

# HANDBOOK PROVIDENCE PRESBYTERY

Providence Presbytery  
Meeting Handbook Link  
Can Be located at  
[www.providencepres.org](http://www.providencepres.org)

Click the following tabs:  
Calendar  
2024 Presbytery Meetings  
January 14, 2024

Direct Link:  
[January 14, 2024 Handbook](#)



Providence Presbytery  
Called Meeting  
January 14, 2024

Registration Opens at  
2:00 p.m.  
Call To Order: 3:00 p.m.

Questions - Contact the  
Providence Presbytery  
Office at 803-328-6269

## Called Electronic Meeting Sunday, January 14, 2024

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### See Appendix For The Following Reports:

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**Ministers, please make sure that your Ruling Elder Commissioner to the Presbytery meeting has a copy of the Handbook prior to the meeting.**

### Registering Your Attendance For The Meeting In The Chat Box:

After launching ZOOM on your computer, by using this link: [Zoom Link For Providence Presbytery January 14, 2024 Presbytery Meeting](#) You will need to type your name, role, and church in the chat box using the format below. Please place your first and last name, your appropriate role initials (see initials below), followed by your congregation. For example, "Sandy Smith - RE, XYZ Church." Then click enter.

### Use the following abbreviations for your role for the meeting:

- TE** = Teaching Elder member of Providence Presbytery
- TEN** = Teaching Elder **NOT** a member of Providence Presbytery (voice, no vote)
- CRE** = Commissioned Ruling Elder
- HR** = Honorably Retired Teaching Elder
- CE** = Christian Educator
- RE** = Ruling Elder Commissioner(s) from a Church Session
- MTM** = Ministry Team Moderator – Indicate which Ministry Team
- CM** = Corresponding Member (voice, no vote)
- V** = Visitor - If coming from a congregation list the name of your church, if coming from an agency list the agency and your title, if attending in any other capacity please put in a descriptor (i.e. PW, Inquirer, CPM candidate, etc.).
- S** = Presbytery Staff

# Called Electronic Meeting of Providence Presbytery

## DOCKET

Sunday, January 14, 2024 at 3:00 p.m.

Zoom Video Conference

*Guided by the Holy Spirit, the Mission of Providence Presbytery is to equip, support, and connect our congregations as they faithfully serve Jesus Christ in a changing world.*

- 3:00 pm**      **Call to Order and Opening Prayer**      Moderator, Elder Mike Conn  
Ruling Elder, Tirzah (Y) Presbyterian Church
- 3:10 pm**      **Stated Purpose of the Called Meeting**      Moderator Conn
1. To receive a report from the Stated Clerk Nominating Committee and take action accordingly.
  2. If approved, to Install the New Stated Clerk.
  3. To approve adjustments to the Stated Clerk Job Description.
- 3:15 pm**      **Establishment of a Quorum**      Bridge Stated Clerk, Elder Jim Rowell
1. Election of Rev. Dr. Toby Mueller as Assistant Recording Clerk for the Meeting.
- 3:20 pm**      **Welcome**      Elder Jim Rowell
1. Recognition of First Time Ruling Elder Commissioners.
  2. Communications and Consent Agenda.
- 3:25 pm**      **Adoption of the Docket**      Moderator Conn
- 3:30 pm**      **Report of the Stated Clerk Search Committee**      Rev. Dr. Joanne Sizoo, Moderator  
Grace (Y) Presbyterian Church  
**Page C: 1**
1. To receive the Report from the Stated Clerk Nominating Committee and take action accordingly.
  2. If approved, to Install the New Stated Clerk.
- 3:40 pm**      **Report from the Community of Hope** (Formerly Administrative Ministry Team)  
Ruling Elder Hope Moore, Moderator  
Tirzah (Y) Presbyterian Church
1. To approve the adjustments to the Stated Clerk Job Description.      **Appendix 2**
- 3:50 pm**      **Adjournment & Prayer**      Moderator Conn

**Next Stated Meeting of Providence Presbytery:**  
Sunday, February 11, 2024 at Tirzah (Y) Presbyterian Church at 2:30 pm

# CONSENT AGENDA (OMNIBUS MOTION) AND COMMUNICATIONS

Report to Providence Presbytery  
January 14, 2024

Greetings and Happy New Year to all of the members of Providence Presbytery. As we begin a new year together in service to our Lord and Savior Jesus Christ, we are all reminded of the many transitions that have happened and will continue to happen in Providence Presbytery as we go together into this new year. May we all show patience with the changes and embrace them together as we move forward. One of those changes will take place at this Called Meeting of Providence Presbytery as you vote for a new, permanent Stated Clerk of Providence Presbytery. Providence Presbytery is also blessed as well to now have new Bridge General Presbyter, Rev. Dr. Toby Mueller. Please welcome her at your earliest opportunity.

## **For Information:**

1. **REGISTRATION FOR THIS MEETING:** Please register for the Presbytery meeting in the **ZOOM CHAT BOX**. You will see the Chat Box at the bottom of your Zoom page. After launching ZOOM on your computer, by using this link:  
[Zoom Link For Providence Presbytery January 14, 2024 Presbytery Meeting](#)

You will need to type your name, role, and church in the chat box using the format below. Please place your first and last name, your appropriate role initials (see initials below), followed by your congregation. For example, "Sandy Smith - RE, XYZ Church." Then click enter.

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**RE** = Ruling Elder Commissioner(s) from a Church Session

**MTM** = Ministry Team Moderator – Indicate which Ministry Team

**CM** = Corresponding Member (voice, no vote)

**V** = Visitor - If coming from a congregation list the name of your church, if coming from an agency list the agency and your title, if attending in any other capacity please put in a descriptor (i.e. PW, Inquirer, CPM candidate, etc.).

**S** = Presbytery Staff

2. **REMINDER:** All churches please get in your **Statistical Reports** as soon as possible. Statistical Forms must be completed online by Thursday, February 15, 2024 by midnight. The website for the online Statistical Forms is <http://oga.pcusa.org/stats>.
3. **REMINDER:** The next Presbytery meeting is scheduled for February 11, at Tirzah (Y) Presbyterian Church. Registration begins at 1:30 p.m. and the meeting starts at 2:30 p.m.

4. **REMINDER:** All Committees (Teams, Commissions) are to send in your reports for the Presbytery meeting no later than Monday, January 22, 2024.
5. **REMINDER:** Last year Providence approved a new Manual of Operations for Providence Presbytery that changed the criteria for the number of Voting Elder Commissioners for Presbytery from each session, they are as follows: **(See Appendix 4)**

0 – 125 members	1 ruling elder
126 – 300 members	2 ruling elders
301 – 750 members	3 ruling elders
751+ members	4 ruling elders

6. **REMINDER:** The Community of Faith of Providence Presbytery (formerly Education & Equipping Ministry Team) is grateful to be able to offer Leaderfest 2024 as a workshop focused on mental health and suicide prevention this January 20<sup>th</sup> at Bethelwoods Camp & Conference Center, and we need YOUR help in getting the word out! Led by Robyn Ellison.

The event starts at 8:30 a.m., includes free lunch and childcare, and will leave each attendee not only more prepared to meet mental health needs in your church and community, but also certified in Mental Health First Aid. Please click this link to [Register For Leaderfest 2024](#).

If you have questions about this event you may contact Kara Wheeler at [kwheelerfpcrh@gmail.com](mailto:kwheelerfpcrh@gmail.com).

7. **REMINDER:** For all of you (especially pastors) to attend an antiracism workshop led by [The Revered Dr. W. Benjamin Boswell](#) who is a preacher, pastor, author, civil rights leader, and public speaker who facilitates anti-racist spiritual formation courses.

Rev. Dr. Boswell spoke at the October 22, 2023 meeting of Providence Presbytery. The workshop will be offered on two different dates; choose the one best for you:

**Thursday, February 29, 2024**

Grace Presbyterian Church, Fort Mill  
9:00 a.m. - Noon

**Sunday, March 17, 2024**

Purity Presbyterian Church  
3:00 p.m. - 6:00 p.m.

Click the following link to register and pay for the workshop: [Register for the Anit-Racism Workshop](#)

**For Action:**

1. That excused absences for those requesting to be excused from this Presbytery meeting be granted.

**Stated Clerk Nominating Committee**  
**Report to Providence Presbytery**  
**January 14, 2024**

The Stated Clerk Nominating team of Tim McCullough, Linda Kennedy and I sent out information regarding the position, received and reviewed applications, and interviewed 2 people. We are pleased to nominate The Rev. Dr. David Bender, pastor of Faith Presbyterian Church in Indian Land and long-time member of this presbytery, to serve as Providence Presbytery's next Stated Clerk, effective January 14, 2024..

We believe that David has the education (MDiv, DMin and JD) and experience (as attorney and pastor) to serve us well in this position, while continuing to serve as pastor at Faith. David's leadership on 3 Presbytery Administrative Commissions, the Bethelwoods property task force, Presbytery policy writing teams and the Synod Permanent Judicial Commission, in addition to many other roles in our Presbytery, have helped to prepare him for this role.

Joanne Sizoo, moderator of SC nominating committee.

## HELPFUL HINTS FOR PRESBYTERY COMMISSIONERS

Congratulations on being chosen to be a commissioner to this Presbytery meeting from your congregation! Below are some thoughts and observations that you may find helpful as you prayerfully prepare to fulfill your responsibility.

- Our Presbyterian system is a very simple system: It assumes that Christians meeting in representative bodies, which we now call **councils**, can seek, and know the will of God and that, through these councils, the whole church can be governed in ways that are just, decent, and orderly.
- Officers elected to serve as commissioners to a meeting of the Presbytery cannot be told how to vote. Our Book of Order reminds us that “Christ alone rules, calls, teaches, and uses the Church as he wills.” (F-1.0202)
- Officers must be free to listen for the word of Christ to his church. As commissioners you are independent decision makers and cannot be bound to vote according to the wishes of those who elected you. Again, our Book of Order reminds us that “Presbyters are not simply to reflect the will of the people, but rather to seek together to find and represent the will of Christ.” (F-3.0204)
- A meeting of Presbytery is a deliberative body open to the give-and-take of discussion and to the free working of the Holy Spirit.

**TITLE:** Stated Clerk of Providence Presbytery

**PURPOSE:** The Stated Clerk shall serve the presbytery as parliamentarian, preparer of minutes, keeper of records, and interpreter and communicator of presbytery actions.

**EMPLOYMENT STATUS:** Contract Position (10-20 hours a week)

**ACCOUNTABILITY:** This position is accountable to the Presbytery through the Personnel Committee of the Community of Hope (Administration).

**RESPONSIBILITIES:**

1. Execute and complete the duties enumerated in the *Manual of Administrative Operations*, complying with responsibilities outlined in the *Book of Order*.
2. Responsible for organization (contents/structure) of presbytery meetings, in consultation with Coordinating Team and current moderator.
3. Serve as parliamentarian for presbytery meetings, prepare minutes for stated and called meetings of the presbytery, regularly communicate actions of the presbytery to members and ministries, and prepare attendance records and balancing of commissioners for presbytery meetings.
4. Interpretation and communication
  - interpret the interests of the Presbytery to the Synod and General Assembly.
  - interpret the interest of the Synod and the whole church to the Presbytery.
  - interpret the decisions and programs of the Presbytery to Sessions.
  - interpret the decisions and policies of the Presbytery to the general public.
5. Serve as the officer of the presbytery as required by the Rules of Discipline in the *Book of Order*; serve as resource to the Community of Witness (Ministerial Services) and Community of Hope (Administration).
6. Communicate with churches regarding statistical reports and assist churches in filling out forms when necessary.
7. Coordinate annual session minutes review, assisting clerks of session with regular training opportunities and annual statistical report preparation in cooperation with the Community of Love.
8. Implement tasks required in the PC(USA) EQUIP site for stated clerks and participate actively in the denomination's Association of Stated Clerks.
9. Attend virtual and in-person presbytery staff meetings as scheduled and perform other duties as directed by, and coordinated with, the presbytery.
10. Attend Stated Clerk training offered by GA, and national meetings (i.e. GA and others) as the presbytery representative either in-person or online as deemed necessary.
11. Prepare and compile the Annual Minutes for the Synod and Presbyterian Historical Society.
12. Oversee closure procedures for churches closing or leaving the denomination.

**ESSENTIAL SKILLS, GIFTS, AND EXPERIENCES**

1. Must be a member in good standing of the Presbyterian Church (USA) and either a Ruling Elder or Teaching Elder (Minister of the Word and Sacrament).
2. Thorough knowledge of denominational structures, processes, and resources.

3. Supportive colleague in ministry.
4. Proven ability to develop interpersonal relationships cross-culturally and interculturally. Exhibit intercultural humility and predisposition to consider others' interests.
5. Demonstrated ability and willingness to listen, assess situations, and use adaptive approaches to opportunity management and problem solving.
6. Exhibit tenacity, grace, and flexibility when faced with unanticipated or complex challenges. Non-anxious presence in times of grief, stress, and conflict.
7. Observes healthy boundaries, spiritual practices, and self-care.
8. Detail-oriented, punctual, reliable, well organized, an effective communicator, flexible.
9. Excellent skills in current office technology and software, virtual meeting software, and social media.

**EVALUATION:** Annual review and evaluation with the Personnel Committee of the Community of Hope.

**TERMS:** This person is elected for a three-year term, subject to termination in accordance with the *Book of Order* and Personnel Policies of Providence Presbytery.



# **PARTICIPATION INSTRUCTIONS**

## **For**

### **Providence Presbytery**

### **ZOOM Meetings**

To see a 45 second video overview of ZOOM, click [here](#).

If you would like some training on how to use Zoom, including Zoom meeting etiquette – Check out the Zoom 101 Training Youtube Video on the Providence Presbytery Website created by Kara Wheeler and the Education and Equipping Ministry Team. [Providence Presbytery Zoom 101 - YouTube](#)

### **PLEASE PRACTICE THE FEATURES FOUND ON THESE PAGES**

#### **PLEASE NOTE THE FOLLOWING INFORMATION CONCERNING THE MEETING:**

- **Please register your attendance at the meeting by recording your name, church, and role in the Zoom Chat Box at the Presbytery meeting.** The Providence Presbytery Called Meeting is Sunday, January 14, 2024 and will begin promptly at 3:00 p.m., but the meeting room will open at 2:00 p.m.
- The Commissioner's Handbook will be emailed approximately ten days prior. Printed copies will be made available upon request.
- The Stated Meeting will be recorded to assist the one who records the minutes.
- The zoom link is listed below:

You are invited to a Zoom meeting. When: January 14, 2024, at 3:00 p.m. Eastern Time:  
[Click This Link To Attend Providence Presbytery January 14, 2024 Presbytery Meeting](#)  
Meeting ID: 856 4904 8846  
Passcode: 395543

If you have any questions, please contact **Jim Rowell** at [jrowellx2@bellsouth.net](mailto:jrowellx2@bellsouth.net) or Rose Lemmons-Berry at the Presbytery Office 803-328-6269. Thank you.

# Providence Presbytery Meeting Policies

## **Persons who have the privilege of the floor are:**

- Teaching Elder members of Providence Presbytery
- Commissioned Ruling Elders
- Ruling Elder Commissioner(s) of each church
- All Moderators of the five Communities of Care:
  - Community of Love (Coordinating Team)
  - Community of Faith (Faith Formation and Christian Education)
  - Community of Hope (Administration and Support)
  - Community of Witness (Ministerial Services)
  - Community of Witness (Mission and Advocacy)
- Presbytery PW provided they are ordained as either a ruling elder or a teaching elder
- All members of the Community of Love
- Certified Christian Educators (G-2.1103b)
- All Candidates under care of Providence Presbytery not otherwise enrolled in the Presbytery
- Persons certified in church service (Certified Church Service, G-2.11)

## **Persons who are eligible to vote are:**

- Teaching Elder members of Providence Presbytery
- Commissioned Ruling Elders
- Ruling Elder Commissioner(s) of each church
- All Moderators of the five Communities of Care:
  - Community of Love (Coordinating Team)
  - Community of Faith (Faith Formation and Christian Education)
  - Community of Hope (Administration and Support)
  - Community of Witness (Ministerial Services)
  - Community of Witness (Mission and Advocacy)
- Presbytery PW provided they are ordained as either a ruling elder or a teaching elder
- Certified Christian Educators who are ordained as a ruling elder or a teaching elder (G-2.1103b)

## **Membership and Representation:**

Presbytery is a cooperate expression of the church consisting of all churches and teaching elder members within its bounds. When Providence Presbytery meets, each church shall be represented by ruling elders commissioned by the session as follows:

0 – 125 members	<b>1 ruling elder</b>
126 – 300 members	<b>2 ruling elders</b>
301 – 750 members	<b>3 ruling elders</b>
751+ members	<b>4 ruling elders</b>

From *Providence Presbytery Manual of Administrative Operations*, Pages 1 -2, Approved 3-26-23.