



NORTHEAST GEORGIA  
PRESBYTERY

# **PROPOSED DOCKET**

## **AND**

# **HANDBOOK**

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

**NORTHEAST GEORGIA PRESBYTERY**

**FEBRUARY 28, 2026**

**HOSTED BY**

**COVENANT PRESBYTERIAN CHURCH**

**1065 GAINES SCHOOL ROAD**

**ATHENS, GA**

*The Vision of the Northeast Georgia Presbytery is the joy of life in Christ through worship,  
education, compassion, and radical hospitality.*

## Covenant Presbyterian Church

1065 Gaines School Road  
Athens, Georgia 30605

 706-548-2756  
covenanttp@covpresathens.org  
www.covpresathens.org

Dear Friends,

Grace and peace to you in the name of our Lord Jesus Christ! On behalf of the session and congregation, we are delighted to welcome you to Covenant Presbyterian Church and Athens-Clarke County. It is our honor and pleasure to host the February meeting of Northeast Georgia Presbytery as we gather in body and spirit to serve the Lord!

### History

Covenant Presbyterian Church was officially established in May 1966 with 33 members. Since that small beginning, Covenant has grown and become known throughout the Athens community for putting its big heart for mission into action and welcoming all of God's diverse children with open arms. Covenant feeds the hungry every Thursday through its weekly food pantry, offers rich and vibrant worship for those seeking to follow Christ, and builds connections through a variety of groups and volunteer opportunities with local mission partners.

### Accessibility and Parking

Covenant is located at 1065 Gaines School Road, Athens, GA 30605. There is limited parking in the parking lot near the building. Parking attendants will be standing by to direct you to a spot either in the lot or the field behind the church. There are no stairs or ramps for those entering through the main entrance. The restrooms, registration area, sanctuary, and fellowship hall are all located on the main floor.

### Wi-Fi

There is a Wi-Fi connection throughout the church. Select the network "Covenant WiFi Public." There is no password needed to access this network.

### Live Stream

You can watch a live stream of the meeting on Covenant's YouTube channel, found here: <https://www.youtube.com/cpcathens>.

We look forward to seeing you in Athens on February 28. May the Lord bless you and keep you this day and always!

Joyfully,

Tom Buchanan  
Pastor



## 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.

**Northeast Georgia Presbytery  
127th Stated Meeting**

February 28, 2026 - 10:00 a.m.

at Covenant Presbyterian Church, Athens, GA

*The Vision of the Northeast Georgia Presbytery is the joy of life in Christ through worship,  
education, compassion, and radical hospitality.*

**Call to Order and Opening Prayer**

**Welcome from the Host Pastor**

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

**Declaration of a Quorum**

Moderator Joslyn Fields

Tom Buchanan

Moderator Fields

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**

**Installation of Moderator, Matt Henderson**

Moderator Fields

**SENTENCES OF SCRIPTURE (Gal. 3:27–28, Eph. 4:1-6)**

As many of you as were baptized into Christ have clothed yourselves with Christ.

**There is no longer Jew or Greek, there is no longer slave or free, there is no longer male and female; for we are one in Christ Jesus.**

Let us lead a life worthy of the calling to which we 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 through all and in all.**

**CALL TO DISCIPLESHIP**

We are called by God to be the church of Jesus Christ, a sign in the world today of what God intends for all humankind.

**The great ends of the church are the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world.**

Our discipleship is a manifestation of the new life we enter through baptism. Discipleship is both a gift and a commitment, an offering and a responsibility. Joslyn, the grace bestowed on you in baptism is sufficient for your calling because it is God's grace. By God's grace we are saved, and enabled to grow in the faith and to commit our lives in ways which serve Christ. God has called you to particular service as the Moderator of the Northeast Georgia Presbytery, a constitutional office of the Presbyterian Church (U.S.A.). Show your purpose by answering these questions.

**INSTALLATION QUESTIONS**

**To the Moderator-Elect:**

Who is your Lord and Savior? *Jesus Christ is my Lord and Savior.*

Will you be Christ's faithful disciple, obeying his word and showing his love? *I will, with God's help.*

Do you welcome the responsibility of this service because you are determined to follow the Lord Jesus, to love neighbors, and to work for the reconciling of the world? *I do.*

Will you serve the people with energy, intelligence, imagination, and love, relying on God's mercy and rejoicing in the power of the Holy Spirit? *I will, with God's help.*

**To the Presbytery:**

Do you, members of the Northeast Georgia Presbytery, confirm the call of God to Matt in the service of Jesus Christ?

**We do.**

Will you support and encourage him in this ministry? **We will.**

**INSTALLATION PRAYER**

**CHARGE**

**BLESSING**

Approval of Consent Agenda

Moderator Matt Henderson

Approval of Minutes from Stated Meeting on October 21, 2025

COM Recommendations #1, #2, and #3

Stated Clerk's Report

Jacob Douylliez

Transitional General Presbyter's Report

Ed Rees

Coordinating Team Report

Joslyn Fields

Personnel Action Team

Lee Koontz

B/FIT

Jeff Cain

Transition Team

Teresa Franklin

**\*CALL TO WORSHIP**

Come, people of God, gathered from every place and story, bound together in Christ's love.

**We come, seeking the presence of the One who calls us beloved.**

The Spirit of the Lord is upon us, anointing us to bring good news to the poor, to proclaim release to the captives.

**We come, ready to listen, ready to act, ready to embody God's justice.**

Christ has broken down every dividing wall, making us one people, reconciled and restored.

**We come, trusting in grace, longing for wholeness, seeking the way of peace.**

**ALL: Let us worship the God who created us in love, who redeems us in mercy, and who sustains us in hope.**

Hymn # 309

*Come Great God of All the Ages*

ABBOT'S LEIGH

**\*PRAYER OF CONFESSION**

Holy God, you call us to gather — not out of comfort, but out of faithfulness. You set before us the work of restoration, and we confess that we have not always taken it up with willing hands.

We have let fear of what surrounds us quiet the praise that should be on our lips. We have mourned what has been lost without trusting what you are doing among us. We have confused nostalgia for faithfulness, and mistaken familiarity for foundation.

Forgive us when we have built cautiously where you asked us to build boldly. Forgive us when we have worked alone rather than shoulder to shoulder. Forgive us when the sound of our weeping has drowned out the shout of joy rising in our midst — and forgive us, too, when our celebration has made no room for those who grieve.

Teach us to lay foundations together — with trembling hands and glad hearts — trusting not in our own competence but in your steadfast promise. Unite our many voices into one sound, rising to you.

Through Jesus Christ, the cornerstone we did not choose but you have laid. Amen.

Assurance of Pardon

Sharing the Peace of Christ

Scripture Reading

*Ezra 3:1-3; 10-13*

Proclamation

"Let Us Build a Presbytery"

Matt Henderson

Hymn # 301

*Let Us Build a House*

TWO OAKS

Affirmation of Faith -Adapted from the Belhar Confession of Faith

We believe in the triune God, who gathers, protects, and cares for the church through Word and Spirit. This, God has done since the beginning of the world and will do to the end. We believe in one holy, universal Christian church, the communion of saints called from the entire human family.

We believe that God has entrusted the church with the message of reconciliation in and through Jesus Christ; that the church is called to be the salt of the earth and the light of the world, that the church is called blessed because it is a peacemaker, that the church is witness both by word and by deed to the new heaven and the new earth in which righteousness dwells.

We believe that the credibility of this message is seriously affected and its beneficial work obstructed when it is proclaimed in a land which professes to be Christian, but in which the enforced separation of people on a racial basis promotes and perpetuates alienation, hatred and enmity;

We affirm that our unity in Christ is both gift and task, a call to embrace one another across every boundary, so that the world may see and believe in the reconciling power of the gospel.

To God alone be the glory. Amen.

**Reading of the Necrology**

**Hymn # 463**

*How Firm A Foundation*

FOUNDATION

**Communion**

**Invitation to Generous Offering**

*This morning's offering will go to the North Georgia Food Bank.*

*Please make checks payable to Northeast Georgia Presbytery, or donate online by clicking Give Now:*



**Offertory**

*Jesus Walked This Lonesome Valley*

Traditional, arr. Carter-Enyi

**Hymn # 582**

*Glory to God, Whose Godness Shines on Me*

GLORY TO GOD

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

**Blessing and Charge**

**ORDER OF THE DAY: 12:00PM**

**LUNCH**

Blessing by Moderator Henderson

**Committee on Ministry**

Steven Barnes

**Committee on Preparation for Ministry**

Mike Williams

**Presbyterian Women**

Nancy Miller

**Presbyterian Disaster Assistance**

Holly Shoaf Okula

**Presbytery Manual Revisions Task Force**

Sylvia McDonald

**Congregational Connections**

**Nominating Committee**

**Announcements**

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

**PRAYER AND ADJOURNMENT**

**The next Stated Meeting of Northeast Georgia Presbytery will be held on May 19, 2026, 2:00 PM and will be co-hosted by Commerce Presbyterian Church and Calvary Presbyterian Church, Elberton.**

**Report of the Stated Clerk**  
Rev. Jacob L. Douylliez

I want to extend thanks to our gracious hosts today for providing a beautiful space to worship and to carry out the business of the presbytery.

Thank you to those who have completed the Annual Denominational Statistics reporting. While the reporting window for congregations has closed, there is a very limited window during which I may submit statistics on your behalf. If you have not completed this report, please be in touch with me before March 9, 2026, so that I may assist you in submitting the necessary data. As a reminder, if no statistics are entered, the prior year statistics carry forward. Your congregation's 2027 per capita amount will be based on what is submitted for 2025.

**After March 9, 2026, no changes may be submitted through the reporting portal.**

The Stated Clerk's Report from the October Stated Meeting included a report that the Presbytery Judicial Commission had accepted a request for a reference from a member congregation in a disciplinary complaint filed by one ruling elder against another ruling elder. The Investigating Committee determined to not file charges in this matter. The person making the accusation has requested a review of that decision and that process is underway. I will continue to keep the presbytery apprised of this matter as required by Church Discipline.

It is never too early to begin getting things in order for the review of Session and Congregational Minutes for 2025. On the next page, there is a checklist to prepare for that review.

I look forward to working with you this year. If there is anything I can do to support you or the ministry of your congregation, please don't hesitate to reach out.

In Christ's Service,

Jacob

**Report of the Milledgeville First Administrative Commission**

The AC for Milledgeville has joyfully returned original jurisdiction to the Session of First Presbyterian Church of Milledgeville. Members of the commission are in the process of finalizing minutes from their time together and anticipate requesting their dissolution at the Stated Presbytery Meeting in May.

Respectfully Submitted,

John McCrosky, Lynne Jordan, Corey Ingold, Meg Jackson Clark, Kent Burel.

**Report of the Transitional General Presbyter and Treasurer**  
Rev. Ed Rees

As 2026 gets underway, I'd like to take a moment and reflect on some decisions we made last year. At our May, 2025 Presbytery meeting, we elected a team to review and make proposed revisions to the Manual of Operations. Aably led by Elder Sylvia McDonald, that team has completed their work and the updated Manual will be presented later in this meeting for a first reading. As an aside, let me comment that many of the questions that sometimes arise regarding "how we do things" could be easily resolved by simply referring to resources, such as our Manual of Operations, that are available on the Presbytery's website.

We also decided to forgo having a stated Presbytery meeting in August, and instead revived a previous custom of holding a leadership event focused on providing workshops that address common issues and challenges. The workshops for this event were conducted by various leaders from across our Presbytery, as well as from Savannah Presbytery. The event was well-attended and well-received, and we will be offering a similar event this coming August. If there are topics you would like to see addressed, please contact myself or your Stated Clerk, Rev. Jacob Douylliez.

At our October meeting we elected a Staffing Transition Team to evaluate the current staff framework of our Presbytery and make recommendations for any changes that seem needful at this juncture. With Rev. Teresa Franklin at the helm, that team has also completed their work and their recommendations will be presented today.

All of these are examples of how absolutely necessary it is for the elders and pastors of the Presbytery to be willing to step up when called upon, I am deeply grateful not only to those who served in these areas, but all who fill positions on our various teams and committees, which is where the work of the Presbytery gets carried out.

If I could put on my Treasurer's hat for a moment, I am pleased to let you know that our finances are currently in good shape. As you can see in the reports in the Handbook, we ended the year with a surplus. While our total income was less than we budgeted, our expenses were also less than we anticipated. However, as we discussed at our October meeting, our future financial planning will need to carefully evaluate the balance between Per Capita income and income derived from Shared Mission Support. I wish to express my deep appreciation to the 26 churches which contributed to Shared Mission Support, and I encourage the rest to prayerfully consider participating this year.

As a final note, you will recall that we voted to establish an Endowment Fund, which was created by combining funds remaining from the sale of the Trinity Church in Gainesville, and the Georgia Domestic Missionary Society Fund. The Endowment Fund, which currently stands at \$1,098,250.03, is invested through the Presbyterian Foundation. The Endowment will be allowed to grow for three years, and then we will be able to offer grants from the income of the Endowment for purposes benefiting the work and mission of our congregations.

Thank you for your faithful support for Northeast Georgia Presbytery.  
Yours in Christ,

Rev. Ed Rees  
Transitional General Presbyter and Treasurer

**Report of the Coordinating Team**  
**Marc Galvin, Chair**

The Coordinating Team (CT) met for a hybrid in-person and Zoom meeting on February 3, 2026 after being postponed for weather on January 23, 2026. CT also met for a called meeting on February 10, 2026 by Zoom.

**Action:**

1. Approved that the offering received at the February Presbytery meeting will go to the Northeast Georgia Food Bank.
2. Accepted the invitation for the May 2026 Presbytery meeting to take place at Commerce Presbyterian Church.
3. Approved the following meeting dates for the Coordinating Team:
  - April 21, 20206
  - September 22, 2026
  - January 26, 2027
4. Approved a contract extension of Rev. Ed Rees as the Transitional General Presbyter to October 2026. Rev. Rees will continue as Treasurer through 12/31/2026, separate from the Transitional General Presbyter contract extension.
5. Awarded a grant from the Assistance Fund to Rev. Will Norman for support of his upcoming sabbatical.
6. Approved by electronic vote to authorize the Manual of Operation Task Force to draft an Assistance Fund Policy for inclusion in the revised Manual of Operations and Policy.
7. Approved the transfer of \$28,293.43 to the NEGA Presbytery Endowment Fund.
8. Approved to contribute up to \$5001.00 as a grant from the Justice and Peacemaking Fund to support the Guns to Gardens Project.
9. Approved the contract for up to 10 hours a week for Libby Christiansen to train with Anita Green, Business Manager.
10. Held meeting of the NEGA Presbytery Corporation to meet State of Georgia requirements. Elected were: Joslyn Fields, Chief Executive Officer, Ed Rees, Chief Financial Officer, Jacob Douylliez, Secretary, Tom Buchannan, Vice-President.

**Recommendations:**

1. **Recommend revised Manual of Operations and Policy Manual document developed by the Manual of Operations and Policy Task Force for first reading at the February 2026 Presbytery meeting and for a second reading and vote at the May 2026 Presbytery meeting.**
2. **Recommend that presbytery confirm the nomination of Rindy Trouteaud as chair of the Nominating Committee.**
3. **Recommend that Presbytery approve motion from Personnel Action Team to contract out the bookkeeping and accounting duties for the Presbytery.**
4. **Recommend to the Presbytery approval of the proposal from the Transition Team to create a full-time position for General Presbyter/Stated Clerk and to name a search committee later.**

## **Report of the Presbytery Transition Team**

The Presbytery's Transition Team (made up of Steven Barnes, Andy Cooke, Teresa Franklin (Chair), Nancy Miller, Esther Moore, and Elaine Wiegert), charged in October 2025 to research and recommend a new staffing model for the Presbytery, now recommends:

Hiring a full-time General Presbyter/Stated Clerk (GP/SC) in 2026, replacing our current part-time Stated Clerk and part-time Transitional General Presbyter, with full Board of Pension benefits, at a total annual cost to Presbytery of no more than \$150,000;

Allowing the newly-hired GP/SC to assess specific administrative needs and to hire staff support as appropriate, providing for bookkeeping/accounting needs (currently performed by Business Administrator, Anita Green), communication needs (currently performed by Communications Director, Libby Christiansen), and other administrative or support requirements (currently performed by the part-time Stated Clerk or Business Administrator).

Ministers and Ruling Elders in Northeast Georgia Presbytery who died during 2025 will be remembered during worship at the Stated Meeting of Presbytery on February 28, 2026. The names which have been reported are listed below.

**In Remembrance and Celebration of Life**

Northeast Georgia Presbytery

January 1, 2025 – December 31, 2025

**RULING ELDERS:**

**ATHENS FIRST**

Allen Cantey Crowell  
April 05, 1937 - March 29, 2025  
Ordained as Elder: 2017

Robert "Bob" Emmett Thonrton, III  
August 05, 1937 - May 07, 2025  
Ordained as Elder: 2009

**BELLE TERRACE**

E. Ronald Garnett  
November 03, 1951 - February 25, 2025  
Ordained as Elder: 1990

**CLARKESVILLE**

Candy Wallace  
June 28, 1953 - October 30, 2025  
Ordained as Elder: 2010

**CLAYTON**

Douglass Piggott  
April 17, 1944 - February 17, 2025  
Ordained as Elder: December 17, 2023

Henry Newman  
April 14, 1939 - April 25, 2025  
Ordained as Elder: February 01, 2008

**CLEVELAND, FIRST**

Jim Heirs  
November 05, 1927 - August 24, 2025  
Ordained as Elder: December 17, 1961

**COMMERCE**

Robert Friendlander  
May 05, 1938 - May 19, 2025  
Ordained as Elder: September 18, 2011

**COVENANT ATHENS**

Juergen Wiegel	Larry Hatfield
April 02, 1941 - February 23, 2025	June 05, 1940 - March 21, 2025
Ordained as Elder: January 06, 1991	Ordained as Elder: January 05, 2003

**COVENANT AUGUSTA**

William B. Cornes	Frederick Paul Gehle
April 07, 1947 - July 29, 2025	June 01, 1933 - December 11, 2025
Ordained as Elder: March 03, 1996	Ordained as Elder: March 13, 2005

**EATONTON**

William "Bubba" Gunn	Cloteal Melder
March 02, 1947 - May 03, 2025	June 16, 1931 - August 15, 2025
Ordained as Elder: May 16, 1982	Ordained as Elder: January 09, 2005

**GAINESVILLE FIRST**

Roscoe McMillan	Anne Thomas
March 30, 1940 - February 01, 2025	October 01, 1930 - March 21, 2025
Ordained as Elder: January 01, 2002	Ordained as Elder: January 01, 2001
Susan Hosford	Diane Currington
November 19, 1944 - April 19, 2025	December 30, 1942 - April 24, 2025
Ordained as Elder: January 01, 1992	Ordained as Elder: January 01, 2000
JoAlice Halsell	Phillip Hester
May 07, 1932 - June 24, 2025	January 23, 1953 - July 24, 2025
Ordained as Elder: January 01, 2004	Ordained as Elder: January 01, 2000

**GREENSBORO FIRST**

William (Hap) Tietjen  
Ordained as Elder: unknown

## HARTWELL FIRST

Jean Smith  
April 28, 1933 - August 27, 2025  
Ordained as Elder: 1970's

Royce Dyar  
October 31, 1935 - November 04, 2025  
Ordained as Elder: 1970's

Jim Smith  
September 27, 1931 - February 03, 2025  
Ordained as Elder: 1970's

## JEFFERSON

Frank Eberhart, Sr.  
December 08, 1930 - February 26, 2025  
Ordained as Elder: January 01, 1999

Tom Wood  
December 25, 1936 - August 22, 2025  
Ordained as Elder: February 01, 2002

Jane Melvin Eberhart  
August 17, 1943 - June 27, 2025  
Ordained as Elder: January 01, 2003

Joe Booth  
September 19, 1952 - December 09, 2025  
Ordained as Elder: unknown

## LAVONIA

Martha Diane Yow Cole White  
May 07, 1942 - May 24, 2025  
Ordained as Elder: January 01, 2021

Raphael Benjamin Shiretzki, Jr.  
June 04, 1941 - December 26, 2025  
Ordained as Elder: December 30, 1990

Jacquelyn Walker Miller  
January 20, 1940 - September 15, 2025  
Ordained as Elder: 1988

Stanley Jackson Miller  
November 14, 1971 - December 31, 2025  
Ordained as Elder: January 23, 2005

## MADISON

Becky Sherwood  
February 09, 1943 - January 11, 2025  
Ordained as Elder: 2020

George Holt  
August 23, 1936 - August 30, 2025  
Ordained as Elder: 2003

Bill Manus  
July 25, 1945 - February 27, 2025  
Ordained as Elder: 2012

Alex Pickles  
September 24, 1951 - December 27, 2025  
Ordained as Elder: 1986

**MILLEDGEVILLE FIRST**

George Sherman Carpenter Jr.  
November 08, 1930 - April 09, 2025  
Ordained as Elder: October 01, 1971

**MONTICELLO**

Linda Harrison Jordan  
September 16, 1944 - April 16, 2025  
Ordained as Elder: November 08, 1987

**MOUNT HERMAN**

John Norton	Patsy Ann Carrithers
May 31, 1953 - July 31, 2025	September 09, 1945 - November 07, 2025
Ordained as Elder: December 05, 2021	Ordained as Elder: December 13, 1981

**OCONEE**

Gene Wengert  
August 31, 1942 - March 17, 2025  
Ordained as Elder: January 01, 2019

**REID MEMORIAL**

Edo Douglass Jr.	Breck Brigham
May 25, 1934 - July 25, 2025	April 25, 1936 - September 17, 2025
Ordained as Elder: 1975	Ordained as Elder: 1980

**SARDIS**

Sammie Sue Rucker  
August 02, 1929 - March 15, 2025  
Ordained as Elder: 1983

**UNION POINT, FIRST**

Dave Heffner  
August 19, 1936 - September 03, 2025  
Ordained as Elder: unknown

**WESTMINSTER**

John L. McKinney

September 15, 1933 - September 20, 2025

Ordained as Elder: January 01, 2007

**WILEY**

Lucy Bartlett

August 03, 1938 - September 30, 2025

Ordained as Elder: June 25, 2005

**Committee on Ministry**  
**Rev. Steven Barnes, Chair**

Meetings: November 13, 2025; December 11, 2025; January 8, 2026; February 12, 2026

For Information:

1. Heard liaison reports from the following churches and ministries: Bath, Belle Terrace, Clayton, Cornelia First, Dahlonga, Eatonton, Friendship, Homer, Jefferson, Lavonia, Milledgeville First, Oconee, Sardis, St. Andrew, Timpson, Westminster, and Wiley

Actions:

1. Approved Rev. Matt Henderson and Rev. Souvanh Touralack as co-moderators of the Session at Cornelia First.
2. Received updated Validated Ministry Report from Amy Hobby Rickard.
3. Extended Richard Holland's role as Commissioned Ruling Elder to include presiding over the sacraments of Baptism and the Lord's Supper as needed at Belle Terrace.
4. Formed an Administrative Review Team to work with the Session of Homer Presbyterian Church.
5. Formed an Administrative Review Team to work with the Session of Sardis Presbyterian Church.
6. Received the examination of Rev. Colleen Cook and approved her Covenant Pastor contract/terms of call as Associate Pastor at Oconee Presbyterian Church.
7. Approved allowing Rev. Colleen Cook to enter the field and begin serving Oconee effective January 1<sup>st</sup>, 2026.
8. Approved the Covenant Pastor contract terms between Fred DiMaio, CRE, and Clayton.
9. Met with the Friendship Session on 1/12/26 to provide Mission Study orientation.
10. Met with the St. Andrew PNC on 1/20/26 to provide PNC and Mission Study orientation.
11. Approved recommending honorable retirement status to Rev. Hilary Shuford.
12. Approved Rev. Mari Turner to serve as Session Moderator at Eatonton.
13. Approved the Covenant Pastor contract terms between Rev. Jennifer Horton and Lavonia.
14. Granted permission for Rev. Nikki Passante to labor outside the bounds of Northeast Georgia Presbytery as she begins service in Cherokee Presbytery effective March 1, 2026.

Recommendations:

1. To dismiss Rev. Susan Balfour to East Tennessee Presbytery per the conclusion of her membership with NEGA in late November 2025.
2. To dismiss Rev. Andy Chambers to Trinity Presbytery per the conclusion of his membership with NEGA in late November 2025.
3. That Northeast Georgia Presbytery receive the Rev. Colleen Cook as a minister member, transferring from Flint River Presbytery. (SEE ATTACHMENTS)
4. That Rev. Hilary Shuford be granted the status of Honorably Retire

**Rev. Colleen Cook**  
**Faith Journey**

My parents met at Union Presbyterian Seminary and Presbyterian School for Christian Education at a mixer for the two schools. My father was going to be the fourth generation of Presbyterian ministers in his family and my mother was a Moravian and seeking a career in Christian Education. While both of these denominations ended up having a great deal of impact and influence on my faith, so did the Southern Baptist church my mother took me to when my father was travelling for the non-profit for which he worked. My mother was determined that her three children would be raised in faith both at home and in church. Later we went to a United Methodist church and in high school I found myself in yet another Southern Baptist church. We went where we could walk or get rides.

In addition, my parents participated in the Charismatic movement of the 1970s. We met in homes and other places for Bible study, singing, and worship led by various members of the group. My first visits to Montreat were for Charismatic conferences with CBU (Christian Brothers United). We were also watching certain televangelists on TV, like Kenneth Copeland, Pat Robertson, and Kenneth Hagin. Believe me, I received some mixed messages. I didn't understand much about what it was to be a Presbyterian until I went away to Maryville College. I found I identified very deeply with worship in chapel and area Presbyterian churches.

I had always loved the music of the church, whichever church I found myself in, and as a young adult, when I became alienated from the church for various reasons, the music would always bring me back, even though other things bothered me. In my thirties, I visited Circle of Grace Community Church, a small feminist worshipping community in Tucker, GA. There, the communion liturgy changed my life. There the pastor placed bread in my hands and said, "Colleen, Eat and remember who you are," and "Drink in the promises of God." In a rush of memory and tears I remembered who I was...and whose I was. I was a child of God and the church and loved to worship. I was in a church where everyone belonged. In this case, a church of mostly gay and trans people who had been shut out of other churches. After this breakthrough, I was invited to Covenant Presbyterian Church in Athens, GA. I found out that there too, everyone was welcome. And the preaching was intelligent, the music lovely, and the pastors Jim Bowden and Beecher Mathes were people I could trust.

I joined and became involved in the choir. I moved away after graduate school, but found myself back in Athens about six years later. I had come back often, including to have my baby baptized by Mark Harper. I learned and grew at Covenant and heard the call to ministry through the good teaching and preaching but also through experiencing how the church cared for my dear friend Laurie Anderson as she died. In my tears soon after her diagnosis with stage 4 cancer, I heard God calling me deeper in, to go to seminary and to serve the church. Laurie wrote one of my recommendations to seminary.

I had a great experience at Columbia Theological Seminary, learning in big gulps and enjoying the community. It was a wonderful place to raise a child. Family housing was great for having classmates nearby who helped with caring for Mason and my mother, who was bedbound by then and lived in the seminary housing with me. I loved my classes, my classmates, and my professors. I found I loved preaching and ended up getting the Frederick Beuchner Award for Excellence in Preaching when I graduated.

My first call, to Columbus, GA, was rewarding as well as very challenging, as I merged two churches right before COVID struck. Finances were always on shaky ground and we survived on grants for a time, but in the end could not sustain the church. It shut down at the end of May 2025. I am very eager to pick up a new role at Oconee Presbyterian Church and eager to work with children and youth and mission outreach. It is good to be back home in Northeast GA Presbytery!

**Rev. Colleen Cook****Statement of Faith**

I believe that God sang the world into being, a world that God recognized as good in all its intricate beauty. God created humans in God's image, beings who could themselves birth and sing and create. But God made the risky choice of creating us with our own wills, able to hate or love, nurture or neglect, kill or heal. In life and in death, we belong to God. The work of the people of God is to worship, praise, and love God and to tend the garden God created.

I believe in a triune God, present from the beginning. I believe in the goodness of God, the mighty power and creative awe-fulness of the one Jesus called Father, in the mercy and saving grace of Christ and his solidarity with humanity, and in the holy presence, guidance, and joy of the Holy Spirit. I believe these three natures of the one living God dance together and reveal Godself to us in an endless variety of loving encounter. Though God is ineffable, utterly surpassing our categories of race, gender, sexuality, physicality and spirituality, God is nonetheless knowable. God reveals Godself to us in order to enter our story in spirit, flesh, and relationship. I believe that we meet God in the least of these: the stranger, the child, the shunned, and the abused, in those who we regard as the other and wholly different from us. When we offer hospitality to these, we welcome Christ.

I believe that the Word made flesh is still writing God's story among us and is not yet finished with all that might be said or revealed to us. I believe that the Bible, though beloved, formative, and revelatory, is a lens through which we view God, a cradle that holds our understanding of God. I believe it is both inspired and humanly realized. It is the story of God's dance with us, formed in a crucible of culture and time. While worthy of struggling to understand and be transformed by, it is not in itself a god.

I believe in the mystery and power of the sacraments as sign and seal of God's work with us. I believe in baptism as God's claim on us, an unearned gift of vocation and entry into the family of God's people. I believe in an open table of the Eucharist, where some meet Christ for the first time. Our story at its end as its beginning is always about grace. Every time we believe we are drawing nearer, refining ourselves spiritually, and choosing God, it is always God coming closer, God claiming us, and washing us over and over in the death/life waters of baptism.

I believe that even though God made us and knows our flaws, limits, and failures, God is madly and desperately in love with us. I believe that God throws that love around recklessly. I believe that God's love is both universal and deeply personal, that God knows and loves even me. I believe that forgiveness is the great theme of the gospel, a gift born of a yearning for completeness. We receive it, and we are called to give it. God always sings us into love, bathes us in grace, and wastes nothing.

# **Northeast Georgia Presbytery**

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

**Approved:**

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**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 ensuing 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. 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

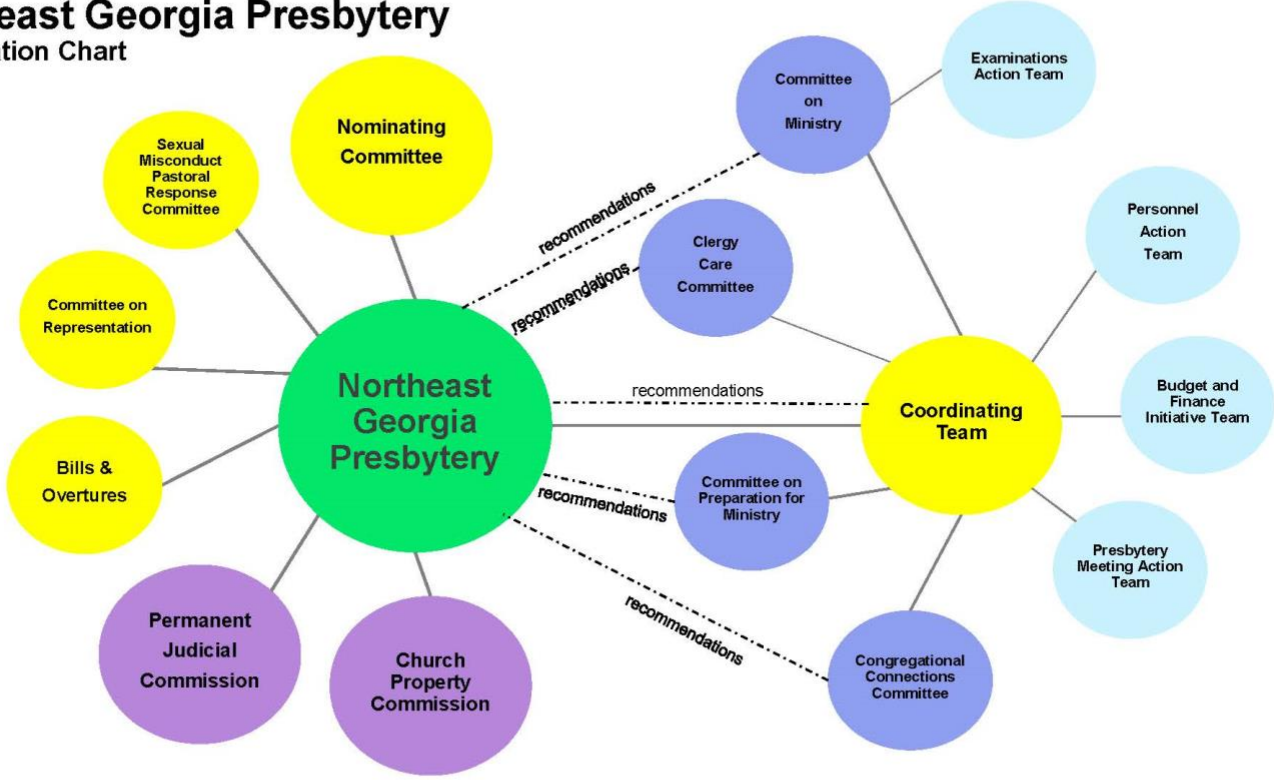
1. The most recently elected Presbytery Coordinating Team shall constitute the Board of Directors/Board of Trustees of the corporation of NORTHEAST GEORGIA PRESBYTERY, INC., per the Constitution, Part II (G-3.03) and the laws of the State of Georgia.
2. The Chair of the Presbytery Coordinating Team shall 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).
- COM will appoint an impartial moderator to lead any meetings related to discernment and a Special Administrative Review (SAR) committee to aid the Session and the pastor in their discernment. The pastor is not barred from attending Session meetings and remains the moderator for all other matters of the congregation.
- 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 earned 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

**NORTHEAST GEORGIA PRESBYTERY  
GENERAL OPERATING BUDGET  
DECEMBER 2025 - FINAL**

	<b>JAN - DEC 2025</b>	<b>BUDGET</b>	<b>OVER (UNDER) BUDGET</b>	<b>% OF BUDGET</b>
<b>INCOME</b>				
SHARED MISSION - CURRENT YEAR	203,088.62	218,066	-14,977.38	93.13%
PER CAPITA	118,551.98	123,940	-5,388.02	95.65%
INVESTMENT INCOME	20,467.63	14,500	5,967.63	141.16%
<b>TOTAL INCOME</b>	<b>342,108.23</b>	<b>356,506</b>	<b>-14,397.77</b>	<b>95.96%</b>
<b>EXPENSES</b>				
CLERGY CARE	5,614.00	6,170	-556.00	90.99%
COMMITTEE ON MINISTRY	657.91	3,500	-2,842.09	18.8%
COMMITTEE ON PREPARATION FOR MINISTRY	2,874.66	2,985	-110.34	96.3%
COMMITTEE ON REPRESENTATION		100	-100.00	0.0%
CONGREGATIONAL CONNECTIONS		5,500	-5,500.00	0.0%
COORDINATING TEAM	25,682.63	43,450	-17,767.37	59.11%
GENERAL ASSEMBLY PER CAPITA APPORTIONMENT	61,798.84	61,799	-0.16	100.0%
GENERAL ASSEMBLY SHARED MISSION	3,500.00	3,500	0.00	100.0%
NOMINATING COMMITTEE		500	-500.00	0.0%
PERMANENT JUDICIAL COMMISSION	212.00	250	-38.00	84.8%
PROPERTY COMMISSION		100	-100.00	0.0%
SEXUAL MISCONDUCT PASTORAL RESPONSE		200	-200.00	0.0%
STAFF SALARIES	180,224.26	195,300	-15,075.74	92.28%
SYNOD PER CAPITA APPORTIONMENT	8,551.50	8,552	-0.50	99.99%
SYNOD SHARED MISSION	1,500.00	1,500	0.00	100.0%
THE BACKYARD MINISTRY	2,500.00	2,500	0.00	100.0%
THE TABLE ATHENS - Annual Support	18,000.00	18,000	0.00	100.0%
The Table Athens - Montreat College Conference	2,600.00	2,600	0.00	100.0%
<b>TOTAL PRESBYTERY EXPENSES</b>	<b>313,715.80</b>	<b>356,506</b>	<b>-42,790.20</b>	<b>88.0%</b>
<b>BALANCE</b>	<b>28,392.43</b>	<b>0</b>	<b>28,392.43</b>	

NORTHEAST GEORGIA PRESBYTERY  
CLERGY CARE  
December 2025

	Jan - Dec 2025	Budget	Over (Under) Budget	% of Budget
Clergy pictorial directory	114.00	120	(6.00)	95.0%
HR minister gatherings		500	(500.00)	0.0%
Pby Support for cohorts	5,500.00	5,500	0.00	100.0%
Supplies & miscellaneous		50	(50.00)	0.0%
<b>TOTAL EXPENSES</b>	<b>5,614.00</b>	<b>6,170</b>	<b>(556.00)</b>	<b>90.99%</b>

COMMITTEE ON MINISTRY  
December 2025

	Jan - Dec 2025	Budget	Over (Under) Budget	% of Budget
A/C & Other Expense	524.41	1,200	(675.59)	43.7%
Background Checks	133.50	300	(166.50)	44.5%
Committee Meeting Expense		2,000	(2,000.00)	0.0%
<b>TOTAL EXPENSES</b>	<b>657.91</b>	<b>3,500</b>	<b>(2,842.09)</b>	<b>18.8%</b>

COMMITTEE ON PREPARATION FOR MINISTRY  
December 2025

	Jan - Dec 2025	Budget	Over (Under) Budget	% of Budget
Aid to Candidates	2,150.00	2,125	25.00	101.18%
Career Assessment	660.00	660	-	100.00%
Committee Meeting Expense	64.66	200	(135.34)	32.33%
<b>TOTAL EXPENSES</b>	<b>2,874.66</b>	<b>2,985</b>	<b>(110.34)</b>	<b>96.30%</b>

CONGREGATIONAL CONNECTIONS COMMITTEE  
December 2025

	Jan - Dec 2025	Budget	Over (Under) Budget	% of Budget
Connectional Youth Ministry Partnership		2,000	(2,000.00)	0.00%
Matthew 25 Grants		3,000	(3,000.00)	0.00%
Mental Health Training		500	(500.00)	0.00%
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>5,500</b>	<b>(5,500.00)</b>	<b>0.00%</b>

Northeast Georgia Presbytery  
Coordinating Team  
December 2025

	Jan - Dec 2025	Budget	Over/(Under) Budget	% of Budget
Committee Meeting Expenses	73.00	1,000	-927.00	7.30%
Communications Contracting	255.00	7,250	-6,995.00	3.52%
Copier Support	721.51	1,000	-278.49	72.15%
Financial Review (CPA)	6,950.00	7,500	-550.00	92.67%
GA/Synod Commissioners' Expense	500.00	2,750	-2,250.00	18.18%
GP Discretionary Fund		1,000	-1,000.00	0.00%
Insurance	3,165.00	2,500	665.00	126.60%
IT Support/Software	5,030.31	4,700	330.31	107.03%
Miscellaneous	54.00	500	-446.00	10.80%
Moderator Expenses	1,979.12	1,800	179.12	109.95%
Office Equipment	3,072.94	5,000	-1,927.06	61.46%
Office Supplies	244.41	1,000	-755.59	24.44%
Postage	113.55	450	-336.45	25.23%
Presbytery Meeting Expenses	520.51	1,500	-979.49	34.70%
Recording Clerk Stipend	900.00	1,150	-250.00	78.26%
Recording Clerk Expense	275.71	400	-124.29	68.93%
Telephone	1,021.57	2,450	-1,428.43	41.70%
Workers' Compensation Insurance	806.00	1,500	-694.00	53.73%
<b>TOTAL EXPENSES</b>	<b>25,682.63</b>	<b>43,450</b>	<b>-17,767.37</b>	<b>59.11%</b>

Staff Salaries  
December 2025

	Jan - Dec 2025	Budget	Over/(Under) Budget	% of Budget
Medicare-Employer Portion	461.92	361	100.92	127.96%
Social Security-Employer Portion	1,975.12	1,544	431.12	127.92%
<b>Stated Clerk</b>				
Travel/Professional Expenses	2,415.00	1,400	1,015.00	172.5%
Continuing Education	550.00	650	-100.00	84.62%
Salary	32,760.00	32,760	0.00	100.0%
<b>Total Stated Clerk</b>	<b>35,725.00</b>	<b>34,810</b>	<b>915.00</b>	<b>102.63%</b>
<b>Transitional General Presbyter</b>				
Travel/Professional Expenses	6,151.62		6,151.62	
Health Insurance	22,730.22		22,730.22	
Salary	36,769.72		36,769.72	
Housing Allowance	22,355.28		22,355.28	
<b>Total General Presbyter</b>	<b>88,006.84</b>	<b>108,324</b>	<b>-20,317.16</b>	<b>81.24%</b>
<b>Business Administrator</b>				
Travel/Professional Expenses	2,258.70	2,500	-241.30	90.35%
Pension, Health, D&D	14,970.39	14,751	219.39	101.49%
Matching Contribution to RSP	1,500.00	1,500	0.00	100.0%
Salary	30,898.76	30,510	388.76	101.27%
<b>Total Business Administrator</b>	<b>49,627.85</b>	<b>49,261</b>	<b>366.85</b>	<b>100.75%</b>
<b>Treasurer</b>				
Travel/Professional Expenses	427.53	1,000	-572.47	42.75%
<b>Communications Director</b>				
Salary	4,000.00		4,000.00	100.0%
<b>TOTAL EXPENSES</b>	<b>180,224.26</b>	<b>195,300</b>	<b>-15,075.74</b>	<b>92.28%</b>

Northeast Georgia Presbytery

Balance Sheet

As of December 31, 2025

ASSETS

Current Assets

First American Money Market Checking	142,392.40
Live Oak Savings	236,813.74
New Covenant Balanced Income Mutual Fund	221,394.24
PILP 13 Month Savings Note	105,107.16
Synovus Checking	71,006.85
Accounts Receivable	30,345.02
Prepaid Expenses	1,348.32
Notes Receivable - Short Term (GDMS)	<u>-2,670.24</u>

Total Current Assets 805,737.49

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	<u>-76,385.99</u>

Total Fixed Assets 845,135.17

Other Assets

Endowment Fund	1,099,363.34
Notes Receivable - Long Term (GDMS)	<u>34,467.28</u>

Total Other Assets 1,133,830.62

**TOTAL ASSETS 2,784,703.28**

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable	2,821.04
Credit Card	20.00
Payroll Liabilities	<u>1,649.78</u>

Total Current Liabilities 4,490.82

Total Liabilities 4,490.82 <sup>1</sup>

Equity

Temporarily Restricted Net Assets (Designated Funds)

1001 New Worshiping Communities Fund	209,772.59
Assistance Fund	15,043.69
Beth Duncan Fund (PW)	42,407.80
BIPOC Fund	37,902.32
Clergy Care Fund	26,511.81
Colladay Cottage Fund	57,454.85
Connectional Events Fund	17,069.51
Emergency Relief Fund	14,285.68
Endowment Fund Corpus	1,098,250.03
Endowment Fund Earnings	1,113.31
Georgia Domestic Missionary Society Fund	0.00

Justice & Peacemaking Fund	6,337.15
Property Protection & Defense Fund	83,522.88
Spiritual Direction Fund	5,000.00
Trinity Church Fund	0.00
Total Temporarily Restricted Net Assets (Designated Funds)	<u>1,614,671.62</u>
Unrestricted Net Assets	
Undesignated Reserves	177,379.16
Other Unrestricted Net Assets	<u>942,447.04</u>
Total Unrestricted Net Assets	1,119,826.20
Net Ordinary Income	28,392.43
Unrealized Gains/Losses	<u>17,322.21</u>
Total Equity	<u>2,780,212.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,784,703.28</u></u>

<sup>1</sup> The Presbytery also guarantees loans to member churches from Presbyterian Investment & Loan Program. The current balance of those loans is \$489,066.30.

#### CASH ASSETS BREAKDOWN

Cash Assets as December 31, 2025

First American Money Market Checking	142,392.40
Live Oak Savings	236,813.74
New Covenant Balanced Income Fund	221,394.24
PILP 13 Month Savings Note	105,107.16
Synovus Checking	71,006.85
Endowment Fund	<u>1,098,250.03</u>
<b>Total Cash Assets</b>	<b><u>1,874,964.42</u></b>

*The amounts in the banking/investment accounts listed above do NOT represent any particular designated funds on the Presbytery Balance Sheet. Rather, the monies are invested in particular accounts based on short-term/long-term cash flow needs, and in order to achieve the highest interest yield.*

Designated Funds	1,613,558.31
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*Designated Funds are funds with specific purposes which may only be spent on those purposes. Depending on the fund, approval is required from Coordinating Team, Presbyterian Women, Clergy Care Committee, Congregational Connections Committee, or Presbytery for disbursements.*

Undesignated Reserves	177,379.16
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*Undesignated Reserves are surplus funds from the annual Operating Budget which have accumulated over the years. Undesignated Reserves may be used for any purpose, with Presbytery approval. Presbytery Policy requires that Undesignated Reserves maintain a minimum balance of \$20,000.*

<b>Net Cash Assets with No Restrictions</b>	<b><u><u>84,026.95</u></u></b>
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*Net Cash Assets with no restrictions represents the funds available on any given day to support the Operating Budget.*

NORTHEAST GEORGIA PRESBYTERY  
CHURCH GIVING  
DECEMBER 2025

CHURCH	MEMBERS 12/31/2023	SHARED MISSION COMMITMENT	SHARED MISSION RECEIPTS	REMAINING BALANCE	GENERAL ASSEMBLY BENEVOLENCES	PER CAPITA ASSESSMENT	PER CAPITA RECEIPTS	REMAINING BALANCE	TOTAL RECEIPTS
ATHENS FIRST	951	44,500.00	44,500.26	\$ (0.26)	\$ 4,490.86	\$ 20,674.74	\$ 20,674.74	\$ -	\$ 69,665.86
ATHENS KOREAN	81			\$ -		1,760.94	1,760.94	\$ -	\$ 1,760.94
AUGUSTA KOREAN	60	1,395.00	1,215.60	\$ 179.40		1,304.40	1,304.40	\$ -	\$ 2,520.00
BATH	33			\$ -	1,449.00	717.42	717.42	\$ -	\$ 2,166.42
BELLE TERRACE	86	1,500.00	1,500.00	\$ -	430.00	1,869.64	1,869.64	\$ -	\$ 3,799.64
CALVARY	15	1,511.00	1,511.00	\$ -	180.00	326.10	326.10	\$ -	\$ 2,017.10
CHRIST	24	1,000.00	1,000.00	\$ -		521.76	521.76	\$ -	\$ 1,521.76
CLARKESVILLE FIRST	140	0.00		\$ -		3,043.60	3,043.60	\$ -	\$ 3,043.60
CLAYTON	48	1,000.00	1,000.00	\$ -	120.00	1,043.52	1,043.52	\$ -	\$ 2,163.52
CLEVELAND FIRST	94	0.00		\$ -		2,043.56	2,043.56	\$ -	\$ 2,043.56
CLIFFORD MEMORIAL	40		302.40	\$ (302.40)		869.60	869.60	\$ -	\$ 1,172.00
COMMERCE	45	1,200.00	1,221.70	\$ (21.70)		978.30	978.30	\$ -	\$ 2,200.00
CORNELIA FIRST	124	500.00	500.00	\$ -	993.00	2,695.76	2,695.76	\$ -	\$ 4,188.76
COVENANT, ATHENS	213	36,000.00	33,999.90	\$ 2,000.10	4,367.50	4,630.62	4,630.62	\$ -	\$ 42,998.02
COVENANT, AUGUSTA	210	15,000.00	15,000.00	\$ -	2,255.75	4,565.40	4,565.40	\$ -	\$ 21,821.15
DAHLONEGA	30			\$ -		652.20	652.20	\$ -	\$ 652.20
EATONTON	39	0.00		\$ -	138.60	847.86	847.86	\$ -	\$ 986.46
ELBERTON FIRST	11			\$ -	65.00	239.14	239.14	\$ -	\$ 304.14
FRIENDSHIP	80	0.00		\$ -	100.00	1,739.20	1,739.20	\$ -	\$ 1,839.20
GAINESVILLE FIRST	536	8,822.00	8,347.44	\$ 474.56		11,652.64	11,652.60	\$ 0.04	\$ 20,000.04
GREENSBORO FIRST	56	1,000.00	1,000.56	\$ (0.56)	2,415.00	1,217.44	1,217.44	\$ -	\$ 4,633.00
HARTWELL FIRST	23			\$ -		500.02	500.02	\$ -	\$ 500.02
HEBRON	12			\$ -		260.88	-	\$ 260.88	\$ -
HELEN	40	750.00	750.00	\$ -		869.60	869.60	\$ -	\$ 1,619.60
HOMER	26			\$ -		565.24	565.24	\$ -	\$ 565.24
JEFFERSON	48			\$ -		1,043.52	1,043.52	\$ -	\$ 1,043.52
LAVONIA	16		400.00	\$ (400.00)	100.00	347.84	347.84	\$ -	\$ 847.84
MADISON	295	0.00		\$ -	370.00	6,413.30	6,413.30	\$ -	\$ 6,783.30
MILLEDGEVILLE FIRST	107	1,000.00	4,225.00	\$ (3,225.00)	1,748.08	2,326.18	2,326.18	\$ -	\$ 8,299.26

NORTHEAST GEORGIA PRESBYTERY  
CHURCH GIVING  
DECEMBER 2025

CHURCH	MEMBERS 12/31/2023	SHARED MISSION COMMITMENT	SHARED MISSION RECEIPTS	REMAINING BALANCE	GENERAL ASSEMBLY BENEVOLENCES	PER CAPITA ASSESSMENT	PER CAPITA RECEIPTS	REMAINING BALANCE	TOTAL RECEIPTS
MONTICELLO	221	15,000.00	15,000.00	\$ -	2,228.62	4,804.54	4,804.54	\$ -	\$ 22,033.16
MOUNT HERMON	62		3,470.06	\$ (3,470.06)	440.00	1,347.88	1,347.88	\$ -	\$ 5,257.94
MOUNTAIN	34	500.00	500.00	\$ -		739.16	739.16	\$ -	\$ 1,239.16
NACOOCHEE	257	12,000.00	12,000.00	\$ -	1,216.00	5,587.18	5,587.18	\$ -	\$ 18,803.18
NEW HOPE	10			\$ -		217.40		\$ 217.40	\$ -
OCONEE	246	3,000.00	3,000.00	\$ -		5,348.04	5,350.00	\$ (1.96)	\$ 8,350.00
PLEASANT HILL	30		1,600.00	\$ (1,600.00)		652.20	652.20	\$ -	\$ 2,252.20
RABUN GAP	235			\$ -		5,108.90		\$ 5,108.90	\$ -
REID MEMORIAL	672	46,878.00	46,878.00	\$ -	6,556.00	14,609.28	14,609.94	\$ (0.66)	\$ 68,043.94
SAINT ANDREW	113	2,000.00	2,000.00	\$ -		2,456.62	2,456.62	\$ -	\$ 4,456.62
SARDIS	102			\$ -		2,217.48	2,217.48	\$ -	\$ 2,217.48
TIMPSON	24			\$ -		521.76	521.76	\$ -	\$ 521.76
UNION POINT FIRST	18	2,000.00	1,666.70	\$ 333.30	345.00	391.32	391.32	\$ -	\$ 2,403.02
WESTMINSTER	39	500.00	500.00	\$ -	811.00	847.86	847.86	\$ -	\$ 2,158.86
WESTSIDE	45			\$ -		978.30	978.30	\$ -	\$ 978.30
WILEY	26	0.00		\$ -		565.24	565.24	\$ -	\$ 565.24
WINDER FIRST	55	0.00		\$ -		1,195.70	1,195.00	\$ 0.70	\$ 1,195.00
TOTAL:	5,672	197,056.00	\$ 203,088.62	\$ (6,032.62)	\$ 30,819.41	\$ 123,309.28	\$ 117,723.98	\$ 5,585.30	\$ 351,632.01

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

	<u>JAN 2026</u>	<u>BUDGET</u>	<u>OVER (UNDER) BUDGET</u>	<u>% OF BUDGET</u>
<b>INCOME</b>				
SHARED MISSION - CURRENT YEAR	12,514.59	198,113	-185,598.41	6.32%
PER CAPITA	9,449.01	142,387	-132,937.99	6.64%
INVESTMENT INCOME	496.38	9,500	-9,003.62	5.23%
<b>TOTAL INCOME</b>	<b><u>22,459.98</u></b>	<b><u>350,000</u></b>	<b><u>-327,540.02</u></b>	<b><u>6.42%</u></b>
<b>EXPENSES</b>				
ANTI-RACISM FORMATION EXPERIENCES		500	-500.00	0.0%
CLERGY CARE		5,800	-5,800.00	0.0%
COMMITTEE ON MINISTRY		3,500	-3,500.00	0.0%
COMMITTEE ON PREPARATION FOR MINISTRY	425.00	7,520	-7,095.00	5.65%
COORDINATING TEAM	3,530.22	29,635	-26,104.78	11.91%
GENERAL ASSEMBLY PER CAPITA APPORTIONMENT	5,206.82	62,482	-57,275.18	8.33%
GENERAL ASSEMBLY SHARED MISSION	291.67	3,500	-3,208.33	8.33%
STAFF SALARIES	16,136.51	203,865	-187,728.49	7.92%
SYNOD PER CAPITA APPORTIONMENT	924.84	11,098	-10,173.16	8.33%
SYNOD SHARED MISSION	125.00	1,500	-1,375.00	8.33%
THE TABLE ATHENS - Annual Support	1,500.00	18,000	-16,500.00	8.33%
The Table Athens - Montreat College Conference		2,600	-2,600.00	0.0%
<b>TOTAL PRESBYTERY EXPENSES</b>	<b><u>28,140.06</u></b>	<b><u>350,000</u></b>	<b><u>-321,859.94</u></b>	<b><u>8.04%</u></b>
<b>BALANCE</b>	<b><u><u>-5,680.08</u></u></b>	<b><u><u>0</u></u></b>	<b><u><u>-5,680.08</u></u></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

January 2026

	Jan 2026	Budget	Over (Under) Budget	% of Budget
Cohort support, presbytery portion		5,500	(5,500.00)	0.0%
HR minister gatherings		250	(250.00)	0.0%
Supplies and miscellaneous		50	(50.00)	0.0%
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>5,800</b>	<b>(5,800.00)</b>	<b>0.0%</b>

COMMITTEE ON MINISTRY

January 2026

	Jan 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

January 2026

	Jan 2026	Budget	Over (Under) Budget	% of Budget
Aid to Candidates	425.00	6,000	(5,575.00)	7.08%
Career Assessment		1,320	(1,320.00)	0.0%
Committee Meeting Expense		200	(200.00)	0.0%
<b>TOTAL EXPENSES</b>	<b>425.00</b>	<b>7,520</b>	<b>(7,095.00)</b>	<b>5.65%</b>

Coordinating Team

January 2026

	Jan 2026	Budget	Over (Under) Budget	% of Budget
Committee Meeting Expenses		500	-500.00	0.00%
Copier Support		500	-500.00	0.00%
Financial Review / Accounting Software		9,350	-9,350.00	0.00%
GA/Synod Commissioners' Expense	1,260.00	2,560	-1,300.00	49.22%
Insurance	1,721.26	4,750	-3,028.74	36.24%
IT Support/Software	337.60	3,000	-2,662.40	11.25%
Miscellaneous		500	-500.00	0.00%
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	88.32	450	-361.68	19.63%
Presbytery Meeting Expenses		1,000	-1,000.00	0.00%
Recording Clerk Stipend		900	-900.00	0.00%
Recording Clerk Expense		325	-325.00	0.00%
Telephone	85.23	1,100	-1,014.77	7.75%
<b>TOTAL EXPENSES</b>	<b>3,530.22</b>	<b>29,635</b>	<b>-26,104.78</b>	<b>11.91%</b>

Staff Salaries  
January 2026

	<u>Jan 2026</u>	<u>Budget</u>	<u>Over/(Under) Budget</u>	<u>% of Budget</u>
Direct Deposit Payroll Fees	56.00	350	-294.00	16.0%
Medicare-Employer Portion	40.01	465	-424.99	8.6%
Social Security-Employer Portion	171.07	1,975	-1,803.93	8.66%
Stated Clerk				
Travel/Professional Expenses	409.00	2,500	-2,091.00	16.36%
Continuing Education		650	-650.00	0.0%
Salary	<u>2,730.00</u>	<u>32,760</u>	<u>-30,030.00</u>	<u>8.33%</u>
Total Stated Clerk	3,139.00	35,910	-32,771.00	8.74%
Transitional General Presbyter				
Travel/Professional Expenses		6,000	-6,000.00	0.0%
Pension, Health, D&D	2,727.62	32,731	-30,003.38	8.33%
Salary	2,849.42	34,193	-31,343.58	8.33%
Housing Allowance	2,483.92	29,807	-27,323.08	8.33%
Total General Presbyter	<u>8,060.96</u>	<u>102,731</u>	<u>-94,670.04</u>	<u>7.85%</u>
Business Administrator				
Travel/Professional Expenses		2,500	-2,500.00	0.0%
Pension, Health, D&D	1,326.97	15,924	-14,597.03	8.33%
Matching Contribution to RSP	300.00	1,500	-1,200.00	20.0%
Salary	<u>2,542.50</u>	<u>30,510</u>	<u>-27,967.50</u>	<u>8.33%</u>
Total Business Administrator	4,169.47	50,434	-46,264.53	8.27%
Treasurer				
Travel/Professional Expenses		1,000	-1,000.00	0.0%
Communications Director				
Salary	<u>500.00</u>	<u>6,000</u>	<u>-5,500.00</u>	<u>8.33%</u>
Total Business Administrator	500.00	6,000	-5,500.00	8.33%
Contingency				
		5,000	-5,000.00	0.0%
<b>TOTAL EXPENSES</b>	<u><u>16,136.51</u></u>	<u><u>203,865</u></u>	<u><u>-187,728.49</u></u>	<u><u>7.92%</u></u>

Northeast Georgia Presbytery  
Balance Sheet  
As of January 31, 2026

ASSETS

Current Assets

First American Money Market Checking	204,545.56
New Covenant Mutal Fund	221,394.24
PILP 13 Month Savings Note	105,107.16
Synovus Checking	63,065.36
Synovus CD	175,090.91
Notes Receivable - Short Term (GDMS)	-4,447.97

Total Current Assets 764,755.26

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	-76,385.99

Total Fixed Assets 845,135.17

Other Assets

Endowment Fund	1,128,505.57
Notes Receivable - Long Term (GDMS)	34,467.28

Total Other Assets 1,162,972.85

TOTAL ASSETS 2,772,863.28

LIABILITIES & EQUITY

Current Liabilities

Credit Card	121.80
Payroll Liabilities	459.30

Total Current Liabilities 581.10

Total Liabilities 581.10<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)	42,407.80
BIPOC Fund	37,902.32
Clergy Care Fund	26,511.81
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	4,584.40

Justice & Peacemaking Fund	6,337.15
Property Protection & Defense Fund	83,522.88
Spiritual Direction Fund	<u>5,000.00</u>
Total Temporarily Restricted Net Assets (Designated Funds)	1,643,535.14
Unrestricted Net Assets	
Undesignated Reserves	177,379.16
Other Unrestricted Net Assets	<u>959,769.25</u>
Total Unrestricted Net Assets	1,137,148.41
Net Ordinary Income	-5,680.08
Unrealized Gains/Losses	<u>-2,721.29</u>
Total Equity	<u>2,772,282.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,772,863.28</u></u>

*<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  
JANUARY 2026

CHURCH	MEMBERS 12/31/2024	SHARED MISSION COMMITMENT	SHARED MISSION RECEIPTS	REMAINING BALANCE	GENERAL ASSEMBLY BENEVOLENCES	PER CAPITA ASSESSMENT	PER CAPITA RECEIPTS	REMAINING BALANCE	TOTAL RECEIPTS
ATHENS FIRST	964			\$ -		\$ 24,736.24		\$ 24,736.24	\$ -
ATHENS KOREAN	84			\$ -		2,155.44		\$ 2,155.44	\$ -
AUGUSTA KOREAN	60			\$ -		1,539.60	360.00	\$ 1,179.60	\$ 360.00
BATH	31			\$ -	1,000.00	795.46	795.46	\$ -	\$ 1,795.46
BELLE TERRACE	86			\$ -		2,206.76		\$ 2,206.76	\$ -
CALVARY	15			\$ -		384.90	384.90	\$ -	\$ 384.90
CHRIST	24			\$ -		615.84		\$ 615.84	\$ -
CLARKESVILLE FIRST	136			\$ -		3,489.76		\$ 3,489.76	\$ -
CLAYTON	47	1,000.00		\$ 1,000.00		1,206.02		\$ 1,206.02	\$ -
CLEVELAND FIRST	84	0.00		\$ -		2,155.44	359.24	\$ 1,796.20	\$ 359.24
CLIFFORD MEMORIAL	40			\$ -		1,026.40		\$ 1,026.40	\$ -
COMMERCE	37			\$ -		949.42		\$ 949.42	\$ -
CORNELIA FIRST	124			\$ -	237.00	3,181.84		\$ 3,181.84	\$ 237.00
COVENANT, ATHENS	212	36,000.00	2,833.33	\$ 33,166.67		5,439.92	453.33	\$ 4,986.59	\$ 3,286.66
COVENANT, AUGUSTA	212			\$ -	620.00	5,439.92		\$ 5,439.92	\$ 620.00
DAHLONEGA	30			\$ -		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			\$ -		1,924.50		\$ 1,924.50	\$ -
GAINESVILLE FIRST	530		6,000.00	\$ (6,000.00)		13,599.80		\$ 13,599.80	\$ 6,000.00
GREENSBORO FIRST	53	1,000.00		\$ 1,000.00		1,359.98		\$ 1,359.98	\$ -
HARTWELL FIRST	22			\$ -		564.52		\$ 564.52	\$ -
HEBRON	12			\$ -		307.92		\$ 307.92	\$ -
HELEN	40			\$ -		1,026.40		\$ 1,026.40	\$ -
HOMER	17			\$ -		436.22		\$ 436.22	\$ -
JEFFERSON	48			\$ -		1,231.68		\$ 1,231.68	\$ -
LAVONIA	14			\$ -		359.24		\$ 359.24	\$ -

NORTHEAST GEORGIA PRESBYTERY  
CHURCH GIVING  
JANUARY 2026

CHURCH	MEMBERS 12/31/2024	SHARED MISSION COMMITMENT	SHARED MISSION RECEIPTS	REMAINING BALANCE	GENERAL ASSEMBLY BENEVOLENCES	PER CAPITA ASSESSMENT	PER CAPITA RECEIPTS	REMAINING BALANCE	TOTAL RECEIPTS
MADISON	308			\$ -		7,903.28		\$ 7,903.28	\$ -
MILLEDGEVILLE FIRST	112			\$ -		2,873.92		\$ 2,873.92	\$ -
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		\$ 667.16	\$ -
MOUNTAIN	26			\$ -		1,411.30		\$ 1,411.30	\$ -
NACOOCHEE	246	11,280.00	940.00	\$ 10,340.00		6,312.36	526.03	\$ 5,786.33	\$ 1,466.03
NEW HOPE	10			\$ -		256.60		\$ 256.60	\$ -
OCONEE	233			\$ -		5,978.78		\$ 5,978.78	\$ -
PLEASANT HILL	28	1,600.00		\$ 1,600.00		718.48		\$ 718.48	\$ -
RABUN GAP	237			\$ -		6,081.42		\$ 6,081.42	\$ -
REID MEMORIAL	672		2,574.59	\$ (2,574.59)		17,243.52	1,428.42	\$ 15,815.10	\$ 4,003.01
SAINT ANDREW	113		166.67	\$ (166.67)		1,257.34	241.63	\$ 1,015.71	\$ 408.30
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		\$ 1,000.00		949.42		\$ 949.42	\$ -
WESTSIDE	45			\$ -		1,154.70		\$ 1,154.70	\$ -
WILEY	18			\$ -		461.88		\$ 461.88	\$ -
WINDER FIRST	55			\$ -		1,411.30		\$ 1,411.30	\$ -
TOTAL:	5,549	66,880.00	\$ 12,514.59	\$ 54,365.41	\$ 2,899.00	\$ 142,387.34	\$ 9,449.01	\$ 132,938.33	\$ 24,862.60

One Hundred and Twenty-Sixth Stated Meeting  
 Northeast Georgia Presbytery  
 Minutes of Meeting  
 October 21, 2025

Location: Nacoochee Presbyterian Church, Sautee Nacoochee, Georgia

Pastor John Harrison

<b>Topic</b>	<b>Discussion</b>	<b>Decision</b>
Call to Order, Opening Prayer Welcome	The meeting was called to order at 10:00 a.m. and opened with prayer by Moderator Joslyn Fields Rev. John Harrison provided the welcome	
Seating of First-time Commissioners, Corresponding Members, Introduction of Visitors	First-time commissioners were recognized. Corresponding members were recognized. Visitors were recognized.	
Declaration of Quorum		A Quorum was declared by Rev. Jacob Douylliez, Stated Clerk
Approval of Docket		The docket was approved
Approval of Consent Agenda	The consent agenda consisted of: Minutes of the May 20, 2025 Stated Presbytery meeting The Northeast Georgia Presbytery approve the transfer of Rev. Choonki Kim to Holston Presbytery The Northeast Georgia Presbytery dissolve the call between Mari Turner and Dahlonega Presbyterian Church	The consent agenda was approved
Stated Clerk's Report Jacob Douylliez	Rev. Douylliez gave a brief report on the status of the annual review of Session minutes for 2024 of the congregations in the presbytery. Rev. Douylliez reported that as required by Church Discipline, I have the duty to inform you that a congregation within the presbytery requested a reference to the Presbytery Judicial Commission in a disciplinary matter related to two ruling elder member of the same congregation. The PJC voted to accept the request for a reference and the presbytery has assumed jurisdiction over the matter. The investigation process is ongoing. Further updates will be provided as future meetings of the Presbytery pursuant to D-7.0501	
Transitional General Presbyter's Report Ed Rees	A written report was found in the Handbook, page 6. Rev. Rees shared comments about his work as Transitional General Presbyter.	
Coordinating Team Report Marc Galvin	Recommendations: Handbook, page 8 1. That Ed Rees be elected Treasurer to complete the term left vacant by Bob Prim. 2. That Presbytery approve establishing an endowment fund that would be used to fund the administrative work of the presbytery and ministries of member congregations from the remainder of the Trinity Fund and the Georgia Domestic Missionary Society Fund. The Coordinating Team recommends to Presbytery a proposal (addendum 2)	Recommendation 1. Approved

	<p>to establish and manage the endowment fund. There was a brief time of discussion regarding this recommendation.</p> <p>3. That Presbytery approve: "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 \$5000 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."</p> <p>4. That Presbytery approve an increase in the Presbytery's portion of per capita for 2026 that would allow for the majority of the Operating Budget to be funded through per capita: 2026: General Assembly--\$11.26; Synod of South Atlantic--\$2.00; NEGA Presbytery--\$48.11 for a total of \$61.37. Jeff Cain, Chair of BFIT was called upon to provide information regarding this recommendation. A lengthy time of discussion followed this recommendation.</p>	<p>Recommendation 2. Approved</p> <p>Recommendation 3. Approved</p> <p>Recommendation 4 was tabled due to length of time of discussion. The order of the day was for worship to begin at 11:00. The motion will be revisited after worship and lunch.</p>
11:00 a.m. the business portion of the presbytery meeting was paused for Worship	Throughout the Order of Worship, the musicians and choir of Nacoochee Presbyterian Church provided beautiful music to enhance the worship experience. Call to Worship, Prayer of Confession, Assurance of Pardon, Passing the peace of Christ.	
Sermon	Journey to Serve. The message was brought by Rev. CeCe Armstrong.	
Offering	The morning offering is to go to the Northeast Georgia Presbytery Anti-Racism Fund.	
Communion	Communion was celebrated.	
Lunch was served from 12-1:00 p.m		
Business resumed at 1:00 p.m. with the continuation of the Coordinating Team report	4. Continued: 2026 that would allow for the majority of the Operating Budget to be funded through per capita: 2026: General Assembly--\$11.26; Synod of South Atlantic--\$2.00; NEGA Presbytery--\$48.11 for a total of \$61.37. Discussion resumed with a request for an alternate plan. Jeff Cain, Chair of BFIT provided information on the alternate plan that BFIT had prepared, if needed. The alternate plan called for a step increase in the Presbytery part of the per capita over three years with the 2026 amount being \$25.66, the 2027 amount being \$26.00, and the 2028 amount being \$41.00. These amounts did not include any future increase in the General Assembly or Synod amounts.	Recommendation 4: After additional lengthy discussion a substitute motion was introduced. In order for the substitute motion to be considered, the original motion must be voted upon. The original motion was defeated by a majority voice vote. A motion was made to adopt the alternative plan prepared by BFIT: that for 2026 the

		<p>Presbytery portion of the per capita be \$12.40. A substitute motion was made That for 2026 the Presbytery portion of per capita be \$12.40 and that a task force be created to provide a plan for the 2027 and 2028 per capita. In the process of perfection, an amendment to the substitute motion was presented recommending that BFIT be the task force rather than creating a new task force. The amendment was approved and the substitute motion was declared perfected. The main motion was declared perfected with no amendment. Then the body considered the question: Shall the substitute motion become the main motion. This motion was approved by majority voice vote. The new main motion for recommendation 4 was approved by majority voice vote.</p>
	5. That the Presbytery approve the 2026 Proposed Operating Budget (Handbook, pages 35 – 38)	Recommendation 5 approved
Presbyterian Foundation Dana Waters	A report was given.	
February Presbytery Gathering Matt Henderson	A report was given.	
The Calvin Center Tyler Brock	Greetings from the Calvin Center and information shared regarding opportunities at the Calvin Center.	
Committee on Preparation for Ministry Mike Williams	Two individuals were presented for enrollment as inquirers under the care of the Northeast Georgia Presbytery.	Travonte Robertson and Janet Timmons were enrolled as inquirers.
Anti-Racism Task Force John Harrison	A report was given.	
The Table Will Norman	A report was given.	

Manual Revision Task Force Sylvia McDonald	A report was given.	
Committee on Ministry Steven Barnes	<p>Recommendations, Handbook, page 12</p> <ol style="list-style-type: none"> <li>1. That Northeast Georgia approve the transfer of Rev. Choonki Kim to Holston Presbytery.</li> <li>2. That Northeast Georgia Presbytery dissolve the call between Rev. Mari Turned and Dahlonga Presbyterian Church.</li> <li>3. That Northeast Georgia Presbytery approve the 2026 Minimum Salary Standards for Ministers (minimum terms of call) Handbook, pages 13 – 15.</li> <li>4. That Northeast Georgia Presbytery receive the Rev. Nikki Passante as a member-at-large, transferring from the Presbytery for Southern New Jersey. Rev. Passante has been examined by the Examination Team of the COM. The floor was opened for additional questions. After a brief time of questions for Rev. Passante a vote was taken.</li> </ol>	<p>Recommendation 1 previously approved in consent agenda Recommendation 2 previously approved in consent agenda Recommendation 3 approved Recommendation 4 approved</p>
Nominating Committee Sue Jacobs	The class of 2028 nominees was presented (Handbook page 16). There was the addition of Rev. Kaitlin Gordon-Cooke for the Committee on Preparation for Ministry. The 2026 Coordinating team was presented: Elaine Wiegert, Ross Brown, Steven Barnes, Mike Williams, Joye Brown, Nancy Miller, Joslyn Fields, Will Norman, Jacob Douylliez, Ed Rees (not part of CT—Sylvia McDonald will continue to be the recorder for the CT)	<p>The class of 2028 nominees was approved.</p> <p>The 2026 Coordinating Team was approved.</p>
Announcements	<p>Matt Henderson announced a future trip to Turkey</p> <p>Ed Rees announced that Anita Green would take a 5 week leave of absence.</p>	
Next Meeting Adjourn	The next meeting will be February 28, 2026 with meeting location to be announced. The meeting was closed with prayer.	Meeting adjourned at 2:20 p.m.

Respectfully submitted: Sylvia McDonald, recorder

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

Moderator \_\_\_\_\_  
Joslyn Fields

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

**REPORT OF ATTENDANCE**  
**October 21, 2025**

**Minister Members:**

Travis	Adams	Honorably Retired	Corey	Ingold	Monticello
Burnetta	Armour	Cleveland First	Meg	Jackson Clark	Greensboro First
Ryan	Baer	Athens First	Sue	Jacobson	Oconee
Steven	Barnes	Oconee	Christin	Johnson Norman	PVA
Tom	Buchanan	Covenant Athens	Sunjae	Jung	Athens Korean
Jeffrey	Cain	Commerce	Heather	Koontz	Mount Hermon
Dale	Chapin	Honorably Retired	Lee	Koontz	Gainesville First
Andy	Cooke	Covenant Augusta	John	McCrosky	Member at Large
Charles	Crane	Winder First	Will	Norman	The Table
Jacob	Douylliez	Stated Clerk	Courtney	Pittman	Madison
Paul	Evans	Jefferson	Bob	Prim	Treasurer
Karen	Fletcher	Hartwell First	Ed	Rees	General Presbyterian
Teresa	Franklin	Member at Large	Craig	Topple	Friendship
Matt	Henderson	Clarkesville First	Mari	Turner	Milledgeville First
Jennifer	Horton	Lavonia	Mike	Williams	Saint Andrew

**Ruling Elder Commissioners:**

John	Webster	Athens First	Steve	Stewart	Greensboro First
Matthew	Enfinger	Bath	Elwood	Eakin	Hartwell First
Janet	Timmons	Belle Terrace	Raphael	Skiratzki	Lavonia
Brant	Finley	Clarkesville First	Jill	Connolly	Madison
Claudia	Jessup	Clarkesville First	Gloria	Burns	Milledgeville First
Pat	McCollum	Clarkesville First	Susan	McGill	Milledgeville First
Renee	Ramsay	Clayton	Laura	Anderson	Mount Hermon
Roy	Ficklin	Cleveland First	Dameron	May	Mount Hermon
Elaine	Wiegert	Cleveland First	Joan	McGough	Mountain
Tim	Mullen	Cornelia First	Lisa	Deaton	Nacoochee
Luanne	Rigsby	Covenant Athens	Jessica	James Weems	Nacoochee
Anne	Ealick Henry	Covenant Augusta	Monika	Knight	Nacoochee
Susan	Monk	Covenant Augusta	Mark	Griffin	Nacoochee
Roy	Martin	Dahlonega	Ross	Brown	Oconee
Henry	Hibbs	Friendship	Becky	McCaskey	Oconee
Enow	Agborsangaya	Gainesville First	Sally	Ross	Oconee
Garry	McGlaun	Gainesville First	Anita	York	Oconee
Jeff	Parker	Gainesville First	Charles	Colbert	Sardis
Bonnie	Rary	Gainesville First	Kathy	Adams	Timpson
Spencer	Hinds	Greensboro First			

**Other Ruling Elders with Vote:**

Fred	DiMaio	Clayton	Marc	Galvin	Coordinating Team Chair
Joslyn	Fields	Moderator of Pby	Sylvia	McDonald	Recording Clerk
			Marsha	Moorman	SMPRT Chair

**Visitors:**

Tyler	Brock	Calvin Center	Nikki	Passante	Pby of Southern NJ
Libby	Christiansen	Pby Staff	Gerald Lee	Rick	Boggs Rural Life Center
Reggie	Colbert	Sardis	Dana	Waters	Presbyterian Foundation
Anita	Green	Pby Staff	Alton	West	Boggs Rural Life Center