



NORTHEAST GEORGIA  
PRESBYTERY

# **PROPOSED DOCKET AND HANDBOOK**

**ONE HUNDRED AND TWENTY-EIGHTH STATED MEETING**

**NORTHEAST GEORGIA PRESBYTERY**

**MAY 19, 2026**

**2:00 P.M.**

**HOSTED BY:**

**COMMERCE PRESBYTERIAN  
CHURCH**

**CALVARY PRESBYTERIAN  
CHURCH, ELBERTON**

**MEETING LOCATION:**

**89 LAKEVIEW DR, COMMERCE, GA 30529**

## Welcome, First-Time Commissioner!

We are glad you are here. This page is for you — a brief orientation to help you feel at home in today's meeting.

### What Is a Commissioner?

A **commissioner** is a ruling elder (or minister) elected by your congregation's Session to represent your church at this gathering of Presbytery. When you speak and vote here, you do so on behalf of your congregation — your voice carries real weight.

The **Northeast Georgia Presbytery** is the regional governing body of the Presbyterian Church (U.S.A.) for our area, made up of ministers and ruling elders from our 46 member congregations. We meet three times each year to worship together, conduct the business of the church, and care for one another in community.

### What to Expect Today

Every Presbytery meeting begins with **worship** — scripture, prayer, and fellowship. Business then proceeds according to the **Docket** (the printed agenda you are holding). Here is a brief map of the day:

|                              |  |
|------------------------------|--|
| <b>Registration</b>          | Arrive early, check in, and receive your materials at the welcome table.         |
| <b>Opening Worship</b>       | We begin together in prayer and scripture, grounding our work in faith.          |
| <b>Declaration of Quorum</b> | The Stated Clerk verifies enough commissioners are present to conduct business.  |
| <b>Docket Approval</b>       | Commissioners may propose changes to the agenda before it is adopted.            |
| <b>Consent Agenda</b>        | Routine items are approved together in a single vote, without separate debate.   |
| <b>Committee Reports</b>     | Standing committees report to the body and may bring recommendations for action. |
| <b>New Business</b>          | Overtures, resolutions, and other matters are brought before the Presbytery.     |
| <b>Closing Worship</b>       | We close with prayer, giving thanks for the work God has called us to together.  |

### Key Terms to Know

|                          |  |
|--------------------------|--|
| <b>Presbytery</b>        | The regional governing body, and the meeting itself.             |
| <b>Commissioner</b>      | An elected ruling elder or minister representing a congregation. |
| <b>Moderator</b>         | The presiding officer who runs the meeting.                      |
| <b>Stated Clerk</b>      | The official record-keeper of the Presbytery.                    |
| <b>Docket</b>            | The printed agenda for today's meeting — what you're holding!    |
| <b>Quorum</b>            | The minimum number present to conduct official business.         |
| <b>Consent Agenda</b>    | Routine items voted on together without individual debate.       |
| <b>Overture</b>          | A formal request or proposal from a Session to Presbytery.       |
| <b>COM</b>               | Committee on Ministry — oversees clergy and congregational care. |
| <b>Motion</b>            | A formal proposal for the body to consider and vote upon.        |
| <b>Second</b>            | A statement supporting a motion, required before debate begins.  |
| <b>Previous Question</b> | A motion to end debate and proceed immediately to a vote.        |

### A Few Practical Tips

- 1. You are welcome here.** First-time commissioners are often recognized at the start of the meeting — don't be shy when your name is called!
- 2. Follow the Docket.** The meeting moves item by item through the printed agenda. If you're ever lost, glance at the page number in the docket.
- 3. Speak when moved to do so.** See the Speaking Policy and Robert's Rules reference page in this docket. Your perspective matters.
- 4. Ask a neighbor.** If you're unsure about procedure or terminology, the commissioner beside you has almost certainly been here before and is happy to help.
- 5. Enjoy the fellowship.** Presbyterians do community well — meals, coffee, and conversation are part of the experience.

### Who to Ask for Help

**Stated Clerk:** Rev. Jacob Douylliez — [statedclerk@negapby.org](mailto:statedclerk@negapby.org)

**Presbytery Website:** [negapby.org](http://negapby.org)

Look for hosts from Covenant at the registration table — they are ready to assist you.

## Policy: Time Limits for Debate at Presbytery Meetings

*(Presbytery can set aside this rule when it deems necessary)*

- Individuals are limited to speaking **once** and for **no more than three (3) minutes** during discussion of a matter.
- A bell may be used to signal when a speaker is near or at the end of the allotted time.
- The Moderator should recognize speakers in an **alternating manner** between those speaking "pro" and those speaking "con."
- No one may speak more than once until **every person who wishes to speak** has had an opportunity to do so.
- Presbytery may set a **maximum time for debating an issue** as a whole.

## Robert's Rules of Order — Quick Reference for Commissioners

*Presbyterian meetings follow Robert's Rules of Order Newly Revised (RONR) as the parliamentary authority (Book of Order, F-3.0105).*

### HOW TO BE RECOGNIZED & SPEAK

**Rise** when you wish to speak and address the Moderator: *"I rise to speak to the motion."*

**Wait to be recognized** by name before you begin.

**State your name and congregation** before your remarks.

**Address all remarks to the Moderator**, not to other commissioners.

**Observe the 3-minute time limit.** (See speaking policy above.)

| MOTION   | PURPOSE                             | NEEDS 2ND? | DEBATABLE? | VOTE          |
|--|-------------------------------------|------------|------------|---------------|
| <b>Main Motion</b>                             | Introduce new business              | Yes*       | Yes        | Majority      |
| <b>Amend</b>                                   | Change wording of a motion          | Yes        | Yes        | Majority      |
| <b>Refer to Committee</b>                      | Send to committee for study         | Yes        | Yes        | Majority      |
| <b>Postpone Definitely</b>                     | Delay to a specific time            | Yes        | Yes        | Majority      |
| <b>Previous Question ("Call the Question")</b> | End debate immediately              | Yes        | No         | 2/3           |
| <b>Lay on the Table</b>                        | Set aside until later in meeting    | Yes        | No         | Majority      |
| <b>Reconsider</b>                              | Revisit a vote already taken        | Yes        | Yes        | Majority      |
| <b>Point of Order</b>                          | Object to a procedural violation    | No         | No         | Chair rules   |
| <b>Point of Information</b>                    | Ask a factual question of the Chair | No         | No         | Chair answers |

*\* Motions originating from a committee or commission do not require a second, as the committee itself constitutes multiple voices.*

### VOTING METHODS

**Voice Vote** — Moderator calls "Aye" then "Nay." Most common.

**Standing Vote** — Rise to be counted; used when voice vote is unclear.

**Ballot** — Secret written vote; used for elections.

**Abstention** — You may abstain; it does not count as a vote.

### HELPFUL PHRASES

**"I move that..."** — Make a main motion.

**"I second the motion."** — Support a motion.

**"I move to amend by..."** — Propose a wording change.

**"I call the previous question."** — End debate.


**"Point of order."** — Flag a procedural violation.



# The Commerce Presbyterian Church

89 Lakeview Drive  
Commerce, Georgia 30529

*Reverend Jeffrey A. Cain, Sr. - Pastor*

Hate Has No Home Here 

cpc@commercepresbyterian.com  
www.commercepresbyterian.com  
706-335-3282

Dear Friends of the Northeast Georgia Presbytery,

The Lord be with you! On behalf of the sessions and congregations of The Commerce Presbyterian Church and The Calvary Presbyterian Church of Elberton, Georgia, it gives us great pleasure to welcome you to the 128<sup>th</sup> meeting of the Northeast Georgia Presbytery. It is our honor to be your hosts of the May meeting as we gather in both body and spirit to carry out the work and will of Almighty God!

The Commerce Presbyterian Church was officially established in July of 1882 in pursuance of an order from the Home Mission Committee of Athens Presbytery with 10 members. The original church sits in downtown Commerce and has been turned into the Commerce Cultural Arts Center. The Commerce flock has occupied this Sanctuary and Fellowship Hall since 1978. We are just good, basic, church, Godly, Biblical, Christian, welcoming All God's Children to grow in faith as we read, sing and proclaim God's Word. The Calvary Presbyterian Church began on March 25, 1945, as a "Community Chapel" organized by the First Presbyterian Church meeting at Stevens Elementary School. The church grew out of a recognized need for a neighborhood place of worship in northwest Elberton. Calvary Presbyterian Church has remained an active part of the community, continuing its traditions of worship, fellowship, and service.

The Commerce Presbyterian Church is located at 89 Lakeview Drive in Commerce, Georgia 30529. The church sits on the corner of Jefferson Rd, Lakeview Drive and University Drive. Folks in yellow vests will be in and around our parking lot to direct you to a spot either in the lot or to the grassy area on University Drive. Easy access to the church, please use the main entrance; all other doors will remain locked. Restrooms, registration, sanctuary and Fellowship Hall are all together and easily accessible.

For those needing W-Fi connection throughout the church, the password is: w59x26dcp8

The NEGA Presbytery meeting on May 19<sup>th</sup>, 2026 will be live streamed on The Commerce Presbyterian Church's YouTube channel, found here:  
<https://www.youtube.com/@thecommercepresbyterianchurch>

We look forward to seeing each of you in Commerce on May 19<sup>th</sup>, 2026. As reminder, registration opens at 1:00 p.m. with a reception for Anita Green in Fellowship Hall; Call to Order will be 2:00 p.m. in the Sanctuary.

Blessings and safe travels to you and yours.

Jeff Cain  
Pastor, Commerce

Lynda Farmer  
Clerk of Session, Calvary

**Northeast Georgia Presbytery**  
**128th Stated Meeting**  
 May 19th, 2026 – 2:00 p.m.  
 at Commerce Presbyterian Church

**Call to Order and Opening Prayer** Moderator Matthew Henderson

**Welcome** Jeff Cain

**Seating of First-time Commissioners, Corresponding Members, and Visitors** Moderator Henderson

**Declaration of a Quorum** Stated Clerk Jacob Douylliez

*By rule, in Northeast Georgia Presbytery, a quorum is established when there are no less than three ministers of Word and Sacrament who are members of Presbytery, along with at least three ruling elder commissioners from different congregations.*

**Approval of Docket** Moderator Henderson

**Approval of Consent Agenda**  
**Approval of Minutes from Stated Meeting on February 28, 2026**

Committee on Ministry: Approve the transfer of Rev. John McCrosky to Cherokee Presbytery

**Stated Clerk's Report** Jacob Douylliez

**Transitional General Presbyter's Report** Ed Rees

**Coordinating Team Report** Joslyn Fields

**Personnel Action Team** Lee Koontz

**Budget and Finance Initiative Team** Jeff Cain

**\*CALL TO WORSHIP**

**The Lord is in this place; come, let us worship the living God.**

We gather as one body, called and gathered by the one Spirit.

**Open our hearts, O God, to your presence among us.**

Tune our ears to your voice; ready our hands for your work.

**Come, Holy Spirit, and breathe again upon your people.**

Renew us, restore us, and send us forth in your service. Amen.

#339 Be Thou My Vision

**\*PRAYER OF CONFESSION**

**SLANE**  
 Karla Conditt Daniels

God of mercy, we confess that we have not loved you with our whole heart, nor our neighbors as ourselves. We have hesitated when you called and rushed when you asked us to wait. We have worried about much and missed what is essential. We have failed to listen, failed to forgive, failed to act. Forgive us, we pray. Heal what is broken, restore what is lost, and renew us in the way of Christ, that we may walk faithfully and serve gladly, in his name. Amen. Our prayer continues in silence as we invite the Holy Spirit to search our hearts.

**Assurance of Pardon**

The mercy of God is from everlasting to everlasting. The old has passed away, and in Christ, we are a new creation. Beloved, your sins and mine have been forgiven

**Thanks be to God! Alleluia! Amen.**

**Sharing the Peace of Christ**

## Scripture Readings

Acts 2: 42-47  
Psalm 8

## Proclamation

"Awe Came Upon Everyone"

Heather Koontz

## Affirmation of Faith - (from A Brief Statement of Faith, PC(USA))

In life and in death we belong to God. Through the grace of our Lord Jesus Christ, the love of God, and the communion of the Holy Spirit, we trust in the one triune God, the Holy One of Israel, whom alone we worship and serve. We trust in Jesus Christ, fully human, fully God, who proclaimed the reign of God, preaching good news to the poor and release to the captives. We trust in God the Holy Spirit, everywhere the giver and renewer of life, who calls women and men to all ministries of the Church. With believers in every time and place, we rejoice that nothing in life or in death can separate us from the love of God in Christ Jesus our Lord. Glory be to the Father, and to the Son, and to the Holy Spirit. Amen.

## Invitation to Generous Offering



This morning's offering will go to Peace Place, Inc., a shelter for women and children who are survivors of domestic abuse. Please make checks payable to Northeast Georgia Presbytery.

## Commissioning of General Assembly Commissioners

### 227th General Assembly of the PC(USA)

#### Words of Scripture

We, who are many, are one body in Christ,  
and individually we are members one of another.  
We have gifts that differ according to the grace given to us:  
prophecy, in proportion to faith;  
ministry, in ministering;  
the teacher, in teaching;  
the exhorter, in exhorting;  
the giver, in generosity;  
the leader, in diligence;  
the compassionate, in cheerfulness.  
Lead a life worthy of the calling to which you have been called,  
making every effort to maintain the unity of the Spirit in the bond of peace.  
There is one body and one Spirit,  
just as we were called to the one hope of our calling,  
one Lord, one faith, one baptism,  
one God and Father of all,  
who is above all and in all and through all.

Northeast Georgia Presbytery is satisfied that Mari Turner, our Ruling Elder Commission, and Harrison Tuller have received preparation and instruction for particular service as determined by this Presbytery. In accordance with the Constitution of the Presbyterian Church (U.S.A.), we now commission them for service in the wider church, to represent Northeast Georgia Presbytery at the 227th General Assembly of the PC(USA).

#### Constitutional Questions

Do you trust in Jesus Christ as your Savior, acknowledge him Lord of all and head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?  
*I do.*

Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you?

*I do.*

Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?

*I do and I will.*

Will you fulfill your commission in obedience to Jesus Christ, under the authority of Scripture, and will you be continually guided by our confessions?

*I will.*

Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?

*I will.*

Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?

*I will.*

Do you promise to further the peace, unity, and purity of the Church?

*I do.*

Will you pray for and seek to serve the people with energy, intelligence, imagination, and love? Will you be faithful in this commission, serving the people by proclaiming good news, teaching faith, and caring for the people, and in your ministry will you seek to show the love and justice of Jesus Christ?

*I will, with God's help.*

**Prayer**

Almighty God, in every age you have chosen servants to speak your word and lead your loyal people. We thank you for Mari Turner, our Ruling Elder Commissioner, and Harrison Tuller, whom you have called to serve you in and for your Church. Give them gifts for the work of ministry. Fill them with your Holy Spirit, that they may have the same mind that was in Christ Jesus, and live as Christ's faithful disciples. Grant us courage and discipline, O Lord, to follow where your servants rightly lead us, that together we may declare your wonderful deeds, and show your love to the world, through Jesus Christ who is Lord of all. Amen.

**Charge**

On behalf of Northeast Georgia Presbytery, I welcome you to this ministry. Whatever you do, in word or deed, do everything in the name of the Lord Jesus Christ, giving thanks to God through him.

*Thanks be to God.*

#525

Here I Am, Lord

**HERE I AM LORD**

**Prayer of Thanksgiving and Lord's Prayer**

Karen Fletcher

**Blessing and Charge**

Ed Rees

**Manual of Operations**

Sylvia McDonald

**Board of Pensions**

Clark Simmons

**Presbyterian Women**

Nancy Miller

**Committee on Ministry**

Steven Barnes

**Clergy Care**

Ross Brown

**The Table**

Will Norman

**Nominating Committee**

Rindy Trouteaud

**Committee on Preparation for Ministry**

Mike Williams

**Congregational Connections**

Elaine Wiegert

**Anti-Racism Cohorts**

John Harrison

**Administrative Commission, FPC**

John McCrosky

**Milledgeville Announcements**

*Please submit any announcements to the Stated Clerk in Advance*

## **PRAYER AND ADJOURNMENT**

**There will be a Leadership and Development event held on August 22, 2026, hosted by Friendship Presbyterian Church, Athens. Details for this event will be shared with the presbytery in the coming weeks. If circumstances require, this event will include a called meeting of the presbytery.**

**The next Stated Meeting of the Northeast Georgia Presbytery will be held at First Presbyterian Church, Clarkesville on October 20, 2026 at 10:00 AM**

One Hundred and Twenty-Seventh Stated Meeting  
 Northeast Georgia Presbytery  
 Minutes of Meeting  
 February 28, 2026

Location: Covenant Presbyterian Church, Athens, Georgia

Rev. Tom Buchanan, Pastor

| Topic  | Discussion   | Decision   |
|--|--|--|
| Call to Order<br>Opening Prayer<br>Welcome   | The meeting was called to order and opened with prayer at 10:00 a.m. by Moderator, Joslyn Fields.<br>The welcome was provided by Rev. Tom Buchanan, Pastor   |  |
| Seating of First-time Commissioners,<br>Corresponding Members,<br>Introduction of Visitors | First-time commissioners were recognized.  |  |
| Declaration of Quorum  |  | A Quorum was declared by Rev. Jacob Douylliez, Stated Clerk  |
| Approval of Docket   |  | Docket approved  |
| Installation of Moderator  | Moderator Joslyn Fields led the sentences of scripture, call to discipleship, installation questions, prayer, charge and blessing.   | Rev. Matt Henderson was installed as Moderator               |
| Approval of Consent Agenda<br>Moderator Henderson  | Minutes of October 21, 2025, Stated Presbytery Meeting<br>Committee on Ministry Recommendations 1, 2, and 3:<br>1. Dismiss Rev. Susan Balfour to East Tennessee Presbytery per the conclusion of her membership with NEGA in late November 2025.<br>2. Dismiss Rev. Andy Chambers to Trinity Presbytery per the conclusion of his membership with NEGA in late November 2025.<br>3. Northeast Georgia Presbytery receive Rev. Colleen Cook as a minister member, transferring from Flint River Presbytery. | The Consent Agenda was approved.                             |
| Stated Clerk's Report<br>Jacob Douylliez   | The Stated Clerk provided a review of the written report included in the Handbook, page 8  |  |
| Transitional General Presbyter's Report and Treasurer's Report<br>Ed Rees                  | The Transitional General Presbyter provided a review of the written report included in the Handbook, page 9. Also included in the written report is a brief treasurer's report.  |  |
| Coordinating Team Report<br>Joslyn Fields  | Coordinating Team Report, page 10 of the Handbook.<br>Recommendation 1: Deferred until later in the docket<br>Recommendation 2: Recommend that presbytery confirm the nomination of Rindy Trouteaud as Chair of the Nominating Committee<br>Rev. Lee Koontz, chair of the Personnel Action Team gave a brief report<br>Recommendation 3: Recommend that presbytery approve the motion from the Personnel Action Team to contract out the bookkeeping and accounting duties for the presbytery.             | Recommendation 2: approved<br><br>Recommendation 3: approved |

|  |  |   |
|--|--|---|
|  | <p>Rev. Theresa Franklin gave an overview of the report from the Transition Team. The most recent updated report is included in the addendum to the Handbook, page 2</p> <p>Recommendation 4: Recommend that the Presbytery approve the proposal from the Transition Team to create a full-time position for General Presbyter/Stated Clerk and to name a search committee later. There was a time of discussion regarding this recommendation.</p>  | Recommendation 4: approved  |
| A Time of Worship  | Worship was led by Rev. Matt Henderson who provided the message for the day.   |   |
| Reading of the Necrology Handbook, pages 12-16   | Those ministers and elders who have joined the Church Triumphant during 2025 were remembered.  | .   |
| Worship continuing with celebration of Communion and Invitation to Generous Giving.    |  |   |
| The meeting was paused for lunch at 12:15 p.m. and reconvened after lunch at 1:15 p.m. |  |   |
| New Business   | <p>Moderator Henderson called on the Transitional General Presbyter, Ed Rees to speak regarding a motion found in the Addendum to the Handbook, page 2. After Ed Rees spoke, there was a call to vote on the motion: That the Northeast Georg Presbytery authorize Rev. Ed Rees, and Rev, Jacob Douylliez to sign the statement “A Call to Christians” appendix 1 pages 3 – 7. There was objection expressed by some because there had not been ample time to read “A Call to Christians”. After time was given to read the report, discussion continued. Moderator Henderson called for 15 minutes to discuss the motion. During the 15 minutes opportunity was given for both “oppose” and “in favor” speakers to be recognized.</p> | <p>The motion was tabled for 10 minutes by Moderator Henderson to allow time for the report to be read. When the 10 minutes were completed, discussion continued.</p> <p>Vote on the motion was done by ballot. Ballots were counted by the Stated Clerk and the Recording Clerk. 50 votes yes, 23 votes no, 4 abstained. Motion passed by majority vote.</p> |
| Committee on Ministry Steven Barnes  | Recommendation 4: That Rev. Hilary Shuford be granted the status of Honorably Retired.   | Recommendation 4: approved  |
| Committee on Preparation for Ministry Ryan Baer  | A brief report was given.  |   |

|  |   |  |
|--|---|--|
| Presbyterian Women<br>Nancy Miller   | A brief report was given.   |  |
| Presbyterian Disaster Assistance<br>Holly Shoaf-Okula                        | A brief report was given  |  |
| Manual of Operation and Policy Manual Revision Task Force<br>Sylvia McDonald | There was a brief review of the document provided in the Handbook. This will be a first reading of the document before a second reading and vote will be completed at the May meeting. Suggestions for inclusion were received. |  |
| Announcements  |   |  |
| Motion to adjourn, prayer, adjournment                                       | Next meeting, May 19, 2026, at 2:00 p.m. Co-hosted by Commerce Presbyterian Church and Calvary Presbyterian Church, Elberton.   | The motion to adjourn approved. The meeting was closed in prayer by Rev. Matt Henderson and adjourned at 2:30 p.m. |

Respectfully submitted: Sylvia McDonald, recorder

Date Minutes approved: \_\_\_\_\_

Moderator \_\_\_\_\_  
Matt Henderson

Recorder \_\_\_\_\_  
Sylvia McDonald

# REPORT OF ATTENDANCE

February 28, 2026

## Minister Members:

|               |           |                    |               |                 |                     |
|---------------|-----------|--------------------|---------------|-----------------|---------------------|
| K. Travis     | Adams     | Honorably Retired  | Sunjae        | Jung            | Athens Korean       |
| Burnetta      | Armour    | Cleveland First    | Heather       | Koontz          | Mount Hermon        |
| Ryan          | Baer      | Athens First       | Lee           | Koontz          | Gainesville First   |
| Steven        | Barnes    | Oconee             | Whitney Booth | Lockard         | Athens First        |
| Tom           | Buchanan  | Covenant Athens    | John          | McCrosky        | Member at Large     |
| Harrison      | Cain      | Honorably Retired  | Ozu           | Mejia           | Validated Ministry  |
| Meg Jackson   | Clark     | Greensboro First   | Monty         | Nelson          | Honorably Retired   |
| Colleen       | Cook      | Oconee             | Nikki         | Passante        | Member at Large     |
| Karla Conditt | Daniels   | Covenant Augusta   | Ed            | Rees            | General Presbyter   |
| Jacob         | Douylliez | Stated Clerk       | Amy Hobby     | Rickard         | Member at Large     |
| Paul          | Evans     | Jefferson          | Holly         | Shoaf-O'Kula    | Honorably Retired   |
| Teresa        | Franklin  | Member at Large    | Dallas        | Thompson        | Validated Ministry  |
| Sid           | Gates     | Member at Large    | Rindy         | Trouteaud       | Honorably Retired   |
| Ron           | Gilreath  | Honorably Retired  | Mari          | Turner          | Milledgeville First |
| Michael       | Helms     | Pleasant Hill      | Karen         | Welcher Redwine | Honorably Retired   |
| Matt          | Henderson | Clarkesville First | Alex          | Williams        | Honorably Retired   |

## Ruling Elder Commissioners:

|         |              |                    |                |            |                     |
|---------|--------------|--------------------|----------------|------------|---------------------|
| Kent    | Burel        | Athens First       | Josh           | Thompson   | Gainesville First   |
| Paige   | Simmons      | Athens First       | Mary Katherine | Ennis      | Gainesville First   |
| Pat     | Waldrip      | Athens First       | Spencer        | Hinds      | Greensboro First    |
| Susan   | Baldwin      | Athens First       | Patty          | Edmonds    | Greensboro First    |
| Carol   | Rountree     | Belle Terrace      | Elwood         | Eakin      | Hartwell First      |
| Jan     | Lewis        | Belle Terrace      | Margaret       | Evans      | Jefferson           |
| Joyce   | Dejoie       | Belle Terrace      | Robert         | Reafler    | Jefferson           |
| Claudia | Jessup       | Clarkesville First | Katrena        | Howard     | Lavonia             |
| Kathy   | Palmer       | Clarkesville First | Hannah         | Smith      | Madison             |
| Mark    | Brown        | Clarkesville First | John           | Bradley    | Milledgeville First |
| Fred    | DiMaio       | Clayton            | Susan          | McGill     | Milledgeville First |
| Ginny   | Fagen        | Clayton            | Becky          | Humphrey   | Milledgeville First |
| Nancy   | Webber       | Cleveland First    | Mary           | McWilliams | Monticello          |
| David   | Cook         | Cleveland First    | Dameron        | May        | Mount Hermon        |
| Sharon  | Baskin       | Cornelia First     | Jessica        | Weems      | Nacoochee           |
| David   | Baskin       | Cornelia First     | Barry          | Whittemore | Nacoochee           |
| Brian   | Herndon      | Covenant, Athens   | Monika         | Knight     | Nacoochee           |
| Haylee  | Nunn         | Covenant, Athens   | Marc           | Galvin     | Oconee              |
| Jack    | Pannecoucke  | Covenant, Athens   | Mike           | Pigage     | Oconee              |
| Pam     | Thompson     | Covenant, Athens   | Carolyn        | Ashley     | Oconee              |
| Susan   | Monk         | Covenant, Augusta  | Michael        | Ward       | Pleasant Hill       |
| Aubrey  | Moore        | Covenant, Augusta  | Edward         | Boland     | Reid Memorial       |
| Patrick | Kelly        | Dahlonega          | Mandy          | Boland     | Reid Memorial       |
| Kim     | Ness         | Friendship         | Faye           | Aker       | Sardis              |
| Garry   | McGlaun      | Gainesville First  | Charles        | Colbert    | Sardis              |
| Enow    | Agborsangaya | Gainesville First  | Kenya          | Colbert    | Sardis              |
| Alene   | Arenas       | Gainesville First  |                |            |                     |

## Other Ruling Elders with Vote:

|        |          |                 |       |        |                  |
|--------|----------|-----------------|-------|--------|------------------|
| Joslyn | Brown    | Moderator of CT | Nancy | Miller | PW Moderator     |
| Sylvia | McDonald | Recording Clerk | Ross  | Brown  | Clergy Care Com. |

## Visitors:

|        |           |                         |         |          |                               |
|--------|-----------|-------------------------|---------|----------|-------------------------------|
| Dan    | Stribling | HR Palo Duro Presbytery | J.M.    | Thompson | Covenant Presbyterian, Athens |
| Denise | Stribling | Friendship, Athens      | Kathryn | Miller   | Mt. Hermon Pres.              |
| Tina   | Evans     | 1st Pres Clarkesville   | Sue     | Barr     | Dahlonega Presbyterian        |
| Lina   | Hawkins   | 1st Pres Clarkesville   | Marsha  | Meowen   | Belle-Terrace                 |

## Stated Clerk's Report

May 2026

One of the foundational aspects of our polity is parity within our representation at the higher councils of the church. For every Teaching Elder who has the right to attend meetings of the presbytery, provision is made for equal representation from Ruling Elders. RE Commissioners come from two categories within the life of our presbytery:

1. Those who have been elected by their Session to represent the congregation at a meeting of the presbytery  
~and~
2. Those who are serving the presbytery in an elected capacity (chairs of committees, presbytery leadership etc.) or have been commissioned to a particular ministry by the presbytery.

Of the second category, we currently have 8 Ruling Elders that fall under this category. Representation is based on prior-year and our 2024 statistical report indicates that we have 122 Teaching Elders in the presbytery. This leaves a balance of 114 Ruling Elders to be distributed amongst our congregations. Every congregation is entitled to a minimum of one Ruling Elder Commissioner. In addition to this base allotment, each of our Racial Ethnic minority congregations are allotted an additional Ruling Elder Commissioner. Taking these allotments into account, the proposed allotment based on membership is as follows:

| Membership | Additional Allotment |
|------------|----------------------|
| 1-42       | 0                    |
| 43-70      | 1                    |
| 71-100     | 2                    |
| 101-231    | 3                    |
| 231+       | 4                    |

The full report may be found on the next two pages.

**RECOMMENDATION:** That Northeast Georgia Presbytery **approve** the Parity report for October 2026 – May 2027

A reminder to Clerks of Session: we are approaching the season for reviewing Session minutes; the procedure for this may be found in the revised Manual of Operations. Please review this process and begin compiling your minutes for review now. Please be in touch with me directly if you have any questions or concerns.

I have two updates regarding disciplinary matters:

- At the February Meeting, my report included a note that a disciplinary matter between two ruling elders was ongoing. The Investigating Committee determined to not file charges. The accuser requested a review of that decision, and the Review Committee **sustained** the appeal. In accordance with the Church Discipline, I am in the process of forming a new Investigating Committee, which will have six months to come to a determination on whether or not to file charges. I will keep the Presbytery apprised as required by Church Discipline.
- The PJC has voted to accept a request for a reference from the Session of a member congregation in a new disciplinary matter. I have formed the Investigating Committee and conducted a training session with them. I will keep the Presbytery apprised as required by Church Discipline.

Transitional General Presbyter's Report  
May, 2026

The term “transitional” seems entirely appropriate to describe the time that I have been serving in this role. Today we expressed our deep gratitude for our former Business Administrator, Anita Green, who has faithfully served us for nearly twenty-four years. Her rare combination of exceptional competence, deep wisdom, and gracious good humor will be sorely missed. In anticipation of this moment, last year we brought on board a Communications Director, Libby Christiansen, who has done excellent work, and we now look forward to working with our new Bookkeeper, Katie Karel. (And special thanks to Rev. Lee Koontz and the Personnel Action Team!)

In addition, the Presbytery voted in February to create a new position, combining the roles of General Presbyter and Stated Clerk. The Presbytery's Nominating Committee has been charged with identifying individuals to serve on a Search Committee that will seek candidates for that new position, and we hope to have those names presented to you soon.

At a recent meeting of the Coordinating Team, several strategic priorities for the Presbytery were identified. Among these were such things as leadership development, including expanding training opportunities for elders, deacons, clerks of session, and church treasurers; providing resources for conflict resolution for sessions and congregations; developing shared mission opportunities such as a disaster response team, regional confirmation classes, joint youth projects, and mission trips engaging the whole Presbytery; deepening our commitment to racial reconciliation through book studies, field trips to significant sites, and ongoing opportunities for dialogue; and exploring possibilities for new church development in collaboration with the 1001 New Worshiping Communities team.

All these are very sound ideas, but implementation will be a task far beyond the capacity of your Presbytery staff alone. To flesh out these ideas and bring them to life we need people willing to serve on the various committees and teams that carry out the work of the Presbytery. Currently there are vacancies on almost all of our committees, so please prayerfully consider how you might step into one of these roles. To paraphrase John Kennedy: “Ask not what your Presbytery can do for you; ask what you can do for your Presbytery.”

The other requirement for achieving our goals is for the Presbytery to be as fully funded as possible. As you know, there are two principal streams of income for our work: the annual Per Capita assessment, based on church membership, and Shared Mission Support, which at present is a voluntary contribution from our churches. We are deeply grateful for those who provide both their Per Capita funds as well as Shared Mission Support. However, there are a significant number of congregations that make no Shared Mission Support contribution at all. This means that some congregations are carrying more than their share of the financial burden of Presbytery operations, while others are benefiting from the generosity of sister churches. I respectfully ask all our church Sessions to prayerfully evaluate their financial commitment to Northeast Georgia Presbytery, and I hope you will be as generous as possible.

Finally, as I think you're aware, my contract as your Transitional General Presbyter was renewed for a six-month term, ending on October 1, 2026. It is conceivable that this could be my last Presbytery meeting in that role. I am deeply grateful for the encouragement and support you have given me, and I thank each of you for your faithfulness to the work of this Presbytery. I know the Lord has good things in store for us all.

Yours in Christ,

Rev. Ed Rees  
Transitional General Presbyter

## Report of the Coordinating Team

### Joslyn Fields, Chair

The Coordinating Team held a hybrid Strategic Planning Session on March 16, a called meeting by Zoom on March 27, a scheduled meeting on April 21 at Oconee Presbyterian Church, and a called meeting by Zoom on May 7, 2026.

#### Actions

1. Received the annual Representation and Parity Report for distribution at the May Stated Meeting.
2. Received and approved an invitation from First Presbyterian Church, Milledgeville, to host the February 2027 Presbytery Meeting.
3. Approved a request from Commerce Presbyterian Church and Calvary Presbyterian Church to designate Peace Place, Inc. as the recipient of the May Presbytery offering. Peace Place is a shelter for women and children who are survivors of domestic abuse.
4. Noted that Libby Christiansen, now serving as Communications Coordinator, has assumed the responsibilities previously handled by the Communication Action Team, which was dissolved at its request.
5. Approved the request from Timpson Presbyterian Church to merge with Wiley Presbyterian Church.
6. Received and reviewed the revised Manual of Operations and commend it to the Presbytery for a Second Reading and approval.
7. Agreed with the recommendation of the Personnel Action Team that its members do not serve on the search committee for the combined General Presbyter/Stated Clerk position.
8. Approved the employment of Katie Karel as Bookkeeper.

#### Recommendations

1. Approve the merger of the Timpson and Wiley congregations and establish a five-member Administrative Commission to oversee the merger and the disposition of the Timpson property and cemetery parcel to the benefit of the newly formed congregation.

#### Announcements:

The next scheduled Coordinating Team meeting will be held on September 22, 2026, at 11:00 a.m. at Oconee Presbyterian Church.

**NORTHEAST GEORGIA PRESBYTERY  
GENERAL OPERATING BUDGET  
MARCH 2026**

|  | <u>JAN- MAR<br/>2026</u> | <u>BUDGET</u>  | <u>OVER<br/>(UNDER)<br/>BUDGET</u> | <u>% OF<br/>BUDGET</u> |
|--|--------------------------|----------------|------------------------------------|------------------------|
| <b>INCOME</b>                                  |                          |                |                                    |                        |
| SHARED MISSION - CURRENT YEAR                  | 41,712.68                | 198,113        | -156,400.32                        | 21.06%                 |
| PER CAPITA                                     | 46,731.30                | 142,387        | -95,655.70                         | 32.82%                 |
| INVESTMENT INCOME                              | 2,152.78                 | 9,500          | -7,347.22                          | 22.66%                 |
| OTHER INCOME                                   | 39.76                    | 0              | 39.76                              | 100.0%                 |
| <b>TOTAL INCOME</b>                            | <b>90,636.52</b>         | <b>350,000</b> | <b>-259,363.48</b>                 | <b>25.9%</b>           |
| <b>EXPENSES</b>                                |                          |                |                                    |                        |
| ANTI-RACISM FORMATION EXPERIENCES              |                          | 500            | -500.00                            | 0.0%                   |
| CLERGY CARE                                    | 93.37                    | 5,800          | -5,706.63                          | 1.61%                  |
| COMMITTEE ON MINISTRY                          | 0.00                     | 3,500          | -3,500.00                          | 0.0%                   |
| COMMITTEE ON PREPARATION FOR MINISTRY          | 1,275.00                 | 7,520          | -6,245.00                          | 16.96%                 |
| COORDINATING TEAM                              | 12,616.21                | 29,635         | -17,018.79                         | 42.57%                 |
| GENERAL ASSEMBLY PER CAPITA APPORTIONMENT      | 15,620.46                | 62,482         | -46,861.54                         | 25.0%                  |
| GENERAL ASSEMBLY SHARED MISSION                | 875.01                   | 3,500          | -2,624.99                          | 25.0%                  |
| STAFF SALARIES                                 | 49,062.25                | 203,865        | -154,802.75                        | 24.07%                 |
| SYNOD PER CAPITA APPORTIONMENT                 | 2,774.52                 | 11,098         | -8,323.48                          | 25.0%                  |
| SYNOD SHARED MISSION                           | 375.00                   | 1,500          | -1,125.00                          | 25.0%                  |
| THE TABLE ATHENS - Annual Support              | 4,500.00                 | 18,000         | -13,500.00                         | 25.0%                  |
| The Table Athens - Montreat College Conference |                          | 2,600          | -2,600.00                          | 0.0%                   |
| <b>TOTAL PRESBYTERY EXPENSES</b>               | <b>87,191.82</b>         | <b>350,000</b> | <b>-262,808.18</b>                 | <b>24.91%</b>          |
| <b>BALANCE</b>                                 | <b>3,444.70</b>          | <b>0</b>       | <b>3,444.70</b>                    |                        |

The following resolution applies:

*“In the event of extraordinary circumstances in the coming fiscal year that require emergency expenditures by the Committee on Ministry, Nominating/Representation Committee, Permanent Judicial Commission, Property Commission, or Sexual Misconduct Pastoral Response Committee, the presbytery authorizes the Coordinating Team to spend up to \$5,000 from Undesignated Reserves, which shall be reported at the subsequent presbytery meeting. In the event that the Committee on Preparation for Ministry adds inquirers or candidates which necessitate additional expenditures, then they are permitted to exceed their budget accordingly.”*

NORTHEAST GEORGIA PRESBYTERY

CLERGY CARE COMMITTEE

March 2026

|                                    | Jan - Mar<br>2026 | Budget       | Over (Under) Budget | % of Budget  |
|------------------------------------|-------------------|--------------|---------------------|--------------|
| Cohort support, presbytery portion | 0.00              | 5,500        | (5,500.00)          | 0.0%         |
| HR minister gatherings             | 93.37             | 250          | (156.63)            | 37.35%       |
| Supplies and miscellaneous         | 0.00              | 50           | (50.00)             | 0.0%         |
| <b>TOTAL EXPENSES</b>              | <b>93.37</b>      | <b>5,800</b> | <b>(5,706.63)</b>   | <b>1.61%</b> |

COMMITTEE ON MINISTRY

March 2026

|  | Jan - Mar<br>2026 | Budget       | Over (Under) Budget | % of Budget |
|--|-------------------|--------------|---------------------|-------------|
| Administrative Commissions, Other Exp. |                   | 1,200        | (1,200.00)          | 0.0%        |
| Background Checks                      |                   | 300          | (300.00)            | 0.0%        |
| Committee Meeting Expense              |                   | 2,000        | (2,000.00)          | 0.0%        |
| <b>TOTAL EXPENSES</b>                  | <b>0.00</b>       | <b>3,500</b> | <b>(3,500.00)</b>   | <b>0.0%</b> |

COMMITTEE ON PREPARATION FOR MINISTRY

March 2026

|                           | Jan - Mar<br>2026 | Budget       | Over (Under) Budget | % of Budget   |
|---------------------------|-------------------|--------------|---------------------|---------------|
| Aid to Candidates         | 1,275.00          | 6,000        | (4,725.00)          | 21.25%        |
| Career Assessment         |                   | 1,320        | (1,320.00)          | 0.0%          |
| Committee Meeting Expense |                   | 200          | (200.00)            | 0.0%          |
| <b>TOTAL EXPENSES</b>     | <b>1,275.00</b>   | <b>7,520</b> | <b>(6,245.00)</b>   | <b>16.96%</b> |

Coordinating Team

March 2026

|  | Jan - Mar<br>2026 | Budget        | Over (Under) Budget | % of Budget   |
|--|-------------------|---------------|---------------------|---------------|
| Committee Meeting Expenses             |                   | 500           | -500.00             | 0.00%         |
| Copier Support                         | 218.41            | 500           | -281.59             | 43.68%        |
| Financial Review / Accounting Software | 7,900.00          | 9,350         | -1,450.00           | 84.49%        |
| GA/Synod Commissioners' Expense        | 1,260.00          | 2,560         | -1,300.00           | 49.22%        |
| Insurance                              | 1,451.48          | 4,750         | -3,298.52           | 30.56%        |
| IT Support/Software                    | 738.39            | 3,000         | -2,261.61           | 24.61%        |
| Miscellaneous                          | 80.00             | 500           | -420.00             | 16.00%        |
| Moderator Expenses                     |                   | 2,000         | -2,000.00           | 0.00%         |
| Office Equipment                       |                   | 2,000         | -2,000.00           | 0.00%         |
| Office Supplies                        | 37.81             | 700           | -662.19             | 5.40%         |
| Postage                                | 166.32            | 450           | -283.68             | 36.96%        |
| Presbytery Meeting Expenses            | 230.97            | 1,000         | -769.03             | 23.10%        |
| Recording Clerk Stipend                | 250.00            | 900           | -650.00             | 27.78%        |
| Recording Clerk Expense                | 27.25             | 325           | -297.75             | 8.39%         |
| Telephone                              | 255.58            | 1,100         | -844.42             | 23.24%        |
| <b>TOTAL EXPENSES</b>                  | <b>12,616.21</b>  | <b>29,635</b> | <b>-17,018.79</b>   | <b>42.57%</b> |

Staff Salaries  
March 2026

|                                       | <u>Jan - Mar<br/>2026</u> | <u>Budget</u>      | <u>Over/(Under)<br/>Budget</u> | <u>% of<br/>Budget</u> |
|---------------------------------------|---------------------------|--------------------|--------------------------------|------------------------|
| Direct Deposit Payroll Fees           | 112.00                    | 350                | -238.00                        | 32.0%                  |
| Medicare-Employer Portion             | 134.52                    | 465                | -330.48                        | 28.93%                 |
| Social Security-Employer Portion      | 575.21                    | 1,975              | -1,399.79                      | 29.13%                 |
| <br>Stated Clerk                      |                           |                    |                                |                        |
| Travel/Professional Expenses          | 409.00                    | 2,500              | -2,091.00                      | 16.36%                 |
| Continuing Education                  |                           | 650                | -650.00                        | 0.0%                   |
| Salary                                | <u>8,190.00</u>           | <u>32,760</u>      | <u>-24,570.00</u>              | <u>25.0%</u>           |
| Total Stated Clerk                    | 8,599.00                  | 35,910             | -27,311.00                     | 23.95%                 |
| <br>Transitional General Presbyter    |                           |                    |                                |                        |
| Travel/Professional Expenses          |                           | 6,000              | -6,000.00                      | 0.0%                   |
| Pension, Health, D&D                  | 8,182.86                  | 32,731             | -24,548.14                     | 25.0%                  |
| Salary                                | 8,548.26                  | 34,193             | -25,644.74                     | 25.0%                  |
| Housing Allowance                     | <u>7,451.76</u>           | <u>29,807</u>      | <u>-22,355.24</u>              | <u>25.0%</u>           |
| Total General Presbyter               | 24,182.88                 | 102,731            | -78,548.12                     | 23.54%                 |
| <br>Business Administrator            |                           |                    |                                |                        |
| Travel/Professional Expenses          | 450.23                    | 2,500              | -2,049.77                      | 18.01%                 |
| Pension, Health, D&D                  | 3,980.91                  | 15,924             | -11,943.09                     | 25.0%                  |
| Matching Contribution to RSP          | 900.00                    | 1,500              | -600.00                        | 60.0%                  |
| Salary                                | <u>7,627.50</u>           | <u>30,510</u>      | <u>-22,882.50</u>              | <u>25.0%</u>           |
| Total Business Administrator          | 12,958.64                 | 50,434             | -37,475.36                     | 25.69%                 |
| <br>Treasurer                         |                           |                    |                                |                        |
| Travel/Professional Expenses          |                           | 1,000              | -1,000.00                      | 0.0%                   |
| <br>Communications Dir / Admin Asst   |                           |                    |                                |                        |
| Salary                                | <u>2,500.00</u>           | <u>6,000</u>       | <u>-3,500.00</u>               | <u>41.67%</u>          |
| Total Communications Dir / Admin Asst | 2,500.00                  | 6,000              | -3,500.00                      | 41.67%                 |
| <br>Contingency                       |                           |                    |                                |                        |
|                                       |                           | 5,000              | -5,000.00                      | 0.0%                   |
| <br>TOTAL EXPENSES                    | <br><u>49,062.25</u>      | <br><u>203,865</u> | <br><u>-154,802.75</u>         | <br><u>24.07%</u>      |

Northeast Georgia Presbytery  
Balance Sheet  
As of March 31, 2026

ASSETS

Current Assets

|                                      |                   |
|--------------------------------------|-------------------|
| First American Money Market Checking | 205,192.88        |
| New Covenant Mutal Fund              | 217,949.91        |
| PILP 13 Month Savings Note           | 105,107.16        |
| Synovus Checking                     | 58,874.29         |
| Synovus CD                           | 175,090.91        |
| Notes Receivable - Short Term (GDMS) | 6,118.01          |
| <b>Total Current Assets</b>          | <b>768,333.16</b> |

Fixed Assets

|                           |                   |
|---------------------------|-------------------|
| Land (1250 Lumpkin St.)   | 71,492.66         |
| Student Center Building   | 841,969.39        |
| Computer Equipment        | 6,972.50          |
| Other Fixed Assets        | 1,086.61          |
| Accumulated Depreciation  | -92,091.75        |
| <b>Total Fixed Assets</b> | <b>829,429.41</b> |

Other Assets

|                                     |                     |
|-------------------------------------|---------------------|
| Endowment Fund                      | 1,094,746.74        |
| Notes Receivable - Long Term (GDMS) | 57,095.55           |
| Leased Asset - Colladay Cottage     | 174,696.42          |
| <b>Total Other Assets</b>           | <b>1,326,538.71</b> |

**TOTAL ASSETS** **2,924,301.28**

LIABILITIES & EQUITY

Current Liabilities

|                                  |                  |
|----------------------------------|------------------|
| Credit Card                      | 0.00             |
| Payroll Liabilities              | -8,029.18        |
| <b>Total Current Liabilities</b> | <b>-8,029.18</b> |

Long Term Liabilities

|                                    |                  |
|------------------------------------|------------------|
| Lease Liability - Colladay Cottage | 28,219.27        |
| <b>Total Long Term Liabilities</b> | <b>28,219.27</b> |

**Total Liabilities** **20,190.09 <sup>1</sup>**

Equity

Temporarily Restricted Net Assets (Designated Funds)

|   |                     |
|---|---------------------|
| 1001 New Worshipping Communities Fund                             | 209,772.59          |
| Assistance Fund   | 12,043.69           |
| Beth Duncan Fund (PW)   | 41,657.80           |
| BIPOC Fund  | 37,902.32           |
| Clergy Care Fund  | 26,811.81           |
| Colladay Cottage Fund   | 57,454.85           |
| Connectional Events Fund  | 17,069.51           |
| Emergency Relief Fund   | 14,285.68           |
| Endowment Fund - Corpus   | 1,126,642.46        |
| Endowment Fund - Earnings   | 6,782.46            |
| Justice & Peacemaking Fund  | 1,336.15            |
| Property Protection & Defense Fund                                | 83,522.88           |
| Spiritual Direction Fund  | 5,000.00            |
| <b>Total Temporarily Restricted Net Assets (Designated Funds)</b> | <b>1,640,282.20</b> |

Unrestricted Net Assets

|                                      |                     |
|--------------------------------------|---------------------|
| Undesignated Reserves                | 177,379.16          |
| Other Unrestricted Net Assets        | 1,069,186.57        |
| <b>Total Unrestricted Net Assets</b> | <b>1,246,565.73</b> |
| Net Ordinary Income                  | 3,444.70            |
| Unrealized Gains/Losses              | 13,818.56           |

**Total Equity** **2,904,111.19**

**TOTAL LIABILITIES & EQUITY** **2,924,301.28**

<sup>1</sup> The Presbytery also guarantees loans to member churches from Presbyterian Investment & Loan Program. The current balance of those loans is \$476,393.41.

NORTHEAST GEORGIA PRESBYTERY  
CHURCH GIVING  
MARCH 2026

| CHURCH             | MEMBERS<br>12/31/2024 | SHARED MISSION<br>COMMITMENT | SHARED<br>MISSION<br>RECEIPTS | REMAINING<br>BALANCE | GENERAL ASSEMBLY<br>BENEVOLENCES | PER CAPITA<br>ASSESSMENT | PER CAPITA<br>RECEIPTS | REMAINING<br>BALANCE | TOTAL<br>RECEIPTS |
|--------------------|-----------------------|------------------------------|-------------------------------|----------------------|----------------------------------|--------------------------|------------------------|----------------------|-------------------|
| ATHENS FIRST       | 964                   |                              |                               | \$ -                 | \$ 4,527.21                      | \$ 24,736.24             |                        | \$ 24,736.24         | \$ 4,527.21       |
| ATHENS KOREAN      | 84                    |                              |                               | \$ -                 |                                  | 2,155.44                 | 2,155.44               | \$ -                 | \$ 2,155.44       |
| AUGUSTA KOREAN     | 60                    |                              |                               | \$ -                 |                                  | 1,539.60                 | 540.00                 | \$ 999.60            | \$ 540.00         |
| BATH               | 31                    |                              |                               | \$ -                 | 1,000.00                         | 795.46                   | 795.46                 | \$ -                 | \$ 1,795.46       |
| BELLE TERRACE      | 86                    | 1,602.64                     | 1,602.64                      | \$ -                 |                                  | 2,206.76                 | 2,206.76               | \$ -                 | \$ 3,809.40       |
| CALVARY            | 15                    | 1,500.00                     | 1,500.00                      | \$ -                 | 300.00                           | 384.90                   | 384.90                 | \$ -                 | \$ 2,184.90       |
| CHRIST             | 24                    | 1,000.00                     |                               | \$ 1,000.00          |                                  | 615.84                   |                        | \$ 615.84            | \$ -              |
| CLARKESVILLE FIRST | 136                   |                              |                               | \$ -                 |                                  | 3,489.76                 | 878.75                 | \$ 2,611.01          | \$ 878.75         |
| CLAYTON            | 47                    | 1,000.00                     |                               | \$ 1,000.00          |                                  | 1,206.02                 |                        | \$ 1,206.02          | \$ -              |
| CLEVELAND FIRST    | 84                    | 0.00                         |                               | \$ -                 |                                  | 2,155.44                 | 538.86                 | \$ 1,616.58          | \$ 538.86         |
| CLIFFORD MEMORIAL  | 40                    |                              |                               | \$ -                 |                                  | 1,026.40                 |                        | \$ 1,026.40          | \$ -              |
| COMMERCE           | 37                    | 1,200.00                     | 300.00                        | \$ 900.00            |                                  | 949.42                   | 250.00                 | \$ 699.42            | \$ 550.00         |
| CORNELIA FIRST     | 124                   | 1,000.00                     | 1,000.00                      | \$ -                 | 237.00                           | 3,181.84                 |                        | \$ 3,181.84          | \$ 1,237.00       |
| COVENANT, ATHENS   | 212                   | 36,000.00                    | 9,166.67                      | \$ 26,833.33         | 2,112.50                         | 5,439.92                 | 1,359.99               | \$ 4,079.93          | \$ 12,639.16      |
| COVENANT, AUGUSTA  | 212                   | 15,000.00                    | 3,750.00                      | \$ 11,250.00         | 620.00                           | 5,439.92                 | 1,359.98               | \$ 4,079.94          | \$ 5,729.98       |
| DAHLONEGA          | 30                    |                              |                               | \$ -                 |                                  | 769.80                   | 769.80                 | \$ -                 | \$ 769.80         |
| EATONTON           | 39                    | 0.00                         |                               | \$ -                 | 103.00                           | 1,000.74                 |                        | \$ 1,000.74          | \$ 103.00         |
| ELBERTON FIRST     | 8                     |                              |                               | \$ -                 |                                  | 205.28                   |                        | \$ 205.28            | \$ -              |
| FRIENDSHIP         | 75                    | 600.00                       | 600.00                        | \$ -                 |                                  | 1,924.50                 | 1,924.50               | \$ -                 | \$ 2,524.50       |
| GAINESVILLE FIRST  | 530                   | 6,000.00                     | 6,000.00                      | \$ -                 |                                  | 13,599.80                | 3,399.96               | \$ 10,199.84         | \$ 9,399.96       |
| GREENSBORO FIRST   | 53                    | 1,000.00                     | 1,000.00                      | \$ -                 |                                  | 1,359.98                 | 1,359.98               | \$ -                 | \$ 2,359.98       |
| HARTWELL FIRST     | 22                    |                              |                               | \$ -                 |                                  | 564.52                   | 564.52                 | \$ -                 | \$ 564.52         |
| HEBRON             | 12                    |                              |                               | \$ -                 |                                  | 307.92                   |                        | \$ 307.92            | \$ -              |
| HELEN              | 40                    |                              |                               | \$ -                 |                                  | 1,026.40                 |                        | \$ 1,026.40          | \$ -              |
| HOMER              | 17                    |                              |                               | \$ -                 |                                  | 436.22                   | 436.22                 | \$ -                 | \$ 436.22         |
| JEFFERSON          | 48                    |                              |                               | \$ -                 |                                  | 1,231.68                 |                        | \$ 1,231.68          | \$ -              |
| LAVONIA            | 14                    | 400.00                       | 400.00                        | \$ -                 |                                  | 359.24                   | 359.24                 | \$ -                 | \$ 759.24         |

NORTHEAST GEORGIA PRESBYTERY  
CHURCH GIVING  
MARCH 2026

| CHURCH              | MEMBERS<br>12/31/2024 | SHARED MISSION<br>COMMITMENT | SHARED<br>MISSION<br>RECEIPTS | REMAINING<br>BALANCE | GENERAL ASSEMBLY<br>BENEVOLENCES | PER CAPITA<br>ASSESSMENT | PER CAPITA<br>RECEIPTS | REMAINING<br>BALANCE | TOTAL<br>RECEIPTS   |
|---------------------|-----------------------|------------------------------|-------------------------------|----------------------|----------------------------------|--------------------------|------------------------|----------------------|---------------------|
| MADISON             | 308                   |                              |                               | \$ -                 |                                  | 7,903.28                 | 7,903.28               | \$ -                 | \$ 7,903.28         |
| MILLEDGEVILLE FIRST | 112                   | 3,900.00                     | 975.00                        | \$ 2,925.00          |                                  | 2,873.92                 | 2,873.92               | \$ -                 | \$ 3,848.92         |
| MONTICELLO          | 222                   | 15,000.00                    |                               | \$ 15,000.00         | 739.00                           | 5,696.52                 | 4,900.00               | \$ 796.52            | \$ 5,639.00         |
| MOUNT HERMON        | 55                    |                              |                               | \$ -                 |                                  | 667.16                   | 1,411.30               | \$ (744.14)          | \$ 1,411.30         |
| MOUNTAIN            | 26                    | 500.00                       | 500.00                        | \$ -                 |                                  | 1,411.30                 | 667.16                 | \$ 744.14            | \$ 1,167.16         |
| NACOOCHEE           | 246                   | 11,280.00                    | 2,820.00                      | \$ 8,460.00          |                                  | 6,312.36                 | 1,578.09               | \$ 4,734.27          | \$ 4,398.09         |
| NEW HOPE            | 10                    |                              |                               | \$ -                 |                                  | 256.60                   |                        | \$ 256.60            | \$ -                |
| OCONEE              | 233                   | 3,000.00                     | 750.00                        | \$ 2,250.00          |                                  | 5,978.78                 | 1,495.00               | \$ 4,483.78          | \$ 2,245.00         |
| PLEASANT HILL       | 28                    | 1,600.00                     | 400.00                        | \$ 1,200.00          |                                  | 718.48                   | 179.62                 | \$ 538.86            | \$ 579.62           |
| RABUN GAP           | 237                   |                              |                               | \$ -                 |                                  | 6,081.42                 |                        | \$ 6,081.42          | \$ -                |
| REID MEMORIAL       | 672                   | 30,895.00                    | 10,298.36                     | \$ 20,596.64         |                                  | 17,243.52                | 5,713.68               | \$ 11,529.84         | \$ 16,012.04        |
| SAINT ANDREW        | 113                   |                              | 500.01                        | \$ (500.01)          |                                  | 1,257.34                 | 724.89                 | \$ 532.45            | \$ 1,224.90         |
| SARDIS              | 49                    |                              |                               | \$ -                 |                                  | 2,899.58                 |                        | \$ 2,899.58          | \$ -                |
| TIMPSON             | 21                    |                              |                               | \$ -                 |                                  | 538.86                   |                        | \$ 538.86            | \$ -                |
| UNION POINT FIRST   | 18                    |                              |                               | \$ -                 | 200.00                           | 461.88                   |                        | \$ 461.88            | \$ 200.00           |
| WESTMINSTER         | 37                    | 1,000.00                     | 150.00                        | \$ 850.00            |                                  | 949.42                   |                        | \$ 949.42            | \$ 150.00           |
| WESTSIDE            | 45                    |                              |                               | \$ -                 |                                  | 1,154.70                 |                        | \$ 1,154.70          | \$ -                |
| WILEY               | 18                    |                              |                               | \$ -                 |                                  | 461.88                   |                        | \$ 461.88            | \$ -                |
| WINDER FIRST        | 55                    |                              |                               | \$ -                 |                                  | 1,411.30                 |                        | \$ 1,411.30          | \$ -                |
| <b>TOTAL:</b>       | <b>5,549</b>          | <b>133,477.64</b>            | <b>\$ 41,712.68</b>           | <b>\$ 91,764.96</b>  | <b>\$ 9,838.71</b>               | <b>\$ 142,387.34</b>     | <b>\$ 46,731.30</b>    | <b>\$ 95,656.04</b>  | <b>\$ 98,282.69</b> |

# **Northeast Georgia Presbytery**

## **Manual of Operation and Policy Manual**

**Approved:**

## Table of Contents

### Section 1: Information on Presbytery Structure and Operation

| <b><u>Subject</u></b>  | <b><u>Page</u></b> |
|--|--------------------|
| Vision, Core Values  | 3                  |
| Mission Statement  | 4                  |
| Article 1 General Provisions   | 4-5                |
| Article 2: The Presbytery  | 5                  |
| Article 2: Officers of the Presbytery  | 5-7                |
| Organization Chart   | 8                  |
| Article 3: Committees and Commissions Reporting to the Presbytery                    | 9                  |
| Article 4: Presbytery Coordinating Team  | 9-11               |
| Article 5: Presbytery Committees, Commissions, and Action Teams                      | 11                 |
| Article 6: Bills and Overtures Committee   | 12                 |
| Article 6: Committee on Representation   | 12                 |
| Article 6: Nominating Committee  | 13                 |
| Article 6: Sexual Misconduct-Pastoral Response Team                                  | 13-14              |
| Article 6: Church Property Commission  | 14                 |
| Article 6: Permanent Judicial Commission   | 15                 |
| Article 7: Committee on Ministry   | 15-16              |
| Article 7: Committee on Preparation for Ministry                                     | 16-17              |
| Article 7: Congregational Connections Committee                                      | 17                 |
| Article 7: Clergy Care Committee   | 18                 |
| Article 8: Georgia Lodge Representative  | 18-19              |
| Article 8: Synod Permanent Judicial Commission                                       | 19                 |
| Article 9: Personnel Action Team   | 19                 |
| Article 9: Budget and Finance Initiative Team  | 20                 |
| Article 9: Presbytery Meeting Action Team  | 20                 |
| Article 10: Items for which the Presbytery has granted the authority of a commission | 20-21              |
| Article 11: Amendments   | 21                 |

### Section 2: Policies Guiding the Work of the Presbytery

|  |       |
|--|-------|
| Policy regarding the use by local churches of the PCUSA name and seal                              | 22    |
| Policies of Protection: Anti-Racism, Child-Youth-Vulnerable Adult,<br>Sexual Misconduct Prevention | 22-23 |
| Policies Related to Presbytery Meetings  | 23-24 |
| Policy related to Ministerial Attendance at Presbytery Meetings                                    | 24-25 |
| Policy related to Electronic Meetings  | 25-26 |
| Policies Related to Overtures or Resolutions from Sessions   | 26    |
| Policies Related to Voting on Proposed Constitutional Changes                                      | 27    |
| Policy Related to General Assembly/Synod Commissioner Selection Process                            | 27-28 |
| Policy Related to Administrative Reviews   | 28    |
| Procedure Related to formation of an Investigating Committee                                       | 28    |
| Policy Related to Validated Ministry   | 28-29 |
| Policy Related to Session Minutes Review   | 29-30 |
| Policy Related to Gracious Dismissal   | 30-31 |
| Policies Related to Presbytery Finances  | 31-35 |

**SECTION 1: Information on Structure and Operation**  
**NORTHEAST GEORGIA PRESBYTERY**  
**Manual of Operation**

**VISION**

*Northeast Georgia Presbytery is a diverse community of faith, called into being by the grace of the Triune God to re-member Christ in our lives together and in our ministry in the world. Our vision is to demonstrate the joy of life in Christ through worship, education, compassion, and radical hospitality.*

**CORE VALUES**

**Openness**

- We expect and welcome change.
- We are reformed and always being reformed according to the Word of God and the movement of the Holy Spirit

**Learning**

- We embrace faith that seeks understanding through intellectual curiosity and spiritual formation
  - We value critical thinking and theological reflection in the life of faith
    - We strive to grow inwardly and to impact outwardly

**Connection**

- We abide by a polity of shared, distributed power through collaboration and cooperation
  - We value the many voices that come to the table
- We look after one another. We share our joys and burdens as a community of faith to ensure all are built up

**Servanthood**

- We believe that we are called to actively engage in the world, to serve our communities, and to love our neighbors
  - We recognize the ability and gifts of each congregation and ministry to participate in the leadership of the presbytery and in their own local settings

**Inclusion**

- We seek to practice authentic diversity in our outreach, inclusion, participation, and leadership exhibiting the fullness of God's kingdom here and now
- We seek and welcome those who have been neglected by and excluded from the church and society

Presented by the Vision26 Collaborative and approved by the Northeast Georgia Presbytery on February 22, 2025.

## Mission Statement

The vision and core values of Northeast Georgia Presbytery are demonstrated through implementation of the following action plan:

- Foster spiritual growth and discernment
  - Provide training and education for leadership development
    - Initiate and assist the development of churches throughout their life cycles
- Strengthen connections among congregations, other governing bodies, and denominations
- Facilitate the relations between/among congregations, Ministers of the Word and Sacrament, and presbytery
- Provide pastoral care and counseling to the Ministers of Word and Sacrament of the presbytery
  - Settle difficulties on behalf of the presbytery when possible and expedient
- Implement the requirements of the denomination for the preparation of persons called into the ministry; to develop and oversee a program for the recruitment of persons who feel called to church vocations

## Article One General Provisions:

- A. This document shall be known as the Manual of Operation of Northeast Georgia Presbytery of the Synod of South Atlantic of the Presbyterian Church (U.S.A.) (Constitution-Part II, G-3.006), designated as Manual for subsequent references to it within this document, as authorized by the Book of Order, The Constitution of the Presbyterian Church (U.S.A.) Part II, designated as Constitution-Part II for subsequent references to it within this document with specific citations noted in a parenthesis immediately following the reference(s). If any provision of this Manual conflicts with the Constitution, the Constitution shall prevail. It is the purpose and intent of this Manual to avoid repetition of provisions of the Constitution, and to provide such additional guidance about the work of Northeast Georgia Presbytery as may be necessary; however, it is also the intent of this Manual to provide appropriate flexibility to the Presbytery Coordinating Team and the Committees of Northeast Georgia Presbytery to adapt to the changing context in which the ministry of Northeast Georgia Presbytery is conducted.
- B. Membership in Northeast Georgia Presbytery and rules related to membership shall be established as provided in the Constitution-Part II (G-2.0503, G-3.0306)
- C. Northeast Georgia Presbytery shall include all churches and worshiping communities of the Presbyterian Church (U.S.A.) in the Georgia counties of Baldwin, Banks, Barrow, Burke, Clarke, Columbia, Elbert, Franklin, Glascock, Greene, Habersham, Hall, Hancock, Hart, Jackson, Jasper, Jefferson, Lincoln, Lumpkin, Madison, McDuffie, Morgan, Oconee, Oglethorpe, Putnam, Rabun, Richmond, Stephens, Taliaferro, Towns, Union, Warren, Washington, White, Wilkes, Wilkinson, subject to the inclusion or exclusion of additional churches, chapels, or worshiping communities which may at later dates be organized or dissolved in accordance with the Constitution Part II (G-3.0301).
- D. The above stated Action Plan will serve as the priorities of the presbytery. These priorities shall guide the Presbytery Coordinating Team in defining programmatic and mission emphases. Once every three years, the presbytery will engage in a process to define its major priorities for the upcoming three-year periods. Those approved priorities shall guide the Presbytery Coordinating Team in defining programmatic and mission emphases for the ensuring three years.
- E. The duties and responsibilities of the Presbytery are found in the Constitution-Part II (G-3.03).

- F. Northeast Georgia Presbytery shall be divided into five Mission Communities:
- Greater Athens Mission Community: shall include the following congregations—Athens First, Covenant Athens, Oconee, Athens Korean, Friendship, Mount Hermon, Westside, Calvary, New Hope and Elberton First
  - Greater Augusta Mission Community: shall include the following congregations—Reid Memorial, Covenant Augusta, Saint Andrew, Belle Terrace, Augusta Korean, Clifford Memorial, Westminster, Bath, and Christ
  - Mountain Area Mission Community: shall include the following congregations—Nacoochee, Backyard Ministry, Cornelia First, Clarkesville First, Cleveland First, Rabun Gap, Mountain, Helen, Dahlonega, Wiley, Clayton, and Timpson
  - North Central Mission Community: shall include the following congregations—Gainesville First, Sardis, Commerce, Hartwell First, Winder First, Pleasant Hill, Jefferson, Homer, Lavonia, Hebron
  - South Central Mission Community: shall include the following congregations—Madison, Monticello, Milledgeville First, Eatonton, Greensboro First, and Union Point First.
- The purpose of the mission communities is to strengthen connection among and between churches of the presbytery, to promote community, and to encourage cooperative strategies for an effective mission. Churches are encouraged to join for specific missions, interests, and projects. Mission Communities shall not be responsible for ecclesiastical functions normally administered by the Committee on Ministry or the Committee on Preparation for Ministry.

**Article Two**  
**The Presbytery:**

**Presbytery Meetings:**

- A. Northeast Georgia Presbytery shall establish the dates, times, and locations for the stated meetings of the presbytery for the upcoming year by November 1 of the current calendar year.
- B. The dockets shall be determined by the Presbytery Coordinating Team or by its designated representatives with subsequent approval of details and docket by the Presbytery Coordinating Team.
- C. Stated meetings and special meetings of the presbytery shall be called and conducted in conformity with the Constitution-Part II (G-3.0304)
- D. When special meetings of the presbytery are called, a minimum of two weeks’ notice shall be required. Special circumstances may arise that require immediate action by the presbytery which would constitute an exception to the two-week notice requirement. The Moderator, in consultation with the Coordinating Team, shall make the decision regarding the need for an exception.
- E. Presbytery meetings may be held in the traditional “in-person” format; or they may be streamed electronically via Zoom. Meetings that are held via Zoom will not be recorded.

**Officers of the Presbytery:**

- A. MODERATOR
  - 1. The Moderator shall be nominated by the Nominating Committee and elected by the Presbytery. The Moderator shall serve for a period of one year, beginning at the first stated presbytery meeting of the year, being installed at the beginning of that meeting, and serving until the first stated meeting of the following year. Ordinarily, the Moderator’s office will alternate between Ministers of the Word and Sacrament and Ruling Elders.
  - 2. The duties of the Moderator shall be:

- a. To fulfill functions described in the Constitution, Part II (G-3.0104) which include presiding at each meeting of the Presbytery during the moderator's term of office.
- b. To serve as an *ex-officio* member of the Presbytery Coordinating Team with vote.
- c. To serve as an *ex-officio* member, with vote, of the Presbytery Meeting Action Team or any entity designated by the Presbytery Coordinating Team to plan a meeting or meetings of the Presbytery.
- d. To work with the Nominating Committee Chair to appoint interim members for vacancies on teams, committees, task forces, etc., and subject to ratification by the Presbytery.
- e. To appoint members to the Bills and Overtures Committee when there is a need.
- f. To issue calls for special meetings of the Presbytery.
- g. To represent the Presbytery at ceremonies; if the moderator cannot represent the Presbytery, the most recent former moderator will be asked to represent the Presbytery.

B. VICE MODERATOR

1. The Vice Moderator shall be nominated by the Nominating Committee and elected by the Presbytery. The Vice Moderator shall be installed alongside the Moderator and shall serve for a period of one year, beginning at the first stated presbytery meeting of the year, and serving until the first stated meeting of the following year. At the end of the Vice Moderator's term of service the Vice Moderator will become the Moderator, and a new Vice Moderator will be elected. The Vice Moderator shall be authorized to fulfill the duties of Moderator if the Moderator is not able to fulfill those duties. Ordinarily, the Vice Moderator's office will alternate between Ministers of the Word and Sacrament and Ruling Elders.

C. STATED CLERK

1. The duties of the Stated Clerk shall be those indicated in Constitution, Part II G-3.0104) and in a Presbytery-approved job description.
2. The Stated Clerk is the custodian of all records required by the Constitution-Part II and all minutes of the Presbytery.
3. The Stated Clerk shall serve as Secretary of Northeast Georgia Presbytery, Inc. In the event the Stated Clerk cannot serve, the Presbytery Coordinating Team will elect a secretary.
4. The Stated Clerk shall be nominated by the Presbytery Coordinating Team and elected by the Presbytery for a three-year term, the Stated Clerk may be elected to successive terms [Constitution, Part II (G-3.0104)].

D. RECORDING CLERK

1. The Recording Clerk shall keep an accurate record of the proceedings of the Presbytery, incorporating all reports and documents adopted by the presbytery [Constitution-part II G-3.0107)
2. The Recording Clerk shall provide the Stated Clerk a report of all proceedings of the Presbytery, which shall become, after approval by the Presbytery, the minutes of the Presbytery.
3. The Recording Clerk shall be nominated by the Presbytery Coordinating Team and elected by the Presbytery for a three-year term; the Recording Clerk may be elected to successive terms.

E. TREASURER

1. The Treasurer shall be responsible for clear and accurate records of all receipts and disbursements, for maintaining a current record of all fund balances and location of all Northeast Georgia Presbytery accounts [Constitution-Part II (G-3.0110)], and for

accomplishing other financial responsibilities as designated in a Presbytery-approved job description.

2. The Treasurer shall be bonded.
3. The Treasurer shall be nominated by the Presbytery Coordinating Team and elected by the Presbytery for a three-year term; the Treasurer may be elected to successive terms.
4. All financial records of the Treasurer shall be submitted for financial review or audit; this financial review or audit shall be reported to the Presbytery per Presbytery policy [Constitution-Part II (g-3.0113)].
5. The Treasurer shall serve as the Chief Financial Officer of the Corporation.

F. DIRECTORS/TRUSTEES

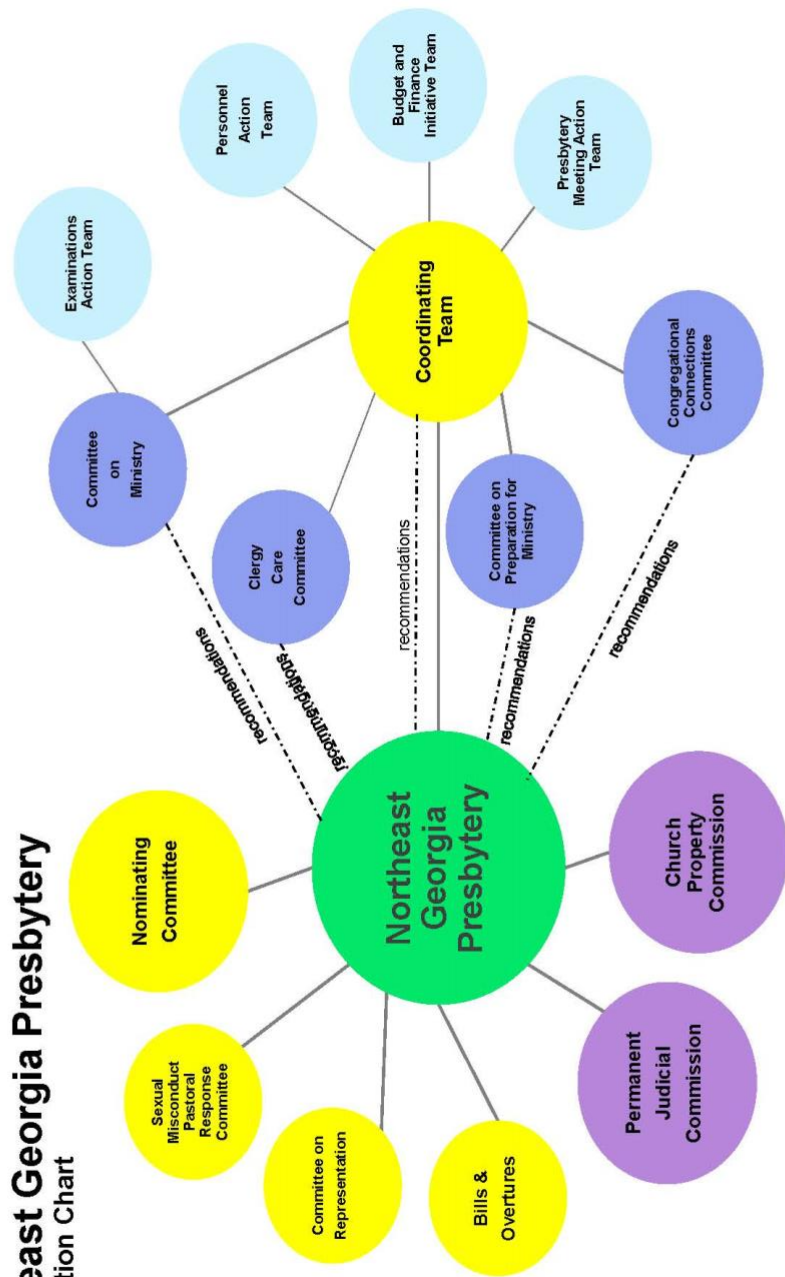
1. The most recently elected Presbytery Coordinating Team shall constitute the Board of Directors/Board of Trustees of the corporation of NORTHEAST GEORGIA PRESBYTERY, INC., per the Constitution, Part II (G-3.03) and the laws of the State of Georgia.
2. The Chair of the Presbytery Coordinating Team shall serve as Chief Executive Officer (CEO) of the Corporation with vote, upon election by the presbytery and assuming duties.
3. The duties of the directors/trustees are:
  - a. To maintain the corporation under the laws of the State of Georgia
  - b. To examine and recommend the disposition of all legal transactions requiring Presbytery approval
  - c. To act as the official agent of the Presbytery for all corporate matters
  - d. To hold title(s) of all property of the Presbytery and to serve as agent for receiving and disposing of all property of the Presbytery.
4. The corporate officers of Northeast Georgia Presbytery, Inc., shall be authorized to sign all legal documents related to the sale, mortgage, assignment, transfer, or other encumbrances of any stock, bonds, securities, real or personal property of the Corporation when approved by Presbytery. (Approved October 23, 2010). (See By-Laws, Article Two)

**Presbytery Staff:**

The Presbytery Coordinating Team, in consultation with the Synod, shall make recommendations to the Presbytery for specific additions, deletions, revisions for administrative and/or programmatic staff positions [Constitution, Part II (G-3.0106, G-3.0110)]. All recommendations shall include a staffing rationale and a job description for specific staff positions. Upon adoption by the Presbytery, these positions shall continue until a recommendation for change has been made by the Presbytery Coordinating Team and said recommendation has been received and approved by the Presbytery.

A list of current staff positions with detailed job descriptions is maintained in the Northeast Georgia Presbytery Personnel Manual. The Coordinating Team will also have a copy of these documents.

# Northeast Georgia Presbytery Organization Chart



**Article Three**  
**Committees and Commissions Reporting to the Presbytery:**  
(a more thorough description of committees will follow).

The following committees and commissions report only to the presbytery and are not accountable to the Coordinating Team

- A. Bills and Overtures Committee
- B. Committee on Representation
- C. Nominating Committee
- D. Sexual Misconduct Pastoral Response Committee
- E. Permanent Judicial Commission
- F. Church Property Commission

The Presbytery has authority to create other commissions to accomplish specific functions, tasks, and/or duties in accordance with the Constitution, Part II (G-3.0109)

**Article Four**  
**Presbytery Coordinating Team (CT)**

- A. Overview:** The Presbytery shall elect a Presbytery Coordinating Team. The CT leads the Presbytery in accomplishing the functions of a presbytery as defined in the Constitution-Part II (G-3.01 and 3.03). The CT will:
  - Plan for meetings of the presbytery (G-3.0105)
  - Provide oversight and support for presbytery staff (G-3.0110)
  - Ensure appropriate attention to issues related to representation (G-3.0103)
  - Develop an annual budget to be approved by presbytery (G-3.0106)
  - Implement an ongoing strategic action plan which reflects the mission and program priorities of the presbytery, and
  - Initiate/review program assessment functions
- B. Requirements:** The CT is required to make decisions that impact the functioning of the Presbytery; therefore, members of the CT are expected to have a good working knowledge of polity (or are willing to learn), be willing to ask questions and seek solutions, and creatively engage with the work of the Spirit. Regular attendance at meetings and adequate preparedness is essential. Some of the CT work touches on sensitive matters regarding congregations, ministers, and staff, therefore trust, integrity, and confidentiality are required. Coordinating Team members should be familiar with the Constitution of the Presbyterian Church (U.S.A), specifically the *Book of Order*, as well as this Manual of Operation.
- C. Meetings:** The CT meets in January, April, July and September, typically on the third or fourth Tuesday at 10:00 a.m. At least one meeting per year is held in-person with remaining meetings held virtually.
- D. Composition:** The CT will be composed of approximately twelve (12) voting members with parity between Ruling Elders and Ministers of the Word and Sacrament (with attention given for balanced representation by gender, race, and ethnicity), who are elected by presbytery for one-year terms, renewable, not to exceed six consecutive years. The six-year limit will not apply to those CT members who serve by virtue of office.
  - Some of those who serve on the CT do so by virtue of other offices held, i.e., the Moderator of the Presbytery, Vice Moderator, Stated Clerk, and Treasurer (voting members) and the

General Presbyter, and other staff (advisory members). Others, nominated by various committees and organizations as representatives, are elected by Presbytery.

- A quorum of CT will be a simple majority of the voting members.
- E. Additional Responsibilities:
- The Presbytery CT will create the Action Teams and Task Forces needed to accomplish its functions.
  - The Presbytery CT will receive and review annual reports from each Committee and Action Team. The reports should highlight the accomplishments of that committee/action team, the ongoing, and the planned work by that committee or action team.
  - The Presbytery CT shall nominate candidates for election to the Nominating Committee of the Presbytery.
  - A representative from the Board of Directors of the Georgia Lodge Shall report to the Coordinating Team annually.
  - A representative of the William Black Lodge and the Colladay Cottage shall report to the Coordinating Team Annually
- F. The CT Chair: The Chair of the CT will be nominated by the Nominating Committee and elected by the Presbytery. The Chair will serve for three (3) years and will begin the term of service on January 1. The Chair is eligible for an additional three-year term of service.
- As an officer of the corporation, the Chair is an integral member of the Presbytery leadership. Working closely with staff and officers, the Chair is responsible for oversight and functioning of the CT, as defined in the CT information.
  - The Chair serves on the Church Property Commission and the Budget and Finance Initiative Team.
  - The Chair is responsible for facilitating CT meetings, including developing agendas, gathering documents and other information, communicating to the CT members in a timely and effective manner, and ensuring minutes of meetings are taken and provided to the Presbytery Office.
  - Other duties include preparing written reports to the Presbytery via the Stated Meeting Handbooks and attending Stated Meetings of Presbytery to present motions or other business.

**Committees and Action Teams Reporting to the Coordinating Team: (a more thorough description of committees will follow)**

1. Committee on Ministry
  - Examination Action Team—Is an action team of the COM but may have members who are not on the COM
2. Clergy Care Committee
3. Committee on Preparation for Ministry
4. Congregational Connections Committee
5. Personnel Action Team
6. Budget and Finance Initiative Team
7. Presbytery Meeting Action Team

**The Presbytery Coordinating Team members with vote are:**

- Coordinating Team Chair
- Moderator of the Presbytery
- Vice Moderator of the Presbytery

- Treasurer of the Presbytery
- Stated Clerk of the Presbytery
- The Executive Director or appointee of the Presbyterian Campus Ministry, Inc., now known as The Table, nominated to the Presbytery by The Table
- One member of The Presbyterian Women nominated to the Presbytery by the Presbyterian Women
- One member of The Black Presbyterian Caucus nominated to the Presbytery by The Black Presbyterian Caucus
- One member from each presbytery committee listed in the Committees reporting to the CT. Each committee in consultation with the Nominating Committee will nominate to the Presbytery a person from its membership who may or may not be the committee chair to serve on the CT.
  - The Committee on Ministry
  - The Clergy Care Committee
  - The Committee on Preparation for Ministry
  - The Congregational Connections Committee

**Advisory members of the CT (without vote)**

- The General Presbyter and other Presbytery Staff members
- The Personnel Action Team
- The Budget and Finance Initiative Team
- The Presbytery Meeting Action Team
- The Communications Action Team

**Article Five**  
**Presbytery Committees, Commissions, Action Teams**

The presbytery will implement its mission through committees, commissions, action teams and/or task forces. Each committee may create action teams and/or task forces to accomplish its missions. While action teams and task forces do not need presbytery approval, a listing of the action teams and task forces for each committee will be kept by the committee chair and reported to the presbytery upon their creation or dissolution. Additionally, each action team and task force will list its purpose, and some general guidelines as established by the committee regarding their duties and functions.

The Nominating Committee will nominate persons for each committee and its chair for election by the presbytery. A committee member may serve one successive term, but no more than six years without a minimum of one year break in service. The chair of the committee may serve no more than three successive years without a minimum of a one-year break in service. Each committee will nominate one member from the committee to the presbytery (who may or may not be its chair) to serve on the Presbytery Coordinating Team for a one-year term and renewable for no more than 6 consecutive terms. This nominated member shall be a Ruling Elder or Minister of the Word and Sacrament. A quorum of each committee will be a simple majority of the voting members.

## Article Six Committees/Commissions that report to the Presbytery

A. Coordinating Team: see information in Article Four

The following report only to the presbytery and are not accountable to the Coordinating Team

B. Bills and Overtures Committee

- The Bills and Overtures Committee receives, considers, reports and recommends action(s) regarding any bill(s) or overture(s) placed in its hands by the Presbytery. The committee also has the responsibility for preparing and presenting to the Presbytery information and recommendations related to proposed amendments to the Constitution when forwarded to presbyteries from a General Assembly.
- Membership of this committee ordinarily consists of Ministers of the Word and Sacrament and Ruling Elders who are appointed by the Moderator of the Presbytery for a term of two years. The Stated Clerk shall serve as an *ex-officio* member and shall be responsible for convening the committee. The Moderator of the Presbytery will appoint the chair of the Bills and Overtures Committee.
- Committee members may include recent commissioners to the General Assembly as well as others who can serve in an advisory capacity.
- Committee members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order*, as well as the Presbytery's Manual of Operation. Members should have good analytical, research, and writing skills, and be able to work collegially with other commissioners.
- Meetings are scheduled as needed to complete the work of the Committee. Meetings may be held virtually, by email, or in person.

C. Committee on Representation

- The *Book of Order* specifies that the Committee on Representation is responsible to advise, advocate, and consult regarding inclusive representation regarding committees, commissions, and representatives of Presbytery. One primary way this mandate is fulfilled is to be in partnership with the Nominating Committee (yet separate) as they do their work.
- The committee provides a written report to the Presbytery annually.
- Membership in this committee consists of a minimum of six (6) persons, who will be elected in classes of not less than two persons for three-year terms and renewable for one term.
- Committee members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order* as well as the Presbytery's Manual of Operation. Members should be willing to encourage individuals to volunteer in service in the life of the Presbytery; review rosters of committees and commissions to analyze the diversity and representation (racial/ethnic, age, gender, clergy/lay, disabilities, geographical regions of the presbytery, etc.,) and make recommendations to Nominating Committee; and explore ways to increase diversity of representation in the life and work of the Presbytery.
- The committee has one mandatory meeting per year, usually in early October. This meeting is to review the slate of nominees to committees, commissions, and representatives of the Presbytery developed by the Nominating Committee before being presented to Presbytery for vote. This meeting may be held virtually, or by email, or may take place in person. One or two other meetings per year may be called if needed.
- The chair is responsible for oversight of the function of the committee, as defined in the information above. The Chair is expected to schedule and moderate meetings of the

committee, serve as liaison to the Nominating Committee, and be willing and able to attend at least on meeting of the Nominating Committee.

D. Nominating Committee

- The Nominating Committee is responsible for reviewing the membership of each committee, commission and representative of Presbytery and working to identify and recruit those individuals with the skills and willingness to serve on the Presbytery level. The main body of work results in a slate of candidates to be presented at the October Stated Meeting for Presbytery approval. At other times of the year, the Committee will work (In consultation with the Presbytery Moderator, who has the authority to appoint candidates to vacancies) to identify candidates to fill other vacancies as they arise. These appointments will be subject to approval by the presbytery at the next meeting. (Individuals who are nominated to fill vacancies may begin their work upon nomination)
- The Nominating Committee will consist of nine (9) persons broadly representative of the constituency of the presbytery, and in conformity with the church's commitment to unity in diversity. Committee members will be elected in classes of three persons for three-year terms and renewable for one term.
- Committee members should bring ideas of names to contribute for nominations; work to solicit names of potential volunteers from churches; call potential nominees as assigned, explain what is being asked of them, and report responses to the Nominating Committee in a timely manner. Committee members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order* as well as the Presbytery's Manual of Operation.
- The committee normally meets throughout the year but may call additional meetings if needed to fulfill its work. The heaviest workload occurs from late spring through autumn. One or two meetings will be held in person with the rest held virtually.
- The Chair is responsible for
  - oversight of the functions of the committee
  - for facilitating meetings, which includes developing agendas, gathering documents and other information, communicating this to the committee members in a timely and effective manner
  - ensuring minutes of meetings are taken and provided to the Presbytery office
  - Other duties include providing a written report to the Presbytery to be included in the Stated Meeting Handbook
  - and attending the stated meetings of presbytery when the committee has business or announcements.
- The Nominating Committee has the authority to fill vacancies whenever they occur and to report them at the following Presbytery meeting.

E. Sexual Misconduct Pastoral Response Team

- This team responds quickly and objectively to reports of sexual misconduct. The team works with and is available to the accuser, the accused, the alleged victim, the congregation, and the co-workers of the parties involved. Members are trained to respond to allegations of sexual misconduct and to recognize and identify the issues involved in sexual misconduct, sexual harassment, and child or vulnerable adult sexual abuse.
- The team is composed of nine (9) persons, balanced with appropriate representation of men, women, clergy and lay persons, elected for three-year ~~rotating~~ terms. Members may be reelected to a second three-year term.

- The team should be composed of persons who will be able to respond skillfully, sensitively, and objectively to situations of alleged sexual misconduct. Members should be familiar with the legal, administrative, and disciplinary procedures of the Presbytery as well as the Presbyterian Church (USA). Committee members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order* as well as the Presbytery's Manual of Operation. Members should also be familiar with the Presbytery's Sexual Misconduct Policy and the Child, Youth, and Vulnerable Adult Protection Policy.
- This team meets no less than two times per year for familiarization with policies, procedures, and for continuing education. Meetings may be in person or held virtually.
- The Chair is responsible for
  - Oversight of the functions of the committee
  - For facilitating meetings, which includes developing agendas, gathering documents and other information, communicating this to the committee members in a timely and effective manner
  - ensuring minutes of meetings are taken and provided to the Presbytery office
  - Other duties include providing a written report to the Presbytery to be included in the Stated Meeting Handbook
  - developing, in consultation with the committee an annual budget request with rationale
  - and attending the stated meetings of presbytery when the committee has business or announcements.
- The General Presbyter and Stated Clerk share responsibility for training and continuing education.

#### F. Church Property Commission

- The Church Property Commission is to receive and act upon requests from churches regarding property and to maintain a record of all properties of the presbytery.
- This Commission is composed of eight voting members: Chair of Coordinating Team, General Presbyter, and six members-at-large. The members-at-large, one of whom shall be a competent legal advisor, are elected in three classes for terms of three years. Commissioners may be reelected for an additional term. If no competent legal advisor is willing to serve, the Commission is authorized to contract with an attorney for the purposes of creating and reviewing correspondence necessary for the work of the Commission.
- Commission members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order* as well as the Presbytery's Manual of Operation. Members should also have a working knowledge of how PC(USA) congregations and sessions work and be familiar with the *Book of Order* as it related to church property (G-4.-02). Experience with Georgia property law is helpful.
- Meetings are held as needed to accomplish the work of the Commission. Most meetings are held via email.
- The Chair is responsible for
  - oversight of the functions of the committee
  - for facilitating meetings, which includes developing agendas, gathering documents and other information, communicating this to the committee members in a timely and effective manner
  - Other duties include providing a written report to the Presbytery to be included in the Stated Meeting Handbook

- and attending the stated meetings of presbytery when the committee has business or announcements.
- G. Permanent Judicial Commission
- The Permanent Judicial Commission is the judicial arm of the presbytery and functions independently to resolve issues that are disciplinary or remedial.
  - The function and duties of this Commission are listed in the Constitution Part II (G-3.0109 a, D-5.0202)
  - Membership is composed of nine (9) members, either Ruling Elders or Ministers of the Word and Sacrament; nominated by the Nominating Committee in dialogue with the Presbytery Coordinating Team and elected by the presbytery in three classes for terms of six years. Terms of service are non-renewable.
  - Ordinarily, a member of this Commission should not serve on any other presbytery-level committee or commission, to avoid any conflict of interest.
  - Members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order*, as well as the Presbytery's Manual of Operations.
    - Members should also have strong analytical, research and writing skills
    - Work collegially with other commissioners; and be willing and flexible to respond promptly as the case load requires.
  - Training sessions are ordinarily held soon after a class is elected to the Commission. Other meetings are called when a case requires the involvement of the PJC, or as needed.
  - The Stated Clerk is responsible for coordinating the staffing resources for the PJC.

## **Article Seven**

### **Committees That Report to the Coordinating Team**

- A. Committee on Ministry (COM)
- The Committee on Ministry:
    - Provides pastoral care and counseling to the Ministers of the Word and Sacrament and Ruling Elders of the presbytery
    - Facilitates the relations between/among congregations, sessions, Ministers of the Word and Sacrament, and presbytery
    - Settles difficulties on behalf of the presbytery when possible and expedient
    - Coordinates the work of the presbytery in this area
    - Submits an annual report to the Coordinating Team highlighting work accomplished, ongoing and planned work
    - May have the authority of a commission (see additional information on page 20)
    - The Examination Action Team is formed by the Committee on Ministry
    - Modify and extend the Commission and Terms of Call of Commissioned Ruling Elders
  - The committee is composed of up to eighteen (18) persons, with parity between Ruling Elders and Ministers of the Word and Sacrament, elected in classes of six persons for three-year terms and renewable for one term.
  - Members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order*, as well as the Presbytery's Manual of Operations. Members should also be familiar with the Presbytery's COM Operations Manual. Other COM resources that are available on the presbytery's website as well as the denomination's COM Advisory Handbook.

- The COM generally meets each month, typically on the second Thursday at 11:00 a.m. Regular attendance is essential.
  - The Chair is responsible for:
    - facilitating meetings, which includes developing agendas, gathering documents and other information, communicating this to the committee members in a timely and effective manner
    - ensuring minutes of meetings are taken and provided to the Presbytery office
    - Other duties include providing a written report to the Presbytery to be included in the Stated Meeting Handbook
    - developing, in consultation with the committee an annual budget request with rationale
    - and attending the stated meetings of presbytery when the committee has business or announcements.
  - The Committee on Ministry is authorized to approve examination of previously ordained PCUSA pastors who are candidates for calls, and to create the commissions to install those pastors, and to present those pastors to the next stated presbytery meeting (when the need arises between presbytery meetings).
- B. Committee on Preparation for Ministry (CPM)
- The Committee on Preparation for Ministry
    - Implements the requirements of the denomination for the preparation of persons called to the ministry
    - Encourages recruitment of persons who sense a call to church vocations
    - Coordinates the work of the presbytery in this area
    - Submits an annual report to the Coordinating Team highlighting work accomplished, ongoing work and planned work
    - Has the authority of a commission (see additional information page 21)
      - To accept applicants as inquirers into the care of the CPM
      - To advance inquirers to candidates
      - To transfer or dismiss inquirers and candidates from the CPM roll when warranted
      - To certify candidates ready to receive a call
  - The CPM is composed of nine (9) persons, with parity between Ruling Elders and Ministers of the Word and Sacrament, elected in classes of three persons for three-year terms and renewable for one term.
  - It is essential that members of the CPM be relational, open-minded, and creative. A willingness to ask difficult questions and engage in challenging conversation is helpful. Committee members are expected to attend quarterly meetings; read, comprehend, and evaluate paperwork prior to meetings, and may be assigned as a liaison to an Inquirer or Candidate.
    - Members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order*, as well as the Presbytery's Manual of Operations. Committee members should be familiar with the Presbytery's CPM Advisory Handbook, as well as the denomination's CPM Advisory Handbook.
  - CPM meets four times per year, typically the second Monday of January, April, July, and September, at 10:00 a.m. Some meetings are held virtually, and some are in-person. Regular attendance is essential.
  - The Chair is responsible for:

- facilitating meetings, which includes developing agendas, gathering documents and other information, communicating this to the committee members in a timely and effective manner
  - ensuring minutes of meetings are taken and provided to the Presbytery office
  - tracking the progress of each Inquirer/Candidate and communicating with that person and the liaison on next steps in the process
  - Other duties include providing a written report to the Presbytery to be included in the Stated Meeting Handbook
  - developing, in consultation with the committee an annual budget request with rationale
  - and attending the stated meetings of presbytery when the committee has business or announcements.
  - The Committee on Preparation for Ministry has the authority to recommend to presbytery the Readers and the Alternate Readers of the Standard Ordination Examinations that are required by the General Assembly for ordination.
- C. Congregational Connections Committee
- The Congregational Connections Committee
    - In accordance with the connectional nature of the Presbyterian Church (USA), the Congregational Connections Committee seeks to connect congregations to broaden ministry opportunities
    - Seeks to assist congregations in their efforts to be stronger and more viable
    - Submits an annual report to the Coordinating Team, highlighting work accomplished, ongoing and planned.
  - The committee is composed of nine (9) persons, with parity between non-ordained persons, Ruling Elders and Ministers of Word and Sacrament, elected in classes of three persons for three-year terms and renewable for one term
  - Members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order*, as well as the Presbytery's Manual of Operations. Members are expected to be proactive in communicating with churches throughout Northeast Georgia Presbytery. Each member typically works most closely with those churches within his/her mission community.
  - Meetings are held quarterly and on an additional as-needed basis. Meetings are virtual. Votes on time-sensitive issues may be received via email meetings.
  - The Chair is responsible for
    - facilitating meetings, which includes developing agendas, gathering documents and other information, communicating this to the committee members in a timely and effective manner
    - ensuring minutes of meetings are taken and provided to the Presbytery office
    - Other duties include providing a written report to the Presbytery to be included in the Stated Meeting Handbook
    - developing, in consultation with the committee an annual budget request with rationale
    - and attending the stated meetings of presbytery when the committee has business or announcements.
- D. Clergy Care Committee
- Supports the clergy of Northeast Georgia Presbytery in their work through

- Clergy Cohorts: In partnership with Macedonia Ministry offering an intensive three-year clergy cohort experience. The Committee provides general support and guidance to the cohort facilitators, commits a significant portion of its annual budget to support the cohorts, and provides additional financial assistance as needed.
- Resources and Recommendations: The committee shares resources for clergy health through the presbytery e-newsletter and a dedicated page on the Presbytery website.
- Prayer and Ordination Anniversary Recognition: the committee sends cards to clergy who are celebrating their ordination anniversary each month, and list ordination anniversaries in the presbytery monthly newsletter. Regular prayer for clergy is requested
- New minister members are contacted and welcomed with events planned for clergy to connect.
- The Clergy Care Committee submits an annual report to the Coordinating Team, highlighting work accomplished, ongoing and planned work.
- The committee is composed of nine (9) persons, with parity between non-ordained persons, Ruling Elders and Ministers of the Word and Sacrament elected in classes of three persons for three-year terms and renewable for one term.
- Members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order*, as well as the Presbytery's Manual of Operations. Members should have a genuine interest in the well-being of and care for NEGA clergy and be able to give 2 – 4 hours per month to committee work.
- The Chair is responsible for:
  - facilitating meetings, which includes developing agendas, gathering documents and other information, communicating this to the committee members in a timely and effective manner
  - ensuring minutes of meetings are taken and provided to the Presbytery office
  - Other duties include providing a written report to the Presbytery to be included in the Stated Meeting Handbook
  - developing, in consultation with the committee an annual budget request with rationale
  - and attending the stated meetings of presbytery when the committee has business or announcements.

## **Article Eight**

### **Additional Positions of Service**

#### Georgia Lodge Representative

- Georgia Lodge, located in Montreat, NC, is a ministry of the five presbyteries in the State of Georgia—Presbytery of Greater Atlanta, Cherokee Presbytery, Northeast Georgia Presbytery, Flint River Presbytery, and Savannah Presbytery. Georgia Lodge has 10 rooms available for rent year-round.
- The Presbytery elects two representatives to the Georgia Lodge Board of Directors. The Directors have full power and authority to make all arrangements for the operation of the Lodge and to supervise and direct all matters pertaining to such operation.
- Directors are elected for a four-year term, renewable for one term. (Directors are not limited by the customary six-year limit) Any seat unfilled by the Presbytery by January 1<sup>st</sup> of the class year may be filled by the Board for the full 4-year term.

- The annual meeting of the Directors of the corporation is normally held during the fall, at the Georgia Lodge in Montreat. One or two other meetings are held during the year, ideally in person, but may be held virtually when conditions dictate.
- Those familiar with Montreat and the programs available in the area are especially equipped for this role. Directors should be available to meet in Montreat during the fall for the annual meeting.
- Representatives should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order*, as well as the Presbytery's Manual of Operations.

#### Synod Permanent Judicial Commission

- The Permanent Judicial Commission is the judicial arm of the Synod and functions independently to resolve issues that are disciplinary or remedial. The function and duties of this Commission are listed in the Constitution Part II (G-3.0109a, D-5.0202)
- One Commissioner from Northeast Georgia Presbytery, either a Ruling Elder or Minister of the Word and Sacrament, serves on the Synod PJC for a term of six years. Ordinarily, this Commissioner should not serve on any other presbytery -level committee or commission, to avoid any conflict of interest.
- Training sessions will be held soon after election to the Commission. Other meetings are called when a case requires the involvement of the Synod PJC.
- Commission members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order*, the Presbytery's Manual of Operations, and the Synod of South Atlantic's Manual of Operations. Members should have strong analytical, research, and writing skills; work collegially with other commissioners; and be willing and flexible to respond promptly as the case load requires. Past service on a presbytery-level PJC is desirable.

#### General Assembly and Synod Commissioners

- See Section 2: Policies for additional information

## Article Nine

### Action Teams Reporting to The Coordinating Team

The Coordinating Team will use the following action teams to accomplish its functions.

#### A. Personnel Action Team:

- The Personnel Action Team is responsible for personnel matters such as
  - Accepting applications, screening of applicants, recommending and hiring new employees
  - employee annual performance reviews and employee annual compensation reviews
  - grievance procedures
  - termination issues
- The Personnel Action team will have four members who are elected by the Coordinating Team to three-year terms renewable by one term.
- The Coordinating Team will elect the Personnel Action Team Chair

#### B. Budget and Finance Initiative Team (BFIT)

- BFIT will develop an annual presbytery budget to be approved by the presbytery, make financial recommendation to the Coordinating Team, and perform other functions:
  - Monitor the relationship between the annual budget and the annual expenditures and make necessary recommendations to the Coordinating Team
  - Advise and participate in the making of financial decisions during the year

- Make financial decisions regarding investments, reserve funds and residence for these reserve funds
  - Cooperate with the Personnel Action Team to recommend employee Terms of Call and salaries
  - Review and make recommendations on any grant requests received
  - Conduct an internal financial review every three years in accordance with presbytery policy
  - Oversee an annual external financial review in accordance with presbytery policy
  - Be familiar with Coordinating Team policies and Presbytery policies with financial implications.
- C. Presbytery Meeting Action Team
- The membership of this team varies, but always includes presbytery staff members, the Moderator of Northeast Georgia Presbytery, and the Chair of the Coordinating Team. Additionally, a pastor and a Ruling Elder of the host congregation for the next presbytery meeting will serve on this team. The Stated Clerk will serve as the chair.

## **Article Ten**

### **Items For Which Presbytery Has Granted the Authority of A Commission**

- A. Committee On Ministry (COM): The Presbytery has granted authority to the COM to do the following without additional approval:
- Approval for serving the Lord’s Supper—The Presbytery gives the COM power as a commission to act upon requests of program agents of the Presbytery to celebrate the Lord’s Supper.
  - Approval for moving onto the field—The Presbytery grants to the COM the authority to give permission for ministers transferring from other presbyteries to move onto the field prior to a meeting of the Presbytery if the preliminary examination and all other circumstances are in order.
  - Granting permission to labor outside Presbytery bounds—That Presbytery gives authority to the Care of Ministers and Educators Subcommittee (or its successor subcommittee) of the Committee on Ministry to grant ministers permission to labor outside Northeast Georgia Presbytery whenever the minister in question has been called to be an Interim Pastor in a Presbyterian Church in another Presbytery.
  - Authorize the COM to assign Moderators of Sessions to churches when the need arises between presbytery meetings and report such action to the next stated meeting of presbytery.
  - Establish the criteria for Vacation and Study Leave—All ordained Ministers of the Word and Sacrament, serving churches, whether part-time or full time, be granted four weeks of vacation time and two weeks of study time.
  - Conduct Special Administrative Reviews—The COM may conduct special administrative reviews when the COM becomes aware of a situation where an irregularity or delinquency has occurred by a lower governing body.
  - Authority is given to the COM, between meetings of the presbytery, to approve the examination of previously ordained PCUSA pastors who are candidates for calls, and to create the commissions to install those pastors, and to present those pastors to the next stated presbytery meeting.
  - Adding an agenda item to any calls for special meetings—a “rider” may be added by the COM to the notice of any special meeting of Presbytery, permitting the examination of any ministers and/or candidates who may be ready for examination at the time the special meeting is called.

- B. Committee on Preparation for Ministry (CPM): The Presbytery has granted authority to the CPM to do the following without additional approval:
- Reception of Inquirers: Authority of the CPM to receive persons as Inquirers.
  - Moving Inquirers to Candidacy: (Wording revised from previous Presbytery policy manual)
    - Since Northeast Georgia Presbytery meetings are often scheduled when seminary classes are in session; and,
    - The CPM meets with Inquirers frequently throughout the year; and,
    - Inquirers are examined by the CPM.
    - When the CPM deems the inquirer ready to proceed to candidacy a recommendation will be made to Presbytery.
    - The CPM has the authority to move that Inquirer to candidacy, between meetings of Presbytery. This action will be reported to the Presbytery.
    - At the next stated Presbytery meeting in which the Candidate can attend, the Candidate will be presented, and the Presbytery shall have opportunity to propose appropriate questions to the Candidate and then act on the request before the body.
  - Certification of candidates as ready to receive a call:
    - Presbytery recognizes the CPM as that entity within Presbytery authorized to certify candidates under Presbytery’s care as ready to receive a call. Any such certification would be reported to the next stated meeting of Presbytery for recording in the minutes.
  - Presbytery empowers the CPM to transfer inquirers to other presbyteries, if requested.
  - The CPM has the authority to strongly recommend that each time a worship service is held at which a minister’s ordination and/or installation takes place, a special offering be received with the monies given becoming part of the funds that are used by the Presbytery to provide aid for Inquirers and Candidates.
  - Adding an agenda item to any calls for special meetings—a “rider” may be added by the CPM to the notice of any special meeting of Presbytery, permitting the examination of any candidates who may be ready for examination at the time the special meeting is called.
- C. The Church Property Commission: The Presbytery has granted authority to the Church Property Commission to do the following without additional approval
- Receive and act upon requests from congregations and other entities of the presbytery regarding property
  - All requests may be acted upon by the CPC except for the disposition of the entirety of a congregation or entities property.
  - Report any actions taken to the next regularly stated meeting of the presbytery
  - Maintain a record of all properties on behalf of the presbytery.

## **Article 11 Amendments**

- A. Process of Amendment
- Proposed amendments should be sent to the Stated Clerk of the Presbytery
  - Proposed changes must be submitted in writing and be accessible to the churches and Ministers of the Word and Sacrament of the Presbytery at least one month prior to the date of the stated meeting at which the issue(s) are to be discussed and voted upon.

- This Manual shall be subject to amendment with a vote to approve by 2/3 of voting commissioners at the stated meeting at which the vote is taken.
- B. Record of Amendment
- An official version of accumulated changes shall be kept in the Presbytery Office.
  - An updated Manual reflecting approved changes shall be published at least annually.

## SECTION 2: Policies

### **Policy regarding the use by the local church of the Presbyterian Church (USA) name and seal (approved 1989)**

- It is important for churches in the Northeast Georgia Presbytery to be identified as Presbyterian and as part of the Presbyterian Church (USA). Northeast Georgia Presbytery established a policy urging all the churches with the bounds of this Presbytery to affix the name of the denomination, Presbyterian Church (USA) and seal to communication methods (internal and external) where possible and appropriate. The denominational name and seal will be used on church signs, social media pages, letterhead, and other forms of media and communication.

### **Policies of Protection:**

- **Anti-Racism Policy: (The full text and guidelines of the policy can be found on the NEGA Presbytery Website)**
  - In response to G-3.0106, ratified in 2023, requiring all councils to adopt an anti-racism policy, Northeast Georgia has approved the following policy:
    - The presbytery will provide at least two formation experiences annually in which intentional conversations, relationship building, and learning opportunities will be facilitated. The presbytery will allocate funding for these experiences in the annual budget.
    - Ten percent of the annual Georgia Domestic Missionary Society Fund will be designated to invest in congregations within our bounds whose members are Black, Indigenous, or People of Color (BIPOC) who are seeking racial healing.
    - Ten percent of all church property sales will be designated as further contributions to this dedicated fund.
    - The fund will be administered by the Committee on Representation. The Committee on Representation has the authority to make grants from this fund for the following purposes:
      - Scholarships for seminary education for BIPOC candidates
      - Financial assistance to BIPOC congregations with emergency needs
      - Other purposes as deemed appropriate by the committee on Representation, in consultation with the Coordinating Team.
      - A full report will be provided to the presbytery twice annually.
- **Child-Youth-Vulnerable Adult Protection Policy: (The full text and guidelines of the policy can be found on the NEGA Presbytery Website)**
  - The member churches of the Northeast Georgia Presbytery take seriously the importance of providing a safe and nurturing environment for all children, youth, and vulnerable adults participating in the activities and programs of the presbytery.

- The policy is intended to protect the children, youth and vulnerable adults in our Church community, the adult volunteers and employees who work with them, and the Church itself. The policy establishes standards and procedures for
  - Supervision of and interaction with children and youth
  - Interaction with vulnerable adults’
  - Screening and training volunteers and staff
  - Reporting of and responding to suspicious or inappropriate activity
- **Sexual Misconduct Policy: (The full text and guidelines of the policy can be found on the NEGA Presbytery Website)**
  - All allegations of sexual abuse, sexual harassment, and sexual misconduct will be taken seriously. Every allegation will be received, investigated and acted upon in accordance with the terms of the policy
  - It is the policy of the Northeast Georgia Presbytery that all church members, church officers, non-member employees, and volunteers of governing bodies and entities of the Church are to maintain the integrity of the ministerial, employment, professional and volunteer relationship which reflect the high calling of membership in the Church of Jesus Christ. Sexual misconduct is not only a violation of the principles set forth in Scripture, but also of the ministerial employment, professional relationship, and volunteer service expected in the Church, and is never permissible.

**Policies Regarding Presbytery Meetings:**

- The Coordinating Team establishes the dates of the Stated Meetings of the Presbytery for the next calendar year at their October meeting.
- Invitations to host Presbytery meetings are received by the Stated Clerk. The Stated Clerk has the authority to accept invitations and then report to the Coordinating Team the locations of the upcoming Presbytery meetings. Once the locations for Presbytery meetings are established, the information is disseminated through posting on the Presbytery website, announcements at Presbytery meetings, emails to Pastors and Clerks of Session, Presbytery newsletters, and other appropriate means of communication.
- Time limits for debate at Presbytery meetings: (Presbytery can set aside this rule when it deems necessary)
  - Individuals are limited to speaking once and for no more than three minutes during discussion of a matter.
  - A bell may be used to signal when a speaker is near or at the end of the allotted time.
  - The Moderator should recognize speakers in an alternating manner between “pro” and “con”
  - No one may speak more than once until every person who wishes to speak has had an opportunity to do so.
  - Presbytery may set a maximum time for debating an issue.
- Minutes of Presbytery meetings:
  - Minutes shall be taken at each stated meeting and at each called meeting of the Presbytery
  - Minutes will be included in the Handbook at the next presbytery meeting
    - Minutes are provided for review for accuracy prior to a vote to approve the minutes.
  - Minutes will be approved at the next presbytery meeting

- Minutes of each meeting will be available on the Northeast Georgia Presbytery website
- Adding an agenda item to any calls for special meetings:
  - If a minister or candidate is ready for examination at the time of the special meeting, permission to add the examination may be added to the meeting agenda if delaying the examination until the next stated meeting would present a hardship or significant inconvenience in the life of the minister or candidate.
- Achieving Parity between the number of teaching elder and ruling elder commissioners to presbytery meetings: Book of Order G-3.0201
  - “The presbytery shall adopt and communicate to the sessions a plan for determining how many ruling elders each session should elect as commissioners to presbytery, with a goal of numerical parity of teaching elders and ruling elders. This plan shall require each session to elect at least one commissioner and shall take into consideration the size of congregations as well as a method to fulfill the principles of participation and representation found in F-1.0403 and G-3.0103”
  - Voting commissioners at meeting of Northeast Georgia Presbytery include all Minister members (Teaching Elders) plus:
    - Ruling Elders serving the presbytery in official capacities (Chairs of Ministry Teams or Commissions, and Presbytery officers)
    - Ruling Elders elected by their sessions to serve as Commissioners
      - Every congregation is entitled to at least one Ruling Elder Commissioner
      - To assure proportional representation of all members, additional Ruling Elder Commissioners are allocated to larger congregations in numbers based on the congregation’s membership.
        - 1,000 members or more: 5 additional RECs
        - 500 - 999 members: 4
        - 250 - 499 members: 3
        - 125 – 249 members: 2
        - 75 – 124 members: 1

### **Ministerial Attendance at Presbytery Meetings**

- This policy is grounded in the belief that participation in the life of the presbytery is a vital expression of our shared calling. As teaching elders in covenant relationship, we are called not only to serve our congregations but also to contribute to the collective discernment, support, and witness of the whole presbytery.
- Presence is a ministry, and our mutual participation is an act of faithfulness to Christ and one another. Regular attendance at presbytery meetings fosters deeper relationships, encourages shared leadership, and strengthens our common mission.
- Expectations: All ministers (teaching elders) who are members of the Northeast Georgia Presbytery are expected to:
  - Attend at least 50% of stated presbytery meetings over any rolling three-year period to be considered a minister in good standing for the purposes of voting, serving on committees, accepting new calls, or transferring within or out of the presbytery.
  - Actively participate in the life of the presbytery, including worship, fellowship, and mutual support—not simply business sessions.
    - Special called meetings count positively towards the 50% threshold but do not count negatively
- Flexibility & Grace

- We recognize that ministry can be demanding and that seasons of life and health, family responsibilities, distance, or church obligations can make attendance difficult. For this reason:
- Ministers who fall below the 50% threshold may submit a written explanation to the Stated Clerk and be granted an exemption or accommodation upon review by the Committee on Ministry.
- Ministers serving honorably retired, validated, or specialized ministries may be granted broader flexibility, but are still encouraged to attend when possible as a sign of mutual care.
- Attendance via Zoom or other hybrid formats will count as full participation unless otherwise specified.
- **Accountability & Support**
  - The Stated Clerk will keep an annual record of attendance and provide an update to each minister at the beginning of each calendar year.
  - Ministers who fall below the participation threshold will be contacted with a pastoral follow-up from a member of the Committee on Ministry—not for discipline, but for encouragement and care, to understand any barriers and renew connection.
  - A minister not in good standing due to lack of attendance will be ineligible to:
    - Be considered for a new call (within or beyond the bounds of the presbytery),
    - Serve on presbytery committees or task forces, or
    - Serve as a commissioner to higher councils until good standing is restored or an exemption is granted.
- **Final Note:** This policy is not about keeping score, but about keeping covenant. Our presbytery is stronger when we show up for one another—not only in crisis, but in regular rhythms of worship, discernment, and fellowship. We hope this policy encourages presence, deepens connection, and fosters a community of ministers who know and care for one another well.

### **Electronic Meetings**

- In accordance with the requirement of Robert’s Rules of Order Newly Revised, congregations and their committees may meet electronically at the discretion of their sessions, provided that the technology employed allows for all members present to hear and be heard simultaneously. This includes joining one or more persons electronically to an otherwise in- person meeting. Congregations should adopt special rules of order and standing rules to govern such meetings. (G-1.0501)
- **ADVICE FROM “A GUIDE TO PARLIAMENTARY PROCEDURE IN THE PCUSA.”**
  - As the use of technology increases, more and more meetings employ electronic elements, including either joining one or more people to meetings electronically, or holding meetings entirely by phone or the internet. The latest edition of RONR (Robert’s Rules of Order Newly Revised) has a significantly expanded section on electronic meetings (pp. 97–99). The two most important guiding principles for electronic meetings are that they must be authorized in an organization’s governing documents (our Manuals of Administrative Operations), and the technology employed must allow for “the opportunity for simultaneous aural communication.” Otherwise, the decisions being made have not had the benefit of real discussion. Additionally, RONR urges organizations that meet electronically to adopt special rules related to ensuring quorums, seeking recognition from the chair, and other aspects of meetings that work differently when participants aren’t all in the same room together—and that will likely need to be written to apply to the specific technology being employed.

- **ELECTRONIC MEETING POLICY:**
  - Meetings of the presbytery and related organizations, committees, and commissions should ordinarily be in-person. With the approval of the body, unless a simple majority of the body requests an in-person meeting, all such meetings, including voting on matters therein, may also be conducted virtually via video or telephone conferencing, or as a hybrid meeting in which one or more of the groups attend either in person or virtually. Virtual or hybrid meetings must provide, at a minimum, conditions for simultaneous aural communication among all participating members, equivalent to those of meetings held in one room or area, and shall abide by the same policies and procedures, including the manner of voting, as an in-person meeting.
  - Committees may authorize the limited use of electronic communication (email or text messaging) for votes in circumstances when an immediate decision is necessary, and where the following conditions are met:
    - written notice prepared by the chairperson to verified contacts of all members of the body,
    - an agreed span of time in which specific email votes will be considered,
    - three quarters of voting members respond,
    - all responses are accessible and visible to all members of the body (i.e. reply to all),
    - there are no negative votes or substantial questions concerning the action being taken.
    - Any objection or negative vote expressed by a voting member will terminate the email vote and a virtual, hybrid, or in- person meeting shall be called. Decisions made by electronic communication shall be reported by the chairperson, affirmed at the next regular meeting, and recorded in its minutes.

**Policies Related to Authority of a Commission granted to the Committee on Ministry and to the Committee on Preparation for Ministry and to the Church Property Commission**

- This information can be found in Section 1, Article 10

**Policies Related to Overtures and Resolutions from Sessions**

- Overtures and resolutions are items of business that must have been approved by a Session or may be presented by any minister commissioner of the Presbytery and shall request the Presbytery to take a particular action or approve or endorse a particular statement, stand, or resolution. Book of Order G-3.0202. Presbytery will treat any “overture type” expressions or requests as “overtures”, even if they are labeled “communication” rather than “overture” or “resolution”.
- A Session considering an overture or resolution to the Presbytery shall, with Moderator or Clerk of Session:
  - Examine recent Presbytery meeting minutes to determine if a similar overture or resolution already has been passed; or
  - Consult with the Stated Clerk to determine whether the desired action has been voted on in a previous Presbytery meeting; or
  - Consult with the Stated Clerk to determine if a similar overture or resolution already has been proposed, to avoid duplication of action.

- All overtures and resolutions intended for consideration by the Presbytery shall be received by the Stated Clerk no less than thirty-five (35) days prior to the date of the Presbytery meeting at which such overture or resolution shall be considered.
- The Stated Clerk shall refer the overture or resolution to the Bills and Overtures Committee within 5 days of receipt.
- There must be ample time provided to presbyters to study, research, and discuss the overture or resolution prior to the Presbytery meeting at which the overture will be considered.
- Should the submission of overtures or resolutions fail to meet the designated time limit prior to a particular Stated Meeting, the overture or resolution will be either referred to the following Stated Meeting or to a special called meeting if appropriate.

### **Process for distribution of the proposed amendment booklets and voting on proposed Constitutional Changes**

- Proposed constitutional changes are customarily sent by the General Assembly to presbyteries to be approved or disapproved via vote. When proposed changes are available in the fall it is customary that voting will occur in the winter months at either a stated meeting or a special meeting called for that purpose. When proposed changes are received, the Bills and Overtures Committee will implement the following procedure:
  - The proposed changes will be made available to each commissioner, minister and elder in the fall. The proposed changes will be disseminated via email to the Pastor/Moderator of Session and to the Clerk of Session of every congregation. Proposed changes will be available on the NEGA Presbytery website. Copies of the proposed changes will be mailed to a member congregation upon request.
  - During the second week in January, the Bills and Overtures Committee will send reminders to each Clerk of Session and Minister in the presbytery to prepare for upcoming study, discussion, and guidance.
  - During weeks prior to voting, the Bills and Overtures Committee will schedule information sessions for guidance prior to voting.
  - At the winter stated meeting, or special meeting, the Bills and Overtures Committee will present rationale for both approval and disapproval of the proposed changes as well as make recommendations.
  - A vote will be taken by ballot. A voice vote will not be allowed.
  - The ballots will be counted by the Stated Clerk and designated helpers. The results will be reported to the meeting in progress and to the Office of the General Assembly.

### **Policy related to General Assembly/Synod Commissioner Selection Process**

Commissioners to General Assembly and to Synod are elected by the Presbytery to represent it at the biannual meetings.

- Three Commissioners are elected for General Assembly and three Commissioners are elected for Synod.: One Ruling Elder, one Teaching Elder and one Young Adult Advisory Delegate
- Care should be taken to ensure churches in all regions of the presbytery are given the opportunity to recommend individuals for consideration who meet the criteria.
- Criteria for Teaching Elders: (applicable to General Assembly and to Synod)
  - Shall have been a member of the PCUSA for a minimum of five years
  - Shall have been a member of Northeast Georgia Presbytery for five years
  - Shall have served as an active member on a Ministry or Action Team or committee of the Presbytery within the last three years

- Shall be a minister currently in good standing with Northeast Georgia Presbytery
- Criteria for Ruling Elders: (applicable to General Assembly and to Synod)
  - Shall have been a member of the PCUSA for a minimum of five years
  - Shall have been a member of a congregation of Northeast Georgia Presbytery for at least five years
  - Shall have served on a Ministry/Action Team or committee of Session or Presbytery within the last three years. (Does not require current membership on a Session)
  - Shall be a currently active member in good standing of his/her local congregation and endorsed by local Session as a valid candidate
- Criteria for Young Adult Advisor Delegate
  - The Delegate must be 18 – 23 years old on the first day of the General Assembly
  - The Delegate must be an active member of a congregation of a new worshipping community with a presbytery relationship
  - The Delegate must display sufficient personal maturity to function responsibly for the assembly duration
  - Shall be a currently active member in good standing of his/her local congregation and endorsed by local Session as a valid candidate
- Alternate Commissioners to General Assembly or to Synod
  - Alternate Commissioners are elected by the Presbytery to represent it at the biannual meetings in the event a commissioner is unable to fill this obligation. Each commissioner must meet the criteria specified above.
  - Alternate Commissioners are: one Ruling Elder, one Teaching Elder, and one Young Adult Advisory Delegate
  - Care should be taken to ensure churches in all regions of the presbytery are given the opportunity to recommend individuals for consideration who meet the criteria.

### **Policy related to Administrative Reviews**

The Committee on Ministry has been given permission by the Presbytery to conduct Special Administrative Reviews (G-3.0108b) when the Committee on Ministry becomes aware, through notification by a lower governing body, of an irregularity or delinquency that has occurred.

### **Special Disciplinary (Investigating Committee) Appointment Procedure**

- In accordance with the Book of Order section D, the chair of the Committee on Ministry, the General Presbyter, and the Stated Clerk are authorized to name an Investigating Committee with the need arises. The work of the Investigating Team can be lengthy thus the need for strict confidentiality is essential. Information is shared only as needed and in accordance with the procedure found in the Book of Order.

### **Policy related to Validated Ministry within the Northeast Georgia Presbytery (See the Book of Order G-2.0503a)**

- Northeast Georgia Presbytery welcomes for membership those ministers who are serving out their call in our churches, hospitals, prisons, and other agencies of caring and compassion. We want to enable them to faithfully and spiritually live out their call from God to serve God's people everywhere.

The Presbyterian Church (USA) recognizes that valid ministry takes place outside the parish and provides within its definition of active ministry a variety of recognized positions and ministries. The criteria for validated ministry are specified in the Book of Order.

The presbytery is entrusted with the validation of ministries beyond the jurisdiction of this church. For a ministry to be validated by the Northeast Georgia Presbytery, it is incumbent upon the candidate to provide evidence in writing that the validated ministry conforms to all provisions of G-2.0503a. Further, the candidate must provide evidence that the ministry is consistent with the vision and mission of Northeast Georgia Presbytery.

- The Examinations Action Team for the Committee on Ministry will review the evidence provided and, when deemed appropriate, will interview the candidate and representatives of the calling or employing organization.
- Once the evidence is reviewed, the Examinations Action Team will make a recommendation to the Committee on Ministry.
  - If the Examinations Action Team recommends not validating a particular ministry, the candidate has the right of appeal to the Committee on Ministry.
- The Committee on Ministry will make its recommendation to the Presbytery for approval.
  - If the Committee on Ministry recommends not validating a particular ministry, the candidate has the right of appeal to the Presbytery. In the case of such an appeal, the provisions for hearings and fair procedures outlined in G-3.01209 shall be applicable.

Unless approval is given to labor outside the bounds of the Presbytery, the minister engaged in a validated ministry will ordinarily be a Parish Associate for a church in the Presbytery and/or enrolled on the Pulpit Supply list. Such ministers are expected to participate in the life and ministry of the Presbytery.

Each validated ministry shall be reviewed by the Examinations Action Team of the Committee on Ministry and approved by the Presbytery on an annual basis. Such reviews shall include both examination of the ministry considering the criteria specified by the Book of Order and of the minister's participation in the life and ministry of the Presbytery.

- Reviews shall include a written report from the minister and may include interviews with the minister and representatives of the calling or employing organization, as well. Ministers engaged in validated ministries may request to meet with the Examinations Action Team at the time of the annual review.

While it may recognize other Validated Ministries, ordinarily Northeast Georgia Presbytery will ordain candidates only to the following recognized Validated Ministries: Chaplain, Pastor, Pastoral Counselor, Campus Minister, evangelist, and teacher (or professor) of Theology, Bible or other appropriate discipline.

### **Policy related to Session Minutes Review**

To comply with *Book of Order* G-3.0204 and G-3.0107, several options exist for completing the mandatory review of Session Minutes. **Completion of review is required.**

- **Full Review:** The Stated Clerk shall publicize dates for full review sessions at the first stated meeting of the presbytery of the year. The Clerks of Sessions will gather and peer review one another's minutes. These full reviews will also provide opportunities for training and sharing of best practices. Clerks must bring originals or copies of all materials listed in the Checklist for

Review of Session Records. Upon completion of this review, the Stated Clerk will provide documentation by email that the review is completed.

- **Peer Review:** Two or more Clerks of Session may arrange to peer review one another's minutes at their convenience. All Clerks participating in peer review must submit to the Stated Clerk a signed copy of the Checklist for Review of Session Records, noting what is complete and any deficiencies. Upon completion of this review, the Stated Clerk will provide documentation by email that the review is completed.
- **Express Review:** When circumstances arise that prevent the Clerk of Session from attendance at either a Full Review session or a Peer Review, the Clerk may request that the Stated Clerk perform an express review. This option is intended to be used sparingly but is in place to provide flexibility and grace when necessary. To qualify for Express Review, the Clerk (or former Clerk) must have completed the prior year's review without exception. If approved, the Clerk of Session shall submit the following to the Stated Clerk either electronically or by postal service:
  - The completed Checklist for Review of Session Records, signed by both the Moderator and Clerk of Session.
  - A sample of three Session Meeting Minutes from the year being reviewed
  - The minutes of the Annual Meeting of the Congregation and Corporation
  - The completed Financial Review or Audit
  - Copies of all required policies (Youth and Vulnerable Adult Protection, Sexual Misconduct, Harassment, and Anti-Racism)
  - The Annual Statistical Report for the year being reviewed
  - A copy of the budget approved by the Session

Upon completion of this review, the Stated Clerk will provide documentation by email that the review is completed.

### **Gracious Dismissal Policy**

The polity of the Presbyterian Church (USA) is intentionally designed to hold together disparate parts of Christ's body in one church for the glory of God and the edification of the faith of all its members. Our unique witness to the Gospel is strongest when it is borne out of a spirit of respect, mutual forbearance, and shared commitment to the Great Ends of the Church. Nevertheless, there have arisen circumstances in our past and present when the denomination adopts a position that marks a severe enough departure from historic doctrine or principles that merit a congregation entering into discernment on whether or not they remain aligned theologically and missionally with the PCUSA. While it is "very good and pleasant for kindred to live together in unity," (*Psalms 133:1*) we acknowledge that common ground can sometimes be difficult to identify. The purpose of this policy is to establish a process by which congregational discernment might take place in a prayerful and orderly manner.

### **Core Affirmations**

- We affirm that Jesus Christ is the head of the church in all of its many forms.
- We affirm that Scripture, the Book of Order, and the Book of Confessions all contain authentic and reliable revelations of God's will for us as individuals, congregations, and the Church Universal.

- We affirm that each of these witnesses to God contain admonitions against divisive and destructive behavior.
- We affirm the intrinsic value of mutual forbearance, respect, freedom of conscience.
- We affirm that the church is a communion of saints across time and that we have the responsibility both for those who have come before and those who will follow.
- We affirm that Presbytery alone has the authority to grant dismissal to a congregation with property seeking to leave the denomination.
- We affirm that the Trust Clause will not be used as a threat (civil or ecclesiastical) or tool to unnecessarily bind congregations with a genuine desire to depart the denomination over a matter of conscience.

### Process of Discernment

- The Session of a congregation informs the Stated Clerk of the Presbytery of the intention to enter a time of discernment. The Stated Clerk will inform the General Presbyter and the chair of the Committee on Ministry (COM).
- The SAR will meet with the Session to determine the points of conflict and identify points of agreement. The committee will work with the Session collaboratively to explore possibilities of reconciliation.
- The SAR will counsel with the congregation regarding possibilities for reconciliation and the likely impacts should dismissal be pursued.
  - If there is a group within the congregation who desires to maintain membership with the PC(USA), the SAR will request that the Presbytery form an Administrative Commission to consider the following:
    - viability of this group as a continuing congregation
    - viability of the departing congregation
    - determine, as much as possible, an equitable distribution of congregational assets (property, financial, etc.)
- If attempts at reconciliation are unsuccessful, the SAR will begin the process of negotiating the terms of dismissal and will validate the will of the congregation by way of a congregational vote.
- The SAR, Session, and departing congregation are expected to negotiate expeditiously and in good faith. No negotiation of terms will be identical to another congregation, and no negotiation of terms sets a precedent for future negotiation. In general, the terms ought to:
  - Identify the reformed body to which the congregation desires to be dismissed to.
  - Establish all financial settlements.
- The SAR, through action of the COM, will bring a recommendation to the floor of presbytery for its approval or disapproval. No terms of dismissal are final until the presbytery has voted.

### Considerations

- Does the congregation hold any assets that specifically tie it to the PC(USA)? For example, an endowment fund with a reversionary clause should the congregation cease to be affiliated with the PC(USA).
- Does the congregation bear any debts for which the presbytery is guarantor?

### Policies related to Presbytery Finances

- **Budget and Finance Initiative Team (BFIT):** BFIT is an action team of the Coordinating Team (CT). BFIT will develop an annual presbytery budget to be approved by presbytery, make financial recommendations to Coordinating Team, and perform other functions as noted below.
  - Schedule for presbytery budget planning:

- At its summer meeting, the CT receives recommended budget deadlines from BFIT and instructs committees to prepare budget request for the following year
- BFIT will meet prior to the fall meeting of the CT and draft a preliminary presbytery budget which incorporates committee requests as well as other components of the annual presbytery budget.
- BFIT presents this preliminary budget to the CT for review and revision at the fall meeting
- The proposed budget is then recommended to presbytery at the Fall Stated Meeting for approval, to take effect January 1 of the following year.
- Other functions:
  - Monitor the relationship between the annual budget and the annual expenditures and make necessary recommendations to the CT
  - Advise and participate in the making of financial decisions during the year
  - Make financial decisions regarding investments, reserve funds and residence for these reserve funds
  - Cooperate with the Personnel Action Team to recommend employee Terms of Call and salaries
  - Review and make recommendations on any grant requests received
  - Conduct an internal financial review every three years in accordance with presbytery policy
  - Oversee an annual external financial review in accordance with presbytery policy
  - Be familiar with CT policies and presbytery policies with financial implications

### **Policies related to Restricted Funds**

Northeast Georgia Presbytery is charged with managing a number of fund accounts separate from and in addition to its own budget. An accounting of these funds is shown on the balance sheet under “Equity”. These accounts are:

- **Undesignated Reserves:** This reserve fund was created at the inception of Northeast Georgia Presbytery with uncommitted monies from three former Presbyteries: Georgia, Augusta-Macon, and Athens.
  - The income source is Shared Mission budgeted contributions left unused at the end of any year.
  - Expenditures: undesignated reserves may be used by decision of Presbytery:
    - To make up any deficit in Presbytery’s annual budget
    - To care for Presbytery expenses during “lean: months when those expenses are greater than contributions from churches
    - For any other purpose which Presbytery may decide.
  - By Presbytery policy, the balance in undesignated reserves shall not fall below \$20,000
- **1001 New Worshiping Communities Fund:** In October 2023 the Presbytery Moderator appointed the 1001 New Worshiping Communities Task Force to explore ways the presbytery could encourage and support new worshiping communities within its bounds. Presbytery approved designating proceeds from the sale of the Carnesville and Hopewell church properties, as well as interest eared on the Trinity Fund toward 1001 New Worshiping Communities
  - Income sources are interest earned on the Trinity Fund until December 2025
  - Expenditures are any grants authorized by the Coordinating Team
  - Disbursement Criteria

- Request for grants must be written and received by the CT for consideration
  - Request must clearly identify how the grant will be used for establishing and supporting a new worshipping community
  - The CT will make the decision regarding awarding a grant for up to \$20,000
  - Grants above \$20,000 will be presented to the Presbytery for approval (at the next Stated Meeting)
  - The CT, in consultation with the Treasurer, will determine the method of disbursement of the grant.
  - A report of the grants awarded will be reported by the CT to the Presbytery in its report to the Presbytery included in the Stated Meeting Handbook
- **Assistance Fund:** In 2015, the Northeast Georgia Presbytery approved establishing this fund by combining the monies from the Assistance to Ministers, Pastoral Care, Sabbatical, Aid to Candidates, and Staff Development funds. The Assistance Fund is under the oversight and authority of the Coordinating Team. Income sources are any benevolences received for this purpose. Expenditures are grants authorized by the Coordinating Team.
  - Criteria for consideration: Individuals engaging in non-degree educational, professional development, spiritual development opportunities may apply. (Grant application form may be found on the Northeast Georgia Presbytery website). Requests should be written in a concise narrative format according to the following outline:
    - Description of the class/conference/event attending: Provide an overview of the event including the name of the sponsor, intended audience, date(s), and cost of attendance
    - What are your goals for attending
    - Is your church sharing the cost of attendance? If so, what portion?
    - Provide a specific plan detailing how you will evaluate the effectiveness of the event and personal goals met
    - Any funds not spent for purposes specified in the grant must be returned
  - Due to the lack of regular income sources for the Assistance Fund, the Coordinating Team may elect to award less than the requested amount or may elect to deny the request.
- **Beth Duncan Endowment Fund:** This endowment fund was created following the death in 1958 of Anna Margaret Auld Duncan of Elberton in memory of her daughter, Beth Duncan. The will stipulates that income from the Endowment Fund is to be used “in the furtherance of the work of the Church carried on by the Women’s Organizations of the church.” Earnings from the endowment are credited to the Beth Duncan Fund for use by Presbyterian Women.
  - This fund is under the oversight and authority of a Beth Duncan Fund Committee, which is made up of appropriate members of Presbyterian Women of the Presbytery.
    - Income sources are earnings from the Beth Duncan Endowment Fund, a prorated portion of interest earned by the various cash accounts of the presbytery, and offerings taken at PW gatherings.
    - Expenditures are any authorized expenses of the PW moderator and expenses related to the PW Annual Gathering, Fall Retreat, and Churchwide Gathering.
- **BIPOC Fund:** This fund was created at the adoption of the Presbytery’s Anti-Racism Policy in May 2025. Per the policy, the fund was created by transferring 10% of the balance of the Georgia Domestic Missionary Society Fund and is under the oversight and authority of the Committee on Representation.
  - Income sources are 10% of all church property sales.
  - Expenditures are grants authorized by the Committee on Representation for scholarships for seminary education for BIPOC candidates for ministry; funding to enhance the

ministry and witness of BIPOC congregations; financial assistance to BIPOC congregations with emergency needs; supporting efforts of racial healing and identity formation beyond race within any church in the presbytery, or for the presbytery as a whole, and to fulfill any other purposes deemed appropriated by the Committee on Representation in consultation with the CT.

- Disbursements of funds: The disbursement of funds will be guided through an advisement process involving the Committee on Representation, the Coordinating Team, and the Treasurer.
  - Grants up to \$20,000 will remain under the authority of the Committee on Representation
  - Grants above \$20,000 will require approval of the CT with recommendation to the Presbytery for final approval
- **Clergy Care Fund:** The Clergy Care Committee forms cohorts designed to provide support and fellowship to minister members of the presbytery. Ministers make a three-year commitment to their cohort, and the participants, their sponsoring organizations, and the Clergy Care Committee partner monetarily to help cover the costs associated with the cohorts, including a retreat experience in the final year.
  - Income sources are annual participant fees, sponsoring organization fees, and amounts from the Clergy Care Committee's annual operating budget.
  - Expenditures are costs to conduct the cohort groups, such as facilitator honorariums, monthly meeting meals, and expenses for the third-year retreat experience.
  - The Clergy Care Fund is under the authority and oversight of the Clergy Care Committee
- **Colladay Cottage Fund:** In May, 2025 the Presbytery approved a partnership with William Black Lodge in Montreat, NC, in which NEGA would gain an ownership interest in the small cottage on the property. A 25-year lease agreement was signed with NEGA paying William Black Lodge an initial \$150,000 for use on upgrades, maintenance, landscaping, and access to the cottage, to be named the Frank Colladay Cottage, in exchange for use of the Cottage for 13 weeks/91 nights per year to provide rest, retreat, and renewal in Montreat for individuals who are currently employed and serving in ministry (pastors, commissioned lay pastors, youth and children's ministry directors, music directors, and Christian educators) within the Northeast Georgia Presbytery. Following the Initial Payment, NEGA would pay WBL \$1.00 per year for years 1 – 15 of the lease, and \$5,000 per year for years 16 – 25 of the lease. The Retreat Endowment Fund, held at Presbyterian Foundation on behalf of NEGA, was liquidated to make available funds to satisfy the lease agreement.
  - Expenditures are annual payments to William Black Lodge per the terms of the lease agreement.
  - Requests to utilize the Colladay Cottage shall be made to the CT through their designate coordinator. For 2026, the CT has appointed Rev. Andy Cooke as the reservation coordinator.
  - The Treasurer, in consultation with BFIT, will have oversight and authority of this fund
- **Connectional Events Fund:** At the February 28, 2015, stated meeting the presbytery approved establishing this fund by combining the monies from the Church Professionals Retreat, Overnight Presbytery Meeting, Retreat Program, and Retreat Scholarship funds. The Connectional Events Fund is under the oversight and authority of the Congregation Connections Committee to fund their ministry.
  - Income sources are any benevolences received for this purpose and any registration fees received for related events.

- Expenditures are expenses approved by the Congregational Connections Committee to fund their ministry
- **Emergency Relief Fund:** This fund was created in February 2025 with a grant received from PDA and other donations to support the Augusta community in their recovery from the aftermath of Hurricane Helene in Fall 2024. The fund is under the oversight and authority of BFIT.
  - Income sources are a \$7,500 grant from PDA and any benevolences received for this purpose
  - Expenditures are grants of up to \$5,000 (depending on the fund balance) to address natural and other disasters that severely impede a member congregation's or other affiliated worshipping community's ability to function
- **Justice and Peacemaking:**
  - Income sources are benevolences received for this purpose
  - Expenditures are under the authority of the CT
  - Requests for funds from this account should be made to the CT with information included to describe how the use of funds would be consistent with justice and peacemaking.
  - Disbursement of funds will be under the direction of the Treasurer
- **Property Protection and Defense:** This fund was established in 2017 in response to the lawsuit related to the Alps Road property.
  - Income sources are any benevolences received for this purpose
  - Expenditures are any payments authorized by the CT. This fund is under the oversight and authority of the CT
- **Spiritual Direction Fund:** Upon the death of Stated Clerk Emeritus Rev. Joe Berry, the Presbytery received a gift from the Lois and Lucy Lampkin Foundation in his memory. The Presbytery approved a recommendation by CT to create the Spiritual Direction Fund using this gift for grants related to spiritual direction.
  - Expenditures are under the authority of the CT.
  - Requests for grants should be made to the CT with a description of how the grant would be used to enhance the development of or strengthening of spiritual direction in the person or entity requesting the grant.
  - The CT will work in consultation with the Treasurer in the disbursement of grants
- **NEGA ENDOWMENT FUND:** At its October 21, 2025 meeting, Presbytery approved establishing this endowment fund using the balances of the former Georgia Domestic Missionary Society and Trinity Funds. The principal objectives are to support the administrative work of the Presbytery and to offer grants to local worshipping communities. A distribution of up to 5% of the average balance will be available annually, with the first funds being available for distribution three years after the fund was established. The Fund is under the authority of the Coordinating Team based on recommendations of the Budget/Finance Initiative Team (B/FIT).

Committee on Ministry  
Rev. Steven Barnes, Chair

Meetings: March 12, 2026; April 9, 2026; May 7, 2026

For Information:

1. Heard liaison reports from the following churches and ministries: Bath, Belle Terrace, Cornelia First, Dahlonga, Eatonton, Friendship, Hartwell First, Homer, Jefferson, Madison, Milledgeville First, Mountain, Pleasant Hill, St. Andrew, Timpson, Westminster, and Wiley

Actions:

1. Received the examination for fit of Rev. Teresa Franklin and approved the part-time transitional pastor contract between her and Cornelia First effective March 15, 2026.
2. Approved the Covenant Pastor contract terms between Rev. Karen Fletcher and Hartwell First.
3. Approved Rev. Shon Peppers to serve as Session Moderator at Jefferson.
4. Approved Rev. Mari Turner to serve as Session Moderator at Madison.
5. Approved the Covenant Pastor contract terms between Rev. Michael Helms and Pleasant Hill.
6. Approved the Covenant Pastor contract terms between Rev. Melvin Lowry and Westminster.
7. Granted permission for Rev. John McCrosky to continue laboring outside the bounds of Northeast Georgia Presbytery as of March 2026 in his current call as Interim Pastor at Heritage Presbyterian Church in Acworth, GA, which is a congregation of Cherokee Presbytery.
8. Conducted the 2026 Annual Salary Standards Review for installed pastors.
9. Approved Rev. Mark Deaton to serve as Session Moderator at Belle Terrace, if the way be clear.
10. Acknowledged the status change for Rev. Courtney Pittman from installed pastor to member-at-large.
11. Approved the 6-month transitional pastor contract renewal between Rev. Mike Williams and St. Andrew effective May 1, 2026.

Recommendations:

1. That Northeast Georgia Presbytery approve the transfer of Rev. John McCrosky to Cherokee Presbytery.



**EVENT GRANT REPORT**  
**Guns to Gardens — March 28, 2025**  
*Submitted: April 2025*

## **Introduction**

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On behalf of The Table Athens, we are pleased to submit this report documenting the outcomes of our inaugural Guns to Gardens event, held on Saturday, March 28, 2026. This report is offered in gratitude to those whose generosity made the event possible, and in accountability to the shared vision we hold for peace, community, and faithful witness.

The date of March 28 was intentional. Held on the eve of Holy Week, it was chosen as a deliberate act of witness — bearing public testimony to the nonviolence at the heart of the life and teaching of Jesus Christ. As communities of faith prepare each year to walk through the story of the cross, we believed there was no more fitting moment to transform instruments of violence into instruments of life.

## Event Outcomes

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### Firearms Collected and Destroyed

The Guns to Gardens event was an inspiring success by every measure. Over 70 unwanted firearms were surrendered by community members and destroyed on site. All collected guns were rendered permanently inoperable and transferred to RAWTools South, our partner organization, who are now in the process of forging them into garden tools, works of art, and jewelry. Each object that leaves their shop is a tangible symbol of transformation — a story of what was, and what can be.

### Community Participation and Volunteer Training

One of the most meaningful dimensions of the event was the direct participation of students from The Table. A cohort of our students received hands-on training in the safe and effective use of chop saws and angle grinders, learning to dismantle firearms to the point at which they are no longer legally considered a firearm under federal law. Their willingness to roll up their sleeves and do the hard, careful work of dismantling reflected exactly the kind of embodied, active peacemaking we hope to cultivate in our community.

We also welcomed a number of community partners, including Holy Cross Lutheran Church, Covenant Presbyterian Church, Milledge Ave. Baptist Church, Oconee Street United Methodist Church, Athens Area Moms Demand Action, Mothers of Black Sons development initiative, the D.L. Handy Foundation, and the Georgia Conflict Center.

Additional student volunteers staffed the gift card distribution station, offering gift cards as an expression of gratitude to community members who surrendered their firearms. The generosity of donors made this gesture of appreciation possible, and it was warmly received by participants throughout the day.

Following the event, we hosted a vigil for victims of Gun Violence that gave us space to process and pray for those affected by gun violence. The event featured speakers from the local community working to end gun violence in tangible ways. Those speakers included Dr. Kim Haltiwanger from Athens Moms Demand Action, Tiffany Taylor, founder of the Mothers of Black Sons development initiative, David Harris from Georgia Majority for Gun Safety, and three UGA students from SAVE Promise Club, a club that stems from Sandy Hook Promise. During the event, RAWtools ran their forge and started turning some of the gun parts we collected that day into garden tools and pieces of jewelry. After the event, many stuck around to hammer some of those guns and take part in the blacksmithing themselves.

## Media and Documentary Coverage

Counter Stories Productions became aware of the event in advance and reached out to collaborate. We worked with their team to facilitate their filming of the day for an upcoming documentary focused on RAWTools and the broader movement of converting guns into garden tools as an expression of Christian faith. The documentary is expected to be released in 2027. We are honored that this event — and the students and community members who showed up for it — will be part of that record.

## Financial Summary

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The total cost of hosting the event was ~\$11,000, allocated across the following areas:

- RAWTools South partnership fee (staffing, expertise, and on-site equipment):  
**\$5,866**
- Gift cards provided to community members in gratitude for firearm surrender:  
**\$4,328.70**
- Marketing and promotional costs and materials, including outreach to the broader Athens community: **~\$805.30**

At the close of the event, a number of gift cards remained unused, totalling \$2,900. This is not for lack of participation, but because most of the donors refused to be thanked with giftcards. Pending approval from our presbytery and insurance agency, The Table intends to use the remaining funds to purchase our own chop saw, angle grinder, and appropriate personal protective equipment (PPE). This would allow us to establish a standing, by-appointment safe firearm disposal site serving the greater Athens area — making the work of this single event into an ongoing ministry of community safety and peacemaking.

## Looking Ahead

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We believe this event was the beginning of something. Athens showed up — students, neighbors, and strangers — and brought their unwanted guns. They trusted us to handle them well, and we did. The work of peacemaking is rarely dramatic or headline-worthy, but in the grinding sparks of an angle grinder turning a gun barrel into scrap, something true and important was happening.

We are committed to building on this foundation. Should the presbytery and our insurance carrier approve, the establishment of a permanent, by-appointment disposal site would extend the reach of this work far beyond a single Saturday — creating a reliable, community-rooted alternative to gun surrender that is explicitly grounded in the faith tradition that calls us to beat swords into plowshares.

## A Word of Gratitude

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None of this would have been possible without the financial support of our grant partners. Your investment in this event was an investment in something that cannot be easily quantified: a community learning, together, what it looks like to take seriously the call to pursue peace. You made it possible for students to be trained, for neighbors to be welcomed, for guns to become garden tools, and for a documentary crew to capture a story worth telling.

We are deeply grateful. Thank you for believing in The Table, in the people of Athens, and in the possibility that the church can still be a sign of hope in the world.

Respectfully submitted,

**Rev. Will Norman & Haley Lerner**

Campus Ministers

The Table Athens, Inc.

tableuga.org

## BY MEMBERSHIP

| Congregation        | 2025 Membership | Standard Allotment | Racial Minority Allotment | Membership Adjusted | Total RE Allotment |
|---------------------|-----------------|--------------------|---------------------------|---------------------|--------------------|
| Athens First        | 970             | 1                  |                           | 4                   | 5                  |
| Reid Memorial       | 626             | 1                  |                           | 4                   | 5                  |
| Gainesville First   | 518             | 1                  |                           | 4                   | 5                  |
| Madison             | 312             | 1                  |                           | 4                   | 5                  |
| Rabun Gap           | 251             | 1                  |                           | 4                   | 5                  |
| Covenant Athens     | 232             | 1                  |                           | 4                   | 5                  |
| Monticello          | 231             | 1                  |                           | 3                   | 4                  |
| Covenant Augusta    | 223             | 1                  |                           | 3                   | 4                  |
| Nacoochee           | 205             | 1                  |                           | 3                   | 4                  |
| Oconee              | 198             | 1                  |                           | 3                   | 4                  |
| Clarkeville First   | 128             | 1                  |                           | 3                   | 4                  |
| Milledgeville First | 110             | 1                  |                           | 3                   | 4                  |
| Cornelia First      | 103             | 1                  |                           | 3                   | 4                  |
| Athens Korean       | 88              | 1                  | 1                         | 2                   | 4                  |
| Belle Terrace       | 85              | 1                  | 1                         | 2                   | 4                  |
| First Cleveland     | 79              | 1                  |                           | 2                   | 3                  |
| Friendship          | 75              | 1                  |                           | 2                   | 3                  |
| St Andrew           | 69              | 1                  |                           | 1                   | 2                  |
| Mt Hermon           | 56              | 1                  |                           | 1                   | 2                  |
| Winder First        | 55              | 1                  |                           | 1                   | 2                  |
| Sardis              | 54              | 1                  | 1                         | 1                   | 3                  |
| Greensboro First    | 54              | 1                  |                           | 1                   | 2                  |
| Jefferson           | 53              | 1                  |                           | 1                   | 2                  |
| Augusta Korean      | 49              | 1                  | 1                         | 1                   | 3                  |
| Clayton             | 48              | 1                  |                           | 1                   | 2                  |
| Westside            | 42              | 1                  | 1                         |                     | 2                  |
| Helen               | 40              | 1                  |                           |                     | 1                  |
| Clifford Memorial   | 40              | 1                  |                           |                     | 1                  |
| Eatonton            | 34              | 1                  |                           |                     | 1                  |
| Bath                | 31              | 1                  |                           |                     | 1                  |
| Pleasant Hill       | 28              | 1                  |                           |                     | 1                  |
| Westminster         | 27              | 1                  | 1                         |                     | 2                  |
| Commerce            | 27              | 1                  |                           |                     | 1                  |
| Dahlonega           | 27              | 1                  |                           |                     | 1                  |
| Mountain            | 25              | 1                  |                           |                     | 1                  |
| Christ              | 23              | 1                  | 1                         |                     | 2                  |
| Hartwell First      | 22              | 1                  |                           |                     | 1                  |

|                   |      |    |   |    |     |
|-------------------|------|----|---|----|-----|
| Timpson           | 18   | 1  |   |    | 1   |
| Homer             | 17   | 1  |   |    | 1   |
| Union Point First | 17   | 1  |   |    | 1   |
| Calvary           | 15   | 1  |   |    | 1   |
| Wiley             | 12   | 1  |   |    | 1   |
| Lavonia           | 11   | 1  |   |    | 1   |
| New Hope          | 10   | 1  |   |    | 1   |
| Hebron            | 8    | 1  |   |    | 1   |
| Elberton First    | 8    | 1  |   |    | 1   |
| TOTALS            | 5354 | 46 | 7 | 61 | 114 |

## ALPHABETICAL

| Congregation      | 2025 Membership | Total RE Allotment | Congregation        | 2025 Membership | Total RE Allotment |
|-------------------|-----------------|--------------------|---------------------|-----------------|--------------------|
| Athens First      | 970             | 5                  | Helen               | 40              | 45                 |
| Athens Korean     | 88              | 4                  | Homer               | 17              | 21                 |
| Augusta Korean    | 49              | 3                  | Jefferson           | 53              | 56                 |
| Bath              | 31              | 1                  | Lavonia             | 11              | 12                 |
| Belle Terrace     | 85              | 4                  | Madison             | 312             | 316                |
| Calvary           | 15              | 1                  | Milledgeville First | 110             | 111                |
| Christ            | 23              | 2                  | Monticello          | 231             | 233                |
| Clarksville First | 128             | 4                  | Mountain            | 25              | 29                 |
| Clayton           | 48              | 2                  | Mt Hermon           | 56              | 58                 |
| Clifford Memorial | 40              | 1                  | Nacoochee           | 205             | 206                |
| Commerce          | 27              | 1                  | New Hope            | 10              | 11                 |
| Cornelia First    | 103             | 4                  | Oconee              | 198             | 202                |
| Covenant Athens   | 232             | 5                  | Pleasant Hill       | 28              | 33                 |
| Covenant Augusta  | 223             | 4                  | Rabun Gap           | 251             | 255                |
| Dahlonega         | 27              | 1                  | Reid Memorial       | 626             | 627                |
| Eatonton          | 34              | 1                  | Sardis              | 54              | 55                 |
| Elberton First    | 8               | 1                  | St Andrew           | 69              | 70                 |
| First Cleveland   | 79              | 3                  | Timpson             | 18              | 21                 |
| Friendship        | 75              | 3                  | Union Point First   | 17              | 20                 |
| Gainesville First | 518             | 5                  | Westminster         | 27              | 32                 |
| Greensboro First  | 54              | 2                  | Westside            | 42              | 44                 |
| Hartwell First    | 22              | 1                  | Wiley               | 12              | 13                 |
| Hebron            | 8               | 1                  | Winder First        | 55              | 56                 |