

To: Teaching Elder and Ruling Elder Commissioners

Notice of Stated Meeting of the Presbytery of Transylvania

The Presbytery of Transylvania will meet at The Presbyterian Church of Bowling Green, 1003 State Street, Bowling Green, KY 42101, on Friday and Saturday, February 25-26, 2022. Portions of the meeting are joint gatherings with our sister presbyteries, Mid-Kentucky and Western Kentucky. If you have not already registered, please do so as soon as possible. Pre-registration is required and can be found here: <https://presbytery.wufoo.com/forms/knwddayon1rbz/>. Event planners need accurate counts for meals and meeting rooms. COVID protocols can be found at the registration link. An offering will be collected during worship and will be split between the tornado relief fund of Western Kentucky Presbytery and Presbyterian Disaster Assistance. Please click [here](#) to give -

Registration begins both days at 9 AM (Central Standard Time). Various workshops, worship, and presentations are planned over the two days. The Presbytery of Transylvania will meet for business on Saturday, February 26, 2022, at 12 Noon. You can find a schedule of events here [link](#).

If you are unable to attend, please request an excused absence from the Stated Clerk. Email: statedclerk@transypby.org.

The presbytery's meeting docket and reports will be posted to the website on Monday, February 21, 2022, and can be found here: <https://transypby.org/february-25-26-2022-kentucky-statewide-presbytery-meeting-bowling-green-kentucky/>

Here's a [link](#) to some helpful map, parking and restaurant information

Here's a [link](#) to the basic schedule

God's blessings to each one and see you soon.

The Rev. Jerry L. Utt, II
Stated Clerk

Presbytery of Transylvania
Stated Meeting of February 26, 2022
Docket

| | | |
|------------|---|-------------------------------|
| Noon | Call to Order/Opening Prayer | Moderator Julie Olt |
| | Business Items | |
| | 1. Declaration of Quorum | Stated Clerk Jerry L. Utt, II |
| | 2. Approval of Docket (all new business must be submitted at this time) | |
| | 3. Introduction of First-Time Commissioners and Guests | |
| | 4. Comings and Goings | Philip Lotspeich |
| | 5. Consent Agenda | Stated Clerk |
| | a. Stated Clerk's Report | |
| | i. November Presbytery Meeting Minutes | |
| | b. Coordinating Commission | |
| | c. Pastoral Transitions Commission | |
| | d. Commission on Representation | |
| | e. Synod Commissioners Reports | |
| | 6. Commission on Preparation for Ministry | Ginny Shanda |
| | 7. Administration Commission/Treasurer's Report | Bill Reed and William Banks |
| | 8. Burnamwood Presentation | |
| | 9. General Presbyter | Philip Lotspeich |
| | a. E-Connect | |
| | New Business (if any) | |
| 12:00 Noon | Adjourn and Closing Prayer | Moderator Julie Olt |

**Report of the Stated Clerk
Presbytery of Transylvania
February 26, 2022**

Recommendations for Presbytery Action:

1. Move that presbytery accept requests for excused absence.
2. Move that presbytery seat corresponding members and grant privilege of floor (voice).
3. Move that presbytery approve minutes of November 16, 2021, annual meeting.

Information:

Roster of former Permanent Judicial Commission members (see BOO D-5.0206b):

| | | |
|---------------|----------------|------|
| Mark Davis | Teaching Elder | 2021 |
| Bill Owens | Ruling Elder | 2021 |
| Janet Prewitt | Teaching Elder | 2020 |
| Diane Kraft | Ruling Elder | 2020 |
| Pamela Potter | Ruling Elder | 2019 |
| Anne Chesnut | Ruling Elder | 2018 |
| Nelson Rhodes | Ruling Elder | 2017 |
| Bob Wilson | Ruling Elder | 2015 |
| Jack Haga | Teaching Elder | 2015 |

Annual Statistical Reporting:

The annual reporting period for 2021 is nearing its end. The portal has closed for church entries. If any church/clerk needed extra time and would like the presbytery to enter the information, please contact Robyn or I and we'll help. Thank you to each session/clerk that completed the annual reporting for 2021.

Report of Coordinating Commission
Presbytery of Transylvania
February 26, 2022

Since the November presbytery meeting, the Coordinating Commission has met two times: December 14, 2021, and February 15, 2022.

Actions taken by Coordinating Commission:

- Toured Camp Burnamwood, noting improvements and repairs made to various buildings and camp structures and hearing plans for the post-sabbatical period.
- Designated \$10,000 to the Presbytery of Western Kentucky for tornado relief.
- Conducted a yearly review of presbytery work and initiated a process of revising presbytery structures (commissions and ministries) for increased effectiveness.
- Approved an application process for providing technology grants to churches.
- Accepted the resignation of teaching elder Donald Stanley from chair, Mission Ministry.
- Donated \$100 to Presbyterian Historical Society as a thank-you for David Staniunas' workshop for clerks of session.
- Approved the request of the John C. Bulow Campbell Library at Columbia Theological Seminary, Decatur, GA, that the presbytery's holdings be digitized and shared with Ancestry.com.
- Reviewed reports of presbytery's commissions and ministries.

Recommendation for Presbytery Action:

- Move to approve these meeting dates for the remainder of 2022:
Tuesday, May 3, 2022
Saturday, August 20, 2022
Thursday, December 1, 2022 (annual meeting).

Pastoral Transitions Commission
Report to Presbytery
February 2022

1. The Pastoral Transitions Commission met via Zoom on January 25, 2022
2. The commission has taken these actions:
 - I. Granted Honorable Retirement to Rev. Erin Rouse effective March 1, 2022
 - II. Dismissed the following members:
 - A. Rev. J.T. Silence to Ohio Valley Presbytery
 - B. Rev. Sara Benedetti to Presbytery of Northeast New Jersey
 - III. Granted Temporary Membership to Ministers of other denominations serving in temporary covenant relationships:
 - A. Dr. Russell Sisson - Temporary Supply at Middlesboro
 - B. Rev. Bill Pollack – Temporary Supply at Ashland, First
 - C. Rev. Vernon Goodman – Temporary Supply at Beattyville, McGuire Memorial
 - IV. Appointed Moderators to the following congregations:
 - A. Ashland, First – Rev. Bill Pollack
 - B. Beattyville, McGuire Memorial – Rev. Vernon Goodman
 - C. Grayson, Bayless Memorial – CLP Josh Akers
 - D. Harrodsburg, United – Rev. John White
 - E. Lexington, Hunter – Rev. Ray Mendenhall
 - F. Middlesboro – Dr. Russell Sisson
 - G. Millersburg, First – Rev. Doug Ensminger
 - V. Pastor Nominating Committee approved:
 - A. Mt. Sterling
 - VI. Ministry Information Form (MIF) approved:
 - A. Lexington, Hunter – Full-time Pastor
 - VII. Set 2022 Regular Meeting Dates for 1st Thursdays at 2:00 pm

Commission on Representation (COR) Report to the Presbytery of Transylvania**Feb. 26, 2022**

The COR has not met since the November presbytery meeting.

We have the following to report:

Rev. Don Stanley has resigned as Chair of the Mission Ministry.

The Commission on Representation (COR) of the presbytery is seeking applicants for these positions for the 2022 GA meeting:

Alternate Ruling Elder Commissioner

Alternate YAAD

As you may be aware, the plans for the 2022 GA meeting represent a significant change from previous years.

The coming meeting will be held in a combination of on-line gatherings as well as in-person gatherings in Louisville. The challenge in filling these positions is largely due to the time commitment required. The GA meeting will last from June 18 – July 9, but not all commissioners will be required to be “present” for that 3-week period. Any one commissioner would be “present” 9 or 10 days in one format or another.

Here are important dates:

June 18, 2022 – Online – Plenary sessions 1-3

June 19, 2022 – Juneteenth Worship Service

June 20 – July 2, 2022 – Committee meetings in Louisville

July 5 – 9, 2022 – Online – Plenary sessions 4-17

A graphic representation of this proposed schedule may be seen at: https://www.pcusa.org/site_media/media/uploads/ga225/pdf/ga225_docket_vertical_final.pdf

Other information:

- Applicants for the Alternate Ruling Elder Commissioner should have served on at least one presbytery commission or ministry over the years.
- Applicants for the Alternate YAAD position should be active in a presbyterian congregation, and should be between 18 and 23 years old.
- A commissioner would serve on one committee over 3 days, and would be in-person in Louisville for those meetings.

What all this boils down to is that an alternate ruling elder commissioner or alternate YAAD would need to be willing to commit to the 3-week period in order to be elected, even though (ultimately) would only spend 3 days in Louisville in person and likely 6-7 days in other on-line plenaries.

Those interested in applying for either of these positions, please contact Mary Reed, Chair of the COR (mobreed@aol.com, 302-535-1188), or Robyn Justus, Presbytery Administrator (rjustus@transypby.org, 859-264-8867) as soon as possible.

Reflections on the Meeting of the Synod of Living Waters, January 24, 2022

Thank you to the Presbytery of Transylvania for appointing me to participate in the Synod of Living Waters annual meeting. I worked as contract staff for the Synod of Lincoln Trails for many years. I appreciate the role that synods play in our denomination.

This meeting was to be a hybrid. I predict hybrid meetings will evolve and be commonplace. First Presbyterian Church in Maysville is making that a priority this spring. But it was not to be. The 25 commissioners, 17 corresponding members, and five visiting members were all on Zoom.

I agree with the Synod's Stated Clerk that "the heart of the meeting was the greetings from General Assembly representatives and Covenant partners." Forthwith:

- Eighty-four congregations in our Synod have committed to being Matthew 25 entities.
- Representatives from the Synod's covenant partners at Tusculum College, Rhodes College, Stillman College, and Maryville College passionately delivered detailed reports.

The Budget and Finance Committee went next, reporting the good news that "the Synod remains in a very positive financial position."

I was glad to hear that Living Waters for the World (LWW), celebrating its 29th year, is doing well. Maysville Presbyterian installed a water purification system in the Yucatan in 2019 with LWW. Executive Director Steve Young shared a video that you can view at the link <https://vimeo.com/lwwmission/lightoftheworld>.

- The Rev. Allison Wehrung reported on UKirk. I was surprised the University of Pikeville is the only UKirk in the Presbytery.
- Jan Albert, Synod Moderator of Presbyterian Woman, announced that the summer 2022 Triennium would be held virtually.
- The Synod concurred with a commissioner resolution to the General Assembly from The Presbytery of Mid Kentucky to reinstate the position of Parish Associate to the Book of Order.
- The Synod meeting offering of \$1,400 went for the Presbytery of Western Kentucky's tornado relief efforts. You may send additional gifts to the Presbytery of Western Kentucky at PO Box 624, Hopkinsville, KY 42241.

After approximately two hours, the meeting was adjourned with prayer.

Cheers,

Jim Dougans

Commissioned Pastor

First Presbyterian Church, Maysville

Gratitude, Adaptation, and Inspiration!
Highlights from the Meeting of the Synod of Living Waters, January 24, 2022

Once again, the careful planning for a hybrid meeting of the Synod was scuttled out of an abundance of love and caution due to the current covid surge. Still, the meeting's 50 participants gathered virtually to worship together, support each other, and do the business of the church. After a joyful time of meeting old friends and new in our little zoom squares, the meeting was called to order by Moderator Susan Sumrall and prayer was offered by the Rev. Charlie Evans.

Our worship began with music by Rev. Will Berger on the piano. His lively rendition of the classic spiritual "I'm Gonna Live So God Can Use Me" set the tone both for worship and the meeting as a whole. The Rev. Greg Bentley, Co-Moderator of the General Assembly and pastor in Huntsville, AL, brought a powerful message based on Psalm 1 in which he invited us all to expand our view of blessing by remembering that blessing is tied to behavior, to our state of being and our commitment to belonging. Using the rich imagery of the Psalm, Rev. Bentley encouraged us to plant ourselves deeply into our Source and practice being "peace like a river in the midst of the mess."

Moderator Sumrall's report gave thanks for the creativity and perseverance of the leaders of the Synod who consistently found ways forward in uncharted pandemic territory. Stated Clerk Charlie Evans reported that all presbytery minutes had been reviewed and approved without exception. He thanked each presbytery clerk for his/her careful attention to their record keeping. Our Synod Executive, the Rev. Greg Goodwiller added his thanks to those of earlier speakers for the flexibility and adaptability of Synod leaders. He reminded us that the last-minute change to a fully virtual meeting, while disappointing, also gave leaders a chance to practice new skills and hold plans with an open hand. Even unanticipated 'tech pauses' gave us a chance to give thanks.

The heart of the meeting was the greetings from General Assembly representatives and Covenant partners. Mr. William McConnell of the General Assembly Mission Agency reported that 936 congregations nationwide, 74 presbyteries, 10 synods and 51 other groups, including 84 congregations in our synod, have committed to being Matthew 25 entities. This churchwide initiative was adopted by the General Assembly in 2016 and 2018. Based on Jesus' teaching on the Judgment of the Nations in Matthew 25:31-46, this commitment has three foci: 1. Building congregational vitality, 2. Dismantling systemic racism and 3. Eradicating systemic poverty. He pointed us to new resources for understanding and interpreting General Assembly per capita giving which will remain the same this year as last at \$8.98 per member. Resources are available at <https://pcusa.org/>. He also shared with us a new and streamlined process for supporting mission co-workers around the world. He encouraged us to pray for our mission co-workers and to use the consolidated fund D500115 to make gifts to support them. Gifts may be made in honor of particular mission co-workers, if desired. He reiterated that the work of our mission co-workers is the responsibility of the whole church and thanked us for our ongoing support.

Board of Pensions Representative Keenan Rogers shared a number of updates to our pensions and insurance programs including expanded assistance programs for members in need, debt relief for pastors, increased access to counseling services and a new care navigation network <https://www.pensions.org/your-path-to-wholeness/care-navigation> to help members more easily find needed care. New insurance cards will be mailed in March and new services available April one. These services are provided with no increase in dues. Details are available on the Board of Pensions website and representatives are available to answer questions.

Gratitude, adaptation, and passion were the themes of reports from our covenant partners at Tusculum College, Rhodes College, Stillman College and Maryville College. We met college presidents, deans, chaplains, and faculty members and heard how each is meeting the challenges of educating students in a time of pandemic. Each institution reported inspiring resiliency, gratitude for partnerships with synod and local congregations, and unwavering commitment to their students, faculty, and staff. Each had a celebration to share from **Tusculum's** annual theme of 'With all your heart, mind and strength' and it's new wellness center, to **Rhodes'** commitment to inclusivity and helping students ask daring questions as they find their place in the world, to **Stillman's** celebration of a new president, dedication to its historic Presbyterian roots, and the conversion of the Hallie Paxson Winsborough residence hall into a new residential community for seniors that will include intergenerational learning opportunities for both students and residents, to **Maryville College's** commitment to student health by requiring vaccinations, experiencing increased enrollment and increases in funding. Please continue to pray for and support these vital ministries. Synod's Covenant Relations Committee is working on new and updated covenant agreements with our partners.

The Rev. Wayne Steele, chair of the Budget and Finance Committee, introduced Carie Turner to walk us through the budget. A review of accounts has been completed and accounts found in order. She presented the balanced Budget for 2022 and highlighted a few changes from last year including a modest 6% cost of living increase for staff, and an increase in the line item for the popular Leadership Formation program set up to assist and train new presbytery executives. We continue to include significant support for campus ministries. The Synod remains in a very positive financial position. Copies of the budget are always available to any who desire a closer look.

The Rev. Lina Hart reporting for the Communications and Technology Team, highlighted plans to launch a Virtual Voice digital newsletter and the distribution of \$255, 000 in funds to support presbyteries and their congregations to update technology skills and infrastructure.

Living Waters for the World, celebrating its 29th year, gave thanks for the years of synod support for this life saving ministry and shared an inspiring video that is available for use in congregations at the link <https://vimeo.com/lwwmission/lightoftheworld>.

The Rev. Allison Wehrung, Campus pastor at UKirk Ole Miss, and Board Member for the national UKirk network, thanked participants for the creative ways that congregations have found to support students. She pointed us to worship resources to help congregations plan for College and Young Adult Sunday <https://ukirk.org/>. She urged us to get involved and to let campus ministries know

of students from our congregations who will be attending college so that ministries can reach out to them.

Jan Albert, Synod Moderator of Presbyterian Woman, announced that the summer 2022 Triennium will be held virtually. Updates will follow. She reminded us that, whether or not active in local programming, every woman who is a member of a Presbyterian Church is a Presbyterian Woman and encouraged all to take advantage of the organization's ministries.

The Presbytery of Mid Kentucky asked that we concur in a commissioner resolution to the General Assembly to reinstate the position of Parish Associate to the Book of Order. The language offered would give an ecclesiastical standard and consistency to help presbyteries appropriately use the gifts and skills of members to serve churches in need of pastoral support. Motion carried without objection. A copy of the motion is available in the minutes.

The Synod meeting offering was designated for the Presbytery of Western Kentucky's tornado relief efforts. The Rev. Charlie Evans of Bowling Green announced that communities affected by the devastating tornadoes are grateful for, and still in need of, help with recovery. Not only were churches damaged or destroyed, many members' homes and farms were heavily damaged as well. Additional gifts may be sent to the Presbytery of Western Kentucky at PO Box 624, Hopkinsville, KY 42241.

The meeting was adjourned with prayer. The Synod will meet next on January 30, 2023.

Commission on Preparation for Ministry

February 2022

- The CPM hosted an online workshop for the inquirers, candidates, and CP candidates under its care on mental illness awareness based on the PCUSA report, “Comfort My People.”
- Sylvia Carter completed the process to be a Commissioned Pastor, and the CPM has recommended her to the Pastoral Transitions Commission for commissioning to serve in ministry.
- The CPM interviewed Tommy Poe, an applicant for the Commissioned Pastor program, and approved his acceptance into the program.
- Currently have 1one inquirer and two candidates under the care of the CPM, and four candidates working towards commissioning—one of the candidates for commissioning are working on his final assessment.
- The CPM has developed policies and procedures for inquirers and candidates seeking ordination. These documents have been submitted to the presbytery for approval.

Respectfully submitted,
Ginny Shanda, CPM moderator

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Commission on Preparation for Ministry
Transylvania Presbytery

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Purpose

“It is important that those who are to be ordained as minister of the Word and Sacrament receive full preparation for their task under the direction of the presbytery. For this purpose, a presbytery shall enter into a covenant relationship with those preparing to become ministers of the Word and Sacrament and with their sessions and congregations.” (Book of Order G-2.0601)

The Commission on Preparation for Ministry (CPM) has been given the authority by the presbytery to direct and oversee the process of preparation for ordained ministry. The responsibility is two-fold; (1) to guide, nurture, and support inquirers and candidates through the process, and (2) to assure that they “receive full preparation for their task under the direction of the presbytery.” (Book of Order G-2.0601) These two tasks are intertwined and the assurance of preparation (interviews, examinations, etc.) should always be done with the intent to guide, nurture, and support those in the process.

This is a complicated and difficult process, academically and emotionally. The purpose of this document is to clearly define the requirements and expectations for those seeking ordination in the PC(USA) with the Presbytery of Transylvania in order to make the process more manageable. While the expectation is that all inquirers and candidates will meet the stated requirements and timing, the CPM also understands that there may be situations where exceptions will need to be considered.

Relationship

“This relationship shall be divided into two phases of inquiry and candidacy.” (Book of Order G-2.0601)

Inquiry

Inquiry is a time of discernment during which an individual works with their congregation, session, and the CPM to understand their call to ministry. “The purpose of the inquiry phase is to provide an opportunity for the church and those who believe themselves called to ordered ministry as ministers of the Word and Sacrament to explore that call together so that the presbytery can make an informed decision about the inquirer’s suitability for ordered ministry.” (Book of Order G-2.0603)

Candidacy

Once an individual has discerned that God is calling them to ordained ministry in the PC(USA), they become a candidate and focus on their preparation for ministry. Where inquiry is a time of discernment, candidacy is a time of preparation. “The purpose of the candidacy phase is to provide for the full preparation of persons to serve the church as ministers of the Word and Sacrament. This shall be accomplished through the presbytery’s support, guidance, and evaluation of a candidate’s fitness and readiness for a call to ministry requiring ordination.” (Book of Order G-2.0604)

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Timing

“To be enrolled as an inquirer, the applicant shall be a member of the sponsoring congregation, shall have been active in the work and worship of that congregation for at least six months, and shall have received the endorsement of the session of the sponsoring congregation. The inquiry and candidacy phases shall continue for a period of no less than two years, including at least one year as a candidate.” (Book of Order G-2.0602)

- The entire process from the date of becoming an inquirer to the date of ordination must be at least two years, with a minimum of one year as a candidate.
- There is no time requirement for inquiry. For example, an individual can become an inquirer and then be received as a candidate 6 months later. This would mean that they would be a candidate for at least 18 months.
- An individual becomes an inquirer on the date the CPM votes to accept them as an inquirer.
- An individual becomes a candidate by vote of the presbytery; therefore, the date they become a candidate is the date of the presbytery meeting, not the date the CPM votes to recommend them to the presbytery for candidacy. This is extremely important because the one year minimum begins on the date of the presbytery meeting which could be several months after the candidate meets with the CPM.
- The final step in the process is the final evaluation by the CPM which certifies that a candidate is ready to receive a call, pending examination for ordination. The minimum two-year time requirement is from the date of becoming an inquirer to date of ordination; however, one can be certified ready to receive a call prior to the end of the two years allowing the candidate to begin talking with churches and negotiating a call.

Seminary Education

“Evidence of readiness to begin ordered ministry as a minister of the Word and Sacrament shall include:

- a. candidate’s wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgment;
- b. a transcript showing graduation, with satisfactory grades, at a regionally accredited college or university;
- c. a transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery, showing a course of study including Hebrew and Greek, exegesis of the Old and New Testaments using Hebrew and Greek, satisfactory grades in all areas of study, and graduation or proximity to graduation; and

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- d. examination materials, together with evaluations that declare those materials satisfactory in the areas covered by any standard ordination examination approved by the General Assembly. Such examinations shall be prepared and administered by a body created by the presbyteries.” (Book of Order G-2.0607)

Required Course Work

- Hebrew language and exegesis
- Greek language and exegesis
- Reformed theology
- Reformed worship and sacraments
- Preaching
- Pastoral Care
- PC(USA) Polity
- Christian Education
- Field education

It is important that someone considering becoming an inquirer discuss their educational plans with the CPM before enrolling in seminary. Non-PC(USA) seminaries may be acceptable to the CPM, but they may not offer all of the required classes (e.g., Hebrew and Greek language and exegesis, reformed theology, reformed preaching and worship, and PC(USA) polity). If the seminary chosen does not offer all of the required classes, it is the responsibility of the inquirer/candidate to fulfill these requirements through some other means that is acceptable to the CPM.

Field Education

“Inquirers and candidates shall, with the permission of the presbytery of care, engage in some form of supervised service to the church.” (Book of Order G-2.0606) Inquirers and candidates are required to complete two units of field education that is approved by CPM prior to beginning the work:

1. Supervised internship with a congregation or other ministry that is approved by the CPM. The inquirer or candidate must submit their request to the CPM in writing for approval. Typically the internship will not be at the inquirer/candidate’s home church, and may be in a non-traditional setting that is more appropriate to their understanding of their call (e.g., homeless shelter).
2. Clinical Pastoral Education (CPE) which is standardized educational program approved by ACPE and under the supervision of ACPE trained and approved supervisors. Additional information can be found at www.acpe.edu.

“No inquirer or candidate who has not been previously ordained as a ruling elder may serve as moderator of a session, administer the Sacraments, or perform a marriage service. An inquirer

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or candidate previously ordained as a ruling elder may be authorized by the presbytery to preside at the Lord's Supper when invited by a session." (Book of Order G-2.0606)

Ordination Process

1. Inquirer

Requirements to become an inquirer:

- a. Must be an active member of an PC(USA) congregation for at least six months.
- b. Must meet with and obtain the endorsement of the session in their congregation.
- c. Forms 1A, 1B, 1C, and 1D must be completed and submitted to the moderator of the CPM no less than one month prior to the inquirer interview with the CPM. These forms can be downloaded from the PC(USA) website (www.pcusa.org).
- d. Submit to the CPM moderator transcripts from all academic work completed beyond high school.
- e. Complete a psychological evaluation at a site specified by the CPM.

Assessment:

- f. Meet with CPM to discuss the information on the forms submitted (see 1c above), sense of call, and future plans.
- g. Once received as an inquirer, the CPM will assign a shepherd (see “CPM Shepherds” above).

2. Candidacy

Requirements to become a candidate:

- a. Begin seminary education at a seminary approved by the CPM (see “Seminary Education” above).
- b. Complete annual consultations with CPM.
- c. Attend the CPM annual retreat.
- d. Submit to the CPM moderator updated transcripts for any work completed since becoming an inquirer.
- e. Meet with and obtain the endorsement of the session in their congregation (form 5B).
- f. Complete forms 5A and 5B and submit them to the CPM moderator. These forms can be downloaded from the PC(USA) website (www.pcusa.org).
- g. Submit to the CPM, documentation showing satisfactory completion of a at least one field education experience (see “Field Education” above).
- h. Submit to the CPM a one-page biographical statement (12-point font, single spaced) discussing their Christian faith, Christian service, and motives for seeking ordination. This will be printed in the presbytery docket when the inquirer goes before the presbytery to become a candidate.

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- i. Submit to the CPM a one-page (12-point font, single spaced) personal statement of faith to be printed in the presbytery docket, that must include, but not be limited to, statements on the following:
 - i. The Trinity and each person of the Trinity
 - ii. The authority of scripture
 - iii. The sacraments
- j. All documentation must be submitted to the CPM moderator no less than one month prior to the examination by the CPM.

It is strongly recommended that the inquirer have their shepherd review their biographical statement and statement of faith before submitting them to the CPM moderator.

Assessment and examination:

- k. Meet with the CPM to discuss the biographical statement, personal statement of faith, work completed during inquiry, and sense of call. At this point in the process, it is not appropriate for the CPM to be asking general questions about the Bible, Theology, etc. except to clarify the personal statement of faith. All questions should focus only on the candidate, and their understanding of their faith and call to ministry. The CPM will vote to recommend the individual to the presbytery for examination for candidacy.
- l. Following the assessment, the CPM and inquirer will complete forms 5C and 5D. Both forms will be signed by the CPM and the inquirer.
- m. Appear before the presbytery for examination. The inquirer, on the floor of the presbytery, will be asked to do the following:
 - i. Present a short (three-minute maximum) summary of their biographical statement (see 2h above).
 - ii. Answer one question asked by the moderator of the CPM or designate.
 - iii. Answer questions asked from the floor of the presbytery.The rules for the type of questions that can be asked are the same as stated in 2k above.
- n. After the examination, presbytery will vote to receive the inquirer as a candidate for ministry. The date of the presbytery meeting is the date that candidacy begins (see "Timing" above).

3. Final Assessment

Requirements for final assessment:

- a. Been a candidate for at least 9 months and the total time from becoming an inquirer must be at least 21 months.
- b. Complete annual consultations with CPM.

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- c. Attend the CPM annual retreat.
- d. Submit to the CPM transcripts from an accredited seminary or divinity school showing completion of all educational requirements for a Masters degree (see “Seminary Education” above). The candidate may complete their final assessment during their final semester of seminary as long as graduation is imminent. If the final assessment is before graduation, transcripts for all work completed at the time must be submitted. A full transcript showing graduation will be required before the candidate is released by the CPM for examination for ordination.
- e. Satisfactory completion of all standard ordination exams.
- f. Submit to the CPM, documentation showing satisfactory completion of a second field education experience (see “Field Education” above).
- g. An updated statement of faith using the same parameters as for candidacy.
- h. Prepare a draft Personal Information Form (PIF) to allow the CPM to provide feedback and advice on the PIF and the call process.
- i. Prepare a short worship service including liturgy, scripture reading, sermon, and prayers that the candidate will use to lead worship with the CPM. The sermon should be one that is intended for, or previously preached to, a congregation.
- j. All documentation must be submitted to the CPM moderator no less than one month prior to the examination by the CPM.

Assessment:

- k. Meet with the CPM for the assessment. The candidate will lead the CPM in worship using the liturgy and materials prepared in 3i above. Following worship, the CPM will provide feedback about worship and may ask questions about anything related to the candidate’s call, faith journey, statement of faith, or education, including general questions about theology, worship, polity, etc.
- l. If the CPM determines that the candidate is ready to seek a call, they will be “certified ready to receive a call pending examination for ordination.” The candidate may then begin to talk with pastor nominating committees or other ecclesial hiring body and negotiate terms of call.

4. Following Final Assessment

- a. Even if a candidate is certified ready to receive a call, they cannot be ordained until it has been at least two years since becoming an inquirer, and been a candidate for at least one year (see “Timing” above).

Ordination Process
Commission on Preparation for Ministry
Transylvania Presbytery

Page 8 of 8

- b. The candidate remains under the care of the CPM until they have received and accepted a call to serve a church. Until that time, they must still attend the annual CPM retreat and complete annual consultations.
- c. Once a candidate receives and accepts a call, they are no longer under care of CPM and will work with the appropriate commission within the presbytery to approve the terms of call and be examined for ordination.

Report to Presbytery
Treasurer's Report/Administration Commission/Trustees
February 26, 2022

Information to Presbytery:

- The Treasurer's Report as of December 31, 2021 is attached.
- A per capita and unified giving spreadsheet by church as requested by Presbytery is attached.

Notes from Treasurer's Report

Operating Budget

1. Total Revenue in 2021 is \$426,487 as compared to \$504,539 in 2020. This is a decrease in revenue of \$78,502. The SBA payroll funds of \$46,632 were included in the 2020 revenue numbers.
2. Presbytery Unified Giving in 2021 is \$121,283 as compared to \$110,561 in 2020. This is an increase in revenue of \$10,722.
3. Presbytery Per Capita in 2021 is \$135,940 as compared to \$137,914 in 2020. This is a decrease in revenue of \$1,974.
4. Total Expense in 2021 is \$349,710 as compared to \$383,595 in 2020. This is a decrease in expense of \$33,885.
5. Total Net for the operating budget in 2021 is \$76,777 as compared to \$120,944 in 2020.

Burnamwood

1. Total Burnamwood revenue in 2021 is \$96,893 as compared to \$66,338 in 2020. This is an increase in revenue of \$30,555.
2. Total Burnamwood expense in 2021 is \$113,202 as compared to \$154,889 in 2020. This is a decrease in expense of \$41,687.
3. Total Net for Burnamwood in 2021 is (\$16,309) as compared to (\$88,550) in 2020.
4. Presbytery unified funds of \$50,000 were budgeted and used for the Burnamwood budget in 2021. An additional \$16,309 was used from General Reserves to balance the shortfall.

Actions Taken by Administration Commission since November presbytery meeting:

1. Year-to-date financial reports as of December 31, 2021 were reviewed and approved including reserves, foundation accounts, unified mission and per capita contributions.
2. Approved a withdrawal from the Nicholasville Redevelopment Foundation Account of \$50,794.44 to replenish the Presbytery's operating fund for Urban Village expenditures.
3. Approved a withdrawal from the Nicholasville Redevelopment Foundation Account of \$15,316 to replenish the Presbytery's operating fund for Urban Village expenditures.
4. Approved a request from the First Presbyterian Church of Hazard to sell property located at 200 Broadway Street, Hazard, Kentucky to Lawrence Monroe for \$55,000.
5. The Commission received a request from the Faith Presbyterian Church in Morehead to sell the church building at 430 Fraley Drive, Morehead, Kentucky to Northcutt Funeral Home for \$425,000. The church has worked very hard to find a new location to use for worship and ministry and has entered into an agreement with Frontier Housing, Inc., a local non-profit affordable housing group, to rent space for this purpose. Approved the request to sell the church building noting that the Session of the Church could decide on the best investment entity for the proceeds.

| | | | | |
|--|----------------|----------------|----------------|------------------------------|
| Presbytery of Transylvania | | | | |
| Treasurer's Report | | | | |
| December 31, 2021 | | | | |
| | | | | |
| | | | | |
| | 2021 | TOTAL | TOTAL | 2021 ACTUAL |
| | ANNUAL | REVENUE | REVENUE | COMPARED TO |
| | BUDGET | 2021 | 2020 | 2020 ACTUAL |
| INCOME | | | | (decrease in revenue) |
| UNIFIED GIVING - Presbytery Share | 140,000 | 121,283 | 110,561 | 10,722 |
| | | | | |
| PER CAPITA | 162,294 | 135,940 | 137,914 | (1,974) |
| | | | | |
| OTHER RECEIPTS | | | | |
| TRUST FUNDS | 62,000 | 81,549 | 104,314 | (22,765) |
| OTHER RECEIPTS/DESIGNATED ACCTS | 112,706 | 87,715 | 151,750 | (64,035) |
| TOTAL OTHER RECEIPTS | 174,706 | 169,264 | 256,064 | (86,800) |
| | | | | |
| TOTAL INCOME | 477,000 | 426,487 | 504,539 | (78,052) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Presbytery of Transylvania | | | | |
|-----------------------------------|----------------|-----------------|-----------------|-------------------------------|
| Treasurer's Report | | | | |
| December 31, 2021 | | | | |
| | 2021 | TOTAL | TOTAL | 2021 ACTUAL |
| | ANNUAL | EXPENSES | EXPENSES | COMPARED TO |
| EXPENSES | BUDGET | 2021 | 2020 | 2020 ACTUAL |
| | | | | (decrease in expenses) |
| COMMISSIONS AND MINISTRIES | | | | |
| ADMINISTRATION | 1,000 | 5,929 | 0 | 5,929 |
| BURNAMWOOD | 50,000 | 50,000 | 50,000 | 0 |
| CHRISTIAN FORMATION | 32,400 | 8,855 | 11,931 | (3,076) |
| CHURCH DEVELOPMENT/REDEVELOPMENT | 21,000 | 2,347 | 92 | 2,255 |
| CONGREGATIONAL ISSUES | 2,000 | 0 | 0 | 0 |
| COORDINATING COMMISSION | 8,000 | 2,578 | 1,172 | 1,406 |
| LEADERSHIP DEVELOPMENT | 15,000 | 159 | 8,909 | (8,750) |
| MISSION MINISTRY | 12,000 | 8,938 | 7,426 | 1,512 |
| PASTORAL TRANSITIONS COMMISSION | 20,000 | 9,776 | 31,015 | (21,239) |
| PREPARATION FOR MINISTRY | 16,500 | 2,100 | 14,048 | (11,948) |
| REPRESENTATION | 200 | 0 | 0 | 0 |
| YOUTH MINISTRY | 5,000 | 172 | 0 | 172 |
| TOTAL COMMITTEES | 183,100 | 90,853 | 124,593 | (33,740) |
| SUPPORT FUNCTIONS | | | | |
| PERSONNEL | 242,600 | 222,830 | 224,480 | (1,650) |
| OFFICE OPERATIONS | 30,000 | 18,365 | 15,593 | 2,772 |
| COMMUNICATIONS | 2,500 | 1,127 | 1,511 | (384) |
| PRESBYTERY OFFICES | 4,800 | 6,097 | 8,893 | (2,796) |
| TOTAL SUPPORT FUNCTIONS | 279,900 | 248,420 | 250,477 | (2,057) |
| OTHER | | | | |
| KY COUNCIL OF CHURCHES | 4,000 | 3,250 | 4,000 | (750) |
| PRESBYTERY MEETINGS | 7,000 | 4,187 | 1,526 | 2,661 |
| PRESBYTERIAN WOMEN | 3,000 | 3,000 | 3,000 | 0 |
| TOTAL OTHER | 14,000 | 10,437 | 8,526 | 1,911 |
| TOTAL EXPENSES | 477,000 | 349,710 | 383,595 | (33,885) |
| INCOME YEAR-TO-DATE | 477,000 | 426,487 | 504,539 | |
| EXPENSES YEAR-TO-DATE | 477,000 | 349,710 | 383,595 | |
| DIFFERENCE | 0 | 76,777 | 120,944 | |

| Presbytery of Transylvania | |
|--|--------------------------------------|
| Treasurer's Report | |
| <u>SPECIAL OFFERINGS</u> | |
| December 31, 2021 | |
| GENERAL ASSEMBLY CAUSES | Amount Received from Churches |
| GA Disaster Assistance | 23,461 |
| GA Hunger | 5,762 |
| GA Joy Gift | 12,409 |
| GA Missionaries/Extra Commitment Opportunities | 25,705 |
| GA One Great Hour | 21,343 |
| GA Peace & Global Witness | 3,528 |
| GA Pentecost | 3,759 |
| GA Theological Education | 250 |
| TOTAL GA CAUSES | 96,217 |
| SYNOD CAUSES | |
| SLW Living World Offering | 1,375 |
| SLW Louisville Seminary | 2,600 |
| SLW Peace & Global Witness | 909 |
| TOTAL SYNOD CAUSES | 4,884 |
| PRESBYTERY CAUSES | |
| Bellewood | 730 |
| Buckhorn Children's Center | 8,575 |
| Presbytery Flood Relief | 54,299 |
| Disaster Relief-Western Ky Presbytery | 14,505 |
| Westminster Village | 500 |
| TOTAL PRESBYTERY CAUSES | 78,609 |
| TOTAL SPECIAL OFFERINGS | 179,710 |

| Reserves as of 12/31/21 | |
|---|------------------|
| <u>Designated Accounts for Specific Purposes</u> | |
| Caldwell Campbell for First Presbyterian of Richmond | 43,940 |
| Greenway funds | 1,327,820 |
| Harmony Cemetery | 10,116 |
| John F White fund to be used for Whites Memorial and indigent ministers | 777,598 |
| Mec Lona Davis to be used for Guerrant Memorial | 293,047 |
| Nicholasville Redevelopment fund | 205,524 |
| Campus Ministry funds held by Foundation | 219,540 |
| Total Designated Accounts for Specific Purposes | 2,877,585 |
| <u>Undesignated Accounts</u> | |
| General Fund | 393,437 |
| 412 Rose Street (Proceeds from Sale of Rose Street Property) | 107,331 |
| Chase Operating Account | 241,433 |
| Total Accounts Available for Operating and Reserves | 742,201 |
| Designated Funds that are in General Accounts | 222,305 |
| Total Undesignated Presbytery Reserves | 519,896 |
| Estimate of Needed Operating Reserves (4 Months of Expenses) | 159,333 |
| | |
| | |
| | |
| | |

Unified and Per Capita Spreadsheet

| CHURCH | LOCATION | 2021 PER CAPITA | PER CAPITA RECEIVED 2021 | UNIFIED RECEIVED 2021 | 2022 PER CAPITA |
|--|--------------|-----------------|--------------------------|-----------------------|-----------------|
| Community Presbyterian Church-Bellefonte | Ashland | 962 | 962 | | 962 |
| First Presbyterian Church | Ashland | 4,578 | 4,578 | | 4,463 |
| Normal Presbyterian Church | Ashland | 1,000 | 1,000 | | 1,000 |
| Augusta Presbyterian Church | Augusta | 2,116 | 2,116 | | 2,116 |
| Sharon Presbyterian Church | Augusta | 462 | 231 | | 462 |
| McGuire Memorial Presbyterian Church | Beattyville | 769 | 616 | 299 | 654 |
| White's Memorial Presbyterian Church | Berea | 577 | | | 577 |
| Doermann Memorial Presbyterian Church | Blackey | 1,077 | | | 1,077 |
| Cow Creek Presbyterian Church | Booneville | 1,423 | | | 1,423 |
| First Presbyterian Church | Booneville | 2,962 | | | 2,962 |
| Buckhorn Lake Area Presbyterian Church | Buckhorn | 1,731 | 1,730 | 2,400 | 1,693 |
| Highland Presbyterian Church | Canada | 808 | 808 | | 808 |
| Carlisle Presbyterian Church | Carlisle | 1,962 | 1,962 | | 1,962 |
| Cawood Presbyterian Church | Cawood | 654 | | | 654 |
| Corbin Presbyterian Church | Corbin | 2,885 | 2,885 | | 2,924 |
| Cynthiana Presbyterian Church | Cynthiana | 5,617 | 5,617 | 20,000 | 5,617 |
| The Presbyterian Church | Danville | 11,849 | 11,849 | 9,000 | 11,579 |
| United Presbyterian Church | Ezel | 1,077 | 1,077 | | 1,077 |
| First Presbyterian Church | Flemingsburg | 769 | | | 769 |
| United Presbyterian Church | Frenchburg | 654 | | | 654 |
| First Presbyterian Church | Georgetown | 5,655 | 5,655 | 2,400 | 5,501 |
| Bayless Memorial Presbyterian Church | Grayson | 616 | 1,231 | | 616 |
| Greenup Presbyterian Church | Greenup | 1,231 | | | 1,231 |
| First Presbyterian Church | Harlan | 1,039 | 1,039 | | 1,039 |
| United Presbyterian Church | Harrodsburg | 2,847 | 2,853 | | 2,847 |
| First Presbyterian Church | Hazard | 3,078 | 1,600 | | 3,078 |
| Hull Memorial Presbyterian Church | Hazard | 231 | | | 0 |
| Anna C. Brush Memorial Presbyterian Church | Hyden | 692 | | | 692 |
| Isom Presbyterian Church | Isom | 1,193 | | | 1,193 |
| Guerrant Memorial Presbyterian Church | Jackson | 1,154 | 1,154 | | 1,231 |
| First Presbyterian Church | Lancaster | 2,116 | 2,116 | | 2,116 |

Unified and Per Capita Spreadsheet

| CHURCH | LOCATION | 2021 PER CAPITA | PER CAPITA RECEIVED 2021 | UNIFIED RECEIVED 2021 | 2022 PER CAPITA |
|-------------------------------------|--------------|-----------------|--------------------------|-----------------------|-----------------|
| First Presbyterian Church | Lawrenceburg | 654 | 654 | | 654 |
| Beaumont Presbyterian Church | Lexington | 5,078 | 5,228 | 1,500 | 5,001 |
| Bethel Presbyterian Church | Lexington | 462 | | | 462 |
| Eastminster Presbyterian Church | Lexington | 1,385 | 1,385 | | 1,346 |
| First Presbyterian Church | Lexington | 23,736 | 21,758 | | 24,159 |
| Hunter Presbyterian Church | Lexington | 5,270 | 6,000 | 4,716 | 5,386 |
| Korean Presbyterian Church | Lexington | 2,885 | 2,729 | | 2,231 |
| Maxwell Street Presbyterian Church | Lexington | 19,120 | 19,200 | | 18,619 |
| Meadowthorpe Presbyterian Church | Lexington | 2,116 | 2,116 | 4,000 | 1,962 |
| Mt.Horeb Presbyterian Church | Lexington | 2,654 | 2,654 | 200 | 2,654 |
| Second Presbyterian Church | Lexington | 26,967 | 26,967 | 57,571 | 26,891 |
| Walnut Hill Presbyterian Church | Lexington | 5,694 | 5,732 | | 5,732 |
| First Presbyterian Church | London | 2,731 | 2,781 | | 2,654 |
| Manchester Presbyterian Church | Manchester | 385 | | | 0 |
| Mays Lick Presbyterian Church | Mayslick | 154 | 115 | | 154 |
| First Presbyterian Church | Maysville | 4,424 | 4,375 | 3,000 | 4,424 |
| First Presbyterian Church | Middlesboro | 731 | 1,769 | | 731 |
| Midway Presbyterian Church | Midway | 2,539 | 2,539 | 4,000 | 2,501 |
| First Presbyterian Church | Millersburg | 692 | 654 | | 654 |
| Faith Presbyterian Church | Morehead | 1,308 | 1,308 | 192 | 1,231 |
| First Presbyterian Church | Mt.Sterling | 4,463 | 4,463 | 1,615 | 4,347 |
| Old Paint Lick Presbyterian Church | Paint Lick | 654 | 654 | | 654 |
| First Presbyterian Church | Paris | 1,654 | 1,960 | | 1,962 |
| Hopewell Presbyterian Church | Paris | 2,039 | 2,231 | | 2,039 |
| Perryville Presbyterian Church | Perryville | 346 | 346 | | 346 |
| First Presbyterian Church | Pikeville | 1,539 | | | 1,539 |
| First Presbyterian Church | Prestonsburg | 3,693 | 3,077 | | 3,424 |
| First Presbyterian Church | Richmond | 9,040 | 8,771 | 30,000 | 8,771 |
| New Providence Presbyterian Church | Salvisa | 769 | | | 769 |
| Old Springfield Presbyterian Church | Sharpsburg | 1,077 | | | 1,077 |
| First Presbyterian Church | Somerset | 7,117 | 6,266 | | 7,002 |

Unified and Per Capita Spreadsheet

| CHURCH | LOCATION | 2021 PER CAPITA | PER CAPITA RECEIVED 2021 | UNIFIED RECEIVED 2021 | 2022 PER CAPITA |
|-------------------------------------|------------|-----------------|--------------------------|-----------------------|-----------------|
| Pisgah Presbyterian Church | Somerset | 1,000 | | | 1,000 |
| Stanford Presbyterian Church | Stanford | 4,039 | 3,039 | | 4,116 |
| Pisgah Prebyterian Church | Versailles | 8,310 | 8,310 | | 8,310 |
| Troy Presbyterian Church | Versailles | 3,039 | 3,152 | 5,395 | 3,078 |
| Versailles Presbyterian Church | Versailles | 10,425 | 10,425 | | 10,271 |
| Graham Memorial Presbyterian Church | Whitesburg | 3,539 | 3,539 | 1,200 | 3,539 |
| Wilmore Presbyterian Church | Wilmore | 2,231 | 2,231 | 1,000 | 2,231 |
| First Presbyterian Church | Winchester | 6,117 | | | 6,040 |
| Salem Presbyterian Church | Winchester | 885 | 885 | 900 | 885 |
| Receipts from Individuals | | | | 4,760 | |
| | | | | | |
| Grand Totals | | 244,745 | 218,392 | 154,148 | 241,822 |
| Presbytery Portion | | 162,295 | 135,940 | 121,283 | 160,764 |

Burnamwood Steering Team Report February 26, 2022

Since 1958, Burnamwood has served the congregations of the Presbytery of Transylvania as a sacred place to gather and grow. Over the years, the camp has offered programming primarily in the form of children's and youth camps and retreats. The grounds have been available as rental facilities, which have been historically utilized by congregations, Presbytery groups, and occasional outside programming. In 2010, the Burnamwood Appalachian Ministries program was added, increasing the connections between the camp, the surrounding communities, and work groups from around the United States.

In 2019, amid growing concern about the viability and financial sustainability of the Camp, Transylvania Presbytery placed Burnamwood on sabbatical to allow for a time of discernment about the future of the camp. The Vision Team reported to the March 16, 2021 Stated Presbytery meeting with recommendations to move forward. At that time a Steering Team was formed to continue the work and finalize plans for formally relaunching Camp Burnamwood.

Burnamwood Activity During the Sabbatical

From youth retreats to emergency shelter, pool parties to addiction mentoring, and from Airbnb reservations to summer camp, church services and birthday parties, Camp Burnamwood is abuzz with activity! A dam collapse, water leaks, an official “sabbatical,” and even a global pandemic could not deter the ministry of these sacred grounds that have blessed Transylvania Presbytery for 64 years.

Regular summer camps and year-round retreats were suspended two years ago so that our Vision and Steering team could reflect and plan for a new direction for the camp. Since then, Burnamwood has emerged as a place of refuge for flood victims, renewal for youth and adults, and fun for all ages. And, even though the camp was on sabbatical and in the midst of a pandemic, construction and maintenance work of monumental scale did not stop.

Historic flooding in late February 2021 devastated areas of Estill, Lee, Powell and Owsley counties. The flooding shut down Highway 52, Irvine’s main thoroughfare. Located in one of the hardest-hit regions, the camp became a valuable resource to the community, integral to recovery efforts by the Presbyterian Disaster Assistance and other recovery groups.

Burnamwood became an emergency shelter site. A family from Clay City lived in Mount Lodge for three months until their home was habitable again. Woods Lodge was home for groups that came to the area to assist with the disaster relief efforts. The Fellowship of Christian Farmers stayed in Woods Lodge for three weeks to aid in the disaster relief. Groups led by Experience Mission from across the nation stayed in Woods for six weeks during May and June. These groups worked in Beattyville and at the McGuire Memorial Presbyterian Church to assist with the recovery repairs.

The camp hosted various groups and individuals in the dining hall. The congregation of Summitview Baptist Church used the dining hall each Sunday evening for four months until their

new church building was available. The dining hall was also available for local rentals and has been the setting for a 50th wedding anniversary party, a birthday party, a local middle school basketball banquet, a baby shower, a church dinner, a Thanksgiving Day dinner, and Christmas parties.

Burnamwood also became host for Camp Mariposa, a year-round addiction prevention and mentoring program for youth affected by the substance use of a family member. Children and teens attended transformational weekend camps every other month for a year or more, participated in traditional camp activities combined with education and support sessions led by mental health professionals. Sponsored by WestCare of Kentucky, Camp Mariposa activities are offered at no charge to participants, and have used our facilities on four different occasions.

During the summer months, the camp offered rentals to several groups for pool parties.

In July, Burnamwood hosted two weeks of Presbytery sponsored summer camps led by volunteers from the Youth Leadership Ministry. Some 34 middle and high school youth experienced the joy and magic of summer camp at Burnamwood.

Two Burnamwood Appalachian Ministry (BAM) groups arrived this past year. In June, 20 energetic youth and their leaders from Zumbro Lutheran Church, Rochester, Minnesota, worked tirelessly to make repairs to the flood-damaged home of an elderly couple. In October, 11 adults from Hampton Presbyterian Church in Gibsonia, Pennsylvania, offered their skills at the local Helping Hands Store, rebuilding its interior building. The group also repaired some local houses and even offered a few repairs at camp.

The grounds at Burnamwood got some use in 2021 as well. Charlie Boyd, a Burnamwood alum, brought a Danville Cub Scout group for a weekend campout, while youth from First Presbyterian Church of Winchester conducted four outings. Meadowthorpe Presbyterian Church arrived Labor Day Weekend for its annual outing, and Maxwell Street youth stayed in Burnam in October for their retreat.

A Wounded Warriors group conducted four-day retreats in the spring and fall, and hopes to return every year.

On September 17, our Airbnb venture went live. Guests have stayed 17 nights in Burnam Lodge, 12 nights in Mount Lodge and 7 nights in Woods Lodge. Five nights have been scheduled in 2022 as of January 19.

Since March of 2021, there has been significant activity at the camp, which supports the Vision Team's model for the continued sustainability of the Camp (BAM, Airbnb, Presbytery camps, Local use, flood relief, etc.).

Work of the Burnamwood Steering Team

Who we are:

Grits Skinner - *Longtime Burnamwood Participant*

Rev. Matt Falco - *Pastor, Maxwell Street; Coordinating Commission*
Sara Pennington-Busick - *Founder of Locally Grown Youth Group in Midway*
Allie Gregory - *Longtime Burnamwood Participant and Elder, Maxwell Street*
Madison Cissell- *Longtime Burnamwood Participant and member of Maxwell Street*
Emily Powers, *Director of Children and Youth, First Presbyterian, Lexington*

Kevin Turpin - *Staff*
Robyn Justus - *Staff*
Philip Lotspeich - *Staff*

Board Composition (By Law- 3.2)

The number of Directors shall be a minimum of nine (9) and a maximum of fifteen (15), elected in annual classes, as shall be fixed from time to time by resolution of the Directors. All Directors shall serve a three-year term, and may be eligible for re-election to a succeeding term. No director shall be eligible to serve more than six consecutive years. A director who has served six consecutive years shall be ineligible for election to the Board for at least one year. The Board of Directors shall hold annual elections to determine the members of the Board of Directors for each year. New members shall be nominated by a committee, with a majority non-board members, selected by the Board for the purposes of nominating such members and elected by a majority of the Board attending a meeting of the Board at which the election of a Director is held.

All Directors shall be selected and confirmed in accordance with the covenant agreement, if any. In nominating and electing Directors and filling vacancies, care shall be exercised that a majority of the Board of Directors shall be connected to Transylvania Presbytery or its constituent churches. Any change to this paragraph (3.2(b) within the By-laws) shall require the affirmative vote of the Board of Directors and the affirmative vote of Transylvania Presbytery.

Among the Directors to be elected, Transylvania Presbytery shall be entitled to nominate one person for election to the Board.

One member of the Board shall be a representative from the Burnamwood Alumni Circle Organization.

A designated Staff member of Transylvania Presbytery shall be an ex officio member of the Board. The Staff member shall not be a member of the Board, but shall attend all meetings thereof and shall have the privilege of the floor, without vote.

Among the qualifications of the directors to be elected, one shall be a practicing lawyer as well as individuals with strong consideration of people with a financial background, social work, clergy, or local community connections..

The Steering team respectfully submits the following names for consideration for the initial Burnamwood Board of Directors:

•

Non Profit Incorporation

The intention of the Steering Team for Burnamwood to become a 501(c)3 non profit corporation. We would anticipate this process to take up to a year.

Staff

Staffing going forward will be a Board decision as to how to most effectively accomplish the mission of Burnamwood. The Presbytery Administration Commission shall be consulted on any potential staff changes until Burnamwood is formally a 501(c)3 corporation. Currently, we have one person employed at Burnamwood, our site manager, Kevin Turpin. Kevin is full time and has been acting in many capacities since the last Executive Director left and the camp has been on Sabbatical. Our Business Manager, Robyn Justus, also provides significant time to help manage the financial reports and general oversight of Burnamwood's current activities. We anticipate more staff being hired as the funds development and budget allows.

Program Emphasis

The Presbytery will organize and run summer camps and retreats that serve the mission and ministry of our churches. The Presbytery will submit summer camp and retreat dates to the Camp by September 1 of the previous year. There will be a covenant (see attached) in place to delineate which responsibilities fall to the camp and which to the Presbytery. This covenant will form the basis of an agreement that will shape the future of the camp and ministries of the Presbytery.

Beyond the weeks the Presbytery will use the camp, the Board will be tasked with creating programming to serve the local community, the larger region and potential national programming. Responsibilities would include, but not be limited to, Burnamwood Appalachian Ministry, local group usage and additional camp programming to meet the needs of the larger church. Duties will include intentional outreach to the recreational community, specifically the visitors and users of Red River Gorge.

Burnamwood Alumni Circle Organization

A Burnamwood Alumni Circle committee has been formed to engage with Burnamwood alumni and help them reconnect with Burnamwood and with each other. Alumni include former campers, counselors, directors, staff, parents, and Burnamwood supporters. This committee will organize virtual and in-person events that can serve both as reunions and as programming to fill needs of alumni post-high school.

Funds Development

Upon completion of this phase of Burnamwood's re-visioning process, the board will begin conducting a robust funds development plan designed to set Burnamwood on a solid financial footing.

The plan will fund the facility restoration plan/budget being created to identify maintenance and repair issues and needed upgrades. The plan aims to renovate and restore the Camp and ensure that it will continue to serve for years to come.

Several new sources of revenue are proposed:

Endowment Fund

An endowment fund will be established enabling our supporters to make gifts of cash, securities, real estate, life insurance proceeds and annuities. The contributions will be held and invested by the Board with input from the Administration Commission. We received a generous donation to help us conduct a matching funds campaign, where we hope to raise enough to get this endowment started. If properly structured and managed, this endowment could provide a perpetual source of income to support the Camp's mission in the future. To be effective, a very targeted campaign will be implemented to recruit contributors motivated to create a lasting legacy through the Camp.

Grants

Potential grant makers (government, foundations, etc.) will be identified. The organization will apply for applicable grants to support activities and projects. There are numerous online resources to guide our efforts, such as Camp Associations (PCCCA,CCCA, and NACC). We may want to consider enlisting the help of a professional grant writer to apply on our behalf.

Donor Prospect Plan

Once the endowment is established, a comprehensive Donor Prospect Plan will be developed to cultivate donations from our donor database. A marketing plan (social media, direct mail, telemarketing, in-person meetings, etc.) will be developed to promote a variety of themed fundraising efforts, such as a) monthly recurring gift, engraved bricks, memorial benches, building naming rights, and renovation projects.

Merchandise Sales

Unique souvenirs, such as t-shirts, hats, photographs, artwork, and other items at the Camp and through an online store (managed by a third party drop-ship company).

Fundraising Projects

We are exploring opportunities to partner with other local organizations (high school booster clubs, Rotary, etc.) to produce a charity fundraising project.

Facility Improvements

In 2020, we faced the massive task of rebuilding the dam. A 60-plus year-old pipe beneath the dam was damaged beyond repair. Under state of Kentucky jurisdiction, the messy and complicated repair project – along with its \$70,000 price tag -- was required. Now the dam is in great shape for another 60 years.

The sabbatical and pandemic shutdown provided much-needed time for maintenance. Utilities and roads were improved and paint was abundant. The new Board will continue to assess the needs and make adjustments to the plan as needed. Among the improvements:

- * A facelift for the dining hall, with new paint and updates to the bathrooms.
- * Paint for Burnam Lodge and a new heat pump and hot water heater for Mount. Several new floors were installed.
- * A new type of rock installed on the road to Woods Lodge, making the steep-hill climb a bit easier.
- * A major water leak under the road to Mount – the source of a shockingly huge water bill – repaired as quickly as possible thanks to Kevin’s tireless efforts.

As funds are available, there are still a number of upgrades that will help the camp welcome new visitors and make accommodations more comfortable. We originally estimated the upgrades to cost around \$150,000. Among the anticipated improvements some may be:

- Air Conditioning for the Dining Hall
- Heat and AC units for rustic cabins
- Upgraded flooring in all buildings
- Exterior improvements to all buildings (windows, doors, siding, paint, etc.)
- Bathroom upgrades

Nature Preserve

Burnamwood is in the process of becoming part of the Nature Preserve land conservation program in the state of Kentucky. The Presbytery and Board would designate how much of the property to sell to the state and how much it would keep. The state will pay whatever the market rate for land is at the time of the sale. Once sold, the property would be protected in perpetuity. We would still have access to the whole property and it would be open to the public for all to enjoy and explore. This venture would allow us to raise significant capital, in order to set up a fund we can invest to secure future funds for operating and upkeep of the camp. It would also give us some resources to make improvements to the facilities, which would, in turn, improve the aesthetic beauty of the camp. The process may take up to a year and a half to come to fruition and we can cease to participate at any point.

Documents to include:

By Laws

Covenant With Presbytery

DRAFT BYLAWS OF
CAMP BURNAMWOOD

A Kentucky Nonprofit Corporation

Article I. Name and Purpose.

1.1 *Name.* The Name of this corporation shall be "Camp Burnamwood" (the "Corporation").

1.2 *Purpose.* The Corporation is a nonprofit corporation organized for the following exclusively charitable, scientific, literary, and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States internal revenue law (referred to in these Bylaws as the "Code"): To acquire by purchase, lease, gift, or otherwise, property situated in Estill County, and to use and maintain the property for a camp for the use, convenience, training, and instruction of members of the Transylvania Presbytery, Inc. and the Presbyterian Church (USA), and the members and families of Transylvania Presbytery, Inc., and such other persons as the Corporation or Transylvania Presbytery, Inc. may give permission to use the property.

1.3 *Tax Qualification.* The Corporation is organized and is to operate as a nonprofit corporation, and it is intended that the Corporation will qualify at all times as an organization exempt from federal income taxes under sections 501(c)(3) of the Code, and that it will qualify at all times as an organization to which deductible contributions may be made pursuant to sections 170(c)(2), 642, 2055, and 2522 of the Code.

1.4 *Books and Records.* The Corporation shall keep correct and complete books and records of account, and shall also keep minutes of the proceedings of the Board of Directors and of committees having any of the authority of the Board of Directors, and shall keep at its registered or principal office a record giving names, addresses, and telephone numbers of the Board of Directors.

1.5 *Effective Date.* These Bylaws shall become effective upon their approval by the Board of Directors of the Corporation and concurrence by appropriate authority of Transylvania Presbytery, Inc.

Article II. Principal Office, Registered Office, and Agent.

2.1 *Principal Office.* The principal office of the Corporation is 900 Camp Burnamwood Rd, Irvine, KY 40336

2.2 *Other Offices.* The Corporation also may have offices at such other places, within or without the State of Kentucky, as its business and activities may require, and as the Board of Directors may from time to time designate.

2.3 *Registered Office and Registered Agent.* The Corporation shall maintain a registered office as required by statute, at which it shall maintain a registered agent. The registered office may, but not need, be identical with the principal office, and the address of the registered office may be changed from time to time by the Board of Directors. The current registered office of the Corporation is 900 Camp Burnamwood Rd, Irvine, KY 40336.

Article III. Board of Directors.

3.1 *Management.* The Corporation has vested the management of the business and affairs of the Corporation in its Board of Directors (the "Board") subject to the Kentucky, the Articles of Incorporation of this Corporation, these Bylaws, and any covenant agreement in effect.

3.2 *Number; Election; Confirmation.*

- a. The number of Directors shall be a minimum of nine (9) and a maximum of fifteen (15), elected in, in annual classes, as shall be fixed from time to time by resolution of the Directors. All Directors shall serve a three-year term, and may be eligible for re-election to a succeeding term. No director shall be eligible to serve more than six consecutive years. A director who has served six consecutive years shall be ineligible for

election to the Board for at least one year. The Board of Directors shall hold annual elections to determine the members of the Board of Directors for each year. New members shall be nominated by a committee selected by the Board for the purposes of nominating such members and elected by a majority of the Board attending a meeting of the Board at which the election of a Director is held.

- b. All Directors shall be selected and confirmed in accordance with these bylaws. In nominating and electing Directors and filling vacancies, care shall be exercised that a majority of the Board of Directors shall be members of Transylvania Presbytery or its constituent churches. Any change to this paragraph 3.2(b) shall require the affirmative vote of the Board of Directors and the affirmative vote of Transylvania Presbytery.
- c. Among the Directors to be elected pursuant to paragraph 3.2(a), Transylvania Presbytery shall be entitled to nominate one person for election as Director.
- d. One member of the Board shall be a representative from the Burnamwood Alumni Circle Organization.
- ~~d.e.~~ A designated Staff member of Transylvania Presbytery shall be an ex officio member of the Board. The Staff Member shall not be a member of the Board, but shall attend all meetings thereof and shall have the privilege of the floor, without vote.

3.3 *Vacancies.* The Board will fill any vacancy on the Board and Director position to be filled due to an increase in the number of Directors. A vacancy is filled by the affirmative vote of a majority of the remaining Directors, even if it is less than a quorum of the Board, or if it is a sole remaining Director. A Director selected to fill a vacancy will serve for the unexpired term of his or her predecessor in office and will still be eligible for two additional consecutive terms if the partial term is one year or less. After the effective date of these Bylaws, if a vacancy arises in the seat of Director nominated by Transylvania Presbytery, then Transylvania Presbytery shall be entitled to nominate a person to fill such vacancy for the unexpired term.

3.4 *Resignations.* Any director may resign at any time by delivering written notice to the Secretary or Chair of the Board. Such resignation shall take place upon receipt of or, if later, at the time specified in the notice.

3.5 *Removal.* Any Director may be removed with or without cause, at any time, by a majority of the Board at any meeting called for that purpose. Any Director under consideration of removal must be notified about the consideration by written notice at least five (5) days prior to the meeting at which the vote takes place.

3.6 *Actions.* The Board will try to act by consensus. However, if a consensus is not available, the vote of a majority of Directors present and voting at a meeting at which a quorum is present is enough to constitute the act of the Board, unless the act of a greater number is required by law or by some other provision of these Bylaws. A Director who is present at a meeting and abstains from a vote is considered to be present and voting for the purpose of determining the Board's decision.

3.7 *Requirements.* A Director shall attend the annual meeting of the Corporation, shall make his or her best efforts to prepare for and attend all meetings of the Board of Directors, shall make an annual financial contribution to the Corporation, and shall actively participate in the life and work of the Corporation. No Director or an immediate family member shall be eligible for financial aid or scholarship assistance for any program of the Corporation.

3.8 *Compensation.* Directors shall receive no compensation for their services as Directors, but shall be entitled to reimbursement of reasonable expenses incurred on behalf of the Corporation which are approved by a majority of the Directors. A Director may serve the Corporation in any other capacity and may receive reasonable compensation for specific contracted services provided outside the scope of Board membership. A Director or a member of a Director's family may be employed by the Corporation if qualified and if the Director has no involvement in the hiring process or supervision of the employee.

Article IV. Officers of the Board

4.1 *Officers.* The officers of the Board, elected by the Board from among its membership, shall be the Chair of the Board (the "Chair"), Vice-Chair, Secretary, and Treasurer. The positions of Secretary and Treasurer may be held by the same person, but neither the Chair nor Vice-Chair shall hold any other position during his or her term in that office. The Board may appoint such other officers, including assistants to the Secretary and Treasurer, as it deems necessary from time to time, which officers shall have such duties as the Board may prescribe to them.

Officers shall be elected at the annual meeting of the Board and shall take office at the close of that meeting. Each officer shall be elected by a majority of the Board attending a meeting of the Board at which such election is held.

4.2 *Chair.* The Chair shall preside at all meetings of the Board, shall be an ex officio member of all committees of the Board, and together with the Executive Director, shall act as the official representative for the Corporation.

4.3 *Vice-Chair.* The Vice-Chair shall be vested with all the powers of and be required to perform all of the duties of the Chair in the event of the absence or disability of the Chair, and shall perform all other duties as may be prescribed by the Board of Directors.

4.4 *Secretary.* The Secretary shall attend all meetings of the Board of Directors as clerk and parliamentarian, shall give proper notice of the meetings of the Board of Directors, shall record (or supervise the recording of) minutes of the proceedings of the meetings, maintain such minutes in the records of the Corporation, and shall perform such other duties as shall be designated by the Executive Committee (defined below) or the Board from time to time.

4.5 *Treasurer.* The Treasurer shall have custody of the funds and securities of the Corporation and shall supervise the keeping of full and accurate accounts of receipts and disbursements and financial records belonging to the Corporation and shall supervise the depositing of all monies and other valuable effects to the name and credit of the Corporation in such depository as may be designated by the Board. He or she shall supervise the disbursement of the funds of the Corporation as may be ordered by the Board, take proper vouchers for disbursements, and shall render to the Chair and the Board of Directors, whenever they may require it, an account of the Corporation's transaction and financial condition.

4.6 *Other Duties.* These officers shall exercise such other duties as provided by law and as may be directed to them by the Board. All officers shall continue to serve until their successors are duly elected.

4.7 *Removal.* Any officer may be removed from his or her position by a majority vote of the members of the Board attending any meeting called for that purpose. Any officer under consideration of removal must be notified about the consideration by written notice at least five (5) days prior to the meeting at which the vote takes place.

4.8 *Officer Vacancies.* Vacancies in any office of the Corporation may be filled for the unexpired term by the appointment of the Board of Directors.

Article V. Duties of the Board.

5.1 *Meetings.* The Board shall meet a minimum of six times annually, including the annual meeting to be held in the second month after the end of the fiscal year, and at other special times upon call of the Chair of the Board, who shall set the time and designate the place for such meetings. Notice of all meetings and the purpose of such meetings shall be given to all the Directors at least seven (7) days prior to such meetings.

5.2 *Governance.* The Board is responsible for establishing the governing policies of the Corporation, electing the Executive Director, and evaluating the performance of the Executive Director of the Corporation, electing other senior officers upon the recommendation of the Executive Director, and ensuring the appropriate stewardship of the buildings, facilities, and financial resources of the Corporation and its success in achieving its stated purpose.

5.3 *Cooperation.* The Board shall cooperate with agencies and councils of the Presbyterian Church (USA) in carrying out its commission and function, including the making of such reports as may be requested from time to time to such agencies with which the Corporation may have a covenant relationship.

5.4 *Advisers; Delegation.* The Board may select advisers and delegate duties and responsibilities to them, such as the power to buy or otherwise acquire stocks, bonds, securities, and other investments on the Corporation's behalf, and to sell, transfer, or otherwise dispose of the Corporation's assets and non-real estate properties in the ordinary course of the Corporation's business at a time and for a consideration that the adviser deems appropriate and consistent with its engagement and instructions. The Directors have no liability for actions taken or omitted by the adviser if the Board acts in good faith and with ordinary care in selecting the adviser. The Board may remove or replace the adviser at any time and without cause.

5.5 *Conflicts of Interest.* Contracts or transactions between Directors or officers who have a financial interest in a matter are not void or voidable solely for that reason. Nor shall they be void or voidable solely because the Director or officer is present at or participates in the meeting that authorizes a contract or transaction, or solely because the interested party's votes are counted for the purpose. However, every Director or officer with any personal interest in a contract or transaction must disclose all material facts concerning the contract or transaction, including all potential personal benefits and potential conflicts of interest, to the other members of the Board or committee of the Board authorizing the contract or transaction. After disclosure of all material facts, the contract or transaction must be approved by a majority of the disinterested Directors or committee members of the Board with the authority to authorize the contract or transaction. If material facts are not disclosed, a contract or transaction may be made valid if the contract or transaction is fair to the Corporation when the contract or transaction is authorized, approved, or ratified by the Board or committee of the Board authorized to enter into the contract or transaction. Interested Directors or officers may be included in determining the presence of a quorum at a meeting of the Board or committee of the Board that authorizes the contract or transaction.

5.6 *Financial Matters.*

- a. Annual Budget. The Board shall direct that an annual operating budget be prepared for the upcoming fiscal year. The annual budget shall reflect management's best judgment of anticipated costs and projected income, and shall be supported by documentation to explain any unusual items of cost or income.
- b. Annual Report. The Board shall direct that an annual financial report be prepared within sixty days after the end of a fiscal year. The annual financial report may be internally prepared and reviewed, or externally prepared by a licensed certified public accountant, as the board may direct. If externally prepared, the annual financial report may be in compilation, review, or audit or other form as the Board and the external accountant agree is appropriate, or as required by law. The annual financial report shall be presented to the Board at its annual meeting for receipt and filing.

5.7 *Actions Respecting Real Property.* During the term of a Covenant relationship between the Corporation and Transylvania Presbytery, the Corporation shall not sell, transfer, or convey any part of its real property except with the written permission of Transylvania Presbytery. Any change to this paragraph 5.7 shall require the affirmative vote of the Board of Directors and the affirmative vote of Transylvania Presbytery.

Article VI. Committees.

6.1 *Standing Committees.* The Board shall establish such standing committees as it determines appropriate and necessary for regular review of the affairs of the Corporation, for evaluating compliance with policies, for achieving goals and objectives set for the Corporation, and for recommending policies designed to further the mission of the Corporation. The standing committees, whose membership and specific responsibilities shall be detailed in a book of standing resolutions or operating manual of the Board, shall also review recommendations of the Executive Director as they have been developed through the work of the other officers and staff. The Chair, after consultation, shall appoint the chair and other members of each standing committee at or following the annual meeting of the Board.

6.2 *Action Committees.* The Board may appoint action committees to undertake specific tasks authorized by the Board. Action committees shall have power to act only within the appropriate policy, program, and delegation of the Board. They shall report and make recommendations for any changes in assignment or policy to the Board through the Chair, the Executive Committee if appointed, or the chair of the standing committee to which they may be assigned.

6.3 *Special Committees.* The Chair may, with the approval of the Executive Committee if appointed, create special committees as required for carrying out the responsibilities of the Board, with a careful indication of the assignment for such committee, its duration, and its reporting responsibility.

6.4 *Non-Director Members.* Standing committees, action committees, and special committees may include non-members of the Board, but shall always be chaired by a Board member and subject to Board review and control.

6.5 *Executive Committee.* The Board may create an Executive Committee consisting of the Chairman, one other elected officer of the Board, and one member of the Board at large, which shall be empowered to meet and act in consultation with the Executive Director between meetings of the Board, and to transact such business for the Board which requires immediate attention during the interval between Board meetings. The Board will be notified of any action taken by the Executive Committee on behalf of the Board between meetings of the Board. A majority of the members of the Executive Committee shall constitute a quorum.

6.6 *Quorum.* One half of the number of committee members constitutes a quorum for transacting business at any meeting of the committee. The committee members present at a duly called or held meeting at which a quorum is present may continue to transact business even if committee members leaving the meeting before its conclusion cause the number to fall below the number initially required for a quorum.

6.7 *Action.* Committees will try to take action by consensus. However, if a consensus is not available, the vote of a majority of committee members present and voting at a meeting at which a quorum is present is enough to constitute the act of the committee unless the act of a greater number is required by statute or by some other provision of these Bylaws. A committee member who is present at a meeting and abstains from a vote is considered to be present and voting for the purpose of determining the act of the committee.

Article VII. Meetings.

7.1 *Quorum of the Board.* A majority of the Directors shall constitute a quorum for the transaction of business, except that two-thirds (2/3) of the Directors must vote affirmatively to authorize the sale of real property or to change or amend the Bylaws. The sale of real property shall also require approval of Transylvania Presbytery.

7.2 *Required Meeting Notice.* Notice of any meeting in which a sale of real property or change in the Bylaws is to be considered must include notice of such intended action.

7.3 *Medium of Meetings.* The Board and any committee of the Board may hold a meeting by electronic means if all members have reasonable notice of the electronic meeting (including any access procedures and passwords required), and the ability to discuss, deliberate, and vote on the business that comes before the meeting. A person's attendance in person or by electronic means constitutes his or her presence at the meeting.

7.4 *Voting.* Votes of the Board or any committee may be taken at a meeting of the Board or applicable committee or by electronic means. This provision shall be broadly construed to include electronic means in sufficiently common usage as to enable a voting member a reasonable opportunity to vote in an accepted fashion. Such Board votes shall occur at the discretion of the Chair or the Executive Director and committee votes shall occur at the discretion of the committee chair, and all such voting should concern only matters deemed by them to be non-controversial. Any Director may request that the vote occur by personal or electronic meeting instead of electronic voting. All Board electronic votes shall be sent only to the Secretary in the case of Board votes and to the committee chair in the case of committee votes, and the call for an electronic vote by the Chair, the Executive Director, or a committee chair shall specify what electronic means shall be used to vote and where it shall be transmitted (e.g., by email, with recipient's email address; by text, with recipient's phone number; by fax, with recipient's fax number, etc.). Unless otherwise stated in the call, an electronic vote shall be cast within forty-eight (48) hours after the call for a vote. The results of the vote shall be tallied by the Secretary and reported to the Chair or Executive Director in the case of a Board vote, or by the committee chair for a committee vote, and a record of the issue and the vote shall be made by the Secretary or the committee chair as the case may be. Electronic votes taken outside a meeting shall require a majority of the Board of Directors for a Board vote or a majority of the committee for a committee vote for approval.

7.5 *Notice.* Any notice required or permitted by these Bylaws to be given to a Director, officer, or member of a committee of the Corporation may be given by mail, email, fax, telegram, or any other electronic medium or method reasonably likely to provide actual notice. If mailed, a notice is deemed delivered when deposited in the mail addressed to the person at his or her address as it appears on the Corporation's records, with postage prepaid. If given by telegram, a notice is deemed delivered when accepted by the telegraph company and addressed to the person at his or her address as it appears on the Corporation's records. If given by email or fax, the notice is deemed delivered on the day it is provided if it is delivered prior to 5:00 p.m. Eastern time on a business day, or if not delivered prior to such time, then the notice shall be deemed delivered on the next business day. If given by hand

delivery or commercial delivery service, the notice is deemed delivered on the day it is delivered to the person in hand or to his or her address as it appears on the Corporation's records. A person may change his or her address in the Corporation's records by giving written notice of the change to the Secretary of the Corporation.

7.6 *Written Waiver.* Whenever any notice is required by law or under the Articles of Incorporation or these Bylaws, a written waiver signed by the person entitled to receive such notice is considered the equivalent to giving the required notice. A waiver of notice is effective whether signed before or after the time stated in the notice being waived. Any waiver or consent allowed or required for action under these Bylaws may be given by electronic form and delivered electronically.

7.7 *Waiver by Attendance.* A person's attendance at a meeting constitutes waiver of notice of the meeting unless the person attends for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened.

7.8 *Action Without a Meeting.* Any action that may be taken at a meeting of the Board or a committee of the Board may be taken without a meeting if a written consent, stating the action to be taken, is signed by the number of Directors or committee members necessary to take that action at a meeting at which all Directors or committee members are present and voting. The consent shall state the date of each Director's or committee member's signature. Prompt notice of the taking of any action by Directors or a committee without a meeting by less than unanimous written consent shall be given to each Director or committee member who did not consent in writing to the action.

Article VIII. Staff

8.1 *Officers of the Corporation.* The Board shall elect the officers of the Corporation. The officers of the Corporation shall include the Executive Director and such other officers as the Board may elect or appoint from time to time.

8.2 *Executive Director.* The Executive Director shall serve as the chief executive officer of the Corporation and shall be responsible to the Board for the administration of the business affairs and assets of the Corporation and for the employment and supervision of all other employees of the Corporation. The Executive Director shall not be a member of the Board, but shall attend all meetings thereof and shall have the privilege of the floor, without vote.

8.3 *Other Officers.* The Board shall, upon the recommendation of the Executive Director, elect such other officers deemed essential for management of the Corporation or required by law. The Board in conjunction with the Executive Director shall determine the title, duties, and compensation of such other officers.

Article IX. Indemnification and Insurance.

9.1 *Mandatory Indemnification.* To the extent permitted by law, the Corporation will indemnify a Director, officer, committee member, employee, or agent of the Corporation who was, is, or may be named defendant or respondent in any proceeding as a result of his or her actions or omissions within the scope of his or her official capacity in the Corporation. For the purposes of this Article, an agent includes one who is or was serving at the Corporation's request as a Director, officer, partner, joint-venturer, limited liability company member, proprietor, trustee, or in like position of an enterprise.

9.2 *Pre-Conditions.* Notwithstanding the indemnification pursuant to section 9.1, the Corporation will indemnify a person only if he or she acted in good faith as determined by the Board or its designee and reasonably believed (i) in the case of conduct in his or her official capacity with the Corporation that his or her conduct was in the Corporation's best interest; and (ii) in all other cases that his or her conduct was at least not opposed to its best interests. In the case of a criminal proceeding, the person may be indemnified only if he or she had no reasonable cause as determined by the Board or its designee to believe that the conduct was unlawful. The Corporation will not indemnify a person who is found liable to the Corporation or is found liable to another on the basis of improperly receiving a personal benefit from the Corporation. The termination of a proceeding by judgment, order, settlement, conviction, or upon a plea of no contest or its equivalent is not, of itself, determinative that the director did not meet the standard of conduct described in this section.

9.3 *Expenses.* The Corporation may advance expenses incurred or to be incurred in the defense of a proceeding to a person who might eventually be entitled to indemnification, even though there has been no final disposition of the proceeding. However, the Corporation will not advance expenses to a person before final disposition of a proceeding if the person is a named defendant or respondent in a proceeding brought by the Corporation or on its behalf or if the person is alleged to have improperly received a personal benefit or committed other willful or intentional misconduct.

9.4 *Expenses of Witnesses.* The Corporation will pay or reimburse expenses incurred by a Director, officer, committee member, employee, or agent of the Corporation in connection with the person's appearance as a witness or other participant in a proceeding involving or affecting the Corporation when the person is not a named defendant, respondent, or responsible third party in the proceeding.

9.5 *Discretionary Indemnification.* In addition to the situations otherwise described in this Article, the Corporation may, at its discretion and pursuant to a majority vote of the Board, indemnify a Director, officer, committee member, employee, or agent of the Corporation to the extent permitted by law. However, the Corporation will not indemnify any person in any situation in which indemnification is prohibited by section 9.2 above.

9.6 *Insurance.* To the extent permitted by applicable law, the Board shall adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any person who is or was a Director, officer, employee, committee member, employee, or agent of the Corporation, or who is serving or who has served in any such capacity in any other enterprise at the request of the Corporation, against any liability asserted against such person or incurred by such person in such capacity or arising out of such person's status as such, whether or not the Corporation would have the power to indemnify the person against such liability under the Articles of Incorporation, these Bylaws, or provisions of law.

Article X. IRC 501(c)(3) Tax Exemption Provisions.

10.1 *Limitations on Legislative and Political Activities.* No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

10.2 Prohibitions Against Private Inurement.

- a. *No Inurement.* The Corporation is not organized for profit and is to be operated exclusively for one or more of the purposes specified in Section 501(c)(3) of the Internal Revenue Code, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of a future federal tax code, and in the promotion of religious and charitable activities in accordance with the Corporation's Articles of Incorporation, as amended. The net earnings of the Corporation shall be devoted exclusively to religious, charitable, and educational purposes and shall not inure to the benefit of any private individual. No Director, officer, or person from whom the Corporation may receive any property or funds shall receive or shall be entitled to receive any pecuniary profit from the operation thereof, and in no event shall any part of the funds or assets of the Corporation be paid as salary or compensation to, or distributed to, or inure to the benefit of any member of the Board; provided, however, that (i) reasonable compensation may be paid to any Director while acting as an agent, including consultant, contractor, or employee of the Corporation for services rendered in affecting one or more of the purposes of the Corporation; and (ii) any Director may, from time to time, be reimbursed for his or her actual reasonable expenses incurred in connection with the administration of the affairs of the Corporation.
- b. *No Loans to Directors or Officers.* No loans or advances, other than customary travel advances, shall be made by the Corporation to a Director or officer of the Corporation.

10.3 *Distribution of Assets.* Upon the dissolution of the Corporation, its assets remaining after the payment, or provision for payment, of all debts and liabilities of the Corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, in the following order of preference or priority: (a) to Transylvania Presbytery of the Presbyterian Church (USA), Inc., or its successor or

assign, if it shall then be a corporation qualified for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code; if not, then (b) to the Presbyterian Church (USA), or its nominee or assign, if it shall then be a corporation qualified for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code; and if not, then (c) it shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of the State of [Kentucky](#) and pursuant to the Articles of Incorporation, as amended, and any covenant agreement then in effect, if any. Any change to this Section 10.3 shall require the affirmative vote of the Board of Directors and the affirmative vote of Transylvania Presbytery.

10.4 *Further Prohibitions.* Notwithstanding any other provision of these Bylaws, the Corporation shall not carry on any activities not permitted to be carried on (a) by a non-profit corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a non-profit corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article XI. Miscellaneous.

11.1 *Articles of Incorporation.* All references in these Bylaws to the Articles of Incorporation shall be to the Charter of Incorporation of Transylvania Presbytery Camp, Inc. filed September 12, 1955, in the office of the Secretary of State of the State of Kentucky, as the same has been amended from time to time thereafter.

11.2 *Fiscal Year.* The Board of Directors shall adopt a fiscal year for the Corporation by resolution of the Board and may change the same from time to time as they deem appropriate.

11.3 *Internal Revenue Code.* All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986, as amended from time to time, or to corresponding provisions of any future federal tax code.

11.4 *Governing Law.* These Bylaws shall be construed in accordance with the laws of the State of North Carolina and the United States of America, including but not limited to the North Carolina Nonprofit Corporation Act. All references in the Bylaws to statutes, regulations, or other sources of legal authority shall refer to the authorities cited, or their successors, as they may be amended from time to time.

11.5 *Legal Construction.* If any Bylaw provision is held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect any other provision and these Bylaws shall be construed as if the invalid, illegal, or unenforceable provision had not been included in these Bylaws.

11.6 *Amendment.* These Bylaws, or any part of them, may be altered, amended, or repealed and new Bylaws adopted by approval of not less than two-thirds (2/3) of the Board members or by such greater percentage of the Board as may be required by applicable law. Any notice of a meeting at which these Bylaws are to be altered, or repealed, or new Bylaws adopted, or both, shall include notice of such proposed actions.

11.7 *Headings.* The descriptive headings of the articles, sections, and paragraphs contained in these Bylaws are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions of these Bylaws.

11.8 *Gender and Number of Words.* When the context requires, the gender of all words used in these Bylaws include the masculine, feminine, and neuter, and the number of all words includes the singular and the plural.

11.9 *Conflict.* If there shall be any conflict between the provisions of these Bylaws and the Articles of Incorporation, the provisions of the Articles of Incorporation, as amended, shall govern.

End of Bylaws

COVENANT AGREEMENT

This covenant agreement is an initial step, prior to any incorporation or formal non-profit status for Camp Burnamwood, to delineate the responsibilities of the Presbytery and the Camp in relation to one another.

This Covenant is an agreement between the Presbytery and Camp Burnamwood to affirm a present and historic relationship in which there is mutuality of purpose. To fulfill its role in its relation to the Presbytery, Burnamwood will operate under the sole direction of its Board of Directors, the members of which will be elected by its Board

The Promises and Assurances of the Presbytery to Camp Burnamwood.

A. The Presbytery encourages full use of Burnamwood by Presbyterian individuals and churches. The Presbytery recognizes Burnamwood as one of the entities with which it is in covenant relationship providing a variety of programs, including ecumenical programs with multiple denominations.

B. The Presbytery will use Burnamwood exclusively as a site for its summer camp program each year with first choice of summer dates to be determined by September 1 of the previous year and will encourage congregations and individuals within the presbytery to give Burnamwood first consideration for their programs, retreats, and conferences.

C. Recognizing that Burnamwood is serving the Presbytery's mission efforts as well as its own in operating the camp and that the prime and natural constituency for its financial support is among the churches and individuals within the presbytery, the presbytery affirms the right of the Camp to solicit funds within the presbytery consistent with any guidelines that may be established for such efforts within the presbytery.

D. The Presbytery will support Burnamwood, as able, in its annual budget and will encourage all churches in the presbytery to participate in the financial support of the Camp. The Presbytery currently contributes \$50,000 per year to support the Burnamwood budget. The Presbytery anticipates committing to this funding level for at least three years barring any unforeseen circumstances.

The Promises and Assurances of Burnamwood to the Presbytery.

A. The Burnamwood Board affirms its responsibility for the management and operation of the camp, including its financial management, and assumes the responsibility for the employment and compensation of the camp director as well as other staff in consultation with the Presbytery's Administration Commission. The Board will work with the Presbytery to form a 501(c)3 Burnamwood corporation.

B. The Board will maintain the real property, fixtures, equipment, and tangible assets of the camp in good working order and repair and will make improvements as finances allow and need requires.

C. To achieve these commitments, the Board will seek out opportunities for additional programs at the camp to serve its mission and increase its revenue stream and will undertake fundraising efforts to increase and broaden the donor base for the camp.

D. The Board will adopt governance and management systems in line with current practices for nonprofit corporations in bylaws, policies, record-keeping, and financial accounting and reporting, and will provide financial reports to the Presbytery not less often than quarterly, with periodic interim updates as needed, appropriate, or requested.

E. The Board will cooperate and collaborate with other commissions or entities of the Presbytery, seeking ways to support the Presbytery and its member churches through programs and opportunities which address the training, mission, and recreation needs of the Presbytery and its member churches.