have been rewritten to specify term limits. The newly-elected officers were assigned to different Ministry Teams.

### b. Plan for Selection of Ministry Team Elected Members

We were asked to present to the 183<sup>rd</sup> General Assembly a plan for the selection of elected members of Ministry Teams, along with terms of service and duties for the various Ministry Teams.

*“That the Ministry Council submit a plan to the 183<sup>rd</sup> GENERAL ASSEMBLY for the selection of elected members on each Ministry Team, the terms of service for the members of the ministry teams, and the duties of the various Ministry Teams.”* (Recommendation 11 of Report Two of the Committee on Judiciary Report)

There is currently in place a process of selection for electing Team Members, which has been provided to the Evaluation Committee and is attached to this report. (Appendix B) We use the same submitted data forms as the Standing Committee on Nominations of the General Assembly, along with the endorsement process adopted by the 2012 General Assembly.

The duties of each team have been clarified, developed and approved by the Ministry Council and presented to the General Assembly. The Ministry Council Bylaws have been rewritten to include information about the purpose and responsibilities of each Team.

### c. Hiring Process for Ministry Council and Ministry Team Staff Members

We were directed to develop a standard hiring procedure that would include having every applicant contacted regardless of whether they are to be interviewed.

*“That a standard hiring procedure be developed by the Ministry Council and that every applicant be acknowledged or responded to, whether or not they are to be interviewed.”* (Recommendation 13 of Report Two of the Committee on Judiciary)

The general procedure which has been followed by the Ministry Council and Ministry Teams in the hiring process to date has now been articulated in one document. A draft was reviewed for suggestions by the Global Ministries Leadership Team (made up of the four Team Leaders plus the Director of Ministries) and the draft was provided to the Evaluation Committee for comment prior to being adopted by the

Ministry Council in the January 2013 meeting. The hiring procedure document is attached to this report for information purposes. (Appendix C)

**d. Staff Rapport**

Two directives referred to the Director of Ministries' working relationships with staff members.

*"That the Executive Director be assisted by the Ministry Council in becoming more proactive in building good rapport with each staff member and in providing regular scheduled meetings with staff and that these meetings include at least one member of the Ministry Council and one Executive Committee member."* (Recommendation 14 of Report Two of the Committee on Judiciary)

*"That the Ministry Council develop a plan for creating a better relationship between the Director of Ministries and the Ministry Council Staff."* (Recommendation 17 of Report Two of the Committee on Judiciary)

There are a number of regularly-scheduled events that address this directive: Global Ministry Leadership Team meetings are held monthly; "All Hands" meetings, which include all Ministry Council/Ministry Team staff members, are held regularly, in addition to retreats for the purpose of team building; the Director and Team Leaders meet over lunch monthly; a time of staff intercessory prayer is held every Wednesday morning. The Director of Ministries meets regularly both formally and informally with Team Leaders and Team Staff to listen to ideas and challenges related to their respective Teams and program areas. As invited by Team Leaders, the Director of Ministries regularly attends Team staff meetings. The Director of Ministries actively participates and supports the events of Ministry Teams and provides effective leadership.

Requiring one Ministry Council member and one Executive Committee member present for regular scheduled meetings with staff would be difficult for a number of reasons. Having Ministry Council Members travel to Memphis for every meeting with staff would be cost prohibitive and the time required would be burdensome for elected members. The decision was made that the inclusion of Ministry Council members would be reserved for times when it is specifically requested by the Director or Ministry Council staff members. The Ministry Council has confidence that the Director has the flexibility and discretion to call in members of the Executive Committee or Ministry Council to support the relationship between the Director and the Ministry Council staff.

**e. Minutes and Actions of the Executive Committee**

The Director of Ministries was instructed to share minutes and actions of the Executive Committee with the Ministry Council, Team Leaders and Teams.

*"That the Director of Ministries be more responsible and open in sharing the minutes and actions of the Executive Committee with the Ministry Council and in turn with the Teams and Team Leaders."* (Recommendation 15 of Report Two of the Committee on Judiciary)

The Global Ministry Leadership Team (the four Team Leaders and the Director of Ministries) work together to plan and draft Ministry Council and Ministry Team joint and concurrent meeting agendas. The Ministry Council Executive Committee meets by conference call to set the agenda for upcoming meetings. Only in the event of an emergency that required immediate action would the Executive Committee act on behalf of the Ministry Council. When there are actionable items, the Executive Committee presents a report to the Ministry Council with any recommendations. Beginning with the January 2013 Ministry Council meeting, Executive Committee minutes will be provided to Ministry Council members prior to Ministry Council meetings.

Summaries of Actions are prepared and read prior to the adjournment of each MC meeting and at joint/concurrent meetings of Ministry Council and Ministry Teams. When finalized, the Summary is emailed to MC Members, provided to the Global Ministries Leadership Team and posted online for public access. (<http://ministrycouncil.cumberland.org/summariesofaction>)

Ministry Council minutes are prepared and circulated to members as soon as possible following the MC meetings. "Actions Required" lists are developed and distributed within one week of the meeting. The goal is to have finalized minutes available to Ministry Council Members within two weeks after the meeting. Minutes of the Ministry Council, like minutes of any board or agency, are reserved for the use of that body. The Director of Ministries does not circulate the minutes of the Ministry Council or the Executive Committee and is not empowered to do so.

**f. Director of Ministries Travel**

One directive called for the Director of Ministries to be more visible across the denomination in order to promote communication.

*"That the Director of Ministries be instructed to become more visible among the presbyteries on an ongoing and consistent basis so as to hear and understand the concerns of the church and incorporate those into the decisions made and ministry done by the Ministry Council Staff and Ministry Teams."*

(Recommendation 16 of Report Two of the Committee on Judiciary)

The intent of this recommendation, clearly, is that the Director be actively engaged in listening to individuals and groups. We affirm this expectation. When we reviewed the extensive list of the Director of Ministries' travels, we felt the Director's travel was appropriate in scope and in compliance with this directive. We believe the Director's well-documented schedule of travel in the US and global presbyteries and congregations was not fully considered.

Presbytery meetings, with their full agendas and tight schedules, do not present the best opportunities to "hear and understand the concerns of the church." In light of that fact, the Director of Ministries has added small-group meetings with ministers and others in various presbyteries to regular visits to presbyteries and other events. A Ministry Council member generally accompanies the Director to such meetings, to further enhance the opportunities for communication. A list of the Director's travels since her hiring was provided to the Evaluation Committee, and the Director's travels are highlighted each year in the report to General Assembly.

We note that any/all Ministry Council/Ministry Team Elected and Staff members can also serve as conduits for information from the church at large to the Ministry Council and Ministry Teams. Ministry Council and Ministry Team members come from virtually every presbytery, and have a responsibility to share with their presbytery and congregation information about the work of the Ministry Council and to share with the Ministry Council any concerns communicated to them. We encourage groups and individuals to take opportunities to talk with Ministry Council and Ministry Team members about the work of the church.

**g. Transfer of Center Interagency Team to Corporate Board**

The Center Interagency Team (CIT) was a standing committee of the General Assembly Council, made up of Executives of the Boards and Agencies housed in the denominational Center. Upon the denominational restructuring, the CIT became a standing committee of the Ministry Council. The 2012 General Assembly directed that the CIT become a standing committee of the Corporate Board.

*"That the Center Interagency Team be a standing committee of the Corporate Board, consisting of the following voting members: the Director of Ministries of the Ministry Council, Stated Clerk, Executives of the Board of Stewardship and Historical foundation with Stated Clerk presiding and reporting to the Corporate Board."* (Recommendation 19 of Report Two of the Committee on Judiciary)

This change has taken place and is reflected in changes to Ministry Council Bylaws.

**h. Report of Progress**

We were instructed to report to the Stated Clerk regarding progress toward accomplishing General Assembly directives.

*"That the Ministry Council report quarterly to the Stated Clerk revealing the progress of the Ministry Council and the Director of Ministries toward accomplishing the approved recommendations and conveying what is being enacted in building the Kingdom of God as Cumberland Presbyterians."* (Recommendation 20 of Report Two of the Committee on Judiciary)

The Stated Clerk is an Advisory Member of the Ministry Council and attends all meetings. He is privy to all actions of the Ministry Council, our minutes and Summary of Actions. We have continued to monitor our corrective actions and the Director has been in communication with the Stated Clerk throughout this process.

**3. FUTURE EVALUATION PROCESSES**

We understand that the Evaluation Committee had a monumental task: developing a process for evaluation and conducting that process in a short time frame. We appreciate their dedication to the task and have already experienced benefits from changes made as a result of their report to the 2012 General Assembly. We welcome the process of regular evaluations and the opportunities those evaluations will provide us for assessing and improving how we are doing ministry.

We hope that each future evaluation will look specifically at what has been accomplished since the previous evaluation. The initial evaluation covered the first five years of the restructure. During that time the Ministry Council and Ministry Teams went through many changes in staff, infrastructure, and processes, experiencing challenges as four separate boards merged to become one effective, functioning body. Many of the concerns raised in the Evaluation Committee's report were being addressed in response to the "growing pains" we experienced through the process of restructure.

We also hope to see evaluation processes that yield quantifiable feedback. It would be desirable for future evaluations to continue to use a 5 point scale similar to the one employed by the Evaluation Committee where respondents are asked to select answers from a scale of 5-1. For example:

(5) Strongly Agree (4) Agree (3) Somewhat Agree (2) Disagree (1) Strongly Disagree  
 (5) Excellent (4) Above Average (3) Average (2) Below Average (1) Poor

The report of the evaluation should include demographic data about the respondents (age, gender, synod, Ministry Council or Ministry Team membership, clergy or laity, etc.) the number of questionnaires distributed, the number of respondents (questionnaires returned), the average score in each item, and the percentages of answers for each item. For example, “25% of respondents answered (5) Strongly Agree, 50% answered (4) Agree and 25% selected (3) Agree.” When appropriate other statistical measurements would be beneficial.

Ideally, items on the evaluation forms will reflect General Assembly directives, Ministry Council bylaws and priority goals. The Evaluation Committee may consider reviewing the Ministry Council orientation materials, self-evaluations and exit evaluations when creating the evaluation questionnaire.

We recognize that limited feedback from current Ministry Council/Ministry Team elected and staff members made it impossible for the Evaluation Committee to fully assess the current state of the Ministry Council and Ministry Teams. As suggested to us by the Evaluation Committee, we have established a policy that all Ministry Council/Ministry Team members and staff will be expected to participate in any denominational surveys or evaluation processes in the future.

### C. PRIORITY GOALS AND VISION FOR MINISTRY

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The Ministry Council was tasked by the General Assembly to review the denomination’s three Priority Goals that had been adopted for the years 2000-2010. Specifically, the General Assembly directed that the Ministry Council “review the denomination’s Priority Goals to (a) test to see if they are still relevant and the key priorities, (b) flesh out each goal with clearer targets, actions, and timelines, and (c) focus on and emphasize how to maintain Cumberland identity, the strong sense of community.” As the Ministry Council considered how to best proceed in reviewing and evaluating the goals and the denomination’s progress toward those goals, it became evident that the goals have “expired” in the sense that they were not intended to extend beyond the first decade of the 21<sup>st</sup> century. In 2007, the General Assembly adopted an additional goal related to evangelism and in 2012 the General Assembly adopted the ongoing *Step Out!* emphasis as a priority for the Church.

We acknowledge that the process of visioning and goal setting is crucial to the Church, but we foresee that the possibility of unification with the Cumberland Presbyterian Church in America would warrant a unified visioning and goal setting process. Therefore, we feel that the Priority Goals set for the years 2000-2010 should no longer appear in denominational material and that the process of reviewing/evaluating priorities should be postponed until the denomination is ready to begin a new process of goal setting, whether by the newly unified church or the existing Cumberland Presbyterian Church.

The Vision of Ministry as originally adopted had no timeframe associated with it, and remains current:

Biblically based and Christ centered,  
 born out of a specific sense of mission,  
 the Cumberland Presbyterian Church strives to be true to its heritage;  
 to be open to God’s reforming spirit,  
 to work cooperatively with the larger body of Christ,  
 and to nurture the connectional bonds that make us one.  
 The Cumberland Presbyterian Church seeks to be the hands and feet of Christ  
 in witness and service to the world  
 and above all the Cumberland Presbyterian Church  
 lives out the love of God to the glory of Jesus Christ.

Through our attempt to evaluate progress toward the 2000-2010 Priority Goals, we have been reminded of the importance of establishing goals that are measurable and time-limited. In the future, we will accept responsibility for measuring progress toward Priority Goals.

**RECOMMENDATION 1: That in light of the strong likelihood of unification between the Cumberland Presbyterian Church and the Cumberland Presbyterian Church in America, the assignment made by the General Assembly to the Ministry Council to review the denomination’s Priority Goals be postponed until such time as new priority goals can be established by the new**

**unified church or the present Cumberland Presbyterian Church.**

#### **D. SPIRITED LEADERSHIP**

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The Ministry Council has studied the book, *Spirited Leadership* by Thomas G. Bandy and tried to apply concepts of spirit-empowered ministry to our work. Some may be familiar with the terms *servant-leadership* or *servant-empowered leadership*; Spirited Leadership envisioned by Ministry Council is not a program but a way of Christ-like conduct that values the inherent creative potential of each individual, and ultimately, each congregation. After prayerful consideration and serious study, we believe the potential for Cumberland Presbyterians to transform the world is through the development of leaders who are Spirit-led and who are committed to helping nurture other leaders. Our vision of ministry is directly linked to identifying leaders and empowering them to fulfill their calling. In that light, the Ministry Council and Ministry Teams will have volunteers on hand at the 183<sup>rd</sup> General Assembly to support the work of committees. Committees are encouraged to call on the Ministry Council volunteer pool for errands or tasks that make the committees' work easier. Further, we are planning to present a Leadership event at General Assembly in 2014 and hope that everyone will make plans to participate.

#### **E. CONSIDERATION OF OUR UNITED OUTREACH SUPPORT IN SELECTION OF COMMISSIONERS TO GENERAL ASSEMBLY**

The Ministry Council supports efforts by the Our United Outreach Committee to educate and engage pastors and congregations in actively supporting Our United Outreach. So strong is the belief in and support of Our United Outreach that a number of Ministry Council staff have automatic contributions withheld from their paychecks. Our United Outreach tithes support all of the programs, events, and resources that the Ministry Council creates and provides to individuals and groups. Without Our United Outreach funds, the programs, events, and resources would be drastically and adversely affected. Therefore, the Ministry Council makes the following recommendation:

**RECOMMENDATION 2: That General Assembly encourage Presbyteries to consider Our United Outreach support as important criteria when selecting Commissioners to General Assembly.**

#### **F. MINISTRY COUNCIL FUTURE MEETING DATES**

##### **1. FORMULA FOR SETTING MEETING DATES**

The Ministry Council established a formula for setting Ministry Council meeting dates with meetings at the Center, a location close to Cordova, or possibly a retreat setting. The Ministry Council and Ministry Teams will meet in concurrent/joint session in August and January. Teams are encouraged to schedule other necessary meetings at the same time as the other Council meetings to facilitate carpooling and sharing expenses. The Ministry Council plans for three meetings each year between meetings of General Assembly as follows:

4<sup>th</sup> weekend of August (Saturday/Sunday)—Ministry Council and Teams in concurrent/joint sessions  
 Last weekend of January (Friday/Saturday)—Ministry Council and Teams in concurrent/joint sessions  
 3<sup>rd</sup> weekend of April (Friday/Saturday)—Ministry Council

In an effort to extend equity to lay persons who serve, and for whom taking time from work can be costly, challenging or a prohibition to serve; the Ministry Council has scheduled one meeting a year to include a Sunday. On that Sunday, a worship service is part of the meeting.

##### **2. MINISTRY COUNCIL MEETING DATES FOR 2013-2014**

###### **2013 Meeting Dates:**

August 23 (Fri) Orientation for new Ministry Council/Ministry Team members.

August 24-25 (Sat/Sun) at Cordova, TN; Ministry Council/Teams meet in concurrent/joint sessions

###### **2014 Meeting Dates:**

January 24-25 (Fri/Sat) at Cordova, TN; Ministry Council/Teams meet in concurrent/joint sessions

April 18-19 (Fri/Sat) at Cordova, TN; Ministry Council

## II. DISCIPLESHIP MINISTRY TEAM

Reverend Elinor Swindle Brown, Team Leader

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### A. SAFE SANCTUARY

Report Number One of the Ministry Council to the 183<sup>rd</sup> General Assembly includes a recommendation regarding safe sanctuary. (*“Recommendation 3: That the 183<sup>rd</sup> General Assembly approve a plan for all congregations, presbyteries, synods, and denominational groups to have a safe sanctuary policy in place by December 31, 2014.”*) The Discipleship Ministry Team offers the following additional information to support the recommendation and provide samples of policies and plans to which the recommendation refers.

Having a safe sanctuary policy is not just about keeping children and youth safe; it is so much more. It means creating a safe environment for all persons connected with our congregations, presbyteries, synods, denominational facilities, camps, and events by having a plan in place to help ensure safety for everyone.

Our world is full of violence, turmoil and risk, sometimes even in our homes, churches, communities, and everyday lives. Does your church offer a safe place for everyone? Are your camping ministries a place where people come to experience peace? How would your church react if a tornado struck your town or someone had a heart attack during worship? What if someone wandered into a church service or event, causing a disturbance or posing the threat of danger? What would your presbytery do if made aware that a staff member or volunteer was a sexual predator?

These questions may raise alarm, but having policies and a plan in place to deal with these and other crises can promote calm in the face of a storm and allow us to take appropriate action to address the situation.

We are asking General Assembly to take action that will require all congregations, presbyteries, synods, denominational facilities, camps, and events to have in place a policy that provides concrete plans for creating a safe environment at church and church-related events. The plans should address the safety of all individuals within the facility and provide leaders with training that prepares them to respond in the event of an emergency or crisis. The desire is for all people to feel safe enough to focus on their faith and experience the love of Christ through the Church.

Attached are sample policies for congregations and camping ministries and a checklist to help a congregation write their own.

Appendix D – Sample short form policy

Appendix E – Sample long-form policy

Appendix F – Sample Policy for a camping ministry

Appendix G – Check list for creating your own policy

Background checks should be conducted on all persons working with children and youth. A form to conduct background checks is included. Background checks are offered at no charge through the Discipleship Ministry Team.

Appendix H – Background check form

### B. CERTIFICATION OF YOUTH MINISTERS AND DIRECTORS OF CHRISTIAN EDUCATORS

The processes of Certification of Youth Ministers and Certification of Christian Educators were recommended to the 2011 and 2012 General Assemblies respectively. As a part of that recommendation, there were questions for receiving certification candidates under the care of a presbytery's Committee on Ministry and questions to be asked at the Commissioning and Installation service. Those questions can be found on the Ministry Council website along with a sample worship service for this commissioning/installation.

Since we will have our first certification candidate eligible this spring, Joanna Bellis, the Discipleship Ministry Team would like to make the following recommendations:

**RECOMMENDATION 3: That Presbyterial Committees on the Ministry, when satisfied that a candidate for certification of either Youth Ministry or Christian Education has completed the educational requirements and upon satisfactory examination of the candidate, recommend to presbytery that the candidate be examined for certification by the presbytery. No call to a church is needed for certification.**

**RECOMMENDATION 4:** That upon satisfactory examination by presbytery for certification, a commission be named to administer the certification in a commissioning/installation service of worship by asking the questions for certification approved by the General Assembly.

**RECOMMENDATION 5:** That a candidate for certification may be examined and approved for certification by presbytery pending completion of all necessary classes prior to the commissioning service.

**RECOMMENDATION 6:** That the Discipleship Ministry Team will provide certificates for both Youth Minister and Christian Educator certifications and presbyteries may request these through the CP Resources.

**RECOMMENDATION 7:** That if at all possible, a member of the Discipleship Ministry Team, either staff or elected members, attend the commissioning service of individuals completing the certification of Youth Minister or Christian Educator process.

### III. MISSIONS MINISTRY TEAM

Reverend George Estes, Team Leader

C/M/P

#### A. CONSTITUTIONAL INTERPRETATION

In light of the decision naming Central America as our new non-USA mission field in response to Step Out goals, the Missions Ministry Team sees the need to re-visit the issue of how best to initiate and include new works and fields from a constitutional standpoint. Last year the Ministry Council included in its Report Number Two to the General Assembly a recommendation concerning guidelines for host presbyteries [Recommendation Number 22]. These guidelines were approved by the General Assembly. At that time, it was noted that the Guidelines themselves were regarded as a work in progress. Returning from Guatemala recently, both Lynn Thomas (Global Ministries Director) and Edith Old (Director of Ministries) felt the opportunity for rapid expansion of missions and churches there to be well within sight, particularly when our new missionaries Phanor and Socorro Pejendino begin church planting there. Already there are congregations interested in affiliating with the CP Church in Guatemala, and we have emerging relationships also with at least one church in Honduras. To be able to respond to the changing missions landscape effectively, the MMT needs to be proactive and have the authority to make decisions in the formation of the new fields. A constitutional interpretation designating the Missions Ministry Team as the agency empowered to do this for the General Assembly is a reiteration of positions taken by previous General Assemblies (e.g., 1984, pp.106-107). An official interpretive action by this General Assembly would clarify our work with non-USA mission fields and activities, providing an interpretation of the Constitution in the section citing the responsibilities of the General Assembly (sections 9.4- d, j, and m) and offering constitutional authority for the Missions Ministry Team to assist in the development of new work as expected by the General Assembly.

**RECOMMENDATION 8:** The General Assembly, following previously approved guidelines and in interpretation of the Constitution, sections 9.4 d, j, and m, designates the Missions Ministry Team (elected and staff members) or its successor as the agency responsible for oversight, guidance and authority for mission work and mission fields that cannot have a meaningful relationship with a presbytery due to distance and/or language. The Missions Ministry Team is authorized to conduct all actions typical of a presbytery in oversight of such mission work until such time as a presbytery can be formed to accommodate the mission churches, pastors and probationers. As part of its oversight, the Missions Ministry Team may, if circumstances warrant, attach mission work to an existing presbytery, with its approval, following General Assembly-approved guidelines for host presbyteries.

### IV. PASTORAL DEVELOPMENT MINISTRY TEAM

Reverend Milton L. Ortiz, Ministry Team Leader

C/M/P

#### A. COVENANT OF TRUST: MINISTERIAL ETHICS FOR CUMBERLAND PRESBYTERIANS

The PDMT Leader has worked his doctoral dissertation on a case study of ministers in the state of Tennessee in order to develop a code of ministerial ethics for ministers and congregations of the Cumberland



Presbyterian Church. A total of 403 questionnaires were sent to ministers and probationers. Fifty percent (50%) of the questionnaires were completed and sent back. Seventy-five percent (75%) of the respondents answered in the affirmative to the question: Do you think the CP Church would benefit from a written covenant of ministerial ethics? Three focus groups were also included in the research. The outcome from the questionnaires and focus groups determined a need for the development of a study guide on ministerial ethics.

*Ministerial Ethics* is the reflection about the moral principles that govern a minister's ministerial relations. This reflection is expressed in many different responsibilities: to the self, to family, to the congregation, to church leaders, to colleagues, to the denomination, and to the community. Today, ministerial ethics is no longer a private matter. Therefore we need a moral compass, a guide for ethical behavior to understand the dynamics of ministerial ethics from the many different responsibilities of the ordained minister; including sexuality in ministry. The Cumberland Presbyterian Church is a connectional denomination, and together we are called to ministry in a world through not only our words and actions, but with our own lives and behaviors; most of all we are called to become a covenant community of trust.

*The Covenant of Trust* (Appendix I) is a study guide developed for the ministers and congregations of the Cumberland Presbyterian Church to: define ethical standards of ministry that are clear to the ministers and congregations; help the session and congregation better understand stresses in the ministry and the parameters of accepted ministerial conduct; help congregations explore ways they can healthily support their ministers; define accountability between the ministers, session, congregation, and presbytery, guided by "The Constitution" and "Rules of Discipline" in the *Confession of Faith for Cumberland Presbyterians*; aid in the creation of an atmosphere of trust and protection based upon mutual understanding, mutual integrity and reciprocal caring. The *Covenant of Trust* will be available for \$5 at the Resource Center and at the 183<sup>rd</sup> General Assembly Bookstore.

**RECOMMENDATION 9: That the 183<sup>rd</sup> General Assembly encourage Cumberland Presbyterian ministers, probationers, sessions, congregations, presbyterial committees, denominational staff and institutions to study the *Covenant of Trust: Ministerial Ethics for Cumberland Presbyterians*.**

## V. ENDOWMENTS

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Identifying additional funding sources is important to ensure that vital ministries may continue. Planned giving and endowments help to support programs. In the past, generous Cumberland Presbyterians have taken an important step by contributing through endowments to ministries that really make a difference in our church. However, unfortunately, sometimes those funds cannot be distributed according to the desires of the donors because these endowments have never grown to the level necessary for the funds to be accessed. For example, someone may start an endowment to support youth ministry with a gift of \$5,000, but the endowments may require that the fund reach \$10,000 before the interest can be drawn to support the Ministry. There are several such endowments within the Cumberland Presbyterian Church; endowments that essentially remain unusable.

With that in mind, the Ministry Council has purposefully identified a number of endowments that are near the point where they can be utilized and is promoting contributions that will be strategically allocated to maximize the number of endowments that can be available for ministry use.

The Ministry Council gratefully acknowledges the generosity of persons who have established endowments and looks with enthusiasm to acknowledging additional supporters who will enable income to be distributed from some funds not yet accessible for programming.

A listing of endowment funds for each Ministry Team of the Ministry Council follows with the balances as of December 31, 2012, received in May 2013:

| <b>Communications Ministry Team Endowments</b> | <b>CMT Balance</b>  |
|--|---------------------|
| Masaharu Asayama/CPWM Endowment                | \$ 9,223.82         |
| Ky Curry Publishing Endowment                  | 32,690.72           |
| C. Ray Dobbins Endowment                       | 30,669.74           |
| Dennis H. Kiefer Endowment                     | 830.03              |
| Marguerite D. Richards CP Magazine             | 16,547.95           |
| Pat White Endowment                            | <u>6,530.02</u>     |
| <b>Total CMT Endowments</b>                    | <b>\$ 96,492.28</b> |

**Discipleship Ministry Team Endowments**

**DMT Balance**

|  |                        |
|--|------------------------|
| Bennet & Mildred Brown for C E           | \$ 24,350.20           |
| Bill & Hazel Phalan Endowment            | 13,807.65              |
| C. P. Youth Conference                   | 149,724.19             |
| Carl Cook Outdoor Ministry Endowment     | 4,076.01               |
| Christian Education Mid-Century          | 239,023.97             |
| Christian Education Season Endowment     | 172,987.92             |
| Clark Williamson Memorial                | 39,575.29              |
| Claudette Hamby Pickle C E Endowment     | 19,768.22              |
| Consultant Training Fund                 | 55,460.70              |
| Cornelia Swain Endowment for C E         | 17,849.11              |
| David & Mary McGregor C E Endowment      | 52,773.57              |
| Donald & Jane Hubbard Endowment for C E  | 10,999.21              |
| Dr. & Mrs. E. K. Reagin Endowment        | 54,483.30              |
| Earl King Memorial                       | 10,471.52              |
| Frank & Linda Ward Endowment (CE)        | 32,966.76              |
| Grace Johnson Beasley Memorial           | 10,466.65              |
| H. Harold Davis Endowment Fund           | 158,381.38             |
| Helen Wiman Memorial                     | 4,096.39               |
| Howell G. & Martha Jo Mims CPYC          | 25,674.59              |
| Into the Nineties for C E                | 264,349.55             |
| Ira & Rae Galloway for C E               | 13,634.63              |
| Irvin & Annie Mary Swain Endowment       | 21,672.79              |
| Jack W. Ferguson, Jr. C E Endowment      | 10,469.10              |
| Jake Tyler Children's Ministry           | 2,034.37               |
| James D. McGuire Endowment for C E       | 15,548.15              |
| Jean Garret Endowment for C E            | 3,542.66               |
| Jeff & Angie Sledge Endowment            | 2,115.77               |
| Jill Davis Carr - Leadership Development | 10,990.55              |
| Jodi Hearn Rush                          | 10,783.71              |
| John Gilbert Horsley - Youth Leaders     | 12,291.08              |
| John W. Speer Endowment for C E          | 19,044.81              |
| Lavenia Campbell Cole Annuity Endowment  | 34,410.62              |
| Louise Adams Heathcock Memorial          | 10,517.30              |
| Morris & Ruth Pepper for C E             | 49,773.39              |
| Paul Allen Endowment for C E             | 10,446.89              |
| Publishing House Endowment 33%           | 137,284.51             |
| Rev. Rusty Rustenhaven Youth Ministry    | 13,060.21              |
| Reverend Gayle J. Keown for C E          | 3,426.18               |
| Terence R. McCain, Sr. Endowment         | 5,312.91               |
| Virginia Malcom Christian Education      | 109,290.55             |
| Wesley & Jackie Mattonen Endowment       | 33,005.72              |
| William Warren Endowment for C E         | 10,665.57              |
| Young Adult Ministry Endowment           | 22,552.04              |
| <b>Total DMT Endowments</b>              | <b>\$ 1,923,159.69</b> |

**Missions Ministry Team Endowments**

|  | <b>MMT Balance</b> |
|--|--------------------|
| Advance in Missions Trust Fund         | \$ 419,575.11      |
| Ashburn-Graf Educational Endowment     | 132,135.92         |
| Bennett & Mildred Brown Trust          | 50,152.55          |
| Bernice Barnett Gonzalez Endowment     | 1,334.73           |
| Bill & Iona Wyatt Endowment            | 12,551.96          |
| Bill & Kathryn Wood                    | 58,916.82          |
| Boyce & Beth Wallace Endowment         | 48,121.50          |
| Brown & Julia Welch Missions Endowment | 30,481.10          |
| Buddy & Beverly Stott Endowment        | 26,580.42          |
| Carl Ramsey Scholarship Fund           | 33,539.01          |
| Chester E. Dickson Endowment           | 43,235.84          |
| Chow King Leong Endowment              | 49,051.17          |

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| Church Loan Fund – General                 | 1,299,897.77 |
| Clifford Gittings Endowment                | 5,200.63     |
| Clifford W. & Sarah C. McCall NCD          | 6,048.07     |
| Colombian CPW Elementary Scholarships      | 34,916.54    |
| Colombian University Scholarships          | 66,783.39    |
| Cornelia Swain Endowment                   | 58,003.85    |
| CPW Leadership Trust Fund                  | 82,833.34    |
| CPWM Bethel College Scholarship            | 148,572.84   |
| David Brown Endowment                      | 10,185.15    |
| Davis O. & Gladys H. Bryson Missionary     | 81,666.07    |
| Della Campbell Lowrie Trust 20%            | 434,166.28   |
| Don & Gwen Peterson Endowment Fund         | 95,395.61    |
| Elise Sanders Endowment                    | 290,666.46   |
| Elizabeth A. & James W. Morrow Trust       | 23,366.17    |
| Finis Ewing & Bessie Keene Memorial        | 142,605.61   |
| Foreign Missions Endowment                 | 329,101.84   |
| Forester World Missions Endowment          | 3,426,345.99 |
| Freda Mitchell Gilbert Endowment           | 6,366.72     |
| Gina Marie Benzel Ableson Memorial         | 9,634.67     |
| Gladys H. Bryson Scholarship Fund          | 105,413.03   |
| Gleniel Grounds Endowment                  | 2,051.14     |
| Grace Beasley - Small Rural Church         | 48,241.69    |
| Grace Johnson Beasley Memorial             | 35,703.29    |
| Helen Deal Endowment                       | 49,701.66    |
| Holly Katelyn McClurkin                    | 642.11       |
| Holzer Trust                               | 77,920.11    |
| Hong Kong Mission                          | 38,916.80    |
| Irvin & Annie Mary Draper Swain            | 27,817.01    |
| James A. Brintle II Scholarship            | 5,489.60     |
| Jamie Roy Chaffin Endowment                | 1,936.05     |
| Joe E. Matlock Endowment                   | 49,300.53    |
| John A. Deaver Mission                     | 9,719.09     |
| Jose & Fanny Fajardo Endowment             | 8,136.63     |
| Joseph B. Dungy Endowment                  | 86,845.25    |
| Lavenia Campbell Cole Annuity Endowment    | 59,328.64    |
| Lavenia Campbell Cole Trust Endowment 20%  | 21,054.46    |
| Lavenia Cole Testamentary Trust 25%        | 434,650.55   |
| Lela Swanson Stricklen NCD                 | 62,129.42    |
| Lelia B. Goodman for Missions              | 2,808.53     |
| Louise & Sam R. Estes Endowment            | 13,162.76    |
| Lucie C. Mayhew Fund for U-P Children      | 15,767.26    |
| Madge Sprague Memorial Endowment           | 5,356.90     |
| Mamie McAdoo Endowment                     | 2,550.43     |
| Maree Blackwell Endowment                  | 2,350.30     |
| Marguerite D. Richards Japan               | 15,729.44    |
| Marguerite D. Richards MM Magazine         | 7,851.96     |
| Marguerite D. Richards Rural Church        | 23,555.93    |
| Mark G. Lynch Choctaw Presbytery           | 8,970.38     |
| Marvin C. & Ruth M. Kinnard Trust          | 14,818.10    |
| Mary Frances & William Carpenter           | 11,508.39    |
| Mary Katherine Mize Longwell Endowment     | 632.11       |
| Mattie Ree Suddarth Brown Endowment        | 19,989.21    |
| Maymie Stovall - Foreign Mission 25%       | 11,613.94    |
| Maymie Stovall - Home Missions 25%         | 11,612.94    |
| McAdow and Mae Gam Endowment               | 15,097.77    |
| McClung/Fowler Memorial Endowment          | 83,715.90    |
| McKenzie Endowment                         | 40,120.23    |
| Hamilton & Merion S. Parks Family Trust #2 | 10,109.73    |

|   |                         |
|---|-------------------------|
| Mildred Chandler Scholarship Endowment        | 129,330.64              |
| Missions & Evangelism Endowment               | 109,201.05              |
| Mrs. G. W. Freeman Bible Woman Trust          | 6,114.71                |
| Myra Patton Foreign Mission Endowment         | 157,557.85              |
| Nancy J. Orr Bequest                          | 4,152.52                |
| New Church Development Endowment              | 93,007.32               |
| P. F. Johnson Memorial Endowment              | 18,281.91               |
| Patron Membership                             | 767,873.20              |
| Paul & Geneva Richards Memorial               | 11,738.20               |
| Perpetual Membership Fund                     | 958,916.51              |
| Rev. & Mrs. Tadao Yoshizaki Memorial          | 606.13                  |
| Richard Nicks Memorial Endowment              | 52,669.57               |
| Robert E. Matlock Endowment                   | 156,576.94              |
| Robert J. & Marilee B. Watkins                | 1,862.16                |
| Robert T. & Dona Milam Endowment              | 6,039.22                |
| Rose Ella Porterfield Scholarship             | 16,904.65               |
| Rouine Vodra Coleman Endowment                | 1,250.37                |
| Rubye Johnson May Memorial 50%                | 7,268.14                |
| S. Q. Proctor Home Mission Endowment          | 11,062.37               |
| Samuel King Gam                               | 20,449.75               |
| Scholarship-Universidad Evangelica            | 9,711.88                |
| Walkerville CPC Memorial Endowment            | 6,421.59                |
| Walter Swartz - Jose Fajardo Scholarship Fund | 40,941.72               |
| Warren and Carline Lowe Trust                 | 2,595.83                |
| William A. & Beverly St. John Endowment       | 12,037.95               |
| William B. & Emma Jo Denson Todd Endowment    | 6,057.02                |
| Winnifred M. Dixon Endowment                  | 55,584.41               |
| <b>Total MMT Endowments</b>                   | <b>\$ 11,563,966.01</b> |

| <b>Pastoral Development Ministry Team Endowments</b> | <b>PDMT Balance</b>     |
|--|-------------------------|
| Arturo & Carmen Ortiz Endowment                      | \$ 11,824.22            |
| Awards for CP Ministers & Spouses                    | 22,692.35               |
| E. G. & Joy Sims Endowment                           | 20,633.36               |
| James & Geneva Searcy Endowment                      | 29,624.02               |
| James & Helen Knight Endowment                       | 23,392.31               |
| James Lee Ratliff Endowment                          | 5,961.84                |
| LaRoyce Brown Endowment                              | 1,281.32                |
| Leonard & Mary Jo Turner Endowment                   | 12,583.50               |
| Lyon Walkup Endowment                                | 12,855.36               |
| Melvin & Naomi Orr Endowment                         | 19,167.45               |
| Ministerial Endowment                                | 12,210.97               |
| Ministers Conference                                 | 17,071.03               |
| Norlan & Ellie Scudder Endowment                     | 19,448.02               |
| Roosevelt and Ruth Baugh                             | 3,714.92                |
| <b>Total PDMT Endowments</b>                         | <b>\$ 212,460.67</b>    |
| <b>Ministry Council Grand Total</b>                  | <b>\$ 13,796,078.64</b> |

## VI. MINISTRY COUNCIL CONCLUSION

In conclusion, both Ministry Council Reports One and Two reflect a deep and wide array of ministries that are part of Cumberland Presbyterian congregational life around the world. Cataloging the achievements and challenges of the denomination's singular programming board is a huge task and we acknowledge it can be more than a little overwhelming to the reader. However, we invite all readers, both before, during and after the 183<sup>rd</sup> General Assembly, to prayerfully read both reports in their entirety. Visit the Ministry Council webpages frequently to check out new programs and events. Make a point throughout the year to share questions and suggestions with Ministry Council staff as well as any elected member of the Ministry Council and Ministry Teams. The 57 Ministry Council/Ministry Team elected members are

committed to their primary board responsibility to be conduits of information *to and from* the Council. The Ministry Council/Ministry Team elected members and staff remain committed to serving God through the Cumberland Presbyterian Church and ask that the Church remain in prayer for our collaborative work. We remain thankful for the guidance of the Holy Spirit as we work to enhance and implement ministries across borders and across generations that draw people to Christ.

Respectfully Submitted,  
 Reverend Lisa Scott, President  
 Reverend Troy Green, First Vice President  
 Reverend Sam Romines, Second Vice President  
 Gwen Roddye, Secretary  
 Edith B. Old, Director of Ministries/Treasurer

## MINISTRY COUNCIL APPENDICES

### BYLAWS OF THE MINISTRY COUNCIL (Appendix A)

**For the Glory of God, the Ministry Council will:**

**Seek Christ's vision  
 Support ministry development  
 Serve the Church**

#### ARTICLE I NAME, PURPOSE, AND REPORTING

- A. Name  
 The name of this body shall be the Ministry Council of the Cumberland Presbyterian Church.
- B. Purpose  
 The purpose of the Ministry Council shall be:
1. To provide leadership toward implementation of the Cumberland Presbyterian Church's ministry in the world.
  2. To provide primary long and short-range planning for the Ministry Council's programs and ministries, striving to ensure that all segments are working on a common mission and that duplications and gaps in the Church's ministry will be minimized;
  3. To promote the effective distribution of human and material resources in order that the various facets of the Ministry Council's programs and ministry be carried out in an effective and efficient manner;
  4. To provide and/or ensure that the General Assembly has all relevant information concerning programs, budgets, and the general work of the Ministry Council in order that the General Assembly may make wise and informed decisions;
  5. To recommend a Ministry Council budget to the General Assembly for the purpose of achieving an integrated, coordinated, and prioritized Ministry Council program;
  6. To consider reports and recommendations of all Ministry Teams in light of the Church's prioritized goals;
  7. To promote cooperative effort through *Our United Outreach* along with other Boards and Agencies of the General Assembly.
  8. To serve as the agent to manage the fiscal and property affairs related to the Ministry Council.
- C. Reporting  
 The Ministry Council shall report to each meeting of the General Assembly.

#### ARTICLE II MEMBER, AUTHORITY, AND MEETINGS

- A. The corporation has one member, which is the Cumberland Presbyterian Church General Assembly

Corporation. The rights of the member shall be specified in the corporation's charter.

- B. The annual meeting of the member shall be held simultaneously with the annual meeting of the General Assembly.

### ARTICLE III

#### BOARD OF DIRECTORS, AUTHORITY, AND MEETINGS

A. Composition and Qualifications

1. The board of directors shall be composed of fifteen (15) directors appointed by the member.
2. Three (3) directors shall come from each synod of the Cumberland Presbyterian Church.
3. Directors shall be divided into two classes: directors who are ordained ministers of the gospel of the Cumberland Presbyterian Church ("Clergy") and those who are not ("Laity"). No more than nine (9) directors shall belong to any one class.
4. No more than nine (9) directors shall be of the same gender.
5. Each director shall at all times during his or her term of office be an active member of the Cumberland Presbyterian Church.

B. Term of Office

1. Each director shall serve a term of three (3) years except for directors appointed by the member to fill a position vacated by a director who did not fill his or her complete term of office. Directors may serve two subsequent terms of three (3) years, however no director may serve more than nine years total.
2. The member may remove any director of the corporation, with or without cause, by giving written notice of the removal to the director and to the president of the corporation. Removal shall be in accordance with any rules and procedures established by the member.
3. A director who no longer meets the qualifications for office shall be deemed to have resigned.

C. Advisory Members

1. There shall be six Advisory Members to the board of directors, who shall be the Stated Clerk, the Moderator of General Assembly, the Immediate Past Moderator of General Assembly, and three youth Advisory Members appointed by the member. Each youth Advisory Member shall be between the ages of 16 and 19, inclusive, when appointed.
2. Advisory Members are not directors, but have the right to be present in all meetings of the board. Advisory members may participate in debate but shall not have the right to vote.

D. Quorum

A majority of the directors shall constitute a quorum for the transaction of any business, but any lesser number may adjourn the meeting to a later date.

E. Meetings

1. The board of directors shall meet at least three times annually upon the call of the president or secretary. Directors and Advisory Members shall be notified of a meeting on or before the 10th day prior to the meeting in person; by telephone, e-mail, or facsimile or by first class US mail to the person's residence or business address. Notice by email or facsimile shall be to the address or fax number provided to the secretary by the director or Advisory Member.
2. Notice of any meeting shall state the time and place of the meeting. The purpose or purposes for which the meeting is called need not be included in the notice unless required by these bylaws or state law.
3. Participation in Meeting  
Any or all directors may participate in a meeting by any means of communication by which all directors participating may simultaneously hear each other during the meeting. A director participating in a meeting by this means is deemed to be present in person at the meeting.
4. Action without a Meeting.  
If all of the directors consent to take an action without a meeting, the action is approved upon the affirmative vote of the number of directors that would be necessary to authorize or take such action at a meeting. The action must be evidenced by one or more written consents describing the action taken, signed by each director, and filed with the corporate records reflecting the action taken.

ARTICLE IV  
OFFICERS

- A. **Officers**  
The officers of the Ministry Council shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer and such other officers as the Ministry Council may provide.
- B. **Election**  
The officers of the Ministry Council shall be elected at the first meeting of the board following the annual meeting of the General Assembly and shall hold office for a term of one year and until their successors are elected. Any officer may be removed by the board of directors whenever in its judgment the removal would serve the best interests of the corporation. Elected officers may not exceed serving a combined total of 3 consecutive years in any office and are not eligible to serve again until at least one year has elapsed since the conclusion of 3 years service as an officer.
- C. **President**  
It shall be the duty of the President to preside at all meetings of the Ministry Council and of the Executive Committee of the Ministry Council and to perform such other duties as are usually incumbent upon and incident to this position and which may be assigned by the Ministry Council.
- D. **First Vice President**  
The First Vice President shall have the power and perform the duties of the President during the absence or disability or refusal to act of the President or in case of a vacancy in the office of the President, and perform such other and further duties which may be assigned by the Ministry Council
- E. **Second Vice President**  
The Second Vice President shall have the power and perform the duties of the First Vice President during the absence or disability or refusal to act of the First Vice President or in case of a vacancy in the office of the First Vice President, and perform such other and further duties which may be assigned by the Ministry Council.
- F. **Secretary**  
The Secretary shall perform the duties incident to this office or which may be assigned by the Ministry Council. The Secretary shall, with the assistance of such persons as the General Assembly may designate, keep minutes of all meetings of the Ministry Council and of the Executive Committee of the Ministry Council and shall give notice of all such meetings requiring notice.
- G. **Treasurer**  
The Director of Ministries shall be the Treasurer. The Treasurer shall receive and safely keep in the name of the Ministry Council all monies belonging to the Ministry Council and shall deposit or keep the same in depositories designated by the Ministry Council. The Treasurer shall sign or cause to be signed all checks drawn upon the account of the Ministry Council under the general direction and authority conferred by the Ministry Council. The Treasurer shall render a statement of account to the Ministry Council at its regular meetings and more frequently if required by the Ministry Council. The Treasurer shall perform all other duties usually incident to this office or which may be assigned by the Ministry Council.
- H. **Vacancies**  
Any vacancies in the offices of the Ministry Council may be filled at any meeting, and in case of the absence or temporary disability of any officer the Ministry Council may designate an incumbent to serve for the time being who shall during such incumbency have the powers of such officer.

ARTICLE V  
STAFF

The Ministry Council shall employ a Director of Ministries with skills in planning and administration who shall not be a director of the corporation, and whose duties shall be to lead in the accomplishing the purposes of the Ministry Council. The Ministry Council will also employ, through the Director of

Ministries, support staff as needed to perform the functions of the Ministry Council.

ARTICLE VI  
COMMITTEES

- A. Executive Committee
1. The Executive Committee of the Ministry Council shall be a standing committee consisting of the President, First Vice President, Second Vice President, and Secretary;
  2. The President, or in the President's absence the First Vice President, shall be President of the Executive Committee;
  3. The Executive Committee shall meet upon the call of the President at anytime upon at least three days' notice to the members thereof, delivered to them personally, e-mailed, mailed, or telephoned to them at their residence addresses or usual business address. A confirmation response is expected from each member; and if not received within twenty-four hours the President must attempt to contact that member. Meetings of the Committee shall be held within Shelby County, Tennessee, or at any other place with the unanimous consent of the members of the Committee.
- B. Other Committees
- The Ministry Council shall have the power to appoint Committees as it may be necessary for the efficient conduct of its business and every such Committee shall have such power and possess such authority as the Ministry Council by its bylaws or resolution vests in it, and shall report its work to the meetings of the Ministry Council.

ARTICLE VII  
MINISTRY TEAMS

The Ministry Council constitutes Ministry Teams in major areas of denominational ministry and programming. The Teams include staff employed by the Ministry Council and Elected Team Members as elected by the Ministry Council. Elected Members are selected with sensitivity to the need for lay and clergy, with special emphasis upon gifts, advocacy and passion for ministry among persons of both genders and from a cross-section of the Church.

- A. The Ministry Teams currently include:
1. Communications Ministry Team – The purpose of the CMT is to focus on and strengthen communication within the denomination and with the world at large through written, verbal and electronic means. The CMT understands its mission as one of articulating as clearly as possible who we are as Cumberland Presbyterians—what it means to be a Cumberland Presbyterian—and why we choose to be Cumberland Presbyterians.
  2. Discipleship Ministry Team – The purpose of the DMT is to encourage and support the ministry of all Cumberland Presbyterian churches to make disciples according to the Statement of Discipleship approved by the General Assembly of the Cumberland Presbyterian Church. The DMT understands its mission as one of providing Christian education to all Cumberland Presbyterians through resources and events and to encourage disciples to exhibit joy, peace, humility, self-control, giving and love, all given to us as examples of Jesus Christ through scripture and personal relationship.
  3. Missions Ministry Team – The purpose of the MMT is to serve as an enabling agency of the Ministry Council whereby the congregations of the Cumberland Presbyterian Church are better equipped to address God's mission of redemption and reconciliation. The MMT facilitates those phases of the Church's mission which are concerned with outreach in terms of evangelism and the establishing of congregations and other means of Christian witness at home and around the world.
  4. Pastoral Development Ministry Team – The purpose of the PDMT is to keep God's Call before the Church as a whole; To provide and promote a deeper biblical and theological understanding of ministry in the church; To nurture and care for ordained ministers and probationers, and; To provide resources and events to improve the pastoral ministry of clergy.
- B. The Ministry Teams initiate, coordinate, implement and supervise denominational programs,



activities and projects in response to General Assembly priorities and actions, Ministry Council objectives, and Ministry Team responsibilities.

- C. The Ministry Teams serve under the direction of the Ministry Council and its Director of the Ministries.
- D. Each Ministry Team has a Team Leader, who is responsible for the staff and work of the entire Team, and such other program and support staff as authorized by the Ministry Council for the wide range of ministries under the purview of the Ministry Teams.
- E. Ministry Team Executive Directors serve on the Global Ministries Leadership Team, led by the Director of the Ministries, which regularly coordinates the work of all the Teams, responds to instructions of the Ministry Council and reports to the Ministry Council.

#### ARTICLE VIII INDEMNIFICATION

- A. **Indemnification**  
The corporation shall indemnify any director or officer who was, is, or is threatened to be made a party to a completed, pending, or threatened action or proceeding from any liability arising from the director's or officer's official capacity with the corporation. This indemnification shall extend to the personal representative of a deceased director or officer if the director or officer would, if living, be entitled to indemnification under these Bylaws.
- B. **Costs and Expenses Covered by Indemnification**  
Indemnification provided under these Bylaws shall extend to the payment of a judgment, settlement, penalty, or fine, as well as attorneys' fees, court costs, and other reasonable and necessary expenses incurred by the director or officer with respect to the action or proceeding.
- C. **Limitation on Indemnification**  
No indemnification shall be made to or on behalf of any director or officer if a judgment or other final adjudication adverse to the director or officer establishes his or her liability:
  1. for any breach of the duty of loyalty to the corporation or its member;
  2. for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; or
  3. for any unlawful distribution of the assets of the corporation.

#### ARTICLE IX AMENDMENTS

Any amendment to these bylaws must first be adopted by the board of directors and then approved by the member. Approval by the board shall be by a two-thirds vote taken at least ten (10) days after notice of the proposed amendment has been given to every director.

*Unanimously adopted by the Ministry Council on January 19, 2013*

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#### **TEAM MEMBER ELECTION PROCESS** **(Appendix B)**

One to three months prior to the Ministry Council's annual January meeting, Ministry Team Leaders review the current roster of their respective Ministry Team members, and if vacancies exist/will exist, they consult Personal Information Forms (PIFs) provided by the Office of General Assembly to identify potential members with relevant gifts/skills/passion/experience in their respective Ministry; in the absence of those forms, Team Leaders ask qualified individuals they believe to have relevant gifts/skills/passion/experience in their respective ministry to complete a PIF. Ministry Team Leaders communicate with potential elected Ministry Team Members to ascertain their interest in serving. During that communication they are also told of the various responsibilities and meeting requirements. Potential members are told of the covenant that

each elected Team Member and Council Member signs annually (attached).

When prospective Team Members have received detailed information on what it means to serve and have given their assent to have their names considered, the Ministry Team Leaders then provide to the Director of Ministries recommendations of individuals they believe to have relevant gifts/skills/passion/experience in their respective Ministry. The Director of Ministries includes the Team Leaders' recommendations in her report to the Ministry Council along with her own recommendation that they be approved by the MC. The Director of Ministries report is typically included in the pre-meeting packet that is shared electronically with all members of the Ministry Council no less than two weeks prior to their meeting.

There have been a limited number of instances in the past several years, when Ministry Team Leaders exercised their prerogative to ask an elected Ministry Team member to step down as they were not in compliance with the attendance element of the covenant: "Non-attendance at 51% of the meetings within a church year will result in a Member being replaced." In most of those instances, it was the individuals themselves who initiated the process of stepping down.

During its January meeting, and with the related PIFs for their review, the MC discusses and acts upon the recommendations. Ministry Council members are also given the opportunity to offer up different/additional names. The names of the Ministry Team members subsequently elected are included in the MC Report to General Assembly which is due in the Office of General Assembly in early March. Though legal counsel has confirmed that the method used to appoint/elect Ministry Team members is entirely within the purview of the Ministry Council, and therefore not subject to direct approval of the General Assembly, to the credit of MC leadership, every effort has been made to follow the traditional model of a balance of clergy/laity/male/female *and* synodic representation. While representation is at the heart of being Cumberland Presbyterian, it is important to remember that an individual's gifts/skills/passion/experience are no less important than their geography. With so much vital work to do, it is imperative that teams have active members who have the gifts/skills/passion/experience necessary to accomplish the goals and mission of the Church.

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**MINISTRY COUNCIL/MINISTRY TEAMS  
HIRING POLICY  
(Appendix C)**

1. When any staff position becomes vacant, the job description is reviewed and updated by Ministry Council, Ministry Team, and appropriate staff to reflect current duties and responsibilities.
2. Employment opportunity announcement and updated job description are posted on Ministry Council website, with a 45-day deadline for applications to be received. Employment opportunity is also communicated to the church through emails to presbytery clerks and directors of other denominational entities, CP Updates, cumberlist, eblasts, and other means. Ministry Council and Team Members will proactively encourage qualified individuals in their own spheres of influence to apply.
3. Applications are to be submitted online. Position openings for Director of Ministries will be submitted directly to an individual designated by the Ministry Council. Position openings for Ministry Team Leader will be submitted directly to the Director of Ministries. Positions openings within Teams will be submitted directly to the appropriate Ministry Team Leader. All resumes, references, and letters of recommendation are to be included in the online application process. Individuals who submit incomplete applications will be sent one email (receipt acknowledgement requested) to inform them of missing information and instructed that the process must be completed by the deadline for the application to be considered.
4. In the search for a Ministry Team staff position, the Team Leader forms an Interview Panel, to include that Team Leader, one staff member, and one elected Ministry Council or Team member. The Team Leader will select Interview Panel members based on expertise and availability. The Interview Panel develops a list of questions to be used to provide consistency in interviews.

In the search for a Team Leader, the Director of Ministries will form an Interview Panel to include

at least one each elected Ministry Council and elected Ministry Team member. The Director of Ministries will consult the Ministry Council in selecting Interview Panel members based on expertise and availability. The Interview Panel in a search for Director of Ministries will be the Ministry Council Executive Committee plus one Ministry Council member at-large, and one Ministry Council staff member at-large.

Interview Panels are empowered to identify the minimum number of qualified applicants they will consider and may extend the deadline for applications in the event that fewer than the minimum have been received. In the process of hiring a Director of Ministries, the Interview Panel will select three individuals to be interviewed by the entire Ministry Council, and a vote is held.

5. Once the application deadline is reached, and after reviewing all applications, the Interview Panel may decide, based on lack of qualifications of (an) applicant(s), that (an) applicant(s) may not warrant an interview. In that event, the Team Leader will send the applicant(s) a letter, thanking them for their interest, affirming their gifts to ministry, but informing him/her that Interview Panel is moving in a different direction and they will not be further considered for that particular position.
6. Those that will be interviewed will be notified by email/phone call. Initial interviews are conducted via telephone/ conference call/video conferencing as determined by the Interview Panel.
7. Following initial interviews, those individuals that the Interview Panel desires to interview in person are invited to come to the Denominational Center or other identified location for that interview. Travel costs are paid by the Ministry Council or appropriate Ministry Team (airfare, car rental and fuel costs or mileage reimbursement, meals and hotel).
8. Each interviewee is scheduled for a block of time determined by the Interview Process and all interviews are conducted in the same manner. Careful consideration is given to preserving confidentiality of applicants and interviewees throughout the entire process of application/ interviews.
9. Following prayerful deliberation among the Interview Panel, a job offer may be extended. The Ministry Council and Ministry Teams reserve the right not to extend a job offer if it is believed the right candidate has not been identified. If the Interview Panel believes the right candidate has been identified a job offer will be extended.
10. If the offer is accepted, other interviewees are contacted by phone and later by letter, thanking them for their interest, affirming their gifts to ministry, but informing them that the position has been offered to another (unnamed) individual. If the position filled was for a Team Leader, the phone/ letter communication will be initiated by the Director of Ministries. If the position filled was for a position within a Ministry Team that reports to the Team Leader, the phone/letter communication will be initiated by the Team Leader.
11. After all interviewees have been contacted, members of the Ministry Council and Ministry Teams are contacted first (within 24 hours) with the announcement of the new hire, taking into consideration any requests for confidentiality made at the time of accepting the job offer. If the position filled was for a Team Leader, the announcement will be initiated by the Director of Ministries. If the position filled was for a position within a Ministry Team that reports to the Team Leader, the announcement will be initiated by the Team Leader.
12. At a time agreed upon by the Director of Ministries and/or Team Leader and new staff person, communication is made to denomination via the same channels used for announcing the open position. If the position filled was for a Team Leader, the announcement will be initiated by the Director of Ministries. If the position filled was for a position within a Ministry Team that reports to the Team Leader, the announcement will be initiated by the Team Leader.

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**SAMPLE SHORT-FORM POLICY  
(Appendix D)**

Cumberland Presbyterian Church

STATEMENT OF POLICY ON CHILD PROTECTION  
AND PREVENTION OF CHILD ABUSE and EMERGENCY RESPONSE

Cumberland Presbyterian Church, located in \_\_\_\_\_ (the "Church") remains committed to providing and maintaining a safe, nurturing environment for all adults (18 and older), children, and youth under the age of eighteen (18) while in its care during events which are sponsored or co-sponsored by the Church.

Ministries with Children and Youth

Implicit in the involvement of persons in ministries to children and youth are the Biblically based terms COVENANT and SHEPHERD. There is an implied covenant between the leader and the child and the child's parents to be a good shepherd of that child, leading him or her towards an understanding of the love and grace of Jesus Christ.

A commitment to this call includes the adoption and enforcement of this Policy on child protection and prevention of child abuse. This policy applies to all clergy, leaders, volunteers and other persons who work with children in any paid or voluntary capacity. All children's leaders and childcare providers who regularly interact with children or youth must read, be in agreement with, and sign this policy, and affirm that they have not resigned or been terminated from a position or leadership role for reasons related to misconduct.

The Church believes that appropriate personal relationships between adult leaders and children and youth of the Church foster the community of Christ. Common expressions of affection (appropriate hugs), affirmation (pats on the back), support (prayer) or physical caretaking (changing diapers, etc.) are appropriate in our community of caring Christians. Care will be taken, however, that adults do not behave in a sexually inappropriate way during Church-sponsored activities, such as by demonstrating excessive physical expressions of affection or imposing such expressions upon another individual.

It is the goal of the Church that two adults be present with children at all Church-sponsored activities. The Church recognizes that there will be times when an unaccompanied adult may be present with a group of children or youth or with a single child or youth. In those circumstances, if an adult must be alone with children or youth for a brief given time (such as Sunday school or Bible class), he/she can only do so when subject to being visually observed at all times, such as through an open door or door with window. If children and youth need to be transported it should be in groups. An unaccompanied adult will not transport an individual child in a Church-sponsored activity without the permission of the child's parent or guardian.

Prohibited conduct includes any form of physical, emotional, or mental abuse of a child, including but not limited to the exploitation of a child, which breaches Christian ethical principles by misusing a trust relationship. Sexual exploitation of a child includes, but is not limited to, any interaction between a child and an adult in which the child is being used for the sexual stimulation of an adult. This may or may not include touching.

Prohibited conduct may include but not be limited to:

- \* Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of sexual conduct towards a protected minor;
- \* Sexual advances or sexual activity of any kind between any adult and a protected minor;
- \* Sexual advances or sexual activity of any kind between an older child and a younger child;
- \* Infliction of physically abusive behavior or bodily injury to a minor;
- \* Physical neglect of a minor, including failure to provide adequate supervision;
- \* Causing mental or emotional injury to a minor;
- \* Possessing obscene or pornographic (sexually explicit) materials at any function of the Church;
- \* Possession or being under the influence of any illegal substances;
- \* Consuming or being under the influence of alcohol while leading or participating in a minors' function of the Church;

- \* Any kind of verbal remarks with sexual connotations, overtones, or innuendo directed to or about a minor;
- \* Carrying any type of weapon on Church property.

The first person to learn of an incident of misconduct toward a child during a Church-sponsored activity (either a person witnessing or told about the incident, or the victim) should immediately report this incident to the *Youth Director, Children's Coordinator, Director of Christian Education, Pastor,* or designated *Elder*. The Session shall seek such professional advice as deemed necessary and shall take appropriate steps to determine whether there is any validity. Any potentially valid incident shall be reported promptly to civil authorities. All persons involved with the report or investigation shall keep the information in strictest confidence. The pastor of \_\_\_\_\_ Church and the Session shall be informed of any complaints that are deemed to be potentially valid.

Upon accusation, the accused is entitled to prompt and fair disposition of such serious charges. It is acknowledged that Church members and ministers are subject to inquiry and discipline under the Confession of Faith and the Rules of Discipline of the Cumberland Presbyterian Church. Physical, mental or emotional misconduct shall be grounds for disciplinary action up to and including dismissal of any Church employee, leader or childcare provider.

**I have read and agree to comply with these policies. I also state that I have not been arrested or convicted of a crime involving sexual abuse or misconduct as defined in this Policy Statement, or resigned from or been terminated from any position for reasons relating to sexual, physical, or mental abuse or misconduct, as defined in this Policy Statement. I hereby agree to authorize any background check Church may choose to conduct, and to sign any documents necessary to do so.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Care for All Persons

##### **Fire Safety**

In the event of a fire, all persons will be directed to \_\_\_\_\_ and wait for fire personnel to arrive. No person shall re-enter the building until cleared by a emergency professional.

##### **Storm Warning**

In the event of a storm warning, such as a tornado, all persons should remain in the building and report to \_\_\_\_\_ and wait until the storm warning has passed. No person shall leave the building during this time.

##### **Medical Emergency**

In the event of a medical emergency, the following procedures should be followed.

1. Call 9-1-1
- 2.
- 3.
- 4.
- 5.

##### **Spokesperson for the Church**

In the event of any type of incident, all media should be directed to the designated session representative, \_\_\_\_\_. This should be the only person in conversation with the media at any time.

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**SAMPLE LONG-FORM POLICY  
(Appendix E)**

CHILD PROTECTION POLICY / LOCAL CHURCH EMERGENCY PLAN  
SAFE SANCTUARY POLICY  
CUMBERLAND PRESBYTERIAN CHURCH (CPC)

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CITY, STATE

*Please note: This document is intended for use as a template for local church leaders in developing a child protection and site-specific plan for church property. Every church will have different needs, so please adapt these recommendations to fit the needs of your particular site. For instance, smaller churches may not be able to form a full emergency response team; however, church leaders may be designated to serve in particular functions. Once procedures have been established, it is important that they be relayed to church members and emphasized as often as possible (e.g. church-wide meetings, trainings, drills).*

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**CARE OF CHILDREN AND YOUTH**

As Christians, we live according to the gospel of Jesus Christ. Jesus said, “Anyone who welcomes one of these little children in my name welcomes me. And anyone who welcomes me doesn’t welcome only me but also the One who sent me.” (Mark 9:37)

## DEFINITIONS OF CHILD ABUSE

Child Abuse may be any act committed by a person in a position of trust (parent, care giver, Sunday school teacher, Pastor, or other) which harms or threatens to harm a child’s welfare, physical, spiritual or mental health.

We recognize child abuse may fall into one or more of the following four categories:

1. **PHYSICAL ABUSE** occurs any time a child’s physical health or welfare is harmed or threatened with harm. Physical abuse refers to the infliction of physical pain, and may include injury, disfigurement, impairment of a bodily organ, or death.

2. **SEXUAL ABUSE** occurs any time a minor is used for the sexual stimulation of an adult or older minor. The minor is powerless either to consent to or resist such sexual acts. This includes fondling, sexual intercourse, participation in sexual acts, incest, exploitation for the purpose of pornography or prostitution and/or exposure to adult sexual activity.

3. **EMOTIONAL ABUSE** deeply affects a minor’s self-esteem by submitting him/her to verbal assault or emotional cruelty. Emotional abuse most often occurs in conjunction with another form of abuse, but is the only kind of abuse that can occur alone. It does not always involve injuries we can see.

4. **NEGLECT** - or harm through lack of action – refers to a failure to supply the child with adequate food, clothing, shelter, education, supervision or healthcare.

## STANDARDS

**MINIMUM AGE:** The following standards for Authority Figures are designed to separate Authority Figures from the group they are serving by age or enough years to reinforce recognition of the Authority Figure’s role. CPC adopts the following standards for Authority Figures and Assistants.

1. **AUTHORITY FIGURES** – the primary leaders of youth and children’s activities.
  - a. To work with youth (7th grade and above), the Authority Figure must be a minimum of 21 years of age.
  - b. To work with children (infant – 6th grade), the Authority Figure must be a minimum of 18 years of age.

2. **ASSISTANTS** – persons who lend aid to the Authority Figure and act at the direction of the Authority Figure, including volunteers. Whether working with youth or children Assistants must be:

In the judgment of a CPC staff member, competent to assist in the activity.

**TWO ADULT RULE:** Two adults are to be present during all church sponsored programming with children and youth. All adult/child ratios must be followed (see below). Where it is impossible to staff two adults in every room, an additional adult must serve as a floater with visual and physical access to all areas.

While mentoring and counseling are encouraged and supported, adults and authority figures should take every precaution to never be alone with a child or youth in inaccessible areas. This can include, but is not limited to: An automobile while taking a child home or A classroom with windowless/locked doors.

**ADULT CHILD RATIOS:** The following adult child ratios should be observed at all church sponsored programming and ministry with children and youth.

### 1. NURSERY/CHILD CARE

An adult is defined as an Authority Figure/Assistant who is also at least 18 years of age. Adults must meet the Authority Figure/Assistant guidelines outlined above.

For these programs, CPC recommends the following ratios:

Infants (non-handicapped & not walking) – 1 adult to 4 infants

Toddlers (walking, non handicapped) – 1 adult to 6 toddlers

2 years of age – 1 adult to 7 children

3 years of age – 1 adult to 9 children

4 years of age – 1 adult to 13 children

5 years of age – 1 adult to 16 children

6 years of age & older – 1 adult to 20 children

#### **MIXED AGE GROUPS:**

6 wks to 30 months – 1 adult to 5 infants

2 to 4 years of age – 1 adult to 8 children

2 ½ to 3 years of age – 1 adult 9 children

2 ½ to 5 years of age – 1 adult to 11 children

3 to 5 years of age – 1 adult to 13 children

4 to 5 years of age – 1 adult to 16 children

5 to 12 years of age – 1 adult to 20 children

#### **2. CPC EVENTS (OFF CAMPUS)**

Grades K to 3 – 1 adult to 8 children

Grades 4 to 6 – 1 adult to 10 children

Grades 7 to 8 – 1 adult to 10 youth

Grades 9 to 12 – 1 adult to 12 youth

A parent and or staff person must be present at all events

#### **3. PARTICIPANTS WITH SPECIAL NEEDS**

In the judgment of CPC staff, and in consultation with the parent, the above ratios may be adjusted depending on the nature and degree of participants' special needs.

#### **ROOMING**

The Two Adult Rule will be followed when groups are staying in cabins, tents, etc on overnight trips. In the event of a hotel room, 1 adult can be with 2 or more youth with parental consent. These adults must be the same sex as the children or youth. Adults cannot sleep in the same bed with children or youth, unless it is a father-son or mother-daughter situation.

#### **SIX MONTH RULE**

All adult volunteer authority figures involved with children or youth of our church must have been an active part of the congregation for at least six months before beginning a volunteer assignment. Persons not meeting this minimum requirement may serve only as an assistant with another trained adult.

#### **POLICY INSTRUCTION**

All volunteer and paid staff will be required to attend an annual orientation for policy instruction before working with children and youth. In the case that this is not possible, the staff person/volunteer may only serve as an assistant with another trained adult and under the stipulation that they attend the next training session. All volunteers and staff are required annually to review this policy, to attend a policy instruction session and to sign a new participation statement kept on file at the church.

#### **SCREENING PROCEDURE**

An essential component of preventing abuse by Authority Figures, Assistants and Staff is careful screening. Although we recognize the integrity of an overwhelming number of persons with discerned calling to ministries with children, youth and vulnerable persons, we realize that abuse may occur in the church. Therefore, we believe that all Authority Figures, Assistants and all employees must be properly screened. Students under eighteen will complete a modified application and will be interviewed, but no background check or reference check will be required of them. It will be the responsibility of the programs to ensure compliance.

The following steps are used for screening volunteers and paid applicants:



**1. COMPLETE AN APPLICATION FORM**

A completed application form will be required of Authority Figures, Assistants and all employees and will be kept on file at the church.

**2. EACH APPLICANT SHOULD ANSWER QUESTIONS REGARDING WHY THEY ARE INTERESTED IN THE POSITION****3. CONDUCT AN INTERVIEW WITH APPLICANTS**

An interview will be conducted with all applicants. The interviewer should not ask for information about marital status or handicapping conditions as stated in Federal/State discrimination guidelines. The interviewer should also be sensitive to age and sex discrimination guidelines; however adequate information may be requested to ensure compliance with this policy's minimum standards.

The interviewer needs to be able to explore issues as they arise during the interview and to depart from the set of prepared questions to do so.

**4. COMPLETE BACKGROUND CHECKS**

Background checks may include, but are not limited to:

- Criminal histories
- Motor Vehicle Record
- Registered Sexual Offenders

**5. FEDERAL AND STATE LAW**

The requirements of any and all Federal laws or State laws affecting or relating to employment or child abuse must be complied with, and in any case where there is a conflict between such laws and the procedure outlined in this document, said laws shall prevail and the procedure outlined in this document shall be modified to the extent necessary to eliminate such conflict. This policy is subject to all Federal and/or State laws relating to employment and child abuse.

**REPORTING ABUSE/ALLEGED ABUSE**

All reports of suspected child abuse must be taken seriously. Whenever a person has reason to suspect that a person has been abused, reports must immediately be made to Children's Services and the Senior Pastor. In the event the victim feels uncomfortable reporting to the Senior Pastor or if the suspected abuse involves the Senior Pastor, reports may also be made to the other program staff or the personnel committee. The Senior Pastor, program staff and/or the personnel committee are also responsible for reporting the suspected abuse to the Department of Children's Services.

**INVESTIGATION**

Upon receiving a report of suspected abuse, Senior Pastor, program staff and the personnel committee shall obtain the following information:

1. Names, ages, addresses and telephone numbers of both the accused and the abused.
2. The nature of the alleged abuse, with dates where possible
3. The factual details of the report
4. The name of the person making the report and the date that the information was received.

A sample form of information to be obtained is attached.

The Senior Pastor, program staff and the personnel committee shall conduct or direct an investigation into the suspected abuse. Interim measures may be taken during the investigation to safeguard the potential victim or victims. At the conclusion of the investigation, appropriate actions shall be taken. Depending upon the findings, this may include termination of employment.

**Emergency Telephone Numbers**

**For All Emergencies Dial 9-1-1**—*If your community is not served by 9-1-1, call your local emergency contact number.*

Treat minor injuries from supplies in the first aid kits. The kits are located (*provide location here*).

## OTHER IMPORTANT NUMBERS

### **Building Maintenance/Trustees:** *(Identify appropriate contact person here)*

Call this number to report unsafe conditions.

Also, to report problems with:

- Leaks and drainage
- Building temperature
- Lighting
- Building conveniences

**Pastor(s):** \_\_\_\_\_

**Church office:** \_\_\_\_\_

Call this number for appointments or other business.

- Non-emergency assistance
- Reporting lost ID or valuables

Where applicable (*refer to following section*):

**Building Coordinator:** \_\_\_\_\_

**Incident Coordinator:** \_\_\_\_\_

**Medical Response Team Members:** \_\_\_\_\_

**Emergency Response Team Members:** \_\_\_\_\_

## ROLE OF AN EMERGENCY RESPONSE TEAM

*The following are guidelines for creating an emergency response team within your congregation should you deem it necessary. The positions listed are recommendations and can be adapted to the needs of your particular site. We recommend that several people be designated and trained for each position and that each position be represented at every possible worship service or event.*

### **Building Coordinator**

A building coordinator is a staff member or volunteer trained to know the floor plans of each building and the emergency evacuation procedures for any emergency—medical, fire, tornado, etc. The building coordinator may be involved in long-range planning. (*Your church disaster response coordinator or building trustee might be appropriate for this position.*)

A building coordinator may be responsible for:

- Receiving status reports from the Incident Coordinator.
- Relaying status report information to the emergency agency/agencies involved (e.g., fire department, police, paramedics, emergency management, etc.).
- Coordinating with the emergency agency/agencies any needed evacuations or other emergency actions.

A building coordinator may work with the emergency response team to:

- Coordinate emergency planning activities.
- Assist with recruiting team members.
- Schedule training.
- Communicate ongoing plans.

### **Incident Coordinator**

The incident coordinator on duty assumes responsibility for implementing the local church emergency plan at the time of the incident, providing leadership until personnel with more experience arrive on scene. (*Greeters, ushers, or other church leaders might be appropriate for this position.*)

Responsibilities may include the following:

- Ensuring that all emergency response team members are assigned duties and understand all emergency procedures.
- Working with other emergency response team members to evaluate an emergency.
- Ensuring proper emergency communication.
- Delegating needed emergency actions.

The incident coordinator may also be called upon by the emergency agency/agencies involved to aid in crowd control and building evacuation. The incident coordinator should immediately identify her/himself as such to maintenance personnel and emergency agency personnel responding to an incident.

### **Medical Response Team Members**

Medical response team members are members of the emergency response team who have been trained in medical emergencies. Responsibilities may include the following:

- Providing “first responder (medical) service” to those incurring a medical emergency until medical personnel with higher training arrives on scene.
- Conducting a primary assessment of the medical emergency situations and reporting this assessment to appropriate personnel.
- Participating as emergency response team members in emergency situations when their medical expertise is not required.
- Providing medical assistance and support until professional help arrives.
- Remaining “in charge” of a medical emergency situation until professional help arrives.

Medical response team members should immediately identify themselves as such to any personnel responding to the incident.

### **Emergency Response Team Members**

The remaining emergency response team members are staff members or volunteers who are trained in evacuation techniques and use of fire extinguishers. Emergency response team members know the location of approved tornado shelter areas in the building. Responsibilities may include the following:

- Building evacuations—responsible for reporting to the incident coordinator that their assigned section has been cleared during an evacuation.
- Work in coordination with the building maintenance/trustees to minimize hazards.
- If available, maintain hand-held radios to coordinate with incident coordinator or other team members.

Emergency response team members should immediately identify themselves as such to any personnel responding to the incident.

## **BUILDING EMERGENCY PROCEDURES**

### **Leader Responsibilities**

In the event of an emergency, leader responsibilities may include the following:

- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly report a fire or smoke emergency using the 911 emergency number.
- Knowing the locations of the manual fire alarm pull stations in their area.
- Knowing the locations of the fire extinguishers in their area and how to use them.
- Knowing how to correctly respond to a fire warning alarm.
- Knowing designated shelter areas and precautions to take in the event of a tornado emergency.
- Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
- Closing all opened doors as they evacuate an area.

### **Medical Emergency**

Call 911. Be prepared to give the following information:

- Name and extension
- Location
- Number of people involved
- Nature of injury or illness

Note: Treat minor injuries from supplies in the first aid kits. The kits are located (*provide location here*).

While waiting for professional help do not move the ill or injured person. When professional help arrives:

- Allow responding units to take control of situation.
- Emergency response team members will stand by to assist as needed

Regular CPR/First Aid training is recommended for all church leaders, especially pre-school and Sunday School teachers.

### **Fire and Smoke Emergencies**

If you detect smoke:

- Call 911.
- Give your name, telephone number, and location within the building.
- Describe the situation.
- Advise the building coordinator, incident coordinator, or other emergency response team members of the situation.

If you detect fire:

- Activate the manual fire alarm
- Call 911 (move to a safe area before making this call).
- Give your name, telephone number, and location.
- Describe the situation.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury attempt to extinguish the fire.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.
- Advise the incident coordinator or other emergency response team members of the situation.

### **If the Fire Warning Alarm Sounds**

- Do not use the elevator.
- Evacuate immediately, using the nearest exit. Walk quickly. Do not run.

Note: Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.

- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Proceed to the ground level and outdoors.
- Move upwind of the building at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area (if possible).
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an “all clear” is issued by the incident coordinator. (Note: The “all clear” should be initially issued by the Fire Department.)

### **Building Evacuation Emergency**

All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. Memorize the exit route closest to your work area or office.

The designated assembly area is located (*provide location here*).

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located (*provide location here*).

### **If a Building Evacuation is Initiated Important “dos” and “don’ts” are:**

- Remain calm.
- Follow the instructions of the incident coordinator or emergency response team, if

applicable.

- If you occupy an enclosed office, close the door as you leave.
- Use stairwells (do not use elevator) for evacuation. Be alert for other staff, church members, and emergency agency personnel who might also be using the stairwells.
- Do not return for coats, purses, briefcases, etc, after you have left the area.
- Do not smoke.
- Do not return to your area until the “all clear” signal is given.

Notes: Ensure that (*identify appropriate leader here*) has planned with disabled leaders or church members a procedure to assist each disabled person in evacuating. Emergency evacuation procedures should be provided to all church members (e.g. in member orientations).

### **Tornado Emergency**

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

- Tornado watch
- Tornado warning

A “**tornado watch**” status indicates that weather conditions are favorable for the development of tornadoes. The “watch areas” are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions including tornadoes.

A “**tornado warning**” is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken.

During a tornado warning, a battery-powered radio should be tuned to the National Weather Service and local weather watchers radio frequency. Should a tornado develop which threatens our area, emergency response team members should initiate actions to notify and protect all staff and church members in the facility.

### **If a Tornado Warning is Announced**

When you hear the announcement for a tornado warning:

- Move to a designated tornado shelter immediately. Move quickly, but do not run.
- Do not use elevators.
- Assist disabled personnel in your area.
- Wait in the shelter until you hear an announcement from a member of the emergency response team and/or a hand-held radio system station (if applicable) that it is safe to return to your area.

### **Tornado Safety Basics**

Tornadoes and tornado-producing weather conditions are common in some areas. Familiarize yourself with the basics of protecting yourself wherever you may be.

If you are indoors, the general responses to a tornado warning are:

- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris—the cause of most injuries in office buildings.
- Warn others. Encourage them to get to safety immediately.
- Move away from large expanses of unsupported ceilings.
- Move away from building perimeter area.
- Move to an interior room away from windows—to an enclosed room or conference room, a rest room, an interior stairwell.
- If in an interior hallway, away from windows, crouch down as low as possible.
- If you are in an elevator, stop and get off at the next floor and take cover in an interior hallway or interior room. Do not use elevators during tornado warnings.
- If moving to a safer location in the building is not possible, get under a desk or table in an interior office.
- Once you’ve situated yourself in the safest place you can find, protect your face and head, and stay where you are until an “all clear” signal is given. (If circumstances change and new dangers are present, seek a different safe place.)

If you are outdoors, the general responses to a tornado warning are:

- If at all possible, move indoors to an interior room.
- If moving indoors is not possible, take cover near objects that are low and securely anchored to the ground, such as culverts or low retaining wall.

*Basic safety information specifically related to other disasters likely to occur in your area may be included here (i.e. flooding, hazardous material spills, etc.). Please review the Hazard Analysis Worksheet included in the Appendices.*

## OTHER CONSIDERATIONS

### Communication

It is important to make sure that the church community is informed of the activities of the church during a disaster as well as taken care of during a disaster. Consider the following questions:

*How will you disseminate information about the disaster plan and activities to the church and to community groups? Who will be responsible for this communication? (Consider activating a phone tree for this purpose.)*

*How will you take care of vulnerable persons in your congregation (e.g. shut-ins, elderly, people without transportation to evacuate, etc)? Who will be responsible for communicating activities to these persons?*

### Insurance

Does your insurance policy...

- *Meet the minimum requirements of your denomination or mortgage holder. When was the last estimate on the value of church property? How accurate are the figures?*
- *Cover the cost of recent additions or high value items, such as stained glass windows?*
- *Cover the cost of temporary rental of another facility in the event your church is severely damaged or destroyed?*
- *Cover the cost of temporary rental housing for the clergy residence staff in the event that it is severely damaged or destroyed? Loss of the clergy residence does not relieve the church of responsibility for housing the clergy. (Your church policy may not cover the cost of replacing the clergy's personal items. The pastor should provide his own renter's policy. Also, a renter's policy may not cover the pastor's personal items.*

### Relocation

In the event the church is damaged (to the extent that a portion or all of the church is uninhabitable) plans will have to be developed to address the relocation of the church services and staff to an alternate facility until repairs are made or the church is rebuilt. If you have agreed to partner with another church, include arrangements with this church for the use of facilities during a disaster. You may have to work on merging worship services, social services, and other activities.

*In the event that the church has sustained significant damage and must be relocated, where will you go?*

## THREATS

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people.

### Threat Checklist

Complete this list if you receive a threat.

Exact time of call: \_\_\_\_\_ Date: \_\_\_\_\_

Exact words of caller:

---



---



---

Caller's voice: (circle)

|         |           |          |         |                     |
|---------|-----------|----------|---------|---------------------|
| Male    | Female    | Adult    | Youth   | Estimate Age: _____ |
| Black   | White     | Hispanic | Asian   | Other: _____        |
| Calm    | Disguised | Nasal    | Rapid   | Accent              |
| Nervous | Angry     | Sincere  | Slurred | Loud                |
| Excited | Giggling  | Stressed | Crying  |                     |

If voice is familiar, whose did it sound like? \_\_\_\_\_

Background Noise: (circle)

|             |              |        |           |           |
|-------------|--------------|--------|-----------|-----------|
| Music       | Children     | Typing | Airplanes | Machinery |
| Cars/Trucks | Other: _____ |        |           |           |

**Do not hang up!** Obtain as much information as possible:

- When is the bomb going to explode? \_\_\_\_\_
- Where is the bomb? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- Method of activation: mechanical, clock, movement/chemical action? \_\_\_\_\_
- Method of deactivation? \_\_\_\_\_
- Did you place the bomb? \_\_\_\_\_
- Why? \_\_\_\_\_
- Where are you calling from? \_\_\_\_\_
- What is your address? \_\_\_\_\_
- What is your name? \_\_\_\_\_

Call received by: \_\_\_\_\_ Department: \_\_\_\_\_ Ext: \_\_\_\_\_

Note: In the event you receive a bomb threat:

- Call 911 immediately. Provide the following information:
- Identify yourself
- State: "I have received a bomb threat."
- Give your office location and extension.

**REMAIN CALM!**

**APPENDICES**

**EMERGENCY EVACUATION MAPS**

*Insert maps here.*

**INJURY/INCIDENT REPORT**

*The following form is a sample that may be helpful should an injury occur during an evacuation or other emergency procedure. It is important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions. If you have worker's comp or liability insurance check with your agent for a list of questions to which they need answers.*

Date: \_\_\_\_\_

Injured Person: \_\_\_\_\_

Completed by: \_\_\_\_\_

Where were you when injury occurred: \_\_\_\_\_

Description of injury and how it occurred: (Use back if more space is needed)

\_\_\_\_\_

\_\_\_\_\_

Witnesses: \_\_\_\_\_

Action Taken/Medical Treatment Provided:

---



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### **BUILDING EMERGENCY SYSTEMS**

*This appendix may include information about the location of emergency equipment and information about warning systems for your particular site. Such systems may include, but are not limited to, the following:*

#### **Fire/Smoke Detection and Warning**

*Recommended information: automatic sprinklers, location of fire extinguishers (including maps), lighting*

#### **Emergency Power System**

*Recommended information: emergency power backup equipment*

#### **Recognizing an Alarm System Warning**

*Recommended information: description of warnings (sound, light)*

### **CONDUCTING A HAZARD ANALYSIS**

#### **Purpose**

The purpose of a hazard analysis is to determine the hazards a site is most susceptible and vulnerable to experiencing. By determining those hazards prior to development, the site emergency plan will be realistic.

#### **Starting Point**

A good place to look for information regarding potential hazards is the local emergency management office. This office can describe the disaster history of the community, the location of flood plains, frequency of tornadoes, and so on. The local library may also provide some insight on local disasters.

#### **Considerations**

Look at disasters or emergencies that have occurred in the community, for example: tornadoes, wind storms, severe winter weather, heavy rains, forest fires, flooding, utility problems, transportation accidents, etc. Consider the geographic location of the site to flood plains, nuclear power plants, heavy forest, major transportation routes, and neighboring sites with might be hazardous. Look into past emergency events onsite. Consider technological problems that could occur due to problems on the site, such as heating and cooling systems, incinerator problems, power failure, etc. Consider the construction of buildings on the site. Do the buildings pose any hazards, such as building collapse?

#### ***Hazard Analysis Worksheet***

Using the worksheet on the next page examine the listed hazards. List any other possible hazards that the site may face under the first column labeled "Hazards". Cross off any hazards that are not possible, for example the "onsite hazardous material" incident.

Using a scale of 1 to 3, estimate the possibility of each listed hazard.

- 1. unlikely or low possibility**
- 2. maybe or average possibility**
- 3. likely or high possibility**

In the next three columns labeled, "Employee Impact," "Property Impact," and "Economic Impact" use a 1 to 3 scale. Using the 1 to 3 scale estimate the possible impact of each hazard on the employees, property and business. Use a worst-case scenario to estimate the probable impact.

- 1. low impact** (few hours lost productivity, nick and scratch injuries, slight property damage.)
- 2. moderate impact** (loss of wage, loss of short term productivity, serious bodily injury, moderate property damage.)
- 3. high impact** (loss of employment, loss of life, destruction of property and business.)



After factoring each impact area, total the row for each hazard. Using the totals, prioritize the hazards to determine which hazards to plan for first. Depending on the needs and resources of the organization, complete the low priorities as possible, or not at all.

### HAZARD ANALYSIS WORKSHEET

| Hazards             | Possibility | Employee Impact | Property Impact | Economic Impact | Total Possible Impact |
|---------------------|-------------|-----------------|-----------------|-----------------|-----------------------|
| Fire                |             |                 |                 |                 |                       |
| Tornado             |             |                 |                 |                 |                       |
| Severe Winter Storm |             |                 |                 |                 |                       |
| Flood               |             |                 |                 |                 |                       |
| Onsite Haz/Mat*     |             |                 |                 |                 |                       |
| Off-site Haz/Mat*   |             |                 |                 |                 |                       |
| Bomb Threat         |             |                 |                 |                 |                       |
| Civil Unrest        |             |                 |                 |                 |                       |
| Utility             |             |                 |                 |                 |                       |
|                     |             |                 |                 |                 |                       |
|                     |             |                 |                 |                 |                       |

\* Haz/Mat means Hazardous Materials

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### SAMPLE POLICY FOR A CAMPING MINISTRY (Appendix F)

#### Camping Ministry Safe Sanctuary Policy

##### **Purpose**

Our purpose in establishing a policy is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all of our children and youth. This policy applies to all of our children and youth, from birth up to 18 years of age.

##### **Context**

God calls us to make our camps safe places, protecting children from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong.

The Discipleship Ministry Team of the Ministry Council of the Cumberland Presbyterian Church strongly encourages safe sanctuary policies for its congregations and camps.

We recognize that children are our present and our future, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

##### **Our Covenant to Protect the Families of Our Camp Community – A Safe Sanctuary**

As a Christian community of faith and a Cumberland Presbyterian Camp, we pledge to conduct the ministry of the gospel in ways that work to help ensure the safety and spiritual growth of all of our vulnerable visitors, as well as all of the staff and volunteers who work with them.

In working to provide an environment that protects our children and youth from emotional, physical, and sexual exploitation, neglect, and abuse, we will:

- Follow reasonable safety measure in the selection and recruitment of staff and volunteers
- Implement prudent operational procedures in our programs and events
- Educate all staff and volunteers who work with children regarding the use of appropriate policies and methods
- Have a clearly defined procedure for reporting a suspected incident of abuse

- Inform the presbyteries, congregations, and specifically parents of our policies and procedures.

### **Conclusion**

In all of our ministries with children and youth, \_\_\_\_\_ is committed to demonstrating the love of Jesus Christ so that each of them will be “surrounded by steadfast love, may be established in the faith, and confirmed and strengthened in the way that leads to life eternal.

### **Procedures Supporting the Safe Sanctuary Policy**

The guidelines and procedures discussed herein are those adopted and followed by our camp staff, including volunteers, and which directly or indirectly relate to the issue of our Safe Sanctuary Policy (hereafter “SSP”). By adhering to these guidelines/procedures, \_\_\_\_\_ Presbytery staff and volunteers support the successful operation of a safe sanctuary. The guidelines/procedures are designed to reduce the possibility of abuse to the children or youth and to protect staff/volunteers from unwarranted accusations.

Providing adequate supervision during all gatherings and activities is essential to insure that all are cared for and that supervision will continue if an emergency arises. The following policies are in place to protect our children, youth, paid staff members, and volunteers.

#### **I. General Guidelines/Procedures/Rules**

The following rules/requirements shall apply to all children and youth camping activities. They apply as appropriate to children and youth who are protected by our Safe Sanctuary Policy and, as needed, to the staff and volunteers who work with them.

#### **Opening and Closing Day Procedures: Drop-Off and Pick-Up**

On opening day, all counselors and the director are to be present when the campers and parents arrive. During check-in, the parents or guardians are to identify themselves with a valid form of identification and names recorded. Names of other parents or guardians who may be picking up the camper(s) are to be recorded, as well. During the check-in time, the parent or guardian will also give to the staff all medications for the child.

#### **Facility Safety**

Exposure reduces the risk of abuse. Doors to rooms where windows do not provide external visibility and children and youth are present should remain open whenever feasible and practical. When open doors are not practical, the risk will be reduced by additional supervision.

Fire escape routes will be published in each cabin/room or common areas joining rooms throughout the campgrounds. SSP reporting procedures will be kept by each telephone on the campgrounds.

#### **Safe Sanctuary Awareness**

We will conduct safe sanctuary awareness training for our staff during staff training week. All Staff must sign and have on file in the camp office a Participation Covenant and acknowledgement of having received the safe sanctuary policies and procedures.

#### **Two Adult Rule**

Supervision and accountability are important to reduce the risk of abuse and injury. During all activities and events one adult will not be alone with a child or youth, except where specifically authorized within this SSP. For small group activities where one adult supervises one group, two or more groups are to meet in sight of each other. The two-adult rule requires that no matter the size of the group, there will always be at least two adults present. This may include the presence of an adult “roamer” who moves to and from activities. All adults must have training in safe sanctuary policies and procedures. Spouses may not act as “two adults” except where specifically authorized within this SSP.

#### **One-on-One Counseling**

All counseling sessions must be conducted in designated camp area. Any time an adult (ideally the Pastor of the Week) meets with a child or youth on a one-on-one basis, this type of contact should be held when others are nearby, though not within listening distance. This may take place in the dining hall, a pavilion or in other similar locations throughout the camp at the discretion of the pastor of the week or camp director.

**“Four/Five Years Older” Rule**

This rule will apply at all events. Persons supervising youth or children will be at least 4 or 5 years older than the oldest youth participant. Youth under the age of 18 may serve as staff/volunteer activity leaders, provided they serve under the supervision of two or more trained and screened adults. Persons under the age of 18 will not have authority over children or youth. Some events may require that the supervising adult be 22 years of age or older, and if so, those requirements will be communicated to all adults prior to the beginning of the event.

**Cabin Accommodations**

There will be separate sleeping areas for males and females at all camps, except where specifically authorized within this SSP. There are to be two adults to each cabin.

**Shared Shower/Bathing Conditions**

In the event of open showers, separate shower times for children/youth and for adults shall be designated to prevent youth and adults showering together. Instances may occur where swimsuits may be needed as the primary means of complying with this rule.

**Adult/Youth Ratios**

Activity directors should work to ensure that the ratio of adults to youth should be at least 2:24 at all gatherings.

**Water Activities**

When the campers are participating in water activities (i.e., swimming or canoeing), at least two lifeguards must be present at a minimum ratio of 2:24. Counselors swimming or canoeing with campers will act as supervisors during these times, as well. Lifeguards at the lake will have a watercraft available for emergency use at all times.

**Bonfires**

Minimum adult to camper ratio shall be 2:24 during bonfires or in the presence of fires.

**Walking along trails**

When counselors and campers are walking or hiking on the trails, the two counselor rule applies.

**Small Groups**

For children and youth small group experiences, two adults in each group is preferred. When that is not possible, each group must meet within sight of one another so that adequate supervision is maintained. If appropriate, counselors may also combine their groups.

**Gender Composition**

When a group of children or youth consists of both genders, the accompanying adults shall also be of both genders whenever possible.

**Medical Release and Parental Permission Forms**

All children and youth shall have a completed medical release form and completed parental/guardian permission forms on file with the camp office prior to participating in camp sponsored events or activities. These may be event or activity specific, or general in scope.

**First Aid and CPR**

All staff are encouraged to be trained and certified in first response crisis procedures. All volunteers are encouraged to take such training and to obtain their certifications as appropriate. Training opportunities for First Aid Provision and CPR will be made available to staff members. These training opportunities may be provided through third party activities not directly affiliated with the camp.

**Camp Nurse**

A camp nurse will be designated on staff. He or she is responsible for all medications and their distribution to the appropriate campers. All medications must be turned in to the camp nurse. A record of all medicines dispensed will be kept in the daily medical log, as well as any treatment given to any person visiting the nurse, children, youth, or adult.

For times away from the main camp, the camp nurse will orient a staff member to provide routine health care for participants and to handle emergencies.

### **Transportation in the Event of an Emergency**

If a camper becomes ill or an extreme emergency takes place, the counselor is to notify the director or assistant director who may call for an ambulance to come take the camper to the hospital. If the emergency is not life threatening, the director may deem it appropriate to transport the camper to the hospital using his or her personal vehicle. In this case a second screened adult will accompany. All counselors will have small first-aid kits with them for 'first response' supplies. If they need additional first-aid supplies, they will be able to find them in the camp office. In all cases, the camp director is to be notified.

### **Evacuation Procedures**

In the event of an emergency, all counselors and campers are to be evacuated to the designated area. At the beginning of every week, these procedures will be reviewed with the campers by the counselors. An emergency drill may be used if the director feels that it is necessary for that week; he or she is to use discretion in this area.

## **II. Participation Covenants**

All staff persons, volunteers, and activity/mission participants who can understand the covenant shall sign a participation covenant. In a situation that has continuous care, this covenant can be in the form of clear, posted rules that are explained to the participants at the outset of the program. Additionally, the camp director or designated representative shall keep copies of all covenants on file in the camp office.

## **III. Training – Supporting Education on SSP and Procedures/Forms**

Training on safe sanctuary is a requirement for all camp staff persons, and all volunteers in charge of children and youth activities. Training of staff will include information about the problem of child abuse (including child sexual abuse), recognition of signs of abuse, familiarity with measures to reduce risk, and familiarization with specific procedures related to the site and contained in this chapter of the Administrative Handbook. The training requirement for volunteers may be met by reviewing this chapter of the Administrative Handbook and participation in an abbreviated session led by the director or assistant director to cover key points for safety. Both staff and volunteers will document their training by signing the attendant certification that the individual has read and understands the material, agrees to comply with the policy, procedures, and rules; and, has signed a Participation Covenant. Training for all counselors will be offered during the staff training week before camping begins.

## **IV. Employment Candidates/Hiring and Volunteer Screening**

Careful screening is one way to reduce the risk of abuse of children and youth. It can be time consuming and expensive, but well worth the effort in peace of mind that the most reliable, committed, and experienced staff and volunteers are in place for every program that involves children and youth.

The following guidelines will be applied when reviewing and selecting staff for camping ministry:

- All applicants will complete the approved \_\_\_\_\_ Registration Form
- A person selected must have a completed background check and document the results for the personnel files of the camp. This will include criminal background investigation and reference check.
- Staff training, covering all policies and procedures related to children and/or youth, must be provided at least once a year. All staff must attend this training every year.

## **V. Reporting**

Once an incident of child abuse occurs or allegation of an incident is made, it is crucial that it be dealt with speedily and in a clearly outlined manner. The first response will be to insure the safety of the child and remove the alleged offender. The person who observes alleged abuse or to whom such alleged abuse is reported must immediately report the incident to the Tennessee Department of Children's Services. He/she shall also report the incident immediately to the person in charge of the related activity, and to the Director. In the event the Director is directly the subject of an allegation, the report should be made to other director, the Board(s) of Christian Education, and the Stated Clerk(s).

Upon receiving such information, the Director or Directors will speak to the alleged victim and his/her parents immediately. The Director or Directors will take appropriate steps to insure that proper reports have been made to the Tennessee Department of Children's Services and will notify the Board(s) of

Christian Education or Stated Clerk (s). This provision notwithstanding, any person defined as a “mandatory reporter” under Tennessee State law must comply with reporting requirements set forth in TCA 37-1-401 et seq. (2001)

Persons who are the objects of the report will be required to refrain from all children’s/youth activities until the incident report is resolved. In any removal of a person from any children’s/youth activities, care should be taken to handle this in a discreet manner, recognizing that an investigation is still being conducted.

#### **VI. Response to Allegations of Abuse**

A quick, compassionate, and unified response to an alleged incident of child abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse in a children’s or youth activity, all volunteers or staff involved in that activity shall be at the service of all official investigating agencies.

A designee of both presbyteries is/are the only person/s authorized to make statements to representatives of the media.

If the allegation concerns activities or persons outside any relationship to a camp related event or activity, it is the responsibility of the person in charge of that event or activity to inform the Director (s).

If allegations are made against the Director, the other director, Board(s) of Christian Education, and Stated Clerk(s) shall be contacted immediately and care for the responsibilities assigned to the Director in this policy.

#### **VII. Administration – Procedures for Maintaining the SSP**

A review of this policy should be made once a year with necessary changes being made and approved by both presbyteries.

#### **APPENDIX A - DEFINITIONS**

“*Adult*” means a person 18 years of age or older.

“*Child*” means any person under the age of 18.

“*Children’s Activities*” means any activity or program in which children are under supervision of persons (staff or volunteers) in charge of these activities.

“*Camp*” means \_\_\_\_\_ Presbyterian Camp.

“*Staff*” or “*Staff person*” means any person working a camp for Columbia and Murfreesboro Presbytery.

“*Persons required to report child abuse*” “According to Tennessee law, all persons (including counselors, teachers, doctors, mental health professionals, child care providers, dentists, family members and friends) must report suspected cases of child abuse or neglect. Failure to report child abuse or neglect is a violation of the law.”

<http://www.tennessee.gov/youth/childsafety/whoshouldreport.htm> (insert child protection laws for your state)

According to the Tennessee Code Annotated 37-1-403 regarding the reporting of brutality, abuse, neglect or child sexual abuse; notification to parents of abuse on school grounds or under school supervision, and confidentiality of records:

(1) Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse or neglect.

(2) Any such person with knowledge of the type of harm described in this subsection (a) shall report it, by telephone or otherwise, to the:

(a) Judge having juvenile jurisdiction over the child;

(b) Department, in a manner specified by the department, either by contacting a local

representative of the department or by utilizing the department's centralized intake procedure, where applicable;

(c) Sheriff of the county where the child resides; or

(d) Chief law enforcement official of the municipality where the child resides.

(3) If any such person knows or has reasonable cause to suspect that a child has been sexually abused, the person shall report such information in accordance with § 37-1-605, relative to the sexual abuse of children, regardless of whether such person knows or believes that the child has sustained any apparent injury as a result of such abuse.

(a) The report shall include, to the extent known by the reporter, the name, address, and age of the child, the name and address of the person responsible for the care of the child, and the facts requiring the report. The report may include any other pertinent information.

*“Person in charge of a children's/youth activity”* means the adult camp volunteer or employed staff person responsible for the conduct of this activity, such as but not limited to a counselor, activity coordinator, or music leader.

*“We”* means the presbytery.

*“Child Abuse/Neglect”* as defined under Tennessee law is: Abuse exists when a person under age 18 is suffering from, has sustained, or may be in immediate danger of suffering from or sustaining a wound, injury, disability, or physical or mental condition caused by brutality, neglect, or other actions or inactions of a parent, relative, guardian, or caretaker.

Severe child abuse means:

- The knowing exposure of a child to or the knowing failure to protect a child from abuse or neglect that is likely to cause great bodily harm or death, and the knowing use of force on a child that is likely to cause great bodily harm.
- Specific brutality, abuse, or neglect towards a child that in the opinion of qualified experts has caused or will reasonably be expected to produce severe psychosis, severe neurotic disorder, severe depression, severe developmental delay or retardation, or severe impairment of the child's ability to function adequately in the child's environment, and the knowing failure to protect a child from such conduct.
- The knowing failure to protect the child from the commission of any such act towards the child
- Knowingly allowing a child to be present within a structure where the act of creating methamphetamine is occurring.

Neglect/Neglected child means a child:

- Who is under unlawful or improper care, supervision, custody, or restraint by any person, corporation, agency, association, institution, society, or other organization, or who is unlawfully kept out of school.
- Whose parent, guardian, or custodian neglects or refuses to provide necessary medical, surgical, institutional, or hospital care for the child.
- Who, because of lack of proper supervision, is found in any public place the existence of which is in violation of the law.
- Who is in such condition of want or suffering or is under such improper guardianship or control as to injure or endanger the morals or health of the child or others.

### **Sexual Abuse**

Child sexual abuse means the commission of any act involving the unlawful sexual abuse, molestation, fondling, or carnal knowledge of a child under age 13 that on or after November 1, 1989, constituted the criminal offense of:

- Aggravated rape, sexual battery, or sexual exploitation of a minor
- Criminal attempt for any of the offenses listed above
- Especially aggravated sexual exploitation of a minor
- Incest
- Rape, sexual battery, or sexual exploitation of a minor child sexual abuse also means one or more of the following acts:

\* Any penetration, however slight, of the vagina or anal opening of one person by the penis of another person, whether or not there is the emission of semen

- \* Any contact between the genitals or anal opening of one person and the mouth or tongue of another person
- \* Any intrusion by one person into the genitals or anal opening of another person, including the use of any object for this purpose
- \* The intentional touching of the genitals or intimate parts, including the breasts, genital area, groin, inner thighs, and buttocks, or the clothing covering them, of either the child or the perpetrator
- \* The intentional exposure of the perpetrator's genitals in the presence of a child, or any other sexual act intentionally perpetrated in the presence of a child, if such exposure or sexual act is for the purpose of sexual arousal or gratification, aggression, degradation, or other similar purpose
- \* The sexual exploitation of a child, which includes allowing, encouraging, or forcing a child to solicit for or engage in prostitution or engage in sexual exploitation of a minor

### **Emotional abuse means**

Mental injury means an injury to the intellectual or psychological capacity of a child as evidenced by a discernible and substantial impairment in the child's ability to function within the child's normal range of performance and behavior, with due regard to the child's culture.

Note: For the purposes of this Policy, this definition includes vulnerable adults.

## **APPENDIX B: SUPPORTING FORMS AND CHECKLISTS**

The forms in this section are those commonly used and which are related directly or indirectly with the SSP as implemented by \_\_\_\_\_ Presbyterial Camp.

Where applicable, they are required to be used. They are available in the camp office and may be requested at any time.

We recommend the following forms:

- Participation Covenant Accident Report Form
- Authorization and Request for Criminal Records Check Staff Application or Registration/ Form for Reference Check
- Report of Suspected Incident of Child Abuse

**Other emergency guidelines of the campground or facility must be used in the event of an emergency.**

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## **CHECK LIST FOR CREATING YOUR OWN POLICY (Appendix G)**

### **Checklist for a Child Protection and Church Emergency Management Plan Safe Sanctuary Policy** *(Do not put anything into your policy that you do not plan to monitor or implement)*

#### **I. CRISIS/EMERGENCY MANAGEMENT TEAM**

- A. Does the church have a "Crisis Management Team," (comprised of church leaders, emergency services personnel, members of the congregation, local doctor, local pediatrician, EMT, etc.) which has helped the church to identify appropriate emergency policies and procedures?
- B. How are members of this team identified? What are their specific responsibilities to the church and to the "Crisis Management Team"?
- C. Is there a church emergency management plan?
- D. What is the chain of command?
- E. Is the church emergency management plan reviewed annually?
- F. Is new staff trained in the implementation of the plan?

#### **II. CHILD PROTECTION**

A. Age: In recruiting and hiring volunteers and paid staff to work with children, youth and vulnerable adults or in any position of authority, a consideration of age must be undertaken (typically 18 years of age or at least 4 years older than the age of the persons they are working to serve).

B. Two adult rule: Two non-related adults or one adult with the door open and a “floater” monitoring frequently

C. Check-in/check-out Procedure: Churches should evaluate the need for check- in/checkout procedures and/or attendance logs for events/programs.

D. Open Doors: An open door/window in door environment is one of the best protective measures.

E. Reference Checks: It is recommended that church leaders check at least two references for each primary worker. The references may be done by phone, email, or in person.

F. Screening Application: Careful thought should be given to the application process.

G. Background Checks: It is a best practice for all clergy, paid staff and volunteers who have supervisory responsibility for children, youth (e.g. youth group leaders), vulnerable persons and all other church employees, to the extent permitted by law, prior to employment, to be checked to determine current or historic child abuse or sexual misconduct, criminal records, violent or pedophilic behavior.

It is recommended that churches engage the service of a background investigation service or use the free service of the Discipleship Ministry Team.

To perform a Background check all applicants must sign a “Release Form and Disclosure Agreement.” It is also a good practice to have applicants sign a “Participation Covenant Statement” form as part of the application process. It is a best practice for all clergy, paid staff and volunteers who have supervisory responsibility for children, youth (e.g. youth group leaders), vulnerable adults and all other church employees, to the extent permitted by law, prior to employment, to be checked to determine current or historic child abuse or sexual misconduct, criminal records, violent or pedophilic behavior.

H. Prior Convictions: There are a number of convictions which indicate an individual may not be a suitable candidate to work or volunteer.

### III. SEXUAL ABUSE

A. Do all workers in the children’s and youth departments know that state law requires notification of appropriate agencies in the event of suspected physical and/or sexual abuse?

B. Is training in “responding to allegations of child abuse” provided to the pastor, all children/youth department teachers, and other church leaders?

C. Does the church have a procedure for addressing allegations of child abuse which

a. are disclosed on church property

b. are alleged to have occurred on church property

c. are alleged to have occurred during an off-site church sponsored event

d. are alleged to have involved church leadership?

D. Are background checks required and conducted for persons who have significant programmatic responsibility for children and youth? Where is documentation of these background checks filed?

### IV. FIRE (OR OTHER EMERGENCY THAT REQUIRES EVACUATION)

A. What is the procedure for orderly evacuation of the congregation in the event of a fire or other such emergency (loss of utilities, fire, tornado, earthquake, chemical release from a highway or railroad, bomb threat)?

B. Who is responsible for implementing the plan?

C. Are the ushers and pastor thoroughly familiar with the plan?

D. Are posters showing the evacuation route(s) posted in prominent places in the church?

E. Is there a sign near the elevators indicating that they are not to be used in the event of a fire?

F. How will all occupants in the building be quickly notified in an emergency?

G. In an evacuation of the church, is there a procedure to account for all occupants (worshippers and staff)?

H. Do all doors leading outside have lighted exit signs and are they working?

I. Is there an emergency lighting system that will automatically activate if electrical service is lost?

J. What relationship has been established with local emergency services personnel?

K. Is there an identified common meeting place when the building is evacuated, so that families are re-united?

L. Does the church have the proper number and type of fire extinguishers and are they located as recommended by the fire marshal and/or the insurance company?



- M. Are they inspected and serviced annually by a professional fire suppression service person?
- N. Is training provided to pastor/ushers in (a) type of fires, (b) fire extinguisher use?
- O. Are there smoke detectors and a fire alarm system installed throughout the building? Are they regularly maintained?
- P. Where is the closest emergency medical facility? Phone number?
- Q. Where is the safest place in the church in the event of a tornado?
- R. Is the church in an area vulnerable to earthquakes?
- S. Are there measures that can be taken to protect worshipers in the event of a tornado or earthquake?

## V. HEALTH

- A. What are the procedures for handling a disruption during a worship service, such as: (a) participant injury, (b) participant illness, or (c) intruder on church property?
- B. Are the ushers and pastor practiced in implementing these procedures?
- C. If so, what types of training have been provided and by whom? How is documentation of this training maintained?
- D. Where is the first aid-kit located? Is there more than one available? Who knows its location? Who is responsible for maintaining the supplies in the kit?
- E. Which members of the congregation are trained in CPR and First Aid? How are these members identified and who is responsible for verifying their certification?
- F. Is someone trained in CPR and First Aid available at all services? Who is responsible for verifying that someone trained in CPR and First Aid is present at all services?

## VI. INSURANCE

- A. Does the church have adequate property (building and contents) and liability insurance coverage?
- B. Does the church leadership know what is covered by insurance, including the medical component of the general liability policy?
- C. When was the church and manse insurance coverage last reviewed?
- D. Does the pastor or church carry insurance on the items of the pastoral family in the manse and personal liability?
- E. What records and documentation will the insurance company want to see?
- F. If the church is located in a flood plain, and if so, is there flood insurance?
- G. If the church is subject to flooding, can permanent flood-proofing measures be taken?
- H. Is the church located in an area that is vulnerable to earthquakes?

## VII. NOTIFICATION/MEDIA/COMMUNICATION

- A. Does the church have in place a procedure for quickly notifying the congregation in the event of a cancellation of service or an emergency?
- B. Who decides when to cancel a church-related service or meeting?
- C. Who is to be notified in the event of an emergency?
  - a. Fire and rescue – 911
  - b. Pastor, if not already involved
  - c. Church Session Clerk
  - d. Chair of Building Committee
  - e. Insurance agent
- D. Has the church designated one person (i.e., media contact) to talk to the media in the event of an emergency on church property or to church leadership?
- E. How will the media contact obtain accurate information regarding the situation?
- F. How are ushers or other church leaders trained to direct media to the “media contact”?
- G. Is there a phone readily available for emergency use during all functions?
- H. Is a fully charged cellular phone provided for use during all events held away from the church?
- I. Are appropriate notification/emergency numbers posted next to all phones?
- J. Are there procedures in place to ensure that the proper parents/guardians pick-up a child from functions held at the church?

### VIII. RECORD KEEPING AND STORAGE

- A. What types of records and papers are considered important by the church?
- B. Where are important records and papers kept?
- C. Are these records and papers secure in the event of a fire, flood, or high wind event?
- D. Which persons know where such records are kept and have access to them?
- E. Is there a copy of all crucial corporate papers and computer files stored at an off-site location?
- F. Is there an up-to-date inventory and/or video tape of all moveable contents, such as office and sound equipment, TV/DVDs and ceremonial pieces such as gold or silver candlesticks and other easily stolen items? Who is responsible for maintaining the inventory? Is the inventory and/or video tape stored at a location away from the church building? Who is responsible for keeping the most recent version?
- G. In the event of destruction or damage to church property, was damage photographed or videotaped?
- H. Was a record made of all decisions relating to damage to church property?

### IX. SAFETY AND BUILDINGS

- A. Who is responsible for snow and ice removal from church property?
- B. Who is responsible for the maintenance of all church property?
- C. Are the facilities routinely monitored for potential hazards?
- D. Are the cutoffs for all utilities clearly marked so that electricity, gas and water can be shut off quickly? Are they kept free of any storage items which would prevent quick access in an emergency?
- E. Who knows the location of the well and septic system?
- F. Is there a policy in place that states that hazardous materials should not be stored in the church?
- G. Has the maximum number of occupants been calculated for all rooms in the church and is this number posted in a prominent place in each room?
- H. Is the building protected by protection systems (sprinklers, alarms, water level monitoring equipment)?
- I. Do all electrical outlets near sinks have Ground Fault Circuit Interrupter (GFCI) receptacles? Do all children's rooms have electrical outlet protectors?
- J. Is the church handicapped accessible?
- K. Who is responsible for controlling the temperature in the church, especially the sanctuary?
- L. Is there more than one person trained in the operation of the church's heating and cooling system?
- M. Have structural measurers been taken on the church buildings to mitigate (reduce) the effects of wind damage from a hurricane or tornado (reinforcements of the frame at the foundation and in the rafters, extra nails, etc)?

### X. TRANSPORTATION

- A. If the church has a van(s) or bus used to transport members of the congregation, are there procedures in place for use of the vehicles?
- B. Do the procedures require the use of a "travel log" which documents all travel (i.e., person driving, miles driven, destination, problems/concerns with vehicle, driver's signature)?
- C. Do the procedures prohibit the transportation of anyone under the age of 16 in a vehicle that does not have seats attached and that is not designed for transporting people? (State Law)
- D. Do the procedures specify that only qualified drivers are allowed to operate the vehicles?
- E. Do they possess a valid driver's license? Have their driving records been checked to verify that they do not have driving-related offenses, which might suggest that they should not be transporting church passengers?
- F. Is a fully charged cellular phone provided for use during transportation?
- G. Do the procedures require that all church-owned vehicles being used to transport people carry a stocked first aid kit, reflectors, and a fire extinguisher?
- H. Do the procedures outline the steps that should be taken in the event of a medical emergency during transportation? How are drivers training in these procedures?
- I. Do the procedures require that two adults be present at all times when children are riding in the vehicles?
- J. Do the procedures require a quarterly inspection of the mechanical soundness of the vehicles in

addition to the required annual state inspection?

- K. Is there a church member responsible for the routine maintenance of church-owned vehicles?
- L. Do the procedures require that all drivers be thoroughly trained in the operation of the vehicle being driven and have demonstrated their proficiency?
- M. Do the procedures require all passengers to buckle seat belts?
- N. How are drivers trained to address situations in which passengers refuse to buckle their seat belts?
- O. Do the procedures require that the number of passengers not exceed the number specified in the vehicle owner's manual?
- P. Do the procedures outline steps to be taken in the event of an accident involving a church-owned vehicle while transporting passengers?
- Q. Is there a policy regarding the proper loading of a trailer being towed behind a church-owned vehicle?
- R. For churches with 15-passenger vans- has the church addressed recent concerns by the insurance industry that 15-passenger vans have the potential to flip over when the rear seat is full with passengers, luggage, etc.?

## XI. FINANCIAL SECURITY

### A. INTERNAL

- a. Are the ushers and treasurer bonded?
- b. Is there an annual audit conducted of the church's financial records?
- c. Is there a unified church budget that facilitates controlled spending by departments within the church? Is there a purchase order system in place for all purchases charged to church accounts?

### B. EXTERNAL

- a. Are there adequate procedures in place to prevent theft of the offering as it is being counted or transported to the bank?
- b. Are there procedures in place to prevent theft of or from purses of choir members during choir practice or worship service?
- c. Are all buildings kept locked unless in use by members of the congregation or other authorized persons/groups?
- d. Who has keys to church buildings?
- e. Are there procedures for documenting the distribution and use of church keys?

## XII. DISASTER RESPONSE

- A. When there is a disaster in the community, does the local emergency management or other organizations have expectations of a service the congregation will provide? Who coordinates/liasons such activities? Who has oversight of the facilities under such conditions?
- B. Existing agreements such as sheltering, mass feeding, housing of donated goods?
- C. Trained volunteers for certain jobs?
- D. Do your facilities include special features that are valuable during such times?
- E. Is there a safety inquiry system for your membership and immediate neighbors? Your neighborhood?
- F. Who are the persons with disabilities (temporary or permanent) in your congregation or neighborhood who may need extra help or attention at this time?
- G. Can the church facilities be used as a temporary shelter for evacuees or disaster survivors?
- H. Can the church facilities be used on a long-term basis for disaster volunteer housing? If so, is your District Disaster Response Coordinator aware of this?
- I. How can the church assist in a community emergency?
- J. Is a telephone tree or system in place to check on elderly, ill or home-bound church members' needs during an evacuation order or after a disaster strikes? What if telephones are out of order?

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**BACKGROUND CHECK FORM  
(Appendix H)**

**RELEASE FORM and DISCLOSURE AGREEMENT**

I have signed this Release Form and Agreement as an expression of my commitment to help protect children, young people, and other vulnerable persons who may participate in programs sponsored by the Cumberland Presbyterian Church. Accordingly, I now request and authorize the release of the personal information described below to the church or its agents:

\* Any records of arrests, charges, or convictions of me contained in the files of any law enforcement agency or other government entity, whether such file is local, state-wide, or national.

\* Any information related to my previous employment, including information about my character, job performance, and any termination of employment.

\* Any information related to disciplinary proceedings against me for sexual misconduct or other immoral behavior before any church body (including a session, presbytery, special commission, disciplinary committee, or ministerial committee or other comparable church body).

I agree to release, hold harmless, and indemnify any person or organization which discloses information as requested in this Release from and against any liability, cause of action, or claim of damage which could be brought by me or on my behalf as a result of the release of the information. I understand that the information disclosed may be considered confidential and may be used as the basis of a decision not to permit me to participate as a leader in programs of the church.

My consent to the release of the information described above shall expire six (6) months after the date of this Release. My agreement to hold harmless any person who discloses information as requested in this Release shall not expire.

The following information is required by every person invited to serve in a leadership role in the team's programs and events, especially those involving children and youth. Answering yes to any of the following questions may not disqualify you from consideration, but providing false answers will result in automatic disqualification. Please feel free to attach any explanation or additional information.

1. Have you ever been arrested or charged with a crime involving sexual misconduct or other immoral behavior? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Have you ever resigned position or been terminated for reasons related to sexual misconduct or other immoral behavior? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Have you ever had a civil lawsuit filed against you alleging sexual misconduct or other immoral behavior on your part? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Has any church body (including a session, presbytery, special commission, disciplinary committee, ministerial committee or comparable church body) ever determined that you engaged in sexual misconduct or other immoral behavior? Yes \_\_\_\_\_ No \_\_\_\_\_

I have read this Release Form and Disclosure Agreement and make this request to disclose information as described above. I certify that my answers provided above are accurate to the best of my knowledge.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print or Type FULL Name*

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

\_\_\_\_\_  
*Maiden Name (if applicable)*

\_\_\_\_\_  
*List all state in which you have resided from age 18.*

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COVENANT OF TRUST  
(Appendix I)

Covenant  
of  Trust

Ministerial Ethics for Cumberland Presbyterians

*A Study Guide for Ministers & Congregations of  
the Cumberland Presbyterian Church*

***Milton L. Ortiz***

# Covenant of trust

Ministerial Ethics for Cumberland Presbyterians

*A Study Guide for Ministers & Congregations of  
the Cumberland Presbyterian Church*

***Milton L. Ortiz***



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Versions of the Bible used in this study guide:

NIV: New International Version  
NRSV: New Revised Standard Version  
NLT: New Living Translation  
CEV: Contemporary English Version  
MSG: The Message  
AMP: Amplified Bible  
WE: Worldwide English  
NKJV: New King James Version

## INTRODUCTION

“Ethics:” Treating others the way you want to be treated.

BUT we don’t always do that; we sometimes act out of selfishness, peevishness, anger, self-pity or vengeance.

Well then, what about –

“Ethics:” Doing the right thing for the right reason.

BUT we don’t always know the right thing to do, and our motives can be hidden, even from ourselves.

So, we all need a moral compass, a guide for ethical behavior.

This study, “Covenant of Trust,” is intended for use in Cumberland Presbyterian churches. It engages both the minister(s) and members of the congregation. Its purposes are:

- To define ethical standards of ministry that are clear to the minister(s) and congregation
- To help the session and congregation better understand stresses in the ministry and the parameters of accepted ministerial conduct
- To help congregations explore ways they can healthily support their minister(s)
- To define accountability between the minister(s), session, congregation and presbytery, guided by “The Constitution” and “Rules of Discipline” in the *Confession of Faith for Cumberland Presbyterians*
- To aid in the creation of an atmosphere of trust and protection based upon mutual understanding, mutual integrity and reciprocal caring.

The study should include the minister(s) and as many members as possible or at least the session and other leaders. And don’t forget to include older youth; they often bring a different perspective.

An appropriate setting would be other than Sunday morning, possibly in conjunction with a light meal or dessert. Classes should not extend beyond one hour; 45 minutes would be preferable.

If possible, the study should be led by someone other than the congregation’s minister. This would leave him/her free to think and participate. Leaders might be a member or members of the congregation or another minister.

The leader of the group could make copies of each session or purchase handbooks for each participant from the Cumberland Presbyterian Resources ([resources@cumberland.org](mailto:resources@cumberland.org) or <http://ministrycouncil.cumberland.org/store>).

The more everyone understands the code of ministerial ethics, the greater the trust quotient will be between the minister(s) and congregation.

## Covenant of Trust

### Ministerial Ethics for Cumberland Presbyterians

Session 1

#### WHY STUDY MINISTERIAL ETHICS?

James P. Wind said that politicians, scientists, business leaders, everyday citizens, and our ministers increasingly find themselves in situations where they really do not know what to do. As a result, ethics has become a boom industry, and moral failure a regular front-page phenomenon. Conventional wisdom seems glaringly inadequate in the face of our environmental, technological, political, economic, and social situations.<sup>1</sup>

#### Opening Prayer

#### What Is Going On With The Pastors In America?

A research by the Francis A. Schaeffer Institute of Church Leadership Development in 2005 and 2006 surveyed 1,050 pastors. The following are the results:

1. Every one of the pastors surveyed had a close associate or seminary buddy who had left the ministry because of burnout, conflict in their church, or from a moral failure.
2. Ninety nine percent (89%) also considered leaving the ministry at one time. Fifty seven percent (57%) said they would leave if they had a better place to go-including secular work.

<sup>1</sup> James P. Wind, *Clergy Ethics in Modern Fiction*, in *Clergy Ethics in a Changing Society: Mapping the Terrain*, ed. James P. Wind, Tusell Burck, Paul F. Camenisch, and Dennis P. McCann (Louisville: Westminster John Knox, 1991), 9.

3. Seventy seven percent (77%) felt they did not have a good marriage!
4. Seventy five percent (75%) felt they were unqualified and/or poorly trained by their seminaries to lead and manage the church or to counsel others. This left them disheartened in their ability to pastor.
5. Seventy two percent (72%) stated that they only studied the Bible when they were preparing for sermons or lessons. This left only thirty eight percent (38%) who read the Bible for devotions and personal study.
6. Seventy one percent (71%) stated they were burned out, and they battled depression beyond fatigue on a weekly and even a daily basis.
7. Thirty eight percent (38%) said they were divorced or currently in a divorce process.
8. Thirty percent (30%) said they had either been in an ongoing affair or a one-time sexual encounter with a parishioner.
9. Twenty six percent (26%) said they regularly had personal devotions and felt they were adequately fed spiritually.
10. Twenty three percent (23%) said they felt happy and content on a regular basis with who they are in Christ, in their church, and in their home!<sup>2</sup>

#### Discussion Questions

1. What are your feelings after reading the survey?
2. What does this say to you?

#### Scripture & Reflection

*As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be*

<sup>2</sup> Richard J. Krejcir, *Statistics of Pastors*, <http://www.churchleadership.org>, (Accessed May 3, 2011).

*completely humble and gentle; be patient, bearing with one another in love.* (Ephesians 4:12 NIV)

For some people it would be problematic that the congregation is studying about their ministers' code of ethics, as if it were a private matter. In reality ministerial ethics is a public matter, not only because it is on the front-page but because we minister in a congregation and in a community, and not only that but also in a family, denomination and in collegial relations.

Morris Pepper said in his *Introduction to the Christian Ministry*: "Ethics have to do with standards of conduct, and moral judgments. They deal with right and wrong. They call for decisions. These decisions have to be based on something solid and true. For the Christian this includes the Ten Commandments, the life and teachings of Jesus, the principle of love, the leadership of the Holy Spirit, and a sense of responsibility"<sup>3</sup>

This study guide has been developed to help Cumberland Presbyterian congregations to understand the unique moral role of the ministers and the ethical responsibilities of their vocation. Hopefully this knowledge will also help congregations to be active participants in helping ministers, members of the congregations and the church as a whole to live a life worthy of the Gospel of Christ.

The Christian church has over time developed numerous ministerial codes to help the ordained minister to be most effective in ministry and to understand the different responsibilities related to the ethics of ministry.

Many of the provisions of this covenant used here are taken from ministerial codes, edited to include the most significant emphases, principles and specific guidelines, in

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<sup>3</sup> Morris Pepper. *An Introduction to Christian Ministry for Lay and Clergy Persons in the Cumberland Presbyterian Church* (Cordova, TN:BOCE, 2007), 133.

each category. It also includes references to the *Confession of Faith* and *Constitution* of the Cumberland Presbyterian Church.

There are a total of 12 sessions; each class has been developed for 45 minutes to one hour. The intent is to allow people to reflect, discuss and comprehend.

### Reflection Questions

1. What does this life "worthy of the calling" look like?
2. How do we as laity live this kind of "worthy" life in the midst of daily circumstances?
3. What are the expectations for the minister to live a "worthy" life or what should they be? Are they the same or different from that of the laity?
4. How do you feel about studying ethics from the perspective of the minister and the perspective of the laity?
5. In what form will this benefit the congregation, your minister and the whole denomination?

### Closing Prayer

## Covenant of Trust

### Ministerial Ethics for Cumberland Presbyterians

Session 2

#### BASIC ASSUMPTIONS ABOUT MINISTERIAL ETHICS

Joe E. Trull and James E. Carter said: “Clergy ethics affirms that to be a Christian minister means assuming certain basic obligations common to all clergy. These norms guide those called to serve toward an ethical ministry and stress the areas in which ministers are uniquely vulnerable.”<sup>4</sup>

#### Opening Prayer

#### Basic Assumptions about Ministerial Ethics

The following basic assumptions about ministerial ethics have been adapted from the book *Ministerial Ethics: Moral Formation for Church Leaders*:

1. “Most ministers want to be persons of integrity, persons whose professional lives uphold the highest ethical ideals.
2. Developing moral character and ethical conduct is a difficult process.
3. Every minister needs training in ethics and spiritual formation.
4. There is an art to doing ethics, one that can also be learned.
5. The central moral choice facing the Christian minister is the same one facing all professionals: Will I be an enabler or an exploiter?<sup>5</sup>\*

<sup>4</sup> Joe E. Trull and James E. Carter. *Ministerial Ethics: Moral Formation for Church Leaders* (Grand Rapids, MI: Baker Academic, 2004), 196.

*\*Ministers, like doctors and lawyers, must be sure that the service they render is given to enable, not to exploit financially, sexually, or in any other way.*

6. A ministerial code of ethics, if used appropriately, is beneficial to ministers and to the communities they serve.”<sup>5</sup>

#### Discussion Questions

1. What do you think about these basic assumptions regarding ministerial ethics?
2. How do you understand the statement, “Most ministers want to be persons of integrity, persons whose professional lives uphold the highest ethical ideals?”

#### Scripture & Reflection

*So if you have been raised with Christ, seek the things that are above, where Christ is, seated at the right hand of God. Set your minds on things that are above, not on things that are on earth, for you have died, and your life is hidden with Christ in God. When Christ who is your life is revealed, then you also will be revealed with him in glory. Put to death, therefore, whatever in you is earthly: fornication, impurity, passion, evil desire, and greed (which is idolatry). On account of these the wrath of God is coming on those who are disobedient. (Colossians 3:1-6 NRSV).*

As Paul has stated, certain conduct is expected after doctrine has been understood. If someone surrenders to Christ, it should have practical implications in the person’s life. This is true especially if you have been called to the ordained ministry.

In the Cumberland Presbyterian Church the same is expected: “The persons who fill this office should be sound in the faith, exemplary in conduct, and competent to

<sup>5</sup> Trull and Carter, *Ministerial Ethics*, 17-18.

perform the duties of the ministry.”<sup>6</sup>

Trull and Carter also said that from biblical times to the present, the moral character of the minister of the gospel was expected to be exemplary and “above reproach” (1 Tim. 3:3). Being a good pastor has always meant more than just maintaining minimal standards. It is a calling to maximum discipleship. “Follow my example, as I follow the example of Christ,” asserted Paul (1 Cor. 11:1). Ministerial ethics does not end when a pastor walks out the office door. In many ways it just begins.

Eldin Villafaña, a professor of ethics at Gordon-Conwell Theological Seminary, said that the complexity of life, given the big scientific, political, economic and socio-cultural changes, propels the Christian person to a mindset and a radical lifestyle. This mind and radical life is required precisely because the mind and life of this *αἰών* (Century / world) militates against the values of the Kingdom of God.<sup>7</sup>

The ethics of the minister involve many kinds of responsibilities: some responsibilities are related to the self, others to family, some to the congregation, and some to colleagues, to the denomination and to the community. Before we start reflecting on these responsibilities, on the next session we will study about the ordained ministry.

### Reflection Questions

1. What does it mean of to be raised with Christ? What are the things that are above?

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<sup>6</sup> *Confession of Faith for Cumberland Presbyterians* (Cordova, TN: OGA, 2010), 28.

<sup>7</sup> Eldin Villafaña. *Fe, Espiritualidad y Justicia: Teología Posmoderna de un Boricua en la Diáspora* (Rio Piedras, PR: Palabras y Mas, 2006), 7.

2. What is the implication of “you have died, and your life is hidden with Christ in God?” How do you think we will be revealed in Christ’s glory?
3. How can one put to death whatever in him or her is earthly?
4. What kind of things are fornication, impurity, passion, evil desire, and greed?
5. “Is ethics a matter of character or conduct?”
6. Does “what I am” determine “what I do”, or does “what I do” shape “what I am”?
7. Are moral choices endowed or acquired?<sup>8</sup>

### Closing Prayer

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<sup>8</sup> Trull and Carter, *Ministerial Ethics*, 46.

## Covenant of Trust

### Ministerial Ethics for Cumberland Presbyterians

Session 3

#### THE ORDAINED MINISTRY

According to Morris Pepper, the following experience is common to all people who experience God's call to the ordained ministry: "There is an urgent sense that God is calling us. It never lets up. It is a drawing, a wooing, a tugging, coming strongly at times, weaker at others, but never abating altogether. There is often, but not always, resistance and reluctance and excuse, and sometimes, refusal. Finally, it becomes a conviction that we are chosen, called and commissioned by God to the ministry of Word and Sacrament."<sup>9</sup>

#### Opening Prayer

#### Ministers of the Word and Sacrament

The following are the official statements of the Cumberland Presbyterian Church regarding the ordained ministry:

"**2.61** The office of minister of word and sacrament is unique in the life of the church as to responsibility and usefulness.

God calls persons and sets them apart for this ministry.

The persons who fill this office should be sound in the faith, exemplary in conduct, and competent to perform the duties of the ministry.

Persons who become ministers of the word and sacrament are due such respect as belongs to their office, but are not by virtue of their

office more holy or righteous than other Christians.

They share in the same vocation that belongs to all Christians to be witnesses to the gospel in word and deed.

They differ from other Christians only with regard to the office to which they are called, which is their station in life."<sup>10</sup>

#### Discussion Question

1. How can we be a congregation that treats God's call in the lives of our ministers with utmost respect while recognizing that their service with us is a blessing from God?
2. How do we, together with our ministers, answer God's call in our lives to serve Christ's Church and Kingdom?

#### Scripture & Reflection

*Now the word of the Lord came to me saying, "Before I formed you in the womb I knew you, and before you were born I consecrated you; I appointed you a prophet to the nations." (Jeremiah 1:4-5 NRSV)*

*Then I heard the voice of the Lord saying, "Whom shall I send, and who will go for us?" And I said, "Here am I; send me!" (Isaiah 6:8 NRSV)*

The experiences of Jeremiah and Isaiah are usually considered the model for other people's personal experience in relation to God's call to the ordained ministry. What is most important in both cases is that it is God who takes the initiative in calling women and men to the ordained ministry.

The Cumberland Presbyterian Church believes in an internal call. God moves on the hearts of persons, drawing them toward ordained ministry. Yet, this internal call needs

<sup>9</sup> Morris Pepper. *An Introduction to Christian Ministry for Lay and Clergy Persons in the Cumberland Presbyterian Church* (Cordova, TN:BOCE, 2007), 21.

<sup>10</sup> *Confession of Faith for Cumberland Presbyterians* (Cordova, TN:OGA, 2010), 28-29.

the external confirmation of the church. As the person moves toward ordination, he/she will do so in the company of others who are charged with overseeing their growth. These people will help discern if ordination is in fact their vocation in life. Just as God acts to call people personally, God acts through the corporate body of the church to support their work and confirm their call.

So, what do people do when they sense God may be calling them to ordained ministry? The following is the process:

1. First, they talk with their pastor or someone in leadership.
2. After talking with the pastor, they will meet with the session. This is the first official step in becoming a candidate for ministry.
3. The presbyterial Committee on the Ministry/Preparation will want to meet with the person after they receive the session's letter of recommendation.
4. The committee has the responsibility to recommend the person as a CANDIDATE at the next meeting of presbytery.
5. Once the committee is satisfied with the person's growth and development, he/she will be recommended for LICENSURE by the committee.
6. Once educational requirements are complete and the committee is satisfied with the person's progress, he/she will be eligible for ORDINATION.
7. To be ordained, the person must receive a formal call to ministry from a congregation, hospital, hospice program, university, etc., and must sustain examination by presbytery.<sup>11</sup>

Sometimes, a person becomes a candidate, a licentiate, even ordained, only to discover that he or she is not called to ordained ministry. In fact most ministers struggle to understand their calling.

### Reflection Questions

1. Who has taken the initiative in Jeremiah's call? How was Isaiah's call different?
2. What was God's expectation in Isaiah's case?
3. How can one hear God's spoken word at a specific time?
4. Have you ever been a part of someone's call to ordained ministry? As a friend? As an elder? As a family member? As a church member?
5. How can we foster the gifts for ordained ministry within our congregation?
6. On discovering one has not been called, the entire church-and especially those who discover they have not been called-can use help at this point. How can we help the church to understand such people can have valuable roles to play, and help them understand they have valuable contributions to make?

### Closing Prayer

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<sup>11</sup> *Understanding the Process for Ordination in the Cumberland Presbyterian Church* (Cordova, TN:PDMT, 2012), 19-24.



## Covenant of Trust

### Ministerial Ethics for Cumberland Presbyterians

#### Session 4

### MINISTERS' RESPONSIBILITIES TO THE SELF

Peter Scazzero said that the overall health of any church or ministry depends primarily on the emotional and spiritual health of its leadership. In fact, the key to successful spiritual leadership has much more to do with the leader's internal life than with the leader's expertise, gifts, or experience.<sup>1</sup>

#### Opening Prayer

#### Ministers' Responsibilities to the Self

The following sample codes have been adapted from the book *Ministerial Ethics: Moral Formation for Church Leaders*:

1. Maintain physical and emotional health through regular exercise, good eating habits, and the proper care of the body.
2. Nurture devotional life through a regular time of prayer, reading of the Scriptures, and meditation.
3. Continue to grow intellectually through personal study, comprehensive reading, and attending growth conferences.
4. Manage time well by properly balancing personal obligations, church duties, and family responsibilities, and by observing a weekly day off and an annual vacation.
5. Be honest and responsible in finances by paying all debts on time, never seeking special gratuities or privileges, giving

<sup>1</sup> Peter Scazzero. *The Emotionally Healthy Church: A Strategy for Discipleship that Actually Changes Lives* (Grand Rapids, MI: Zondervan, 2010), 20.

generously to worthwhile causes, and living a Christian lifestyle.

6. Be truthful in speech, never plagiarizing another's work, exaggerating the facts, misusing personal experiences, or communicating gossip.
7. Seek to be Christlike in attitude and action toward all persons regardless of race, social class, religious beliefs, or position of influence within the church and community.<sup>2</sup>

#### Discussion Questions

1. What do you think about these ministers' responsibilities to the self?
2. Are our minister's responsibilities to the self, incidental or intentional?

#### Scripture & Reflection

*Don't you realize that in a race everyone runs, but only one person gets the prize? So run to win!*  
(1 Corinthians 9:24 NLT)

*I discipline my body like an athlete, training it to do what it should. Otherwise, I fear that after preaching to others I myself might be disqualified.*  
(1 Corinthians 9:27 NLT)

Ministers' primary responsibility is to the self. This means that as Paul says, he/she is in a race and only he/she will answer to God for his/her whole person.

Lee Lebsack, a minister who coaches pastors, said in his website that early in his ministry he realized the need to feel good Body, Soul and Spirit. If he was going to have the emotional, physical and spiritual strength to help others, it had to begin in his life. The key was to have a balance. If one area is off

<sup>2</sup> Joe E. Trull and James E. Carter. *Ministerial Ethics: Moral Formation for Church Leaders* (Grand Rapids, MI: Baker Academic, 2004), 259-260.

balance, it weakens the rest. “If I feel good about myself,” he said “I will feel good about others. If I feel bad about myself, I will take it out on others.” His style of coaching includes the whole person, because it takes the whole person to be fulfilled completely. He questions “What about your personal devotions? What about your prayer schedule? What about your exercise time? What about your nutritional care? What about proper rest? What about bad habits? What about outside interests? As a coach, you can’t take someone on a journey you haven’t been on yourself.”<sup>3</sup>

### Reflection Questions

1. What is the race that we are running?  
What is the prize? What is the goal in this race?
2. How could Paul have disciplined his body to keep it under control? What was his motivation to do that?
3. How can we help our minister to maintain his/her responsibilities to the self, especially in relation to his/her physical and emotional health and devotional life?
4. How can we recognize our ministers’ need for rest and time away from work? Can we protect their time to have a day off and to have family time?
5. Can we as a congregation provide time and financial support for study, continuing education, and refreshment away from pastoral duties? (Consider the CP Ministers Conference, the CP Ministers Retreat and sabbaticals\*)

*\*Sabbatical is a release from the routine of the call for the physical, emotional, spiritual, and intellectual well-being of the minister.*

6. Can we affirm the concept that “every member is a minister” and will not expect the ministers to always be on call?
7. How can we differentiate between a true pastoral crisis and a need which can wait until a more appropriate time?

### Closing Prayer

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<sup>3</sup> Lee Lebsack, *The Pastor’s Personal Life*, [http://www.coachingpastor.com/personal\\_life.html](http://www.coachingpastor.com/personal_life.html), (Accessed November 4, 2012).

## Covenant of Trust

### Ministerial Ethics for Cumberland Presbyterians

Session 5

#### MINISTERS' RESPONSIBILITIES TO FAMILY

The Cumberland Presbyterian *Confession of Faith* says, “God created the family as the primary community in which persons experience love, companionship, support, protection, discipline, encouragement, and other blessings. It is the normal relationship into which children are born”.<sup>1</sup> Joe E. Trull and James E. Carter said, “The primary relationship in a clergy family is the relationship between the minister and spouse. That husband—wife bond must be stable and strong before the family can be stable and strong.”<sup>2</sup>

#### Opening Prayer

#### Ministers' Responsibilities to Family

The following sample codes have been adapted from the book *Ministerial Ethics: Moral Formation for Church Leaders*:

1. Be fair to every member of the family, giving them the time, love, and consideration they need.
2. Understand the unique role of the spouse, recognizing that his or her primary responsibility is as marital partner and parent to the children, and only then as church worker or assistant to the minister.

<sup>1</sup> *Confession of Faith for Cumberland Presbyterians* (Cordova, TN: OGA, 2010), 18.

<sup>2</sup> Joe E. Trull and James E. Carter. *Ministerial Ethics: Moral Formation for Church Leaders* (Grand Rapids, MI: Baker Academic, 2004), 71.

3. Regard children as a gift from God and seek to meet their individual needs without imposing undue expectations upon them.
4. If single, be discreet in dating practices, especially in relation to members of the congregation.<sup>3</sup>

#### Discussion Questions

1. What do you think about these ministers' responsibilities to family?
2. Are our minister's responsibilities to family, incidental or intentional?

#### Scripture & Reflection

*That's why a man will leave his own father and mother. He marries a woman, and the two of them become like one person.* (Genesis 2:24 CEV)

*So God created humans to be like himself; he made men and women. God gave them his blessing and said: Have a lot of children! Fill the earth with people and bring it under your control.* (Genesis 1: 27-28 CEV)

As we have seen in Genesis the primary relationship in the family is the relationship between minister and spouse. This is key for a minister to have healthy and intentional relationships with others.

Trull and Carter say that part of the challenge for ministers and their spouses is that their marriages are considered a model for church families. “Healthy marriages can model to others how a couple can remain in love, stay married, and function as a Christian couple even when dealing with stress, long work hours, inadequate income, and the demands of children.”

<sup>3</sup> Trull and Carter, *Ministerial Ethics*, 260 and 262.

They also said that a minister's marriage can present problems, when the model is negative rather than positive.

"Minister's children also often find themselves in the spotlight. Minister's children are no different from other children. They face the same stresses and temptations as others, and they experience the same disappointments and failures as others."

Regarding the single minister, "a church should not expect a single minister to spend more time in ministry just because he or she does not have a spouse and a family. A church should call a person to ministry on the basis of that person's dedication to Christ and the ability to perform the tasks required."<sup>4</sup>

The Confession of Faith, also says, "The church recognizes and ministers to people living in a variety of family patterns, including those persons who by choice or circumstances are single. It seeks to embrace each person and all groups of persons within the family life of the covenant community"<sup>5</sup>.

In essence, we can say that the same principles of ethical behavior and personal integrity apply to both the single and the married minister.<sup>6</sup>

### Reflection Questions

1. Why does a man leave his own father and mother when he marries a woman? What is the meaning of "becoming like one person?"
2. What is the meaning of men and women being like God? What is the implication of being blessed by God as man and woman?

3. What is the intention of having children in the family?
4. How can we help protect our minister's family from undue stresses?
5. What are the single minister's responsibilities to family?
6. Should a single minister date a church member? What should a single minister be aware of in relationships?
7. What consideration should be given to a pastor who has responsibility for an aging parent(s) or other dependent family member?

### Closing Prayer

<sup>4</sup> Trull and Carter, *Ministerial Ethics*, 71.

<sup>5</sup> *Confession of Faith*, 18.

<sup>6</sup> Trull and Carter, *Ministerial Ethics*, 73.

## Covenant of Trust

### Ministerial Ethics for Cumberland Presbyterians

Session 6

#### MINISTERS' RESPONSIBILITIES TO THE CONGREGATION

“The way a minister and members view one another depends on the relationships they have with one another. To a large degree, those relationships depend on the ministry skills the minister displays with them. Some of these skills are personal—the personal integrity of the minister. Others are professional—the ministering ability of the minister.”<sup>1</sup>

#### Opening Prayer

#### Ministers' Responsibilities to the Congregation

The following sample codes have been adapted from the book *Ministerial Ethics: Moral Formation for Church Leaders*:

1. Seek to be a servant-minister of the church by following the example of Christ in faith, love, wisdom, courage, and integrity.
2. Faithfully discharge time and energies as pastor, teacher, preacher, and administrator through proper work habits and reasonable schedules.
3. In administrative and pastoral duties, be impartial and fair to all members.
4. In preaching responsibilities, give adequate time to prayer and preparation, so that the presentation will be biblically based, theologically correct, and clearly communicated.

<sup>1</sup> Joe E. Trull and James E. Carter. *Ministerial Ethics: Moral Formation for Church Leaders* (Grand Rapids, MI: Baker Academic, 2004), 89.

5. In pastoral counseling, maintain strict confidentiality, except in cases where disclosure is necessary to prevent harm to persons and/or is required by law.
6. In evangelistic responsibilities, seek to lead persons to salvation and to church membership without manipulating converts, proselytizing members of other churches, or demeaning other religious faiths.
7. In visitation and counseling practices, never be alone with a person of another sex unless another church member is present nearby.
8. Do not charge fees to church members for weddings or funerals; for nonmembers, establish policies based on ministry opportunities, time constraints, and theological beliefs.
9. As a full-time minister, do not accept any other remunerative work without the expressed consent of the session.
10. In leaving a congregation, seek to strengthen the church through proper timing, verbal affirmation, and an appropriate closure of ministry.<sup>2</sup>

#### Discussion Questions

1. What do you think about these pastors' responsibilities to the congregation?
2. Do we understand that our pastors serve with us in God's service and are not “hired help” to do ministry?

#### Scripture & Reflection

*Be responsive to your pastoral leaders. Listen to their counsel. They are alert to the condition of your lives and work under the strict supervision of God. Contribute to the joy of their leadership, not its*

<sup>2</sup> Trull and Carter, *Ministerial Ethics*, 260-261.

*drudgery. Why would you want to make things harder for them?* (Hebrews 13:17 MSG)

Ministers' responsibilities to the congregations are a big task. Our concern is how to make it easy for them to accomplish this. Sometimes our differences with our pastor are not theological or work related, but relational.

According to the Constitution of the Cumberland Presbyterian Church,  
 "2.63 A minister who is called to be the pastor of a particular church is responsible to:

- a. lead the people in public worship;
- b. pray for and with them as their mouth to God;
- c. read the scriptures to the people and proclaim to them the word of God;
- d. administer the sacraments;
- e. bless the people from God;
- f. teach the scriptures to the children, youth, and adults;
- g. visit the people, especially the poor, the sick, the dying, and those with other critical needs;
- h. counsel with persons in their preparation for marriage;
- i. share in the personal witness of the church to unbelievers and those out of fellowship with the church;
- j. counsel with people, in light of the scriptures, about their personal needs and problems;
- k. counsel with disturbed and broken families;

1. and with the elders who comprise the session, lead and govern the church in all its ministries."<sup>3</sup>

#### **Reflection Questions:**

1. What does it mean to be responsive to our pastoral leaders?
2. What does it imply to listen to their counsel?
3. How can we understand that they are alert to the condition of our lives?
4. What does it mean that they work under the strict supervision of God?
5. How can we contribute to the joy of our ministers vs. their drudgery?
6. What are things that congregations might do that add to the drudgery of ministers?
7. What do you think is the proper level of expectation we should have of our pastors?

#### **Closing Prayer**

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<sup>3</sup> *Confession of Faith for Cumberland Presbyterians* (Cordova, TN: OGA, 2010), 29-30.

## Covenant of Trust

### Ministerial Ethics for Cumberland Presbyterians

Session 7

#### MINISTERS' RESPONSIBILITIES TO CHURCH LEADERS

Trull and Carter said, “good relationships among ministers and church leaders are crucial, and trust is essential for these relationships to survive.” They also say, “The main concern is getting the work of the church done without worrying about who gets the credit. Working as a team with a spirit of collegiality accomplishes that goal.”<sup>1</sup>

#### Opening Prayer

#### Ministers' Responsibilities to Church Leaders

The following sample codes have been adapted from the book *Ministerial Ethics: Moral Formation for Church Leaders*:

1. Striving to relate to all church leaders as partners in the work of God, respecting their ministry and cooperating with them.
2. Be supportive of and loyal to fellow church leaders, never criticizing them publicly or undermining their ministry.
3. Recognize one's own role and responsibility to the church leaders and do not feel threatened or in competition with any other minister of the church.
4. Maintain good relationships with others in ministry working in specialized ministries.<sup>2</sup>

<sup>1</sup> Joe E. Trull and James E. Carter. *Ministerial Ethics: Moral Formation for Church Leaders* (Grand Rapids, MI: Baker Academic, 2004), 121 and 129.

<sup>2</sup> Trull and Carter, *Ministerial Ethics*, 62.

#### Discussion Questions

1. How do we see our ministers and church leaders relating and working together in our church?
2. How does the congregation view the positions of the Pastor vs. the Elders, Deacons, Associate/Youth/Music Minister?

#### Scripture & Reflection

*We work together for God.* (1 Corinthians 3:9 WE)

*Greet Priscilla and Aquila, my co-workers in Christ Jesus.* (Romans 16:3 NIV)

*When Timothy comes, see to it that he has nothing to fear while he is with you, for he is carrying on the work of the Lord, just as I am.* (1 Corinthians 16:10 NIV)

According to the *Confession of Faith*, “**5.32** Jesus Christ as Lord and Head of the church has entrusted the government of the church to officers who make those decisions that will guide the life and ministry of the covenant community.

**5.33** These officers have the responsibility to serve the church, to examine and receive members into the communion of the church, to care for and nurture them in the faith, and to discipline with love and justice those who offended the gospel and the laws of the church.”<sup>3</sup>

“**2.31** The officers of a particular church are the minister in charge, who is ordained to proclaim the gospel and administer the

<sup>3</sup> *Confession of Faith for Cumberland Presbyterians* (Cordova, TN: OGA, 2010), 15-16.

sacraments; the elders who are members of the session, who are elected and ordained as the representatives and leaders of the people; and the deacons who are members of the diaconate, who are elected and ordained to care for the poor and others in need.”<sup>4</sup>

Churches sometimes have other ministers working as Assistant/Associate Minister, or Youth Minister, etc. Also, churches could have Music Director, Christian Education Coordinator, etc. And churches also have paid and no paid staff and volunteer leaders.

The ministers and all these church leaders “can provide the congregation with a model of servant ministry through their relationships with each other and by their performances of their responsibilities.”

If church members see the ministers and church leaders “who are constantly putting each other down, circumventing each other for a place of greater recognition in the church, and unable to relate well with their fellow ministers, they will have great difficulty in understanding what it means to be servants in Christ’s name.”<sup>5</sup>

Morris Pepper said, “don’t set elders against deacons, or vice versa, to get your own way.” This applies also to other ministers and staff in the church. “We are using negatives in these statements because we know that some of these means have been used for selfish ends. We need strong “no-nos” to put a stop to it. Pray God will give you grace and integrity enough to prevent ever setting groups in the

church against each other to achieve your aims.”<sup>6</sup>

“The servant image provides a model which is patterned after our Lord’s own ministry. When all church leaders are committed to this kind of ministry, they can serve as a catalyst for the whole congregation.”<sup>7</sup>

### Reflection Questions

1. What was Paul’s philosophy regarding ministers and leaders working together?
2. How does the church at Corinth see the ministry of Timothy? Should those views have been different?
3. What differences, if any, did Paul see between himself and others working with him in ministry?
4. How can we be supportive of ministerial and leaders relations?

### Closing Prayer

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<sup>4</sup> *Confession of Faith*, 25-26

<sup>5</sup> William P. Tuck, *A Theology for Healthy Church Staff Relations*. Review and Expositor 78 (winter 1981), 20.

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<sup>6</sup> Morris Pepper. *An Introduction to Christian Ministry for Lay and Clergy Persons in the Cumberland Presbyterian Church* (Cordova, TN: BOCE, 2007), 135.

<sup>7</sup> Tuck, *A Theology for Healthy Church Staff Relations*, 20.



## Covenant of Trust

### Ministerial Ethics for Cumberland Presbyterians

Session 8

#### MINISTERS' RESPONSIBILITIES TO COLLEAGUES

“Ministers are accountable to God for their personal lives and ministries. They are also accountable to other ministers. What one minister does can impact the ministry of many others, even though they may not serve in the same denomination. Ministerial accountability to one another, to the ministerial profession, and to God is vital to the work of the kingdom of God. Being a good minister involves relating to colleagues in cooperation rather than in competition.”<sup>8</sup>

#### Opening Prayer

#### Ministers' Responsibilities to Colleagues

The following sample codes have been adapted from the book *Ministerial Ethics: Moral Formation for Church Leaders*:

1. Endeavor to relate to all ministers as partners in the work of God, respecting their ministry and cooperating with them.
2. Seek to serve colleagues and their families with counsel, support, and personal assistance.
3. Refuse to treat other ministers as competition in order to gain a church, receive an honor, or achieve statistical success.
4. Refrain from speaking disparagingly about the person or work of any other minister,

<sup>8</sup> Joe E. Trull and James E. Carter. *Ministerial Ethics: Moral Formation for Church Leaders* (Grand Rapids, MI: Baker Academic, 2004), 120-121.

especially the predecessor or successor.

5. Enhance the ministry of the successor by refusing to interfere in any way with the church formerly served.
6. Return to a former church field for professional services, such as weddings and funerals, only if invited by the resident pastor or session.
7. Treat with respect and courtesy any predecessor who returns to the church field.
8. Be thoughtful and respectful to all retired ministers and, upon one's own retirement, support and love one's own pastor.
9. Be honest and kind in recommendations of other ministers to church positions or other inquiries.
10. If aware of serious misconduct by a minister, contact responsible officials of that minister's church body and inform them of the incident.<sup>9</sup>

*(“A complaint of misconduct on the part of a CP minister should be reported to the stated clerk of the presbytery or a member of the disciplinary commission”<sup>10</sup>)*

#### Discussion Questions

1. What do you think about these ministers' responsibilities to colleagues?
2. Have we ever contributed to difficulties between two ministers?
3. How can we prevent these kinds of issues between colleagues?

#### Scripture & Reflection

*What, after all, is Apollos? And what is Paul? Only servants, through whom you came to believe—as*

<sup>9</sup> Trull and Carter, *Ministerial Ethics*, 261.

<sup>10</sup> *Confession of Faith*, 72.

*the Lord has assigned to each his task. I planted the seed, Apollos watered it, but God has been making it grow. So neither the one who plants nor the one who waters is anything, but only God, who makes things grow. The one who plants and the one who waters have one purpose, and they will each be rewarded according to their own labor. For we are co-workers in God's service; you are God's field, God's building.*  
(1 Corinthians 3:5-9 NIV)

Relations between Cumberland Presbyterian ministers occur at pastors' meetings, presbyterial meetings, or at General Assembly, when ministers are elected as commissioners from their presbyteries. The CP Ministers Conference and the CP Ministers Retreat are also other opportunities to be together with the ministers of the Cumberland Presbyterian Church.

Indirect relationships occur when a minister leaves a congregation and takes a new one, or retires. Though the relationship between the former pastor and the congregation is formally terminated, due to the intricacies of church life, a relationship between a new and old pastor is often created. These relationships happen when a minister moves, takes a different position, or retires and stays in the same congregation.

The majority of complaints from ministers regarding ethics are related to other ministers' ethics: stealing members from other congregations, not being ethical regarding leaving a church or coming back to a former church without letting the new pastor know and receiving permission, staying in touch with members of the former church, etc.

Congregations need to understand the professionalism that must be maintained between pastors.

Morris Pepper wrote in his *Introduction to Christian Ministry*, "Stay away from where you

have been pastor. Once you break the pastoral relationship with a congregation, you are no longer their leader. Don't meddle with what is going on and don't criticize your successor. Turn it over to him or her. It is no longer your church. It is under the responsibility of someone else. If you do visit any members or are asked to do funerals or weddings, do so only after consulting with the present pastor".<sup>11</sup>

A retired minister staying in the community should attend the congregation she/he served only with the permission of the successor pastor and session. The retired minister should assume no leadership role or voice opinions on the operation of the congregation.

### Reflection Questions

1. Who were Apollos and Paul, and why were they compared?
2. Is one ministry more important than another in the kingdom?
3. Please explain verse 8.
4. What is the meaning of being co-workers in God's service?

### Closing Prayer

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<sup>11</sup> Morris Pepper. *An Introduction to Christian Ministry for Lay and Clergy Persons in the Cumberland Presbyterian Church* (Cordova, TN: BOCE, 2007), 134.

## Covenant of Trust

### Ministerial Ethics for Cumberland Presbyterians

Session 9

#### MINISTERS' RESPONSIBILITIES TO THE DENOMINATION

Richard M. Gula, in *Ethics in Pastoral Ministry* said, "As ministers of the mission of the church, we no longer act simply as private individuals but as representatives of the church. No matter how charismatic or prophetic we might be, we must represent more than our personal insight. As public representatives of the church, we must consider how our actions affect the overall well-being of the community."<sup>12</sup>

#### Opening Prayer

#### Vows of the Cumberland Presbyterian Ministers at their Ordination

The following are the questions that Cumberland Presbyterian ministers must answer affirmatively at their ordination:

- I. "Do you believe the scriptures of the Old and New Testaments to be the inspired word of God, the authority for faith and practice?"
- II. Do you sincerely receive and adopt the Confession of faith of the Cumberland Presbyterian Church/Cumberland Presbyterian Church in America as containing the essential doctrines taught in the holy scriptures?
- III. Do you approve of and promise to uphold the government of the Cumberland Presbyterian Church/Cumberland Presbyterian Church in America?

<sup>12</sup> Richard M. Gula. *Ethics in Pastoral Ministry* (NY: Paulist Press, 1996), 57.

- IV. In participating as a minister in the judicatories of the church, do you promise to share in a responsible way in the decisions that are made, to abide by those decisions, and to promote the welfare of the church?
- V. As far as you know your heart, have you been induced by the Holy Spirit to answer the call to the ministry from love of God and neighbor and a sincere desire to glorify God and advance his Kingdom in the world?
- VI. As God may enable you, do you promise to be zealous and faithful in maintaining the truths of the gospel and the purity and peace of the church, irrespective of any opposition that may arise to you on that account?
- VII. Do you promise to be faithful and diligent in the exercise of all your duties as a Christian and a minister of the gospel, and endeavor to so conduct yourself both privately and publicly as not to give offense to Christ and his church?"<sup>13</sup>

#### Discussion Questions

1. What do you think about a ministers' ordination vows?
2. What is expected of a minister regarding the denomination?

#### Scripture & Reflection

*They drew names, and Matthias was chosen to join the group of the eleven apostles. (Acts 1:26 CEV)*

*Then he said: 'The God of our ancestors has chosen you to know his will and to see the Righteous One and to bear words from his mouth. You will be his witness to all people of what you have seen and heard. (Acts 22:14-15 NIV)*

<sup>13</sup> *Confession of Faith for Cumberland Presbyterians* (Cordova, TN: OGA, 2010), 47-48.

The Cumberland Presbyterian Church is a connectional denomination. All ordained ministers are members of their presbyteries, and are expected to attend presbytery meetings and to conduct themselves privately and publicly according to their call.

Morris Pepper said, those called to be ministers of word and sacrament “are summoned to serve in and through the church, and beyond, under proper authority. Biblically, the church is both the agent and the authenticating voice of the call. The church has always been the one to legitimize the call. There is no effective calling, nor authoritative ordination, apart from the church. When Jesus was no longer present in body, the apostles became the body to call and authorize. Remember the eleven, under God’s guidance, acting to make Matthias an apostle? Remember also Paul’s conversion. As powerful and convincing as it was, God used those in the church to authenticate the commission Paul had received. He was sent to Annanias of Damascus who helped Paul understand what had happened to him. Be aware of any tendency in yourself, or any act on the part of others, to assume authority independently of the church!”<sup>14</sup>

Trull and Carter said that the basic responsibilities a minister should have to a denomination are to love, support and cooperate with the faith community of which he/she is part, to recognize the debt owed to the denomination for its contribution to his/her life, ministry and church, and to work to improve the denomination in its efforts to expand and extend the kingdom of God.<sup>15</sup>

<sup>14</sup> Morris Pepper. *An Introduction to Christian Ministry for Lay and Clergy Persons in the Cumberland Presbyterian Church* (Cordova, TN: BOCE, 2007), 20.

<sup>15</sup> Joe E. Trull and James E. Carter. *Ministerial Ethics: Moral Formation for Church Leaders* (Grand Rapids, MI: Baker Academic, 2004), 262.

### Reflection Questions

1. What does it mean that “Mathias was chosen” by them?
2. How important is that Annanias repeated the same words that Paul heard in his personal experience “You will be his witness to all people”?
3. What do we mean when we said that we believe in the internal call and the external call?
4. What is the meaning of ordination?
5. What is expected of CP ministers regarding Presbytery meetings? Why?
6. How do we as a congregation allow our minister to be faithful to his/her duties at a denominational level?

### Closing Prayer

## Covenant of Trust

### Ministerial Ethics for Cumberland Presbyterians

Session 10

#### MINISTERS' RESPONSIBILITIES TO THE COMMUNITY

T. B. Maston said, "Christian involvement in a community must always be realistic. Every culture is corrupted by sin. At the same time, the gospel of Jesus Christ is powerful. Societies can be transformed. These two realities create a healthy tension between Christian ideals and appropriate social action."<sup>16</sup>

#### Opening Prayer

#### Ministers' Responsibilities to the Community

The following sample codes have been adapted from the book *Ministerial Ethics: Moral Formation for Church Leaders*:

1. The primary responsibility of the minister is to be the pastor of your congregation and never neglect ministerial duties in order to serve in the community.
2. Accept reasonable responsibilities for community service, recognizing the minister has a public ministry.
3. Support public integrity in the community through responsible prophetic witness and social action.
4. Obey the laws of the government unless they require disobedience to the law of God.

<sup>16</sup> T. B. Maston. *Why Live the Christian Life?* (Nashville: Broadman, 1974), 174.

5. Practice Christian citizenship without engaging in partisan politics or political activities that are unethical, unbiblical, or unwise.<sup>17</sup>

#### Discussion Questions

1. What are a ministers' responsibilities to the community?
2. Do you believe that ministers are called into the community to work actively for societal changes?

#### Scripture & Reflection

*The Spirit of the Lord is on me, because he has anointed me to proclaim good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to set the oppressed free, to proclaim the year of the Lord's favor.*" (Luke 4:18-19 NIV)

According to the *Confession of Faith*,

**6.27** The purpose of civil government is to enable God's creation to live under the principles of justice and order. As it faithfully upholds the welfare of God's creation, civil government lies within the purpose of God and functions as a useful instrument to enable people to live in harmony and peace.

**6.28** It is the duty of people to participate in civil government in such ways as are open to them, especially in exercising the right to vote. It is the duty of Christians to enter civil offices for which they are qualified and for the purpose of working for justice, peace, and the common welfare.

**6.29** Civil government and persons elected to civil office may not assume control over or administration of the church in matters of faith

<sup>17</sup> Joe E. Trull and James E. Carter. *Ministerial Ethics: Moral Formation for Church Leaders* (Grand Rapids, MI: Baker Academic, 2004), 261-262.

or practice. Yet their duty is to protect the religious freedom of all persons and to guard the right of religious bodies to assemble without interference.

**6.30** The covenant community, governed by the Lord Christ, opposes, resists, and seeks to change all circumstances of oppression-political, economic, cultural, racial-by which persons are denied the essential dignity God intends for them in the work of creation.

**6.31** The covenant community affirms the lordship of Christ who sought out the poor, the oppressed, the sick, and the helpless. In her corporate life and through her individual members, the church is an advocate for all victims of violence and all those whom the law or society treats as less than persons for whom Christ died. Such advocacy involves not only opposition to all unjust laws and forms of injustice but even more support for those attitudes and actions which embody the way of Christ, which is to overcome evil with good.

**6.32** God gives the message and ministry of reconciliation to the church. The church, corporately and through her individual members, seeks to promote reconciliation, love, and justice among all persons, classes, races, and nations.”<sup>18</sup>

### Reflection Questions

1. Who took the ministry described in Luke 4 as his own?
2. Why did the Lord anoint Jesus? For what purpose?
3. Are these words also related to the ordained minister? How so?
4. Are these benefits only for the people of the church?

5. Should a minister join civic organizations?
6. Should a pastor run for public office or become actively involved in a political campaign?
7. How can a minister be a prophet in our community without being political?

### Closing Prayer

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<sup>18</sup> *Confession of Faith for Cumberland Presbyterians* (Cordova, TN:OGA, 2010), 19-20.

## Covenant of Trust

### Ministerial Ethics for Cumberland Presbyterians

Session 11

#### MINISTERIAL SEXUAL ETHICS

Richard M. Gula, S.S. said, “while our sexuality is a good gift for ministry, making us alive, energetic, and connecting to others, it can also become a tragic instrument of abuse, exploitation, and disorder.”<sup>19</sup>

#### Opening Prayer

#### Ministerial Sexual Ethics

The following code on sexual conduct have been offered by Gula as a set of aspirational goals toward which we all can strive to realize in our ministry:

1. “We are to witness in all relationships the chastity appropriate to our state in life, whether celibate, married or single.
2. We must avoid any covert or overt sexual behaviors with those for whom we have a professional responsibility. Prohibited behaviors include, but are not limited to all forms of overt or covert seductive speech or gestures as well as physical contact that sexually abuses, exploits, or harasses another person.
3. We are to provide a safe place for people to be vulnerable without fearing that sexual boundaries will be violated.
4. We strive to be aware of our own and another’s vulnerability in regard to sexuality, especially when working alone with another.

<sup>19</sup> Richard M. Gula. *Ethics in Pastoral Ministry* (NY: Paulist Press, 1996), 93.

5. We bear the greater burden of responsibility for maintaining sexual boundaries in the pastoral relationship, for we hold great power.
6. We must not initiate sexual behavior, and must refuse it even when the other invites or consents to it.
7. We must give preference to the perspective and judgment of those who are vulnerable and dependent on us in order to determine whether touching would be an appropriate expression of pastoral care.
8. We must show prudent discretion before touching another person, since we cannot control how physical touch will be received. That is, we are to take into account how age, gender, race, ethnic background, emotional condition, prior experience, and present life situation affect how touching may be received and interpreted.
9. We should become familiar with the dynamics of transference and countertransference which can make us vulnerable to violating sexual boundaries.\*

*\*(In transference, the person seeking pastoral help will project onto the minister unmet needs or unresolved conflicts that are rooted in a prior relationship with some other significant person, such as a parent.)*

*(In countertransference, the ministers unmet needs, feelings, or unresolved personal conflicts get superimposed onto those of the one seeking help.)<sup>20</sup>*

10. We strive for a greater self-awareness in order to recognize the sexual dynamics at work for us in pastoral relationships and to heed the warning signs in our lives which indicate when we are approaching boundary violations.

<sup>20</sup> Gula, *Ethics in Pastoral Ministry*, 110-111.

11. We should satisfy our needs for affection, intimacy, attraction, and affirmation outside the pastoral relationship.
12. We should seek supervision or other professional help to remain focused on our professional responsibilities and to hold firm to the sexual boundaries of the pastoral relationship.
13. We must report clear violations of sexual conduct to the appropriate ecclesiastical and civil authorities, and then do what we can to see that justice is done for the victim, the offender, and the community from which the victim and minister come.”\*<sup>21</sup>

*\* (A complaint of misconduct on the part of a CP minister should be reported to the stated clerk of the presbytery or a member of the disciplinary commission)*

### Discussion Questions

1. What do you think about this ministerial code of sexual ethics?
2. Can we recognize that sexuality is God’s gift? How can it be used for both good and evil?

### Scripture & Reflection

*Abstain from every form of evil.*  
(1 Thessalonians 5:22 NKJV)

*You are God’s people, so don’t let it be said that any of you are immoral or indecent or greedy.*  
(Ephesians 5:3 CEV)

Sex and sexuality are difficult words for some. The reality is that we need to talk about them in church. As Gula has said, sexuality is good but can be used badly. For that reason we as a church need to have some ethical codes regarding sexuality and guidelines regarding relations and ministry.

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<sup>21</sup> Gula, *Ethics in Pastoral Ministry*, 149-150.

Some useful definitions related to sexual misconduct that could help us understand what could happen are:

“**Sexual Abuse** refers to using persons who lack the ability or will to protect themselves (a child, the elderly, or a physical or emotionally disabled adult) for sexual stimulation by the person responsible for their care.”

“**Sexual exploitation** is fundamentally betrayal of trust in the professional relationship by using one’s personal, professional, or physical power to develop a romantic relationship with someone under one’s care to use that person for one’s own sexual stimulation and satisfaction.”

“**Sexual harassment** is using one’s power to coerce another into unwanted sexual relations or to exchange sex for some other favor. It also involves creating an intimidating or offensive working environment through unwelcomed verbal, visual or physical conduct of a sexual nature.”<sup>22</sup>

### Reflection Questions

1. What is the meaning of abstinence?
2. What kind of things could be considered a form of evil?
3. What should God’s people be careful of?
4. How can a congregation establish and observe appropriate boundaries in pastoral ministry?

### Closing Prayer

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<sup>22</sup> Gula, *Ethics in Pastoral Ministry*, 94-95.



## Covenant of Trust

### Ministerial Ethics for Cumberland Presbyterians

Session 12

#### A COVENANT OF TRUST FOR CUMBERLAND PRESBYTERIANS

The *Confession of Faith* for Cumberland Presbyterians says, “**1.03** By word and action God invites persons into a covenant relationship. God promises to be faithful to the covenant and to make all who believe his people. All who respond with trust and commitment to God's invitation find the promise sure and rejoice in being members of God's people, the covenant community.”<sup>23</sup>

#### Opening Prayer

#### The Covenant Community

God's people, the covenant community is the context for ministry where the Holy Spirit shapes our understanding of ministry and ministerial ethics.

1. Ministry is rightly described by plural rather than singular modifiers; ministry is *ours*, not *mine*. While we ordain some to the ministry of Word and Sacrament, we expect the whole covenant community to participate in ministry, and we honor the contributions of every member.
2. Ministry presupposes trusting relationships. In the face of the many things that tend to fracture the fellowship, the New Testament calls us to trust in and live by the unity which is ours in Christ.
3. Ministry is framed by the promise of mutual commitment and accountability. We are covenant-bound to support each

<sup>23</sup> *Confession of Faith for Cumberland Presbyterians* (Cordova, TN:OGA, 2010), 1.

other in building up the Body of Christ and to expect faithfulness and competence in ministry.

4. Ministry envisions individual and cooperative initiatives held together in creative tension. We covenant neither to always wait for someone else to act on ministry opportunities nor to always assume that no one else is able and willing to act.
5. We function as a *community*. We are not autonomous individuals who happen to come together on certain occasions because we hold similar interests. We are Christ's Body called to bear witness in our communal life that the Word became flesh and lives among us. The way we minister or fail to minister to one another and to the world in large measure corroborates or undermines our communal witness.
6. We subordinate personal agendas to building up the whole Body. In fact, our willingness to work selflessly for the good of the community authenticates our covenant to live as community. Among other things, this means we resist every move to splinter the community into competing special interests. We covenant to talk with each other and not about each other in the interests of common ministry.<sup>24</sup>

#### Discussion Questions

1. Why have a ministerial code of ethics?
2. Do you think a code of ministerial ethics is a help or hindrance? Why?

<sup>24</sup> Adapted from Baptist General Convention of Texas: Christian Life Commission. *Ministerial Ethics: A Covenant of Trust* (Dallas, TX: BGCT, 2005), 9.

### Scripture & Reflection

*I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit, just as you were called to one hope when you were called; one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all. (Ephesians 4:1-6 NIV)*

According to Trull and Carter, the overarching purpose of a ministerial code of ethics is accountability.

The first purpose is to “provide guidelines that reflect the values of ministry. Ministerial ethics affirms that to be a Christian minister means assuming certain basic obligations common to all clergy. These norms guide those called to serve toward an ethical ministry and stress the areas in which ministers are uniquely vulnerable.”

The second purpose, “relates to competency.” “For a pastor to be competent... requires at least two essentials: ministry skills and mental and spiritual health.”

“Third, a code of ethics can support and protect an individual minister.”

“A final purpose of an ethical code for ministers is to define the moral necessities of the ministerial profession. For the person planning to become a minister, as well as for the lay person, a written code explains the ethical expectations of the pastoral vocation.”<sup>25</sup>

### Reflection Questions

1. What is Paul urging us to do? Why?

2. What is the result if we do? What results if we don't?
3. How important are humility, kindness, patience and support in relationships in the church?
4. What does it mean to make every effort to keep the unity of the Spirit through the bond of peace?
5. What does it mean to be one body and one spirit?
6. How can the minister be accountable to the congregation? How can the congregation be accountable to the minister?
7. Does a code of ethics help in this accountability?
8. What are the consequences of failing to have a code of ministerial ethics?

### Closing Prayer

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<sup>25</sup> Joe E. Trull and James E. Carter. *Ministerial Ethics: Moral Formation for Church Leaders* (Grand Rapids, MI: Baker Academic, 2004), 195-197.

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- ✠ God gives the moral law to govern human actions and relations. It is the principle of justice woven into the fabric of the universe and is binding upon all persons.
- ✠ The moral law is a gift of God's grace. . . fulfilled in the gospel. Therefore, the behavior of Christians in human relations should reflect the pattern of God's behavior toward them, in which love and justice are intertwined.
- ✠ The purpose of the moral law is to create wholeness or health in human life--spiritually, mentally, physically, socially.
- ✠ Therefore, it is the intention of the moral law that the forces of human personality which create integrity of life in all its aspects be used to achieve that wholeness.

*- Confession of Faith for Cumberland Presbyterians*

**Ministerial Ethics** is the reflection about the moral principles that govern a minister's ministerial relations. This reflection is expressed in many different responsibilities: to the self, to family, to the congregation, to church leaders, to colleagues, to the denomination, and to the community. Today, ministerial ethics is no longer a private matter. Therefore we need a moral compass, a guide for ethical behavior to understand the dynamics of ministerial ethics from the many different responsibilities of the ordained minister: including sexuality in ministry. The Cumberland Presbyterian Church is a connectional denomination, and together we are called to ministry in a world through not only our words and actions, but with our own lives and behaviors; most of all we are called to become a covenant community of trust.

**The Covenant of Trust** is a study guide developed for the ministers and congregations of the Cumberland Presbyterian Church to: define ethical standards of ministry that are clear to the ministers and congregations; help the session and congregation better understand stresses in the ministry and the parameters of accepted ministerial conduct; help congregations explore ways they can healthily support their ministers; define accountability between the ministers, session, congregation, and presbytery, guided by "The Constitution" and "Rules of Discipline" in the *Confession of Faith for Cumberland Presbyterians*; aid in the creation of an atmosphere of trust and protection based upon mutual understanding, mutual integrity and reciprocal caring.

**Milton L. Ortiz** (D.Min.) and ordained minister is the Team Leader of the Pastoral Development Ministry Team (PDMT) of the Cumberland Presbyterian Church. He has been a bi-vocational pastor for over 25 years in Colombia, South America, and the United States with a wealth of experience from the human services field. He is a graduate of Gordon-Conwell Theological Seminary. He resides in Cordova, TN, with his wife and two teenage children.

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# THE REPORT OF THE BOARD OF STEWARDSHIP, FOUNDATION, AND BENEFITS

S/E

## I. GENERAL INFORMATION

### A. BOARD MEETINGS AND ORGANIZATION

The Board of Stewardship, Foundation and Benefits under the direction of its officers, President Charlie Floyd, Vice-president Rob Latimer, Secretary Debbie Shanks, and Treasurer Robert Heflin, met two times in regular session.

### B. BOARD MEMBERS WHOSE TERMS EXPIRE

Members whose terms expire at the 2013 General Assembly, with their years of service, are as follows: Michael Wilkinson, nine years; Charles Floyd, six years; Sue Rice, three years and Debbie Shelton, three years. Michael Wilkinson is not eligible for another term. We want to thank him for his service and dedication to the Board of Stewardship, Foundation and Benefits. Charles Floyd, Sue Rice and Debbie Shelton are eligible to serve another three year term and all three have agreed.

### C. BOARD REPRESENTATIVE TO THE 183<sup>RD</sup> GENERAL ASSEMBLY

The board's representative to the 183<sup>rd</sup> General Assembly is Reverend Michael Wilkinson.

### D. STAFF

Kathryn Gilbert Craig serves as Administrative Assistant, Mark Duck serves as Coordinator of Benefits and Robert Heflin serves as Executive Secretary. Carolyn Harmon serves as the Planned Giving Coordinator for the Presbytery of East Tennessee. The Board appreciates the work Carolyn Harmon does in educating congregations of the legacy ministry that can be accomplished as individuals make planned gifts to their local congregations.

### E. 2014 BUDGET

The 2014 line-item budget has been filed with the Office of the General Assembly.

### F. 2012 AUDIT

Certified copies of the 2012 audit reports from Fouts and Morgan will be filed with the Office of the General Assembly in compliance with General Regulations E.5. and E.6. The 2012 audit will be printed in the audit section of the 2013 minutes.

## II. FINANCIAL FOUNDATION DEVELOPMENT AND MANAGEMENT

### A. PURPOSE

One area of the work of the board is in financial foundation development and management. The purpose of this program is as follows:

To secure a firm financial undergirding for the ongoing ministry of congregations and the agencies of presbyteries, synods, and the General Assembly as they bear witness to the saving love of God, the grace of our Lord Jesus Christ, and the fellowship and communion of the Holy Spirit.

The Financial Foundation Program is reported in this section in general terms and more specifically under the headings III. Endowment Program, IV. Investment Loan Program, and V. Property and Casualty Insurance.

## B. 2012 IN REVIEW

The year 2012 showed improvement in all sectors of the stock market and the economy. One recent report stated that U. S. corporations made record profits of 1.75 trillion dollars in the third quarter of 2012. We have also seen how actions of other countries clearly have an influence on the United States. The performance of European and Asian economies influences the performance of our own stock market. While there are signs of improvement in all areas of the economy some sectors are improving at a slower rate.

The Growth Income Endowment Fund began the year with a balance of \$35,698,915 and ended 2012 with a balance of \$38,721,595. The return on investments for 2012 was up 11.1% compared to a composite benchmark which was up 10.1%.

The Total Return Endowment Fund began the year with a balance of \$6,472,584 and ended 2012 with a balance of \$6,706,913. The return on investments for 2012 was up 11.5% compared to a composite benchmark which was up 11.3%.

In 2012 the Cumberland Presbyterian Investment Loan Program paid out \$535,131 to agencies, churches and individual account holders having funds in the program. This compares to \$461,818 paid out in 2011. Throughout 2012 the interest paid to account holders was consistently higher than the rates received from most "on demand" accounts. The interest rate paid to account holders averaged 4.0%.

## C. BOARD OF STEWARDSHIP

The Board of Stewardship ended 2012 with an unrestricted surplus of \$59,226. We are ever mindful of expenses incurred and try to be good stewards of what has been entrusted to the Board. We are grateful for the faithful support from congregations and individuals through their contributions to Our United Outreach.

## D. MANAGEMENT OF FUNDS

During 2012 the Endowment Program Growth/Income Fund portfolio was under the co-management of Gerber/Taylor Management, Metropolitan West Asset Management, RREEF America II and Clarion. The portfolio for the Endowment Program Total Return Fund was under the co-management of Gerber/Taylor Management, Pimco, Metropolitan West Asset Management, and RREEF America II. The funds of the Retirement Program were co-managed by Gerber/Taylor Management, Pimco, Metropolitan West Asset Management, and RREEF America II.

The church loan portion of the endowment portion of the endowment portfolio and the investments of the Cumberland Presbyterian Church Investment Loan Program, Inc. were under the management of board staff.

# III. ENDOWMENT PROGRAM

Since 1836, the board and its corporate predecessors have sought to be faithful trustees of the funds given into their hands to provide a permanent financial foundation for the work of congregations, presbyteries, synods, and General Assembly agencies. The work of the Endowment Program is the oldest responsibility of the board and fulfills a portion of that task to which all Cumberland Presbyterians are called: "Christian stewardship acknowledges that all of life and creation is a trust from God, to be used for God's glory and service."—*Confession of Faith for Cumberland Presbyterians 6:10.*

## A. COMMUNICATION

The Endowment Program report will be distributed to all endowment program participants, general assembly board members, churches, and individual contributors.

Agencies, other participants, and interested parties received quarterly detailed reports on the postings to all their endowments. With the addition of names supplied by the agencies during the year, the number of persons receiving these reports continues to expand. In addition, special reports were made as requested.

## B. ASSETS, INVESTMENT MIX, AND PERFORMANCE

### 1. Assets and Investment Mix — Growth/Income Fund

The assets of the Endowment Program's Growth/Income Fund totaled \$38,721,595 for 2012 at *market value*. The following table provides a breakdown of the investment mix:

| <b>GROWTH/INCOME INVESTMENT MIX</b> |                               |                     |
|-------------------------------------|-------------------------------|---------------------|
| Securities & Investments            |                               |                     |
| 3.3%                                | Cash/Cash Equivalents         | \$ 1,293,770        |
| 9.9%                                | US Equities                   | \$ 3,838,523        |
| 9.5%                                | Real Assets Investment Trusts | \$ 3,680,373        |
| 38.8%                               | Fixed Income                  | \$15,024,808        |
| 13.3%                               | Global Hedge                  | \$ 5,153,253        |
| 9.7%                                | Multi-Strategy                | \$ 3,743,129        |
| 3.0%                                | Special Opportunities         | \$ 1,144,902        |
| 8.0%                                | International Stocks          | \$ 3,089,322        |
| <u>4.5%</u>                         | <u>Emerging Markets</u>       | <u>\$ 1,753,515</u> |
| 100.0%                              | Total                         | \$38,721,595        |

### 2. Performance of Growth/Income Fund

The Endowment Program Growth/Income Fund generated \$3,812,469 in investment earnings. Net contributions and withdrawals were (\$302,460). The change in market value was \$3,510,009.

Growth/Income earnings paid and payable to agencies totaled \$785,632 for 2012. Expenses were \$68,567.

When comparing the performance of the Endowment Program with other funds it is important to keep in mind the various components included in the reported rates: interest and dividend income, realized capital gains/losses, and unrealized capital gains/losses due to the difference between the current market value of investments and their original cost or market value in previous reports.

Investment funds typically report their *total* rates of return. A total rate of return includes the effect of the fluctuation in market value of the various investments together with all realized/accrued income and capital gains/losses generated as investments are sold for more/less than their original cost. Because of the impact of fluctuation in market value, the total rate of return for any given year may be positive *or negative*. Such total rates of return are important indicators of a fund's overall performance. However, the rate of crucial importance for the Growth/Income Fund relates to the amount of income (interest and dividends) which it generates since for the endowments in this fund only *income* is available for support of the various ministries for which these endowments are established. This *Rate of Income Paid Out* is distinct from Total Rate of Return.

### 3. Rate of Income Paid Out by Growth/Income Fund

The rate at which income was paid out to participants in the Growth/Income Fund for 2012 was 2.32%.

| <b>Percentage of Income Paid Out</b> |       |
|--------------------------------------|-------|
| 2012                                 | 2.32% |
| 2011                                 | 2.01% |
| 2010                                 | 3.90% |
| 2009                                 | 3.79% |
| 2008                                 | 4.03% |
| 2007                                 | 4.19% |
| 2006                                 | 4.05% |
| 2005                                 | 4.20% |
| 2004                                 | 4.01% |
| 2003                                 | 4.40% |

### 4. Total Rate of Return for the Growth/Income Fund

The following table gives the annualized rates of return as contained in the report from Gerber/Taylor Associates for year end 2012:

|                    | <b>One Year<br/>Period<br/>01/01/12<br/>12/31/12</b> | <b>Five Year<br/>Period<br/>01/01/08<br/>12/31/12</b> | <b>Since<br/>Inception<br/>09/30/81<br/>12/31/12</b> |
|--------------------|--|---|--|
| Growth/Income Fund | 11.1%  | 3.6%  | 10.3%  |

#### 5. Assets and Investment Mix — Total Return Fund

On October 1, 2004, the Endowment Program initiated a new Total Return Fund to provide an option for certain endowments that are not restricted to expenditures of realized interest and dividend income. The assets of the Endowment Program's Total Return Fund totaled \$6,706,913 for 2012 at *market value*.

The following table gives a breakdown of the investment mix of the total assets:

| <b>TOTAL RETURN INVESTMENT MIX</b> |                             |                   |
|------------------------------------|-----------------------------|-------------------|
| Securities & Investments           |                             |                   |
| 5.5%                               | Cash/Cash Equivalents       | \$ 369,363        |
| 14.8%                              | US Equities                 | \$ 993,580        |
| 11.0%                              | Real Assets                 | \$ 735,452        |
| 17.8%                              | Fixed Income                | \$1,193,543       |
| 14.3%                              | Multi Strategy              | \$ 956,149        |
| 17.5%                              | Global Hedge                | \$1,176,620       |
| 3.0%                               | Special Opportunities       | \$ 200,358        |
| 4.5%                               | Emerging Markets            | \$ 302,215        |
| <u>11.6%</u>                       | <u>International Stocks</u> | <u>\$ 779,633</u> |
| 100.0%                             | Total                       | \$6,706,913       |

#### 6. Performance of Total Return Fund

The Endowment Program Total Return Fund generated a gain of \$673,417 in total investment. Net contributions/(withdrawals) were (\$114,690). Change in market value was \$558,727.

Total Return Fund expenses totaled \$8,422 for 2012. Total Return Fund payments made and payable to agencies totaled \$132,981 for 2012.

The total rate of return on this fund includes the effect of the fluctuation in market value of the various investments together with all realized/accrued income and capital gains/losses generated as investments are sold for more/less than their original cost. Because of the impact of fluctuation in market value, the total rate of return for any given year may be positive *or negative*. Such total rates of return are important indicators of a fund's overall performance.

#### 7. Total Rate of Return for Total Return Fund

Gerber/Taylor provides the report on the total return of the Endowment Program Total Return Fund. The following table gives the annualized rates of return as contained in their report for yearend 2012.

|                   | <b>One Year<br/>Period<br/>01/01/12<br/>12/31/12</b> | <b>Five Year<br/>Period<br/>01/01/08<br/>12/31/12</b> | <b>Since<br/>Inception<br/>09/01/04<br/>12/31/12</b> |
|-------------------|--|---|--|
| Total Return Fund | 11.50%   | 3.80%   | 7.40%  |

### C. ENDOWMENT PROGRAM LOANS

Historical Review



Through investing up to 40% of the assets of the Endowment Program in the witness of the Church, the message of good news concerning Christ is strengthened both in the United States and overseas. A recent survey of old files in the Historical Foundation and in the vault of the Board of Stewardship reveals the important role played by this aspect of the investment policy. Over the past sixty-five years from 1944 to 2009, 841 loans were made to congregations, presbyteries, and synods. From 2010 through 2012 an additional 13 loans have been made. Through these loans, \$42,332,405 has been provided in financing for expansion of facilities and extension of witness.

A look at the different periods during which loans have been made provides a picture of growing endowments (and of post World War II inflation!).

| Period  | Loans | Total Loaned  | Average    |
|---------|-------|---------------|------------|
| 1944-49 | 35    | \$ 145,755    | \$ 4,164   |
| 1950-59 | 171   | \$ 1,360,441  | \$ 7,955   |
| 1960-69 | 208   | \$ 3,056,891  | \$ 14,697  |
| 1970-79 | 166   | \$ 3,609,084  | \$ 21,741  |
| 1980-89 | 101   | \$ 4,349,120  | \$ 43,061  |
| 1990-99 | 102   | \$ 14,440,837 | \$ 141,577 |
| 2000-09 | 58    | \$ 10,571,723 | \$ 182,271 |
| 2010-12 | 13    | \$ 4,798,554  | \$ 369,120 |

While looking at the table above, it should be noted that the Cumberland Presbyterian Church Investment Loan Program began January 1, 2001. Since its creation most of the larger loans are made through the Investment Loan Program.

Down through the years, donors to endowments have found satisfaction in the knowledge that the prudent investment of their gifts strengthened not only the work of the particular churches, institutions, and causes which they designated to receive the income but also the broader witness of the Church.

#### **D. OTHER CHURCH LOANS**

Although not a part of the Endowment Program, there are two other sources available to the board for investment in loans to churches.

##### **1. Revolving Church Loan Fund**

This fund was established through gifts to the “Into the Nineties” Capital Gifts Campaign and all interest earned by the loans is added to the fund to increase the amount available for loans. There were five loans from the Revolving Church Loan Program at the end of 2012 totaling \$75,354.

The rate of interest for revolving loans made during 2012 was based on the loan rate established by the Cumberland Presbyterian Church Investment Loan Program at the beginning of each quarter. The maximum available for a single loan is \$35,000, amortized over five years.

##### **2. Cole Church Loan Fund**

This fund was established through the generosity of Lavenia Campbell Cole, a member of the Trinity Cumberland Presbyterian Church of Fort Worth, Texas. The purpose of the fund is to provide loans at low interest rates to Cumberland Presbyterian churches “that have the potential for growth and development by increasing their ministry to the community in which they reside through the availability of additional money.” Applications are available upon request.

Loans from the fund must have the approval of both the Board of Stewardship and the Missions Ministry Team. There is no established limit for the amount that may be loaned. Loans must, however, be repaid within five years. The Board of Stewardship decided that beginning in 2013 all church loan requests of \$35,000 or less would begin to be made from the Cole Church Loan Fund. Assets and liabilities of the Revolving Loan Program were transferred to the Cole Church Loan Fund.

#### **E. REGIONAL PLANNED GIVING COORDINATORS**

##### **1. History**

In 1993, the 163rd General Assembly commended the Board of Stewardship for “its vision in developing a program of planned giving in local congregations” and urged congregations “to be open to this new program and to take advantage of the assistance being offered” by the Board.

Further, it adopted recommendations to:

Approve a church-wide annual emphasis on planned gifts as a complementary part of the observation of the Family Week focus provided by the Board of Christian Education during May of each year; and

Urge each congregation to recognize the importance of promoting planned gifts as a part of its overall nurture of Christian stewardship among its members.

In response to the 1993 action, staff of the Board of Stewardship have made presentations to more than 150 congregations on the need to develop congregational endowments and encourage planned giving by church members.

At one time there were four Regional Planned Giving Coordinators. At the moment Carolyn Harmon is the only Regional Planned Giving Coordinator. She is an elder in the Cedar Hill Church, Greeneville, Tennessee, serving the Presbytery of East Tennessee. The other coordinators can no longer serve due to health conditions or other reasons. Though Carolyn is employed by the Presbytery of East Tennessee she has made presentations beyond her presbytery.

Through these regional coordinators education concerning the stewardship opportunities in planned giving has been made readily accessible to many churches. Often times the results of their work is not easily measured. It may be several years before their work bears fruit. The regional coordinators use their presentations to plant the seeds which may bear fruit immediately or years down the road. What is of utmost importance is that the seeds are being planted.

Regional coordinators are employed and their salaries paid by their respective presbyteries or by the Board of Stewardship. They are the living links of a partnership between the General Assembly and their presbyteries and they join in the semi-annual meetings of the Board of Stewardship and the biennial meetings of the North American Conference on Christian Philanthropy. In this partnership, the cost of their materials, travel, and continuing education opportunities are paid by the Board from *Our United Outreach* funds.

The Board of Stewardship would like to begin renewing efforts of educating local congregations about the opportunities available through planned giving. It is through planned giving that current Cumberland Presbyterians can provide for effective ministry long after they are gone.

It is our prayer that God will bless the work of encouraging Cumberland Presbyterians to give generously to enhance the future ministry of all our churches.

## F. LIST OF ENDOWMENTS

Following this report is a list of all endowments entrusted to the Board of Stewardship, Foundation and Benefits. While boards and agencies continue to seek new endowments, congregations and individuals are also creating new endowments for the benefit of local congregations and other boards and agencies.

| <b>Endowment</b>                         | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| Grace J. Beasley Memorial                | \$ 26,802.65               | \$ 28,799.29               |
| Donald Bierhaus Trust                    | \$ 63,091.48               | \$ 67,791.43               |
| C. C. Brock Endowment Fund               | \$ 4,374.11                | \$ 4,699.94                |
| Lavenia Campbell Cole Annunity Endowment | \$ 59,534.34               | \$ 63,969.30               |
| Lavenia Cole Testamentary Trust 25%      | \$378,177.74               | \$405,213.91               |
| Lavenia Campbell Cole Trust 20%          | \$ 44,076.22               | \$ 47,359.66               |
| Lavenia Campbell Cole Finance Endowment  | \$ 8,934.19                | \$ 9,599.71                |
| Foundation & Finance Trust               | \$ 7,720.10                | \$ 8,295.22                |
| Freeman Trust                            | \$ 96,931.91               | \$104,152.75               |
| Floyd Hensley Trust                      | \$ 25,062.73               | \$ 26,929.75               |
| P. F. Johnson Memorial Endowment         | \$ 8,472.75                | \$ 9,103.93                |
| Robert H. Jordan Endowment Fund          | \$ 6,002.97                | \$ 6,450.14                |
| Della Campbell Lowrie 20%                | \$402,424.81               | \$432,403.07               |
| J. Richard Magrill, Jr. Endowment        | \$ 39,871.08               | \$ 43,043.26               |
| Sam B. Miles Endowment                   | \$ 73,932.43               | \$ 79,439.94               |
| M. Dale Orr Endowment                    | \$ 34,663.46               | \$ 37,245.69               |
| William Dana Shriver Fund                | \$190,737.63               | \$204,946.44               |
| Maymie Stovall - Frontier Press 25%      | \$ 27,737.85               | \$ 29,804.16               |

| <b>Endowment</b>                | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|---------------------------------|----------------------------|----------------------------|
| Evelyn & Gene Walpole Endowment | \$ 19,884.68               | \$ 21,843.49               |
| Eugene Warren Endowment Fund    | \$ 22,401.33               | \$ 24,070.11               |
| Dixie Campbell Zinn Memorial    | \$ 13,590.88               | \$ 14,603.34               |
| <b>Board of Stewardship</b>     | <b>\$1,554,425.34</b>      | <b>\$1,669,764.53</b>      |

**Ministerial Aid**

| <b>Endowment</b>                    | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|-------------------------------------|----------------------------|----------------------------|
| Ministerial Aid Endowment           | \$ 647,856.28              | \$ 696,117.69              |
| CPWM Endowment for Minister Care    | \$ 4,987.48                | \$ 5,478.79                |
| Jesse W. Hipsher Endowment          | \$ 31,138.68               | \$ 34,361.63               |
| Annie Lee Hogue Endowment           | \$ 31,799.84               | \$ 34,220.81               |
| Herschel E. Jones Ministers' Trust  | \$ 9,337.81                | \$ 10,033.44               |
| Kate H., Robert E. & Robert M. King | \$ 126,038.65              | \$ 135,427.78              |
| Della Campbell Lowrie Endowment 20% | \$1,300,394.16             | \$1,428,495.47             |
| Special Reserve Retirement Program  | \$1,053,509.47             | \$1,131,989.64             |
| Sue Stiles Endowment Fund 50%       | \$ 77,449.16               | \$ 83,218.66               |
| Premium Stabilization               | \$ 946,143.17              | \$ 958,472.21              |
| <b>Ministerial Aid</b>              | <b>\$4,228,654.70</b>      | <b>\$4,517,816.12</b>      |

**Cumberland Presbyterian Children's Home**

| <b>Endowment</b>                             | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| Merlyn & Joann Kitterman Alexander           | \$ 1,250.47                | \$ 1,343.61                |
| W. A. & Elizabeth Bearden Trust              | \$ 14,238.63               | \$ 15,299.30               |
| Grace Johnson Beasley Memorial               | \$ 33,152.27               | \$ 35,621.93               |
| Bethlehem CPC, Maury County, TN              | \$ 5,418.89                | \$ 5,822.58                |
| James L. & Louise Bridges Scholarship        | \$ 37,036.15               | \$ 39,795.13               |
| J. T. & Dorothy Britt Trust                  | \$ 10,025.97               | \$ 10,772.82               |
| Children's Home Endowment                    | \$ 288,829.60              | \$ 310,605.04              |
| Lavenia Campbell Cole Annuity Endowment      | \$ 74,066.76               | \$ 79,584.28               |
| Lavenia Cole Testamentary Trust 25%          | \$ 404,236.48              | \$ 434,349.72              |
| Lavenia Campbell Cole Trust 20%              | \$ 18,237.57               | \$ 19,596.13               |
| Mrs. A. L. Colvin Memorial Fund              | \$ 802.98                  | \$ 882.06                  |
| John H. & Eva Cox Trust Fund                 | \$ 27,759.36               | \$ 29,827.29               |
| Steve Currie Trust                           | \$ 487,280.21              | \$ 523,579.65              |
| Daniel Class, Morningside CPC                | \$ 28,668.06               | \$ 30,803.70               |
| Donnie Curry Davis Memorial                  | \$ 167,758.07              | \$ 180,255.03              |
| Mary Elberta Davis Memorial                  | \$ 17,900.46               | \$ 19,233.93               |
| Fred & Mattie Mae Dwiggin Memorial           | \$ 71,874.93               | \$ 77,229.21               |
| J. S. Eustis Memorial Trust Fund             | \$ 11,347.42               | \$ 12,192.72               |
| Winnie & Clester H. Evans, Sr. Trust         | \$ 18,944.97               | \$ 20,356.25               |
| John M. Friedel Trust                        | \$ 19,596.61               | \$ 21,056.44               |
| Joyce C. Frisby Memorial Endowment           | \$ 21,008.50               | \$ 26,784.69               |
| Vaughn & Mary Elizabeth Fults Trust          | \$ 18,076.53               | \$ 19,423.11               |
| Garner-Miller Memorial Trust                 | \$ 11,152.06               | \$ 11,982.83               |
| James C. & Freda M. Gilbert Endowment (CPCH) | \$ 87,035.13               | \$ 94,646.76               |
| Henry & Jayne Glaspy Memorial Fund           | \$ 7,397.94                | \$ 7,949.05                |
| Rev. W. J. Gregory Memorial                  | \$ 92,983.48               | \$ 99,910.12               |
| Glenn Griffin Endowment 33%                  | \$ 39,640.10               | \$ 42,593.08               |
| Rev. & Mrs. Henry M. Guynn Memorial          | \$ 4,118.86                | \$ 4,425.68                |
| Chad Evan Harper Memorial Endowment          | \$ 8,445.82                | \$ 9,642.98                |
| Newsome & Imogene Harvey Endowment           | \$ 2,273.71                | \$ 2,443.11                |
| Clarence & Lula Herring Endowment            | \$ 5,412.27                | \$ 5,815.44                |
| Kenneth & Clara M. Holsopple Trust           | \$ 47,912.79               | \$ 51,481.99               |
| George & Lottie M. Hutchins Trust            | \$1,018,984.85             | \$1,094,893.16             |
| Norma K. Johnson Memorial Library            | \$ 10,226.18               | \$ 10,987.96               |
| P. F. Johnson Memorial Endowment             | \$ 16,975.68               | \$ 18,240.27               |
| Robert H. & Genevie Johnson Endowment        | \$ 4,306.78                | \$ 4,627.65                |

| <b>Endowment</b>                               | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| Mr. & Mrs. Robert L. Johnson                   | \$ 10,696.52               | \$ 11,493.29               |
| Violet Louise Jolly Endowment                  | \$ 1,080.00                | \$ 1,160.46                |
| Eulava Joyce Memorial Trust                    | \$ 8,925.52                | \$ 9,590.44                |
| Ruth Cypert & Harlie Kugler Memorial           | \$ 17,973.98               | \$ 19,312.92               |
| Blanche R. Lake Endowment                      | \$ 12,953.42               | \$ 13,918.39               |
| Wade P. Lane & Maude Dorough Memorial          | \$ 8,525.91                | \$ 9,161.03                |
| Adolphus M. Latta Memorial Trust               | \$ 46,003.47               | \$ 49,430.45               |
| Mr. & Mrs. Robert F. Little (CPCH)             | \$ 29,606.65               | \$ 32,315.08               |
| Charles E. Addie Mae Lloyd Endowment           | \$ 20,263.27               | \$ 21,772.77               |
| Tony & Ann Martin Endowment                    | \$ 1,910.17                | \$ 2,098.36                |
| Mrs. Lucille (Lucy) Mast Endowment             | \$ 1,941.72                | \$ 2,133.00                |
| W. B. & Azalee McClurkan, Sr. Memorial         | \$ 17,324.31               | \$ 18,614.83               |
| William J. McCall Memorial Trust               | \$ 8,925.53                | \$ 9,590.46                |
| McEwen Church Trust                            | \$ 6,856.97                | \$ 7,367.77                |
| J. C. McKinley Endowment (CPCH)                | \$ 16,901.47               | \$ 18,160.53               |
| Velma McKinley Trust Fund                      | \$ 16,901.53               | \$ 18,160.58               |
| McKinley & Barnett Families 33%                | \$ 662,126.21              | \$ 711,450.66              |
| Mary McKnight Memorial Trust                   | \$ 8,546.61                | \$ 9,490.71                |
| Kenneth & Mae Moore Endowment Fund             | \$ 6,311.69                | \$ 6,781.84                |
| Operational Trust Fund                         | \$ 132,773.02              | \$ 142,666.05              |
| Bert & Pat Owen Endowment for CPCH             | \$ 1,403.97                | \$ 1,508.59                |
| Martha Sue Parr Endowment                      | \$ 1,328.36                | \$ 1,434.76                |
| Mary M. Poole Endowment Fund                   | \$ 858,313.32              | \$ 922,252.54              |
| Jack & Mary Lou Proctor Memorial Trust         | \$ 57,246.24               | \$ 61,510.75               |
| Mary Acenal Prewitt Trust Fund                 | \$ 80,928.57               | \$ 86,957.25               |
| S. Q. & K. Maurine Proctor Trust               | \$ 5,070.40                | \$ 5,448.13                |
| Rev. & Mrs. Joe Reed Memorial                  | \$ 2,182.70                | \$ 2,397.68                |
| Marguerite D. Richards Endowment               | \$ 22,795.48               | \$ 24,493.60               |
| Agnew Durbin Richardson Trust                  | \$ 27,045.03               | \$ 29,059.71               |
| Pat N. & Essie H. Roberts Memorial             | \$ 52,768.97               | \$ 56,699.95               |
| Frances Benefield Roberts Trust                | \$ 2,090.89                | \$ 2,246.65                |
| Rev. & Mrs. John A. Russell Memorial           | \$ 4,090.25                | \$ 4,394.94                |
| John, Ann & Mary Elizabeth Shimer              | \$ 13,433.37               | \$ 14,434.08               |
| Rev. W. B. & Lydia Snipes Memorial             | \$ 15,122.21               | \$ 16,611.93               |
| Don M. Nancy E. Tabor Trust                    | \$ 30,825.08               | \$ 33,121.29               |
| Townsend Trust Fund                            | \$ 34,428.99               | \$ 36,993.79               |
| Hattie E. Wheelis Fund                         | \$ 17,714.12               | \$ 19,033.71               |
| Whitfield Family Endowment                     | \$ 8,791.25                | \$ 10,494.52               |
| Porter & Hattie S. Williamson Memorial         | \$ 153,724.68              | \$ 165,176.24              |
| Helen and Lewis Wynn Endowment Fund            | \$ 8,189.18                | \$ 9,209.71                |
| Maxie & Will Young Memorial Endowment          | \$ 18,604.01               | \$ 19,989.90               |
| Dixie Campbell Zinn Memorial Trust             | \$ 5,593.95                | \$ 6,010.65                |
| Joe Parr Trust Fund                            | \$ 70,182.11               | \$ 75,410.26               |
| <b>Cumberland Presbyterian Children's Home</b> | <b>\$5,662,797.64</b>      | <b>\$6,093,614.95</b>      |

### **Memphis Theological Seminary**

| <b>Endowment</b>                       | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| African-American Studies Chair         | \$ 7,314.01                | \$ 6,975.53                |
| Emerson A. Alburty Endowment           | \$ 6,367.36                | \$ 5,810.19                |
| John W. Aldridge Memorial Scholarship  | \$ 8,626.04                | \$ 7,789.31                |
| Merlyn A. & Joann K. Alexander         | \$ 7,773.17                | \$ 8,196.88                |
| Alston Family Evangelistic Association | \$ 48,061.13               | \$ 48,756.52               |
| Polly Atterbury Aldridge Scholarship   | \$ 10,206.04               | \$ 9,921.67                |
| Alternate Studies Endowment            | \$ 8,785.79                | \$ 9,265.55                |
| Virgil R. Anderson Memorial Endowment  | \$ 9,203.84                | \$ 8,932.48                |
| Baird-Buck Chair of CP Studies         | \$ 228,244.76              | \$ 264,785.28              |
| Walter & Eula Baker Memorial Fund      | \$ 12,891.04               | \$ 12,806.71               |

| <b>Endowment</b>                                       | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| O. A. Barbee Endowment                                 | \$ 1,405.51                | \$ 1,587.57                |
| Richard M. & Martha Carol Barker Scholarship           | \$ 9,705.84                | \$ 10,766.57               |
| Barnes Seminary Endowment                              | \$ 64,495.40               | \$ 65,121.44               |
| Isaac R. Barnes Scholarship Endowment                  | \$ 14,399.44               | \$ 15,396.75               |
| George B. Bates Trust                                  | \$ 3,135.30                | \$ 3,368.85                |
| Grace Johnson Beasley Endowment                        | \$ 68,610.18               | \$ 75,368.95               |
| Joseph E. Bedinger Memorial Library                    | \$ 4,350.19                | \$ 4,674.21                |
| Tarlton M. Belles Fund                                 | \$ 22,871.77               | \$ 22,321.33               |
| Marie Blackwell Endowment                              | \$ 298.36                  | \$ 419.58                  |
| Larry A. Blakeburn Endowment                           | \$ 2,375.16                | \$ 2,552.14                |
| Roy E. Blakeburn Scholarship                           | \$ 5,143.51                | \$ 5,425.06                |
| Bowen Chapel Church Trust                              | \$ 35,575.32               | \$ 27,455.75               |
| Bowen Lecture Fund                                     | \$ 16,784.15               | \$ 18,618.53               |
| Kyle D. Brantley, M. D. Memorial                       | \$ 13,956.02               | \$ 16,890.10               |
| Brockwell Library Endowment                            | \$ 5,694.63                | \$ 6,476.26                |
| Evelyn Brodeur   | \$ 20,881.37               | \$ 21,509.95               |
| Beth-Helen-Peggy Brown Endowment                       | \$ 28,023.65               | \$ 28,559.71               |
| Paul B. Brown Endowment - MTS                          | \$ 13,434.55               | \$ 13,750.44               |
| Paul F. & Mattie Suddarth Brown - MTS                  | \$ 37,286.33               | \$ 37,974.66               |
| W. W. Brown Scholarship                                | \$ 3,880.26                | \$ 4,196.67                |
| Finis McAdoo Bruington Board-Designated Endowment      | \$ 44,132.63               | \$ 42,896.19               |
| Davis & Gladys Bryson Education 50%                    | \$ 23,265.40               | \$ 25,147.53               |
| Henry & Alfreda Bunton Scholarship                     | \$ 21,274.04               | \$ 21,525.54               |
| Hal & Gladys Burks Memorial Fund                       | \$ 7,571.02                | \$ 7,084.81                |
| Thomas H. Campbell Library Endowment                   | \$ 4,022.28                | \$ 4,347.58                |
| Thomas H. & Margaret E. Campbell                       | \$ 28,081.92               | \$ 28,084.58               |
| Campbell-Todd Trust                                    | \$ 8,745.13                | \$ 8,771.22                |
| Carlock Memorial Trust                                 | \$ 1,104.46                | \$ 1,164.82                |
| Cawthon Memorial Fund                                  | \$ 3,667.39                | \$ 3,867.77                |
| Mildred Chandler Endowment                             | \$ 3,255.47                | \$ 3,572.67                |
| Rev. Walter & Mrs. Sarah Chesnut Scholarship Endowment | \$ 0.00                    | \$ 5,378.30                |
| Gladys Chumbler Endowment                              | \$ 6,768.07                | \$ 6,749.98                |
| Marian Lisenbee Clark Endowment                        | \$ 5,481.07                | \$ 4,932.35                |
| Sallie H. Clay & Alice J. Cooksey                      | \$ 273,870.27              | \$ 263,940.83              |
| Faye E. & Ford F. Claytor Endowment                    | \$ 7,135.72                | \$ 7,144.97                |
| Lavenia Campbell Cole Annuity Endowment                | \$ 52,186.90               | \$ 54,283.24               |
| Lavenia Campbell Cole Testamentary Trust 25%           | \$ 361,111.60              | \$ 361,114.62              |
| Lavenia Campbell Cole Trust                            | \$ 18,309.19               | \$ 18,628.52               |
| George E. & Rouine V. Coleman Endowment                | \$ 8,450.99                | \$ 9,017.68                |
| George E. Coleman Scholarship                          | \$ 56,675.30               | \$ 54,131.63               |
| Willene Cooper Scholarship                             | \$ 23,849.88               | \$ 25,982.12               |
| Hubert & Dortha Covington Memorial                     | \$ 3,708.05                | \$ 3,910.60                |
| James Covington Scholarship                            | \$ 7,039.95                | \$ 7,302.62                |
| Thelma Craig Scholarship                               | \$ 29,578.84               | \$ 29,693.00               |
| Cora Hawkins Crutchfield Scholarship Endowment         | \$ 11,428.91               | \$ 13,213.55               |
| Cumberland Hall Endowment                              | \$ 3,772.03                | \$ 4,492.45                |
| Cumberland Presbyterian Women                          | \$ 24,576.19               | \$ 25,562.92               |
| Sallie Stacy Davenport                                 | \$ 4,807.37                | \$ 5,442.07                |
| Mary Elberta Davis Memorial                            | \$ 5,049.16                | \$ 5,430.25                |
| Paul & Nancy Dekar/Immersion Studies                   | \$ 4,725.46                | \$ 5,349.87                |
| James W. & Gladys Murray Diamond                       | \$ 2,857.45                | \$ 3,013.58                |
| Margaret M. Dirks*                                     | \$ 6,339.46                | \$ 6,667.83                |
| Houston Dixon Memorial                                 | \$ 7,282.68                | \$ 6,780.69                |
| Winifred M. Dixon Endowment                            | \$ 24,735.28               | \$ 26,393.67               |
| C. Ray Dobbins Endowment                               | \$ 1,818.41                | \$ 1,917.79                |
| Jesse R. & Virginia R. Durham Endowment                | \$ 859,923.26              | \$ 898,129.46              |
| Rev. Dr. Loyce Estes Endowment Fund                    | \$ 0.00                    | \$ 6,290.05                |

| <b>Endowment</b>                            | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|---|----------------------------|----------------------------|
| Expansion & Development Fund                | \$ 3,169.48                | \$ 2,945.64                |
| Faith CPC, Tulsa, OK - Scholarship          | \$ 42,990.13               | \$ 45,148.01               |
| Alice Fay Finley                            | \$ 5,274.76                | \$ 5,158.55                |
| H. Glenn Finley Library Fund                | \$ 2,527.75                | \$ 2,716.01                |
| E. H. & Millie Finley                       | \$ 2,062.29                | \$ 2,215.95                |
| Linda Hester Fooks Memorial                 | \$ 15,383.17               | \$ 16,633.56               |
| Jere B. Ford Family Endowment               | \$ 13,098.61               | \$ 10,780.84               |
| Rev. J. C. & Willie Mae Forester Library    | \$ 3,027.14                | \$ 3,657.35                |
| Vaughn Fults Endowment                      | \$ 10,087.04               | \$ 10,135.26               |
| Gadsden Area Churches Trust                 | \$ 36,567.36               | \$ 36,533.32               |
| McAdow Gam Endowment Fund                   | \$ 24,383.63               | \$ 26,331.30               |
| John E. & Anna B. Gardner Endowment         | \$ 14,581.27               | \$ 15,368.38               |
| Jessie B. & Noella Garner                   | \$ 1,174.77                | \$ 1,238.96                |
| W. L. & Dot Lacey Gaston Endowment          | \$ 5,685.06                | \$ 5,603.14                |
| Louis E. & Millie Coats Gholson             | \$ 152,710.49              | \$ 151,088.53              |
| James C. & Freda M. Gilbert Endowment (MTS) | \$ 10,540.16               | \$ 11,145.90               |
| James & Martha Gill Sacred Theology         | \$ 13,188.41               | \$ 12,981.21               |
| David E. Glasgow Endowment                  | \$ 1,332.06                | \$ 1,404.85                |
| James A. & Lenora Greer Endowment           | \$ 2,464.85                | \$ 2,707.66                |
| Mary Guice Memorial                         | \$ 11,606.66               | \$ 12,750.01               |
| Margaret I. Gunn Memorial                   | \$ 22,639.44               | \$ 25,113.73               |
| Hamilton Chapel Fund                        | \$ 453,653.14              | \$ 503,233.75              |
| Mrs. George N. Harris Library Memorial      | \$ 3,046.64                | \$ 3,273.57                |
| Newsome & Imogene Daniel Harvey             | \$ 6,472.57                | \$ 6,323.70                |
| Bettye & Dick Hendrix Scholarship           | \$ 12,802.96               | \$ 14,202.19               |
| Henshaw Family Endowment Fund               | \$ 5,108.69                | \$ 5,387.83                |
| Frank & Margaret Henshaw Endowment 1        | \$ 10,831.01               | \$ 11,432.57               |
| J. David & Barbara Hester Endowment         | \$ 29,083.89               | \$ 31,250.47               |
| Rev. E. Samuel Hicks Endowment Fund         | \$ 4,516.36                | \$ 4,330.49                |
| Dr. Alfred D. Hill Scholarship              | \$ 4,827.39                | \$ 5,891.59                |
| Cortis E. Hill Library                      | \$ 3,281.09                | \$ 3,525.54                |
| David & Patsy Hilliard                      | \$ 8,885.88                | \$ 4,517.16                |
| Francis A. Hobgood Trust                    | \$ 27,449.60               | \$ 28,449.81               |
| William Clarence Hodge Memorial             | \$ 2,937.83                | \$ 3,156.67                |
| B. L. & Jewel Looper Holder                 | \$ 9,305.02                | \$ 10,320.16               |
| Lee Hollowell Trust                         | \$ 12,898.66               | \$ 13,291.89               |
| Barbara A. Holmes Lectures                  | \$ 19,990.13               | \$ 19,069.72               |
| Mr. & Mrs. J. S. Holmes Trust               | \$ 4,474.58                | \$ 4,807.92                |
| Kenneth & Myrtle Holsopple Endowment        | \$ 23,112.64               | \$ 25,057.85               |
| Jack & Gwen Hood Scholarship                | \$ 25,990.89               | \$ 32,543.05               |
| Rev. John William Howell Memorial           | \$ 1,915.76                | \$ 2,125.70                |
| Cardelia Howell-Diamond Scholarship         | \$ 61,612.53               | \$ 68,346.26               |
| Donald & Jane Hubbard Endowment for MTS     | \$ 6,715.93                | \$ 7,377.55                |
| Bernice A. Humphreys Endowment              | \$ 17,012.79               | \$ 16,243.44               |
| Charles E. & Helen Humphreys Endowment      | \$ 20,062.74               | \$ 10,457.66               |
| Gerald S. & Louise Felts Hunter             | \$ 2,539.82                | \$ 2,678.59                |
| George & Lottie M. Hutchins 33%             | \$ 225,595.17              | \$ 227,366.43              |
| Mattie Hutchison Seminary Fund              | \$ 1,482.53                | \$ 1,592.97                |
| Eugenia Turner Ingram Endowment             | \$ 2,678.38                | \$ 2,929.99                |
| Lillian Johnston Ingram Library             | \$ 5,012.29                | \$ 5,391.37                |
| Tom & Barbara Ingram Student Asst.          | \$ 28,309.96               | \$ 33,192.76               |
| Virginia Howell Ingram Endowment Fund       | \$ 62,694.86               | \$ 69,546.95               |
| Rev. W. T. Ingram, Sr. & Family Scholarship | \$ 93,805.05               | \$ 86,705.50               |
| William T. & Virginia H. Ingram Lectures    | \$ 94,371.17               | \$ 97,121.51               |
| Joe Ben Irby Trust                          | \$ 3,669.06                | \$ 3,942.37                |
| Joe Ben & Julia Irby Endowment Fund         | \$ 88,248.13               | \$ 89,598.99               |
| Virginia Irwin Memorial Endowment           | \$ 4,316.61                | \$ 4,638.17                |

| <b>Endowment</b>                          | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|---|----------------------------|----------------------------|
| Johns Lectures                            | \$ 11,625.26               | \$ 12,897.05               |
| P. F. Johnson Memorial                    | \$ 49,092.85               | \$ 46,986.03               |
| Robert A. & Jo S. Johnson (MTS)           | \$ 57,281.47               | \$ 51,221.77               |
| Roby M. Johnston Endowment                | \$ 80,609.45               | \$ 82,435.89               |
| Joiner Ministerial Scholarship            | \$ 5,863.67                | \$ 5,778.12                |
| V. A. Jones Library Memorial              | \$ 3,685.25                | \$ 3,886.59                |
| Kiningham-Kuehn Endowment                 | \$ 9,484.04                | \$ 10,107.48               |
| Franklin W. Latta Memorial Scholarship    | \$ 13,476.69               | \$ 13,921.27               |
| Ruth Fumbanks Latta Endowment             | \$ 14,257.51               | \$ 14,136.33               |
| Randal (Randy) Leslie Endowment Fund      | \$ 13,271.19               | \$ 14,307.42               |
| C. S. Lewis & His Friends Lecture         | \$ 22,947.91               | \$ 22,920.38               |
| Library Reserve - Seminary Development    | \$ 2,069.78                | \$ 2,288.11                |
| Mr. & Mrs. Robert F. Little (MTS)         | \$ 24,833.15               | \$ 25,900.60               |
| James & Louella Lively Family Endowment   | \$ 5,759.43                | \$ 7,907.05                |
| Inez Lovelace Endowment                   | \$ 33,069.68               | \$ 30,590.40               |
| Virgil L. & Della M. Lowrie Lectures      | \$ 82,694.44               | \$ 92,281.61               |
| Della Campbell Lowrie Endowment 20%       | \$398,093.85               | \$ 407,119.64              |
| Dennis L. & Elmira C. Magrill 50%         | \$ 23,078.31               | \$ 27,401.54               |
| Rev. George Malone / Rev. Edmong Weir     | \$ 56,864.49               | \$ 65,280.45               |
| W. A. Johnson Family Endowment            | \$ 2,547.90                | \$ 2,763.05                |
| Dessa Jane Manuel Scholarship 50%         | \$ 37,596.28               | \$ 39,602.12               |
| Marshall (Texas) CPW Endowment            | \$ 8,539.25                | \$ 8,676.59                |
| Dr. & Mrs. Arleigh G. Matlock Scholarship | \$ 30,505.57               | \$ 31,569.52               |
| Charles R. Matlock Library Endowment      | \$ 4,627.72                | \$ 4,880.18                |
| Walter L. Mayo Endowment Fund             | \$ 5,103.81                | \$ 5,484.01                |
| Mr. & Mrs. David M. McAnulty Memorial     | \$ 14,532.08               | \$ 14,570.02               |
| Doris McCall Memorial Endowment           | \$ 12,139.94               | \$ 13,193.28               |
| James W. & Mary H. McCulloch Memorial     | \$ 11,182.74               | \$ 11,493.48               |
| Margaret McCulloch Scholarship            | \$ 8,709.99                | \$ 8,276.80                |
| F. Dwight & Bernice K. McDonald           | \$176,958.55               | \$ 179,694.65              |
| McGuinness-Wood Endowment                 | \$ 19,216.82               | \$ 19,603.69               |
| Jack B. McKamey Endowment Fund            | \$ 9,670.95                | \$ 5,336.88                |
| Velma McKinley Memorial Endowment         | \$ 4,030.37                | \$ 4,330.60                |
| McKinley & Barnett Families 33%           | \$192,489.40               | \$ 138,865.01              |
| Wesley McKinney Memorial Endowment        | \$ 9,103.23                | \$ 9,700.69                |
| Maude McLin Memorial Endowment            | \$ 3,804.86                | \$ 4,088.30                |
| Robert W. McReynolds Memorial             | \$ 5,206.97                | \$ 5,094.42                |
| Mr. & Mrs. W. J. McReynolds Trust         | \$ 5,876.69                | \$ 5,695.21                |
| Memphis Methodist Conference Fund         | \$ 29,419.85               | \$ 29,994.67               |
| Ed Mikel Doctoral Scholarship Memorial    | \$ 7,557.13                | \$ 8,383.09                |
| Sam B. & Naurine W. Miles Endowment       | \$ 4,369.10                | \$ 4,607.83                |
| Sam B. Miles Board Designated Endowment   | \$ 0.00                    | \$ 71,232.05               |
| Mary Elliott Miller Endowment             | \$ 6,738.89                | \$ 7,215.06                |
| Rev. & Mrs. W. E. Miller Scholarship      | \$ 4,917.59                | \$ 5,291.21                |
| Robert Lynn & Elizabeth P. Mills          | \$ 8,122.80                | \$ 8,054.88                |
| Ministerial Scholarship Endowment 40%     | \$ 22,892.23               | \$ 12,782.13               |
| Missouri-Arkansas CO-OP PCUSA             | \$ 3,600.88                | \$ 3,994.42                |
| John L. Mize Scholarship                  | \$ 8,128.54                | \$ 8,175.34                |
| Clinton & Eva B. Moore Endowment          | \$ 31,946.15               | \$ 31,740.35               |
| Frank C. Moore Endowment Fund             | \$ 10,874.25               | \$ 11,569.26               |
| Mary E. Morefield Memorial 40%            | \$ 5,172.18                | \$ 4,952.25                |
| Hubert W. Morrow Endowment PAS            | \$ 28,149.75               | \$ 28,019.53               |
| Virginia Sue Williamson Morrow MT         | \$ 23,904.12               | \$ 25,672.95               |
| Ruby Page Morton Endowment                | \$ 7,486.31                | \$ 7,393.57                |
| William Taylor Morton Endowment           | \$ 7,821.33                | \$ 8,793.93                |
| John & Gail Moss Endowment                | \$ 4,108.20                | \$ 4,332.71                |
| Dr. Arthur Murrell Memorial Scholarship   | \$ 4,383.37                | \$ 4,225.79                |

| <b>Endowment</b>                           | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| Walter & Anna Murrie Endowment             | \$ 5,671.11                | \$ 5,981.02                |
| Willard & Bettie Murrie Endowment          | \$ 7,450.15                | \$ 8,213.80                |
| Gladys Teter Nichols                       | \$ 94,955.89               | \$ 100,089.28              |
| North Central Texas Presbytery Scholarship | \$ 4,571.33                | \$ 4,911.84                |
| William H. & Nola A. Oliver Scholarship    | \$ 4,830.23                | \$ 5,199.37                |
| Bert & Pat Owen - Shepherd's Rest          | \$ 75,661.90               | \$ 83,972.36               |
| Palestine CPC Endowment at MTS             | \$ 3,379.52                | \$ 3,564.16                |
| Paskell & Bernice Parker Endowment         | \$ 3,878.48                | \$ 4,167.43                |
| Parr Scholarship Endowment                 | \$ 54,443.20               | \$ 52,878.92               |
| Rev. G. F. Phelps Memorial Scholarship     | \$ 17,612.57               | \$ 17,879.95               |
| John W. Piper Endowment Fund               | \$ 23,816.45               | \$ 24,208.27               |
| Platte-Lexington Seminary                  | \$ 22,085.69               | \$ 21,434.93               |
| Pleasant Hill CP Endowment                 | \$ 6,374.19                | \$ 6,210.76                |
| Bernice A. Humphreys Scholarship Endowment | \$106,994.96               | \$ 118,688.65              |
| Bettie Press Library Fund                  | \$ 5,204.05                | \$ 4,474.08                |
| S. Q. Proctor Ministerial Scholarship      | \$ 6,926.87                | \$ 7,591.85                |
| Klahr & Iris Raney Endowment Fund          | \$ 17,924.73               | \$ 19,114.27               |
| Eugene & Agnes Richardson Endowment        | \$ 7,342.31                | \$ 7,019.93                |
| Evelyn B. Crick Richmond Endowment         | \$ 51,290.75               | \$ 52,027.14               |
| Roy Roberts Memorial Endowment             | \$ 1,435.87                | \$ 1,542.85                |
| Mrs. W. H. Rochelle Endowment Fund         | \$ 9,654.61                | \$ 9,329.17                |
| Hudson & Robbie C. Roseberry               | \$ 63,426.51               | \$ 68,225.14               |
| W. L. & Mary K. Rolman Scholarship         | \$ 17,294.76               | \$ 18,583.14               |
| William & Dolores Rustenhaven Endowment    | \$ 4,734.24                | \$ 5,086.90                |
| Beverly St. John/Theology & Arts           | \$ 7,326.80                | \$ 7,702.60                |
| Saint Timothy CPC                          | \$ 3,063.15                | \$ 3,230.54                |
| Herschel A. & Iris L. Schultz              | \$124,461.52               | \$ 129,554.64              |
| Clara Scott Family Chair - Part I          | \$349,905.52               | \$ 349,168.54              |
| Clara Scott Family Chair - Part II         | \$205,116.38               | \$ 216,115.78              |
| George W. Scott Endowment Fund             | \$ 5,484.28                | \$ 5,892.83                |
| W. H. Scott Family Endowment               | \$ 10,012.01               | \$ 10,161.71               |
| Marie C. Scudder Memorial                  | \$ 3,800.20                | \$ 4,083.27                |
| Seminary Commitment Campaign               | \$ 2,946.81                | \$ 2,806.88                |
| Seminary Development Fund Endowment        | \$ 718.95                  | \$ 758.24                  |
| Seminary Scholarship Fund                  | \$ 10,182.20               | \$ 8,426.72                |
| Ed Shannon Endowment )                     | \$ 5,959.66                | \$ 6,645.26                |
| E. Thach & Jerry Shauf Endowment           | \$ 15,187.57               | \$ 14,993.60               |
| Robert E. Shelton Scholarship              | \$ 2,396.29                | \$ 2,850.82                |
| Robert M. Shelton Scholarship              | \$ 2,975.06                | \$ 3,196.68                |
| Ruby Burris Shelton Endowment              | \$ 4,429.31                | \$ 4,759.27                |
| Dick & Virginia Singellton Endowment       | \$ 14,406.35               | \$ 14,434.93               |
| Esther Smith & Search Parish Endowment     | \$ 1,868.05                | \$ 2,007.20                |
| Odus H. Smith Memorial Endowment           | \$ 4,205.49                | \$ 4,518.74                |
| Katherine Hinds Smythe Endowment           | \$ 5,594.09                | \$ 5,388.04                |
| W. B. Snipes Memorial Scholarship          | \$ 15,966.32               | \$ 16,111.13               |
| Truman Barrett Snowden Memorial            | \$ 4,061.01                | \$ 4,438.02                |
| Dorothea Snyder Endowment                  | \$ 4,901.91                | \$ 4,658.00                |
| L. D. & Dathel Jones Stacey Endowment      | \$ 577.40                  | \$ 608.96                  |
| Henry L. Starks Scholarship                | \$144,269.70               | \$ 157,436.18              |
| Anne Stavely Endowmet Fund                 | \$ 2,027.52                | \$ 2,178.55                |
| Eva Jane Stewart Trust 50%                 | \$ 46,433.14               | \$ 47,951.85               |
| J.W. Stiles Lectures                       | \$ 32,449.60               | \$ 34,655.95               |
| Rev. Elizabeth Stone Mem. Schol.           | \$ 1,849.19                | \$ 1,950.21                |
| Lela Stricklen Endowment                   | \$ 58,362.30               | \$ 27,985.72               |
| Maymie Stovall Memorial Trust 25%          | \$ 10,777.62               | \$ 11,058.17               |
| Roy Stucker Scholarship Fund 50%           | \$ 38,546.07               | \$ 35,430.12               |
| Charles Studdard Memorial                  | \$ 16,572.52               | \$ 16,937.69               |



| <b>Endowment</b>   | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| Emma Elizabeth Suddarth Memorial                           | \$ 5,956.34                | \$ 6,400.07                |
| Robert H. & Lois Went Taylor Endowment                     | \$ 10,099.31               | \$ 10,926.13               |
| Thomas V. Taylor Seminary Student                          | \$ 5,169.02                | \$ 5,628.59                |
| Verdys E. Taylor Trust                                     | \$ 2,011.71                | \$ 2,161.57                |
| A. J. Terry Scholarship                                    | \$ 1,914.95                | \$ 2,057.62                |
| Theological Seminary General Endowment                     | \$ 156,735.55              | \$ 135,045.08              |
| Virgil H. & Irene R. Todd - OT EXCL                        | \$ 59,406.93               | \$ 65,870.91               |
| Tri-Mu Bible Class Scholarship                             | \$ 49,850.62               | \$ 55,626.75               |
| R L Truax, M L Truax, R L Truax, Jr Award for Academic Ach | \$ 6,080.46                | \$ 6,745.25                |
| Carl Walker Endowment                                      | \$ 6,996.70                | \$ 7,592.42                |
| Mr. & Mrs. Carl Forbis Ward Memorial                       | \$ 5,836.93                | \$ 5,141.52                |
| Tom V. Warnick Memorial                                    | \$ 24,448.67               | \$ 28,263.53               |
| Geneverette Warr Endowment                                 | \$ 5,918.80                | \$ 5,333.16                |
| Warren, MI, First CPC Endowment                            | \$ 7,275.69                | \$ 7,161.16                |
| The Rev. Harlon & Mary Edith Watson Endowment              | \$ 17,671.40               | \$ 23,402.84               |
| Virgil T. & Sue B. Weeks                                   | \$ 6,717.24                | \$ 7,083.95                |
| Lynn Westbrook Memorial Endowment                          | \$ 7,852.26                | \$ 8,386.55                |
| Mae Westbrook Memorial Endowment Fund                      | \$ 3,828.72                | \$ 4,037.94                |
| The Weston Endowment                                       | \$ 14,700.37               | \$ 13,758.68               |
| J. W. Wilder Scholarship                                   | \$ 191,928.81              | \$ 188,314.07              |
| Alline Williams Endowment                                  | \$ 7,677.38                | \$ 8,249.32                |
| Wayne Wiman Scholarship                                    | \$ 23,592.72               | \$ 25,358.35               |
| Lamar & Ellen Wilson Memorial Scholarship                  | \$ 29,087.35               | \$ 16,722.64               |
| Women's Issues in Ministry Endowment                       | \$ 4,238.71                | \$ 4,656.27                |
| Louisa Woosley Endowment Fund                              | \$ 53,088.12               | \$ 58,060.53               |
| Rev. Charles W. Hall Endowment for Pastoral Excellence     | \$ 5,908.97                | \$ 9,034.24                |
| Dr. Thomas D. Campbell Endowment                           | \$ 6,865.81                | \$ 7,860.32                |
| Rev. Matthew Miller Endowment                              | \$ 971.45                  | \$ 1,199.57                |
| <b>Memphis Theological Seminary</b>                        | <b>\$8,644,707.19</b>      | <b>\$8,899,300.62</b>      |

**Miscellaneous**

| <b>Endowment</b>                               | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| Lavenia Cole Test. Trust Temp.                 | \$ 227,617.48              | \$ 398,273.71              |
| CP Retirement & Health Maintenance (Sue Galey) | \$ 10,785.65               | \$ 11,848.14               |
| Lillie M. Dickerson Memorial Fund              | \$ 61,333.44               | \$ 66,028.93               |
| Verna Fillius Green Charities Endowment        | \$ 1,616.56                | \$ 4,588.83                |
| Hodgeville Cemetery Association                | \$ 10,649.40               | \$ 11,698.45               |
| Laddie Lollar Scholarship                      | \$ 40,069.22               | \$ 42,987.98               |
| McKinley & Barnett Families Temp.              | \$ 52,975.34               | \$ 114,141.29              |
| Matching Gift Endowment Fund                   | \$ 37.94                   | \$ 41.67                   |
| Terrell D. and Jacqueline C. Maynard Endowment | \$ 5,653.07                | \$ 10,696.93               |
| Ethel Phillips Endowment                       | \$ 36,394.44               | \$ 42,071.52               |
| Thomas P. & Barbara J. Semmens Scholarship     | \$ 1,307.94                | \$ 1,436.81                |
| Maymie Stovall Trust                           | \$ 238,966.30              | \$ 253,597.40              |
| Mary Ann Walton Trust                          | \$2,000,618.30             | \$2,145,616.36             |
| Parr Estate/Mission Synod Ministerial Aid      | \$ 107,690.32              | \$ 117,039.35              |
| <b>Miscellaneous</b>                           | <b>\$2,795,715.40</b>      | <b>\$3,220,067.37</b>      |

**Bethel University**

| <b>Endowment</b>                | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|---------------------------------|----------------------------|----------------------------|
| Stobbe Mathematics Scholarship  | \$ 38,003.37               | \$ 41,450.94               |
| J. E. Ash Memorial              | \$ 6,890.29                | \$ 7,403.58                |
| Daisy J. Barger & Lena J. Davis | \$ 17,482.71               | \$ 18,785.04               |
| Grace Johnson Beasley Memorial  | \$ 15,391.19               | \$ 16,537.76               |
| Herman Osteen Beasley Memorial  | \$ 37,989.55               | \$ 40,819.53               |
| Bethel CPC, Columbia Presbytery | \$ 1,748.27                | \$ 1,878.55                |
| Boyett Trust                    | \$ 30,752.01               | \$ 33,042.80               |

| <b>Endowment</b>                         | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| Rev. & Mrs. C. L. Bruington Library      | \$ 10,273.68               | \$ 11,039.02               |
| Davis O. & Gladys Bryson Educ. 50%       | \$ 38,312.49               | \$ 41,166.55               |
| Lavenia Campbell Cole Annuity End        | \$ 69,043.01               | \$ 74,186.30               |
| Lavenia Campbell Cole Trust 20%          | \$ 16,809.65               | \$ 18,061.86               |
| Cumberland Presbytery Scholarship        | \$ 11,279.02               | \$ 12,119.25               |
| J. Claud & Mary L. Dickinson Fund        | \$ 6,935.62                | \$ 7,452.26                |
| Mary L. Claud Dickinson Educ.            | \$ 394,226.08              | \$ 423,593.58              |
| Rev. & Mrs. Walter E. Dillow Memorial    | \$ 21,823.26               | \$ 23,448.97               |
| Winifred M. Dixson Endowment             | \$ 43,814.74               | \$ 47,078.69               |
| Jack & Ewie Freeman Trust                | \$ 17,954.51               | \$ 19,292.00               |
| Vaughn & Mary E. Fults Min. Scholarship  | \$ 34,710.87               | \$ 37,296.64               |
| Samuel K. Gam & Mamie S. Gam Endowment   | \$ 15,431.39               | \$ 16,580.93               |
| Greensburg CPC Memorial Scholarship      | \$ 7,025.00                | \$ 7,548.30                |
| Glenn Griffin Endowment 33%              | \$ 33,650.84               | \$ 36,157.64               |
| Fenner Heathcock Memorial Fund           | \$ 72,025.43               | \$ 77,390.92               |
| Roy Hickman & Ruth Hughes Hickman        | \$ 37,768.40               | \$ 40,581.88               |
| Francis A. Hobgood Trust 25%             | \$ 29,573.33               | \$ 31,776.38               |
| George & Lottie M. Hutchins Trust        | \$ 242,428.04              | \$ 260,487.49              |
| Dr. P. F. Johnson Memorial Endowment     | \$ 53,604.49               | \$ 57,597.70               |
| Joiner Ministerial Scholarship           | \$ 5,808.82                | \$ 6,241.57                |
| Rev. E. R. & Forest Ladd Memorial        | \$ 2,281.03                | \$ 2,450.92                |
| Robert F. & Jane L. Little (BC)          | \$ 25,044.14               | \$ 26,909.80               |
| Della Campbell Lowerie 20%               | \$ 346,535.67              | \$ 372,350.50              |
| Dessa Jane Manuel Scholarship 50%        | \$ 161,993.73              | \$ 174,061.31              |
| Albert & Belle McDonald Trus             | \$ 435,068.22              | \$ 467,478.21              |
| Cliff McElroy Memorial Trust             | \$ 15,701.23               | \$ 17,247.94               |
| Nyta Miller Scholarship                  | \$ 6,483.84                | \$ 6,966.88                |
| Nell Miller Scholarship                  | \$ 2,900.72                | \$ 3,116.78                |
| Ministerial Scholarship Endowment 60%    | \$ 114,042.42              | \$ 122,537.90              |
| Bert & Pat Owen Endowment for Bethel     | \$ 1,935.05                | \$ 2,079.19                |
| Max & Ethel Mize Parker Scholarship      | \$ 18,810.50               | \$ 20,211.77               |
| S. Q. Proctor Ministerial Scholarship    | \$ 11,175.84               | \$ 12,008.37               |
| Agnes D. Richardson Endowment Fund       | \$ 8,848.46                | \$ 9,507.63                |
| Pauline Rucker Memorial                  | \$ 3,974.99                | \$ 4,271.09                |
| Rev. & Mrs. J. Howard Scott Memorial     | \$ 9,704.36                | \$ 10,427.29               |
| Esther M. Smith Trust                    | \$ 6,577.60                | \$ 7,067.58                |
| Martha S. & W. Horace Snipes Scholarship | \$ 1,797.11                | \$ 1,930.99                |
| Eva Jane Stewart Trust 50%               | \$ 55,380.73               | \$ 59,506.27               |
| Roy Stucker Scholarship 50%              | \$ 46,802.35               | \$ 50,288.85               |
| Richard Swain Memorial Scholarship       | \$ 21,483.42               | \$ 23,083.78               |
| Weigel Bible CLass                       | \$ 9,261.74                | \$ 9,951.70                |
| <b>Bethel University</b>                 | <b>\$2,616,559.21</b>      | <b>\$2,812,470.88</b>      |

**Cumberland Presbyterian Church in America**

| <b>Endowment</b>                                 | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| CP Church in America Min. Education              | \$ 3,362.99                | \$ 3,694.24                |
| CP Church in America World Mission               | \$ 6,858.49                | \$ 7,534.18                |
| <b>Cumberland Presbyterian Church in America</b> | <b>\$ 10,221.48</b>        | <b>\$ 11,228.42</b>        |

**Congregational**

| <b>Endowment</b>                               | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| Kate Maxwell Allen Trust                       | \$ 5,469.00                | \$ 5,876.38                |
| Grace Bright Circle Missions                   | \$ 7,639.19                | \$ 8,391.74                |
| Brunswick Cumberland Presbyterian Church Trust | \$ 12,793.20               | \$ 13,192.31               |
| Jane and Ed Chapman Endowment                  | \$ 5,898.62                | \$ 5,417.88                |
| Chinese Mission of San Francisco               | \$ 24,642.65               | \$ 26,478.37               |
| Christ (FL) Tom W. Kelley Ed Fund              | \$ 23,230.02               | \$ 25,518.45               |

| <b>Endowment</b>                               | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| Christ (FL) Mary Beth Swindle Scholarship      | \$ 74,633.70               | \$ 79,045.84               |
| The Mary Cloud Fund                            | \$ 38,337.60               | \$ 41,193.52               |
| Lavenia Campbell Cole Endowment                | \$ 271,809.64              | \$ 292,057.82              |
| Dyersburg - Charles F. Moore C/T               | \$ 40,070.05               | \$ 44,017.34               |
| Dyersburg - Jenny Edwards Endowment            | \$ 23,981.19               | \$ 26,343.55               |
| Elliottsville - Gillis Endowment               | \$ 7,964.81                | \$ 8,749.46                |
| Elliottsville - Kent Endowment                 | \$ 5,467.10                | \$ 6,005.66                |
| Fairfield C P Church Trust                     | \$ 78,684.68               | \$ 84,546.22               |
| Frankie Floyd Fund for Education               | \$ 10,278.65               | \$ 11,291.17               |
| Germantown - Christian Education Ministry      | \$ 21,077.45               | \$ 23,191.89               |
| Germantown - Outreach Ministry                 | \$ 4,773.35                | \$ 5,243.55                |
| Germantown - Worship Ministry                  | \$ 1,405.82                | \$ 1,734.72                |
| Germantown - Eugene/Rosa Warren                | \$ 12,787.89               | \$ 11,767.20               |
| Germantown - William Pickle Member Care        | \$ 2,598.75                | \$ 3,695.86                |
| Basil & Gertrude Green Scholarship Fund        | \$ 50,592.79               | \$ 54,881.01               |
| Glenn Griffin Endowment 33%                    | \$ 39,906.06               | \$ 42,878.84               |
| Francis A. Hobgood Trust 50%                   | \$ 59,847.85               | \$ 64,306.16               |
| Hohenwald CPC                                  | \$ 305,599.40              | \$ 328,364.75              |
| Albert M. & Delia Jackson Memorial             | \$ 2,793.17                | \$ 3,504.17                |
| Albert S. Johnston Trust                       | \$ 53,453.73               | \$ 57,435.68               |
| Orn/Laughlin Trust                             | \$ 5,902.44                | \$ 6,342.16                |
| Lawrenceburg CPC - Springer                    | \$ 28,005.23               | \$ 30,764.01               |
| Lawrenceburg CPC - Every Member                | \$ 6,764.56                | \$ 7,430.98                |
| Lawrenceburg CPC - Mason/Jennings              | \$ 85,686.97               | \$ 92,070.09               |
| Della Campbell Lowrie Trust                    | \$ 72,386.22               | \$ 77,778.59               |
| Lucado Endowment                               | \$ 556,613.38              | \$ 590,505.32              |
| Manchester CPC - Christian Education Endowment | \$ 0.00                    | \$ 6,386.03                |
| Marshall (MO) David Guthrie Youth              | \$ 4,792.05                | \$ 5,264.11                |
| Marshall (MO) 50 Year Church Member Rec        | \$ 5,616.11                | \$ 6,169.35                |
| Marshall (TX) CPC of, Endowment                | \$ 313,224.63              | \$ 308,036.96              |
| Marshall (TX) Ewing Chapel Cemetery            | \$ 44,800.69               | \$ 50,551.52               |
| McKenzie CPC - Beasley Endowment               | \$ 64,656.48               | \$ 69,473.00               |
| McKenzie CPC - Julia Patterson Irby            | \$ 11,632.01               | \$ 12,498.54               |
| Medina CPC Trust                               | \$ 1,991.49                | \$ 2,187.72                |
| Mesquite CPC - Every Member Endowment          | \$ 14,117.91               | \$ 15,508.59               |
| Louise Moffitt Trust Fund                      | \$ 264,053.38              | \$ 283,723.80              |
| Mount Moriah Cemetery Fund (W. TN Presbytery)  | \$ 279,443.06              | \$ 301,508.09              |
| Murfreesboro First CPC Trust                   | \$ 1,330.16                | \$ 1,461.20                |
| New Salem Cemetery Fund                        | \$ 80,146.95               | \$ 87,015.95               |
| Oliver's Chapel Cemetery Trust                 | \$ 70,168.20               | \$ 77,972.23               |
| Trimble CPC - Horace J. Coffey Memorial Trust  | \$ 4,841.65                | \$ 5,202.34                |
| Trimble CPC - Howard Glasgow Memorial Trust    | \$ 4,841.64                | \$ 5,202.32                |
| Trimble CPC - Bob & Chris Page Family Trust    | \$ 2,997.76                | \$ 3,221.09                |
| Carolyn Smythe Parks Memorial Trust            | \$ 144,989.51              | \$ 155,790.32              |
| E. E. Parks Memorial Trust                     | \$ 3,761.56                | \$ 4,041.77                |
| Hamilton & Merion S. Parks Family              | \$ 37,952.64               | \$ 40,779.90               |
| Rev. Hamilton Parks Memorial Trust             | \$ 1,785.32                | \$ 1,871.21                |
| W. H. Parks Memorial Trust                     | \$ 5,969.00                | \$ 6,413.63                |
| Franklin Pierce Memorial Trust                 | \$ 8,600.20                | \$ 9,240.87                |
| William W. & Lou W. Pierce Memorial            | \$ 1,718.75                | \$ 1,846.81                |
| J. Dixie Johnson Primm Endowment               | \$ 1,312.77                | \$ 1,442.06                |
| Red Bank CPC Endowment                         | \$ 21,350.25               | \$ 23,865.15               |
| Robinson Cemetery Endowment                    | \$ 27,262.86               | \$ 29,948.50               |
| Saint Timothy CPC Trust                        | \$ 25,266.51               | \$ 27,252.71               |
| Short Creek CPC Memorial Fund                  | \$ 12,855.62               | \$ 14,226.32               |
| Swan Cumberland Presbyterian Church            | \$ 10,954.80               | \$ 12,033.92               |
| Inman & Mildred Swain Memorial                 | \$ 57,817.30               | \$ 62,124.37               |

| <b>Endowment</b>                                      | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|---|----------------------------|----------------------------|
| Thomas D. & Mary Jo (Adams) Vaughan                   | \$ 485,684.03              | \$ 521,864.56              |
| Thomas & Mary Jo Vaughan Outreach                     | \$ 48,852.57               | \$ 52,491.79               |
| West Union Cemetery - Old Committee                   | \$ 56,911.93               | \$ 52,190.95               |
| Rev. Jonathan Clark Endowment                         | \$ 521.76                  | \$ 573.18                  |
| Calico Rock CPC - Christian Service Center End        | \$ 4,828.99                | \$ 5,180.67                |
| Calico Rock CPC - Mildred B. Curless Danielson        | \$ 1,344.59                | \$ 1,477.03                |
| Calico Rock CPC - Every Member Endowment              | \$ 5,175.10                | \$ 6,213.17                |
| Calico Rock CPC -Dixie Jennings Gray Endowment        | \$ 6,228.35                | \$ 6,841.90                |
| Calico Rock CPC - Ernie Horton Gray Endowment         | \$ 5,485.86                | \$ 6,026.28                |
| Calico Rock CPC - Willis Newton Hankins End           | \$ 555.18                  | \$ 609.89                  |
| Calico Rock CPC - Joann Smith Hudson Endowment        | \$ 1,553.98                | \$ 1,707.01                |
| Calico Rock CPC - Zelda Killian Endowment             | \$ 1,183.35                | \$ 1,299.93                |
| Calico Rock CPC - James & Ariel Utt-Landrus End       | \$ 5,535.79                | \$ 6,081.10                |
| Calico Rock CPC -John & Ernette "Ernie" Parker        | \$ 1,239.31                | \$ 1,361.40                |
| Calico Rock CPC - Grady & Leota Perryman End          | \$ 6,285.66                | \$ 6,904.86                |
| Calico Rock CPC - Ray & Velma Perryman End            | \$ 6,107.68                | \$ 6,709.36                |
| Calico Rock CPC - Beatric Virginia Pino End           | \$ 555.21                  | \$ 609.93                  |
| Calico Rock CPC - Pietro "Pete" Pino Endowment        | \$ 4,661.04                | \$ 5,120.16                |
| Calico Rock CPC - Muriel Thompson Ryan End            | \$ 1,190.42                | \$ 1,307.69                |
| Calico Rock CPC - Sean Vann Endowment                 | \$ 3,139.16                | \$ 3,535.22                |
| Calico Rock CPC - Wayland - Seay Endowment            | \$ 4,485.75                | \$ 4,927.67                |
| Calico Rock CPC - Wayne & Gaye Wood End               | \$ 8,634.20                | \$ 9,484.74                |
| Calico Rock CPC - Trimble House Maintenance Endowment | \$ 4,847.72                | \$ 5,747.66                |
| Calico Rock CPC - Pete & Betty Riggins                | \$ 1,000.00                | \$ 1,609.68                |
| <b>Congregational</b>                                 | <b>\$4,137,354.05</b>      | <b>\$4,422,156.90</b>      |

**Presbyterial**

| <b>Endowment</b>  | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|---|----------------------------|----------------------------|
| Arkansas Presbytery - Camp Peniel                       | \$ 22,128.29               | \$ 23,776.71               |
| Arkansas Presbytery - Higher Education                  | \$ 56,362.48               | \$ 60,561.14               |
| Rev. Leo E. Smith Min. Memorial Scholarship             | \$ 8,199.55                | \$ 9,109.90                |
| Daisy Bell Belcher Estate                               | \$ 23,696.83               | \$ 26,031.20               |
| Cauca Valley Presbytery - Hogar Samaria                 | \$ 32,340.84               | \$ 50,705.51               |
| Columbia Presbytery Endowment                           | \$ 55,155.38               | \$ 65,862.53               |
| Crystal Springs Camp - Fred Ramsey                      | \$ 25,582.32               | \$ 24,159.38               |
| East Tennessee - Philip Norris Jones                    | \$ 7,225.88                | \$ 7,937.74                |
| William J. Eldredge Trust Fund                          | \$ 10,340.87               | \$ 11,111.18               |
| Ephraim McLean Sr. Memorial Fund                        | \$ 41,313.90               | \$ 45,383.74               |
| Missouri Presbytery - Education Fund                    | \$ 13,298.31               | \$ 14,608.31               |
| Missouri Presbytery - Kansas City                       | \$ 389.56                  | \$ 427.96                  |
| Missouri Presbytery - Mission                           | \$ 0.00                    | \$ 13,670.30               |
| Oklahoma/Kansas/Nebraska Mission                        | \$ 386,970.73              | \$ 425,091.06              |
| Red River Presbytery - Camp                             | \$ 29,440.90               | \$ 37,418.12               |
| Red River Presbytery Christian Ed. General              | \$ 6,424.86                | \$ 7,057.76                |
| Tennessee-Georgia Presbytery Capital                    | \$ 37,917.36               | \$ 22,920.57               |
| Trinity Presbytery - Saint Paul                         | \$ 160,546.94              | \$ 188,866.48              |
| Trinity Presbytery - Saint Paul Interest                | \$ 165,386.91              | \$ 172,527.77              |
| W. Tennessee Presbytery - Grace Beasley Fund            | \$ 120,180.67              | \$ 132,019.64              |
| W. Tennessee Presbytery - Camp Clark Williamson         | \$ 11,666.45               | \$ 15,009.03               |
| Covenant Presbytery - Russ Milton Scholarship Endowment | \$ 6,921.79                | \$ 9,408.74                |
| Cumberland Presbytery -Missions - McInteer End          | \$ 56,297.00               | \$ 60,490.76               |
| Cumberland Presbytery - Missions - Millwood             | \$ 4,788.60                | \$ 5,145.30                |
| Cumberland Presbytery -Missions - Ray A. Morris         | \$ 1,759.27                | \$ 1,890.36                |
| Cumberland Presbytery - Missions - NCD                  | \$ 116,981.76              | \$ 127,143.69              |
| Cumberland Presby Missions - Reid's Chapel End          | \$ 40,463.39               | \$ 43,477.66               |
| Cumberland Presbytery - Missions-Royal Oak End          | \$ 38,704.18               | \$ 41,587.41               |
| Cumberland Presby - Scholarships - Freeman End          | \$ 117,871.70              | \$ 126,652.47              |

| <b>Endowment</b>                                | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|---|----------------------------|----------------------------|
| Cumber Pres Scholarships - E. L. Freeman Farms  | \$ 165,719.26              | \$ 178,064.35              |
| Cumberland Presby - Scholarships - Howard End   | \$ 43,982.02               | \$ 47,258.38               |
| Cumberland Presby - Min. Educ - Bremen CPC 25%  | \$ 45,668.76               | \$ 49,070.84               |
| Cumberland Presby - Cont. Educ - Hampton End    | \$ 105,556.82              | \$ 113,420.21              |
| Cumberland Presbytery - Cont. Edu - KY Synod    | \$ 4,387.03                | \$ 4,713.81                |
| Cumberland Presby - Gen. Prog - Bremen CPC 75%  | \$ 137,006.22              | \$ 147,212.35              |
| Cumberland Presby - General Program - KY Synod  | \$ 8,796.45                | \$ 9,451.74                |
| Cumberland Presby -Gen Prog - Eugene A. Leslie  | \$ 2,560.39                | \$ 2,751.13                |
| Cumberland Presby - Gen Prog - Wilcoxson End    | \$ 3,518.54                | \$ 3,780.64                |
| Cumberland Presby Christian Ed - Camp Koinonia  | \$ 28,702.00               | \$ 30,840.13               |
| Cumberland Presby - Christian Ed - Cecil Huff   | \$ 3,729.06                | \$ 4,006.85                |
| Cumberland Presby - Christian Ed - Sam Macy     | \$ 1,112.27                | \$ 1,195.13                |
| Cumberland Presby Higher Ed - Joseph H. Butler  | \$ 1,636.93                | \$ 1,758.86                |
| Cumberland Presby - Higher Ed - Sharon Church   | \$ 23,803.72               | \$ 25,576.95               |
| Cumberland Presbytery -Robert L. McReynolds 50% | \$ 37,450.21               | \$ 40,240.02               |
| <b>Presbyterial</b>                             | <b>\$2,211,986.40</b>      | <b>\$2,429,393.81</b>      |

**Historical Foundation**

| <b>Endowment</b>                                  | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|---|----------------------------|----------------------------|
| Anne Elizabeth Knight Adams Heritage Fund         | \$ 2,875.75                | \$ 3,100.65                |
| Rosie Magrill Alexander Trust                     | \$ 15,220.51               | \$ 16,354.35               |
| Paul H. & Ann Middleton Allen Heritage Fund       | \$ 6,432.76                | \$ 6,911.95                |
| Grace J. Beasley Birthplace Shrine                | \$ 51,134.74               | \$ 54,943.97               |
| Birthplace Shrine Fund                            | \$ 99,974.15               | \$ 118,167.31              |
| James L. & Louise M. Bridges Heritage Fund        | \$ 16,248.60               | \$ 17,459.04               |
| Mark and Elinor Swindle Brown Heritage Fund       | \$ 2,724.10                | \$ 3,283.01                |
| Sydney & Elinor Brown Heritage Fund               | \$ 6,233.58                | \$ 6,984.40                |
| Centennial Heritage Endowment                     | \$ 77,630.60               | \$ 83,413.58               |
| Walter Chestnut Endowment                         | \$ 12,883.16               | \$ 14,362.24               |
| Lavenia Campbell Cole Heritage Fund               | \$ 61,028.55               | \$ 65,574.83               |
| C. P. Church in America Heritage Fund             | \$ 12,800.08               | \$ 13,753.62               |
| CPW Archival Supplies Endowment                   | \$ 27,153.95               | \$ 29,176.77               |
| Bettye Jean Loggins McCaffrey Ellis Heritage Fund | \$ 0.00                    | \$ 1,036.86                |
| Samuel Russell & Mary Grace Barefoot Estes        | \$ 21,103.50               | \$ 22,675.55               |
| Family of Faith Endowment                         | \$ 13,186.24               | \$ 14,168.57               |
| Gettis & Delia Snyder Gilbert Heritage Fund       | \$ 6,033.50                | \$ 6,482.95                |
| James C. & Freda M. Gilbert Heritage Fund         | \$ 19,184.40               | \$ 21,772.36               |
| James C. & Freda M. Gilbert Trust (HF)            | \$ 56,370.69               | \$ 60,569.96               |
| Mamie A. Gilbert Trust                            | \$ 13,034.88               | \$ 14,005.91               |
| Henry Evan Harper Endowment CP History            | \$ 1,448.56                | \$ 1,755.92                |
| Ronald W. & Virginia T. Harper                    | \$ 2,715.97                | \$ 3,417.33                |
| Historical Foundation Trust                       | \$ 82,023.25               | \$ 88,999.46               |
| Donald & Jane Hubbard Heritage Fund               | \$ 9,338.85                | \$ 10,760.02               |
| Cliff & Jill Hudson Heritage Fund                 | \$ 5,301.67                | \$ 5,696.58                |
| Robert & Kathy Hull Endowment                     | \$ 13,939.73               | \$ 15,578.65               |
| Into the Nineties Endowment                       | \$ 35,008.29               | \$ 37,616.21               |
| Joe Ben Irby Endowment                            | \$ 3,680.60                | \$ 4,506.00                |
| P. F. Johnson Memorial Endowment                  | \$ 17,002.97               | \$ 18,269.60               |
| Irene A. Kiefer Endowment                         | \$ 1,263.92                | \$ 1,362.76                |
| Mr. & Mrs. Chow King Leong Heritage Fund          | \$ 5,037.14                | \$ 5,412.36                |
| Dennis L. & Elmira Castleberry Magrill 50%        | \$ 21,154.61               | \$ 22,730.54               |
| J. Richard Magrill, Jr. Heritage Fund             | \$ 2,338.89                | \$ 5,167.33                |
| Joe R. & Mary B. Magrill Trust                    | \$ 151,314.76              | \$ 162,586.79              |
| Jimmie Joe McKinley Heritage Fund                 | \$ 7,460.78                | \$ 8,016.57                |
| Edith Louise Mitchell Heritage Fund               | \$ 3,154.33                | \$ 3,569.91                |
| Lloyd Freeman Mitchell Heritage Fund              | \$ 3,154.35                | \$ 3,569.95                |
| Snowdy C. & Lillian Walker Mitchell Heritage Fund | \$ 6,033.55                | \$ 6,483.04                |

| <b>Endowment</b>                               | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| Rev. Charles & Paulette Morrow Endowment       | \$ 0.00                    | \$ 1,059.41                |
| Virginia Sue Williamson Morrow Heritage Fund   | \$ 11,518.59               | \$ 12,376.64               |
| Anne E. Swain Odom Heritage Fund               | \$ 17,451.60               | \$ 19,053.90               |
| Martha Sue Parr Heritage Fund                  | \$ 30,141.63               | \$ 32,387.00               |
| Florence Pennewill Heritage Fund               | \$ 3,992.64                | \$ 4,499.90                |
| Morris & Ruth Pepper Endowment (HF)            | \$ 14,307.30               | \$ 15,483.65               |
| Publishing House Endowment 33%                 | \$ 70,302.59               | \$ 75,563.64               |
| Mable Magrill Rundell Trust                    | \$ 15,220.51               | \$ 16,354.33               |
| Samuel Callaway Rundell Heritage Fund          | \$ 10,280.14               | \$ 11,046.00               |
| Paul & Mary Jo Schnorbus Heritage Fund         | \$ 7,371.66                | \$ 7,920.77                |
| Shiloh CPC Ellis County Texas Endowment        | \$ 6,729.11                | \$ 7,230.42                |
| Hinkley & Vista Smartt Heritage Fund           | \$ 5,902.72                | \$ 6,342.41                |
| John W. Sparks Heritage Fund                   | \$ 87,175.94               | \$ 93,831.06               |
| Irvin S. Annie Mary Draper Swain Heritage Fund | \$ 23,184.62               | \$ 25,317.91               |
| F. P. (Jake) Waits Heritage Fund               | \$ 10,097.10               | \$ 11,371.82               |
| Roy & Mary Seawright Shelton Heritage Fund     | \$ 2,423.51                | \$ 2,862.75                |
| Gwendolyn McCaffrey McReynolds Hertiage Fund   | \$ 5,576.05                | \$ 8,224.04                |
| <b>Historical Foundation</b>                   | <b>\$1,214,301.67</b>      | <b>\$1,330,622.55</b>      |

**Ministry Council - Missions Ministry Team**

| <b>Endowment</b>                          | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|---|----------------------------|----------------------------|
| Church Loan Fund - General                | \$1,205,605.80             | \$1,295,416.25             |
| McKenzie Endowment                        | \$ 37,209.96               | \$ 39,981.90               |
| Advance in Missions Trust Fund            | \$ 389,140.03              | \$ 418,128.60              |
| Missions & Evangelism Endowment           | \$ 101,069.76              | \$ 108,825.20              |
| Grace Johnson Beasley Memorial            | \$ 33,113.46               | \$ 35,580.19               |
| Grace Beasley - Small Rural Church        | \$ 44,742.34               | \$ 48,075.37               |
| Bennett & Mildred Brown Trust             | \$ 46,514.61               | \$ 49,979.65               |
| David Brown Endowment                     | \$ 9,303.78                | \$ 10,150.04               |
| CPW Leadership Trust Fund                 | \$ 75,499.46               | \$ 82,833.34               |
| CPWM Bethel College Scholarship           | \$ 137,189.61              | \$ 148,572.84              |
| Lavenia Campbell Cole Annuity Endowment   | \$ 55,025.03               | \$ 59,124.09               |
| Lavenia Cole Testamentary Trust 25%       | \$ 403,121.90              | \$ 433,152.06              |
| Lavenia Campbell Cole Trust Endowment 20% | \$ 19,527.22               | \$ 20,981.88               |
| Rouine Vodra Coleman Endowment            | \$ 1,159.66                | \$ 1,246.05                |
| Winnifred M. Dixon Endowment              | \$ 51,552.45               | \$ 55,392.78               |
| Joseph B. Dungy Endowment                 | \$ 80,545.69               | \$ 86,545.84               |
| Louise & Sam R. Estes Endowment           | \$ 11,918.11               | \$ 13,117.39               |
| Clifford Gittings Endowment               | \$ 4,734.24                | \$ 5,200.63                |
| Lelia B. Goodman for Missions             | \$ 2,604.80                | \$ 2,798.86                |
| P. F. Johnson Memorial Endowment          | \$ 16,955.78               | \$ 18,218.88               |
| Finis Ewing & Bessie Keene Memorial       | \$ 132,261.28              | \$ 142,113.95              |
| Chow King Leong Endowment                 | \$ 45,493.09               | \$ 48,882.06               |
| Mary Katherine Mize Longwell Endowment    | \$ 586.27                  | \$ 629.94                  |
| Della Campbell Lowrie Trust 20%           | \$ 402,672.72              | \$ 432,669.45              |
| Jamie Roy Chaffin Endowment               | \$ 1,795.62                | \$ 1,929.38                |
| Mark G. Lynch Choctaw Presbytery          | \$ 8,165.97                | \$ 8,970.38                |
| Clifford W. & Sarah C. McCall NCD         | \$ 5,505.69                | \$ 6,048.07                |
| Joe E. Matlock Endowment                  | \$ 45,724.38               | \$ 49,130.57               |
| Robert E. Matlock Endowment               | \$ 145,219.14              | \$ 156,037.12              |
| Robert T. & Dona Milam Endowment          | \$ 5,601.14                | \$ 6,018.40                |
| Nancy J. Orr Bequest                      | \$ 3,851.34                | \$ 4,138.20                |
| New Church Development Endowment          | \$ 86,260.72               | \$ 92,686.66               |
| S. Q. Proctor Home Mission Endowment      | \$ 10,259.95               | \$ 11,024.24               |
| Marguerite D. Richards Rural Church       | \$ 21,847.21               | \$ 23,474.72               |
| Maymie Stovall - Home Missions 25%        | \$ 10,770.57               | \$ 11,572.90               |
| Paul & Geneva Richards Memorial           | \$ 10,886.73               | \$ 11,697.73               |

| <b>Endowment</b>                               | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| William A. & Beverly St. John Endowment        | \$ 11,067.82               | \$ 11,996.45               |
| Madge Sprague Memorial Endowment               | \$ 4,968.31                | \$ 5,338.43                |
| Lela Swanson Stricklen NCD                     | \$ 57,622.68               | \$ 61,915.23               |
| Cornelia Swain Endowment                       | \$ 53,422.53               | \$ 57,704.96               |
| Marguerite D. Richards MM Magazine             | \$ 7,282.40                | \$ 7,824.89                |
| Walkerville CPC Memorial Endowment             | \$ 5,955.76                | \$ 6,399.45                |
| Brown & Julia Welch Missions Endowment         | \$ 28,270.06               | \$ 30,376.01               |
| Gina Marie Benzel Ableson Memorial             | \$ 8,935.82                | \$ 9,601.45                |
| Ashburn-Graf Educational Endowment             | \$ 127,068.65              | \$ 136,294.58              |
| Maree Blackwell Endowment                      | \$ 2,179.81                | \$ 2,342.20                |
| James A. Brintle II Scholarship                | \$ 4,997.30                | \$ 5,489.60                |
| Mattie Ree Suddarth Brown Endowment - Missions | \$ 18,539.23               | \$ 19,920.30               |
| Gladys H. Bryson Scholarship Fund              | \$ 101,370.52              | \$ 108,730.67              |
| Davis O. & Gladys H. Bryson Missionary         | \$ 75,742.20               | \$ 81,384.53               |
| Mary Frances & William Carpenter               | \$ 10,209.85               | \$ 10,970.42               |
| Mildred Chandler Scholarship Endowment         | \$ 120,900.28              | \$ 131,272.71              |
| Colombian CPW Elementary Scholarships          | \$ 31,785.37               | \$ 34,916.54               |
| Colombian University Scholarships              | \$ 61,939.06               | \$ 66,553.15               |
| Helen Deal Endowment                           | \$ 46,096.40               | \$ 49,530.32               |
| John A. Deaver Mission                         | \$ 9,014.12                | \$ 9,685.58                |
| Chester E. Dickson Endowment                   | \$ 40,099.56               | \$ 43,086.77               |
| Jose & Fanny Fajardo Endowment                 | \$ 6,478.20                | \$ 6,984.00                |
| Foreign Missions Endowment                     | \$ 305,229.45              | \$ 327,967.23              |
| Mrs. G. W. Freeman Bible Woman Trust           | \$ 5,671.15                | \$ 6,093.63                |
| McAdow and Mae Gam Endowment                   | \$ 13,956.25               | \$ 14,995.90               |
| Samuel King Gam                                | \$ 18,967.36               | \$ 20,380.24               |
| Freda Mitchell Gilbert Endowment (MMT)         | \$ 4,711.17                | \$ 6,366.72                |
| Bernice Barnett Gonzalez Endowment             | \$ 1,237.92                | \$ 1,330.12                |
| Gleniel Grounds Endowment                      | \$ 1,902.34                | \$ 2,044.07                |
| Holzer Trust                                   | \$ 74,930.78               | \$ 80,371.21               |
| Hong Kong Mission                              | \$ 36,093.87               | \$ 38,782.63               |
| Marvin C. & Ruth M. Kinnard Trust              | \$ 13,489.29               | \$ 14,818.10               |
| Warren and Carline Lowe Trust                  | \$ 2,407.50                | \$ 2,586.88                |
| Mamie McAdoo Endowment                         | \$ 2,365.47                | \$ 2,541.64                |
| McClung/Fowler Memorial Endowment              | \$ 76,205.66               | \$ 83,427.35               |
| Holly Katelyn McClurkin                        | \$ 595.55                  | \$ 639.90                  |
| Rubye Johnson May Memorial 50%                 | \$ 6,740.89                | \$ 7,243.08                |
| Lucie C. Mayhew Fund for U-P Children          | \$ 13,878.23               | \$ 15,356.64               |
| Elizabeth A. & James W. Morrow Trust           | \$ 21,671.21               | \$ 23,285.61               |
| Richard Nicks Memorial Endowment               | \$ 48,042.59               | \$ 52,486.04               |
| Hamilton & Merion S. Parks Family Trust #2     | \$ 0.00                    | \$ 10,082.40               |
| Patron Membership                              | \$ 702,029.93              | \$ 759,497.19              |
| Myra Patton Foreign Mission Endowment          | \$ 146,128.92              | \$ 157,014.65              |
| Perpetual Membership Fund                      | \$ 879,639.00              | \$ 950,350.26              |
| Don & Gwen Peterson Endowment Fund             | \$ 86,840.88               | \$ 95,395.61               |
| Rose Ella Porterfield Scholarship              | \$ 15,388.73               | \$ 16,904.65               |
| Carl Ramsey Scholarship Fund                   | \$ 32,252.77               | \$ 34,594.57               |
| Marguerite D. Richards Japan                   | \$ 14,588.46               | \$ 15,675.21               |
| Elise Sanders Endowment                        | \$ 269,582.10              | \$ 289,664.36              |
| Scholarship-Universidad Evangelica             | \$ 8,840.96                | \$ 9,711.88                |
| Buddy & Beverly Stott Endowment                | \$ 24,273.91               | \$ 26,289.75               |
| Maymie Stovall - Foreign Mission 25%           | \$ 10,771.49               | \$ 11,573.90               |
| Irvin & Annie Mary Draper Swain                | \$ 25,331.56               | \$ 27,622.42               |
| Walter Swartz - Jose Fajardo Scholarship Fund  | \$ 39,362.11               | \$ 42,224.38               |
| William B. & Emma Jo Denson Todd Endowment     | \$ 5,513.85                | \$ 6,057.02                |
| Boyce & Beth Wallace Endowment                 | \$ 44,538.14               | \$ 47,855.94               |
| Robert J. & Marilee B. Watkins                 | \$ 1,727.04                | \$ 1,855.74                |

| <b>Endowment</b>                                 | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| Bill & Kathryn Wood                              | \$ 54,643.14               | \$ 58,713.69               |
| Forester World Missions Endowment                | \$ 3,177,805.79            | \$ 3,414,533.35            |
| Bill & Iona Wyatt Endowment                      | \$ 11,641.44               | \$ 12,508.68               |
| Rev. & Mrs. Tadao Yoshizaki Memorial             | \$ 562.17                  | \$ 604.05                  |
| <b>Ministry Council - Missions Ministry Team</b> | <b>\$10,696,940.51</b>     | <b>\$11,528,110.54</b>     |

**Ministry Council - Discipleship Ministry Team**

| <b>Endowment</b>                         | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| Masaharu Asayama/CPWM Endowment          | \$ 8,396.66                | \$ 9,223.82                |
| Ky Curry Publishing Endowment            | \$ 29,759.17               | \$ 32,690.72               |
| C. Ray Dobbins Endowment                 | \$ 27,919.38               | \$ 30,669.74               |
| Dennis H. Kiefer Endowment               | \$ 755.61                  | \$ 830.03                  |
| Marguerite D. Richards CP Magazine       | \$ 15,064.01               | \$ 16,547.95               |
| Pat White Endowment                      | \$ 6,619.35                | \$ 7,204.94                |
| Paul Allen Endowment for C E             | \$ 9,689.12                | \$ 10,410.87               |
| Grace Johnson Beasley Memorial           | \$ 9,707.40                | \$ 10,430.57               |
| Bennett & Mildred Brown for C E          | \$ 22,583.87               | \$ 24,266.25               |
| Christian Education Mid-Century          | \$ 221,685.67              | \$ 238,199.91              |
| Christian Education Season Endowment     | \$ 160,806.61              | \$ 172,391.54              |
| Carl Cook Outdoor Ministry Endowment     | \$ 3,323.29                | \$ 4,076.01                |
| Lavenia Campbell Cole Annuity Endowment  | \$ 31,914.54               | \$ 34,291.98               |
| Jill Davis Carr - Leadership Development | \$ 10,193.32               | \$ 10,952.66               |
| Consultant Training Fund                 | \$ 51,437.67               | \$ 55,269.49               |
| C. P. Youth Conference                   | \$ 133,745.87              | \$ 149,089.14              |
| H. Harold Davis Endowment Fund           | \$ 146,570.19              | \$ 157,835.54              |
| Jack W. Ferguson, Jr. C E Endowment      | \$ 9,709.68                | \$ 10,433.01               |
| Ira & Rae Galloway for C E               | \$ 12,645.61               | \$ 13,587.63               |
| Jean Garret Endowment for C E            | \$ 3,224.95                | \$ 3,542.66                |
| Louise Adams Heathcock Memorial          | \$ 9,754.41                | \$ 10,481.03               |
| John Gilbert Horsley - Youth Leaders     | \$ 11,188.87               | \$ 12,291.08               |
| Donald & Jane Hubbard Endowment for C E  | \$ 10,201.37               | \$ 10,961.30               |
| Into the Nineties for C E                | \$ 245,174.13              | \$ 263,438.17              |
| Reverend Gayle J. Keown for C E          | \$ 3,177.66                | \$ 3,414.37                |
| Earl King Memorial                       | \$ 9,711.96                | \$ 10,435.43               |
| Virginia Malcom Christian Education      | \$ 101,362.84              | \$ 108,913.76              |
| Wesley & Jackie Mattonen Endowment       | \$ 30,611.55               | \$ 32,891.92               |
| David & Mary McGregor C E Endowment      | \$ 45,178.48               | \$ 52,599.42               |
| James D. McGuire Endowment for C E       | \$ 14,420.32               | \$ 15,494.54               |
| Howell G. & Martha Jo Mims CPYC          | \$ 21,862.69               | \$ 25,674.59               |
| Morris & Ruth Pepper for C E             | \$ 46,162.95               | \$ 49,601.79               |
| Bill & Hazel Phalan Endowment            | \$ 12,806.05               | \$ 13,760.05               |
| Claudette Hamby Pickle C E Endowment     | \$ 18,334.27               | \$ 19,700.06               |
| Publishing House Endowment 33%           | \$ 127,326.19              | \$ 136,811.22              |
| Dr. & Mrs. E. K. Reagin Endowment        | \$ 50,531.17               | \$ 54,295.45               |
| Jodi Hearn Rush                          | \$ 9,806.45                | \$ 10,746.54               |
| Rev. Rusty Rustenhaven Youth Ministry    | \$ 12,112.84               | \$ 13,015.18               |
| Jeff & Angie Sledge Endowment            | \$ 1,926.04                | \$ 2,115.77                |
| John W. Speer Endowment for C E          | \$ 17,663.35               | \$ 18,979.15               |
| Cornelia Swain Endowment for C E         | \$ 16,226.10               | \$ 17,788.40               |
| Irvin & Annie Mary Swain Endowment       | \$ 19,725.55               | \$ 21,599.01               |
| Jake Tyler Children's Ministry           | \$ 1,828.83                | \$ 2,034.37                |
| Frank & Linda Ward Endowment (CE)        | \$ 30,482.00               | \$ 32,853.37               |
| William Warren Endowment for C E         | \$ 9,812.96                | \$ 10,628.80               |
| Clark Williamson Memorial                | \$ 36,704.59               | \$ 39,438.85               |
| Helen Wiman Memorial                     | \$ 3,799.24                | \$ 4,082.27                |
| Young Adult Ministry Endowment           | \$ 20,916.18               | \$ 22,474.30               |
| Terence R. McCain, Sr. Endowment         | \$ 1,978.51                | \$ 5,312.91                |



| <b>Endowment</b>                                     | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| <b>Ministry Council - Discipleship Ministry Team</b> | <b>\$1,856,539.52</b>      | <b>\$2,013,777.56</b>      |

**Ministry Council - Pastoral Development Ministry Team**

| <b>Endowment</b>   | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|--|----------------------------|----------------------------|
| Awards for CP Ministers & Spouses                            | \$ 20,657.39               | \$ 22,692.35               |
| Roosevelt and Ruth Baugh                                     | \$ 2,883.35                | \$ 3,714.92                |
| LaRoyce Brown Endowment                                      | \$ 1,146.85                | \$ 1,283.06                |
| James & Helen Knight Endowment                               | \$ 21,294.56               | \$ 23,392.31               |
| Ministerial Endowment  | \$ 11,115.95               | \$ 12,210.97               |
| Ministers Conference   | \$ 15,540.18               | \$ 17,071.03               |
| Melvin & Naomi Orr Endowment                                 | \$ 17,256.15               | \$ 19,167.45               |
| James Lee Ratliff Endowment                                  | \$ 5,427.20                | \$ 5,961.84                |
| Norlan & Ellie Scudder Endowment                             | \$ 17,704.01               | \$ 19,448.02               |
| James & Geneva Searcy Endowment                              | \$ 26,967.45               | \$ 29,624.02               |
| E. G. & Joy Sims Endowment                                   | \$ 18,687.45               | \$ 20,633.36               |
| Leonard & Mary Jo Turner Endowment                           | \$ 11,455.06               | \$ 12,583.50               |
| Lyon Walkup Endowment  | \$ 11,702.55               | \$ 12,855.36               |
| Arturo & Carmen Ortiz Endowment                              | <u>\$ 10,668.03</u>        | <u>\$ 11,824.22</u>        |
| <b>Ministry Council - Pastoral Development Ministry Team</b> | <b>\$ 192,506.18</b>       | <b>\$ 212,462.41</b>       |

**Office of the General Assembly**

| <b>Endowment</b>                      | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|---------------------------------------|----------------------------|----------------------------|
| D. W. Fooks Memorial Endowment        | \$ 16,554.56               | \$ 17,787.76               |
| Publishing House Endowment 33%        | \$ 45,724.19               | \$ 45,828.68               |
| Robert & Olene Rush Endowment         | \$ 16,872.30               | \$ 18,129.19               |
| Trustee Endowment                     | <u>\$ 325,593.24</u>       | <u>\$ 349,847.99</u>       |
| <b>Office of the General Assembly</b> | <b>\$ 404,744.29</b>       | <b>\$ 431,593.62</b>       |

**Our United Outreach**

| <b>Endowment</b>                    | <b>Ending balance 2011</b> | <b>Ending balance 2012</b> |
|-------------------------------------|----------------------------|----------------------------|
| George F. Battenfield Memorial      | \$ 45,947.67               | \$ 49,370.50               |
| Daisy Bray Freeman Trust            | \$ 49,768.22               | \$ 53,680.45               |
| Bertha Feazel Hammons Memorial      | \$ 42,475.09               | \$ 45,639.25               |
| Kenneth & Myrtle Holsopple Memorial | \$ 209,863.83              | \$ 225,497.40              |
| Knights of Honor Association Trust  | \$ 2,960.76                | \$ 3,181.36                |
| Lowrie Estate Oil Royalties         | \$1,159,552.52             | \$1,390,474.17             |
| Robert L. McReynolds Endowment 50%  | \$ 37,271.91               | \$ 40,048.40               |
| Santa Anna Church Memorial Fund     | \$ 18,497.21               | \$ 19,875.18               |
| Tithing and Budget Endowment        | <u>\$ 330,944.13</u>       | <u>\$ 355,597.47</u>       |
| <b>Our United Outreach</b>          | <b>\$1,897,281.34</b>      | <b>\$2,183,364.18</b>      |

## **VII. CUMBERLAND PRESBYTERIAN CHURCH INVESTMENT LOAN PROGRAM, INC.**

In 1976, the board began a program to provide an opportunity for flexible investment of current temporary cash assets of congregations and agencies of the church. The primary purpose of the program is to provide income to participants as a foundation for ministry. As of January 1, 2001, the assets of the original program, Cash Funds Management, were transferred to the new Cumberland Presbyterian Church Investment Loan Program, Inc.

For the year ending 2012, the assets for the Investment Loan Program were \$16,064,229. There were 278 individual, congregation and agency accounts. At yearend, deposits on account totaled \$14,010,000. The total loans were \$9,531,696 at year end.

For 2012, the corporation complied with the regulatory requirements in the states of Tennessee and Kentucky and was able to offer investment opportunities to individual Cumberland Presbyterians in the states of Tennessee, Kentucky, Texas, Missouri and New Mexico.

The board of directors is composed of the following: Rob Latimer, president; Charlie Floyd, vice-

president and Debbie Shanks, secretary. Robert Heflin serves as Treasurer and Executive Secretary. During the past year, the board met twice in regular session.

In order to simplify administration and focus on the strengths of the Investment Loan Program, the board took action to limit the offering of notes and depository accounts to “ready access accounts.” All note holders (individuals) and depository account holders (churches and church agencies) with funds invested in these “on demand” accounts participated in the \$535,131 which the program paid in interest. For 2012 the interest rate paid to account holders was 4.0%. The interest rate paid to account holders can fluctuate from one quarter to the next. In recent years there has been renewed interest for congregations to open new accounts because the interest paid is higher than current CD rates.

The table below provides a breakdown of the investment mix.

| <b>INVESTMENT LOAN PROGRAM</b> |                      |             |
|--------------------------------|----------------------|-------------|
| Securities & Investments       |                      |             |
| 1.44%                          | Mutual Funds         | \$ 108,868  |
| 31.40%                         | Cash Equivalents     | \$2,379,467 |
| 67.16%                         | Taxable Fixed Income | \$5,089,332 |
| 100.00%                        |                      | \$7,577,667 |

At the end of 2012 there were 24 loans to congregations made through the Investment Loan Program. The total loans were \$9,455,799.

## **VIII. EMPLOYEE BENEFITS ADMINISTRATION AND RESEARCH**

### **A. PURPOSE**

The second of two broad areas of the work of the board is in employee benefits administration and research. The purpose of this program is as follows:

To support the lay and ordained employees of the church as they venture to be faithful under the call of Christ and the Church to the daily demands of providing leadership to congregations and Church agencies whom are the incarnation of the Body of Christ, the family of God at work in the world.

Employee benefits are reported in detail under headings IX. Retirement Program, X. Ministerial Aid Program, and XI. Insurance Program.

### **B. VISION**

The board has a vision of uniform benefits for all Cumberland Presbyterian clergy, including group health insurance, group long-term disability coverage, and participation in the General Assembly’s retirement plan. Ministers would then know what to expect when they are called to another church. No longer would some ministers have to do without what is considered in the secular world to be basic employee benefits. No longer would ministers and their families have to settle for being relegated to second class status. The reality is, as several General Assemblies have recognized, that this is possible if we work together in much the same manner that we send out missionaries and do a lot of other ministry. Good employee benefit plans are in place and they would be healthier and stronger if used and supported by all employees of the Cumberland Presbyterian Church.

## **IX. RETIREMENT PROGRAM**

Since 1952, the board has provided a retirement program open to all church employees. The program gives opportunity for churches and their employees to provide a source of retirement income based on voluntary contributions. In 1987, a new Cumberland Presbyterian Retirement Plan No. 2 was established as a qualified 403(b) defined contribution plan.

### **A. PLAN AMENDMENTS**

As new needs arise or deficiencies in the original plan document for Cumberland Presbyterian Retirement Plan No. 2 become apparent, the General Assembly has the authority under Article IX Section

9.01 of the Plan to amend the same. In 2012 a revised plan document was approved by the General Assembly.

Available to retired minister's who participate in the Cumberland Presbyterian Retirement program is a housing allowance. Last year the General Assembly approved increasing the housing allowance (tax-free) amount from \$9,600 a year up to \$18,000 a year. The last time it had been changed was in 1990. This change was recommended due to rising housing cost, utilities, and maintenance.

## **B. YEAR END REPORT**

On December 31, 2012, there were 332 active participants in the Retirement Plan. There were also 7 receiving direct monthly payments as a result of their elections under Plan 1. In addition to these participants, there were 12 persons who were receiving annuity payments purchased through the Plan and for whom the Plan issues 1099-R's.

During 2012, \$1,897,981 was dispersed to or for participants, a decrease of 13.7% over 2011's \$2,199,663. Contributions totaled \$616,043 and were down 26.7% over 2011's \$840,225. Realized and unrealized gains on investments totaled \$1,831,070 compared to a loss in 2011 of \$418,715. The rate of return credited to the accounts for the year was 11.7% compared to -0.1% for 2011. (Comparative annual rates of return for: previous three years—+8.8%, previous five years—+3.6%, and from the beginning of professional management in March, 1982—+9.8%.)

Effective January 1, 2011, Gerber/Taylor Management was retained to manage our stock portfolio. We have continued our relationship with Met West, a bond manager, PIMCO, also a bond manager and RREEF, a private real estate investment trust manager. Matt Robbins and Stacy Miller of Gerber/Taylor continue to be very helpful with keeping the board updated on market conditions and investment strategies.

## **X. MINISTERIAL AID PROGRAM**

### **A. MINISTERIAL AID**

#### **1. Full Benefit Recipients**

As of March 2013 there are an equivalent of 2 Cumberland Presbyterian Church recipients of the full benefit of \$500 per month (increased from \$300 on July 1, 2010). The monthly total of these payments is \$1,000.00; annually, \$12,000.00 is paid. The equivalent of benefits for four participants at \$260, or \$1040 per month, \$12,480 annually, is sent to Cauca Valley Presbytery in Columbia. These payments are not designated for specific individuals but are distributed by the presbytery as it sees fit.

In October 2005, the board decided to distribute 75% of the previous year's surplus to the remaining recipients. This distribution was made in December 2012 with the 4 state side recipients receiving \$2,484.00 each for a total distribution of \$9,936.00. The Board of Stewardship has approved a cap of a maximum of \$4,000 in lieu of large distributions that can have a negative effect on other benefits received, such as SSI, or state assistance.

#### **2. Basic Requirements**

The new basic requirements and amount for stateside recipients for the Ministerial Aid program were approved at the General Assembly of the Cumberland Presbyterian Church in June 2010. The poverty levels have been updated to the latest available figures. They are as follows:

Full Benefit revised to \$500 a month for State Side Recipients

1. Minimum age is full retirement age set forth by the Social Security Administration.
2. Minimum years of service to the church - 15.
3. Can qualify for aid if a participant in the Cumberland Presbyterian Retirement Plan if income is below poverty level as established by the US Census Bureau.
4. Physical and/or mental disability (doctor's statement required) at any age, however, a minimum of ten years service is required if less than 60 years of age.
5. Individuals' income cannot exceed federal poverty guidelines set forth for the year by the US Census Bureau. Poverty level is \$11,170 a year or \$930.83 a month for 2012.
6. Couples income cannot exceed federal poverty guidelines set forth for the year by the US Census Bureau. Poverty level is \$15,130 a year or \$1,260.83 a month for 2012.  
(The GA Board of Stewardship is authorized to look at each case in light of unusual financial hardship; thus, application may be made even if income levels exceed the ceiling.)

7. Presbytery obtains information and approves (approval can be given by the committee or board charged by presbytery with this responsibility); certification of approval is sent to the General Assembly Board of Stewardship.
8. Surviving spouse is eligible if above items 2, 3 and 4 have been met.

**\*\*Note:** Recipient is responsible to verify if receiving Ministerial Aid would affect his or her SSI, Social Security or other benefits.

Cumberland Presbyterian Church applicants must submit to the board a listing of assets and liabilities so the net worth can be determined. The board urges presbyteries to maintain contact with persons under the Ministerial Aid Program who live within their bounds. Should there be serious unmet needs, the presbytery is urged to contact the board so that it may determine how the Ministerial Aid program can be of assistance in meeting those needs.

### **3. Cumberland Presbyterian Church in America**

The CPCA now has 3 participants who receive monthly payments at the originally agreed upon amount of \$109 per month. Benefits for these recipients total \$327.00 per month or \$3,924.00 annually. The CPCA normally pays its share in June or July following their General Assembly.

### **4. Ministers in Overseas Presbyteries**

Payments for ministers serving in overseas presbyteries (presently, a total of \$12,480 annually) are being made to Cauca Valley Presbytery and administered through its budget.

## **B. RETIREMENT RESERVE**

Under Retirement Plan No. 1, retirees whose benefits fell below \$150 per month could receive a supplement from the Special Reserve Retirement Fund Endowment to bring their benefits up to this level. Spouses of retirees are eligible to continue receiving this benefit after the retiree's death. These payments will eventually cease because no new persons are being added. One individual now receives \$150 a month from this fund. Annually, \$1,800.00 is paid to the recipient. This endowment has a balance of \$1,131,989.64 as of December 31, 2012. The 1996 General Assembly approved the Board's recommendation to use the excess income from this endowment for Ministerial Aid payments. This has freed the Lowrie endowment to be used to meet other ministerial needs.

## **XI. INSURANCE PROGRAMS**

The insurance programs of the board have been assigned by the General Assembly beginning in the middle of the previous century. Dental and Vision Insurance is the newest, begun in December 2008. Property and casualty insurance is the oldest, begun in 1951. While all of the insurance programs are important, group life and health insurance, begun in 1961, touches many lives in a personal way and often at times of deep anxiety. In all, about 325 men, women, and children depend on this program to meet their health care needs.

### **A. PROPERTY & CASUALTY INSURANCE**

The Board of Stewardship, Foundation and Benefits secures property and casualty insurance coverage against accidental loss for the General Assembly Corporation, Board of Stewardship, Discipleship Ministry Team, Missions Ministry Team, Ministry Council, Communications Ministry Team, Pastoral Development Ministry Team, Memphis Theological Seminary, and Historical Foundation.

Our broker is Lipscomb & Pitts of Memphis, Tennessee. For 2012, Travelers Insurance carries our Property & Casualty policy and \$2,500,000 in earth quake coverage, Evanston Insurance Company provides an additional \$5,873,154 in earthquake coverage and Lloyds of London provides \$10,000,000 in earthquake coverage. Philadelphia carries our Directors & Officers, Crime, Automobile, and Umbrella policies. Workers Compensation coverage has been through FFVA Mutual since October of 2008.

### **B. GROUP LONG TERM DISABILITY INSURANCE**

The presbyteries of Arkansas, Columbia, Covenant, Cumberland, del Cristo, East Tennessee,

Missouri, Murfreesboro, Nashville, North Central, Red River, Robert Donnell, Trinity, West Tennessee and The Center have now established non-contributory long term disability programs insured currently through Cigna. This leaves only four stateside presbyteries (Choctaw, Hope, Grace and Tennessee Georgia) without a program. The quarterly rate applied to participant's salaries is .345 per \$100 of salary.

There are three primary reasons for ministers to want the coverage and for presbyteries to want to provide the protection. The group rate is significantly lower than individual policy rates and does not require a large cash outlay to cover all full-time ministers in a presbytery; housing allowance and/or the fair rental value of a manse is included in the definition of salary for ministers; and, there is no medical qualification requirement in order to enroll. These advantages over individual policies make this coverage very attractive, especially to those who have previously purchased their own policies. In addition, a provision was negotiated with Cigna by the Board's consultant, whereby ministers, upon leaving a participating presbytery to serve in a non-participating presbytery, may continue the coverage if he or she so desires. The new employing church is then billed for the quarterly premium. There are now seven ministers and one employee who are receiving or have received benefits from this insurance program. There are approximately 198 participants.

### C. GROUP TRAVEL ACCIDENT INSURANCE

This policy provides twenty-four hour coverage on "named employees" for accidental death, dismemberment, or loss of sight. The maximum benefit is \$50,000 and there is also a \$1,000 medical benefit. The annual premium is \$900. We renew this policy every 3 years, which was done in July 2011. Twenty six named positions are covered under this policy.

### D. GROUP HEALTH & LIFE INSURANCE

The board has used a fully-insured, managed care approach to provide group health insurance for Cumberland Presbyterian clergy and lay employees since March 1, 1999. Blue Cross / Blue Shield of Tennessee has been our insurance carrier since January 1, 2010. Blue Cross / Blue Shield of Tennessee (BCBST) is an independent, not-for-profit, locally governed health plan company that insures more than 5 million people nationwide. With an extensive network, BCBST is able to effectively service the employees of the Cumberland Presbyterian Church. In 2011 the deductible was increased for the two plans to \$1,500 deductible and a \$3,500 in-network deductible for the employee and has stayed the same for 2013. Spouse and Family deductibles are twice the amount of the employee only product. Lipscomb & Pitts, a Memphis based insurance company, is our insurance broker, and Craig Wright, our agent.

#### 1. Loss Ratio

A comparison of paid medical premiums and claims is made in order to calculate a loss ratio. The following table contains monthly and cumulative figures for the calendar year of 2012. For 2012, 83% of the medical premiums paid to Blue Cross were used to pay claims and stop-loss premiums. This compares to a loss ratio of 91% in 2011, 75% in 2010 (not a full year of claims due to moving to new carrier) 105% for the same period in 2009, 98% in 2008 and 112% in 2007 with our previous carrier, Unicare.

| <b>MEDICAL EXPERIENCE REPORT</b> |                        |                    |                   |                        |                    |                   |
|----------------------------------|------------------------|--------------------|-------------------|------------------------|--------------------|-------------------|
|                                  | <u>MONTHLY</u>         |                    |                   | <u>CUMULATIVE</u>      |                    |                   |
| <u>MONTH</u>                     | <u>MEDICAL PREMIUM</u> | <u>PAID CLAIMS</u> | <u>LOSS RATIO</u> | <u>MEDICAL PREMIUM</u> | <u>PAID CLAIMS</u> | <u>LOSS RATIO</u> |
| Jan. 12                          | 169,845                | 84,611             | 50%               | 169,845                | 84,611             | 50%               |
| Feb. 12                          | 166,554                | 93,876             | 56%               | 336,399                | 178,487            | 53%               |
| Mar. 12                          | 167,701                | 79,671             | 48%               | 504,100                | 258,158            | 51%               |
| Apr. 12                          | 168,423                | 99,077             | 59%               | 672,523                | 357,235            | 53%               |
| May 12                           | 168,979                | 135,175            | 80%               | 841,502                | 492,410            | 59%               |
| Jun. 12                          | 164,957                | 147,906            | 90%               | 1,006,459              | 640,316            | 64%               |
| Jul. 12                          | 157,079                | 123,726            | 79%               | 1,163,538              | 764,042            | 66%               |
| Aug. 12                          | 159,814                | 144,182            | 90%               | 1,323,352              | 980,224            | 69%               |
| Sept. 12                         | 158,156                | 211,258            | 134%              | 1,481,508              | 1,119,482          | 76%               |
| Oct. 12                          | 164,087                | 151,516            | 92%               | 1,645,595              | 1,270,998          | 77%               |
| Nov. 12                          | 159,315                | 214,026            | 134%              | 1,804,910              | 1,485,024          | 82%               |
| Dec. 12                          | 154,455                | 147,209            | 95%               | 1,959,365              | 1,632,233          | 83%               |

## 2. Premiums

Efforts to maintain affordable premiums and comprehensive coverage are the biggest challenge we face. Option 1 has a \$1,500 employee only deductible and a \$3,000 family deductible. Option 2 has a \$3,500 employee only deductible and a \$7,000 family deductible. Premiums in 2013 are shown in the table below.

| <b>Blue Cross / Blue Shield Health Insurance for 2013</b> |                   |                   |
|---|-------------------|-------------------|
|   | Option 1          | Option 2          |
| Deductible  | \$1,500 / \$3,000 | \$3,500 / \$7,000 |
| Employee Only   | \$ 569            | \$ 480            |
| Employee & Spouse   | \$1,211           | \$1,020           |
| Employee & Child(ren)                                     | \$1,046           | \$ 880            |
| Family  | \$1,770           | \$1,496           |

The Blue Cross Health Plan is now on a calendar year as far as deductible and pricing is concerned. It is our objective to have the renewal pricing by no later than September 1 so presbyteries and agencies can have the figures for their fall meetings and better plan their budgets for the coming year. Periodically we seek bids from other carriers in an effort to keep premiums competitive. When this is done, we may not have the new premium information by September 1.

Open enrollment period is the month of December. It is during this time that an employee can enroll or change their health insurance coverage unless there are special circumstances.

## 3. Participation

As of February 1, 2013, 169 employees and 156 dependents for a total of 325 people depend on the Cumberland Presbyterian Church Health Insurance Program. A breakdown of family units by size at February 1, 2013 is listed below.

### FAMILY UNITS BY SIZE

|               | Number of<br>Units | Total    |
|---------------|--------------------|----------|
| Emp. only     | 94                 | 94       |
| Spouse only   | 0                  | 0        |
| E & 1         | 6                  | 12       |
| E & 2         | 6                  | 18       |
| E & 3         | 1                  | 4        |
| E & S         | 24                 | 48       |
| Families of 3 | 11                 | 33       |
| Families of 4 | 20                 | 80       |
| Families of 5 | 6                  | 30       |
| Families of 6 | 1                  | 6        |
| Families of 7 | <u>0</u>           | <u>0</u> |
| Total         | 169                | 325      |

The following table shows the enrollment figures from January 2012 to December 2012. As one can see the numbers fluctuate from month to month. During this period there was a decrease of 11 employee participants.

| <b>MONTHLY GROUP INSURANCE<br/>ENROLLMENT</b> |                              |                               |              |
|---|------------------------------|-------------------------------|--------------|
|   | <u>EMPLOYEE<br/>COVERAGE</u> | <u>DEPENDENT<br/>COVERAGE</u> | <u>TOTAL</u> |
| 12-Jan  | 92                           | 84                            | 176          |
| 12-Feb  | 97                           | 80                            | 177          |
| 12-Mar  | 97                           | 79                            | 176          |
| 12-Apr  | 100                          | 78                            | 178          |
| 12-May  | 96                           | 77                            | 173          |
| 12-Jun  | 98                           | 76                            | 174          |
| 12-Jul  | 97                           | 74                            | 171          |
| 12-Aug  | 94                           | 75                            | 169          |
| 12-Sep  | 93                           | 74                            | 167          |
| 12-Oct  | 96                           | 72                            | 168          |
| 12-Nov  | 96                           | 72                            | 168          |
| 12-Dec  | 94                           | 75                            | 169          |

#### **4. Premium Stabilization Reserve (Formerly Emergency Reserve)**

The reserve is invested in the Endowment Program Total Return Fund account which had a balance of \$958,472 on December 31, 2012. The Emergency Health Insurance Reserve was established in compliance with the 1992 General Assembly directive to be used in “emergency” situations to match presbyterial emergency fund disbursements. The 1998 General Assembly approved the Board’s recommendation to allow the Board to use the Emergency Reserve to maintain the stability of the group health and life insurance plan. This allows these funds to be used for purposes outside of the original scope of the reserve.

#### **5. Dental and Vision Insurance**

On December 1, 2008, we began offering Dental and Vision insurance, on a voluntary basis, for anyone working at least 30 hours or more for any Cumberland Presbyterian Church, its agencies, boards, and institutions. Peter Whitely is the agent of record. At present there are 64 participating employees.

#### **6. Jessie W. Hipsher Health Insurance Endowment**

The Jesse W. Hipsher Health Insurance Endowment was created as the first step in the board’s goal to raise \$10,000,000 in endowments for the support of the Cumberland Presbyterian Health and Life Insurance Program. The endowment was established on March 6, 2004. At its establishment \$11,450 had been raised. The balance of the endowment as of December 31, 2012 was \$34,361.63.

#### **7. Health Education / E-Mail Newsletter**

To further educate participants in matters concerning healthcare, participants receive a monthly e-newsletter entitled, *TopHealth*, published by Oakstone Publishing. The monthly e-newsletter is full of health related tips that can be easily implemented by readers. The two page newsletter can be read within a matter of minutes. Also initiated in 2008 is the E-Mail newsletter that is designed as an information tool to help the participants of the Health and Retirement programs stay on top of happenings within the Board of Stewardship.

#### **8. Wellness Program**

With their Well+Wise program, Blue Cross offers health coaching to help make positive lifestyle changes to improve health and wellness, provide support and answer any questions about medical conditions or surgical procedures and treatment decisions. A preventive health guide is also available and has been sent to all participants in the CP health program.

Respectfully submitted,  
Mike Wilkinson, Board Member  
Robert Heflin, Executive Secretary.

# THE REPORT OF THE BOARD OF TRUSTEES OF MEMPHIS THEOLOGICAL SEMINARY

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## Introduction

Memphis Theological Seminary of the Cumberland Presbyterian Church is the only seminary of the Cumberland Presbyterian Church. Our history is traced back through the Cumberland Presbyterian Theological Seminary in McKenzie to the organization of the graduate School of Theology at Cumberland University and the Theological Department at Bethel College, both of which began in 1852. Those two schools of theology continued the legacy begun in the work of founder Finis Ewing, who educated candidates for the ministry in his home, and many other ministers, who trained young candidates in homes, churches, and on the trail. For one hundred fifty-seven years, Cumberland Presbyterians have been providing formal theological education for the church's ministers. For almost two hundred years, the Cumberland Presbyterian Church has valued the importance of an educated ministry.

With the denomination's decision to move its seminary to Memphis in 1964, Memphis Theological Seminary of the Cumberland Presbyterian Church began to serve a larger and more diverse student body. Though students from other denominations were admitted during the McKenzie years, the move to a major metropolitan area opened the opportunity to attract more students from more denominations. Today, Memphis Theological Seminary has one of the most diverse student populations, in terms of denomination and race, of any seminary in the United States. This theological and denominational diversity provides a rich environment for educating pastors, chaplains, Christian educators, and other leaders for the church of Jesus Christ. The sign on our campus that faces Union Avenue reads: "Memphis Theological Seminary: an Ecumenical Mission of the Cumberland Presbyterian Church." Every Cumberland Presbyterian can be proud of the mission our seminary fulfills of educating our own church leaders, and leaders from more than 25 other denominations.

We, the trustees and administration of Memphis Theological Seminary are privileged to be a part of this legacy, born out of and guided by the ecumenical and evangelical spirit of the Cumberland Presbyterian Church. We look forward to what God has in store for our ministry in the future. With gratitude for God's grace, guidance and provision in the past year, we make the following report to the 183<sup>rd</sup> General Assembly of the Cumberland Presbyterian Church, meeting June 17-21 in Murfreesboro, Tennessee.

## I. BOARD OF TRUSTEES

### A. OFFICERS

The following officers were elected by the Board of Trustees to serve during the past academic year: Moderator – Reverend Jody Hill (Cumberland Presbyterian minister, West Tennessee Presbytery); Vice-moderator – Reverend Dr. Tom Bell (United Methodist minister, North Alabama Conference); Secretary – Mrs. Jan Holmes (Cumberland Presbyterian elder, Lubbock, TX); Treasurer – Mrs. Cassandra Price-Perry (Vice President of Operations and CFO, MTS).

### B. BOARD REPRESENTATIVE

Reverend Jody Hill, Moderator of the Board, was elected to serve as the Board's representative to this meeting of the General Assembly.

### C. MEETINGS

The Board has met once since the last meeting of General Assembly: November 8-9, 2012. It is scheduled to meet one more time before the meeting of General Assembly, on May 16-17, 2013. In addition to full Board meetings, standing committees meet on a regular schedule between Board meetings, usually by conference call.

Members of our Board of Trustees devote significant time and resources to their work on behalf of the seminary. By rule of the General Assembly, thirteen of the twenty-four members are Cumberland Presbyterians. The other eleven members of the Board represent six different denominations.



#### D. EXPIRATION OF TERMS

The terms of eight of twenty-four members of the Board of Trustees expire each year. Six of the eight whose terms expire this year are eligible to succeed themselves and have agreed to serve another three year term: Mr. Michael R. Allen (Cumberland Presbyterian, Alabaster, Alabama); Mrs. Diane Dickson (Cumberland Presbyterian, Houston, Texas); Mr. Dan Hatzenbuehler (Episcopal, Memphis, Tennessee); Mr. Tim Orr (Cumberland Presbyterian, Newbern, Tennessee); Reverend Dr. Inetta Rodgers (Missionary Baptist, Memphis, Tennessee); and Mrs. K. C. Warren (Presbyterian U.S.A., Memphis, Tennessee). All have served faithfully and contributed greatly to the life of the seminary. We are grateful for their willingness to continue serving if re-elected.

One trustee has completed two terms, was eligible for a third, but decided not to seek an additional term: Mr. Harvey Ferguson (United Methodist, Hernando, Mississippi). Harvey served faithfully for the six years of his service, and we are deeply grateful for his contributions to our work.

One trustee has completed three terms and is not eligible to succeed herself: Reverend Emily Matheny (United Methodist, Memphis, Tennessee). Emily has served faithfully for nine years, and served as Vice Moderator and as chair of the Administration Committee during her tenure. We thank God for her faithful service.

Two trustees have died since the last meeting of General Assembly. Reverend Dr. Craig Martindale, long-time Cumberland Presbyterian pastor and leader was taken from us last summer by a mysterious illness. In early fall, Reverend Dr. David Boyle, National Baptist pastor and regular MTS adjunct professor passed away after complications from cancer surgery. The whole MTS community mourns the loss of these servants of Jesus Christ and friends of our seminary

**RECOMMENDATION 1: That the General Assembly express its gratitude to Mr. Harvey Ferguson and Reverend Emily Matheny for their faithful service, and to the widows of Reverend Dr. Craig Martindale and Reverend Dr. David Boyle, for their husbands' faithful service to Memphis Theological Seminary and the Cumberland Presbyterian Church.**

#### E. WORK OF THE BOARD

The trustees continue to develop their administrative procedures and practices to provide the best possible governance to the life of the seminary. For the past six years we have had 100% participation by trustees in giving to the Annual Fund, and in participating actively in the work of MTS.

The Board takes its governance role seriously, and is focusing its attention in the year ahead on issues of strategic long range planning and fiscal health. In the past year, the Board conducted a self-assessment which was useful in planning for the work of the Board.

#### F. PRIORITY FOCUS ON EVANGELISM

The 177<sup>th</sup> General Assembly approved a resolution establishing a priority focus for the denomination for the next five years. That priority focus is "to be evangelism, with an emphasis on leading congregations in how to do and to do personal evangelism that is appropriate to the congregation's cultural context." In addition the GA recommended that "every agency and institution of the church adjust its overall mission to support this five year priority focus by identifying how it can help the church accomplish this and report to GA each year of its activities in support of" this focus (page 426, Minutes of the General Assembly, 2007).

Every Master of Divinity student at MTS is required to take a core course in Evangelism and Mission. As a part of that course, students learn how to share their faith and engage in the work of evangelism personally, and as the leader of a congregation. In addition, courses have been taught in the past year on New Church Development and Revitalizing the Local Church, both of which have important elements of evangelism as a part of the course. We are currently without a full time professor of Evangelism and Mission, but are blessed to be served by several adjuncts who have a passion for educating ministers on how to share the gospel effectively.

## II. ADMINISTRATION

### A. PRESIDENT

Daniel J. (Jay) Earheart Brown, Ph.D., became the seventh President of Memphis Theological Seminary August 1, 2005. Jay had served on the faculty of MTS since August, 1997, having previously served as a pastor in Nashville, Tennessee, and Lexington, Kentucky. He is a life-long Cumberland Presbyterian and son of a Cumberland Presbyterian minister. He is a graduate of Bethel College (B.A.), Memphis Theological Seminary (M.Div.), and Union Theological Seminary in Richmond, Virginia (Ph.D.). He will complete his eighth year in this position at the end of the current academic year.

## **B. ANNUAL REVIEW OF THE PRESIDENT**

The Board of Trustees will review its annual evaluation of the President at the May 2012 meeting. Members of the evaluation task force sought input from faculty, administration and staff, students, and all Board members, as well as the President. The review resulted in an action plan for the President's ongoing professional and personal development in the office.

## **C. VICE PRESIDENT OF ACADEMIC AFFAIRS/DEAN**

Reverend R. Stan Wood, D.Min., was appointed to serve as Interim Vice President of Academic Affairs and Dean in May, 2010. Dr. Wood had previously served MTS as Clara Scott Associate Professor of Ministry and Director of the D.Min. Program. He is an ordained minister in the Cumberland Presbyterian Church in America and currently serves as Pastor of the Mt. Tabor CPCA in Jackson, Tennessee.

## **D. VICE PRESIDENT OF ADVANCEMENT**

In January 2007, Mrs. Cathi Johnson began work as Vice President of Advancement, coming to MTS after over six years as Development Director for The Baddour Center, a residential home for adults with mental disabilities.

Cathi has brought to her work at MTS a proven track record of non-profit fundraising, a commitment to the mission of MTS, and the ability to manage and build on the efforts of those who have gone before her. She is a United Methodist laywoman, active in her local church in Collierville, Tennessee, a Memphis suburb. There she sings in the choir and takes an active part in all the programs of the church. Cathi's skills and experience have been a great asset to the seminary over the last six years.

## **E. VICE PRESIDENT OF OPERATIONS/CFO**

Mrs. Cassandra Price-Perry began work with MTS in August 2010 as Vice President of Operations and Chief Financial Officer. She is a Certified Public Accountant with over 20 years of experience in business and accounting. Cassandra is an active laywoman in her Roman Catholic Church in Southaven, Mississippi. She has received high praise from our auditors and our Board for her work over the past almost three years.

# **III. INSTRUCTION**

## **A. DEGREE PROGRAMS**

Memphis Theological Seminary has for many years offered three degree programs and one certificate program through the Program of Alternate Studies. The Master of Divinity is the basic degree program for persons preparing for ordained ministry in many denominations. It continues to be our largest degree program, with over 70% of students enrolled. The M.Div. requires 87 semester hours and takes three years of full-time study to complete.

The Master of Arts in Religion degree has three tracks: a lay professional track for persons seeking to increase their knowledge and skills for lay leadership or Christian Education ministry in the church, an academic track for persons who want to teach but do not seek ordination, and a deacon's track designed for United Methodist students preparing for diaconal ministries in that denomination. The M.A.R. requires 48 semester hours and takes two years of full-time study to complete.

The Doctor of Ministry degree is a professional degree designed for pastors and other ministers who have at least three years of full-time work in ministry after their M.Div. and who want to engage in

further theological reflection on the practice of ministry. The D.Min. is designed around five two-week residencies, in January and July, and the implementation of and report on a major project in ministry.

In the spring of 2013, we awarded our first new degree in several years: the Master of Arts in Youth Ministry (MAYM). Through our partnership with the Center for Youth Ministry Training in Brentwood, Tennessee, and the new certificate program in youth ministry through the Cumberland Presbyterian Church, we have XX students enrolled in this degree program.

At Commencement in May of 2012, Memphis Theological Seminary awarded the M.A.R. degree to ten graduates. Thirty-seven persons were awarded the M.Div. degree, and eleven were awarded the D.Min. degree. Of these fifty-eight graduates, seven were Cumberland Presbyterians.

Cumberland Presbyterian Master of Divinity Graduates were:

Daniel Barkley, West Tennessee Presbytery  
 Mark Bell, Cumberland Presbytery  
 Mitch Bolton, West Tennessee Presbytery  
 Sean Choi, Presbytery of East Tennessee  
 Aaron Ferry, Presbytery of East Tennessee  
 Drew Gray, Nashville Presbytery  
 Marcus Hayes, Covenant Presbytery  
 Debbie Marshall, West Tennessee Presbytery  
 Diann White, West Tennessee Presbytery  
 Patrick Wilkerson, Covenant Presbytery

Cumberland Presbyterian Master of Arts in Religion Graduate was:

Francia H. Ortiz, West Tennessee Presbytery

Cumberland Presbyterian Doctor of Ministry Graduate was:

Marian Sontowski, West Tennessee Presbytery

## B. FACULTY

For the current academic year, Memphis Theological Seminary has eleven full-time teaching faculty and four administrative faculty members who teach part-time. In addition, the seminary curriculum is greatly enhanced by the work of twenty-five to thirty adjunct professors, most of whom are active in pastoral or other ministries.

Members of the MTS faculty continue to publish books and articles both for the academy and the church. Many faculty members preach in area churches on a regular basis, deliver lectures for local churches and judicatories, deliver papers at academic conferences, and write articles for a wide range of readers.

Under the leadership of VP/Dean Wood, the faculty is currently engaged in a major curriculum review and re-visioning process.

## C. ENROLLMENT

Total enrollment in Memphis Theological Seminary for the fall term was 315. We had a significant decrease in enrollment in the M.Div. program, which was partially offset by the Drug & Alcohol Addiction Counseling program. This dip in our enrollment in the fall led to budget adjustments during the year, and an increased effort to recruit new students. In the spring semester of 2013, we saw an increase in enrollment, and are working hard to get enrollments up in all our programs. Our largest number of students come from the United Methodist Church, with 25% of total enrollment. Cumberland Presbyterians are the second largest denomination represented in the student body with just under 15% of all students.

The following table presents a picture of the growth in the student body at MTS since 1990. The figures are based on fall semester enrollment. Figures included are for total enrollment, enrollment in three of our four degree programs, and enrollment of Cumberland Presbyterian Students.

|      | Total enroll | M.Div. | M.A.R. | D.Min. | CPC |
|------|--------------|--------|--------|--------|-----|
| 1990 | 140          | 114    | 12     | -      | 37  |
| 1991 | 189          | 126    | 22     | 14     | 40  |
| 1992 | 198          | 130    | 23     | 21     | 37  |
| 1993 | 227          | 155    | 23     | 24     | 37  |
| 1994 | 238          | 175    | 27     | 18     | 37  |

|      |     |     |    |    |    |
|------|-----|-----|----|----|----|
| 1995 | 268 | 181 | 29 | 24 | 40 |
| 1996 | 287 | 184 | 37 | 29 | 42 |
| 1997 | 282 | 191 | 32 | 34 | 47 |
| 1998 | 266 | 177 | 34 | 28 | 40 |
| 1999 | 286 | 197 | 26 | 26 | 34 |
| 2000 | 282 | 201 | 31 | 25 | 37 |
| 2001 | 323 | 212 | 45 | 32 | 39 |
| 2002 | 326 | 211 | 50 | 34 | 39 |
| 2003 | 349 | 230 | 58 | 30 | 38 |
| 2004 | 351 | 240 | 51 | 27 | 42 |
| 2005 | 346 | 236 | 57 | 24 | 37 |
| 2006 | 332 | 236 | 44 | 26 | 42 |
| 2007 | 305 | 218 | 38 | 26 | 39 |
| 2008 | 313 | 206 | 41 | 34 | 43 |
| 2009 | 352 | 234 | 40 | 35 | 46 |
| 2010 | 313 | 218 | 31 | 22 | 44 |
| 2011 | 320 | 227 | 34 | 22 | 41 |
| 2012 | 315 | 190 | 29 | 28 | 44 |

We continue to work to recruit Cumberland Presbyterian students, and to lift up the call of God to ordained ministry in the church. We call on all Cumberland Presbyterians to pray that God will continue to call men and women to the office of ministry, and that they will be well prepared through our educational institutions to lead growing and vibrant congregations in the ministry of Jesus Christ to the world.

**RECOMMENDATION 2: That the General Assembly urge all probationers to consider Memphis Theological Seminary and the Program of Alternate Studies as their first options for meeting educational requirements for ordained ministry.**

#### **D. PROGRAM OF ALTERNATE STUDIES**

We are concluding a stellar year for PAS. The Program of Alternate Studies is an alternate program of preparation for ministry authorized by the Cumberland Presbyterian Church as an exception for persons with promise for ministry and significant hindrances to the usual route. It is administered as a certificate program of Memphis Theological Seminary reporting to the Board of Trustees through the President and the Vice President of Academic Affairs/Dean of the Seminary. We are pleased with the continued progress and the close collaboration of this venture mandated by our General Assembly.

#### **PAS Colombia**

In February the Director made an historic visit to the two presbyteries of Colombia, South America. In a marathon of meetings with pastors consensus was built for the establishment of PAS-Colombia, a version of the program that would be their own. Soon thereafter both presbyteries approved and funded the program. Thanks to an admirable effort by the Colombian PAS Advisory Council and the Dean of PAS-Colombia the launch has gone very well indeed. From a set of thorough administrative policies to detailed course manuals for three of the CP Studies courses including translation of primary texts into Spanish the daunting tasks surrounding such a large undertaking have been taken in stride. In October, just eight months following our initial visit, the first ever PAS-Colombia course was offered, the culmination of very hard work and the beginning of a new era for the Cumberland Presbyterian Church in Colombia. As of this writing five classes are scheduled in 2013 for pastors, candidates, and lay-leaders throughout the varied regions of Colombia. It is hoped that the approach can be refined and used to take PAS to other portions of the global Cumberland Presbyterian Church where this kind of education is vitally needed.

We are very grateful for the endorsement of this effort by the Cumberland Presbyterian Women's Ministry who voted to make PAS-Colombia one of their mission projects in 2013. At their convention in June we will discover how much money has been raised this year for course development and materials.

#### **Graduation 2013**

On July 13, 2013, PAS will have what is likely its largest graduating class ever, a total of sixteen. This includes four students from the Multi-cultural Ministry Hispanic track and twelve from the traditional

PAS program. We congratulate the Class of 2013 for their diligence and hard work and look expectantly toward their contribution to the future of the Cumberland Presbyterian Church. Over the past several months a concentrated effort has been made to assure these graduating seniors were able to complete those last few courses. A large number of weekend schools and, in rare cases, supervised Independent Studies were utilized to accomplish this purpose. A special recognition of this milestone will be celebrated with a commencement ceremony on the first day of SES in the Dickey Fine Arts Auditorium on the campus of Bethel University.

Our commencement speaker will be Mrs. Virginia Yarce. Virginia is a trainer, writer and motivational speaker. She ministers alongside her husband, Omar, at Roca de Salvación, an immigrant congregation in Birmingham, Alabama. She has served as missionary in Cali, Colombia, with World Vision International, the Cumberland Presbyterian Church, and the Presbyterian Church (USA). A graduate of Wheaton College, Virginia is currently working on her Master of Divinity degree and under the care of Grace Presbytery. This summer Virginia and her daughter Kimberly were featured side-by-side in Bethany Christian Services national newsletter.

### **Summer Extension School**

Plans are complete for the mainstay of the program, the fifteen-day Summer Extension School on the campus of Bethel University. Alongside the usual fare of quality instruction of core courses we are pleased to continue some recent innovations.

Joint MTS/PAS course July 23-27--This year Dr. Qualls will teach a ministerial practice course in Church Administration and Leadership Development. The value of having both PAS and MDiv. students together in a classroom setting is inestimable.

Training for lay leaders July 18-22--Courses that have practical implications for local church leaders include The Computer As Personal Ministry Tool (Reverend Cory Williams), The Work of the Elder (Dr. Jay Earheart-Brown), Money Matters (Reverend Mark Hester), Dealing with Conflict in the Church (Dr. George Estes), and Evangelism (Dr. J. David Hester).

Minister's retreat July 23-27--Partnering with the Pastoral Development Ministry Team we are affording pastors and spouses an opportunity to audit classes or to participate in portions of the PAS experience or to simply relax and enjoy the Bethel University campus for a few days of Sabbath.

The Hispanic Conference July 13-17--A conference for Latino Cumberland Presbyterians will be held alongside the regular PAS Hispanic co-hort. Reverend Fredy Diaz will be the keynote lecturer and their schedule will allow them to participate in worship and fellowship with other PAS students and families.

Looking ahead, talks are underway for 2014 to partner with Discipleship Ministry Team to offer a practical course in youth ministry.

### **Advisory Council**

A PAS Advisory Council meets in December each year and provides counsel to the Director regarding all aspects of the program. This group includes the seminary President and Vice-president, leaders of denominational ministry teams, and six members at-large from across the denomination. We wish to express deep gratitude to Reverend Linda Glenn and Reverend Mindy Acton who completed their terms of service with this last meeting of the Advisory Council and welcome, in their stead, Reverend Toby Davis and Mrs. Martha Chambers. They will join Dr. Clinton Buck, Dr. Jennifer Williams, Mrs. Patricia Ward and Reverend Don Tabor on the current board.

Toby is an MTS graduate (twice) and current pastor of the Good Prospect C.P. Church in Trilla, Illinois. He and his wife Janet are proudly parenting seven(7) children. Martha Chambers is an elder from Camden, Arkansas. She is the daughter of a C.P. minister, the mother of two C.P. ministers and the sister of one C.P. minister. Two of those are PAS graduates. These two additions will make a great contribution to our program.

### **Online Courses**

The Advisory Council once again affirmed the effort to provide an online component to PAS education. The unique situation of students spread, literally, around the globe is an environment which begs for creativity. We will be working in the second half of 2013 toward the goal of having the four CP Studies courses available in an online format.

### **C.P. Minister's Conference**

With collaboration from the Pastoral Development Ministry Team a weekend school was held in January in connection with the denominational Minister's Conference. It was a great success by all

measures. Next year's conference in Hunstville, Alabama, will be titled "*Preaching the Parables of Jesus.*" We will have a WES in conjunction with this event which will be open for auditing or course credit.

#### **E. NEW ACADEMIC INITIATIVES**

In Fall 2010, we began offering courses toward a certificate in drug and alcohol addiction counseling. This new program, which has been led by Cumberland Presbyterian minister and counselor Dr. Johnie Welch, promises to meet an important need in our society and in our region. Due to health concerns, Dr. Welch was unable to continue in this role after the 2012 academic year. Reverend Bill Warr, an experienced counselor recommended to us by Dr. Welch, began coordinating this program in the fall of 2012.

In the spring of 2012, we began a new certificate program targeted for African American ministers in the Memphis area who do not have the educational background to enroll as degree students at MTS. We believe that there is a need for such certificate level education for many in our area and hope to expand this work in the near future.

#### **F. ACCREDITATION**

Memphis Theological Seminary holds dual accreditation by the Association of Theological Schools in the United States and Canada (ATS), and the Southern Association of Colleges and Schools (SACS). Every ten years, member schools go through an extensive process of re-accreditation review.

Our last accreditation visit occurred in 2008, at which time we were fully affirmed for the next ten years by both accrediting bodies.

### **IV. FACILITIES**

#### **A. LEADERSHIP**

Since the fall of 2011, our facilities and safety department has been ably led by Mr. Greg Spencer and a dedicated staff of facilities technicians. Mr. Spencer is a member of the West Union Cumberland Presbyterian Church in Millington, Tennessee, and has more than twenty years of experience in construction and facilities management.

#### **B. PURCHASE OF PROPERTY**

Thanks to the support of the 177<sup>th</sup> General Assembly, we have been given approval to purchase additional properties within the bounds of our long range campus plan. Because of the recession we have not purchased any properties in the past four and a half years, and do not intend to borrow any more money for this purpose. Due to the recession we have been in arrears on our loan payments to the Board of Stewardship, but have a plan in place to catch up on those payments. All interest due is current as of the writing of this report, and we hope to pay significant amounts on the principal due on notes in the coming fiscal year.

#### **C. COMMUTER HOUSING**

MTS began to convert its student housing from individual rentals to commuter housing in the 1998. Currently, MTS provides commuter housing, with very reasonable nightly rates, for about fifty students each week of the regular term. The need for such commuter housing has continued to grow, as has income from such rentals. Our ability to serve students from about a 250 mile radius around Memphis, through block scheduling of classes and provision of affordable commuter housing, has had a significant impact on the growth of the student body over the past ten years.

#### **D. CAMPUS WORK GROUPS**

We have been blessed in recent years by adult and youth work groups who have come to MTS during the summer months to help repair and maintain our campus housing. Groups have come from Trilla, Illinois; Greeneville, Tennessee; Florence, Alabama; Bowling Green, Kentucky; Collierville, Tennessee;

and the youth from West Tennessee Presbytery to volunteer their time in a variety of areas. We encourage work groups who would be willing to help the seminary in this way to contact Mr. Greg Spencer in the Facilities Office, or Mrs. Cathi Johnson in the Advancement Office of the seminary.

#### **E. SAFETY**

The Office of Safety of MTS continues to explore ways to enhance the safety of our students in the context of our urban campus. Through the use of lighting, security officers, secure locks, and well articulated safety plans, the seminary seeks to provide a safe environment for students and visitors to our campus.

During past four years, MTS has contracted with a local security company to provide regular patrols around our neighborhood. This additional safety measure has been well received by our students and by our neighbors. We continue to seek ways to provide a safe environment for our campus community.

### **V. ADVANCEMENT AND FINANCE**

#### **A. BUDGET**

Our Board of Trustees will approve a budget for the 2013-2014 academic year at its May meeting. Copies of that budget will be provided at the meeting of General Assembly.

After two years of significant budget reductions in the worst of the recession, we have begun to restore some of the cuts as income has improved the past two years. We continue to be very conservative in our budget planning as we work to recover from the effects of the recession. We hope to be able to give modest raises to our employees next year, after four years of flat or reduced compensation. Our employees deserve much credit for hanging in with us through some tough economic times.

#### **B. SCHOLARSHIPS AND GRANTS**

We continue to cultivate relationships with foundations whose mission closely aligns with ours. The following grants for scholarships and other projects have been received in recent years:

**1. The Henry Luce Foundation (2011-2014)**

To support At the River: Theology & Arts Program at MTS, the Henry Luce Foundation has granted \$150,000 payable over 3 years, double their initial investment in 2009-2011. The Luce Foundation is located in New York City and funds programs like these on a large scale across the country. It is a sign of the value of this emerging work that a foundation of this caliber is willing to provide financial support.

**2. The Varnell Artist-in-Residence**

For five years, Mr. and Mrs. Henry and Jeanne Varnell, long-time friends of MTS, have provided financial and practical support for the Artist-in-Residence of At the River: Theology & Arts program.

**3. The Wilson Family Foundation**

The Wilson family, founders of the Holiday Inn hotel chain and great philanthropists in Memphis, has renewed their funding of the Wilson Scholarships at \$15,000 for 2013.

**4. The H.W. Durham Foundation**

In 2012, the Memphis-based H.W. Durham Foundation renewed its gift of \$5,000 to provide 5 \$1,000 scholarships for students who are 55+ years of age. These Durham Scholars will represent much of our student body who are second-career students.

**5. The First Tennessee Foundation**

This Foundation provides a gift of \$10,000 to partner with MTS in the course "Money, Markets & Ministry," taught by Dr. Jay Earheart-Brown. We are in our fourth year of this level of support.

**6. The Lilly Endowment (2013-2015)**

With a three-year grant totaling \$249,371, MTS will create a program to increase financial literacy and decrease debt among our student population, and long term, the congregations they serve.

### C. ENDOWMENTS

1. **The Baird-Buck Chair of Cumberland Presbyterian Studies**

Dr. Clinton Buck, Professor Emeritus of Christian Education at MTS, knowing the need for more focused teaching in CP heritage, has converted an existing endowment that was originally begun with the hopes of endowing a chair in Christian Education. Subsequent to Dr. Buck's decision, Mrs. Thalia Baird, widow of former President and Professor Dr. Colvin Baird, also decided to convert an endowment they had designated for general operations. Together with The Rev. J.T. Buck Scholarship Endowment Fund established in 1979 to provide scholarship assistance for Cumberland Presbyterian students at Memphis Theological Seminary, the new endowment was been established with an initial principal balance of approximately \$112,000. To date, the fund has grown to more than \$270,000, thanks to generous contributions from many Cumberland Presbyterians. We continue to seek ways to fully fund this chair.

The purpose of this endowment is to strengthen the Cumberland Presbyterian Church by establishing an endowed professorship with a primary focus of teaching Cumberland Presbyterian history, theology, church administration and the practice of ministry that is particular to the Cumberland Presbyterian Church. The goal is to raise \$1.5 million to fully fund this endowed chair.

2. **Rev. Walter and Mrs. Sarah Chesnut Scholarship Endowment**

In December 2011, at the (awesome) age of 95, Reverend Walter Chesnut established this endowment to provide Scholarship support for Cumberland Presbyterian students at Memphis Theological Seminary.

3. **Rev. Harlon and Mary Edith Watson Scholar**

In 2000, Mary Edith Watson and her son, Mark Judd Watson, established an endowment to assist Cumberland Presbyterian students at MTS. Reverend Watson was ordained in 1940 and pastored the West Side CPC in Nashville from 1949-1976. He died in 1999. Mary Edith continued to be active and live independently until her death at age 88 in 2011, after which Mark amended the name of the scholarship to honor her memory, as well.

4. **Other Endowment funds**

Many Cumberland Presbyterians and others continue to support endowments that have been established through the years to fund our work. The Advancement Office and President are available at any time to discuss endowment gifts with potential donors.

### D. FACULTY CHAIRS

1. **The Rev. Marlon and Sheila Foster Professor of Pastoral Theology and Homiletics (2008-2013)**

An anonymous donor established this six-year named professorship to encourage ministerial candidates to attend Memphis Theological Seminary, in support of the great need for training in pastoral care, and in honor of the designees. Reverend Marlon Foster is a recent graduate of MTS. Tenured Professor of Pastoral Theology and Homiletics, Dr. G. Lee Ramsey Jr., B.A., M.Div., Ph.D., is filling this role.

2. **The Dr. James L. Netters Chair in African American Studies (2009-2013)**

Memphis Theological Seminary is dedicated to becoming the premier seminary in the country for those who are devoted to racial reconciliation under the banner of the gospel. Working together with a group of pastors and lay leaders, the Elders for Education have established a named professorship that will signal to the local and global community that



we at MTS are serious about working toward the fulfillment of peace and justice. It is named in honor of beloved pastor of Mt. Vernon Baptist Church – Westwood in Memphis, Dr. James L. Netters. Dr. Andre Johnson, B.S., M.Div., Ph.D. is filling this role.

**3. The Mary Magdalene Professor of New Testament (2012-2014)**

Former students and friends of Dr. Mitzi Minor contributed to this named professorship in honor of her 20<sup>th</sup> year of ordination to the ministry in the Cumberland Presbyterian Church, and in appreciation for her excellence in teaching New Testament.

**E. ESTATE GIFTS**

MTS has received two estate gifts during the current year. Mrs. Fanny Laura Brockwell, former member of our Board, and longtime Cumberland Presbyterian from East Side Church in Memphis, left a bequest to support MTS. We give thanks for the life and witness of Mrs. Brockwell.

Mr. and Mrs. Dale and Sarah McMennamy of the Bartow Cumberland Presbyterian Church in Rydal, Georgia left a charitable remainder trust for the benefit of MTS and its operations. We encourage others to remember the ministry of MTS in their estate planning.

**G. SEMINARY SUNDAY**

We have many churches in our denomination, and in other denominations we serve who recognize Seminary Sunday in their local churches. This provides time for education of members about the work of MTS and the Program of Alternate Studies and provides an opportunity for members to make a special one-time gift to support the work of the seminary. Please contact the seminary for more information on how you can recognize Seminary Sunday in your local church, and to request a speaker for the occasion.

**RECOMMENDATION 3: That the General Assembly encourage all churches to recognize and support Seminary Sunday.**

**H. ANNUAL FUND**

Memphis Theological Seminary could not operate without the faithful contribution of its alumni and friends. Annual Fund contributions help us keep the cost of tuition down, so that students do not leave seminary with a large burden of debt to have to pay during their early years in ministry. Annual Fund contributions have grown steadily over the past fifteen years, as income from Our United Outreach has declined.

In some respects, the income we receive from OUO puts us in a better position than many theological seminaries, whose income from denominational sources has declined significantly over the past twenty years. Our income from OUO has remained relatively steady and over that time period. However, as a percentage of our total income, OUO has fallen from almost 20% to about 3% of our operating budget. We are grateful for the commitment of Cumberland Presbyterians to the ministry of MTS, and all our common ministries, expressed so tangibly through giving to Our United Outreach.

At the same time, we do not expect income from denominational contributions to increase significantly in the future. This means that we are required to put more time and energy into fund raising than ever before. We are grateful for the many alumni who have made a financial contribution to our ministry this year. We are also grateful for all the faithful laypersons who have given to the Annual Fund because they know the importance of an educated ministry to the life and health of our denomination.

**I. FEASIBILITY STUDY**

The Board of Trustees, in its meeting on November 8-9 2012, authorized a feasibility study for a capital campaign for MTS. An anonymous donor funded the study, conducted in the spring of 2013 by Jerold Panas, Linzy and Partners, one of the leading campaign consulting firms in the nation. The case for the campaign, which formed the basis for the testing done by our consulting firm, is attached to this report. The final case statement will not be finished until our Board makes a final determination on what to include in a possible capital campaign.

Our Board will receive the results of the study in its May 2013 meeting. In the event that the Board moves forward with a campaign, we would like to ask permission from the General Assembly to conduct a Capital Campaign in the Cumberland Presbyterian Church and beyond, beginning as soon as Fall 2013, for the purpose of building a new chapel at MTS, building our endowment, retiring debt, and general improvements to our facilities, as outlined in the case statement.

**RECOMMENDATION 4: That the General Assembly approve Memphis Theological Seminary to conduct a capital campaign, pending action to approve such a campaign by the Board of Trustees of the seminary.**

#### **J. AUDIT REPORT**

The auditing firm of Zoccola Kaplan, P.C. is auditing the books of Memphis Theological Seminary for the 2011-2012 fiscal year and will be issuing its report before the meeting of General Assembly. Copies of that report will be filed with the office of the Stated Clerk as soon as they are available.

Respectfully submitted,  
Jody Hill, Moderator of the Board of Trustees  
Daniel J. Earheart-Brown, President  
Memphis Theological Seminary

# MINISTRY FOR THE REAL WORLD

*Scholarship, Piety  
and Justice*

**DRAFT**



**MTS**

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# MINISTRY FOR THE REAL WORLD, TWO CENTURIES OF MAKING A DIFFERENCE.

*“Academic scholarship is a major hallmark of Memphis Theological Seminary. The school feeds both the minds and spirits of its students. Rigorous scholastic study and intellectual discussion of the Bible from different points of view are encouraged.”*

*“The goal is to foster informed critical thinkers. It is not to promote the agenda of Memphis Theological Seminary. When students graduate, they have the knowledge and practical tools to be effective ministers. They live their lives according to the teachings and values of the Bible. Graduates are well prepared to positively impact individuals, congregations and society.”*

– Mrs. Ruby Wharton, Esq., Trustee

**I**n 1821, a pastor’s dedication to theological education and inclusiveness gave rise to the first theological school west of the Mississippi.

Thirty years later, out of the same Spirit, a theological department was established at Bethel College (now Bethel University) in McKenzie, Tennessee, an institution of the Cumberland Presbyterian Church.

Over one hundred years later, in 1964, in order to reach more ministers for the Gospel, the seminary was moved to Memphis and renamed Memphis Theological Seminary. It was intentionally opened as an ecumenical seminary that welcomes men and women of all faiths, cultures and ages.

The philosophy and values of the seminary are as meaningful today as they were two centuries ago. The school focuses on *scholarship, piety and justice*.

Inherent in these three words are powerful concepts that differentiate MTS from other seminaries.



*The philosophy and values of the seminary are as meaningful today as they were two centuries ago. The school focuses on scholarship, piety and justice.*



- *Scholarship* implies disciplined, traditional study, but it also involves becoming a discerning critical thinker. Graduates are compelling spiritual servant leaders and thoughtful ministers. They are able to explain Biblical passages within both their historical context and their relevancy in today's world—and in such a way that lives are transformed.
- *Piety* involves our heart-felt devotion to God. True piety leads to compassion, selflessness, universal love and respect for all of God's creation. As Dr. Martin Luther King Jr. described so eloquently when he wrote, *"Our goal is to create a beloved community, and this will require a qualitative change in our souls as well as a quantitative change in our lives."*
- *Justice* does not refer to civil law. It is much more. Without the practice of justice as described in the Bible, love, liberty and even life cannot flourish. Love alone does not ensure equality. Biblical justice involves care for the poor and powerless and leads to inclusiveness, understanding and compassion. It is respecting all people, even those who are very different from you. It is actively participating in righting wrongs whenever and however they present themselves.

**Our student population is very diverse and reflects the real world.**

There are no age, gender, economic, cultural, theological or racial barriers here. Our graduates will be ministering to many different populations and denominations. Their experience at MTS helps them understand how to work toward a *beloved community*.

**Some of the most respected and influential ministers in our area are graduates of Memphis Theological Seminary.**

They are acknowledged for their depth of Biblical and religious knowledge, their ecumenism. They are respected for their ability to influence both religious and secular communities. Wherever our graduates serve, they impact the lives of those they touch. They are formed to be ministers in the real world.

**Our graduates touch thousands of lives in their chosen ministry.** They become pastors, youth ministers, educators and chaplains in hospitals, prisons and the military.

**For over fifty years, the seminary has occupied the magnificent turn-of-the-century Newburger Mansion in midtown Memphis.**

We have worked hard to maintain the original beauty of this grand home. Warmth and intimacy are created by cascading stairways, arched doorways, and handcrafted woodwork. It is the beautiful face we show to the public.

In more recent years, we have added two adjoining mansions in response to a growing student body and the faculty and staff hired to serve them.

**The three homes have served us well,** but with enrollment reaching 325 students, we have outgrown them.

Because of the reputation and impact of our graduates, our enrollment continues to grow. We believe we can reach an

enrollment of 450 students in the not-too-distant future. Together students will represent over 30 denominations, several states and a few countries.

**Existing classrooms and offices are too small and too few.**

Former bedrooms are used as classrooms. The place where families once ate their meals now serves as a conference room. Parlors and bedrooms function as offices. The prized Newburger Ballroom is our makeshift chapel.

Unfortunately it can only seat one-fifth of our student body.

We are grateful to have resided in the homes on beautiful East Parkway during our time of growth. We will always maintain them. They will continue to serve us well as library space, offices and intimate gathering spaces for small discussion groups.

But it is urgent that we expand our campus and build a chapel. We have acquired the property adjacent to our campus. Now we must build. Our future depends on it.



*We have too few classrooms and the ones we have are crowded.*

# PREPARING FOR ANOTHER TWO HUNDRED YEARS OF MINISTRY IN THE REAL WORLD

**M**emphis Theological Seminary must raise \$22 million over the next three years.

The time is right. The Board and administration have thought long and hard about the future of the seminary. We have prayed for God to guide us in our decision making. In order to ensure our future, we must undertake three important and much-needed projects without delay.

1. *A new chapel* is a top priority. We have made do with a small converted ballroom for too long.
2. *A new building with modern classrooms and a multiuse student community center* is essential. Additional, well-designed space will help us increase our enrollment and more powerfully educate effective ministers for the real world.
3. *Significantly increasing our endowment* will enable MTS to prosper and grow. It will help us become financially stable and ready to withstand any potential financial crises for the next two hundred years. Like most seminaries, we are tuition dependent. At last report our endowment was \$9.2 million. This does not generate sufficient interest income to meet the growing demands of our expanding student body.

It is crucial that we double the endowment immediately. It will allow us to meet the increasing need for scholarships and

financial aid. And it will be a cushion to protect MTS from unforeseen emergencies.

**Successfully completing these projects will enable MTS to aggressively pursue its mission well into the twenty-first century:**

*To educate men and women for ordained and lay Christian ministry in the church and the world by shaping and inspiring lives devoted to scholarship, piety and justice.*

**Project One: Construct a new free-standing chapel.**

We are blessed to have already received two wonderfully generous gifts designated for our new chapel.

The first is an extraordinary cash donation of \$1 million. This significant gift is a vote of confidence in Memphis Theological Seminary. It recognizes the difference our graduates make in the world.

The second is one of the oldest and finest pipe organs in the South. It was donated to us by the Union Avenue United Methodist Church. It is an acknowledgement of the role we play in preparing strong spiritual leaders.

The pipe organ was manufactured in 1924 by the M.P. Moller Organ Company. In today's dollars it is estimated to be worth \$550,000—a valuable and prestigious gift. Moller pipe organs are also installed in the chapels at Camp David and Lincoln Center.

Both gifts are true blessings and will

enable MTS to construct a chapel that

- Reflects our identity, purpose and excellence.
- Is large and adaptable enough for different denominations within the seminary to conduct worship services reflective of their cultures and expressions of faith.
- Provides a place of worship that will accommodate our entire student body.
- Replicates in a small way the churches in which graduates will preach. This will give students the experience of speaking from a real pulpit rather than a small podium.
- Has the proper acoustics to showcase the beautiful Moller pipe organ.
- Will allow us to offer certificates or degrees in church music and organ music.

**Project Two: Construct a new classroom building and student center.**

New and larger classroom space is needed to support our teaching methods. Classrooms must be flexible to accommodate integrative knowledge and skill-building instruction.

**Classrooms are used for more than lectures and presentations.**

They are the environments in which ministers for the real world are formed. Students engage in teacher-moderated group discussions. They come to terms with complex social issues. They challenge each others' existing perceptions. There are also group exchanges on differing theologies, traditions and customs of worship. All of this prepares them for ministry in the real world.

Dr. Stan Wood, Vice President of Academic Affairs/Dean, explains, *"It is important that students develop an appreciation for different perspectives. We give them the language of religion so they can relate to people of other faiths. Ministers can lose their evangelical effectiveness if they become insular within their chosen denomination."*

**Students practice ministerial skills in class.**

They learn to be effective and dynamic preachers by preparing and giving sermons and homilies to their professors and classmates.



*Our graduates touch thousands of lives in their chosen ministry.*



They practice the discipline of being present with another person during conversations. This *holy listening* is critical to becoming a compassionate, influential spiritual leader.

Integrating practical skills with academics is a hallmark of Memphis Theological Seminary. This is what makes our curriculum effective and distinctive. It is the reason students are drawn to our school.

Today, our classrooms are frequently too small to conduct these exercises with ease. We must temporarily rent space from the large church across Union Avenue. Although the rent is reasonable, the money could be used to offer more financial aid to students.

#### **Personal interaction is fundamental to an effective ministry.**

Unfortunately, there is no space on campus large enough to accommodate informal gatherings and social interaction. We are already using every available space.

Construction of a multiuse student center will affirm an important value of MTS: *The practice of hospitality. This affirms that learning happens best in an ecumenical and inclusive environment where social interaction is encouraged.*

The student center will be a comfortable, inviting place where students can study, engage in spontaneous and meaningful dialogue or work on group projects.

It will include a small coffee bar with healthy soups, sandwiches and snacks. Currently, vending machines are the only convenient source of food on campus. Many students commute to class at the end of a full workday. They deserve more than vending machine fare.

But most of all, the center will provide students with a place to become comfortable initiating new relationships. This is an essential skill for ministers in the real world.

#### **Project Three: Significantly increase our endowment.**

Without a larger endowment, we cannot fully execute our mission.

Cassandra Price-Perry, Vice President of Operations/CFO, explains this very well. *"I am here to use my financial skills to help students respond to their call by God to ministry. Because of our small endowment, the number and size of our scholarships and financial aid packages are limited. We are not able to enroll as many highly qualified and motivated students as we would like because they can't afford the cost of attendance—books, fees, travel, food and other miscellaneous expenses.*

*"Our tuition is certainly not exorbitant nor is it cheap. Many students find it difficult to fund the entire three years required to receive a degree.*

*"Sadly, this compromises our commitment to being an ecumenical school that welcomes everyone who meets our academic requirements. We have cut our operating expenses to the bone during the economic downturn. Still, we can only offer financial assistance to just a portion of the students who apply. Only with philanthropy will it be possible to provide financial assistance to the many motivated and qualified students who are called to serve."*

#### **You are a leader in the community.**

We are seeking your thoughts, ideas and support for this project.

We believe you are concerned about repairing our spiritually bankrupt world. You value the tremendous impact that knowledgeable and well-prepared ordained and lay ministers can have on our society.

We ask that you prayerfully consider the role you will play in supporting us to make this great undertaking a success.

## YOUR SUPPORT HAS A POWERFUL RETURN

**A** donation to Memphis Theological Seminary leverages your investment in ways few other organizations can.

Tim Orr, Trustee and Chair of the Finance Committee, is passionate when he speaks about this. *“The check I write to Memphis Theological Seminary is leveraged a thousand times over. I am not just writing a check for the seminary. My donation impacts global society.*

*“Here is what I mean. People come here because they are called to ministry. MTS forms*

*them into leaders—Christian leaders with Christian values. Their lives are changed forever. But it doesn’t stop there. Everyone touched by one of our graduates is changed also. MTS prepares ministers to be relevant and compelling in the real world. In a world that is spiritually bankrupt, they are effective in their congregation and in all of society. Their lives are transformed, and they are given the tools and skills to transform the spirit of our global society—and they do. I ask you, ‘what investment has this powerful a return?’”*



*Today faculty and students preach from a small podium in our crowded chapel.*

# MAKING A REAL DIFFERENCE A MINISTRY FOR THE REAL WORLD

**T**he graduates of Memphis Theological Seminary proclaim and embody God's message of redemption, justice and peace in service to others.

Our graduates guide people in their faith and help them understand why they believe. This is powerful.

They ignite people's hearts in love for Jesus Christ and support them in walking in His way.

They model Christ-like behavior, and in doing so they transform the lives of those they touch—in church, in the grocery store, on a bus or in prisons.

They shatter prejudice. They stand in the face of desperation and offer hope. They provide for those with nothing, and they teach others to do the same.

The world is a better place because of their real world ministry—a ministry that is persuasive, practical and purposeful.

*“Today, mainline religions are grappling with retaining membership.*

*Our emphasis is on academics, practical application and an inclusive approach to theology. This prepares our graduates to be relevant and meaningful ordained and lay ministers in the real world today. This is the only way they can serve and embody God's mission of redemption, justice and peace in service to the New Creation of Jesus Christ.*

*“My father attended this seminary, so it was only natural that I followed in his footsteps. Now that I am president, I am blessed to be leading the initiative to bring our facilities into the twenty-first century. We cannot wait. Our campus must reflect the extraordinary academic excellence within its walls.”*

**– Dr. Daniel J. Earhart-Brown, President**



*Students and graduates model Christ-like behavior, and in doing so they transform the lives of those they touch—in church, in the grocery store, on a bus or in prisons.*



# THIS CAMPAIGN IS NOT REALLY ABOUT NEW BUILDINGS

**I**t is about the people.

It is about the highly qualified professors who work inside them. It is about the committed and passionate students who are following God's call to ministry.

Sometimes they leave successful careers. Their families make significant economic and lifestyle changes. They do this to serve God, humanity and all of creation.

Their lives are transformed. And as a result, our lives are changed. And the world is a better place because of them.

Adequate classrooms and a student center will support students on their rigorous academic and spiritual journey.

They deserve a real chapel in which to pray, preach, meditate and seek God's further counsel. A chapel filled with the music of a real pipe organ. And joyous voices joined in praise.

Finally, Memphis Theological Seminary deserves facilities that truly reflect the excellence of its high academic standards. Its commitment to forming extraordinary ministers for the real world must be celebrated with quality facilities.

**You have the power make a real and powerful difference.**

Your support ensures the success of our campaign. It also secures the future of Memphis Theological Seminary. With your support we will be able to continue to graduate outstanding ministers for the real world.

Prayerfully consider your role in supporting our important undertaking. And as you do, please consider the wisdom of this poem. It reflects the insights of a very generous philanthropist.



*Angel, must I give again,  
I ask in dismay.*

*And must I keep giving and  
giving and giving it away?*

*Oh no, said the angel, his  
glance pierced me through.*

*Just keep giving 'til the  
Lord stops giving to you.*



# MEMPHIS THEOLOGICAL SEMINARY

## BOARD OF TRUSTEES 2012-13

|                                       |                 |
|---------------------------------------|-----------------|
| Mr. Mike Allen *                      | Alabaster, AL   |
| Rev. Tom Bell, Jr. (United Methodist) | Birmingham, AL  |
| Rev. Kevin Brantley *                 | Greensburg, KY  |
| Rev. Dr. Doy Daniels, Jr. *           | Milan, TN       |
| Mrs. Diane Dickson *                  | Houston, TX     |
| Mr. Harvey Ferguson, Jr. (UM)         | Hernando, MS    |
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| Rev. Jody Hill *                      | Corinth, MS     |
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| Mr. Mark Maddox *                     | Dresden, TN     |
| Rev. Emily Matheny (UM)               | Memphis, TN     |
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| Rev. Jennifer Newell *                | Chattanooga, TN |
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| Mrs. KC Warren (PCUSA)                | Memphis, TN     |
| Mrs. Ruby Wharton (Catholic)          | Memphis, TN     |

\*The Cumberland Presbyterian Church is the founding and supporting denomination of Memphis Theological Seminary.



## THE REPORT OF THE OUR UNITED OUTREACH COMMITTEE

S/E

The 2009 General Assembly established a denominational Our United Outreach Committee to be made up of 12 voting representatives, one from each Synod and the rest from the church programs and institutions. Executives from the church programs and institutions participate on the Committee as advisory members. This Committee has met six times since the 2009 General Assembly.

A goal of the Our United Outreach Committee is to encourage ALL churches to contribute to Our United Outreach. Approximately 30 percent of the churches do not give anything with a high percentage of other churches not giving at the 10 percent level. This past year, 2012, the budgeted goal for Our United Outreach was almost reached – 95.92% giving was achieved and this was attributed to education and awareness of what Our United Outreach is and how the funds are utilized. While this was an admirable achievement, the Committee seeks to involve ALL churches with Our United Outreach giving and at a greater level of giving.

### I. FUND DEVELOPMENT COORDINATOR POSITION

The 2012 General Assembly approved the establishment of a full-time position to work with Our United Outreach and the title of this position was Fund Development Coordinator. This full-time position has been filled with Reverend George (Cliff) Hudson accepting the call to the position. After reflection, the Our United Outreach Committee would like to change the name of the position.

**RECOMMENDATION 1: We ask General Assembly that the title of Fund Development Coordinator be changed to Development Director for Our United Outreach.**

### II. OUR UNITED OUTREACH FUNDS ALLOCATION

The Our United Outreach Committee met March 1, 2013, to allocate the Our United Outreach funds for the 2014 year. The Our United Outreach allocation basis for 2014 is \$2,900,000. The 2012 General Assembly had two funding requests which affect the allocation process beginning in 2014.

- That \$3,500 a year for three years—2014, 2015, 2016—be budgeted out of Our United Outreach funds for the use of the Evaluation Committee when doing agency evaluations.
- That a fund be established to make money available for any legal expenses of the Office of the General Assembly, that \$25,000 from Our United Outreach allocation be designated for that fund in 2014 and 2015 and that a balance of \$50,000 remain in that fund each year thereafter.

Since the Our United Outreach Committee has allocated funds to be used for Debt Retirement in the amount of \$168,493, the Committee elected to deduct the new requests totaling \$28,500 from the Debt Retirement allocation, leaving the Debt Retirement allocation as \$139,993. Both the Debt Retirement and the Fund Development Coordinator's salary have been approved as guaranteed amounts and are deducted from the goal amount prior to allocation purposes.

It is anticipated that an additional funding request for the Unification Task Force will be made. That amount could also be deducted from the Debt Retirement amount without impacting the 2014 goal and allocation amounts.

**RECOMMENDATION 2: We ask General Assembly that the following allocation for incoming 2014 Our United Outreach funds be adopted:**

|  |                         |
|--|-------------------------|
| <b>The allocation is to be as follows:</b> | <b>\$2,900,000.00</b>   |
| <b>Development Coordinator</b>             | <b>79,000.00</b>        |
| <b>Debt Retirement</b>                     | <b>139,993.00</b>       |
| <b>Evaluation Committee</b>                | <b>3,500.00</b>         |
| <b>Judiciary—Insurance Deductible</b>      | <b><u>25,000.00</u></b> |
|  | <b>\$2,652,507.00</b>   |

|   |                       |              |
|---|-----------------------|--------------|
| <b>Ministry Council</b>                                       | <b>\$1,326,254.00</b> | <b>50%</b>   |
| Bethel University   | 132,625.00            | 5%           |
| Children's Home   | 79,575.00             | 3%           |
| Stewardship   | 159,150.00            | 6%           |
| General Assembly Office                                       | 212,201.00            | 8%           |
| Memphis Theological Seminary/<br>Program of Alternate Studies | 185,676.00            | 7%           |
| Historical Foundation   | 79,575.00             | 3%           |
| Shared Services   | 450,926.00            | 17%          |
| <b>Comm. on Chaplains</b>                                     | <b>9,284.00</b>       | <b>.350%</b> |
| <b>Judiciary Committee</b>                                    | <b>8,753.00</b>       | <b>.330%</b> |
| <b>Theology/Social Concerns</b>                               | <b>3,249.00</b>       | <b>.123%</b> |
| <b>Nominating Committee</b>                                   | <b>2,719.00</b>       | <b>.103%</b> |
| <b>Contingency Fund</b>                                       | <b>2,520.00</b>       | <b>.095%</b> |
|   | <b>\$2,652,507.00</b> |              |

**Our United Outreach Goal   \$2,900,000.00**

The permanent committees plus Contingency Fund equal 1 percent; each of those is a fractional percentage of that 1 percent. From the agencies listed above, all should be self-explanatory except maybe Shared Services. Maintenance, utilities, mowing, trash pick-up, pest extermination, and custodial are all examples of Shared Services for agencies sharing the Cumberland Presbyterian Center.

### **III. OUR UNITED OUTREACH CUT-OFF DATE**

For calendar year 2012, January 15, 2013, was used as the cut-off date for crediting Our United Outreach monies received after December 31, 2012, to 2012. Monies arrive all throughout the month of January with some reflecting 2012 giving and some 2013 giving. The Our United Outreach Committee requests establishing the following cut-off date policy.

**RECOMMENDATION 3: We ask General Assembly approval that the cut-off date for year-end Our United Outreach monies be based on the postmark as on or before the last business date no later than January 15 each year and that this be adopted as policy.**

The Our United Outreach monies are to be mailed to:

Our United Outreach  
8207 Traditional Place  
Cordova, Tennessee 38016

### **IV. WEBSITE USAGE**

**RECOMMENDATION 4: We ask General Assembly to encourage local churches to link their website to the Our United Outreach denominational website: [www.cumberland.org/ouo](http://www.cumberland.org/ouo)**

If needed, instructions for such linkage could be developed and provided to the local churches. Churches are encouraged to check their giving status, contact the Funds Development Coordinator, or request assistance through this website linkage. Usage of this great asset is encouraged.

The Our United Outreach Committee members are enthusiastic in their approach to the development of total participation in this program of the church.

Respectfully submitted,  
Ron Gardner, Chairperson  
Sharon Resch, Secretary  
and the Our United Outreach Committee

# THE REPORT OF THE HISTORICAL FOUNDATION



## I. GENERAL INFORMATION

### A. OFFICERS OF THE BOARD

The officers of the board are as follows: Reverend Rick White, president; Pam Davis, vice-president; Sidney Milton, secretary. Susan Knight Gore is the director and treasurer of the Historical Library and Archives.

### B. BOARD REPRESENTATIVE TO THE 183RD CPC GENERAL ASSEMBLY

The board's representative to the 183rd General Assembly of the Cumberland Presbyterian Church (CPC) is Michael Fare. The alternate is Sidney Swindle.

### C. MEMBERSHIP AND MEETINGS OF THE BOARD

The board is currently composed of the following members: from the Cumberland Presbyterian Church in America—Edna Barnett, Vanessa Barnhill, Dorothy Hayden, Naomi King, and Rick White, from the Cumberland Presbyterian Church—Pam Davis, Michael Fare, Tommy Jobe, Mary Kathryn Kirkpatrick, Sidney Milton, and Sidney Swindle.

The Board of Trustees met, September 21, 2012 and February 22, 2013.

### D. MEMBERS WHOSE TERMS EXPIRE

The first term of Mary Kathryn Kirkpatrick expires with the 2013 meeting of the Cumberland Presbyterian General Assembly, and she is eligible for reelection. The second terms of Pam Davis and Sidney Milton expire with the 2013 meeting of the Cumberland Presbyterian General Assembly, and they are eligible for reelection.

### E. STAFF

Susan Knight Gore serves as the Archivist of the Historical Foundation. Lauren Gam Gilliland is the archival assistant for the Foundation.

### F. EVALUATION OF ARCHIVIST

At the direction of the General Assembly, the board conducted the annual evaluation of the archivist, Susan Knight Gore at its February 2013 meeting.

## II. ASSEMBLY REPORTING

As a matter of official structure, relative to the CPC, there is a Board of Trustees composed of members from both the CPC and CPCA, and relative to the CPCA, there is a committee composed of members from the CPCA.

## III. PROGRAMS AND ACTIVITIES

### A. HISTORY INTERPRETATION AND PROMOTIONAL ACTIVITIES

#### 1. The 1810 Circle

In order to enlist the financial support of interested members of our churches in the work of the Foundation, the 1810 Circle was created. Membership is based on a financial contribution of \$25 or more per year. Income through such gifts enables the Foundation to meet expenditures and is vital to the continued work of the Foundation.



We appreciate the support given to the Foundation by all members of the 1810 Circle and encourage other members of the Cumberland Presbyterian Church and the Cumberland Presbyterian Church in America to join this donor group.

**RECOMMENDATION 1: That the General Assembly, through its minutes and summary of actions, make congregations and presbyteries aware of the 1810 Circle and encourage new members to support this endeavor annually.**

## **2. Patrons**

Persons who contribute \$100 or more to one of the endowments of the Historical Foundation become patron members and receive a certificate. Patron memberships may also be given in honor or in memory of an individual.

## **3. Heritage Churches**

Congregations contributing a minimum of \$1,000 to an endowment of the Historical Foundation become Heritage Churches and receive a framed certificate. There are six categories of recognition and churches can move from one level to another.

Heritage Church \$1,000 - \$4,999  
 Silver Heritage Church \$5,000 to \$9,999  
 Golden Heritage Church \$10,000 to \$24,999  
 Platinum Heritage Church \$25,000 to \$49,999  
 Diamond Heritage Church \$50,000 to \$99,000  
 Jubilee Heritage Church \$100,000 and up

## **4. Presbyterian Heritage Committees/Presbyterial Historians**

To promote interest in the work of the Foundation and to nurture the work of history on the presbyterial level, the Historical Foundation seeks to work cooperatively with the Presbyterian Heritage Committees/Presbyterial Historians of both general assemblies. The brochure, *Suggestions for Heritage Committees and Presbyterial Historians*, is available from the Foundation. The board expresses its appreciation to the presbyteries that have Heritage Committees/Presbyterial Historians.

## **5. Denomination Day Offering**

The 2013 Denomination Day Offering was designated for state of the art equipment for use at the Birthplace Shrine to show a video about our denomination.

The Foundation expresses appreciation to congregations and others groups who received special offerings for the work of the Historical Foundation on Denomination Day. This special offering provides an opportunity for congregations to directly contribute to the support of the Historical Foundation as well as the Foundation supplying educational materials to each congregation.

**RECOMMENDATION 2: That congregations be encouraged to have a special offering on the Sunday designated as Denomination Day to help support the special project designated for that year.**

## **B. PUBLICATIONS**

### **1. Promotional Materials**

The Historical Foundation maintains a supply of promotional materials which describes its purpose and work, the various means of financially supporting this work, and listings of available publications and prints for sale through the Foundation. These materials are available on the Foundation's website.

### **2. Publication Series**

The Foundation has a number of titles and prints available for purchase. Income from the sale of these items goes into the Historical Foundation Trust, a permanent endowment supporting the Foundation's work. Titles available are the *1883 Confession of Faith (CPC)*, the *1895 Cumberland Cook Book*, *Cumberland Presbyterianism and Arminianism Compared/Contrasted on Selected Doctrines* by Joe Ben Irby, *Faith Once Delivered; Some Indispensable Doctrines of the Christian Faith*, by Joe Ben Irby, *Family of Faith:*

*Cumberland Presbyterians in Harrison County [Texas], 1848-1998* by Rose Mary Magrill, *History of East Side Cumberland Presbyterian Church, Memphis, Tennessee*, *History of the Cumberland Presbyterian Church* by B. W. McDonold, *Life and Thought of Finis Ewing* by Joe Ben Irby, *Life and Thought of Milton Bird* by Joe Ben Irby, *Life and Thought of Reuben Burrow* by Joe Ben Irby, *Life and Thought of Robert Verrell Foster* by Joe Ben Irby, *Life and Thought of Stanford Guthrie Burney* by Joe Ben Irby, *Life and Times of Finis Ewing* by F. R. Cossitt, *Soundings* by Morris Pepper, *Theological Snippets* by Joe Ben Irby, *This They Believed* by Joe Ben Irby, *What Cumberland Presbyterians Believe* by E. K. Reagin, and prints of the *Samuel McAdow Home* and the *First Meeting of Cumberland Presbytery*. These items are available for sale from Cumberland Presbyterian Resources.

**RECOMMENDATION 3: That the General Assembly make presbyteries, congregations, and individuals aware that the Historical Foundation is interested and has funds to publish books on topics concerning the Cumberland Presbyterian Church and Cumberland Presbyterian Church in America.**

### **3. Denomination Day Resources**

*All the Past is but the Beginning of Beginning* (Denomination Day resource) is available on the Foundation's web site under the Resources section: <http://www.cumberland.org/hfpc/resource/>. It includes eight dramas intended to present the birth of the Cumberland Presbyterian Church and the Cumberland Presbyterian Church in America. A hard copy may be requested from the Foundation office.

## **C. HISTORICAL FOUNDATION AWARDS**

### **1. Award in Cumberland Presbyterian History**

The Foundation encourages the writing and publication of papers on all aspects of the history of the Cumberland Presbyterian Church in America and the Cumberland Presbyterian Church. One means of promoting such writing is the Historical Foundation Award in Cumberland Presbyterian History. A \$300 prize is awarded to the author entering the best paper on any CP or CPCA history subject which meets in form and content the requirements set by the Board of Trustees and judged by the board appointed awards committee. All manuscripts submitted to the competition become property of the Foundation and are added to the Historical Library and Archives.

The contest follows the calendar year, and entries for the 2013 competition are encouraged. All entries will be accepted through December 2013 for this year's contest. Any entries received following the deadline of December 31st will be automatically entered in the 2014 competition.

Guidelines and entry forms for submitting manuscripts to the competition are available from the Foundation office as well as on the internet, <http://www.cumberland.org/hfpc/Awards.htm>. The Historical Foundation appreciates the participation of past and future CPCA and CP historians in this program.

### **2. Awards of Recognition**

Awards of recognition are certificates given to organizations or individuals in recognition of historic events or contributions to the preservation of our heritage as Cumberland Presbyterians. Appropriate applications for the award are: particular churches celebrating anniversaries of their organization; any judicatory or agency celebrating publication of a written history; celebrations of history or historic event in a creative or unusual manner; individuals who have provided continued service for 60 years or more as members of a local congregation or presbytery; individuals who have served for 40 years or more in a continuing leadership role (including pastors) within a local church. Individuals, churches, or presbyterial heritage committees may make application for the issuing of an award by contacting the Foundation office. Application forms are supplied by the Foundation office as well as the internet, <http://www.cumberland.org/hfpc/Awards.htm>.

## **D. RELATIONSHIPS**

### **Presbyterian Historical Society of the Southwest**

The Presbyterian Historical Society of the Southwest is an agency of The Synod of the Sun, Presbyterian Church (USA) and Cumberland Presbyterian Churches in Arkansas, Louisiana, Oklahoma and Texas. Members of the Cumberland Presbyterian Church who serve on the board of this organization are Reverend Norlan Scrudder and Dr. Rose Mary Magrill.

## IV. HISTORICAL LIBRARY AND ARCHIVES

### A. RESEARCH SERVICE

The Foundation's main research commitment is to the agencies, local congregations, and members of the Cumberland Presbyterian Churches. Since the Historical Library and Archives of the Historical Foundation serves as the official repository for the Cumberland Presbyterian General Assemblies, this is our focus. Although the separation of research into two types designated by their mode of access has been rapid and dramatic, both the traditional and "cyber" mode contribute to and enhance the other.

#### 1. Traditional/Physical Access

Hands on access to primary source material remains the vital heart of historic and theological research. Rather than being diminished by increased electronic resources, traditional research has broadened due to heightened awareness of primary sources in an expanding information age. The Foundation receives research requests by personal visitors, mail, e-mail, and telephone. As time permits, requests are researched. Responses are sent to the requestor, as well as pertinent information on ministers, congregations, presbyteries and synods being placed on our website for future researchers.

#### 2. Electronic Access

The Foundation's website continues to expand in order to provide greater access to the materials in the Historical Library and Archives. As well as being a research tool, the internet provides an invaluable and inexpensive means of promotion for the physical collections of the Historical Library and Archives, the activities of the Historical Foundation, and for the greater community of faith called Cumberland Presbyterians. Information at the site includes: general information about the Foundation, entire texts of important historical documents, historical information on particular congregations, ministers, presbyteries, and synods. The gateway URL to the Foundation's website is <http://www.cumberland.org/hfpc/>.

### B. ACQUISITIONS

The Historical Library and Archives regularly receives items published by the two denominations, *Minutes of the General Assembly of the Cumberland Presbyterian Church*, *Preliminary Minutes of the General Assembly of the Cumberland Presbyterian Church*, *Yearbook of the General Assembly of the Cumberland Presbyterian Church*, *The Cumberland Presbyterian*, *Missionary Messenger*, *Minutes of the General Assembly of the Cumberland Presbyterian Church in America*, *Preliminary Minutes of the General Assembly of the Cumberland Presbyterian Church in America*, and *The Cumberland Flag*. Synods and presbyteries deposit four copies of their printed minutes in the Historical Library and Archives. In addition, books, pamphlets, theses, dissertations, records and publications of general assembly, boards, agencies, institutions, and task forces; records and publications of synods and presbyteries, session records and other materials of particular churches, biographical material of Cumberland Presbyterian and Cumberland Presbyterian Church in America ministers, photographs, audiovisual materials, and museum items were among the accessions received. The 2012 Accession List closed with 211 accession groups.

Some of the highlights added to the collection in 2012 include:

#### **Books**

Aron, Stephen. *How the West Was Lost: The Transformation of Kentucky from Daniel Boone to Henry Clay*. Baltimore: Johns Hopkins University Press, 1996.

Biddle, Arthur Colyar. *Service in Song: A Carefully Selected Collection of Standard Hymns Set to Familiar Tunes Especially Adapted to Congregational Worship*. Nashville, Tennessee: Cumberland Presbyterian Publishing House, 1891.

Black, William H., ed. *Sermons for the Sabbath School, by Various Prominent Cumberland Presbyterian Ministers and Laymen*. St. Louis, Missouri: St. Louis Observer Company, 1883.

Blair, William Irvine. *The Presbyterian Synods of Illinois*. [Mattoon, Illinois]: Mattoon Presbytery under the auspices of the synod of Illinois, 1952.

Cumberland Presbyterian Church. *Psalms and Hymns Adapted to Social, Private, and Public Worship, in the Cumberland Presbyterian Church*. Nashville, Tennessee: Committee of Publication, 1860.

McKamy, John A., comp. *The Cumberland Presbyterian Handbook for 1900*. Nashville, Tennessee: C. P. Publishing House, 1900.

**Curriculum**

*Adult Teacher*. Vol. 32 No. 1 (January, February, March, 1939).

*Sunday School Lesson Leaf*. Vol. XIX No. 27 (July 4, 1897).

**General Assembly**

General Assembly. Colored Cumberland Presbyterian Church. Program of the Seventy-First General Assembly of the Cumberland Presbyterian Church. National Sunday School Convention—School of Methods. National Christian Endeavor Society. Woman's Board of Missions. To Convene With the Simpson Chapel Cumberland Presbyterian Church, Providence, Kentucky. L. James Jennings, Minister, June 11-17, 1945.

Woman's Board of Missions. Cumberland Presbyterian Church. *Handbook on the Work of the Woman's Missionary Organization of the Cumberland Presbyterian Church*. By Mrs. Johnnie Massey Clay and Miss Mattie Huber. Evansville, Indiana: Woman's Board of Missions. January 1924.

Women's General Board of Missions. Second Cumberland Presbyterian Church. Minutes. June 9, 1950-June 13, 1975.

**Institutions**

*The Phoenix*. 1895. (Yearbook of Cumberland University, Lebanon, Tennessee).

**Museum Items**

Shovel used for groundbreaking of Cumberland Chapel, May 5, 2012, at Bethel University in McKenzie, Tennessee.

Ivory chopsticks presented to Mrs. G. F. Phelps of Marion, Kentucky on May 17, 1952, by Dr. Samuel King Gam, Chinese missionary in Canton, China.

General Assembly. Cumberland Presbyterian Church. Muskogee, Oklahoma. June 16-20, 1949. Commissioner Ribbon. Mr. W. J. Whitfield, Pineville, Arkansas.

**Other Congregational Records**

Concord Cumberland Presbyterian Church. Troup, Texas. Church Pictorial Directory. 2012.

East Lake Cumberland Presbyterian Church. Birmingham, Alabama. Missionary Auxiliary Yearbooks. 1940-41; 1954, 1955, 1956, 1957, 1958, 1959, 1961, 1962, 1963, 1964.

Highland Heights Cumberland Presbyterian Church. Memphis, Tennessee. Scrapbook.

Hopewell Cumberland Presbyterian Church. Walnut, Mississippi. Orders of Worship. 1956, 1977, 1982, 1992, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002.

Hopewell Colored Cumberland Presbyterian Church. Dyersburg, Tennessee. Program. Fifth Sunday Rally, July 31, 1955.

Hopewell Colored Cumberland Presbyterian Church. Dyersburg, Tennessee. Sunday School Record Book. December 22, 1940-July 6, 1941.

Mount Pleasant Cumberland Presbyterian Church. Caneyville, Kentucky. *One Hundred Twenty-Five Years: A Condensed History of Mt. Pleasant Cumberland Presbyterian Church 1887-2012*. By Terrell D. Woosley. 2012.

Mt. Sterling Cumberland Presbyterian Church in America. Sturgis, Kentucky. Deeds. Photocopies of original manuscript. 1877, 1893, 1894, 1911.

Shiloh Cumberland Presbyterian Church. Ireland, Indiana. Sunday School Records. Original Volume. March 15, 1896-May 22, 1898.

Watkins Park Cumberland Presbyterian Church. Nashville, Tennessee. Former name of West Side Cumberland Presbyterian Church. Deed of Trust, October 1, 1943.

Willow Creek Cumberland Presbyterian Church. Martinsville, Illinois. Cookbook. CPW, 1976.

Zion Cumberland Presbyterian Church. Aurora, Missouri. Also called Spring River Cumberland Presbyterian Church. Sunday School Records. 1911-1924.

**Photographs**

Baird, Alexander J. (1820-1884). Cartes de Visite. 2 ½ x 4, B&W.

Swartz, Walter Leroy (1892-1977). Photograph. 11 x 7. Sepia.

Simpson Chapel Cumberland Presbyterian Church in America. Providence, Kentucky. Photograph. Building destroyed in 2003 tornado.

Cumberland Presbyterian Church 34th N.A.C.P.Y.F. Group photograph, July 1957, Ovoco Conference Ground, Tullahoma, Tennessee.

Edgefield Cumberland Presbyterian Church. Nashville, Tennessee. Photograph of 1928 Cradle Roll.

### *Postcards*

Beverly Cumberland Presbyterian Church. Beverly, Ohio.  
Campbell Cumberland Presbyterian Church. Campbell, Missouri.  
Trinity University. Waxahachie, Texas.

### *Presbyterial Records*

Indiana Presbytery. Cumberland Presbyterian Church. Minutes. April 5, 1845-October 5, 1873.  
New Hopewell Presbytery. Cumberland Presbyterian Church in America. Booklet. Celebrating the 58th Anniversary of New Hopewell Presbytery. July 30, 1967-March 23, 1996.  
Purchase Presbytery. Second Cumberland Presbyterian Church. Program. Elders and Deacons Council and the Woman's Missionary Society. Held at Hickory Grove, Kentucky, April 22-24, 1955.

### *Sermons*

Byars, Samuel Thomas (1880-1970)  
Fleming, Ronald Thomas. (1938-2010)

### *Session Records*

Advent Cumberland Presbyterian Church. Pinson, Alabama.  
Bates City Cumberland Presbyterian Church. Bates City, Missouri  
Beneath the Cross Cumberland Presbyterian Church. Pinson, Alabama.  
Bethesda Cumberland Presbyterian Church. Camden, Arkansas.  
Bowling Green Cumberland Presbyterian Church. Bowling Green, Kentucky.  
Cherokee Cumberland Presbyterian Church. Cherokee, Alabama.  
Cleveland Cumberland Presbyterian Church. Cleveland, Tennessee.  
Concord Cumberland Presbyterian Church. Cleveland, Alabama.  
Cumberland Valley Cumberland Presbyterian Church. McEwen, Tennessee.  
East Lake Cumberland Presbyterian Church. Birmingham, Alabama.  
Freedom Cumberland Presbyterian Church. Harned, Kentucky.  
Harpeth Lick Cumberland Presbyterian Church. College Grove, Tennessee.  
Logansport, First Cumberland Presbyterian Church. Logansport, Indiana.  
Maple Grove Cumberland Presbyterian Church. Bond County, Illinois.  
Moberly Cumberland Presbyterian Church. Moberly, Missouri.  
Mount Pleasant Cumberland Presbyterian Church. Caneyville, Kentucky.  
Oak Grove Cumberland Presbyterian Church. Walnut Grove, Missouri.  
Rose City Cumberland Presbyterian Church. North Little Rock, Arkansas.  
Shiloh Cumberland Presbyterian Church. Ireland, Indiana.  
Silverdale Cumberland Presbyterian Church. Chattanooga, Tennessee.  
Virtue Cumberland Presbyterian Church. Knoxville, Tennessee.  
Walnut Grove Cumberland Presbyterian Church. Burlison, Tennessee.  
West Side Cumberland Presbyterian Church. Nashville, Tennessee.

### *Synodical Records*

Illinois Synod. Cumberland Presbyterian Church. Booklet of Illinois Synodic Youth Camp. August 11-15, 1952. Merom, Indiana.  
Kentucky Synod. Colored Cumberland Presbyterian Church. Colored Cumberland Presbyterian Church (1874-1960] Second Cumberland Presbyterian Church (1960-1991)  
Cumberland Presbyterian Church in America (1992-present) Minutes. August 25, 1908-August 21, 1943.  
Kentucky Synod States Sunday School Convention. Colored Cumberland Presbyterian Church. Minutes. July 28, 1910-August 21, 1924.  
Kentucky Synod States Sunday School Convention. Colored Cumberland Presbyterian Church. Program of the Thirty-First Annual Session of the States Sunday School Convention to be Held at Paducah, Kentucky. July 27, 28, 29, 30, 1933.

**RECOMMENDATION 4: That the General Assembly encourage all congregations to preserve their session records by depositing them in the Historical Foundation.**

**RECOMMENDATION 5: That the General Assembly instruct each synod and presbytery to deposit their minutes in a timely fashion with the Historical Foundation.**

The Historical Foundation can provide on-site assistance to both presbyteries and individual congregations. On the presbyterial level, we can assist the appropriate agency to evaluate materials left when a church has ceased to be viable and has been closed. This can eliminate speculation on the presbytery's part as to what is, or is not, material to be preserved. For congregations we can provide a similar service helping them to determine what can and should be archived.

**RECOMMENDATION 6: That the General Assembly instruct presbyteries to locate the session records when closing a church and then deposit them in the Historical Foundation.**

## V. BIRTHPLACE SHRINE

The Birthplace Shrine located at Montgomery Bell State Park near Dickson, Tennessee was dedicated June 18, 1960. This site consists of the Memorial Chapel and a replica of the Reverend Samuel McAdow's log house. Since 1994, the Foundation has been responsible for the preservation of the Birthplace Shrine. Four endowments provide funds for maintenance and repairs: the Grace Johnson Beasley Birthplace Shrine Fund, the Birthplace Shrine Fund, the Henry Evan Harper Endowment for Cumberland Presbyterian History, and the P.F. Johnson Memorial Endowment. Gifts to these endowments provide for the continued preservation of the Birthplace Shrine. Interested donors are encouraged to contact the Foundation office. Another means of support are the wedding fees collected from couples who use the chapel for their wedding ceremony. These funds are added to the Birthplace Shrine Fund and earnings are used for maintenance and special projects. The Board encourages individuals and groups to visit the Birthplace Shrine as an act of remembering our heritage and envisioning our future as Cumberland Presbyterians.

Groups and individuals are encouraged to contact the Foundation to set up work days and special projects. The Foundation thanks the Heritage Committee of Nashville Presbytery and the Charlotte Cumberland Presbyterian Church for their continuing volunteer upkeep of the property.

## VII. FINANCIAL CONCERNS AND 2014 BUDGETS

### A. BUDGETS

The 2014 line-item budget of the Historical Foundation has been filed with the CPC General Assembly Office.

### B. ENDOWMENTS

List of the endowment funds for the Foundation with new fund in boldface type.

Anne Elizabeth Knight Adams Heritage Fund  
 Rosie Magrill Alexander Trust  
 Paul H. and Ann M. Allen Heritage Fund  
 Grace Johnson Beasley Birthplace Shrine Fund  
 Birthplace Shrine Fund  
 James L. and Louise M. Bridges Heritage Fund  
 Mark and Elinor Swindle Brown Heritage Fund  
 Sydney and Elinor Brown Heritage Fund  
 Centennial Heritage Endowment  
 Walter Chesnut Heritage Fund  
 Lavenia Campbell Cole Heritage Fund  
 Cumberland Presbyterian Church in America Heritage Fund  
 Cumberland Presbyterian Women Archival Supplies Endowment  
**Bettye Jean Loggins McCaffrey Ellis Heritage Fund**  
 Samuel Russell & Mary Grace (Barefoot) Estes Endowment  
 Family of Faith Endowment  
 Gettis and Delia Snyder Gilbert Heritage Fund

James C. and Freda M. Gilbert Heritage Fund  
James C. and Freda M. Gilbert Trust  
Mamie A. Gilbert Trust  
Henry Evan Harper Endowment for Cumberland Presbyterian History  
Ronald Wilson and Virginia Tosh Harper Endowment  
Historical Foundation Trust  
Donald and Jane Hubbard Heritage Fund  
Cliff and Jill Hudson Heritage Fund  
Robert and Kathy Hull Endowment  
Into the Nineties Endowment  
Joe Ben Irby Heritage Fund  
P.F. Johnson Memorial Endowment  
Irene A. Kiefer Endowment  
Chow King Leong Endowment  
Dennis Lawrence & Elmira Castleberry Magrill Trust  
J. Richard Magrill Heritage Fund  
Joe Richard and Mary Belle Magrill Trust  
Gwendolyn McCaffrey McReynolds Heritage Fund  
Jimmie Joe McKinley Heritage Fund  
Edith Louise Mitchell Heritage Fund  
Lloyd Freeman Mitchell Heritage Fund  
Snowy Clifton and Lillian Walkup Mitchell Heritage Fund  
**Rev. Charles and Paulette Morrow Endowment**  
Virginia Sue Williamson Morrow Heritage Fund  
Anne Elizabeth Swain Odom Heritage Fund  
Martha Sue Parr Heritage Fund  
Florence Pennewill Heritage Fund  
Morris and Ruth Pepper Endowment  
Publishing House Endowment  
Mable Magrill Rundell Trust  
Samuel Callaway Rundell Heritage Fund  
Paul and Mary Jo Schnorbus Heritage Fund  
Roy and Mary Seawright Shelton Heritage Fund  
Shiloh CPC Ellis County Texas Endowment  
Hinkley and Vista Smartt Heritage Fund  
John William Sparks Heritage Fund  
Irvin Scott and Annie Mary Draper Swain Heritage Fund  
F. P. Waits Historical Trust

Respectfully submitted,  
Rick White, President  
Susan Knight Gore, Archivist

## **THE REPORT OF THE COMMISSION ON MILITARY CHAPLAINS AND PERSONNEL**

|              |
|--------------|
| <b>C/M/P</b> |
|--------------|

The Commission on Military Chaplains and Personnel represent the Cumberland Presbyterian Church on the Presbyterian Council for Chaplains and Military Personnel. The commission does its work through the Council which has its headquarters in Washington D.C. and represents also the Cumberland Presbyterian Church in America, Presbyterian Church (USA) and the Korean Presbyterian Church Abroad. The Cumberland Presbyterians who are members of the Commission for the Cumberland Presbyterian Church and hence the broader group known as the PCCMP include Lowell Roddy, Paul Collins, Mary Catherine Benedict, and Stated Clerk Michael Sharpe.

### **I. REPRESENTATION**

The term of the Reverend Paul C. Collins expires in 2013 and he is not eligible for re-election, but he will represent the commission at this meeting of the General Assembly. The Reverend Lowell G. Roddy serves as the Vice-Chair of the PCCMP. The PCCMP Director is the Reverend Ed Brogan. The Associate Director of the PCCMP is Chaplain Don Wilson. Reverend Mary Catherine Benedict serves as a member of PCCMP.

### **II. RESPONSIBILITY OF THE COMMISSION**

1. To provide ecclesiastical endorsement for chaplains of the United States Armed Forces, who are on active duty, in the Reserves/National Guard and also chaplains of Veterans Affairs Medical Centers.
2. To provide pastoral support for their chaplains and their families.
3. To provide a unified and influential voice for the member denominations to the national government in matters relating to the ministry and welfare of Presbyterians serving in the United States Armed Forces and Veterans Affairs Medical Centers.
4. To provide representation to denominational agencies and ecumenical bodies in their concerns with matters relating to United States military personnel, veterans and their families.
5. To consider other duties as may be requested by the member denominations.
6. To promote closer communications between chaplains and their judicatories.

### **III. ANNUAL COMMISSION MEETING**

The annual convening of the PCCMP usually takes place in the fall, with representatives of the member denominations in attendance. This past year the Council met in Arlington, Virginia on November 6-8. It is at this time that potential chaplain candidates are interviewed by a committee of the Council who must determine whether the candidate will receive ecclesiastical endorsement.

Each candidate is required to submit an application, school transcripts, presbyterial approval, and letters of reference. After the documents are gathered, we interview the candidates to determine if they should be endorsed for active duty or service with the Reserve/National Guard. A recommendation for each candidate is then submitted to the Council. If they are approved by the Council, then they make application to the various branches of service. The PCCMP maintains sound working relations with the Chief of Chaplains for each branch of the ministry and the VA.

### **IV. SUPPORT OF THE COUNCIL**

The Council receives its financial support from the four denominations, individuals, judicatories, and churches. The current economic challenges in our country are creating a need to redesign how to minister to our chaplains and their families. We will be faithful stewards as we care for our military and veterans and their families.

One of the best way Cumberland Presbyterian churches can support this vital ministry is to participate in the annual Memorial Day Offering. This takes place on the Sunday nearest Memorial Day as we remember all men and women who serve in the United States Armed Services. The offerings are sent to the General Assembly Stated Clerk and are then forwarded to the Council for its efforts. The Commission would like to express its deepest appreciation to all churches that received the offering during 2012. All



Cumberland Presbyterian churches in the United States are urged to consider their involvement in this vital support.

## V. CUMBERLAND PRESBYTERIAN CHAPLAINS

We are proud to say that our denomination has a total of 20 men or women currently involved in various forms of chaplaincy around the world. Please remember to pray for these servings in this important ministry. Names and addresses are included in the 2012 Yearbook of the Cumberland Presbyterian Church. Stand with these heroes of faithful service.

Anyone desiring more information can check our website: [www.pccmp.org](http://www.pccmp.org) or call our office in Washington D.C. (202)244-4177.

Respectively Submitted,  
Paul Collins  
Mary Catherine Benedict  
Lowell Roddy

## THE REPORT OF THE PERMANENT JUDICIARY COMMITTEE

J

The Judiciary Committee met February 15, 2013 in Huntsville, Alabama. Present were Annetta Camp, Charles Dawson, Wendell Thomas, Sherry Ladd, Andy McClung, Perryn Rice, and Robert Rush. Also attending were Jaime Jordan, legal counsel, and Mike Sharpe, Stated Clerk of General Assembly. Kimberly Silvus and Felicia Walkup were excused.

### I. ORGANIZATION OF THE COMMITTEE

Kimberly Silvus was elected chairperson and Andy McClung was elected secretary.

### II. JOINT MEETING WITH THE THEOLOGY AND SOCIAL CONCERNS COMMITTEE

#### A. REFERRAL

The 182nd General Assembly jointly referred to The Judiciary Committee and the Theology and Social Concerns Committee a memorial from Synod of Great Rivers concerning ministers of other denominations administering sacraments while serving in Cumberland Presbyterian congregations.

**RECOMMENDATION 1: That General Assembly's 1987 ruling allowing ministers of other denominations, with presbyterial approval, to serve communion in Cumberland Presbyterian congregations (see Digest, 4.5.k Interpretive, 1987), be rescinded.**

*An ordained minister, although of another church, may serve the Lord's Supper in a Cumberland Presbyterian church, provided this minister has been approved by a judicatory (that is, a presbytery) of the church. 1987, p. 123, 216.*

Adoption of this recommendation would not affect Constitution 4.6 which allows ordained elders, under specific conditions, to preside at certain communion services, nor would it affect ministers of another denomination presiding over communion in a duly-formed union or federated congregation as per Constitution 10.4.

*4.6 The session may designate one elder who, when authorized by the presbytery, may administer the sacrament of the Lord's Supper to the congregation.*

*10.4 A presbytery may authorize one or more of its constituent churches to form a federated or union church with a church or churches of another ecclesiastical body or bodies or may organize a federated or union church acting in concert with a comparable judicatory of another ecclesiastical body or bodies. This shall be done by agreement in writing between the presbytery and the comparable judicatory of the other ecclesiastical body or bodies.*

Your Judiciary Committee and your Theology and Social Concerns Committee believe that this recommendation does not de-value interdenominational cooperation, and that its adoption will strengthen our Cumberland Presbyterian identity and connectionalism.

#### B. ENCOURAGEMENT

Both your Judiciary Committee and your Theology and Social Concerns Committee encourage presbyteries to uphold the presbytery's responsibility to "require ministers to devote themselves to their

sacred calling” (Constitution 5.6.d.) and enlist the aid of certain ministers in providing communion to congregations without Cumberland Presbyterian pastors, those certain ministers being persons from the roll of ordained ministers who are retired, serving in non-parish ministries, or not serving in any type of ministry which benefits their presbytery or the Cumberland Presbyterian Church. Most presbyteries have ordained ministers in at least one of these categories. Likewise, presbyteries are also encouraged to instruct the ministers appointed by presbytery to moderate the sessions of congregations without installed Cumberland Presbyterian pastors to ensure those congregations are served communion periodically.

### C. RECOMMENDATION

Your Judiciary Committee and your Theology and Social Concerns Committee jointly made a recommendation to the Joint Committee on Amendments.

## III. REFERRAL

The 182nd General Assembly referred to the Judiciary Committee a memorial from West Tennessee Presbytery concerning alienated congregations. The memorial calls for written guidelines to assist presbyteries in dealing with congregations which are alienated or in danger of becoming alienated from presbytery and the denomination.

### Guidelines for Congregational Care

Each Cumberland Presbyterian congregation (called “a particular church” in our constitution) is under the care of and subject to the authority of the presbytery of which it is a part. The presbytery is responsible for preventing and responding to any problems in its constituent congregations (Constitution 5.6.j). This response, as all church discipline, is meant to be healing and redemptive rather than punitive (Rules of Discipline 1.1).

Presbyteries can be proactive in preventing congregations from becoming alienated by following these guidelines:

- Be familiar with the Constitution, Rules of Discipline, and Presbytery Manual of Operations, and insure that sessions have access to and are familiar with these resources, all of which are available at [www.cumberland.org/gao](http://www.cumberland.org/gao).
- Remind sessions that any type of pastoral relationship must be approved by presbytery (Constitution 5.6.f).
- Be diligent in oversight of ministers of other denominations serving congregations within the presbytery, possibly including regular meetings with an appropriate presbyterial agency and mandatory attendance of presbytery meetings (Constitution 5.6.p).
- Remind sessions of their responsibility to communicate with presbytery regularly (Constitution 5.6.e, 4.5.m-n).
- Appoint a Cumberland Presbyterian minister as moderator for the session of every congregation without an installed Cumberland Presbyterian pastor, informing the session of who the appointed moderator is, and insuring the appointed moderator fulfills his or her responsibilities (Constitution 5.6.p).
- Follow the 2007 General Assembly directive to have in place a process to review any Cumberland Presbyterian minister transferring from another presbytery; carefully examine probationers on adherence to Cumberland Presbyterian theology and polity; and closely review ministers of other denominations who are seeking to have their ordinations recognized, especially in the area of Cumberland Presbyterian theology and polity.
- Establish, either as a separate entity or as a subdivision of the Missions Committee, a Congregational Care Committee to keep lines of communication open between congregations and presbytery.
- Such a committee should visit in person with all congregations in the presbytery at least annually.
- Such a committee could be in regular contact with each congregation, making inquiries which can identify impending alienation and thereby prevent it.

For congregations already experiencing alienation or severe trouble, the Rules of Discipline explain how presbytery is to enact its care for and authority over the congregation (Rules of Discipline 2.3).

- Discipline only progresses from one level to the next if an attempt at discipline is ineffective (Rules of Discipline 1.3).

- When the action of a congregation is detrimental to the spiritual welfare of its members or to the connectional relations and ministries of the larger church, presbytery, through its board of missions or other appropriate committee, should:

- counsel with the session and/or congregation and suggest ways to correct what is wrong;
- officially admonish the church and instruct its session to correct what is wrong;
- suspend the session and govern the church temporarily through a commission. This means the session may not make decisions for the congregation and may not send a voting delegate to meetings of presbytery. Suspension may be for a definite or indefinite period of time.

- dissolve the session and conduct a new election of elders, or dissolve the church and attach its members to other congregations.

- The board of missions or other presbyterial agency tasked to deal with the alienated or troubled congregation may turn the matter over to the presbyterial judiciary committee if it seems necessary.

#### IV. LEGAL EXPENSE FUND

Your committee recognizes the need for the Office of the General Assembly to have available money for legal expenses.

**RECOMMENDATION 2: That a fund be established to make money available for any legal expenses of the Office of the General Assembly, that \$25,000 be included in the Our United Outreach allocation designated for that fund for 2014 and 2015 each, and that \$50,000 remain in that fund each year thereafter.**

#### V. REVIEW OF SYNODICAL MINUTES

The committee reviewed the minutes of Synod of the Southeast, Synod of Great Rivers, Synod of the Midwest, Mission Synod, and Tennessee Synod and found all to be in order.

#### VI. GENERAL ASSEMBLY REPRESENTATIVES

Perryn Rice will serve as this committee's representative to the 183rd General Assembly and Andy McClung will serve as the alternate.

Respectfully submitted,  
The Judiciary Committee

## THE REPORT OF THE JOINT COMMITTEE ON AMENDMENTS

J

The Joint Committee on Amendments met February 15, 2013 in Huntsville, Alabama. Present were (CPCA): Joe Ward; (CPC): Annetta Camp, Sherry Ladd, Perryn Rice, Robert Rush, and Wendell Thomas. Also present were Jaime Jordan, legal counsel; Andy McClung, secretary; and Mike Sharpe, Stated Clerk of General Assembly (CPC).

### I. REFERRAL

The committee adopted a recommendation, made jointly by the Judiciary Committee and the Theology and Social Concerns Committee, which seeks to correct a point of theological and pragmatic inconsistency: the Cumberland Presbyterian Church currently allows elders, under certain conditions, to preside over communion, but not to administer baptism.

**RECOMMENDATION 1:** That Constitution 4.6 be changed from *“The session may designate one elder who, when authorized by the presbytery, may administer the sacrament of the Lord’s Supper to the congregation”* to *“The session may designate one elder, who when authorized by the presbytery, may administer the sacrament of baptism or the Lord’s Supper in the elder’s congregation”* and that Constitution 5.6.p be changed from *“Take special oversight of churches which do not have the services of a minister, appointing a minister to moderate the session; and, if necessary, authorize an elder designated by the session to administer the Lord’s Supper to the congregation, provided that the elder shall be instructed by the committee on the ministry in the meaning of the sacrament and how it should be administered; the elder shall serve under the authority of an ordained Cumberland Presbyterian minister selected by the presbytery, and each grant of authority shall be for one year”* to *“Take special oversight of churches which do not have the services of a minister, appointing a minister to moderate the session; and, if necessary, authorize an elder designated by the session to administer the sacrament of baptism or the Lord’s Supper to in the elder’s congregation, provided that the elder shall be instructed by the committee on the ministry in the meaning of the sacraments and how they should be administered; the elder shall serve under the authority of an ordained Cumberland Presbyterian minister selected by the presbytery, and each grant of authority shall be for one year.”*

### II. AFFIRMATIONS AND ENCOURAGEMENT

Your committee affirms that both sacraments are acts of God rather than humans, and are vehicles of God’s grace. We acknowledge the priesthood of all believers. We recognized that the sacraments belong to all of God’s people rather than to clergy alone. We encourage presbyteries to utilize clergy not serving pastorates as resources for congregations without Cumberland Presbyterian pastoral leadership.

### III. EDITORIAL NOTE

It is the opinion of this committee that if the current proposed amendment to Constitution 4.6 and 5.6.p -- which changes the number of elders able to be designated and authorized to administer the Lord’s Supper from one to two -- are adopted by the 183rd General Assembly, and if the 183rd General Assembly also approves sending this proposed amendment to the presbyteries for voting, then the wording of this proposed amendment shall be editorially changed to reflect new rule.

Respectfully submitted,  
The Joint Committee on Amendments

## THE REPORT OF THE NOMINATING COMMITTEE

The Nominating Committee consists of a minister and a lay person from each synod, preferably from different presbyteries. Members may serve a three year term, but cannot succeed themselves. Cumberland Presbyterian members of any board or committee can be re-elected to the same board after a two year absence. Ecumenical representatives may be re-elected to the same board after a one year absence. With the exception of the Nominating Committee any person elected to serve on a denominational entity may serve three consecutive terms. Filling an unexpired term counts as one term, thus members of any entity do not always serve nine years before completing eligibility on a board/agency.

The members of the various Ministry Teams are no longer elected by the General Assembly, but are to be appointed by the Ministry Council.

\*Ecumenical Representative

+Cumberland Presbyterian Church in America

The Committee submits the following list of nominees:

### I. BOARD OF DIRECTORS, GENERAL ASSEMBLY CORPORATION

Reverend Bobby Coleman, Arkansas Presbytery, to fill the two-year unexpired term of Melissa Malinoski.

### II. MINISTRY COUNCIL

Ms. Jill, Carr, White Oak Pond Congregation, Missouri Presbytery, Synod of Great Rivers to succeed herself for a three year term.

Reverend Troy Green, Columbia Presbytery, Tennessee Synod, to succeed himself for a three year term.

Ms. Elizabeth Horsley, Denton congregation, Red River Presbytery, Mission Synod, to succeed herself for a three year term.

Ms. Gwen Roddye, Beaver Creek Congregation, Presbytery of East Tennessee, Synod of the Southeast, to succeed herself for a three year term.

Reverend Sam Romines, Cumberland Presbytery, Synod of the Midwest, to succeed himself for a three year term.

Ms. Carolina Gillis, Youth Advisory Member, Alabaster Congregation, Robert Donnell Presbytery, Synod of the Southeast for a three year term.

Mr. Eddie Montoya, Jr., Youth Advisory Member, Ebenezer Congregation, North Central Presbytery, Synod of the Midwest, to fill the two-year unexpired term of Sebastian Phillips.

Reverend Donny Acton, Grace Presbytery, Synod of the Southeast, to fill the one-year unexpired term of Mandy Clark.

### III. HISTORICAL FOUNDATION

Ms. Pamela Davis, Lubbock Congregation, Presbytery del Cristo, Mission Synod, to succeed herself for a three year term.

Ms. Mary Kathryn Kirkpatrick, Marshall Congregation, Trinity Presbytery, Mission Synod, to succeed herself for a three year term.

Ms. Sidney Milton, Highland Congregation, Covenant Presbytery, Midwest Synod, to succeed herself for a three year term.

### IV. MEMPHIS THEOLOGICAL SEMINARY

Mr. Michael Allen, Alabaster Congregation, Robert Donnell Presbytery, Synod of the Southeast, to succeed himself for a three year term.

\* Dr. Inetta Rodgers, an ecumenical representative, to succeed herself for a three year term.

Ms. Diane Dickson, Houston Congregation, Trinity Presbytery, Mission Synod, to succeed herself for a three year term.

\* \_\_\_\_\_, an ecumenical partner, for a three year term.

\*Mr. Dan Hatzenbuehler, an ecumenical partner, to succeed himself for a three year term.

\*Dr. Rich Kirchoff, an ecumenical partner for a three year term.

Mr. Tim Orr, Dyersburg Congregation, West Tennessee Presbytery, Synod of Great Rivers, to succeed himself for a three year term.

Ms. Sondra Roddy, Charlotte Congregation, Nashville Presbytery, Tennessee Synod, to fill the two year unexpired term of Dr. Craig Martindale.

\*Mr. Robert Marble, an ecumenical partner, to fill the one year unexpired term of Ms. Nancy Vernon.

\*Ms. Latisha Towns, an ecumenical partner, to fill the two year unexpired term of Mr. David Boyle.

\*Mrs. K.C. Warren, an ecumenical partner, to succeed herself for a three year term.

## V. BOARD OF STEWARDSHIP, FOUNDATION AND BENEFITS

Mr. Charles Floyd, Brenthaven Congregation, Nashville Presbytery, Tennessee Synod, to succeed himself for a three year term.

Ms. Sue Rice, Hope Congregation, Grace Presbytery, Synod of the Southeast, to succeed herself for a three year term.

Ms. Debbie Shelton, Manchester Congregation, Murfreesboro Presbytery, Tennessee Synod to succeed herself for a three year term.

Reverend Charles (Buddy) Pope, Columbia Presbytery, Tennessee Synod, for a three year term.

## VI. COMMISSION ON CHAPLAINS AND MILITARY PERSONNEL

Reverend Cassandra Thomas, Red River Presbytery, Mission Synod, for a three year term

## VII. JUDICIARY

Reverend Sherry Ladd, Columbia Presbytery, Tennessee Synod, to succeed herself for a three year term.

Reverend Andy McClung, West Tennessee Presbytery, Synod of Great Rivers, to succeed himself for a three year term.

Ms. Felicia Walkup, Bates Hill Congregation, Murfreesboro Presbytery, Tennessee Synod, to succeed herself for a three year term.

## VIII. NOMINATING

Reverend Jimmy Peyton, Hope Presbytery, Synod of the Southeast, for a three year term.

Ms. Marjorie Shannon, Germantown Congregation, West Tennessee Presbytery, Synod of Great Rivers, for a three year term.

Ms. Nancy Bean, High Point Congregation, Cumberland Presbytery, Synod of the Midwest, for a three year term.

Reverend Charles McCaskey, Murfreesboro Presbytery, Tennessee Synod, for a three year term.

## IX. OUR UNITED OUTREACH COMMITTEE

Mr. Ron Gardner, Faith Congregation, West Tennessee Presbytery, Synod of Great Rivers, to succeed himself for a three year term.

Ms. Robin Wills, Lebanon Congregation, Murfreesboro Presbytery, to fill two year unexpired term of Reverend Timothy Smith

## X. UNIFIED COMMITTEE ON THEOLOGY AND SOCIAL CONCERNS

Ms. Lezlie Daniel, Houston Congregation, Trinity Presbytery, Mission Synod, to succeed herself for a three year term.

Reverend Byron Forester, West Tennessee Presbytery, Synod of Great Rivers, to succeed himself for a three year term.

Reverend Chris Warren, Nashville Presbytery, Tennessee Synod, for a three year term.

## THE REPORT OF THE PLACE OF MEETING COMMITTEE

S/E

The Place of Meeting Committee consists of the Moderator, a representative of the Cumberland Presbyterian Women's Ministry, and the Stated Clerk who serves as the chairperson. The representative of the Cumberland Presbyterian Women's Ministry is the Convention Coordinator.

The 165th General Assembly, "authorized the committee to select meeting places up to five years in the future and that preference be given that keeps, insofar as possible, the General Assembly and the Convention of Cumberland Presbyterian Women's Ministry, and guest rooms in one facility. It is recognized that these places are hard to find and may cost some additional monies. The place of meeting committee will use its best judgment." The 173rd General Assembly approved exploring the use of college campuses and very large conference centers in addition to hotels/convention centers. When the Office of the General Assembly receives an invitation from a congregation or a presbytery, the Stated Clerk makes a site visit. If adequate facilities are discovered, a follow up visit is made by the Stated Clerk, the Assistant to the Stated Clerk, and the Convention Coordinator of the Cumberland Presbyterian Women's Ministry.

Unless the General Assembly sets aside Bylaw 14.02 Standing Rules 1 to allow for a different meeting time, the annual meeting is the third or the fourth week of June.

Commissioners, delegates to Conventions, and visitors are encouraged to stay at the General Assembly/Convention hotel, to assure meeting the contracted room block. Hotel contracts also include a commitment on food and beverages, thus it is important for boards/agencies to continue to sponsor special meal functions. The luncheons/dinners provide opportunities for the sponsoring agencies/boards to keep the church informed about their respective programs, thus enhancing support.

### I. INFORMATION ABOUT FUTURE GENERAL ASSEMBLIES

The 180th General Assembly accepted the invitations of Tennessee-Georgia Presbytery to host the General Assembly meeting in 2014. This 184th General Assembly will meet concurrently with the General Assembly of the Cumberland Presbyterian Church in America. The concurrent meetings will be held at the Chattanooga Choo Choo Hotel, June 16-20, 2014.

The 181st General Assembly accepted the invitation of Cauca Valley and Andes Presbyteries to host the 185th General Assembly.

### II. SCHEDULE OF FUTURE GENERAL ASSEMBLIES

|       |                                   |                  |
|-------|-----------------------------------|------------------|
| 184th | Tennessee-Georgia Presbytery      | June 16-20, 2014 |
| 185th | Cauca Valley & Andes Presbyteries | June 2015        |

### III. FUTURE INVITATIONS

There are no invitations on file for hosting the General Assembly/Convention after 2015. There has been some initial communications with the Chandler Congregation and Bethel University about the possibility of hosting General Assembly. Continued discussions with the leadership of the Cumberland Presbyterian Church in America regarding joint meetings of the General Assemblies in 2016 may also impact location. It is essential to continue scheduling a few years in advance of the meeting to assure that adequate hotel/convention space is available. If a congregation or a presbytery is interested in hosting the General Assembly/Convention, the Office of the General Assembly will provide information on hosting responsibilities. Hosting the General Assembly/Convention is a service to the Church, allowing the Church to celebrate the good ministries occurring within a particular presbytery, and provides persons within a presbytery the opportunity to participate more fully in the annual meeting.

In the event that no invitation is received in a particular year or a situation arises requiring a change of venue for a particular year, the Corporate Board will be responsible for selecting a place of meeting.

### IV. SCHEDULE OF MEETINGS BY PRESBYTERIES

The following schedule shows the annual meetings and the year that the General Assembly last met in the bounds of a particular presbytery.



|                       |      |                   |      |
|-----------------------|------|-------------------|------|
| Hope & Robert Donnell | 2012 | Covenant          | 2002 |
| Missouri              | 2011 | del Cristo        | 2001 |
| Nashville             | 2010 | Cumberland        | 2000 |
| West Tennessee        | 2009 | Tennessee-Georgia | 1998 |
| Japan                 | 2008 | Robert Donnell    | 1996 |
| Arkansas              | 2007 | Nashville         | 1995 |
| Grace                 | 2006 | North Central     | 1980 |
| Columbia              | 2005 | Trinity           | 1969 |
| Red River             | 2004 | Hope              | 1961 |
| East Tennessee        | 2003 | Murfreesboro      | 1956 |

Respectfully submitted,  
Michael G. Sharpe  
Jo Ann Shugert  
Robert D. Rush

# THE REPORT OF THE UNIFIED COMMITTEE ON THEOLOGY AND SOCIAL CONCERNS

TSC

## I. MEETING AND OFFICERS

The Unified Committee on Theology and Social Concerns met at the Cumberland Presbyterian Center on October 4, 2012 and at the Embassy Suites Hotel in Huntsville, Alabama on February 14, 2013. The following officers were elected during the fall meeting: Reverend Byron Forester (CPC), Chair; Joy Wallace (CPCA), Vice Chair; and Reverend Jan Overton (CPC), Secretary. Reverend Overton has resigned from the committee and Nancy Fuqua was elected by consent to serve as secretary until the fall meeting. The treasurer's position is handled by the Office of the Stated Clerk (CPC).

## II. EXPIRATION OF TERMS

The Committee notes that Jan Overton has asked not to be nominated for an additional term due to her heavy work schedule which include serving as Stated Clerk of Grace presbytery. The Committee is grateful for the faithful service each that Jan provided. With sadness, the Committee noted the death of Reverend Billy Tribble (CPCA), and is grateful for the gift of his life and service.

## III. GENERAL ASSEMBLY REPRESENTATIVES

The committee chose the chair, Byron Forester, and the vice-chair, Joy Wallace as representatives to this meeting of General Assembly only, as the CPCA now meets bi-annually and will not hold a meeting in 2013. David Phillips-Burk was chosen as the alternate delegate for the CPC and Nancy Fuqua as the alternate delegate for the CPCA.

## IV. WORKS IN PROGRESS

There are currently two papers being studied by the Committee.

*Worship in the Third Millennium* by Paul Criss, is still being reviewed. The Committee has sent the paper back to Reverend Criss with a request that study questions accompany the paper and that the paper be made more lay friendly for local congregations. The committee will explore developing companion resources for this paper in an effort to encourage inter generational involvement.

*Come, Let Us Reason Together; Being Faithful in the Midst of Conflict* by Mitzi Minor. The development of a PowerPoint demonstration is still in progress along with the development of a study guide, Bible Study resources, simulation of the resource in action, and a case study.

A previous paper, *Theological and Biblical Reflections on Women in Ministry*, has been added to the website with updated information on women in ministry from both denominations.

The Committee invites the submission of Reflection or Position Papers on current issues that individuals or groups feel called to address. *A Guide to the Process of Writing Papers* by Paul Criss has been added to the website.

The Committee will explore how to interface with presbyteries that do not have Theological and Social Concerns Committees and will also work on developing some guidelines for use by presbytery committees.

## V. UNIFICATION EFFORTS

It is the hope of the Committee that presbyteries and local churches that have not yet read the study paper *Reflections On A Divided Church* will do so and will find opportunities to participate in the following action steps that have been approved by both General Assemblies:

1. That local congregations where the churches have overlapping boundaries to organize joint activities between the CPC and CPCA to provide opportunities to build better relationships between the two

churches such as holding joint activities through worship, pulpit exchange, times of fellowship, revivals, VBS, and discussion of the papers produced by this committee.

2. That presbyteries of the CPC and CPCA might also consider ways that committees boards and agencies might begin working together. Committees on ministry and missions, Christian education committees, and camping programs would all benefit from joint interaction. Examples of ways presbyteries can work together include having advisory members participate in the other denomination's meetings, workshops, projects for the Cumberland Presbyterian Women, working together on local, regional, and even denominational mission efforts including Habitat for Humanity, and raising money for disaster areas around the world.

Respectfully Submitted,  
Unified Committee on Theology and Social Concerns

# THE REPORT OF THE UNIFICATION TASK FORCE

TSC

## I. MEETING AND OFFICERS

The Unification Task force of the Cumberland Presbyterian Church in America (CPCA) and the Cumberland Presbyterian Church (CPC) met on October 5, 2012 in Nashville, Tennessee, by video conference on January 17, 2013, and on March 8, 2013 in Nashville, Tennessee. Officers elected at the October, 2011, meeting were the Reverend Mitchell Walker (CPCA) and the Reverend Pam Phillips-Burk (CPC), co-chairs; the Reverend Joy Warren (CPC), secretary. Members of the UTF include Jay Earheart-Brown (CPC), Elton Hall (CPCA), Arthur Haygood (CPCA), Lynne Herring (CPCA), William Robinson (CPCA), Anthony Hollis (CPCA), Steve Mosley (CPC), Perryn Rice (CPCA/CPC), Robert Rush (CPC), Leon Cole (CPCA), Gloria Villa-Diaz (CPC), Mitchell Walker (CPCA), Joy Warren (CPC), Craig White (CPCA) and Mike Sharpe (CPC).

## II. SUMMARY OF MEETINGS

The first meeting was devoted to becoming acquainted with each other, reviewing the tasks before the committee, reviewing previous General Assemblies actions and historical documents dedicated to unification of the two churches. In addition, short and long terms goals were articulated and officers elected.

The second meeting was by video conference with 10 members present. Plans were made for presentations by Task Force members to CPCA Forum scheduled for June in Huntsville, Alabama, and the CPC Pre-Assembly workshop at Murfreesboro, Tennessee. Presenters for both of those events are Mitchell Walker (CPCA), Lynne Herring (CPCA), Steve Mosley (CPC), and Joy Warren (CPC). The leaders will develop a design that can be used during fall presbytery meetings and other settings. A communication piece was also developed to be shared at spring presbytery meetings and other settings. The task force will work to having a continuum of communication from spring presbyteries, to summer denominational meetings, through fall presbyteries. In keeping with this goal, a webpage has been set up (<http://www.cumberland.org/unification>), as well as a Facebook group called "Unification Task Force."

The third meeting resulted in the development of a Three Phase process –

### **Phase One – Awareness, Education, Relationship Building**

1. Website/Facebook/Social Media - Current
2. Pre-Assembly Workshops (CPC) & The Forum (CPCA) – Summer 2013
3. Presentations in both CPCA/CPC fall presbytery meetings – Fall 2013
4. Presentations in joint CPCA/CPC church clusters – Fall 2013 & Spring 2014
5. Joint/Concurrent General Assemblies (Chattanooga, Tennessee) – Summer 2014
6. Distribute throughout both churches the original plans for union
7. Intentional planning for both General Assemblies in 2014
8. Establish a budget for the Task Force

### **Phase Two – Plan Development**

1. Intentional planning for joint events and ministries.
2. Formulate plan for union to be presented at 2014 General Assemblies

### **Phase Three – Birth and Celebration**

**RECOMMENDATION 1:** That the Unification Task Force be given time at Fall 2013 and Spring 2014 presbytery meetings to present updates on the unification and to get feed back on the development of a plan for union.

**RECOMMENDATION 2:** That joint clusters of churches also schedule a time for a presentation on unification by a member of the task force and/or other leaders within both denominations.

**RECOMMENDATION 3:** That \$12,000 be included in the OUO allocation for 2014, to cover the meeting and program expenses of the Unification Task Force.

Respectfully submitted,  
Unification Task Force

# THE REPORT OF THE BOARD OF TRUSTEES OF THE CUMBERLAND PRESBYTERIAN CHILDREN'S HOME



## I. OVERVIEW

Cumberland Presbyterian Children's Home (Cumberland) is *one* ministry serving children and families in different ways:

**Children's Residential**  
**Children's Emergency Shelter**  
**Single Parent Family**  
**Cumberland Family Services**

Cumberland directly served over 960 children, teens, parents and families in 2012.

Cumberland helps children and families in residential and non-residential programs. In its residential programs, Cumberland served 97 children and 15 single parents.

Over 850 additional children and families were served through intake and referral services, counseling sessions, or classes in our non-residential programs. Cumberland held over 730 separate counseling sessions and fielded almost 620 calls for service.

### Mission

*In response to Christ's love and example,  
 we serve children and families  
 by providing healing and hope.*

### Guiding Values

We categorize our guiding values under the headings of *faith*, *agency*, *care*, and *excellence*.

***Faith:*** *In response to the gift of life given to us by Jesus Christ and the ministry entrusted to us by God, we serve God by serving others.*

***Acceptance:*** *We accept individuals as they are and help them develop the agency for change in their own lives.*

***Care:*** *Our service to others is framed by a positive, strength-based and solution-focused approach to all our relationships.*

***Excellence:*** *In our service to others, we strive for excellence, efficiency and professionalism in all that we do.*

### Campus

Cumberland's 17-acre campus in Denton, Texas, includes three residential cottages for children and teens and 10 apartments for single parents families. Other features include the Parr Family Resource Building, which houses the Library and Technology Center, therapy rooms, meeting facilities and staff offices and the Gilbert-Parr Activities Building, which houses Cumberland's recreational facilities and a chapel, the 250-seat Lela Stricklen Hall.

### Corporate entity and governance

Cumberland is a non-profit corporation incorporated under the laws of the state of Texas. Cumberland is tax-exempt under IRS Code section 501(c) (3). Cumberland is governed by a board of 15 Trustees. The Cumberland Board of Trustees hires the President & CEO to manage the agency.

***Trustees:*** There are currently 14 trustees: twelve Cumberland Presbyterians and two ecumenical partners (*the Board is in the process of filling a vacated seat*)

*Ecumenical Partners:* Kay Goodman and Baron Smith

*Cumberland Presbyterians:* Mamie Hall, Joy Wallace, Rev. Melissa Knight, Patricia Huff, Rev. Don Tabor, Richard Dean, Mickey Shell, Rev. Dr. Yoong Kim, Ruby Letson, Rev. Norlan Scrudder, Rev. Alfonso Marquez, Patricia Long

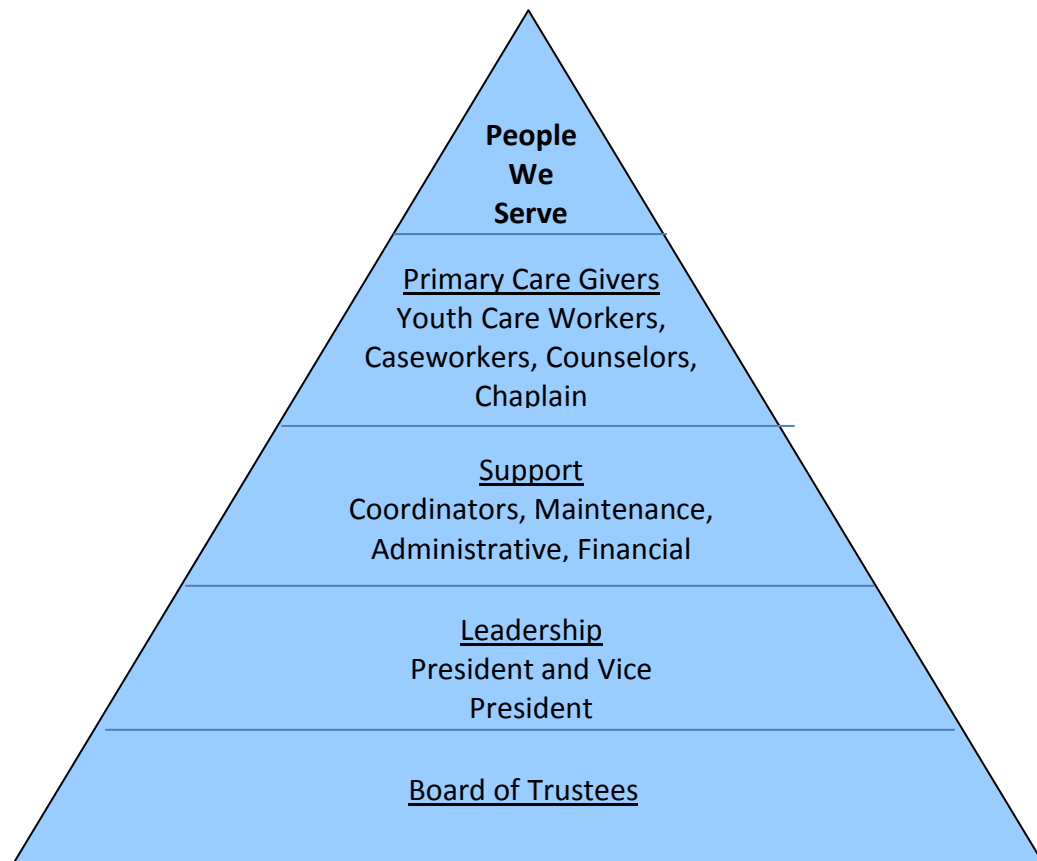
*Officers:* President—Kay Goodman; Vice-President—Rev. Norlan Scrudder; Secretary—Patricia Huff.

**Leadership:** *Acting President & CEO:* Richard A. Brown, Esq.  
*Vice President of Development:* LaToyia Dennis  
*Chaplain:* Rev. Stephanie Brown

### Organizational Structure

Because our mission calls us to a ministry of service, we have adopted the following “Pyramid of Support<sup>®</sup>” as an organizational structure. Rather than organizing from the top down, we wish to follow in Christ’s example of servant leadership. We place the people we serve, both in residential care and in non-residential care, at the top of the pyramid.

## PYRAMID OF SUPPORT<sup>®</sup>



## II. OUTCOMES

In our efforts to serve families and children, Cumberland looks for quantitative ways to measure our work. Beginning in 2010, Cumberland contracted with a third party to create an unbiased and verifiable method of measuring outcomes. This process helps us constantly improve our programs and maintain accountability with our donors and service partners. Below are a few of the positive outcomes from our study covering the calendar year 2012:

### Single Parent Family

- Over 9 out of 10 SPF residents were employed during their stay with CPCH and they worked an average of 36 hours per week.
- 2 out of 3 reported they were actively involved in church.
- 30% reported they were actively involved in regular service work in their community.
- 100% reported having a stable income.
- 63% reported having a family budget.
- 3 out of 4 reported having a savings account.

### Cumberland Family Services (Non-Residential)

- There was a 67% increase in counseling services
- 9 out of 10 said their emotional health and well being had improved because of counseling.
- 2 out of 3 said their child's emotional health and well being had improved because of counseling.
- Just over half reported that they were more aware of their resources because of counseling.
- 2 out of 3 reported that they were more aware of their options because of counseling.
- 98% said the counseling services they received were good or excellent.
- 100% of counseling participants agreed or strongly agreed with the statement "I feel accepted and respected by my counselor."
- 100% of counseling participants agreed or strongly agreed with the statement "My counselor encourages me to make my own decisions."
- Over 8 out of 10 training participants reported positive or very positively that
  - "The material in this training was helpful."
  - "The presentation was well delivered"
  - "My expectations were met"
  - "I would recommend this training to others"

### Cumberland Children's Residential Services

- Residents completed 83% of their goals.
- 40% of eligible residents were employed working an average of 18 hours per week.
- Residents completed or made progress with over 9 out of 10 of their goals.
- Behavior scores were 25% better than a clinical population of teens in Texas.
- Half of the residents strongly/agreed or agreed with the statement "I believe in being careful in how I spend my money."
- Half of the residents strongly/agreed or agreed with the statement "I enjoy giving things or money to charity."
- Over 4 out of 5 residents strongly/agreed or agreed with the statement "It is really important to me that I work to make the world a better place."
- One third of the residents were actively involved in Extracurricular activities with school with an average of 3 hours per week.

## III. PLANNED GIVING

Cumberland Presbyterian Children's Home exists today because of planned giving. In her will, Miss Victoria Jackson of Bowling Green, Kentucky, created a home for widows and orphans. Her final act of generosity has allowed thousands of lives to be touched by this ministry for the past 108 years.

Throughout Cumberland's history, many faithful people have blessed Cumberland with their estate gifts. It is a fact that some of these gifts kept the ministry going through lean economic times, such as the one we are experiencing now.

Planned giving is an important part of Cumberland's operating budget. We are grateful this year for

the planned gifts from the following estates and trusts:

|                                    |                           |
|------------------------------------|---------------------------|
| Estate of Frances Griggs Elizer    | Estate of Iris Anne Davis |
| Estate of Peggy Ann Evans Harbison | Gladys Nichols Trust      |
| Estate of Virginia Ross            | Estate of Virginia Ekiss  |
| Estate of Ora B. Cody              |                           |

#### IV. FINANCIAL INFORMATION

##### *Expenses*

Based on the unaudited 2012 Financial Statements, Cumberland spent almost \$1.9 million bringing healing and hope to children and families. Expenses break down into the following categories:

|                            |       |
|----------------------------|-------|
| Residential Childcare      | 64.6% |
| Cumberland Family Services | 9.5%  |
| Single Parent Family       | 15.4% |
| Administrative             | 5.6%  |
| Fundraising                | 4.9%  |

##### *Income*

Based on the unaudited 2012 Financial Statements, Cumberland derived over \$1.7 million in operational income from the following sources:

|                     |                      |              |
|---------------------|----------------------|--------------|
| \$ 485,907.00       | Contributions        | 28.46%       |
| \$ 446,238.00       | Service Compensation | 26.14%       |
| \$ 350,220.00       | Planned Gifts        | 20.51%       |
| \$ 204,296.00       | Grants               | 11.97%       |
| \$ 134,128.00       | Investment Income    | 7.86%        |
| \$ 72,552.00        | OUO                  | 4.25%        |
| <u>\$ 13,876.00</u> | Other                | <u>0.81%</u> |
| \$1,707,217.00      | Total                | 100.00%      |

#### V. STRATEGIC PLAN

With a history of innovation, the Cumberland Board of Trustees has developed a Strategic Vision and a 10-year Strategic Plan. The strategic vision looks to a self-sustaining, fully-staffed ministry in our current location. This vision also sees the replication of our existing programs in other locations, and the vision recognizes the possibility of new programs serving children and families. The 10-year Strategic Plan will work toward fulfilling the vision by improving programs, expanding our outreach and creating sustainability.

##### *Strategic Vision*

1. *Self-Sustaining, fully-staffed agency in Denton, Texas*
2. *Replication of our programs*
3. *Work toward complete social service ministry for children and families*

##### 2012-2022 Strategic Objectives

##### **Program Development**

- Cumberland will examine, continue to improve on, and strive for excellence in the existing programs as well as add at least one new, self-sustaining program to the agency's continuum of care.
- Cumberland's Denton campus will be a beautiful fully-functioning, synergistic model for other multiple program agencies. Cumberland will replicate one or more of its programs in at least one new geographic location.



### Outreach Development

- Cumberland will develop reciprocal professional relationships with institutions such as hospitals, area churches, social service agencies, Bethel University, Memphis Theological Seminary, Texas Woman's University and University of North Texas combining relevant research and mature faith ensuring the long-term sustainability of social service ministry. Cumberland will develop relationships at the highest level with the Texas Department of Family and Protective Services by serving on committees and boards at the state and local level.
- Cumberland will be a significant provider of social services to children and families in Texas and will be the primary social service resource to the Cumberland Presbyterian denomination.

### Agency Development

- Cumberland will have a minimum operating budget of \$2.5 million with contributions accounting for no more than 20% of the income, be fully staffed for optimum programming outcomes in all locations, and have a total endowment valued at more than \$10.2 million.
- Cumberland will become a self-governing agency within a covenant, but not legal relationship, with the General Assembly of the Cumberland Presbyterian Church. The Board of Trustees will meet a minimum of three times per year and become more active in resource development, i.e. recruiting major donors, planned giving, forming relationships with businesses, participating in special events and making gifts of their own that indicate significant support for the agency.

## VI. PRESIDENT'S MESSAGE

The one, unchanging constant, regardless of the variations among Cumberland Presbyterian confessions of faith, was the covenant of grace whose essence is captured in John 3:16.

In his book, The Covenant of Grace, Dr. Hubert Morrow focused on the importance of the difference among the 1814, 1883 and 1984 confessions.

The 1984 Confession of Faith drops all references to the covenant of law or works, on the grounds that there is no solid evidence in Scripture for such a covenant. Rather, it affirms that the first and only covenant which God has had with the human family is *the covenant of grace*. [Italics added] (Morrow, Page 7)

The larger history of Reformed theology embraces this tension between constancy and change. However much our expression and description of God's covenant with the human family may grow and be modified, God's covenant of grace "is always described as a personal relationship established freely and unconditionally by God with the human family." (Morrow, Page 43) Whatever reforming changes are made visible in the confessions, God's covenant of grace never waivers.

Sometimes we need to be reminded that regardless of changing circumstances, we can trust God to lead and sustain the work we do to serve children and families. God's unwavering grace offers us a way of understanding our almost 109 year history at Cumberland and offers us guidance and comfort in the midst of the changes that have occurred since this report was made in 2012.

Cumberland experienced the loss of strong and compassionate visionary leaders two times in the last year. In November of 2012, Rev. Dr. James C. Gilbert, Executive Director of Cumberland from 1964 until he retired in 1990, died after a brief illness. Dr. Gilbert had served Cumberland Presbyterian churches in Tennessee and Texas before moving to Denton to become Executive Director of the children's home. Dr. Gilbert tirelessly traveled the country as an advocate for Cumberland and will be most remembered for the hundreds of children he served during his leadership of the children's home.

In January of 2013, Cumberland's President & CEO, Rev. Dr. Kevin R. Henson, submitted his resignation to the Cumberland Board of Trustees in order to make a transition back into the commercial world as a small business owner and operator. Dr. Henson began his leadership at Cumberland as a volunteer, donor and six-year Board Member and Board President before assuming the chief executive responsibility for the agency in 2008. Under Dr. Henson's leadership, Cumberland has attained a solid financial foundation at the same time it has dramatically expanded its service programs.

During its February 2013 Board of Trustees Meeting, the Cumberland Board accepted Dr. Henson's resignation with regret. It appointed a Search Committee to finalize the top executive job description and recruit suitable candidates for the position. The Board also appointed me as acting President & CEO during

the interim.

The Board was very deliberate in its discussion about the future of Cumberland even as it embraced the changes it faced. For the changes were not just the losses of long time and trusted leaders, but also the addition of new persons and the growth of programs as Cumberland implements the Board's Strategic Vision referred to above. Here are some highlights.

Twenty-five children and teens were served in the Emergency Shelter between its opening in July and the end of 2012.

In September, Chaplain Stephanie Brown was made full-time.

Three new full time therapists began to see residents and community clients at Cumberland Family Services.

LaToyia Dennis began her work as the new Vice President of Development.

The cooperative venture between Cumberland and Still Waters Single Parent Family ministry in Murfreesboro, Tennessee recruited its first single parent family, making the Board's vision of replicating Cumberland's programs one step closer to reality.

In short, amid the changes and transitions that have gone on during the last year, Cumberland's mission remains constant. We serve.

*“In response to Christ's love and example, we serve children and families by providing healing and hope.”*

A few months ago I had the pleasure of having lunch with Dr. Judy Keith, Cumberland's Executive Director from 2000 to 2006. As I described the same programming growth to her as I described for you above, she began to smile. She said, “Over a decade ago the Board created a vision of how the Children's Home could serve more people and help more families. We wanted to serve families, as well as children, and to give families the resources they needed to stay together in healthy and holistic ways. Cumberland is fulfilling that vision. You are continuing to expand that vision.” As we stand upon the shoulders of visionary leaders like Miss Victoria Jackson, Rev. J. L. Elliott, Rev. Dr. James Gilbert, Dr. Judy Keith and Rev. Dr. Kevin Henson, we can hold tight to the inspiring teaching from Dr. Morrow's The Covenant of Grace where this message began. Regardless of the changes we experience, God's covenant of grace holds us and sustains us.

Respectfully Submitted,  
Richard A. Brown, Acting President & CEO  
Kay Goodman, Board of Trustees, President

**MEMORIALS / RESOLUTION****I. MEMORIAL FROM RED RIVER PRESBYTERY  
CONCERNING CONGREGATIONS WHO SECURE LOANS**

S/E

WHEREAS, the Cumberland Presbyterian Church is structured in such a way that presbyteries hold title to the properties of the churches within their bounds, and

WHEREAS, congregations who secure loans through the denominational Board of Stewardship, Foundation and Benefits have as their guarantors the presbytery of which they are a part, and

WHEREAS, the difficult economic times in which we are living and the unfortunate decline of some congregations can make it difficult for churches to keep current with the loan payments through the denominational loan program, and

WHEREAS, it would make the planning of assistance with congregations who are struggling financially much more manageable if presbyterial committees are informed in a timely fashion so that their debt load does not become too big a burden for the presbytery, and

WHEREAS, a presbytery can better assist with a congregation to get back in good standing on their loan when they are made aware of the situation before it becomes completely overwhelming or unmanageable,

WHEREAS, there does not currently appear to be a timeline for reporting problems with debt repayment from the denominational Board of Stewardship, Foundation and Benefits to the presbytery being affected by this situation,

THEREFORE, BE IT RESOLVED that the 183rd General Assembly of the Cumberland Presbyterian Church instruct the Board of Stewardship, Foundation and Benefits to make it standard practice to notify the Stated Clerk of the presbytery which has oversight and jurisdiction over the particular church any time a congregation falls behind in their loan repayments by more than three months.

I certify that this is a true copy of a memorial adopted by Red River Presbytery on April 20, 2013.

Signed:

Reverend Vernon Sansom, Stated Clerk

**II. MEMORIAL FROM GRACE PRESBYTERY  
CONCERNING THE DISTINCTION BETWEEN  
CHRISTIANITY AND ISLAM**

TSC

In the tradition of the early Cumberland Presbyterian Church, this memorial begins: "A great evil" has arisen in Western Christianity in general and in the Cumberland Presbyterian Church in particular. This issue confronts our understanding of scripture, our Christology, our comprehension of the trinity and the veracity of the Revealed Word. In addition, it insults another religion by implicitly stating that the adherents of that religious system are ignorant of their own system of belief.

WHEREAS, Christian theology asserts that God is a trinity composed of three persons, Father, Son, and Holy Spirit; One God now and forever. And,

WHEREAS, Jesus, the Christ, is referred to within our individual historic creeds as the Son of God, and,

WHEREAS, the Revealed Word has Jesus himself making that assertion in John 3: 16, and Paul affirms this position throughout his letters, and,

WHEREAS, 1st John re-enforces this position in 1st John 1: 3 which reads in Young's Literal Translation "1:3 that which we have seen and heard declare we to you, that ye also may have fellowship with us, and our fellowship is with the Father, and with His Son Jesus

Christ” and;  
 WHEREAS, 1st John 2: 24 and 1st John 4: 1-3 assert that 1) Jesus is the Son, and 2) to not recognize Jesus is to be of the spirit of antichrist, and  
 WHEREAS, it is clear from scripture that any system of thought which denies the Godhead of Jesus, and the Sonship of Jesus and His status as fully human and fully God is denying the basic Trinitarian God of Christianity. And,  
 WHEREAS, many congregations and congregational leaders have taken the incompatible position that the god of Islam and the God of Christianity are the same god, and:  
 WHEREAS, this is not possible by the doctrines of either Christianity or Islam, for:  
 1) The greatest sin and most unforgivable sin of Islam is shirk which is to associate any other beings (i.e. the son or the Holy Spirit) with Allah (which is a personal name),  
 2) The Jesus (ISA) of Islam is not crucified, is not God and speaks of the destruction of the Jew  
 3) ISA is most definitely NOT the son of god in Islam  
 4) To be saved in Christianity is to believe that Jesus is God (and man) and this is indirect contradiction to the God of Islam, and  
 WHEREAS, the Jesus of Christianity and the Isa of Islam stand at polar opposites that cannot be reconciled,  
 BE IT RESOLVED, that Grace Presbytery memorialize the General Assembly meeting in 2013, to assert the distinctions of the two belief systems, and to assert that belief in the Trinity and Jesus as the Son of God is incompatible with the doctrines of Islam, and to affirm that the two deities cannot be the same or god would not be omniscient (violating the doctrines of both religions) since this god would self-contradict. However, this is no justification for hatred, animosity, prejudice; rather this position honors both Christianity and Islam by taking their doctrines seriously. To do otherwise, would insult both religions through colonial and paternal thinking.

I hereby certify that this Memorial was approved by Grace Presbytery on October 19, 2013, and is hereby submitted to the General Assembly of the Cumberland Presbyterian Church for further action.

Signed:

Reverend Jan Overton, Stated Clerk

### **III. RESOLUTION FROM GRACE PRESBYTERY CONCERNING THE SACRAMENT OF BAPTISM**

|     |
|-----|
| TSC |
|-----|

WHEREAS, the Confession of Faith 5.16-5.17 states clearly that the sacrament of baptism is a sign and testimony of God’s covenant of Grace. Baptism is to be administered by and through the church as part of her common worship,  
 WHEREAS, the Constitution 2.52 places the responsibility for the local church government upon the session of a particular church. The session is responsible to lead in all ministries which belong to the church. Under public worship the celebration of baptism of infants and adults is one of the sacraments which belong to the church,  
 WHEREAS, the Constitution 2.60-2.64 makes clear that the person who is called and properly ordained to minister serves in the office of minister of word and sacrament. Properly ordained pastors are to administer baptism to infants and adults as one of the signs of God’s covenant of Grace,  
 WHEREAS, the Constitution 4.5 explains that the session is charged with pastoral oversight of a particular church. One of the session’s many responsibilities is to urge upon parents the importance of presenting their children for baptism,  
 WHEREAS, the Directory of Worship mentions no alternatives for baptism of adults or infants  
 WHEREAS, the Digest to the Confession of Faith 4.5 e, 1845 and 1897 explains that it is the

duty of the parents to see that their children are baptized. The Digest further explains that it is the duty of the minister in charge and the session to Biblically teach the church members about the sacrament of baptism, which is to be administered to infants and adults, and Biblically teach

THEREFORE, BE IT RESOLVED, that Grace Presbytery of the Cumberland Presbyterian Church reaffirm the Confession of Faith and the Constitution and the Directory of Worship for Cumberland Presbyterians,

BE IT FURTHER RESOLVED, that in doing so, no Cumberland Presbyterian minister or session within Grace Presbytery allow for any alternatives to infant baptism, such as baby dedication, christening, or naming as a means of entrance into the covenant community,

BE IT FURTHER RESOLVED, baby dedication is based upon human activity. A sacrament is based upon God's activity, and it is also a means of grace. By refusing the sacrament of baptism you refuse this means of grace to both children and adults.

I hereby certify that this Resolution was approved by Grace Presbytery on October 19, 2012 and is hereby submitted to the General Assembly of the Cumberland Presbyterian Church for further action.

Signed:

Reverend Jan Overton, Stated Clerk

## GENERAL ASSEMBLY AGENCIES

S/E

### I. OFFICE OF THE GENERAL ASSEMBLY

| A. GENERAL ASSEMBLY OFFICE  | Revised<br>2013         | Proposed<br>2014        |
|---|-------------------------|-------------------------|
| <b>INCOME</b>   |                         |                         |
| Our United Outreach   | \$204,201               | \$212,201               |
| Endowments/Interest   | 13,000                  | 13,000                  |
| Interest on Cash Funds Management                                     | 2,000                   | 2,000                   |
| Sales of yearbook/digest  | 2,000                   | 2,000                   |
| Our United Outreach Committee   | 7,000                   | 7,000                   |
| <b>TOTAL INCOME</b>   | <b><u>\$228,201</u></b> | <b><u>\$236,201</u></b> |
| <b>EXPENSE</b>  |                         |                         |
| <b>ECUMENICAL RELATIONS</b>   |                         |                         |
| World Communion of Reformed Churches                                  | \$ 5,000                | \$ 6,000                |
| CANAAC  | 1,500                   | 2,000                   |
| Ecumenical Travel   | 0                       | 1,000                   |
| Sub-Total   | <u>\$ 6,500</u>         | <u>\$ 9,000</u>         |
| <b>LIAISON WITH CHURCH</b>  |                         |                         |
| General Assembly Meeting  | \$ 7,563                | \$ 10,000               |
| Preliminary Minutes   | 5,000                   | 5,000                   |
| GA Minutes/Mailing  | 500                     | 500                     |
| Yearbook/Mailing  | 2,500                   | 2,500                   |
| Travel/Moderator  | 7,200                   | 8,500                   |
| Travel/Stated Clerk & Staff   | 7,200                   | 8,500                   |
| Sub-Total   | <u>\$ 29,963</u>        | <u>\$ 35,000</u>        |
| <b>OFFICE</b>   |                         |                         |
| Computer Supplies   | \$ 2,000                | \$ 2,000                |
| Equipment/Supplies  | 2,500                   | 2,500                   |
| Postage   | 2,000                   | 2,000                   |
| Sub-Total   | <u>\$ 6,500</u>         | <u>\$ 6,500</u>         |
| <b>PERSONNEL</b>  |                         |                         |
| Salaries/Housing  | \$135,938               | \$135,938               |
| FICA (Asst to Stated Clerk)   | 4,200                   | 4,200                   |
| Retirement  | 6,800                   | 6,800                   |
| Health Insurance  | 27,000                  | 27,000                  |
| Disability Insurance/Worker's Compensation                            | 800                     | 800                     |
| Sub-Total   | <u>\$174,738</u>        | <u>\$174,738</u>        |
| <b>STATED CLERK'S CONFERENCE/BOARD EXPENSE/<br/>COMMITTEE EXPENSE</b> |                         |                         |
| Legal Fees / Clerk's Conference                                       | \$ 1,500                | \$ 1,963                |
| Corporate Board Expense   | 2,000                   | 2,000                   |
| Our United Outreach Committee   | 7,000                   | 7,000                   |
| Sub-Total   | <u>\$ 10,500</u>        | <u>\$ 10,963</u>        |
| <b>TOTAL EXPENSE</b>  | <b><u>\$228,201</u></b> | <b><u>\$236,201</u></b> |
| From Reserves   | \$ 0                    | \$ 0                    |
| <b>B. GENERAL ASSEMBLY COMMISSIONS AND COMMITTEES</b>                 |                         |                         |
| <b>INCOME</b>   |                         |                         |
| Contingency   | \$ 2,425                | \$ 2,425                |
| Nominating Committee  | 2,629                   | 2,629                   |
| Commission on Chaplains   | 8,934                   | 8,934                   |
| Judiciary Committee   | 8,423                   | 8,423                   |
| Theology and Social Concerns Committee                                | 3,140                   | 3,140                   |
| <b>TOTAL INCOME</b>   | <b><u>\$ 25,551</u></b> | <b><u>\$ 25,551</u></b> |

|  | Revised<br>2013        | Proposed<br>2014        |
|--|------------------------|-------------------------|
| <b>EXPENSE</b>                         |                        |                         |
| Contingency                            | \$ 2,425               | \$ 2,425                |
| Nominating Committee                   | 2,629                  | 2,629                   |
| Commission on Chaplains                | 8,934                  | 8,934                   |
| Judiciary Committee                    | 8,423                  | 8,423                   |
| Theology and Social Concerns Committee | 3,140                  | 3,140                   |
| <b>TOTAL EXPENSE</b>                   | <b><u>\$25,551</u></b> | <b><u>\$ 25,551</u></b> |

## II. MINISTRY COUNCIL

### INCOME

#### Contributions

|   |          |           |
|---|----------|-----------|
| Contributions/Gifts                                     | \$ 7,300 | \$ 78,400 |
| ILP Contributions - unrestricted                        | -*       | 20,000    |
| ILP Contributions Earnings - unrestricted               | -        | 2,000     |
| ILP Contributions - temporary restricted (MMT)          | -        | 350,000   |
| ILP Contributions Earnings - temporary restricted (MMT) | -        | 40,000    |
| Interest Earnings                                       | 112,300  | -         |
| Endowment Contributions                                 | -        | 185,000   |
| Endowment Earnings                                      | 457,455  | 325,000   |
| Fund Development  | 170,000  | 100,000   |
| Clergy Crisis Fund                                      | 1,200    | 0         |

#### Our United Outreach

|                                |             |             |
|--------------------------------|-------------|-------------|
| OUO Income                     | \$1,267,253 | \$1,316,270 |
| In lieu of Our United Outreach | 6,720       | 6,720       |

#### Events

|                            |        |        |
|----------------------------|--------|--------|
| CP Youth Conference Fees   | 45,000 | 45,000 |
| The Event                  | 1,100  | 1,100  |
| Forum Fees                 | 3,000  | 3,000  |
| Young Adult Conference     | 0**    | 1,000  |
| Minister's Conference Fees | 7,200  | 7,200  |
| Writers Conference         | -      | 10,000 |
| WM Officers Retreat        | -      | 2,000  |
| CPWM Convention Fees       | 12,000 | 12,000 |

#### Sales and Subscriptions

|                               |         |        |
|-------------------------------|---------|--------|
| Encounter                     | 110,000 | 94,500 |
| Faith Out Loud                | 3,000   | 3,000  |
| Ministry Council Cards        | 928     | 0      |
| Publications/Stock for Resale | 58,000  | 58,300 |
| CP Resources Shipping         | 22,500  | 22,500 |
| CP Magazine subscriptions     | 50,000  | 30,000 |
| Sales (Planning Calendar)     | 8,000   | 8,000  |
| Curriculum Resources          | 125,000 | -      |
| Grants                        | 0       | 10,000 |
| Congregational Websites       | -       | 5,000  |
| Reserves-transferred          | 155,000 | -      |

### TOTAL INCOME

**\$2,506,956**      **\$2,735,990**

### EXPENSE

#### Salaries

|                   |            |            |
|-------------------|------------|------------|
| Salaries          | \$ 853,634 | \$ 867,514 |
| Housing Allowance | 128,316    | 133,936    |

|   | Revised<br>2013 | Proposed<br>2014 |
|---|-----------------|------------------|
| Benefits  |                 |                  |
| Health Insurance                                      | 201,620         | 157,524          |
| Retirement  | 41,664          | 46,445           |
| FICA  | 41,393          | 41,920           |
| Insurance/Disability                                  | 6,462           | 6,410            |
| Events  |                 |                  |
| CPWM Convention                                       | 12,000          | 12,000           |
| WM Work Trip  | -               | 2,500            |
| Pres BOM/CW Officers Retreat                          | -               | 6,000            |
| New Church Development/Cross-Culture Pastor's Retreat | 5,000           | 4,000            |
| CPWM Leadership Development                           | 2,500           | 2,500            |
| Birthplace Shrine Chaplaincy                          | 4,800           | 2,500            |
| Rural Church Development                              | 5,000           | 4,000            |
| New Program Initiative: Young Adult Ministry          | 8,100           | -                |
| New Program Initiative: CC Comm Internships           | 12,480          | -                |
| New Program Initiative: Support Ministries            | 3,000           | 5,000            |
| New Program Initiative: Online Database               | -               | 10,000           |
| New Program Initiative: Children's CP Curriculum      | -               | 10,000           |
| New Program Initiative: Sabbath Retreat               | -               | 12,000           |
| New Program Initiatives                               | 6,200           | 24,000           |
| The Forum   | 4,000           | 10,000           |
| General Assembly                                      | 1,500           | 2,000            |
| General Assembly Meals                                | 500             | 500              |
| Presbytery Meeting Visits material                    | 1,800           | 1,100            |
| The Event   | 1,100           | 5,000            |
| Children's Fest                                       | -               | 10,000           |
| Young Adult Ministry                                  | 4,650           | 9,000            |
| Young Adult Conference                                | -               | 10,000           |
| Youth Ministry Planning Council                       | 3,000           | 4,000            |
| Faith in 3D   | 5,000           | 10,000           |
| Youth Evangelism Conference                           | 3,000           | 13,000           |
| Pres. Youth Triennium                                 | 1,100           | 5,000            |
| Ministers' Conference                                 | 7,200           | 6,000            |
| Ministers Retreat                                     | 1,800           | -                |
| Clergy Crisis Support                                 | 6,000           | 6,000            |
| Minister's Encouragement & Recognition                | 1,200           | 1,200            |
| Missionary Recruitment/Prep 1:8                       | 6,500           | 6,500            |
| Writer's Conference                                   | -               | 10,000           |
| Conference/Event                                      | 15,500          | 15,215           |
| Team Expenses   |                 |                  |
| MC/Elected Team Expenses                              | 1,630           | -                |
| Elected Team Travel                                   | 49,432          | 48,750           |
| MC/Elected Team Recognition                           | 1,000           | 1,000            |
| Publications  |                 |                  |
| Missionary Messenger - Printing                       | 45,000          | 28,800           |
| Missionary Messenger - Other/Postage                  | 30,000          | 20,800           |
| Missionary Messenger - Mailing Service                | 9,000           | 4,500            |
| Educational Publications for Distribution             | 6,450           | 7,200            |
| Web Dev./Maintenance                                  | 7,000           | 6,000            |
| Electronic Publications                               | 6,000           | 10,670           |
| Forum Notes   | 750             | 750              |
| These Days  | 200             | 0                |
| Planning Calendar                                     | 8,000           | 6,000            |



|  | Revised<br>2013 | Proposed<br>2014 |
|--|-----------------|------------------|
| Resource Packets                                 | 4,800           | 2,800            |
| Encounter  | 42,750          | 42,750           |
| Faith Out Loud                                   | 6,000           | 6,000            |
| CP Magazine Publications                         | 42,000          | 42,000           |
| CP Magazine Postage                              | 11,000          | 9,000            |
| Curriculum Resources                             | 38,000          | -                |
| OUO Education                                    | 1,000           | -                |
| Photography                                      | 1,000           | 1,300            |
| Resource Purchases                               |                 |                  |
| Publications/Stock for Resale                    | 30,500          | 30,500           |
| Contracted Services                              |                 |                  |
| Legal  | -               | 2,000            |
| General Consultants                              | 25,000          | 65,000           |
| Temporary Help                                   | 28,000          | 26,100           |
| Missionary Support                               | 35,000          | 164,000          |
| Missionary Support: Short Term                   | 3,000           | -                |
| Internship                                       | -               | 11,520           |
| Ecumenical Partnerships                          |                 |                  |
| Church Women United                              | 1,300           | 1,300            |
| National Farm Worker                             | 2,200           | 2,200            |
| Project Vida                                     | 8,500           | 8,500            |
| Coalition-Appalachian Ministries                 | 11,500          | 11,500           |
| Beth-El Farm Worker                              | 45,000          | 40,000           |
| Ecumenical Stewardship Center                    | 4,000           | 4,500            |
| Cooperative Uniform Series                       | 1,000           | 1,000            |
| Protestant Church Owned Publications Association | 100             | 100              |
| Ecumenical Youth Ministry Staff Team             | 500             | 500              |
| CPCA Partnerships                                | 950             | 3,200            |
| Building and Maintenance                         |                 |                  |
| Telephone/Internet                               | 7,300           | 6,800            |
| Rent Expense                                     | -               | 2,400            |
| Professional Development                         |                 |                  |
| Staff Resources                                  | 9,760           | 11,200           |
| Training Missionary Crisis Support               | -               | 2,500            |
| Subscriptions & Membership                       | 1,350           | 1,900            |
| Payment/Subsidies                                |                 |                  |
| Designated Control Disbursement                  | -               | 291,000          |
| Scholarships                                     | -               | 8,400            |
| China Field Budget                               | 5,200           | -                |
| Choctaw Scholarships                             | 3,500           | 3,500            |
| Choctaw Field Budget                             | 60,000          | 55,000           |
| Church Development Subsidies                     | 300,000         | -                |
| Church Paper Sunday                              | 250             | -                |
| Colombia South America Missionary Council        | 120             | -                |
| Missionaires Office                              | 1,500           | -                |
| ILP Withdrawal - unrestricted                    | -               | 0                |
| ILP Withdrawal - temporary restricted (MMT)      | -               | 0                |
| International Representative Subsidies           | 6,000           | -                |
| Growth/Income Disbursements                      | -               | 0                |

|   | Revised<br>2013           | Proposed<br>2014          |
|---|---------------------------|---------------------------|
| Volunteers in Action                    | 600                       | -                         |
| Congregational Websites                 | -                         | 10,000                    |
| Presbytery Partnerships                 | 2,200                     | 1,000                     |
| Equipment                               |                           |                           |
| Office Equipment                        | 0                         | 2,500                     |
| Office Equipment Maintenance            | 500                       | 250                       |
| Computer Equipment                      | 6,100                     | 10,700                    |
| Computer Software                       | 4,620                     | 7,100                     |
| Supplies                                |                           |                           |
| Office Supplies                         | 11,880                    | 11,090                    |
| Postage/Shipping                        |                           |                           |
| CP Resources Shipping                   | 19,500                    | 19,500                    |
| Postage                                 | 14,700                    | 9,440                     |
| Employee Recognition                    |                           |                           |
| Employee Recognition                    | 4,140                     | 3,840                     |
| Employee Events                         | 500                       | 1,750                     |
| Travel                                  |                           |                           |
| Staff Travel                            | 92,800                    | 99,000                    |
| Vehicle - NEW                           | -                         | 15,000                    |
| Vehicle Insurance & Maintenance - NEW   | -                         | 0                         |
| Vehicle Insurance & Maintenance - Dodge | 3,000                     | 1,998                     |
| Vehicle Insurance & Maintenance - Ford  | 3,000                     | 1,998                     |
| WM Executive Com/Pres Expense           | 3,000                     | 9,000                     |
| Convention Coordinator Travel           | -                         | 2,000                     |
| Fund Development Travel & Materials     | 15,450                    | 450                       |
| Advertising/Promotion                   |                           |                           |
| Advertising & Promotion                 | 0                         | 2,000                     |
| Miscellaneous                           |                           |                           |
| Annual Credit Card Fees                 | 842                       | 1,699                     |
| Credit Card Acceptance Fees             | 3,100                     | 2,000                     |
| Government Fees (Annual Reports)        | 40                        | 40                        |
| Relocation Expense                      | 0                         | 2,000                     |
| Ministry Council Cards                  | 628                       | -                         |
| Transfers                               |                           |                           |
| Endowment Transfers - Growth Income     | -                         | 0                         |
| Projects - Transfers In                 | -                         | 0                         |
| <b>TOTAL EXPENSES</b>                   | <b><u>\$2,497,261</u></b> | <b><u>\$2,730,759</u></b> |
| Surplus/(Deficit)                       | \$ 9,695                  | \$ 5,231                  |

\* Symbol (-) depicts line items that have been added/removed to better reflect the budget as we continue to refine budgets.

\*\* Zeros (0) depict a budgeted amount of \$0

## III. BOARD OF STEWARDSHIP

|   | Revised<br>2013         | Proposed<br>2014         |
|---|-------------------------|--------------------------|
| <b>INCOME</b>                           |                         |                          |
| Contributions                           |                         |                          |
| Contributions/Gifts                     | \$ 2,000                | \$ 2,000                 |
| ILP Contributions                       | 25,000                  | 20,000                   |
| Endowment Contributions - Growth Income | 2,000                   | 1,000                    |
| Endowment Contributions - Total Return  | <u>4,500</u>            | <u>2,000</u>             |
| <b>Total Contributions</b>              | <b>33,500</b>           | <b>25,000</b>            |
| Our United Outreach                     | 145,493                 | 146,000                  |
| Investment Earnings                     |                         |                          |
| Endowment Earnings                      | 35,000                  | 30,000                   |
| ILP Earnings                            | 11,000                  | 5,000                    |
| Growth/Income WF Income                 | <u>32,000</u>           | <u>50,000</u>            |
| <b>Total Investment Earnings</b>        | <b>78,000</b>           | <b>85,000</b>            |
| Investment Gains/Losses                 |                         |                          |
| Realized Gain/Loss                      | 12,000                  | 12,000                   |
| Unrealized Gain/Loss                    | <u>40,000</u>           | <u>60,000</u>            |
| <b>Total Investment Gains/Losses</b>    | <b>52,000</b>           | <b>72,000</b>            |
| Service Fees                            |                         |                          |
| Management Fees - Acct Coordinator      | 2,000                   | 2,000                    |
| Management Fees                         | <u>48,000</u>           | <u>50,000</u>            |
| <b>Total Service Fees</b>               | <b>50,000</b>           | <b>52,000</b>            |
| <b>TOTAL INCOME</b>                     | <b><u>\$358,993</u></b> | <b><u>\$ 380,000</u></b> |
| <b>EXPENSE</b>                          |                         |                          |
| Salaries                                |                         |                          |
| Salaries                                | \$160,421               | \$ 173,050               |
| Housing Allowance                       | <u>20,000</u>           | <u>20,000</u>            |
| <b>Total Salaries</b>                   | <b>180,421</b>          | <b>193,050</b>           |
| Benefits                                |                         |                          |
| Health Insurance                        | 63,215                  | 70,000                   |
| Retirement                              | 8,968                   | 9,653                    |
| FICA                                    | 7,980                   | 8,595                    |
| Insurance/Disability                    | <u>4,700</u>            | <u>5,000</u>             |
| <b>Total Benefits</b>                   | <b>84,863</b>           | <b>93,248</b>            |
| Events                                  |                         |                          |
| Conference/Events                       | 0                       | 500                      |
| Tax Guide for Ministers                 | <u>0</u>                | <u>3,000</u>             |
| <b>Total Events</b>                     | <b>0</b>                | <b>3,500</b>             |
| Board Expense                           |                         |                          |
| Board/Agency Travel                     | <u>13,000</u>           | <u>13,500</u>            |
| <b>Total Board Expense</b>              | <b>13,000</b>           | <b>13,500</b>            |
| Contracted Services                     |                         |                          |
| Legal                                   | 1,500                   | 1,500                    |
| Audit                                   | 0                       | 0                        |
| Temporary Help                          | <u>3,500</u>            | <u>5,000</u>             |
| <b>Total Contracted Services</b>        | <b>5,000</b>            | <b>6,500</b>             |
| Professional Development                |                         |                          |
| Subscriptions & Membership              | <u>1,800</u>            | <u>2,250</u>             |
| <b>Total Professional Development</b>   | <b>1,800</b>            | <b>2,250</b>             |
| Payment/Subsidies                       |                         |                          |
| ESC Stewardship Expense                 | 2,000                   | 2,000                    |
| ILP Withdrawal                          | <u>\$ 25,000</u>        | <u>\$ 15,000</u>         |
| <b>Total Payments/Subsidies</b>         | <b>27,000</b>           | <b>17,000</b>            |
| Equipment                               |                         |                          |
| Office Equipment                        | 1,000                   | 1,000                    |
| Computer Equipment                      | 4,500                   | 4,000                    |
| Computer Software                       | <u>1,000</u>            | <u>1,000</u>             |
| <b>Total Equipment</b>                  | <b>6,500</b>            | <b>6,000</b>             |

|                                     | Revised<br>2013         | Proposed<br>2014         |
|-------------------------------------|-------------------------|--------------------------|
| Supplies                            |                         |                          |
| Office Supplies                     | 4,000                   | 4,000                    |
| <b>Total Supplies</b>               | <u>4,000</u>            | <u>4,000</u>             |
| Postage/Shipping                    |                         |                          |
| Postage                             | 2,500                   | 4,000                    |
| Shipping                            | 409                     | 451                      |
| <b>Total Postage/Shipping</b>       | <u>2,909</u>            | <u>4,451</u>             |
| Employee Recognition                |                         |                          |
| Employee Recognition                | 1,000                   | 1,000                    |
| <b>Total Employee Recognition</b>   | <u>1,000</u>            | <u>1,000</u>             |
| Travel                              |                         |                          |
| Staff Travel                        | 6,000                   | 7,000                    |
| Planned Giving Travel Expense       | 1,000                   | 1,500                    |
| <b>Total Travel</b>                 | <u>7,000</u>            | <u>8,500</u>             |
| Miscellaneous                       |                         |                          |
| Miscellaneous                       | 500                     | 500                      |
| <b>Total Miscellaneous</b>          | <u>500</u>              | <u>500</u>               |
| Transfers                           |                         |                          |
| Endowment Transfers - Growth Income | 25,000                  | 26,500                   |
| <b>Total Transfers</b>              | <u>25,000</u>           | <u>26,500</u>            |
| <b>TOTAL EXPENSE</b>                | <u><b>\$358,993</b></u> | <u><b>\$ 380,000</b></u> |

#### IV. HISTORICAL FOUNDATION

##### INCOME

|                           |                          |                          |
|---------------------------|--------------------------|--------------------------|
| Our United Outreach       | \$ 76,575                | \$ 79,575                |
| Endowments                | 30,000                   | 30,000                   |
| Gifts                     | 10,000                   | 10,000                   |
| ILP Earnings              | 6,000                    | 6,000                    |
| Denomination Day Offering | 5,000                    | 5,000                    |
| <b>TOTAL INCOME</b>       | <u><b>\$ 127,575</b></u> | <u><b>\$ 130,575</b></u> |

##### EXPENSE

|  |                          |                          |
|--|--------------------------|--------------------------|
| Salaries                               | \$ 77,828                | \$ 83,264                |
| FICA / Retirement                      | 11,900                   | 12,860                   |
| Health, LTD, Dental & Vision Insurance | 7,960                    | 8,100                    |
| Board Travel                           | 6,000                    | 6,000                    |
| Legal Fees                             | 200                      | 200                      |
| Staff Training                         | 300                      | 300                      |
| Subscriptions/Memberships              | 1,000                    | 1,000                    |
| Continuing Education                   | 1,000                    | 0                        |
| Computer Equipment                     | 1,500                    | 0                        |
| Archival Equipment                     | 1,000                    | 0                        |
| Computer Supplies                      | 300                      | 300                      |
| Office Supplies                        | 1,000                    | 1,000                    |
| Postage                                | 500                      | 500                      |
| Acquisitions ILP                       | 4,000                    | 4,000                    |
| Photography                            | 300                      | 300                      |
| Birthplace Shrine                      | 2,000                    | 2,000                    |
| Employee Recognition                   | 450                      | 450                      |
| Staff Travel                           | 5,000                    | 5,000                    |
| Denomination Day Project               | 5,000                    | 5,000                    |
| <b>TOTAL EXPENSE</b>                   | <u><b>\$ 127,238</b></u> | <u><b>\$ 130,274</b></u> |

|         |          |
|---------|----------|
| Revised | Proposed |
| 2013    | 2014     |

## V. MEMPHIS THEOLOGICAL SEMINARY

### REVENUE

|                       |                           |                            |
|-----------------------|---------------------------|----------------------------|
| Student Tuition Fees  | \$2,686,345               | \$ 2,517,160               |
| Investment            | 427,500                   | 335,834                    |
| Gifts and Grants      | 1,300,000                 | 1,277,731                  |
| Other Revenues        | <u>215,010</u>            | <u>226,338</u>             |
| <b>TOTAL REVENUES</b> | <b><u>\$4,628,855</u></b> | <b><u>\$ 4,357,063</u></b> |

### EXPENSES

|                                    |                           |                           |
|------------------------------------|---------------------------|---------------------------|
| Business Office                    | \$ 288,358                | \$ 280,648                |
| Dean's Office                      | 143,958                   | 123,107                   |
| Chapel                             | 51,896                    | 52,206                    |
| Formation For Ministry             | 111,291                   | 115,801                   |
| Educational Development Committee  | 20,400                    | 17,250                    |
| Associate Dean's Office            | 0                         | 0                         |
| Advancement Office                 | 290,414                   | 283,458                   |
| Doctor of Ministry                 | 34,880                    | 67,970                    |
| Facilities                         | 604,931                   | 524,459                   |
| Faculty                            | 882,562                   | 826,643                   |
| Summer Classes                     | 15,300                    | 37,600                    |
| January Classes                    | 11,300                    | 11,000                    |
| CYMT                               | 0                         | 0                         |
| Financial Aid                      | 62,599                    | 62,211                    |
| Information Technology             | 203,814                   | 188,693                   |
| Library                            | 311,077                   | 195,347                   |
| President's Office                 | 227,103                   | 257,660                   |
| Admissions & Student Services      | 182,683                   | 174,206                   |
| Registrar & Institutional Research | 134,892                   | 121,049                   |
| Public Relations                   | 133,936                   | 126,081                   |
| Student Housing                    | 240,864                   | 217,664                   |
| Certificate & Continuing Education | 42,484                    | 41,140                    |
| Student Government                 | 3,255                     | 3,255                     |
| Theology & Arts                    | 74,937                    | 94,617                    |
| Scholarships                       | 400,571                   | 433,478                   |
| Program of Alternate Studies       | 125,519                   | 127,319                   |
| Financial Formation For Ministry   | 0                         | 75,231                    |
| Depreciation                       | <u>281,004</u>            | <u>0</u>                  |
| <b>TOTAL EXPENSES</b>              | <b><u>\$4,880,028</u></b> | <b><u>\$4,458,093</u></b> |
| Increase (Decrease) in Net Assets  | (251,173)                 | (101,030)                 |

|  | Revised<br>2013 | Proposed<br>2014 |
|--|-----------------|------------------|
|--|-----------------|------------------|

## VI. SHARED SERVICES

**REVENUE**

|                       |                          |                          |
|-----------------------|--------------------------|--------------------------|
| Our United Outreach   | \$ 429,569               | 416,504                  |
| <b>TOTAL REVENUES</b> | <b><u>\$ 429,569</u></b> | <b><u>\$ 416,504</u></b> |

**EXPENSES**

|  |                          |                          |
|--|--------------------------|--------------------------|
| Salaries                                   | \$ 46,350                | \$ 46,350                |
| Health Insurance                           | 12,876                   | 14,000                   |
| Retirement                                 | 2,318                    | 2,318                    |
| FICA                                       | 3,547                    | 3,547                    |
| Audit                                      | 16,200                   | 22,000                   |
| Payroll Service                            | 10,450                   | 9,500                    |
| Bank Charges                               | 14,400                   | 15,000                   |
| Technology System Consultants - EMS        | 18,000                   | 18,000                   |
| Technology System Consultants - Blackbaud  | 12,500                   | 3,500                    |
| Software Maintenance Agreement - Blackbaud | 19,000                   | 19,000                   |
| Building & Maintenance                     | 12,000                   | 12,000                   |
| Pest Control                               | 840                      | 840                      |
| Lawn & Ground Maintenance                  | 17,700                   | 20,000                   |
| Lawn Treatment                             | 2,520                    | 1,500                    |
| Loan Interest                              | 22,800                   | 15,000                   |
| Computer Loan                              | 38,049                   | 38,049                   |
| Utilities - Building 1                     | 22,200                   | 22,200                   |
| Utilities - Building 2                     | 14,800                   | 14,800                   |
| Janitorial Service                         | 8,100                    | 8,100                    |
| Security System Monitoring                 | 1,100                    | 1,100                    |
| Trash Collection                           | 1,795                    | 1,850                    |
| Telephone/Internet                         | 14,400                   | 14,600                   |
| Heating & AC Maintenance Agreement         | 5,000                    | 5,000                    |
| Building & Maintenance Debt - Union        | 54,000                   | 54,000                   |
| Insurance/Liability                        | 34,000                   | 34,000                   |
| Office Equipment Maintenance               | 12,100                   | 13,000                   |
| Computer Maintenance                       | 6,000                    | 3,000                    |
| Office Supplies                            | 3,000                    | 2,500                    |
| Postage                                    | 4,675                    | 750                      |
| Employee Events                            | 1,000                    | 1,000                    |
| <b>TOTAL EXPENSE</b>                       | <b><u>\$ 431,720</u></b> | <b><u>\$ 416,504</u></b> |
| Surplus/Deficit                            | \$ (2,151)               | \$ 0                     |

## THE REPORT OF EVALUATION COMMITTEE

|   |
|---|
| J |
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The Evaluation Committee, according to Recommendation 25 & 26 of Report 2 of the Judiciary Committee to the 182nd General Assembly, was extended in continuing its responsibilities for another year and tasked with the following:

1. **Work with the Office of General Assembly in reviewing the Ministry Council's bylaws, to see that they are in alignment with the current responsibilities and that they reflect actions taken at General Assembly,**
2. **Oversee the implementation of the approved recommendations in this report (Report 2 of the Judiciary Committee) as it pertains to the Evaluation committee Report (specifically, Judiciary Committee Recommendations 2 - 20),**
3. **Review and monitor the progress made by the Ministry Council toward accomplishing goals tasked to the Ministry Council since its inception,**
4. **Develop methods, procedures and process for future evaluations and report to the 183rd General Assembly (specifically, Judiciary Committee Recommendations 23 & 25),**
5. **Report basic statistical data, sample size, percent of respondents and item responses,**
6. **Have surveys include scaled item responses.**

Toward these goals, the Evaluation Committee has corresponded and met with the Stated Clerk, with the members of the Ministry Council, and with a Sub-committee of the Ministry Council, which was established by the Ministry Council to work collaboratively with the Evaluation Committee toward accomplishing the directives of General Assembly. We appreciate the cooperative effort between all parties and are grateful for the work of the Holy Spirit in bringing unity to our approach toward meeting the objectives of the 182nd General Assembly.

Therefore, we report the following to the 183rd General Assembly with regard to the tasks of the Evaluation Committee listed above:

### **I. WORK WITH THE OFFICE OF GENERAL ASSEMBLY IN REVIEWING THE MINISTRY COUNCIL'S BYLAWS, TO SEE THAT THEY ARE IN ALIGNMENT WITH THE CURRENT RESPONSIBILITIES AND THAT THEY REFLECT ACTIONS TAKEN AT GENERAL ASSEMBLY.**

The Evaluation Committee has reviewed the bylaws of the Ministry Council as modified and proposed to General Assembly and we believe that they are in alignment with the current responsibilities of the Ministry Council and that they do reflect actions taken at General Assembly.

However, in review of the Ministry Council bylaw changes proposed, we make the following notation and recommendations with regard to Article 1, 7:

As it appears the Ministry Council is distancing itself from the specific responsibilities of Our United Outreach planning and promotion by expanding the responsibility to all boards and agencies of the denomination, and by transferring specific tasks to the Our United Outreach Committee and its staff, we note that the \$113,000 per year that was provided to the Ministry Council for the purpose of Our United Outreach development and education has not been transferred to the Our United Outreach Committee. (In 2007 General Assembly assigned responsibilities to the Ministry Council for promotion, education, planning and reporting Our United Outreach and established these funds accordingly.) At the 182nd General Assembly, the Discipleship Ministry Team Leader, Elinor Brown, indicated that a part of her job description was to do Our United Outreach education for the entire denomination and her new job description under the Ministry Council included that responsibility and the use of the allocated funding. Therefore, we concur that this is our expectation and her responsibility and that the responsibility of Our United Outreach education continue to be positively and productively a part of her position and so make the following recommendation:

**RECOMMENDATION 1: If for any reason the Ministry Council determines the responsibility of Our United Outreach Education should not be a part of the job description of the Ministry Team**

**Leader of the Discipleship Ministry Team, then any unused portion of the allocated funding should be transferred to the Our United Outreach Committee to assist with programmatic costs.**

We commend the Ministry Council on the addition of a new section in the bylaws regarding Ministry Teams. In light of that addition, we make the following recommendation for revision:

**RECOMMENDATION 2: Regarding Article 5, we recommend that the article be revised to include the election process for Ministry Team Members as well as the composition, qualifications and terms of office for Ministry Team Members.**

In addition we make the following recommendations for editorial change:

**RECOMMENDATION 3: Regarding Article 7E of proposed Ministry Council bylaws, we recommend that wording be changed to read “Ministry Team Leaders” instead of “Ministry Team Executive Directors” in order to maintain consistency of titles.**

**RECOMMENDATION 4: Regarding Article 9, that wording be changed to read, “Unanimously adopted by the Ministry Council on April 19, 2013” (instead of January 19th, 2013).**

## **II. OVERSEE THE IMPLEMENTATION OF THE APPROVED RECOMMENDATIONS IN REPORT 2 OF THE JUDICIARY COMMITTEE OF 2012 AS IT PERTAINS TO THE EVALUATION COMMITTEE REPORT, (SPECIFICALLY, RECOMMENDATIONS 2 - 20).**

With regard to Judiciary Committee Recommendations 2,3,4,8,12,18: The Evaluation Committee has met on several occasions with the Stated Clerk and is satisfied that these recommendations toward the work of the Stated Clerk have been appropriately handled to date.

### **A. IMPROVING COMMUNICATIONS**

(Judiciary Committee Recommendations 2, 3 & 4) – The Stated Clerk indicated that a Summary of Actions was emailed to all Executives and also sent through email blast to the Church At Large (all clerks of Session, Presbytery and Synod). He will continue to remind all denomination entities as needed. In addition, the General Assembly Office will add a preferred communications response element to the Annual Report Mailings sent to Session Clerks. In addition, the Stated Clerk is working in the development of the Interagency Web Development Committee to enhance the web presence of the Cumberland Presbyterian Church. This will be an ongoing effort.

### **B. STRENGTHENING MINISTRY TEAMS AND THE MINISTRY COUNCIL THROUGH THE NOMINATING PROCESS**

(Judiciary Committee Recommendations 9, 12) – As a result of the actions of the 182nd General Assembly, a plan for endorsement for nominees to the Ministry Council or Ministry teams has been implemented. Persons interested in serving on the General Assembly Ministry Council or one of its Ministry Teams, must now have the endorsement of the Presbytery (if the person is a minister) or their Session (if the person is a lay person) to be nominated/elected for service.

**RECOMMENDATION 5: That it be added to the Ministry Council bylaws that all nominees for the Ministry Council or Ministry Team positions be ineligible to serve beginning in the year 2014 unless an endorsement is received. The requirement for endorsement would also be needed for those who are being re-nominated for a second or third term and for those being nominated from the floor of General Assembly.**

### **C. ORIENTING NEW MEMBERS AND CLARIFYING RESPONSIBILITIES OF THE GENERAL ASSEMBLY CORPORATE BOARD**



(Judiciary Committee Recommendation 18) – The Stated Clerk has completed an Orientation Process Design for use with new members of the Corporate Board. However, no new members were elected to the Corporate Board in 2012, so the design has not yet been implemented.

#### **D. WITH REGARD TO JUDICIARY COMMITTEE**

##### **RECOMMENDATIONS 5, 7, 11, 13, 14, 15, 16, 17, 19 & 20**

The Evaluation Committee has received a copy of Report 2 of the Ministry Council to the 183rd General Assembly, which includes their implementation of General Assembly directives. (It was reported to the Evaluation Committee by the Ministry Council that some of these changes were already in progress before General Assembly recommendations were made.) The Evaluation Committee reports the following in response to their diligent work and compliance as reported in Report 2 of the Ministry Council in 2013:

**a. Regarding Judiciary Committee Recommendation 5** – The Ministry Council has assigned Ministry Council members to serve on Ministry Teams as outlined. Having heard positive feedback from both the Ministry Council and the Ministry Team members, we feel the time spent was productive and beneficial. Therefore, we, the Evaluation Committee, make the following recommendation:

**RECOMMENDATION 6: That each Ministry Council member spend a minimum of 2 hours with their respective Ministry Teams at least twice a year.**

**b. Regarding Judiciary Committee Recommendation 7** – The Ministry Council Executive Committee is now comprised of one Ministry Council member from each Team in compliance with the General Assembly directive.

**c. Regarding Judiciary Committee Recommendation 11** – The Ministry Council has submitted a plan for selection of Ministry Team members to the 183rd General Assembly as an attachment to their Report 2. The Evaluation Committee notes to General Assembly that appropriate endorsements, as implemented by the Stated Clerk in response to the directives of the 182nd General Assembly, must be on file for each member selected (endorsements from Session for lay-leaders and endorsements from Presbytery for Ordained Ministers.)

**d. Regarding Judiciary Committee Recommendation 13** – Standardized hiring and interview procedures have been developed. The Evaluation Committee has followed up on the use of this hiring process and is satisfied that the procedures developed and submitted by the Ministry Council are being followed and it has been reported to the Evaluation Committee that the Director of Ministries has been very instrumental and supportive in these practices. We commend the Ministry Council and the Director of Ministries in this effort and expect this process to become standard practice.

**e. Regarding Judiciary Committee Recommendation 14** – The Evaluation Committee has determined that the Director of Ministries is being purposeful and successful in positive interaction with staff members and we are in concurrence with the perspective reported by the Ministry Council (in Report 2, section 2.d), which indicates that the inclusion of Ministry Council members in meetings between the Director of Ministries and an individual staff member “would be reserved for times when it is specifically requested.” However, we note again, that our intent is to provide protection for all parties involved.

**f. Regarding Judiciary Committee Recommendation 15** – The Ministry Council indicated that the Executive Committee meets by conference call to set the agenda for upcoming meetings. The Executive Committee only acts on behalf of the Ministry Council in the event of emergencies requiring immediate action. The Minutes of the Executive Council meetings will be circulated to the Ministry Council. The Evaluation Committee notes that the Ministry Council has implemented steps to share minutes in a timelier manner and we applaud this effort and encourage the new procedures to become a continued practice.

**g. Regarding Judiciary Committee Recommendation 16** – We believe the Director of Ministries has become more visible among the presbyteries in review of her list of travels throughout the denomination, which has been supplied to the Ministry Council and the Evaluation Committee. In view of her extended connections among presbyteries and churches, we make the following recommendation:

**RECOMMENDATION 7: That the information obtained by the Director of Ministry as a result of her travels be shared with other denominational agencies for the benefit of all.**

**h. Regarding Judiciary Committee Recommendation 17** – The Ministry Council has taken several steps to enhance cohesion and build rapport between Team leaders, Staff and the Director of Ministries which includes “all hands” meetings, teambuilding retreats which include staff and quarterly

lunches with Team Leaders. Therefore, we commend the Director of Ministries and the Ministry Council in this effort and make the following recommendation:

**Recommendation 8: That the Director of Ministries continue in this effort of building rapport as well as developing and implementing new ways to extend that effort with all denominational staff and entities.**

**i. Regarding Judiciary Committee Recommendation 19** – The Evaluation Committee has confirmed that the recommended changes were implemented. The Center Interagency Team is now a standing committee of the Corporate Board and this change has been clarified in the revised Ministry Council bylaws.

**j. Regarding Judiciary Committee Recommendation 20** – The Ministry Council advised the Evaluation Committee that the Stated Clerk, as an advisory member of the Ministry Council, is privy to all actions of the Ministry Council and that the Director of Ministries has been in communication with the Stated Clerk throughout this process of accomplishing the approved recommendations of the Judiciary Committee. We note that the Ministry Council Subcommittee dialogued directly with the Evaluation Committee rather than with the Stated Clerk.

### **III. REVIEW AND MONITOR THE PROGRESS MADE BY THE MINISTRY COUNCIL TOWARD ACCOMPLISHING GOALS TASKED TO THE MINISTRY COUNCIL SINCE ITS INCEPTION.**

In 2012, the Evaluation Committee reviewed a working copy of Section G of the 2012 Preliminary Minutes of the Evaluation Committee, which delineates specific goals for the Ministry Council as set forth by the Organizational Task Force. During the evaluation process in 2012 we noted that many of the goals had not been accomplished due to the time consuming task of establishing the Ministry Council, reorganizing and legally establishing the associated instruments, such as bylaws, etc.

We recognize that the Ministry Council has only recently been positioned to progress toward re-evaluating, setting and developing priority goals and vision for the Church and that this is a work in progress. However, as the Ministry Council has noted in Ministry Council Report 2, Section C, the process may be altered based on results of the unification efforts with the Cumberland Presbyterian Church in America. Therefore, the Evaluation Committee endorses Recommendation 1 of the Ministry Council in Report 2, Section C and as reflected in Ministry Council bylaw changes as indicated in Article 1.B.

### **IV. DEVELOP METHODS, PROCEDURES AND PROCESS FOR FUTURE EVALUATIONS AND REPORT TO THE 183RD GENERAL ASSEMBLY (SPECIFICALLY JUDICIARY COMMITTEE RECOMMENDATIONS 23 & 25).**

**a. Regarding Judiciary Committee Recommendation 23** – As funding for future evaluations is to become a line item of Our United Outreach allocation, the Evaluation Committee makes the following recommendation:

**RECOMMENDATION 9: That funds for future evaluations be earmarked from Our United Outreach funds and that the Our United Outreach Committee set aside \$3,500 each year for the next three years (2014, 2015, and 2016), so that there is a total of \$10,500 available for the next evaluation.**

**b. Regarding Judiciary Committee Recommendation 25** – The tool the Evaluation Committee used as the survey instrument was selected from among several professionally designed and tested instruments, developed for improving governance practice for voluntary and community organizations in the non-profit sector. The particular survey used was one created by the Non-Profit Sector Leadership Program which is part of Dalhousie University (a leading, research-intensive university in Nova Scotia, Canada) and tweaked/modified for use with each group (e.g. board, agency, staff group) surveyed. The tool was developed for improving governance practice for voluntary and community organizations in the non-

profit sector, as a part of the university non-Profit Sector Leadership Program. (The University Program also offers training/advisory services: [www.dal.ca](http://www.dal.ca).) From this instrument, we designed the final tool that was uploaded to Constant Contact for online use and assimilation.

For future evaluations, we suggest that future Evaluation Committees revisit the tool and how it was developed and distributed. Specific questions may be added or tweaked to fit that Evaluation Committee's goals for current boards and agencies. In addition, the Evaluation Committee shall receive the self-evaluation tools and results of the Ministry Council, Ministry Teams and any other boards and agencies of the denomination as they are used and available.

We recognize that the survey of the Church At Large is difficult, but feel the churches should have an opportunity to respond. Future evaluations will include the Historical Foundation and Memphis Theological Seminary. We would suggest that Memphis Theological Seminary staff and its executive boards be handled as a separate survey.

Future Evaluation Committee members, beginning with 2016 (3 years after dissolution of the existing Evaluation Committee), shall be appointed by the General Assembly Moderator and Stated Clerk. Those appointed should include at least one member of the previous Evaluation Committee when possible and should include at least one member from each of the five Synods and one person "at large."

Evaluations shall be done every three years subsequent to the close of the 183rd General Assembly in 2013. However, we note that the entities of the denomination to be evaluated may need to be re-defined as a result of the unification process and will be determined by the Evaluation Committee in consultation with the Stated Clerk and the General Assembly Moderator at that time.

## **V. REPORT BASIC STATISTICAL DATA, SAMPLE SIZE, PERCENT OF RESPONDENTS AND ITEM RESPONSES.**

The survey tool used by the Evaluation Committee in 2012 provides information and summation of statistical data, sample size, percent of respondents and item responses. Though we obtained such information, we did not incorporate the specifics of this data into last year's report. We encourage future Evaluation Committees to do so, using all information provided through the survey tool, which includes data, charts and graphs that explain the findings. Also, the Evaluation Committee should require 100% response from all members and staff of all boards and agencies of the denomination. If members and/or staff do not respond, they should specifically be noted as non-respondent in the Evaluation Committee report to GA.

**RECOMMENDATION 10: That all members of all denominational boards and agencies be required to participate in the evaluation process and/or surveys in all future evaluations.**

## **VI. HAVE SURVEYS INCLUDE SCALED ITEM RESPONSES.**

The survey tool used by the Evaluation Committee last year included scaled responses as well as spaces for comments and clarifications by the participants. Summarizations of the scaled responses are available in the survey tool and we propose that these summarizations be included in the reporting of future evaluations. To obtain the best, most honest responses we feel that future evaluations should continue to assure and maintain confidentiality as did we.

The Evaluation Committee would like to express our sincere gratitude to Stated Clerk, Mike Sharpe, to all members of the Ministry Council and members of the Ministry Council sub-committee for working with us to complete the tasks we were assigned for 2013. As the scope of our assignment is now complete, we make the following recommendation:

**RECOMMENDATION 11: That the current Evaluation Committee be dissolved and that the next Evaluation Committee be named in 2016, that the scope of its work be re-defined at that time in light decisions made in the unification process and that the work of the newly appointed Evaluation Committee begin at that time.**