

JOHN KNOX PRESBYTERY
POLICY FOR TIMES OF EXTREME WORK/WORSHIP DISRUPTION DUE TO
NATURAL DISASTER OR PANDEMIC

In the course of seasons and years there is on occasion a situation such as a natural disaster, tornado, earthquake, flood, epidemic, or even pandemic. These can lead to a disruption in the life of congregations or the work of the presbytery. This policy outlines the procedure for addressing that extreme disruption.

A “Lead Team” (LT) will be formed to serve as a clearing house of information for dissemination. This LT will be responsible for making decisions on everyday items and making recommendations to other groups such as Sessions, John Knox Presbytery (JKP) standing committees or Presbytery as a whole, for consideration and action. The Lead Team will be composed of the Presbytery Officers: Moderator, Vice-Moderator, Stated Clerk, and Treasurer; Chairperson of Presbytery Council; and Executive Presbyter; and resourced by the JKP Administrator. The LT may recruit other persons in the presbytery to gain particular representation, experience, or expertise. They will meet regularly as needed throughout the duration of the disruption.

Because such circumstances often happen rapidly, the decision to close the JKP office will be made by the Executive Presbyter using current information such as local school closings, ordered closings by county, state or national officials, and in consultation with the Lead Team. Advisory opinions on closings will be offered to sessions and pastors.

If the Presbytery office closes, staff will use technology made available to them to work from home. As salaried employees their pay schedules will remain in force unless and until a change is voted on by the presbytery. The Lead Team will work with the recommendation of the Fiscal Operations Task Force to make decisions and /or make recommendations concerning use of JKP funds for routine expenses.

The Lead Team will take great care to ensure that Presbytery staff provides support to presbytery members and congregations as they address their local situations. The Executive staff will compile information on resources available to pastors, sessions, and congregations to offer emergency relief. The Lead Team will issue advisory information concerning pastoral duties that ensure the safety of JKP members without diminishing the sense of call felt by ministers and ruling elders serving as pastors in caring for their flocks.